

SUPPLEMENT TO THE FIFTH EDITION NATIONAL ACCREDITATION STANDARDS FOR DEPARTMENT OF DEFENSE (DOD) MILITARY MORALE, WELFARE, AND RECREATION (MWR) PROGRAMS

The following Fifth Edition (2014) National Accreditation Standards are amended for accreditation of Department of Defense MWR programs:

1.1 - Source of Authority

Standard: The source of agency authority or legal basis of operation and the extent of powers shall be identified in a legal document such as the state statute, local charter, city ordinance, or park district code.

Suggested Evidence of Compliance: Provide DoD Instruction (DoDI) 1015.10 Military Morale, Welfare, and Recreation (MWR) Programs, July 6, 2009. Note that DoDI 1015.10 is applicable to the Military Departments (including the Coast Guard), see paragraph 2a (1) of DoDI 1015.10.

Informational Reference: Management of Park and Recreation Agencies, (2010), 3rd Ed., Chapter 3 - Legal Authority and Jurisdiction, pp. 41-42.

2.10 - ABA Transition Plan

Standard: The agency shall develop and adopt a phased plan for the removal of barriers at existing recreation facilities, parks, and amenities owned or operated by the agency, pursuant to the requirements of the US Department of Justice Title II regulation issued September 14, 2010 and effective March 15, 2011 and for the DoD agencies, pursuant to the requirements of the Rehabilitation Act of 1973 as amended and the Architectural Barriers Act.

Suggested Evidence of Compliance: Submit minutes of the approving authority meeting approving the transition plan, or a copy of the plan noting the dates and times when plan tasks were completed.

Informational Reference: Management of Park and Recreation Agencies, (2010), 3rd Ed., Chapter 9 – Program Services and Event Management, p. 188; Chapter 11 – Physical Resource Planning, p. 236; Chapter 12 – Physical Resource Management, p. 253; Chapter 13 – Management Operations, pp. 288 and 400.

4.1.2 - Recruitment Process

Standard: There shall be a comprehensive recruitment process to attract qualified personnel that is based upon established recruitment procedures with specific recruitment objectives that are reviewed periodically. It is understood that in certain cases an agency is required to handle its personnel through a state or local civil service merit system, and is, therefore, linked to that system in the recruitment of its park and recreation personnel. Agencies are obligated to comply with all applicable statutes and policy statements.

Suggested Evidence of Compliance: Provide copy of the installation and Service Component merit staffing procedures, date of last review, and example of recruitment action plan.

Informational Reference: in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed.,

4.1.3 - Equal Opportunity Employment and Workforce Diversity ★

Standard: There shall be an established policy regarding diversity with evidence of implementation that assures equal opportunities for employment, promotion, and equity in employment working conditions and that complies with the American with Disabilities Act.

Suggested Evidence of Compliance: Provide copy of the DoD Directive 1440.1, The DoD Civilian Equal Opportunity (EEO) Program.

Informational Reference: *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 16 – Human Resource Employment, pp 437-438.

4.1.4 - Selection Process

Standard: There shall be comprehensive procedures for hiring personnel. The agency shall also have a role in determination of skills and the personal attributes required for positions.

Suggested Evidence of Compliance: Provide selection process procedures and evidence that procedures are being followed. The procedures shall include information about the purpose, development, validity, utility, fairness, adverse impact, administration, scoring, and interpretation of all elements used in the selection process.

Informational References: *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 16 – Human Resource Employment, pp 408-414; Office of Personnel Management (OPM) regulations, DoD 1400.25-M, Department of Defense Civilian Personnel Manual; DoD 1401.1-M. DoD Personnel Policy Manual for Non-Appropriated Fund Instrumentalities

4.1.5 - Background Investigation ★

Standard: The agency process for hiring personnel shall include procedures for a national background investigation prior to appointment, including verification of a candidate's qualifying credentials, review of a candidate's civil and criminal record, particular attention to drug and child/adult-abuse records, and driving record for employees assigned to operate motor vehicles.

Suggested Evidence of Compliance: Provide the background investigation procedures and examples of background checks completed.

Informational References: *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 16 – Human Resource Employment, pp 412-413, *DoD 1401.1-M and DoD 1400.25M, DoD 5200.2-R, Personnel Security Program.*

4.7 - Volunteer Management

Standard: There shall be a volunteer management function within the agency, including a comprehensive volunteer management manual that includes policies and procedures related to the management of volunteers.

Suggested Evidence of Compliance: Provide the volunteer management manual.

Informational References: *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 17 – Human Resource Management, pp. 454-458, DoD Instruction 1100.21

4.7.4 - Recognition of Volunteers

Standard: There agency shall have a program to recognize volunteers for their contributions. Recognition may take many forms, depending on the nature of the volunteer roles.

Suggested Evidence of Compliance: Provide a description of the recognition program and recognitions given over the past calendar year.

Informational References: *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 17 – Human Resource Management, pp. 457-458, DoD Instruction 1100.21

5.1.2 - Agency Acceptance of Gifts and Donations

Standard: The agency shall have an established policy for the acceptance of gifts and donations.

Suggested Evidence of Compliance: Provide the policy on acceptance of gifts and donations.

Informational reference in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 19 – Financial Management, pp. 511-514, Section 2601 of title 10, United States Code

5.1.3 - Grants Procedures

Standard: Where feasible and appropriate, the agency shall procure regional, state, federal and/or other applicable agency grants to supplement funding through an established procedure to research, coordinate and implement grant opportunities. Prior to grant procurement, agencies shall evaluate how application, approval, implementation and management processes will be coordinated. [Pages 508-509]

Suggested Evidence of Compliance: Provide the procedure to procure grants along with a summary of grants received by the agency for the past five years, including identification of the following: project descriptions, grantor, date awarded, grant amount and agency match.

Informational References in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 19 – Financial Management, pp. 508-509, DoD Instruction 1015-13

5.5.1 - Supplemental/Emergency Appropriations Procedures

Standard: The agency shall have established procedures for requesting supplemental or emergency appropriations and fund transfers to meet circumstances that cannot be anticipated by prior fiscal planning efforts. Mechanisms of adjustment may include transferring funds from one account to another and/or requesting that additional funds be granted for agency needs.

5.2.2 - Purchasing Procedures

Standard: Agencies shall have established procedures for the requisition and purchase of agency equipment, supplies and services. There shall be formal procedures for controlling the requisition and purchase of agency supplies, equipment and services such as:

- a. Specifications for items requiring standardized purchases;
- b. Bidding procedures;
- c. Criteria for the selection of vendors and bidders; and
- d. Procedures for disbursement of petty cash and issuance and use of procurement cards, if applicable.

Suggested Evidence of Compliance: Provide copies of DoD, Military Service, and installation guidance for Appropriated Fund (APF) and Non-Appropriated Fund (NAF) purchase procedures.

Informational References: *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 19 – Financial Management, pp. 515-517; Federal Acquisition Regulation (FAR) and DoD Federal Acquisition Regulation Supplement; DoD 4105.67, NAF Procurement Policy; DoDI 4105.71, NAF Procurement Procedures.

5.3 - Accounting System

Standard: The agency shall have a comprehensive accounting system to ensure an orderly, accurate, and complete documentation of the flow of funds. The accounting system shall facilitate rapid retrieval of information on the status of appropriations, expenditures and revenue any time the information is required. [Pages 517-519]

Suggested Evidence of Compliance: Provide a description of the accounting system.

Informational References: *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 19 – Financial Management, pp. 517-519; DoD Instruction 1015.15; DoD 700014-R, Financial Management Regulation; DoD Directive 5010.40, Management Control Program

5.3.4 - Independent Audit

DOES NOT APPLY TO MILITARY

This standard is not applicable to DoD Military Recreation at the installation level. Audit requirements are at the Military Department level (DoD instruction 1015.15. Audits by certified public accountants comply with DoDI 7900.6.

5.4.2 - Budget Recommendations

Standard: Major organizational components shall provide recommendations, based on operational and activity analysis, for use in the development of the agency's budget. In addition to an assessment of future personnel needs, the analysis should include an assessment of presently assigned positions to ensure that positions allocated to agency functions are appropriate. Unit costs per program element should be computed and line items established; financial records and service statistics should be maintained to assist in this process..

Suggested Evidence of Compliance: Provide non-appropriated Fund (NAF) budget requests for total program operations including personnel costs. Military installations may or may not have the opportunity to submit Appropriated Fund (APF) budget requests.

5.5.1 - Supplemental/Emergency Appropriations Procedures

Standard: The agency shall have established procedures for requesting supplemental or emergency appropriations and fund transfers to meet circumstances that cannot be anticipated by prior fiscal planning efforts. Mechanisms of adjustment may include transferring funds from one account to another and/or requesting that additional funds be granted for agency needs.

Suggested Evidence of Compliance: Provide local procedures for requesting supplemental or emergency non-appropriated funds (NAFs).

7.1 - Parkland Acquisition Procedures

DOES NOT APPLY TO MILITARY

Military installations do not acquire lands unless through Federal legislation.

7.2 - Development of Areas and Facilities Policies and Procedures

Standard: The agency shall have established policies and procedures for the development of park and recreation land and facilities that are periodically reviewed. The review should reflect a concern for optimum usage and coordination with the total area and facility resources of the community. Applicable open space and design standards should be considered. [Chapter 11; Pages 230-236]

Suggested Evidence of Compliance: Provide land development policies and procedures, with the last review.

Informational References: Management of Park and Recreation Agencies, (2010), 3rd Ed., Chapter 11 – Physical Resource Planning, pp. 230-236; DoDI 1015-10, DoD Unified Facility Criteria; DoDI 7700.18, Commissary Surcharge, Non-appropriated Fund and Privately Financed Construction Reporting Procedures; DoDI 1015.15

7.2.1 - ABA Existing Facility and Site Access Audit

Standard: The agency shall complete an access audit of all existing sites and facilities. The agency must evaluate its existing facilities and sites against the US Department of Justice Title II regulation issued September 14, 2010 and effective March 15, 2011 and for the DoD agencies, pursuant to the requirements of the Rehabilitation Act of 1973 as amended and the Architectural Barriers Act.

Suggested Evidence of Compliance: Submit completed checklists, digital images and site reports as evidence of completion of the access audit.

Informational References: *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 11 – Physical Resource Planning, pp. 226 and 236; Chapter 12 – Physical Resource Management, pp. 253 and 263; Chapter 13 – Management Operations, p. 288.

7.3 - Defense Against Encroachment Procedures

DOES NOT APPLY TO MILITARY

This standard is not applicable for DoD Military recreation. Military installations are protected from encroachment by Federal legislation.

7.4 - Disposal of Lands Procedures

DOES NOT APPLY TO MILITARY

This standard is not applicable for DoD Military recreation. Military installations do not dispose of land unless through Federal legislation.

8.1 - Laws and Ordinances

Standard: Public safety and law enforcement within parks and recreation areas and facilities shall be governed by laws and ordinances, some of which may be enacted specifically for the control and management of parks and recreation areas and facilities. The codes, laws and ordinances shall be posted or readily available to park patrons.

Suggested Evidence of Compliance: Provide examples of Executive Orders, DoD publications, Service regulations or local directives pertaining to public use of recreation facilities and programs. Applicable specific examples may include regulatory guidance identifying authorized patronage groups and patronage priority categories established in Service regulations; regulations pertaining to use of natural resources such as policies and guidelines regarding hunting and fishing permit requirements or other activities related to wildlife management on military installations. Other installations may provide regulations pertaining to use of lands that allow or prohibit use of off road vehicles or other specific land uses governed by installation natural resource plans. Other examples may be restrictions established on the use of recreation areas resulting from environmental or historical preservation concerns that may be established through local military authorities charged with such stewardship responsibilities. Rules/regulations established through local commands pertaining to authorized use of park areas, sports fields, or other agency facilities should be made available. Installations that operate facilities on Army Corps of Engineer properties such as outdoor recreation areas must comply with Army Corps of Engineer requirements. Implementation of executive order regarding smoking policies can be provided. Each military installation may have different number, range, or types of these examples and some installations may have very few examples that would apply. These examples are only examples and are not intended to be a comprehensive, exclusive, or required list of documentation that must be provided.

[Informational Reference: Management of Park and Recreation Agencies, \(2010\), 3rd Ed., Chapter 2 – Management and the Law, pp. 19-22.](#)

9.1 - Risk Management Policy

Standard: The agency shall have a policy for risk management that sets direction and gives appropriate authority for implementing operational practices and procedures that approved by the proper authority.

Suggested Evidence of Compliance: Provide the risk management policy including indication of approval by the proper authority.

[Informational References: Management of Park and Recreation Agencies, \(2010\), 3rd Ed., Chapter 21 – Risk Management, pp. 579-598, DoDI 1015](#)