



DEPARTMENT OF THE ARMY  
DIRECTORATE OF PLANS, TRAINING, MOBILIZATION AND SECURITY  
TRAINING DIVISION  
8452 ZIMBORSKI AVENUE, MCGILL TRAINING CENTER  
FORT GEORGE G. MEADE, MARYLAND 20755-5000

IMND-MEA-PLT

6 August 2015

MEMORANDUM FOR Fort Meade Directorate of Plans, Training, Mobilization and Security (DPTMS) Training Division Customers

SUBJECT: DPTMS Facility Usage Policy

1. REFERENCES:

- a. AR 215-1, Morale, Welfare and Recreation Activities Non-appropriated Fund Instrumentalities, 8 October 2010
- b. 31 U.S.C. §1301 – Money and Finance
- c. 5 C.F.R. Part 2635: Standards of Ethical Conduct for Employees of the Executive Branch

2. PURPOSE: This memorandum establishes policy, standards, and procedures for scheduling and using appropriated funds (AF) training facilities for generally approved and exceptional events.

3. APPLICABILITY: This policy applies to events conducted at any AF funded facility under the direction of the Fort George G. Meade Directorate of Plans, Training, Mobilization, and Security (DPTMS) Training Division such as the McGill Training Center, Smallwood Hall, and the Post Theater.

4. GENERAL: The DPTMS Training Division and associated facilities are all AF facilities and thus adhere to the references listed above governing the use of AF resources. The references mandate that AF resources are for official purposes only. Official purposes include those that are specifically provided for by law or are essential for successful completion of a DOD function, mission, or operation. The underlying ethics principle is that employees shall protect and conserve federal property and shall not use it for other than authorized activities. Generally, social events such as hails and farewells, dining ins/outs, military balls, and office parties are not official events for which Congress has provided AF resources. This policy will clarify which events can and cannot be conducted at AF funded locations such as McGill Training Center, Smallwood Hall, and the Post Theater.

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## 5. GENERALLY APPROVED EVENTS.

a. The following events are generally approved for DPTMS facilities subject to enumerated limitations and requirements. They include:

(1) Change of command or responsibility receptions when the main event is conducted in the DPTMS facility.

(2) Briefings for family members.

(3) Recruiting type activities.

(4) Retirement and award ceremony receptions when the main event is conducted in the DPTMS facility.

(5) Town Hall meetings.

(6) Job fairs that reach out to the Fort Meade military community.

(7) Ethnic observances hosted by Equal Opportunity or Equal Employment Opportunity personnel.

(8) Official training events contracted for by a DoD organization in direct support of DoD missions.

b. Limitations and Requirements:

(1) Children under the age of 18 must be in direct and constant supervision of their legal parent or guardian.

(2) Food may be served, but must be limited to finger type foods. As a rule of thumb, the food must be able to be consumed while standing. For example, mini subs and cake are acceptable as they can be eaten while standing and do not require the use of utensils.

(3) No attendee of the event can be required to pay to attend or asked to give a donation of any kind.

## 6. EXCEPTIONAL EVENTS.

a. Exceptional events are those which are not generally approved as defined above and are an exception to standard policy. They may be held at DPTMS facilities, pending compliance with certain criteria. They exceptional events include:

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(1) Directorate of Family, Morale, Welfare, and Recreation (DFMWR) events or programs.

(2) Garrison commander approved team building, public relations, or community outreach events.

b. Limitations and Requirements:

(1) Children under the age of 18 must be in direct and constant supervision of their legal parent or guardian. NO EXCEPTIONS.

(2) Organizations requesting these types of events must first attempt to use DFMWR facilities. If DFMWR cannot support the event because DFMWR does not have ANY available venues which meet the organization's needs because of size, availability, or other, the unit must obtain a statement of non-availability (SNA) from DFMWR and provide a copy of it along with its request to the Training Division. The cost of or having to pay for a DFMWR facility is not grounds for a SNA.

(3) If the event goes beyond the Training Division's normal operating hours, overtime may be required for a Training Division staff member to be present to clear the facility, ensuring it is clean and ready for the next day's training events.

(4) No attendee of the event can be required to pay to attend or asked to give a donation of any kind.

(5) Food may be served, but must be limited to finger type foods. As a rule of thumb, the food must be able to be consumed while standing. For example, mini-sub and cake are acceptable as they can be eaten while standing and do not require the use of utensils.

(6) No further exceptions will be made to this policy.

7. PROHIBITED EVENTS. Events which cannot be hosted in AF facilities under any circumstance include:

a. Paid type events in which attendees are required to pay an admittance fee or events which ask for donations from the attendees.

b. Events hosted by "for profit" entities.

c. Any event which allows children not in direct and constant supervision of their parent or guardian. An example would be hosting an event with a day care or child entertainment room.

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- d. Any event which does not directly support local command goals.
- e. Fundraising events.
- f. Physical training.
- g. Hail and farewells.
- h. Dining ins/outs.
- i. Urinalysis collection.
- j. Billeting, camping, or overnight sleeping.

8. The point of contact for this MOI is the undersigned at (301) 677- 4719, or [linda.m.winkels.civ@mail.mil](mailto:linda.m.winkels.civ@mail.mil).

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