

Statement of Work

Local National NSA Naples APF and NAF employee Carney Park Privilege Access Passes
issued by Welfare & Recreation Association, Naples

I. PURPOSE

The Morale, Welfare & Recreation (MWR) and the Welfare & Recreation Association (WRA) enter into this Agreement to provide an additional outlet in providing services in support of the MWR Carney Park Privilege Access Pass (CPPAP). This contract provides a coordination which benefits the Naples community of both U.S. & Local National interests by furthering the accessibility to Carney Park.

II. BACKGROUND

Cooperation in the Naples community is critical to our success. In concert with the missions of both MWR and WRA have developed a contract to work cooperatively for the registration, issue and sale of MWR CPPAP and guest access lists.

III. SERVICES

MWR and WRA developed a process to register authorized Local National NSA Naples APF and NAF employees and their immediate family members (spouse and children 18 and under) for the annual CPPAP; the payment plan is as follows:

- \$150.00 value as 140.00 Euros for family passes;
- \$75.00 or 70.00 Euros for a single pass;
- WRA will be paid by MWR 5.00 euros per printed pass
- WRA will be paid by MWR 0.50 euros per name on access lists

IV. ROLES AND RESPONSIBILITIES

MWR:

MWR develops the eligibility policy for park access, and the Carney Park Privilege Access Pass management.

MWR will sell guest passes to Carney Park for all eligible patrons.

MWR cash cage will issue CPPAC MWR hologram logos to WRA.

MWR Carney Park Manager will process WRA's invoice for pass sales by the 20th of each month. Requesting payment from the Region Business Office.

WRA:

WRA will provide the following services in support of the MWR CPPAP:

- Validate eligibility of the Local National NSA Naples APF and NAF employees and their immediate family members (spouse and children 18 and under) to participate in the CPPAP program.
- Brief prospective CPPAP participants in Carney Park rules and limitations on use of facilities, such as Pool quotas, who to contact to rent a cabin, how to obtain guest passes, requests to sponsor more than 4 guests for private events...
- Complete the registration form (include signature of WRA representative) and direct the Local National NSA Naples APF and NAF employee to the MWR location to make payment for the annual CPPAP. Payments are accepted at the Tickets and Travel Office at Capodichino and Support Site.
- With proof of payment, print the CPPAP cards for each participant and affix the MWR hologram logo (issued by the MWR Central Cashier).
- WRA will have the exclusive sale of Carney Park Privilege card to Local National NSA Naples APF and NAF employees.

WRA will invoice MWR for processing payment:

- The previous month's invoice is due to MWR Carney Park Manger no later than the 10th day of the current month.
- Invoice should include full name and birth date of each issued card holder and the date the card was issued, CPPAP card number, MWR hologram logo number and MWR receipt number.

WRA is not authorized to issue any CPPAP to anyone other than Local National NSA Naples APF and NAF employees.

- Upon request of Carney Park Privilege Access Pass request for anyone other than Local National NSA Naples APF and NAF employees, WRA will forward the request directly to MWR Director.

V. Process for Issuing CPPAP

- There are 2 types of HN Carney Park Access Passes
 - HN Single Carney Park Access Pass
 - HN Family Carney Park Access Passes (Family = spouse and children under the age of 18)
- HN Single Pass
 1. Go to the WRA Office located on SS or Capo with your DBIDS card.
 2. WRA will have you fill out paperwork
 3. Go to MWR Tickets & Travel Office on SS or Capo to pay for your pass
 4. Take your receipt to the WRA Office, have your photo taken and receive your access pass card.

- HN Family Pass
1. Go to the WRA Office located on SS or Capo with your DBIDS card, stato di famiglia, and your spouse's penale.
 2. WRA will have you fill out paperwork and verify all of your documents.
 3. WRA will email the Carney Park Manager / MWR
 4. MWR will submit a request for access to Security for family members.
 5. WRA will email you once your family has been cleared.
 6. Take the email from WRA to the MWR Tickets & Travel Office on SS or Capo to pay for your family passes.
 7. Take your receipt and family members to the WRA Office, have your photos taken and receive your access passes.

V. Process for Issuing Access Lists

1. Go to the WRA Office located on SS or Capo with your CPPAP
2. WRA will have you fill out paperwork and verify all of your documents.
3. WRA will email the list to the Carney Park Manager / MWR
4. MWR will submit a request for access to Security for guests.
5. WRA will email you once your access list has been cleared.
6. Take the email from WRA to the MWR Tickets & Travel Office on SS or Capo to pay for your access list.
7. Take your receipt to the WRA Office and receive your approved access list.

2. This agreement does not authorize either party to obligate funds on behalf of the other, nor does this Agreement obligates MWR or the United States Government to spend funds on any particular project or purpose.

3. This contract is not intended to and does not create any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity by any party against the United States, its departments, agencies or entities, its officers, employees or agents, or any other person.

MWR DIRECTOR

WRA PRESIDENT