

4.2.27. Unauthorized activities and those that benefit only select minorities, grades or levels of personnel on an installation.

4.2.28. Nonappropriated funds cannot be used to subsidize recycling programs. Morale, Welfare, and Recreation programs are authorized to administer and receive revenues in support of a recycling program.

4.2.29. The primary funding source for Morale, Welfare, and Recreation support to military missions in foreign countries is appropriated fund (in accordance with Air Force Instruction 65-106) with the exception of unit funds which are nonappropriated fund.

4.2.30. Appropriated funds (in accordance with Air Force Instruction 65-106) shall be used for all authorized personnel, building, equipment, and supply costs when the Morale, Welfare, and Recreation facility is used to support official mission, protocol, and community support functions to include events that support and foster community relations, basic military gatherings such as commander's calls and pre- and post-deployment briefings, and events that support the development of unit esprit de corps and home station family sustainment.

4.2.31. Do not use Morale, Welfare, and Recreation funds to pay for choir directors, organists, or flowers. Limited Chaplain support for non-denominational events is authorized as indicated in [paragraph 4.3.13](#).

4.2.32. Do not use Morale, Welfare, and Recreation funds for Airman and Family Readiness Centers' except as indicated in [paragraph 4.3.14](#).

**4.3. What Morale, Welfare, and Recreation Nonappropriated Funds Cover.** Use Morale, Welfare, and Recreation funds for:

4.3.1. Organizational Parties and Picnics: The installation commander establishes guidelines on expenditure levels at your installation for Wing, Group, Squadron or organizational parties and picnics. Exercise care to assure all eligible personnel, to the extent possible, are able to attend and the basic needs of the Morale, Welfare, and Recreation program are being met.

4.3.1.1. Pay particular attention to fiscal responsibility of having both an installation-wide event and individual unit events and that there is adequate cash flow to fund necessary capital improvements, operational expenses, etc.. Unit fund distribution must be consistent with a documented methodology. Whenever possible utilize the Force Support Squadron Gift Card for distributing unit funds. As gift cards are only redeemed in Force Support Squadron activities expenditure reports are not required.

4.3.2. Team Building Events and Activities: Where appropriated funds are not authorized, and central nonappropriated funds are available; Team Building events and activities which directly support Air Force squadrons, units and staffs to enhance unit cohesion.

4.3.2.1. These funds may not be used for anything outside team building events and activities or for events combined with other squadrons, units or staffs. For example, a group staff may use the money allocated for the group staff population only. A group commander may not use the money allocated to the squadrons for a group event.

4.3.2.2. Funds will not be used where the primary focus is entertainment or a meal that is not related to a team building event.

4.3.2.3. Air Force Services Activity will centrally fund, manage and provide guidance for unit cohesion activities and events.

4.3.2.4. Annual funding will be determined by unit populations as of 30 Sep of the previous fiscal year and funding will be allocated to installation Morale, Welfare, and Recreation Funds by Air Force Services Activity guidance. Specific funding allocations will be made by the Air Force Services Activity and will be dependent on central funds availability

4.3.3. Ideally for [paragraphs 4.3.1.](#) and [4.3.2.](#), commanders would keep funding for the parties and picnics category and funding for the Team Building events and activities category separate. This approach is to ensure each category receives adequate funding in support of unit functions.

4.3.4. Defraying cost of refreshments at nonappropriated fund employee recognition ceremonies, by Nonappropriated Fund Instrumentality, where expenses have been properly budgeted.

4.3.5. Organizational memberships or user fees to civilian recreation facilities for units where Air Force or other military facilities are not reasonably accessible when appropriated funds are not authorized. Use nonappropriated funds on a conservative basis for organizational memberships; use neither appropriated funds nor nonappropriated funds for individual memberships. (Air Force Instruction 65-106 governs the use of appropriated funds for organizational memberships in fitness facilities.)

4.3.5.1. Before authorizing nonappropriated funds for this purpose, ensure that:

4.3.5.1.1. Personnel are members of a unit that receives Morale, Welfare, and Recreation fund support.

4.3.5.1.2. Personnel are active duty military and civilian personnel assigned or attached to that location, including personnel of Air Force Reserve tenant units on active duty and family members of active duty personnel at locations that lack adequate family recreation activities.

4.3.5.1.3. The purpose is recreational.

4.3.5.1.4. Memberships or user fees are available equally to all assigned or attached military and civilian personnel.

4.3.5.1.5. The approving commander informs Air Force Services Activity Commander, of the memberships purchased and user fees paid to include type, number, cost, eligibility of participation, and other relevant information.

4.3.6. Awards for nonappropriated fund employees; trophies, medals, and local gift certificates or other items stocked in an Morale, Welfare, and Recreation resale activity ([paragraph 9.1](#)); use proper accounting treatment for both the employee and activity. The Force Support Squadron Gift Card may not be used as a nonappropriated fund employee award.