

NAVY BIRTHDAY BALL FAQs

July, 2017

The Navy Birthday Ball grant is also available for SeaBee Balls and Submarine Balls.

CNIC would prefer submission of reimbursement requests be made no later than 60 days after the event. But, in special instances, it is possible Navy Birthday Ball reimbursements can be made later as long as it is submitted during the fiscal year in which it was held.

There are firmly established dollar limits for reimbursable expenses.

The grant amount CNIC provides is generally not enough to cover all Navy Birthday Ball expenses. Fund-raising is encouraged and necessary to help cover costs. Instructions don't specify that both cannot be simultaneously done and we don't ask (nor do you have to tell us) if fund raising was done. Also, ticket sales will help cover expenses.

Be aware that the Navy Ball committee is NOT a non-profit entity so they may be asked to pay sales tax on their purchases.

No shore command that receives MWR Recreation Fund grants from CNIC as a Decentralized Activity is permitted to use that money for Navy Birthday Ball expenses.

Per CNICINST 1710.3, paragraph 108(d), only commands that are on a base with a CENTRALIZED MWR FUND are eligible for financial assistance for Navy Balls through their MWR office in the form of a CNIC grant.

Navy Recruiting Districts (NRD), Navy Operational Support Centers (NOSC), Naval Reserve Officers Training Corps (NROTC), and ships, for instance, are not eligible for this grant. However, they may hold a Navy Birthday Ball but all funds for it have to come from ticket sales, fund-raising and donations. These funds have to be kept completely separate from the command's MWR Rec Fund.

The civilian MWR employee or authorized representative has to complete the grant form.

After Ball bills are paid, submit a copy of pertinent paid receipts along with Navy Birthday Ball grant request form. A receipt is required for anything you are requesting reimbursement for.

Forms and requirements will not change from year to year unless there is a MAJOR Instruction change. We will attempt to notify as many commands as possible if that happens.

Upon CNIC approval of request, funds are transferred to the local MWR fund. The local MWR will allocate the funds to the Navy Ball committee.

Ensure the correct Company Code and Cost Center is entered on the request. No fund number is required. This is where the reimbursement EFT will be sent.

Remember: If Ball is held OFF BASE, entertainment is the only reimbursable expense: DJ, band, audio/visual equipment, etc. Ensure it is included on the entertainment invoice. If it is held ON BASE, decorations, floral arrangements and entertainment are all reimbursable.

Be sure to check the non-reimbursable expenses listed on the reimbursement form.

Requests, with attached receipts, can be mailed but e-mailed is preferred. Send to judy.harwood@navy.mil. Concerns/questions? Contact 901-874-6603.

Waivers to permit reimbursement of unusual or unanticipated expenses must be requested in writing from:

Kondziela, Dan T, Deputy Director, CNIC HQ Support Services, N94, 5720 Integrity Drive, Bldg 457, Room 219, Millington, TN 38054, (901) 874-6618, email dan.kondziela@navy.mil

A copy of the signed, approved waiver must accompany the grant request form to CNIC.
