



Services

**UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM)
SPECIAL MORALE AND WELFARE (SM&W) EXPENDITURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: TCJ8-BH (Jana Ashford)
Supersedes: USTRANSCOM 15 April 2004

Approved By: TCJ8 (ALAN K. BENTLEY, SES)
Pages: 8
Distribution: e-Publishing

This instruction establishes the policy and procedures for United States Transportation Command (USTRANSCOM) staff agencies to request Special Morale and Welfare (SM&W) support from the Commander, USTRANSCOM (TCCC). It outlines SM&W request and processing procedures and disbursement of funds. It implements Air Force Instruction (AFI) 34-201, Chapter 12. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF IMT 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with CJCSM 5760.01 Vol 1, *Joint Staff Records Management Program*, USTRANSCOM Instruction 33-32, *USTRANSCOM Records Management Program*, and disposed of in accordance with, CJCSM 5750.01 Vol 2, *Joint Staff and Combatant Command Records Disposition Schedule*.

SUMMARY OF REVISIONS

This instruction has been revised in its entirety; therefore, asterisks (*) will not be used to identify revised data.

1. References and Supporting Information. References, related publications, abbreviations, acronyms, and terms used in this publication are listed in Attachment 1.

2. General. Commander, Air Mobility Command (AMC), provides SM&W support to USTRANSCOM in accordance with (IAW) AFI 34-201, Use of Nonappropriated Funds (NAFs), and AMC Supplement 1 to AFI 34-201. The USTRANSCOM SM&W program derives funds from the AMC Morale, Welfare, and Recreation Command Fund (AMWRF), subject to the limitations in AFI 34-201 and the Headquarters (HQ) AMC Services Guide to Special Morale and Welfare and Related Expenditures.

3. Responsibilities:

3.1. USTRANSCOM Commander's review of quarterly expenditures and SM&W budget prepared by USTRANSCOM/TCJ8-BH satisfies the "commander's involvement" requirement specified in this instruction.

3.2. Commander, USTRANSCOM delegated approval authority for all USTRANSCOM SM&W expenditures as follows:

3.2.1. Less than \$1,000: Chief and Deputy Chief of Protocol (TCCS-P) and Deputy Chief of Staff (TCCS).

3.2.2. \$1,000 and more: Deputy Commander, USTRANSCOM (TCDC), Chief of Staff, USTRANSCOM (TCCS), and Commander and Deputy Commander Executive Officers, USTRANSCOM (TCCC-E & TCDC-E).

3.3. USTRANSCOM /TCJ8-BH (Budget):

3.3.1. Prepares the SM&W budget for Commander, USTRANSCOM approval and obtains final approval from HQ AMC/A1S based on funding availability.

3.3.2. Administers the SM&W program for the Commander, USTRANSCOM ensuring all written SM&W requests and funds allocation comply with applicable directives. In such instances where stock supplies or mementos are used, USTRANSCOM Protocol (TCCS-P) will ensure compliance with all applicable directives.

3.3.3. Reviews all formal written requests for expenditures of SM&W funds from USTRANSCOM staff agencies and advises on propriety of expenditures. *Note: This authority is restricted by dollar limitation.*

3.3.4. Ensures all approved requests are properly expensed.

3.4. USTRANSCOM Protocol (TCCS-P):

3.4.1. Inventories and controls refreshments, mementos, and other stock items, and ensures that mementos are not purchased for resale.

3.4.2. Ensures the inventory system provides a clear audit trail for items purchased, and records the specific purposes and events for which each item is issued.

3.4.3. Ensures appointed disinterested persons conduct an annual inventory, and forwards inventory certifications to TCJ8-BH and HQ AMC/A1S per AFI 34-201.

3.5. Collateral Support. HQ AMC/A1S:

3.5.1. Performs final review of SM&W expenditures for propriety.

3.5.2. Maintains a record of all USTRANSCOM SM&W expenditures.

3.5.3. Prepares procurement and disbursement documents and forwards to TCJ8-BH.

3.5.4. Incorporates USTRANSCOM's annual SM&W requirements for AMC Nonappropriated Fund Council review for AMC Commander approval.

3.6. All USTRANSCOM staff agencies requesting SM&W support must follow the procedures outlined in paragraph 4.

4. Operational Procedures:

4.1. All requests for SM&W support must be submitted to TCJ8-BH at least 2 weeks in advance of event date *via e-mail to USTC-SMW-Requests* using AMC IMT 37, Request for Special Morale and Welfare Funds (see Sample at Attachment 2). SM&W support requests must be approved prior to obligating funds. Specific SM&W guidelines are provided at Attachment 3.

4.2. TCJ8-BH will review requests for propriety and forward to appropriate approval authority.

4.3. Approved/disapproved requests will be returned to TCJ8-BH who will notify project officer of final status.

4.4. TCCS-P maintains a limit supply of common-use items (i.e., coffee, cream, sugar, etc.) for use at approved functions hosted by USTRANSCOM senior leaders (TCCC, TCDC, TCCS, TCCC-SEL). Requests for refreshments at other authorized events should be forwarded to TCJ8-BH for approval (see Attachment 3 of this instruction).

4.5. Obligation of funds must not exceed the amount of the procurement document or approved request.

4.6. When approved events are held at The Scott Club, the project officer must present the Club with a copy of approved AMC HQ Form 37 and a letter with instructions to charge the USTRANSCOM SM&W account. The project officer will get the account number from TCJ8-BH.

Alan K. Bentley, SES
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Attachments:

1. Glossary of References, Abbreviations, Acronyms, and Terms
2. Sample AMC IMT 37, Request for Special Morale and Welfare Funds
3. Specific SM&W Guidelines

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

Section A - References

Department of Defense (DOD) Directive (DODD) 5500.7, Standards of Conduct
DOD 5500.7-R, Joint Ethics Regulation (JER)
Air Force Instruction (AFI) 34-201, Use of Nonappropriated Funds (NAFs)
AFI 34-201, Air Mobility Command (AMC) Supplement 1, Use of Nonappropriated Funds (NAFs)
AFI 34-209, Nonappropriated Fund Financial Management and Accounting
AFI 64-301, Nonappropriated Fund Contracting Policy
AFI 65-107, Nonappropriated Funds Financial Management Oversight Responsibilities
AFI 65-601V1, Budget Guidance and Procedures
AFI 65-603, Official Representation Funds Guidance and Procedures
AMC Headquarters Operating Instruction (HOI) 34-201, AMC Headquarters Special Morale and Welfare (SM&W) Expenditures
Headquarters AMC/A1S Guide to Special Morale and Welfare and Related Expenditures, Mar 97

Section B - Abbreviations and Acronyms

AF - Air Force
AMC - Air Mobility Command
AMC/A1S - Air Mobility Command, Director of Services
APFs - Appropriated Funds
CSG - Command Support Group
DOD - Department of Defense
MWRFCF - Morale, Welfare and Recreation Command Fund
NAFs - Nonappropriated Funds
NCO - Noncommissioned Officer
SM&W - Special Morale and Welfare
TCCC- Commander, USTRANSCOM
TCCS – Deputy Chief of Staff, USTRANSCOM
TCCS-IM - USTRANSCOM Information Management
TCCS-JS - USTRANSCOM Joint Secretariat
TCCS-P - USTRANSCOM Protocol
TCDC - Deputy Commander, USTRANSCOM
TCDC-E - Executive Officer to the Deputy Commander, USTRANSCOM
TCJ8-BH - Directorate of Program Analysis and Financial Management (TCJ8), Command and IT Budget Branch
USTRANSCOM - United States Transportation Command

Attachment 2

SAMPLE AMC IMT 37, REQUEST FOR SPECIAL MORALE AND WELFARE FUNDS

REQUEST FOR SPECIAL MORALE AND WELFARE FUNDS									
SECTION I. (To be completed by requester)									
1. TO TCJ8-BH		2. FROM TCJ7		3. PROJECT OFFICER AND EXTENSION SRA John Doe/229-5555					
4. DATE 20040401			5. AMOUNT REQUESTED \$55.00						
6. INFORMATION TO SUPPORT REQUEST									
A. FUNCTION/EVENT Promotion			B. DATE AND PLACE 15 April 2004/Seay Auditorium						
C. GUEST(S) OF HONOR MSGt Jane Smith									
D. ATTENDANCE:		OFFICERS	10	ENLISTED	20	CIVILIAN	5	DV	1
E. TOTAL COSTS \$55.00				F. AVERAGE COST PER PERSON \$1.53					
(1) FOOD		\$25.00		(3) MEMENTO		(5) OTHER (DESCRIBE)			
(2) BEVERAGE		\$10.00		(4) OTHER (DESCRIBE)		\$20.00		(6) OTHER (DESCRIBE)	
G. REMARKS (Describe type of food/beverage and cost per item) Cake and Cookies: \$25.00 Punch Supplies: \$10.00 Corsage for Spouse: \$20.00 ----- SAMPLE -----									
7. I certify that this request represents the minimum amount required to achieve the desired outcome. I understand that I cannot obligate the Air Force for any costs exceeding the amount approved. I FURTHER UNDERSTAND THAT RECEIPTS ARE REQUIRED FOR REIMBURSEMENT OF EXPENDITURES AND MUST BE TURNED IN WITHIN 2 WORKDAYS OF THE EVENT. REIMBURSEMENT CAN BE OBTAINED ON MONDAY THROUGH FRIDAY FROM 0800 - 1100.									
8. NAME, GRADE, TITLE OF REQUESTER JAMES E. JONES, Lt Col, USAF Executive Officer, TCJ7				9. SIGNATURE		10. DATE 20040401			
SECTION II. (To be completed by individual reviewing propriety of expenditure)									
1. TO		2. FROM			3. DATE				
4. Expenditure is <input type="checkbox"/> is not <input type="checkbox"/> authorized SM&W support IAW AFI 34-201, Table 12.1, Rule No. _____ Control Number _____ (Optional) Recommend APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/>									
5. NAME, GRADE, TITLE OF REVIEWING OFFICIAL				6. SIGNATURE		7. DATE			
SECTION III. (To be completed by approving authority)									
1. TO		2. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			3. AMOUNT				
4. NAME, GRADE, TITLE OF APPROVING AUTHORITY				5. SIGNATURE		6. DATE			

AMC HQ FORM 37, MAY 98 (EF) (FormFlow Ver 2.15)

PREVIOUS EDITION IS OBSOLETE

Attachment 2

Attachment 3

SPECIFIC SM&W GUIDELINES

1. General Guidelines:

- 1.1. All expenditures must be approved in advance. Request (AMC HQ Form 37) must arrive at TCJ8-BH no later than 2 weeks prior to function.
- 1.2. Expenditures must be conservative.
- 1.3. Expenditures must be in the best interest of the Command and benefit the military and civilian community.
- 1.4. Expenditures must not be limited to specific grades and/or groups of personnel.
- 1.5. Requester must use good judgment in evaluating each requirement.
- 1.6. Requester must give personal and close scrutiny to each expenditure.
- 1.7. Requester must not assume that funds are automatically available--must wait for notification of approval from TCJ8-BH.
- 1.8. Requester must document each expenditure.
- 1.9. TCCS-P must inventory mementos, coffee, creamer, etc., purchased for stock. SM&W Fund and Official Representation Fund inventory items may not be co-mingled.
- 1.10. Refreshments, when authorized, are defined as nonalcoholic beverages, desserts, or snacks and limited to one serving per attendee.
- 1.11. Heavy hors d'oeuvres, including meat, fish or fowl products, are specifically prohibited. Small appetizers (such as mints or peanuts) are permitted.

2. Permissible Expenditures. Those delegated approval authority will not approve funds for SM&W purposes if funds are authorized elsewhere in AFI 34-201, or if funds are authorized from appropriated funds (APFs) (AFI 65-603, Official Representation Funds Guidance), or under AFI 65-601 V1, Budget Guidance and Procedures. SM&W support may be requested for the following permissible events:

- 2.1. Retirement (light refreshments or a corsage/boutonniere for the spouse of a retiree--\$50 limit).
- 2.2. Quarterly Commander's Call (light refreshments only--\$100 limit).
- 2.3. Flowers or wreaths upon death of a military member or civilian employee of USTRANSCOM, or a member of the immediate family (spouse or children only--\$50 limit). Donations to charitable organizations in the member's name are also acceptable when requested by the bereaved.
- 2.4. Light refreshments at change of command ceremonies when the commander determines that the presence of refreshments will contribute to the success of the ceremony (\$1,200 limit).

NOTE: Commissary surcharges will be reimbursed; however, retail sales tax will not be paid. To obtain a tax exemption from vendors charging sales tax, a sales tax exemption letter must be presented. A copy of this letter may be obtained from TCJ8-BH.

3. Prohibited Expenditures. Those delegated approval authority will not expend SM&W funds for:

- 3.1. Expenditures for conferences, workshops, seminars, award ceremonies, promotions, recognition programs, memorial observances (patriotic, national, local), and civic affairs or events for furthering the Command's morale between the Command and civilian communities.
 - 3.2. Purposes that do not have a direct relationship to the overall morale and welfare of the Command and the interests of the DOD.
 - 3.3. Any purpose for which the use of MWR nonappropriated funds (NAF) is expressly prohibited in AFI 34-201, Chapter 12.
 - 3.4. Any use that would conflict with DOD Directive 5500.7, Standards of Conduct.
 - 3.5. Any use that could circumvent administrative or legal restrictions on the use of NAFs.
 - 3.6. Contributions or support for private individuals or organizations, other NAF instrumentalities, or nongovernment organizations.
 - 3.7. Contributions to national or local charities, foundations, or similar organizations. An exception is allowed in the case of a death, where donations may be made to charitable organizations instead of flowers if requested by the bereaved (see paragraph 2.3).
 - 3.8. Financing DOD or Service-directed programs, operations, or services having no connection with MWR.
 - 3.9. Gifts or amenities except as outlined in paragraph 2.
 - 3.10. Free alcoholic beverages or open bars for any function.
 - 3.11. Heavy hors d'oeuvres at all functions.
 - 3.12. Individual membership fees in professional, scientific, or technical societies and associations.
 - 3.13. Meals, hors d'oeuvres, entertainment, and protocol-type functions for Government personnel.
 - 3.14. Restricted access activities to which only specific grades or groups are invited.
 - 3.15. TDY expenses or expenses for any purpose for which appropriated funds are authorized.
 - 3.16. Ceremonies for re-enlistments, permanent change of station (PCS), and permanent change of assignment (PCA).
 - 3.17. Meals of USTRANSCOM Quarterly/Annual award nominees or winners.
 - 3.18. Commander, USTRANSCOM's hosting of visiting government and nongovernment personnel.
- 4. Inventories.** TCCS-P must ensure that refreshments, mementos, and the like purchased for stock are inventoried and controlled. These actions are necessary because of the sensitivity of SM&W expenditures and the potential for loss and unauthorized use. Procedures for inventories and control of stock are published in AFI 34-209, Nonappropriated Fund Financial Management and Accounting, and AFI 65-107, Nonappropriated Funds Financial Management Oversight Responsibilities. As a minimum:
- 4.1. TCCS-P must maintain an inventory, which provides a clear audit trail of the items purchased and the specific purposes and events for which items were issued.
 - 4.2. Disinterested individuals appointed by the Chief, Joint Secretariat (TCCS-CJS) will perform an annual inventory. TCCS-P will retain inventory certifications for audit purposes and provide copies to HQ AMC/AIS and TCJ8-BH.

4.3. Inventory items purchased with NAF will not be co-mingled with items purchased with appropriated official representation funds.