



United States Army
Soldier Support Institute
Adjutant General School

Advanced Leaders Course

Review Unit Morale, Recreation and Welfare (MWR) Operations

Lesson# CBD2A101

Student Handout

November 2011

**TAB H (MWR RECREATION) TO APPENDIX 3 (C1 PROGRAM) TO ANNEX E TO
MNC-I OPERATIONS ORDER 08-01**

(U) MWR RECREATION

1. (U) **PURPOSE:** This document outlines the basic MWR procedures for the theater of Iraq.
2. (U) **REFERENCES:**
 - a. (U) AR 215-1, *Military Morale, Welfare and Recreation Activities and Nonappropriated Funds Instrumentalities*, 31 Jul 07
 - e. (U) DoD Instruction 1015.10, *Programs for Military Morale, Welfare and Recreation (MWR)*, 03 Nov 95
 - g. (U) DoD Instruction 1015.15, *Military Morale, Welfare and Recreation (MWR)*, dated 16 Jul 03
3. (U) **General.**
 - a. (U) MNC-I Morale, Welfare and Recreation (MWR) support is provided to the entire theater of Iraq through; MNC-I executive agent, CFLCC/ARCENT.
 - (1) All US Armed Service members, US civilian contractors and DOD civilians are authorized use of MWR system, services and facilities.
 - (2) All Coalition Armed Service Members and Coalition Civilian employees are authorized use of MWR systems, services and facilities.
 - (3) Non-US Coalition TCN's can utilize the MWR systems, services and facilities at the discretion of the local command.
4. (U) **Responsibilities.**
 - a. (U) MNC-I CJ1 Programs provides overall MWR guidance to each MND through each divisions G1 section.

(1) The MNC-I CJ1 Programs Section consists of the following personnel

- (a) Programs Director (Military)
- (b) Deputy Programs Director (Military)
- (c) MWR Director (Civilian)
- (d) MWR Programs Officer (Civilian)
- (e) Entertainment Coordinator (Military)

b. (U) Each MND G1 will provide general MWR support and guidance to subordinate commands. Guidance will be consistent with MNC-I regulations, policies, procedures and SOP's.

(1) Each MND G1 MWR section will minimally consist of:

- (a) Community Recreation Officer (Civilian)
- (b) Assistant MWR Programs Manager (Civilian)
- (c) MND MWR OIC (Military)
- (d) MND MWR NCOIC (Military)

c. (U) Kellogg, Brown and Root have been contracted to Operate and Maintain (day to day operations) of FOB MWR facilities under the LOGCAP contract. This includes the supervision and management of local host national and third country national employees to provide MNC-I MWR base support.

5. (U) **MNC-I MWR Programs.**

a. AAFES

(1) AAFES service is provided to large troop concentration areas generally of a population of 1,000 soldiers or more. Camp Mayors may request AAFES support through memorandum to MND G1 (Programs). Units must provide fixed securable facilities with electricity and water to obtain full services. AAFES employees are provided the same life support as service members residing at the supporting base. Request for support is provided in memorandum format to MND G 1 (Programs) stating the location, material handling capability, and total number of forces that the exchange is expected to support. Unit Sales of AAFES products to establish unit funds is not authorized. Prices may not

be increased above AAFES established price to generate unit funds. Violators will have the Imprest account immediately closed and within 24 hours and all products must be returned to AAFES by the unit. Unit commander will immediately conduct 15-6 to determine the accountability of excess funds.

(a) (U) Types of exchanges.

- 1 (U) Direct Exchange Temporary (DOX-T) is the desired service provided for our service members assigned to enduring bases. Volunteer AAFES employees run the DOX-T exchanges. Products provided in the exchange are primarily health and beauty aides along with snacks. Area commanders are authorized to work with the AAFES site manager to establish stock to include larger ticket items such as electronics or appliances.
 - 2 (U) Tactical Field Exchanges (TFE). AAFES may provide this service at select locations. TFEs have minimal support and require borrowed military manpower to operate. TFE products are primarily health and beauty with some snack products. Additional items may not be stocked but are provided through special order.
 - 3 (U) AAFES Imprest Fund Accounts (AIFA) is the preferred method of AAFES operation for smaller bases or bases in isolated geographic areas. AIFA provide the individual unit products for sales to **MNC-I** members in remote locations where it is not feasible to travel to the area DOX-T because of time or mission restrictions. Approval is only for units that are farther than 15 minutes away from a DOX-T location. Units provide the MND G1 (Programs) with a memorandum requesting the service. The MND MWR representative will coordinate with AAFES to initiate the account. Initial fund accounts are in the amount of \$ 10-15K and may be increased up to \$5 or higher, with adequate justification. Units are responsible for transporting, safekeeping, and return of money and or product to AAFES within the allocated time established by the AAFES manager. Reconciliation of AIFA accounts is conducted at the DOX-T where the products were initially distributed by AAFES. Individual accounts are managed by a unit representative in the grade of Sergeant First Class or above and requires them to sign an agreement with AAFES as the fund site manager. Units may not add to the price of the items to provide unit slush funds. Discovery of such activities will immediately terminate the account and may result in a criminal investigation. AAFES management will conduct annual inspections of all Imprest Fund Sites for quality control measures.
- (2) (U) Military clothing sales stores are not authorized in IRAQ AOR. Selective clothing sales items may be sold in exchanges. Products are limited. There will be no BDUs sold in AAFES exchanges located in the theater of Iraq. T-shirts, hats, belts, under garments will be provided at a minimum.

(3) (U) Food Vendors. Name Brand Fast Food (NBFF), when approved, is provided to enduring sites that provide support 1,000 — 10,000 personnel. Units must request support through MNC-I to CENTCOM for approval. Running potable water is required before request for NBFF may be processed through the MND G1 (Programs) office regardless of the size of personnel assigned where the NBFF is requested. NBFF request for support is in memorandum format stating total number of personnel where the NBFF will be located. All requests will be submitted to MNC-I and reviewed by the AAFES Advisory Review Board (AARB) for approval. Once approved by the AARB the request will be processed by MNC-I and forwarded to CENTCOM.

(a) (U) Host nation food vendors are unsanctioned for use by MNC-I personnel because food does not come from approved food sources.

(b) (U) Commanders who authorize local vendors to provide food services are responsible for the health and cleanliness standards of the concession and are accountable for any medical issues that result from the concession.

(c) (U) Local food vendors are not authorized to operate on camps, bases or logistical support areas unless they are using approved food sources. All facilities on or off post are required to be inspected randomly by military veterinary services and public health professionals in order to authorize consumption of food from non-military or contracted dining facilities.

1 (U) Documentation of inspections of these concessions is required. Units coordinate directly with their military assets to accomplish this requirement.

2 (U) Units are responsible for checking unit established food vendors and are held to the same food preparation and handling standards.

(4) (U) Movies are provided at most bases by the AAFES movie program. Units should coordinate with the local AAFES manager for scheduling and availability of movies. Units can request First-Run Movies through AAFES and they will be provided upon availability.

b. AFRTS

(1) (U) Armed Forces Radio is provided over the air to base camps on authorized frequencies. Enduring camps are provided a single FM radio station that provides scheduled programming and news.

(2) (U) Television is provided over the air to base camps on authorized frequencies. Enduring camps are provided a single UHF or VHF television station that provides scheduled programming and news.

(3) (U) Satellite Decoders provide remote sites with radio/television through AFRTS programming. Units request decoders and dishes from AFRTS Ramstein, Germany and

authorized individuals may local purchase the decoders from AAFES and the dishes from vendors in Iraq.

- (4) (U) MWR with AFRTS provides up to 10 channels of AFN television by Multi- Channel Multi-Point Distribution Service (IVUVIDS) services over the air to base camps in conjunction with the authorized microwave L-band frequencies. Enduring camps are provided a single Line of Sight (LOS) Microwave transmission head-end that provides AFN services via an Omni-directional Microwave transmission that provide some or all scheduled programming, Atlantic, Pacific, Korea, Sports, News, Spectrum, Pentagon, Family, Movie, and the Channel Guide/w radio.

c. AT&T

- (1) (U) AT&T Call Centers provide the service member with either; a 48, 24, or 12 phone bank. Call Centers are generally located in enduring camps consisting of more than 1,200 personnel.
- (2) (U) Phones can be installed into already existing facilities at the discretion of AT&T; units must provide fixed securable facilities with electricity and A/C to obtain this service.

d. Education (US service-members only)

- (1) (U) Each MND currently provides education services to include DANTES, CLEP, ASVAB, ACT and on-line courses.
- (2) (U) Units requesting education services must have Internet access, dedicated facilities, electricity and a safe.
- (3) (U) Requests for testing services should be made through MNC-I CJI Deputy Programs Director.

e. Entertainment

- (1) (U) Entertainment is coordinated and provided to the theater from contracted agreements through national assets. MNC-I CJI Programs develops a theater wide entertainment calendar and offers entertainment opportunities fair and equitably to each MND.
- (2) (U) Scheduling of events is negotiated with the Artist/Entertainer to support operational requirements and availability. Units are not authorized to coordinate directly for entertainment support.

- (3) (U) Units assigned to **MNC-I**, and desiring entertainment, must be prepared to provide an event coordinator in order to supervise the life support, transportation, and material handling at a specific site.
- (4) (U) The MND G1 coordinates transportation through intra-theater aviation lift through a combination of Divisional and MNC-I aviation assets for events. Air transport is the primary transportation asset until ground movement security requirements are reduced.
- (5) (U) Army Band entertainment is strongly encouraged. Divisions should provide their assigned band opportunities to perform throughout Iraq. Divisional and MNC-I air transportation is available to provide transportation support. Units without a band may contact their MND G1 to coordinate military band performances in their respective AO.

f. Fitness Centers/ Recreation Centers

- (1) Locations with excess of 2500 personnel are generally authorized a community fitness and recreation centers. Fitness and recreation center equipment and manning is determined by the local command with coordination through the MND G1 (Programs) office. Fitness centers generally consist of weight sets and various cardio equipment. Recreation centers generally consist of board games, televisions, video games, DVD players with DVD's, pool tables, foosball, ping pong and other similar equipment. Units residing at locations with less than 2500 personnel are generally supported in the same fashion with less equipment.

g. Leave and Passes.

- (1) (U) Emergency leave is processed according to National and single service regulations. Essentially, it is a National responsibility to grant emergency leave however the transportation of a person granted such leave to the closest logical commercial airhead becomes a MNC-I transportation issue. Negotiations are currently ongoing at CENTCOM for the granting priority places on all aircraft of all air-asset Nations in support of such leave.
- (2) (U) Ordinary leave is not authorized for the Iraq Area of Responsibility (AOR). R&R program provides for a 15-day chargeable leave between the soldiers 61st day and the 305th day in Iraq. MSC Commanders may approve participation in the R&R Leave Program during the initial 60-days of deployment and the period between the 305th and 335th days of deployment to attend special events or functions. Personnel are not authorized R&R Leave during the final month of deployment (ie, the period between the 335th and 365th days of deployment). Commanders approving R&R Leave during the participant's first 60-days will forward a file copy of the approved DA Form 31 to HQ, MND-N, G-1 (Programs), who must coordinate participation as an exception with higher headquarters.
- (3) (U) MNC-I may authorize up to 500 soldiers to be granted R&R leave on a daily basis. Leave allocations will be provided to all US Echelons Above Division (EAD) and US Echelons Above Corps (EAC) units assigned to MNC-I in support of OIF.

- (4) (U) All US units assigned/supporting OIF, and who reside in the Iraq AOR, fall under MNC-I R&R leave regulations due to limited intra-theater air assets which MND-N falls under. TACON units based in Kuwait will receive R&R Leave through CFLCC authorization.
- (5) (U) Non-US TCNs may grant leave in accordance with National rules; however such leave is the responsibility of the individual nation. Movement in and out of theatre is also a National responsibility although negotiations are currently ongoing at CENTCOM for the granting of places on the aircraft of all air-asset Nations in support such leave.
- (6) (U) Camp As Sayliyah, Qatar (R&R Pass Program — RRPP) is open to all MNC-I assigned personnel. Up to 220 personnel per day are transported on dedicated C-130s daily to Qatar from identified departure and arrival points within Iraq. Units are given authorizations on a fair share basis derived from DTAS assigned strength. Participants are eligible for pass after 90 days of being assigned to MNC-I and are authorized one four-day pass for every six months of service. Participants travel only on authorized RRPP designated aircraft. Flying to Qatar on a space available status on other than designated RRPP aircraft is not authorized. Married military couples are not guaranteed adjoining privacy quarters while on pass; however, ASG-Qatar will try to accommodate married military couple when possible. Participation of non-military family members is not authorized; military participants should notify non-military family members that travel to Qatar is discouraged. Participants are authorized to go off the post on organized tours or with approved personnel assigned to Qatar for cultural visits. Personnel participating in the RRPP must travel with an authorized pass form (DA Form 31) signed by the local, first-line commander.
- (7) (U) Rest and Recuperation Leave Program (RRLP) with the exception of emergency leave, the RRLP is the only authorized leave program; ordinary leave is not authorized. R&R Leave is a leave program that provides service members and Department of Defense (DOD) civilians with chargeable leave. Free transportation to and from designated air hubs provide up to 18 days of chargeable leave. Travel days to and from the Iraqi Zone (IZ) are not chargeable; 5 days are allocated for CONUS and 3 days are for OCONUS. Participants may choose between CONUS or OCONUS leave.
- (8) (U) General R&R Leave Guidance (US Forces Only).
 - (a) (U) R&R Leave is chargeable leave authorized for personnel assigned to Iraq for a 1-year tour of duty.
 - (b) (U) Commanders are authorized to place their personnel on leave, in accordance with MNC-I authorizations.

- (c) (U) Participants are authorized one free round trip travel from Kuwait City International Airport to the airport nearest their leave location. R&R Leave passengers bound for OCONUS locations will fly on a commercial airline ticket. Passengers bound for CONUS will generally fly to either Atlanta or Dallas-Fort Worth by means of government-contracted air. Then will fly from those two airports to the airport nearest their leave destination. R&R Leave participants are not allowed to travel into areas deemed "not recommended for travel" by the Department of Defense. See the DoD Foreign Clearance Guide before planning travel to questionable areas: <https://www.fcg.pentagon.mil>
- (d) Unit commanders must insure that abbreviated mandatory Deployment Cycle Support training is complete and annotated on all appropriate leave paperwork.
- (e) (U) MSC available strength must remain above 90%.
- (f) (U) Space "A" intra/inter-theater travel is not authorized for R&R Leave.
- (g) (U) Leave begins once the participant has cleared the Personnel Actions Processing Station (PAPS) at either Atlanta or Dallas. PAPS will direct the soldier when to return. Leave ends when the R&R participant reports back to the PAPS. Failure to return on the given date places the soldier in an AWOL status. PAPS provides each traveler a 1-800 number for emergency actions.
- (h) (U) The SATO office located at Ali Al Salem Air Base in Kuwait will give soldiers tickets for stateside follow on travel from the PAP.
- (i) (U) Service members are not authorized to consume alcoholic beverages during travel status.
- (j) (U) One checked bag not to exceed 70lbs and one carry on bag *is* authorized.
- (k) (U) Participating personnel will clear customs in Kuwait before departure.
- (l) (U) R&R Passes to Qatar will not extend longer than 96 hours. The only exception is when USAF aircraft are not available. This will be determined by the MNC-I LNO's at Qatar. Travel is not counted against time dedicated to the service member's pass.

h. SPAWAR

- (1) MWR Internet Services are provided to MNC-I by the Space and Naval Warfare center (SPAWAR). The MNC-I C6 is the proponent for SPAWAR Internet cafes. Each café provides 20 terminals with streaming video capabilities. Cafes are established at enduring camps. Units must be prepared to provide generator support and environmental controlled shelters (buildings/tents). Annual renewal of the contract is \$60K per site.

i. Stars and Stripes

- (1) Stars and Stripes are provided at a distribution rate of 1 for every 3 assigned personnel. Units request papers through the MND G1 (Programs) by means of memorandum. Units must provide mailing address and total number of personnel assigned. Validation of request for distribution is through the unit's assigned DTAS strength.

6. (U) **Point of Contact.** MNC-I, CJ-1 (Programs). SIPR:: NIPR: DSN (318) 822-2438, VOIP (302)243-4525