

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.


RENATA K. SPANTON-JONES, GS-14, DAF
Director, 88th Force Support Squadron

Date: _____

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 Mickey Powell, 257-6068 mickey.powell@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. Joey Clendening, 257-7961, joey.clendening@us.af.mil
 - d. Wright-Patterson Club, Mr. Alphonso Uroliia, 522-2165, alphonso.uroliia@us.af.mil

8. Sample Picnic Menu Items Available: Updated Pricing for 2016 Club and Banquet Center

<u>Item</u>	<u>Count/Size</u>	<u>Serves</u>	<u>Cost</u>
Hamburger Beef Smash 80/20	80/4oz	80 ea	\$75.00
Block & Barrel Frank all meat	4x1 -10lb	40 ea	\$30.50
Block & Barrel Frank all meat	10x1-10lb	100 ea	\$29.00
Bahama Mama-Sausage Link	5x1- 2-5lb	50 ea	\$43.00
Potato Salad	10lb	32 - 5oz	\$16.50
Coleslaw	10lb	32 - 5oz	\$19.50
Baked Beans Vegetarian	#10 cn	26 - 4oz	\$ 6.50
B&B American Cheese	5lb	160 sl	\$14.00
Chips SYSCO Frito Lay variety	60 cs	60 ea	\$33.50
Onion Sliced	5 lb		\$ 4.00
Tomatoes Sliced	5 Lb		\$ 9.00
Hamburger Buns	12pk	12 ea	\$ 3.50
Hotdog Buns	12pk	12 ea	\$ 3.50
PC Ketchup	500cs	500 ea	\$22.50
PC Mustard	200cs	200 ea	\$ 9.00
PC Mayo	210cs	200 ea	\$22.00
PC Pickle Relish	500cs	500 ea	\$18.00
Plates 9"	100ct	100 ea	\$30.00
Cutlery Kit	1 cs	250 ea	\$50.00
Coke	1 cs	24 ea	\$16.00
Sterno Can Fuel	1 ea	1 ea	\$ 2.50

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