



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2701 SHERIDAN ROAD
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 12790.1D
(JAG)
OCT 13 1994

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 12790.1D

From: Commander, Naval Training Center, Great Lakes

Subj: GREAT LAKES CIVILIAN RECREATION ASSOCIATION (CIVRA)

Ref: (a) SECNAVINST 7548.1
(b) NMPC ltr 7500 Ser N658/A0545 of 13 May 88
(c) OPNAVINST 4535.1A
(d) NTCGLAKESINST 4535.1A
(e) DODINST 5500.7
(f) SECNAVINST 5370.2J

Encl: (1) Activities having membership on the CIVRA
(2) Constitution of CIVRA

1. Purpose. To establish policies and administrative procedures in accordance with references (a) and (b) for the operation, supervision and control of a civilian non-appropriated fund activity, hereinafter referred to as the Great Lakes Civilian Recreation Association (CIVRA).

2. Cancellation. NTCGLAKESINST 12790.1C. This instruction has been substantially revised and should be reviewed in its entirety.

3. Scope. This instruction applies to all civilian employees paid from appropriated and non-appropriated funds of activities on the Naval Training Center (NTC) Complex, Great Lakes whose employees are members of the CIVRA. Enclosure (1) is a list of these activities.

4. Policy. Establishment of the CIVRA supports the Department of the Navy's policy of providing Morale, Welfare and Recreation (MWR) Programs to promote the optimum mental and physical well being of all civilian employees. These activities are necessarily limited or encouraged by such factors as the availability of adequate community facilities and the needs and interests of employees. The development, organization, direction and leadership of recreational or social programs will be under the cognizance of the CIVRA. The CIVRA has been established by the Constitution, as set forth in enclosure (2). The program management for these activities supporting civilian employees is not assigned to the Chief of Naval Personnel.

5. Appointment of the CIVRA Governing Committee. As provided for in enclosure (2), committee members will be appointed by the commanding officers/officers-in-charge of the activities listed on enclosure (1). Committee members must be full-time civilian employees of the activities listed. Numbers of committee members

OCT 13 1994

are based on the approximate number of employees in the activities, with the understanding that each separate activity will be authorized at least one committee member.

6. New Membership. Other activities within NTC, Great Lakes desiring to participate in the CIVRA program will submit a request for membership to the Commander, Naval Training Center (CNTC), Great Lakes.

7. Financial Management Policies

a. The CIVRA will:

(1) Monitor all profits received from vending machines operated on behalf of CIVRA. If receipts from any one building exceed \$3,000 in a calendar year, a separate escrow for payments to the blind will be established in accordance with references (c) and (d). These monies will not be co-mingled with any other CIVRA funds.

(2) Ensure that CIVRA events are adequately publicized through the base newspaper, Plan of the Week, fliers on bulletin boards, etc.

b. The Navy Exchange (NEX) will validate the number of civilian versus military personnel working in each building yearly to determine vending machine profit distribution. Results of the validation will be forwarded to CNTC and CIVRA.

8. Advisor. The Staff Judge Advocate (SJA), as the representative of CNTC, will advise the CIVRA Governing Committee and serve as an official liaison between the committee and CNTC. The SJA will attend all meetings or send a representative designated by CNTC. The SJA will not be a voting member of the committee nor assume association accounting, bookkeeping, or record keeping duties. The SJA will brief the Chief of Staff on each meeting and communicate command policy to the committee as directed.

9. Bonding and Accounting Procedures. Association officials responsible for custody of funds will be bonded and the cost of such bonds will be borne by the treasury of the CIVRA. The accounting procedures set forth in reference (a) will be used. Financial statements of the Association's accounts will be made available to employees at least semi-annually through such methods as publication in the Great Lakes Bulletin or other suitable media.

10. Audits. The NTC Central Audit Board will conduct an audit annually of the CIVRA and submit the results of the audit to CNTC. CIVRA committee members are not eligible for membership on the Audit Board.

OCT 13 1994

11. Standards of Conduct. The CIVRA will conform to the required standards of ethical conduct in accordance with references (e) and (f) and as set forth in enclosure (2).

11. Action. The Chairperson and/or Secretary of the CIVRA will, in January/February of each year, request nomination of committee members from appropriate commands.


J. L. SANDKNOP
Chief of Staff

Distribution:
NTCGLAKESINST 5216.5M
Lists I, II (Case A), III-A
CIVRA (25 copies)
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ACT 13 1994

ACTIVITIES HAVING MEMBERSHIP ON THE CIVRA

AUTHORIZED CIVRA
GOVERNING COMMITTEE
MEMBERS

ACTIVITY

NAVAL TRAINING CENTER (including Transient Personnel Unit, HRO-Pensacola (Great Lakes Service Center), and Non-Appropriated Fund (NAF) employees in MWR Department)	6
PERSONNEL SUPPORT ACTIVITY (including RTC Detachment)	2
RECRUIT TRAINING COMMAND	1
SERVICE SCHOOL COMMAND	1
RESALE ACTIVITIES (including Commissary employees and Non-Appropriated Fund employees in the Navy Exchange)	2
NAVY RECRUIT AREA FIVE	1
NAVAL COMPUTER AND TELECOMMUNICATION DETACHMENT	1
NAVAL RESERVE READINESS COMMAND REGION 13 (including the Naval Reserve Readiness Center)	1
SELECTIVE SERVICE SYSTEM (Data Management Center)	1
SELECTIVE SERVICE SYSTEM (Region III)	1
U.S. MILITARY ENTRANCE PROCESSING COMMAND	1
DEFENSE FINANCE AND ACCOUNTING CENTER	<u>1</u>

19

OCT 13 1994

CONSTITUTION OF THE GREAT LAKES CIVILIAN RECREATION ASSOCIATION
NAVAL TRAINING CENTER, GREAT LAKES, IL

Article I - Name

Section 1. This Association will be known as the Civilian Recreation Association (CIVRA), Naval Training Center, Great Lakes, IL

Article II - Authority

Section 1. This Association is founded by virtue of authority in reference (a).

Article III - Objectives

Section 1. This Association will be responsible for developing, recommending, and executing plans, policies and procedures and sponsoring suitable social events as may be desirable to foster a spirit of good fellowship and maintain a high degree of morale among the civilian employees belonging to the CIVRA.

Section 2. Continued efforts will be executed toward the conduct of recreational and social activities to ensure the mental and physical well-being of civilian personnel. Discrimination based on race, color, religion, sex, or national origin is contrary to the policies of the Navy. Accordingly, no employee of morale, welfare, and/or recreation activities will be officially authorized and sponsored where there is any possibility of discrimination based on any of the above.

Section 3. Organized recreational and social events or activities will be promoted for civilian personnel as may be approved by the CNTC, Great Lakes.

Section 4. Periodically, but not less than every three years, a survey will be conducted to determine the kinds of recreational and social activities, civilian employees desire and are willing to assist in organizing.

OCT 13 1994

Article IV - Membership

- Section 1. Membership includes appropriated and non-appropriated fund civilian employees of activities on the NTC Complex for whom approval has been given by the CNTC, Great Lakes.
- Section 2. No monetary charge will be assessed for membership dues or fees.
- Section 3. An employee is automatically terminated upon separation from one of the activities whose employees are members of the Association.
- Section 4. While military members are not automatically included in the membership of the Association, they are authorized to attend recreational and social activities of the Association, at the same prices charged civilian employees.

Article V - Government

- Section 1. Responsibility for administering the affairs of the Association, as set forth in Article III above, will be vested in a CIVRA Committee.
- Section 2. Committee members will normally be appointed to two year terms unless extended, in writing, by the appropriate command. The Secretary will notify committee members on third unexcused absence from a regular meeting. After four consecutive unexcused meetings, a letter will be sent to the command requesting a new member.
- Section 3. Officers will be elected annually by the Committee members at the first meeting after new committee members have been appointed. All officers will be bonded for an amount exceeding the maximum level of funds contained in the treasury.

Chairperson. Presides at all meetings conducted on Association affairs; and is responsible for the manner in which business affairs of the Association are conducted; for the overall conduct of recreational and/or social programs sponsored by the Association; and for complete publicity coverage of all sponsored events of the Association. Counter-signs all checks drawn by the Treasurer against the Association's checking account.

OCT 13 1994

Vice-Chairperson. Acts for the Chairperson in his/her absence, and countersigns checks in the absence of the Chairperson.

Secretary. Responsible for maintenance of complete records of the minutes of all meetings; notifies the members and the advisors of time and place of scheduled meetings; prepares all correspondence for approval or signature of the Chairperson; and maintains files of all correspondence.

Treasurer. Receives and expends funds not in excess of those expenditures authorized by the committee; makes deposits, signs withdrawal slips/checks drawn against the Association's checking/savings accounts; prepares monthly financial statements and social activities financial statements; maintains ledger and reconciles checking/savings accounts monthly/quarterly as statements are received; and prepares any other financial statement as may be required. All records are subject to audit under the direction of the Audit Board. Maintains records in accordance with accepted accounting procedures and current Navy directives for non-appropriated fund activities.

Social Director. Originates and submits ideas to the CIVRA Committee on desirable sporting, recreational or social events to the Committee of the Association; executes the promotion and plans of these events; responsible for distribution of tickets to ticket sellers and maintains such records as necessary for accurate accountability and recording of ticket sales. Provides funds received to the Treasurer on a timely basis for deposit.

Assistant Social Director. Assists in social director functions as assigned by the social director and acts in absence of the social director.

Article VI - Meetings

Section 1. The Committee will normally meet once each month at the time and place designated by the Chairperson. Individual notices of the time and place of the meeting will be furnished by the Secretary.

Section 2. Special meetings may be called at the discretion of the Chairperson. A vote may not be taken at a special meeting unless a majority of Committee members are present.

OCT 13 1994

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OCT 13 1994

- Section 2. Awarding of door prizes with income received from non-appropriated funds is not authorized. Awarding of prizes from monies received from other sources such as bake sales, etc., is permitted. Committee members are not allowed to receive any prizes. Under no circumstances will cash be awarded as a door prize.
- Section 3. The use of the Association's funds to subsidize the cost of a special event (i.e., dinner-theater; dinner-dance, party, etc.) is an acceptable expenditure; however, the cost of any alcoholic beverages at these events will be borne by the individual. The Association's funds will not be used to subsidize alcoholic beverages under any circumstances.
- Section 4. The use of Association's funds to subsidize the cost of attendance to an off-base special event where there is licensed gambling activity (i.e., admission tickets for riverboat cruise; admission and/or dinner at a race track, etc.) is an acceptable expenditure; however, any gambling expenses at these events will be borne by the individual. Under no circumstances will Association's funds be used to subsidize any gambling activity.

Article IX - Amendments

- Section 1. The Constitution may be amended by a majority vote of the Committee subject to the approval of the CNTC.