



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

27 Jun 2018

MEMORANDUM FOR ALL JOINT BASE MCGUIRE-DIX-LAKEHURST UNITS

FROM: JB MDL/CC

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

1. To best serve our Joint Base, the following categories are supported with JB MDL SM&W Funds, provided the Fund is healthy and expenditures can be provided:

a. Retirement and Promotion Ceremonies: Light refreshments are authorized up to \$50.00 for individual retirements; mass release recognition promotions are authorized up to \$100.00.

b. Joint Base McGuire-Dix-Lakehurst Competitive Base-wide Award Ceremonies:

(1) Wing/Brigade Level or equivalent Quarterly Awards: Light refreshments are authorized up to \$200.00 at either a pre- or post-ceremony event.

(2) Wing/Brigade-level or Equivalent Annual Awards. Meals for the award winners and their spouses are authorized.

c. Newcomer's Orientation (Active Duty Installation Level Only). Authorized light refreshments not to exceed \$2.00 per person based on projected attendance figures.

d. Change of Command Ceremonies: Light refreshments only, with the following funding limitations:

(1) \$300.00 Squadron (AF and USN), Company (USA), or O-5/O-4 led USA and USMC units.

(2) \$500.00 Group (AF), Battalion (USA and USMC), Division (USN), Naval Support Activity led units.

(3) \$800.00 Wing (AF and USMC), Brigade (USA), Army Support Activity (USA), Regiment (USMC), or O-6 or above led equivalent.

(4) Costs cannot exceed \$3.00 per person or authorized amount whichever is less.

e. Commander's Calls: Supported twice a year; light refreshments only with the following funding limitations.

(1) \$100.00 Squadron (AF and USN), Company (USA), or O-5/O-4 led USA and USMC units.

(2) \$200.00 Wing (AF and USMC), Brigade (USA), Army Support Activity (USA), Regiment (USMC), or O-6 or above led equivalent. Costs cannot exceed \$3.00 per person.

f. Memorial Observances: Authorized up to \$100.00 for flowers, or a wreath, for observances that uphold the traditions of the Services and the United States. Authorized up to \$50.00 for flowers, or a donation to a charitable organization, upon the death of a military or civilian member (or a member of their immediate family) assigned to Joint Base McGuire-Dix-Lakehurst.

(1) Light Refreshments are authorized to support the Annual Parade of Wreaths Ceremony not to exceed \$500.00 or \$3.00 per person attending whichever is less.

g. Hosting of Visiting Personnel. Authorized up to \$12.00 for welcome baskets for those below Official Representation Funds levels. Qualified personnel are anyone visiting in an official capacity with the Installation/CC, or any tenant CC 0-7 and above who is not in the installation commander's subordinate chain of command. Requests are submitted from his/her protocol staff for extending hosting courtesies to.

h. Civic Affairs/Event hosted by the Installation CC. A meal is authorized up to \$12.00 for non-Government personnel. Individual participant percentages for the event must be met to be eligible for the support. Meals for Government personnel are not authorized.

2. For the purpose of SM&W Fund support, light refreshments are defined as nonalcoholic 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 services purposes. Tablecloths are not authorized. Taxes are not authorized to be paid with SM&W Funds.

3. AFI 34-201 is the governing instructions for SM&W Funds. Approval for the use of SM&W Funds must be obtained in advance of the event.

(1) Funding requests must be submitted for review and approval **at least 14 working days prior to the event.** Instructions for submitting the electronic request form, AMC IMT 37, Request for Special Morale and Welfare Funds, can be found at <http://www.gomdl.com>. Waivers will not be granted based on rank.

(2) After the event, **original receipts** must be turned into 87 FSS/FSR within 3 days for reimbursement. This SM&W Policy applies to all Joint Base McGuire-Dix-Lakehurst host and mission partners.

4. Should you have questions, contact my 87 FSS Resource Management Team at UDG_87FSS_FSR@us.af.mil.

NEIL R. RICHARDSON, Colonel, USAF
Commander