



AIR FORCE



RECHARGE FOR RESILIENCY

CY2022 PROGRAM GUIDE



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I. RECHARGE FOR RESILIENCY (R4R) MISSION

Recharge for Resiliency (R4R) is the capstone for resiliency programming across the Air Force and Space Force. R4R provides resources that foster unit cohesion, culture, mission, and a sense of community among Airmen/Guardians and their families. R4R comprises four components: **Single Airmen Program Initiative (SAPI), RecOn, Deployed Affected Program (DAP), and Unite**. Each part is designed to reach a specific targeted audience.



II. R4R COMPONENT DEFINITIONS AND TARGET AUDIENCES

	SAPI	RECON	DAP	UNITE
TARGET AUDIENCE	Air Force and Space Force Active Duty or Air Reserve Component officer or enlisted without a spouse	Air Force and Space Force Active Duty or Air Reserve Component personnel and their family members	Air Force and Space Force Active Duty or Air Reserve Component personnel and their family members	Air Force and Space Force Active Duty, Reserve and Civilian (appropriated and non-appropriated)
ACTIVITY UTILIZATION	FSS MWR Activities Only - All can host programs	ODR Only	FSS MWR Activities Only - All can host programs	FSS MWR activities and off-base establishments
EVENT TYPE	Recreational Cultural Historical Educational	Recreational Educational High Adrenaline Outdoor Centric	Recreational Cultural Historical Educational	Must be recreational & unit cohesive
FUNDING	Funding Requests are limited to \$200 per person, per day.			APF & NAF based on squadron population
COST	Recommend charging target audience a fee to participate.			Varies based on the event

SINGLE AIRMAN PROGRAM INITIATIVE (SAPI)

The initiative provides a wide variety of social and positive recreation opportunities through Force Support Squadron (FSS) recreational activities. Also, the program offers Morale Welfare and Recreation (MWR)-life skills classes to "create a single Airman/Guardian culture that supports the "whole person" – healthy lifestyle," improve technology and communication within FSS programs and activities. Air Force and Space Force Active Duty or Air Reserve Component officer or enlisted member without a spouse are eligible.

RECON

An initiative designed to address the challenges faced by deploying Airmen/Guardians by providing high adrenaline supervised Outdoor Recreation programs. This initiative will provide opportunities to Airmen/Guardians gearing up for deployment and returning to their home duty station after deployment as they reintegrate into regular social networks, family life, and local communities. RecOn is offered as part of the installation FSS Outdoor Recreation programs only.

DEPLOYED AFFECTED PROGRAMMING (DAP)

Allows all Air Force and Space Force assigned service members returning from deployments or dependent-restricted assignments and their family members to participate in FSS recreational activities. Eligible family members may participate while the member is gone and upon their service member's return. Members who have deployed in support of an active operation and are on a dependent-restricted assignment, and their dependents, are eligible for this initiative. The deployed service member and their family are eligible upon receiving official orders during the deployment and up to 1 year after the service member returns to the home station.

UNITE

Unite is focused on "Revitalizing Squadrons." Unit commanders are in the best position to execute resources that benefit Airmen/Guardians under their authority. This initiative provides commanders with the funding to initiate programs that help their ***squadron**. This program will benefit all Airmen/Guardians in a unit; Active, Reserve, and Civilian (appropriated and non-appropriated employees) directly assigned.

Unite funds are allocated based on per capita end strength, according to the Air Force Personnel Center (AFPC), Retrieval Applications Web (RAW).

****Definition of a Squadron reference IAW AFI 38-101***

III. SAPI, RECON, DAP

A. ROLES AND RESPONSIBILITIES R4R (SAPI, RecOn, DAP)

FSS COMMANDERS (FSS/CC) AND CIVILIAN LEADERS (FSS/CL):

FSS CC/CL is the driving force for R4R at the installations. Installations are not required to wait for AFSVC approval to advertise and execute R4R programs. However, there must be a clear understanding that the initial submission to the AFSVC R4R Central Programs Management System (CPMS) is considered the FSS Commander's concurrence of the events. If upon review, unauthorized expenses are identified, the installation becomes responsible for the cost. Additionally, if an installation exceeds their allocation, they are responsible for the cost difference.

- May designate additional controls, i.e., the concurrence of Resource Managers, Comptrollers, etc. AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Non-appropriated Fund Instrumentalities (NAFIs)*, is the prescribing directive and should be referenced to ensure proper use of R4R funds.
- Will approve and send an Allocation Distribution Plan (ADP), identifying dollar amounts that will be provided to each MWR activity for the entire program year. *The Allocation Distribution Plan template is available on <https://cpms.afsv.net>. Submissions from each installation will not be considered for AFSVC approval before receipt of the ADP.*
- Will submit their Allocation Distribution Plan to the R4R organizational box (AFSVA.SVP.R4R@us.af.mil) with their installation's name in the subject line.

COMMUNITY SERVICES FLIGHT CHIEF:

- Works with installation FSS R4R points of contact (POCs) to oversee program execution and adherence to the budget.
- In coordination with FSS leadership, may designate a maximum of five installation R4R (SAPI, RecOn, DAP) POCs. A Community Cohesion Coordinator (C3) may also be assigned as a POC. Note: At least one of the POCs must be designated from Outdoor Recreation.
- Update POCs by sending an email to the R4R organizational mailbox (AFSVA.SVP.R4R@us.af.mil). NOTE: For additional POCs, please provide either their <https://cpms.afsv.net> user I.D. (which can be found on the home page in red font) or if brand new, a new user access form. The form must be completed by the actual user with their CAC in the machine. All profiles created on our old site (USAFservices.com) will have transferred to our new site.

RESOURCE MANAGERS:

- FSS Resource Managers can appoint up to five NAF accounting personnel responsible for submitting expenditure reports for installation reimbursement.

R4R (SAPI, RECON, DAP) INSTALLATION POINTS OF CONTACT (POCS):

- Will work with R4R target audiences to determine their needs and interests, develop programs, request funds, purchase event/program items, manage costs, and complete expense lines on After Action Report (AAR).
- Submit R4R funding request through CPMS located on <https://cpms.afsv.net> POCs are responsible for tracking a request's status from submission to approval and completing AARs reflecting event participation and event/program execution details.
- Participate in AFSVC led training/DCS events.

AFSVC R4R (SAPI, RECON, DAP) PROGRAM MANAGERS:

- Will approve, decline, or recommend modifications of an installation's request for programs in accordance with AFI 65-106, Appropriated Fund (APF) Support of Morale, Welfare, and Recreations (MWR) and Other Non-appropriated Fund Instrumentalities (NAFIs). R4R will also publish utilization reports on the AFSVC Portal in the Community tab and provide email updates and program information during the calendar year;
<https://cs2.eis.af.mil/sites/10042/Pages/R4R/Home.aspx>.

NOTE: AFSVC R4R Program Managers reserve the right to amend R4R program parameters as necessary.

B. FUNDING

R4R (SAPI, RecOn, DAP) funds subsidize the actual cost of providing **programs** to the intended target audiences; Single Airman, RecOn, and Deployed Affected, and **not be used solely to enhance** the installation MWR Fund.

R4R (SAPI, RecOn, DAP) funding supports Active Duty and Reserve members, to include their families, at each installation. Retirees, civilians, and foreign military are not eligible for R4R discounted rates. Other U.S. military branches are not eligible unless they are a part of an Air Force-led joint-based scenario or are permanently assigned to an Air Force/Space Force installation. If your Air Force/Space Force installation is joint-based and led by a different military branch, your base would not be eligible for R4R (SAPI, RecOn, DAP) funding.

R4R (SAPI, RecOn, DAP) funds are not split up amongst squadrons or groups other than the installation FSS MWR Activities. If a "Single Airman" event is hosted by an FSS MWR Activity using R4R funds, any Single Airmen/Guardians on the entire installation can attend and participate.

R4R (SAPI, RecOn, DAP) **is not** utilized to support or enhance base-wide special events such as 4th of July celebrations, picnics, concerts, etc., as this deviates from the R4R mission.

APPROPRIATED (APF) MOA FUNDS FOR R4R (SAPI, RECON, DAP)

Programs will be submitted via the R4R CPMS. Programs can be submitted either as **Design It Yourself (DIY) Programs** and or **Published Price Programs**. If intentions are to utilize participant fees to recoup vehicle maintenance, the cost must clearly be shown on the funding breakdown. If an event is happening more than once, you may submit for repeat events on one request (see Section VIII for Repeat Events example. For audit purposes, a funding breakdown is crucial for the requests' accountability and processing as it eliminates errors and discrepancies.

NON-APPROPRIATED (NAF) FUNDS FOR R4R (SAPI, RECON, DAP)

SAPI, RecOn, DAP programs are not authorized NAF funds.

UNAUTHORIZED USE OF R4R (SAPI, RECON, DAP) FUNDS

Promotional or Incentive gifts, awards, and mementos per **AFMAN 65-605 and AFI 65-601 V1:**

- Decorations
- DJs/Live Bands
- Food
- Beverages
- Giveaways
- Incentives
- Animal Exhibits/Petting Zoos
- Dinner Theater
- Annual/Season Passes
- Prizes
- Lodging
- Entertainment
- Festivals
- Face Painting
- Haunted Houses/Hayrides
- Costumed Characters/Clowns
- Pay Per View/MMA Events
- Anything with a Legal Slant
 - Insurance/Permits
- Sporting Events
- Amusement/Water Parks
- Concerts
- Theatrical Performances
- Staff Training or Certification
- Parties
- Self-Guided Tours
- Shopping/Casino Guided Tours

R4R (SAPI, RecOn, DAP) funds are not authorized to reimburse any event perceived as entertainment, memberships, punch cards, event entrance tickets, or any system that allows a patron to come back individually "at-will" to use a service.

A "Program" indicates a simultaneous group activity that meets the recreational, cultural, educational, or historical tenets of R4R, as well as its social/bonding aspect. For example: During the month of April, offer SAPI free golf every Friday from 1300-1700.

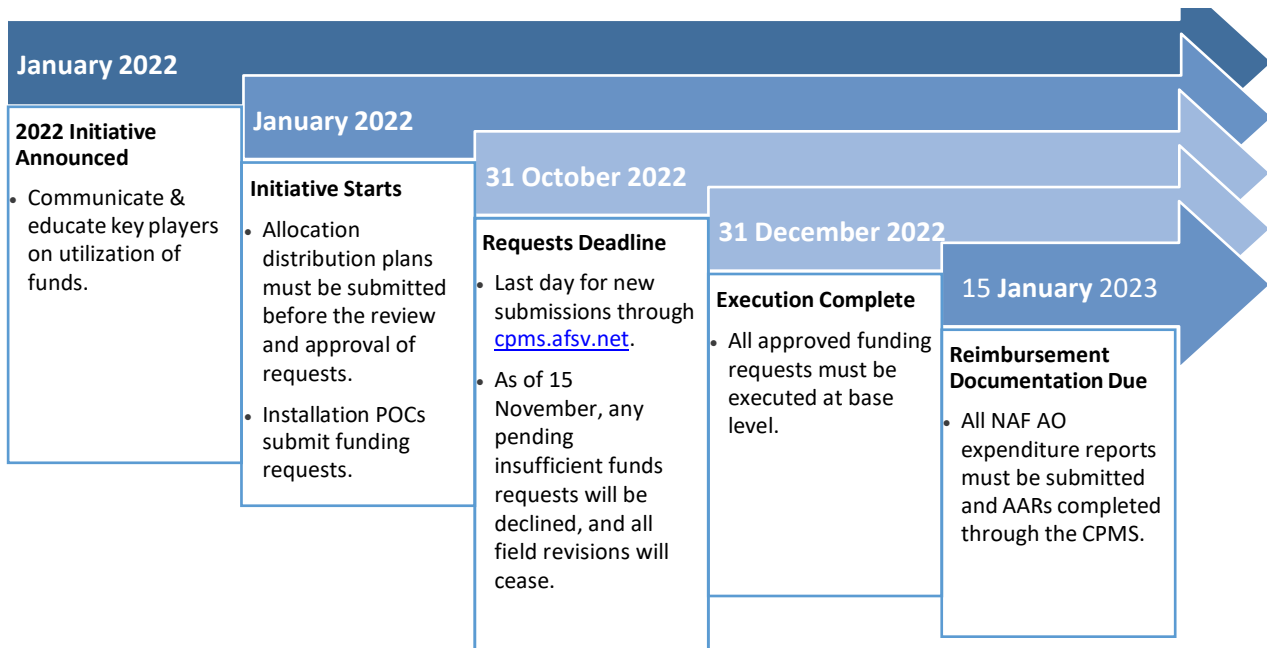
R4R (SAPI, RecOn, DAP) funds are intended to offset the actual cost of providing programs to our target audiences, not increase the MWR bottom line.

NOTE: The Airman & Family Readiness Center (A&FRC) is not authorized to receive R4R (SAPI, RecOn, DAP) funding.

For RecOn programs, funds may offset primitive camping conditions, as defined by the AFSVC ODR Program Manager. Suitable rustic "primitive camping" conditions will NOT include:

- Thermostatically controlled heating or cooling
- Indoor cooking or food storage appliances (stoves or refrigerators)
- Indoor plumbing (bathroom/toilet facilities); if available, these will need to be in a separate and different structure, away from sleeping areas
- Sleeping areas with mattresses (sleeping bags/pads/cots only). The above conditions must be met to qualify for reimbursement.

R4R (SAPI, RECON, DAP) TIMELINE



C. FOOD, BEVERAGES, AND LODGING FOR R4R (SAPI, RecOn, DAP)

R4R (SAPI, RecOn, DAP) component programs are not authorized reimbursement for food, beverages, or non-primitive lodging accommodations.

D. TRANSPORTATION FOR R4R (SAPI, RecOn, DAP)

If Non-Appropriated Fund (NAF) vehicles from the FSS MWR program are utilized in support of R4R programs, there are NO "rental" reimbursements using these vehicles per AFI 34-101, Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility, page 24, paragraph 3.28.

The installation may obtain reimbursement for vehicle maintenance expenses at the Air Force Travel Mileage Rate of **\$.58 per mile**, less fuel expense. This maintenance expense can be deducted from the participant fees and are reflected in the program request funding breakdown. NAF vehicle maintenance expenses are not an authorized R4R reimbursement. Fuel cost is an authorized R4R reimbursement (example on page 27 of this guide).

E. EQUIPMENT FOR R4R (SAPI, RecOn, DAP)

EQUIPMENT PURCHASES

The R4R program aims to support and encourage participatory events and engagements and not replace/procure equipment. Therefore, the purchase of equipment with R4R funding is **not** permitted. Installations should utilize NAF Council or the APF distribution and UFR processes to procure needed equipment.

NOTE: Equipment check-out and equipment rental items are authorized program expenditures for R4R reimbursements.

F. TYPES OF R4R PROGRAMS (SAPI, RecOn, DAP)

Design It Yourself programs (DIY) and Published Price programs (examples on pages 24 & 25 of this guide).

NOTE 1: There is a maximum funding limit of \$200 per person, per day.

NOTE 2: R4R Funds are considered APF funds and will be treated accordingly.

Installations may develop classes, events, special programs, etc., targeting SAPI & DAP programs (RecOn is offered through ODR only). The programming focus should be recreational, historical, cultural, or educational.

G. SUBMISSION PROCESSES FOR R4R (SAPI, RecOn, DAP)

Step 1. Select and develop programs with input from Airmen/Guardians, their families, and FSS activity personnel.

Step 2. Coordinate R4R requests with FSS CC/CL.

Step 3. Submit requests through the CPMS at <https://cpms.afsv.net>. Log in with your CAC, select the "Submit R4R Funding Request", and then click "Request Form" from the top menu options. Once the form is complete, scroll down and select "Submit". The CPMS will then provide a tracking I.D. for your program request submission.

Step 4. Programs can be executed before completing a request in the CPMS; however, it should be submitted within the same month of execution. If a request is submitted after the fact and has unauthorized items, the installation will be responsible for that cost. AFSVC's goal is to review requests within ten business days of the installation's submission.

Step 5. Submit a publicity request to your local marketing department and disseminate the publicity through high traffic areas and critical marketing channels.

Step 6. Coordinate delivery of receipts and backup documentation to the installation NAF Accounting Office (A.O.) to allow them to complete Expenditure Reports (E.R.s) at <https://cpms.afsv.net> to submit reimbursement for all incurred/approved expenses.

Step 7. Complete an After Action Report (AAR) at <https://cpms.afsv.net> to determine the success and learning points for each event and attach photos (if necessary, you can email pictures to AFSVA.SVP.R4R@us.af.mil). Please note, for reimbursement of funds, E.R.s must be completed. NOTE: Photos are essential to support the justification of funding each year.

NOTE 1: The "Participant Count" portion of the R4R form should only include the actual patrons, not the trip leaders. For example, if there are 18 patrons and two trip leaders, the "Participant Count" would be 18, even if R4R is also covering the trip leaders' activity cost.

NOTE 2: Reimbursement of NAF labor for Category A and B activities is limited to \$125 per program. R4R funds are not authorized to fund NAF labor for Category C activities.

Reimbursement for per-diem or TDY is not authorized. NAF Labor can only be reimbursed for the actual working time during the event. R4R labor cannot be reimbursed for any "administration time," "research," or "planning hours" done before the event, as this would be considered regular staff duties and within the general scope of responsibilities of the NAF employee. Set up and tear down can be added towards labor reimbursement but must be annotated on funding breakdown (such as 3-hour pottery class, 5 hours NAF labor requested – 1 hour for setup and 1 hour for breakdown).

IV. UNITE

The Unite Program empowers unit commanders to plan recreational and cohesive activities to strengthen the squadron.

A. ROLES AND RESPONSIBILITIES

FSS-C3:

- Facilitate effective funded or free programming of high-interest recreational cohesive activities, teamwork and camaraderie (esprit de corps).

UNIT COMMANDERS (CC) AND CIVILIAN LEADERS (CL):

- Plan programs that contribute to unit cohesion and encourage squadron personnel to participate.
- Ensure funds are expensed following established guidelines; AFIs, CONOPs, and R4R Guide.
- To the maximum extent, use FSS programs and facilities to achieve desired effects through cost savings, geographic proximity to meet their needs and flexibility to military missions.
- Designate in writing the squadron POC(s) to perform Unite duties on CCs behalf.

COMMUNITY COHESION COORDINATOR (C3):

- Installation C3 will work with squadrons to determine their needs and interests, and help develop recreational programs, and make purchases based on their priorities.
- Installation C3 will brief all unit Commanders and leaders about the Unite program's background, guidelines, program changes, and finances. Encourage the utilization of Unite funds throughout the installation by actively promoting Unite to installation leadership.
- Coordinate all submissions with AFSVC for approval of Unite events, for both APF and NAF dollars. Verify that the total amount for the event does not exceed the limit of funding per person. Must verify that the event the unit is submitting is a clear recreational, unit cohesion activity-based program and not an event centered on using NAF dollars only. (Example: burger burn and two truths and a lie, food-eating contest with trivia, squadron luncheon with required training i.e., SAPR and/or Green Dot).
- Act as the liaison and work with squadron Unite points of contact (POCs) to oversee program execution and adherence to the budget.
- Assist/advise squadron Unite POCs in developing programs, whether on or off the installation.
- Work with FSS managers to develop and bolster new and exciting programs within their program to encourage FSS activities for Unite events.
- Ensure fiscal responsibility and adhere to all APF & NAF instructions.
- When funding is allocated, identify all eligible units and manpower numbers for funding per person information. Organize fund allocation for each eligible squadron.

- Purchase and procure products and services being obtained using a Purchase Card to directly execute a recreational Unite activity after the event has been approved from AFSVC.
- Submit Unite event requests for funding through the CPMS located at <https://cpms.afsv.net>
- Responsible for tracking the status of a request from submission to approval and after execution.
- Submit event After Action Report (AAR) after expenses are completed by resource management team.
- Post photos were taken at each Unite event on the [C3 Facebook page](#) or send to AFSVC if not on Facebook as soon as possible.
- Ensure proper documentation (event receipts, approval email, and signed event request forms) are submitted monthly to the Resource Management Flight Chief. This effort will ensure that the NAF AO can complete the Expense Report for reimbursement by the 10th of every month. Reports are completed by the Resource Manager (RM) electronically on <https://cpms.afsv.net>
- Actively participate in AFSVC led training. All new C3s must attend the initial four-day Unite C3 Training held virtually for FY 2022. Dates and times to register will be announced through your Unit Training Manager.

FSS/RM RESPONSIBILITIES:

- Collaborate with the C3 and submit expenditure reports via <https://cpms.afsv.net> for installation reimbursement. The installation's C3 properly accounts for receipt and distribution of all MOA and non-MOA funding involving AFSVC and the installation's squadrons.
- Ensure the installation's C3 provides proper documentation (event receipts, approval email, and signed event request forms).
- FSS/RMs will certify monthly financial statements. Before approving the installation's MWRF, the R.M. will verify the GLAC 2490000. *See detailed Unite GLAC instructions in Section VI "Accounting Instructions" on [page 18](#) of this guide.*

B. FUNDING:

APPROPRIATED (APF) MOA FUNDS

APF dollars are designated to pay or offset the cost of cohesive recreational programs and services. Funds are allocated on a calendar year. Every active duty, DoD civilian, and Reservist in each qualifying unit is allotted the same amount per person.

NON-APPROPRIATED (NAF) FUNDS

NAF dollars are used for the purchase of food and beverages in support of R4R Unite recreational cohesive programs. Funds are allocated on a calendar year. The Unite program is activity-based, and NAF dollars are only an added benefit. NAF funds **must** be directly in conjunction with an approved Unite event. Unite is not a food and beverage-based program; an event centered on just eating without an approved Unite cohesive and or team building event is **NOT** authorized and will not be approved.

UNAUTHORIZED USE OF R4R (UNITE) FUNDS

- Unite funds are not to be used for the following: December holiday parties, end of year events, balls, banquets, dining/out, combat dining in/out, squadron training/meetings, change of commands, eating events, promotion/retirements, base-wide special events, or purchase movie tickets to attend a movie. (December holiday, Christmas, Hanukkah, End of Year celebrations are typically subsidized by squadron booster club funding. If December holiday parties were allowed, Unite funds would be utilized every year for this celebration only, which is not the intent of the program.)
- Unite funds cannot be used to purchase alcoholic beverages.
- Unite funds cannot be used to purchase equipment. However, funds are authorized to rent recreational equipment in support of a unit cohesive event. Unauthorized rentals include but are not limited to portable toilets, trash services, cleaning fees, cleaning supplies or cleaning companies, lodging, or transportation, movie screens, and movies. Contact AFSVC if the cost of renting equipment exceeds the cost of procuring the equipment.
- Unite funds cannot be used to purchase electronic supplies to include: sound & audio equipment, televisions, laptops, projectors, gaming supplies, and gaming devices.
- Unite funds are not authorized to be used for amusement parks or water parks.
- Unite funds cannot be used to pay for Disc Jockey (DJ) services.
- Unite funds are not authorized to purchase items for volunteer events, such as gloves, tools, paint, or supplies.
- Unite funds cannot be used to purchase cleaning supplies, hand sanitizer, gloves, masks, face shields, thermometers, or medical equipment as these are considered Personal Protective Equipment (PPE).
- Unite funds cannot be used to cover the cost of damages, late fees, or insurance.
- Unite funds are not to be used with other appropriated or non-appropriated funding. If the cost of the event is above the allotted Unite funding, units may only utilize supplemental funds from non-federal entities (NFE): booster club or personally funded.
- Unite funds cannot be used to purchase prizes, gift cards, giveaways, or promotional items (examples: trophies, medals, plaques, banners, marketing/advertisements, apparel, cups, personalization of objects, murals, shirts, hats, and jerseys).
- Unite funds cannot be used to purchase equipment to donate to charities (examples: Build-A-Bed and Build-A-Bike).
- Unite funds cannot be used for gambling or to purchase gambling products, including traditional bingo games, where funds are accumulated and paid to a winner. Such an arrangement is a prohibited practice that conveys a personal benefit to a winner.
- Decorations for Unite events should not exceed more than 5% of the event's total cost. (Example: squadron teambuilding event cost \$1000, then the cost of decorations should not exceed \$50).
- AFSVC will not provide reimbursement to events that have not been approved. If a squadron executes an event without approval, all expenses will be the responsibility of the squadron.
- Unite events must be inclusive to all Airmen and Guardians in a squadron and cannot be divided based on rank, paygrade, age, race, gender, or religion.
- The Unite program was created specifically for squadrons and sub-sets of squadrons. The program is not intended as a group or wing program.

NOTE: APF dollars are intended to fund the actual team-building event (only).

C. FOOD AND BEVERAGE

AFSVC will provide centrally-funded NAFs (currently \$5.00 per person) to subsidize meals in conjunction with approved Unite cohesive activities. The C3 will coordinate with FSS food activities when possible. (i.e., club, bowling center, golf course and snack bar operations, etc.)

D. TRANSPORTATION

Unite funds are not authorized to pay for transportation.

E. EQUIPMENT

Unite funds are not authorized to pay for equipment purchases. APF funds can be used to rent equipment for the approved event. (i.e., FSS equipment rental through ODR)

F. TYPES OF PROGRAMS

The Unite Program intends to provide squadron leaders with the maximum flexibility to develop and deliver programs to build recreational cohesion for personnel within their unit, or subset of the unit. Installation C3s provide squadron leaders with program ideas that are authorized uses of Unite funds. Squadron leaders are given the discretion to create Unit-Developed Programs (UDP) that capitalize on opportunities available in the geographic area. C3s are encouraged to offer volunteer and no-cost programs in addition to UDPs. Events must be both recreational and unit cohesive to utilize Unite funds. *All programs must be submitted to AFSVC for approval at least **seven days** before the event date.*

SAMPLES		
UNIT-DEVELOPED	VOLUNTEER /FREE	VIRTUAL
Amazing Race Axe Throwing Squadron Fun Day Paint Party	Food Bank Highway Cleanup Squadron Fun Run Unit/Squadron Olympics	Teambuilding.com Teambonding.com Wildly Different Virtual 5K

Additional examples can be found on the AFSVC SVI Portal:
<https://cs2.eis.af.mil/sites/10042/Pages/R4R/Home.aspx>

G. SUBMISSION PROCESS

- Step 1.** Meet with squadron POC to select and develop a unit cohesive program. Provide an event request form to squadron POC. Inform the POC they are responsible for getting prices, quantity, and description of purchases for squadron events.

Step 2. POC will return the event request form signed by the squadron commander to the C3. Note: The squadron commander's signature acknowledges that he/she is aware of the event and how his/her allocations are being spent. The POC will provide a detailed cost breakdown of how funds will be paid.

Step 3. C3 will submit requests to AFSVC C3s through the CPMS website at <https://cpms.afsv.net>. Click close on consent notice. If you already have access to R4R, click hyperlink "click here". Under Unite, click either APF or NAF funding request.

NOTE: If you do not have a login, please click hyperlink "If you need to request access, please click here".

Step 4. Fill out the required information in each block and press submit. Once the process is complete, a tracking I.D. will be assigned for your submission.

NOTE: There are two separate event requests for Unite funds. One is requesting APF, and the other is requesting NAF. Programs that plan to utilize both types of funds will need to fill out two separate requests.

Step 5. Once the event is approved, C3 will pay using the P-Card for event expenses, and the squadron will then host the event.

Step 6. After the event, coordinate delivery of receipts and backup documentation to the installation NAF Accounting Office (A.O.) to allow them to complete Expenditure Reports (E.R.s) at <https://cpms.afsv.net> to submit reimbursement for all incurred/approved expenses.

Step 7. Complete an After Action Report (AAR), within ten days of the event, at <https://cpms.afsv.net> to determine the success and learning points. Please note, for reimbursement of funds, E.R.s must be completed. Post photos of the event onto the [C3 Facebook page](#) or send to AFSVC as soon as possible.

NOTE: AFSVC's goal is to review requests within seven business days of the installation's submission.

V. R4R TRAINING

DEFENSE COLLABORATION SYSTEM

R4R (SAPI, RecOn, DAP) will conduct training via DCS or Microsoft Teams as needed.

Unite training will be held as needed but normally occur bi-monthly.

A recording from the Unite meeting will be posted on the [Air Force C3 Facebook page](#).

SERVICES INSTALLATION PORTAL (SVI) PAGE

The portal page will provide additional information, such as program ideas, and Unite CONOPS on the R4R portal page on the Services Installation Portal (SVI) page.

SVI Portal Link: <https://cs2.eis.af.mil/sites/10042/Pages/R4R/Home.aspx>

VI. ACCOUNTING INSTRUCTIONS

A. ACCOUNTING INSTRUCTIONS R4R (SAPI, RecOn, DAP):

PROGRAM EXPENSES

Installations record all expenses incurred under this program directly to CC 0000 and GLAC 1140000. MOA items will no longer be expensed on the installations' financial statements. There may be situations where the installation is reimbursed for authorized R4R expenses inherent to the FSS activities (free lines of bowling offered, free rounds of golf offered, NAF labor used, etc.). In these situations, credit GLAC 8010014, "Reimbursement from another activity NAFI APF MOA," and record a debit to GLAC 1140000.

¹ All funded expenses must comply with DoDI 1015.10, *Military Morale, Welfare, and Recreation (MWR) Programs*.

² Do **NOT** use GLACs 7300000, 13000XX, or 1710

EXPENDITURE REPORTS R4R (SAPI, RECON, DAP):

STEP BY STEP - EXPENDITURE REPORTS

The installations' NAF AOs will record R4R expenditures on the Monthly NAF AO Expenditure Report (E.R.). Submit only the reimbursable expenses for previously approved request(s) for the period reported. To avoid errors in reimbursement, do not carry over expenses or balances from prior months, record expenses on the E.R. as they are incurred. Submit the reports monthly, as requested, to avoid missing a reimbursement opportunity. **E.R.s received after the firm cutoff date of 15 January 2023; will not be processed for reimbursement.**

Please follow the steps below to submit E.R.s:

Step 1. Go to <https://cpms.afsv.net> log in with your CAC, and select "Submit R4R Funding Request" from the home page, and then select "NAF AO Expenditure Report" from the menu at the top of the page.

Step 2. Select your installation, year, and reporting month from the drop-down menu.

Step 3. Enter a new expense item by selecting the appropriate program line from the [CY22 - R4R Requests] drop-down options. All fields must match the request number(tracking I.D.) relating to the expenditure line item(s).

Step 4. Click "Save New Expense Line."

Step 5. Repeat steps 4 and 5 until all expenditure line items have been entered and saved.

Step 6. Once the NAF AO verifies the expense line items entered are correct, scroll down to click on the paper icon that states "IMPORTANT" to finalize expenses, and generate the monthly E.R.

Step 7. This effort will create a web-based E.R. that must be approved/signed by the Resource Manager (RM). The action of Step 6 automatically sends an email notification to all listed NAF AO POCs. The email will include a link to the web-based E.R.

Step 8. The R.M. or designee digitally signs the web-based E.R., automatically emailing AFSVC/VFRP a file, which will include your installation's name, "R4R," and also reflects the "As Of" month and year on the E.R. (Ex: JBSA-Lackland R4R – Mar22). The R.M. or designee must differ from the Requestor and the Submitter to satisfy separation-of-duty requirements. R.M. or designee must submit documentation assigning designee to AFSVC/VFRP via email memo to AFSVA.SVFApolicy@us.af.mil.

Reimbursement or expenditure report should be sent to the AFSVC Financial Services Division box: AFSVA.SVFApolicy@us.af.mil; all other R4R business should be directed to AFSVA.SVP.R4R@us.af.mil with your installation in the subject line.

B. ACCOUNTING INSTRUCTIONS FOR UNITE:

PROGRAM EXPENSES

1. Installations record all expenses incurred under the program to Activity XXX46 / Cost Center (CC) 1520 APF-MOA / CC 1521 NAF Non-MOA and GLAC 2490000.

1.1. Lines of Accounting (LOA):

APF-MOA:	XXX01.001.XXXX.0000.1140000
NAF Non-MOA:	XXX01.001.XXXX.0000.1140000

2. Installations utilizing base activities for events will process a Transfer Between Cost Centers (TBCC) by recording income to the respective cost center and the receivable to CC 1520 or 1521:

	<u>Debit</u>	<u>Credit</u>
1140000 – NAFI Receivable	XXX	
3010000/5010000 – Sales/Fees and Charges		XXX

RECORDING RECEIPT OF FUNDS

3. Installation NAF Accounting Offices record receipt of Unite program MOA and non-MOA funds from AFSVC as follows:

	<u>Debit</u>	<u>Credit</u>
XXXXX.001.0000.0000.1140016	XXX	
XXX01.000.XXXX.0000.1140000 (MOA)		XXX
XXX01.000.XXXX.0000.1140000 (NAF Non-MOA)		XXX

PER CAPITA PAYMENTS

4. INSTALLATIONS' PER CAPITA PAYMENTS TO SQUADRONS VIA TBCC:

For squadrons participating in FSS activities (such as FSS Bowling, Golf, or Outdoor Recreation, etc.), the TBCC will create a debit in GLAC 1140000, as per the above MOA line of accounting for non-food expenditures, and will make debit in GLAC 1140000 in the above NAF Non-MOA line of accounting for food expenditures. The offsetting credit for both debit lines of accounting will be to the appropriate sales or activity revenue line of accounting at the installation.

5. INSTALLATIONS' PER CAPITA PAYMENTS TO SQUADRONS VIA P-CARD:

P-Card payments will be reallocated to the above MOA line of accounting (non-food) and the above non-MOA line of accounting (food) for approved Unite expenditures. The NAF P-Card is the preferred method of payment for purchases costing less than \$5,000. The Single Purchase Limit (SPL) of \$5,000 must be strictly adhered to by all cardholders. However, upon written authorization (completed award) from a warranted contract officer, a cardholder may use it as a payment method for a completed award. Each transaction must be reviewed & approved in the online banking software (Payment-Net) within four (4) business days of the post date. Documentation within Payment-Net will include the following:

Transaction Notes: Clearly state "what" was purchased and "why."

"Award no." field if the transaction is greater than \$5,000.

6. INSTALLATIONS' PER CAPITA PAYMENTS TO SQUADRONS VIA CHECK:

The FSS NAF Accounting Office (NAFAO) can request a check to pay for an approved event if the activity cannot utilize the P-Card. The check will be sent to the NAFAO for distribution to the requesting unit/squadron. Checks can be presented to either the unit/squadron bank or any local Chase Bank for conversion to cash (please ensure you have access to one of the two above options before requesting a check).

6.1 The installation's C3 will prepare a NAF Disbursement Request (D.R.) and submit it to the NAFAO when requesting a check. Please allow ample time for requesting and receiving the physical check. Allow AFSVC three (3) business days for processing check requests once the D.R. is submitted. The standard time for CONUS mail delivery is five (5) business days. This delivery time will be longer for OCONUS locations.

6.2 **D.R. Notes:** The unit/squadron needs to identify two individuals as payees when requesting a check (but only one will need to be present when cashing the check). Ensure the following information is placed in the Comments section of the completed D.R.

PAY VIA CHECK

First Line: 1st Name of POC or* 2nd Name of POC

Second Line: Petty Cash

Third Line: Address for mailing check

***Do not** use the word "and."

6.3 Accounting Instructions for Checks Issued:

D.R.: See Debit Line of Accounting (LOA) above for the MOA LOA for non-food items or Non-MOA LOA for food items.

C.R.: GLAC 2010000 – Vendor Accounts Payable.

EXPENDITURE REPORTS

7. The installations' NAF AOs will record Unite expenditures on the Monthly NAF AO Expenditure Report (E.R.). Submit only the reimbursable expenses for previously approved request(s) for the period reported. To avoid errors in reimbursement, do not carry over expenses or balances from prior months, and record expenses on the E.R. as they are incurred. Submit the reports monthly, as requested, to avoid missing a reimbursement opportunity. E.R.s received after the firm cutoff date of 15 January 2023; will not be processed for reimbursement.

7.1 Please follow the steps below to submit E.R.s:

Step 1. Go to <https://cpms.afsv.net>, log in with your CAC, and click “Submit APF Funding Request”, and then select “NAF AO Expenditure Report” from the menu at the top of the page.

Step 2. Select your installation, year, and reporting month from the drop-down menu.

Step 3. Enter a new expense item by selecting the appropriate program line from the [CY22 – Unite Requests] drop-down options. All fields must match the request number (tracking I.D.) relating to the expenditure line item(s).

Step 4. Click “Save New Expense Line.”

Step 5. Repeat steps 4 and 5 until all expenditure line items have been entered and saved.

Step 6. Once the NAF AO verifies the expense line items entered are correct, scroll down to click on the paper icon that states "IMPORTANT" to finalize expenses, and generate the monthly E.R.

Step 7. This effort will create a web-based E.R. that must be approved/signed by the Resource Manager (RM). The action of Step 6 automatically sends an email notification to all listed NAF AO POCs. The email will include a link to the web-based E.R.

Step 8. The R.M. or designee digitally signs the web-based E.R., automatically emailing AFSVC/VFRP a file, which will include your installation's name, "Unite," and also reflects the "As Of" month and year; shown on the E.R. (Ex: JBSA-Lackland R4R-Mar22.) The R.M. or designee must differ from the Requestor and the Submitter to satisfy separation-of-duty requirements. R.M. or designee must submit documentation assigning designee to AFSVC/VFRP via email memo to AFSVA.SVFApolicy@us.af.mil.

POINT OF CONTACT

Reimbursement or expenditure report concerns should be sent to the AFSVC Financial Services Division box: AFSVA.SVFApolicy@us.af.mil. All other Unite business should be directed to this address - AFSVA.SVPCL.UniteProgram@us.af.mil.

VII. R4R (SAPI, RECON, DAP) EXAMPLES

A. DESIGN IT YOURSELF PROGRAMS (DIY)

DIY requests are required to provide a detailed line-item cost breakdown to show each or projected expenses for an R4R event.

A1 EXAMPLE: TANDEM SKYDIVING – 15 DEC 22

PLEASE PROVIDE DETAILED FUNDING BREAKDOWN AS SHOWN BELOW ON ALL DIY REQUESTS

TANDEM SKYDIVING – 15 DEC 22 ----- **(Name of Event / Day and Month of execution)**

18 participants and fee of \$50ea----- **(# of Participants / Participation Fee)**

One day program – Recreational ----- **(Specify # days / Type of program: Educational, Recreational, Historical, Cultural)**

\$180.00 PP **Outfitter Fees** for tandem skydiving (Instructor, Gear) --- **(Outfitter/ Vendor fees or program cost / Indicate what is included in the price)**

One trip leader \$180----- **(Identify # of trip leaders, if participating they are not counted towards overall participant count)**

18 X \$180 PP fee = \$3240

plus 1 trip leader \$180= \$3,420 total outfitter cost----- **(Provide calculations for overall outfitter cost)**

Fuel Cost (545 miles Round Trip) = \$136.26----- **(Identify Fuel Costs and show calculations)**

** $(545/12 \text{ miles per gallon} = 45.42 \text{ gallons})$

45.42 gal x \$3 per gal= \$136.26)

Labor - 12 hours X \$21 per hour = \$252 total labor cost-- **(Identify Labor cost and provide calculations)**

1 staff = \$252 - \$125 R4R Labor = \$127 labor balance ----- **(Deduct R4R Labor Reimbursement)**

18 PP X \$50 PP fee = \$900 total participant fee ----- **(Show participation fee calculations)**

\$900 - \$127 labor balance = \$773 PP fee balance---- **(Show labor balance deduction from participant fee)**

\$3,420 outfitter cost - \$773 PP fee balance = \$2,647 ---- **(Outfitter cost minus participation fee balance)**

\$2,647 + \$136.26 fuel cost + \$125 R4R labor = \$2,908.26 ----- **(Sum of all reimbursable expenses)**

TOTAL REIMBURSEMENT REQUEST = \$2,908.26 / 18 participants = \$161.57 per participant per day

NOTE: The funds collected from the participant fee can be applied towards food, labor, vehicle maintenance, drinks, or any non- R4R reimbursable expense but must clearly be identified in the submission and deducted from the participant fee. All fees must be directly associate with trip expenses.

B. PUBLISHED PRICE PROGRAMS

Installations can seek reimbursement for "published price" authorized expenses. Published price events or programs that had existed and offered before the availability of R4R funds will continue to be provided even if R4R funds no longer existed.

The costs associated with this program are typically determined and advertised. If it qualifies as an R4R program, you will have the opportunity to include fewer details in the funding breakdown. A detailed cost breakdown *is not needed*; however, we require that a direct marketing URL link be included; or an official FSS marketing flyer be attached to the request to reflect the published price and include details about the program. Completed cost breakdown will be required when submitting expenditure reports.

Note: Word documents or any unofficial marketing flyers will not be accepted.

B1 EXAMPLE: ROMAN BATH GUIDED TOUR - 15 DECEMBER 2022

ROMAN BATH GUIDED TOUR – 15 DECEMBER 2022 ----- (Indicate day and month of program execution)
Historical/Guided Tour, one day program ----- (Indicate if the program is Cultural/Historical/Recreational/Educational, as well as specify how many days)

20 participants, \$18 fee ----- (Indicate # of participants, as well as participant fee)

Published price: \$75 per person (includes guided tour, transportation, tickets, and escort) ----- (Provide published price original rate and indicate what is included with pricing)

\$75 - Participant fee \$18.00 = \$57 ----- (Show calculations and show participant fee deduction from published price rate)

\$57 X 20 participants = \$1,140----- (Show calculations for difference x # of participants = Total R4R Reimbursement)

TOTAL REIMBURSEMENT REQUEST: \$1,140 (\$1,140/20 = \$57)

NOTE: With published price breakdown, it is required to include a marketing flyer or provide a direct marketing URL link that reflects program details and pricing. Pricing on the marketing flyer should match what is reflected in the funding breakdown.

C. REPEAT EVENT REQUESTS

To expedite the submission process, you are allowed to submit for repeat events occurring on multiple dates within the same month, as shown below.

C1 EXAMPLE: WAKEBOARDING – JULY 5, 10, 12, 17, 19

WAKEBOARDING – JULY 5, 10, 12, 17, 19 ----- (All dates for the event accounted for)

20 participants and a fee of \$25 each

Recreational one day program

\$75 per person **Outfitter Fees** for wakeboarding equipment

1 trip leader \$75

20 x \$75 plus 1 trip leader @ \$75 = \$1,575

Fuel Cost (14 miles round trip) = \$3.50

** (14/12 miles per gallon = 1.16 gallons, 1.16 gal x \$3 per gal = \$3.49)

Labor – 8 hours x \$20.52 per hour = \$164.16 labor cost per staff member

1 staff member = \$164.16 = \$125 R4R Labor = \$39.16 labor balance

20 Participants x \$25 = \$500

\$500 - \$39.16 labor balance = \$460.84 participant fee balance

\$1,575 outfitter fee - \$406.84 balance = \$1,168.16

\$1,168.16 + \$3.49 fuel cost + \$125 R4R Labor = \$1,296.65

TOTAL REIMBURSEMENT REQUEST = \$1,296.65 (Per Trip)

5 Trips = \$1,296.65 x 5 trips = \$6,483.25 total for July----- **(Calculations for all trips accounted for)**

(Funding breakdown reflects the cost for one trip)

Estimated date of completion: (MM/YYYY)

Estimated Participant Count:

Fees Paid by Participant:
(Please enter 0 if the participants will not be expected to pay any fees.)

Name of This Request:

What type of request is this?

Equipment

Program

NOTE: Total # of participants for all program dates must be reflected in the header of the request. Therefore, 20 participants per event x 5 events = 100 Total Participants

D. OPTIONAL VEHICLE MAINTENANCE

R4R does not cover vehicle mileage. Vehicle mileage will be deducted from participant fees and identified in the request (**i.e., 58 cents per mile**). R4R will reimburse fuel for NAF vehicles only.

D1 EXAMPLE: HORSEBACK RIDING – 7 APR 22

HORSEBACK RIDING – 7 APR 22

13 participants and a fee of \$45 each

Recreational one day program

\$175 per person **Outfitter Fees** for gear and equipment

2 trip leaders \$350

13 x \$175 plus 2 trip leaders @ \$350 = \$2,625

Fuel Cost (340 miles round trip) = \$102

** (340/10 miles per gallon = 34 gallons, 34 gal x \$3 per gal = \$102)

VEHICLE MAINT. FEE (340 miles round trip) = \$71.40

**** 340 mile round trip x 1 vehicle = 340 miles, 340 miles x .58 per mile = \$197.20 – \$102 R4R fuel refund = \$95.2
Vehicle Maintenance**

Labor – 8 hours x \$13 per hour = \$104 labor cost per staff member.

2 staff members = \$208 - \$125 R4R Labor = \$83 labor balance

13 Participants x \$45 = \$585

\$585 - \$83 labor balance - **\$95.20 vehicle maintenance** Fee = \$406.80 participant fee balance \$2,625

outfitter fee - \$406.80 balance = \$2,218.20

\$2,218.20 + \$102 fuel cost + \$125 R4R Labor = \$2,445.20

TOTAL REIMBURSEMENT REQUEST = \$2,445.20 / 13 participants = \$188.09

VIII. REFERENCES

DoDI 1015.10, Military Morale, Welfare, and Recreation (MWR) Programs

D.D. Form 1348-1A, Issue Release/Receipt Document

AFI 34-101, Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility

AFI 65-106, Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Non-Appropriated Fund Instrumentalities (NAFIs)

AFI 65-601 V1, Budget Guidance and Procedures

AFMAN 34-201, Use of Non-Appropriated Funds (NAF)

AFMAN 34-202, Procedures for Protecting Non-Appropriated Funds Assets

AFMAN 34-209, Non-Appropriated Fund (NAF) Financial Management and Accounting

AFMAN 34-214, Procedures for Non-Appropriated Funds (NAF) Financial Management and Accounting

AFMAN 64-302, Non-Appropriated Fund (NAF) Contracting Procedure

AFI 38-101, Manpower and Organization

IX. FREQUENTLY ASKED QUESTIONS:

Q: What is the R4R policy in regards to employee “guests” or non-employee “trip leaders” for SAPI, RecOn, DAP?”

A: Non-employee trip leaders are determined by local operating instruction. Consult Outdoor Recreation (ODR).

Q: How do I edit a program request for R4R (SAPI, RecOn, DAP)?

A: Once you have the R4R (SAPI, RecOn, DAP) database open, select "View Your Requests" (not "View A Request") from the menu. This effort allows you to see all the submissions for your base, regardless of status. Find the request you need, and from the fourth column, select the very first square icon, which is "Edit." This effort will open the request and allow you to make changes, which are not saved until you scroll to the bottom of the form and click "Submit." This same process applies if you have a request with the status "Returned for Modifications." Please note: You cannot edit a request that has expenses posted or a completed AAR.

Once your submission has an “Approved” status, any edits (other than the uploading of attachments) will automatically start the ten-day review process over again. If you have a small change, we may be able to make it on your behalf. Send us an email at AFSVA.SVP.R4R@us.af.mil with your installation in the subject line.

Q: How do I calculate the “Participant Fee” for R4R (SAPI, RecOn, DAP)?

A: Participant fees are encouraged to help deter last-minute cancellations, no shows, and to add value to the program event.

Example: It takes \$700 to complete a specific program. You collect \$200 from the Airmen/Guardians and/or their families through the upfront participant fees, which would mean R4R (SAPI, RecOn, DAP) will reimburse the remaining \$500. Example: Part of the participant fee is used to cover something that R4R (SAPI, RecOn, DAP) funds are not authorized to support, such as a t-shirt and water bottle for 5K Fun Run participants. The participant fee is \$15, and the cost to provide the giveaways is \$10. In the R4R (SAPI, RecOn, DAP) "Funding Breakdown," list your expenses and also advise that \$10 of the \$15 participant fee will support a t-shirt and water bottle for each runner. R4R (SAPI, RecOn, DAP) would deduct the remaining \$5 per participant to offset the total R4R (SAPI, RecOn, DAP) request.

Q: What are some examples of “entertainment” for R4R (SAPI, RecOn, DAP)?

A: Sporting events, concerts, carnivals, stage plays, amusement/water parks, and festivals are a few examples. Only transportation costs may be reimbursed. Although aquariums, zoos, and museums are classified as "entertainment," if an event POC coordinates with an aquarium, zoo, or museum representative to provide an additional guided tour or educational component (equally available to all participants), the entry cost will be reimbursable. The guided tour or educational component cannot be available to all visitors with the standard price of entry. It needs to be an additional, coordinated activity provided by the aquarium, zoo, or museum. Self-Guided tours are not authorized R4R (SAPI, RecOn, DAP) funding.

Q: Is there an R4R Unite CONOPS or a regulation that has been created?

A: Yes, a Unite CONOPS was developed and signed in January 2019. The guide and CONOPs are considered references for the program. Please refer to the Defense Collaboration Services (DCS) slides on Blackboard <https://afsva.blackboard.com/webapps/login> and the R4R portal page on the Services Installation Portal (SVI) page <https://cs2.eis.af.mil/sites/10042/Pages/R4R/Home.aspx> for guidance. Direct any questions or concerns to the AFSVC C3s Mr. Steve Reffey, Ms. Katina Zimmerman, or Mr. Laron Collins through the organizational email AFSVA.SVPCL.Uniteprogram@us.af.mil

Q: Where can I find information on the R4R Unite program that I can use as a learning tool?

A: Located on Blackboard <https://afsva.blackboard.com/webapps/login> are PowerPoint slides created from information the Unite CONOPS. You are also encouraged to attend the monthly DCS C3 training hosted by AFSVC's C3s and view the microlearning presentations located on Blackboard as training and guidance.