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OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
POLICY DIRECTIVE 34-1**



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Services

**DEPARTMENT OF
THE AIR FORCE SERVICES**

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This Department of the Air Force Policy Directive (DAFPD) implements Joint Publication 4-0, *Joint Logistics*; Department of Defense Directive (DoDD) 5101.10E, *DoD Executive Agent (DoD EA) for Subsistence*; Department of Defense Manual (DoDM) 1338.10, *DoD Food Service Program*; DoDD 1000.26E, *Support for Non-Federal Entities Authorized to Operate on DoD Installations*; Department of Defense Instruction (DoDI) 1000.15, *Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations*; DoDI 1125.03, *Vending Facility Program for the Blind on DoD-Controlled Federal Property*; DoDD 1015.17E, *DoD Executive Agent for Armed Forces Entertainment*; DoDI 1015.09, *Professional U.S. Scouting Organization Operations at U.S. Military Installations Overseas*; DoDI 1015.10, *Military Morale, Welfare and Recreation (MWR) Programs*; DoDI 1330.04, *Military Services Participation in National and International Sports Activities*; DoDI 1015.08, *DoD Civilian Employee Morale, Welfare, and Recreation (MWR) Activities and Supporting Nonappropriated Fund Instrumentalities (NAFI)*; DoDI 1015.11, *DoD Lodging Policy*; DoDI 1225.9, *Billeting for Reserve Component Members*; DoDD 5110.10, *Defense POW/MIA Accounting Agency*; DoDI 1300.29, *Mortuary Affairs Program*; DoDI 1300.15, *Military Funeral Support*; DoDI 1300.31, *DoD Cemeteries*; DoDI 1330.04, *Military Services Participation in National and International Sports Activities*; DoDM 1338.10, *DoD Food Service Program*; DoDI 1342.29, *Interstate Compact on Educational Opportunity for Military Children*; DoDI 1344.08, *Interment Allowance for Deceased Military Personnel*; DoDI 1402.05, *Background Checks on Individuals in DoD Child Care Services Programs*; DoDI 5030.56, *Department of Defense Consumer Affairs Program*; DoDI 6400.01, *Family Advocacy Programs*; DoDI 6060.02, *Child Development Programs*

(CDPs); DoDI 6060.04, *Youth Services (YS) Policy*; and is consistent with DoDD 1300.22, *Mortuary Affairs Policy*; DoDI 1015.15, *Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources*; DoDD 5101.12E, *DoD Executive Agent (EA) for Construction and Barrier Materiel*; and DoDI 1015.16, *Nonappropriated Fund Instrumentalities Information Technology Policies and Procedures*; and DoDI 7700.20, *Commissary Surcharge, Nonappropriated Fund (NAF), and Privately Financed Construction Policy*. This publication applies to the entire Department of the Air Force (DAF), including civilian employees and military members of the United States Space Force (USSF), Regular Air Force, the Air Force Reserve and Air National Guard, as specified. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented. In coordination with the Deputy Chief of Space Operations for Human Capital, Chief of the Air Force Reserve, Director of the Air National Guard, Deputy Chief of Staff for Manpower, Personnel and Services, the Assistant Secretary of the Air Force for Manpower and Reserve Affairs develops policy for Total Force Human Resource Management.

SUMMARY OF CHANGES

This policy directive has been revised to incorporate DAF Fisher Houses, the USSF presence and creation, implementation of several additional Department of Defense (DoD) issuances, and updated referenced authorities. The policy directive should be reviewed in its entirety.

1. Overview. DAF Services establishes and operates Morale, Welfare, and Recreation (MWR) capabilities that optimize and sustain resilient combat-ready Airmen and Guardians. These capabilities promote Airman, Guardian, and family resiliency and readiness, aid in recruitment and retention, foster a sense of community, and exemplify the four pillars (mental, physical, spiritual, and social) of Comprehensive Airman/Guardian Fitness. Services programs are designed to deliver capabilities both in-garrison and deployed locations. MWR programs and services are established based on periodic market research for the benefit of authorized patrons and should contribute to the development of resilient and ready Airmen, Guardians, and families. Services will ensure the needs and interests of users of DAF Services programs and the DAF are considered and addressed in the formulation of policies. DAF Services does not provide programs for the purpose of competing with commercial providers of similar services.

2. Department of the Air Force Policy.

2.1. Morale, Welfare, and Recreation Programs. Per DoD policy, military components establish MWR programs to maintain individual, family, and mission readiness during peacetime, wartime hostilities or other contingencies.

2.1.1. The DAF will provide MWR capabilities critical to the recruitment, retention, resiliency, and readiness of Airmen, Guardians, their families and Sister Services on DAF installations and on joint bases where the DAF is the host. Specifically, these capabilities will be established to support mission readiness, retention and morale of the Total Force during peacetime, contingency operations, periods of force structure change, relocation of military units, base realignments and closure, humanitarian crisis and evacuation, and other emergency situations. The scope of MWR capabilities must be sufficiently broad and varied in nature to attract the maximum number of people for whom a commander has support responsibility.

2.1.2. The DAF will ensure MWR capabilities are resourced from either appropriated funds (APF), nonappropriated funds (NAF), or a combination of both consistent with DoD policies and laws where applicable.

2.1.3. The DAF may use community partnerships (per Title 10 United States Code (USC) Section 2679, *Intergovernmental Service Agreements*) and public/private ventures on a case-by-case basis to deliver increased MWR capabilities when appropriate.

2.1.4. The DAF will utilize solicited and unsolicited commercial sponsorship opportunities to maximize support to installation MWR capabilities on and off the installation consistent with DoD requirements, ensuring any funds, products, services or items resulting from commercial sponsorship agreements are used only to support MWR affiliated capabilities and events.

2.2. Managing Morale, Welfare, and Recreation Nonappropriated Funds.

2.2.1. Funding for MWR capabilities will come from APF and NAF based on the activities' ability to generate revenue as outlined in DoDI 1015.10 and DoDI 1015.15.

2.2.2. APF will provide funding for MWR capabilities to the maximum extent authorized in DoDI 1015.15 and by the Assistant Secretary of the Air Force for Financial Management and Comptroller guidance as outlined in AFD 65-1, *Management of Financial Services*.

2.2.3. NAF will be used for the collective benefit of military personnel, their families, and authorized civilian employees. These funds support MWR programs, lodging, other specified programs, and nonappropriated fund instrumentalities (NAFI). The DAF prohibits the use of NAF to support areas not principally concerned with MWR capabilities. NAF will be used to support business activities and assist those mission sustaining and community support programs that serve active duty military personnel, their dependents, and other authorized MWR patrons. Air National Guard and Air Force Reserve Command units will receive NAF support through use of local base programs when units are located on regular or reserve military installations, or as isolated units when not located on an installation.

2.2.4. The DAF will establish NAFI to meet the objectives of MWR activities. The DAF will operate NAFI and MWR business activities in such a manner as to ensure sound management of resources and to generate enough income to cover NAF operating expenses and required capital assets. To this end, the DAF will conduct periodic reviews and audits of NAFI and activities to monitor the continued need for the function and the quality of its management practices.

2.2.5. Non-Federal entities and private individuals do not have any right to ownership of NAFI assets because all benefits accrue through participation in programs supported by the NAFI. Individuals will not use NAF or NAFI affiliation for personal or private gain of themselves or others.

2.3. Lodging. The DAF Lodging Program will support official travel consisting of temporary duty (TDY) and permanent change of station (PCS) travel requirements to support readiness, mission accomplishment, and improved productivity in accordance with DoDI 1015.11.

2.3.1. DAF Lodging programs will be strategically planned, programmed, and executed to meet applicable DoD fiscal, health, safety, adequacy, and force protection standards.

2.3.2. DAF Lodging to support TDY and PCS travel will be funded with NAF revenue generated by the lodging program.

2.3.2.1. Revenue generated must cover program operations and recapitalization and will follow NAFI management policies and guidance in DoDI 1015.15 concerning NAFI oversight, establishment, and disestablishment.

2.3.2.2. DAF Lodging revenue will not be used as a funding source (i.e., dividend) for MWR programs, and official lodging program revenue may not be programmed or used to support MWR program expenses or construction.

2.4. Child Development Centers, School-Age Care, Family Child Care, Youth and School Liaison Programs. The DAF will establish programs to assist DoD military and civilian personnel in balancing the competing demands of the mission and family life by managing and delivering a system of quality, available, and affordable programs and services for eligible children and youth from birth through 18 years of age.

2.4.1. The DAF will establish child development, school age care and youth programs that promote the social, emotional, physical, and cognitive development of children through activities and services that recognize the differences in children/youth and encourage self-confidence, curiosity, creativity, self-discipline, and resilience.

2.4.2. The DAF will establish Child and Youth Education Services in accordance with DoDI 6060.04. The School Liaison Program will provide PreK-12th grade information, connect families with appropriate educational resources, partner with parents, school administrators, staff, community stakeholders and installation leadership concerning education issues.

2.4.3. The DAF will ensure funding is available to meet *Military Child Care Act* requirements pursuant to 10 USC § 1791-1800, *Military Child Care*, and protect the health, safety, and well-being of children in care.

2.4.4. The DAF will conduct an internal certification process in accordance with 10 USC Chapter 88, *Military Family Programs and Military Child Care*, DoDI 6060.02 and DoDI 6060.04 for Child and Youth Programs.

2.4.5. The DAF will certify only qualified Family Child Care providers who can support the mission requirements of the installation and comply with applicable State licensing requirements.

2.4.6. The DAF will promote the early identification and reporting of alleged child abuse and neglect in DAF Child and Youth Programs consistent with DoDI 6400.01.

2.4.7. The DAF will establish a standardized and comprehensive process for screening personnel and volunteers for positions involving childcare services on DAF installations. Background checks will be completed in compliance with DoDI 1402.05.

2.5. **Food Service.** The DAF will provide a high quality and cost-effective food service to authorized military and civilian personnel in accordance with the procedures outlined in DoDM 1338.10.

2.5.1. Develop plans, policies, objectives, and standards for the management of the DAF Food Service Program.

2.5.2. Program, budget, and account for obligations, expenditures, revenues, and food service operating expenses and all meals.

2.5.3. Train, man, and equip food service personnel to support DAF Food Service requirements.

2.5.4. Offer nutritionally balanced meals that will optimize performance, improve readiness, and maximize resiliency to authorized personnel.

2.6. **Physical Fitness.** The DAF Fitness Program will provide physical fitness capabilities that support overall force readiness and individual and unit fitness in accordance with DoDI 1015.10

2.6.1. Develop plans, policies, objectives, and standards for the management of the DAF Fitness Program.

2.6.2. Program, budget, and account for obligations, expenditures, and fitness operating expenses.

2.6.3. Train, man, and equip fitness personnel to support DAF Fitness program requirements.

2.6.4. Ensure DAF is appropriately represented at the International Military Sports Council, also known and referred to in this issuance as the Conseil International du Sport Militaire (CISM), activities and in civilian national and international amateur sports competitions in accordance with DoDI 1330.04.

2.6.4.1. Pursuant to Section 717 of Title 10, USC, DAF members may train for, attend, and participate in amateur competitions, and qualifying events and preparatory competitions for those games.

2.6.4.2. DAF members may also train for, attend, and participate in other international amateur sports competitions, including qualifying events and preparations for those competitions, if the Secretary of State determines participation in those competitions will serve the interests of the United States.

2.7. **Private Organizations.** The DAF will establish policies and guidelines for recognizing and operating private organizations on a DAF installation including those private organizations recognized as Local Supporting Foundations (LSF).

2.8. **Services Contingency Operations.** The DAF will provide capabilities to support the core functions for the warfighters and combatant commanders to include fitness, recreation, lodging, laundry, food services, mortuary, and resale operations. Expeditionary combat support programs at the DAF, major commands, Air Force Installation and Mission Support Center, and base levels will organize and train Services military personnel for contingency combat support roles.

2.9. **Mortuary Affairs.** The DAF will establish mortuary affairs capabilities to include ensuring the identification, care, disposition, and military honors for the deceased are provided, as well as the retrieval, protection, and disposition of the deceased's personal property during the sensitive time following a death.

2.9.1. The DAF will grant survivors every consideration to the extent authorized by law and policy.

2.9.2. The DAF will identify the individual remains of deceased personnel when possible and provide mortuary services in accordance with force demands and needs of the DAF and geographic combatant commands.

2.9.3. The DAF will maintain a trained Mortuary Affairs force structure, appoint a member to serve on the Central Joint Mortuary Affairs Board and Casualty Advisory Board, provide and maintain the capability to evacuate the deceased of all military services from outside the continental United States theaters to the specified DoD mortuary, operate and maintain a port-of-entry mortuary within the continental United States and, as required, establish other continental United States port-of-entry mortuaries in support of all Services.

2.9.4. DoDI 1300.29 establishes policy, assigns responsibilities, and prescribes procedures for the DoD Mortuary Affairs Program and dignified transfers (DT) to prohibit delays in transportation of human remains; and allow for ramp ceremonies with certain restrictions and expand the travel entitlement of family members to observe DTs at Dover Air Force Base (AFB).

2.9.5. The DAF will provide procedural guidance for all the Armed Services for the DT process.

2.9.6. To the extent prescribed and authorized by policy and statute, the DAF will provide the funding for search, recovery, identification, preparation, and transportation of remains; liaison with Defense POW/MIA Accounting Agency (DPAA); funeral or memorial services; interment or inurnment; burial flags and flag cases; travel and per diem for escorts; travel and per diem for family members to attend interment or memorial services; unit memorial services; DTs; and other related expenses.

2.9.7. DODD 5110.10 establishes the mission, organization and management, responsibilities and functions, relationships, and authorities of the DPAA. It also designates the DPAA as a Defense Agency under the authority, direction, and control of the Under Secretary of Defense for Policy (USD(P)) as the single organization within the Department for DoD matters relating to the system for accounting for missing persons.

2.9.8. DoDI 1300.31 establishes policy, assigns responsibilities, and provides procedures for DoD cemetery management. It also establishes the Cemetery Management Board for coordinating cemetery management policy and guidance that focuses on industry standards and best practices; administrative and operational procedures; and recommendations on burial and memorialization services. DoDI 1300.31 also designates the Secretary of the Army as the lead Component head for the establishment of uniform standards, measures, and operating procedures, and for the establishment, operation, and management of the interment and accountability system of record for all DoD cemeteries.

2.9.9. DoDI 2310.07 establishes the DoD Past Conflict Personnel Accounting Program and the manner in which the U.S. Government accounts for DoD personnel and other personnel designated by the Secretary of Defense from World War II, the Cold War, the Korean War, the Indochina War (also known as the “Vietnam War”), the Persian Gulf War, the Iraq Campaign, and other conflicts designated by the Secretary of Defense. It also accounts for DoD personnel and other covered personnel who were determined to be missing in accordance with DoDI 1300.18, or other contemporary Service regulation, from past conflicts and other designated conflicts, after hostilities or military operations ceased and who are now unaccounted for.

2.10. **Department of the Air Force Fisher Houses.** The DAF will establish and operate Fisher House facilities to support eligible guests with temporary home-like accommodations. The houses are high quality facilities including furnishings above hotel industry standards and services that emphasize the safety and comfort of guests.

2.10.1. Fisher House facilities will be able to accommodate eligible guests and family members, to include other persons providing the equivalent of familial support for such patients, receiving authorized medical care at or near the corresponding medical treatment facility or attending a DT ceremony at the Dover Port Mortuary in accordance with 10 USC § 2493(a), *Fisher Houses: Administration as Nonappropriated Fund Instrumentality*.

2.10.2. The DAF will establish standardized eligibility, priority, and occupancy guidance for DAF Fisher House guests.

2.10.3. The DAF will establish a supplemental mission fund, a special NAFI, in compliance with DoDI 1015.11, and DoDI 1015.15 to support the DAF Fisher House Program. A governing DAF Fisher House Fund Board (governance body) will be established to manage and exercise fiscal responsibility of the DAF Fisher House Program and the operation, maintenance, and improvement of all DAF Fisher Houses, in accordance with DoDI 1015.15, 10 USC § 2493(c).

2.10.4. DAF Fisher Houses are traditionally donated by the Fisher House Foundation, Inc., as fully constructed and completely furnished turnkey facilities. The DAF will periodically upgrade, renovate, and improve DAF Fisher House facilities, furnishings, and equipment in accordance with established standards, funding authorities, funding capabilities, and capitalization schedules specified in DoDI 1015.11, and DoDI 1015.15.

2.10.5. The DAF will establish policy and guidance for the acceptance of gifts and donations to be credited to the established DAF Fisher House NAFI and made available for the support of the DAF Fisher House Program and DAF Fisher Houses, in accordance with DoDI 1015.15, 10 USC § 2493(e) and AAFP 51-5, *Administrative Law, Gifts and Command Relationships*.

2.10.6. The DAF will establish policies and guidelines for the relationship and support of DAF Fisher Houses by one or more dedicated local nonprofits (per 26 USC § 501(c)(3), *Exemption from tax on corporations, certain trusts, etc.*) organization (i.e., Local Supporting Foundation), recognized as a private organization by the host installation per [paragraph 2.7](#) of this directive.

2.10.7. The DAF will establish a standardized and comprehensive process for screening prospective staff and volunteers, including specified positions, at DAF Fisher House.

2.11. **Nonappropriated Fund Instrumentalities Information Technology (IT).** The DAF will assign responsibilities, and provide procedures for the management, procurement, storage and maintenance of IT within the NAFI programs in accordance with DoDI 1015.16, for the authorization and connection of NAFI IT.

3. Roles and Responsibilities.

3.1. **The Vice Chief of Staff of the Air Force.** The Vice Chief of Staff of the Air Force, in coordination with the Vice Chief of Space Operations, approves DAF-level use of NAF through annual approval of the nonappropriated central fund budgets and all DAF military NAFI.

3.2. **The Assistant Secretary of the Air Force for Manpower and Reserve Affairs.** The Assistant Secretary of the Air Force for Manpower and Reserve Affairs provides policy oversight and program advocacy.

3.3. **Assistant Secretary of the Air Force for Financial Management and Comptroller.** The Assistant Secretary of the Air Force for Financial Management and Comptroller will conduct financial oversight for NAFI at all organizational levels.

3.4. **The Deputy Chief of Staff for Manpower, Personnel and Services.**

3.4.1. In coordination with the Deputy Chief of Space Operations for Human Capital, prepares, reviews and revises Services policy and advocates for resources to sustain Services operations.

- 3.4.2. Establishes written guidance and procedures to implement the policy in this directive.
- 3.4.3. Establishes program use privileges and priority eligibility criteria, based on availability of programs, fiscal constraints, and DAF mission needs.
- 3.4.4. Identifies an office to serve as the liaison on issues between Army and Air Force Exchange Services and the Defense Commissary Agency.
- 3.4.5. Develops and oversees MWR NAF policy and guidance, and advocates for APF and NAF resource requirements for MWR programs.
- 3.4.6. Interfaces with the Assistant Secretary of the Air Force for Manpower and Reserve Affairs and the Office of the Secretary of Defense staff to help develop DoD policy and legislative initiatives.
- 3.4.7. Establishes a DAF Services governance structure to recommend policy and management actions for DAF-level use of NAF and enterprise-wide MWR and NAFI strategy, plans and programs, when applicable.
- 3.4.8. Enforces policy in implementing DAF guidance, resource advocacy, and oversight of the Mortuary Affairs Program throughout the DAF.

FRANK KENDALL
Secretary of the Air Force

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- 10 USC § 717, *Members of the Armed Forces: Participation in International Sports*
- 10 USC § 1791 to 1800, *Military Child Care*
- 10 USC § 2493, *Fisher Houses: Administration as Nonappropriated Fund Instrumentality*
- 10 USC § 2679, *Installation-Support Services: Intergovernmental Service Agreements*
- 10 USC Chapter 88, *Military Family Programs and Military Child Care*
- 26 USC § 501(c)(3), *Exemption from tax on corporations, certain trusts, et seq.*
- AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
- AFPD 51-5, *Administrative Law, Gifts and Command Relationships*, 31 August 2018
- AFPD 65-1, *Management of Financial Services*, 25 June 2018.
- DoDD 1000.26E, *Support for Non-Federal Entities Authorized to Operate on DoD Installations*, 2 February 2007
- DoDD 1015.17E, *DoD Executive Agent for Armed Forces Entertainment*, 30 November 2022
- DoDD 1300.22, *Mortuary Affairs Policy*, 30 October 2015
- DoDD 5101.10E, *DoD Executive Agent (EA) for Subsistence*, 26 October 2015
- DoDD 5101.12E, *DoD Executive Agent (EA) for Construction and Barrier Materiel*, 9 January 2015
- DoDD 5110.10, *Defense POW/MIA Accounting Agency (DPAA)*, 13 January 2017
- DoDI 1000.15, *Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations*, 24 October 2008
- DoDI 1015.08, *DoD Civilian Employee Morale, Welfare, and Recreation (MWR) Activities and Supporting Nonappropriated Fund Instrumentalities (NAFI)*, 23 December 2005
- DoDI 1015.09, *Professional U.S. Scouting Organization Operations at U.S. Military Installations Overseas*, 19 January 2016
- DoDI 1015.10, *Military Morale, Welfare, and Recreation (MWR) Programs*, 6 July 2009
- DoDI 1015.11, *DoD Lodging Policy*, 23 January 2023
- DoDI 1015.15, *Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources*, 31 October 2007
- DoDI 1015.16, *Nonappropriated Fund Instrumentalities Information Technology Policies and Procedures*
- DoDI 1125.03, *Vending Facility Program for the Blind on DoD-Controlled Federal Property*, 22 December 2009

DoDI 1225.9, *Billeting for Reserve Component Members*, 17 December 2001

DoDI 1300.15, *Military Funeral Support*, 27 December 2017

DoDI 1300.29, *Mortuary Affairs Program*, 28 June 2021

DoDI 1300.31, *DoD Cemeteries*, 3 August 2022

DoDI 1330.04, *Military Services Participation in National and International Sports Activities*, 20 July 2022

DoDI 1342.29, *Interstate Compact on Educational Opportunity for Military Children*, 31 January 2017

DoDI 1344.08, *Interment Allowance for Deceased Military Personnel*, 11 March 2009

DoDI 1402.05, *Background Checks on Individuals in DoD Child Care Services Programs*, 11 September 2015

DoDI 2310.07, *Past Conflict Personnel Accounting Policy*, 23 April 2018

DoDI 5030.56, *DoD Consumer Affairs Program*, 17 July 2012

DoDI 6060.02, *Child Development Programs (CDPs)*, 5 August 2014

DoDI 6060.04, *Youth Services (YS) Policy*, 4 December 2019

DoDI 6400.01, *Family Advocacy Program*, 1 May 2019

DoDI 7700.20, *Commissary Surcharge, No appropriated Fund (NAF), and Privately Financed Construction Policy*, 10 November 2005

DoDM 1338.10, *DoD Food Service Program*, 26 August 2022

Joint Publication 4-0, *Joint Logistics*, 4 February 2019

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFB—Air Force Base

CDP—Child Development Program

DAF—Department of the Air Force

DAFPD—Department of the Air Force Policy Directive

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

EA—Executive Agent

FAP—Family Advocacy Program

LSF—Local Supporting Foundation

MIA—Missing In Action

MWR—Morale, Welfare, and Recreation

NAFI—Nonappropriated Fund Instrumentalities

OPR—Office of Primary Responsibility

PCS—Permanent Change of Station

POW—Prisoner Of War

TDY—Temporary Duty

USC—United States Code

YS—Youth Services

Office Symbols

AF/A1S—Headquarters Air Force Services

SAF/MR—Assistant Secretary of the Air Force, Manpower and Reserve Affairs

SF/S1—Space Force Deputy Chief of Space Operations for Personnel

Terms

Dignified Transfer—The process by which DoD moves transfer cases containing human remains from an aircraft arriving at Dover AFB and placed into a mortuary transfer vehicle for ground transportation to the Port Mortuary.

Local Supporting Foundation (LSF)—A nonprofit organization (per 26 USC § 501(c)(3)), that has been recognized as a private organization by an installation commander, whose primary mission is to support a single DAF unit or program. The familiarity and trust that is created between the (supporting) LSF and the (supported) DAF unit or program allows for open channels of communication and the possible delegation of gift acceptance authority to the unit/program commander/director per AFD 51-5, *Administrative Law, Gifts and Command Relationships*.

Military Personnel—All DAF members on active duty; Air National Guard and Air Force Reserve personnel on any military status; United States Air Force Academy and Reserve Officer Training Corps cadets when engaged in directed training activities; members of other United States military services serving on extended active duty with the DAF. Airmen and Guardians serving on extended active duty with another DoD component are excluded from this definition.

Morale, Welfare, and Recreation Capabilities—Those capabilities which for Airmen, Guardians and their families enhance their quality of life, improve retention, build and sustain resiliency and readiness, and are not the responsibility of other DAF agencies. The DAF uses the terminology “capabilities” versus “programs” or “activities” to emphasize the point that MWR programs are resources capable of enhancing resiliency and readiness skills for Airmen,

Guardians, and their families. These capabilities provide opportunities for connectedness and recharge individuals physically and mentally in an environment that also develops unity and a sense of trust. MWR capabilities include (but are not limited to) the following programs: fitness, sports, library, child development, youth, arts and crafts, auto skills centers, recreation equipment checkout, outdoor recreation, clubs and gaming, bowling, golf, aero club, and other membership programs.

Nonappropriated Funds—Cash and other assets that NAFI both generate and receive from sources other than Congressional appropriations. They are government funds separate from funds of the United States Treasury, but entitled to the same privileges, immunities, and fiduciary responsibilities. NAF include dividends from Army and Air Force Exchange Service operations; fees, charges, dues, and retail proceeds from NAFI-supported activities; income from NAF concessionaire contracts and commercial sponsors; contributions and donations; and grants from other NAFI. NAF are government funds entitled to the same protection as APF.

Nonappropriated Fund Instrumentalities—Instrumentalities of the United States Government, as well as fiscal and organizational entities of the DoD, which provide MWR and MWR-related programs and services. DAF NAFI operate on successor relationships in which higher headquarters nonappropriated central funds are financially responsible for lower echelon NAFI.

Permanent Change of Station Lodging—Quality lodging facilities and services to meet the needs of active duty members and their families who are in a permanent change of station status and normally include kitchen facilities.

Private Organization—Private organizations are self-sustaining special interest groups, set up by individuals (often Airmen, Guardians, and family members attached to the installation) acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government. As specifically recognized non-Federal entities, they operate on DAF installations with the written consent of the installation commander because the commander has determined that they will make a positive contribution to the quality of life of base personnel.

Temporary Duty Lodging—The primary source of quality lodging facilities and services for temporary duty personnel and is used if the lodging meets minimum DoD lodging standards and is available for occupancy.