



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3044 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5103

IN REPLY REFER TO

1700

MRK

JUN 21 2016

From: Commandant of the Marine Corps

Subj: LETTER OF INSTRUCTION (LOI) FOR USE OF APPROPRIATED FUNDS IN
SUPPORT OF OFFICIAL MILITARY RETIREMENT CEREMONIES CONDUCTED IN
MWR FACILITIES

Ref: (a) Legal Opinion on use of appropriated funds in support of
military retirement functions in MWR facilities dtd 5 Oct 15
(b) DoD Instruction 1015.10 Enclosure 5 para 3.a.(3)
(c) MCO 1700.30

Encl: (1) Mission Support Event Regionalized Set-Up Fees Schedule
April 2016

1. Situation. Reference (a) provides a basis for the use of appropriated funds (APF) to support official command-sponsored retirement ceremonies for military personnel assigned to a Marine Corps installation. Such retirements are considered mission support events when hosted in MWR facilities. Reference (b) mandates use of APF to offset the associated expenses when those events are held in MWR facilities. The Business and Support Services Division, CMC (MR), centrally manages APF resources specifically for reimbursing commands for expenses related to hosting official mission support events in MWR facilities. Military units contracting these events through MCCS are not charged a room rental fee. Rather, the local MCCS records the events and transmits a reimbursement request to CMC (MR), using the fee structure found in the enclosure. Once validated, CMC (MR) realigns funds to the installations for execution as Uniform Funding and Management (UFM) income to offset expenses incurred for hosting such events.

2. Mission. MCCS will recognize retirement ceremonies for active duty military members as official mission support events, in accordance with the references.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Recognize and honor retiring military members as an element of current Command Support Events/Professional Military Education (CSE/PME) support. Follow the prescribed procedures to submit a reimbursement request to CMC (MR) for expenses related to hosting official command-sponsored retirement ceremonies within MWR facilities. Once all centrally managed funds have been fully executed for the budget cycle, all APF expenses necessary to support CSE/PME shall become the responsibility of the sponsoring command.

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(2) Concept of Operations

(a) MCCS shall make every effort to afford military members facility access to rehearse retirement ceremonies as business requirements dictate. However, rehearsals and practices related to retirement ceremonies are not official events and are not eligible for APF support.

(b) Installations will track and record all official retirement ceremonies held in MWR facilities and submit reimbursement requests to MR per the established procedures.

(c) A sliding scale to reduce room rental fees and set-up fees shall be utilized in conjunction with the contracted catering food and beverage spend. The Commander approves this sliding scale locally. In accordance with reference (c), this sliding scale shall apply to all authorized patrons regardless of military affiliation. When the threshold for waiving room rental fees and set-up fees has been reached, MCCS shall not claim APF reimbursement.

b. Subordinate Element Missions

(1) Food and Hospitality, Commercial Recreation, and Entertainment Branch, CMC (MRK), will:

(a) Advocate for APF requirements associated with PME/CSE support in MWR facilities.

(b) Communicate with Regional and Installation Commanders and MCCS Directors regarding the availability of funds as re-alignments occur and funds are executed.

(c) Validate reimbursement claims and re-align APF for execution as per the established procedures.

(2) Commanding Generals. Commanding Generals will help communicate changes and ensure that installations accurately track and report PME/CSE events for APF reimbursement in accordance with this LOI.

(3) Regional/Installation Commanders will:

(a) Regional/Installation Commanders will ensure regional and installation MCCS Directors accurately track and submit PME/CSE events for APF reimbursement in accordance with this LOI.

(b) Seek additional sources of APF if the centrally managed funding at MR has been depleted.

(4) MCCS Directors/Program Managers will:

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(a) Accurately track PME/CSE events and submit the reimbursement claims, as per the established procedures.

(b) Execute realigned APF into the NAF financial statements as UFM income, as per the established procedures.

4. Administration and Logistics. This LOI remains in effect until revised by CMC (MR). Forward any recommended changes to this document to CMC (MR).

5. Command and Signal

a. Command. This LOI is applicable to commanders and staff responsible for hosting PME/CSE in MWR facilities aboard Marine Corps bases and stations.

b. Signal. This LOI is effective on the date signed.


CINDY WHITMAN LACY
Director
Business and Support
Services Division

Distribution:

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CG MCAGCC	MCCS Dir MARBKS 8th & I
CG MCRD/ERR	MCCS Dir MARFORCOM
CO Camp Allen	MCCS Dir MARFORPAC
CO H&S BN HQMC	MCCS Dir MARFORRES
CO MARBKS 8TH & I	MCCS Dir MCAS Cherry Point
CO MCAS Beaufort	MCCS Dir MCAS Iwakuni
CO MCAS Cherry Point	MCCS Dir MCAS Miramar
CO MCAS Iwakuni	MCCS Dir MCAS Yuma
CO MCAS Miramar	MCCS Dir MCB Camp Lejeune, New River
CO MCAS New River	MCCS Dir MCB Camp Pendleton, Barstow
CO MCAS Yuma	MCCS Dir MCB Hawaii
CO MCB Hawaii	MCCS Dir MCB Quantico
CO MCB Quantico	MCCS Dir MCLB Albany
CO MCLB Albany	MCCS Dir South Carolina
CO MCLB Barstow	



MISSION SUPPORT EVENT REGIONALIZED SET UP FEES

APF 2016

<u>EAST COAST COMMANDS</u>	
Attendees	** Maximum Set Up Fee
10 or fewer persons	\$100
11 - 25 persons	\$125
26 - 50 persons	\$150
51 - 75 persons	\$200
76 - 200 persons	\$250
201 - 500 persons	\$350
501 and more persons	\$750

<u>WEST COAST & HI COMMANDS</u>	
Attendees	** Maximum Set Up Fee
10 or fewer persons	\$100
11 - 25 persons	\$150
26 - 50 persons	\$200
51 - 75 persons	\$250
76 - 200 persons	\$300
201 - 500 persons	\$400
501 and more persons	\$1,000

<u>JAPAN COMMANDS</u>	
Attendees	** Maximum Set Up Fee
10 or fewer persons	\$100
11 - 25 persons	\$125
26 - 50 persons	\$150
51 - 75 persons	\$175
76 - 200 persons	\$200
201 - 500 persons	\$300
501 and more persons	\$700

<u>AUDIO - VISUAL FEES</u>					
LCD Projector & Screen	\$75.00	Cordless Microphone System	\$65.00	Water station	\$0.50 pp up to \$25
Flipchart and Markers	\$15.00	Power Strips & ext cords	\$3.00	## Table Linen Rental	\$5 per unit rented up to max of \$400
Podium with Microphone	\$40.00	Easel	\$5.00		

**** ALL FEES SHOWN ARE PER EVENT, PER DAY**

TABLE LINEN EXPENSE ONLY FOR VENUES THAT DO NOT OWN LINEN AND RENT THEM FROM A 3RD PARTY PROVIDER