



DEPARTMENT OF THE AIR FORCE
39TH AIR BASE WING (USAFE)



17 Apr 07

MEMORANDUM FOR 39 SVS/CC

FROM: 39 ABW/CC

SUBJECT: Delegation of Authority to Approve Expenditures of Special Morale and Welfare (SM&W) Funds

1. In accordance with para. 12.2.1.2 of AFI 34-201, the 39 SVS/CC is delegated authority to approve expenditure of SM&W funds for the following recurring functions:
 - **Change of Command Ceremonies:** maximum funding of \$2 per attendee for light refreshments not to exceed \$300 for squadrons, \$800 for groups and \$1,200 for wings
 - **Quarterly Commanders' Calls:** maximum funding of \$2 per assigned individual for light refreshments limited to once per quarter for each squadron commander or \$1 per assigned individual per quarter for commanders above squadron level.
 - **Newcomers' Orientation:** maximum funding of \$2 per attendee per session for light refreshments.
 - **Retirement Ceremonies:** maximum funding of the lesser of \$2 per attendee or \$200 for light refreshments plus up to \$20 for a memento for the retiring individual plus up to \$20 for a corsage/boutonniere for the spouse, only if the spouse is attending the ceremony.
 - **Quarterly & Annual Awards Ceremonies:** maximum funding is reasonable cost of meals for wing-level award-winners and spouses. Note: Meals are not authorized for winners in a TDY status.
 - **Hosting of Visiting Personnel:** conservative amounts for fruit baskets and welcome baskets and up to \$20 for mementos for government personnel. In addition, light refreshments not to exceed \$2 per visitor may be provided.
 - **Monthly Wing Promotion Ceremonies:** maximum funding of the lesser of \$2 per attendee or \$500 for light refreshments.
2. Approval authority for events classified as non-recurring will remain at 39 ABW/CC level.

MURRELL F. STINETTE, Colonel, USAF
Commander

**DEPARTMENT OF THE AIR FORCE
39TH AIR BASE WING (USAFE)**

1st Ind to 39 WG/CC, 17 April 2007, Delegation of Authority to Approve Expenditure of Special, Moral, and Welfare (SM&W) Funds.

39 WG/FMA

MEMORANDUM FOR 39 SVS/SVF

Appropriated funds are not authorized for these types of requests.


JESSICA B. KASPER, 2nd Lt, USAF
Commander, Financial Analysis Flight