



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT AGENCY  
EUROPE REGION  
UNIT 29353, BOX 200  
APO AE 09014

SFIM-EU-MWR-FMG

XX XXX XX

MEMORANDUM THRU COMMANDER, XXX<sup>TH</sup> AREA SUPPORT GROUP (ASG),  
UNIT XXXXX, APO AE 09XXX

FOR MR. INDIVIDUAL NAME, XXX<sup>TH</sup> ASG, UNIT XXXXX, APO, AE 09XXX

SUBJECT: Appointment of Assistant Manager for the Europe Region Morale, Welfare and Recreation (MWR) Single Fund

1. You are delegated authority, under the technical supervision and guidance of the Manager of the Europe Region MWR Single Fund, to serve as an Assistant Manager of the Europe Region MWR Single Fund for the XXX<sup>th</sup> ASG. Your major responsibilities are addressed in the enclosed memo on Fund Management Guidance from the IMA, Europe Regional Director. Your appointment becomes effective on receipt by the Single Fund manager of your endorsement to this memo accepting your appointment and acknowledging both your responsibilities and special instructions.

2. Authority: AR 215-1, 25 Nov 98, para 5-6.

3. Special instructions:

a. You are delegated authority to act as Fund Manager for the XXX<sup>th</sup> ASG in all matters, subject to the following limitations:

(1) Approval of unbudgeted operational expenses is limited to \$25,000 incident, the aggregate not to exceed 10 % of budget at any point in time. Unbudgeted expenditures exceeding 10% of budget require budget revision.

(2) Approval of CPMC positive cost variance from budget is limited to 10% per project and an aggregate variance of \$100,000 in any fiscal year. Approval of project replacements is authorized within the aggregate cost increase of \$100,000 per year for ASG funded projects only. Such increases must not affect the standard for CPMC budget execution. Project replacements involving region funds must be submitted to the Single Fund manager.

(3) Approval of resale inventory devaluation is limited to 10% of the current resale value of the goods to be devalued.

(4) Any changes to the PRD must be reflected in an updated PRD and submitted to the Single Fund manager.

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(5) All accelerated asset depreciation must be approved by the Single Fund manager.

(6) Copies of all RIMP claims will be submitted to the Single Fund manager through Management Control and Assistance Branch, Financial Management Group, MWRD, Europe Region.

(7) All NAF resources will be managed in strict accordance with Army regulation and financial management policy memos available to you through the IMETS web site:  
<https://apps.mwr.army.mil/fmgportal>

(8) You may not appoint assistant fund managers or delegate your authority. Only a separately appointed assistant manager or deputy assistant manager for the XXX<sup>th</sup> ASG may exercise your authority during any planned or prolonged absences. Otherwise, authority reverts to the manager of the MWR Single Fund.

Encl

JOHN C. DYKEMA  
Manager,  
Europe Region MWR Single Fund

Appointee Signature \_\_\_\_\_

Date \_\_\_\_\_

CF:  
Director, NAF F&AO, 266<sup>th</sup> FC  
DCA, XXX<sup>th</sup> ASG  
Chief, NAF Contracting, XXX<sup>th</sup> ASG  
Community Bank