



Washington Headquarters Services

ADMINISTRATIVE INSTRUCTION

NUMBER 72

September 21, 2006

Incorporating Change 1, August 31, 2009

DA&M

SUBJECT: Charter for the Welfare and Recreation Association of the Office of the Secretary of Defense (OSD), Office of the Chairman of the Joint Chiefs of Staff (OCJCS), the Joint Staff, and the Washington Headquarters Services (WHS)

- References:
- (a) Administrative Instruction No. 72, "Charter for the Welfare and Recreation Association, Office of the Secretary of Defense and the Chairman the Joint Chiefs of Staff," September 27, 1994 (hereby canceled)
 - (b) DoD Instruction 1015.08, "DoD Civilian Employee Morale, Welfare, and Recreation (MWR) Activities and Supporting Nonappropriated Fund Instrumentalities (NAFI)," December 23, 2005
 - (c) DoD Instruction 1015.14, "Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources," November 22, 2005
 - (d) DoD Regulation 1015.8-R, "DoD Civilian Morale, Welfare, and Recreation (MWR) Activities and Supporting Nonappropriated Fund Instrumentalities (NAFIs) Regulation," November 23, 1985
 - (e) through (p), see Enclosure 1

1. REISSUANCE AND PURPOSE

This Administrative Instruction:

1.1. Reissues Reference (a) to update the policy, procedures, and responsibilities of the Welfare and Recreation Association (hereafter referred to as the "Association").

1.2. Continues the mission of the Association, which is to offer programs that contribute to the physical and mental health, morale, and welfare of Association members. Programs will be established in accordance with Reference (b).

2. APPLICABILITY

This Administrative Instruction applies to OSD, OCJCS, the Joint Staff, WHS, and those Defense Agencies and Field Activities listed in Enclosure 2 with current membership in the Association on the effective date of this publication.

3. POLICY

It is OSD policy that:

3.1. An Association be established for the benefit of, and membership granted to, civilian employees compensated from either appropriated or nonappropriated funds and military personnel who are permanently assigned to OSD, OCJCS, the Joint Staff, WHS, or one of the other member organizations of the Association.

3.2. This Association is established as a Program Group III Civilian Morale, Welfare, and Recreation (MWR) Nonappropriated Fund Instrumentality (NAFI) in accordance with paragraph 4.3.3. of DoD Instruction 1015.14 (Reference (c)) and is consistent with Reference (b) and is operated in accordance with DoD Regulation 1015.8-R (Reference (d)).

3.2.1. The Department of Defense Concessions Committee shall be the successor NAFI in interest for all funds of the Association in accordance with paragraph 4.2.3. of Reference (c).

3.2.2. Investment functions will be performed in accordance with Enclosure 8 of DoD Instruction 1015.15 (Reference (e)).

4. RESPONSIBILITIES

4.1. The Director of Administration and Management (DA&M), OSD, shall establish the Association in accordance with paragraph 3.1.4. of DoD Directive 5105.53 (Reference (f)) and:

4.1.1. Ensure that the Board of Directors (hereafter referred to as “the Board”) develop and approve policies, programs, procedures, and bylaws that are necessary to achieve the mission of the Association.

4.1.2. Appoint a Treasurer and Assistant Treasurer to assist in carrying out the financial responsibilities of the Association. They shall serve as nonvoting Advisors to the Board.

4.2. The Director, WHS, under the authority, direction, and control of the DA&M, OSD, shall:

4.2.1. Supervise and monitor the functioning of the Association.

4.2.2. Review and approve the minutes of the Association's monthly Board meetings.

4.3. The Director for Human Resources, WHS, shall appoint a nonvoting Advisor to the Board, who shall:

4.3.1. Act as the proponent of the Association for amendments, changes, and revisions to this Administrative Instruction.

4.3.2. Act as the Board liaison in policy and procedural matters of the Association.

4.3.3. Conduct the annual election/appointment process for selecting members to serve on the Board, as described in the Association's standard operating procedures.

4.4. The General Counsel, WHS, under the DoD Deputy General Counsel for Personnel and Health Policy, shall appoint a nonvoting Legal Advisor to the Board, who shall:

4.4.1. Provide legal advice and guidance to the Association and its Board members and officers.

4.4.2. Represent and speak for the Association and its Board members and officers, as requested.

4.5. The Association, under the authority, direction, and control of DA&M, OSD, shall:

4.5.1. Develop policies and procedures in accordance with this Administrative Instruction and References (a) through (e), DoD Instruction 7600.6 (Reference (g)), DoD FM Regulation 7000.14 (Reference (h)), DoD 8910.1-M (Reference (i)), DoD Instruction 4105.71 (Reference (j)), DoD Instruction 1401.1 (Reference (k)), DoD 1401.1-M (Reference (l)), and DoD 1400.25-M (Reference (m)).

4.5.2. Adhere to all DoD Issuances governing Nonappropriated Fund Instrumentalities.

4.5.3. Follow Army procedures in the 215 Series of Army Regulations: specifically, AR 215-1 for administration, operation, and management policies and the Army's Nonappropriated Fund Risk Management Program covering fidelity bonding (Reference (n)); AR 215-3 for uniform policies governing personnel management and administration (Reference (o)); and AR 215-4 for acquisition policy for contracts paid with nonappropriated funds (Reference (p)) or other applicable Army regulations.

4.5.4. Adhere to the annual financial and management reporting requirements found in Reference (e). These reporting requirements have been assigned Report Control Symbol (RCS) DD-P&R(A)1344 in accordance with Reference (i).

4.5.5. Conduct an annual Association audit in accordance with Reference (g).

4.5.6. Follow the procurement policies in accordance with Reference (j).

4.5.7. Follow the civilian personnel policies in accordance with References (k), (l), and (m).

4.6. The Office Manager of the Association shall be a competitively hired salaried Nonappropriated Fund employee of the Department of Defense and shall:

4.6.1. Serve as a nonvoting member of the Board and as its Secretary.

4.6.2. Manage and oversee the daily operations of the Association office and staff.

4.7. The Administrative Assistant/s of the Association shall be competitively hired salaried Nonappropriated Fund employees of the Department of Defense and shall report to the Office Manager and provide support to the Board.

4.8. The Board members shall elect a President and a Vice President each year to carry out the mission of the Association, as described in the Association's standard operating procedures.

4.8.1. The Board shall be composed of not less than nine voting members.

4.8.2. Board members shall be either appointed or elected to serve for a 2-year term, from among OSD, OCJCS, the Joint Staff, WHS, or one of the other member organizations of the Association listed in Enclosure 2. Board members shall be appointed or elected at the discretion of the organizations from which the Board members come.

4.8.3. Board members may be appointed by their organization's Director, in accordance with the Association's standard operating procedures.

4.8.4. Board members may be elected to the Board by the employees of their respective organizations in a confidential election according to the Association's standard operating procedures.

5. EFFECTIVE DATE

This Instruction is effective immediately.



Ralph E. Newton
Director (Acting)

Enclosures – 2

E1. References, continued

E2. Roster of Association Member Organizations

E1. ENCLOSURE 1

REFERENCES, continued

- (e) DoD Instruction 1015.15, "Procedures for Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources," May 25, 2005
- (f) DoD Directive 5105.53, "Director of Administration and Management (DA&M)," November 23, 1998
- (g) DoD Instruction 7600.6, "Audit of Nonappropriated Fund Instrumentalities and Related Activities," January 16, 2004
- (h) DoD Financial Management Regulation 7000.14 – Volume 13, "Nonappropriated Funds Policy and Procedures," January 2004
- (i) DoD 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," June 30, 1998
- (j) DoD Instruction 4105.71, "Nonappropriated Fund (NAF) Procurement Procedure," February 26, 2001
- (k) DoD Instruction 1401.1, "Personnel Policy for Nonappropriated Fund Instrumentalities (NAFIs)," November 15, 1985
- (l) DoD 1401.1-M, "Personnel Policy Manual for Nonappropriated Fund Instrumentalities," December 13, 1988
- (m) DoD 1400.25-M, "Department of Defense Civilian Personnel Manual (CPM)," December 3, 1996
- (n) Army Regulation 215-1, Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities, August 15, 2005¹
- (o) Army Regulation 215-3, Nonappropriated Funds Personnel Policy, September 29, 2003
- (p) Army Regulation 215-4, Nonappropriated Fund Contracting, March 11, 2005

¹ Copies of Army Regulations can be found at: <http://usassi-www.army.mil/references.html>

E2. ENCLOSURE 2

ROSTER OF ASSOCIATION MEMBER ORGANIZATIONS

For administrative convenience, the employing organizations of the Association are divided among the 13 Groups listed below. The Board's voting members are responsible for these Groups and have two major Association responsibilities—the annual distribution of the membership cards and marketing sponsored activities and programs. Each Board member serves his or her primary organization and other Association member organizations as assigned. Association Defense Agencies and DoD Field Activities are listed separately from and not included with their respective parent organization Groups. The assignment of Association member organizations to Board members in this manner ensures an equitable sharing of Board responsibilities. For contact information and responsibility assignments for each Board member, contact the Association's Office Manager. The Office Manager is located in the Pentagon and can be reached at (703) 695-5338.

Group I

All organizations under the Office of the Under Secretary of Defense for Acquisition,
Technology, and Logistics
Office of Economic Adjustment

Group II

All organizations under the Office of the Under Secretary of Defense for Policy
Defense Prisoner of War/Missing Personnel Office
Defense Security Cooperation Agency
Defense Technology Security Administration
OSD/ASD Legislative Affairs

Group III

All organizations under the Office of the Under Secretary of Defense (Comptroller)
General Counsel of the DoD/Defense Legal Services Agency
Director, Program Analysis and Evaluation
Assistant Secretary of Defense for Public Affairs
American Forces Information Service

Group IV

All organizations under the Office of the Under Secretary of Defense for
Personnel and Readiness
Assistant Secretary of Defense for Networks and Information Integration
TRICARE Management Activity
DoD Concessions Committee

Group V

J-1 (Manpower and Personnel)
J-6 (Command, Control, Communications and Computer (C4) Systems)
J-7 (Operational Plans and Joint Force Development)
J-8 (Force Structure, Resources, and Assessment)

Group VI

J-3 (Operations)
J-4 (Logistics)

Group VII

Director, Joint Staff
Office of the Chairman of the Joint Chiefs of Staff
J-5 (Strategic Plans and Policy)
Directorate of Management
Secretariat of the Joint Staff

Group VIII

Immediate Offices of the Secretary of Defense (Secretary of Defense, Deputy Secretary of Defense, Executive Secretary, and Office of Secretary of Defense Mess)
Office of the Under Secretary of Defense (Intelligence)
Assistant to the Secretary of Defense (Intelligence Oversight)
Defense Reconstruction Support Office
Director, Administration and Management and all subordinate offices
Director, Force Transformation
Director, Net Assessment
The White House Support Group (National Security Council and White House Military Office)
United States Court of Appeals for the Armed Forces
Boards, Commissions, and Task Forces
All of WHS except for Defense Facilities Directorate (DFD)

Group IX

WHS/DFD, Federal Facilities Division only

Group X

All of WHS/DFD except for Federal Facilities Division
Pentagon Force Protection Agency

Group XI

Missile Defense Agency
Defense Advanced Research Projects Agency
Director, Operational Test and Evaluation
~~DoD Counterintelligence Field Activity~~

Group XII

DoD Inspector General (Audit only)

Group XIII

DoD Inspector General (All but Audit)