

**BY ORDER OF THE COMMANDER  
RAMSTEIN AIR BASE**

**RAMSTEIN AIR BASE INSTRUCTION 34-201**

**2 SEPTEMBER 2015**



*Services*

**FORCE SUPPORT SQUADRON BAZAAR(S)  
PROGRAM**

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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 86th Force Support Squadron (86 FSS) Bazaar(s) operated by a contractor, with the contractor's net proceeds raised from the bazaar(s) used to serve the community morale and welfare by enhancing quality of life for the U.S. Military community of Ramstein Air Base (RAB) and its geographically separated units (GSU) communities. It applies to all personnel assigned to Ramstein 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/afirms/afirms/afirms/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.

## Chapter 1

### GENERAL

#### 1.1. Nonappropriated Fund Instrumentality (NAFI).

1.1.1. The Nonappropriated Fund Instrumentality (NAFI) is authorized 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)*. Bazaar(s) in the nature of resale activities may be held by the 86 FSS NAFI. The NAFI may contract with a PO to operate an occasional, short term, non-permanent bazaar(s) for the NAFI per AFI 34-223, *Private Organizations (PO) Program*. When approved by the installation commander, the bazaar(s) is a base-wide special event 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 and excess equipment.

#### 1.2. NAFI Operations.

1.2.1. When operated by or for the NAFI, and sales are limited to United States (US) military members, US civilian employees and their authorized dependents, (i.e., US military identification card holders), and 100% of the net revenues after expenses go to the NAFI or to promote the morale and welfare within the US military responsibility, NAFI resale activities, to include bazaar(s), are free of German taxes to include Value Added Tax (VAT).

## Chapter 2

### RESPONSIBILITIES

#### 2.1. 86th Airlift Wing Commander (86 AW/CC).

2.1.1. 86 AW/CC approves the dates, times, and locations of 86 FSS bazaar(s) as base wide special events.

2.1.1.1. Approval of the bazaar(s) by the 86 AW/CC constitutes authorization for APF support, in the form of common support 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 support and excess equipment requirements for bazaar(s). The package requesting 86 AW/CC approval should provide an estimate of the approximate cost of the APF support based on current and historical APF support costs.

2.1.1.2. If operated by a Contractor for 86 FSS, approval of the bazaar(s) by the 86 AW/CC authorizes the NAFI on a reimbursable basis to expend funds. The Contractor may elect to have the NAFI provide support, but the Contractor must reimburse 86 FSS 100% of all Nonappropriated Funds (NAF) costs.

#### 2.2. 86 FSS.

2.2.1. Event Approval.

2.2.1.1. 86 FSS, with the assistance of the 86 AW Staff Judge Advocate (86 AW/JA) and 700th Contracting Squadron (700 CONS), will develop a contract to establish an agreement whereby the contractor will operate the bazaar for 86 FSS (see paragraph 3).

2.2.1.2. 86 FSS will coordinate with the Contractor to establish a site, dates, and hours of operation for the bazaar(s).

2.2.1.3. 86 FSS will acquire AAFES concurrence on vendors selected and approve the final list of vendors. The Contractor will be provided guidance on all procedures for having the vendors sign the contracts, distribute the signed contracts, and review of the signed contracts prior to signature by the government (86 FSS/FSR). Additionally, guidance will be provided to process the food vendors (private organizations) requests and obtain proper approvals for fundraising during the event to ensure compliance with AFI 34-223, *Private Organization (PO) Program*, and AFI 36-3101, *Fundraising within the Air Force*.

2.2.1.4. 86 FSS will obtain coordination and approval via e-SSS from the 86th Mission Support Group (86 MSG), 86th Maintenance Group (86 MXG), 86th Medical Group (86 MDG), 86th Civil Engineering Group (86 CEG), 86th Logistics Readiness Group (86 LRG), 86th Operations Group (86 OG), 86th Comptroller Squadron (86 CPTS), and 86 AW/CC. This approval will have a summary and budget attachment; which will indicate equipment has been declared excess by the 86 AW/CC for the period of the bazaar(s), and also request common support to the extent allowed in AFI 65-106 (see **paragraph 4**).

2.2.1.5. 86 FSS will submit an AF work request (332) no later than 6 months prior to event start date. Submittal will detail sewage, disposal service, refuse collection, electrical and water requirements.

2.2.1.6. 86 FSS NAF Contracting Officer will review and sign all vendor concessionaire contracts as outlined in AFMAN 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*. Additionally, standardized concessionaire contracts between 86 FSS and concessionaires must be signed prior to the start of the bazaar(s). The contracts will include the vendor's agreement to participate in the bazaar(s), agreed upon administrative fee (based on space requirement), credit card processing fee, and percentage of sales due to the NAFI. In the event 86 FSS does not have a NAF Contracting Officer available, 700 CONS will review and sign all concessionaire contracts.

2.2.1.7. If agreed upon by 86 FSS and the Contractor, 86 FSS Marketing (86 FSS/FSK) will provide flyers, posters, marquees, newspaper articles, sandwich boards and other marketing support. If 86 FSS/FSK is to provide marketing and publicity for the bazaar(s), the contract between 86 FSS and the Contractor will detail what 86 FSS/FSK will provide and the estimated cost per service. Upon approval of the bazaar(s), professional banners may be posted up to 1 month prior to event and must be removed no later than the following day of the last day of the bazaar(s).

2.2.1.8. 86 FSS may utilize commercial sponsorship(s), IAW AFI 34-108, *Commercial Sponsorship and Sale of Advertising*, for the event. Any benefit of commercial sponsorship(s) must accrue to 86 FSS, not the Contractor. Additionally, 86 FSS will absorb the cost of area used for sponsors.

2.2.1.9. 86 FSS will provide tables and benches to the Contractor at an agreed-upon price.

2.2.1.10. 86 FSS will ensure official POs and unofficial activities/organizations operating food booths or having a space at the bazaar(s) to sell goods or services submit the required documentation for a fundraiser and obtain approval from 86 FSS, IAW AFI 34-223, *Private Organization (PO) Program*, and AFI 36-3101, *Fundraising within the Air Force*.

2.2.1.11. All funds collected at the bazaar(s) from concessionaire sales, as well as all funds collected prior to the bazaar(s) for administrative fees, will be deposited into and disbursed from an 86 FSS account by the NAFI. Funds collected prior to the bazaar(s) from revenues such as administrative fees may be disbursed prior to the bazaar(s) to pay expenses. Funds and other revenue from concessionaire sales at the bazaar(s) will be consolidated, reconciled, and deposited nightly by the NAFI.

2.2.1.12. 86 FSS Resource Management Flight (86 FSS/FSR), general ledger, will maintain subsidiary record(s) of all transactions pertaining to the bazaar(s) and track all income and disbursements. 86 FSS/FSR 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.

2.2.1.13. 86 FSS will provide credit card machines for each credit card station, with a maximum of three established locations. 86 FSS will coordinate connectivity with 86 CS. 86 FSS will provide technical assistance for swipe machines and print out a

settlement report from each terminal, as required. Vendors will be charged a percentage for the credit card processing fees.

2.2.1.14. 86 FSS will verify and mark all checks, if applicable, at credit card stations. All checks from vendor sales will be payable to “86th Force Support Squadron”.

2.2.1.15. 86 FSS will coordinate VAT exemption requirements for respective concessionaires, when necessary.

2.2.1.16. 86 FSS will issue payment by electronic funds transfer for the vendor's portion of the sales by the agreed upon time in the contract.

### **2.3. FSS Contractor (not all inclusive).**

2.3.1. The Contractor will submit a written request to 86 FSS Community Services Flight (86 FSS/FSC) recommending proposed site, dates, and hours of operation for the bazaar(s) NLT 10 months prior to the planned event. This request must include the number of tables and benches, if needed. The request must also propose the respective year’s operating budget expense to validate the the administrative fee to be charged to vendors.

2.3.2. The Contractor will have experience in conducting large-scale base-wide events such as bazaar(s).

2.3.3. The Contractor will be familiar with community needs of RAB and its GSUs.

2.3.4. The Contractor 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.

2.3.5. The Contractor will recommend vendors for the bazaar and contact potential vendors at least 6 months prior to the bazaar(s), using a standardized application/contract. (See paragraph 2.2.1.3.)

2.3.6. The Contractor will collect administrative fees from all vendors and deposit the funds into an 86 FSS account.

2.3.7. The Contractor will return 100% of net profits back into the morale and welfare needs of the US Military community in the form of scholarships, donations to youth programs, support for awards and fitness programs, child care costs for volunteers, dorm baskets, etc. Note: None of the net profits may be used to support normal Contractor(PO) operating costs.

2.3.8. The Contractor will provide sufficient personnel (labor) to successfully operate the bazaar(s), to include set up/tear down helpers, ID checkers, runners, kitchen help, administrative support, financial support, vendor support, parking assistance, custodial support, and overnight security of bazaar(s) grounds.

2.3.9. The Contractor may have as an expense of the bazaar(s), if desired, a volunteer appreciation event.

2.3.10. The Contractor may arrange and stock a vendor lounge, for vendors and volunteers, if desired.

2.3.11. The Contractor will provide administrative and financial support. The Contractor will ensure all concessionaires deposit checks that meet the standards required by AFMAN

34-212, *Control Procedures for Protecting NAF Assets*, and related 86 FSS Operating Instructions and policies.

2.3.12. The Contractor will observe and assist with daily deposits of all funds into a designated 86 FSS account.

2.3.13. The Contractor will ensure that all concessionaires turn in approved credit card slips (attached to the white copies of the charge receipts) to 86 FSS daily when vendors make deposits.

2.3.14. The Contractor will ensure vendors pay 86 FSS the agreed upon processing fee in the contract for credit card purchases at the bazaar(s).

2.3.15. The Contractor will provide trained couriers to coordinate collection with all vendors for their sales sheets and proceeds, and assist in reconciling proceeds to the sales sheets.

2.3.16. The Contractor will provide personnel to assist and monitor vendors during the operating hours of the bazaar(s) to ensure customers making purchases sign sales sheets and all sales are properly recorded.

2.3.17. At the conclusion of the bazaar(s) the Contractor will provide 86 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.

2.3.18. The Contractor will not sell or serve alcoholic beverages in any form for on premises consumption. AAFES or 86 FSS are the only organizations who may sell and/or serve alcoholic beverages for on premise consumption, IAW AFI 34-219, *Alcoholic Beverage Program*. *NOTE:* This does not prohibit commercial vendors from giving extremely small samples of their products to prospective customers as is customary. Additionally, commercial vendors may sell closed container alcoholic beverages for off premise consumption.

2.3.19. The Contractor will provide to 86 SFS the required vendor information for security screening at least 30 days prior to the event.

2.3.20. The Contractor will compile and provide list of DOD ID cardholders that will attend Red Carpet shopping.

2.3.21. The Contractor will conduct periodic bazaar meetings as required and will invite 86 FSS to attend. 86 FSS will coordinate as needed, with other 86 AW organizations for attendance at meetings.

2.3.22. The Contractor will market and advertise the bazaar in a manner that makes clear the bazaar is an 86 FSS event, not an event of the Contractor. This does not preclude the Contractor from prominently identifying itself as the operator, manager or promoter of the bazaar.

2.3.23. In the event the location determined includes hangars, the Contractor will assign a Hangar Boss for each hangar, who will meet with 86 FSS/FSC and 86 MXG representatives at specific time prior to the bazaar to coordinate all hangar issues. The Hangar Bosses will coordinate with 86 FSS/FSC and 86 AW Safety Office (86 AW/SE) to complete a pre-inspection of each hangar prior to opening the bazaar to the public.

2.3.24. The Contractor will ensure official POs and unofficial activities/organizations operating food booths coordinate with the 86 MDG Food Safety Office for approval and required training prior to the opening of the bazaar(s).

2.3.25. The Contractor will work with 86 FSS/FSC to arrange for all services and equipment specified in paragraphs 3 and 4 below.

## Chapter 3

### COSTS AND EXPENSES

#### 3.1. Contractor Reimbursement.

3.1.1. The Contractor will reimburse 86 FSS for 100% of its NAFI costs incurred for the bazaar.

3.1.2. The Contractor may pay 86 FSS an agreed upon flat fee for pre-specified costs and services provided by 86 FSS, such as NAF payroll, marketing, publicity, supplies, table and bench rentals. In the event that the actual costs of these items exceeds the agreed upon flat fee because of the actions or requests of the Contractor, 86 FSS will present an itemized bill to the Contractor for reimbursement of these additional expenses.

3.1.3. Alternatively, the Contractor can assume responsibility for all costs of the bazaar. If this is done and 86 FSS performs any services mutually agreed upon, 86 FSS shall account for its expenses and be reimbursed by the Contractor for 100% of the actual costs incurred.

#### 3.2. Contractor Responsibilities.

3.2.1. The Contractor will be responsible for all costs of the bazaar except those costs that can be supplied by APFs to 86 FSS Category C activities without reimbursement, see paragraph 4.

3.2.1.1. The Contractor will pay for all supply costs required to run the bazaar.

3.2.1.2. The Contractor 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.

3.2.1.3. The Contractor will pay for, provide, and store all materials and equipment, if excess or surplus Air Force (AF) NAF materials and equipment is not available.

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

3.2.1.5. The Contractor will pay the costs of obtaining tables and benches.

3.2.1.6. The Contractor may, unless required for safety or technical reasons, satisfy the following cost obligations by using volunteers, hiring contractors, or subcontracting with POs or booster clubs. The contractor will prepare a detailed Statement of Work to be signed by each PO they subcontract.

3.2.1.7. Costs of facility preparation and restoration, include forklift operators, equipment removal and replacement, setting up and taking down tables and benches, cleaning hangar restrooms and floors, and hangar trash disposal.

3.2.1.8. Costs of vendor and overnight security.

3.2.1.9. Costs of manning public address system and ID checking stations.

3.2.1.10. Costs of labor for custodial services.

3.2.1.11. Costs to set up and tear down tent. Exception to cost will be the tent section designated as the sponsorship area.

## Chapter 4

### COMMON SUPPORT AND EXCESS EQUIPMENT

#### 4.1. 86 FSS NAFI will not be responsible for:

4.1.1. Reimbursement to other 86 AW organizations for those items identified by AFI 65-106 as common support and excess equipment. These are services and equipment available to all base organizations at no additional cost. Use of excess equipment for activity requirements are authorized for the period of the bazaar(s). The Contractor will be responsible for coordinating through 86 FSS to request the following units to provide common support and excess equipment to the extent possible:

#### 4.2. 86th Maintenance Group.

4.2.1. Assess impact to wing flying operations, as required, and consult 86 AW/CC of the hangar availability. If approved, prepare and provide hangars and Ramp space for use during the event. Additionally, provide certified hangar door operators to open and close the hangar doors.

#### 4.3. 86th Medical Group.

4.3.1. Medical and Public Health support. Stage medical personnel on-site during hours of operation to provide basic medical coverage for bazaar attendees. Also, inspect and certify PO food booths prior, during, and closing of each day of the bazaar.

#### 4.4. 86 AW/SE.

4.4.1. Safety pre-inspection of grounds before the bazaar is open to the public.

#### 4.5. 86 CPTS.

4.5.1. Validates that funds are planned, budgeted, and properly allocated per AFI 65-106 to support the bazaar(s) for respective 86 AW organizations. 86 Comptroller Squadron will coordinate with Community Bank regarding use of Automated Teller Machines(s) for the Ramstein Bazaar.

#### 4.6. 86th Civil Engineer Group.

4.6.1. Approve AF work order (332) submission for installation infrastructure and event support requirements. 786 CES/CEO will determine/recommend method of execution; whether, it is with in-house resources or via contract. 786 CES/CEO will provide 86 FSS/FSC with the historical costs/current estimates for CEG support request in the AF332. Excess electrical distribution material/equipment, if available, will be provided as outlined in AFI 65-106, Table A2.1, Line 31. If excess material/equipment is not available, required electrical equipment will need to be budgeted and requested to the 86 AW IAW codes and base standards. Utilities will be provided without reimbursement per AFI 65-106, Table A2.1, Line 7b, AFI 32-1061, para 4.3.1., AFI 32-1061, para 4.3.1.5, and AFI 32-1061, para 4.3.1.13. The 332 submission will outline toilets/sanitation resources, sewage disposal, refuse collection, and disposal services; which will be acquired as outlined in AFI 65-106, Table 1.2, as indirect cost elements, and AFI 65-106, Table A2.1, Line 34 to support the bazaar(s). Requirements that can be met by common services at no additional cost are

emergency services, fire protection, and EOD as outlined in AFI 65-106 Table A2.1, Line 35. The 332 will also include special approval to post professional banners on the installation for a period of time to begin no earlier than 1 month prior to the bazaar(s) and removed the following day after the end of the bazaar(s). In the event that Furnishings Management Office (FMO) has 'excess' items slated for DRMO, those items may be utilized by POs for on base special event, per AFI 34-223, para 11.2, as deemed by the 86 AW/CC and forwarded to USAFE/A1S.

#### **4.7. 86 Mission Support Group.**

4.7.1. 86 FSS. See [paragraph 2.2](#)

4.7.2. 86th Security Forces Squadron (86 SFS) will provide vendor access and screening, traffic control, and funds security. Develop a Parking Plan and coordinate it with all organizations involved prior to the bazaar. Coordinate with 86 FSS to designate appropriate parking areas. Provide military working dog sweeps of the facilities before the bazaar, if available. Assist 86 FSS in briefing bazaar committee on lost child procedures and emergency response procedures.

4.7.3. 700 CONS. Develop contract for the Contractor to operate the bazaar for 86 FSS. As necessary, 700 CONS will assist in development/review of the 86 FSS contracts for the Bazaar.

4.7.4. 86th Communication Squadron (86 CS). Setting up and taking down public address, telephone, radio, and other communications systems. Additionally, provide excess equipment such as public address system, telephones, and radios to 86 FSS for event. 86 CS/SCOT will provide radio batteries, antennas, chargers, and training to members, upon 86 FSS request.

#### **4.8. 86 OG.**

4.8.1. 37th Airlift Squadron will provide a small area for common use during the event and coordinate parking spaces on the east side of Hangar 2, if available.

#### **4.9. 86th Airlift Wing Antiterrorism Office.**

4.9.1. In coordination with the 86 FSS Antiterrorism Officer, provide a Force Protection Plan and risk assessment. Assist the 86 FSS with briefing Contractor staff members or volunteers prior to first day of bazaar.

#### **4.10. 86th Airlift Wing Protocol Office.**

4.10.1. Provide direct support for 86th Airlift Wing leadership and assist 86 FSS with protocol functions of a Ribbon Cutting Ceremony and Red Carpet shopping. Draft, finalize, and send the e-invite to designated personnel. Coordinate sequence of events/script with 86 FSS. Obtain installation commander concurrence of personnel identified to attend, e-invite, and sequence of events/script.

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Brigadier General, USAF  
Commander

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

***References***

AFPD 34-2, *Managing Nonappropriated Funds*, 21 June 2012  
 AFI 32-1061, *Providing Utilities to U.S. Air Force Installations*, 23 February 2011  
 AFI 34-223, *Private Organizations (PO) Program*, 4 April 2011  
 AFI 34-219, *Alcoholic Beverage Program*, 7 February 2008  
 AFI 34-108, *Commercial Sponsorship and Sale of Advertising*, 12 October 2011  
 AFI 36-3101, *Fundraising within the Air Force*, 12 July 2002  
 AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIs)*, 6 May 2009  
 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*, 16 November 2011

***Adopted Form***

AF 1876, *NAF Consolidated Cost Center Report*, 01 OCT 1992  
 AF 332, *Base Civil Engineer Work Request*, 01 JAN 1991  
 AF 847, *Recommendation for Change of Publication*, 22 SEP 2009

***Prescribed Forms***

No Prescribed Forms

***Abbreviations and Acronyms***

**AF**—Air Force  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive  
**APF**—Appropriated Funds  
**AW**—Airlift Wing  
**CES**—Civil Engineer Squadron  
**CC**—Commander  
**CONS**—Contracting Squadron  
**CS**—Communications Squadron  
**FSS**—Force Support Squadron  
**FSS/FSC**—86th Force Support Squadron Community Services Flight  
**FSS/FSK**—86th Force Support Squadron Marketing Office  
**FSS/FSR**—86th Force Support Squadron Resource Management Flight

**GSU**—Geographically Separated Unit

**LRG**—Logistics Readiness Group

**MDG**—Medical Group

**MSG**—Mission Support Group

**MXG**—Maintenance Group

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

**OG**—Operations Group

**NAF**—Nonappropriated Funds

**NAFI**—Nonappropriated Fund Instrumentality

**PO**—Private Organization

**RAB**—Ramstein Air Base

**VAT**—Value Added Tax

**US**—United States