



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

17 June 2025

MEMORANDUM FOR 87 FSS/FSR

FROM: 87 ABW/CC

SUBJECT: Special Morale and Welfare (SM&W) Program Recurring Functions Policy

1. IAW AFMAN 34-201, *Use of Nonappropriated Funds*, para 12.1.1., SM&W funds are Nonappropriated Fund (NAF) expenditures considered necessary to contribute to the overall morale and welfare of the military community.
2. To best serve our Joint Base, the following categories are authorized as recurring SM&W expenditures for light refreshments as defined in para 12.4.1.1., authorized no more than \$3.00 per person in attendance and not to exceed (NTE) the limits provided below:
 - a. Retirement Ceremonies IAW Table 12.1, Rule 15, NTE \$50.00.
 - b. Promotion Ceremonies IAW Table 12.1, Rule 13, NTE \$100 for mass release promotions.
 - c. JBMDL Competitive Base-Wide Ceremonies IAW Table 12.1, Rule 5, NTE \$200.00 for either a Wing/Brigade-level or equivalent Quarterly Awards pre- or post-ceremony event.
 - d. Change/Assumption of Command Ceremonies IAW Table 12.1, Rule 30, NTE \$250.00 for a Squadron/Equivalent, NTE \$500.00 for a Group/Equivalent, or \$1,000.00 for a Wing/Equivalent.
 - e. Commander Calls IAW Table 12.1, Rule 25, NTE \$200.00 for a Squadron/Equivalent, NTE \$300.00 for a Group/Equivalent, or \$500.00 for a Wing/Equivalent.
 - f. Memorial Observances IAW Table 12.1, Rule 19 or 21, NTE \$100.00.
 - g. Installation Level Key Spouse Annual Recognition Ceremonies IAW Table 12.1, Rule 10, NTE \$400.00.
 - h. Wounded Warrior Annual Recognition Ceremonies IAW Table 12.1, Rule 27, NTE \$400.00.
3. 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 duty days prior to the event and must submit original receipts for reimbursement no later than three duty days after the event.

WIN AS ONE!

3. This memo supersedes all other guidance, same subject. If you have any questions on the content of this report, please contact Ms. Sonya Haggerty via e-mail at sonya.haggerty.2@us.af.mil or by phone at DSN 650-4047.

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