

**6 Mar 24**

**Force Support**

**UNIT FUNDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 51 FSS/FSR

Certified By: 51 FSS/DD

Pages: 5

Distribution: All Squadrons on Osan Air Base

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This instruction establishes uniform system of policies and procedures for the physical protection of nonappropriated funds (NAFs), management and accountability of Unit Funds managed by the Osan AB Morale, Welfare, and Recreation Fund (MWRF). It applies to those involved in using unit funds on Osan Air Force Base (Osan AB). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <http://www.my.af.mil/afirms/afirms/afirms/afirms/rims.cfm>.

**SUMMARY OF CHANGES**

This document has been revised. This change has removed “UNITE Funds must be used/spent before requesting unit funds, with the exception of Holiday Parties.”

**1. POLICY.**

1.1. Party and picnic funds are basic Morale, Welfare and Recreation Fund (MWR Funds) non-appropriated funds (NAF) and are authorized and governed under AFMAN 34-201, *USE OF NONAPPROPRIATED FUNDS (NAFS)*, paragraph 4.3.1 and 4.3.2, which states that Non-appropriated Funds (NAF) may be used for "Base or organizational parties and picnics that the installation commander authorizes. The installation commander establishes guidelines on expenditure levels at your installation for Wing, Group, Squadron or organizational social event restricted to unit level parties and picnics (no alcohol). After allowances for base-wide events, approved budget provides funds for squadron level events. 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. Team Building events and activities which directly support Air Force squadrons, units and staffs to enhance unit cohesion."

1.2. The funds are based upon strength reports including Military, Katusa and US/KN civilian members assigned to the unit every fiscal year, as of September.

1.3. The funds will be available on the first day of the fiscal year, and expire on the last day of the fiscal year. All unit funds must be spent prior to the end of the fiscal year. Unit funds do not carry forward into the next fiscal year.

1.4. The only authorized use of Unit Funds is for squadron parties and picnics.

1.5. All personnel assigned to a unit must be afforded the opportunity to attend a scheduled party and picnic event to the greatest extent possible. Expenditures should directly support the overall morale and welfare of unit personnel. Whole squadron members including all military and civilian employees must be attended the event since these funds are not part of an individual recognition or awards program (not for leadership). Attendance or benefit should not be limited to 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) The function must include civilian members. Maximum participation across the unit is encouraged.

1.6. The funds cannot be used for official functions (i.e., change of command, commander's call, etc.) or individual recognition purpose.

1.7. The funds may not be provided to, or associated with, any squadron booster club or private organization fundraisers. (i.e., unit booster clubs, unit advisory councils, etc.)

1.8. Organization's POC can purchase food, non-alcoholic beverage (i.e. coffee, tea, milk, juice, punch, soft drinks, water), and disposal items such as paper or plastic plates and cups, napkins, utensils, decorations, 51 FSS activity service charge, set-up fee, delivery-fee, outdoor rental equipment such as booth (canopy, table and chairs), reserved pavilions, associated with a party or picnic including catering the function, etc. However, the purchase of china, silverware/flatware, tablecloths, plates, ceramics, glasses, punch bowls and cups, chafing dishes, serving trays, coffee urns, etc. are not authorized.

1.9. Units may also have their party and picnic events catered by, or conducted at, 51 FSS club and food establishments (i.e., Clubs, Bowling Center, NAF activities etc.) Sources for food, beverage, and associated consumable supplies for the parties and picnics can be the commissary, BX, 51 FSS clubs and food establishments.

1.10. Renting off-base building or other facilities or paying for entertainers are not authorized uses of the Unit Funds expenditure authority. Priority spending money on base must be

attempted; however, off-base spending may be authorized for special or unusual expenditures not available on base (if this applies, indicate other purchasing sources and reason).

1.11. Gift/mementos or items authorized under APF funding is prohibited. Furthermore, donations of Unit Funds to other organizations are not authorized. Awards, trophy, gifts, cash prizes, plaques, and alcoholic beverages are also not authorized.

1.12. Record Unit Funds expenditures in activity code 35146 CCC1502, Social Events, on the MWR Fund financial statement.

## **2. SCOPE**

2.1. It applies to all military and civilian personnel assigned/attached to Osan Air Force Base, to which funds are allocated.

## **3. RESPONSIBILITIES.**

3.1. The 51st Force Support Squadron Resource Management

- a) Budgets for Unit Funds expenditures in the rolling four quarters budget using fiscal year end strength for the computation.
- b) In the month of October each year, 51 FSS/FSR Chief or designated representative notifies each organizational commander of the expenditure authority amount available to his organization with “Unit Fund Allocation Memorandum” and “Request Form”.
- c) Monitors Unit Fund spending and provides advice pertaining to units.
- d) Tracks and processes Unit Fund requests, and ratifications.
- e) The Chief of Resource Management will approve all Unit Fund Request.

3.2. Unit Commander

- a) Designate a Unit Fund Custodians to coordinate with the 51 FSS/FSR. The custodian and alternate should be grade E-7 or above. Unit First Sergeants are typically the focal points for pursuing unit party and picnic funds, and coordinate with 51 FSS/FSR in requesting utilization of these funds.
- b) The Unit Commanders are responsible for ensuring their project officers are familiar with the contents of Organizational Parties and Picnics guidance, AFMAN 34-201; 4.3.1. Funds must be utilized for purpose authorized. Ensure proper usage of Unit Fund. Any expenditure(s) expressly prohibited by this guide will be disallowed and reimbursement must be made to the MWR Fund accordingly.
- c) Ensure use of funds are equitably provided to all eligible personnel assigned to the unit, and not for a specific group.

### 3.3. Unit Fund Custodian:

- a) Submit unit fund requests to the Unit Fund Coordinator of 51 FSS/FSR.
- b) Keep the Unit Commander informed on matters pertaining to the unit funds.
- c) Maintain a file to include copies of all receipts for expenditures. The original receipts for expenditures will be submitted to the FSR within 10 working days following the event. If receipts are not turned in, additional funds will not be signed out to the unit until this is accomplished.
- d) Maintain Unit Fund files to include copies of Allocation memorandum, unit fund requests.

## 4. PROCEDURES

4.1. Unit commander appoints a responsible person to be the POC for the unit party or picnic to coordinate with the FSR.

4.2. Unit Funds request is submitted via e-mail for review and approval. Fill out the request form, get unit commander's signature on it and email completed letter to [51fss.fsr@us.af.mil](mailto:51fss.fsr@us.af.mil). You will be notified by email when the funds (only cash) are ready for pick-up. Process time may take between 3-5 days.

4.3. Once you received the email, come to the 51 FSS/FSR office (Bldg 937, Rm 203) and take the approved request letter that needs to be submitted to NAF Central Cashier Cage (Bldg 937, Rm 102)

4.4. Unit Funds must only be used for one-time purchase. Purchasing assets to be used on a repetitive basis is not authorized. (One request per each event)

4.5. No purchases are to be made until the Unit Funds Request is approved. Approved request must be submitted no later than 5 days prior to the function date. Party and picnic funds are government funds, and require advance written authorization before any expenditure is made. It must be signed by the unit commander to receive and administer the funds.

4.6. Proper identification is required for receipt of the funds.

4.7. All receipts to which you used the funds for and remaining funds must be turned into the funds monitor, 51 FSS/FSR no later than 10 working days after the event. All purchases to be funded with Unit Funds should be approved in advance.

4.8. Once you return both receipts and residual funds to the 51 FSS/FSR, the Unit Funds monitor will verify all receipts with the AF Form 2539, Cash disbursement. The residual funds will hold the remaining funds for future your events. For the future your squadron morale events, please keep all requests in a continuity binder as a proof.

4.9. It is highly encouraged that unit POCs makes contact with 51 FSS/FSR 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.

ANNABELLE S. HILL, Lt Col, USAF  
Commander

### **Attachment**

#### ***References***

**AFMAN 34-201**, Use of Nonappropriated Fund (NAF)  
**AF Form 2539**, NAF Disbursement Request (Sample Copy)