



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

REPLY TO
ATTENTION OF:

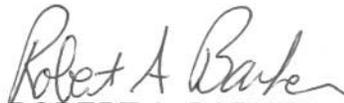
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MEMORANDM FOR ALL COMMANDERS

SUBJECT: Garrison Commander's Policy Memorandum No. 18— Use of Nonappropriated Funds (NAFs)

1. Use of installation NAFs for unit functions and social events (e.g., parties, organization days, etc.) will be limited to activities coordinated with the Gordon's Conference and Catering Center, whether conducted on or off post. This does not include events for which food is purchased and cooked by unit personnel (e.g., cookouts with hamburgers, hotdogs, steaks, etc). This policy does not apply to Chaplains' Fund.
2. Request for such events should be coordinated first with the Morale, Welfare and Recreation (MWR) club (i.e., the Gordon's Conference and Catering Center). Requesting units should submit an itemized list of foods, beverages, and/or services being sought to assure that competitive pricing is on like or similar items. If the club declines or is unable to provide the request, the requesting units should obtain a written Statement of Nonavailability (SNA) from the representative of the club. The SNA should then be presented along with a Purchase Request (PR) to NAF Support Services Division, Directorate of Family and Morale, Welfare and Recreation, in order to obtain approval for funding and make arrangements to purchase from an alternate source.
3. Without SNA from the MWR club, expenditure of NAFs will not be authorized. This will best manage Fort Gordon's NAF resources, extending the benefits they provide to the installation and its personnel.
4. Financial Management Division, Directorate of Family and Morale, Welfare and Recreation is the proponent for this policy memorandum.


ROBERT A. BARKER
Colonel, SC
Commanding

This memorandum supersedes Garrison Commander's Policy Memorandum No. 16, Use of Non-Appropriated Funds (NAF), dated 17 December 2009.