

**BY ORDER OF THE COMMANDER  
56TH FIGHTER WING (AETC)**

**AIR FORCE INSTRUCTION 34-201**

**LUKE AIR FORCE BASE  
Supplement**



**11 OCTOBER 2011  
Certified Current 16 October 2015  
Services**

**USE OF NONAPPROPRIATED FUNDS  
(NAFS)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 56 FSS/FSR

Certified by: 56 FSS/CC (Maj Timothy A.  
Farr)

Supersedes: AFI34-201\_LUKEAFBSUP,  
9 June 2005

Pages: 3

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Air Force Instruction (AFI) 34-201, *Use of Nonappropriated Funds (NAF)*, is supplemented as follows. This provides instructions on implementing the Unit Enhancement Funding Program at Luke Air Force Base. **This publication does not apply to Air Force Reserve Command (AFRC) and to Air National Guard (ANG) Units.** Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>

**SUMMARY OF CHANGES**

**This publication has been revised to include the following changes.** Reference to Services has been changed to Force Support. Luke squadrons may spend up to \$2 per military and civilian employees assigned to their organization for unit parties and picnics.

4.3.4. 56 FW/CC authorizes Luke squadrons to spend up to \$2 per military and civilian employees assigned to their organization for unit parties and picnics. Squadron commanders will be issued "Force Support Bucks" coupons to make purchases. "Force Support Bucks" expire 30 September each year. The wing is authorized \$14,000 plus \$1,000 in "Force Support Bucks" annually for base level picnics and events. The following rules apply:

- 4.3.4.1. (Added) Commanders or a designated individual will be issued “Force Support Bucks” coupons. Squadrons will purchase bulk food and beverage item at cost plus a five percent (5%) markup for NAF administrative costs from any of the NAF food operations (Golf Course, Bowling Center, Club Five Six). Organizations will use the “Force Support Bucks” coupons as the method of payment. Authorized purchases also include paper or plastic plates, cups, napkins, utensils, etc., associated with a party or picnic including catering the function.
- 4.3.4.2. (Added) The purchase of alcoholic beverages with Unit Enhancement “Force Support Bucks” coupons is authorized. Commanders will follow the guidance in Luke Supplement 1 to AFI 34-219, *Alcoholic Beverage Program*, in obtaining permission to serve alcoholic beverages.
- 4.3.4.3. (Added) “Force Support Bucks” coupons are only authorized to make purchases from Force Support NAF organizations, with the exception of the Child Development Center, School Age Programs, and the dining facility. Use of “Force Support Bucks” at other on-base facilities, to include Commissary and AAFES activities, is not authorized. Authorized expenditures include payment of lodging and outdoor recreation programs at Fort Tuthill, rental of equipment from the Outdoor recreation Equipment Rental Office, purchase of entertainment tickets from ITT, catered meals at the Club, Bowling, or Golf Course, lane and shoe rentals at the Bowling Center, etc.
- 4.3.4.4. (Added) All military and civilian employees assigned to an organization are eligible to participate in the organizational party or picnic.
- 4.3.4.5. (Added) Record Unit Enhancement Program expenditures in activity code 16246, cost center 1502, Social Events, on the MWR Fund financial statement.
- 4.3.4.5.1. (Added) The Force Support Chief of Resource Management (RMFC) budgets for Unit Enhancement Program expenditures in the rolling four quarter budget at an amount that equates to \$6 per assigned military and civilian employee. The RMFC uses fiscal year end strength for the computation.
- 4.3.4.5.2. (Added) The RMFC, or designated representative, will brief squadron and group commanders of the expenditure authority amount available to their organization.
- 4.3.4.5.3. (Added) The RMFC, or designated representative, will brief the party or picnic POC on the Unit Enhancement Program rules.
- 4.3.4.5.4. (Added) The unit commander will appoint a responsible person to be the POC for the unit party or picnic.
- 4.3.4.6. (Added) The “Force Support Bucks” coupons are not redeemable for cash.
- 4.3.4.7. (Added) The Force Support Squadron Commander or designated representative will annually brief squadron and group commanders on the Unit Enhancement Program expenditure authority. The RMFC or designated representative will provide squadron commanders their authorized “Force Support Bucks” coupons during first quarter of fiscal year.

JERRY D. HARRIS, JR., Brigadier General, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI 34-201, *Use of Nonappropriated Funds*, 17 June 2002

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

***Adopted Forms***

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

***Abbreviations and Acronyms***

**AFI**— Air Force Instruction

**AFMAN**— Air Force Manual

**AFPD**— Air Force Policy Directive

**AFRC**— Air Force Reserve Command

**AFRIMS**— Air Force Records Information Management System

**ANG**— Air National Guard

**MWR**— Morale, Welfare, and Recreation

**NAF**— Nonappropriated Fund

**OPR**— Office of Primary Responsibility

**POC**— point of contact

**RDS**— Records Disposition Schedule

**RMFC**—Resource Management Flight Chief