



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD  
14000 MSCOE LOOP, SUITE 120  
FORT LEONARD WOOD, MO 65473-8929

IMLD-ZA

1 AUG 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy 30, Use of Unit Funds

1. Purpose. To provide policy guidance regarding the use of Unit Funds provided by Family and Morale, Welfare and Recreation (MWR) Nonappropriated Funds (NAF) to support unit level programs and services.
2. Reference. AR 215-1 (Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities)
3. Applicability. The guidance applies to all Fort Leonard Wood Military units receiving authorizations to execute authorized NAF issued funds for unit benefits.
4. Policy.
  - a. All Military units are required to pursue MWR, AAFES and/or DeCA services and programs first when executing their NAF Unit Funds.
  - b. In the event services and programs are not available, MWR, AAFES and/or DeCA operations and facilities will issue a Statement of Non-availability to the requesting unit(s). The Statement of Non-availability must be attached to the Military unit's request for funds memorandum.
  - c. Units cannot seek quotes from off-post vendors for goods or services until they have secured their Statement of Non-availability of services from MWR, AAFES and/or DeCA.
5. This policy supersedes any previous policies and is in effect until superseded or rescinded.
6. The point of contact for this policy is the Directorate of Family and Morale, Welfare and Recreation, at (573) 596-0118.

  
TRACY L. LANIER  
COL, LG  
Commanding

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