



ALCON, here are some tips to keep in mind when Units are submitting their CIF projects:

- Units are only allowed to submit 4 projects
- We are not accepting projects for the following rolling stock: ATVs, ATV Trailers, Campers (i.e. SCAMP) etc. If units submit for this, please have them submit another project. We don't have an ATV program and campers for units without a CAT C program is a non-starter.
- Projects may group "similar items" as one project name for a line item, e.g., the project name would be Gym Equipment and in the description column you would list the various pieces of fitness/strength/cardio equipment that would make up that project name. But, as mentioned, the items need to be similar, you can't have a line item name of Gym Equipment and in the description you're wanting a paddle board, a television for your rec. room and a treadmill.
- If unit's request is for a construction project, it's IMPERATIVE that they adhere to the procedures/process outlined in Para. 5.b and 5.b Note 1 of ALCOAST 430/21. Para. 5.b Note 2 of ALCOAST 430/21 requires that Regional MWR Directors ensure these requirements are met before submitting the unit's construction projects, so make sure they address and can justify submitting their construction projects. Ensure Units inform their local FE and your servicing CEU that the funding source is NAF (morale funds).
- Please keep in mind the following dates:
 - 15 DEC: Unit Submissions Due to Regional MWR Director
 - 22 DEC: District Approved Consolidated Project List Due to CSC

Also, lessons learned from FY21 CIF, have units send PAID receipts when the time comes. We all spent too much time on units submitting QUOTES.

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
U. S. Coast Guard
(Your Unit)

Tax Exempt Letter to Units with
Morale Accounts

(unit address)
Staff Symbol: XXXXXXXX
Phone: XXXXXXXX
Fax: XXXXXXXX
E-mail: XXXXXXX@XXXXXX

(name of company/vendor)
(address of company/vendor)

(date)

Dear sir/madam,

1. This document serves to notify your organization/company that instrumentalities (U.S. Coast Guard) of the United States Government are not subject to direct taxation by state and local taxing authorities, except when authorized by Federal statute. The Coast Guard tax exemption number is B-239641 and our Federal Employer Identification Number is **(write your FEIN number from the IRS here)**.. The reference to this regulation/policy is located in the Coast Guard Morale, Well-Being, and Recreation Manual, Commandant Instruction M1710.13D, Chapter 6.I.5 and the Simplified Acquisition Procedures Handbook, Commandant Instruction M4200.13 (series).

2. Should you have any further questions/concerns please feel free to contact me at **(your telephone number)**. Thank you.

Sincerely,
(your name)
(your title)
U. S. Coast Guard,
(your unit)

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
U. S. Coast Guard
(*Your Unit*)

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Morale Accounts

(*unit address*)
Staff Symbol: XXXXXXXX
Phone: XXXXXXXX
Fax: XXXXXXXX
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(*your unit*)