



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
U.S. NAVAL STATION GUANTANAMO BAY CUBA
PSC 1005 BOX 25 FPO AA 34009-0100

NSGBINST 1710.2E CH-1
N00
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NSGB INSTRUCTION 1710.2E CHANGE TRANSMITTAL 1

From: Commanding Officer, U.S. Naval Station, Guantanamo Bay, Cuba

Subj: OPERATION OF MORALE, WELFARE, AND RECREATION PROGRAM

Ref: (a) CNICINST 1710.3
(b) CNICINST 5300.2
(c) OCHR of 18 Apr 22
(d) OPNAVINST 5100.25C
(e) CNICINST 7510.1

1. Purpose. To provide general administrative guidance for the operation and management of the Morale, Welfare, and Recreation (MWR) Department operating onboard U.S. Naval Station, Guantanamo Bay, Cuba (NSGB), to ensure quality programs and facilities are provided per the policies outlined in references (a) through (e).

2. Cancellation. NSGBINST 1710.2E

3. Background. For the purpose of this instruction, MWR is the term used by the Navy to identify recreation, club, food and beverage, entertainment, and childcare activities that are all designed to provide essential MWR mission support services. MWR programs include those categories of activities listed and defined in references (a) and (b). MWR programs, facilities, and services are funded with both Appropriated Funds and Non-Appropriated Funds (NAF). Financial considerations impacting various MWR program elements are interrelated. Common review and coordination of all program requirements is essential to achieve the most cost-beneficial use of limited resources available for MWR activities. Specific MWR programs will be viewed in terms of their relative value within an overall program concept rather than unilaterally pursued as separate, unrelated functions.

4. Scope and Applicability. It is Navy policy to provide operational support activities with essential MWR mission support services as well as to produce programs that will effectively contribute to the morale, well-being and quality of life of military personnel and their-family members. The MWR Department is a NAF Instrumentality (NAFI) of the U.S. Government and is also authorized to perform other functions and services outside the MWR operational scope. This would occur when the NAFI MWR activity is in a unique position to provide or when there are organizational or functional reasons which make it impractical for the required services,

functions, or goods to be furnished by other than NAFI. Appropriate contractual and financial documentation should be used when contracting with the NAFI fund. MWR programs and

facilities must be operated without discrimination as to race, color, sex, national origin, religious belief, and grade or rank of eligible patrons. The policy and guidance set forth in this instruction and other supplemental instructions are applicable to all Navy MWR facilities and programs operating onboard NSGB. A Standard Operating Procedure will be prepared and maintained by individual operating branches of the MWR Department, as approved by the MWR Director.

5. Responsibility

a. MWR Director. The MWR Director is the Chief Operating and Financial Officer of the MWR Department. The MWR Director is accountable to the Commanding Officer for the program content, financial integrity, and the successful accomplishment of the MWR mission. The primary duty of the MWR Director is to ensure MWR programs, facilities and services effectively contribute to the morale, well-being and quality of life for residents of NSGB.

b. Safety Department. The Safety Department will provide guidance and resources for implementation of the Navy Recreation, Athletics, and Home Safety Program per references (d) and (e).

c. Fire Department. The Fire Department will provide fire, safety, and support services to include facility inspections, training, and technical assistance related to fire protection matters within the MWR Department programs and facilities.

d. Fiscal Oversight. Commander, Navy Installations Command and Commander, Navy Region Southeast Fiscal Oversight teams will review MWR financial and personnel transactions every 12 to 18 months as required by reference (e).

e. NSGB Departments. Security, Public Works, etc., are authorized to provide "common support" to the MWR Department, per the guidance and policies identified in references (c) and (d).

6. Program Guidelines. The MWR Program must consist of a variety of events, services, and facilities that meet the needs and interests of the eligible patrons residing onboard the installation. Patrons will be informed of MWR activities through various print and non-print media sources, as needed. Patron assessment, in the form of customer surveys will be performed on an ongoing basis for each functional area of the MWR Department, with a comprehensive survey conducted at least triennially. Per reference (b), general guidelines are outlined in subparagraphs a through n.

a. The MWR Director must ensure that the use of MWR facilities and participation in programs and services is equally available to both men and women. Programs should be balanced to ensure cultural diversity and interests are included in planning and implementation of activities, facilities, and services. Program planning should also include consideration for married and single personnel, both accompanied and unaccompanied status.

b. Operating hours of MWR facilities will coincide with the free time schedules of military personnel and their families as identified in patron surveys and facility usage reports per reference (b) Chapter 3, section 328.

c. The sale of alcoholic beverages by the drink is authorized at MWR facilities. Package sales are not permitted. The legal age for the consumption of alcoholic beverages onboard the installation is 21 years old.

d. The MWR Department will adhere to safety guidelines and procedures as they are defined in reference (b) for each internal department. A positive Safety Program will be in effect for all MWR recreational activities to ensure the well-being of participants and employees.

e. The solicitation of commercial sponsorship is authorized only by the MWR Department in support of MWR events and programs. Commercial sponsorship solicitation by any other agency, organization or group for other than MWR events and programs is prohibited per reference (b) Chapter 8.

f. MWR funds will be made available for use in financing unit recreational activities at a rate of \$10.00 per assigned military member per year. Only those active duty military personnel who have been assigned or attached to a command for 30 days or more will be eligible for such support only for the period in which they are participating members of NSGB MWR Fund Programs. The use of MWR funds for other than MWR programs, services, facilities, and events is prohibited.

g. All fundraising will adhere to the guidelines outlined in reference (b) Chapter 9.

h. Acceptance of gifts and donations is strictly prohibited. More information on the acceptances of gifts and donations can be found in reference (b), Chapter 3, Section 329.

i. Downtown and Marine Hill Lyceums follow the guideline set forth by Navy Motion Picture Service as outlined per reference (b), Chapter 3, Section 312.

j. Internal Controls are the responsibility of all MWR staff members and should adhere to the guidance per reference (b), Chapter 4, Section 433.

k. Disposition of excess MWR property will follow the guidance outlined per reference (b), Chapter 5, Section 506.

l. MWR is not responsible for any equipment, court, field or facility located at any beach. Field, courts, and areas MWR is responsible for outside of its main facilities include but are not limited to the Dog Park and Deer Point tennis courts.

m. Rental equipment must be maintained and rented by the Outdoor Recreation Department in accordance with the Core Navy Outdoor Recreation Equipment Standards. Rental of an individual facility is maintained by the facility in question.

n. All MWR employees must adhere to the personnel guidelines outlined in references (f) and (g).

7. Action. The MWR Director and applicable department heads must ensure compliance with the requirements set forth in this instruction

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per the Secretary of the Navy Manual 5210.1 of September 2019.

9. Review Responsibility. Per OPNAVINST 5215.17A, the MWR Director will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



M. R. STEPHEN

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via NSGB Public Share Drive.