



**DEPARTMENT OF THE AIR FORCE  
87TH AIR BASE WING (AMC)  
JOINT BASE MCGUIRE-DIX-LAKEHURST, NJ**

20 June 2023

MEMORANDUM FOR ALL JB MDL UNITS

FROM: JB MDL/CC

SUBJECT: Special Morale and Welfare (SM&W) Funds Policy

1. In accordance with AFMAN 34-201, *Use of Nonappropriated Funds*, Chapter 12, Special Morale and Welfare (SM&W) funds are “nonappropriated fund expenditures that contribute to the overall morale and welfare of our Joint Base community.

2. To best serve our Joint Base, the following categories are supporting with JB MDL SM&W funds. Provided the fund is healthy, the following expenditures can be provided:

- a. Retirement and Promotion ceremonies
  - (1) Individual retirements are authorized light refreshments up to \$50.00.
  - (2) Mass release promotions are authorized up to \$100.00.
- b. JBMDL Competitive Base-Wide Award Ceremonies
  - (1) Wing/Brigade-level or equivalent Quarterly Awards are authorized up to \$200.00 for either a pre- or post-ceremony event.
  - (2) Wing/Brigade-level or equivalent Quarterly Awards are authorized meals for award winners and their spouses.
- c. Newcomers Orientation (Active Duty Installation-Level Only)
  - (1) Light refreshments not to exceed \$2.00 per person based on projected attendance figures.
- d. Change of Command Ceremonies
  - (1) Light refreshments only, with the following funding limitations.
    - (a) Squadron/Company/O-5/O-4 led USA/USMC Units authorized up to \$250.00.
    - (b) Group/Battalion/Division/Naval Support Activity authorized up to \$500.00.
    - (c) Wing/Brigade/Army Support Activity/Regiment authorized up to \$1,000.00.
- e. Commander's Calls (two per CY)
  - (1) Light refreshments only, with the following funding limitations.
    - (a) Squadron/Company/O-5/O-4 led USA/USMC Units authorized up to \$200.00.
    - (b) Group/Battalion/Division/Naval Support Activity authorized up to \$300.00.
    - (c) Wing/Brigade/Army Support Activity/Regiment authorized up to \$500.00.

f. Memorial Observances

- (1) Flowers or wreath for member or immediate family member authorized up to \$100.00.
- (2) Light refreshments for Annual Parade of Wreaths Ceremony authorized up to \$100.00.

g. Installation-Level Key Spouse Annual Recognition

- (1) Light refreshments authorized \$3.00 per person or \$400.00 NTE amount (whichever is less).

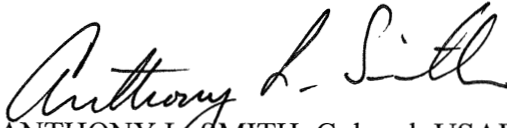
h. Wounded Warrior Annual Recognition

- (1) Light refreshments authorized \$3.00 per person or \$400.00 NTE amount (whichever is less).

3. For the purpose of SM&W support, light refreshments are defined as non-alcoholic beverages and finger foods such as desserts and snacks. Alcoholic beverages of any kind, meals, buffets, banquets, smorgasbords, and heavy hors d'oeuvres are not authorized. The authorized amount includes the purchase of paper products and plastic utensils for service purposes. Tablecloths are not authorized. Taxes are not authorized to be paid with SM&W funds.

4. Where applicable, service level equivalents to Air Force Squadrons, Groups, and Wings, are eligible for SM&W funds. Units should submit SM&W fund support requests no later than ten (10) duty days prior to the event and must submit original receipts for reimbursement no later than three (3) duty days after their event.

5. This memo supersedes all other guidance, same subject. If you have any questions on the content of this report, please contact the 87th Force Support Resource Management Flight, 87 FSS/FSR, at 87FSS.SSM.W@us.af.mil.

  
ANTHONY L. SMITH, Colonel, USAF  
Commander