



DEPARTMENT OF THE NAVY  
COMMANDER, NAVY INSTALLATIONS COMMAND  
716 SICARD STREET, SE, SUITE 1000  
WASHINGTON NAVY YARD, DC 20374-5140

12990  
Ser N92/12U77946  
12 Oct 2012

From: Commander, Navy Installations Command (N9)  
Subj: CIVILIAN MORALE, WELFARE AND RECREATION (CMWR) ACTIVITIES  
ANNUAL REPORT FOR FISCAL YEAR 2012

Ref: (a) OPNAVINST 12990.1  
(b) BUPERSINST 12990.1A  
(c) CNIC ltr 12990 Ser CNIC/173 of 3 Jun 05  
(d) CNIC ltr 12990 of 2 Sep 05

Encl: (1) Annual Vending Machine Report Cover Sheet  
(2) Annual Vending Machine Income Statement  
(3) Instructions for Completing Vending  
Machine Income Statement  
(4) Program Management Annual Assessment and  
Liability/Bonding Coverage Payment Calculations

1. References (a) and (b) require installations operating CMWRs to submit an annual report to Commander, Navy Installations Command (CNIC N92C1). The CMWR Activities Annual Report for FY-12 is due not later than 15 November 2012.

2. References (c) and (d) direct all CMWR activities to be placed under the auspices of their respective regions and to be converted into the AIMS/SAP accounting system. For the very few CMWR activities that have yet to be converted, CNIC staff will coordinate AIMS/SAP setup with cognizant regional business office representatives.

3. For those CMWRs operating in AIMS/SAP, in addition to CNIC downloading monthly program management assessment payments, annual liability insurance and personnel bonding payments will be downloaded as well. Submission of payment checks is no longer required. If the CMWR activity has purchased commercial insurance/bonding coverage, include a copy of the policy cover page with the annual report.

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4. All CMWR activities must include the following in the annual report:

- a. Cover sheet signed by the Commanding Officer.
- b. Total value of CMWR NAF property (equipment, inventory, vehicles, etc.)
- c. List of personnel to be bonded, including individual bonding limits.
- d. Annual Vending Machine Report (if CMWR has vending machine income) in two parts:

(1) Vending Machine Cover Sheet at enclosure (1)

(2) Vending Machine Income Statement at enclosure (2), with instructions for completion found at enclosure (3).

5. For those CMWR activities that are not in AIMS/SAP, the following additional information is required to be submitted:

- a. Financial statement for both Category II and IV activities (if a command has both). To obtain a copy of the CMWR financial statement, visit our website at:  
<http://www.navymwr.org/mwrprgms/civilian.htm>.

- b. Checks in the amount(s) calculated per enclosure (4) for program management assessment, personnel bonding, and liability insurance. Include a copy of the commercial insurance policy cover page, if bonding and/or liability insurance was purchased locally.

6. CMWR checks should be made payable to Commander, Navy Installations Command and mailed to:

COMMANNER, NAVY INSTALLATIONS COMMAND  
BLDG 457 MILLINGTON DETACHMENT  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-6550  
ATTN: JOHN SHAW (N92C1)

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7. My point of contact is Mr. John Shaw who may be reached at  
(901) 874-6627, DSN 882, or by e-mail to john.shaw1@navy.mil.



E. J. CANNON  
Director,  
Fleet and Family Readiness

Distribution:

Region Commanders with cognizance over CMWR activities  
Commanding Officers administering CMWR activities