



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
FAMILY AND MORALE, WELFARE AND RECREATION COMMAND
US ARMY INSTALLATION MANAGEMENT COMMAND
4700 KING STREET
ALEXANDRIA VA 22302-4406

IMWR-FMC

21 NOV 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: New Program Codes (QA, QB, QC and QD)

1. References:

a. Memorandum, IMWR-FMC, 1 Jun 07, subject: Fiscal Year 2008 (FY 08) Nonappropriated Fund Instrumentalities (NAFIs) Financial Management Operating Guidance.

b. IMCOM EXORD 08-002 (Army Soldier Family Action Plan), 16 Nov 07.

2. This is Nonappropriated Fund (NAF) Financial Management Memorandum 08-04. Please distribute this memorandum to all Region/MACOM and Garrison Morale, Welfare, and Recreation (MWR) Directors, MWR program managers, Financial Management Division Chiefs, and Central Accounting Offices (CAOs).

3. New program codes have been created for the reporting of execution through Uniform Funding Management for those specific initiatives which are normally funded through supplemental type funding received by this headquarters. The new codes are:

- a. QA – Army Family Covenant (Child)
- b. QB – Army Family Covenant (Youth)
- c. QC – Army Wounded Warrior (Child)
- d. QD – BOSS Deployment Support

4. The following provides an overview of the above programs. Detailed program descriptions are provided in reference 1b. Point of contact for program management for program codes QA, QB, QC is Ms. Barb Delaney, DSN 761-5381, commercial (703) 681-5381 and for program code QD is Mrs. Paulette Freese, DSN 761-3013, commercial (703) 681-3013. Point of contact for Child and Youth Management System is Ms. Linda Shiles, DSN 761-5398, commercial (703) 681-5398.

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a. Army Family Covenant (Child), program code QA:

(1) This program is established to capture the funding and approved costs associated with providing services to Families of deployed Soldiers such as extension of child development operating hours; expansion of hourly care/respice care options for custodial parents; reduction in parent fees and pre-K school readiness. In addition, this program will be used to capture the costs of providing "mission fatigue" incentives to retain child development staff and the costs to deploy a child development staff Transition Mobile Team.

(2) This program code must not be used for costs or payment for hourly child care for Family Readiness Groups (FRGs) paid through Army Community Service, either locally or centrally reimbursed from this headquarters. The fees due for these services are to be reported and accounted for as normal customer fees using general ledger account code (GLAC) 501 (service/recreation activity income) within program code JG (Child Development Center Programs) under department 74 (Hourly Care). The contra entry is to GLAC 140 (Miscellaneous Other Receivables) for amounts to be funded locally and to GLAC 136 (Inter-NAFI Receivables-Outside IMCOM Region or MACOM) for amounts to be billed to this headquarters. Further reporting instructions for the filing of these billings will be provided under separate cover by IMWR-CYS.

b. Army Family Covenant (Youth), program code QB – this program is established to capture the funding and approved costs associated with providing services to Families of deployed Soldiers such as extension of operating hours for youth programs; providing transportation to after school youth programs and sports teams; expansion of youth programming to reduce deployment stress; reduction in parent fees; expansion of youth homework center support and tutoring. In addition, this program will be used to capture the costs of providing "mission fatigue" incentives to retain youth activities staff and the costs to deploy a youth activities staff Transition Mobile Team.

c. Army Wounded Warrior (Child), program code QC – this program is established to capture the funding and costs associated with providing child care services at little or no costs to Families of wounded Soldiers receiving treatment at major medical facilities.

d. BOSS Deployment Support, program code QD – this program is established to capture the funding and costs for the special needs of single Soldiers not covered by other programs in support of global war on terrorism (GWOT). This program must be maintained separately from normal BOSS activities. These normal activities are to continue reporting their activities using department code 9F under program code JN (Recreation Planning Team) as described in reference 1a.

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5. These new program codes may only be used when specific guidance is provided by this headquarters. This will normally occur at the time a cash transfer is made from this headquarters. The transfer notification memorandum will stipulate the use of these programs, applicable department codes, which in most instances will be GF (APF Support-Expanded Operations), and general ledger account codes for recording the transfer and use of the funds on the garrison financial records.

6. This memorandum has been coordinated with Mr. Neil Anderson, DFAS-Indianapolis, DSN 699-7697, commercial (317) 510-7697.

7. Point of contact for MWR financial management is Mrs. Christine A. French, DSN 761-7298, commercial (703) 681-7298.

FOR THE COMMANDER:


JEFFERY A. GIBERT
Chief Financial Management Officer

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