

## Special Morale & Welfare (SM&W)

### Frequently Asked Questions

**Q: What are SM&W functions?**

A: SM&W functions are official Air Force functions such as Change of Commands, Quarterly Commander's Calls, Retirements, Hosting of Visiting Personnel, Monthly Squadron Promotion Ceremonies, etc. Chapter 12 of AFI 34-201 discusses the SM&W program in greater detail.

**Q: Where can I locate the SM&W request form?**

A: The SM&W request form can be found at <https://www.jbcharleston.com/services/protocol/>

**Q: How do I get an SM&W form approved?**

- Step 1- Fill out Section I and send the form to [628FSS.SMW@us.af.mil](mailto:628FSS.SMW@us.af.mil). Forms are generally returned to the requestor within 1 business day.
- Step 2- Once 628 FSS RM signs off on Section II, you will send the form to 628 CPTS (Finance) for signature on Section III. (Name of POC in Finance provided in email from FSS).
- Step 3- Once Finance signs off, you will send it to Protocol for final approval in Section IV. Their email is [628ABW.CCP@us.af.mil](mailto:628ABW.CCP@us.af.mil). Your form is now fully approved once Protocol signs the form.

**Q: Do I receive money to pay for items before the event occurs?**

A: No, once you have a fully approved SM&W form, you are then able to make purchases with your own money. You would keep your original receipts and bring those, along with the completed SM&W form, to Bldg 322, Room 207 for reimbursement within 3 days AFTER the event occurs. (Cashier is open from 0800-1100 M-F).

**Q: Are taxes reimbursable for off base purchases?**

A: No, if purchases are made off base, taxes are not reimbursed. If purchases are made at the Commissary, the surcharge is reimbursable. (The Commissary & AAFES are popular choices as they are tax free and yes, the Commissary does bake cakes).

**Q: Can I purchase catering services from the Clubs with SM&W?**

A: Yes, if catering services from the Club are used, you must present the Club a fully approved SM&W form NLT 14 DAYS PRIOR TO THE EVENT, and any remaining balance not covered by SM&W must be paid at that time. (This allows the Club to plan accordingly for staffing and ordering food for the event).

**Q: Can I purchase catering services from the Clubs AND buy a cake from off base or at the Commissary?**

A: Yes, however the Club will be reimbursed first, and if there is any remaining balance of the approved amount, that could be used to reimburse purchases made off base or at the Commissary.

**Q: Where can I locate what is authorized to purchase for SM&W functions?**

A: The SM&W Short List can be found at <https://www.jbcharleston.com/services/protocol/> and it also includes the dollar limits established for each type of function.

**Q: Will previous versions of the SM&W form be accepted?**

A: Effective 1 Oct 18, all SM&W requests must be made using the most current form on the website. <https://www.jbcharleston.com/services/protocol/>