



UNITED STATES MARINE CORPS
U.S. MARINE CORPS AIR STATION
YUMA, ARIZONA 85369-5000

StaO 5420.1B
3BH4
1 Mar 91

STATION ORDER 5420.1B

From: Commanding Officer, Marine Corps Air Station, Yuma
To: Distribution List

Subj: COMMITTEES, BOARDS AND COUNCILS FOR NONAPPROPRIATED FUND (NAF) ACTIVITIES

Ref: (a) MCO P1700.27
(b) MCO P11000.18

Encl: (1) Morale, Welfare and Recreation (MWR) Advisory Board
(2) Commissioned Officers' Club Advisory Board
(3) Staff Noncommissioned Officers' Club Advisory Board
(4) Enlisted Club Advisory Board
(5) Food and Hospitality Advisory Board
(6) Nonappropriated Fund Procurement Committee
(7) Station Recreation Council
(8) Retail/Services Council
(9) MCAS Yuma Billeting Fund Advisory Board
(10) Child Care Center Advisory Board
(11) Committees/Councils/Advisory Board Appointment Letter
(12) Nonappropriated Fund (NAF) Inventory Board, Food and Hospitality Branch
(13) Nonappropriated Fund (NAF) Inventory Board, Recreation Branch
(14) Nonappropriated Fund (NAF) Inventory Board, Retail/Services Branch

1. Purpose. To establish the membership of committees, boards and councils for nonappropriated fund activities per references (a) and (b).

2. Cancellation. Station Order 5420.1A

3. Action

a. Committees/Councils/Boards

(1) Enclosures (1) through (10), (12) through (14) are the assignments of quotas for Officers, Staff Noncommissioned Officers and Enlisted Personnel for committees/councils/boards of each applicable NAF activity.

(2) The presence of 50% of the members will constitute a quorum except where the provisions are overruled by higher authority.

(3) Members will be assigned in writing. Enclosure (11) will be used to assign personnel to committees, councils and boards. Changes in membership will be reported to the cognizant officer/department.

(4) Members will read and become familiar with the references pertaining to their assignments.

(5) The chairman/senior member of each committee/council/board will, in coordination with the manager of the activity, notify each member of the date and time of meetings and will convene the board as required.

(6) Minutes of each meeting will be addressed to the Commanding Officer.

b. Inventory Boards

(1) Enclosures (12) through (14) establish membership quotas for inventory boards for each NAF.

(2) The director of each activity will notify the units assigned membership quotas in enclosures (12) through (14) of the dates and requirements of each inventory.

(3) Officer-in-charge/commanding officer of units assigned to conduct activity inventories, as listed in enclosures (12) through (14), will ensure personnel are ordered to report as required.

(4) Senior personnel assigned to inventory boards will familiarize themselves with the reference which applies to the particular activity inventory.

(5) A completed inventory package shall be forwarded to the activity program manager by the senior member of each inventory board.

c. Nonappropriated Fund Procurement Committee

(1) Enclosure (6) establishes the membership of the NAF Procurement Committee.

(2) The Committee will meet at least semiannually at the call of the Chairman and a record of the proceedings shall be maintained.

(3) The purpose of this Committee is to discuss the following subjects for consideration:

(a) The consolidated procurement of common items used by more than one of the MWR Operating Branches.

(b) The assignment of purchasing responsibility to a single procurement staff for commonly utilized items.

(c) Comparison of prices paid by appropriated, nonappropriated and other MWRs for the same or similar items.

(d) Sources of supply.

d. Retail/Services Council

(1) Enclosure (8) establishes the membership of the MWR Retail/Services Council.

(2) The Council will meet at least quarterly at the call of the Chairman and a record of the proceedings shall be maintained.

(3) The purpose of this Council is to solicit and discuss various areas of concern with regards to retail merchandise and personal services offered with a dedicated view towards enhancing the quality of life for all active, reserve, retired servicemembers, their dependents and other authorized patrons.

e. Minutes. A recorder will be appointed from among the membership. Minutes of all meetings will be maintained and copies provided to each NAF activity manager and board/council/committee member.



C. T. DUNSTAN
By direction

DISTRIBUTION: A

MORALE, WELFARE AND RECREATION (MWR) ADVISORY BOARD

<u>Member</u>	<u>Unit</u>	
Executive Officer	MCAS	Chairman
Executive Officer	MAG-13	Vice Chairman
Designated Officer	H&HS	
Designated Officer	SOMS	
Designated Officer	2d LAAM BN	
Designated Officer	VMA-214	
Designated Officer	VMA-211	
Designated Officer	VMFT-401	
Designated Officer	MALS-13	
Designated Officer	VMA-513	
Designated Officer	MACS-7	
Designated Officer	MAWTS-1	
Designated Officer	MWWU-3	
Designated Officer	MWWU-1	
Designated Officer	VMA-311	
Designated Officer	MWSS-371	
Designated Officer	CSSD-16	
Designated Officer	Medical	
Designated Officer	Dental	

Ex-Officio Members

Director, Morale, Welfare and Recreation (MWR) Department
Deputy Director, MWR

COMMISSIONED OFFICERS' CLUB ADVISORY BOARD

<u>Member</u>	<u>Unit</u>	
Executive Officer	MCAS	Chairman
Executive Officer	MAG-13	Vice Chairman
Designated Officer	H&HS	
Designated Officer	SOMS	
Designated Officer	2d LAAM BN	
Designated Officer	VMA-214	
Designated Officer	VMA-211	
Designated Officer	VMFT-401	
Designated Officer	MALS-13	
Designated Officer	VMA-513	
Designated Officer	MACS-7	
Designated Officer	MAWTS-1	
Designated Officer	MWWU-3	
Designated Officer	MWWU-1	
Designated Officer	VMA-311	
Designated Officer	MWSS-371	
Designated Officer	CSSD-16	
Designated Officer	Medical	
Designated Officer	Dental	

Ex-Officio Members

Head, Food and Hospitality Branch, (MWR) Department
Manager, Officers' Club
Officers' Wives Club Representative
Retired Officers' Club Representative

Enclosure (2)

STAFF NONCOMMISSIONED OFFICERS' CLUB ADVISORY BOARD

<u>Member</u>	<u>Unit</u>	
Sergeant Major	MCAS	Chairman
Sergeant Major	H & HS	Vice Chairman
Designated SNCO	MAG-13	
Designated SNCO	H&HS	
Designated SNCO	SOMS	
Designated SNCO	2d LAAM BN	
Designated SNCO	VMA-214	
Designated SNCO	VMA-211	
Designated SNCO	VMFT-401	
Designated SNCO	MALS-13	
Designated SNCO	VMA-513	
Designated SNCO	MACS-7	
Designated SNCO	MAWTS-1	
Designated SNCO	MWWU-3	
Designated SNCO	MWWU-1	
Designated SNCO	VMA-311	
Designated SNCO	MWSS-371	
Designated SNCO	CSSD-16	
Designated SNCO	Medical	
Designated SNCO	Dental	

Alternate Member

Designated SNCO	MAG-13
Designated SNCO	H&HS
Designated SNCO	SOMS
Designated SNCO	2d LAAM BN
Designated SNCO	VMA-214
Designated SNCO	VMA-211
Designated SNCO	VMFT-401
Designated SNCO	MALS-13
Designated SNCO	VMA-513
Designated SNCO	MACS-7
Designated SNCO	MAWTS-1
Designated SNCO	MWWU-3
Designated SNCO	MWWU-1
Designated SNCO	VMA-311
Designated SNCO	MWSS-371
Designated SNCO	CSSD-16
Designated SNCO	Medical
Designated SNCO	Dental

Ex-Officio Members

Director, Food and Hospitality, (MWR) Department
Manager, SNCO Club
Sergeant Major, MAG-13
Sergeant Major, 2d LAAM BN

Enclosure (3)

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<u>Member</u>	<u>Unit</u>	
Sergeant Major	H & HS	Vice Chairman
Sergeant Major	SOMS	
Sergeant Major	MWSS-371	
Sergeant Major	VMA-214	
Sergeant Major	VMA-513	
Sergeant Major	MACS-7	
Sergeant Major	VMA-211	
Sergeant Major	MAWTS-1	
Sergeant Major	VMA-311	
Staff NCO Wives Representative		

Enclosure (3)

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ENLISTED CLUB ADVISORY BOARD

<u>Member</u>	<u>Unit</u>	
Designated NCO	MCAS	Chairman
Designated NCO/Enl	MAG-13	
Designated NCO/Enl	H&HS	
Designated NCO/Enl	SOMS	
Designated NCO/Enl	2d LAAM BN	
Designated NCO/Enl	VMA-214	
Designated NCO/Enl	VMA-211	
Designated NCO/Enl	VMFT-401	
Designated NCO/Enl	MALS-13	
Designated NCO/Enl	VMA-513	
Designated NCO/Enl	MACS-7	
Designated NCO/Enl	MAWTS-1	
Designated NCO/Enl	MWWU-3	
Designated NCO/Enl	MWWU-1	
Designated NCO/Enl	VMA-311	
Designated NCO/Enl	MWSS-371	
Designated NCO/Enl	CSSD-16	
Designated NCO/Enl	Medical	
Designated NCO/Enl	Dental	

Alternate Member

Designated NCO	MCAS
Designated NCO/Enl	MAG-13
Designated NCO/Enl	H&HS
Designated NCO/Enl	SOMS
Designated NCO/Enl	2d LAAM BN
Designated NCO/Enl	VMA-214
Designated NCO/Enl	VMA-211
Designated NCO/Enl	VMFT-401
Designated NCO/Enl	MALS-13
Designated NCO/Enl	VMA-513
Designated NCO/Enl	MACS-7
Designated NCO/Enl	MAWTS-1
Designated NCO/Enl	MWWU-3
Designated NCO/Enl	MWWU-1
Designated NCO/Enl	VMA-311
Designated NCO/Enl	MWSS-371
Designated NCO/Enl	CSSD-16
Designated NCO/Enl	Medical
Designated NCO/Enl	Dental

Ex-Officio Members

Director, Food and Hospitality, (MWR) Department
 Manager, Enlisted Club
 Sergeant Major, MCAS

Enclosure (4)

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<u>Member</u>	<u>Unit</u>
Sergeant Major,	H & HS
Sergeant Major,	MAG-13
Sergeant Major	H & HS
Sergeant Major	MAG-13
Sergeant Major	2ND LAAM BN
Sergeant Major	VMFT-401
Sergeant Major	MCAS-7
Sergeant Major	SOMS
Sergeant Major	MAWTS-1
Sergeant Major	VMA-214
Sergeant Major	VMA-513
Sergeant Major	MWSS-371
Sergeant Major	VMA-211
Sergeant Major	VMA-311
Enlisted Wives Representative	

Enclosure (4)

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FOOD AND HOSPITALITY ADVISORY BOARD

<u>Member</u>	<u>Unit</u>	
Commanding Officer	H & HS	Chairman
Executive Officer	MCAS	O'Club Chairman
Sergeant Major	MCAS	SNCO Club Chairman
Director, Food & Hosp.	MWR	Ex-Officio
Manager O'Club	MWR	Ex-Officio
Manager SNCO Club	MWR	Ex-Officio
Manager E'Club	MWR	Ex-Officio
MWR Director	MWR	Ex-Officio
Deputy Director, MWR	MWR	Ex-Officio

Enclosure (5)

NONAPPROPRIATED FUND (NAF) PROCUREMENT COMMITTEE

Chairman

Head, MWR Purchasing/Warehousing/Distribution

Committee Members

Head, MWR Food and Hospitality Branch

Head, MWR Recreation Branch

MWR Services Manager

MWR Comptroller

MCAS Legal

MCAS Appropriated Purchasing

Billeting Fund

Chapel Fund

Ex-Officio Members

Director, MWR

Head, MWR Retail/Services Branch

STATION RECREATION COUNCIL

<u>Member</u>	<u>Unit</u>	
Director, MWR	H & HS	Chairman
Executive Officer	MAG-13	Vice Chairman
Designated Officer	H&HS	
Designated Officer	SOMS	
Designated Officer	2d LAAM BN	
Designated Officer	VMA-214	
Designated Officer	VMA-211	
Designated Officer	VMFT-401	
Designated Officer	MALS-13	
Designated Officer	VMA-513	
Designated Officer	MACS-7	
Designated Officer	MAWTS-1	
Designated Officer	MWWU-3	
Designated Officer	MWWU-1	
Designated Officer	VMA-311	
Designated Officer	MWSS-371	
Designated Officer	CSSD-16	
Designated Officer	Medical	
Designated Officer	Dental	

Ex-Officio Members

Head, Recreation Branch, MWR
Officers' Wives Club Representative

Enclosure (7)

RETAIL/SERVICES COUNCIL

<u>Member</u>	<u>Unit</u>	
Executive Officer	H&HS	Chairman
Sergeant Major	MCAS	Vice Chairman
Designated SNCO/NCO	H&HS	
Designated SNCO/NCO	SOMS	
Designated SNCO/NCO	2d LAAM BN	
Designated SNCO/NCO	VMA-214	
Designated SNCO/NCO	VMA-211	
Designated SNCO/NCO	VMFT-401	
Designated SNCO/NCO	MALS-13	
Designated SNCO/NCO	VMA-513	
Designated SNCO/NCO	MACS-7	
Designated SNCO/NCO	MAWTS-1	
Designated SNCO/NCO	MWWU-3	
Designated SNCO/NCO	MWWU-1	
Designated SNCO/NCO	VMA-311	
Designated SNCO/NCO	MWSS-371	
Designated SNCO/NCO	CSSD-16	
Designated SNCO/NCO	Medical	
Designated SNCO/NCO	Dental	
Officers' Wives club Representative		
Head, MWR, Purchasing/Warehousing/Distribution		
MWR Services Manager		
MWR Retail/services Chief		

Ex-Officio Members

Director, MWR
Head, Retail/Services Branch, MWR

MCAS YUMA BILLETING FUND ADVISORY BOARD

<u>Member</u>	<u>Unit</u>	
Executive Officer	MCAS	Chairman
S-4 Officer	MCAS	
Comptroller	MCAS	
Billeting Fund Officer	MCAS	
Senior Resident of BOQ	MCAS	
S-4 NCOIC	MCAS	
BOQ Manager	MCAS	

CHILD CARE CENTER ADVISORY BOARD

<u>Member</u>	<u>Unit</u>
Member (Any Rank)	MCAS
Member (Any Rank)	MAG-13
Member (Any Rank)	H&HS
Member (Any Rank)	SOMS
Member (Any Rank)	2d LAAM BN
Member (Any Rank)	MACS-7
Member (Any Rank)	Medical/Dental
Member (Any Rank)	VMFT-401
Member (Any Rank)	MWSS-371
Member (Any Rank)	MAWTS-1

Uniform members must have a child or children enrolled in the Child Care Center. Senior rank/rating is Chairman of the Board.

Ex-Officio

Director, Child Care Center (CCC)
Family Services Representative
Non-uniform spouses of child or children utilizing the CCC.

COMMITTEES/COUNCILS/BOARDS
APPOINTMENT LETTER

From: Commanding Officer, Marine Corps Air Station, Yuma

To:

Subj: ----- ASSIGNMENT OF BOARDS/COUNCILS/COMMITTEES

Ref: (a) StaO 5420.1B

1. You are hereby assigned as a member of the -----
as a replacement for -----.
2. You are reminded that scheduled and unscheduled meetings are appointed places of duty which require your presence. Should circumstances prevent your attendance, you will immediately notify the squadron sergeant major or executive officer.
3. While carrying out your duties, you will keep foremost in your mind the fact you represent the members of the unit and shall be guided in your duties by that responsibility.

Copy to: Director, MWR
Head, Food and Hospitality Branch (Club Advisory Boards only)
Head, Recreation Branch (Recreation Advisory Board only)
Head, Retail/Services Branch (Retail/Services Board only)
S-4 Officer, MCAS (Billeting Fund Advisory Board only)
Family Services (Child Care Advisory Board only)

Enclosure (11)

NONAPPROPRIATED FUND (NAF) INVENTORY BOARD
FOOD AND HOSPITALITY BRANCH

Senior Member: H&HS Executive Officer

Quotas

H&HS	1 Sergeant or above 3 Enlisted
SOMS	2 Sergeants or above
MAG-13	2 Company Grade Officers 2 Sergeants or above 3 Enlisted
2d LAAM BN	1 Company Grade Officer 2 Sergeants or above 3 Enlisted
MACS-7	3 Enlisted
MWWU-1	1 Enlisted
MWWU-3	1 Enlisted

Enclosure (12)

NONAPPROPRIATED FUND (NAF) INVENTORY BOARD
RECREATION BRANCH

Senior Member: Manpower Utilization Officer

Quotas

H&HS	1 Company Grade Officer 1 Sergeant or above 2 Enlisted
SOMS	1 Company Grade Officer 2 Enlisted
MAG-13	3 Company Grade Officers 3 Enlisted
2d LAAM BN	1 Company Grade Officer 2 Enlisted
MACS-7	1 Company Grade Officer 2 Enlisted

NONAPPROPRIATED FUND (NAF) INVENTORY BOARD
RETAIL/SERVICES BRANCH

Senior Member: H&HS Executive Officer

Quotas: Observation of Physical Inventories
(7 Company Grade Officers)

Main Store
Seven Day Store
Service Station
P-111 Annex
Military Clothing/Commercial Uniforms
Cost Inventory Cost Centers
Vending

Cash Verification
(5 Company Grade Officers)

Cash Cage
Main Store
Seven Day Store
Service Station
P-111 Annex

Enclosure (14)