



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCES COMMAND
1915 FORRESTAL DRIVE
NORFOLK VA 23551-4615

COMNAVRESFORCOMINST 1710.2C
N00C
1 Oct 2024

COMNAVRESFORCOM INSTRUCTION 1710.2C

From: Commander, Navy Reserve Forces Command

Subj: COMMANDER, NAVY RESERVE FORCES COMMAND MORALE, WELFARE,
AND RECREATION POLICY

Ref: (a) OPNAVINST 1700.7E

1. Purpose. To revise policy, guidance, and standards for the operation and management of the recreational committee of Commander, Navy Reserve Forces Command (COMNAVRESFORCOM). This instruction should be made available to all hands upon reporting and should be reviewed in its entirety. COMNAVRESFORCOM will initiate continuing action to ensure compliance with designated duties and responsibilities of this instruction.

2. Cancellation. COMNAVRESFORCOMINST 1710.2B.

3. Mission. The mission of the local recreation committee is to provide constructive recreation, social activities, and morale boosting events for Sailors, civilian staff, and their respective family members. Accomplishing this mission will enhance the overall command readiness, personal readiness, and retention of Sailors.

4. Objectives. In keeping with reference (a), adequate activities are essential to the effective function of the Navy. Per reference (a), it is Navy policy to fund a well-rounded Morale, Welfare, and Recreational (MWR) Program. Although this committee will not function as a MWR entity, it will be based on concepts of the MWR program. COMNAVRESFORCOM will ensure resources are available to fulfill all duties and responsibilities of the committee to provide effective and adequate programs and activities, such as:

a. Provide activities contributing to the readiness, retention, social, physical, educational, cultural, command and community cohesion, esprit de corps, general well being, and quality of life of the Navy and its Sailors.

b. Promote the mental and physical well being of Sailors, civilian staff, and their family members.

c. Encourage Sailors to use leisure time to focus on programs which develop and maintain motivation, talent, and skills which contribute to their ability to perform duties as service members and citizens.

d. Assist in providing a community support environment to family members of the staff while members are attached to the command.

5. Organization. The recreational committee will consist of the following offices:

a. President, Vice-President, Secretary, Treasurer, Chairperson, Civilian Representative, and Department Representatives. Based on current command size, one representative will be solicited from each department in addition to the Sailors who serve on the executive board of the committee. All officers and members of the committee, except the President, will vote during meetings of the committee. The President will only cast a vote in the event of a tie, which will make the final decision.

b. Executive Board Election process:

(1) The election process for the executive board will begin 15 October of each year.

(2) Nominations will be open to the command via e-mail allowing each member to nominate their choice for each of the offices.

(3) Nominations will close 30 October and each nominee will be given the opportunity to accept or decline the nomination.

(4) After all nominations are confirmed, the ballot will be created. The ballots will be disseminated and voting will open 1 November.

(5) Voting will close 15 November, allowing the votes to be tallied.

(6) The new MWR officers will be announced each year during the Command Holiday Party.

(7) For record purposes, all ballots received will be retained for six months after the announcement.

6. Funding. Chapter 9 of reference (a) establishes the guidelines for tenant commands to utilize MWR facilities to conduct occasional fundraising events to enhance the specific recreational requirements of the activity. Therefore, local facilities will be utilized for fundraising activities (i.e., bake sales, fish fry, etc.). Fundraising will also be extended to local activities of the command (i.e., Commanding Officer's Conference, Naval War College Symposium, etc.). Through such activities, all funding will be attained to execute the overall function of the recreation committee.

7. Fundraisers. The MWR Executive Board must route all fundraising event request to the Chief of Staff, via the Command Ethic Officer and the Command Master Chief, for approval two weeks before fundraising event.

1 Oct 2024

8. Accounting. Quarterly, the Command's Audit Committee will execute a review of recreation committee funds, to ensure quality control and proper financial management of committee accounts.
9. Financial Compensation. Members of the recreation committee will not receive any financial payment in cash, goods, or services for any function performed as a member of the group.
10. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.
11. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM N00C will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFORCOM Web site, <http://www.public.navy.mil/nrh/Pages/instructions.aspx>