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DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

14 September 2016

MEMORANDUM FOR ALL

FROM: 374FSS/FSR

SUBJECT: Use of Morale, Welfare, and Recreation (MWR) Funds for Organizational Parties and Picnics (FY 17)

1. IAW AFI 34-201, paragraph 4.3.3., the Yokota AB MWR Fund budgets nonappropriated funds (NAFs) to support organizational parties, picnics or similar activities. After allowances for base-wide and group level events, the FY17 approved budget provides funds not to exceed \$5.54 per military and U.S. civilian employee for squadron level events.
 - a. Authorized expenditures include:
 - (1) Non-alcoholic beverages
 - (2) Food
 - (3) Decorations and supplies (paper plates, plastic ware, etc.)
 - (4) Transportation fees
 - b. Awards, gifts, cash prizes, plaques, and alcoholic beverages are not authorized.
2. Requests for organizational funds must be submitted to 374FSS/FSR, Bldg. 316, Room 157. Group commanders wishing to plan a group-wide event should notify 374FSS/FSR early in the fiscal year so that funds can be set aside from group's overall allotment. The attached Request for Nonappropriated Funds (NAFs) for Organizational Function letter is required for approval and reimbursement.
3. Questions regarding this policy may be directed to Hiroshi Takano at DSN 225-9007.

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