From: Commander, Navy Reserve Forces Command

Subj: COMMANDER, NAVY RESERVE FORCES COMMAND MORALE, WELFARE, AND RECREATION POLICY

Ref: (a) OPNAVINST 1700.7E

1. Purpose. To provide policy, guidance, and standards for the operation and management of the recreational committee of Commander, Navy Reserve Forces Command (COMNAVRESFORCOM). To standardize the responsibility, coordination, and execution of committee programs within the command.

2. Cancellation. COMNAVRESFORCOMINST 1710.2.

3. Mission. The mission of the local recreation committee is to provide constructive recreation, social activities, and morale boosting events for Navy personnel, civilian staff, and their respective family members. Accomplishing this mission will enhance the overall command readiness, personal readiness, and retention of Navy personnel.

4. Objectives. In keeping with reference (a), adequate activities are essential to the effective function of the Navy. According to reference (a), it is Navy policy to fund a well-rounded Morale, Welfare, and Recreational (MWR) Program. Although this committee will not function as a MWR entity, it will be based on concepts of the MWR program. COMNAVRESFORCOM will ensure resources are available to fulfill all duties and responsibilities of the committee to provide effective and adequate programs and activities, such as:

   a. Provide activities contributing to the readiness, retention, social, physical, educational, cultural, command and community cohesion, esprit de corps, general well being, and quality of life of the Navy and its personnel.

   b. Promote the mental and physical well being of Navy personnel, civilian staff, and their family members.
c. Encourage personnel to use leisure time to focus on programs which develop and maintain motivation, talent, and skills which contribute to their ability to perform duties as service members and citizens.

d. Assist in providing a community support environment to family members of the staff while members are attached to the command.

5. Organization. The recreational committee will consist of the following offices:

a. President, Vice-President, Secretary, Treasurer, Chairperson, Civilian Representative, and Department Representatives. Based on current command size, one representative will be solicited from each department in addition to the personnel who serve on the executive board of the committee. All officers and members of the committee, except the President, will vote during meetings of the committee. The President will only cast a vote in the event of a tie, which will make the final decision.

b. Executive Board Election process:

(1) The election process for the executive board will begin 15 October of each year.

(2) Nominations will be open to the command via email allowing each member to nominate their choice for each of the offices.

(3) Nominations will close 30 October and each nominee will be given the opportunity to accept or decline the nomination.

(4) After all nominations are confirmed, the ballot will be created. The ballots will be disseminated and voting will open 1 November.

(5) Voting will close 15 November, allowing the votes to be tallied.

(6) The new MWR officers will be announced each year during the Command Holiday Party.
(7) For record purposes, all ballots received will be retained for six months after the announcement.

6. Funding. Chapter 9 of reference (a) establishes the guidelines for tenant commands to utilize MWR facilities to conduct occasional fundraising events to enhance the specific recreational requirements of the activity. Therefore, local facilities will be utilized for fundraising activities (i.e., bake sales, fish fry, etc.). Fundraising will also be extended to local activities of the command (i.e., Commanding Officer’s Conference, Naval War College Symposium, etc.). Through such activities, all funding will be attained to execute the overall function of the recreation committee.

7. Accounting. Quarterly, the Budget Analyst of COMNAVRESFORCOM will execute a review of recreation committee funds, to ensure quality control and proper financial management of committee accounts.

8. Financial Compensation. Members of the recreation committee will not receive any financial payment in cash, goods, or services for any function performed as a member of the group.

9. Action

   a. COMNAVRESFORCOM shall initiate continuing action to ensure compliance with designated duties and responsibilities of this instruction.

   b. This instruction should be made available to all hands upon reporting and should be reviewed in its entirety.

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