

**SPECIAL MORALE AND WELFARE(SM&W)**  
**FUNDS PROCEDURES**

**REF:** AFI 34-201: Use of Nonappropriated Funds (NAF's)

SM&W Funds are available for locally assigned personnel only at KAFB. Units may obtain SM&W funds through their Services Squadron.

SM&W funds must be requested NLT 10 working days prior to an event.

NO SM&W funds requests will be accepted after an event.

**STEP 1**

1. Obtain electronic SM&W funds request from 377 FSS/FSR or local Protocol Office
2. Fill out the form
3. Review and ink sign the form.

**STEP 2**

1. POC hand-carry (preferred) or fax (846-9084) the SM&W funds request form to the 377th Force Support Squadron Resource Management (FSR)

377 FSS/FSR  
1451 Fourth Street SE  
Consolidated Support Building 20245, Rm 119

(Wyoming and F Street, located just behind the Fire Station)

2. Submit request to the Sarah Landreneau (DSN 846-0405).
3. FSR will review the SM&W funds request and process

Note: Funds will not be issued until receipts are returned after the event. Change of Command events may be advanced by Electronic Fund Transfer (EFT).  
Call Daniel Jones at FSS/FSR if necessary.

**STEP 3**

1. The POC submits receipts to 377 FSS/FSR after the event to obtain cash reimbursement. (faxed, scanned, or originals)
2. 377 FSS/FSR reviews receipts (one business day) to total
  - a. Cannot cover taxes, or items not classified as Light Refreshments
3. Following day to FSR with original receipts for cash reimbursement