COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements directives contained in AFPD 34-2, *Managing Nonappropriated Funds* (NAFs). It establishes a uniform system of policies and procedures for management and accountability of Unit Enhancement Programs managed by the Tyndall AFB Morale, Welfare, and Recreation Fund (MWRF). It applies to those involved in using unit enhancement program funds on Tyndall Air Force Base (TAFB). 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**.

SUMMARY OF CHANGES

FSS Bucks authorized use at MWR facilities.

1. POLICIES.

1.1. 325 FW/CC authorizes organizations to spend up to $1.00 per fiscal year per military and civilian employee (military units assigned within a 15 mile radius) assigned to their organizations for unit parties and picnics.

1.2. The only authorized use of Unit Enhancement Program funds is for unit parties and picnics. Organization's POC can purchase food, drinks (excluding alcoholic beverages), paper or plastic plates and cups, napkins, utensils, etc. associated with a party or picnic including catering the function, rental equipment.

1.2.1. Commanders or designated individual will be issued "FSS Bucks" coupons to make purchases. "FSS Bucks" expire 30 September each year.

1.2.2. Bulk food, beverage, or picnic items are purchased at the Heritage Club using the "FSS Bucks."

1.2.3. "FSS Bucks" coupons are only authorized for expenditures at the following activities: Heritage Club, Pizza Pub, Raptor Lanes Bowling Center, Beacon Beach Marina, Bonita Bay, and the Pelican Golf Course. Use of "FSS Bucks" at other on-base facilities, to include Commissary and AAFES activities, is not authorized.

1.3. Renting off-base buildings or other facilities or paying for entertainers are not authorized uses of the Unit Enhancement Program expenditure authority. The expenditure authority can be used to rent on-base facilities or equipment such as boats, equipment rental items, reserved pavilions, etc.

1.4. All military and civilian employees assigned to the organization are eligible to participate in the organization party or picnic.

1.5. Record Unit Enhancement Program expenditures in activity code 1502, social events, on the MWR Fund financial statement.

1.6. The "FSS Bucks" coupons are not redeemable for cash.

2. RESPONSIBILITIES.

2.1. The 325th Force Support Squadron Resource Management Chief (RMC) budgets for Unit Enhancement Program expenditures in the rolling four quarters budget as described in paragraph 1.1 using fiscal year end strength for the computation. Organizations with contractor employees will submit a letter justifying the number of full time assigned contractor employees to be included.

2.2. The RMC or designated representative notifies each organizational commander of the expenditure authority amount available to his organization.

2.3. The unit commander will appoint a responsible person to be the POC for the unit party or picnic to coordinate with the RMC.

3. PROCEDURES.

3.1. The Force Support Commander or designated representative will annually brief squadron and group commanders on the Unit Enhancement Program expenditure authority. The RMC or designated representative will provide squadron and group commanders their authorized "FSS Bucks" coupons in the month of October each year.

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