



UNITED STATES MARINE CORPS
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5001

MCCDCO 7010.4
c 050
12 MAR 2003

MARINE CORPS COMBAT DEVELOPMENT COMMAND ORDER 7010.4

From: Commanding General
To: Distribution List

Subj: NONAPPROPRIATED FUND (NAF) PROCEDURES

Ref: (a) MCO P1700.27A
(b) MCO 7042.6B
(c) MCO 5760.4B
(d) SECNAVINST 7042.7J

Encl: (1) Format Letter for Requesting Nonappropriated Funds

1. Purpose. To define policies and procedures applicable to using and administering NAFs per the references.

2. Background. Every year MCCDC is allocated funds, provide by Marine Corps Community Services (MCCS), for activities operated within MCB, Quantico. These funds are provided on a FY basis in order to provide supplementary funds as may be necessary to support community activities associated with MCCDC.

3. Policy. The references set forth the responsibilities of local commanders for use of NAFs. The administration of MCCS NAFs is a trust which requires that funds be expended with prudence so as to benefit the greatest number of personnel and that all expenditures are properly authorized, planned, and executed. Subject to restrictions below, NAFs may be expended to defray costs essential to conducting these activities.

4. Expenditures. When recommended and approved by the local commander, NAFs may be expended for the reasons listed below. If there is any doubt about the propriety of a particular expenditure of NAFs, consult CG MCCDC (Protocol).

a. For holidays, special parties (such as the Marine Corps Birthday Ball), or events (deployment briefs, welcome aboard orientations, award ceremonies, commander's calls, workshops, changes of command, etc.) of the command, are open to all family members of the military community, and support the best interests

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of command Marines. Subject to the restrictions below, local or visiting dignitaries may be hosted at luncheons, dinners, and special events if their attendance is for the benefit of the overall MCCS activities operation. Funding shall be spent through on-Base activities (e.g., the Clubs at Quantico) unless they are inadequate or unable to meet the need.

b. To improve the appearance and enjoyment of areas such as appropriated fund (APF) dining facilities, reception centers, and guard or duty rooms when not authorized from APF sources.

c. NAFs may be used in supporting command open house or public affairs events such as air shows only to the extent they directly support the Category A, B, or C operations (e.g., food, souvenir concessions, or additional entertainment) run in conjunction with the event.

d. For Marine Corps Family Team Building programs as authorized by CMC.

5. Expenditures Not to be Incurred. Use of NAF is prohibited for the following, except upon specific approval of CMC.

a. Conducting activities other than those of the MCCS activities.

b. Military proficiency prizes and awards to individuals for performance of regularly assigned duties per reference (b).

c. Paying meal charges for government personnel on APFs per diem or enlisted members of sports teams in APF dining facilities.

d. Donations to any relief, charitable or commercial organization, or to an individual.

e. Purchasing food, supplies, and equipment for APF dining facilities except for holidays and special occasions when food and consumable supplies may be purchased for consumption by all members of the command.

f. Services or articles obtainable through expenditures of APFs unless such articles or services are not obtainable in sufficient quantities or qualities to meet the needs of the command.

g. Supporting projects involving the improvement, rehabilitation, or construction of religious facilities.

h. The purchase, printing, or engraving of Christmas, or other personal greeting cards.

i. To construct, alter, renovate, or furnish any facility not being used primarily as a part of one of the MCCA activities, except as authorized in reference (a).

j. Operating expenses of dependents' schools.

k. Supporting private organizations (e.g., Boy Scouts, Aero Club, etc.).

l. Supporting functions held primarily to accomplish public affairs objectives.

m. Incentive awards not related to operating MCCA activities.

n. Grants or loans to other NAF instrumentalities.

o. Orienteering programs which are incorporated into the training schedules of units.

p. For protocol or command representation functions where Official Representation Funds (ORF) are authorized per reference (d), or commander's personal entertainment obligations and retirement receptions. MCCA NAF and ORF APF may not be used interchangeably.

q. Social affairs in honor of a particular individual or for the purchase of anything for a specific individual. This includes purchasing memento-type items for guests of the command, including entertainers, civilian dignitaries and military personnel both foreign and U.S.

r. Leasing grounds, facilities, or relocatable buildings.

s. Using unit funds (party and picnic funds) for expenses other than consumable goods and services.

6. Requests for Use of the Funds. Requests for use of funds will be in letter format, per the enclosure, and will be forwarded to CG MCCDC (Protocol) via Counsel for approval no less than 14 days prior to the event. Events will be assigned a control number by CG MCCDC (Protocol) (i.e., NAF1-02, NAF2-02, etc.) and approved or disapproved by CG MCCDC prior to such events by return endorsement, with a copy sent to Director, MCCA. Approving endorsement will indicate the maximum amount authorized for requested event.

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7. Receipts. Submit receipts of NAF expenditures to CG MCCDC (Protocol) no later than 5 working days after NAF supported event.

8. Action. Local commanders will ensure all provisions of this Order are strictly adhered to for the use of NAF.



M. K. HICKS
Chief of Staff

DISTRIBUTION: INTERNET

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12 MAR 2003

FORMAT LETTER FOR REQUESTING
NONAPPROPRIATED FUNDS

ORGANIZATIONAL LETTERHEAD

7010
(Office Code)
(Date)

From:
To: Commanding General, MCCDC (Protocol)
Via: Counsel

Subj: REQUEST FOR NONAPPROPRIATED FUNDS (NAF)

Ref: (a) MCO P1700.27A
(b) MCCDCO 7010.4

1. Per the references, the following request for funds is submitted:

- a. Date(s) of Event:
- b. Host:
- c. Place:
- d. Type of Event: (Luncheon, dinner, coffee, etc.)
- e. Occasion for Event: (i.e., purpose of event, etc.)
- f. Total Number of Attendees: (Include names of VIPs)
- g. Estimated Cost: (Provide a breakdown of all expenses to include what specific expenses NAFs will be used for.)

/SIGNATURE/

ENCLOSURE (1)