

SM&W Process

SM&W request are submitted through the FSS Resource Management section (FSR) in advance of the function.

- FSR verifies that the request for an authorized function and authorized amount is in compliance with Table 12.1 rules of AFI 34-201: Bldg 322, 102 N. Davis Drive, Suite 207.
- The POC will then take the form to the Finance Budget office to be verified: Bldg 322, 102 N. Davis Drive, 3rd Floor.
- Then, the request form should be taken to the Protocol office for final approval. 628 ABW/CC approval authority delegated to the Chief, 628 ABW/CCP: Bldg 16000, 102 E. Hill Blvd., Suite 219.
- Once all signatures have been obtained, the original form and original receipts needs to be returned to the FSR — **within three business days after the function occurs for End of Month payout purposes.**
- **If using catering services from the Club, you must provide an approved SM&W request form to the Club NLT 14 DAYS PRIOR TO THE EVENT, and any remaining balance not covered by SM&W must be paid at that time.**

SM&W REQUEST FORM

Please visit <http://www.jbcharleston.com/protocol/index.html> and under “Customer Requests” in the left-hand column, click SM&W Request Form.

Other Information

SM&W funds cannot be used in conjunction with funding from other FSS funded programs.

www.jbcharleston.com/services/protocol/



SM&W PROGRAM OVERVIEW

Supporting expenditures that contribute to the overall morale and welfare of the military community

Questions?

628th Force Support Squadron
Resource Management Office
Building 322, 102 N. Davis Drive, Suite 207
JB Charleston, SC 29404

www.jbcharleston.com

Updated July 2018

SM&W PROGRAM

All SM&W expenditures are NAF funded. These expenditures are to contribute to the overall morale and welfare of the military community as determined by and under the exclusive authority of the 628 ABW Commander.

AUTHORIZED EXPENDITURES

AFI 34-201 Table 12.1

- Quarterly Commander's Calls
- Hosting of government/non-government visitors: welcome baskets
- Individual Recognition Programs (excludes Athletic Events):
 - Annual Wing Awards
 - Retirements (Military)
 - Promotions (Monthly)
- Newcomers Welcome & Orientation
- Memorial Observances: local and for deceased military members
- Civic Affairs
- Change of Commands

Funding Support For**:	Max. Funding:
Change of Commands	
Squadron Commander	\$200
Group Commander	\$400
Wing Commander	\$500
Memorial Observances[^]	
Flowers/Wreaths	\$50
Donations to Charities*	\$50
DV Visitors	
Hosting of Visitors/Welcome Baskets	\$12
Commander's Calls	
Quarterly Commander's Calls	\$100
Retirements	
Retirements	\$50
Newcomers	
Newcomers' Welcome Orientation ^{^^}	\$2/pp
Award Ceremony	
Annual Wing Awards	\$2/pp NTE\$400
Monthly Promotion Ceremony (Group/Squadron) ^{^^^}	\$50

[^] Memorial Observances are for immediate family members. Immediate family consists of Spouse or Child only.

*Family request in lieu of flowers for military member

^{^^} This program is for Air Base Wing and Airlift Wing New-comer Orientations. Effective fiscal year 2010, a list of attendees needs to be submitted with the receipts for reimbursement.

^{^^^} Effective fiscal year 2010, a list of individuals being promoted needs to be submitted with the receipts for reimbursement.

**All funding is subject to change based on the health of the Non-Appropriated Fund

PROHIBITED EXPENDITURES

AFI 34-201 Chapter 12.5

- For purposes that do not directly relate to overall morale, welfare and interest of the Air Force (e.g., TDY travel and meals).
- Where APF is authorized even if unavailable (e.g., mementos or coins for non-governmental personnel, travel).
- Financing DOD/AF directed programs, operations or services having no relation to MWR (e.g. equipment, furnishings, etc.).
- Conferences, workshops and seminars.
- Contributions or support for private individuals or organizations, other NAFIs or non-Air Force government organizations (e.g. charities and special interest groups).
- Re-enlistment ceremonies.
- Alcoholic beverages.
- Mementos for retired military personnel.