



DEPARTMENT OF THE NAVY

NAVAL MEDICAL COMMAND
WASHINGTON, D.C. 20372

IN REPLY REFER TO
NAVMEDCOMINST 1710.1
MEDCOM-312
24 Jan 85

NAVMEDCOM INSTRUCTION 1710.1

From: Commander, Naval Medical Command

Subj: MORALE, WELFARE, AND RECREATION (MWR) AND BACHELOR QUARTERS
(BQ) PROGRAM ADMINISTRATION

Ref: (a) NAVMEDCOMINST 5430.1
(b) NAVMEDCOMINST 5450.1

1. Purpose. To define management responsibilities and working relationships for the subject programs.
2. Scope. MWR/BQ activities under COMNAVMEDCOM claimancy include Navy Exchanges, Consolidated Package Stores, Recreation Services, Open Messes (Officer, Chief Petty Officer, Enlisted, and Consolidated), Common Support Services Offices, Bachelor Quarters (Officer and Enlisted), and other morale supporting or nonappropriated fund (NAF) activities.
3. Background. A top priority of the Secretary of the Navy, the Chief of Naval Operations, and the Commandant of the Marine Corps is to improve support of MWR activities directly related to the Navy's "Quality of Life" Program. Major claimants were directed to take an active role in improving the quality of their commands' MWR operations.
4. Action. Reference (a) designates the Head, Regional Operations Branch, MEDCOM-312, as the COMNAVMEDCOM MWR/BQ Program Administrator. The MWR/BQ Program Administrator shall provide guidance and overall management of MWR and BQ programs within COMNAVMEDCOM claimancy to include:
 - a. Financial management analysis to ensure proper budgeting and accounting for resources, planning for the effective and efficient use of appropriated and nonappropriated funds, and maintaining solvent operations.
 - b. Operational and management review to determine if procedures and/or practices at COMNAVMEDCOM and its subordinate commands are in compliance with higher authority MWR, BQ, and NAF operating and financial policies.

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c. Guidance and advice to other COMNAVMEDCOM codes concerning MWR and BQ issues to ensure effective command-wide operations. This responsibility shall include coordination with the following COMNAVMEDCOM codes for the purposes specified:

(1) Budget Division, MEDCOM-11

(a) Identify and document resource requirements for submission to the Navy Planning, Programming and Budget System (PPBS).

(b) Communicate changes of Navy appropriated and nonappropriated fund support policies.

(c) Review adjustments to appropriated and allocated resources.

(d) Provide documentation to substantiate programmed resources.

(2) Facilities Division, MEDCOM-43

(a) Identify, justify, and prioritize facility requirements.

(b) Develop and coordinate projects with the Naval Military Personnel Command Bachelor Quarters (NMPC-67) and Recreational Services (NMPC-11) program managers.

(c) Review Shore Facility Planning Documents.

(3) Manpower Division, MEDCOM-44

(a) Review proposed adjustments to MWR/BQ programs manpower authorizations.

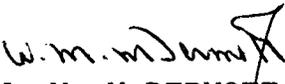
(b) Review manpower base loading data changes which may affect MWR/BQ programs.

d. Liaison with cognizant managers outside of COMNAVMEDCOM (e.g., COMNAVMILPERSCOM, NAVCOMPT, and OPNAV) to obtain a best balance of programs and facilities within available resources and to provide COMNAVMEDCOM input and recommendations on proposals for, or changes to, policies and regulations concerning MWR/BQ programs.

e. Guidance and advice to geographic naval medical commanders concerning the administration of their MWR/BQ programs, as established by reference (b).

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f. Participation as COMNAVMEDCOM's representative to the annual Navy MWR Policy Board.


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