

DEPARTMENT OF THE ARMY
Corps of Engineers, Northwestern Division
P. O. Box 2870
Portland, Oregon 97208-2870

CENWD-DD
Regulation
No. 230-3-1

10 June 2003

Nonappropriated Funds and Related Activities
UNIT FUND

History. This issue is a revision of the former NPDR 230-3-1 to include the entire Northwestern Division (NWD) as a result of division restructuring.

Summary. This regulation covers the establishment and management of the nonappropriated funds and related activities for military personnel in the Northwestern Division.

Issuance of supplements to this regulation is prohibited without prior approval from the Commander, Northwestern Division (CENWD-DD), P.O. Box 2870, Portland, Oregon 97208-2870.

1. PURPOSE. To establish policies, prescribe procedures, and assign responsibilities governing the Northwestern Division Unit Fund. This fund will contribute to the entertainment, recreation, and education of all military personnel of the unit.
2. APPLICABILITY. This regulation applies to all military personnel of the Northwestern Division.
3. REFERENCES. Related references:
 - a. AR 215-1, Morale, Welfare, and Recreation Activities and Nonappropriated Fund.
 - b. AR 215-4, Nonappropriated Fund Contracting.
4. RESPONSIBILITIES.
 - a. Commander, Northwestern Division, will:
 - (1) Appoint a Unit Fund Council from assigned military staff to include a representative from each District.

*This regulation supersedes NPDR 230-3-1, 10 March 1993.

(2) Appoint a Unit Fund Manager to assume fiscal responsibility for income, expenditures and property by unit and to establish a bank account for the Unit Fund.

(3) Designate the Deputy Commander for Northwestern Division as the Unit Fund Council Chairperson.

(4) Appoint a recorder for the Unit Fund.

(5) Conduct quarterly Unit Fund meetings.

b. Each District Commander will:

(1) Designate a Unit Fund representative in writing and provide the Northwestern Division Commander a copy of the designation, including an electronic address.

(2) Participate in Unit Fund Council meetings at the call of Chairperson.

5. GENERAL.

a. The Unit Fund will have a governing council composed of active duty military personnel.

b. Division-wide Unit Fund Council meetings will be conducted at least once a quarter. Based on the geographical separation of the Northwestern Division Districts and relatively small monetary entitlements to the Unit Fund, quarterly council meetings will be conducted by electronic mail as much as possible.

c. Each District will submit items for discussion and decision or recommendation to the Unit Fund Council Chairperson for each quarterly council meeting, or provide a negative response. These items are to be received no later than the first workday of the third month in the quarter (i.e., September, December, March, and June).

d. If items of discussion affect other districts, the Unit Fund Council Chairperson will insure those concerned are contacted for their viewpoints. Each District will have only one voting member for Division wide funding expenditure recommendations.

e. As soon as all proposals are evaluated, the minutes will be promptly prepared and forwarded to all District Unit Fund representatives.

f. Requests for expenditure of funds will be in writing from the particular District or Division Office to the Unit Fund Council Chairperson.

FOR THE COMMANDER:



CLIFTON P. JACKSON, JR.
Executive Assistant

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