From: Secretary of the Navy

Subj: OPERATION OF MORALE, WELFARE, AND RECREATION ACTIVITIES

Ref: (a) DoD Instruction 1015.10 of 6 July 2009
     (b) SECNAVINST 5430.7R
     (c) SECNAVINST 11011.47D

1. **Purpose.** To implement prescribed policies, procedures, and assign responsibilities for operation of Morale, Welfare, and Recreation (MWR) activities authorized by reference (a).

2. **Cancellation.** SECNAVINST 1700.12A.

3. **Applicability.** This instruction applies to the Offices of the Secretary of the Navy, the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), and all U.S. Navy and U.S. Marine Corps installations, commands, activities, field offices, and all other organizational entities within the Department of the Navy (DON).

4. **Policy.** The Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN (M&RA)) shall develop and oversee policies and programs designed to enhance the quality of life of DON military personnel and family members to include programs involving MWR and Nonappropriated Fund Activity Instrumentalities programs and activities per reference (b).

5. **Responsibilities**

   a. The Assistant Secretary of the Navy for Energy, Installations and Environment is the coordinating office for matters regarding nonappropriated fund construction policy per reference (c).

   b. Within their respective Military Service, the CNO and the CMC will:
(1) Provide training programs that stress stewardship and customer orientation to ensure, as a minimum, that commanders and MWR managers fully understand their requirements to ensure fiduciary accountability and their MWR program responsibilities.

(2) Serve as the focal point to perform coordination and information functions for all MWR activities.

(3) Keep ASN (M&RA) apprised of issues and proposals that could influence the policy objectives of operating requirements set forth in reference (a).

c. CNO and CMC are authorized to:

(1) Approve agreements with local governments for use of similar Category A and B MWR programs when it is in the best interest of the DON and when the provision of such agreements is otherwise in compliance with applicable laws and regulations. This authority may be delegated to a Flag or General Officer, or Senior Executive Service (SES) equivalent, of the Military Service Headquarters staff, but no further.

(2) Approve waivers for use by designated members of a local community on a case-by-case basis when existing Category C programs have capacity excess to current authorized patron requirements. This authority may be delegated to a Flag or General Officer or SES equivalent of the Military Service Headquarters staff, but no further.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx.
b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

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Acting

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