

## The Navy Ball Reimbursement Program

Information on this program is included in Chapter One Section 108 of the new CNIC Instruction 1710.3 (see web site [www.navymwr.org](http://www.navymwr.org) under Resources, then FFR Program References).

Reimbursements are limited to those bases that have a centralized MWR fund. Decentralized Navy recruiting districts, ships and decentralized activities are not eligible to receive Navy Ball reimbursement grants.

Navy Ball grant requests will be handled in the month of January, or sooner if possible, for those received by that time.

All other grants such as all afloat grants, major base grants, embassy grants and annual financial statements are being processed as quickly as possible after September 1. When they are done, work begins on the Navy Ball grants.

We had a question from one of our NOSC CO's on funding to support a cake for their command for upcoming Navy Birthday celebration.

With regards to appropriated funds, we've received clear guidance after checking ASN, OUSD food policy, NAVSUPINST 4200.85 and desk guide. All these policies state that cake purchase using appropriated funds is not allowable. Navy Birthday Ball grants will not reimburse for ANY food.

Bottom line up front: Are you able to provide clarification on use of MWR funds to purchase a cake in support of Navy Birthday for NOSC LOS ANGELES?

SECTION 108 (MWR Support for Navy Birthday Celebrations) CNICINST 1710.3 dated 14JUN13 states the following:

REGCOMs/ Installation COs who administer MWR programs ashore are permitted use of MWR NAFs to support one annual installation---wide Navy birthday celebration event. REGCOMs administering Region--- wide single NAF funds ashore are also permitted to use limited MWR NAF to support one annual installation---wide Navy birthday celebration at each installation within the Region. Such Navy birthday celebrations where two or more installations hold a joint event are encouraged, subject to dollar limits described in this section below. REGCOMs/Installation COs shall comply with the following criteria:

- a. The MWR department shall have a member on the Navy birthday event organizing committee.
- b. The Navy birthday event committee is strongly encouraged to hold the event on base at an MWR facility. If sufficient MWR infrastructure does not exist to provide appropriate services for a large, infrequent base---wide event such as the Navy Ball, the event may be held off base. The local MWR activity should not specifically develop or maintain a food and beverage infrastructure just to host such an event.

c. Navy birthday celebration event coordinators are not authorized to solicit or accept unsolicited sponsorship for such events. Navy birthday celebrations such as Navy balls, Submarine balls, Construction Battalion (SEABEE) balls, etc., are not MWR events and are not eligible for support through MWR commercial sponsorship.

d. NAF support is limited to purchase of entertainment, decorations, and flower arrangements and is limited to the amounts as determined annually by CNIC HQ Support Services Center (N94). Decorations and flower arrangements are only reimbursed if the event is held in an MWR facility.

Reimbursement is based on actual expenses incurred for authorized items, subject to the maximum limitations and not to exceed:

(1) Event with less than 250 attendees --- \$1,700

(2) Event with 250 to 500 attendees --- \$2,350

(3) Event with over 500 attendees --- \$3,000

e. Local MWR will have up to 60 days to post event expenses in the financial system and submit to CNIC HQ Fleet and Family Readiness Financial Management Branch (N948A) for reimbursement.

f. The local MWR organization should receive appropriate recognition for support provided to the event.

g. MWR shall submit the request to CNIC HQ (N948A) with the following items in the request:

(1) Information about the event, to include the date, location, and number of attendees.

(2) Number of attendees at previous year's celebration.

(3) Purpose and corresponding costs for each expense category for which MWR NAFs were used.

(4) Company Code and Cost Center to be reimbursed.

The short answer is that Navy Ball funds from MWR are only for commands on bases. The reason for that is that the grants are only supplied to the base MWR, not to the command. Commands on bases get their MWR funds from the base. Decentralized activities like NOSC Los Angeles do not receive their MWR funding from a base. They get it from CNIC and using MWR funds from CNIC have rules and one is that they cannot receive funds from CNIC for Navy Ball. The decentralized commands need to fund raise to assist in paying for their Navy Ball expenses in addition to collecting funds from the Ball participants.

Additionally, the official instructions currently valid cover many facets of MWR (too many in my opinion) and it is very easy to read something that applies to one type of installation that doesn't apply to another installation. It is confusing to say the least.

Another quick question: Could photographic coverage of the ball be included with this grant? Yes

If my memory serves me correctly, we pay for the service up front then will be reimbursed by CNIC? The Committee pays for the service and after grant form is submitted, CNIC will reimburse MWR, who will then reimburse the Committee.

Also, the CMC asked me to check and see if the Navy Ball grant could be used for the Khaki ball? No  
You must submit receipts for Navy Ball to CNIC if you want reimbursement.

This is to be requested AFTER the Ball.

Please note the following:

MWR NAF support is limited to the purchase of entertainment, decorations and flower arrangements if held on base at an MWR facility. Support is limited to entertainment ONLY if held off base.

The form for the Navy Ball committee's MWR representative to complete can be found on-line at [www.navymwr.org](http://www.navymwr.org). The form must be approved and signed by the MWR director and/or base Commanding Officer.

Contact CNIC N948A for more information.

Financial Management Branch (N948A)

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