

Installations

**Nonstandard
Activities of the
United States
Military Academy
and
West Point
Military
Reservation**

Headquarters
Department of the Army
Washington, DC
7 June 1990

Unclassified

SUMMARY of CHANGE

AR 210-3

Nonstandard Activities of the United States Military Academy and
West Point Military Reservation

This revision adds a new chapter on the management, administration, and operations of the U.S. Hotel Thayer, and includes a new chapter on the receipt and administration of gift funds controlled by the Military Academy/Corps of Cadets Gift Fund.

Effective 7 July 1990

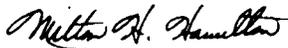
Installations

**Nonstandard Activities of the United States Military Academy and
West Point Military Reservation**

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:



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History. This UPDATE printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

Summary. This regulation prescribes Army policies, responsibilities and procedures for the management and operation of nonstandard activities that are unique to the United

States Military Academy and the West Point Military Reservation.

Applicability. This regulation applies to the Active Army, the Army National Guard, and the U.S. Army Reserve. This regulation also applies to those individuals assigned to the United States Military Academy or the West Point Military Reservation.

Proponent and exception authority. Not applicable

Army management control process. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are contained in DA Circulars 11-87-1, 2, and 3.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DAPE-MPO), WASH DC 20310-0300.

Interim changes. Interim changes to this

regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAPE-MPO), WASH DC 20310-0300.

Distribution. Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 3926, intended for command level D for the Active Army, the Army National Guard, and the U.S. Army Reserve.

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Chapter 1 Introduction

1-1. Purpose

This regulation prescribes policies, responsibilities, and procedures for the management and operation of nonstandard activities that are unique to the United States Military Academy (USMA) and the West Point Military Reservation (WPMR). It cites authorized exceptions to certain Army regulations concerning these nonstandard activities to assist in conducting external audits, inspections, and surveys.

1-2. References

Required and related publications are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Chief of Staff, U.S. Army (CSA) will exercise direct supervision and control of the USMA and WPMR, informing the Secretary of the Army (SA) of significant matters as appropriate.

b. The Deputy Chief of Staff for Personnel (DCSPER), Headquarters, Department of the Army (HQDA), has the following responsibilities:

(1) Is the Army Staff point of contact for administrative actions concerning the USMA and the WPMR.

(2) As delegated by the SA, takes final action on USMA separation cases.

(3) Oversees operations and maintenance budget, and construction budget.

(4) Provides staff supervision for all personnel actions affecting the USMA.

(5) Serves as the office of record for actions related to the USMA.

(6) Recommends to the CSA the composition of any advisory or evaluation boards. Acts as the Army Staff point of contact for actions resulting from the deliberation of these boards.

(7) Informs the CSA on USMA matters as appropriate.

(8) Has general staff responsibility for the management and administration of the Hotel Thayer. This responsibility is delegated to the Commanding General, United States Army Community and Family Support Center (CG, USACFSC).

c. The CG, USACFSC, with the approval of SA and DCSPER, will—

(1) Develop policies and procedures for—

(a) The management and administration of the Hotel Thayer (within USACFSC, this is further delegated to the Director for Business Operations).

(b) The USMA Intercollegiate Athletic Program (IAP). This responsibility is further delegated to the Director of Intercollegiate Athletics as shown in paragraph 6-3.

(c) The administration of the Army Athletic Association (AAA) and the use of AAA assets.

(2) Process offers of gifts proffered to the Academy for acceptance according to AR 1-100 and AR 215-1 as required.

d. The Director for Business Operations, USACFSC (CFSC-ZD), is assigned responsibility for policy direction, supervision, and providing on-site technical assistance as required for the Hotel Thayer. The director will—

(1) Develop policies and procedures for the management and administration of the hotel.

(2) Provide review and analysis of hotel operations and financial data.

(3) Review and approve renovation and construction projects per AR 215-1.

(4) Take action to effect compliance with recommendations made by competent authorities for improvement of the hotel.

e. The Superintendent of the USMA will—

(1) Establish goals for the Cadet Store and designate (in writing) a fund manager of the nonappropriated fund (NAF).

(2) Appoint a director of the West Point Museum and appoint or detail persons to assist the director. He or she will carry out the responsibilities as shown in paragraph 5-2.

(3) Develop and publish local policies and procedures pertaining to the USMA IAP for the participation by the United States Corps of Cadets in the IAP.

(4) Establish the goals and objectives of the USMA IAP.

(5) Approve or disapprove the recommendations of the Athletic Committee.

(6) Appoint a fund manager for the AAA nonappropriated fund instrumentality (NAFI) with duties and responsibilities as prescribed in AR 215-1.

(7) Ensure supervision, support, operation, and financial solvency of the Hotel Thayer.

(8) Appoint a designee to manage the Hotel Thayer as shown in paragraph 10-4.

(9) Approve all gifts to the USMA Military Academy-United States Corps of Cadets Gift Fund (chap 11) offered under provisions of section 4356, title 10, United States Code (10 USC 4356).

(10) Appoint a Director of Alumni Affairs to manage all policies and programs pertaining to alumni matters as shown in paragraph 8-2.

(11) Appoint a Public Affairs officer to carry out the mission of the Public Affairs Office as shown in chapter 9.

(12) Coordinate with the Chaplain, USMA, on all matters pertaining to the religious and moral needs of the United States Corps of Cadets (para 7-4).

f. The Post Chaplain, WPMR, will carry out all the ministry responsibilities as shown in paragraph 7-5.

Chapter 2 Cadet Mess

2-1. General

This chapter sets forth guidance and procedures for the administration of the cadet mess for the United States Corps of Cadets and other Corps-related dining activities.

2-2. Authorization

Section 4340, title 10, United States Code (10 USC 4340) authorizes the operation of a cadet mess at the USMA. Funding and reporting of the USMA dining hall operations are prescribed in paragraph 2-3. General guidance for acquisition and accounting is prescribed in paragraphs 2-4 and 2-5 below, in AR 215-4, and in AR 215-5.

2-3. Funding policy

The Cadet Mess Ration Fund is financed from the Military Personnel, Army appropriation, based on the number of cadets present. This fund is administered as follows:

a. Only nonappropriated funds (NAFs) will be used to procure the food products needed to provide subsistence for the cadets.

b. Subsistence allowances will be credited to each cadet's pay account when on official leave or away from USMA and not subsisted at Government expense.

c. When subsistence-in-kind is furnished to a cadet at a temporary duty (TDY) location or by a sponsoring USMA activity, the subsistence allowance will be reimbursed to the element furnishing the meals. This occurs when cadets are on TDY or participating in trips sponsored by USMA activities.

d. Charges for meals furnished to authorized patrons other than cadets will be made for food costs, plus a separate surcharge for operating costs. Food cost collections will be deposited to the Cadet Mess Ration Fund. Surcharge collections will be processed according to AR 30-1, chapter 6.

e. Accounting, auditing, operating, and personnel costs associated with dining services, and those costs involved with the management

of the Cadet Mess Ration Fund, will be charged to appropriated funds (APFs).

f. NAFs of the Cadet Mess Ration Fund that exceed the normal operating requirements will be invested with the NAF Centralized Banking and Investment Program established at HQDA.

2-4. Food acquisition

a. Cade mess acquisitions will be accomplished per AR 215-1 and AR 215-4. If questions arise on the proper procedure to be used, follow guidance in the Federal Acquisition Regulation (FAR) and the Army FAR Supplement (AFARS).

b. The fund manager of the Cadet Mess Ration Fund will approve the acquisition of all food products (subsistence) financed from the NAF accounts. All requirements contracts and blanket purchase agreements will be awarded by the APF contracting officer.

2-5. Accounting, auditing, and reporting (RCS: DD-Comp (A) 1291)

a. Accounting. The accounting services and operating costs of the Cadet Mess Ration Fund are financed from APFs. The fund was exempted from participation in the USMA Central Accounting Branch by U.S. Army Finance and Accounting Center (USAFAC). The accounting system for this fund will conform to the accrual method of accounting per AR 215-5 and is subject to review by the USMA Director of Resource Management (DRM).

b. Auditing. The Cadet Mess Ration Fund will be audited by the Military Academy Internal Review Office (MAIR) on a frequency determined by the Superintendent, USMA.

c. Reporting. An annual report on the operation of the NAF (RCS: DD-Comp (A) 1291) will be prepared as prescribed in DODI 1338.17. It will be forwarded no later than 90 days after the end of the fiscal year to the Office of the Secretary of Defense (OSD), Chief, Program and Budget (Military Personnel), ATTN: Budget Division, Rm 3B287, Washington, DC 20310-1155. An information copy will be furnished to HQDA, (DAPE-MPO), WASH, DC 20310-0300.

Chapter 3 Cadet Uniform Factory

3-1. General

The Cadet Uniform Factory performs the following functions:

a. Manufactures distinctive uniform items required by the United States Corps of Cadets.

b. Alters and repairs cadet wardrobe items. These include items obtained through Department of Defense (DOD) supply channels and from industry.

3-2. Authorization

The basic authority for the operation of the Cadet Uniform Factory is 10 USC 4340.

3-3. Procedures

a. Manufacturing schedules for yearly production will be established by the Superintendent of the USMA or a designated representative. Uniforms will be manufactured according to locally established time standards.

b. Raw materials will be procured according to the FAR. USMA procedures will be used to account for raw material inventories from receipt to end-item completion.

c. Costs associated with the manufacture of uniforms will be recovered in the end-item price charged to cadets. Cost accounting procedures will be used to establish end-item prices, taking into account the following costs:

(1) *Personnel.* The costs associated with direct labor used in production, alterations, repairs, and various sewing services.

(2) *Overhead.* The costs of labor for supervisors in the Cadet Uniform Factory, labor costs of personnel who maintain and clean

the factory, and the cost of factory employee benefits borne by the Government.

(3) *Material.* The cost of raw materials, the cost of findings (such as thread, buttons, and braid), and other indirect costs for materials used to support the manufacturing mission.

Chapter 4 Cadet Store

4-1. General

a. The mission of the Cadet Store is as follows:

(1) To provide for material required for the professional and military training of the cadets.

(2) To make available optional items that support cadet life and performance in a regulated, confined, and strenuous environment.

b. The Cadet Store will function as an APF activity with respect to the resale of prescribed academic and military-related items required by the United States Corps of Cadets. The Cadet Store Fund is a supplemental mission NAFI. It is the fiscal component of the Cadet Store for administering the resale of merchandise that supports the cadets' cultural, social, and extracurricular lifestyle at the USMA.

4-2. Authorization

The operation of the Cadet Store at the USMA is authorized by 10 USC 4340.

4-3. Fund manager

a. The fund manager is designated, in writing, by the Superintendent.

b. The fund manager will—

(1) Administer, supervise, and safeguard all assets.

(2) Perform acquisition functions per AR 215-1.

4-4. Authorized patrons

Members of the United States Corps of Cadets are authorized patrons of the Cadet Store. The Superintendent of the USMA may also authorize the following persons to use the Cadet Store:

a. Visiting members of the Naval, Air Force, Coast Guard, and Merchant Marine Academies.

b. Members of allied country service academies.

c. USMA graduates and members of the USMA staff and faculty (for selected items of merchandise not normally available in the Army and Air Force Exchange Service).

4-5. Merchandise

a. The Superintendent, or a designee, will determine the types of merchandise to be carried by the Cadet Store. NAF items will be consistent with AR 215-1 and AR 60-20, appendix C. Merchandise sold by the Cadet Store will not be construed as conflicting with AR 215-1, paragraph 3-17a(1).

b. The Cadet Store (NAF) is authorized to sell adult civilian suits and stereo components. This is an exception to policy prescribed in AR 60-20. Further, the Superintendent, or Chief of Staff, USMA, may approve, on a generic by-item basis, the stocking of authorized merchandise that exceeds the cost-price limitations imposed by AR 60-20, appendix C. All approvals will be in writing.

c. Cadet Store merchandise will relate to the academic, military, social, cultural, and extracurricular needs and well-being of the United States Corps of Cadets.

d. To encourage cadet participation in Cadet Store matters that affect them, a consumer representation program will be maintained according to AR 608-1.

4-6. Acquisition of merchandise

a. APF merchandise will be acquired per the FAR and the AFARS. A committee may be appointed by the Superintendent to

ascertain and recommend customer preferences for brand name merchandise. Under the FAR, paragraph 15.208, the contracting officer has the authority to negotiate for the purchase of brand-name items.

b. NAF merchandise acquisitions will be per AR 215-1 and AR 215-4. As with APF purchases, a committee may be appointed to ascertain and recommend customer preferences for brand-name NAF merchandise. If questions arise concerning the proper acquisition procedure to be used, follow the procedures in the FAR and AFARS.

4-7. Budgeting, accounting, and auditing

a. Prepare budgets for submission, review, and approval per AR 215-1.

b. Financial accounting and reporting for the NAF component of the Cadet Store will be per AR 215-5. However, the inventory of saleable merchandise will be an exception to this rule. It will be performed semiannually instead of monthly. If the variance in the dollar value of the semiannual inventory and the book inventory exceeds one-half of 1 percent of the physical inventory amount, the inventory frequency will be changed to quarterly until the variance is less than one-half of 1 percent for two consecutive quarters.

c. MAIR will conduct periodic audits of the Cadet Store.

4-8. Funding

a. APF resources will be used to finance essential services or supplies for the United States Corps of Cadets. These include such items as uniforms, accessories, textbooks, school equipment and supplies, and support services.

b. The NAF component of the Cadet Store will operate on a self-sustaining basis. Within its own NAF resources, it will finance the following:

(1) Acquisition of NAF resale inventories, inclusive of transportation costs.

(2) Acquisition of operational supplies and equipment directly related to the NAF resale activity, inclusive of repair and maintenance.

(3) Financial accounting services provided by the USMA Central Accounting Branch.

(4) Labor cost of employees associated with the operations of the activity.

c. Services performed by Cadet Store employees in support of APF activities will be reimbursed with APFs.

d. As a nonprofit activity, the objective of the NAF resale program is to sell merchandise at the cost (invoice) price, with an adequate markup to offset operating expenses and to generate necessary working capital. The NAF working capital requirements of the Cadet Store will be financed from only the Cadet Store NAF assets unless specially authorized by the USACFSC.

e. The Cadet Store may contract for local commercial credit card services (to be used only for patron purchases of NAF merchandise) provided it is determined to be cost-effective. Contracts will be prepared as prescribed in AR 215-4 and AR 215-1, paragraph 3-22. The Cadet Store will not perform credit control or collection functions on overdue accounts for commercial firms.

f. Funds determined to be in excess of normal operating requirements will be invested with the NAF Centralized Banking and Investment Program. (See Ar 215-1.)

g. The Cadet Store is exempt from the provisions of AR 215-1, paragraph 9-6, regarding the establishment of NAFI councils.

Chapter 5 West Point Museum

5-1. General

The West Point Museum serves as the repository for all objects of

memorial or historic interest pertaining to the USMA and the profession of arms. The museum director is appointed by the Superintendent.

5-2. Duties of the museum director

a. The museum director will—

(1) Ensure the security for all entrusted awards, gifts, and items of memorial or historic interest.

(2) Provide for planning, administrative, and operational services in support of academic curriculum, cultural and military instruction, and a public museum.

(3) Maintain a public museum to stimulate interest in the USMA, the U.S. Army, and the military profession in general.

(4) Operate and administer all support functions of the museum.

(5) Control, dispose, categorize, and safeguard all historical properties of the West Point Museum per AR 870-20.

(6) Publish and disseminate information of news value pertaining to the operation of the West Point Museum. Information that pertains to the museum's collections, activities, programs, and exhibits will be coordinated with the USMA Public Affairs Officer. Information of a strictly educational nature (to include brochures, catalogs, and published information on the collections in the West Point Museum) will be issued by the museum director.

(7) Sell museum-related services, educational materials, and souvenir items.

(8) Recommend appropriate fund expenditures to obtain additions to the museum's collections and to support the museum's programs.

(9) Operate and maintain sites of historic interest that the Superintendent, USMA, may designate within the WPMR.

b. The West Point Museum Fund Council is responsible for the supervision of the West Point Museum Fund. As the official council, it represents the Superintendent of the USMA on approving, authorizing, and accepting transfers of properties to APF for property accountability. Members will be appointed by the Superintendent of the USMA.

5-3. Accounting

a. The West Point Museum Fund will comply with the policy of Army regulations in the 870-series. The director of the West Point Museum is the fund manager and in that capacity will be responsible for the control and custody of the fund's assets (cash or material) provided from any source of revenue or gifts (for example, museum's resale of merchandise or unsolicited contributions from the private sector).

b. APF sources will normally be as defined in AR 870-20, paragraph 3-9. In addition to financing resale activities, NAF resources may be used to supplement APFs in support of the museum's programs and historical acquisitions. The museum director, as fund manager, will determine and recommend appropriate acquisitions and obtain approval from the Museum Fund Council. Approved purchases will be incorporated in the Fund Council minutes and then distributed to appropriate personnel.

c. The West Point Museum Fund Council will be responsible for the accounting and financial statement updates for the West Point Museum Fund. These updates will be the official records of this fund. These functions will be performed per AR 215-5.

d. All historical properties procured through the West Point Museum Fund that have been authorized, approved, and accepted for transfer by the council will be deemed Government property and will be maintained according to AR 735-5 and AR 870-20. Any properties (not historical or otherwise) that remain with the fund will be considered fixed assets as defined in AR 215-5 and accounted for accordingly.

5-4. Special provisions

The West Point Museum will be operated according to AR 870-20, with the following exceptions:

a. *Approval of loans of historical properties.* Approval of loans of historical properties in connection with cadet instruction, and

other loans for periods of less than 1 year to organizations, activities, or personnel on the WPMR, will be made by the Superintendent of the USMA or a designated representative. The Center of Military History will be informed quarterly of loans that are made for periods of less than 1 year.

b. Cataloging. Consolidated historical property files will be maintained for historical properties in lieu of separate jackets. Historical properties on loan to the West Point Museum indefinitely, or for periods exceeding 1 year, will be assigned a special loan number (L-100) and cataloged. A separate loan card file will be maintained.

c. Accountability. The West Point Museum will account for all of its historical properties as shown below.

(1) The Historical Property-Catalog Card constitutes the primary manual record of all historical property and serves as both the museum catalog and the property account. Vendor name and purchase price will be included on the Historical Property-Catalog Card.

(2) A total inventory of the collections will be completed every 4 years. Shortages or damages will be reported according to AR 870-20 to HQDA (MOMH-HSM), WASH DC 20314-0200.

d. Artifact acquisition procedures. The director of the West Point Museum is authorized to accept, on loan from vendors, artifacts to be considered for purchase by the museum. Artifacts will remain at the West Point Museum on an approval basis for curatorial inspection until time of purchase or until the artifact is returned to the vendor. During the loan and approval period, all artifacts will be accorded safe storage conditions, and responsibility for their care will be under the director of the West Point Museum.

Chapter 6 Intercollegiate Athletic Program

6-1. General

The USMA IAP provides the opportunity for cadets to participate in athletic competition at the most challenging level possible. Intercollegiate athletic competition contributes significantly to the leadership ability, self-confidence, and physical stamina required of an Army officer.

6-2. Policy

a. The IAP is an essential mission activity of the USMA, responsible for the physical development of the United States Corps of Cadets.

b. APFs are authorized to support the IAP, consistent with applicable statutes and Army regulations.

c. APF and NAF activities of the IAP will be conducted as prescribed herein and in other Army regulations governing these activities. When activities are not governed by Army regulations, commonly accepted practices of institutions that participate in major college-level-intercollegiate athletics and rules and regulations applicable to the National Collegiate Athletic Association (NCAA) will be followed.

d. IAP costs not chargeable to APF, or for which APFs are not available, may be defrayed from NAFs generated from athletic event spectator admission receipts, concession income, gifts, donations, and other income sources.

e. All NAFs used to supplement APFs in support of the USMA IAP mission will be administered through the AAA.

6-3. Responsibilities of the Director of Intercollegiate Athletics (DIA)

The DIA, USMA, will—

a. Organize, plan, coordinate, and direct a program of intercollegiate athletic participation by the USMA that is consistent with the Academy's philosophy, goals, objectives, and available financial resources.

b. Ensure compliance by the USMA with this regulation as well

as NCAA rules and regulations pertaining to the USMA IAP and the AAA.

c. Develop annual and long-range budgets and financial plans for both APFs and NAFs.

6-4. Organizational relationships

a. The Office of the DIA is the USMA organizational entity that conducts the USMA IAP.

b. The AAA is a Supplemental Mission Services NAFI. It is the fiscal entity through which all NAFs used in support of the USMA IAP are administered. The AAA is under the management of the DIA or a person designated by the Superintendent, USMA. As authorized herein, it acts in its own name to provide or assist in providing those services, programs, or activities needed to accomplish the IAP mission.

6-5. Financial management

a. Overview. The IAP is funded from both APF and NAF sources. NAF revenue of the AAA is a major supplemental source of financial support for the program. The AAA is authorized APF support per AR 215-1. APF support for both the mission program and the AAA NAFI will be derived from the Operation and Maintenance, Army (OMA) and the Military Personnel, Army (MPA) appropriations. As an integral part of the USMA mission, direct APF support of the IAP will be programmed in the following areas consistent with the financial capability of the AAA:

(1) Athletic supplies and equipment, including services, rental, and repairs.

(2) Admissions support (similar to that provided prospective candidates who are not athletes).

(3) Mission-related travel expenses of teams, coaches, IAP, and AAA staff personnel to various sporting events and association meetings. This includes admission fees.

(4) Membership dues in sports associations (for example, NCAA, Eastern Collegiate Athletic Conference, and Metro Atlantic Athletic Conference).

(5) Office and medical supplies and equipment.

(6) Maintenance, repairs, and improvement of athletic fields, grounds, and buildings. This includes the field house, stadium, and multi-purpose sports complex.

(7) Staffing of military and civilian IAP positions (contract coaches and support personnel).

b. Budgeting.

(1) APF support of the USMA IAP will be budgeted according to the Army Planning, Programming, and Budgeting System (PPBS) and with other applicable Army regulations (for example, AR 37 series).

(2) NAF budgets for AAA will be prepared annually per AR 215-1.

c. Accounting.

(1) The Office of the DIA is authorized to perform the accounting function for the AAA.

(2) The DRM, USMA, will monitor the AAA accounting system.

d. Auditing. The AAA will be audited by MAIR. Commercial audits will be scheduled (in coordination with USMA and USACFSC (CFSC-ZI) according to AR 36-5, AR 215-1, and NCAA rules and regulations.

e. Investments. NAFs determined to be in excess of the normal operating requirements of the AAA will be invested with the NAF Centralized Banking and Investment Program established at HQDA level.

6-6. Purchasing and contracting

a. Purchases or contracts funded with NAFs will be accomplished per AR 215-1, AR 215-4, and the FAR Supplement.

b. The DIA is authorized to act as the NAF Contracting Officer responsible for the AAA contracting actions shown. Contracts or agreements, regardless of dollar value, are subject to legal review.

(1) Personal services contracts for those categories of AAA personnel described in paragraph 6-7.

(2) Contracts or agreements with other colleges, universities, and

organizations for the scheduling and management of intercollegiate athletic contests (including gate-splitting arrangements).

(3) Contracts with outside coliseums and arenas for the hosting of athletic events in which the USMA is a participant (including gate-splitting arrangements).

c. The AAA is authorized to contract for public liability insurance under a commercial insurance program for sporting events not conducted at a military installation and where coverage is specifically required in a written contract by the host installation. However, the AAA will participate, when practical, in the Risk Management Program for U.S. Army NAFs. (See AR 215-1.)

d. Requests for deviations from the NAF purchasing and contracting policies and procedures will be submitted to Commander, USACFSC, ATTN: CFSC-AE-P, Alexandria, VA 22331-0507 for approval.

6-7. Personnel

NAFI employees of the AAA will be administered per AR 215-1 and AR 215-3. As an exception, contracts may be made by the AAA to engage the professional and nonprofessional services of essential personnel according to customs and practices adhered to by other member organizations of the NCAA. Compensation for these individuals will be determined through negotiation. Positions will consist of the following:

a. Assistant directors of intercollegiate athletics.

b. Coaches, trainers, and their assistants.

c. Sports, ticket, and sales promotion personnel and personnel required to support athletic events (ushers, matrons, ticket takers) on an infrequent basis as determined by the DIA.

6-8. Travel and allowances

a. Entitlement to travel allowances for official travel away from USMA by NAF employees of the AAA will be according to per diem rates cited in the Joint Travel Regulations (JTR), Volume II. TDY or permanent change of station movement of NAF employees will be governed per AR 215-1.

b. Travel for representational requirements at special athletic events will be consistent with customary intercollegiate athletic policy and practices. Travel must have the advance approval of the Superintendent. Travel costs will be financed from the NAF of the AAA, and they will be accounted for solely on the certification of the Superintendent, or designee, that the expenditures are considered necessary and used properly.

c. All persons traveling on AAA NAF will receive travel services from the Office of DIA. This includes all normal travel functions, such as computation of advances, examination, and computation of settlements. Procedures will be established to ensure reasonable internal control standards are established and implemented.

6-9. On-post living quarters for coaches

a. Civilian professional staff involved in the USMA IAP may be provided family-type housing on-post as a specific benefit of their contractual employment agreement with the AAA.

b. A portion of the housing utilized for the professional staff is authorized by the Department of the Army (DA) and OSD to be retained under the administrative management and assignment control of the Office of DIA. Housing consists of 18 sets of family quarters constructed and maintained with NAFs of the AAA.

6-10. Promotion of athletics

The USMA intercollegiate athletic events conducted at West Point and at other colleges and universities provide a medium through which the general public can be exposed to the United States Corps of Cadets. These events also serve to enhance the public image of the Academy and the Army. For these reasons, the IAP must be conducted in a manner that reflects favorably toward the image of the USMA and DA. Sports informational and promotional programs and civilian enterprise publications may be patterned along the policies and practices of the NCAA. However, they will comply with AR 360-5, AR 360-61, and AR 360-81, unless an exception has

been granted by the Office of the Chief of Public Affairs, HQDA. Authorized activities include the following:

a. Management and operation of athletic booster clubs (such as the "Army A" club) to promote and encourage public interest and involvement with USMA sporting events. Voluntary contributions and donations from private individuals or donor groups may be solicited by the AAA and individuals and donors may be publicly acknowledged. Solicitations and acknowledgements will follow policies established by the Superintendent and consistent with AR 600-50.

b. Participation in commercially sponsored radio and television broadcasts of USMA intercollegiate athletic events to promote interest in Army athletics and the USMA. Participation requires the approval of the Superintendent of the USMA.

c. Purchase (from AAA NAF resources) of commercial radio and television time for local or regional public advertising of AAA-sponsored intercollegiate athletic events. Audiovisual material produced for advertising will be reviewed and approved by the USMA Public Affairs Officer prior to public release.

d. Publication and distribution of sports information and seasonal sports brochures. Printed matter prepared or produced with either APFs or NAFs may not contain any form of commercial advertisement.

e. Use and distribution of USMA sports-related promotional material prepared or produced by a civilian enterprise publication. However, if promotional material contains product advertising, the publication must include the following disclaimer: "The appearance of advertisements in this publication does not constitute an endorsement by the Department of the Army of the products or services advertised."

f. Contracting by the AAA for the service of a commercial publisher to furnish the production, publication, and sales distribution of Army game programs for home games. These services will be accomplished by the contractor at no cost to either APFs or NAFs of the Office of DIA or AAA. The proceeds of program sales will be administered according to terms of the contract and serve to generate income for the AAA.

g. The holding of AAA-sponsored or -operated sports-related events, such as sports camps, sports symposia, and sports clinics at USMA. As an adjunct of the USMA training mission, the AAA may use USMA facilities to sponsor and operate such events with proper charges levied against the outside user. However, AAA must obtain approval from the Superintendent for the use of USMA facilities for such activities. Funds generated by the AAA through its own efforts and activities (that is, attendance fees, display fees from commercial exhibitors, and sports-related user service fees), which are unrelated to the leasing of USMA property, will accrue to the AAA to be used in defraying NAF costs.

h. The operation of a gift shop to sell sports-related gifts and souvenirs to enhance the public support of the IAP.

Chapter 7 Religious Activities

7-1. General

This chapter sets forth policies and procedures for the command religious program at USMA and the WPMR, which includes Stewart Army Subpost (STAS).

7-2. USMA religious program

The overall organization of chapel activities at USMA and WPMR must permit the routine operation and policy guidance to the several chapels, coordination to meet USMA-wide objectives, and the authority to make decisions on exceptional matters affecting USMA at large.

a. The religious program combines a university and post-type ministry.

b. The religious ministry includes all distinctive faith groups and is programmed for the United States Corps of Cadets, the staff and

faculty, 1st Battalion-1st Infantry, tenant units, their family members, and other authorized personnel.

c. Each worshipping community may organize an advisory council to assist chaplains and denominational clergy in the performance of the ministry.

d. The Most Holy Trinity Chapel serves all Catholics at USMA, less STAS. It is a parish within the Roman Catholic Archdiocese of New York and operates as a private association on the installation.

7-3. The Chaplains' Coordinating Committee

a. *Membership.* Membership on the Chaplains' Coordinating Committee consists of the Chaplain, USMA (chairperson), Post Chaplain, and the Jewish Chaplain.

b. *Mission.* The Chaplains' Coordinating Committee will—

(1) Advise the Superintendent of the overall religious life of the command.

(2) Develop a formal master religious program each year for USMA to be approved by the Superintendent.

(3) Continually review all aspects of religion at West Point. Recommend to the Superintendent policies and programs for the overall religious activities program.

(4) Investigate areas of interest to the Superintendent.

(5) Meet monthly to plan, promote, coordinate, and share information about the religious programs of the distinctive faith groups.

(6) Submit an annual report to the Superintendent on the overall USMA religious activities program for the year. This report should highlight problem areas and recommend solutions.

(7) Make recommendations for the APF program and budget requirements for activities of the total religious program.

7-4. Chaplain, USMA

The Chaplain, USMA, is appointed by the President of the United States to provide for the religious and moral needs of the United States Corps of Cadets and serves on the personal staff of the Superintendent of USMA. The Chaplain will—

a. Advise the Superintendent and the Superintendent's staff of all matters pertaining to religion, morals, and morale.

b. Coordinate the religious program at USMA.

c. Ensure the provision for religious and moral needs of all distinctive faith groups within USMA.

d. Minister to the Corps of Cadets, coordinate with and provide representation to the commandant's staff while sharing ministry for the staff and faculty, their family members, and other authorized personnel.

e. Supervise ministry to other distinctive faith groups.

f. Supervise the use and maintenance of the Cadet Chapel, the Old Cadet Chapel, and the Jewish Chapel.

g. Recommend appropriate clergy to serve as contract chaplains.

h. Monitor the availability and quality of duty performance of chaplains, chapel activity specialists, and other civilian employees assigned directly to the Office of the Chaplain, USMA.

i. Provide for continued professional development for those directly assigned to the Office of the Chaplain, USMA.

j. Establish and maintain liaison with the Naval and Air Force Academy Staff Chaplains and other ecclesiastical groups or persons who are interested in the religious program of the USMA.

k. Program, budget, review, and analyze the APFs to support the Superintendent's religious programs.

7-5. Post Chaplain, WPMR

The Post Chaplain will—

a. Minister to the members of the 1st Battalion-1st Infantry and share in the ministry for the staff and faculty, their family members, tenant units, and other authorized personnel.

b. Supervise all ministry at STAS.

c. Advise the Chief of Staff, USMA, on matters pertaining to religion, morals, and morale.

d. Coordinate the post religious program with the Chaplain, USMA.

e. Maintain coordination with the Office of the Chief of Chaplains, HQDA; the Office of the Directorate of Personnel and Community Activities (DPCA), USMA; and the ecclesiastical or church headquarters, as appropriate.

f. Advise the DPCA on assignments of Army chaplains and chapel activities specialists not on pinpoint assignment.

g. Monitor the availability and quality of duty performance of chaplains, chapel activities specialists, and civilian employees assigned to the Post Chapel and the STAS Chapel.

h. Supervise the use and maintenance of the Post Chapel, the STAS Chapel, and other buildings assigned to the Post Chaplain Division.

i. Provide for continued professional development for those directly assigned to the Post Chaplain, WPMR.

j. Serve on the Chaplains' Coordinating Committee.

7-6. Funds

a. *Appropriated funds.* The Cadet Chapel, Post Chapel, and STAS Chapel are financed by .NEOOO APFs.

b. *Nonappropriated chaplains' funds.*

(1) The consolidated STAF Chaplain's Fund and the Consolidated USMA Chaplain's Fund (the two authorized NAFs within the command) will be administered according to AR 230-36. Subaccounts will be maintained for the cadet, post, and denominational congregations as required. In addition, the Cadet Chapel Organ and the Elizabeth Phillips Irwin Carillon subaccounts will be maintained.

(2) Gifts designated for the Organ and Carillon subaccounts may be received by the Consolidated USMA Chaplain's Fund. These subaccounts are exempt from the mandatory transfer of 1.5 percent of the gross income requirement (AR 230-36, para 2-6d(1)) and from the 6-month operating income limitation imposed by AR 230-36, paragraph 2-6d(2).

7-7. Chaplain's fund councils

a. *Membership.*

(1) *Consolidated USMA Chaplain's Fund Council.* Membership on this council will consist of the following:

(a) Chaplain, USMA, (chairperson) and one chaplain and one lay military or Department of the Army Civilian (DAC) representative from the Cadet Chapel.

(b) The Post Chaplain and one chaplain and one lay military or DAC representative from the Post Chapel.

(c) A military or DAC individual to represent each distinctive faith group with accounts in the fund.

(2) *Consolidated STAS Chaplain's Fund Council.* Membership on this council will be as prescribed in AR 230-36, paragraph 2-3.

b. *Duties.* The duties of these councils are prescribed by AR 230-36.

Chapter 8 Alumni Affairs

8-1. General

The Directorate of Alumni Affairs provides for the following—

a. Planning and management of all alumni affairs.

b. Establishment of policies for gifts proffered to the Academy.

8-2. Responsibilities of the Director of Alumni Affairs, USMA

The Director will—

a. Be responsible to the Superintendent for alumni affairs and gift program activities.

b. Plan and supervise alumni activities in coordination with the Association of Graduates (AOG). Particular emphasis is placed on homecoming, Thayer award ceremonies, worldwide support of Founders Day, the centennial reunion, and graduation week.

c. Develop policies and programs dealing with alumni matters.

d. Furnish information and other assistance to alumni groups or organizations, and other friends of West Point.

e. Follow the provisions of AR 1–100, AR 215–1, and chapter 11 concerning gifts and donations to the USMA or USMA NAF activities.

f. Develop gift projects and programs for possible accomplishment at USMA. This includes responding to inquiries from potential donors concerning the needs of USMA and advising potential donors of the various methods for proffering gifts to meet those needs as well as the expressed desires of the donor.

g. Obtain staff approvals and, when appropriate, proffer gifts made by the AOG, or others, to DA.

h. Deposit gifts of negotiable instruments in the DA General Gift Fund at the USAFAC, Fort Benjamin Harrison, Indiana 46249–0001, as required.

i. Designate administrators for newly established elements of the Army General Gift Fund at USMA as required.

j. Act as liaison officer for the DA on all contracts between the AOG and private contractors for approved gift projects for USMA.

k. Act as Superintendent’s liaison officer for the USMA staff to AOG.

Chapter 9 Public Affairs

9–1. General

The mission of the Public Affairs Office (PAO) at USMA is as follows:

a. Make the public fully aware of the true nature of the USMA and its particular value to the nation.

b. Support USMA’s recruiting efforts, within existing manpower and resources, to obtain a proper share of potential leaders from the youth of the nation.

c. Perform public information (including media relations), command information, and community relations activities according to DA policies.

d. Perform nonstandard public affairs activities.

9–2. Nonstandard public affairs activities

The public affairs officer is responsible for the following:

a. Providing the public affairs support shown below, through the Sports Information Branch, for the USMA intercollegiate sports program. In doing so, he or she will—

(1) Prepare sports news and feature stories highlighting both individual and team accomplishments.

(2) Coordinate all direct print and broadcast media coverage of West Point varsity sports contests.

(3) Prepare season brochures for all USMA varsity sports teams.

(4) Prepare game programs for most USMA varsity sports contests.

(5) Prepare game and season highlight films for the USMA varsity football program for both public and command information purposes.

(6) Operate the press box at Michie Stadium for all USMA home football games.

(7) Maintain statistics required by the NCAA for all USMA intercollegiate sports competition.

b. Operating the Visitors Information Center (VIC), a facility that supports visitors to West Point.

c. Providing public affairs orientation to USMA cadets.

Chapter 10 U.S. Hotel Thayer

10–1. General

a. This chapter sets forth policies for the management, administration, and operation of the U.S. Hotel Thayer.

b. The mission of the hotel is to provide first-class, full-service

hotel, food, beverage, and related services to guests at the USMA and the public.

10–2. Authorization

The authority for the operation of the Hotel Thayer is provided by Directive of the Secretary of War, 9 March 1943, to the Superintendent, United States Military Academy, West Point.

10–3. Policies

a. The Hotel Thayer is subject to Army policy (in the 210- and 215-series) unless otherwise provided for in this regulation.

b. The Hotel Thayer is an essential element of the overall USMA quality-of-life program. The hotel will be operated to achieve the goals and objectives established for it by the Superintendent, USMA.

c. Group discounts may be established for command-sponsored functions and activities of USMA affiliated groups upon approval of the Superintendent or designee.

d. The standards of conduct (AR 600–50) apply to all personnel assigned to or employed by the hotel.

10–4. Responsibilities of the Superintendent’s designee

The Superintendent’s designee will—

a. Develop local policies and procedures for the command, control, management, and operation of the hotel.

b. Appoint a fund manager for the Hotel Thayer.

c. Include hotel requirements for authorized APFs in the Command Program Analysis and Resource Review (PARR) and Command Budget Estimate (CBE) submissions.

d. Review and approve or process hotel construction and renovation projects per AR 215–1.

e. Designate an individual as the point of contact for hotel-related matters.

f. Prepare budgets for submission, review, and approval per AR 215–1.

10–5. Activities, services, and patronage

a. Activities and services that may be conducted or provided by the Hotel Thayer are listed at paragraph 10–6.

b. The Superintendent, USMA, will not permit the hotel to sponsor, conduct, or permit any function or program that violates Federal law.

c. All facilities and services provided to hotel patrons will be on a daily charge or cash basis.

10–6. Authorized activities

The Hotel Thayer will provide the following—

a. Room accommodations.

b. Food and beverage activities.

c. Merchandise sales limited to—

(1) Alcoholic beverages, which may be dispensed by the drink as part of the food and beverage program. The hotel may not sell packaged alcoholic beverages as part of room service; however, miniatures may be sold over the bar to registered hotel guests for consumption in their rooms. (See AR 215–2.)

(2) Food, snack items, confections, and nonalcoholic beverages.

(3) Tobacco products sold in less than carton quantities that require a State tax.

(4) Essential toilet articles.

d. Cater food and beverages on the hotel premises and other locations designated by the Superintendent.

e. Conduct programs for fund raising including those offered along with other morale, welfare, and recreational activities.

f. Contract for and present entertainment programs.

g. Contract for concessionaire services.

h. Contract for short-term concessionaire services for 10 days or less. The hotel manager is authorized to make short-term contracts with commercial vendors. Contracts will be in writing. The hotel will receive a flat fee or a percentage (normally not less than 10 percent) of the vendor’s gross income resulting from sales in the hotel.

i. Lease, purchase, and use amusement machines (excluding slot machines and cash paying machines) and pool and billiard equipment.

j. Provide check-cashing services according to AR 210–60. The collection of bad debts will be per AR 215–1.

10–7. Patronage

a. The Hotel Thayer is open to the public.

b. Priorities for occupancy will be determined by the Superintendent.

10–8. Sales and promotional activities

a. The hotel manager will develop appropriate hotel marketing strategy consistent with USMA goals and objectives.

b. The hotel may contract with commercial firms for—

(1) Advertising of hotel activities.

(2) Printing of bulletins and other hotel publications. Printed material may contain commercial advertisements; however, the publication must include the following disclaimer: “The appearance of advertisements in this publication does not constitute an endorsement by the Department of the Army of the products or services advertised.”

c. Calling, greeting, and business cards are considered for personal rather than for official use. Using APF or NAF monies to imprint or engrave them is prohibited.

10–9. Credit

The hotel may—

a. Contract for commercial credit card services.

b. Permit credit to registered guests. All accounts will be paid prior to checkout.

c. Maintain city ledger accounts as approved by the fund manager.

10–10. Vendor relations

Commercial vendors and sales representatives are permitted to visit the hotel management to discuss products and plan events, including sales and promotional events.

10–11. Expense accounts

a. Expense accounts are authorized for use by selected managerial personnel as described in AR 215–2, paragraph 5–25. For purposes of approval, the treasurer, USMA, will approve payment of all expenses.

b. Expenses may be paid from the manager’s expense account to supplement per diem authorized in the Joint Federal Travel Regulation (JFTR), Volume I, and Joint Travel Regulation (JTR), Volume II for the purpose of soliciting Hotel Thayer business.

10–12. Membership in professional and trade associations

“Position” membership for hotel managerial personnel is authorized in job-related professional or trade associations as determined by the fund manager.

10–13. Taxes

The hotel fund is an instrumentality of the U.S. Government and qualifies for the same immunity from State and local taxes as the U.S. Government.

10–14. Safe control

a. The combination of each hotel safe will be known to not more than three persons (AR 215–1, chap 11).

b. The combination will be changed annually or whenever an individual knowing the combination is no longer authorized to have direct access to the safe.

10–15. Change funds

The amounts of change funds will be as recommended by the hotel manager and as approved by the fund manager.

10–16. Disposition of property

Excess or damaged hotel property will be disposed of to provide the highest financial return to the hotel. Disposition will be by any of the methods prescribed by AR 215–1 and as recommended by the hotel manager and approved by the fund manager.

10–17. Spoilage and breakage

Spoiled or damaged food and beverage items will be disposed of and accounted for as determined by the hotel manager and approved by the fund manager. (See AR 215–1.)

10–18. Audits

a. Audits will be made per Army regulations by a public accounting firm experienced in hotel and motel operations. USACFSC (CFSC–ZI) will schedule and contract hotel audits.

b. Internal review of hotel operations will be made according to AR 11–7.

c. Follow-ups and inspections may be conducted by the inspector general according to AR 20–1 and local policy.

10–19. Financial management

a. The Hotel Thayer will be administered as a separate supplemental mission NAFI with its own accounting records.

b. The hotel will be self-sustaining from NAFs to include—

(1) Replacement of fixed assets.

(2) Improving or expanding programs and services.

c. APF support for the NAFI is authorized per AR 215–1.

d. Accounting and reporting will be accomplished per AR 215–5. Exceptions to AR 215–5 will be approved in writing by HQDA, Assistant Secretary of the Army (Financial Management) ATTN: SAFM–FARN, Washington DC 20310–0103. Also, one copy of each report will be forwarded quarterly to the Commander, USACFSC, ATTN: CFSC–RM, Alexandria, VA 22331–0507 not later than 60 days following the close of the quarter. This report will be separate from that included as part of the overall USMA NAFI submission.

e. As an exception to AR 215–5, guest charge tickets will not be attached to the Daily Consolidated Activity Report. They will be maintained at the hotel as part of the guest folio until paid. After payment, they will be forwarded to the servicing accounting office.

10–20. Management information system (MIS)

The hotel manager will develop and use an MIS for the hotel.

10–21. Councils

The Hotel Thayer is exempt from the provisions of AR 215–1 on the establishment of a NAFI council.

10–22. Housing for the general manager

The general manager, Hotel Thayer, will be provided family-type housing on-post as a condition of employment. Unless granted an exception, the general manager will vacate the hotel-supplied family quarters not later than 30 days after termination of employment. These quarters were originally constructed with NAFs of the hotel and are now integrally accounted for as NAF property of the hotel. They are authorized to be retained under the administrative management and assignment control of the fund manager of the hotel NAFI. Quarters will be maintained solely with NAFs of the hotel.

Chapter 11 Military Academy–United States Corps of Cadets Gift Fund

11–1. General

a. This chapter applies to the Military Academy–Corps of Cadets Gift Fund administered under 10 USC 4356; specific charitable, cultural, humanitarian, educational, religious, or recreational purposes to enhance the social-economic environment at West Point. It

gives general instructions concerning the receipt and administration of gift funds controlled by USMA.

b. The Superintendent, USMA, may accept, hold, administer, invest, and spend any gift, device, or bequest of personal property with an original value of \$20,000 or less made to the USMA (See AR 1-100.) Acceptance may be given on the condition that such gift, device, or bequest be used for the benefit of the USMA or any entity thereof.

11-2. Administration of gift fund

a. The Director of Alumni Affairs, the appropriate governing body (that is, the Cadet Awards Committee) or head of a department or activity will recommend to the Superintendent approval or disapproval of gifts with an original value of \$20,000 or less.

b. The DRM, USMA will—

- (1) Review accounting procedures of all USMA gift funds.
- (2) Recommend policies and operating procedures for each fund.
- (3) Review corrective actions when deficiencies in fund administration have been identified in audit reports or inspection reports.

c. Custodians of records will establish, in writing, the procedures through which the assets will be received, invested, and disbursed. These standing operating procedures (SOPs) will be maintained and updated at the fund location. Prior to implementation these SOPs will be furnished to Superintendent, United States Military Academy, ATTN: MARM-AP, West Point, NY 10996-5000 for review and approval.

11-3. General policies governing gift funds

a. A custodian will be appointed on official orders for each separately identifiable gift fund or responsible agency. Custodians will be responsible for protection of fund assets, accountability, investments, disbursements, and appropriate disposition of the fund assets.

b. The accounting method for gift funds will be the single-entry-cash-basic system; however, adequate audit trails must be maintained.

c. Only minor negligible costs will be supported by APFs or NAFs; that is, blank forms, minor items of supplies, incidental use of equipment, and minimal time of trustees and custodians. Significant identifiable costs related to the Military Academy gift funds must be charged to the fund.

d. All monies accepted by the Military Academy-Corps of Cadets Gift Fund will be deposited or invested with any investment mechanism that is Government-backed or Government-insured (FDIC). All deposits and disbursements will be posted to each fund's ledger immediately, and bank statements and financial portfolios will be reconciled to the ledger monthly or upon receipt of the financial statements.

e. All disbursements will be fully documented and approved by the custodian, head of the activity, or committee controlling the fund. Prior certification by custodian and DRM is required on disbursement vouchers in excess of \$2,500.

f. Procurement of merchandise, supplies, equipment, and services obtained from sources other than Government agencies will be purchased in the open market in a fair, competitive, equitable, and impartial manner to the best advantage of the fund. Sole source negotiations are authorized if determined justified by the custodian or as may be required by law.

g. Each custodian will establish in writing (within constraints imposed by donor) the procedures through which the fund's assets will be safeguarded. At a minimum, these SOPs should include procedures for investments, disbursements, banking, and general internal controls. In addition to the DRM approval noted in 3e above, coordination should be made with the staff judge advocate.

h. Standards of conduct set forth in AR 600-50 apply to all fund custodians and personnel.

i. Biennially or upon change of custodians, MAIR will conduct an audit of the Military Academy-Corps of Cadets Gift Fund. The purpose of this audit will be to ensure that the fund is being conducted according to applicable regulations and that the fund's assets

are safeguarded from improper disposition by an adequate series of fund controls.

11-4. Establishing, consolidating, and dissolving gift funds

Only the Superintendent, USMA, will establish, consolidate, or dissolve gift funds at West Point.

11-5. Reporting requirements

Within 30 days of the close of the fiscal year, the DRM will prepare a current listing of all USMA gift funds administered under the provisions of this chapter for the Superintendent's approval and forward it to Commander, PERSCOM, ATTN: TAPC-PDO-IP, Alexandria, VA 22332-0474.

Appendix A
Appendix A

Section I
Required Publications

AR 215-1
Administration of Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities. (Cited in paras 1-4, 2-2, 2-4, 4-3, 4-5, 4-6, 4-7, 4-8, 6-5, 6-6, 6-7, 6-8, 8-2, 10-4, 10-6, 10-11, 10-16, 10-17, 10-19, and 10-21.)

AR 215-4
Nonappropriated Fund Contracting. (Cited in paras 2-2, 2-4, 4-6, 4-8, and 6-6.)

AR 215-5
Nonappropriated Fund Accounting Policy and Reporting Procedures. (Cited in paras 2-2, 2-5, 5-3*d*, and 10-19.)

Section II
Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 1-100
Gifts and Donations

AR 11-7
Internal Review

AR 20-1
Inspector General Activities and Procedures

AR 30-1
The Army Food Service Program

AR 36-5
Auditing Service in the Department of the Army

AR 60-20
Army and Air Force Exchange Service (AAFES) Operating Policies

AR 210-60
Control and Prevention of Abuse of Check-Cashing Privileges

AR 215-2
The Management and Operation of Army Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

AR 215-3
Nonappropriated Fund Personnel Policies and Procedures

AR 230-36
Nonappropriated Chaplain's Fund

AR 360-5
Public Information

AR 360-61
Community Relations

AR 360-81
Command Information Program

AR 600-50
Standards of Conduct for Department of the Army Personnel

AR 608-1
Army Community Service Program

AR 735-5
Policies and Procedures for Property Accountability

AR 870-20
Museums and Historical Artifacts

Army Federal Acquisition Regulation Supplement

DODI 1338.17
Department of Defense Food Service Program.

Federal Acquisition Regulation

Joint Federal Travel Regulation, Volume I

Joint Travel Regulation, Volume II

Glossary

Section I Abbreviations

AFARS

Army Federal Acquisition Regulation Supplement

APF

appropriated fund

AAA

Army Athletic Association

AOG

Association of Graduates

CSA

Chief of Staff, U.S. Army

CBE

Command Budget Estimate

DA

Department of the Army

DAC

Department of the Army Civilian

DCSPER

Deputy Chief of Staff for Personnel

DIA

Director of Intercollegiate Athletics

DOD

Department of Defense

DPCA

Directorate of Personnel and Community Activities

DRM

Director of Resource Management

FAR

Federal Acquisition Regulation

FDIC

Federal Deposit Insurance Corporation

HQDA

Headquarters, Department of the Army

IAP

Intercollegiate Athletic Program

JFTR

Joint Federal Travel Regulations

JTR

Joint Travel Regulations

MAIR

Military Academy Internal Review Office

MIS

management information systems

MPA

Military Personnel, Army

NAF

nonappropriated fund

NAFI

nonappropriated fund instrumentality

NCAA

National Collegiate Athletic Association

OMA

Operation and Maintenance, Army

OSD

Office of the Secretary of Defense

PAO

Public Affairs Office

PARR

Program Analysis and Resource Review

PPBS

Planning, Programming, and Budgeting System

RCS

requirement control symbol

SOP

standing operating procedure

STAS

Stewart Army Subpost

TDY

temporary duty

USACFSC

U.S. Army Community and Family Support Center

USAFAC

U.S. Army Finance and Accounting Center

USMA

United States Military Academy

VIC

Visitors Information Center

WPMR

West Point Military Reservation

Section II Terms

Acquisition

Purchasing, renting, leasing, or otherwise obtaining supplies, services, or construction.

Amusement machine

Electronic machine used solely for amusement purposes and not for gambling purposes.

Appropriated funds

Monies made available to the Military Departments by the Congress of the United States.

Army Athletic Association

Supplemental mission services nonappropriated fund instrumentalities of the Directorate of Intercollegiate Athletics.

Army General Gift Fund

A special deposit account by which all funds received as conditional gifts under the provisions of 10 USC 2601 will be initially deposited.

Association of Graduates

See private association.

Cadet activities NAFI

Supplemental mission services nonappropriated fund instrumentalities of the Office of the Commandant of Cadets, United States Corps of Cadets.

Category

A major functional grouping by which DOD morale, welfare, and recreational activities are classified for control, financial and personnel support, administration, and reporting purposes; and, based on primary purpose and major financial and patronage characteristics.

Concessionaire

An entrepreneur placed under contract to an authorized NAFI for the purpose of providing services or goods.

Custodian

See fund manager.

Fixed assets

Assets that have productive or service lives longer than 2 years and unit costs of \$300 or more, and that are held for use in the production or sale of other assets or services. These assets are capitalized and depreciated. Expenditures of NAFIs for building construction, improvements, and alterations are capitalized and depreciated as fixed assets on the books of the NAFI at the installation level. (Transfer of these assets to the U.S. Army Corps of Engineers upon completion does not affect this.) Even if the project is funded by the Army Morale, Welfare, and Recreation Fund, the completed project is capitalized and depreciated by the installation. Bulk purchases of like items that exceed \$300, regardless of unit cost, may be capitalized and depreciated.

Fund manager

An individual appointed by written authority to a post of responsibility and trust to exercise administrative and executive control of a NAFI and charged with accountability for the NAF resources. The fund manager is the official fund custodian of a NAFI.

Gate-splitting arrangement

Agreement formulated to divide admissions proceeds of athletic contests.

Gift funds

Private donations accepted by the Superintendent, USMA, or the Secretary of the Army.

Joint Travel Regulations

Regulations covering travel for DOD military and civilian workforce.

Media

Methods used to convey an advertising message, including newspapers, magazines, trade and professional journals, special printed matter, circulars, flyers, posters, signs, radio, television, and other promotional devices (such as decals, table tents, and activity calendars).

Michie Stadium

Home field for Army football team.

Military Personnel, Army

Pay and allowances appropriation for military personnel.

NAF Centralized Banking and Investment Program

Mechanism by which all NAF cash resources are concentrated at a central bank to maximize the pool of cash available for investment operations.

Nonappropriated fund instrumentality

An integral DOD organizational entity that performs an essential Government function. It acts in its own name to provide or assist other DOD organizations in providing morale, welfare, and recreational programs for military personnel and civilians. It is established and maintained individually or jointly by the heads of the DOD components. As a fiscal entity, it maintains custody of and control over its NAFs. It is responsible for the prudent administration, safeguarding, preservation, and maintenance of those APF resources made available to carry out its function. With its NAFs, it contributes to the morale, welfare, and recreational programs of other authorized organizational entities when so authorized. It is not incorporated under the laws of any State or the District of Columbia and enjoys the legal status of an instrumentality of the United States.

Nonstandard activities

Those activities conducted at the USMA that usually are not typical of the remainder of the Army.

Per diem

Travel entitlement covering cost of food and lodging for official TDY travel.

Planning, Programming, and Budgeting System

The system by which the Army plans, programs, budgets, and executes appropriated funding.

Private association

A generally self-sustaining, non-Federal entity constituted or established and operated on a DA installation by individuals acting outside any official capacity as officers, employees, or agents of the Federal Government or its instrumentalities. It may be incorporated or unincorporated; it must have the written consent of the installation commander or higher authority to operate on a DA installation.

Program Analysis and Resource Review

Programming process document for the Planning, Programming, and Budgeting System.

Raw materials

Crude or processed material that can be converted by manufacture, processing, or combination into a new and useful product.

Risk management program

A centralized property and casualty insurance program for U.S. Army NAFIs.

Sole source

The purchase of a supply or service available from a single source.

Treasurer, USMA

Division of Directorate of Logistics whose mission is to manage and have custody of cadet pay and allowances, to provide subsistence, clothing, and services for cadets, and to provide hotel facilities at West Point.

West Point Military Reservation

Grounds of United States Military Academy.

Section III**Special Abbreviations and Terms**

There are no special terms.

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