DEPARTMENT OF THE NAVY

COMMANDER, NAVY INSTALLATIONS COMMAND

WASHINGTON NAVY YARD, DC 20374-5140

MEMORANDUM OF AGREEMENT

BETWEEN

COMMANDER, NAVY INSTALLATIONS COMMAND

FLEET & FAMILY READINESS (N9)

AND

COMPTROLLER/CHIEF RESOURCE OFFICER (N8)

Subj: UNIFORM FUNDING MANAGEMENT ANNUAL OMN **$XXM** (MW)

Ref: (a) 10 U.S.C. §2491

 (b) DON FMPM Chapter 3, §03315 of Sept 2016

1. Purpose. The purpose of this Memorandum of Agreement (MOA) is to set out the provisions of a cooperative working arrangement between Commander, Navy Installations Command (CNIC) Comptroller/Chief Resource Officer (CRO) (N8) and Fleet and Family Readiness (FFR) Director (N9) for the financial support of quality of life programs administered by CNIC N9 through the Uniform Financial Management (UFM) process.

2. Responsibilities.

 a. Per references (a) and (b) funds appropriated to DoD and available for MWR programs may be converted to NAF via the UFM practice and thereafter treated as NAFs and expended in accordance with laws applicable to NAFs.

 b. Utilization of UFM shall not be used to circumvent existing regulations relating to APF support of NAFIs. APF are made available to the NAFI upon obligation of the APF. Payments under this agreement are categorized as Other Purchased Services.

 c. Fleet and Family Service Centers shall maintain a detailed accounting of the execution of UFM funds, which is necessary for budgets, accounting records, and financial reports. Accordingly, the invoices will include both expense element detail, as well as the MWR program in which the cost was incurred. Navy MWR Central Fund Accounting System (CFAS) will have detailed backup on actual expenses.

 d. Subject to availability, APF will be provided to CNIC N9 for execution through the UFM process during **FYXX** in the amounts described below. In order to ensure more efficient fund execution and usage, CNIC N8 plans to issue funding for the first three quarters up front in **FYXX**. Any change in budgeted funds will be reflected in subsequent amendments to this MOA. Funds provided for the UFM program will be reflected in OP-34 budget exhibits in accordance with Office of the Secretary of Defense (OSD) and ASN (FM&C) guidance.

3. Billable Expense Controls.

 a. Operating costs, to include labor, supplies, equipment, travel, and contract costs that support the MWR mission are authorized to be funded through the UFM practice, if not funded with direct APF support.

 b. For **FYXX**, not more than **$XX,XXX,XXX** in APF for support of these operating costs will be funded through this MOA in support of CNIC Special Interest Items (SII) MW. The Net Zero for this MOA documents the planned expenses in each Cost Account Code (CAC).

4. Effective Date/Period. This MOA is effective upon signature of both parties and shall remain in effect until expiration, modification, or cancellation by mutual consent of both parties.

AUTHORIZED SIGNATURE Date AUTHORIZED SIGNATURE Date

Title Title