



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 1710.4C
MCCS
07 NOV 2013

COMBAT CENTER ORDER 1710.4C

From: Commanding General
To: Distribution List

Subj: UNIT, PERSONAL AND FAMILY READINESS PROGRAM, AND BIRTHDAY BALL FUNDS

Ref: (a) MCO P1700.27B
(b) MCO 1754.9A
(c) MARADMIN 439/08
(d) MCO 7010.19
(e) Finance and Accounting Standardization Guide 003/09
(f) MCO 5760.4C
(g) MCO 7040.11A
(h) MARADMIN 166/11

Encl: (1) Sample Appointment Letter

1. Situation. The Unit, Personal and Family Readiness Program (UPFRP) funds are non-appropriated funds (NAF) provided to units by the Marine Corps Community Services (MCCS). Navy and Marine Corps Birthday Ball Funds, raised by units to help defray costs associated with these Birthday Ball celebrations, are separate from UPFRP funds and are held in trust for each unit. Both funds require strict adherence to the rules and regulations as established in the references.

2. Cancellation. CCO 1710.4B.

3. Mission. Provide Commanding Officers (COs) and the MCCS Finance Office, aboard the Combat Center, guidance on the allocation, safeguarding, and use of UPFRP and Birthday Ball Funds.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. COs and MCCS personnel will adhere to the policies set forth in this Order and the references for the use of UPFRP and Birthday Ball Funds.

(2) Concept of Operations. In accordance with the references, UPFRP Funds are intended for use, on behalf of the entire unit, and are to be used for expendable goods and services. Expendable NAF property is defined as property with a life expectancy of less than two years acquired by purchase, gift, or transfer and has a unit acquisition cost of less than \$2,500.00. Authorized expenditures are listed in references (a), (b), and (e). For guidance on informal funds used to purchase items which benefit a single individual, such as plaques or mementos, consult reference (f).

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

b. Subordinate Element Missions

(1) Commanding Officers

(a) Unit, Personal, and Family Readiness Program Funds

1. In accordance with reference (b), COs have operational control of the UPFRP and must ensure the rules and regulations are strictly adhered.

2. Submit the original appointment letter for the Family Readiness Officer (FRO) or appointed unit representative to the MCCS UPFRP Funds Administrator by 31 January of each year or when there is a change in either the appointee or CO, (see the enclosure).

3. If using the authorized debit cards, COs will determine funding amounts to be processed via the debit card each month, within the allocated amounts per unit, per quarter in accordance with reference (h).

4. Ensure the FRO and unit representatives review and comply with all rules and regulations. They shall be cognizant of their limits of authority and complete and submit in a timely manner all required forms provided by the MCCS Finance Office. These forms are expressly for expenditures, requests, and the processing of UPFRP Funds.

5. Unit COs, Executive Officers, FROs, and unit representatives will request use of UPFRP funds via submission of the expenditure request/reimbursement for UPFRP funds form provided by the MCCS Finance Office to the funds administrator.

6. The references require funds to be requested a minimum of five days prior to the proposed purchase date.

7. References (b) and (e) require all purchase supporting documents (receipts, invoices, etc.) to be submitted to the funds administrator within five days of the receipt of goods. Supporting documents must include date of purchase, vendor name, address, telephone number, and an itemized list of purchases with amounts. Supporting documents from credit card purchases will be submitted to the MCCS Contracting Office.

(b) Birthday Ball Funds

1. Submit the original appointment letter of the unit representative responsible for depositing and withdrawing Birthday Ball Funds to the MCCS Funds Administrator prior to the onset of fundraising activities each year.

2. Ensure all unit fundraising activities and expenditures are approved and conducted according to the guidelines established in reference (c) and (f). When using debit cards, COs will determine funding amount to be processed via the debit card each month. Amounts will not exceed the balance on the liability account at the beginning of each month.

3. The policy of requesting Birthday Ball funds from the funds administrator, as well as returning all purchase supporting documents, will be the same as required for UPFRP Funds, see paragraph 4b(1)(a) 5 and 6 above.

4. Unit representatives will review and reconcile account statements at least quarterly. COs and responsible officers may request monthly account balances from the Accounts Receivable Supervisor, MCCS Finance Office.

(2) Units Training Aboard the Combat Center. The MCCS Finance Office shall render assistance, as necessary, to units that derive their unit fund support from their home MCCS in order to transfer unit funds to the Combat Center.

(3) Marine Corps Community Services. The MCCS Funds Administrator will provide UPFRP and Birthday Ball fund guidance, instructions, and necessary forms to the FRO and unit representatives.

(a) Unit, Personal and Family Readiness Program Funds

1. The MCCS Funds Administrator will ensure that all expenditure forms are properly signed by unit representatives responsible for compliance of regulations set forth in references (b) and (f).

2. The funds administrator will prepare and process required documents for check requests and petty cash purchases. They will ensure receipt and verify that necessary information is recorded on supporting documents from the FROs and unit representatives. The fund administrator will submit the documents to MCCS accounting and assist units with all UPFRP fund procedures.

3. The MCCS Procurement Office will prepare and process all required documents for all purchase card and contract purchases, and submit documents to the MCCS Accounting Office as required.

4. The MCCS Accounting Office will ensure check requests are processed within five days of receipt and will notify the FRO and unit representative when checks are ready for pick up.

5. The MCCS Accounting Office will maintain sufficient record keeping and will submit documents for review during all required audits.

6. Division heads will ensure that activity managers are aware of and provide a ten percent discount to items or services purchased from MCCS with UPFRP funds, excluding tobacco and alcohol, as authorized in reference (a).

(b) Navy and Marine Corps Birthday Ball Funds

1. Ensure funds are deposited to the appropriate unit account. Subsidiary ledgers will be used to separate and track funds deposited by the various directorates and tenant commands aboard the Combat Center.

2. Ensure funds are available to COs as requested within five working days of receipt of an original expenditure request/reimbursement for UPFRP Funds Form.

3. Provide COs with written statements of account activity quarterly based on deposits, fund requests, and submitted purchase documents.

c. Coordinating Instructions

(1) Each unit may address their different recreation requirements and preferences individually and will ensure UPFRP funds are used for the direct benefit of all uniformed personnel and family members within the unit.

(2) COs may procure goods and services from installation activities or the private sector with UPFRP. Any goods or services procured from MCCS using UPFRP funds will receive a 10 percent discount per references (a) and (b). However, unit Command Birthday Ball representatives may not sign contracts between a vendor, or other service provider, and the "USMC" or subordinate units. Representatives signing a contract could lead to an unauthorized commitment and/or personal liability for the contract price. Contracts and government purchase card purchases for Birthday Ball activities must be accomplished by warranted contracting officers. Use of debit cards for UPFRP and Birthday Ball funds will be at the discretion of each command.

(3) Unit COs are encouraged to use fundraising efforts to supplement available ball funds, provided all such efforts conform to the guidance and controls set forth in the references and this Order.

(4) The Combat Center unit strength report cited on the first day of each month of the preceding NAF quarter will be used to determine the amount of UPFRP funds authorized per unit.

(5) UPFRP may be expended up to the quarterly allocation, per reference (b). Advanced UPFRP funds may be expended in the first, second, and third quarter, with the approval of the Assistant Chief of Staff (AC/S) MCCS, in anticipation of receiving funds the following quarter.

(6) Per reference (b), carryover of UPFRP funds from one NAF fiscal year to the next, requires written permission of the Commanding General, via the AC/S MCCS.

(7) All Birthday Ball funds will be raised and expended in accordance with the references.

(8) MCCS will maintain ball funds in a liability account, funds held in trust, separate from UPFRP funds. Ball funds will be carried over from fiscal year to fiscal year and will be available for withdrawal by unit representatives as needed.

5. Administration and Logistics. Distribution statement A directives issued by the CG are distributed via e-mail upon request and can be viewed at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/CCO.aspx>.

6. Command and Signal

a. Command. This Order is applicable to all resident units and participating units in training aboard the Combat Center.

b. Signal. This Order is effective the date signed.


J. B. HANLON
Chief of Staff

Distribution: A

Copy to:
AC/S MCCS
CO, HQBN

Sample Appointment Letter



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

1710
(ORG CODE)
(DATE)

From: (Unit's commanding Officer)
To: Chief Financial Officer, Marine Corps Community Service
Subj: UNIT, PERSONAL AND FAMILY READINESS, AND BIRTHDAY BALL FUNDS
EXPENDITURE AUTHORITY
Ref: (a) MCO P1700.27B w/Ch 1
(b) MCO 1754.9A
(c) MARADMIN 439/08
(d) MCO 7010.19 w/Ch 1
(e) Finance and Accounting Standardization Guide 003/09
(f) MCO 5760.4C
(g) MCO 7040.11A
(h) MARADMIN 166/11
(i) Outdoor Adventures' (OAS) Unit Issue Fact Sheet

1. In accordance with the above references, the individual(s) listed below is/are authorized to expend Unit, Personal and Family Readiness Program (UPFRP) funds or Birthday Ball funds on behalf of (unit name). Individuals authorized to expend UPFRP funds may also be authorized to request support from Outdoor Adventures.

2. These individuals will abide by the regulations stated in the reference and any limits assigned below. The signature of individual(s) below constitutes an understanding of the references and limits stated in conjunction with UPFRP and Birthday Ball funds spending authority.

Check: Ball UPFRP OA Reg Rate Last Name, First Name Signature

3. This letter of authority is effective immediately. It supersedes all previous letters of authorization and remains in effect until revoked, individual(s) are reassigned, or there is a change in Unit Command.

4. Point of contact is the undersigned at x1234.

(Commanding Officer's Signature)

Copy to
Unit Files
C/S MCS Outdoor Adventures
Authorized Individual(s)