

SPECIAL MORALE AND WELFARE (SM&W) FUNDING REQUEST

*Request **must** be submitted via email at least 10 workdays prior to event for consideration.
No waivers will be authorized.*

Date of Request: (generated once signed)

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

Description of Event:		Event Category:
Event Date:	Event Location:	
Event POC: (Name, Rank, Phone Number)	Alternate POC: (Name, Rank, Phone Number)	

For Whom / Guest(s) of Honor			Estimated Number of Attendees	
Name (Last, First)	Grade/Rank	Unit/Office Symbol	Non-DOD	
			DOD Personnel	
			Total	

Rule #	Description	Amount Requested	OFFICE USE ONLY:	Control #
			Itemization	
Total			Total	

Name and Grade of Commanding Officer (or equivalent):	Signature
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SECTION II - COMPTROLLER/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:

Recommend Approval	Recommend Disapproval
Resource Manager or Designee Name & Grade:	Signature

SECTION IV - APPROVAL OF EXPENDITURE (To be completed by Commander or Designee):

APPROVED	DISAPPROVED
Name and Grade of Approving Official:	Signature

12.3. Morale, Welfare, and Recreation Fund Custodian Responsibilities.

12.3.1. The custodian:

12.3.1.1. Briefs incoming commanders who exercise Special Morale and Welfare expenditure authority on the provisions in this chapter and current installation Special Morale and Welfare policy.

12.3.1.2. Prepares quarterly reports and accounts for all Special Morale and Welfare expenditures using guidance provided in this chapter and [Attachment 6](#).

12.3.1.3. Ensures quarterly reports are reconciled to supporting expenditure documents and to quarterly balances in the financial statements. The Major Command or installation financial manager and Judge Advocate, as appropriate, reviews/coordinates on all quarterly reports.

12.3.1.4. Conducts internal control reviews on issued nonappropriated fund petty cash funds and nonappropriated fund purchase cards.

12.4. Permissible Expenditures. Commanders and others delegated approval authority will not expend funds for Special Morale and Welfare purposes if the expenditures are authorized elsewhere in this instruction or authorized from appropriated funds (Air Force Instruction 65-601, Volume 1, or Air Force Instruction 65-603). This paragraph provides definitions of terms and lists examples of permissible Special Morale and Welfare expenditures as authorized in [Table 12.1 \(T-0\)](#)

12.4.1. Definitions for purposes of this chapter.

12.4.1.1. **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.

12.4.1.2. Immediate Family: includes spouse and children, if the member is married. If not married, Special Morale and Welfare authority may be used for the member's mother, father, children, brother(s)/sister(s).

12.4.1.3. Commander's Call: may include a civilian director (commander-equivalent) for a wing, center, group, or squadron. This authorization does not extend to directors within a commander's staff who wish to hold calls for their subsection of the overall command.

12.4.2. Individual recognition programs for military and civilian employees.

12.4.2.1. Meals or light refreshments as authorized in [Table 12.1](#) Meals are not authorized for award winners in per diem status.

12.4.3. Memorial observances (local) that uphold traditions of the Service and the United States are authorized light refreshments as authorized in [Table 12.1](#).

Table 12.1. Special Morale and Welfare and Related Expenditures.

R U L E	A If support is for:	B Nonappropriated Special Morale and Welfare expenditures are:
INDIVIDUAL RECOGNITION PROGRAMS		
Competitive Award Programs:		
1	excellence in a particular function, school incentive program associated with the school's mission, mission accomplishment, special incentive program, or compliance motivation as authorized in a 36-series Air Force Instruction	not authorized
2	competitive base-wide annual and quarterly awards programs (such as airman, noncommissioned officer, officer, and civilian of the quarter/year) officially announced in advance, open to the base at large, and authorized in a 36-series Air Force Instruction	authorized (see below for specific expenditures)
3	trophies, plaques, and other awards (excluding athletic events associated with base Morale, Welfare, and Recreation sports programs)	not authorized
4	gift certificates, gift cards, coupons, savings bonds, and nominal cash awards	authorized (Not To Exceed \$50.00)
5	light refreshments, as defined in para 12.4.1.1. (other than alcoholic beverages) at awards ceremonies	authorized (\$3.00 per person, Not To Exceed \$300.00 (whichever is less))
6	meals for award winners and spouses (parent, child, sister, or brother in lieu of spouse)	authorized (if not in temporary duty status)
7	travel and per diem for attendance at awards ceremonies	not authorized
8	alcoholic beverages or any other expense	not authorized
9	intramural sports and athletic competitions	not authorized
Installation level Key Spouse Program Volunteer Recognition (once per year):		
10	light refreshments, as defined in para 12.4.1.1. (other than alcoholic beverages)	authorized (\$3.00 per person, Not To Exceed \$400.00 (whichever is less))
11	alcoholic beverages or any other expense	not authorized
Promotion Ceremonies:		
12	insignia, stripes, and similar items	not authorized
13	light refreshments, as defined in para 12.4.1.1. (other than alcoholic beverages)	authorized (\$3.00 per person, Not To Exceed \$50.00 per individual ceremony (whichever is less) or \$3.00 per person, Not To Exceed \$300.00 for group ceremonies (whichever is less) (T-3))
14	alcoholic beverages or any other expense	not authorized
Retirement:		
15	light refreshments, as defined in para 12.4.1.1. (other than alcoholic beverages)	authorized (\$3.00 per person, Not To Exceed \$50.00 per individual ceremony (whichever is less))
16	corsage/boutonniere for spouse of retiree	authorized (Not To Exceed \$20.00)
17	mementos	not authorized
18	alcoholic beverages or any other expense	not authorized
MEMORIAL OBSERVANCES		
<i>for local observances that uphold traditions of the Service and the United States (such as Veteran's Day, Memorial Day, Deactivation Ceremony):</i>		
19	light refreshments, as defined in para 12.4.1.1. (other than alcoholic beverages)	authorized, Not To Exceed \$100.00
20	any other expense	not authorized
<i>upon the death of a military member or civilian employee of that organization; member of their immediate family; or distinguished leader of the local community with strong ties to the base:</i>		
21	flowers or wreaths	authorized (Not To Exceed \$100.00)
22	any other expense	not authorized

WELCOMING AND ORIENTING		
<i>for base wide newcomers' welcome/orientation:</i>		
23	light refreshments, as defined in para 12.4.1.1. (other than alcoholic beverages)	authorized (\$3.00 per person, Not To Exceed \$200 per event)
24	alcoholic beverages or any other expense	not authorized
<i>for Commander's Call:</i>		
25	light refreshments, as defined in para 12.4.1.1.	authorized (\$3.00 per person, Not To Exceed \$200.00 for squadron, \$300.00 for group or \$500.00 for wing)
26	alcoholic beverages or any other expense	not authorized
<i>for annual recognition/informational event with members of the Wounded Warrior program (Air ForceW2) their family members, care givers and non-medical attendants:</i>		
27	light refreshments, as defined in para 12.4.1.1.	authorized (\$3.00 per person, Not To Exceed \$400.00 (whichever is less))
28	alcoholic beverages or any other expense	not authorized
CHANGE OR ASSUMPTION OF COMMAND CEREMONIES		
<i>authorized for ceremonies at or above squadron level for change of military commander or civilian equivalent:</i>		
29	for pro rata share of costs for authorized non-Department of Defense attendees, excluding alcoholic beverages	not authorized
30	light refreshments, as defined in para 12.4.1.1. (other than alcoholic beverages)	authorized (\$3.00 per person, Not To Exceed the following amounts (whichever is less): \$2,000 for Major Command/ Nonappropriated Fund/Combatant Cost Center, or equivalent; \$1,000 for Field Operating Agency/Center/Wing, or equivalent; \$500 for Group, or equivalent; \$250 for Squadron, or equivalent)
31	alcoholic beverages or any other expense	not authorized