



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
750 PACIFIC HIGHWAY
SAN DIEGO CA 92132-0058

COMNAVREGSWINST 1710.8D
N94
18 Nov 2025

COMNAVREGSW INSTRUCTION 1710.8D

From: Commander, Navy Region Southwest

Subj: NAVY REGION SOUTHWEST UNIT RECREATION FUNDS POLICY AND
ADMINISTRATION

Ref: (a) CNICINST 1710.3 CH-1

Encl: (1) Sample Fund Custodian Letter of Designation
(2) On Board Count
(3) Sample Request for Unit Recreation Funds
(4) Sample FFR (N9) Director URF Request Certification

1. Purpose. To establish policy and procedures for Unit Recreation Funds (URF) administration. This instruction represents a major revision and should be read in its entirety.

2. Cancellation. CNRSWINST 1710.8C.

3. Scope and Applicability. This instruction applies to all active and reserve Navy commands and units in the Commander, Navy Region Southwest (CNRSW) Area of Responsibility (AOR) for URF.

4. Discussion

a. Reference (a) outlines policy for the Commander, Navy Installations Command (CNIC) URF. The intent of URF is primarily to allow Commanding Officers (COs) and Officers in Charge (OICs), a Non-Appropriated Fund (NAF) source to enhance unit identity.

b. Emphasis for URF should be placed on programs that benefit the greatest number of eligible personnel and not used to support activities or programs that benefit only a few individuals. URF is a CNIC-wide program established to enhance unit cohesion and readiness. Participating units will use local MWR facilities, products, and services to the maximum extent practicable.

5. Policy

a. Eligibility. Units eligible for URF must be officially located or tenanted within the jurisdiction of a host installation. A Navy, Army, or Marine activity cannot be associated with, or supported by more than one Morale, Welfare, and Recreation (MWR) fund. Active-duty Service members

18 Nov 2025

assigned, or attached, to an eligible unit for 30 days or more are eligible for credit and support at a rate of \$25 a fiscal year. Individuals deployed away from their unit are not eligible for funding while deployed. Ships homeported at, or attached to, an installation are not entitled to participate in the local MWR fund ashore.

b. **Crediting of Funds.** URF will be credited to units each fiscal year which ends 30 September. Funds may be requested quarterly, semi-annually, or annually. URF may be drawn in advance to support planned upcoming command events such as holiday parties. Advance URF requests will be calculated and disbursed based upon the present on-board counts submitted. There will not be any consideration or adjustment for past or future roster fluctuation. All URF generated from an MWR distribution must be utilized within the fiscal year earned; unexpended MWR allocated URF balances will not be carried forward to the new fiscal year. Supplemental URF generated from unit fundraising events will be carried forward to the new fiscal year.

c. **Unit Fund Raising Events.** Units may supplement their URF by conducting occasional meal period fundraising events at the worksite as approved by the CO. Proceeds from these events will be deposited to the MWR central fund. Commands will not maintain separate bank accounts or recreation funds. The CNRSW Fleet and Family Readiness (FFR) support services (N94) accounting department will maintain subsidiary ledgers crediting the funds generated for the exclusive use of the command that raised the funds.

d. Unexpended URF balances will not be transferred to a different URF for units that are relocated or deployed outside CNRSW AOR.

e. In accordance with paragraph 4.b. above and standard MWR NAF policy, prohibited use of URF includes but is not limited to:

(1) Purchase of event giveaway items and cash or cash equivalent prizes (such as door prizes, gift cards, etc.)

(2) Childcare services.

(3) Purchase of recreational equipment items that are available to rent from local MWR outlet at no charge or a discounted rate.

6. Responsibilities

a. CNRSW is responsible for ensuring that URF is administered with sufficient internal controls to maintain an accurate accounting of assigned funds.

b. Unit COs or OICs are responsible for ensuring that their URF program is administered in accordance with this instruction and reference (a).

7. Action

a. CNRSW will maintain and disburse URF per accounting standards, this instruction, and reference (a).

18 Nov 2025

b. Unit COs or OICs will:

(1) Sign a letter of designation, using enclosure (1) as a sample, on command letterhead appointing an individual as the Fund Custodian and providing copies to CNRSWFFR support services (N94) and installation FFR (N9).

(2) Submit current on-board counts, utilizing enclosure (2), to CNRSW FFR N94 accounting department with each URF request.

(3) Utilize enclosure (3) to request URF disbursement. Requests must be received by CNRSW FFR N94 accounting department no later than 15 days prior to the date funds are required. Fourth quarter requests for outstanding URF disbursement must be made no later than 31 August to ensure proper recording of funds before the end of the fiscal year.

(4) Submit original receipts for all unit event expenditures to the CNRSW FFR N94 accounting department within five calendar days of the completion of the event. Any disbursed URF not expended for the event(s) will be returned to CNRSW FFR N94.

c. Installation FFR (N9) director or designee will:

(1) Review, validate availability of local MWR facilities and services, and provide final approval of all URF requests utilizing enclosure (4) before disbursement.

8. Records Management. Records created because of this instruction, regardless of media and format, must be managed pursuant to the Secretary of the Navy (SECNAV) Manual 5210.1 of September 2019.

9. Review and Effective Date. Pursuant to OPNAVINST 5215.17A, N9 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.



M. R. JARRETT

Releasability and Distribution:

This instruction is cleared for public release and is available electronically only via: Commander, Navy Installations Command (CNIC) SharePoint, <https://flankspeed.sharepoint-mil.us/sites/CNICGlobalHub/directives/Directives/Forms/CNRSWRegion.aspx>

18 Nov 2025

SAMPLE FUND CUSTODIAN LETTER OF DESIGNATION



DEPARTMENT OF THE NAVY

INSTALLATION FULL NAME
ADDRESS LINE NUMBER ONE
ADDRESS LINE NUMBER TWO

1710
N00
DD MMM 20YY

From: Commanding Officer/Officer in Charge, Command/Installation

To: Rank First MI. Last

Subj: DESIGNATION AS UNIT RECREATION FUND CUSTODIAN

Ref: (a) COMNAVREGSWINST 1710.8D

1. Per reference (a), you are designated as the command Unit Recreation Fund (URF) Custodian.
2. You are designated to receive and sign for any funding that pertains to URF. You will comply with the provisions of reference (a) and all other applicable service regulations.
3. This designation will remain in effect until your detachment from this command or otherwise superseded in writing.


I. N. COMMAND

Copy to:
CNRSW N94
Installation N9

ON BOARD COUNT

From: Commanding Officer/Officer in Charge, Command/Installation
To: Navy Region Southwest N94

Average on board count as of the following date:

Status	Officers	Enlisted	Total
Permanently Assigned			
Temporary Assigned Duty 30 days or more			
Other			
Grand Totals			

Attached is a current copy of the Alpha Roster

Signature

18 Nov 2025

SAMPLE REQUEST FOR UNIT RECREATION FUNDS



DEPARTMENT OF THE NAVY

INSTALLATION FULL NAME
ADDRESS LINE NUMBER ONE
ADDRESS LINE NUMBER TWO

1710

N00

DD MM YYYY

From: Commanding Officer/Officer in Charge, Command/Installation

To: Navy Region Southwest, N94

Subj: REQUEST FOR UNIT RECREATION FUNDS FOR FY 20YY

Ref: (a) COMNAVREGSWINST 1710.8D

1. Command Name and Unit Identification Code (UIC):
2. Function date(s): DD MM 20YY
3. Dollar amount requested: \$#,###.##
4. Event description: Add description of event(s) here
5. Items to be purchased: List items here
6. Officer in charge of the function: LCDR Running Function
7. Check made payable to Funds Custodian:
 - a. Full Name: First MI Last
 - b. Phone number: (123) 456-7890
8. If there are any questions or concerns please contact my Funds Custodian, listed above or via email at first.last@navy.mil.

Jami N. Command
I. N. COMMAND

SAMPLE FFR (N9) DIRECTOR URF REQUEST CERTIFICATION

1710
N00
DD MM YYYY

From: FFR (N9) Director or designee, Command/Installation
To: Navy Region Southwest, N94

Subj: FFR (N9) DIRECTOR UNIT RECREATION FUND *REQUEST
CERTIFICATION*

Ref: (a) COMNAVREGSWINST 1710.8D

1. Command name and Unit Identification Code (UIC):
2. Event date(s): DD MM 20YY
3. URF amount requested: \$XXX
4. URF amount approved: \$XXX
5. MWR facilities and services are available for event(s). (Y/N):
6. If yes, MWR facilities or services being used for event(s):


FFR (N9) DIRECTOR