



Directorate of Family Morale, Welfare, & Recreation (DFMWR)  
**US ARMY GARRISON FORT HUNTER LIGGETT**  
Ft. Hunter Liggett, Camp Parks, Moffett Field, and BT Collins

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Office Hours: Monday – Friday 0730 to 1630  
<https://hunterliggett.armymwr.com/programs/unit-funds>

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## *Welcome to US Army Garrison Fort Hunter Liggett!!*

Requests for unit fund should be submitted and include the following:

1. Memorandum requesting funds signed by the Unit Fund Appointed Fund Custodian (sample enclosed).
2. One copy of the current **fund custodian appointment memo**. (Sample enclosed). **Fund Custodian must be a SSG or above. Commander of AT Unit is the designated officer to appoint the Fund Custodian; either the orders or the roster** should indicate the name of the Commander. Assumption of Command memorandum is required to be submitted with the packet.
3. A **copy of each individual order or the group order** sending the unit to annual training (AT).
4. **A roster of the ‘troops on ground’ for AT.**
  - *The request form must include the name and telephone number of the point of contact.*
  - *The roster and the orders are required to be in sequential order by name.*
  - *Allow at least three working days for the request to be processed.*
  - *Funds will be used for the collective benefit of all members during MWR recreational activities. Funds are available for training periods less than 30 days.*
  - *Records of expenditures will be maintained by the unit and original receipt provided to MWR.*
  - ***Only the unit fund custodian can pick up payments. Signature and Identification (ID) is required for payment.***

Pursuant to AR 215-1, Chapter 6-Article B-1: “Separate unit funds may be established, managed, and administered at the unit level for Isolated and deployed Active Army Units (to include RC units when activated for 30 or more days) and full-time support (FTS) RC personnel physically located at such a distance from the nearest military installation that requiring the use of garrison MWR facilities by Soldiers assigned at attached to the unit would be unreasonable or impractical.”

This office requires the submission of receipts to support the distribution of dividend funds at this installation.

**IMHL-MWN**

**DATE:**

**MEMORANDUM FOR CSTC D, FMWR**

**SUBJECT: Request for Unit Fund AT Dividends**

The following information is submitted for distribution of Unit Funds IAW para 3-23, AR 215-1:

- a. Annual Training Dates: \_\_\_\_\_
- b. TOTAL SOLDIERS on AT \_\_\_\_\_
- c. Unit: \_\_\_\_\_
- d. Home Address: \_\_\_\_\_  
\_\_\_\_\_
- e. Local Telephone #: \_\_\_\_\_
- f. Training Unit's Extension: \_\_\_\_\_

*I verify that the unit funds will be used for the collective benefit of all members during MWR off-duty recreational activities. I will maintain records of expenditures. I certify that the number of assigned and attached personnel were present for duty.*

3 Enclosures

- 1. Duty Appointment, UF Manager
- 2. Copy of Unit AT Orders
- 3. Roster

\_\_\_\_\_  
Signature of UF Custodian

\_\_\_\_\_  
Typed Name and Rank

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**COMPUTATION – to be completed by Financial Management Division (FMD)**

Strength \_\_\_\_\_ X Rate \$1.00 = \$ \_\_\_\_\_

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Additional Duty Appointment - **Unit Fund Custodian**

1. Effective this date \_\_\_\_\_, the following individuals is appointed the subject duty for this unit:

**Primary:** \_\_\_\_\_

**Assistant:** \_\_\_\_\_

2. Authority: AR 215-1

3. Purpose: To account and manage unit allocated non-appropriated fund support monies.

4. Period: Until officially relieved or released from appointment.

5. Special Instructions: Follow the procedures in AR 215-1. Account for unit activities support IAW AR 215-5.

DISTRIBUTION:

- 1-Cdr
- 1-Unit Bn Ref File
- 1-Individual(s)
- 1-MPF(s)

Signature

\_\_\_\_\_

Commanders Name/Rank  
Signature Block