*Fort McCoy*

 *Directorate of Family and Morale, Welfare and Recreation (DFMWR)*

**NAF Support Services Division – UNIT FUNDS**

 **Annual Training (AT) and Extended Combat Training (ECT) Unit Funds**

Phone: 608-388-2507/2202, DSN 280

 Fax: 608-388-3743

 Office Hours: Monday – Friday 0800 – 1500 CST

 DFMWR

 IMMC-MWN

 1668 South J Street (Bldg 1668)

 Fort McCoy, WI 54656-5266

 Web: <http://mccoy.armymwr.com/us/mccoy/programs/unit-funds/>

 Email: usarmy.mccoy.imcom-fmwrc.list.dfmwr-unit-funds@mail.mil

***Welcome to Fort McCoy!***Requests for unit fund AT/ECT dividends should be submitted **within three (3) days after arrival** and include the following:

1. **One copy** of the units **Group orders or Annex Report(s)** (NO SSN)
2. **One copy** of **unit alpha roster**. **No social security numbers.**
3. **The original memo** of the current **fund custodian appointment**. The unit’s commanding officer must sign this memo.
4. **The original request of funds**. The unit fund custodian must sign this form.
	* *The request form must include the name and telephone number of the point of contact.*
	* *Allow at least two (2) working days for the request to be processed.*
	* *Payments will be made in cash or an MWR gift card. Requests over $500 will be issued a check.*
	* *Money will be used for the collective benefit of all members during MWR recreational activities.*
	* *Records of expenditures will be maintained by the unit.*
	* ***Only the unit fund custodian can pick up payments.*** *Signature and Identification (ID) is required for payment.*

Dividends for AT/ECT should be requested within 3 days of arriving at Fort McCoy.  It is encouraged that dividend money be used at a Fort McCoy MWR facility.  Year-round, fragmented, or modular training requests will be submitted annually, to arrive no later than October 10th for the prior fiscal year. These requests can be emailed to the address above.

Forms and more information can be found at: <http://mccoy.armymwr.com/us/mccoy/programs/unit-funds/>