



“FOR OFFICIAL USE ONLY”
DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

19 Oct 20

MEMORANDUM FOR ALL

FROM: 374 FSS/FSR

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

Reference: AFMAN 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 AFMAN. Yokota AB limits for authorized expenditures are listed below:

a. Changes of Command: Light refreshments as defined in para 2 are authorized \$3.00 per person, not to exceed the following amounts (whichever is less).

(1) \$2,000 for Major Command/Nonappropriated Fund/Combatant Cost Center, or equivalent.

(2) \$1,000 for Field Operating Agency/Center/Wing, or equivalent.

(3) \$500 for Group, or equivalent.

(4) \$250 for Squadron, or equivalent

b. Welcoming and Orientation:

(1) Commander’s Call: Light refreshments as defined in para 2 are authorized \$3.00 per person, not to exceed the following amounts (whichever is less).

a. \$200 for Squadron.

b. \$300 for Group.

c. \$500 for Wing.

(2) Welcoming orientations: Light refreshments as defined in para 2 are authorized \$3.00 per person, not to exceed \$200 per event.

c. Individual recognition programs for military and civilian employees:

(1) 374 AW award ceremonies:

- a. Annual/Quarterly Awards: Light refreshments as defined in para 2 are authorized \$3.00 per person, not to exceed \$300.00 (whichever is less)
- b. Meals for award winners and spouses (parent, child, sister, brother in lieu of spouse) are authorized (if not in temporary duty status). Only 1 winner per authorized category AFI 36-2805 for the wing to include tenant units.

(2) Key Spouse Recognition Program: Light refreshment at one annual event. Not to exceed \$3 per person or \$400, whichever is less.

(3) Promotion Ceremonies: Light refreshments as defined in para 2 are authorized \$3.00 per person, Not To Exceed \$50.00 per individual ceremony or \$300.00 for group ceremonies (whichever is less).

(4) Military and civilian retirements: Light refreshments as defined in para 2 are authorized \$3.00 per person, not to exceed \$50.00 per individual ceremony (whichever is less). A maximum of \$20 is authorized for cordage/boutonniere for spouse of retiree.

d. Memorial Observances:

(1) Light refreshments as defined in para 2 are authorized not to exceed \$100 for local observances that uphold traditions of the Service and the United States (such as Veteran's Day, Memorial Day, Deactivation Ceremony)

(2) Death of military or civilian employee, immediate family or distinguished leader of local community is authorized up to \$100 for flowers or wreaths.

2. Light refreshments: only nonalcoholic beverages (i.e. coffee, tea, milk, juice, punch, soft drinks, and water), yogurts, pastries, bagels, fruit/vegetable/cheese and cracker trays, pretzels, cookies, chips, dips, cake, and muffins are authorized. The cost of light refreshments may include the cost of disposable serving ware (e.g., paper napkins, disposable forks, cups, and plates) and any club or other Morale, Welfare, and Recreation activity service charge, delivery fee, or set-up fee. The purchase of china, silverware/flatware, tablecloths, plates, glasses, punch bowls and cups, chafing dishes, serving trays, coffee urns, etc., from Special Morale and Welfare is prohibited.

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 ten days 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.

MICHAEL SOLBERG, GS-12
Chief, Resource Management

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 |
|-----------------------|------------|-------|--------------------|
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| Description | Quantity | Unit Price | Total Price |
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| TOTAL | | | |

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|--------------------------------------|-----------|
| Name and Grade of Requesting Officer | Signature |
|--------------------------------------|-----------|

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 |
|---|-----------|

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 |
|--------------------------------------|-----------|

| | | | |
|-------------------------|--------------------------|--|-------------------------|
| OFFICE USE ONLY: | <input type="checkbox"/> | Transfer (for FSS Club Catered Functions) | |
| | <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 |