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DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

7 Sep 16

MEMORANDUM FOR ALL

FROM: 374 FSS/FSR

SUBJECT: Special Morale and Welfare (SM&W) Request Authorizations and Procedures.

Reference: AFI 34-201, *Use of Nonappropriated Funds (NAFs)*, Chapter 12

1. SM&W expenditures are considered necessary to contribute to the overall morale and welfare of the military community. They must be conservative, in the best interest of the Air Force, benefit the military community, and not be limited to specific grades or levels of personnel. Advanced approval of all SM&W is required. Authorizations for specific types of SM&W expenses are listed in Table 12-1 of the referenced AFI (Attachment 8). Yokota AB limits for authorized expenditures are listed below:

a. Changes of Command: Changes of command are authorized light refreshments up to amounts below based on unit level/size.

(1) Numbered Air Forces up to \$1200.00.

(2) Installation Wing and Groups over 500 military members up to \$1000 or \$3 per person (whichever is less).

(3) Groups less than 500 military members up to \$500 or \$3 per person (whichever is less).

(4) Squadrons and units up to \$300 or \$3 per person (whichever is less).

b. Welcoming and Orientation:

(1) Commander's Call authorized light refreshments not to exceed \$300 or \$3 per person (whichever is less). ~~As an exception, free beer may be served on a conservative basis.~~

(2) Welcoming orientations are authorized light refreshments not to exceed \$150 or \$3 per person (whichever is less).

c. Individual recognition programs for military and civilian employees:

(1) Light refreshments for award ceremonies up to \$3 per person, meals for award winners and spouses only. Corsage and/or boutonniere for spouse authorized up to \$20.

(2) Light refreshments for promotion ceremonies not to exceed \$150 or \$3 per person (whichever is less). Corsage and/or boutonniere for spouse authorized up to \$20.

(3) Military and civilian retirements are authorized \$150 or \$3 per member (whichever is less). A maximum of \$20 is authorized for a memento. Mementos are defined as items, long-lasting in nature, representing the command/installation/event. Only one memento per person per occasion is permitted. Wrapping paper, gift boxes, bows, or any other item that gives the appearance of a gift from SM&W is prohibited. The \$20 SM&W memento allowance may not be used as a partial payment for a memento costing more than \$20.

d. Hosting of Visiting Personnel: Hosting of visiting government and non-government personnel is authorized \$20 (maximum value) for welcome/fruit basket and \$20 for memento (\$30 total for honoree and spouse).

e. Memorial Observances:

(1) Patriotic and national observances are authorized up to \$100 for flowers or \$125 for wreath. Light refreshments are authorized up to \$150 or \$3 per person (whichever is less).

(2) Death of military or civilian employee, immediate family or distinguished leader of local community is authorized up to \$100 for flowers or \$125 for a wreath. Donation in lieu of flowers/wreath is authorized up to \$100.

f. Civic Affairs and Events: Civic affairs are authorized light refreshments up to \$150 or \$3 per person (whichever is less). A maximum of \$20 is authorized for a memento.

2. Light refreshments are defined as nonalcoholic beverages, desserts, or snacks (including fruit & vegetable trays, finger sandwiches, chicken wings, single meatballs, etc., paper supplies and plastic utensils). Alcoholic beverages of any kind, meals, buffets, banquets, smorgasbords, sandwich ingredients (rolls, meat/cheese trays, condiments, etc.) and heavy hors d'oeuvres are excluded.

3. All SM&W requests must be submitted through the Resource Management Flight (RMF) to determine if the event and expenditures are authorized and funding is available. The RMF reviews the request for propriety and coordinates with Financial Management (FM) to verify that the item(s) are not authorized appropriated funds (APF) or official representation funds (ORF). The request is then forwarded to the individual authorized to approve expenditures.

4. Requests should be returned to the RMF after approval/disapproval action is taken to:

a. Notify the organization requesting funds of approval/disapproval.

b. Maintain a record of all SM&W approved expenditures for quarterly reporting to higher headquarters.

5. All requests for SM&W Funds must be submitted using the attached format three weeks in advance to 374 FSS/FSR, Building 316, Room 157. Events hosted at Yokota MWR facilities may be

charged internally to the SM&W accounts, reimbursement for expenditures at non-MWR facilities must be submitted within 5 duty days after the event(s).

6. Questions regarding these procedures may be directed to Mr. Hiroshi Takano, 374 FSS/FSRQ at 225-9007.

Linda Cross
LINDA CROSS, GS-12, DAF
Chief, Resource Management
374th Force Support Squadron

Attachment:
SM&W Funds Request Format

SPECIAL MORALE AND WELFARE (SM&W) FUNDING REQUEST

Submit request by email **at least 10 workdays prior to date of event to:** _____ **@us.af.mil** to ensure timely processing.

SECTION I - EVENT INFORMATION (To be completed by requesting organization):

Description of Event:	Date:
	Control No.:

Event Specifics		Number of Attendees	
Place:	Date:	Non-DoD	
For Whom/Guest of Honor		DOD Personnel	
		Total	

Name (first and last)	Grade/Rank	Title	Unit/Office Symbol

Description	Quantity	Unit Price	Total Price
TOTAL			

Name and Grade of Requesting Officer	Signature
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SECTION II -COMPTRROLLER/NAFFA REVIEW: APF/ORF funding for this function: _____ is authorized _____ is not authorized IAW AFI 65-601, Vol 1 or AFI 65-603.

Name, Grade, Title	Signature
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SECTION III -FSS FUND CUSTODIAN REVIEW:	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Disapproval
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Rule # _____	Category (1601-1609) _____	Office Use:
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Resource Manager or Designee Name & Grade	Signature
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SECTION IV - APPROVAL OF EXPENDITURE (To be completed by Commander or Designee):

<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
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Name and Grade of Approving Official	Signature
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OFFICE USE ONLY:		Transfer (for FSS Club Catered Functions)
	<input type="checkbox"/>	
	<input type="checkbox"/>	Cash after Event (bring receipts to _____); if > \$500, EFT Form is needed
Rule # _____	\$ _____ actually spent	Rule # _____ \$ _____ actually spent
Rule # _____	\$ _____ actually spent	Rule # _____ \$ _____ actually spent