

Ultimately, both Unit Enhancement Funds and SM&W Funds keep money in your Unit's pockets. Take advantage of what's out there for you and your team!

**Please call  
535-2351**

- SM&W Request Form
- Unit Funds Template
- Additional information

**Additional Source of Funds**

Consider supporting your Unit's Private Organization. These entities are self-sustaining special interest groups, setup by people acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government. They operate on Air Force installations with the written consent of the Installation Commander. Money raised through fund raisers can be used to offset unit activity expenses and invest back into your people.

Contact the 765 FSF Private Organization Coordinator or your Unit's Private Organization Representative for additional information.



**765<sup>th</sup> Force Support Flight**

**765 FSF  
Building  
Lajes Field**

**Phone:  
535-2351 or 535-1308**

**[www.lajesfss.com](http://www.lajesfss.com)**



**Provide Agile and  
Responsive  
Customer Support to  
the Force!**

## **Commander's Guide to Unit Enhancement Funds and Special Morale & Welfare (SM&W) Funds**



**765<sup>th</sup> Force Support Flight**

**Tel: 535-2351 or 535-1308**

## We're Here to Help!

As you complete your tour as a Commander, you'll need to develop opportunities to build your team. Cohesive units are effective units, and we have resources available to assist. Besides the myriad of programs, services and events we offer every day, we also help to fund unit picnics, change of commands, promotions, retirements and a host of other Heritage Celebrations that make Lajes Field the best installation in the United States Air Force.

## Unit Enhancement Funds

Unit Funds are non-appropriated funds that have been generated by customers using on base FSF activities. The 765 FSF provides \$2.50 for every member in your unit. This total amount can be used for up to two squadron events per fiscal year. While some units will host picnics or fun days, other units will put the funds towards group events like golf or paintball. The choice is up to you. To request the use of Unit Funds please submit a Unit Funds request letter signed by the squadron/unit commander at least 10 working days prior to the event for approval. Funds will be reimbursed when original receipts are turned in within 5 days of the event taking place.



## Special Morale & Welfare (SM&W) Funds

Special Morale and Welfare (SM&W) Funds are set up to celebrate events/ceremonies that are more aligned to our military heritage.

### AFMAN 34-201 Table 12.1 SM&W and Related Expenditures

Rule	Expenditure Category	Level of Funding
13	Promotion Ceremony (Monthly)	\$3.00 per person. Not To Exceed \$50 per individual ceremony (whichever is less) <i>or</i> \$3.00 per person, Not To Exceed \$100 for group ceremonies (whichever is less)
30	Change or Assumption of Command	\$3.00 per person. Not To Exceed the following amounts (whichever is less) \$500 for Group and \$250 for Squadron
15	Retirements	\$3.00 per person. Not To Exceed \$50 per individual ceremony (whichever is less)
16	Retirements	Corsage/boutonniere for spouse of retiree (Not To Exceed \$20.00)
23	Welcoming and Orienting	Light refreshments, as defined in para 12.4.1.1. (other than alcoholic beverages) \$3.00 per person, Not To Exceed \$50 per event
25	Commander's Call (Quarterly)	\$3.00 per person. Not To Exceed \$200 for Squadron, \$300 for Group

## Authorized Uses for SM&W Funding

Opposite is a quick reference listing of the most common events that qualify for SM&W Funds. In order to request these funds, you will need to have a unit POC complete a request form PRIOR to the date of the event. For good planning we ask that requests be submitted at least 10 days in advance. Please refer to AFMAN34-201, chapter 12, page 66 Table 12.1 for additional categories such as Commander's Calls and Newcomers Orientation.

## Approved SM&W Funds are Authorized for Light Refreshments

Approved SM&W Funds are authorized for light refreshments only. Light refreshments: only non-alcoholic beverages (i.e. coffee, tea, milk, juice, punch, soft drinks, and water), 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, cups, and plates) and any club service charge, delivery fee, or setup fee. The purchase of china, silver ware/flatware, tablecloths, plates, glasses, punch bowls and cups, chafing dishes, serving trays, coffee urns, etc., from SM&W is prohibited. Per AFMAN 34-201, Use of Non appropriated Funds, Chapter 12, Para 2.4.1.1.

## Reimbursement of Approved SM&W and Unit Funds

Within 5 days of your event taking place, Please bring original receipts with a copy of approved request to the TORC Cashiers Cage, Bldg T-121.