



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 12790.2A
3BF
05 AUG 1997

STATION ORDER 12790.2A

From: Commanding Officer
To: Distribution List

Subj: CIVILIAN EMPLOYEE WELFARE AND RECREATION ASSOCIATION

Ref: (a) CMMI 790 (NOTAL)
(b) MCO P1700.27
(c) NAVSO-P 3520 (NOTAL)
(d) MCO 12790.1

1. Purpose. To establish a Civilian Employee Welfare and Recreation Association (CEWRA) and to publish policies and procedures for administration of the Association in accordance with reference (a).

2. Cancellation. StaO 12790.2.

3. Background. The CEWRA is a civilian non-appropriated fund activity authorized to conduct approved recreational and leisure time programs and events which will promote the morale and well-being of civilian employees aboard the Air Station. The following Association sponsored activities are authorized.

a. Team athletic and sporting events, such as baseball, softball, golf, tennis, basketball, and bowling, including participation in industrial and local leagues.

b. Group activities such as discount tour rates for sites and vacation spots of interest, group rates for fishing excursions and similar activities.

c. Social events, including picnics, dances, etc.

d. Clubs such as photography, archery, arts and crafts, etc.

e. Such other recreational and welfare activities as may be recommended by the Board of Governors and approved by the Commanding Officer.

4. Concurrence. This Order has been coordinated with and concurred in by Human Resources Office (HRO), Resident Officer in Charge of Construction (ROICC), Defense Commissary Agency (DeCA), Naval Investigative Service (NIS), Defense Reutilization and Marketing Office (DRMO).

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5. Policy. The Association shall conform to policies and procedures established by the Navy Department as outlined by reference (a). The Association will not engage in any activities which are discriminatory against any person because of race, religion, color, sex, national origin, age, or physical or mental handicap. Activity events sponsored will be directly concerned with the employees or their immediate families. Programs will be planned so as to permit reasonable and equitable opportunity for all employees and their immediate families to participate. All activities will be pre-scheduled group events. The following activities are authorized for use by the CEWRA membership:

- a. Bowling Alley.
- b. Gymnasium.
- c. Picnic Areas.
- d. Station Theater.
- e. Outdoor Football/Basketball/Softball Fields.
- f. Martinez Lake Recreation Area.

Note: With the exception of (a) and (b) above, military personnel have priority during military lunch hour (1130-1300). Other areas may be reserved by calling MWR Recreation Department. Military personnel will have priority consideration on the use of all recreational facilities aboard the Air Station.

6. Membership

a. All civil service personnel and non-appropriated fund civilian employees within the confines of the Marine Corps Air Station, Yuma, and their families, are eligible to participate in Association sponsored activities. Family members are defined as the employee's spouse, significant other, as well as any children living with an employee in a parent-child relationship.

b. Membership of new employee shall commence on the beginning date of employment. Termination of membership shall be upon separation from employment.

c. The Board of Governors may approve military and/or guests to attend CEWRA functions.

7. Operating Procedure

a. Operations of the Board of Governors or committees in connection with planning, supervising, controlling, inspecting, or auditing, and related functions are authorized during working hours and time will be allowed for this purpose.

b. There will be no dues or involuntary assessments.

c. Income will be derived from MWR, in accordance with reference (b), paragraph 30836, voluntary contributions, recreational events, raising projects are restricted to Association membership. The cash assets for the Association shall be limited to a maximum of \$15,000. The Board of Governors will set aside specific funds in the budget for organizational social events. Distribution of MWR funds to the CEWRA will be done on the Fiscal Year end strength for Non-Appropriated Fund (NAFI) personnel and using the on-board Fiscal Year end strength (September) for Civil Service Personnel. Percentage of vending machines' profits to be distributed by March to CEWRA will be determined by a ratio of on-board Civilian strength divided by the total on-board strength determined at the end of each Fiscal Year.

d. Deviations in operating procedures may be recommended by the Board of Governors.

8. Officers and Governors

a. The Association will be governed by a Board of Governors and a Treasurer appointed to represent the following organizational departments or buildings and tenant commands.

Organization	Representation
Facilities Management	2
Supply	1
MWR	1
Comptroller	1
Safety	1
Environmental	1
S-1	1
S-3	1
S-4	1
Other MCAS Departments	2

Tenant Commands:

NIS	1
DeCA	1
HRO	1
DRMO	1
ROICC	1

b. Members of the Board of Governors will be appointed by the Commanding Officer based on nominations made to the Commanding Officer from Department heads. The initial term of office to the Board of Governors will be four years. This will be made during the month of July each year and new appointments will be effective as of 1 August.

c. Interim vacancies on the Board of Governors will be filled as stated above, except that appointments will be limited to the unexpired term of the person who created the vacancy.

d. An appointment to the Board of Governors is an assignment to temporary additional duty; however, a governor may voluntarily resign at any time, or be required to resign by the department when such service interferes with regular duties.

e. The officers of the Association shall consist of a Chairman, Vice Chairman, and Secretary, elected by the Board of Governors. New officers will be elected every two years. The Treasurer will be appointed by the Commanding Officer and will serve under a permanent appointment until relieved.

9. Administration

a. The Board of Governors shall meet upon special call of the Chairman or at a minimum of twice a year. The Chairman shall preside over all meetings of the Board of Governors. During the absence of the Chairman, the Vice Chairman shall assume the duties and responsibilities of the Chairman. The Secretary or Treasurer may also, if required, assume the duties and responsibilities of the Chairman during the absence of both the Chairman and Vice Chairman. A majority of the members of the Board of Governors shall constitute a quorum for the purpose of conducting business of the Board.

b. The Chairman shall be responsible for the following:

(1) Ensuring compliance with this Order, applicable civilian personnel instructions, and other orders as may be published by the Commanding Officer or higher authority.

(2) Reviewing organization's requests for funds and signing checks; however, in the absence of the Chairman, the Treasurer of the Board of Governors is authorized to sign checks to preclude a delay of the business of the Association.

c. The secretary shall be responsible for the following:

(1) Recording the minutes of each meeting.

(2) Conducting the official correspondence of the Association.

d. The Treasurer shall be responsible for the following:

(1) Receiving all income and conducting such depository and withdrawal transactions as required.

(2) Accounting for all funds as required in reference (c).

(3) Making financial records available for the area auditor's Quarterly Progressive Audit of the Association.

(4) At the expiration of term, delivering to the successor all monies, books, and papers which have any connection with the business of the Association.

e. The Board of Governors shall be responsible for:

(1) Evaluating the needs and desires of employees for authorized activities.

(2) Estimating the cost of such activities as are considered necessary for maintaining an adequate welfare and recreation program, and recommending these activities.

(3) Arranging for and managing all approved events and activities including solicitation of volunteers from the workforce who may make arrangements for activities.

(4) Reviewing expenditures made by organizations against the approved budget, ensuring that expenditures do not exceed amounts previously authorized unless specifically authorized by the Board.

(5) Reviewing all cash expenditures and bank reconciliations. Review receipts to support expenses incurred and the results documented in the Association minutes.

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(6) Recording in the minutes the evaluation of the effectiveness of the event, and any other information of value for future planning.

(7) Recommending to the Commanding Officer changes in policies and procedures considered necessary or desirable for improved program operations.

f. The Treasurer shall be bonded and the cost of the bond will be paid from Association funds.

g. Accounts of the Association shall be periodically reviewed by the Comptroller.

10. Dissemination of Information. Programs, brochures, circulars, or other literature pertaining to the Association will not be distributed without prior approval of the Board of Governors. Distribution will not be made outside the confines of the Marine Corps Air Station unless approved by the Board of Governors.


C. J. TURNER

DISTRIBUTION: C