



MORALE, WELFARE AND RECREATION  
Naval Air Station Whiting Field  
7180 Langley Street  
Milton. FL 32570-6149



MWRSOP: 006  
Revised Date: 23 June 2020  
Cancel SOP dated 5 Sept 2018

From: Director, Morale, Welfare, and Recreation (MWR)

Subj: MWR COMMUNITY RECREATION SUPPORT FOR COMMAND FUNCTIONS

Ref: (a) CNIC SOP MWR Community Recreation Support for Command Functions  
(b) DODINST 1015.19  
(c) CNIC INST. 1710.3  
(d) MWR Community Recreation Program Standards

Encl: (1) Equipment Request Form for Command Recreational Functions

1. Purpose. To establish policy and procedures for provision of command support through the use of non-appropriated fund recreational equipment at no cost. This authorized support is in unison with the MWR Mission and enhances unit cohesion and esprit de corps.

2. Applicability. To all NAS Whiting Field Departments and Tenant Commands.

3. Policy and Scope. Establish guidelines for MWR to provide non-appropriated equipment at no cost to support Command Functions and IAW reference (a through c). The event or function must promote command quality of life, support recreational activities and benefit the entire command element. These functions may include but are not limited to command parties and picnics.

4. Process. When a command requests equipment at no cost, the Commanding Officer, Executive Officer or Officer in Charge (OIC) of that command is required to endorse the event by signing enclosure (1) for equipment prior to submission by the command's designated primary or alternate point of contact (POC) annotated on the form. The designated POCs will be the only individuals authorized to act on behalf of the command for this event. This form must be submitted to the MWR Community Recreation Office for review and approved by the MWR Director. Upon review and approval, the equipment may be reserved. A representative of the MWR Community Recreation branch with reservation confirmation details will contact the POC for the event.

5. Rental Equipment. Equipment required for command events beyond the scope of this policy may be available at the normal rental rates through the MWR Community Recreation program.

6. Non-Available Items. MWR is not authorized to purchase or rent items from other sources for the sole purpose of supporting command functions beyond MWR's current equipment availability.

7. Other NAF Equipment. Other equipment purchased with nonappropriated funds not outlined in this SOP; or property not within the MWR rental inventory; or items not designated for recreational use; will not be provided to commands.

8. Equipment Authorized and Quantities. Per reference (a) quantities of equipment authorized are as follows and based on # of Active Duty personnel assigned to the command/department.

| <b>Equipment</b>          | <b>0-75 People</b> | <b>76-150 People</b> | <b>151+ People</b> |
|---------------------------|--------------------|----------------------|--------------------|
| Tables - 6'               | 8                  | 20                   | 40                 |
| Chairs - Folding          | 75                 | 150                  | 200                |
| Grills - Charcoal         | 1                  | 2                    | 2                  |
| Canopies                  | 1                  | 2                    | 4                  |
| Ice Chest                 | 2                  | 4                    | 6                  |
| Lawn Games / Sports Packs | 2                  | 2                    | 4                  |

- All equipment is first-come, first-served and subject to availability.
- All equipment must be utilized onboard U.S. Navy property, not to exceed 50 miles from NAS Whiting Field.
- MWR equipment, provided at no cost, will not be used for raising funds, for accepting funds or donations or be used by any private organization within the Command element. This includes CPO Messes, First Class Petty Officer Associations, committees organizing Service Balls/Galas etc.
- Charcoal and grill tools are not included in the request for grills.
- Commands are responsible for all repair or replacement charges for damages and losses of used equipment. Equipment that is returned dirty or unclean is subject to a cleaning fee.
- MWR does not provide transportation or personnel to load or deliver items.

9. Facilities. This SOP does not include the use of MWR managed facilities.

10. Actions. Commands must adhere to this standard operating procedure in order to utilize designated MWR Community Recreation Equipment at no cost.

a. Commands/Unit Responsibilities:

(1) Submit a completed and signed copy of enclosure (1) to the MWR Community Recreation Office.

(2) Arrange transportation and a working party for equipment pick-up, clean up, and return equipment during designated times. Equipment must be picked up and returned during normal working hours of the Community Recreation Program Office.

- (3) Reimburse MWR for cleaning, repair, or replacement of equipment damaged or lost. MWR accepts credit cards for payment.

b. MWR Responsibilities:

- (1) Notify the command of availability and approval of equipment within 2 working days of receiving the request.
- (2) Designate a time and place for the pick-up and return of equipment.
- (3) Issue the necessary directions for proper and safe usage upon the pick-up of equipment.
- (4) Inspect equipment with the designated command representative upon the pick-up and return of equipment and at the beginning and end times of facility usage.

T. A. KUBALEWSKI

## MWR EQUIPMENT REQUEST FORM FOR COMMAND RECREATIONAL FUNCTIONS (Enclosure 1 - MWR SOP-006)

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Complete and return this form to the MWR Community Recreation Office.  
Call (850) 665-6250 / (850) 623-7032 with any questions.

### 1. CONTACT INFORMATION

|                           |                         |       |
|---------------------------|-------------------------|-------|
| Command:                  | POC Name (Last, First): | Rank: |
| POC Email:                | POC Phone:              | Cell: |
| Secondary POC (Required): | Phone:                  | Cell: |

### 2. FUNCTION INFORMATION

|   |                |                              |               |
|---|----------------|------------------------------|---------------|
| Request Date:   | Function Date: | Desired Pick-up Date & Time: | Request Date: |
| Location on Navy property where equipment will be used:   |                |                              |               |
| Type of function (check one): <input type="checkbox"/> Party <input type="checkbox"/> Picnic <input type="checkbox"/> Command Recreational Event – Specify: |                |                              |               |

**Command CO/XO: I acknowledge that this event is an approved command function.**

|                                |           |      |
|--------------------------------|-----------|------|
|                                |           |      |
| Typed Name of Command CO or XO | Signature | Date |

**MWR Director: Request is Approved / Disapproved. Comments:**

|                            |           |      |
|----------------------------|-----------|------|
|                            |           |      |
| Typed Name of MWR Director | Signature | Date |

### 3. EQUIPMENT REQUEST INFORMATION

Fill in the quantities (based on authorized quantities listed in the SOP) needed in the adjacent lines. MWR will contact the POC if quantities or items are unavailable.

| REQUESTED  | RECEIVED | CONDITION | REQUESTED                               | RECEIVED | CONDITION | REQUESTED   | RECEIVED | CONDITION |
|--|----------|-----------|---|----------|-----------|---|----------|-----------|
| <input type="checkbox"/> Canopy<br>10' x 10'     |          |           | <input type="checkbox"/> Horse<br>Shoes |          |           | <input type="checkbox"/> Ice<br>Chest                     |          |           |
| <input type="checkbox"/> Tables<br>Regular<br>6' |          |           | <input type="checkbox"/> Corn<br>Hole   |          |           | <input type="checkbox"/> Sports<br>Pack Soft<br>Ball etc. |          |           |
| <input type="checkbox"/> Folding<br>Chairs       |          |           | <input type="checkbox"/> BBQ<br>Grill   |          |           | <input type="checkbox"/> Giant<br>Jenga                   |          |           |
| <input type="checkbox"/> Bounce<br>House         |          |           | <input type="checkbox"/> Bocce<br>Ball  |          |           | <input type="checkbox"/> Tug-o-<br>War rope               |          |           |

4. The condition of the equipment being issued is as noted above:

\_\_\_\_\_  
Name of issuing agent for MWR

\_\_\_\_\_  
Signature of issuing agent for MWR

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of receiving agent for command

\_\_\_\_\_  
Signature of receiving agent for command

\_\_\_\_\_  
Date

#### FOR MWR USE ONLY

5. The condition of the equipment being returned is as noted below:

a. Returned on time:

YES

NO (explain below)

\_\_\_\_\_  
\_\_\_\_\_

b. Condition of equipment being returned:

Same as when issued:

YES

NO (explain below)

\_\_\_\_\_  
\_\_\_\_\_

c. Any additional charges incurred: YES

NO (explain below)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of issuing agent for MWR

\_\_\_\_\_  
Signature of issuing agent for MWR

\_\_\_\_\_  
Date