



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR MOBILITY COMMAND
JOINT BASE MCGUIRE-DIX-LAKEHURST**

JUN 01 2016

MEMORANDUM FOR JOINT BASE MCGUIRE-DIX-LAKEHURST COMMANDERS/DIRECTORS

FROM: JB MDL/CC

SUBJECT: JB MDL Unit Enhancement Funds Program Policy Memorandum

1. This memorandum provides policy for the distribution and use of JB MDL Non-Appropriated Morale, Welfare, and Recreation Fund unit funds, effective immediately.
2. Unit and Tenant Unit Commanders on JB MDL will be eligible to receive up to the following amounts for each Active Duty Military and FTE and DoD Civilian (excludes Contractors) assigned to their organization for unit enhancement events.
 - a. Squadron Funding Support:
 - (1) \$9 earned for each active duty/FTE military member assigned to a tenant unit.
 - (2) \$2 earned for each DoD Civilian (excludes Contractors) if meeting 7-14% NIAD.
 - b. Group Funding Support:
 - (1) \$2 earned for each active duty/FTE military member assigned to a tenant unit.
 - (2) \$0.5 earned for each DoD Civilian (excludes Contractors) if meeting 7-14% NIAD.
 - c. Wing Funding Support:
 - (1) \$1 earned for each active duty/FTE military member assigned to a tenant unit.
 - (2) \$0.5 earned for each DoD Civilian (excludes Contractors) if meeting 7-14% NIAD.
3. The Non-Appropriated Funds (NAFs) are allocated to support unit events for the morale and welfare of the military and civilian personnel assigned to the unit. The following rules apply:
 - a. The funds will be available on the first day of the fiscal year, and expire on the last day of the fiscal year, and are used toward expenses incurred on events during the fiscal year received.
 - b. Commanders/Directors or a designated representative will be reimbursed for the expenditures after receipts are submitted from their events. The funds are authorized to support unit enhancement events and may be augmented by their private organizational funds to meet all expenses associated with the event.
 - (1) Squadrons may purchase authorized items at any on- or off-base location.

(2) Authorized expenditures include, but are not limited to, food and non-alcoholic beverage items or catering from any of the NAF food operations (Golf Course, Bowling Center, Pudgy's), rental of equipment from the Outdoor Recreation Equipment Rental Office, purchase of entertainment tickets from ITT, lane and shoe rentals at the Bowling Centers, rounds and cart rental from the Golf Courses, etc.

c. The purchase of alcoholic beverages, gifts/mementos or items authorized under APF funding is prohibited. Furthermore, donations of Unit Enhancement Funds to other organizations are not authorized.

d. Unit Enhancement Funds must only be used for one-time purchases. Purchasing assets to be used on a repetitive basis is not authorized.

e. All military and civilian employees assigned to an organization are eligible to participate in organizational events where unit enhancement funds are used. Maximum participation across the unit is encouraged. The event must not be restricted to specific ranks or grades of personnel, or specific work centers.

f. Unit commanders will appoint responsible persons to manage and execute Unit Enhancement Funds and ensure funds are used for the benefit of the entire unit.

g. Advance approval is required for unit fund requests in all cases. It should not be assumed that a request will automatically be approved. Request must be submitted NLT 12 days prior to the function date. Failure to submit your request in advance will prohibit approval. Any after-the-fact request will be returned to the requesting organization as disapproved.

4. Please contact the 87th Force Support Squadron, Resource Management Flight at COMM: 609-754-4047, if you have any additional questions or concerns.

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