



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VIRGINIA 22134-5103

IN REPLY REFER TO:

1700

MFZ

20 MAR 2012

From: Commandant of the Marine Corps
To: Commanding Officer, Marine Corps Embassy Security Group
(MCESG), Marine Corps Base, Quantico, VA 22134

Subj: NONAPPROPRIATED FUND (NAF) INDEPENDENT DUTY FUNDING
PROCEDURAL GUIDANCE

Ref: (a) MCO P1700.27B
(b) MARADMIN 0011/09
(c) Marine Corps Nonappropriated Fund Audit Service
(MCNAFAS) Independent Auditor's Report #00I02090130
dtd 12 Mar 2010

Encl: (1) Excel Spreadsheet with MCESG Detachment (DET) Number,
Location, and Fund Levels (Revised)
(2) Sample Funds Request Letter
(3) Sample Appointment Letter for Responsible Officer
(4) Sample Expenditure Report Letter

1. Purpose. To forward and implement revised procedural guidance to MCESG regarding the authorization and expenditure of NAF Independent Duty funds (IDF). This procedural guidance supersedes that of 12 July 2011.

2. Background. The Marine Corps Community Services (MCCS) Board of Directors (BOD) approved a NAF provision for Marines on Independent Duty. Independent Duty Marines are by definition, "Active duty Marines who are permanently assigned to units detached from command elements, are not tenant activities located aboard military installations, or other Department of Defense (DoD) owned property, and are not required to be supported by separate DoD regulation or inter-Service agreement." Active duty Marines who are permanently detached from military installations but located within a 30-minute/30-mile radius of a military installation shall receive \$40 per Marine per year; all others receive \$130 per Marine per year. These amounts incorporate the increase of Family Readiness funds and provide unit Morale, Welfare, and Recreation (MWR), Family Readiness activities, and recreation enhancement. They may be

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used to support Unit Family Readiness Program and Marine Corps Family Team Building Program activities (less Prevention and Relationship Enhancement Program (PREP), Chaplain's Religious Enrichment Development Operations (CREDO), and Exceptional Family Member Program (EFMP)). The funds are subject to the policies and procedures contained in reference (a). Allocations will be spent on a quarterly or semi-annual basis and not saved for an annual event. Unused funds will revert to Commandant of the Marine Corps (CMC) Semper Fit and Exchange Services Division (MR) on the last day of the fiscal year, which is the Saturday nearest 31 January. Independent Duty funds are not intended to be used to purchase items and equipment that are authorized appropriated funds (APF). Family Day funds are strictly limited to Family Day events and only for items such as food or entertainment that is not entitled to APF. Independent Duty and Family Day funds shall not be comingled. APF recreational requirements should be developed and submitted for prioritization and funding as appropriate to Marine Forces Atlantic or command Program Objective Memorandum process.

3. Implementation. Action is required to improve the overall allocation and accountability process for MCESG Independent Duty funds. Specific guidance is required for the processes of determining and reporting authorized recipients. This letter reinforces funding guidance contained in references (a) and (b) and implements recommendations made by reference (c).

4. Responsibilities.

a. CMC, Resource Management (MRF) responsibilities:

(1) Budget and allocate NAF Independent Duty Fund and Family Day fund support for all authorized Marines based on the procedures set forth in this letter.

(2) Provide overall program oversight to ensure funds integrity.

(3) Allocate funds quarterly, beginning in February of each year. Funds will be allocated, per enclosure (1), based on the independent duty troop strength reports submitted by MCESG to MRF.

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(4) Maintain accounting records of transactions in accordance with applicable regulations. Keep units apprised of account balance and requirement to expend funds annually.

(5) Issue funds upon receipt of a Commanding Officer or designated responsible officer request per enclosure (2).

b. CMC, Family Readiness (MFZ) responsibilities:

(1) Perform periodic reviews of the MCESEG supplied troop strength reports to validate the submitted troop strength numbers. These reviews will be conducted using data retrieved from the Marine Corps Total Force System (MCTFS).

(2) Request MCNAFAS to conduct periodic audits of fund expenditures and supporting documentation to ensure proper use of NAF per the reference. MRF/MFZ will coordinate to determine which locations should be considered for inclusion in the audit plan and identify those that are considered high risk.

c. MCESEG responsibilities:

(1) Implement and oversee the program within MCESEG.

(2) Submit quarterly troop strength reports, by unit, to CMC (MRF) no later than the tenth of February, May, August, and November each year. Reports received later than the end of the reporting month, will not be processed, and funds allocated for that quarter will be forfeited. Allocation amounts, in accordance with enclosure (1), will be posted quarterly based on the unit numbers reported.

(3) Ensure retention of detachment receipts for two years following the year of expenditure. Files will be subject to periodic audits conducted by MCNAFAS.

(4) Ensure unit Commanders appoint, in writing (see enclosure (3)), a Responsible Officer who will maintain accountability for the Independent Duty and Family Day funding account. A copy of the appointment letter will be sent to CMC (MRF) with the original kept on file by the command. Any changes shall be communicated to CMC (MRF) immediately.

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(5) Identify and submit to CMC (MRF), during the quarter they occur, any location changes or new embassies.

d. Responsible Officer responsibilities:

(1) Submit unit requests (enclosure 2) to CMC (MRF) for fund expenditures via the unit Commanding Officer for each event, 30 days prior to the event. The requests may be faxed to CMC (MRF) at (703)784-6311 (primary) or 703-784-5336 (attn: Accounts Receivable Manager), or e-mailed to MCCSIDF@usmc-mccs.org with an electronic approval attached.

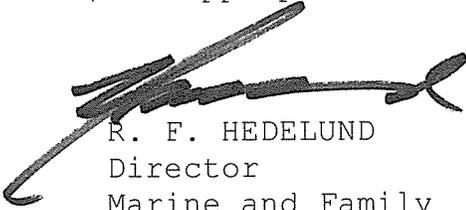
(2) Maintain expenditure report letters (enclosure 4) with the unit's Commanding Officer signature, receipts and records of transactions by the command for two years following the year of expenditure. Scanned expenditure report letter and receipts e-mailed to the Responsible Officer are acceptable. Files will be subject to periodic audits conducted by MCNAFAS. Ensure MCESG Headquarters has copies of expenditure report letters and receipts.

(3) Unused funds are to be returned to the CMC (MRF) and not expended on additional events or purchases not approved on the original Funds Request Letter (enclosure 2). Return unused funds, by money order or cashier's check, not more than 10 calendar days after the event, to the MR lockbox at: Marine and Family Programs Division, P.O. Box 277160, Atlanta, GA 30384-7160.

5. Marine and Family Programs point of contact is Ms. Ann Crittenden, CMC (MFZ), (703) 784-0296, or e-mail ann.crittenden@usmc.mil.

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6. Upon receipt of this policy, request that you further promulgate to subordinate units, as appropriate.

A handwritten signature in dark ink, appearing to read "R. F. HEDELUND", is written over the typed name and title.

R. F. HEDELUND
Director
Marine and Family
Programs Division

Copy to:
Director, MCNAFAS
MRF
MFN
MFZ

MARINE CORPS FAMILY TEAM BUILDING DATA COLLECTION TOOL

INSTALLATION:	MIRAMAR									
REPORTING MONTH:	February									
REPORTING FISCAL YEAR: 2012						STAFF ON HAND				
	NUMBER OF SESSIONS	NUMBER OF PARTICIPANTS	# OF CHILD CARE ATTENDEES	# OF CHILD CARE HOURS	CHILD CARE COST	P/T	F/T	FLEX	VOLUNTEER	TOTAL # OF TRAINING HRS.
FAMILY READINESS PROGRAM										
TRAINING (FRPT)										
Advisor/Assistant Training	3	12	0	0	\$0.00	0	1	0	\$0.00	10
CO/Sr Enlisted Spouse Training	1	5	0	0	\$0.00	0	1	0	\$0.00	3
Command Team Training	1	4	0	0	\$0.00	0	1	0	\$0.00	2
Family Readiness Officer Training	1	1	0	0	\$0.00	0	1	0	\$0.00	8
eMarine	1	3	0	0	\$0.00	0	1	0	\$0.00	4
OTHER	1	3	0	0	\$0.00	0	1	0	\$0.00	8
TOTAL	8	28	0	0	0	0	6	0	0	35
LIFESKILLS										
4 Lenses	1	64			\$0.00		2			12
7 Habits of Highly Effective Families	1	8			\$0.00		2			32
Aging Parents & Elder Care										
Anger Management										
Building Lasting Relationships										
Casualty										
Conflict Management										
Emergency Preparedness										
Family Care Plan	2	23			\$0.00		1			
Healthy Blended Families										
Interpersonal Communications	2	94					4			
Safe & Sound										
Social Network Safety										
Stress Management										
CREDO										
PREP										
OTHER	3	100	2	6	\$30.00		12			
TOTAL	9	289	2	6	\$ 30.00	0	0	0	0	
LIFESTYLE INSIGHTS, NETWORKING, KNOWLEDGE & SKILLS (L.I.N.K.S.)										
For Kids	0	0	0	0	\$ -	0	0	0	0	0
For Marines	2	36	0	0	\$ -	2	4	0	20	9
For Parents & Extended Family	0	0	0	0	\$ -	0	0	0	0	0
For Spouses	1	9	7	10	\$ 324.00	1	2	0	14	8
For Teens	0	0	0	0	\$ -	0	0	0	0	0
OTHER	6	25	12	36	\$ 281.75	4	11	0	0	11
TOTAL	9	70	19	46	\$ 605.75	7	17	0	34	28
READINESS AND DEPLOYMENT SUPPORT (RDS)										
Pre-Deployment Brief	1	150	20	55	\$385.00	1				3
Pre-Deployment Kids/Parents	1	9					1			2
Mid-Deployment Self Care										
Mid-Deployment Success										
Return & Reunion - Kids										
Return & Reunion - Parents & Ext. Family										
Return & Reunion - Spouse and Sig. Other										
Strong Marine Couples										
Consults-RDS Youth	6	6				3	3			6
OTHER	25	157	24	59	\$700.00	19	28			50
TOTAL	33	322	44	114	\$ 1,085.00	23	32	0	0	61
MCCS COORDINATORS										
FOD Talks	15	220					2			3
PS Before You Say I Do	1	36					2			0.5
CPR Certification Class	6	61	4	10.5	\$135.00	3	3			24
Welcome Aboard Briefs	2	30				1				1
OTHER										
TOTAL	24	347	4	11	\$ 135.00	0	8	0	0	29
Course taught most frequently for the month: Deployment Support Groups for Children										

Marine Corps Embassy Security Group			
COMPANY	DET Number	EMBASSY LOCATION	QUARTERLY FUNDING LEVEL (per Marine)
REGION 1			
	Y200	<u>Region 1 HQ</u>	\$10.00
	Y201	Chisinau, Moldova	\$32.50
	Y202	Dushanbe, Tajikistan	\$32.50
	Y203	Tashkent, Uzbekistan	\$32.50
	Y210	Ashgabat, Turkmenistan	\$32.50
	Y212	St. Petersburg, Russia	\$32.50
	Y213	Moscow, Russia	\$32.50
	Y214	Riga, Latvia	\$32.50
	Y215	Kyiv , Ukraine	\$32.50
	Y218	Tallin, Estonia	\$32.50
	Y222	Astana, Kazakhstan	\$32.50
	Y223	Minsk, Belarus	\$32.50
	Y225	Bishkek, Krygyzstan	\$32.50
	Y228	Yerevan, Armenia	\$32.50
	Y229	Baku, Azerbaijan	\$32.50
	Y230	Ankara, Turkey	\$32.50
	Y231	Istanbul, Turkey	\$32.50
	Y232	Tiblisi, Georgia	\$32.50
	Y233	Helsinki, Finland	\$32.50
	Y234	Vilnius, Lithuania	\$32.50
REGION 2			
	Y300	<u>Region 2 HQ</u>	\$32.50
	Y301	Abu Dhabi, United Arab	\$32.50
	Y302	Baghdad, Iraq	\$10.00
	Y304	Amman, Jordan	\$32.50
	Y305	Colombo, Sri Lanka	\$32.50
	Y306	Dharan, Saudi Arabia	\$32.50
	Y308	Damascus, Syria	\$32.50
	Y310	Islamabad, Pakistan	\$32.50
	Y311	Jerusalem, Israel	\$32.50
	Y312	Jeddah, Saudi Arabia	\$32.50
	Y313	Kabul, Afghanistan	\$32.50
	Y314	Karachi, Pakistan	\$32.50
	Y316	Kuwait City, Kuwait	\$32.50
	Y317	Muscat, Oman	\$32.50
	Y318	Manama, Bahrain	\$10.00
	Y319	New Delhi, India	\$32.50
	Y320	Riyadh, Saudi Arabia	\$32.50

COMPANY	DET Number	EMBASSY LOCATION	QUARTERLY FUNDING LEVEL (per Marine)
	Y321	Sanaa, Yemen	\$32.50
	Y322	Tel Aviv, Israel	\$32.50
	Y323	Mumbai, India	\$32.50
	Y325	Nicosia, Cyprus	\$32.50
	Y328	Doha, Qatar	\$32.50
REGION 3			
	Y401	Bangkok, Thailand	\$32.50
	Y402	Beijing, China	\$32.50
	Y403	Wellington, New Zealand	\$32.50
	Y404	Canberra, Australia	\$32.50
	Y405	Chengdu, China	\$32.50
	Y406	Dhaka, Bangladesh	\$32.50
	Y407	Hong Kong, Hong Hong	\$32.50
	Y408	Jakarta, Indonesia	\$32.50
	Y409	Katmandu, Nepal	\$32.50
	Y410	Kuala Lumpur, Malaysia	\$32.50
	Y411	Manila, Philippines	\$32.50
	Y412	Phnom Penh, Cambodia	\$32.50
	Y413	Rangoon, Burma	\$32.50
	Y414	Seoul, Korea	\$10.00
	Y415	Singapore, Singapore	\$32.50
	Y416	Tokyo, Japan	\$32.50
	Y419	Shanghai, China	\$32.50
	Y420	Hanoi, Vietnam	\$32.50
REGION 4			
	Y500	Region 4 HQ	\$32.50
	Y501	Asuncion, Paraguay	\$32.50
	Y502	Bogota, Colombia	\$32.50
	Y503	Brasilia, Brazil	\$32.50
	Y505	Buenos Aires, Argentina	\$32.50
	Y506	Caracas, Venezuela	\$32.50
	Y512	La Paz, Bolivia	\$32.50
	Y513	Lima, Peru	\$32.50
	Y516	Montevideo, Uruguay	\$32.50
	Y520	Quito, Equador	\$32.50
	Y521	Rio De Janeiro, Brazil	\$32.50
	Y525	Santiago, Chile	\$32.50
	Y526	Sao Paulo, Brazil	\$32.50
	Y528	Port of Spain, Trinidad	\$32.50

COMPANY	DET Number	EMBASSY LOCATION	QUARTERLY FUNDING LEVEL (per Marine)
REGION 5			
	Y600	Region 5 HQ	\$10.00
	Y601	Bern, Switzerland	\$32.50
	Y602	Brussels, Belgium	\$10.00
	Y603	Copenhagen, Denmark	\$32.50
	Y604	Dublin, Ireland	\$32.50
	Y605	Geneva, Switzerland	\$32.50
	Y606	Lisbon, Portugal	\$32.50
	Y607	London, England	\$32.50
	Y608	Milan, Italy	\$32.50
	Y609	Madrid, Spain	\$32.50
	Y610	Oslo, Norway	\$32.50
	Y612	Paris, France	\$32.50
	Y614	Rome, Italy	\$32.50
	Y615	Stockholm, Sweden	\$32.50
	Y616	The Hague, Netherlands	\$32.50
	Y617	Luxembourg, Luxembourg	\$32.50
REGION 6			
	Y700	Region 6 HQ	\$32.50
	Y701	Addis Ababa, Ethiopia	\$32.50
	Y702	Yaounde, Cameroon	\$32.50
	Y703	Luanda, Angola	\$32.50
	Y704	Bujumbura, Burundi	\$32.50
	Y705	Capetown, South Africa	\$32.50
	Y706	Dar Es Salaam, Tanzania	\$32.50
	Y708	Gabarone, Botswana	\$32.50
	Y709	Harare, Zimbabwe	\$32.50
	Y710	Kampala, Uganda	\$32.50
	Y711	Antananarivo, Madagascar	\$32.50
	Y712	Khartoum, Sudan	\$32.50
	Y713	Lusaka, Zambia	\$32.50
	Y715	Nairobi, Kenya	\$32.50
	Y716	Pretoria, South Africa	\$32.50
	Y717	Kinshasa, Republic of Congo	\$32.50
	Y718	Maputo, Mozambique	\$32.50
	Y719	Asmara, Eritrea	\$32.50
	Y720	Kigali, Rwanda	\$32.50

COMPANY	DET Number	EMBASSY LOCATION	QUARTERLY FUNDING LEVEL (per Marine)
REGION 7			
	Y800	Region 7 HQ	\$10.00
	Y801	Abidjan, Ivory Coast	\$32.50
	Y802	Accra, Ghana	\$32.50
	Y803	Bamako, Mali	\$32.50
	Y805	Conakry, Guinea	\$32.50
	Y806	Dakar, Senegal	\$32.50
	Y808	Lagos, Nigeria	\$32.50
	Y809	Cairo, Egypt	\$32.50
	Y810	Lome, Togo	\$32.50
	Y811	Monrovia, Liberia	\$32.50
	Y812	Niamey, Niger	\$32.50
	Y813	Algiers, Algeria	\$32.50
	Y814	N'djamena, Chad	\$32.50
	Y815	Rabat, Morocco	\$32.50
	Y819	Tunis, Tunisia	\$32.50
	Y820	Valletta, Malta	\$32.50
	Y821	Abuja, Nigeria	\$32.50
	Y822	Nouakchott, Mauritania	\$32.50
REGION 8			
	Y900	Region 8 HQ	\$10.00
	Y901	Athens, Greece	\$32.50
	Y903	Berlin, Germany	\$32.50
	Y905	Bratislava, Slovakia	\$32.50
	Y906	Bucharest, Romania	\$32.50
	Y907	Budapest, Hungary	\$32.50
	Y908	Frankfurt, Germany	\$10.00
	Y909	Ljubljana, Slovenia	\$32.50
	Y910	Munich, Germany	\$32.50
	Y911	Prague, Czech Rep.	\$32.50
	Y912	Sarajevo, Bosnia	\$32.50
	Y913	Skopje, Macedonia	\$32.50
	Y914	Sofia, Bulgaria	\$32.50
	Y915	Tirana, Albania	\$32.50
	Y916	Vienna, Austria	\$32.50
	Y917	Warsaw, Poland	\$32.50
	Y918	Zagreb, Croatia	\$32.50
	Y919	Belgrade, Yugoslavia	\$32.50
	Y920	Pristina, Kosovo	\$32.50

Encl (1)

COMPANY	DET Number	EMBASSY LOCATION	QUARTERLY FUNDING LEVEL (per Marine)
REGION 9			
	Y1000	<u>Region 9 HQ</u>	\$32.50
	Y1001	Bridgetown, Barbados	\$32.50
	Y1002	Guatemala City, Guatemala	\$32.50
	Y1003	Havana, Cuba	\$32.50
	Y1004	Kingston, Jamaica	\$32.50
	Y1005	Managua, Nicaragua	\$32.50
	Y1006	Mexico City, Mexico	\$32.50
	Y1007	Nassau, Bahamas	\$32.50
	Y1008	Ottawa, Canada	\$32.50
	Y1009	Panama City, Panama	\$32.50
	Y1010	Port Au Prince, Haiti	\$32.50
	Y1011	San Jose, Costa Rica	\$32.50
	Y1012	San Salvador, El Salvado	\$32.50
	Y1013	Santo Domingo, Dom Rep	\$32.50
	Y1014	Tegucigalpa, Honduras	\$32.50

(MUST BE ON OFFICIAL UNIT LETTERHEAD)

1700
Unit
Date

From: Responsible Officer, Independent Duty Funds
To: Commandant of the Marine Corps, Resource Management
(MRF), 3044 Catlin Avenue, Quantico, VA 22134
Via: Unit Commander

Subj: REQUEST FOR NONAPPROPRIATED FUNDS

Ref: (a) CMC ltr 1700 MFN of

1. In accordance with the reference and as authorized, the following funds are requested:

- a. Purpose:
- b. Total Amount Requested:
- c. Date of Event:
- d. Date Funds Desired Locally:
- e. Total Number of Military Personnel Attending:
- f. Name of authorized representative to whom check should be made payable:
- g. Contact name and phone number:
- h. Account number:

//Signature of Responsible Officer//

FIRST ENDORSEMENT

From: CO
To: Commandant of the Marine Corps, Resource Management (MRF)

1. Forwarded, recommending approval.

//Signature of CO//

Encl (2)

(MUST BE ON OFFICIAL UNIT LETTERHEAD)

1000
Unit
Date

From: Commanding Officer

To: Responsible Officer (Name, rank)

Subj: APPOINTMENT AS THE MARINE CORPS COMMUNITY SERVICES (MCCS)
RESPONSIBLE OFFICER FOR INDEPENDENT DUTY FUNDS AND
MCCS PROPERTY

Ref: CMC ltr 1700 MFN of

1. Per the reference, you are hereby appointed as the MCCS
Responsible Officer for Independent Duty Fund account #_____.
The reference also contains information pertaining to request
and liquidation of subject funds.

2. This appointment will remain in effect until you are
transferred or relieved in writing.

//CO//

Encl (3)

[MUST BE ON OFFICIAL UNIT LETTERHEAD]

From: Custodian, Marine Aircraft Group-49, Detachment B,
Stewart International Guard Base, Newburg, NY 12550
To: Controller, Financial Management Branch, Personal and
Family Readiness Division, 3044 Catlin Avenue, Quantico,
VA 22134
Via: Unit Commander

Subj: REPORT OF EXPENDITURES OF FUNDS USED FOR ACCOUNT (account #)

Ref: (a) MCO P1700.27B

Encl: (1) Receipts/Supporting Documentation

1. Per the reference the following report is submitted:

a. I certify that the funds in the amount of (\$)
on (date) have been expended by this activity for the
authorized purposes in accordance with the provisions of the
reference.

b. Specifically the funds were used for the following
purposes:

- (1) (example: Family Day Event).
- (2) (# of unit personnel attending).

c. I certify the total amount of unused funds in the
amount of (\$) to be returned.

2. The necessary receipts and/or supporting documentation are
at the enclosure.

3. The POC for the Command is _____. He or she
may be reached at XXX-XXX-XXXX or e-mail _____.

//Signature of CO//

Encl (4)