

## MILPERSMAN 5312-010

### UTILIZATION OF CIVILIAN AND MILITARY PERSONNEL IN NAVY MORALE, WELFARE, OR RECREATIONAL FUNCTIONS (MWR)

|                           |           |        |     |                |
|---------------------------|-----------|--------|-----|----------------|
| <b>Responsible Office</b> | CNI (N25) | Phone: | DSN | 882-6615       |
|                           |           |        | COM | (901) 874-6615 |
|                           |           |        | FAX | 882-6803       |

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| <b>References</b> | (a) DODI 1000.15 of 23 Oct 97<br>(b) DODI 1401.1 of 15 Nov 85<br>(c) SECNAVINST 5401.2A<br>(d) DODI 1015.10 of 3 Nov 95 |
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1. **Definition.** MWR programs (exclusive of private organizations as defined in reference (a)) located on Department of Defense (DOD) installations or on property controlled (by lease or other means) by DOD or furnished by a DOD contractor, provide for the mission sustainment, community support, and other revenue generating programs for authorized DOD personnel.

2. **Civilian Personnel.** DOD components shall staff MWR programs primarily with civilians. Non-appropriated Fund (NAF) civilian personnel policies shall be per references (b) and (c). Although NAF employees provide the primary source of staffing, MWR programs are authorized Appropriated Fund (APF) staffing for Executive Control and Essential Command Supervision (ECECS).

3. **MWR Activities.** DOD components shall follow established categories of MWR programs for uniformity of funding and reporting per reference (d). MWR activities may be funded wholly, in part or in combination, by appropriated or nonappropriated funds. The following are included in MWR:

a. **Category A: Mission Sustaining Programs.** These programs are considered most essential in meeting the organizational objectives of the military services. The programs shall be supported almost entirely with APF, limiting the use of NAF to specific instances where APF are prohibited by law or where the use of NAF is essential for the operation of a facility or program. Programs in this category have virtually no capacity for the generation of non-appropriated revenues.

Programs within this category promote the physical and mental well-being of the military member, a requirement that supports accomplishment of the basic military mission. Some examples are physical fitness facilities, libraries, and unit level sports.

b. **Category B: Community Support Programs.** These programs are closely related, in terms of supporting the military mission, to those grouped in Category A. They satisfy the basic physiological and psychological needs of servicemembers and families, providing, to the extent possible, the community support systems that make DOD installations temporary hometowns for a mobile military population. These support programs should receive substantial amounts of APF support, but differ from those in Category A, in part, because of their ability to generate NAF revenues. That ability to generate revenues is limited and in no case could they be sustained without substantial AFP support. Some examples are automotive skill development, youth activities, child development programs, arts and crafts skill development, and outdoor recreation.

c. **Category C: Revenue Generating Programs.** Activities in this group have the business capability of generating enough income to cover most of their operating expenses, but they lack the ability to sustain themselves based purely on their business activity; consequently, they receive limited APF support. Some examples are as follows:

- (1) Golf courses
- (2) Clubs
- (3) Bowling
- (4) Boating activities

Revenue generating programs at remote and isolated locations may receive the same amount of APF support as Category B programs.

#### 4. Military Personnel

a. **Permanent military personnel** may be assigned when filling

(1) a position in a Category A or B program, when the military service determines assignment of military personnel is

required to support wartime or contingency operations, is based on past practice, or is required for overseas rotation.

(2) an ECECS position based on the criteria above, or when the position cannot be filled effectively with civilians.

(3) a lifeguard position at Category A swimming pool.

b. **Temporary military personnel** may be placed on temporary assignment to MWR programs, to include detail and temporary duty, for a period not to exceed 90 days, unless a longer period is approved by the head of the DOD component concerned. Temporary assignments may be made only under the following conditions:

(1) Fleet Marine Force Personnel Assistance Program (FAP) personnel are not occupying table of organization billets and are required to carry out the provisions of the FAP. (No personnel shall be used to fill Category C program positions.)

(2) Mobility or deployment requirements occur.

(3) Training to upgrade or maintain essential military skills cannot be provided through other means.

(4) Military personnel volunteer.

**NOTE:** This article is not intended to discourage officer and enlisted volunteers or NAF part-time or off-duty employment of enlisted personnel.