

## STANDARD OPERATING PROCEDURES – SOP

SUBJECT: Programs

1. PURPOSE. To establish specific procedures for developing Programs in MWR activities at Fort Monmouth, NJ.
2. SCOPE: These procedures are to be followed by all activities within MWR facilities on Fort Monmouth. Participation in the program is limited to authorized patrons per AR 215-1.
3. RESPONSIBILITIES. Activities will:
  - a. Conduct all programs to the fullest extent of the facility.
  - b. Ensure that policies and procedures contained in this SOP are followed.
  - c. Establish appropriate internal controls to safeguard and account for any inventory used to conduct programs.
  - d. Be responsible for overseeing all program participation and ensuring that all appropriate fees are collected IAW DOD 7000-14-R, DOD Financial Management Regulation, Nonappropriated Funds Policy and Procedures.
  - e. Ensure that only authorized MWR personnel are involved in the control of operating the program in the Activity.
4. PROCEDURES.
  - (1) Research existing programs to see if they are feasible and current to customer needs.
  - (2) Co-ordinate with Marketing to develop different avenues to reach customer target base.
  - (3) Gather information and formulate a plan on where to match up customer needs with facilities.
  - (4) Assign program with facility that best matches the activity planned.
  - (5) Co-ordinate with Operations to ensure timely, accurate, efficient and professional service for the program.

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(6) Monitor program for customer feed back, poignant to what they want and overall satisfaction on providing a good quality program to the community.

5. This SOP applies only to conducting a program within a MWR Facility.

Glen Perlakowski  
Acting Director, Morale, Welfare  
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## STANDARD OPERATING PROCEDURES – SOP

SUBJECT: Memorandum Of Agreement (MOA)

1. PURPOSE. To establish specific procedures for developing Memorandum Of Agreement's for activities at Fort Monmouth, NJ.
2. SCOPE: These procedures are to be followed by all activities within MWR facilities on Fort Monmouth. Participation in the program is limited to authorized patrons per AR 215-1.
3. RESPONSIBILITIES. Activities will:
  - a. Conduct all programs to the fullest extent of the facility.
  - b. Ensure that policies and procedures contained in this SOP are followed.
  - c. Establish appropriate internal controls to safeguard and account for any inventory used to conduct programs.
  - d. Be responsible for overseeing all program participation and ensuring that all appropriate fees are collected IAW DOD 7000-14-R, DOD Financial Management Regulation, Nonappropriated Funds Policy and Procedures.
  - e. Ensure that only authorized MWR personnel are involved in the control of operating the program in the Activity.
4. PROCEDURES.
  - (1) Once the initial contact is received from an interested party looking into using an MWR Facility, it is reviewed verbally on the phone to see if eligibility requirements are meet.
  - (2) Customer is then required to state their specific requests and requirements in writing to the Garrison Commander.
  - (3) Garrison Commander then refers it to MWR Program Team for follow-up and co-ordination of activity.
  - (4) Have a formal meeting with party to discuss all requirements requested and go over specific agenda.
  - (5) Prepare MOA for legal review and approval for activity.

SUBJECT: Standard Operating Procedures

(6) After legal review, prepare summary sheet package for Garrison Commander signature to hold / host event.

(7) Once all review and signatures are collected, the entire summary package is then sent to the General's Office for final approval to hold / host activity.

(8) Co-ordinate with Operations staff to ensure timely, accurate, efficient and professional service for the activity.

(9) Co-ordinate with Emergency Services, Fire, Police, EMS and other Directorates if applicable to the event.

(10) Monitor event for customer feed back, poignant to what they want and overall satisfaction on providing a good quality program to the community.

5. This SOP applies only to developing MOA's within a MWR Facility.

Glen Perlakowski  
Acting Director, Morale, Welfare  
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