



UNITED STATES MARINE CORPS

COMMANDING OFFICER
MARINE AVIATION TRAINING SUPPORT GROUP
700 AVENGER AVENUE
LEMOORE, CA 93246-5016

IN REPLY REFER TO:
GruO 1710.1C
SUPP
8 Jan 97

GROUP ORDER 1710.1C

From: Commanding Officer
To: Distribution List

Subj: MARINE AVIATION TRAINING SUPPORT GROUP (MATSG) SPECIAL SERVICES ORDER

Ref: (a) MCO P1710.17C
(b) NASLEMINST 7010.10C

Encl: (1) Special Expenditure Request Form
(2) Average Quarterly On-Board Count Report

1. Purpose. To publish procedures which promote the efficient operation of MATSG's Special Services Account.

2. Cancellation. GruO 1710.1B.

3. Information

a. Reference (a) provides guidance for establishing and maintaining a special services account. Reference (b) provides information pertaining to the use of NAS Lemoore's Morale, Welfare and Recreation (MWR) Funds.

b. Non-Appropriated Funds are requested from NAS Lemoore MWR in accordance with reference (b), utilizing enclosure (1).

c. The MATSG's annual budget submission includes the amount to be apportioned to the special services account for the coming fiscal year.

d. The responsible individual is the person who has custody of the MATSG's Special Services Account.

4. Action

a. The Commanding Officer, MATSG, will:

(1) Ensure that the MATSG Special Services Officer is assigned in writing as the responsible officer for the MATSG Special Services Account.

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b. The MATSG Special Services Officer will ensure that:

(1) An average quarterly on board report must be submitted to the allocations clerk in the MWR department no later than 30 June each fiscal year as a projected amount to be included in the composite, morale, welfare and recreation budget for the upcoming fiscal year.

(2) All discrepancies pertaining to the MATSG Special Services Account are reported to the Commanding Officer, MATSG.


N. G. SCHLAICH

DISTRUBITION: A

Date: _____

From: _____
To: Custodian NAS Lemore Composite Morale, Welfare and Recreation Fund

Subj: SPECIAL EXPENDITURE; REQUEST FOR

Ref: (a) NASLEMINST 7010.10B

1. In accordance with reference (a), it is requested that the following described expenditure be authorized this activity:

<u>Purpose</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____

Date of Event: _____

Point of Contact: _____ Extension: _____

Certified invoices will be returned within (7) seven days after date of event. Any unspent monies at that time will be turned in and reimbursed back into the unit allocation fund for your unit or squadron.

2. Make check or purchase order payable to:

Vendor: _____

Address: _____

City/State/Zip: _____

/s/ _____
Commanding Officer

Printed Name

Funds available to unit \$ _____

Date: _____

1. The foregoing expenditure is approved/disapproved.

MWR Director

ENCLOSURE (1)

AVERAGE QUARTERLY ON-BOARD COUNT REPORT

This report reflects the projected average on-board count for each quarter during the fiscal year, 1 October through 30 September. Counts shall be derived by totaling the projected daily on-board counts and dividing by the total number of days in the quarter. Only those active duty personnel who have been or will be assigned or attached to a unit for 30 days or more will be included in totals. (Report to be submitted to the NASL Morale, Welfare and Recreation Director not later than 1600 on the first working day of the fiscal year. Subsequent reports shall be submitted by 1600 on the first working day of each quarter and shall include actual on-board count for the previous quarter and projected average on-board counts for remaining quarters.)

UNIT:

1st Quarter (Oct., Nov., Dec)	(1) Average On-Board Count	(2) On Special Detail to NAS	*(3) Total Number Eligible Pers.
OFFICERS			
ENLISTED			
TOTAL			
2nd Quarter (Jan., Feb., Mar)	(1) Average On-Board Count	(2) On Special Detail to NAS	*(3) Total Number Eligible Pers.
OFFICERS			
ENLISTED			
TOTAL			
3rd Quarter (Apr., May, June)	(1) Average On-Board Count	(2) On Special Detail to NAS	*(3) Total Number Eligible Pers.
OFFICERS			
ENLISTED			
TOTAL			
4th Quarter (Jul., Aug., Sep)	(1) Average On-Board Count	(2) On Special Detail to NAS	*(3) Total Number Eligible Pers.
OFFICERS			
ENLISTED			
TOTAL			

GRAND TOTAL

* (3) represents Item (1) minus Item (2)

SIGNED:

DATE:

COMMANDING OFFICER

NAS LEMOORE (174) 7010/1 (REV. 10/89)

ENCLOSURE (2)

