

**BY ORDER OF THE COMMANDER
SPANGDAHLEM AB (USAFE)**

**SPANGDAHLEM AIR BASE INSTRUCTION
34-201**



1 SEPTEMBER 2009
Certified Current on 10 February 2016
Services

**FORCE SUPPORT SQUADRON BAZAARS
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 52 FSS/FSR

Certified by: 52 FSS/CC (Patrick M. Miller)

Supersedes: SPANGDAHLEMABI34-201, 20 March 2004

Pages: 10

This instruction implements Air Force Policy Directive (AFPD) 34-2, *Managing Nonappropriated Funds*. It outlines procedures to provide a system of operating controls and internal checks for 52d Force Support Squadron (52 FSS) Bazaars operated by a Private Organization (PO), with the PO's net proceeds raised from the bazaars used to satisfy a portion of the charitable needs of Spangdahlem Air Base (SAB) and its geographically separated units (GSU) communities. It applies to all personnel assigned to Spangdahlem and its GSUs. Ensure that 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 the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF 847, *Recommendation for Change of Publication*; route AF 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This document has been rewritten in its entirety. Procedures of the 52 FSS have been updated. Squadron and office symbols have been updated and corrected as needed after the merger of the Mission Support and Services Squadrons. Mandatory information has been included. Attachment 1 has been corrected to comply with Air Force regulations. Forms paragraph has been added.

1. Concept of Operations.

1.1. The Nonappropriated Fund Instrumentality (NAFI) of 52 FSS is authorized to engage in resale activities, to include bazaars. Bazaars are in the nature of a 52 FSS NAFI Category C or “revenue-generating activity” as defined in Air Force Instruction (AFI) 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIs)*. The NAFI may contract with a PO to operate an occasional, short term, nonpermanent bazaar for the NAFI. When approved by the installation commander, the bazaars are base-wide special events and as a NAFI Category C activity qualifies for Air Force Appropriated Fund (APF) support in the same manner in which other NAFI Category C activities receive common support services.

1.2. If operated by or for the NAFI, if sales are limited to United States (US) military members, US civilian employees and their authorized dependents, i.e., US military identification card holders, and if 100% of the net revenues after expenses go to the NAFI or to charitable activities, NAFI resale activities, to include bazaars, are free of German taxes to include Value Added Tax (VAT).

2. Responsibilities.

2.1. 52d Fighter Wing Commander (52 FW/CC).

2.1.1. 52 FW/CC approves the dates, times and locations of 52 FSS bazaars as base wide special events.

2.1.1.1. Approval of the bazaar by 52 FW/CC constitutes authorization for APF support, in the form of common services and excess equipment, on a non-reimbursable basis to the extent authorized by AFI 65-106 for NAFI Category C activities. **Paragraph 4** details the common service and excess equipment requirements for bazaars.

2.1.1.2. If operated by a PO for 52 FSS, approval of the bazaar by 52 FW/CC authorizes the NAFI on a reimbursable basis to expend funds. The PO may elect to have the NAFI provide support, but the PO must reimburse 52 FSS 100% of all Nonappropriated Funds (NAF) costs.

2.2. 52 FSS.

2.2.1. Event Approval.

2.2.1.1. 52 FSS will coordinate with the PO to establish a site, dates, and hours of operation for the bazaars. The site will be Hangars 1 and 2 on SAB.

2.2.1.2. 52 FSS will obtain a coordinated approval from the 52d Mission Support Group commander, 52d Maintenance Group (52 MXG) commander, and the 52 FW/CC. This approval will indicate whether 52 FW/CC has declared equipment items excess for the period of the bazaar, and also request common services to the extent allowed in AFI 65-106 (see **paragraph 4**).

2.2.2. 52 FSS, with the assistance of the 52 FW Staff Judge Advocate and 52d Contracting Squadron (52 CONS), will develop standardized vendor contracts for bazaars. All contracts between 52 FSS and vendors must be signed prior to the start of the bazaar. The contracts will include the vendor’s agreement to participate in the bazaar, agreed upon space rental fees, and percentage of sales due to the NAFI.

- 2.2.2.1. 52 FSS will coordinate with the PO all procedures for having the vendors sign the contracts, distribution of the signed contracts, and review of the signed contracts prior to signature by the government.
- 2.2.2.2. 52 FSS NAF Contracting Officer will review and sign all vendor contracts as outlined in AFMAN 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*. In the event 52 FSS does not have a NAF Contracting Officer available, 52 CONS will review and sign all vendor contracts.
- 2.2.3. If agreed upon by 52 FSS and the PO, 52 FSS Marketing (FSK) will provide flyers, posters, marquees, newspaper articles, sandwich boards and other marketing support to include commercial sponsorship. If 52 FSS/FSK is to provide marketing and publicity for the bazaar, the contract between 52 FSS and the PO will detail what 52 FSS/FSK will provide and what the cost will be.
- 2.2.4. If agreed upon by 52 FSS and the PO, 52 FSS will provide tables and benches at an agreed upon price.
- 2.2.5. 52 FSS may utilize commercial sponsorship for the event. Any benefit of commercial sponsorship must accrue to 52 FSS, not the PO. POs are not authorized to use commercial sponsorship.
- 2.2.6. 52 FSS will ensure official POs and unofficial activities/organizations operating food booths or having a space at the bazaar to sell goods or services submit the required documentation for a fundraiser and obtain approval from 52 FSS.
- 2.2.7. Funds Management.
- 2.2.7.1. All funds collected at the bazaar from vendor sales, as well as all funds collected prior to the bazaar for space fees, will be deposited into and disbursed from a 52 FSS account by the NAFI. Monies collected prior to the bazaar from revenues such as space fees may be disbursed prior to the bazaar to pay expenses. Monies and other revenue from vendor sales at the bazaar will be consolidated, reconciled, and deposited nightly by the NAFI.
- 2.2.7.2. 52 FSS will provide credit card machines for each hangar.
- 2.2.7.3. 52 FSS will staff finance booths as required in both hangars and will provide personnel to settle swipe terminals for merchant charges each night after the bazaar has closed.
- 2.2.7.3.1. A designated 52 FSS employee will prepare an AF Form 1876, *NAF Consolidated Cost Center Report*, on a daily basis, reporting all cash, check and charge sales for each day.
- 2.2.7.4. 52 FSS will coordinate VAT exemption requirements.
- 2.2.7.5. 52 FSS will provide technical assistance for swipe machines as required. 52 FSS will charge the contracted PO with a percentage for credit card processing fees.
- 2.2.7.6. The general ledger section of the 52 FSS Resource Management Flight (52 FSS/FSR) will maintain a subsidiary record of all transactions pertaining to the bazaar and track all income and disbursements .

2.2.7.7. 52 FSS will issue payment by electronic funds transfer for the vendor's portion of the sales by the agreed upon time in the contract.

2.2.7.8. 52 FSS will verify and stamp all checks nightly when deposits are being picked up. All checks from vendor sales will be payable to 52 FSS.

2.3. PO (not all inclusive).

2.3.1. 52 FSS will request 52 CONS develop a contract to establish an agreement whereby the PO will operate the bazaar for 52 FSS (see [paragraph 4.8](#)).

2.3.2. The PO will submit a written request to 52 FSS/FSR recommending proposed site, dates, and hours of operation for the bazaars. If the PO wants 52 FSS to provide tables and benches, the request must indicate the number of tables and benches needed. The request must also recommend the space fee to be charged to vendors, and the proposed percentage of gross sales the PO will retain.

2.3.3. The PO will have experience in conducting large-scale base-wide events such as bazaars.

2.3.4. The PO will be familiar with charitable needs of SAB and its GSU communities.

2.3.5. The PO must be one that is recognized in Article 71, paragraph 3, as an organization by the German Supplemental Agreement to the North Atlantic Treaty Organization Status of Forces Agreement.

2.3.6. The PO will select vendors for the bazaar and contact potential vendors at least 6 months prior to the bazaar, using a standardized application/contract. See paragraph 2.2.2.

2.3.7. The PO will collect space fees from vendors and give the monies to 52 FSS for deposit into a 52 FSS account.

2.3.8. The PO will return 100% of net profits back into the charitable needs of the community in the form of scholarships, donations to youth programs, support for awards and fitness programs, child care costs for volunteers, dorm baskets, etc.

2.3.9. The PO will provide sufficient labor to successfully operate the bazaar, to include ID checkers, runners, kitchen help, office support, and vendor support.

2.3.10. The PO will provide childcare for the volunteers, if deemed desirable.

2.3.11. The PO may have as an expense of the bazaar, if desired, a volunteer appreciation event.

2.3.12. The PO will provide kitchen support and food for vendors and volunteers, if desired.

2.3.13. The PO will provide office and financial support. The PO will ensure all checks accepted by vendors meet the standards required by AFMAN 34-212, *Control Procedures for Protecting NAF Assets*, and related 52 FSS Operating Instructions and policies.

2.3.14. The PO will observe and assist with nightly deposits of all funds into a 52 FSS account.

2.3.15. The PO will provide credit card log and bazaar authorization and approval slips (attached to the white copies of the charge receipts) to 52 FSS nightly when the charge swipe terminals are settled.

2.3.16. The PO will charge vendors and pay to 52 FSS the agreed upon processing fee in the contract for credit card purchases at the bazaar.

2.3.17. The PO will provide runners to collect all vendor sales sheets and proceeds, and assist in reconciling proceeds to sales sheets.

2.3.18. The PO will provide personnel to assist and monitor vendors during the operating hours of the bazaar to ensure customers making purchases sign sales sheets and all sales are properly recorded.

2.3.19. At the conclusion of the bazaar the PO will provide 52 FSS with a detailed list of vendors and their total sales amounts with the supporting documentation, to substantiate the appropriate amounts to be disbursed to the vendors.

2.3.20. The PO will not sell alcoholic beverages in any form. Commercial vendors may sell closed container alcoholic beverages for off premise consumption. 52 FSS is the only organization who may sell alcoholic beverages for on premise consumption. *NOTE:* This does not prohibit commercial vendors from giving minute, extremely small samples of their products to prospective customers as is customary.

2.3.21. The PO will provide to 52 FSS the required vendor information for security screening at least 30 days prior to the event.

2.3.22. The PO will arrange and stock a vendor's lounge.

2.3.23. The PO will conduct periodic bazaar meetings as required and will invite 52 FSS to attend.

2.3.24. The PO will market and advertise the bazaar in a manner that makes clear the bazaar is a 52 FSS event, not an event of the PO. This does not preclude the PO from prominently identifying itself as the operator, manager or promoter of the bazaar.

2.3.25. The PO will appoint a Hangar Boss for each hangar and meet with 52d Maintenance Operations Squadron (52 MOS) (Hangar 1) and 52d Equipment Maintenance Squadron (52 EMS) (Hangar 2) representatives at specific times prior to the bazaar to coordinate all hangar issues. The Hangar Bosses will notify 52 FW Safety Office to complete a pre-inspection of each hangar prior to opening the bazaar to the public.

2.3.26. The PO will arrange for all services and equipment specified in paragraphs 3 and 4 below.

3. Costs and Expenses.

3.1. The PO will be responsible for all costs of the bazaar except those costs that can be supplied by APFs to 52 FSS Category C activities without reimbursement, see paragraph 4.

3.2. The PO will reimburse 52 FSS for 100% of its NAFI costs incurred for the bazaar.

3.2.1. The PO may pay 52 FSS an agreed upon flat fee for pre-specified costs and services provided by 52 FSS, such as NAF payroll, marketing, publicity, supplies and

table rental. In the event that the actual costs of these items exceeds the agreed upon flat fee because of the actions or requests of the PO, 52 FSS will present an itemized bill to the PO for reimbursement of these additional expenses.

3.2.2. Alternatively, the PO can assume responsibility for all costs of the bazaar. If this is done and 52 FSS performs any services mutually agreed upon, 52 FSS shall account for its expenses and be reimbursed by the PO for 100% of the actual costs incurred.

3.3. The PO will pay for all supply costs required to run the bazaar.

3.4. The PO will pay all costs of replacing or repairing lost or damaged government equipment that is made available as temporarily excess or surplus equipment at the time of the bazaar. This includes electrical and communication equipment.

3.5. The PO will pay for all equipment, if excess or surplus Air Force (AF) equipment is not available.

3.6. The PO will pay for any equipment maintenance necessary as a result of its use for the bazaar.

3.7. The PO will pay the costs of obtaining tables and benches.

3.8. The PO will pay for all phone service expenses.

3.9. The PO may, unless required for safety or technical reasons, satisfy the following cost obligations by using volunteers, hiring contractors, using APF resources on a reimbursable basis if available, or contracting with other POs or booster clubs. For example, in lieu of paying a private contractor or paying reimbursable shop rates for APF 52d Civil Engineer Squadron (52 CES) personnel to set up and take down the electrical system for the bazaar, the PO may make arrangements with the 52 CES booster club to set up and take down the electrical system for the bazaar as long as the 52 CES booster club members are voluntarily donating their time and are qualified to set up and break down the electrical system. The PO will prepare a detailed Statement of Work to be signed by each organization.

3.9.1. Costs of hangar preparation and restoration, to include forklift operators, equipment removal and replacement, setting up and taking down tables and benches, cleaning hangar restrooms and floors, and hangar trash disposal. (Historically subcontracted to 52 MOS and 52 EMS Booster Clubs.)

3.9.2. Costs of setting up and taking down electrical systems required to support the bazaar (historically subcontracted to 52 CES Top 4 Booster Club).

3.9.3. Costs of providing facility blueprint including maps, layouts, and markings (historically subcontracted to 52 CES Unit Advisory Council Booster Club).

3.9.4. Costs of vendor security and overnight hangar security (historically subcontracted to 52d Security Forces Squadron (52 SFS) Booster Club or AF Office of Special Investigations Booster Club).

3.9.5. Costs of setting up and taking down public address, telephone, radio and other communications systems and computers (historically subcontracted to 52d Communications Squadron (52 CS) Booster Club).

3.9.6. Costs of setting up and tearing down tents, including lighting (historically subcontracted to 606th Air Control Squadron (606 ACS) Booster Club).

4. Common Services and Excess Equipment. The PO will not be responsible for reimbursement of those items identified by AFI 65-106 as common services or excess equipment. These are services provided to all base organizations at no additional cost, and equipment items considered surplus for the period of the bazaar. The PO will be responsible for coordinating with the following units to provide common support and excess equipment to the extent possible:

- 4.1. 52d Operations Group: Assess impact to wing flying operations, as required, and consult with 52 MXG as to hangar availability.
- 4.2. 52 MOS: Provide availability of Hangar 1 and parking for bazaar committee members behind Hangar 1. Provide one mobile lighting unit and one forklift.
- 4.3. 52 EMS: Provide availability of Hangar 2 and parking for bazaar committee members behind Hangar 2. Provide one mobile lighting unit and one forklift.
- 4.4. 52d Medical Group: Ambulance support and Public Health inspection of food booths.
- 4.5. 52 FW Safety. Safety pre-inspection of facility before the bazaar.
- 4.6. 52 CES. Provide ramps and windbreakers for Hangars 1 and 2 front entrances. Provide dumpsters, recycling containers, refuse collection, toilet trailer with water hookup, electrical distribution line equipment, and emergency service support to include fire protection and bomb disposal service.
- 4.7. 52 SFS. Provide vendor access and screening, traffic and parking control, and funds security. Develop a Parking Plan and coordinate it with all organizations involved prior to the bazaar. Coordinate with the Bazaar Security Chair to allow parking for bazaar committee members directly behind Hangars 1 and 2. Provide military working dog sweeps of the facilities before and during the bazaar.
- 4.8. 52 CONS. Develop contract for the PO to operate the bazaar for 52 FSS. As necessary, 52 CONS will assist in development/review of the 52 FSS contracts with vendors.
- 4.9. 52 CS. Provide excess equipment detailed in paragraph 3.9.5.
- 4.10. 606 ACS. Provide tents and water buffalo, if not in use for operational needs.
- 4.11. 52d Fighter Wing Antiterrorism Office (52 FW/AT). In coordination with the 52 FSS Antiterrorism Officer, provide a Force Protection Plan and risk assessment. Assist the PO with briefing bazaar staff members prior to opening hours.

5. Forms Adopted and Prescribed.

5.1. Adopted Form.

AF 1876, NAF Consolidated Cost Center Report

AF 847, Recommendation for Change of Publication

5.2. Prescribed Forms. No forms prescribed.

LEE T. WIGHT, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 34-2, *Managing Nonappropriated Funds*, 7 January 1994

AFMAN 33-363, *Management of Record*, 1 March 2008, and USAFESUP, 20 March 2008

AFMAN 34-212, *Control Procedures for Protecting NAF Assets*, 1 September 1995

AFMAN 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*, 3 November 2000

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

Abbreviations and Acronyms

FSS/FSK— 52d Force Support Squadron Marketing Office

FSS/FSR— 52d Force Support Squadron Resource Management Office

ACS— Air Control Squadron

AF— Air Force

AFMAN— Air Force Manual

AFPD— Air Force Policy Directive

APF— Appropriated Funds

CES— Civil Engineer Squadron

CC— Commander

CONS— Contracting Squadron

CS— Communications Squadron

EMS— Equipment Maintenance Squadron

FSS— Force Support Squadron

FW— Fighter Wing

GSU— Geographically Separated Unit

MOS— Maintenance Operations Squadron

MSG— Mission Support Group

MXG— Maintenance Group

NAF— Nonappropriated Funds

NAFI— Nonappropriated Fund Instrumentality

PO— Private Organization

SAB— Spangdahlem Air Base

VAT— Value Added Tax

US— United States