Nonappropriated Funds

UNIT MORALE AND MOTIVATION PROGRAM

1. PURPOSE: This operating instruction establishes a Unit Morale and Motivation Program IAW AFI 34-201, USE OF NONAPPROPRIATED FUNDS (NAFS). It describes procedures for budgeting authorized expenditures and obtaining support and procurement. This program is specifically designed to enhance unit esprit de corps by providing Nonappropriated Funds to support base organizational parties, picnics or similar activities.

2. SCOPE: It applies to all military and civilian personnel assigned/attached to Wright Patterson Air Force Base, to which funds are allocated.

3. RESPONSIBILITIES:
   a. Budgeting. Two dollars and zero cents ($2.00) per assigned military and civilian personnel are budgeted annually in the installation MWR Fund (Fund 51) to support this program. Squadron/unit commanders may request one dollar ($1.00) per fiscal year per assigned military and civilian personnel for use towards organizational events. The remainder is retained within the MWR Fund (Fund 51) for other usage, as prescribed in paragraph 3.b. (1).

   b. Authorized Expenditures. The cumulative total of expenditures during a fiscal year cannot exceed $2.00 times the average number of assigned military and civilian personnel for the preceding year, unless a large increase/decrease in military personnel occurs. Under the program, 88 FSS may spend nonappropriated funds to:

      1. Support functions such as base wide picnics, field days, and Armed Forces Day or social events held on Wright Patterson Air Force Base, which will improve the morale and productivity of all personnel.

      2. To purchase trophies, medals, plaques, or other distinctive items for awards for athletic or recreational competition.

   c. Procedures.

      1. Procurement. Force Support Squadron Gift Card purchases are made from only on-base Force Support Squadron activities (i.e., Club, Outdoor Recreation, Equipment Rental, Golf,

Supersedes: FSS OI 34-25, dated 31 May 2013

OPR: FSR
DIST: 1 cy - FSS
      1 cy - All Flights
      1 cy – 88 CPTS/FMN
Bowling, Arts & Crafts, etc). No purchases are to be made until the Unit Funds Request is approved and the FSS Gift Card has been received. *All Purchases made over the approved amount and purchases made from other on- and off-base sources will be the responsibility of the Unit making the purchase.* Purchases may not include alcoholic beverages.

2. FSS Food and Beverage activities will have available a competitive price listing to support Unit Programs. All Food and Beverage orders must be submitted at least 14 calendar days in advance of pick-up date.

3. Exceptions. In the event a Unit requires a cake or other unique requirement, which cannot be accommodated by an 88 FSS activity for their function, the unit must identify this requirement on the Unit Funds Request. The amount identified will be made available in cash and deducted from the total amount approved on the FSS Gift Card. Purchasing and additional assistance is available from 88 FSS/FSR at extension 257-8391.

[Signature]
RENATA K. SPANTON-JONES, GS-14, DAF
Director, 88th Force Support Squadron
MEMORANDUM FOR 88 FSS/FSR

FROM: ____________________________

SUBJECT: Request for Unit Funds for Organizational Parties and Picnics

Date of Function: ____________________________

Organization: ________________________________________________

Project Officer: ______________________________________________

Contact Phone Number: _________________________________________

Purpose: _____________________________________________________

Unit Personnel Assigned/Attached: ________________________________

Total Amount Requested: $_______________________________________

Amount requested for any unique items: $___________________________

(Describe Item(s) ______________________________________________)

I certify that the proposed expenditures are in compliance with those permissible outlined in AFI 34-201, Chapter 4.

__________________________________________
(Commander’s Signature)

(88 FSS/FSR Official use only)
Total Unit Funds Authorized: $________________________
Unit Funds Used to date: $________________________
Unit Funds Request Amount Approved: $________________________
Unit Funds Amount Added to FSS Gift Card: $________________________
Unit Funds Amount Authorized in Cash: $________________________

Approved/Disapproved ________________________________________

Chief, Resource Management
INSTRUCTIONS FOR REQUESTING UNIT FUNDS
FOR ORGANIZATIONAL PARTIES AND PICNICS

1. Commander or two letter agency chief must authorize use of funds.

2. Please provide project officer's full name and telephone number.

3. Funds will be paid, based on current strength report identified by the commander.

3. Allow 88 FSS/FSR at least ten working days prior to function for processing Unit Funds Request.

5. You may pick up your FSS Gift Card in the 88 FSS/FSR Resource Management office, 1940 Allbrook Street (Bldg 1, Area A), telephone number 257-3263/7308, five working days prior to the event.

6. Any questions or additional information may be obtained by contacting Gerald Montgomery, 257-8391, gerald.montgomery@us.af.mil.

7. FSS Food Facilities and Contact Information:
   a. Base Restaurants, Mr. Keith Allen, 257-8195, keith.allen.5@us.af.mil
   b. Bowling Center, Mr. Eric Mrenak, 257-7796, eric.mrenak@us.af.mil
   c. Golf Courses, Mr. Tom Timmons, 257-7961, tom.abrahamson@us.af.mil
   d. Wright-Patterson Club, Mr. Alphonso Urolia, 522-2165, alphonso.urolia@us.af.mil

8. Sample Picnic Menu Items Available: Updated Pricing for 2015 Club and Banquet Center

<table>
<thead>
<tr>
<th>Item</th>
<th>Count/Size</th>
<th>Serves</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hamburger Beef patty –Thk  N Jcy</td>
<td>80/4oz</td>
<td>80 ea</td>
<td>$62.20</td>
</tr>
<tr>
<td>Block &amp; Barrel  Frank all meat</td>
<td>4x1 -10#</td>
<td>40 ea</td>
<td>$35.50</td>
</tr>
<tr>
<td>Block &amp; Barrel  Frank all meat</td>
<td>10x1-10#</td>
<td>100 ea</td>
<td>$25.00</td>
</tr>
<tr>
<td>Bahama Mama-Sausage Link</td>
<td>5x1- 2-5#</td>
<td>50 ea</td>
<td>$36.50</td>
</tr>
<tr>
<td>Potato Salad</td>
<td>8 lb</td>
<td>26 - 5oz</td>
<td>$13.60</td>
</tr>
<tr>
<td>Coleslaw</td>
<td>7 lb</td>
<td>22 - 5oz</td>
<td>$15.00</td>
</tr>
<tr>
<td>Baked Beans</td>
<td>#10 cn</td>
<td>26 - 4oz</td>
<td>$  5.00</td>
</tr>
<tr>
<td>B&amp;B American Cheese</td>
<td>5#</td>
<td>160 sl</td>
<td>$14.00</td>
</tr>
<tr>
<td>Chips SYSCO Frito Lay  variety</td>
<td>60 cs</td>
<td>60 ea</td>
<td>$29.25</td>
</tr>
<tr>
<td>Onion</td>
<td>5 lb</td>
<td></td>
<td>$  3.00</td>
</tr>
<tr>
<td>Tomatoes</td>
<td>5 Lb</td>
<td></td>
<td>$  6.90</td>
</tr>
<tr>
<td>Hamburger Buns - Klosterman</td>
<td>12 pk</td>
<td>12 ea</td>
<td>$  3.45</td>
</tr>
<tr>
<td>Hotdog Buns - Klosterman</td>
<td>12 pk</td>
<td>12 ea</td>
<td>$  3.12</td>
</tr>
<tr>
<td>PC Ketchup</td>
<td>1000 cs</td>
<td>1000 ea</td>
<td>$22.65</td>
</tr>
<tr>
<td>PC Mustard</td>
<td>200 cs</td>
<td>200 ea</td>
<td>$  7.10</td>
</tr>
<tr>
<td>PC Mayo</td>
<td>210 cs</td>
<td>200 ea</td>
<td>$20.84</td>
</tr>
<tr>
<td>PC Pickle Relish</td>
<td>500 cs</td>
<td>500 ea</td>
<td>$15.50</td>
</tr>
<tr>
<td>Napkins</td>
<td>500</td>
<td>500 ea thin</td>
<td>$  1.70</td>
</tr>
<tr>
<td>Plates 9&quot;</td>
<td>125 ct</td>
<td>125 ea</td>
<td>$28.00</td>
</tr>
<tr>
<td>Cutlery Kit</td>
<td>1 cs</td>
<td>250 ea</td>
<td>$50.15</td>
</tr>
<tr>
<td>Coke/Pepsi products</td>
<td>1cs</td>
<td>24 ea</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

NOTE: Prices subject to change without notice due to vendor increases/decreases.