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ALCOAST 430/21

SUBJ: FY22 MORALE, WELL-BEING, AND RECREATION (MWR) CAPITAL IMPROVEMENT FUND (CIF)  
REQUEST FOR PROJECTS

- A. Coast Guard Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series)
- B. Coast Guard Nonappropriated Fund Instrumentalities (NAFI) Manual, COMDTINST M7010.5 (series)
- C. Civil Engineering Manual, COMDTINST M11000.11 (series)

1. Community Services Command (CSC) is soliciting projects for the FY22 MWR CIF. This opportunity is available to all Coast Guard units desiring to improve their local MWR programs. The intent of this program is to fund large projects (greater than \$25,000) that significantly impact unit MWR service delivery. Per REFs (A) and (B), the focus will be on MWR category A and B activities, but Category C activities will also be considered as they can create long term revenues and profits to support unit MWR operations. These funds will be Nonappropriated Funds (NAF), which have no fiscal year timing restrictions on the funds.

2. Background and FY21 Update:

a. In FY21, the Non-Pay Compensation Program Board of Directors (NPCBOD) approved the MWR CIF concept and the Vice Commandant (VCG) formally approved the program through a new NPCBOD charter. The CIF was created to support large MWR projects, including Child Development Centers, in the Coast Guard's continuing effort to improve the readiness, retention, and resiliency of the CG family.

b. The CIF is funded from Coast Guard Exchange (CGX) profits in years of significant profitability.

c. In FY21, the inaugural CIF, there were 196 project submissions from CG units totaling \$49.6M. 76 projects totaling \$4.0M were approved for funding by the NPCBOD. To date, 52 projects have been completed or partially completed at a value of \$2.5M.

d. There were 24 projects at a value of \$1.4M that required significant contract and engineering support. These projects were not completed in FY21 but are expected to be completed in FY22 after engagement with the servicing Civil Engineering Unit (CEU) and contracting offices.

e. As a result of the oversight and efforts of the District MWR Directors and Unit MWR programs, the CSC received \$2.5M in FY21 fallout funds to reimburse the CIF for projects completed in FY21. This allocation of additional monies highlights the effectiveness of the MWR CIF process.

f. For pictures of some of the completed projects, visit  
(copy and Paste URL Below into Browser)

<https://www.coastguardmwr.org/cif>

3. FY22 Process for Project Submission:

a. Units that desire to improve MWR activities with a project must submit their request through their Commanding Officer to the designated MWR Director for that Area of Responsibility (AOR), which is the Regional MWR Director at the lead Base in each District. These MWR Directors (listed in paragraph 7) will have the required submission

information for consolidation and will work with CG Units to maximize participation. Please note that any project(s) previously submitted but not awarded in FY21 must be resubmitted for consideration in FY22. Projects prioritized on a District consolidated CIF list are not guaranteed to be funded. In FY21, several units requested extremely high dollar projects. In order to best provide equity, be strategic in requests and avoid requesting excessively high dollar individual projects. The total funding level approved in FY21 was \$4M spread across 76 projects; anticipate a similar funding model in FY22.

b. All submissions will be prioritized within each District by the lead Regional MWR Directors after consultation with District leadership and forwarded to CSC. This priority will be taken into consideration, but the final prioritization may be different after the MWR Capital Improvement Board (CIB) deliberates.

c. The MWR CIB will convene and review the submissions to develop the final prioritization of projects. The goal will be to ensure equity across the service. The CIB will be led by the CSC and will include key stakeholders from across the CG. The MWR CIF project list will be developed by the CIB and presented to the NPCBOD for approval, subject to the availability of funds.

d. Units whose projects are selected to be funded from the CIF list will be notified by email as funds become available after the NCPBOD approves the priorities for the year. An ALCOAST will be released to provide additional guidance following approval of the list.

e. To facilitate efficient procurements, funding awarded via the MWR CIF will be electronically transferred by the CSC to unit MWR accounts using the regular MWR funds distribution process. These funds will be sent to the lead Regional MWR Director for MWR purposes, as defined in REF (B), for further distribution as necessary. Commands in receipt of funds for further distribution for procurement must act expeditiously to ensure the receiving unit gets the funds quickly to assist in the rapid execution of the project.

f. All procurements must be made in accordance with REF (B). Items that meet the requirements for inclusion on the unit property records must be recorded in Oracle Fixed Assets Module (FAM) as required. Items procured with these funds will be recorded as appropriated fund property. All procurement information will need to be forwarded to CSC upon completion.

g. If the actual costs are more than approved, the unit must cover the additional cost with appropriate funds as determined by the unit's fiscal office. Should the unit be unable to cover these costs, the funds awarded for the project must be returned to the CSC. If the actual costs are less than funds received, the difference must be returned to the CSC. Substitution of the project is not authorized.

h. Benefiting units must send pictures (before and after) of completed projects to the following address: [feedback@uscgmwr.org](mailto:feedback@uscgmwr.org).

i. When a project is completed, CSC will require documentation to assist in APF reimbursement for CAT A and B MWR activities, which are authorized APF support. The lead Regional MWR Directors will assist in this compilation of unit feedback.

#### 4. Projects will fall into the following MWR categories:

a. CAT A: Fitness - Indoor Gyms; Fitness - Outdoor Gyms; Fitness, Basketball Courts; Fitness-Indoor Courts (Volleyball/Racquetball); Fitness - Outdoor Fields/Courts; Indoor/Outdoor Recreation; Unit Events; Other.

b. CAT B: CDC programs; Youth Programs; Auto Hobby; Bowling; Library; Theater; Pool; Arts & Crafts; Other.

c. CAT C: Food & Beverage Operations; Lodging; Watercraft; RV Lot; Lodging (Campgrounds); Golf; Other.

Note: New Category C activities will be considered but they must be accompanied by a business case analysis. The CSC MWR program has a sample if necessary.

## 5. Project Types:

a. Large Equipment and Supplies Procurements: These projects are primarily executed at the base level within the local procurement offices under NAF procurement rules within REF (B). In FY21, most CIF projects fell into this category. These types of projects funded this year are expected to be completed within FY22, with documentation submitted to the CSC when completed.

b. Construction and Services Procurements: These are more complicated projects which require engagement and execution through the contracting offices, the CEU/FE staffs, and other stakeholders. Construction projects that are over \$35,000 that cannot be executed at the unit level will need to be coordinated and planned through the servicing FE and CEU. Under the Shore Infrastructure Logistics Center (SILC) Mission Readiness Product Line (MRPL), the Community Service Asset Line (CSAL) Manager is engaged in this program and will be able to assist. Construction projects will be considered based on the focus of (a) maintenance driven projects ahead of improvement or alteration and (b) no projects which generate new square footage should be pursued unless there is a fully funded equal or greater offset provided as part of the project submission or accompanied by a sound business case.

Note 1: The lead time to complete contracting requirements and the engineering planning and permitting cycle make these projects a 2-year process unless the staffs involved can execute by end of year FY22. Projects with these attributes require prior engagement before requesting funds to seek feasibility of execution within the 2-year window. Upon receipt of these funds, units need to engage immediately to get into the planning cycle for execution. All construction projects that recapitalize or improve Coast Guard owned facilities must be executed in accordance with REF (C), and in close coordination with the Facility Asset Manager at the servicing CEU. Assigning a Contracting Officer and a System for Awards Management's (SAM) project number for any construction project is mandatory.

Note 2: Lead Regional MWR Directors will ensure these requirements are met before submitting construction projects. As noted in paragraph 2 of this message, the Shore Infrastructure Logistics Center-Mission Readiness Product Line/Community Services Asset Line (CSAL) will help guide units through the applicable civil engineering processes, to include coordinating communications with the local CEU.

## 6. FY22 Projected Timeline:

15 DEC: Unit Submissions Due to Regional MWR Director

22 DEC: District Approved Consolidated Project List Due to CSC

05 JAN: MWR CIB Held to Review Projects and Develop NCPBOD Recommendation

07 JAN: NPCBOD Vote for Approval of Projects (as applicable)

14 JAN: Notification of FY22 Project Approvals & Funding Transferred to units JUL - SEP

2022: Unit documentation for completed projects due to CSC

7. Any questions may be directed to [feedback@uscgmwr.org](mailto:feedback@uscgmwr.org) or to the appropriate cognizant authority for MWR purposes. POCs by district:

Base Boston (D1): CIV Jennifer Young (617) 223-3467 or [Jennifer.M.Young@uscg.mil](mailto:Jennifer.M.Young@uscg.mil)

Base Portsmouth (D5): CIV Jeffrey Wapner (757) 483-8671 or [Jeffrey.D.Wapner@uscg.mil](mailto:Jeffrey.D.Wapner@uscg.mil)

Base Miami (D7): CIV Stephen Ondrizek (305) 535-4564 or [Stephen.C.Ondrizek@uscg.mil](mailto:Stephen.C.Ondrizek@uscg.mil)

Base NOLA (D8): CWO Robert Arseneaux (504) 253-4795 or [Robert.M.Arseneaux@uscg.mil](mailto:Robert.M.Arseneaux@uscg.mil)

Base Cleveland (D9): CWO Megan Johnson (216) 902-6282 or [Megan.E.Johnson@uscg.mil](mailto:Megan.E.Johnson@uscg.mil)

Base Alameda (D11): CIV Laurie Capp-Carter (510) 437-3579 or [Laurie.A.Capp-Carter2@uscg.mil](mailto:Laurie.A.Capp-Carter2@uscg.mil)

Base Seattle (D13): CIV James Graddy (206) 217-6357 or [James.A.Graddy@uscg.mil](mailto:James.A.Graddy@uscg.mil)

Base Honolulu (D14): CIV Neil Morgan (808) 842-2953 or  
Neil.L.Morgan@uscg.mil  
Base Kodiak (D17): CIV Richard Carman (907) 487-5390 or  
Richard.C.Carman@uscg.mil  
Mission Readiness Product Line: LCDR Daniel Lagdon (510) 637-5502 or  
Daniel.J.Lagdon@uscg.mil  
Community Service Asset Line: LTJG Trish Talens (510) 647-5554 or  
Patricia.C.Talens@uscg.mil  
CSC: Mr. Michael Criswell (757) 842-4926 or  
Michael.A.Criswell2@uscg.mil

8. RADM Eric C. Jones, Assistant Commandant for Human Resources, (CG-1), sends.

9. Internet release is authorized.



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