



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 1710.4F
ISD 13
AUG 03 2021

COMBAT CENTER ORDER 1710.4F

From: Commanding General
To: Distribution List

Subj: UNIT AND FAMILY READINESS FUNDS AND FUNDRAISING FUNDS

Ref: (a) MCO P1700.27B w/Ch 1
(b) MCO 1754.9B
(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

Encl: (1) Sample Appointment Letter

1. Situation. The Unit and Family Readiness Funds (U&FRF) are non-appropriated funds (NAF) provided to units by the Installation Support Directorate (ISD), Marine Corps Community Services (MCCS). Fundraising Funds, raised by units to help defray costs associated with the Fundraising celebrations, are separate from U&FRF 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 1710.4E.

3. Mission. Provide Commanding Officers (COs) and the MCCS Finance Office, aboard the Combat Center, guidance on the allocation, safeguarding, and use of U&FRF and Fundraising 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 U&FRF and Fundraising funds.

(2) Concept of Operations. In accordance with the references, U&FRF funds are intended for use on behalf of the entire unit and are to be used within the NAF fiscal year (FY) in which they were allocated 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), respectively. 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) COs

(a) U&FRF Funds

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

2. Submit the original appointment letter for the Deployment Readiness Coordinator (DRC) or appointed unit representative to the MCCS U&FRF Funds Administrator. This should be done by 31 January of each year and when there is a change in either the appointee or the 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 DRC 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 U&FRF funds.

5. References (b) and (e) require all purchase supporting documents (receipts, invoices, etc.) to be submitted to the unit's 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.

6. Unit representatives will review and reconcile account statements monthly. COs and responsible officers may request monthly account balances from the MCCS U&FRF Funds Administrator, MCCS Finance Office.

(b) Fundraising Funds

1. Submit the original appointment letter of the unit representative responsible for depositing and withdrawing Fundraising 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 Fundraising funds from the Funds Administrator, as well as returning all purchase supporting documents, will be the same as required for U&FRF funds, see paragraph 4b(1)(a)5 and 6 above.

4. Unit representatives will review and reconcile account statements monthly. COs and responsible officers may request monthly account balances from the MCCS U&FRF Funds Administrator, MCCS Finance Office.

(2) Units Training Aboard the Combat Center. MCCS Finance will 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) ISD, MCCS. The MCCS Funds Administrator will provide U&FRF and Fundraising fund guidance, instructions, and necessary forms to the DRC and unit representatives.

(a) U&FRF 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. They will ensure receipt and verify that necessary information is recorded on supporting documents from the DRCs and unit representatives. The Funds Administrator will submit the documents to MCCS Finance and assist units with all U&FRF 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 Shared Services Center as required.

4. The Shared Service Center will process check requests within five days of receipt and MCCS Finance will notify the DRC and unit representative when checks have been received locally and are ready for pick up from the MCCS Finance Office.

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

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

(b) Navy and Marine Corps Fundraising 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 U&FRF Funds Form.

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

AUG 03 2021

c. Coordinating Instructions

(1) Each unit may address their different recreation requirements and preferences individually and will ensure U&FRF 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 U&FRF. Any goods or services procured from MCCS using (U&FRF) funds will receive a 10 percent discount per references (a) and (b). Unit Command Fundraising 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. Only Warranted Contracting Officers will prepare and sign contracts and government purchase card purchases for Fundraising activities. Exception: Use of debit cards for U&FRF and Fundraising 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 U&FRF funds authorized per unit.

(5) U&FRF may be expended up to the quarterly allocation in the allocated NAF FY, per reference (b). Advanced U&FRF funds may be expended in the first, second, and third quarter, with the approval of the Director MCCS, in anticipation of receiving funds the following quarter.

(6) Funds not expended in the current and prior FY will not be carried over the subsequent FY.

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center orders can be found at <https://www.29palms.marines.mil/Staff-Offices/Resource-Management-Directorate/Adjutant-Office/Orders/>.

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.



D. A. SUGGS
Chief of Staff

DISTRIBUTION: A

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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

SSIC
Orig Code

From: (Unit's Commanding Officer)
To: Chief Financial Officer, Marine Corps Community Services
Subj: UNIT AND FAMILY READINESS FUNDS AND FUNDRAISING FUNDS

Ref: (a) MCO P1700.27B w/Ch 1
(b) MCO 1754.9B
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(h) MARADMIN 166/11
(i) Outdoor Adventures Unit Issue Fact Sheet

1. In accordance with the above references, the individual(s) listed below is/are authorized to expend Unit and Family Readiness Funds and Fundraising Funds (U&FRF) or Fundraising funds on behalf of (*unit name*). Individuals authorized to expend U&FRF funds may also be authorized to request support from Outdoor Adventures.

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

Check:

<u>Ball U&FRF/OA Req</u>	<u>Rank</u>	<u>Name</u>	<u>Last4</u>	<u>Signature</u>
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3. This letter of authority is effective immediately. It supersedes all previous letters of authorization and remains in effect until revoked, individual(s) have reassigned, or there is a change in Unit Command.

4. Point of contact is the undersigned at x1234.

Signature
Name, Rank

cc: Unit Files
MCCS Outdoor Adventures
Authorized Individual

Enclosure (1)