

## SPECIAL MORALE AND WELFARE FUNDS REQUEST

**\*\*NOTE: AFMAN 34-201 Ch.12.4.1.1 defines Light Refreshments and the items listed are the ONLY items authorized for reimbursement\*\***

### SECTION I. (To be completed by Requester)

1. To: 628 <sup>th</sup> Force Support Sq 102 N. Davis Drive, Suite 201 Charleston AFB, SC 29404	2. From: (Organization)	3. Project Officer:	4. Ext:
5. Date:		6. Amount Requested:	

### 7. Information to Support Request

A. Function/Event	B. Date/Place			
C. Guest(s) of Honor - Incoming Commander (change of command), Retiree, Listing of Awardees/Promotes, etc.				
D. Participants: Please provide numbers of attendees per group	Officers	Enlisted	DOD Civilians	Non-DOD Civilians
E. Total Costs		F. Average Cost per Person		
(1) Food/Drink	(3) Memento	(5) Other (Please Describe)		
(2) Paper Products	(4) Flowers	(6) Other (Please Describe)		

G. Remarks (Please describe blocks 1,5,6)

**REQUESTS MUST BE APPROVED IN ADVANCE BEFORE ANY PURCHASES CAN BE MADE.**  
**Actual signatures are required at each level.**  
**Request should be submitted at least two weeks prior to your event. INITIALS**

8. I certify that this request represents the minimum amount required to achieve the desired outcome. I understand that I cannot obligate the Air Force for any costs exceeding the amount approved.

9. Name and Title of Requester	10. Signature	11. Date
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### SECTION II (To be completed by FSS RM) 628 FSS, Bldg 322, 102 N. Davis Drive, 2<sup>nd</sup> Floor, Suite 207

<b>FSS Control No.</b>		
1. Expenditure <input type="checkbox"/> is <input type="checkbox"/> is not authorized SM&W support IAW AFMAN 34-201, Table 12.1, rule:  Recommend <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		
2. Name, Title of Reviewer 628 FSR	3. Signature	4. Date

### SECTION III (To be completed by 628 CPTS) 628 Comptroller, Bldg 322, 102 N. Davis Drive, 3<sup>rd</sup> floor

1. Expenditure <input type="checkbox"/> is <input type="checkbox"/> is not authorized APF (ORF) support IAW AFI 65-603. (If so, SM&W is NOT authorized) Expenditure <input type="checkbox"/> is <input type="checkbox"/> is not authorized APF support IAW AFI 65-601. APFs are <input type="checkbox"/> available <input type="checkbox"/> are not available Expenditure <input type="checkbox"/> is Rule Verified <input type="checkbox"/> is not authorized SM&W support		
2. Name, Title of Reviewer	3. Signature	4. Date

### SECTION IV. (To be Completed by Approving Authority) 628 ABW/ Protocol Office, Bldg 16000, 2<sup>nd</sup> floor

1. To:	2. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	3. Amount
4. Name, Title of Approving Authority	5. Signature	6. Date



## “Short List” SM&W Permissible Expenditures (All Mission Partners)

Updated Sept 2023

<u>Event</u>	<u>Item Description</u>	<u>Dollar Limit</u>
Change of Commands:		\$3.00/person NTE:
*Wing – Service Branch Equivalent	Light Refreshments	\$600.00
*Group – Service Branch Equivalent	Light Refreshments	\$400.00
*Squadron – Service Branch Equivalent	Light Refreshments	\$200.00
Newcomers Orientation/Right Start- Wing level	Light Refreshments	\$3.00/person NTE \$200.00
Death of JBC mil/civ mbr/spouse/child	Flowers or Wreath	NTE \$100.00
Commander’s Call (Quarterly)	Light Refreshments	\$3.00/person NTE \$200.00
Retirements (Military only)	Light Refreshments	\$3.00/person NTE \$50.00
**Monthly Promotion Ceremony (Group/Squadron)		
-One promote	Light Refreshments	\$3.00/person NTE \$50.00
-Two or more promotes	Light Refreshments	\$3.00/person NTE \$150.00
**Annual Wing Awards	Light Refreshments	\$3.00/person NTE \$300.00
- Meals for Annual Award Winners and Spouses		
**Annual Key Spouses Volunteer Recognition	Light Refreshments	\$3.00/person NTE \$400.00
**Annual Welcome/Informational Event for new Key Spouses	Light Refreshments	\$3.00/person NTE \$400.00
Memorial Observances	Light Refreshments	NTE \$100.00
- For local observances that uphold traditions of the Services and the United States (such as Veteran's Day, Memorial Day, Deactivation Ceremony)		

\* **Wing** – NNPTC, NPTU, NIWC, **Group** – NSA, NHCC, BRIG, **Squadron** – 841<sup>st</sup>, NOSC, ASLAC, NMC, Marine Reserve Center

\*\*A listing of promotes/awardees **must** be submitted at the time of reimbursement

### AFMAN 34-201 Chapter 12.4.1.1 (Light Refreshments)

**\*\*\*These are the ONLY Authorized items to purchase \*\*\***

Cake	Chips/Crackers/Pretzels
Beverages (non-alcoholic)	Cookies
Veggie/Cheese/Fruit Trays & Dips	Muffins/Pastries/Bagels
Disposable	Yogurts
Paper Products - (forks, knives, cups, plates, napkins)	Service Charges – If at AB/WS Club
Cake Set Up Fees – If at AB/WS Club	Rooms Fees – If at AB/WS Club

### Unauthorized items for purchase of light refreshments include:

Heavy Hor d’oeuvres	Potato Salad/Pasta Salad
Meat: Hamburgers, Hot Dogs, Beef, Chicken, BBQ, Deli Meat, etc	Tablecloths, Linen Fees
Bread/Rolls to include Buns: Hamburger/Hot Dog	Condiments
Pizza/Pizza cut-up into bite size pieces	Pizza Bites/Pizza Bagels
Baked Beans	Coleslaw
Decorations/Cake Accessories/Toppers, etc	Items to make/bake food/sandwiches
Sandwiches/Sandwiches cut-up into bite size pieces	Pinwheels/Crostinis/Spring Rolls
	Packages of cheese/vegetables/rolls/bread/ deli meat

### Additional Unauthorized items:

Mementos	Flowers*	Printing Fees
	(death only)	

**PLEASE REMEMBER:** All SM&W fund requests must be completed with all signatures **in advance** of the event. All **original** receipts MUST be returned to the 628 FSS/RMFC office within 3 business days after the event for reimbursement. If you use the AB/WS Club then please provide them with a copy of the approved SMW request form as payment will occur via an in-house transfer of funds.

If you have questions regarding the items you plan to purchase, please feel free to contact us for guidance. We have provided the above information as general guidance; this is **NOT** an inclusive listing, for the program. We can be reached at 963-8743 or 963-4329 or [628FSS.SMW@us.af.mil](mailto:628FSS.SMW@us.af.mil)

\*Each SMW request requires its own receipt(s) for reimbursement – reimbursement will not include sales tax paid\*

**\*\*ITEMS AND DOLLAR VALUES ARE SUBJECT TO CHANGE WITHOUT NOTICE FROM AFSVA\*\***

<http://www.jbcharleston.com/protocol/> > customer requests > SMW Request Form