

BY ORDER OF THE COMMANDER
673D AIR BASE WING (PACAF)

673D AIR BASE WING INSTRUCTION
65-101



31 MAY 2013

Financial Management

FISHER HOUSE PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col Thomas Harrell)

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This instruction implements Air Force Policy Directive (AFPD) 65-1, *Management of Financial Services*. It outlines responsibilities for key players in the oversight, operations, and maintenance of the Alaska Fisher House ® on Joint Base Elmendorf-Richardson (JBER), AK. In addition, this instruction provides guidance for the provision of temporary lodging, operational and financial instructions, local policy, procedures, and responsibilities for the operation of the Alaska Fisher House ®, using guidance provided in AFI 34-201, *Use of Non Appropriated Funds (NAFs)*, and other documents listed in **Attachment 1**, this instruction. Air Force Fisher Houses ® are established to provide temporary lodging for families of patients who are hospitalized for complicated or critical medical problems. It applies to all of 673d Air Base Wing (673 ABW) and tenant unit personnel assigned to JBER, other uniformed services personnel, and veterans supported by the JBER community. This instruction applies to the Air National Guard or US Air Force Reserve units and members. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR), using AF Form 847, *Recommendation for Change of Publication*. Route the AF Forms 847 through the appropriate chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). See **Attachment 1** for Glossary of References and Supporting Information. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1. Scope:

1.1. A stay in a military hospital, sometimes thousands of miles from home, could mean expensive lodging and long separations from loved ones. In recognition of the special sacrifices of severely wounded or ill service members and their families, the Fisher House Foundation ® donates “comfort homes” so families can face medical crises together. Built on the grounds of major military and Veterans Affairs (VA) medical centers, these “home away from home” residences, extend the support normally provided by the respective military services and the Department of VA. This instruction was created to ensure extended support is properly implemented and administered at JBER in support of the Alaska Fisher House ® (AFH).

1.2. The Fisher House Foundation ® was created in 1990 by Zachary and Elizabeth Fisher. The Foundation constructs and donates Fisher Houses to the Department of Defense (DoD) and VA for use by families of patients hospitalized in military and VA hospitals. Fisher Houses are given to the US government as gifts. Military service secretaries and the Secretary of VA are responsible for the operation and maintenance of the homes. The Fisher House Foundation, Inc. ®, a not-for-profit organization under section 501(c)(3) of the IRS code, builds new houses, assists in coordinating private support, and encourages public support for the homes. Donations to the Fisher House Foundation, Inc. ®, and to the Air Force Fisher House Fund (AFFHF), the central NAF instrumentality (NAFI) created in accordance with 10 USC Section 2493, are tax-deductible to the maximum extent allowed by law. Each Fisher House is professionally decorated and furnished and has a common kitchen, laundry facility, dining room, and living room.

1.3. The mission of the AFH is to provide support and temporary lodging to patients with critical medical problems who use the facilities, and their families. The AFH is adjacent to the DoD/VA Joint Venture Hospital.

1.4. Fisher Houses are designed for use by family members of hospitalized military members or veterans to include all branches of the Armed Forces, US Coast Guard, National Guard and Reserve Units. However, military members or veterans undergoing outpatient treatment who do not live within 50 miles of Anchorage may be accommodated at AFH along with their family members or care providers. Exceptions to the 50 mile criterion apply to sponsors who reside in barracks or dorms and therefore cannot accommodate housing for caregivers or in cases of extreme hardship of the sponsor, family or care provider.

1.5. Accommodation in the AFH is on a first-come, first-served basis. No fees may be charged to military members, veterans, or their family members for lodging in the AFH. **Families of patients returning from an active war zone will receive first priority.** In establishing other priorities, the intent is to place those persons who will be helped the most into the AFH first. This help may be in the form of the emotional support provided by the AFH “atmosphere” and the presence of the other guests who are experiencing similar problems; it may be financial assistance due to the low cost of staying in the AFH compared to staying in a guest house or hotel; or a combination of these and other factors. The following are some of the criteria which should be considered in determining each guest’s relative priority for placement into the house:

1.5.1. Severity of Medical Condition:

1.5.1.1. **PRIORITY 1.** Is defined as guests of all critical care patients to include those evacuated out of an active war zone, families of the fallen, and those admitted to the hospital as inpatients. **PRIORITY 1** guests may book in advance and are authorized an unlimited stay. Eligibility will be reviewed every 30 days.

1.5.1.2. **PRIORITY 2.** Is defined as eligible guests/care-providers who are **NOT** on funded medical orders but who are receiving ongoing (e. g., cancer treatment, high-risk pregnancy, etc.) out-patient medical treatment at a local facility. **PRIORITY 2** guests may book in advance and are authorized a maximum stay of 30 days.

1.5.1.3. **PRIORITY 3.** Is defined as eligible guests/care-providers who are on **FUNDED** medical orders and who are receiving out-patient medical treatment at a local facility. **PRIORITY 3** guests may place themselves on a standby list and may be booked into an available room 30 working days in advance. Statements of non-availability will be issued if the AFH is unable to accommodate a request. **PRIORITY 3** guests are authorized a maximum stay of 7 days. If a higher priority guest subsequently requires use of the Fisher House they may be released off base and given a statement of non-availability.

1.5.2. Other issues which may be taken into account (during in-processing) in determining placement in the House include suitability of the guest to reside in a communal environment, availability of private support in the area and financial need/hardship.

2. Responsibilities:

2.1. The 673d Air Base Wing Commander (673 ABW/CC):

2.1.1. Supports the AFH through a combination of appropriated funds (APF) and non-appropriated funds (NAF).

2.1.2. All indirect costs are funded by AFPC/SVF with fenced APFs through the MDG Resource Manager.

2.1.3. Direct costs for day-to-day operations, maintenance, and improvements to Alaska Fisher House are supported with NAFI sub-activity or other AFFHF funds or assets.

2.1.4. Approves/disapproves offers of gifts over \$25K and under \$50K and transfers from Combined Federal Campaign (CFC) in any amount (see **Attachment 2**, this instruction). Donations of less than \$500 do not require formal acceptance.

2.2. The 673d Medical Group Commander (673 MDG/CC):

2.2.1. Has overall responsibility for the operations of the AFH on behalf of the Air Force Fisher House Board (AFFHB).

2.2.2. Designates military or APF members of the Medical Treatment Facility staff to assist in AFH operations as necessary.

2.2.3. Operates the AFH directly using NAF personnel or a NAFI contract to secure the needed operating services. All such contracts are Air Force Fisher House Fund (AFFHF) contracts and require (AFFHB) approval.

- 2.2.4. Approves/disapproves offers of gifts over \$500 and under \$25K (see [Attachment 2](#), this instruction). Donations of less than \$500 do not require formal acceptance.
 - 2.2.5. Designates a senior military staff member as the Executive Director.
 - 2.2.6. Establishes and administers the policy for AFH occupancy.
 - 2.2.7. Provides or arranges support services for AFH occupants.
 - 2.2.8. Appoints the House Manager as the Facility Manager and the Assistant House Manager as the alternate.
 - 2.2.9. Manages all appropriated funds (APF) as a single fund source for each element of direct support for operations, maintenance, repair, and utility costs. APF will be funded by the AFPC/SVF program manager and will be fenced for use in support of the AFH. Medical Group (MDG) funds are not authorized to support Fisher House operations.
- 2.3. The 673d Force Support Squadron Commander (673 FSS/CC):
- 2.3.1. Provides NAF accounting, contracting and financial management support to the AFH.
 - 2.3.2. Prepares financial data required by AFI 34-209, *NAF Financial Management and Accounting*, and AFMAN 34-214, *Procedures for NAF Financial Management and Accounting*.
 - 2.3.3. Provides budget and monthly workload information to HQ AFSVA/SVF.
 - 2.3.4. Ensures annually, by 15 June, prepares budget in response to HQ AFSVA/SVF requests.
 - 2.3.5. Submits annual rolling four quarter income and expense, capital requirements, and cash flow budgets to HQ AFSVA/SVF.
 - 2.3.6. When requested, provides financial update to the Manager of the AFH concerning budget, monthly workload information, income and expense, capital requirements, and cash flows.
 - 2.3.7. Briefs the NAF Council on status of work orders to include budget, monthly workload information, income and expense, capital requirements, and cash flows.
- 2.4. The 673d Civil Engineer Group (673 CEG):
- 2.4.1. Provides maintenance for the AFH as part of the base Real Property. See **Attachment 2**, this instruction, for sources of funding facility and grounds maintenance and repair.
 - 2.4.2. CEG will execute a reimbursable agreement through the MDG/RM and provide estimated annual costs for facility maintenance and facility operations (FO) costs (e. g., grounds maintenance, snow removal, utilities, refuse services).
 - 2.4.3. Briefs the NAF Council on status of work orders to include costs, priorities, estimated completion date, and so forth.

2.5. Executive Director of the AFH:

2.5.1. Appointed by the 673 MDG/CC and will be a senior military staff member. The Executive Director is responsible for continuing oversight, operations, and maintenance of the AFH.

2.5.2. Provides lodging in the AFH as space and funding allow.

2.5.3. Staff the AFH with a full time NAF manager, assistant, and housekeeping staff. Recruits, hires, trains, supervises, and evaluates the AFH Manager. Employees are recruited, hired, and serviced by the Human Resource Office using NAF personnel policies and procedures.

2.5.4. Accomplishes annual NAF performance reports on permanent staff members.

2.5.5. Ensures routine upkeep of the AFH, including 24-hour availability for repairs and housekeeping. Management staff are on-call positions.

2.5.6. Ensures funding for the daily operations of the AFH.

2.5.7. Acts as an advisor to private organizations who desire to raise money for the AFH.

2.5.7.1. Ensures private organizations may not be affiliated with or considered part of the AFH.

2.5.7.2. Ensures monetary assistance may not be solicited from private organizations or other potential donors.

2.5.7.3. The Executive Director of the AFH may make suggestions to potential donors, when requested, on the needs of the AFH.

2.5.8. Schedules and chairs meetings, as necessary, to discuss financial matters, manning issues, support services, priorities for occupancy, rules for operations and maintenance, rules for guest conduct, rules for check-in and check-out, and any other business necessary for smooth and efficient running of the AFH.

2.6. AFH Manager:

2.6.1. Responsible to the Executive Director for the safe, effective, and efficient operation of the AFH.

2.6.2. Manages and operates the AFH in a fiscally responsible manner, ensuring needs of guests are met.

2.6.3. Ensures the AFH is safe, clean, and free from hazards, including adequate housekeeping and maintenance of the facility.

2.6.4. Ensures family members lodged in the AFH receive orientation to the Fisher House, including fire and safety information and whom to call in an emergency.

2.6.5. Completes reports on costs, usage, and operation of the AFH to the Executive Director of the AFH and to the 673 FSS/CC in a timely manner.

2.6.6. Submits work orders to correct deficiencies to the 773 CES Customer Service Section.

2.6.7. Submits annual APF operating requirements, capital requirements, and cash flow budgets to HQ AF/A1, via the 673 FSS RM Chief, as requested.

2.6.8. Submits monthly usage reports to 673 FSS for the purpose of creating accounts receivables for room-night payments from the Fisher Foundation ®.

2.6.9. Submits quarterly reports to the local 501(c) through the Executive Director which include usage numbers, financial reports and prioritized unfunded requirements.

2.6.10. Coordinates all special projects for the facility to include new construction, renovations, equipment repair and upgrades to systems.

2.7. Guests are responsible for abiding by the rules for the AFH and all facility rules and policies.

2.7.1. Guests must sign a statement of understanding regarding the fact that:

2.7.1.1. No medical or nursing services will be provided. Oxygen machines or any rehabilitative machine that does not require medical staffing may be authorized by the House Manager.

2.7.1.2. No one with a communicable disease may be lodged.

2.7.1.3. No overnight guests are allowed unless approved by the AFH Manager.

2.7.1.4. Children must be supervised at all times.

2.7.1.5. No pets, with the exception of registered service dogs, as defined by the Americans with Disabilities Act (ADA) and 673 MDG policies, are allowed.

2.7.1.6. No alcoholic beverages or illegal drugs are allowed.

2.7.1.7. No weapons or explosives are allowed.

2.7.1.8. Gambling is prohibited.

2.7.1.9. Soliciting, vending, and selling merchandise is prohibited.

2.7.1.10. Actions that violate the law or create a disturbance will not be tolerated.

2.7.1.11. Smoking is not allowed in the AFH. Guests must use designated smoking area which is located at the Bear parking lot entrance to the facility.

2.7.1.12. Guests must abide by the security/base access policies set forth by the command. Guest usage of the Hospital/VA Link will be in accordance with the approved policies of the MDG (Joint Policy Letter #30).

2.7.2. Failure to abide by the facility's rules may result in the guest being required to leave the AFH.

3. AFH Relations with Private Organizations and Other Donors:

3.1. A private organization or other donor may offer a conditional gift of money for purchase of a specific item or for a specific expense, such as painting the exterior of the AFH, or may make a conditional offer of gift of property. The Executive Director of the AFH may provide guidance to potential donors to ensure the offer of a gift may be accepted for the specific purpose the private organization intends, and otherwise follows the guidance outlined in AFI

34-201, paragraph 5.8. If accepted, a gift of money or property must be used for the purpose specified in the gift offer.

3.2. A private organization or other donor may offer an unconditional gift of money or property. If accepted, unconditional gifts of money will be placed in the AFFHF NAFI subaccount for the AFH. This money will be treated as NAF money for NAF specific purposes.

3.3. The AFFHFB has preapproved the offer of any gift of \$500 and such donations do not require formal acceptance. Those donations will be placed in the AFFHF NAFI subaccount for the AFH and will be treated as NAF money for NAF specific purposes. All direct monetary donations to Alaska Fisher House ® will be recorded and reported to FSS on the Fisher House ® Contribution Record.

4. Funding:

4.1. The AFFHF is an Air Force Supplemental Mission Support NAFI. Its installation-level operations are carried out through subaccounts of the AFFHF. Installation subaccount NAF revenues come from service charges collected from authorized personnel residing in the houses, sundry sales, interest income, donations, contributions, and other income. NAFs may be accumulated to maintain stable rates and to provide for capital expenditures such as room refurbishment and amenity upgrades.

4.2. Single Fund Source. To prevent budgeting for the same expenditure using APFs and NAFs, the 673 MDG/CC must use a single fund source for each element of operation, maintenance, repair, and construction costs. When the fund source (see [Attachment 3](#), this instruction) is APF, NAFs are not authorized and vice-versa, unless a waiver to the fund source is granted.

4.2.1. Secretary of the Air Force for Financial Management (SAF/FMC) approves requests for fund source waivers. The 673 FSS submits requests for exceptions to these funding policies to HQ PACAF/A1 for review. HQ PACAF/A1 then forwards recommendations for approval to AFSVA, USAF/ILV, and SAF/FMCEB, in turn.

4.2.2. Each organization level may disapprove requests without forwarding the request to the next organization level. Only recommendations for approval should be forwarded to the next organization level.

5. Information Collections. No information collections are required by this publication.

BRIAN P. DUFFY, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DODI 1015.15, *Establishment, Management, and Control of Non-appropriated Fund Instrumentalities (NAFIs) and Financial Management of Supporting Resources*, October 31, 2007.

DODI 1015.12, *Lodging Program Resource Management*, October 30, 1996.

Americans with Disabilities Act of 1990, *including changes made by the ADA Amendments Act 2008 (P.L. 110-325)*, March 20, 2009.

AFMAN 33-363, *Management of Records*, March 1, 2008.

AFMAN 34-214, *Procedures for NAF Financial Management and Accounting*, February 14, 2006.

AFI 34-201, *Use of Non Appropriated Funds (NAFs)*, June 17, 2002.

AFI 34-209, *NAF Financial Management and Accounting*, January 12, 2010.

AFI 34-223, *Private Organizations (PO) Program*, March 8, 2007.

AFI 34-262, *Services Programs and Use Eligibility*, June 27, 2002.

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Non-appropriated Fund Instrumentalities (NAFIs)*, May 6, 2009.

HQ USAF-ILV, *Fisher House Fund Guidance*, June 13, 2000.

VHA Handbook 1110.1, *VHA Fisher House Program*, April 10, 2003.

673D Medical Group Joint Policy Letter #30, dated June 2012, *VA Clinic/673D Medical Group Link Security*.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*.

Abbreviations and Acronyms

ADA—American Disabilities Act.

AFMAN—Air Force Manual.

AFPD—Air Force Policy Directive.

AFH—Alaska Fisher House.

AFFHB—AF Fisher House Board.

AFFHF—AF Fisher House Fund.

AFRIMS—AF Records Information Management System.

APF—Appropriated Funds.

CFC—Combined Federal Campaign.

DoD—Department of Defense.

FO—Facility Operations.

JBER—Joint Base Elmendorf-Richardson.

NAF—Non Appropriated Fund.

NAFI—NAF instrumentality.

OPR—Office of Primary Responsibility.

RDS—Records Disposition Schedule.

VA—Veterans Affairs.

Attachment 2

OFFER OF GIFT DONATION/CONTRIBUTION ACCEPTANCE

Name:

Company:

Address:

I have received your "Offer of Gift," by which you have donated _____ designated for _____ at the JBER Alaska Fisher House ®.

It's through donations such as yours that the Fisher House Foundation, Inc., ® and the Alaska Fisher House ® are able to continue having a positive impact on the quality of life of "our greatest national treasure our military men and women and their loved ones." Your donation to the Fisher House of Alaska is even more meaningful as our thoughts and prayers are with America's service men and women currently engaged in combat operations around the world.

By authority of the Secretary of the Air Force, I accept with pleasure your gift designated for support of the Alaska Fisher House ® pursuant to 10 U.S.C. 2601. This letter will also serve as your receipt for IRS purposes and acknowledges that no goods or services were provided in consideration of your gift.

Thank you for your kindness and generosity.

Sincerely,

SIGNATURE BLOCK

Attachment 3

NAF FINANCIAL MANAGEMENT AND ACCOUNTING

Figure A3.1. NAF Financial Management and Accounting

DESCRIPTION	APF	NAF
Construction, Replacement. (See Note 1)		X
Improvement additions or conversions		X
Facility Maintenance. Refers to the day-to-day work required to preserve real property facilities and prevent premature failure or wearing out of system components (electrical, mechanical, heating and air conditioning, plumbing, roofing, foundations, doors (includes key lock system), windows, and so on). See AFIs 32-1021 and 32-1022 for more detailed information. (EEIC 521)	X	
Facility Repair. Excludes replacement of furnishings, carpeting, wall coverings, drapes/bedspreads, light fixtures, blinds, appliances, and so on. See AFIs 32-1021 and 32-1022 for more detailed information. (EEIC 522)	X	
New Facility Furnishings		X
Replacement Furnishings, Carpeting, wall coverings, light fixtures, drapes and blinds		X
Grounds Maintenance	X	
Utilities	X	
Telephone Systems and Service	X	
Cable TV Service	X	
Communications--Computer Systems Equipment and Supplies	X	X
Refuse Collection and Disposal Services	X	
Personnel		
Executive Control and Command Supervision (ECCS)	X	
House Manager and Other Administrative Staff		X
Housekeepers and Janitors		X
Guest Related Supplies, Small Appliances, Amenities, and Household Items		X
Appliances		
Purchase		X
Repair and Maintenance		X
Televisions		
Purchase		X
Repair and Maintenance	X	
Accounting Services		X
Transportation (motor pool support)	X	
Vehicle owned by AFFHF		X
Common Support (fire, police, snow removal, and pest control - not all inclusive)	X	
NOTE: Buildings, including furnishings, appliances, and so on for a complete and usable facility, are initially erected with funds provided by the Fisher House Foundation.		

