



*Fort McCoy*  
*Directorate of Family and Morale, Welfare and Recreation (DFMWR)*  
**MWR Support Services Division – Unit Funds**

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**Isolated Unit Funds (IUF)** Unit must be validated. An isolated unit is one that is geographically remote, at least a 12 mile radius, from any DoD installation with Morale, Welfare, and Recreation (MWR) programs and facilities.

**(Request for Validation Form – one time requirement)**

1. **Eligibility:** The Army Active Components, Reserve Components including National Guard units stationed at remote locations are eligible to receive IUF. The following Army Units are eligible for payment of IUF:
  - Active components stationed at remote location. Examples are Army Readiness groups, Reserve Officer Training Corps (ROTC), Recruiting and Retention Commands, etc. ROTC units shall report for cadre strengths only.
  - Active Guard and Reserve full time support (FTS) military personnel stationed at remote locations including personnel that are placed on active duty special work (ADSW) or active duty training (ADT) for more than 30 days.
2. **Fund custodian appointment and Commander Assumption of Command memo:** The unit's commanding officer must sign the Fund Custodian Appointment memo. A copy of the commanding officer's assumption of command (AOC) must accompany the fund custodian appointment memo.
3. **Request for IUF:** Quarterly IUF request must be emailed to the coordinating installation (CI) by the 10<sup>th</sup> day after the reporting quarter. *First quarter (OCT – DEC) is due by 10 JAN.* The request for IUF must be signed by the commanding officer.
4. **Unit's responsibility:**
  - Commanding officer and fund custodian must ensure the quarterly strength number is accurate.
  - Inform the CI of any change to the fund custodian or commanding officer.
  - Notify the CI of any errors with IUF dividend.
  - Maintain unit fund accounting records for auditing and inspection purposes.
  - Obtain a bank account for unit fund if average cash balance is over \$100. The fund custodian must obtain a tax identification number for unit's bank account.

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