



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

SECNAVINST 1700.12A
ASN (M&RA)
15 JUL 2005

SECNAV INSTRUCTION 1700.12A

From: Secretary of the Navy

Subj: **OPERATION OF MORALE, WELFARE, AND RECREATION (MWR) ACTIVITIES**

Ref: (a) DODD 1015.2 of 14 Jun 95
(b) SECNAVINST 5401.2A of 21 Jan 04
(c) DODI 1015.10 of 3 Nov 95

1. Purpose. To implement prescribed policies, procedures, and assign responsibilities for operation of Morale, Welfare, and Recreation (MWR) activities authorized by references (a) through (c). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 1700.12.

3. Scope and Applicability. This instruction applies to all military MWR activities within the Department of the Navy (DON).

4. Responsibilities

a. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)) is the principal staff assistant to the Secretary of the Navy (SECNAV) for MWR programs, nonappropriated fund instrumentalities (NAFIs), and for coordinating matters related to MWR and NAFI programs and activities.

b. The Assistant Secretary of the Navy (Installations and Environment (ASN (I&E))) is the coordinating office for matters regarding NAF construction policy.

c. Within their respective military Service, the Chief of Naval Operations (CNO) (N15) and the Commandant of the Marine Corps (CMC) (MR) will:

(1) Serve as the focal point to perform coordination and information functions for all MWR activities.

(2) Keep ASN (M&RA) apprised of issues and proposals that could influence the policy objectives of operating requirements set forth in reference (c).

5. Action

a. Within their respective military Services, CNO (N15) and CMC (MR) will provide training programs that stress stewardship and customer orientation to ensure, as a minimum, that commanders and MWR managers fully understand their requirements to ensure fiduciary accountability and their MWR program responsibilities.

b. CNO (N15) and CMC (MR) are authorized to:

(1) Approve agreements with local governments for use of similar Category A and B MWR programs when it is in the best interest of DON and when the provision of such agreements are otherwise in compliance with applicable laws and regulations. This authority may not be further delegated.

(2) Approve waivers for use by designated members of a local community on a case-by-case basis when existing Category C programs have capacity excess to current authorized patron requirements. This authority may not be further delegated.

William A. Navas, Jr.
Assistant Secretary of the Navy
(Manpower & Reserve Affairs)

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