



Fort A.P. Hill
Directorate of Family and Morale, Welfare and Recreation (DFMWR)
NAF SUPPORT SERVICES DIVISION
Annual Training (AT) Unit Funds

Phone: 804-633-8207, DSN 578
Office Hours: Monday – Friday 0800 – 1630

DFMWR
IMPH-FM
Physical Address:
14135 Montague Road
Fort A.P. Hill, VA 22427
Web: <https://origin.armymwr.com/us/aphill/programs/unit-funds>

Welcome to Fort A.P. Hill!

Requests for unit fund AT dividends should be submitted **within three (3) days after arrival** and include the following:

1. **The original request of funds.** Memorandum requesting AT Unit Funds signed by the Unit Fund Appointed Fund Custodian. The request form must include the name and telephone number of the point of contact. *Allow at least five (5) working days for the request to be processed.*
2. **One copy of the units Group orders or Annex Report(s).** A copy of unit orders sending the unit to annual training (AT) at Fort A.P. Hill. Units will submit the actual head count of troops on AT supported by a copy of official orders. **No social security numbers.**
3. **One copy of unit alpha roster. No social security numbers.**
4. **The original memo of the current fund custodian appointment.** The unit's commanding officer must sign this memo.
5. **Additional Info:**
 - a. The MWR office will process and provide funds to the unit prior to departure from the training site, and may use petty cash if the amount of ATUF is less than \$500. Otherwise, payment via check will be requested from NAF Financial Services in Texarkana, Texas.
 - b. Funds will be used for the collective benefit of all members during MWR recreational activities.
 - c. *Records of expenditures will be maintained by the unit.*
 - d. **Only the unit fund custodian can pick up payments.** *Signature and Identification (ID) is required for payment.*

Dividends for AT must be requested within 3 days of arriving at Fort A.P. Hill. It is encouraged that dividend money be used at a Fort A.P. Hill MWR facility.