Ultimately, both Unit Enhancement Funds and SM&W Funds keep money in your Unit's pockets. Take advantage of what's out there for you and your team!

Please call 535-2351

- SM&W Request Form
- Unit Enhancement Funds Template
- Additional information

Additional Source of Funds

Consider supporting your Unit's Private Organization. These entities are self-sustaining special interest groups, setup by people acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government. They operate on Air Force installations with the written consent of the Installation Commander. Money raised through fund raisers can be used to offset unit activity expenses and invest back into your people.

LAJES FIELD, AZORES, PORTUGAL
FORCE SUPPORT FLIGHT

765th Force Support Flight

765 FSF Building Lajes Field

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Commander's Guide to Unit Enhancement Funds and Special Morale & Welfare (SM&W) Funds



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We're Here to Help!

As you complete your tour as a Commander, you'll need to develop opportunities to build your team. Cohesive units are effective units, and we have resources available to assist. Besides the myriad of programs, services and events we offer every day, we also help to fund unit picnics, change of commands, promotions, retirements and a host of other Heritage Celebrations that make Lajes Field the best installation in the United States Air Force.

Unit Enhancement Funds

Unit Enhancement Funds are non-appropriated funds that have been generated by customers using on base FSF activities. The 765 FSF provides $4 for every member in your unit. This total amount can be used for up to two squadron events per fiscal year. While some units will host picnics or fun days, other units will put the funds towards Holiday Parties. The choice is up to you. To request the use of Unit Enhancement Funds please submit a Unit Enhancement Funds request letter signed by the squadron commander at least 10 working days prior to the event for approval. Funds will be reimbursed when original receipts are turned in within 5 days of the event taking place.

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Special Morale & Welfare (SM&W) Funds

Special Morale and Welfare (SM&W) Funds are set up to celebrate events/ceremonies that are more aligned to our military heritage.

DAFMAN 34-201 Table 12.1 SM&W and Related Expenditures

Rule	Expenditure Category	Level of Funding
13	**Promotion Ceremony (Monthly)**	$3.00 per person. Not To Exceed $50 per individual ceremony (whichever is less) *or $3.00 per person,* Not *To* Exceed *$100 for group* ceremonies *(whichever is less)*
30	**Change or Assumption of Command**	$3.00 per person. Not To Exceed the following amounts (whichever is less) $500 for Group and $250 for Squadron
15	**Retirements**	$3.00 per person. Not To Exceed $50 per individual ceremony (whichever is less)
16	**Retirements**	Corsage/boutonniere for spouse of retiree (Not To Exceed $20.00)
23	**Welcoming and Orienting**	Light refreshments, as defined in para 12.4.1.1. (other than alcoholic beverages) $3.00 per person, Not To Exceed $50 per event
25	**Commander's Call (Quarterly)**	$3.00 per person. Not To Exceed $200 for Squadron, $300 for Group

Authorized Uses for SM&W Funding

Opposite is a quick reference listing of the most common events that qualify for SM&W Funds. In order to request these funds, you will need to have a unit POC complete a request form PRIOR to the date of the event. For good planning we ask that requests be submitted at least 10 days in advance. Please refer to DAFMAN34-201, chapter 12, page 66 Table 12.1 for additional categories such as Commander's Calls and Newcomers Orientation.

Approved SM&W Funds are Authorized for Light Refreshments

Approved SM&W Funds are authorized for light refreshments only. Light refreshments: only nonal-coholic beverages (i.e. coffee, tea, milk, juice, punch, soft drinks, and water), pastries, bagels, fruit/ vegetable/cheese and cracker trays, pretzels, cookies, chips, dips, cake, and muffins are authorized. The cost of light refreshments may include the cost of disposable serving ware (e.g., paper napkins, cups, and plates) and any club service charge, delivery fee, or setup fee. The purchase of china, silver ware/flatware, tablecloths, plates, glasses, punch bowls and cups, chafing dishes, serving trays, coffee urns, etc., from SM&W is prohibited. Per DAFMAN 34-201, Use of Non appropriated Funds, Chapter 12, Para 12.4.1.1.

Reimbursement of Approved SM&W and Unit Funds

Within 5 days of your event taking place, Please bring original receipts with a copy of approved request to the TORC Cashiers Cage, Bldg T-121.