

SPECIAL MORALE AND WELFARE (SM&W) FUNDING REQUEST

*Request **must** be submitted via email at least 12 workdays prior to event for consideration. No waivers will be authorized. Approval is determined IAW AFMAN 34-201, Chapter 12.*

Date of Request: (generated once signed)

SECTION I - EVENT INFORMATION (To be completed by requesting organization):

Description of Event:		Event Category:
Event Date:	Event Location:	
Event POC: (Name, Rank, Phone Number)	Alternate POC: (Name, Rank, Phone Number)	

For Whom / Guest(s) of Honor			Estimated Number of Attendees	
Name (Last, First)	Grade/Rank	Unit/Office Symbol	Non-DOD	
			DOD Personnel	
			Total	

Rule #	Description	Amount Requested	OFFICE USE ONLY:	Control #
			Itemization	Amount Reimbursed
Total			Total	

Name and Grade of Commanding Officer (or equivalent):	Signature
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SECTION II - FORCE SUPPORT FINANCIAL OPERATIONS (86 FSS/FSR):

Name, Grade, Title:	Signature
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SECTION III - COMPTROLLER/NAFFA REVIEW:

APF/ORF funding for this function: _____ is authorized _____ is not authorized IAW AFI 65-601, Vol 1 or AFI 65-603.
Signature

SECTION IV - APPROVAL OF EXPENDITURE (To be completed by Commander or Designee):

APPROVED	DISAPPROVED
Name and Grade of Approving Official:	Signature

12.3. Morale, Welfare, and Recreation Fund Custodian Responsibilities.

12.3.1. The custodian:

12.3.1.1. Briefs incoming commanders who exercise Special Morale and Welfare expenditure authority on the provisions in this chapter and current installation Special Morale and Welfare policy.

12.3.1.2. Prepares quarterly reports and accounts for all Special Morale and Welfare expenditures using guidance provided in this chapter and [Attachment 6](#).

12.3.1.3. Ensures quarterly reports are reconciled to supporting expenditure documents and to quarterly balances in the financial statements. The Major Command or installation financial manager and Judge Advocate, as appropriate, reviews/coordinates on all quarterly reports.

12.3.1.4. Conducts internal control reviews on issued nonappropriated fund petty cash funds and nonappropriated fund purchase cards.

12.4. Permissible Expenditures. Commanders and others delegated approval authority will not expend funds for Special Morale and Welfare purposes if the expenditures are authorized elsewhere in this instruction or authorized from appropriated funds (Air Force Instruction 65-601, Volume 1, or Air Force Instruction 65-603). This paragraph provides definitions of terms and lists examples of permissible Special Morale and Welfare expenditures as authorized in [Table 12.1 \(T-0\)](#)

12.4.1. Definitions for purposes of this chapter.

12.4.1.1. **Light refreshments:** only nonalcoholic beverages (i.e. coffee, tea, milk, juice, punch, soft drinks, and water), yogurts, pastries, bagels, fruit/vegetable/cheese and cracker trays, pretzels, cookies, chips, dips, cake, and muffins are authorized. The cost of light refreshments may include the cost of disposable serving ware (e.g., paper napkins, disposable forks, cups, and plates) and any club or other Morale, Welfare, and Recreation activity service charge, delivery fee, or set-up fee. The purchase of china, silverware/flatware, tablecloths, plates, glasses, punch bowls and cups, chafing dishes, serving trays, coffee urns, etc., from Special Morale and Welfare is prohibited.

12.4.1.2. Immediate Family: includes spouse and children, if the member is married. If not married, Special Morale and Welfare authority may be used for the member's mother, father, children, brother(s)/sister(s).

12.4.1.3. Commander's Call: may include a civilian director (commander-equivalent) for a wing, center, group, or squadron. This authorization does not extend to directors within a commander's staff who wish to hold calls for their subsection of the overall command.

12.4.2. Individual recognition programs for military and civilian employees.

12.4.2.1. Meals or light refreshments as authorized in [Table 12.1](#) Meals are not authorized for award winners in per diem status.

12.4.3. Memorial observances (local) that uphold traditions of the Service and the United States are authorized light refreshments as authorized in [Table 12.1](#).