

Defense Logistics Agency (DLA) Instruction



DLAI 7303
October 13, 2009
DES

Morale, Welfare, and Recreation (MWR) Program

References: Refer to [Enclosure 1](#).

1. PURPOSE. This instruction:

- a. Establishes and implements policies, processes, and procedures necessary to the effective, efficient, and economical conduct of official Agency business.
- b. Contributes to the Agency mission and improve productivity through promoting family well-being and enhancing the quality of life for the DLA workforce.
- c. Ensures that DoD personnel and their families are provided a quality of life that reflects the high standards and pride of the Nation that they defend and support.

2. APPLICABILITY. This instruction applies to Headquarters (HQ) Defense Logistics Agency (DLA) and DLA Primary Level Field Activities (PLFA).

3. POLICY.

- a. The DLA MWR Program will implement and comply with all statutory, DoD, and Army guidance issued for the MWR Programs.
- b. Coordinate and collaborate with other military and civilian agencies on matters involving community planning, prevention programs, initiatives, and delivery of services.
- c. The Agency ensures that DoD personnel and their families are provided a quality of life that reflects the high standards and pride of the Nation that they defend and support.
- d. Provide policy and procedures that assist management in recruiting, developing, and retaining the best-qualified workforce available in a fair and equitable manner.

4. RESPONSIBILITIES.

- a. The Staff Director, MWR (DES-Q) will:

- (1) Plan and design programs, and ensures that short- and long-term plans are established and maintained.
- (2) Conduct short-term planning and a comprehensive annual review of all MWR Programs. Program delivery must meet or exceed defined program standards, and the goals and objectives of the MWR Business Plan and the Agency's Strategic Plan. If not, programs will undergo review and adjustment in order to meet defined program standards.
- (3) Conduct long-term planning and planning reviews that align MWR Program goals and objectives with resourcing, responsibilities, and implementation timelines. This planning will cover a 5-year period. The review and adjustment of MWR programs during the short-term planning process, as necessary, will serve as the platform for the 5-year long-term plan.
- (4) Define standards for program implementation that program(s) must meet or exceed.
- (5) Ensure that the MWR Program overall meets mission requirements and is market driven. HQ MWR will periodically measure customer demand, usage and satisfaction, and act upon findings. The adjustments will be identified in the short- and long-term planning process.
- (6) Ensure that MWR Programs are resourced with APF through the annual Program Budget Review (PBR) process and NAF budget process. The annual NAF budget process will ensure that HQ and FA MWR NAF instrumentalities are financially sustainable. MWR Programs will be resourced from either APF or NAF, or a combination of both types of funds. NAF expenditures for valid MWR purposes are not an augmentation of appropriations.
- (7) Ensure that MWR facilities adequately support programs and services. MWR construction programs will be supported by feasibility studies, as described in DoD Instruction 1015.1, and will seek solutions that provide long-term economies of scale and efficiencies.
- (8) Administer the Health Facility Membership Program. The policy is established to provide authority and guidelines for DLA's purchase of commercial health facility memberships for use by DLA military personnel assigned to locations without a co-located fitness facility. Site Directors, Commanders, and HQ DLA J-Code Directors can determine whether the distance from the duty location to the closest military fitness facility creates an undue hardship and significantly and seriously detracts from fitness and combat readiness and/or mission

accomplishment for the affected military individual. Site Directors, Commanders, and J-Code Directors shall review and approve requests for Health Facility Memberships. Membership will be under the name of the organization rather than an individual and will be transferable. Membership requests shall be reviewed to ensure they withstand public scrutiny and avoid the appearance of any improprieties that could bring criticism to the Agency. Onsite Officials will maintain records and provide statistical and financial reports to HQ DLA, ATTN: DES-Q, within 30 days after the end of each fiscal year. The report will include name of health facility, name of organization using the facility, period used, cost per month (year), and frequency of use.

- (9) Develop Programs. This is a coordinated effort between HQ and DLA Field Activities.
- (10) Encourage HQ and FAs to partner with local governments or communities for the use of Mission Sustaining and Basic Community Support MWR Programs when it is in the best interest of the DoD, and when the provisions of such agreements are otherwise in compliance with applicable public law and governing regulations.
- (11) Monitor adherence to the Randolph-Sheppard Act. The Randolph-Sheppard Act provides a program allowing the blind to have first priority to operate vending facilities on DoD-controlled property. The intent is to allow blind licensees gainful employment. While primary responsibility for carrying out this intent falls upon the State Licensing Agency, it is the responsibility of the onsite official to ensure the operator is a state licensed blind person and that sighted employees or assistants are utilized only to the extent reasonably necessary, and operations are in compliance with the Randolph-Sheppard Act, DoD Regulations, AR 215-25, and its requirements for satisfactory vending. Within 30 days after the fiscal year ends, Field Activities and HQ will submit an annual report to the HQ DLA, ATTN: DES-Q, with the total number of applications for vending facility locations received from state licensing agencies, the number approved, the number denied, and number still pending, the total amount of vending machine income collected (excluding income exempt from the income sharing requirements), and the amount of such vending machine income disbursed to state licensing agencies in each state.

b. HQ and FA MWR Managers will:

- (1) Provide all approved MWR Programs within budget constraints.
- (2) Monitor MWR Programs to track cost of operation; APF and NAF budget execution; customer satisfaction; and program management. HQ and FAs coordinate with the HQ MWR Staff Director on any proposed changes that may impact funding or current policy. HQ and

FAs make local adjustments, as needed that do not impact funding or current policy.

- (3) Ensure that HQ and FA Program(s) are reviewed quarterly through a committee concept and an in-depth review and analysis. Requests and recommendations are presented during this forum concerning HQ and FA MWR Programs (i.e., funding for minor construction, procurement of furniture, fixtures, and equipment), and a vote is rendered that provides either approval or disapproval of the request.
- (4) Provide training programs that stress financial stewardship and customer orientation to ensure that, at a minimum, Site Directors and Program Managers understand fiduciary accountability and program responsibilities.

c. The NAF Personnel Office will:

- (1) Assist DLA supervisors and management in the technical aspects of sound personnel management.
- (2) Inform NAF employees of their obligations, rights, and privileges as NAF employees.
- (3) Establish and monitor a Uniform Personnel record system that will provide reliable information on each employee's qualifications, employment history, and status as a DLA NAF employee.
- (4) Promote efficient use of NAF funds in personnel administration.

5. PROCEDURES.

Deliver Programs.

- a. The Staff Director, MWR, plans and designs programs and provides overall guidance, and obtains funding.
- b. The MWR Division (DES-Q) coordinates overall planning to define standards for program implementation. It ensures that program(s) meet or exceed defined standards and ensures short- and long-term plans are established and maintained.
- c. The MWR Program Manager serves as the technical expert in developing and evaluating program standards, and ensures that MWR programs are adequately resourced by appropriate financial categories to meet DLA FA requirements.
- d. HQ and the PLFAs administer MWR program(s) and the day-to-day operations.
- e. Implement DoD, Army, and DLA MWR policy and program performance standards.

f. Conduct program evaluations. Efforts will be coordinated between HQ and PLFAs.

g. Conduct needs/requirement analysis. Efforts will be coordinated between HQ and PLFAs.

h. Provide NAF civilian personnel services for NAF employees within the DLA workforce.

i. Provide operational guidance and controls relating to the administration and operation of NAFI civilian employees dedicated to the support of the DLA workforce, military and civilian.

j. Establish metrics to track performance goals in the areas of training for PLFA managers and employees.

k. Conduct annual site visits to each PLFA for training of managers, employees, and personnel specialists and conducts new employee orientations. NAF workforce orientation and training is conducted on an annual basis as a minimum.

l. Conduct annual wage survey at Defense Distribution Center Susquehanna, PA.

m. Conduct specialized PLFA site visits based on an as-needed request for support.

n. Ensure NAF personnel services are adequately resourced from the DLA MWR One Fund.

o. Develop training for managers and NAF workforce.

p. Ensure new manager orientation and refresher courses for current managers are conducted on a one-on-one or group basis annually or as requested by MWR PLFA chiefs.

6. EFFECTIVE DATE. September 27, 2004

Director, DLA Enterprise Support

2 Enclosures

Enclosure 1 – References

Enclosure 2 – Additional Information

Enclosure 1
References

1. DLA One Book Process Chapter, MWR Program, September 27, 2004, superseded.
2. This Process Chapter supersedes DLA Regulations (DLAR) 1100.6, Vending Facility Program for the Blind on Federal Property; and DLAR 1330.7, Health Facility Membership for Active Duty Military Personnel.
3. Randolph-Sheppard Act.
4. DoDD 1015.2, Military Morale, Welfare, and Recreation (MWR)
[\[http://www.dtic.mil/whs/directives\]](http://www.dtic.mil/whs/directives)
5. DoDI 1015.8, DoD Civilian Employee Morale, Welfare, and Recreation Activities and Supporting Non-Appropriated Fund Instrumentalities
[\[http://www.dtic.mil/whs/directives\]](http://www.dtic.mil/whs/directives).
6. DoDI 1015.10, Programs for Military Morale, Welfare, and Recreation (MWR)
[\[http://www.dtic.mil/whs/directives\]](http://www.dtic.mil/whs/directives)
7. DoDI 1015.14, Establishment, Management, and Control of Non-Appropriated Fund Instrumentalities and Financial Management of Support Resources
[\[http://www.dtic.mil/whs/directives\]](http://www.dtic.mil/whs/directives)
8. DoDI 1015.15, Procedures for Establishment, Management, and Control of Non-Appropriated Fund Instrumentalities and Financial Management of Support Resources
[\[http://www.dtic.mil/whs/directives\]](http://www.dtic.mil/whs/directives)
9. DoDD 5500.7, Standards of Conduct [\[http://www.dtic.mil/whs/directives\]](http://www.dtic.mil/whs/directives)
10. Army Regulation (AR) 215-1, Morale, Welfare, and Recreation Activities, and Non-Appropriated Fund Instrumentalities [\[http://www.ArmyMWR.org\]](http://www.ArmyMWR.org)
11. 215-7, Civilian Non-Appropriated Funds and Morale, Welfare, and Recreation Activities [\[http://www.hqda.army.mil/ACWF\]](http://www.hqda.army.mil/ACWF).
12. DoDI 1401.1, Personnel Policy for NAFIs
[\[http://www.cpms.osd.mil/nafppo/dodi1401.pdf\]](http://www.cpms.osd.mil/nafppo/dodi1401.pdf)
13. DoDI 1401.1-M, Personnel Policy Manual for NAFI
<http://www.cpms.osd.mil/nafppo/index.html>
14. DoDI 1401.1-M-1, Job-Grading System Manual for NAFI
[\[http://www.cpms.osd.mil/nafppo/index.html\]](http://www.cpms.osd.mil/nafppo/index.html)
15. DoDD 1015.8, DoD Civilian Employee MWR Activities and Supporting NAFI
[\[http://www.cpms.osd.mil/nafppo/dodd1015.pdf\]](http://www.cpms.osd.mil/nafppo/dodd1015.pdf)

16. DA NAF Personnel Regulations 215-3
[\[http://www.usapa.army.mil/pdffiles/r215_3.pdf\]](http://www.usapa.army.mil/pdffiles/r215_3.pdf)
17. Army Regulation 215-3, Nonappropriated Funds and Related Activities Personnel Policies and Procedures, dated 26 August 2002
[\[http://www.usapa.army.mil/pdffiles/r215_3.pdf\]](http://www.usapa.army.mil/pdffiles/r215_3.pdf)
18. DoD Civilian Personnel Management Service [\[http://www.cpms.osd.mil/\]](http://www.cpms.osd.mil/)
19. Army Civilian Personnel [\[http://cpol.army.mil/index.html\]](http://cpol.army.mil/index.html)
20. DoD Directive 1400.5, DoD Policy for Civilian Personnel, March 21, 1983.
[\[http://www.dtic.mil/whs/directives/corres/pdf/140005p.pdf\]](http://www.dtic.mil/whs/directives/corres/pdf/140005p.pdf)
21. DoD Directive 5120.42, DoD Wage Fixing Authority Nonappropriated Fund Compensation Programs, May 19, 1977.
[\[http://www.dtic.mil/whs/directives/corres/pdf/512042p.pdf\]](http://www.dtic.mil/whs/directives/corres/pdf/512042p.pdf)

Enclosure 2
Additional Information

1. The purpose of the MWR Program is to support mission readiness and effectiveness; support recruitment and retention of quality personnel; provide leisure time activities which support a quality of life commensurate with generally accepted American values; promote and maintain the mental and physical well-being of authorized personnel; foster community pride, soldier morale, family wellness; and promote esprit de corps.

a. Category A: The Mission Sustaining Programs are those that promote the physical and mental well-being of the workforce (i.e., Physical Fitness Facilities; Parks and Picnic Areas; and Playing Courts and Fields).

b. Category B: The Basic Community Support Programs are those that satisfy the physiological and psychological needs of the workforce (i.e., Child Development Center; Youth Service Programs; Information, Ticketing, and Registration Programs; Swimming Pools; Bowling Centers; and Automotive Craft Skills Development Centers).

c. Category C: The Revenue Generating Programs are those that produce locally generated income which supports the overall MWR Program inventory with NAF (i.e., Food, Beverage, Entertainment and Theme Facilities; Snack Bars; Lodging Facilities; Golf Courses; and Equipment Rentals).

2. Each NAF employee has the opportunity to review his/her official personnel file in the presence of NAF Policy Personnel Specialists to ensure all documents are updated and complete.