



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 92D AIR REFUELING WING (AMC)
FAIRCHILD AIR FORCE BASE WASHINGTON**

4 January 2024

MEMORANDUM FOR DISTRIBUTION

FROM: 92 FSS/FSR

SUBJECT: FSS Morale Buck\$ Program Guide FY24

1. In accordance with AFMAN 34-201, *Use of Nonappropriated Funds*, para 4.3, Morale, Welfare and Recreation (MWR) nonappropriated funds can be used for unofficial unit events (e.g. organizational parties and picnics). The function must be open to all members within the unit, and the function must be held during the same fiscal year in which the funding is authorized. Attachment 1 lists budgeted FSS Morale Buck\$ by unit.
2. FSS Buck\$ are authorized for use at the Red Morgan Center, Outdoor Recreation, Clear Lake, the Pool, or Arts and Crafts. To request funds, fill out the FSS Buck\$ Request Form (attachment 2) completely and send to 92 FSS/FSR at 92fss.fsr@us.af.mil. If approved, the form will be returned to the requestor, who in turn forwards the approved request form to the activity where the FSS Buck\$ will be spent **at least two weeks prior to the event**.
3. As of January 2024, availability for limited catering options are available at the Alder House. Contact the 92 FSS / FSW Club Manager for Catering options 509-247-1805. Check the box on the form that Alder House Manager was contacted, and if catering is available or not available at the Alder House.
4. Due to the limited availability of catering on base if Alder House is not available to Cater then units may utilize FSS Buck\$ to purchase food, beverages, disposable serving ware, and disposable utensils from the Commissary until additional catering options are made available through the 92d Force Support Squadron. The FSS Buck\$ Request Form will be used to request funds for Commissary purchases for appropriate unofficial unit functions. The requestor will work with 92 FSS/FSR to request an FSS purchase card holder meet at the Commissary or other locations for checkout. The purchase card holder will keep the original receipt.
5. The following are examples of previous FSS Buck\$ expenditures: equipment rental (games, sports equipment, boats, canopies, tables), catering for parties (holiday parties, burger burns or cookouts, Wingman Days), unit picnics (park and pavilion rental), pool parties, unit breakfasts or luncheons.
6. FSS Buck\$ cannot be used for: gift cards, purchase of alcohol, purchase of resale merchandise (clothing, equipment), official functions (Change of Command, Commander's Call, retirements), individual recognition, payment towards functions in conjunction with Private Organization fundraisers, deposits for any function; taxes unless it is the surcharge from the Commissary.
7. Please direct any questions to 92 FSS/FSR at 247-2548, 247-4641, or 247-2577.

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Chief, Resource Management Flight