*Submit SM&W requests to 628FSS.SMW@us.af.mil at least **2 weeks** in advance of event*

SPECIAL MORALE AND WELFARE FUNDS REQUEST

NOTE: AFMAN 34-201 Ch.12.4.1.1 defines Light Refreshments and the items listed are the ONLY items authorized for reimbursement*

SECTION I. (To be completed by Requester)

1. To:	2. From: (Organization)	3. Project Officer:	4. Ext:
628th Force Support Sq 102 N. Davis Drive, Suite 201 Charleston AFB, SC 29404	5. Date:	6. Amount Requested:	

7. Information to Support Request

A. Function/Event	B. Date/Place
C. Guest(s) of Honor - Incoming Commander (change of command), Retiree, Listing of Awardees/Promotes, etc.	

D. Participants: Please provide numbers of attendees per group	Officers	Enlisted	DOD Civilians	Non-DOD Civilians
E. Total Costs		F. Average Cost per Person		
(1) Food/Drink	(3) Memento	(5) Other (Please Describe)		
(2) Paper Products	(4) Flowers	(6) Other (Please Describe)		

G. Remarks (Please describe blocks 1,5,6)

REQUESTS MUST BE APPROVED IN ADVANCE BEFORE ANY PURCHASES CAN BE MADE.
Actual signatures are required at each level.
Request should be submitted at least two weeks prior to your event. INITIALS

8. 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.

9. Name and Title of Requester	10. Signature	11. Date

SECTION II (To be completed by FSS RM) 628 FSS, Bldg 322, 102 N. Davis Drive, 2nd Floor, Suite 207

FSS Control No.

1. Expenditure ☐ is ☐ is not authorized SM&W support IAW AFMAN 34-201, Table 12.1, rule:

Recommend ☐ APPROVAL ☐ DISAPPROVAL

2. Name, Title of Reviewer 628 FSR	3. Signature	4. Date

SECTION III (To be completed by 628 CPTS) 628 Comptroller, Bldg 322, 102 N. Davis Drive, 3rd floor

1. Expenditure ☐ is ☐ is not authorized APF (ORF) support IAW AFI 65-603. (If so, SM&W is NOT authorized)

Expenditure ☐ is ☐ is not authorized APF support IAW AFI 65-601. APFs are ☐ available ☐ are not available

Expenditure ☐ is Rule Verified ☐ is not authorized SM&W support

2. Name, Title of Reviewer	3. Signature	4. Date

SECTION IV. (To be Completed by Approving Authority) 628 ABW/ Protocol Office, Bldg 16000, 2nd floor

1. To:	2. ☐ APPROVED ☐ DISAPPROVED	3. Amount
4. Name, Title of Approving Authority	5. Signature	6. Date

Return form with ALL SIGNATURES and RECEIPTS to 628FSS.SMW@us.af.mil within 3 business days after event.
Request should be submitted at least two weeks prior to your event.

JOINT BASE CHARLESTON
FORCE
SUPPORT SQUADRON

"Short List" SM&W Permissible Expenditures (All Mission Partners)

Updated Sept 2023

Event	Item Description	Dollar Limit
Change of Commands:		$3.00/person NTE:
*Wing – Service Branch Equivalent	Light Refreshments	$600.00
*Group – Service Branch Equivalent	Light Refreshments	$400.00
*Squadron – Service Branch Equivalent	Light Refreshments	$200.00
Newcomers Orientation/Right Start- Wing level	Light Refreshments	$3.00/person NTE $200.00
Death of JBC mil/civ mbr/spouse/child	Flowers or Wreath	NTE $100.00
Commander's Call (Quarterly)	Light Refreshments	$3.00/person NTE $200.00
Retirements (Military only)	Light Refreshments	$3.00/person NTE $50.00
**Monthly Promotion Ceremony (Group/Squadron)		
-One promote	Light Refreshments	$3.00/person NTE $50.00
-Two or more promotes	Light Refreshments	$3.00/person NTE $150.00
**Annual Wing Awards	Light Refreshments	$3.00/person NTE $300.00
- Meals for Annual Award Winners and Spouses		
**Annual Key Spouses Volunteer Recognition	Light Refreshments	$3.00/person NTE $400.00
**Annual Welcome/Informational Event for new Key Spouses	Light Refreshments	$3.00/person NTE $400.00
Memorial Observances	Light Refreshments	NTE $100.00
- For local observances that uphold traditions of the Services and the United States (such as Veteran's Day, Memorial Day, Deactivation Ceremony)		

* **Wing** – NNPTC, NPTU, NIWC, **Group** – NSA, NHCC, BRIG, **Squadron** – 841st, NOSC, ASLAC, NMC, Marine Reserve Center

A listing of promotes/awardees **must be submitted at the time of reimbursement

AFMAN 34-201 Chapter 12.4.1.1 (Light Refreshments)

******These are the ONLY Authorized items to purchase ******

Cake
Beverages (non-alcoholic)
Veggie/Cheese/Fruit Trays & Dips
Disposable
Paper Products - (forks, knives, cups, plates, napkins)
Cake Set Up Fees – If at AB/WS Club
Chips/Crackers/Pretzels
Cookies
Muffins/Pastries/Bagels
Yogurts
Service Charges – If at AB/WS Club
Rooms Fees – If at AB/WS Club

Unauthorized items for purchase of light refreshments include:

Heavy Hor d'oeuvres
Meat: Hamburgers, Hot Dogs, Beef, Chicken, BBQ, Deli Meat, etc
Bread/Rolls to include Buns: Hamburger/Hot Dog
Pizza/Pizza cut-up into bite size pieces
Baked Beans
Decorations/Cake Accessories/Toppers, etc
Sandwiches/Sandwiches cut-up into bite size pieces
Potato Salad/Pasta Salad
Tablecloths, Linen Fees
Condiments
Pizza Bites/Pizza Bagels
Coleslaw
Items to make/bake food/sandwiches
Pinwheels/Crostinis/Spring Rolls
Packages of cheese/vegetables/rolls/bread/ deli meat

Additional Unauthorized items:

Mementos
Flowers* (death only)
Printing Fees

PLEASE REMEMBER: All SM&W fund requests must be completed with all signatures **in advance** of the event. All **original** receipts MUST be returned to the 628 FSS/RMFC office within 3 business days after the event for reimbursement. If you use the AB/WS Club then please provide them with a copy of the approved SMW request form as payment will occur via an in-house transfer of funds.

If you have questions regarding the items you plan to purchase, please feel free to contact us for guidance. We have provided the above information as general guidance; this is **NOT** an inclusive listing, for the program. We can be reached at 628FSS.SMW@us.af.mil

Each SMW request requires its own receipt(s) for reimbursement – reimbursement will not include sales tax paid

http://www.jbcharleston.com/protocol/ > customer requests > SMW Request Form

****ITEMS AND DOLLAR VALUES ARE SUBJECT TO CHANGE WITHOUT NOTICE FROM AFSVA****