

AIR FORCE SERVICES ACTIVITY

FY16

R4R



PROGRAMMING GUIDE

AFSVA/SVP
2261 Hughes Ave, Suite #156
Lackland AFB, TX 78236

EMAIL:
AFSVA.SVP.R4R@us.af.mil

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RESILIENCY PROGRAMS OVERVIEW

Recharge for Resiliency (R4R) is the capstone for resiliency programming across the Air Force. R4R encompasses the following key resiliency components: the Single Airman Programming Initiative (SAPI), RecOn and Deployed Affected Programming (previously R4R). These resiliency programs target specific audiences and provide needed support for our Airmen and their families.

COMPONENT OVERVIEW

SAPI - Provides resources that foster a strong culture, mission and sense of community among single Airmen

RecOn - Provides resources for outdoor centric, high adrenaline, post deployment stress reduction, only available through FSS Outdoor Recreation Centers

Deployed Affected Programming - Provides resources targeting deployed-affected, and dependent-restricted, Air Force installation assigned service members and their families providing relief from the challenges of deployment

HOW IT WORKS

The installation Force Support Squadron (FSS) Community Services Flight Chief (FSC) is the liaison, and works with R4R program managers to oversee programming execution. The flight chief, in coordination with the FSS Commander/Civilian Leader (FSS CC/CL), may designate a maximum of 5 program managers (must include the ODR manager) as the FSS R4R points of contact (POC).

The FSS R4R POCs work with the various target audiences to determine their needs/interests and develop programs and equipment purchases based on their priorities. Needs should be determined by hosting focus groups, conducting surveys and having discussions with perspective participants through various on-base organizations. The FSS POCs are responsible for requesting funds, managing associated costs and completing an After Action Report that includes event participation. FSS R4R POCs submit requests for funding through the R4R request system located on www.USAFServices.com. The FSS CC/CL should coordinate on requests for funding prior to the requests being submitted through the USAFServices R4R request system. The FSS/CC/CL may delegate this responsibility to the FSC Flight Chief.

NOTE: Requests must be approved in the tracking system prior to marketing the event or the events and purchases taking place. Reimbursement will not be made if an event or purchase was completed prior to receiving approval through the USAFServices R4R request system.

INITIATIVE OPPORTUNITIES

Installations receive a single funding allocation (Tab B) for R4R requests to support **“Ready to Launch”** programs and the three R4R **component programs**; SAPI, RecOn and Deployed Affected Programming.

“Ready to Launch” programs for FY16 include Base Camp, Bowling Instructional Camp, Escape Room, FootGolf, Golf Player Development, Team Cohesion Challenge (TCC) and Video Game Battle. **“Ready to Launch”** opportunities are available on a first-come, first-served basis. Installations should request a minimum of one **“Ready to Launch”** program. These programs must be open to all authorized patrons of the community.

Funding can also be requested to support the three **component programs**; SAPI, RecOn and Deployed Affected Programming. Funding can be utilized to host programs or purchase equipment in support of the **component program** target audiences. All FSS MWR activities* are eligible to participate in design it yourself (DIY) programs by hosting events for one or more of the specified target audiences. The focus for programming must be educational, recreational, historical or cultural. DIY programs must target one of the specified target audiences and are **not** open to all authorized patrons of the community. Service members, youth, families, staff and volunteers should be actively involved in the creation and development of these programs. Only Category A & B MWR activities are authorized to purchase approved DIY equipment with R4R initiative funding. These requests must be based on the needs and desires of at least one of the specified target audiences.

***NOTE: Only Outdoor Recreation Centers are eligible to request RecOn funding for either DIY programs or DIY equipment.** The Office of the Under Secretary of Defense (OUSD), Military Community & Family Policy (MC&FP) provided the appropriated funding (APF) for the R4R initiative. To execute these funds, a nonappropriated fund (NAF) Memorandum of Agreement (MOA) was established. This means the funds, although NAF, must follow the intent of the APF guidelines.

IAW AFI 65-601, V1, *Budget and Guidance Procedures*, paragraph 4.31.3.1, APFs cannot be used to purchase promotional or incentive gifts and awards. This rule also applies to lower-value, merchandise-type items/mementos. Additionally, lodging, food, and APF labor, are not authorized funding with this initiative.



STEP BY STEP PROCESS:

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

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

Step 3. Submit requests through the tracking system at www.USAFServices.com.

Log in with CAC, click the orange “Managers” tab, green “MOA Initiatives” tab and then click the “R4R” banner.

NOTE: Only POC’s registered for the R4R MOA Initiative are authorized to request funding. Register by requesting access from the AFSVA R4R Managers via email to AFSVA.SVP.R4R@us.af.mil.

Step 4. Wait for approval through the USAFServices website. AFSVA’s goal is to review requests within 3 business days of installation’s submission.

NOTE: Requests must be approved in the tracking system on USAFServices.com prior to events or purchases taking place.

Step 5. Following funding request approval, make the purchase or begin planning the event.

NOTE: Ensure proper documentation is completed prior to spending funds.

Step 6. Submit publicity request to your local marketing department.

Step 7. Disseminate publicity through high traffic areas and key marketing channels.

Step 8. Execute program.

Step 9. Work with installation NAF Accounting Office to complete Expenditure Reports (ERs) at www.USAFServices.com to support all incurred/approved expenses. Resource Managers should submit signed ERs for reimbursement by email to AFSVA.SVFAPolicy@us.af.mil.

Step 10. Complete After Action Report at www.USAFServices.com and attach photos or email photos to AFSVA.SVP.R4R@us.af.mil.

“READY TO LAUNCH” OPPORTUNITIES

Installations **must** request at least one program from the “Ready to Launch” menu to provide a centralized program to their Air Force community. Detailed, program specific guides can be found on USAFServices.com.

“READY TO LAUNCH” OVERVIEWS

BASE CAMP

Base Camp is an Outdoor Recreation sponsored one-night, mass campout, held on-base (or off-base if an on-base location is not available). Training Aid OD-15, *Four Season Family Program*, and the detailed Base Camp supplement, can be downloaded through the Outdoor Recreation Manager portion of the www.USAFServices.com website.

Outdoor Recreation activities are encouraged to make the event attractive to participants by adding additional activities such as cooking for camping lessons, camp-in movies, “camping made easy” classes, story tellers, sing-alongs, field games, outdoor themed arts and crafts, etc.

BOWLING INSTRUCTIONAL CAMP*

Bowling Instructional Camp is coached by Professional Bowling Association (PBA) professionals and/or Gold Level Instructors who will provide bowling instruction to Airmen and their family members to introduce them to the game of bowling and/or to improve the game of more experienced bowlers. Two professional instructors will conduct two separate bowling clinics for each installation’s patrons.

***Limited to the first 50 installations to request this program and subject to scheduling availability.**

ESCAPE ROOM*

A contractor specializing in Escape Rooms is developing kits for this activity. Escape Room kits and on-site instructional training will be available beginning in March 2016. These kits allow installations to host unique Escape Room experiences on-base. Escape Rooms are a fully interactive, immersive team building experience where participants become part of the story. Participants receive a background story and are placed in a themed room containing a number of puzzles, clues and riddles. The story unfolds as they work together to unravel the clues and solve the mystery. The objective is to solve and follow the clues to find a way out of the room before the allotted time runs out. Puzzles and clues may include puzzle boxes, secret codes, and other fun, hands-on experiences (for example, there might be math, science, logic and word puzzles that must be solved). For more detailed information, refer to the detailed Escape Room guide located on USAFServices.com, under the R4R program guides link.

***Limited to the first 20 installations to request this program and subject to scheduling availability.**

FOOTGOLF

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FootGolf is a combination of golf and soccer. The game is played with a regulation #5 soccer ball at a golf course or park on shortened holes with 21-inch diameter cups. The rules largely correspond to the rules of golf. Players can establish a handicap similar to golf allowing all levels of players to compete fairly. FootGolf can be played in half the time it takes to play a round of golf at an affordable cost.

FootGolf equipment specific application of funding applies as follows: remote and isolated Golf Courses along with Outdoor Recreation are eligible for full reimbursement utilizing the R4R program. Golf Courses that are category C may take advantage of special pricing for equipment from United States FootGolf Association but will not be eligible for reimbursement through this initiative.

Remote and Isolated Golf Course facilities along with Outdoor Recreation Activities are eligible for full reimbursement utilizing the R4R program. FOR CLARIFICATION: An Outdoor Recreation Activity or any other Category A/B Activity may operate the FootGolf program and be eligible for full reimbursement utilizing the R4R program. To be eligible for the reimbursement, the Category A/B operation must operate and maintain the program as well as collect any associated fees. Category C golf courses who do not partner with a Category A/B Activity may take advantage of the special pricing from United States FootGolf Association and purchase the equipment with nonappropriated funds. Those Category C golf courses could then submit for reimbursement, under the R4R program, for the advertised cost per round for participants up to \$3,800.

GOLF PLAYER DEVELOPMENT *

Golf Player Development is a series of golf clinics which include four, one and a half hour long learning opportunities conducted by a Ladies Professional Golf Association (LPGA) member with the assistance of an AFSVA team member. The program also affords participants the opportunity to play alongside the LPGA professionals during golf outings.

***Limited to the first 20 installations to request this program and subject to scheduling availability.**

TEAM COHESION CHALLENGE*

TCC was created to provide Airmen an opportunity to participate in adventure race type events while incorporating the four pillars of Comprehensive Airman Fitness; Mental, Physical, Social and Spiritual. This program is built around GORUCK™, a small grassroots company that is plugged into a young, active, tech savvy group of participants. While having a large physical component, this company was selected specifically for their military relevance, small event footprint and focus on group and team dynamics.

TCC is designed as an introduction to the team-based training found in Special Operations Units. The event is approximately 4-5 hours in length, very physically demanding through the use of calisthenics and other exercises/activities and covers an overall distance of 7-10 miles. TCC has a large teambuilding and group cohesion focus throughout with activities focusing on team building, not speed. The contractor will design the course on-site the day before the event and move with the team to help them through the obstacles and activities faced in the event.

***Limited to the first 50 installations to request this program and subject to scheduling availability.**

VIDEO GAME BATTLE

Installations will be able to purchase the specified gaming equipment to aid in the hosting of Video Game Battle Competition through Massively Multiplayer Online Games (MMOG). This allows a large number of players to participate simultaneously using an internet connection through a Game Console (XBox One or Playstation4). Gaming takes place in a shared room with up to 12 participants, all with their own designated gaming system. These online gaming networks allow for integration between varying geographical areas, across the Air Force.

R4R COMPONENT PROGRAM OPPORTUNITIES

Installation allocations can be utilized to support the three component programs; SAPI, RecOn and Deployed Affected Programming. There are two request types within the R4R components: programs and equipment. We recommend that installations host a minimum of three events for each component, in an effort to support the varying target audiences.

All FSS MWR activities are eligible to participate by conducting R4R programs. Installations may develop classes, events, special programs, etc., targeting at least one of the specified target audiences. The programming focus should be recreational, historical, cultural or educational. Events perceived as entertainment are not authorized R4R funding. For the purposes of the R4R, "entertainment" includes MMA Events, Sporting Events, Amusement Parks, Concerts, Theatrical Performances, DJs, etc.

IAW AFI 65-601, V1, *Budget and Guidance Procedures*, paragraph 4.31.3.1, APFs cannot be used to purchase promotional or incentive gifts and awards. This rule also applies to lower-value, merchandise type items/mementos. Additionally, lodging, food, and APF labor, are not authorized funding with this initiative.

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Only Category A & B MWR activities are authorized to purchase equipment with funding from R4R initiative funding. "Equipment" includes equipment, furniture or furnishings that meet the needs of assigned Airmen and their dependents. All items purchased must be "free" issue; a nominal fee may be charged for nonappropriated expenses associated with cleaning and maintaining the equipment. The fee has to be within reasonable tolerance and cannot be for profit. All equipment belongs to the FSS recreation activity for which it was purchased and must be maintained and inventoried within that Category A or B MWR activity.

NOTE: Follow APF guidance IAW AFI 65-106. If equipment is a communication item, complete AF Form 3215, *Communications & Information Requirement Request*, and obtain approval through the local communications squadron. If the equipment needs to be permanently installed, complete an AF Form 332, *Base Civil Engineer Work Request* and turn into the civil engineering squadron. Once proper documentation is completed, work with the local NAF Contracting Office to make purchase(s).

When submitting a funding request, your installation can seek reimbursement for your installation's "published price" for authorized expenses. For example, if you have an existing kayaking adventure program with a "published price" and you are allowing R4R participants to

attend this program, then your installation can request reimbursement based on the “published price.” A detailed cost breakdown is not needed.

If your installation is creating a new program specifically for the R4R initiative, your installation will need to provide a detailed cost breakdown to show each of the projected expenses for the event. Keep in mind, there is a funding restriction of \$200 per person, per day. Additionally, we encourage installations to charge Airmen and their dependents a fee to participate in an R4R program. The fee charged to participants must be deducted from the cost being requested for initiative funding; recommended that installations do not fully subsidize events. Charging a fee for the events will potentially relieve a few issues for installations. Participants who pay a fee for an event are more likely to show up for a program that they are signed up for, versus skipping a FREE program. Charging a participant fee also prevents customers from becoming accustomed to FREE programs which can potentially hurt future business. Be cognizant that in the future R4R, and other initiatives like it, may not be funded. The AFSVA R4R Managers reserve the right to approve or deny an installation's request for new programs by applying due diligence in accordance with Department of Defense and Air Force guidelines.

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			Deployed Affected Programming
Target Audience	Air Force Active Duty or Air Reserve Component officer or enlisted member without a spouse	Air Force Active Duty or Air Reserve Component personnel and their family members	Deployed-affected and dependent restricted assigned Air Force personnel and their family members
Activity Utilization	FSS MWR Activities Only - All can host programs - Cat A & B can purchase equipment	ODR Only	FSS MWR Activities Only - All can host programs - Cat A & B can purchase equipment - Ready to launch programs
Event Type	Recreational, Cultural, Historical, Educational	Recreational, Educational - High Adrenaline - Outdoor Centric	Recreational, Cultural, Historical, Educational
Funding	Funding requests are limited to \$200 per person, per day		
Cost	Recommend charging target audience a fee to participate		

COMPONENT OVERVIEWS

SINGLE AIRMAN PROGRAMMING INITIATIVE

The SAPI is an Air Force initiative endorsed by Chief Master Sergeant of the Air Force (CMSAF). Over 40% of the Active Duty Air Force is single and supported by this initiative. During the 2010 Caring for People conference, the AF Chief of Staff indicated a need to implement programs to support single Airmen. Single Airmen focus groups echoed concerns and vectored programming. As a result, MC&FP provided funding for AF installations to develop single Airmen programs.

GOAL: *To provide Force Support Squadron (FSS) resources that foster a strong culture, mission, and sense of community for single Airmen.*

OBJECTIVE: *Provide a wide variety of social and recreation opportunities through FSS recreational activities, offer MWR-life skills classes to “create a single Airman culture that supports the “whole person” – healthy lifestyle,” improve technology and communication within FSS programs and activities.*

AUDIENCE: *Air Force Active Duty or Air Reserve Component officer or enlisted member without a spouse.*

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RECON

RecOn is an Air Force initiative designed to address the challenges faced by deploying Airmen by providing high adrenaline, supervised Outdoor Recreation programs. This initiative will provide opportunities to Airmen 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 operated through installation FSS Outdoor Recreation programs, only.

GOAL: *Build and maintain mission ready Airmen, create resilient, adaptive and strong Airmen and families and strengthen and foster cohesive Air Force units and communities*

OBJECTIVE: *To provide a wide range of high adrenaline outdoor adventure based activities in a safe manner to Airmen and their families.*

- *Provide outdoor recreational outlets as stress relief for Airmen and their families*
- *Provide equipment to installation ODRs in order to support outdoor adventure activities*

AUDIENCE: *Air Force Active Duty or Air Reserve Component officer or enlisted member and their family members.*

DEPLOYED-AFFECTED PROGRAMMING

Deployed-Affected Programming allows all Air 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/or upon their service member's return. Members who have deployed in support of an active operation and/or who are on a dependent-restricted assignment, and their dependents, are eligible for this initiative.

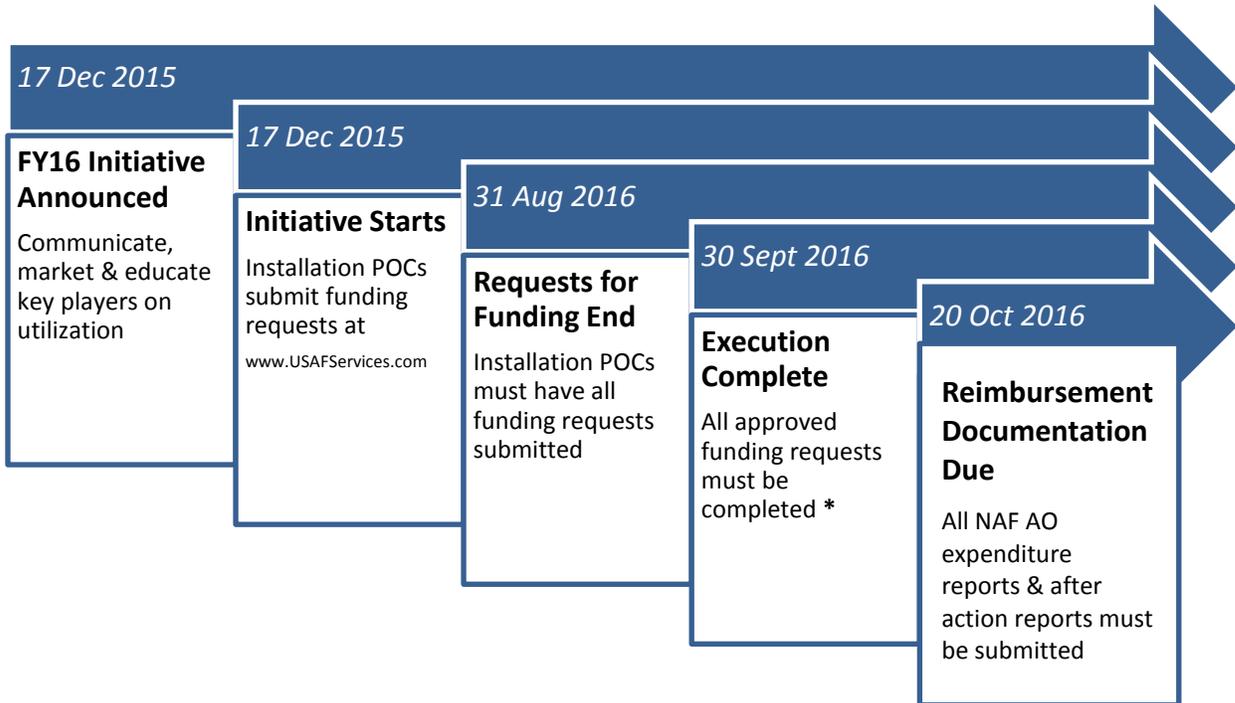
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GOAL: *Provide deployed-affected and dependent-restricted Air Force assigned service members and their families relief from the challenges they face by offering the opportunity to recharge through MWR focused social, recreational, fitness and learning programs.*

OBJECTIVE: *Provide respite by encouraging deployed-affected and dependent-restricted members and their families to participate in Force Support Squadron (FSS) programs and activities.*

AUDIENCE: *Deployed-affected & dependent-restricted assigned Air Force personnel and their family members.*

TIMELINE



*Events must be completed and all equipment must be **RECEIVED** by the installation no later than 30 September 2016, to be eligible to receive reimbursement.

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INSTALLATION PAYMENT METHODS

A NAF P-Card may be used as a form of payment; however, a written award is required if the cost of the program/item(s) (instructional information, books, etc.) is over \$5K. For requirements exceeding \$5K, a Purchase Request must be entered into IBPS. The NAF P-Card Single Purchase Limit (SPL) for commodity-type items is \$5,000, but the SPL for service-type requirements is \$2,500. Depending on the requirement, either the local NAF Contracting Officer or the Installation Servicing Contracting Office (SCO) will make the award using the NAF P-Card as the method of payment. When inputting notes for payment against a contract in "Paymentnet" ensure the award number is within the Transaction Custom Field for award numbers and clearly define what was purchased with justification within the "Transaction Notes" area. Awards are not required for commodity-type requirements less than \$5K or service-type requirements less than \$2,500, but Paymentnet's "Transaction Notes" still must clearly define what was purchased with justification.

ACCOUNTING INSTRUCTIONS – FM

The following instructions provide installation level accounting, reporting, and reimbursement procedures for authorized purchases under the R4R Program. The Air Force Services Activity, Financial Services Branch (AFSVA/FMNFP) will reimburse the installation's MWR fund for costs incurred via the Cash Management Investment Program (CMIP) after receipt of the Resource Manager (RM) or designee, digitally signed NAF AO Expenditure Report(s) from the local NAF AO.

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

FOR PROGRAM NON-CAPITAL EXPENSES:

Record these types of expenses as you would any normal day-to-day operations. To illustrate, if the applicable activity is Outdoor Recreation and the expense is supply, the expense would be posted to XXX17 001 XXXX XXXX 7200000. There are numerous GLAC possibilities to be used depending on the expenditure. (**NOTE:** GLAC 7300000 is not authorized to be used under this program). **DO NOT use GLACs 130000X or 1710000 with the exception of GLAC 1300010, Prepaid – Advance Payments.**

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There are some instances where a transfer between cost centers (TBCC) is necessary for this program. Those TBCCs need to be recorded under GLAC 7890000.

NOTE: If purchasing capitalized, or quantity expendable bulk equipment, please see applicable instructions under "For Capital Expenses or Quantity Expendable Bulk Equipment Items." For pilferable items, please see instructions under "Pilferable Items."

The NAF AO must process a general ledger adjustment form (GLAF) to debit the balance sheet (CC0000) GLAC **1140000**, NAFI Receivable with an offsetting credit to GLAC **8010014**, Reimbursement from Another Activity / NAFI AF MOA to setup the accounts receivable for expenses incurred. The reimbursement will be processed to the base MWRF and the cash transfer will be recorded directly to the installation's receivable balance sheet (CC0000) GLAC 1140000. The NAF AO must follow up with the reimbursement of requests submitted to AFSVA/FMNFP in the monthly accounts receivable reconciliation process.

FOR CAPITAL EXPENSES OR QUANTITY EXPENDABLE BULK EQUIPMENT ITEMS

(DEPRECIABLE ITEMS ONLY):

The items purchased in this category must meet the criteria for capitalizing purchases in accordance with AFMAN 34-214, Table 7.1. The installation must purchase and record these expenses under the R4R cost center **1141** - Respite Support / Care & Deployment, activity **XXX35**, and program **0129**. Choose from the appropriate property GLACs listed below for submitting the fixed asset form to place the asset on the installation's Master Fixed Asset Listing (MFAL).

If purchasing expendable bulk or capital items in IBPS or P-CARD, record the expense under activity **XXX35**, cost center **1141 with the applicable GLAC**. Once the purchase is finalized, submit a fixed asset form to the Shared Service Center (SSC) General Ledger section to add the asset on the MFAL, and record under the applicable GLAC below along with the correct asset type.

GLAC 17100005 – Quantity Expendable Bulk Equipment Items – AF MOA Funded

GLAC 18100005 – NAF Furniture and Equipment – AF MOA Funded

The NAF AO must process a GLAF to credit GLAC **2710000**, Transferred Equity – MOA Funds, and debit balance sheet (CC0000) GLAC **1140000**, NAFI Receivable. This entry will establish an accounts receivable for the cash reimbursement.

AFSVA/FMNFP will process the reimbursement to the base MWRF and record the cash transfer directly to the installation's receivable balance sheet (CC0000) GLAC 1140000.

NOTE: See Tab D for guidance on transferring property from NAF to APF for Capitalized Equipment purchases.

PILFERABLE ITEMS

These items must be added to the installation's MFAL if they do not meet the capital asset threshold criteria in accordance with AFMAN 34-214. A fixed asset form must be submitted to the SSC GL section with asset code **"NP"** for non-capital pilferable items under the applicable activity's cost center with GLAC 7200000. **DO NOT use GLAC 7300000.**

NOTE: The fixed asset form must be forwarded to the Shared Service Center (SSC) General Ledger section (fa.ssc@afsv.net) the next business day after receipt of the pilferable or depreciable capital items. Refer to *TA-AFSFMS-15, Fixed Assets* for detailed instructions.

ADVANCE PAYMENTS OR FIXED ASSET IN TRANSIT

GLAC 1300010, Prepaid – Advance Payments or GLAC 1790000, Fixed Asset in Transit – Furniture and Equipment may be used to record purchases as applicable for approved R4R request. Ensure these items are reviewed monthly and transferred to the applicable asset or expense account(s) upon receipt.

EXPENDITURE REPORTS

The NAF AO will record R4R expenditures on the Monthly NAF AO Expenditure Report. Submit only the reimbursable expenses for previously approved request(s) for the period reported. Do not carry over expenses or balances from prior months to avoid errors in reimbursement.

Record expenses on the expenditure report as they are incurred.

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To submit monthly expenditure reports, go to <https://www.usafservices.com/Home.aspx> and log in with your Common Access Card (CAC). Click on “Managers” then “MOA Initiatives” tab, select the “**R4R banner**” and then “NAF AO Expenditure Report.” Select your respective installation and the reporting month in the applicable drop down fields. Begin entering new expense line item(s) by selecting the applicable funding category in the drop down field under “**R4R 2016 Request**”, and proceed by filling in the field with the information relating to the expenditure line item(s). **If entering an expense for capitalized or expendable bulk equipment, click “High Value” and enter the asset GLAC in the “Capital Equipment” column.** Ensure that “Save New Expense Line” is clicked after each expense entry. You may enter expenditure line items for multiple requests on one monthly report. It is **not** necessary to enter a report for each request. Please allow AFSVA/FMNEFP time to process your installation’s request(s) due to the volume received.

Once the NAF AO verifies the expense line items entered are correct, click on “*Generate Signable Form*” located at the bottom of the screen next to the “*Save New Expense Line*” button. This will create a form that is viewable in Lotus Viewer that must be saved onto a

desktop or other location on a workstation. The form must then be digitally signed by the Resource Manager (RM) or the designee (AFSVA/FMNFP must have some documentation stating the designation – i.e.; email or memo). ***The RM or designee may not be the same person who is generating the form from USAFServices.com.*** The RM or designee must save the form after signing for submission to AFSVA/FMNFP.

NOTE: Ensure that the expenses entered are accurate. Once a form has been generated, changes or corrections cannot be made to the monthly report.

Send monthly expenditures reports (digitally signed Lotus Forms only, scanned copies will not be accepted) via email to afsva.svfapolicy@us.af.mil by the 20th of each month. Please include installation name, program name, and the month in the subject line when sending the email (Ex: Lackland - R4R Mar16). **DO NOT** combine R4R expenditure reports with other reimbursement requests in an email as there are different POCs in AFSVA/FMNFP working MOA reimbursement requests. AFSVA/FMNFP will make reimbursements directly to the installation MWRF balance sheet accounts receivable, GLAC 1140000 based on the total monthly expenses submitted. The NAF AO must ensure the reimbursements are accurate by reconciling expenditure reports to accounts receivable, GLAC 1140000.

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Maintain the supporting documentation at the local office of record (the responsible NAF AO). The supporting documentation should include (not necessarily all-inclusive) the monthly expenditure report, contracts, payments, receipts, and documents supporting event participation. The local office of record must be able to produce complete record of all programs, events, or equipment(s) should AFSVA/SVP, AFSVA/FMN, HQ USAF/A1S, and / or the NAF Financial Analyst (NAFFA) require backup documentation. For the step by step accounting process, see below. For accounting and reporting questions, please contact AFSVA/FMNFP at afsva.svfapolicy@us.af.mil or Ms. Belinda Maher at DSN 969-7451.

STEP BY STEP ACCOUNTING PROCESS:

Step 1. Record all income and expenses incurred in support of the program in the correct period of the event, in the respective activity's cost center (XXXX), and in the applicable GLACs. This may involve completing a Transfer Between Cost Centers (TBCC) form.

Step 2. Use GLAC 8010014, Reimbursement from Another Activity/NAFI- Respite, to offset authorized expenses incurred in the amount of the reimbursement. Make this entry at the time you set up the NAFI receivable, GLAC 1140000.

Step 3. Use GLAC 2710000, Transfer Equity-MOA Funds, to offset authorized expenses for Capital Expenses or Quantity Expandable Bulk Equipment Items. Make this entry at the time you set up the NAFI receivable, GLAC 1140000.

Note: For capital expenses or quantity expandable bulk equipment items: these purchases need to be recorded under the R4R activity, program, and cost center codes, see page 15.

Step 4. Go to www.USAFServices.com, log in with CAC, and click "Managers", the "R4R 2016" banner, and then "NAF AO Expenditure Report".

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Step 5. Select your respective installation and reporting month from the drop down fields.

Step 6. Select the approved funding request in the drop down field.

Step 7. Enter a new expense line item by filling in the fields with the expenditure information.

Step 8. Click "Save New Expense Line".

Step 9. Repeat Steps 6 and 7 until all expenditure line items have been entered and saved.

Step 10. Click on the paper icon located below your installation's expenses.

Step 11. Save the Lotus Viewer Expenditure Report form onto a desktop or other location a workstation.

Step 12. RM digitally, or designee, signs the Lotus Viewer Expenditure Report and saves it.

Step 13. Draft an email to send to AFSVA/FMN including "your installation's name, program name "R4R 2016", and the month it was expensed in the subject line of the email.

Step 14. Attach the Lotus Viewer Expenditure Report to the drafted email and send to the AFSVA/FMN organizational email afsva.svfapolicy@us.af.mil by the 20th of each month.

TAB A: INSTALLATION ALLOCATIONS

Installation Size*	Allocation
Extra Large (10,001 +)	\$83K
Large (7,001-10,000)	\$73K
Medium (3,001-7,000)	\$63K
Small (501-3,000)	\$53K
GSU (Below 500)	\$40K

* The “size” of each installation was determined by the active duty and reserve population using AFPC raw data (as of September 2015).

TAB B: INSTALLATION SIZE

INSTALLATION	SIZE
ALTUS AFB	SMALL
ARNOLD AFB TN	GSU
AVIANO ABS	MEDIUM
BARKSDALE AFB	LARGE
BEALE AFB	MEDIUM
BUCKLEY AFB	SMALL
BUECHEL AB	GSU
CANNON AFB	MEDIUM
CAPE COD AFS	GSU
CAVALIER AFS	GSU
CLEAR AFS	GSU
COLUMBUS AFB	SMALL
DAVIS-MONTHAN AFB	MEDIUM
DOBBINS ARB	SMALL
DOVER AFB	MEDIUM
DUKE FIELD ARS	SMALL
DYESS AFB	LARGE
EDWARDS AFB	SMALL
EGLIN AFB	MEDIUM
EIELSON AFB	SMALL
ELLSWORTH AFB	LARGE
F E WARREN AFB	LARGE
FAIRCHILD AFB	SMALL
GHEDI AB	GSU
GOODFELLOW AFB	X-LARGE
GRAND FORKS AFB	SMALL
GRISSOM ARB	SMALL
HANSCOM AFB	SMALL
HILL AFB	MEDIUM
HOLLOMAN AFB	MEDIUM
HOMESTEAD ARB	SMALL
HURLBURT FIELD ABS	LARGE
INCIRLIK ABS	SMALL
IZMIR AFS	GSU

INSTALLATION	SIZE
JB ANDREWS – NAF	X-LARGE
JB CHARLESTON	X-LARGE
JB ELMENDORF-RICHARDSON	X-LARGE
JB LANGLEY-EUSTIS	X-LARGE
JB MCGUIRE-DIX-LAKEHURST	X-LARGE
JB SAN ANTONIO	X-LARGE
KADENA AB	MEDIUM
KEESLER AFB	X-LARGE
KIRTLAND AFB	LARGE
KLEINE BROGEL AB	GSU
KUNSAN AB	SMALL
LAJES FIELD AB	SMALL
LAUGHLIN AFB	SMALL
LITTLE ROCK AFB	MEDIUM
LOS ANGELES AFB	SMALL
LUKE AFB	MEDIUM
MACDILL AFB	MEDIUM
MALMSTROM AFB	LARGE
MARCH ARB	MEDIUM
MAXWELL AFB	MEDIUM
MCCONNELL AFB	MEDIUM
MINNEAPOLIS ARS	SMALL
MINOT AFB	LARGE
MISAWA AB	SMALL
MOODY AFB	MEDIUM
MORON AB	GSU
MOUNTAIN HOME AFB	MEDIUM
NELLIS AFB	X-LARGE
NIAGARA FALLS ARS	SMALL
OFFUTT AFB	MEDIUM
OSAN ABS	MEDIUM
PATRICK AFB	MEDIUM
PETERSON AFB	MEDIUM

INSTALLATION	SIZE
PITTSBURGH ARS	SMALL
RAF ALCONBURY	GSU
RAF CROUGHTON	GSU
RAF LAKENHEATH	MEDIUM
RAF MENWITH HILL	N/A
RAF MILDENHALL	MEDIUM
RAMSTEIN AB	LARGE
ROBINS AFB	MEDIUM
SCHRIEVER AFB	SMALL
SCOTT AFB	MEDIUM
SEYMOUR JOHNSON AFB	MEDIUM
SHAW AFB	MEDIUM
SHEPPARD AFB	X-LARGE
SPANGDAHLEM AB	MEDIUM
STAVANGER	GSU
THULE	GSU
TINKER AFB	MEDIUM
TRAVIS AFB	LARGE
TYNDALL AFB	MEDIUM
USAF ACADEMY	X-LARGE
VANCE AFB	SMALL
VANDENBERG AFB	SMALL
VOLKEL AB	GSU
WESTOVER ARB	SMALL
WHITEMAN AFB	LARGE
WRIGHT PATTERSON AFB	LARGE
YOKOTA AB	SMALL
YOUNGSTOWN ARS	SMALL

TAB C: NAF TO APF PROPERTY TRANSFER

(The following are updated/revised excerpts from AFI 34-204, paragraph 5.5.3.2 and Table 5.3)

1. Property purchased with NAF funds (including MOA funds) may only be transferred to Services APF activities and at no cost. (Depreciation costs will continue to be recorded as NAF until fully depreciated.) These transfer documents (DD Form 1348-1A) must be approved by the FSS Commander/Director, and the following conditions must be met: 1) the property is identified as an authorized item (or permissible substitute) in the appropriate Allowance Standard (AS), 2) it is in serviceable condition, and 3) it is of the same basis of issue (i.e., unit of measure) as the authorized item. The transferred property becomes an APF asset. *NOTE:* The use of NAFs for maintenance of that property is discontinued.

2. The following accounting and documentation requirements must be accomplished for NAF to APF property transfers. This process consists of two (2) separate actions:

- Action 1 - Transferring the equipment from NAF to APF title (on paper only), and
- Action 2 - Depreciating the entire equipment cost on the Master Fixed Asset Listing (MFAL) before changing the asset designator to type AP.

Action 1:

a) In addition to placing the equipment on the MFAL for depreciation purposes, the Chief, Logistics Support Section (LSS), assists the activity property custodian in preparing a DD Form 1348-1 A, Issue Release/Receipt Document, for the NAF property indicating that title is being transferred from the “losing” NAFI FF&E account (NAF) to the “gaining” activity APF account.

b) The Resource Manager (RM) reviews the DD Form 1348-1A and NAF Council approval, in accordance with AFI 34-201. Place a copy of the DD Form 1348-1A and the NAFs Council approval in the Life-of-the-Fund File.

NOTE: It is extremely important to permanently maintain the transfer document and Commander’s approval (through the NAF Council), since these are the only documents used to verify APF title.

c) The property Account Custodian notes the date the transfer was approved in the base NAFs Council minutes, and files the DD Form 1348-1A and NAF Council approval in the activity property records.

d) The Chief, LSS, retains a copy of the transfer documents in the logistics office file.

Action 2:

a) Once the property has depreciated to zero book value, the RM ensures the property is properly transferred on the MFAL to asset type AP. The NAF AO, through the Shared Service Center (SSC), removes the property from the NAF section of the MFAL, and moves the property to the APF section of the MFAL with a zero book value (Asset Type AP). Submit AF 2534 NAF Transfer/Disposal form to identify which asset (s) need to be retired and add on the remarks that the asset needs to be re-established using asset type AP.

b) The Property Account Custodian receives the property item (refer to AFI 34-204, Chapter 3), removes the NAF property label, and replaces it with a new APF property label (with the new asset identifier).

REFERENCES

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

DD Form 1348-1A, Issue Release/Receipt Document

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

AFI 65-601, V1, Budget Guidance and Procedures

AFI 34-201, Use of Nonappropriated Funds (NAF)

AFI 34-204, Property Management

AFI 34-209, Nonappropriated Fund (NAF) Financial Management and Accounting

AFMAN 34-212, Control Procedures for Protecting NAF (NAF) Assets

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

AFMAN 64-302, Nonappropriated Fund (NAF) Contracting Procedures