MEMORANDUM FOR ALL

FROM: 374FSS/FSR

SUBJECT: Use of Morale, Welfare, and Recreation (MWR) Funds for Organizational Parties and Picnics (FY21)

1. IAW AFMAN34-201, paragraph 4.3.1., the Yokota AB MWR Fund budgets Nonappropriated Funds (NAFs) to support organizational parties, picnics or similar activities in which all members of the unit are invited to attend. Funding will not to exceed $7.00 per military, U.S. civilian employee and Local National employee (MLC/IHA), which is based on the Unit Manning Document (UMD) for fiscal year 2021. These funds are budgeted at the squadron level, however, group and wing commanders may designate a portion of the annual allowance for a wing or group level event with understanding that this will reduce the amount available for their squadrons.

   a. Authorized expenditures;

      (1) Non-alcoholic beverages

      (2) Food

      (3) Decorations and supplies (paper plates, plastic ware, etc.)

      (4) Transportation fees

      (5) Outdoor rental items

   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. Approval must be obtained before any expenses are incurred. Receipts dated prior to approval date will not be reimbursed.

3. Questions regarding this policy may be directed to Hiroshi Takano at DSN 225-9523.

MICHAEL A. SOLBERG, GS-12, DAFC
Chief, Resource Management
374th Force Support Squadron
MEMORANDUM FOR  374 FSS/FSR

FROM: (Name of Organization)

SUBJECT: Request for Non-appropriated Fund Support for Organizational Function

1. Request FSS funds be approved for an organizational function to be held by the (Requesting organization).
   a. Current military strength as of ____________, # of military personnel/US Civ _______.
      (Date)                                  (Strength)
   b. Description of function (i.e. picnic, party, etc.) ____________________________.
   c. Date and location of function:  _________________________________________.
   d. Estimated cost of food and beverage:  ____________________________________.
   e. Other expenses (specify):  ____________________________________________________.

2. Our project officer for this function is:  ____________________, phone number_________.

3. Name of Commander and First Sergeant:  _________________________, Commander
   _________________________, 1st Sergeant

   (Commander’s Signature & Signature Block)

1st IND 374 FSS/FSR

MEMORANDUM FOR (Name of Organization)

The above organizational function is approved for funding in the amount of  $__________.

The current military/US Civ strength is ____ personnel.

FSR Control Number:

MICHAEL SOLBERG, GS-12, DAF
Chief, Resource Management Flight
374th Force Support Squadron

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