

Hanscom AFB-Special Morale and Welfare (SM&W)

SM&W are Non-appropriated fund (NAF) expenditures necessary to contribute to the overall morale of the military community. They must be conservative, be in the best interest of the Air Force, benefit the military community and be available regardless of rank and/or level of personnel.

1. Per AFMAN 34-201, 12.2.1.1, SM&W expenditures must be approved in advance. SM&W request(s) must be submitted by email **at least 10 workdays PRIOR to the event** to 66.FSS.FSR.CMB@us.af.mil
2. Request(s) are reviewed and approved by NAFFA, RMFC, and FSS/CL
3. After the request, reimbursement is provided with presentation of original receipt(s), NTE amount on Table 12.1
4. NAF Accounting Office is located at Building 1305, Second Floor POC is Janet Lo 781-225-1420 or Thomas St George 781-225-1475

Definitions of “Light Refreshments” and “Commander’s Call”

Light refreshments: only non-alcoholic beverages (ie, 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 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 cup, chafing dishes, serving trays, coffee urns, etc from Special Morale & Welfare is prohibited.**

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.

Table 12.1. Special Morale and Welfare and Related Expenditures

R U L E	A If support is for:	B Nonappropriated Special Morale and Welfare expenditures are:
INDIVIDUAL RECOGNITION PROGRAMS		
Competitive Award Programs:		
1	excellence in a particular function, school incentive program associated with the school's mission, mission accomplishment, special incentive program, or compliance motivation as authorized in a 36-series Air Force Instruction	not authorized
2	competitive base-wide annual and quarterly awards programs (such as airman, noncommissioned officer, officer, and civilian of the quarter/year) officially announced in advance, open to the base at large, and authorized in a 36-series Air Force Instruction	authorized (see below for specific expenditures)
3	trophies, plaques, and other awards (excluding athletic events associated with base Morale, Welfare, and Recreation sports programs)	not authorized
4	gift certificates, gift cards, coupons, savings bonds, and nominal cash awards	authorized (Not To Exceed \$50.00)
5	light refreshments, as defined in para 12.4.1.1. (other than alcoholic beverages) at awards ceremonies	authorized (\$3.00 per person, Not To Exceed \$300.00 (whichever is less))
6	meals for award winners and spouses (parent, child, sister, or brother in lieu of spouse)	authorized (if not in temporary duty status)
7	travel and per diem for attendance at awards ceremonies	not authorized
8	alcoholic beverages or any other expense	not authorized
9	intramural sports and athletic competitions	not authorized
<i>Installation level Key Spouse Program Volunteer Recognition (once per year):</i>		
10	light refreshments, as defined in para 12.4.1.1. (other than alcoholic beverages)	authorized (\$3.00 per person, Not To Exceed \$400.00 (whichever is less))
11	alcoholic beverages or any other expense	not authorized
Promotion Ceremonies:		
12	insignia, sashes, and similar items	not authorized
13	light refreshments, as defined in para 12.4.1.1. (other than alcoholic beverages)	authorized (\$3.00 per person, Not To Exceed \$50.00 per individual ceremony (whichever is less) or \$3.00 per person, Not To Exceed \$300.00 for group ceremonies (whichever is less) (T-3)
14	alcoholic beverages or any other expense	not authorized
Retirement:		
15	light refreshments, as defined in para 12.4.1.1. (other than alcoholic beverages)	authorized (\$3.00 per person, Not To Exceed \$50.00 per individual ceremony (whichever is less))
16	corsage/boutonnieres for spouse of retiree	authorized (Not To Exceed \$20.00)
17	mementos	not authorized
18	alcoholic beverages or any other expense	not authorized
MEMORIAL OBSERVANCES		
<i>for local observances that uphold traditions of the Service and the United States (such as Veteran's Day, Memorial Day, Deactivation Ceremony):</i>		
19	light refreshments, as defined in para 12.4.1.1. (other than alcoholic beverages)	authorized, Not To Exceed \$100.00
20	any other expense	not authorized
<i>upon the death of a military member or civilian employee of that organization; member of their immediate family; or distinguished leader of the local community with strong ties to the base:</i>		
21	flowers or wreaths	authorized (Not To Exceed \$100.00)
22	any other expense	not authorized

WELCOMING AND ORIENTING		
<i>for base wide newcomers' welcome/orientation:</i>		
23	light refreshments, as defined in para 12.4.1.1. (other than alcoholic beverages)	authorized (\$3.00 per person, Not To Exceed \$200 per event)
24	alcoholic beverages or any other expense	not authorized
<i>for Commander's Call:</i>		
25	light refreshments, as defined in para 12.4.1.1.	authorized (\$3.00 per person, Not To Exceed \$200.00 for squadron, \$300.00 for group or \$500.00 for
26	alcoholic beverages or any other expense	not authorized
<i>for annual recognition/informational event with members of the Wounded Warrior program (Air ForceW2) their family members, care givers and non-medical attendants:</i>		
27	light refreshments, as defined in para 12.4.1.1.	authorized (\$3.00 per person, Not To Exceed \$400.00 (whichever is less))
28	alcoholic beverages or any other expense	not authorized
CHANGE OR ASSUMPTION OF COMMAND CEREMONIES		
<i>authorized for ceremonies at or above squadron level for change of military commander or civilian equivalent:</i>		
29	for pro rata share of costs for authorized non-Department of Defense attendees, excluding alcoholic beverages	not authorized
30	light refreshments, as defined in para 12.4.1.1. (other than alcoholic beverages)	authorized (\$3.00 per person, Not To Exceed the following amounts (whichever is less): \$2,000 for Major Command/ Nonappropriated Fund/Combatant Cost Center, or equivalent; \$1,000 for Field Operating Agency/Center/ Wing, or equivalent; \$500 for Group, or equivalent; \$250 for Squadron, or equivalent)
31	alcoholic beverages or any other expense	