

INSPECTION – PART D**SHIPBOARD INSTRUCTIONS, POLICIES and SOPS**

D. Shipboard Instructions, Policies and SOPs	Value	Yes	No	N/A
1) If the ship has a Discount Ticket Sales Program or Ticket Rebate Program, do they have an instruction or standard operating procedure?	0			
Funding a subsidized recreation ticket sale program whereby tickets to recreational activities (e.g., movie theaters and amusement parks) are bought by the recreation program and resold to the crew at a discount.				
2) Does the ship have an instruction or Standard Operating Procedure for Divisional Parties/Unit Allocations and does it address: a) Request chit; b) Number of personnel in attendance; c) Use-or-lose policy concerning funds; d) Receipts/return of unused funds; e) Maximum amount of \$2.50/person/ qtr	2			
When the needs of the ship's recreation program have been met, COs may authorize a unit allocation supporting participating units within the command. Per quarter, \$2.50 per person may be expended on unit or divisional allocations. Shipboard divisions and departments and embarked elements may not accumulate more than three quarters. Funds may be used by participating units for recreational activities. Reference (a) chapter 3, paragraph 12.				
3) If the ship has a vehicle, do they have a policy or instruction on recreation vehicle usage and maintenance and does it cover: a) Driver qualification; b) Driver responsibility; c) Scheduled maintenance; Responsibilities: d) Check-in/check-out procedures; e) Vehicle/key control; f) Appropriate use of recreation; Vehicle: g) Accident procedures.	0			
If the ship has a vehicle, it must have an instruction or policy governing its use and maintenance. This guidance must include the following: a) Driver qualification, b) Driver responsibility, c) Scheduled maintenance responsibilities, d) Check-in/check-out procedures, e) Vehicle/key control, f) Appropriate use of recreation vehicle, g) Detailed accident procedures. Reference (a) chapter 6, paragraph 21,22.				

(COMMAND INSTRUCTION)
RSO

(USS NAVY SHIP INSTRUCTION XXXX.XX)

Subj: RECREATION TICKET REBATE COUPON PROGRAM

Ref: (a) CNICINST 1710.5

1. Purpose. To establish procedures for the distribution and accounting of ticket rebate coupons.
2. General. Reference (a) lists recommended Afloat Unit Recreation Program elements, which include a Ticket Rebate Program whereby crewmembers select recreation events to attend and are allowed to receive Morale Welfare and Recreation (MWR) subsidy for their ticket purchases. (NAVY SHIP) MWR participates in the Navy Region (LOCAL BASE) Discount Coupon Program to issue coupons to crewmembers in advance of their ticket purchase.
3. Program Management. Program Management responsibilities are delineated below:
 - a. Recreation Services Officer (RSO) is responsible for:
 - (1) Implementing the Discount Coupon Program
 - (2) Accurate accounting and proper safekeeping of coupons
 - (3) Fair distribution of coupons to ship's personnel
 - (4) Authorizing each ticket coupon with his or her signature. This responsibility may be delegated to the Recreation Fund Custodian (RFC) and the MWR Gear Locker Assistants. Personnel authorized to sign coupons shall be included in a program participation letter to (LOCAL BASE) MWR.
 - (5) Reviewing monthly reports from the RFC regarding number of coupons issued.
 - (6) Briefing Discount Coupon Program status, (i.e., number of tickets issued and MWR cost) to CO, XO, Recreation Advisory Board (RAB), to support budget and decision making at least quarterly.
 - b. MWR Recreation Assistants. The MWR Petty Officer, under the supervision of the RSO, shall maintain a Coupon Distribution Log to include crewmember's name, expiration date, and maximum coupon value. Supervision may be delegated to the Afloat Recreation Specialist (ARS) if one is embarked.

(COMMAND INSTRUCTION)

c. Recreation Fund Custodian (RFC) is responsible for:

(1) Issuing checks to pay for vouchers used by (NAVY SHIP).

(2) Providing RSO a monthly report of discount ticket voucher usage on report received from (LOCAL BASE) Ticket Office.

4. Coupon Allotments. The RSO or ARS should make available one coupon to each crewmember every (month/quarter), contingent upon MWR funding, at the discretion of the RFC. The maximum value of each coupon shall be (\$Amount printed on coupon). Coupons are not transferable. The RSO is authorized to change the allotment based upon Cost Reports from the RFC. RSO shall brief such changes to the RAB prior to altering the allotment cycle.

5. The Discount Coupon Program is instituted at the discretion of the RSO and RFC when funds are available.

6. Review. The RSO is responsible for the annual review of this instruction.

(COMMANDING OFFICER)

Distribution:

Recreation Fund Custodian
Recreation Service Officer
Recreation File

SAMPLE TICKET REBATE PROGRAM GUIDE

Rebate Program and Fund

All crewmembers attached to (NAVY SHIP) are eligible.

1. Rebates issued upon the following rates:
 - a. E1-E6 - ____%
 - b. E7 and above - ____%
2. Individual limit \$___/month
3. Limit of \$_____ per month for the ship. Unused money does not carry over to the following month.
4. Ticket stubs and receipts must be turned in by the date noted on Plan of the Day (POD). Reimbursement date will be noted on same. Individual must sign log to receive rebate.
5. Food and beverage purchases, hotel accommodations, and transportation costs shall not be subsidized.
6. If the shore-based MWR office sells tickets for an event, tickets for that event purchased elsewhere will not be rebated unless they were purchased prior to the shore-based MWR offering them for sale.

(COMMAND INSTRUCTION)
MWR

(USS NAVY SHIP) INSTRUCTION XXXX.XX

Subj: **FINANCIAL AND GENERAL POLICIES FOR DIVISIONAL OR DEPARTMENTAL PARTIES**

Ref: (a) CNICINST 1710.5

Encl: (1) Divisional/Departmental Party Fund Request
(2) Accounting for Party Fund Expenditures
(3) Food Request Form

1. To provide guidelines for divisional or departmental parties.
2. To ensure expenditures for parties, picnics and alternate uses are reasonable, equitable and per reference (a). The following guidelines apply:
 - a. Divisions are eligible for one Morale, Welfare and Recreation (MWR) supported party during each quarter of the fiscal year. Embarked units of Marines or Navy staff personnel are also eligible when aboard for 30 days or more during the quarter (Must be on board at least 10 consecutive days for time to count).
 - b. If the budget allows, MWR will pay up to \$2.50 per person, per quarter, to subsidize the cost of parties. Divisions may carry funds for two additional quarters (a total of nine months). Funds will only be paid for members actually attending the party and for duty personnel if separate plans are made and submitted for them.
 - c. Divisions may request food from the Food Service Officer using enclosure (3). Five working days notice must be given.
 - d. Enclosure (1) and roster of division personnel attending the party will be submitted to the **Recreation Fund Custodian** (RFC) at least **five days prior** to the party. Division officers will submit enclosure (2), with receipts, to the RFC no later than three working days after the party. **Failure to account for expended funds will result in the denial of funds for the next requested party.** MWR funds may not be used to pay taxes. Tax-free purchases may be made at the Commissary or Exchange.
 - e. If available, the MWR van may be used to carry food and transport personnel. Request forms for the use of the van are found in Administration, Operation and Maintenance of Ship's Recreation Vehicle (COMMAND INSTRUCTION) on the Shared Drive in the MWR folder.

(COMMAND INSTRUCTION)

3. The Division Officer will determine/authorize the appropriate attire to be worn.
4. Officer in Charge. Each division will have an Officer/Chief Petty Officer in charge of the party to maintain good order and discipline.
5. Shore Patrol/Designated Driver. Each division will provide at least one enlisted person for every 20 people expected to attend the party. These personnel are not allowed to consume alcohol. They must ensure no underage drinking; that no one is allowed to leave the party in an intoxicated state; and must keep good order and discipline. They will also serve as the designated driver(s) for all personnel who have consumed alcohol.
6. Alternate Use of Party Funds. A division may elect to spend its share of MWR party funds for an alternate purpose. These funds can be provided for the betterment of all hands in the division. Requests for such use will be submitted using enclosure (1) and receipts will be returned with enclosure (2).
7. Cancelled Party Funds. All unused party funds shall be returned to the Recreation Fund Custodian in the form of cash or a personal/government check. The Recreation Fund Custodian will provide receipts.
8. **If alcoholic beverages are purchased with party funds, an equal amount of non-alcoholic beverages must be purchased.**

(COMMANDING OFFICER)

Distribution:

Recreation Fund Custodian
Recreation Service Officer
Recreation File

DATE

MEMORANDUM

From: Division Officer/Party Coordinator
To: Morale, Welfare and Recreation Officer/Specialist
Via: (1) Recreation Fund Custodian
(2) Department Head
(3) Executive Officer
(4) Commanding Officer

Subj: **REQUEST FOR PARTY FUNDS**

Ref: (a) (COMMAND INSTRUCTION)

Encl: (1) Roster of Personnel Attending

1. Recreation funds are requested for a (TYPE OF PARTY/EVENT) at \$2.50 per person. Our party is scheduled for (DATE/LOCATION). A roster of personnel attending is attached as enclosure (1) (duty section and their party plans are noted). The Officer/Chief Petty Officer in charge is _____. One Shore Patrol/Designated Driver will be provided per 20 personnel attending.

2. Shore Patrol/Designated Drivers are:

Division Officer/Party Coordinator

DATE

FIRST ENDORSEMENT

From: Recreation Fund Custodian
To: Commanding Officer
Via: (1) Department Head
(2) Executive Officer

1. Forwarded recommending approval/disapproval.

2. Funds available \$_____.

Recreation Fund Custodian

SSIC
Ser
DATE

From: _____ Division
To: Food Service Officer

Subj: **REQUEST FOR PICNIC RATIONS**

Ref: (a) NAVSUP PUB 486, VOL I, PARA 2501

1. In accordance with reference (a), PICNIC rations are requested for (NUMBER/COUNT) personnel, on (DATE) for (APPROXIMATE TIME).

2. The breakdown of personnel is as follows:

a. E-1 thru E-6 entitled to Rations in Kind _____

b. E-7 and above entitled to Rations in Kind _____

* Military not entitled to Rations in Kind _____

* Personnel will be charged accordingly based on the current Sale of Meal Rate set by NAVFSSO.

3. The following items are included in PICNIC rations:

Hamburgers	Pork and Beans	Onions
Hotdogs	Lettuce	Chips
Buns	Tomatoes	Condiments

4. I certify that only authorized personnel participating in the event will receive a meal. Cash collected from the sale of meals will be turned in to the Food Service Officer.

Signature of Requesting Officer

APPROVED: _____
Executive Officer

Note: Ensure request is turned into the Food Service Officer at least three working days before your PICNIC date.

(COMMAND INSTRUCTION)

Exec

DATE

(USS NAVY SHIP) INSTRUCTION XXXX.XX

Subj: **ADMINISTRATION, OPERATION AND MAINTENANCE OF SHIP'S RECREATION VEHICLES**

Ref: (a) CNICINST 1710.5, Administration of Afloat Recreation Programs
(b) CNICINST 1710.3, Operation of MWR Programs

Encl: (1) Request for Recreation Vehicle Use Form
(2) Driver Qualification Criteria and Responsibilities
(3) Breakdown, Emergency and Account Reporting Information
(4) Type/Grade of Gas/Fluids for Recreation Vehicle
(5) Preventive Maintenance Requirements for Bi-weekly Static Check and Functional Check
(6) MWR Van Log
(7) National Transportation Safety Board Flyer on 15-Passenger Vans Safety Precautions
(8) Detailed Vehicle Report Form
(9) Van Diagram
(10) Motor Vehicle Accident Report

1. Purpose. To establish the policies necessary to administer, operate and maintain (NAVY SHIP's) Recreation Vehicle Program.

2. Discussion. Morale, Welfare and Recreation (MWR) vehicles are obtained with Non-Appropriated Recreation Funds (NAF). As such, they may only be used for recreational purposes. The Commanding Officer may approve the use of the Navy owned vehicles for MWR purposes; however, the use of ship's recreation vehicles may not be dispatched for non-recreation purposes. The anticipated life expectancy for a new MWR vehicle is six years or 72,000 miles. **All users treat each vehicle better than if it were their own.**

3. Cancellation. (PREVIOUS COMMAND INSTRUCTION XXXX.XX)

(COMMAND INSTRUCTION)

4. Action.

a. Recreation Services Officer. Per reference (a), the administration and operation of all recreation vehicles is a command function and is under the direct supervision of the Recreation Services Officer (RSO). The operating and maintenance costs shall be budgeted for and paid from the Unit Recreation Fund. All divisional or departmental requests for use of the recreation vehicle must be submitted to the Executive Officer, via the RSO, five working days in advance using enclosure (1). The vehicle is checked-out on a first come, first serve basis, generally utilizing the four-hour rule. Exceptions will be by request chit via the Executive Officer.

b. Recreation Vehicle Petty Officer. The Recreation Vehicle Petty Officer (RVPO), will be a highly motivated Petty Officer (E-5/E-6) directly responsible to the RSO/AFS for the primary care of the Recreation Vehicle. The RVPO will:

(1) Carefully inspect on a weekly basis, the recreation vehicle. Any damage of evidence will be reported to the Command Duty Officer (CDO) and the RSO.

(2) Train all drivers on how to inspect the vehicle prior to each use and on the inherent vehicle handling dangers unique to 15-passenger vans (see enclosure (7)).

(3) Receive NTSB vehicle handling safety training.

(4) Schedule required maintenance (maintenance will be scheduled using the manufacturer's heavy-duty schedule) at (LOCAL INSTALLATION) PWC Garage, if available.

(5) Ensure Recreation Vehicle is clean, thoroughly washed weekly, and waxed monthly.

c. Recreation Vehicle Operator. Each Recreation Vehicle Operator shall notify the CDO and the RSO of any damage or material deficiencies with the recreation vehicle at the time of occurrence. Each driver shall closely adhere to the approved operating schedule and should not deviate without the approval of the CDO. Each driver shall operate the vehicle per all local laws and directives. The driver is personally responsible for complying with following enclosures (2), (3), (6) and (8). Additionally, each driver of any 15-passenger van is required to review the safety precautions of enclosure (7) prior to operating any such van.

5. Vehicle Operation and Maintenance. The vehicle operator will be the person checking the vehicle out, utilizing enclosure (1). The operator is responsible for the condition of the vehicle during use and when it is returned. He/she must report any equipment problems and ensure the vehicle interior is clean. The operator will:

(COMMAND INSTRUCTION)

a. Conduct a Pre-Start Inspection of the vehicle using an Operator's Inspection Guide and Trouble Report. Report forms can be obtained from the RSO or RVPO. All mechanical problems and operating irregularities will be reporting using this form. For all trips, the operator will conduct a vehicle inspection looking for general vehicle conditions to include: inflation of tires, unreported dents or broken glass, inoperable equipment/lights and vehicle cleanliness. If the condition of the vehicle is found to be unsatisfactory, do not operate the vehicle until the RSO or CDO have been notified. Correction of the problem or submission of required reports will then rest with the prior user.

b. Refuel the vehicle if half-full or less before returning it. While new recreation vehicles are still under warranty, they shall receive scheduled maintenance from the place of purchase, if available, to ensure warranty is not jeopardized. In emergencies, operators may pay for bona fide emergency items and be reimbursed from the Recreation Fund. Receipts are required for all refunds. Plan ahead for trips out of the local area and for projected weekend use that will require more fuel than is in the vehicle.

c. Eating, drinking, or use of tobacco products are strictly prohibited in all recreation vehicles. Return the vehicle in a clean condition.

6. Preventive Maintenance. All preventive maintenance checks will be logged in the Maintenance Log maintained by the RSO. All maintenance contained in enclosure (5) will include the lesser inspection. Weekly static and functional checks will be completed by MWR TAD personnel.

7. Maintenance Log. The Maintenance Log will be kept and maintained by the RSO. All maintenance, periodic or other, performed on the vehicle shall be logged in an accurate and timely manner. The RSO will receive a quarterly brief as to the condition of the vehicle.

8. Uses of the Recreation Vehicle. Transportation is authorized to and from:

- a. Sports competition and practices
- b. Recreation tours
- c. Recreational outings (bowling/camping/skiing, etc.)
- d. Departmental/Divisional use during authorized party/picnic
- e. At the discretion of the Executive Officer, the vehicle may be used for crewmember liberty transportation. When used as such, it will be used as a shuttle and will have a specific destination, schedule and driver.

(COMMAND INSTRUCTION)

9. Prohibited Uses of Recreation Vehicle. The Recreation Vehicle will not be used for:
- a. Transportation, when appropriated vehicles are adequate and economical commercial transportation is available
 - b. Transportation between domicile and place of work
 - c. Transportation for private business or personal engagements of military personnel, members of their families, or others
 - d. Transportation for official Navy business not associated with Recreation Programs
 - e. Any purpose that could be construed as being competitive with private enterprise
10. Responsibility. The RSO is responsible for the maintenance and updating of this notice.

(COMMANDING OFFICER SIGNATURE)

REQUEST FOR RECREATION VEHICLE USE

From: _____
To: Recreation Services Officer
Via: MWR Transportation Petty Officer

Subj: **REQUEST FOR USE OF THE MORALE WELFARE AND RECREATION VEHICLE**

Van Driver Name: _____ Rate: _____

Department: _____ Division: _____

Driver License Number: _____ State: _____

Destination and Date: _____

Estimated Departure Time: _____ Estimated Return Time: _____

Purpose of Use: _____

By signing this form, I certify that I have read (COMMAND INST) and understand all my responsibilities contained therein for use of this vehicle. I will also return the vehicle to its assigned pier with a full tank of gas after using it on a trip of 50 miles or greater; gasoline will be paid by utilizing Division/Department for trips over 50 miles.

Signed: _____ Date: _____

From: Recreation Services Officer
To: Executive Officer

1. Recommend/do not recommend authorization for the following reasons:

(RSO SIGNATURE)

From: Executive Officer
To: Recreation Services Officer

1. Use of the van is approved/disapproved as annotated.

(EXECUTIVE OFFICER SIGNATURE)

DRIVER QUALIFICATION CRITERIA AND RESPONSIBILITIES

1. Requirements.

- a. Possess a valid state operator's license
- b. Be familiar with this instruction
- c. Receive indoctrination/training from the Recreation Services Officer or Recreation Vehicle Petty Officer
- d. Shall not consume any type of alcoholic beverage while driving or permit consumption within the vehicle

2. Responsibilities.

- a. Adhere to all traffic laws
- b. Report all accidents in accordance with enclosure (4) of this instruction
- c. Conduct of passengers. Ensure all passengers wear seat belts and the like
- d. Complete an Operator's Inspection Guide and Trouble Report of the vehicle and report any discrepancies to the RSO or CDO as appropriate
- e. Fill the fuel tank if the tank is less than half-full when returning
- f. The driver is responsible for the safe and proper operation of the vehicle. Nothing in this ship's instruction relieves each individual in the vehicle from responsibility and accountability for ensuring the vehicle is operating in a safe and prudent manner.
- g. Any fines imposed for infractions of the applicable laws governing the operation of a motor vehicle
- h. Condition of the interior of the Recreation Vehicle. The Vehicle must be returned in the same condition or better (i.e., all trash removed, food items cleared, etc.). If returned in deficient condition, van will be cleaned at the cost of Division Party Funds for that division next quarter.
- i. Condition of the exterior of the van. Van must be returned in same condition as checked out. If returned with marks, dents or scratches, van will be fixed at the cost of divisional party funds for that division next quarter (if accident was fault of driver).

BREAKDOWN, EMERGENCY AND ACCIDENT REPORTING INFORMATION

1. If the vehicle breaks down or driver is involved in an accident, notify the CDO and/or RSO. If the casualty prevents you from completing the mission you are on, report the incident to your immediate supervisor.

2. Breakdown/Accidents.

a. The operator/passengers will change flat tires, unless the spare and equipment is unserviceable

b. Report other breakdowns and accidents during normal work hours to the CDO or RSO.

c. Report other breakdowns and accidents after working hours to the CDO

d. If outside the local area in possession of a government credit card, NPWCINST 11240.1D authorized use of the credit card to purchase emergency supplies and/or services. This is authorized in instances of bona fide emergency only. Supplies/services are generally defined as emergency replacement of tires (where spare/equipment is unserviceable), towing, tubes, sparkplugs, batteries, fan belts, windshield wiper blades, lamps, labor for repair, etc. The situation must be such that the operator will be unable to continue his/her trip or return to headquarters, with reasonable dispatch and safety, without purchased item(s). You must ensure the business providing parts and/or services will accept the credit card before performance of the work.

e. Accidents. Drivers involved in accidents will:

(1) Render any possible assistance to the injured

(2) Notify civil and military authorities

(3) Complete SF91. The driver will deliver the completed SF91 to his/her immediate superior or supervisor within 24 hours, who will forward information to the MPWC Transportation Department. In the event SF91 cannot be prepared by the driver due to injury or death, the report will be completed by the next senior person directly responsible for administrative use of motor vehicle operations.

(4) Comply as required, with State and local laws, rule and regulations governing the reporting of vehicle accidents. Official reports will be submitted through channels to the appropriate claims officer for review to ensure the rights of the U.S. Government are protected.

(5) Drivers will not express opinions (orally or written) to claimants or their agents as to liability, investigation findings or the possibility of a claim approval. Drivers will not complete insurance company accident report forms, except where the driver is the insured. This company procedure will afford the U.S. Government reasonable protection against claims filed in accordance with Federal Lost Claims Act (28 USC 2671-2680).

(6) Drivers will not make official accident investigation reports available to a claimant or to any individual or representative of any non-military organization.

f. FAILURE TO REPORT ANY ACCIDENT WILL RESULT IN DISCIPLINARY ACTION.

g. The SF91 (enclosure 10) will be used to report incidents of vehicle misuse and/or abuse.

DISTRICT OFFICES, U.S. DEPARTMENT OF LABOR FOR REPORTING WORKER'S COMPENSATION ACCIDENTS TO U.S. INSURED NAFI EMPLOYEES

Each address should be prefixed with: Deputy Commissioner
OWCP (LS)
U.S. Department of Labor (ESA)

If accident occurred in:	Report to District Office address:
California, Arizona or Nevada	450 Golden Gate Avenue Box 36066 San Francisco, CA 94102

Utah	1531 Stout St., Rm 303 Denver, CO 80202
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Mexico, Central and South America including Coastal Islands and all areas east of the continents of North and South America to sixty degrees east longitude, report to:

1515 Broadway & West 44th, Rm. 3346
New York, NY 10036

Hawaii, areas west of the continents of North and South America to sixty degrees east longitude, report to:

300 Ala Moana Blvd., Rm, 5108
Box 50209
Honolulu, HI 96850

TYPE/GRADE OF GAS/FLUIDS FOR RECREATION VEHICLE

Gas – Unleaded, 87 octane or higher

Brake Fluid – MOPAR, or any quality brand conforming to DOT3 standards

Power Steering Fluid – MOPAR, or quality brand

Transmission Fluid – MOPAR ATF Plus, or any quality brand labeled Dextron 11

Engine Oil – Any quality brand conforming to SAE 10W-30/API-SG. **Do not use 10W-40W.**

Anti-Freeze – MOPAR, or any quality brand Ethylene Glycol based containing Alugard 340-Z, Mix 50-50

Windshield Washer Fluid – MOPAR All -Weather 14/S washer solution or any quality brand.
Do not use radiator antifreeze.

Battery – Distilled water **only**