

OFFICE OF THE DEAN  
UNITED STATES MILITARY ACADEMY  
WEST POINT, NEW YORK 10996-5000

MADN

08 April 2020

DEAN'S POLICY AND OPERATING MEMORANDUM  
UNIT FUND PROCEDURES

- 1 Purpose. The purpose of this memorandum is to explain the procedures by which unit fund monies are allocated and the methods by which Office of the Dean activities may draw upon allocations.
- 2 Applicability. These policies and procedures apply to all Office of the Dean activities.
- 3 General. Unit fund money is extracted from profits generated within the Installation, Morale, Welfare and Recreation Fund. The Office of the Dean and each of the academic departments will be allocated unit fund monies on a prescribed basis. This allocation is based on a rate of \$0.30 per soldier per month assigned to each department. Office of the Dean activities may draw upon the fund up to their full allocation to defray expenses, authorized by AR 215-1.
- 4 Responsibilities.
  - a Directorate of Family, Welfare, Morale, and Recreation (FMWR). Make disbursements of unit fund monies.
  - b Company Commander, Headquarters and Headquarters Company (HHC), USMA.
    - (1) Screen requests for completeness and compliance with Army regulations.
    - (2) Maintain account records of each Office of the Dean activity.
    - (3) Forward requests to the FMWR.
  - c Office of the Dean activities.
    - (1) Ensure unit fund monies are used to defray authorized expenses IAW AR 215-1.
    - (2) Unit funds are issues on a unit fund card which works like a gift card and must be used at any FMWR facility.
- 5 Procedures.
  - a Authorization to expend unit fund monies must be requested in writing and approved prior to any commitment for purchases or obligations being incurred. Individuals who make

purchases or commitments for purchase without the requisite approval and authority may be held pecuniary liable. Activities can request funds once during each fiscal year.

b. Requests to expend unit fund monies will be made on a memorandum, indicating quantity being requested and intended purpose. Memorandum format is given in Annex A.

c. A roster of the unit will be attached to the memo request.

d. DA Form 4065-R, Army NAF Purchase Request, will be completed and attached to the memo request.

e. All documentation is then forwarded to the Commander, HHC, USMA at [hhcmailbox@westpoint.edu](mailto:hhcmailbox@westpoint.edu).

f. Once the request has been received and processed by FMWR, the requesting activity will be notified so that it may secure requested funds in the form of a unit fund card.

g. The activity will expend the funds at an FMWR facility as stipulated in its memo.

6. Reference. AR 215-1, Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities.

7. Proponent. The proponent for this Dean's policy and operating memorandum is the Budget Cell, Office of the Dean (MADN-PRD), x3122. POCs in FMWR are Alison Jenkins at x8251 or John Carroll at x2628.

FOR THE DEAN OF THE ACADEMIC BOARD:

Encl

MICHAEL YANKOVICH  
COL, EN/47  
Vice Dean for Operations

ANNEX A

EXAMPLE OF REQUEST FOR UNIT FUNDS

MADN-\_\_\_\_

(Date)

MEMORANDUM THRU Commander, HHC, USMA

FOR US Army West Point Garrison, FMWR

SUBJECT: Request for Unit Funds

1. Request that a unit fund card in the amount of \$##.## be provided to the Department of \_\_\_\_\_ for the department \_\_\_\_\_ party to be held at \_\_\_\_\_ on \_\_\_\_\_.

2. The monies requested above will be expended at \_\_\_\_\_ as follows:

Item	Qty	Unit Price	Total
Soft drinks, 12-oz. cans	71	\$0.35	\$24.85

3. DA Form 4065-R is enclosed.

Encl

(DEPARTMENT XO SIGNATURE BLOCK)