



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 12790.1C
MPR
2 MAR 2011

AIR STATION ORDER 12790.1C

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: CIVILIAN WELFARE AND RECREATION ASSOCIATION (CWRA)

Ref: (a) MCO P1700.27B w/Ch 1
(b) MCO 12790.2 w/Ch 1

Encl: (1) Appointment instructions and procedures for CWRA
(2) List of Activities and Eligibility to Participate

1. Situation. The Civilian Welfare and Recreation Association (CWRA) is a civilian Non-appropriated Fund (NAF) activity authorized to conduct approved recreational and leisure time programs and events using monies collected from portion of the contributions that go into vending machines.

2. Cancellation. AirStaO 12790.1B.

3. Mission. To publish policies and procedures for the establishment and administration of a CWRA, in accordance with the references, in order to promote the morale and well being of civilian employees working aboard Marine Corps Air Station, Cherry Point (MCAS CHERPT).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure that civilian employees accrue some benefits from the monies collected from vending machines due to the reasonable contribution of money they provide into these machines.

(2) Concept of Operations.

(a) Funds will be allocated on an annual basis, during the month of March, by using the authorized civilian allowance allocated or on-board strength, whichever is greater.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

(b) Operations and fund raising projects are restricted to Association membership. The cash assets for the Association shall be limited to a maximum of \$15,000.

(c) Use enclosures (1) and (2) to provide details in regards to activities authorized, eligibility of personnel to participate, and Board of Governors procedures.

b. Tasks

(1) Director, Marine Corps Community Services (MCCS). Per reference (a), distribute a percentage of vending machine profits to the CWRA.

(2) CWRA

(a) Conform to policies and procedures established by the Department of the Navy as outlined by reference (a).

(b) Will not engage in any activities which are discriminatory against any person because of race, religion, color, sex, national origin, age, or physical or mental handicap.

(c) Plan programs so as to permit reasonable and equitable opportunity for all employees and their immediate families to participate.

(d) Ensure all activities are pre-scheduled group events.

(e) Create a Board of Governors or committee to plan, supervise, control, inspect, or audit functions related to CWRA.

(3) Director, Manpower Directorate. Provide personnel strength figures when requested by the Board.

(4) Directors/Department Heads, Commanding Officers aboard MCAS CHERPT. Submit requests, to use these funds, in writing to the CWRA Treasurer.

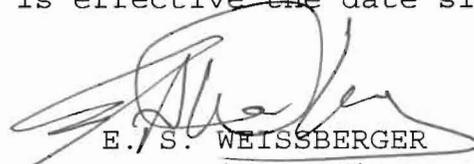
c. Coordinating Instructions. All activities and events will be sponsored through the CWRA and approved by the Board.

5. Administration and Logistics. Submit any recommendations or suggestions concerning this order to the sponsor.

6. Command and Signal

a. Command. This Order is applicable to MCAS CHERPT as an Installation.

b. Signal. This Order is effective the date signed.



E. S. WEISSBERGER
Executive Officer

DISTRIBUTION: A

Appointment Instructions and Procedures for CWRA

Functions are authorized during working hours. Time will be allowed for the purpose of meeting as a committee and for the event scheduled.

Officers and Governors. The association will be governed by ten members, a nine member Board of Governors and a Treasurer, appointed to represent the following organizational departments/commands:

Fleet Readiness Center East	4 Governors
Naval Health Clinic	1 Governor
Facilities Directorate	1 Governor
Marine Corps Community Services	1 Treasurer
Supply Directorate	1 Governor
Manpower Directorate	1 Governor
Telecommunications and Information Systems Directorate	1 Governor

1. Members of the Board of Governors will be appointed by the Commanding Officer based on nominations made by Commanding Officers/Directorates listed above. The Director, MCCS will nominate a NAF employee for Governor. The initial term of office to the Board for four of the Governors will be three years while the other five will initially serve a two year term. The term of office after the initial period will be two years. This will be made during the month of March each year and new appointments will be effective 1 April.

2. Interim vacancies on the Board of Governors will be filled as stated above, except that appointments will be limited to the unexpired term of the person who created the vacancy.

3. An appointment to the Board of Governors is an assignment to temporary additional duty; however, a governor may voluntarily resign at any time or be required to resign by the department when such service interferes with regular duties.

4. The Officers of the association shall consist of a Chairman, Vice Chairman, and Secretary, elected by the Board of Governors from their number. New officers will be selected each year during March. The Treasurer will be appointed until relieved.

Board of Governors. The Board shall meet upon special call of the Chairman or at a minimum of once a quarter. The Chairman shall preside over all meetings of the Board of Governors. During the absence of the Chairman, the Vice Chairman shall assume the duties and responsibilities of the chairman. The Secretary or Treasurer may also, if required, assume the duties and responsibilities of the Chairman during the absence of both the Chairman and the Vice Chairman. A majority of the members of the Board of Governors shall constitute a quorum for the purposes of conducting business of the Board. Deviations in operating procedures may be recommended by the Board of Governors.

The Board of Governors shall be responsible for:

1. Evaluating the needs and desires of employees for authorized activities.
2. Estimating the cost of such activities that are considered necessary for maintaining an adequate welfare and recreation program, and recommending these activities.
3. Arranging for and managing all approved events and activities including solicitation of volunteers from the workforce who make arrangements for activities.
4. Submitting the annual budget to the Commanding Officer for approval.
5. Reviewing expenditures made by organizations against the approved budget by ensuring that expenditures do not exceed amounts previously authorized unless specifically authorized by the Board.
6. Reviewing all cash expenditures and bank reconciliations. Review receipts to support expenses incurred and the results documented in the association minutes.
7. Recording in association minutes the number of employees that participated in each event, the evaluation of the effectiveness of the event, and any other information of value for future planning.
8. Recommending to the Commanding Officer changes in policies and procedures considered necessary or desirable for improved program operations.

9. Set aside specific funds in the budget for organizational social events. Monies allocated will be on a per capita basis.

Chairman. The Chairman shall be responsible for the following:

1. Ensuring compliance with this Order, applicable civilian personnel instructions, and other orders as may be promulgated by the Commanding Officer or higher authority.

2. Reviewing organizations requests for funds and signing all checks; however, in the absence of the Chairman, the Vice Chairman and/or the Treasurer of the Board of Governors is authorized to sign checks to preclude a delay in the business of the association.

Secretary. The Secretary shall be responsible for the following:

1. Recording the minutes of all meetings. Minutes will be prepared in letter form from the Chairman to the Commanding Officer with copies to the Comptroller, MCAS CHERPT, and Marine Corps Non-appropriated Fund Audit Service (MCNAFAS), Cherry Point MCCS and Manpower (Human Resources). The original, with the Commanding Officer's endorsement, will be returned to the Chairman.

2. Conducting the official correspondence of the Association.

3. Issuing notices of meetings, elections, and Association activities.

Treasurer. The Treasurer shall be responsible for the following:

1. Receiving all income and conducting such depository and withdrawal transactions as are required.

2. Accounting for all funds.

3. Making financial records available for the area auditor's Quarterly Progressive Audit of the Association.

4. Preparing annually a financial statement to be made available to all employees through publication.

5. At the expiration of term, delivering to the successor all monies, books, and papers which have any connection with the business of the Association.

6. Ensure accounts of the association are periodically reviewed by the Comptroller Directorate.

7. Ensure financial reports as required by reference (b), are reviewed by the MCNAFAS approved by the Commanding Officer and forwarded to the Commandant of the Marine Corps (MPC-30) to arrive not later than 30 days after the close of the fiscal year.

8. Ensure that income will be derived from vending machine profits from MCCS, voluntary contributions, recreational events, social activities, and other approved functions.

9. Ensure that under no circumstances will donations to charitable organizations be authorized. Monies dispersed to civilian work organizations aboard Cherry Point are for employee use and are not to be donated to any charity.

List of Activities and Eligibility to Participate

The following association sponsored activities are authorized:

1. Team athletic and sporting events, such as baseball, softball, golf, tennis, basketball, and bowling, including participation in industrial and local leagues.
2. Group activities such as discount tour rates for sites and vacation spots of interest, group rates for fishing excursions, and similar activities.
3. Social events including picnics, dances, pig pickings, etc.
4. Clubs such as photography, archery, arts and crafts, etc.
5. Such other recreational and welfare activities as may be recommended by the Board of Governors and approved by the Commanding Officer.

The following activities are authorized after working hours for use by the CWRA membership at current established prices:

1. Golf course
2. Bowling alley
3. Picnic areas
4. Outdoor football/basketball/softball and paintball fields.

All civil service personnel and NAF civilian employees within the confines of MCAS CHERPT and their families are eligible to participate in association sponsored activities. Family members are defined as the employee's spouse as well as any children living with an employee in a parent-child relationship under the age of 22 years old. No other guest/visitors are authorized.

Eligibility of new employees shall commence on the beginning date of employment. Termination of eligibility shall be upon separation from employment. There will be no dues or involuntary assessments.