PARTY AND PICNIC FUNDS TALKING PAPER

* Party and picnic funds are basic Morale, Welfare and Recreation Fund (MWRF) non-appropriated

funds (NAF) and are authorized and governed under AFI 34-201, *Use of Nonappropriated Funds (NAF),*

Chapter 4, Paragraph 4 .3.4, which states that non-appropriated funds (NAF) may be used for "Base or

organizational parties and picnics that the installation commander authorizes. MAJCOMs establish

guidelines on expenditure levels. Exercise care to assure all eligible personnel, to the extent possible,

are able to attend and the basic needs of the MWR program are being met."

- A limit of $3.00 per military and civilian member annually based on unit strength as of 1Oct

 for Kunsan AB for the purpose of organizational parties and picnics has been established.

-- Partner units are not authorized use of 8 FW MWRF party and picnic funds if they receive

 party and picnic funds from other sources (i.e., their parent organizations, installations,

 MAJCOMs, branches of the service, etc.)

-- Utilization of party and picnic funds is fiscal year based on unit strength as of 1 October.

-- Party and picnic funds are government funds, and require advance written authorization before any

 expenditure is made.

 -- The written authorization is a memorandum signed by the 8th Force Support Squadron

 Commander or his/her designated representative. This memorandum is prepared for8FSS

 Resource Management Financial Operations Section (8 FSS/FSRF) who staffs request for approval and

 signature.

- Units request authorization to utilize organizational party & picnic funds by submitting requests in

 writing to 8 FSS/FSRF at least 15 working days prior to the planned party and picnic event date.

 Request must be signed by the unit CC/CV or First Sargent and appoint a Point of Contact (POC) to

 receive and administer the funds.

-- Upon receiving written and signed approval to utilize party and picnic funds for a requested

 event, units proceed with making authorized purchases, or coordinate for catering of their event

 with food establishments.

-- Units must submit their receipts or party sheets for their party and picnic fund events to

 8 FSS/FSRF within 5 working days of the event having been conducted in order to receive

 reimbursement for their authorized expenditures.

-- Funds will only be reimbursed for the actual amount spent, not to exceed the maximum

 amount authorized.



 -- Party and picnic funds may be used to purchase food and beverages (non-alcoholic), and associated consumable supplies for the parties and picnics. Associated consumable supplies are defined as disposable paper and plastic plates, cups, utensils, napkins, charcoal, charcoal light fluid, etc.

 -- Sources for these items can be the commissary, Base Exchange, 8 FSS clubs and food establishments, off-base stores and food establishments, etc.

-- Units may also have their party and picnic events catered by, or conducted at, 8 FSS club and food establishments (i.e., Loring Club, Bowling Center, etc.).

-- Party and picnic funds may not be utilized to purchase non-disposable items (i.e., table ware, plates, glasses, serving trays and bowls, charcoal grills, coolers, etc.) or non-food and beverage related items (i.e., mementos, party favors, toys, games, etc.), or to pay for rentals, service charges, gratuities, etc. If included on reimbursement requests, these items will be excluded from reimbursement.

- Party and picnic funds may not be provided to, or associated with, private organizations (i.e., unit booster clubs), unit advisory councils, etc.

- Party and picnic funds may not be utilized in support of, or to increase participation/compliance

 with, or to educate or increase awareness of installation programs such as safety, fire prevention, etc. For example, a party and picnic event may not be conducted for an installation safety day.

- All personnel assigned to a unit must be afforded the opportunity to attend a scheduled party and picnic event to the greatest extent possible. Events may not be scheduled or conducted in such a manner as to restrict access or drive exclusive access. Nor may events be geared to a particular segment of a unit (enlisted only, officers' only, etc.) or a specific category of a unit's workforce (i.e., maintainers, administrators, technicians, engineers, operators.)

- While party and picnic funds are predicated upon, and are for, a unit's military members and assigned civilian employees, it is not prohibited for the unit's spouses and family members, from being invited to participate at such events.

- Unit First Sergeants are typically the focal points for pursuing unit party and picnic funds, and coordinate with 8 FSS/FSRF in requesting utilization of these funds.

- The 8FW/WG Command Chief is typically the focal point for pursing installation wide party and picnic funds, and coordinates with 8 FSS/FSRF in requesting utilization of these funds.

- 8 FSS/FSRF is located in building 755 room 210. They can be reached at 782-7533. When calling, advise you are calling in regard to party and picnic funds.

- It is highly encouraged that unit POCs makes contact with 8 FSS/FSRF prior to initiating planning for your event so that they may advise your POCs of the amount of funds available, and provide templates for requesting party and picnic fund events.