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AFI 65-601, Volume 1, 3 March 2005, is supplemented as follows. Previous AMC supplements to AFI 65-601, Volume 1 are obsolete. This supplement does not apply to Air National Guard and United States Air Force Reserve units except for the following paragraphs: **4.79. (Added)**, **7.8.5.4. (Added)**, **7.8.5.5. (Added)**, **7.8.5.6. (Added)**, **7.8.5.7. (Added)** (and subparagraphs), **10.2.1.1. (Added)** (and subparagraphs), **10.2.1.2. (Added)** (and subparagraphs), **10.2.1.3.1. (Added)**, **10.2.1.3.2. (Added)** (and subparagraphs), **10.2.1.3.6. (Added)**, **10.2.13.2. (Added)**, **10.2.13.3. (Added)**, **10.2.13.5.1. (Added)**, **10.2.13.5.2. (Added)**, **10.2.14. (Added)** (and subparagraphs), **12.15.3. (Added)**, and **18.5.13.1. (Added)**. Paragraphs **4.84.3. (Added)** (and subparagraphs), **15.4.3. (Added)**, **15.7.**, and **15.8.** of this supplement apply only to AFRC units and paragraphs **4.84.2. (Added)** (and subparagraphs), **16.2.3.2.** and **16.6. (Added)** of this supplement apply to ANG units. AMC Wing/Group supplements to this instruction will be submitted to AMCFSS/A88I for review and coordination prior to publication. Local directives in lieu of supplements to this instruction by AMC Wings/Groups will also be submitted to AMCFSS/A88I for review and coordination prior to publication. **NOTE:** All references to TWCF in this supplement pertain only to the AMC airlift transportation component of the Transportation Working Capital Fund, under the direction and control of USTRANSCOM. Additionally, all references of “organizational O&M-type funds” in the publication refer to the specific appropriation that funds the day-to-day activities of an AMC organization and is not exclusive only to O&M 3400 funds. This publication is available on the HQ AMC/A8 web site https://www.amcfm.scott.af.mil/FM_BudgetPolicy.cfm, under “AMC Policy Guidance”. You may download the publication and print sufficient copies to provide for distribution to local financial managers, as determined by the local Comptroller or Budget Officer. Ensure all records in this publication are maintained and disposed of in accordance with AFMAN 37-123, *Management of Records*, and the Air Force Records Disposition (RDS) located at <https://afrims.amc.af.mil>.

SUMMARY OF REVISIONS

This instruction is substantially revised and must be completely reviewed. See **Attachment 8 (Added)** for a list of the significant changes. **NOTE:** Paragraphs marked as “DELETED” in this AMCS1 revision indicate the same paragraph numbers in the previous AMCS1 publication are no longer applicable. It does not invalidate the same paragraph number listed in the AFI 65-601, Volume 1. **A bar (|) indicates changes since the previous edition.**

2.2.2. A CRA is issued with an expiration date. If the Defense Appropriations Act is not signed into law by the CRA expiration date, Congress will generally issue an extension until the Defense Appropriations Act becomes law. General guidelines imposed by SAF/FM on MAJCOMs for CRAs include (1) no new starts or acceleration or increase of scope of ongoing programs, (2) no funding of programs and appropriations subject to specific authorization until the Defense Authorization Act is passed, (3) execute current year funding based on the current rate of the previous year’s authorization/appropriation and any applicable supplemental or rescission laws.

2.2.2.1. (Added) For your Fund Code 30 1st quarter authority of the new fiscal year, load no more than the previous year’s Fund Code 30 1st quarter gross commitments less facility projects.

2.2.2.2. (Added) TWCF Operating funds (BPACs 1XX and 3XX) are not subject to any of the CRA restrictions because it is a no-year fund and not appropriated through Congress. However, TWCF Capital funds (BPAC 2XX) are subject to new start thresholds (see paragraph **2.4.1.1.** below).

2.4.1.1. Per DoDFMR 7000.14, Volume 3, *Budget Execution—Availability and Use of Budgetary Resources*, chapter 6, paragraph 060401.E., program managers must strictly observe new start thresholds for TWCF Capital requirements. Programs (including subprograms, modifications, projects, or sub-projects) not previously justified by USD(C) and funded by Congress (through USTRANSCOM/TCJ8) through the normal budget process are considered new starts. Congressional approval is required for TWCF new start programs with costs of (1) over \$2 million in the first year, or (2) more than \$10 million within the first three years.

4.4.2.6. Do not use Other Procurement (3080) to fund TDY costs of Air Force personnel (military or civilian) for the purpose of conducting a site survey prior to the installation or during the installation and/or testing of an IPE system. The TDY member’s assigned unit’s O&M-type appropriation for day-to-day operations will fund for these requirements.

4.4.3.1.1. Software releases categorized as iterations on the basic release and not involving significant performance improvements or extensive testing are considered a maintenance effort and are purchased with O&M-type funds. Minor improvements in software functionality which are accomplished during routine maintenance are also funded using O&M-type funds, as are modernization costs under \$250,000 and one-time projects (e.g., developing planning documents and studies). (See DoDFMR 7000.14, Volume 2A, chapter 1, paragraph 010212.B.3.)

4.4.3.3. See DoDFMR 7000.14, Volume 2A, chapter 1, paragraph 010212.B.1. for additional guidance on RDT&E funding for IPE systems and software.

4.9. Approving Honoraria and Speaking Fees. Military and civilian federal employees of the U.S. Government may not accept honorariums for making an appearance to give a speech, lecture, or presentation as a part of their duties or official capacities in accordance with 5 C.F.R., Section 2636(B), and 5

U.S.C, Section 501(b). Any payment received by military and civilian federal employees for this purpose must be deposited to the Treasury as a miscellaneous receipt.

4.9.3. (Added) Military and civilian federal employees who are offered an honorarium in accordance with paragraph 4.9. above may elect to have it paid to a charitable organization on their behalf, in accordance with Title 5 United States Code (U.S.C.), Section 501(c). Individual payments will not exceed \$2,000 and the contribution cannot be presented to a charitable organization from which the individual or a parent, sibling, spouse, child, or dependent relative of such individual derives any financial benefit.

4.9.4. (Added) DELETED.

4.21.3. Do not charge interest penalty payments to Transportation Working Capital Funds (TWCF) unless a TWCF-funded organization is directly responsible for the late payment. (Reference paragraph 10.1.1. of this publication below and AMCI 65-602, *TWCF Budget Guidance and Procedures*, chapter 6, paragraph 6.6.18.)

4.24.7. (Added) Funding for Telephone Calling Cards.

4.24.7.1. (Added) AFI 33-111, paragraph 8., provides guidance on the use of telephone calling cards. They are authorized for official Air Force business and may only be purchased off of the Federal Telecommunications System (FTS) 2000/2001 contract (managed and controlled under the auspices of the Defense Information and Systems Agency (DISA)) when the requirement has been validated and properly funded. No other commercial source is authorized to provide telephone calling cards regardless if it appears less costly to procure them outside of DISA channels. FTS phone cards provide an audit trail of calls made while other commercial vendor cards do not, making them subject to fraud, waste and abuse. The use of FTS contract for long-haul communications requirements, to include telephone calling cards, is further directed by DoDD 4640.13, *Management of Base and Long-Haul Telecommunications and Equipment*.

4.24.7.2. (Added) To obtain telephone calling cards, organizations must first submit an AF Form 3215, **C-4 Systems Requirements Document (CSRD)** through the Base Communications Squadron for validation and approval. Once validation is received and organization funding is approved, the organization will then provide a copy of the CSRD to the base circuit actions office, which will submit a Request for Service (RFS) to HQ AMC/CMO to establish the requirement with DISA through the FTS 2000/2001 contract and issue the calling cards. DISA will bill the requesting organization in accordance with the usage of the cards. **NOTE:** The Government-Wide Purchase Card is not available to obtain these services from DISA.

4.25.3. Do not use TWCF funds to finance Air Force base museums, exhibits, or air parks at Air Force bases. (Reference AMCI 65-602, chapter 6, paragraph 6.6.21.)

4.26.1.2. Samples purchased using APFs will be small in size and not served during normal meal times unless participants are advised that only samples, and not meals, will be provided (see CompGen Decision B-301184, 15 Jan 04).

4.26.2. SAF/FMBM, per message 110941Z Dec 02, extended the authority on using APFs to purchase Thanksgiving and Christmas decorations for the main dining facilities on Air Force installations. Do not use TWCF funds to purchase seasonal decorations for base facilities (Reference AMCI 65-602, chapter 6, paragraph 6.6.30.).

4.27. **Traditional Ceremonies.** TWCF funds are not to be used for costs incident to authorized traditional ceremonies. (Reference AMCI 65-602, chapter 6, paragraph 6.6.17.)

4.27.1.1. (Added) O&M 3400 funds may be used in lieu of MILCON funds if the construction contract does not specifically include the costs incident to the groundbreaking/dedication ceremony.

4.27.1.2. (Added) Use NAF funds for costs incident to groundbreaking and dedication ceremonies for newly constructed facilities if the construction costs are funded by NAF.

4.27.1.3. (Added) Use MFH (Construction or O&M) funds for costs incident to groundbreaking and dedication of newly constructed facilities if the construction costs are funded by MFH Construction funds.

4.27.1.4. (Added) Official Representation Funds (ORF) are not authorized for costs for groundbreaking and dedication ceremonies in the event local dignitaries are invited to attend. The attendance of these personnel is incidental to the purpose of these ceremonies and does not conform to the intent of AFI 65-603, *Official Representation Funds-Guidance and Procedures*.

4.27.3. The use of APFs to commercially procure invitations from DAPS is extended to base-level non-commissioned officer (NCO) and senior noncommissioned officer (SNCO) induction ceremonies that occur at the culmination of local professional development NCO/SNCO training courses, seminars and symposiums. These training events are considered an extension of formal Air Force Schools and Academies. TWCF funds are not authorized for this purpose.

4.27.4. Do not use TWCF funds to purchase wreaths in keeping with a celebration or remembrance of national patriotic observance.

4.27.5. (Added) DELETED – renumbered as paragraph **4.27.6. (Added)** below.

4.27.6. (Added) Gallantry Award Ceremonies. Whenever a military member is awarded a medal for heroic action or gallantry far above and beyond the call of duty, you may use APF to commercially print programs for the ceremony if those printed from office personal computers do not appropriately suffice, in keeping with the prestige and aura that surrounds such a ceremony. Examples of these types of awards are, but not necessarily limited to, the Congressional Medal of Honor, Silver Star, Bronze Star, and the Air Force Cross.

4.28. **Entertainment.** TWCF funds are not to be used for costs incident to authorized entertainment purposes (excluding per diem for TWCF-funded personnel in an official travel status). (Reference AMCI 65-602, chapter 6, paragraph 6.6.15.)

4.28.1.1. **NOTE:** See AFMAN 34-240, *Food Service Program Management*, chapter 8, paragraph 8.18., on providing mission essential beverages from dining facilities for those military members who are authorized to receive them. Mission essential beverages are funded under the MILPERS (3500) appropriation and not from organizational O&M-type funds.

4.28.1.7. Use ORF (see paragraph 4.28.1.3. above) for light food and refreshments as well as small memento purchases (e.g., organizational hats and coins) in conjunction with arms control treaty inspections. See HAF/RMF memorandum to HQ AMC/A8 dated 15 Feb 04, Subject: *Increase in ORF Limitation – Arms Control Inspections FY05*, for reporting guidance.

4.28.1.8. In accordance with Title 10, U.S.C., Section 8634, Air Force bands may not be paid for performances outside their assigned installation; however, any Air Force band designated as a special band may produce recordings for commercial sale. Amounts received from the proceeds of these sales may be credited to the Air Force appropriations designated for the expenses of Air Force bands. See AFI 35-101, *Public Affairs Policies and Procedures*, chapter 10, for additional guidance concerning Air Force bands.

4.28.3. (Added) MAJCOM, Wing, or squadron-sponsored picnics, balls, and dances are not eligible for appropriated fund support. **EXCEPTION:** You may use appropriated funds to fund the rental of portable toilets or other similar items in keeping with necessary health, safety, and sanitation requirements.

4.29. **Awards and Gifts.** Do not use TWCF funds to purchase gifts for military members, civilian employees, or private citizens, for any reason or purpose (including retirements). (Reference AMCI 65-602, chapter 6, paragraph 6.6.15.) Additionally, do not use Air Force appropriated funds (except for ORF – see paragraph 4.28.1.7. above) to purchase small mementos for visiting treaty inspection teams complying with international treaties and arms control agreements.

4.29.2. You may use TWCF funds to purchase special trophies and awards, as authorized by Air Force, AMC, or local instructions or supplements thereto, for individuals who are assigned to TWCF-funded organizations. This includes merchandise items, as determined by local command authorities, whose purpose meets the Comptroller General (CG) criteria for mission accomplishment awards (reference CG Decisions B-243025 and B-247687).

4.29.2.1. (Added) Per HQ AMC/CC memorandum dated 6 Sep 05, Subject: *Purchase and Distribution of Organizational Coins*, do not use APFs to purchase coins to provide to contractor personnel for mission accomplishment awards.

4.29.3.1. APFs may be used for purchasing informational literature, posters, cards, etc., that specifically pertain to voter registration, as prescribed by AFI 36-3107, *Voting Assistance Program*, paragraphs 4.2.3. and 4.7.7.

4.29.4. TWCF funds are not to be used for costs in direct support of sports competitions. (Reference AMCI 65-602, chapter 6, paragraph 6.6.5.10.)

4.31. **Refreshments at Award Ceremonies.** APFs are authorized to pay for light refreshments (e.g., cake, punch – no hors d'oeuvres, meat/vegetable trays, or similar items) pursuant to award ceremonies that involve the presentation of an official Air Force medal for heroism, gallantry, outstanding achievement, or special meritorious service, e.g., Bronze Star or higher. While these award ceremonies are not job-related competitive-type awards, they are still of substantial nature and warrant serving refreshments, in keeping with the prestige and aura surrounding such a ceremony.

4.31.7. (Added) Unit Achievement Award Ceremonies. Funding for light refreshments (as defined in the AMC paragraph 4.31. above) may be extended to unit award ceremonies to honor a significant milestone or other substantial unit achievement (e.g., a flying unit accomplished 200,000 hours flown without a mishap), and the nature of the achievement warrants a distinguished visitor (e.g., Vice-President, Air Force Chief of Staff, AMC/CC/CV, etc.) to formally present the award. Official Representation Funds may be used if the level of the award presenter qualifies under AFI 65-603 procedures. Per AMCI 65-602, chapter 6, paragraph 6.3.1.7.22., TWCF funds may be used to provide refreshments if an individual recipient of a substantial award is assigned to a TWCF-funded unit or if a TWCF-assigned unit is receiving an achievement award.

4.31.8. (Added) Graduation Ceremonies. Do not use appropriated funds to purchase food, refreshments, entertainment, or personalized invitations when hosting graduation ceremonies of a significant nature that involve military or civilian employees. However, you may use appropriated funds to rent space in a NAF Category C facility to conduct these ceremonies if there are no other suitable facilities on the installation to host the ceremony. The total number of graduates along with the academic affiliation (e.g., graduations from the Community College of the Air Force or other Air University curriculums) should be the determining factors when considering appropriated funds for this purpose.

4.35. **Personalized Stationery.** Do not use TWCF funds to print authorized personalized stationery. (Reference AMCI 65-602, chapter 6, paragraph 6.6.16.)

4.36.1. At AMC bases, the Wing commander (usually a general officer) will be the approving authority for host-related requests for the printing of business cards for the purpose of official communications. For AMC tenant units on other Services installations or tenants at AMC bases, or for field detachments or direct reporting units (DRUs), the tenant/field detachment/DRU commander will be the approving authority. For HQ AMC units, approval will be at the directorate level.

4.40.1. Examples of prohibited items for a typical authorized work break areas include but are not limited to barbecue grills (to include charcoal, lighter fluid, propane gas tanks, barbecue utensils, and appropriate safety gear), popcorn poppers, cooking items (pots, pans, casserole dishes, crock pots, coffee pots, etc.), food/drink/condiments, any game room item intended for amusement or to occupy one's interest (to include puzzles, board games, hand-held computer games, televisions, radios, VCRs, movie videos (tape or disk), pool tables and other sports/game tables, and all things of that nature), aquariums and other "nice to have" items that enhance appearances; glassware, kitchen utensils, coffee cups, plates and eating utensils (to include disposable items), paper/cloth napkins, tablecloths, and any other food serving or food related items. Units wishing to purchase these items to furnish their authorized break rooms **must** use private funds for this purpose. **NOTE:** The use of APFs to purchase ice machines officially designated work break areas is authorized with the approval of the organization commander, provided the justification warrants the purchase as a ***mission necessity rather than simply a convenience to organization personnel.***

4.40.7. (Added) Organizations that require their personnel to continuously "live" in the work area (i.e., consume three meals a day and sleep there while performing 24-hour shifts or longer) may use APF to purchase cooking/food-serving items. A primary example is the base fire station. Consult the Allowance Standard/Table of Allowance that governs the furnishings of these organizations to determine what items are authorized for purchase using APF. If no specific authorization exists, the unit commander must authorize the items prior to purchase. Purchase only the minimum amount of food preparation/serving items; do not purchase expensive or unnecessary items. Prudent judgment should be exercised in determining the appropriate requirements.

4.40.8. (Added) For exceptional circumstances that do not fit the "norm" of a typical work break area but also do not fall under the auspices of a typical or ordinary staff office function (see paragraph 4.40.3. of AFI 65-601, Volume 1), the requesting AMC organization will submit, in writing, to HQ AMC/A88 through their Wing Comptroller (if located on an AMC base) a detailed justification for using government funds to purchase items for a work break area. HQ AMC/A88 will grant funding approval on a case-by-case basis.

4.42.1.1. Promotion review boards held at HQ AMC qualify for APF-funded refreshments if they conform to the specific guidance in AFI 65-601, Volume 1, paragraph **4.42.1.1.** Do not use TWCF funds for light refreshments at conferences, symposiums, and seminars unless the conference is specifically convened by TWCF organizations solely for the purpose of discussing strictly TWCF-related business. The use of TWCF funds in this circumstance is still optional, not mandatory. (See AMCI 65-602, chapter 6, paragraph 6.6.28.)

4.42.1.1.1. TWCF funds are not authorized for food serving materials at conference centers or office functions. (Reference AMCI 65-602, chapter 6, paragraph 6.6.5.5.)

4.42.2.3. In order to prevent unauthorized charges in conference fees, AMC Wing comptrollers should establish a review process for conference requirements at their location to ensure compliance with Air

Force policy on the establishment of conference fees prior to final approval. This process may be tailored according to the local comptroller's desires.

4.42.2.6. (Added) AFMAN 34-228, *Air Force Club Program Procedures*, paragraph 5.7., authorizes APFs to pay costs at Air Force clubs (NAF Category C facilities) to host commanders' calls and other official Air Force functions/meetings provided there are no other suitable facilities on the installation which are available at no charge. The unit's Government-Wide Purchase Card is generally the vehicle used to fund these events. Retirements, PCS farewells, social office gatherings, promotion parties, and other non-official Air Force functions do not qualify for APF support, regardless of where they are held. Establish a MOU between the installation commander and the services commander for APF funding of official Wing functions at Air Force clubs.

4.44. **Membership in Professional Organizations.** Do not use TWCF funds to purchase memberships in professional or civic organizations unless such a membership clearly enhances the objective and purpose of the TWCF. (Reference AMCI 65-602, chapter 6, paragraph 6.6.27.)

4.44.1. If a civic organization offers only individual memberships instead of organizational memberships, do not use APFs to pay for any Air Force member or civilian employee to join the organization. Private funds must be used in these circumstances.

4.44.2. (Added) Funding for memberships in private organizations does not include memberships to commercial retail operations (e.g., Sam's Club, Costco, etc.).

4.45.4. Installation commanders may authorize the use of APFs to purchase bottled water when it is determined, in writing, by medical/bioenvironmental authority that the health, welfare, and work efficiencies of its members and employees of the affected organizations are sufficiently diminished by existing conditions.

4.45.5. TDY personnel cannot claim bottled water purchases as a reimbursable miscellaneous expense on their travel settlement vouchers. Therefore, **bottled water is not authorized on travel orders**. However, when AMC units or personnel deploy to a location where the water supply is unsafe for human consumption and there is no source available (commercial or otherwise) for potable water within a reasonable distance at the location, organizational O&M-type funds may be used to purchase a necessary amount of bottled water with its unit funds for immediate consumption at the location prior to departure when approved in writing from the medical commander. Keep in mind that bottled water does not have a long shelf life, so ensure that you do not purchase a larger quantity at home station which cannot be consumed within the prescribed shelf life expectancy for this official purpose. For deployed locations, if the deployed finance and contracting support can locate a reliable source of bottled water on the local economy and competent medical authority declares it safe for consumption, use government funds (O&M 3400 or TWCF, as appropriate) to purchase bottled water, with written approval from the deployed medical authority or the site commander, if there is no medical authority at the deployed location. **NOTE:** It is extremely important to ensure that bottled water is purchased from approved sources at deployed locations, especially in Third World developing countries.

4.45.5.1. (Added) For AMC aircrews transiting overseas locations where the water supply is unsafe or questionable (as determined by the Foreign Clearance Guide or other competent reliable source) and there is no other source of potable water available or they cannot take enough potable water in approved containers prior to mission departure to sustain them for the duration of the mission, the flying units may use their unit funds to purchase a reasonable amount of bottled water to bring along for consumption, in the

interest of avoiding health problems from drinking contaminated water or suffering the effects of dehydration while performing the mission.

4.45.5.2. (Added) Prudent judgment is essential when considering requests to purchase bottled water as described in paragraphs 4.45.5. and 4.45.5.1. (Added) above. Consider all possible options and ensure that you accomplish a comprehensive validation for using unit TWCF/O&M funds to purchase bottled water and that the justification/rationale is fully documented in the event the units come under the scrutiny of an audit. Authorized expenditures of bottled water under these circumstances should be properly ESP-coded in the accounting system if they are in direct support of contingency operations.

4.45.6. DELETED – renumbered as paragraph 4.86. (Added).

4.45.7. (Added) APFs are authorized to purchase bottled water specifically manufactured to sustain a long shelf life, for designated on-base emergency shelters, in conjunction with an established emergency guide concerning pertinent requirements associated with a Protective Actions for a Hazardous Materials Release and/or a Sheltering in Place as a Public Protective Action plan.

4.45.8. (Added) APFs are *not* authorized to purchase bottled water at AMC combat exercise training locations (e.g., EAGLE FLAG, conducted at Lakehurst Naval Air Engineering Station NJ) *strictly* for simulating a bare base environment situation in preparation for real-world contingencies. **NOTE:** If bottled water is required for combat training exercise personnel due to health or environmental reasons, follow the guidance in AFI 65-601, Volume 1, paragraphs 4.45.1. through 4.45.4., *to include obtaining medical/bioenvironmental approval, in writing, prior to purchase.*

4.47.1. The use of APFs to pay expenses to obtain professional credentials does not extend to employees' memberships in professional organizations unless the membership is a prerequisite to obtaining the professional license or certification (see CompGen Decision B-302548, 20 Aug 04).

4.49.2. Aircraft commanders may process an AF Form 15, **United States Air Force Invoice**, or use the AVCARD to pay protested air navigation and overflight fees assessed by foreign governments unless a cash payment is required. The aircraft's home station fund citation will be charged for this purpose.

4.50. **Landing and Parking Fees Assessed by Foreign Governments.** Aircraft commanders may utilize an AF Form 15 or the AVCARD to pay landing and parking fees at foreign commercial airports unless a cash payment is required. The aircraft home station flying unit's fund citation will be charged for this purpose.

4.51. **Funding for Athletic Supplies and Fitness Equipment.** Athletic supplies and fitness equipment do not qualify for TWCF funding. (Reference AMCI 65-602, chapter 6, paragraph 6.6.5.10.)

4.52. **Real Property Damage Recovery.** When a private party responsible for the loss or damage to government real property agrees to replace it in kind or have it repaired to the satisfaction of the proper government officials and to make payment directly to the party making the repairs, the arrangement is permissible and the base is not required to transfer an amount equal to the payment for the cost of the repair or replacement to the miscellaneous receipts account of the U.S. Treasury. (Reference *GAO: Principles of Federal Appropriations Law, Volume 2*, chapter 6, section E, paragraph 2.c.)

4.59.1. (Added) Crossing Budget Activities (BAs) in O&M 3400 Funds. Congress holds the Air Force accountable on how 3400 funding is executed by BA and has established a \$15M ceiling for the Air Force on reprogramming by BA. ***Therefore, you cannot use funding available in one BA to cover valid requirements in another BA, even though it is all appropriation 3400 funding. To do this constitutes an augmentation of appropriations and could potentially lead to an Antideficiency Act (ADA) violation.*** If

you are faced with a funding shortfall in one BA and have requirements that exceed available funding and you want to use available funding from another BA, you must submit a reprogramming request to HQ AMC/A88, who will forward it to SAF/FMBO for approval. SAF/FMB will realign funds between the applicable BAs (as long as it does not exceed the \$15M congressional ceiling) and issue HQ AMC/A88 a new funding document reflecting the change.

Section 4Q (Added)–Other Items of Interest

4.62. (Added) DELETED – renumbered as paragraph **4.63. (Added)** below. **NOTE:** All subsequent paragraphs in the previous publication (**4.63. (Added)** through **4.77.4. (Added)**) are renumbered as paragraphs **4.64. (Added)** through **4.78.4. (Added)** respectively.

4.63. (Added) Payment of Federal, State and Local Taxes. As a general rule, Air Force agencies are exempt from paying state and local taxes assessed on commercial vendors for products and services they provide to the public. In these cases, the customer, not the seller (commercial vendor), is responsible for payment of the tax (referred to as a vendor tax) and the Air Force, as a customer who purchases these products and services is not required to pay. However, if the seller is legally obligated to pay the tax prior to the sale of products or services they offer to their customers (referred to as a vendee tax), Air Force agencies will reimburse the seller for the total cost, to include the tax. Examples of vendee taxes payable by Air Force agencies include but are not necessarily limited to (1) federal excise taxes, (2) state sales taxes factored into public utility rates through applicable rate-setting processes by state legislatures or public service commissions, and (3) business privilege or gross receipts taxes. Consult with your local Judge Advocate (JA) office if questions arise concerning the legal payment of taxes from Air Force funds. See GAO: Principles of Federal Appropriations Law, Volume 1, chapter 4, section A, part 15 (pages 4-286 through 4-306), for additional guidance on the payment of state and local taxes.

4.64. (Added) Contest Entry Fees and Prizes/Awards.

4.64.1. (Added) Privately-Sponsored Contests. Do not use Air Force funds (to include TWCF) to pay entry fees to enter publications in a contest sponsored by a private organization in cases where the prize is a monetary award to be given to the editors of the winning publication (see Comptroller General Decision B-164467, 14 June 68). However, if the prize is awarded directly to the agency and not to Air Force military or civilian members, and where sufficient justification exists where the expense furthers the objects of the appropriation, Air Force funds may be used to pay the entry fee (see Comptroller General Decision B-172556, 29 Dec 71). The decision to use Air Force funds to enter a contest will depend on (1) the nature of the contest and prize, (2) to whom they are awarded, and (3) the sufficiency of the administrative justification. Any authorized cash prizes from private-sponsored contests awarded to government agencies must be collected into miscellaneous receipts and not into the agency's appropriation that paid the entry fee (see Title 31 U.S.C., Section 3302).

4.64.2. (Added) Government-Sponsored Contests.

4.64.2.1. (Added) The use of Air Force Funds to award cash prizes for government-sponsored contests involving artistic designs is generally unauthorized if the prize awarded does not relate to the reasonable value of the services of the successful contestant (see 5 CompGen 640 (1926). However, if the value of the prize is comparable to the services performed (e.g., it would cost a like amount to contract for the design), the use of Air Force funds to award the prize is allowable (see Comptroller General Decision A-13599, 5 Apr 26).

4.64.2.2. (Added) Air Force funds may be used to sponsor a contest under the Necessary Expense doctrine (see *GAO: Principles of Federal Appropriations Law, Volume 1*, chapter 4, section B), if the expenditure bears a reasonable relationship to carrying out an authorized activity. Additionally, any travel and per diem costs involved to fly the individual winner to receive the award is also allowable (normally unit funded).

4.64.3. (Added) For AMC, contest entry fees and prizes/awards authorized for Air Force funding are sourced from O&M 3400 funds, BA 02, and preferably PE 41896. The use of TWCF funds for this purpose is not authorized unless it can be clearly justified that the expenditure of TWCF funds will further enhance the objective and purpose of the TWCF. (Reference AMCI 65-602, chapter 6, paragraph 6.6.22.)

4.65. (Added) Command/Wing/Squadron-Sponsored Picnics, Balls, and Dances.

4.65.1. (Added) There is no statutory authority supporting the use of Air Force funds for picnics, balls, or dances at any level. These and similar non-mission essential functions are considered unofficial social events/entertainment and are not eligible for Air Force funding. *GAO: Principles of Federal Appropriations Law, Volume 1*, chapter 4, section C, part 5, page 4-100 states, "... the rule [is] that appropriated funds may not be used for entertainment except when specifically authorized by statute and also authorized or approved by proper administrative officers." It further states, "The basis for the rule is that entertainment is essentially a personal expense even when it occurs in some business-related context. Except when specifically appropriated for, entertainment cannot normally be said to be necessary to carry out the purposes of an appropriation." Costs to support these events must be borne through ticket sales or some other source of private funding.

4.65.2. (Added) An exception to using Air Force funds for these events is to rent portable toilets or other similar items in keeping with necessary safety, health, and sanitary requirements.

4.65.3. (Added) AMCI 65-602, chapter 6, paragraph 6.6.15, specifically forbids the use of TWCF funds for entertainment purposes.

4.66. (Added) Memorialization. AFI 34-201, table 12.1., rules 56 through 62 permit the use of Air Force funds to purchase a plaque or permanent marker on an installation building, wing, room, or street to memorialize an individual (living or deceased) as well as any ceremonial costs relating to invitations, military bands, programs, etc. Excluded from Air Force funding for these events are the cost of light food, refreshments, food serving items, or any other item or activity designed for entertainment purposes, as stated per AFI 65-601, Volume 1, chapter 4, paragraph **4.28**.

4.66.1. (Added) Per AFI 36-3108, *Memorialization Program and Ceremonies*, paragraph 7.4, requests for non-local travel authorization by commercial or government transportation may be authorized for the honoree or next of kin (generally a spouse, child, or parent) to attend the memorial dedication ceremony. Consult the Joint Travel Regulation (JTR), Volume II, paragraphs C6000. and C6002-F. for guidance on preparing invitational travel orders. Per diem (to include lodging) is not authorized for the honoree or next of kin.

4.66.2. (Added) Fund authorized memorialization costs from O&M 3400 funds, BA 02, preferably PE 41896. Do not use TWCF funds for this purpose.

4.66.3. (Added) The use of APF for memorialization costs *does not* extend to the funding of freestanding memorials. Without specific congressional authority to fund for these types of memorials, private funds must be used.

4.67. (Added) Private Organizations. These are self-sustaining interest groups, established by personnel acting outside the scope of any official position they may have in the federal government. Private organizations are not integral parts of the military service or federal entities, nor are they NAFIs, as defined in AFI 34-201. They operate on Air Force installations with the written consent of the installation commander and do not receive sovereign immunities and privileges given to NAFIs or Air Force organizations. Private organizations must furnish their own equipment, supplies, and other materials in accordance with AFI 34-223, *Private Organization (PO) Program*, paragraph 11., and do not receive any direct financial assistance from Air Force or NAF funds in the form of contributions, dividends, or donation of funds or other assets, unless directed otherwise by specific AFIs pertaining to their operation. Private organizations must also reimburse for services (including utilities) when it uses a facility or space on an other-than-occasional basis unless specifically directed by instruction or regulation not to reimburse for this support. **NOTE:** Thrift shops are excluded from paying for utilities per AFI 34-223, paragraph 11.1.1.

4.67.1. (Added) The following private organizations do not fall under the guidance of AFI 34-223 and are governed by other directives and/or instructions. (**NOTE:** See paragraph 2 of AFI 34-223 for the applicable directive/instruction of the organizations listed below.)

4.67.1.1. (Added) Scouting organizations (overseas military installations only).

4.67.1.2. (Added) American National Red Cross.

4.67.1.3. (Added) United Seaman's Service.

4.67.1.4. (Added) United Service Organizations, Inc.

4.67.1.5. (Added) Credit Unions.

4.67.1.6. (Added) Banks.

4.68. (Added) Open Houses, Aerial Demonstrations, Static Displays, or Other Community Relations.

4.68.1. (Added) AFI 35-101, chapter 8, contains general policy regarding base open houses. Other formal guidance is contained in a HQ USAF/CV memorandum dated 27 Jul 94, Subject: *Civil Aircraft Performances and Charging Admission at Base Open Houses/On-Base Events*. These are primarily public affairs activities. By definition, a base open house informs the public about the capabilities, equipment, training, and professionalism of the Air Force and its personnel. The public pays no charge or fees for admission, parking, or viewing any activities. (**NOTE:** HQ USAF/XOOO is in the process of coordinating a new 10-series AFI which will provide specific guidance and procedures with regard to the planning and conduct of Air Force open house events. This AFI will include a financial management guidance chapter for funding various aspects of an open house/air show (OH/AS) using APF, NAF/MWR, or ORF.) A funding guidance matrix for OH/AS is available on the AMC/A8 web at https://www.amcfm.scott.af.mil/FM_BudgetPolicyNotices.cfm. This matrix will also be included as an attachment to the new OH/AS AFI mentioned above when it is officially published.

4.68.2. (Added) Civil aircraft performances at base OH/AS are permitted if they supplement or enhance the effectiveness of the military activities. These performances may not constitute more than 33 percent of the total actual performance time.

4.68.3. (Added) "Warbird" aircraft (vintage U.S. or foreign aircraft used in a previous military conflict or having historical military aviation significance) operated by non-profit organizations that primarily relate to military history are not subject to the 33 percent rule.

4.68.4. (Added) Civil aerial performance teams that do not supplement or enhance the effectiveness of military activities may not participate in Air Force-sponsored OH/AS or aerial demonstrations because they do not enhance public understanding of the Air Force mission, capabilities, and heritage.

4.68.5. (Added) AMC installations that desire to engage warbirds to enhance the attractiveness of an OH/AS, aerial demonstration, or static displays may use Air Force funds to cover the costs of their appearance (i.e., those costs that would normally be associated with service contracts). NAF or TWCF funds are not authorized for this purpose.

4.68.6. (Added) Don't use Air Force or NAF funds to finance appearances by civilian aircraft other than warbirds at these events. If the civil aircraft owners request aircraft fuel, the installation may sell only enough DoD fuel to get the aircraft to the closest civilian airfield. For civil aircraft delays due to safety-of-flight maintenance requirements, charge storage fees commencing 24 hours after the close of the event in accordance with AFI 10-1001, table 4. Deposit these fees into the miscellaneous receipts account of the Treasury and not into the installation's O&M account. Requests for deviations to this policy should be forwarded through HQ AMC channels to HQ USAF/ILTT and SAF/PAC for approval.

4.68.7. (Added) OH/AS Advertising. You may use APF to pay for advertising costs pertaining to base OH/AS under the overall umbrella of recruiting benefits and if it does not cause the loss of public service announcements, which are provided at no charge to the Air Force.

4.68.8. (Added) Vendor Fairs. APF is authorized to support vendor fairs hosted by base organizations unrelated to NAF/MWR purposes provided it is directly related to the mission requirements of the organization.

4.68.9. (Added) APFs (except for ORF) are authorized to pay for informational handouts at Air Force-hosted civic orientation dinners in keeping with civic relations with the local community.

4.69. (Added) Reconstitution of WRM Assets.

4.69.1. (Added) AMC funds for reconstitution costs of theater-assigned WRM assets utilized by AMC flying and support units when deploying overseas to support contingencies, JCS Exercises, or Air Expeditionary Force (AEF) requirements. Reconstitution costs include but are not necessarily limited to packing, crating, reconstitution/repair of assets, transportation to/from employment site, TDY costs for required personnel deploying with the assets, applicable contractor costs, and Mobility Readiness Spare Package (MRSP) costs, as directed by AFI 25-101, *War Reserve Material (WRM) Program Guidance and Procedures*, chapter 6.

4.69.2. (Added) The tasked AMC Wing will provide a MIPR or AF Form 616 citing TWCF or O&M 3400 funds (depending on the AMC unit requiring the support) to the providing theater unit responsible for the management of WRM assets prior to equipment release. Use EEIC 549 and the appropriate ESP code in the fund cite. A list of required WRM assets and estimated reconstitution costs will be provided by the appropriate AMC planning/tasking offices or functional managers to the tasked AMC Wing prior to AMC unit deployments. **NOTE:** For WRM requirements of AMC units deploying to Moron AF Spain, the 721 AMOG/FMA will provide the required funding (TWCF or O&M 3400, as appropriate) to the 4 EAMS at Moron.

4.69.3. (Added) For use that exceeds 30 days, 15 percent of the total required asset cost will be assessed; for use of 30 days and less, 10 percent of the total required asset cost will be assessed. Additional costs associated with use will be assessed as incurred. Unused funds in excess of actual reconstitution costs will

be returned to the supported AMC organization. Bases should budget for these costs when the event is known in advance (at least budget lead-time away).

4.69.4. (Added) Under wartime conditions, HQ USAF/ILG may elect to waive unit/MAJCOM funding responsibility for WRM reconstitution and require the overseas theaters to absorb the costs and request SAF/FM reimbursement.

4.69.5. (Added) When AMC Wings/organizations are authorized to utilize Basic Expeditionary Airfield Resources (BEAR) assets, the organization is responsible for all costs associated with their use, as described in paragraph 4.69.1. (Added) above. (NOTE: AFI 25-101 is currently under revision; chapter 7 is rewritten to provide guidance concerning BEAR assets.)

4.70. (Added) Gifts to the Air Force. AFI 51-601, *Gifts to the Department of the Air Force*, chapter 1, provides guidance on the proper acceptance of gifts (money and tangible real/personal property) and the appropriate level (e.g., Secretarial, MAJCOM) a particular gift may be accepted. Gift offers are presented as either conditional or unconditional and may be rejected if it is clearly in the best interests of the Air Force to do so. Accepted unconditional monetary gifts are deposited into Miscellaneous Receipt Account 571299 in accordance with AFI 51-601, chapter 2, paragraph 2.9., while accepted conditional monetary gifts are deposited into Trust Fund Receipt Account 578928 per AFI 51-601, chapter 3, paragraph 3.17.4. DFAS-DE/ADRA, through SAF/FMPB, will issue a funding document citing appropriation 57X8928, Fund Code 75, when reallocating *conditional* monetary gifts to the MAJCOM for which the gift is intended. After funding is received, AMCFSS/A88I then issues a funding document to the appropriate AMC OBAN for obligations, disbursements, and status of funds reporting. Unconditional monetary gifts collected into Miscellaneous Receipt Account 571299 are not redistributed to the MAJCOMs.

4.71. (Added) Fines and Penalties. Air Force O&M-type funds are not available to pay for or reimburse Air Force military or civilian employees for fines and penalties incurred as a result of violating a law or code when acting on their own behalf, beyond the scope of his or her authority. However, if the fine/penalty is assessed because the military or civilian member is complying with regulatory guidance or instructions and the member is without fault or not negligent (i.e., no personal wrongdoing), you may use unit O&M-type funds to pay the fine/penalty under the Necessary Expense doctrine. Additionally, Air Force organizations are exempt from paying fines/penalties unless there is an express statutory waiver of sovereign immunity. Examples of these types of waivers are (1) the Clean Air Act; (2) the Prompt Payment Act; and (3) the Federal Facility Compliance Guidance. If the fine/penalty is imposed by court action, it may be initially paid from the permanent judgment appropriation pending reimbursement from O&M-type funds. (See *GAO: Principles of Federal Appropriations Law, Volume 1*, chapter 4, section C, part 6, pages 4-140 through 4-145.)

4.72. (Added) Funding Rewards for Lost or Missing Air Force Property. Title 10 U.S.C. 2252 authorizes the Services to pay a reward of not more than \$500 in any case for information leading to the discovery of missing property under the jurisdiction of that Service or leading to the recovery of such property. These rewards are not payable to a military or civilian employee for services rendered within the scope of his or her official duties in an effort to recover the missing property or obtain information as to its location. (See *GAO: Principles of Federal Appropriations Law, Volume 1*, chapter 4, section C, part 14, pages 4-276 through 4-285.) **NOTE:** There is no statutory or regulatory authority to use Wing O&M-type funds to pay rewards for information that results in resolving other types of crimes committed against Air Force personnel, on or off the installation (e.g., murder, armed robbery, assault, kidnapping, etc.). The same is also true to establish rewards for locating missing Air Force personnel or dependents of Air Force personnel, whether they reside on or off the installation.

4.73. (Added) Furnishings and Appliances for Dormitory, Family Housing, Lodging, and Temporary Living Facilities. As directed by AFI 32-6004, *Furnishings Management*, chapter 2, the base Civil Engineer (BCE) is responsible for the budgeting and management of furnishings and appliances. Table 2.1. of AFI 32-6004 provides the appropriate O&M program element (PE) code for ordering furnishings and appliances in support of dormitories (unaccompanied), lodging (VQ – visiting quarters), and temporary living facilities (TLF).

4.73.1. (Added) APF replacement furnishings and appliances for VQ, TLF, and dormitory (unaccompanied) facilities, in conjunction with a facility maintenance/repair project, are budgeted and executed in the O&M 3400 financial plan. The functional organization responsible for the operation of the activity that requires the replacement furnishings and appliances is responsible for identifying their funding requirements to the Furnishings Management Office. The housing manager is responsible to identify these requirements for family housing and dormitories; for the VQ and TLF, the responsibility belongs to the Services commander. For family housing (Fund Code 3Y), use Project Account Code P721.40, PE 88745. For dormitories (Fund Code 30), use PE 41679, RC/CC XX4408, and Functional Account Code (FAC) 14. For VQ/TLF (Fund Code 30 portion only), use PE 41896 and base-wide RC/CC XX8571, FAC 08.

4.73.2. (Added) See Table 2.1. of AFI 32-6004 for additional funding guidance (APF versus NAF) on furnishings and appliances for unaccompanied/VQ/TLF facilities.

4.74. (Added) Contracts for Supplies or Services Issued at the End of the Fiscal Year for Delivery or Completion in the Following Fiscal Year. Contracts entered into or orders placed for goods, supplies, or services are executed at fiscal year-end only with the bona fide intent that the contractor (or other performing activity) commences work and performs the contract without unnecessary delay, as directed by DoDFMR 7000.14, Volume 3, chapter 8, paragraph 080303.C. For facility projects, current fiscal year funds may be obligated near the end of the fiscal year, even though performance may not commence until the following fiscal year. Contracts for these requirements should contain a specific requirement that the work begin before January 1 of the following calendar year. The following guidance applies in determining the commencement of work:

4.74.1. (Added) Physical On-Site Evidence. A visual inspection of the work site discloses significant work has been accomplished, or contractor employees are actually engaged in work performance. (No further verification is necessary.)

4.74.2. (Added) Documentary Evidence. If physical on-site evidence of performance does not exist, and to prevent unwarranted default proceedings, the contractor may be requested to produce documentary evidence that he/she has actually incurred costs or material has been ordered to allow for the performance of the contract.

4.75. (Added) Receipts from Commercial Wireless Vendor Requests to Install Systems on Air Force Property. The FY01 Authorization Act (P.L. 106-398) amended Title 10 U.S.C., Section 2667 by authorizing the collections of receipts for all out grants for non-exclusive use of Air Force real property for location of wireless communication antennas granted by license under the authority of the Secretary of the Air Force. Deposit these collections to appropriation 975189.57, Air Force Special Receipts Account in lieu of the Miscellaneous Receipts Account of the Treasury. Funds from these collections then become available to AMC bases under appropriation 97X5189.57, Fund Code K2, when provided to SAF/FMB in appropriation acts.

4.76. (Added) Funding Physical Examinations.

4.76.1. (Added) **Air Force Civilian Employees.** Air Force organizational O&M-type funds may be used for physical examinations, to include inoculations/vaccinations to which these examinations seem more or less akin in view of their precautionary nature, where conditions are such that medical attention to a civilian employee may be considered as primary for the benefit of the Air Force rather than the employee (reference 65 CompGen 677, 679 (1986)). A primary example on AMC bases is Air Force civilian air traffic controllers, are required to withstand the rigors of their employment and that an undisclosed physical condition does not impair the performance of their day-to-day duties, which may result in injury or loss of life for passengers and aircrews on Air Force aircraft. *NOTE:* Do not use organizational O&M-type funds where the purpose of the examination is to secure a benefit sought by the employee.

4.76.2. (Added) New Air Force Civilian Employees or Applicants. Title 5, C.F.R., chapter 1, section 339.301-304 authorizes the use of Air Force organizational O&M-type funds to pay for medical examinations for new civilian employees if required by the position. *NOTE:* Do not use organizational O&M-type funds where the purpose of the examination is to secure a benefit sought by the applicant.

4.77. (Added) Funding for Replacement of Non-Expendable Support Equipment Left at Deployed Locations by TWCF Organizations. When TWCF units deploy in support of contingency or wartime requirements and are directed by higher authority to leave their support equipment in place upon redeployment, and must purchase replacement equipment to ensure their deployable kits are prepared to fulfill other missions, the following funding guidance applies:

4.77.1. (Added) If the support equipment is centrally managed, the replacement equipment must be procured with 3010 or 3080 funds, as appropriate. AMC units will identify these requirements through normal supply channels for validation and sourcing.

4.77.2. (Added) If the support equipment is centrally procured but MAJCOM managed (funded by the individual MAJCOM), the replacement equipment must be procured with O&M 3400 funds because it is in direct support of wartime requirements. AMC units will identify these requirements through normal supply channels for validation and sourcing. Use the applicable Air Force-assigned contingency/wartime ESP code to properly capture these O&M-funded costs in the accounting system for reimbursement.

4.77.3. (Added) If the support equipment was originally purchased with TWCF funds by the deployed TWCF organization, follow the guidance in paragraph **4.77.2. (Added)** for replacement funding.

4.77.4. (Added) If the support equipment was originally purchased with 3080 funds and breaks at the deployed location, use TWCF funds to repair or reconstitute the equipment. Follow guidance in paragraphs **4.77.1. (Added)** and **4.77.2. (Added)** above for replacement.

4.77.5. (Added) If the support equipment was originally purchased with TWCF funds and breaks at the deployed location, use TWCF funds to repair, reconstitute, or replace the equipment.

4.77.6. (Added) TWCF units will replace expendable support equipment and supplies using TWCF funds.

4.77.7. (Added) See HQ AMC/A47/A88 message DTG 141005Z Jan 03, Subject: *Deployed Support Equipment Policy*, for additional guidance. A copy of this guidance is available on the Budget Policy page of the AMC/A8 web at https://www.amcfm.scott.af.mil/FM_BudgetPolicyNotices.cfm.

4.78. (Added) Damage Claims Between Federal Agencies for Government Personal Property.

4.78.1. (Added) As a general rule, a federal agency that damages personal property under the control of another federal agency may not pay a claim for the damage incurred, even if the agency responsible for the damage is at fault. This rule is commonly referred to as the "interdepartmental waiver doctrine" and applies equally to components of a single agency funded under a separate appropriation (reference *GAO: Principles of Federal Appropriations Law, Volume 3*, chapter 12, section D).

4.78.2. (Added) The interdepartmental waiver doctrine is based on the premise that the government cannot sue itself and that ownership of public property is in the United States as a single entity and not the individual departments or agencies. The Comptroller General has held that an agency's appropriations were not available to pay a claim for damage to the property of another agency (25 CompGen 49 (1945)). The basic prohibition is the augmentation of the lending agency's appropriation that is already available for repair or replacement of lost or damaged property for which it is responsible. Further, the appropriations of the borrowing agency would not be expected to include any amount for repair or replacement of property for which it is not responsible. The basis for the rule against augmentation of appropriations is codified in Title 31 U.S.C., Section 1301(a), which restricts the use of appropriations to the purposes for which they were made. Therefore, if payment by the agency causing the damage constitutes a payment for an unauthorized purpose, the payment would also improperly augment the appropriations of the claimant agency.

4.78.3. (Added) There are two primary exceptions to the interdepartmental waiver doctrine:

4.78.3.1. (Added) If there is an existing statute or applicable Comptroller General Decision authorizing reimbursement (e.g., damaging borrowed equipment belonging to a Working Capital Fund (65 CompGen 910 (1986)), GSA governance which allows their fund to charge the customer for repairs of equipment loaned to the customer [relates to repairs made for the future use of other customers and not the agency] (Title 40 U.S.C., Section 491, 59 CompGen 515 (1980)), payment for the repair or replacement of damaged or lost equipment by the agency responsible for the damage is authorized.

4.78.3.2. (Added) Orders issued under the Economy Act (Title 31 U.S.C., Section 1535) can allow for repairs or replacement of damaged equipment, if it is specifically written into the agreement that the borrowing agency will return any equipment loaned by the provider in the same condition as when received, normal wear and tear excepted.

4.78.4. (Added) In cases where both the owning agency and the agency that damaged or lost the property are funded from the same appropriation for their day-to-day operations, the interdepartmental waiver doctrine does not apply and the agency at fault may reimburse the owning agency for the damage or replacement costs, unless there exists a more specific appropriation that is solely authorized for this purpose.

4.79. (Added) Funding AMC-Unique Requirements in ANG/AFRC Unit Tasking Code (UTC) Equipment Packages. As directed by AFI 10-301, *Responsibilities of the Air Reserve Component (ARC) Forces*, paragraph 6.7., when AMC requires specific items for ANG/AFRC UTC equipment packages in the event ANG/AFRC units are tasked to support AMC contingency requirements, charge the costs to AMC O&M 3400 funds and cite the appropriate contingency ESP code for potential reimbursement from SAF/FMB. Common items (e.g., steel-toed boots) required for ANG/AFRC UTC equipment packages that are not specific to AMC for the purpose of ANG/AFRC peacetime requirements are funded from ANG/AFRC O&M appropriations. *NOTE:* This paragraph excluded non-expendable support equipment. AFRC/ANG units should identify non-expendable support equipment requirements through normal supply channels.

Centrally managed/centrally procured items will be funded by AFMC. Centrally procured, MAJCOM managed items will be funded by HQ AFRC and ANG.

4.80. (Added) Advisory and Assistance (Consulting) Services. These are services acquired from non-governmental sources that are (1) management and professional services; (2) studies, analyses, and evaluations; or (3) engineering and technical services. Such services may take the form of information, advice, opinions, alternatives, analyses, evaluations, recommendations, training, or technical support. Also included are services meeting the above definition and procured under a Government Owned Contractor Operated (GOCO) contract vehicle. Do not use APFs or TWCF funds to procure these services without first obtaining the required approvals. Consult the various guidance references contained in Contract Information Bulletin (CIB) 94-12, *Management Oversight of Service Contracting*, for additional details. See also AMCI 63-101, *Advisory and Assistance Services (A&AS) Management* and AFI 63-401.

4.81. (Added) Decoration Items for Offices and Public Areas in Air Force Facilities.

4.81.1. (Added) Organizational O&M-type funds (APF or TWCF) are authorized to purchase only those pictures, art objects, plants and flowers (both artificial and real), or any other similar type decoration items in AMC facilities that are included in a coordinated décor plan for the facility. Determination as to the need for purchasing such items in both public and non-public spaces, as well as approvals for such purchases, are reserved for the authority designated by HQ AMC/A7 to the Wing Civil Engineer. Using organizational funds to purchase office pictures, art objects, plants and flowers (both artificial and real) or any other similar type decoration items solely for personal convenience or to satisfy the personal desire of an military official or civilian employee is not authorized. These items fall into the category of "luxury items" since they do not directly contribute to the fulfillment of missions normally assigned to Air Force organizations. (See Title 41 Code of Federal Regulations (C.F.R.), Section 101-26.103-2, CompGen Decisions B-133991, 25 Nov 57, B-198242, 24 Apr 80, B-202057, 8 Jul 81, B-226011, 17 Nov 98, and B-226900, 17 Nov 98.)

4.81.2. (Added) For organizations that do not have a coordinated décor plan, the GAO has allowed, under the Necessary Expense rule, the use of government funds to purchase decorations so long as they are modestly priced and consistent with work-related objectives rather than personal convenience (see CompGen Decisions B-217869 (64 Comp. Gen. 796, 1985) and B-226011 (67 Comp. Gen. 87, 1987)).

4.81.3. (Added) *NOTE:* Organizational O&M-type funds are authorized to contract for the maintenance (to include watering) of approved live plants located in public/common use areas of Air Force facilities. Maintenance of live plants located in office work areas is the responsibility of the assigned members/employees.

4.82. (Added) Funding for Luggage and Briefcases. Under the Necessary Expense doctrine, Air Force funds are not authorized to purchase luggage/suitcases or briefcases strictly for the personal convenience or comfort of military members and civilian employees directed to deploy or go TDY to perform official mission requirements. This is considered a personal expense of the member/employee. However, in certain limited cases units may spend their organizational funds to purchase these items when it is not reasonable to expect its personnel to provide their own luggage in light of exceptional wear and tear resulting from excessive travel requirements (see CompGen Decision B-200154, 12 Feb 1981). The same would hold true (limited cases involving excessive travel requirements) for briefcases and similar items furnished solely to carry official documents associated with the specific duties of the member/employee. Unique carrying cases or containers required to transport unusual items incident to the official TDY travel of a member/employee (for which they aren't expected to furnish as a part of their normal traveling lug-

gage) would also qualify for unit funding. For these special circumstances, the purchasing organization will store/retain the luggage, briefcase, or container when they are not utilized, will maintain strict accountability and control over their issuance, and will ensure they are not used for personal business. *NOTE:* Personal tastes or high costs should not be the deciding factor when purchasing these items – exercise prudent judgment and buy only what is absolutely required to carry out the mission. Additionally, supporting documentation justifying the requirement should be readily available for review in the event the purchase is questioned or if there is an audit of the organization's GPC account.

4.83. (Added) Funding for Base Honor Guard Participation in Support of Funeral Honors Details. Refer to AFI 34-242, Section 8F, for funding guidance, to include travel/per diem, uniforms, supplies/equipment, and other miscellaneous costs. Also included is funding the daily stipend amount (as authorized annually by OUSD (Personnel and Readiness)) for non-active duty volunteers under the mortuary affairs Authorized Provider Partnership Program (see paragraph 8.49.2.1. of AFI 34-242).

4.84. (Added) Funding for Aircrew Iridium Phone Usage.

4.84.1. (Added) Assigned to AMC active aircrew organizations that are dedicated exclusively for Global War on Terrorism (GWOT) operations: Activation and usage costs will be O&M-funded and ESP-coded to the appropriate GWOT contingency operation (i.e., ZA (Zulu Alpha) (Operation Iraqi Freedom) or 7C (Seven Charlie) (Operation Enduring Freedom)) in order to track these costs for potential reimbursement from SAF/FM. All other Iridium sets used in support of non-GWOT operations will be unit-funded (TWCF or O&M 3400 funds, as appropriate) without reimbursement.

4.84.2. (Added) HQ AMC funding for Iridium phone charges incurred by ANG aircrews:

4.84.2.1. (Added) For those Iridium phones assigned to AMC-gained ANG aircrew organizations that are dedicated exclusively for GWOT operations, HQ AMC/A8 will reimburse ANG/FM for activation and usage costs with O&M 3400 funds, citing ESP code ZA or ESP code 7C, as appropriate. ANG flying units will certify these costs to ANG/FM, through their local comptroller, prior to HQ AMC/A8 reimbursement. ANG/FM will provide a copy of unit certifications Iridium usage charges upon submission of their billings.

4.84.2.2. (Added) For those Iridium phones assigned to AMC-gained ANG aircrew organizations that are required for AMC peacetime non-contingency or non-GWOT TWCF missions (e.g., Special Assignment Airlift/JCS Exercise/Channel missions) flown by ANG units in support of AMC requirements, HQ AMC/A8 will reimburse ANG/FM for activation and usage costs through the annually agreed-upon aircraft AFCAIG flying hour rate, with a 3 percent additive on top of the AFCAIG rate to cover miscellaneous costs incurred while flying TWCF missions. *NOTE:* The Iridium phone usage will be covered in the 3 percent additive charge. No additional reimbursement for Iridium phone usage will be provided by HQ AMC/A8 TWCF funds to ANG/FM.

4.84.2.3. (Added) When AMC requires Iridium phone usage for AMC peacetime non-contingency or non-GWOT O&M missions (e.g., Tanker Task Force) flown by AMC-gained ANG aircrew organizations in support of AMC missions and for which AMC pays ANG for the flying hour costs, HQ AMC/A8 will reimburse ANG/FM for the Iridium usage costs as described in paragraph **4.84.2.1. (Added)** above, except the costs will not be ESP-coded to GWOT.

4.84.2.4. (Added) Usage costs for Iridium phones assigned to AMC-gained ANG aircrew organizations that support ANG peacetime requirements will be funded by ANG without reimbursement from HQ AMC/A8.

4.84.3. (Added) HQ AMC funding for Iridium phone charges incurred by AFRC aircrews:

4.84.3.1. (Added) For those Iridium phones (to include accessories) assigned to AMC-gained AFRC aircrew organizations that are dedicated exclusively for GWOT operations, HQ AMC/A8 will directly fund OBAN 6510 for activation and usage costs with O&M 3400 funds, citing ESP code ZA or ESP code 7C, as appropriate. HQ AFRC/DO will certify these costs to HQ AFRC/FMAPS prior to payment of monthly service.

4.84.3.2. (Added) For those Iridium phones assigned to AMC-gained AFRC aircrew organizations that are required for AMC peacetime non-contingency or non-GWOT TWCF missions (e.g., Special Assignment Airlift/JCS Exercise/Channel missions) flown by AFRC units in support of AMC requirements, HQ AMC/A8 provides for reimbursement to HQ AFRC through the annually agreed-upon aircraft AFCAIG flying hour rate, with a 3 percent additive on top of the AFCAIG rate to cover miscellaneous costs incurred while flying TWCF missions. *NOTE:* The Iridium phone usage will be captured in the 3 percent additive charge. No additional reimbursement for Iridium phone usage will be provided by HQ AMC/A8 TWCF funds to HQ AFRC/FM.

4.84.3.3. (Added) When AMC requires Iridium phone usage for AMC peacetime non-contingency or non-GWOT O&M missions (e.g., Tanker Task Force) flown by AMC-gained AFRC aircrew organizations in support of AMC missions and for which AMC pays HQ AFRC for the flying hour costs, HQ AMC/A8 will reimburse HQ AFRC/FM for the Iridium usage costs as described in paragraph **4.84.3.1. (Added)** above, except the costs will not be ESP-coded to GWOT.

4.84.3.4. (Added) Usage costs for Iridium phones assigned to AMC-gained AFRC aircrew organizations that support AFRC peacetime requirements will be funded by AFRC without reimbursement from HQ AMC/A8.

4.84.4. (Added) For Iridium phones purchased by other than AMC aircrew units, the using organization will budget and fund all activation and usage costs.

4.85. (Added) Collections Resulting from Reports of Survey (ROS). AFMAN 23-220, *Reports of Survey for Air Force Property*, chapter 16, provides guidance on the processing of voluntary payments, collections, and refunds resulting from ROS actions. Paragraph 16.2.3.1. of this manual states specifically what accounts collections for damages are credited to. Paragraph 18.4.3.6. of this manual addresses how to handle collections for damages to government vehicles that involve a ROS while paragraph 2.3.5. allows the installation commander to transfer funding from the organization that caused the vehicle damage to the owning or repairing organization to cover the cost of repair.

4.86. (Added) Funding for Sun Block or Sunscreen Products. As a general rule, AMC organizations *may not* use their unit funds to purchase a sun block or other sunscreen product for personnel whose official duties require them to be exposed to the sun for long periods of time. *EXCEPTION:* You may use unit funds *only* if the local medical treatment facility (MTF) commander or other competent medical authority submits a medical determination, in writing, that a sun screening product is necessary to maintain the physical well being of the organization's members in order to prevent overexposure to harmful ultraviolet rays in the performance of their official duties, and that unit funds are authorized to purchase it. This authority cannot be delegated to other installation organization commanders. If medical authority deter-

mines this should be a personal responsibility, unit funds are not authorized to purchase sun block/sun-screen products for its assigned personnel.

4.87. (Added) Funding for Personal Items in the Workplace.

4.87.1. (Added) AMC organizations may not use their O&M-type funds to purchase personal-related items in a typical office environment, e.g., disposable plates/cups/eating utensils, napkins, and any other food-serving item utilized for birthday and promotion celebrations, PCS/departures, retirement ceremonies, and other non-mission essential office functions/celebrations, as well as personal hygiene items (e.g., facial tissues) and over-the-counter drugs (aspirin, cold/flu medicine, etc.). The *GAO: Principles of Federal Appropriations Law, Volume 1*, chapter 4, section 13, page 4-198, prohibits APFs for items classified as personal expenses unless specific statutory authority exists that allows for it. Personal or private funds (e.g., office rotary, coffee club, etc.) must be used for these requirements in absence of statutory authority.

4.87.2. (Added) An exception to this prohibition pertains to Child Development Centers (CDCs), where the Air Force is responsible for the proper hygiene of the enrolled children. Based on their health concerns, APFs are authorized to purchase facial tissues and other necessary hygiene items for daily use in CDC operations. Other exceptions are purchasing facial tissues for the chaplain's office for use during counseling sessions; the Office of Special Investigations (OSI) when conducting interrogations; military judicial trials for witnesses; mortuary affairs when assisting with a family's loss of a military member, spouse, or child; family support centers (FSC), Sexual Assault Response Coordinator (SARC), and the military equal opportunity office in working with the sensitivity issues of their customers on a daily basis, all of which can be very emotional and traumatic. Another exception is providing food serving items for refreshments in association with a major awards ceremony, as authorized in AFI 65-601, Volume 1, chapter 4, paragraph 4.31. or any other circumstance where the purchase of food is authorized with APF (see AFI 65-601, Volume 1, paragraph 4.28.1.). Offices responsible for setting up awards ceremonies and other events where light food/refreshments are authorized from APFs (or TWCF, when authorized by AMCI 65-602, chapter 6) should ensure the food-serving items purchased are used exclusively for these purposes and not for personal reasons identified in paragraph 4.87.1. (Added) above. There may be other isolated cases where APFs are appropriate to purchase food/refreshment serving or personal-related items; use prudent judgment when considering the use of Air Force funds for these circumstances as they arise.

5.8.1. Project Order Acceptance within AMC. AMC organizations will not accept project orders from outside organizations for supplies or services. AMC does not possess any government-owned/government-operated activities as described in DFAS-DE 7010.1-R, *General Accounting and Finance Systems at Base Level*, chapter 17, paragraph 17-12., and DoDFMR 7000.14, Volume 11A, *Reimbursable Operations, Policy and Procedures*, chapter 2. Outside agencies requesting support from AMC will utilize DD Form 448, **Military Interdepartmental Purchase Request (MIPR)** or Air Force Form 616, **Fund Cite Authorization** (Air Force organizations only). **NOTE:** Air Force organizations may also utilize the DD Form 448 for intraservice support with AMC organizations. AMC organizations on the same installation should not use the DD Form 448 to request supplies or services from each other.

6.3.3. The bona fide need rule is not applicable to no-year funds in accordance with *GAO: Principles of Federal Appropriations Law, Volume 1*, chapter 5, section A, part 2, pages 5-6 and 5-8. Since TWCF Operating and Capital programs are no-year appropriations, all change orders and other upward obligation adjustments arising in future years applicable to TWCF projects that commenced in previous years are funded as follows:

6.3.3.1. (Added) For TWCF Operating (BPACs 101XX/3XXXX), use current year TWCF funds. No prior year TWCF Operating funds will be issued.

6.3.3.2. (Added) For TWCF Capital (BPACs 21X/22X/23X/24X), use prior year TWCF Capital funds in circumstances that involve within scope/price changes for projects originally issued in a prior year if sufficient carry-over authority exists. If prior year funds are not available, use current year TWCF Capital funds. All TWCF Capital upward adjustment funding requests require approval by USTRANSCOM/TCJ8 prior to HQ AMC/A88 issuing the funds. **NOTE:** An OARS request is not required for TWCF prior year Capital funding.

6.3.4. If you have more than one condition or action for the same contract, they should be combined and submitted under a single Obligation Accounting Reporting System (OARS) package. Do not submit multiple OARS requests simultaneously for the same contract.

6.3.7.4. **NOTE:** When submitting OARS requests for cost reimbursement contracts, include the government limit of obligation amount. This may be labeled in the contract as a Limit of Government Obligation (LOGO) clause, a Not to Exceed (NTE) amount, or a ceiling.

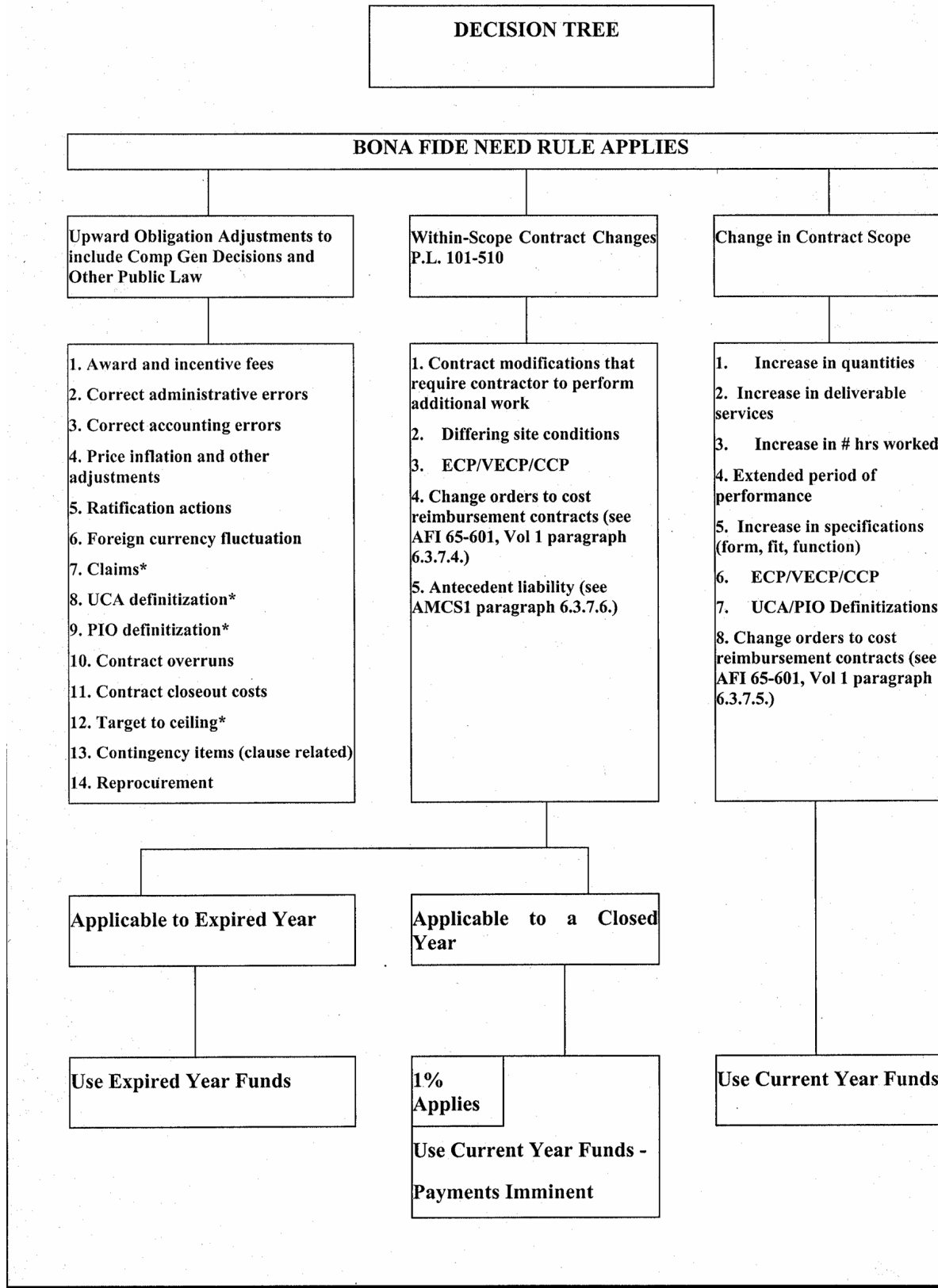
6.3.7.5. **NOTE:** When submitting OARS requests for cost reimbursement contracts, include the government limit of obligation amount. This may be labeled in the contract as a LOGO clause, a NTE amount, or a ceiling.

6.3.7.6. (Added) For within-scope contract adjustments attributable to antecedent liability (enforceable under a provision of the original contract), charge upward obligation adjustments to the appropriation current at the time the contract was originally executed. An example would be a mandatory or legal requirement (e.g., regulation, law, state/federal code) that existed at the time the contract was awarded (i.e., a bona fide need) and was erroneously omitted. This is considered a “defective specification” case, which is cognizable under the “Changes” clause of the contract. This principle is occasionally referred to as the doctrine of “relation back”. **EXCEPTION:** In cost-reimbursement contracts where discretionary cost increases (not enforceable by the contractor) exceed funded ceilings established by the Limitation of Funds or Limitation of Cost clause of the contract, use current year funds when the contracting officer grants the discretionary increase. (See *GAO: Principles of Federal Appropriations Law, Volume I*, chapter 5, section B, part 7, pages 5-34 through 5-37.)

6.3.8. All adjustments must be processed through OARS prior to making an upward obligation to an expired/cancelled appropriation, even if it is determined the change is out-of-scope.

6.3.10. (Added) Upward Obligation Adjustment (UOA) Justifications Submitted through OARS. Frequently, requests for prior year O&M funding that are submitted to AMCFSS/A88I (Funds Control) through the OARS process lack the sufficient detail and justification needed to validate the requirement. AMCFSS/A88I has developed a guide entitled *AMC Guide for Writing Quality Upward Obligation Adjustments (UOA) Justifications Submitted through Obligation Adjustment Reporting System (OARS)* at https://www.amcfm.scott.af.mil/FM_BudgetPolicyNotices.cfm. This guide is an excellent tool to assist those who have the initial responsibility to prepare the OARS request for prior year O&M funds. The additional time spent in writing a quality UOA justification will save time in AMCFSS/A88I (Funds Control) having to solicit answers to questions during the OARS review as well as ensuring it will withstand any audit review.

Figure 6.1. Decision Tree - Contract Changes and Obligation Adjustments.



*Some situations may require the use of current year funding.

NOTE: **Figure 6.1.** is not necessarily all-inclusive when addressing contract changes and upward adjustments. For upward obligation adjustments that do not meet any of the above categories, apply the bona fide need rule to determine the appropriate fiscal year's funding.

6.4.2.1. (Added) Expired year appropriations are appropriations or fund accounts in which the balances are no longer available for incurring new obligations because the time available for incurring such obligations has expired. However, they remain available to finance valid prior year adjustments until the appropriation or fund account is closed. Cancelled (or closed) year appropriations are those appropriations or fund accounts that are no longer available for obligation or expenditure for any purpose. Time limits for appropriations are:

6.4.2.1.1. (Added) **Single-year** appropriations (e.g., 5763400) expire on 30 Sep at the end of the current year of availability and cancel on 30 Sep, five years later.

6.4.2.1.2. (Added) **Two-year** appropriations (e.g., 576/73600), expire on 30 Sep at the end of the 2nd year of availability and cancel on 30 Sep, five years later.

6.4.2.1.3. (Added) **Three-year** appropriations (e.g., 576/83080), expire on 30 Sep at the end of the 3rd year of availability and cancel on 30 Sep, five years later.

6.4.2.1.4. (Added) **Five-year** appropriations (e.g., 576/03300) expire on 30 Sep at the end of the 5th year of availability and cancel on 30 Sep, five years later.

6.4.2.1.5. (Added) **No-year** appropriations are designated by an "X" after the Agency two-digit prefix (e.g., 57X or 97X), which means there are no time limits on the availability of funds in the appropriation. Funds do not expire, which means they are available until expended. However, OMB or the Agency Head may cancel no-year authority provided that the purpose for which the authority was provided has been carried out and there have been no disbursements against the authority for at least two fiscal years.

6.4.2.1.6. (Added) See AFMAN 65-604, *Appropriation Symbols and Budget Codes*, chapter 1, paragraph 1.1.2., for details concerning the specific start/expiration/canceling dates on the types of appropriations identified in paragraphs **6.4.2.1.1. (Added)** through **6.4.2.1.4. (Added)** above. **NOTE:** This regulation is revised annually on 1 October of each fiscal year.

6.5.3.3.3. Any within-scope adjustment exceeding \$100,000 must be coordinated through your base Staff Judge Advocate office before submitting to HQ AMC. We also highly encourage that you obtain Judge Advocate coordination for within-scope changes on upward adjustments below the \$100,000 limit.

7.1.1. Unified joint combatant commands residing on AMC bases (i.e., USTRANSCOM, USCENTCOM, and USSOCOM) are considered Air Force tenants for the purposes of host-tenant funding responsibilities under this chapter. See DoDI 5100.3, *Support of the Headquarters of Combatant and Subordinate Joint Commands*. Host support provided to tenant unified joint commands residing on AMC bases, whether it is the same level as provided to other Air Force tenants or over and above that level, must be specifically documented in the host/tenant support agreement.

7.1.1.1. (Added) If the tenant unified joint command determines the host AMC base should provide additional support beyond the terms and conditions of the signed support agreement, a renegotiation of the agreement, with proper justification for the additional support, is required, and is to be implemented budget lead time away. The host AMC base will not pay for any new requirements levied by the tenant unified joint command in execution year that are not provided for in the current support agreement.

7.1.1.2. (Added) If the AMC host base and the tenant unified joint command cannot reach an agreement with regard to the additional support, the matter will be elevated to HQ AMC/A88 for resolution. If the dispute still cannot be resolved, HQ AMC/A88 will forward it to SAF/FMB for a final determination.

7.2.5. Orders Required by Law. These orders are not subject to the Economy Act restrictions, as stated in AFI 65-601, Volume 1, chapter 7, paragraph 7.16.4. The agency filling the order is not required to contract for the full amount of the ordering unit's funding document (MIPR) before the end of the period of availability of the ordering unit's appropriation. Since the amount of the MIPR is considered obligated when the order is issued and accepted by the receiving agency, the uncontracted portion on the ordering unit's MIPR may remain with the agency providing the goods or services beyond the end of the period of availability and until the account closes to cover anticipated operating needs relating to the ordering unit's basic requirement. See also DoDFMR 7000.14, Volume 3 chapter 8, paragraph 080704., for specific agencies that fall under this circumstance.

7.3.2. DELETED.

7.8.5.3. (Added) Support of Temporary AMC Theater Oversight Organizations. Whenever HQ AMC directs the establishment of a temporary (non-permanent party) AMC organization at a primary AMC en route location within the PACAF/USAFE theaters on a TDY rotational basis in order to provide specific AMC mission oversight (e.g. an Aerospace Expeditionary Group (AEG), etc.), funding for their day-to-day operations (supplies, equipment, etc.) will be provided by the 715 AMOG or 721 AMOG, as appropriate. The AMOG FMs will assign specific organizational RC/CC codes to account for obligations in the accounting system and use the applicable contingency ESP code (in most cases the establishment of the temporary organization will be contingency-related). TDY costs for personnel assigned/deployed to these organizations will remain the responsibility of the member's home station unless the theater AMOG organization specifically requests manning assistance (reference paragraph **10.2.1.7. (Added)** of this publication). HQ AMC/A88 will provide the TWCF and/or O&M 3400 funding to the requesting AMOG organization based on identified/validated requirements.

7.8.5.4. (Added) AFRC and ANG C-5, C-17, and C-141 en route support. ANG and non-associate AFRC C-5, C-17, and C-141 units will provide AF Forms 616 to the AMC Regional Supply Squadron (AMCRSS) to pay for consumable and DLR parts support at AMC forward supply locations (FSL). The AMCRSS will use the appropriate funding document (e.g., AF Form 616, DD Form 448, etc.) to establish Project Funds Management Record (PFMRs) and cost centers unique to each ANG and non-associate AFRC unit at all FSLs. FSL supply personnel will charge consumable and DLR parts support provided to ANG and non-associate C-5, C-17, and C-141 aircraft against these dedicated cost centers.

7.8.5.5. (Added) Deploying units to AMC forward supply points (FSP) **and other AMC-supported deployed locations** will provide the appropriate funding document (e.g., AF Form 616, DD Form 448, etc.) to the AMCRSS for contingency aircraft consumables and DLRs.

7.8.5.6. (Added) DLR Application. If an AFRC or ANG C-5, C-17, or C-141 aircraft lands at an AMC location for maintenance purposes, normal DLR transient maintenance rules apply (regardless of mission), per AFMAN 23-110, Volume 1, *USAF Supply Manual*, Part 3, chapter 7, paragraph 7.14.15. This guidance directs that the host base will pay for DLR support unless the following two conditions are met: (1) The DLR has an exchange cost greater than \$20,000 **and** (2) the part is not in stock at the host base. If both of these two conditions are met, the home station of the AFRC or ANG aircraft will pay for the DLR support.

7.8.5.7. (Added) Reimbursement of AFRC/ANG Flying Hours in Support of AMC Mission Requirements.

7.8.5.7.1. (Added) AMC TWCF Missions. See AMCI 65-602, *TWCF Budget Guidance and Procedures*, chapter 4, paragraph 4.3.4.2.

7.8.5.7.2. (Added) AMC O&M Missions. HQ AMC/A88 reimburses ANG/FMA for their KC-135 unit-equipped flying hours and HQ AFRC/FMA for their KC-135 unit-equipped and KC-135/KC-10 associate flying hours in support of non-TWCF contingency operations, using O&M 3400 funds. Aircraft reimbursement rates are based on the appropriate Air Force Cost Analysis Improvement Group (AFCAIG) rate provided by SAF/FMB. **NOTE:** The 3 percent additive for overhead costs, as specified for TWCF reimbursement rates in AMCI 65-602, paragraph 4.3.4.2. does not apply to the reimbursement rates for O&M missions.

7.8.10.3. (Added) Mailing Care or Morale Packages to Deployed Members. In accordance with the official mail manual, DoD 4525.8-M, *DoD Official Mail Manual*, chapter 1, paragraph C1.4.9., APFs are not authorized to pay for the mailing of care and morale packages to deployed members. These packages are considered personal mail and the Base Information Transfer Center personnel are not authorized to handle personal mail. Units wishing to send care and morale packages to their deployed members should use the United States Postal Service and pay the postage costs with personal or private funds.

7.8.10.4. (Added) Mailing of Donated Material. DoD 4525.8-M, paragraph C1.4.19. prohibits using APFs for mailing matter donated by individuals for donation to other individuals or charitable organizations.

7.12.4. AMC bases will use sales code 90C and the assigned PEC of the organization that provides airfield support (e.g., Civil Engineer, Airfield Management, etc.), based on the discretion of the installation commander, to record the collection of landing fees from civil aircraft in the accounting system. For AMC Wings that maintain TWCF funds, do not deposit receipts for landing fees into the TWCF appropriation. TWCF does not incur any operating costs for the maintenance and repair of base runways or taxiways.

7.14. **Investigating Aircraft Accidents, Including UAVs, and Environmental Cleanup.** The acronym "UAV" represents Unmanned Aerial Vehicles.

7.23.4. See AMCI 65-602, chapter 6, paragraph 6.3.1.7.2. for additional guidance on paying authorized U.S. Customs Service charges provided for AMC TWCF-assigned aircraft.

7.23.6. (Added) Support of U.S. Post Offices. AFI 25-201, attachment 6, paragraph A6.4., directs that U.S. Post Offices on military installations will be provided adequate facilities to support the installation's mission. Utilities and local telephone service costs will be reimbursed to the host installation. Custodial (janitorial) services are also reimbursable per AFI 32-9003, *Granting Temporary Use of Real Property*, paragraph 3.5.5.

7.25.9. (Added) Proper Use of Non-DoD Contracts. Pursuant to Section 854 of the FY2005 National Defense Authorization Act (P.L. 108-375, H.R. 4200) SAF/AQ/FM directed in a memorandum dated 6 Dec 2004, Subject: Proper Use of Non-DoD Contracts, the Air Force policy concerning the review and approval process for using non-DoD contract vehicles when procuring supplies and services greater than \$100,000 (simplified acquisition threshold). It addresses both direct acquisitions (i.e., orders placed by Air Force Contracting Officers against non-DoD contracts) and assisted acquisitions (i.e. contracts awarded or orders placed by non-DoD organizations using Air Force funds). A copy of this memorandum

and subsequent guidance is available on the Budget Policy page of the AMC/A8 web at https://www.amcfm.scott.af.mil/FM_BudgetPolicyNotices.cfm.

8.16.3.1. (Added) Don't use TWCF (Operating or Capital) funds to purchase centrally procured, centrally managed equipment items. (Reference AMCI 65-602, chapter 8, paragraph 8.4.5.12.)

8.16.3.2. (Added) Centrally Procured Kits. For kits which are classified in the supply system as a centrally managed, centrally procured item that contain component parts, use 3080 funds when purchasing for the purpose of building a brand new unit/equipment item. If the kits are required strictly to repair an existing unit an organization currently has on hand, organizational funds (TWCF or O&M 3400) are appropriate to purchase them.

8.46. **Small Weapons Procurement.** TWCF funds are not authorized for the purchase of small weapons and/or ammunition. (Reference AMCI 65-602, chapter 8, paragraph 8.4.5.12.)

10.1.1. For AMC, TWCF Operating funds (97X4930.FD40, Fund Code 68, BPACs 10X or 3XX) applies to this chapter unless stated otherwise in this publication or in AMCI 65-602.

10.2.1. When AMC O&M-funded personnel augment TWCF-funded flying units, airlift operations units, aerial port units, aircraft maintenance units, Air Mobility Operations Group (AMOG) units, or TWCF-funded units that reside in a Contingency Response Wing (CRW), the augmented TWCF unit provides a TWCF fund cite to support the TDY. Conversely, when TWCF-funded personnel augment an O&M-funded unit to perform a non-TWCF mission, the augmented O&M unit provides an O&M fund cite to support the TDY.

10.2.1.1. (Added) Fund ANG/AFRC/IMA MPA Man-day (volunteer – Title 10 U.S.C., Section 12301(d)) TDY requirements as follows:

10.2.1.1.1. (Added) If a specific active duty AMC organization (located at an AMC Wing, on the HQ AMC/AMC Numbered Air Force (NAF) staff, or at an AMC tenant on another Air Force installation) requests AFRC/ANG support (e.g., manning assistance, augmentation) and HQ AMC approves and issues the MPA days to the supporting AFRC/ANG unit, the requesting AMC organization will provide a TDY fund cite to the supporting unit prior to the release of the MPA days. **NOTE:** The TDY funding citation will not reflect an AMC OAC/OBAN 6510/6515 central fund cite. The MPA Man-day authorization message will include the AMC organization's TDY fund cite.

10.2.1.1.2. (Added) If MPA Man-days are issued by AMC to support AMC requirements (peacetime, AEF, or contingency-related (to include Operations Noble Eagle, Enduring Freedom, and Iraqi Freedom)) as a whole, i.e., the support/requirement is not specific to a particular AMC organization, AMC MPA Man-day functional managers will select "Centralized AMC Fund Cite for ANG AFRC" when creating MPA messages in the Command Man-Day Allocation System (CMAS). ANG units will provide TDY funding using local unit fund cites with appropriate ESP codes. ANG units' obligations will be reported to ANG/FMA and reimbursed by HQ AMC through a central account established at ANG (OAC/OBAN 6515). HQ AFRC will provide AMC TDY funding to their bases/funding points through an established funded AMC account (OAC/OBAN 6510). Common examples of these requests would be (but not necessarily limited to) AFRC/ANG unit-equipped aircrews flying AMC missions (Channel, SAAM, JCS, AEF, Contingency, Refueling), TALCE/aircraft maintenance personnel deployed to support an AMC contingency bed down location, personnel deployed to support AMC requirements where there is no established permanent AMC presence (e.g., Diego Garcia BIOT and AEF locations), and FM paying agents required to provide financial support for AMC aircraft that transit Third World Nations. For Associate Reserve units located at AMC Wings, the following guidance applies:

10.2.1.1.2.1. (Added) For airlift-related (C-5/C-17 aircraft operations and maintenance) Associate Reserve units, TDY funding will be provided by the active AMC Wing (TWCF funds). **NOTE:** The TDY funding citation *will not* reflect an AMC OAC/OBAN 6510/6515 central fund cite. HQ AMC and Tanker Airlift Control Center (TACC) MPA Man-day functional managers *will not* select the “Centralized AFRC Fund Cite” option for TDY funding when processing these requests through CMAS.

10.2.1.1.2.2. (Added) For tanker-related (KC-10/KC-135 aircraft operations and maintenance) Associate Reserve units, TDY funding will be provided by HQ AFRC through an established AMC account (OAC 65**) (**NOTE:** The asterisks (**) represents the sub-OBAN account assigned by HQ AFRC/FMA). HQ AMC and TACC MPA Man-day functional managers *will* select the “Centralized AFRC Fund Cite” option when processing these requests through CMAS.

10.2.1.1.2.3. (Added) AFRC/ANG Requirements. MPA Man-days are not issued to AFRC/ANG units for other than active duty requirements, to include Homeland Defense requirements that are not clearly defined as augmenting AMC operations (e.g., aerial refueling, alert, etc.) but rather to assist with peak-period workload (e.g., base operating support (BOS) requirements not in direct support of 24/7 operations). AFRC/ANG units will provide TDY funding from their organizational funds without reimbursement from AMC for all non-active duty AFRC/ANG requirements.

10.2.1.2. (Added) Fund ANG/AFRC/IMA Mobilization (Non-Volunteer Activation – Title 10 U.S.C., Section 12302) TDY requirements as follows:

10.2.1.2.1. (Added) Activated at an AMC-gained AFRC/ANG location (if outside the commuting area): For ANG, the ANG unit will provide TDY funding. Obligations will be reported to ANG/FMA and reimbursed by HQ AMC through a central account established at ANG. HQ AFRC/FMA will provide AMC TDY funding to their bases/funding points through an established funded AMC account (OAC 65**) (see referenced note in paragraph **10.2.1.1.2. (Added)** above).

10.2.1.2.2. (Added) Activated at an AMC-gained AFRC/ANG location and further directed TDY to an AMC base/unit: The active AMC unit to which the AFRC/ANG mobilized personnel is assigned will fund the TDY costs. The active AMC unit will provide a TDY fund cite to the AFRC/ANG member’s home unit and the member’s prior activation orders will be amended to include the AMC fund cite. This allows for partial travel advances to be processed at the AMC TDY location. To prevent a double obligation of funds (AFRC (or ANG) and AMC) the AMC-gained AFRC/ANG unit must deobligate the unused obligation against the original AFRC/ANG-funded activation order.

10.2.1.2.3. (Added) Activated at an AMC-gained AFRC/ANG location, further directed TDY to an AMC base, and further directed TDY to another AMC unit, deployed location, or for AMC-required training purposes: If the TDY is due to augmentation or manning assistance at a new AMC location, the augmented AMC unit will fund the TDY. If the TDY is at a deployed location or for training purposes, the original assigned AMC unit will fund the TDY.

10.2.1.2.4. (Added) Activated at an AMC-gained AFRC/ANG location and directed TDY to fulfill AFRC/ANG requirements: TDY funding is the responsibility of the member’s AFRC/ANG unit without reimbursement from AMC.

10.2.1.2.5. (Added) Activated at an AMC base, to include AFRC Associate Reserve units (if outside the commuting area): The assigned active unit at the AMC base will fund the TDY. **NOTE:** If there is no appropriate active unit at the AMC base (e.g., an AFRC/ANG unit-equipped flying organization (tenant) on an AMC base where there is no corresponding active AMC flying unit), TDY funding will be as follows: (1) ANG units will fund the TDY costs and report the obligations to ANG/FMA who will be reim-

bursed by HQ AMC from a central account established at ANG; (2) AFRC units will be provided AMC TDY funding by HQ AFRC/FMA through an established funded AMC account (OAC 65**) as described in the paragraph **10.2.1.1.2. (Added)** note above. (See also paragraph **10.2.1.2.1. (Added)** of this publication.)

10.2.1.2.6. (Added) Activated at an AMC base and further directed TDY to another AMC base/unit: The originally assigned AMC base will fund the TDY unless the AFRC/ANG members are being permanently reassigned to the new AMC base. For example, if AFRC members are activated at Scott AFB and assigned to an AMC unit and are then directed TDY to MacDill AFB for purposes other than augmentation or manning assistance (reference paragraph **10.2.1.2.3. (Added)** above), the Scott unit to which they are assigned will fund the TDY costs. If the activated AFRC members at Scott AFB are permanently reassigned to an AMC unit at MacDill AFB (i.e., they will not be returning to Scott AFB for the duration of their activation), the appropriate unit at MacDill AFB should amend the AFRC members' TDY orders to reflect an AMC MacDill TDY fund cite.

10.2.1.2.7. (Added) Activated at an AMC base and further directed TDY to a deployed location or for AMC-required training purposes: The original AMC unit will fund the TDY (reference paragraph **10.2.1.2.3. (Added)** above). **EXCEPTION:** For Air Force Reserve of unit-equipped AFRC/ANG tenant personnel at AMC bases who are activated and further deployed to support AMC requirements without being specifically assigned to an active duty unit at their AMC base, TDY funding guidance will be in accordance with paragraph **10.2.1.2.1. (Added)** above. **NOTE:** Continue to fund activation/deactivation travel/per diem costs for these members in accordance with paragraph **10.2.1.2.10. (Added)** below.

10.2.1.2.8. (Added) Activated at an AMC base and directed TDY to fulfill AFRC/ANG requirements: TDY funding is the responsibility of the member's AFRC/ANG unit without reimbursement from AMC (reference paragraph **10.2.1.2.4. (Added)** above).

10.2.1.2.9. (Added) Activated at a stand-alone unit-equipped AFRC/ANG location (i.e., unit does not deploy but remains in-place for Homeland Defense purposes): TDY funding will be as follows: (1) ANG units will fund the TDY costs and report the obligations to ANG/FMA who will be reimbursed by HQ AMC from a central account established at ANG; (2) AFRC units will be provided AMC TDY funding by HQ AFRC/FMA through an established funded AMC account (OAC 65**) (reference paragraph **10.2.1.2.1. (Added)** above).

10.2.1.2.10. (Added) Travel/per diem from the members' home of record (HOR) to the permanent duty station (PDS) location when non-voluntarily activated and back to HOR when deactivated will be funded MILPERS 3500 funds, Project 574 (officer) or Project 584 (enlisted) in accordance with SAF/FMBO message 192332Z Sep 01, Subject: *Military Personnel Appropriation (MPA) Fund Cites*.

10.2.1.2.11. (Added) For those circumstances that fall under paragraphs **10.2.1.1.1. (Added)**, **10.2.1.2.2. (Added)**, **10.2.1.2.3. (Added)**, and **10.2.1.2.6. (Added)** above, all TDY fund cite requests provided by AMC host, tenant, TACC, or HQ AMC staff functionals will be in accordance with Air Force Accounting and Finance Office (AFAFO)/FMF memorandum dated 7 March 2003, Subject: *Procedures for Providing TDY Funding to Other Air Force Organizations*, prior to releasing to AFRC/ANG units. If the AMC unit prefers, they may issue a certified amendment to the original mobilization order issued by the AFRC/ANG unit.

10.2.1.3. (Added) Phoenix Raven Teams and Other Mission Essential Ground Personnel (MEGP). Phoenix Raven teams are security forces that accompany AMC aircraft and other command's aircraft flying AMC missions for the purpose of providing force protection to the aircraft at locations where security is

inadequate or unknown. Other personnel who travel on AMC aircraft to provide special services related to the aircraft mission are known as mission essential ground personnel (MEGP).

10.2.1.3.1. (Added) For AMC aircraft, TDY funding for Phoenix Ravens should be from TWCF or O&M, depending upon the aircraft they are supporting (TWCF for active AMC C-5 and C-17; O&M for active AMC KC-10, KC-135, C-130, and any other AMC aircraft). Use EEIC 409 and the appropriate aircraft squadron unit RC/CC to record the costs. If AMC Phoenix Raven personnel are required to accompany an AFRC/ANG aircraft flying an AFRC/ANG mission, AFRC/ANG will fund the TDY of the AMC Phoenix Raven unit. **NOTE:** The use of TWCF funds for Phoenix Raven TDY costs does not extend to purchasing necessary equipment (including flight suits) for Phoenix Raven members to accomplish their mission, in accordance with AMCI 65-602, chapter 6, paragraph 6.6.5.7.

10.2.1.3.2. (Added) For AFRC and ANG unit-equipped aircraft flying AMC airlift missions that require Phoenix Raven assets, fund TDY costs of the required Phoenix Raven team as follows:

10.2.1.3.2.1. (Added) Active AMC Security Forces units will fund for their personnel's TDY costs.

10.2.1.3.2.2. (Added) If the AMC Security Forces unit shortfalls the force protection tasking to an AFRC/ANG Security Forces unit, the active AMC unit will fund the TDY costs in lieu of the AFRC/ANG Security Forces unit performing the Phoenix Raven mission or the AFRC/ANG unit flying the AMC mission.

10.2.1.3.2.3. (Added) If HQ AMC tasks the force protection requirement directly to an AFRC/ANG Security Forces unit, TDY costs will be funded in accordance with paragraph **10.2.1.1. (Added)** above.

10.2.1.3.3. (Added) Phoenix Raven and certain other MEGP, as specified in AMCI 24-101, Volume 14, *Military Airlift Passenger Service*, paragraph 25.4.1., do not process through the passenger terminal and should be manifested with the aircrew unless they elect to do otherwise. Their assigned unit will not be charged for transportation while flying on the aircraft in MEGP status.

10.2.1.3.4. (Added) AMC Security Forces units who must utilize their unit O&M funds to support Phoenix Raven requirements should ensure the Air Force ESP code FA (Foxtrot Alpha) is a part of the fund cite of the travel orders to track and monitor costs incurred for these efforts.

10.2.1.3.5. (Added) When PACAF/USAFE-assigned Phoenix Raven teams are tasked to shortfall an AMC requirement within their respective theaters, the 715 AMSG/FMA or 721 AMSG/FMA, as appropriate, will provide a TWCF fund cite for the theater Phoenix Raven support. See AMCI 65-602, chapter 6, paragraph 6.3.1.7.9.5.

10.2.1.3.6. (Added) TDY costs for AMC Security Forces personnel who are deployed to overseas locations to perform Phoenix Raven duties will be unit funded except for when they are actually accompanying AMC aircraft for the purpose of force protection. See paragraphs **10.2.1.1. (Added)** and **10.2.1.2. (Added)** above for TDY funding of AMC-gained AFRC/ANG Security Forces personnel on MPA Man-days *or* mobilized to active duty to support AMC Phoenix Raven requirements.

10.2.1.4. (Added) Stewards. TDY funding of AMC stewards to support AMC strategic/tanker aircraft flying DV SAAM missions will follow the same procedures as outlined in paragraphs **10.2.1.3.1. (Added)** and **10.2.1.3.2. (Added)** above. Stewards will be listed on the AMC Form 41, **Flight Authorization**, along with the aircrew members.

10.2.1.5. (Added) Comptroller Paying Agents. TDY funding of paying agents who are required to travel on AMC TWCF aircraft to make cash payments for landing fees, ground services, and other miscella-

neous charges at overseas locations, will be provided by the AMC aircraft flying squadron tasked to fly the mission. Use TWCF funds for this purpose (see AMCI 65-602, chapter 6, paragraph 6.3.1.7.9.8.).

10.2.1.6. (Added) Home Day Care Providers. These personnel are not NAF or Federal employees; use invitational travel orders (ITOs) whenever they are required to attend training sessions in a TDY status, with the approval of the Services commander. (See JTR, appendix E, Part I, paragraph A.3.)

10.2.1.7. (Added) Manning Assistance. Fund manning assistance TDY conducted between an AMC unit and another AMC unit or a unit assigned to another MAJCOM in accordance with Air Force policy. See AFI 65-601, Volume 1, chapter 10, paragraph 10.2.6. A TDY tasking that benefits an overall AMC mission, not a specific organization, remains a unit of assignment funding responsibility.

10.2.1.8. (Added) Witness Travel/Per Diem Funding in support of Contractual Claims Hearings.

10.2.1.8.1. (Added) For current Air Force military and civilian employees who are called as witnesses, TDY funding is the responsibility of their unit of assignment, regardless if they are still at the base/installation involved in the contractual dispute or if they have moved on to another base.

10.2.1.8.2. (Added) For current federal civilian employee approved witnesses who are employed by another agency (e.g., DISA, Army Navy, DFAS, etc.), the base against which the contractual dispute is brought funds their travel costs. This should be delegated to the specific organization on the base where the dispute originated unless otherwise directed by the installation commander.

10.2.1.8.3. (Added) The Air Force is not responsible to fund the travel costs of the contractor's private attorney and any private witnesses (i.e., approved witnesses who are recently retired from the Air Force, any witnesses who resigned from the government to take employment from a private company, or other private expert witnesses), because they are not current, federal employees. However, the travel expenses of the private attorney and private expert witnesses (if initially paid for by the complainant's private attorney) may reappear as attorney's fees after the adjudication is concluded, if the Air Force loses the case.

10.2.1.9. (Added) TDY Funding to Other Organizations. See AFAFO/FMF memorandum dated 7 Mar 03, Subject: *Procedures for Providing TDY Funding to Other Air Force Organizations*. This memorandum is accessible on the HQ AMC/A8 web at https://www.amcfm.scott.af.mil/FM_BudgetPolicyNotices.cfm.

10.2.1.10. (Added) TDY Funding for Air Force Band Performances. In the event a requested Air Force band performance is not in their regularly scheduled and budgeted touring plan, the sponsor/requester is responsible to absorb costs "for performances classified as mutual benefit or interest performances" (normally travel and per diem), in accordance with AFI 35-101, chapter 10, paragraph 10.12.1.7.

10.2.5.2.3. AMC/CV delegated approval authority for off-base conferences to AMC Numbered Air Force Commanders in a memorandum dated 10 Oct 2002, Subject: *Approval Authority for Off-Base Conferences*. (**NOTE:** Effective 1 Oct 03, AMC combined its Numbered Air Force operations from two (15 AF and 21 AF) to one (18 AF), which is located at Scott AFB IL.) For the HQ AMC Directors, and its Direct Reporting Units (DRUs) (Air Mobility Warfare Center, Defense Courier Service), AMC/CV delegated same approval authority to AMC/DS in a separate memorandum dated 10 Oct 02, same subject. HQ AMC Directors, DRUs, and Wing-level units requesting approval authority for off-base conferences must certify they meet all conditions of AFI 65-601, Volume 1, paragraph 10.2.5.2. Both memorandums are accessible on the HQ AMC/A8 web at https://www.amcfm.scott.af.mil/FM_BudgetPolicyNotices.cfm.

10.2.9. Do not authorize more than two people on funded travel orders to attend PME graduations of members assigned to their organization. Since the members' supervisor is specifically authorized PTDY to attend PME graduations, they are not authorized to substitute for the member's commander (including director/staff agency head) or First Sergeant and travel on funded orders.

10.2.10. The guidance in AFI 65-601, Volume 1, paragraph **10.2.10.** may also apply for TDY travel to officiate at an award ceremony that involves the presentation of an official Air Force medal for heroism, gallantry, or meritorious service above and beyond the call of duty (e.g., Bronze Star or higher). This would apply in circumstances where the awardee member's commander (or former commander) officiates in an Air Force capacity at a regional DoD medical facility where member is recuperating from injuries received in combat in the performance of his/her duties. **NOTE:** AFI 36-3003, section F, table 7, does not authorize permissive TDY to officiate at an award ceremony.

10.2.11. (Added) Spouse/Family Member Travel.

10.2.11.1. (Added) Consult AFI 24-101, *Passenger Movement*, chapter 2, paragraph 2.8., DoDD 4500.56, *DoD Policy on the Use of Government Aircraft and Air Travel*, enclosure 2, paragraph E2.5., and the JFTR, Volume 1, appendix E, paragraph 13., for funding guidance concerning spouse or any other family member travel. The following conditions require MAJCOM approval for spouse TDY to attend:

10.2.11.1.1. (Added) Numbered Air Force commander's visits to their bases (usually limited to two trips per year).

10.2.11.1.2. (Added) Wing commanders'/senior enlisted advisors' annual conferences.

10.2.11.1.3. (Added) Squadron commander orientations (limited to one trip during the sponsor's tenure as a squadron commander).

10.2.11.1.4. (Added) Other instances, where there is an unquestionable official requirement in which the spouse is actually to participate in the function requiring the travel or it is deemed in the National interest because of a diplomatic or public relations benefit to the country (see AFI 24-101, paragraphs 2.8.1. through 2.8.3. for more specific details).

10.2.11.2. (Added) The Air Force Chief of Staff, in a memorandum dated 7 Mar 02, Subject: *Delegation of Authority for Spouse/Family Member Funded Travel*, delegated the approval authority to the MAJCOMs for all spouse/family member travel within their command, with the following limitations:

10.2.11.2.1. (Added) The Vice Commander cannot approve his/her own spouse/family member travel or the MAJCOM Commander spouse/family member travel. The MAJCOM commander may self-approve per DoDD 4500.56.

10.2.11.2.2. (Added) ITOs are authorized for funding transportation only and the orders must reflect a statement to that effect, as specified in the JTR, Volume II, appendix E, part I, paragraph A.13. In limited instances where per diem and other actual expenses are to be paid, prior approval from the Air Force Chief of Staff is required.

10.2.11.2.3. (Added) Each spouse/family member travel request must be forwarded individually for MAJCOM approval. ITO 'blanket' travel approval will not be issued.

10.2.11.2.4. (Added) Justification and record of all approvals will be retained for two years at MAJCOM level.

10.2.11.3. (Added) See AFI 24-101, chapter 2, paragraph 2.8.4. for additional guidance on spouse ITOs.

10.2.12. (Added) Air Force-/MAJCOM-Level Award Travel. When these awards are presented at locations other than the home station of the member or employee receiving the award, fund TDY costs of only those individuals who are either a part of the official ceremony or mandated by protocol to be present. All other personnel desiring to attend who do not play an intricate part of the official ceremony must pay their own travel costs. See AFI 24-101, chapter 2, paragraph 2.9. for Air Force guidance on spouse/family member travel when military members receive one of the Air Force-level awards listed therein or other prestigious awards.

10.2.12.1. (Added) For major unit awards, the unit commander generally attends the presentation ceremony at government expense to accept the award on behalf of the unit (AFI 24-101, paragraph 2.9.2.1.). If the unit commander cannot attend, he/she can designate a representative from the organization to accept the unit award. No more than one person should travel on unit-funded TDY orders for this purpose.

10.2.13. (Added) Maintenance Recovery Team (MRT) Support.

10.2.13.1. (Added) TDY costs of AMC MRTs tasked by the command to support a not mission capable (NMC) aircraft, regardless of the type of mission it was flying or whose MAJCOM (e.g., AFRC, ANG, AETC, PACAF, USAFE) the aircraft is assigned (if the other MAJCOM's aircraft is only flying an AMC mission) are the responsibility of the assigned MRT unit. Use AMC ESP code CS (Charlie Sierra) to record these costs in the accounting system for tracking purposes.

10.2.13.2. (Added) If AMC tasks another MAJCOM's MRT to recover an AMC NMC aircraft, the home station of the AMC aircraft will provide a TDY fund cite using AMC ESP code CS, through 18 AF/TACC/XOCL, to provide to the unit of the tasked MRT.

10.2.13.3. (Added) For other MAJCOM's aircraft that become NMC when they are flying their O&M-type missions (not an AMC mission) and recovery requirements exceed the capability of their home station resources, the aircraft home station will provide a fund cite (TDY, transportation of aircraft parts, dedicated airlift transportation) to 18 AF/TACC/XOCL, for AMC's assistance in coordination of recovery efforts (see AMCI 21-108, *Logistics Support Operations*, paragraph 1.1.2.4.). 18 AF/TACC/XOCL will provide this fund cite to the tasked MRT unit supporting the aircraft recovery.

10.2.13.4. (Added) For PACAF/USAFE MRTs tasked by AMC to recover PACAF/USAFE NMC C-17/C-130/KC-135 aircraft flying TWCF missions at locations within their respective theater, the 715/721 AMOG/FMA, as appropriate, will provide a TWCF TDY fund cite and, if required, a TWCF surface/air transportation fund cite reflecting AMC ESP code CS, to the theater Air Mobility Operations Control Center (AMOCC). Maintenance recovery efforts of PACAF/USAFE aircraft flying their O&M missions are the theater's funding responsibility.

10.2.13.5. (Added) Transportation of Aircraft Parts to MRTs Supporting NMC Aircraft Flying AMC Missions. The following funding policy applies:

10.2.13.5.1. (Added) If an established AMC en route location is supporting the NMC aircraft, they will provide a funded Transportation Control Number (TCN) to the base/organization that provides the aircraft part. For NMC aircraft at other locations, the AMC Regional Supply Squadron (RSS) will obtain the TCN from the NMC aircraft's home base. In circumstances where aircraft parts are provided from ANG/AFRC bases for AMC aircraft, AMCRSS will obtain a TCN to provide to 18 AF/TACC/XOCL and the ANG/AFRC base. Use AMC ESP code CS (Charlie Sierra) with the appropriate transportation EEIC to capture the costs in the accounting system for tracking purposes.

10.2.13.5.2. (Added) If ANG/AFRC-tasked MRTs are supporting aircraft on an AMC mission, AMC funding will be in accordance with AMC/ANG/AFRC command-established procedures (in the same manner as TDY funding is accomplished for AMC-issued MPA Man-days, as indicated in paragraph **10.2.1.1.2. (Added)** above), utilizing AMC ESP code CS.

10.2.14. (Added) Maintenance Support of NMC AFRC or ANG Aircraft. The following paragraphs provide guidance specific to maintenance support of AFRC and ANG unit-equipped C-5, C-141, C-130, C-17, KC-10, and KC-135 aircraft:

10.2.14.1. (Added) AMC Locations. When an AFRC or ANG aircraft breaks down at an AMC CONUS or en route location (regardless of mission) and becomes NMC, that AMC location will support maintenance efforts within their capabilities. If AFRC or ANG aircraft are flying an AMC mission, AMC will fully support and fund recovery efforts, excluding aircraft parts and depot level reparable (DLR) items. For AFRC or ANG aircraft flying their O&M (non-AMC) missions and the required maintenance support is outside the AMC en route unit's capabilities, AFRC or ANG is responsible for financially supporting all maintenance recovery efforts.

10.2.14.2. (Added) Other Locations (On-Site Maintenance and Parts are Limited or Nonexistent). When AFRC or ANG aircraft fly TWCF, JA/ATT, or AMC tanker missions and become NMC at another Air Force/DoD or an austere location (CONUS or overseas), AMC will pay all maintenance recovery costs (excluding aircraft parts and DLRs) if the recovery is within AMC's capabilities. The AMC unit tasked to support the maintenance recovery will fund the TDY costs and any required transportation costs, should the aircraft parts be sourced from an AFRC or ANG base. Use AMC ESP code CS to capture these costs in the accounting system. Funding for the maintenance recovery efforts of AFRC and ANG aircraft on their O&M training hours/missions is the responsibility of the respective AFRC/ANG flying unit in the event they request AMC support (see paragraph **10.2.13.1. (Added)** above).

10.2.15. (Added) Maintenance Support of NMC PACAF C-17 Aircraft. Follow the same guidance in paragraphs **10.2.14.1. (Added)** and **10.2.14.2. (Added)** above on maintenance support of AFRC/ANG NMC aircraft for maintenance support funding of PACAF C-17 aircraft.

10.2.16. (Added) TDY for Corneal Refractive Surgery (CRS). In accordance with HQ USAF/SG memorandum dated 20 Aug 03, Subject: *The USAF "Warfighter" Corneal Refractive Surgery (CRS) Program (Includes Both Photorefractive Keratectomy (PRK) and Laser-In-Situ-Keratomileusis (LASIK) (SG Policy Letter #03-002)*), and HQ USAF/SG memorandum dated 22 Jun 04, Subject: *Wavefront Guided (WFG) Laser Assisted In-Situ-Keratomileusis (LASIK) for Aviators and Special Duty Personnel (SG Policy Letter 04-001)*, military members whose occupational specialties include aviation and special duties and are declared eligible by competent medical authority for CRS may travel on unit-funded TDY orders to a Warfighter Refractive Surgery Center to receive the required surgery, if authorized by the member's commander. All other personnel who do not meet the criteria for TDY funding may travel to a Warfighter Refractive Surgery Center on PTDY orders with their commander's authorization, as "refractive surgery for operational enhancement". (**NOTE:** AFI 36-3003 section F, table 7, rule #47, authorizes PTDY for CRS of military other than aviation and special duty personnel, as approved by their local MTF.) The policy concerning TDY funding for aviation and special duty personnel to receive CRS is not subject to the JFTR, chapter 3, part F, paragraph U3500.C., which prohibits reimbursement for travel for military members to a government or private medical facility on a voluntary basis to obtain medical diagnosis and/or treatment. The following paragraphs define aviation and special duty personnel, as provided in AFMOA/CV memorandum dated 1 Jul 02, Subject: *Clarification on Qualifying Aviators Under the USAF Aviation and Special Duty Photorefractive Keratectomy (PRK) Waiver and Surveillance Program:*

10.2.16.1. (Added) Rated officers including Pilots, Navigators, Flight Surgeons (except those in Aviation Service Code 7J and those otherwise disqualified IAW AFI 11-402, *Aviation and Parachutists Service Aeronautical Ratings and Badges*).

10.2.16.2. (Added) Non-Rated Crew members whose current duties include flying or special operational duty. **NOTE:** Per HQ USAF/SG memorandum dated 22 Jun 04 (referenced in paragraph **10.2.16. (Added)** above), non-pilot aviation and special duty personnel may obtain WFG-LASIK surgery on unit funded TDY or PTDY.

10.2.16.3. (Added) In-Flight Refuelers (primary AFSC 1A0X).

10.2.17. (Added) Funding TDY to Attend Funeral Services of Deceased Military Members. As part of a commander's Air Force duty to represent the unit at funerals for a military member of their organization, funded TDY is authorized for the commander or designated representative when the funeral is conducted away from the member's home station. A second representative (e.g., deceased member's First Sergeant or immediate supervisor) may also attend on funded TDY orders at the discretion of the commander if he/she deems it is in the best interest of the Air Force, and funding is not constrained. Do not fund TDY orders for more than two representatives to attend funeral services for deceased unit members. However, permissive TDY is authorized for this purpose in accordance with AFI 36-3003, section F, table 7, Rule #50, for other qualifying personnel. **NOTE:** This funding guidance does not apply to funeral services for retired members, civilian employees, non-military spouses, military dependents, or other family members.

10.2.18. (Added) Insurance Claims for Rental Car Accidents. For guidance concerning policies and procedures on reporting and filing insurance claims for rental car accidents while on official TDY, consult the DoD Car Rental Program Office publication, *Rental Car Accidents While on Official Business Travel: What Should I Do?*, which is found at www.my.af.mil; click on **Life, Money, Travel Card**. This publication provides step-by-step instructions on what action is required in the event a TDY member or civilian employee becomes involved in an automobile accident while driving a rental vehicle, to include reimbursement for the cost of damage to the rental vehicle (when not engaged in misconduct) in the event it is not covered under a Surface Deployment and Distribution Command (SDDC) agreement for insurance purposes.

10.2.19. (Added) Customer Identification Code (CIC) Structure for Travel by TWCF Airlift. For guidance on developing a CIC when required for TWCF airlift travel purposes, go to https://www.amcfm.scott.af.mil/CIC_Generator.htm.

10.2.20. (Added) Training for Aircrew Members Assigned to Attachment Units. AMC aircrew members are occasionally assigned to non-flying organizations while attached to a flying squadron, to maintain their flying currency status. In accordance with AFI 11-401, *Aviation Management*, paragraph 2.20., when these members require additional formal aircrew training in order to meet the minimum training requirements prescribed in aircrew training publications, the attachment flying unit provides a TDY fund cite (TWCF or O&M 3400, as appropriate) for this purpose. For normal training requirements, the member's assigned unit funds the TDY costs to travel to the attachment unit; this occurs when the member is assigned to a separate base other than the base of his/her attachment unit.

10.17.2.3.1. (Added) For current Air Force military and civilian employees who are called as witnesses for EEO or Merit System Protection Board (MSPB) hearings, TDY funding is the responsibility of their unit of assignment, regardless if they are still at the base/installation where the alleged discrimination occurred or if they have moved on to another base.

10.17.2.3.2. (Added) For current federal civilian employee approved witnesses who are employed by another agency (e.g., DISA, Army Navy, DFAS, etc.), the base against which the EEO/MSPB complaint is brought funds their travel costs. This can be delegated to the specific organization on the base where the complaint arose.

10.17.2.3.3. (Added) The Air Force is not responsible to fund the travel costs of the complainant's private attorney. However, the Air Force pays for travel costs of private witnesses (i.e., those approved witnesses who are recently retired from the Air Force, who resigned from the government to take employment from a private company, or other private expert witnesses) for EEO/MSPB hearings, in accordance with CG Decision B-202845, 29 Sep 82, regardless if they are testifying on behalf of the complainant or the Air Force. However, the travel expenses of the private attorney may reappear as attorney's fees after the hearing is concluded, if the Air Force loses the case.

10.22.2. Use EEIC 59270 when recording contract lodging payments made by a designated AMC unit and not the TDY traveler (applicable to TWCF aircrews – see paragraph 10.22.7. of AFI 65-601, Volume 1). These payments are not processed through the Travel function at the Financial Services Office (FSO) but are processed as a commercial services transaction at the supporting DFAS Field Site. Do not use EEIC 409 to record costs in the accounting system for payments not processed through the FSO Travel section.

10.22.7. The title of AMCI 65-602 is changed to *TWCF Budget Guidance and Procedures*.

10.22.8. (Added) Support of Service Members on Delayed AMC Organic Aircraft. AMCI 65-602, chapter 6, paragraph 6.8., provides funding policy guidance for the support of service members, in a group travel status, who are delayed on an AMC organic aircraft flying a TWCF mission due to weather or maintenance problems. Use AMC command ESP code CH (Charlie Hotel) to track and record these costs in the accounting system.

10.22.9. (Added) Lodging of Off-Base Permanent Party Active Duty Personnel at Their Permanent Duty Station (PDS).

10.22.9.1. (Added) Lodging of Alert Aircrews: Use of unit funds (TWCF or O&M, as appropriate) is authorized for only the lodging cost incurred for aircrew members designated in alert status. Recommend the unit to which the aircrews are assigned establish a MORD and have the Base Lodging Office submit an invoice to the resource advisor of the appropriate unit for payment. Per diem is not allowable and members will continue to use their BAS allowance to pay for meals consumed.

10.22.9.2. (Added) Other Mission Essential Personnel: If the installation commander directs that certain military personnel who reside off-base (e.g., Group/squadron commanders, medical personnel, etc.) need to temporarily reside on base due to mission urgency under emergency conditions driven by real-world contingencies (e.g., wartime, international conflict, or natural disasters), the installation commander can approve a temporary change to a VAQ, VOQ, or other lodging facility originally constructed with appropriated funds in accordance with AFI 32-9002, *Use of Real Property Facilities*, chapter 2. The rooms will be designated as a contingency dormitory and the members will not be required to pay for lodging while maintaining their housing allowance. Additionally, the Lodging Office will not provide any services (i.e., members will have to clean room, wash towels and linens when required, etc.). Per diem is not authorized and members will continue to use their BAS allowance to pay for any meals consumed while residing in on-base facilities.

10.22.10. (Added) See AFI 65-114, *Travel - Policy and Procedures for Financial Service Offices and Finance Offices - Reserve Component*, on guidance for processing travel orders and travel claims, as authorized in the DoDFMR 7000.14, Volume 9, *Travel Policy and Procedures*, chapter 1.

10.25.6.1.3. For immunizations, inoculations, and other medical supplies required for JCS Exercises, O&M-funded units will use PE 28011, RC/CC XX8200, and the applicable Air Force JCS ESP code to record these costs in the accounting system. TWCF-funded units will use PE 41122 in lieu of PE 28011 for this purpose.

10.26.12. (Added) DELETED. Renumbered as paragraph **10.26.13. (Added)** below.

10.26.13. (Added) Contact Lenses for Aircrew Members. Charge organizational O&M-type funds (TWCF or O&M 3400, as appropriate) for the cost of soft contact lenses of aircrew members who require night vision goggles to accomplish their combat mission. These contact lenses, along with the required cleaning solution, are considered personal flight gear. The Medical/Dental Division of the AFWCF purchases the contact lenses and cleaning solution, which is reimbursed by the member's unit organizational funds. Flying organization resource advisors should establish a project funds management record (PFMR) account and cost center with the local medical supply office for the issue of these requirements. **NOTE:** This requirement does not extend to obtaining soft contact lenses for other than official Air Force mission requirements. (See AFI 48-123, *Medical Examinations and Standards*, attachment 17, paragraph A17.1.2.6.)

10.26.14. (Added) Automated Extended Defibrillators (AED) procured by base organizations for emergency use.

10.26.15. (Added) Funding for Physiological Training Unit (PTU) Facilities and Operations.

10.26.15.1. (Added) CE Requirements. All CE related costs for the PTU facility (e.g., facility maintenance/repair, minor construction, A/E design, utilities, custodial services, grounds services, maintenance and repair of Real Property Installed Equipment (RPIE) etc.) are budgeted and funded by the local CE organization using O&M 3400 funds (Fund Code 30), through the appropriate CE PECs. AFH 32-1084, *Facility Requirements*, paragraph 6.3.3., classifies the PTU facility as an Operational/Training Facility (Real Property Category Code 171-214), and not a Medical facility (Real Property Category Codes 5XX-XXX).

10.26.15.2. (Added) TDY Requirements of Assigned Personnel. TDY costs of assigned PTU personnel are budgeted and funded by the Defense Health Program (DHP), Fund Code 2X, PEC 87724, if the requirements are within the scope of the PTU, to include training to perform their assigned duties, as directed by AFI 11-403, *Aerospace Physiological Training Program*. Any mission TDY requirements outside the scope of the PTU or not in support of DHP activities are budgeted and funded with O&M 3400 funds, under PEC 41897.

10.26.15.2.1. (Added) For High Altitude Airdrop Mission Support (HAAMS) missions, TDY funding for physiology technicians for the purpose of ensuring safety for aircrew members and passengers aboard HAAMS missions is the responsibility of the aircraft squadron flying the mission. Physiology technicians will be considered as additional aircrew members for this purpose.

10.26.15.2.2. (Added) In the event a physiology technician is required to go TDY to another location to board an aircraft for the purpose of performing a non-training HAAMS mission, the TDY costs from home station to the point of embarkation along with the point of debarkation and return to home station is financed with O&M 3400 funds, PEC 41897.

10.26.15.2.3. (Added) When physiology technicians are flying on aircraft to receive HAAMS training, their TDY costs are funded from DHP.

10.26.15.3. (Added) Equipment. Special training equipment (excluding centrally managed, centrally procured equipment) required by the PTU organization solely to provide physiological training of flight personnel and not for medical treatment purposes are budgeted and funded with O&M 3400 funds, PEC 41897. For centrally managed, centrally procured equipment, use 3010 or 3080 funds, as required, with the appropriate Budget Project Account Code (BPAC). Since PTUs do not provide medical treatment for patients, there should not be any cases where DHP (Fund Code 2X) funds for special training equipment requirements.

10.26.15.4. (Added) Common-User Communications. Routine communications requirements are provided by the local communications squadron using O&M 3400 funds, through the appropriate communications PEC (generally 41895).

10.26.15.5. (Added) General Office Supplies/Equipment. Budget and fund these requirements with DHP (Fund Code 2X) funds, through PEC 87724.

10.26.15.6. (Added) Air Force civilian employees who work at the PTU are funded based on the assigned PEC on the Unit Manning Document.

10.55.5. When new uniform patches are necessary due to an Air Force directed organizational change, unit funds (TWCF or O&M, as appropriate) are available to procure them for the required number of standard uniforms (e.g., woodland BDUs) as well as uniform clothing issued as individual equipment (e.g., desert BDUs). This is applicable to both officer and enlisted personnel. The cost of removing the old patches and sewing on the new patches with unit funds is at the discretion of the organization commander, subject to the availability of funds.

10.55.9. HQ USAF/ILGM deleted the requirement in Allowance Standard (AS) 016 that permitted the issuance of athletic clothing/physical training (PT) gear to Air Force military personnel for a unit-mandated minimum 3 days per week physical training program. Do not use organizational O&M-type funds to purchase athletic clothing/PT gear unless specifically authorized in AS 016. **NOTE:** The new Air Force PT uniform is not authorized to be purchased with unit O&M-type funds, as a substitute for PT clothing authorized in AS 016.

10.55.9.1. (Added) Authorized exceptions are limited to those military personnel assigned to the following functions categories, as these missions have a mandatory physical training program directed by an AFI. (**NOTE:** In the event any of the functions listed below are removed from AS 016, they are no longer authorized APF-funded athletic clothing/PT gear.)

10.55.9.1.1. (Added) Firefighters.

10.55.9.1.2. (Added) Combat controllers.

10.55.9.1.3. (Added) Special tactics.

10.55.9.1.4. (Added) Joint communications support.

10.55.9.1.5. (Added) Pararescue.

10.55.9.1.6. (Added) Survival training instructors.

10.55.9.1.7. (Added) Physical training instructors.

10.55.9.1.8. (Added) MWR staff.

10.55.9.1.9. (Added) USAF Academy parachute instructors/teams.

10.55.9.1.10. (Added) USAF Academy Athletic Department instructors/coaches.

10.55.9.1.11. (Added) Instructors for Basic Military Training School (BMTS), Air Force Officer Accession and Training School (AFOATS), and Officer Training School (OTS).

10.55.9.1.12. (Added) Explosive Ordnance Disposal (EOD) personnel, as directed by AFI 32-3001, *Explosive Ordnance Disposal Program*, chapter 1, paragraph 1.3.11.

10.55.10. (Added) Unauthorized Use of Unit Funds for Clothing Items. While installation commanders may occasionally permit the wear of certain non-outer garment uniform items unique to individual squadrons (i.e., undershirts with a squadron logo) not specifically authorized in AFI 36-2903, this does not authorize spending unit O&M-type funds to procure them. The replacement of standard uniform items is a personal expense and the use of unit funds for this purpose constitutes an improper augmentation of a service member's statutorily fixed pay and allowances unless expressly authorized by law. Therefore, individuals desiring to wear clothing authorized under these circumstances must pay for them with personal funds.

10.55.11. (Added) Sunglasses. APF-purchased non-prescription sunglasses are authorized only for those individuals who are assigned to specific functions/categories listed under Allowance Standard 016. For prescription sunglasses, refer to AFJI 44-117, *Ophthalmic Services*, paragraphs 2.7. and 2.8.

10.56. Funding Distinctive Uniforms and Functional Clothing. Organizational O&M-type funds may be used, with the commander's approval, to purchase uniforms and other gear for federal civilian employees when the required wear conforms to Air Force instructions (e.g., AFI 36-801, *Uniforms for Civilian Employees*), AMC instructions, or specific statutory authority (e.g., Title 10 U.S.C., Section 1593, *Uniform Allowance: Civilian Employees*, Title 5 U.S.C., Section 7903, *Protective Clothing and Equipment*, 29 C.F.R., Section 1910.132(a), *Occupational Safety and Health Standards*). Costs for cleaning uniforms issued to federal civilian employees and entrusted in their care is normally the individual's responsibility and is not paid from unit O&M-type funds (AFI 36-801, paragraph 1.3.2.). Additionally, the uniforms/gear must satisfy all of the following tests (see CG Decisions B-288828, 3 Oct 02 and B-289683, 7 Oct 02):

10.56.1. (Added) The item must be "special" and not part of the ordinary and usual furnishings an employee may reasonably be expected to provide for himself.

10.56.2. (Added) The item must be for the benefit of the government, i.e., essential to the safe and successful accomplishment of the work and not solely for the protection of the employee.

10.56.3. (Added) The employee must be engaged in hazardous duty.

10.60.1. Under an operating lease (no option to purchase or own the equipment at the termination of the lease), the organization may budget the total amount of the lease cost in the fiscal year in which the lease is signed, at which time all the funds are obligated. The annual amount of the lease cost would be expensed in each fiscal year of the lease and would cite the fiscal year funds obligated when the lease was signed. As under the lease-purchase provisions, the lease may not exceed six (6) years for the reasons cited above. Alternatively, funds sufficient to cover only the first year of the lease plus cancellation costs may be budgeted.

10.60.1.1. Obligate the total amount of the lease costs, including all option years (not to exceed six years), with O&M 3400 funds current at the time the lease contract is awarded. For the purchase option,

use current 3080 Other Procurement funds citing the appropriate Budget Project Account Code (BPAC) associated with the leased item (see AFI 65-604, under the section entitled **Other Procurement, Air Force**, for a list of 3080 BPACs). The annual amount of the lease cost will be expensed (paid) in each fiscal year of the lease contract and the payment will cite the fiscal year's funds obligated when the lease contract was awarded. The 3080 funds will be expensed when the purchase option is exercised. **NOTE:** See SAF/FMBM message DTG 271016Z Aug 03, Subject: *Leasing Motor Vehicles*, for additional guidance on long-term leasing applicable to motor vehicles. Prior approval from the appropriate national stock-listed item manager at the Warner Robins - Air Logistics Center (WR-ALC) is required before awarding a contract to lease a procurement-funded equipment item with an option to purchase at the termination of the lease period.

10.61. **Funding Minor Land Purchases.** Don't use TWCF to pay for minor land purchases. (Reference AMCI 65-602, chapter 6, paragraph 6.6.6.)

10.62. **Funding Environmental Surveys of Land Interests Prior to Acquisition or Disposal.** TWCF funds are not authorized to pay for environmental surveys of land interests prior to acquisition or disposal. (Reference AMCI 65-602, chapter 6, paragraphs 6.6.6. and 6.6.7.)

10.62.1. As directed by AMCI 65-602, chapter 6, paragraph 6.3.1.7.20., all costs relating to environmental clean up of hazardous materials that are directly caused by a TWCF organization are the responsibility of TWCF, to include environmental fines and penalties assessed by the Environmental Protection Agency (EPA) for non-compliance with their standards. Do not charge costs for environmental clean up of contamination at or within the vicinity of any TWCF-assigned facility that is not directly attributable to the TWCF organization that occupies the facility or any other TWCF organization that is not directly responsible for the site contamination, to include any non-compliance fines or penalties assessed by the EPA (see AMCI 65-602, chapter 6, paragraph 6.6.26.).

10.65. **Funding the Subsistence Program.** Included in the Subsistence Program funding is the purchase of Meals Ready to Eat (MRE) issued to deployed Air Force personnel. See also AFMAN 34-240, chapter 4, for guidance specific to issuing MREs from Food Services.

12.7.6. (Added) DELETED.

12.15. **Housing Moves at a Permanent Duty Station (PDS) For Government Convenience.** Charge authorized PDLA payments for active Air Force members to the MILPERS Appropriation (3500, Fund Code 32), budget project 599.04, and not to O&M 3400 or TWCF funds. PDLA is not authorized for unaccompanied military members residing in government non-family-type quarters or civilian employees residing in government housing.

12.15.2. The member's unit fund cite (TWCF or O&M) along with command ESP code FR (Foxtrot Romeo) will be reflected on the SF 1164, **Claims for Reimbursement for Expenditures**. Because the displacement from family housing is temporary and not permanent, these costs are not applicable to the PDLA entitlement.

12.15.3. (Added) Charge authorized PDLA payments for military members of other Services (including ANG and AFRC) that reside on AMC bases to their respective Service MILPERS appropriation, not to the Air Force MILPERS appropriation.

13.15.5.2. The \$200,000 threshold congressional reporting requirement for facility projects involving real property acquisition provided under Title 10 U.S.C., Section 2662 is increased to \$750,000, as

directed by the FY 2004 Defense Authorization Act, Public Law 108-136, Section 1031, 117 Stat. 1598/1599.

13.15.5.5. The \$200,000 threshold congressional reporting requirement for facility projects involving real property acquisition provided under Title 10 U.S.C., Section 2662 is increased to \$750,000, as directed by the FY 2004 Defense Authorization Act, Public Law 108-136, 117 Stat. 1598.

13.15.5.6. The \$200,000 threshold congressional reporting requirement for facility projects involving real property acquisition provided under Title 10 U.S.C., Section 2662 is increased to \$750,000, as directed by the FY 2004 Defense Authorization Act, Public Law 108-136, 117 Stat. 1598.

13.15.5.7. The \$200,000 threshold congressional reporting requirement for facility projects involving real property acquisition provided under Title 10 U.S.C., Section 2662 is increased to \$750,000, as directed by the FY 2004 Defense Authorization Act, Public Law 108-136, 117 Stat. 1598.

15.2.3.2. DELETED – renumbered as paragraph **15.4.3. (Added)** below.

15.4.3. (Added) TDY costs of Air Force Reserve personnel supporting active AMC requirements on Military Personnel Appropriation (MPA) Man-days are centrally funded (TWCF and O&M) to HQ AFRC/FMA by HQ AMC/A88 under OAC/OBAN 6510 unless Reserve personnel are augmenting or backfilling a specific AMC unit. In that case, the augmented AMC unit will fund the Reserve personnel's TDY cost. See paragraph **10.2.1.1. (Added)** of this publication for additional guidance.

15.7. **Funding Call-Up to Active Duty (Title 10 U.S.C. 673b):** See paragraph **10.2.1.2. (Added)** of this publication for guidance on TDY funding of AFRC members who are activated (non-volunteer call-up).

15.8. **Travel and Per Diem.** Use TWCF (FC 68) funds where applicable, in accordance with paragraph **10.2.1.1. (Added)** of this publication.

16.2.3.2. TDY costs of ANG personnel supporting active AMC requirements on MPA Man-days are centrally funded and reimbursed (TWCF and O&M) at ANG/FMA under OAC/OBAN 6515 unless ANG personnel are augmenting or backfilling a specific AMC unit. In that case, the augmented AMC unit will fund the ANG personnel's TDY cost. See paragraph **10.2.1.1. (Added)** of this publication for additional guidance.

16.6. (Added) **Funding TDY Costs for Call-Up (Non-Volunteer) to Active Duty.** See paragraph **10.2.1.2. (Added)** of this publication.

18.1.4. (Added) New Starts. See chapter 2, paragraph **2.4.1.1.** of this publication.

18.3.1.2. TWCF billing rates for channel airlift transportation services are established to be competitive with the commercial airline industry. Due to the mobilization requirement, the revenue generated from TWCF airlift customers does not cover the entire cost of TWCF operations. As a result, the Air Force must finance the difference between TWCF costs incurred and revenue received from TWCF customers through the form of a subsidy. See DoDFMR 7000.14, Volume 11B, *Reimbursable Operations, Policy and Procedures—Working Capital Funds (WCF)*, chapter 14, paragraph 140404.

18.5.1.2.1. (Added) DoDFMR 7000.14, Volume 2B, *Budget Formulation and Presentation*, chapter 9, paragraph 090103.C.5.c., directs that TWCF Capital software development projects will include total labor and non-labor costs such as: (1) all direct costs for civilian and military personnel; (2) contractor labor; (3) supplies; (4) travel; (5) processing support for testing; (6) indirect costs; and (7) general and administrative costs (e.g., base operating support, higher headquarters, and depreciation for central design activity-owned assets). (**NOTE:** Travel includes TDY costs of Air Force military or civilian personnel

involved in bringing the software development project to initial operational capability (IOC).) Exclude from TWCF Capital software development projects (and all other TWCF capital projects) costs incurred prior to Milestone 0, Concept Exploration and Definition. Costs such as basic research, study, exploratory development establishing feasibility and practicality of proposed solutions, rough order of magnitude estimates, etc., are treated in the TWCF as operational expenses.

18.5.1.3. **EXCEPTION:** TWCF minor construction projects intended solely to correct a deficiency that is life, health, or safety threatening may exceed the \$750,000 threshold up to and including \$1.5 million, in accordance with AFI 32-1032, paragraph 5.1.2.1. along with AFI 65-601, Volume 1, chapter 9, paragraph 9.10. Such projects are funded through the TWCF Capital budget and must have prior SAF/IEI approval along with prior congressional notification.

18.5.12. For AMC bases with a residing TWCF activity/mission, see AMCI 65-602, chapter 10, paragraph 10.2.2. for guidance on how base support costs are reimbursed by TWCF.

18.5.13. (Added) Facility Maintenance and Repair. All TWCF-funded maintenance and repair (MR) projects and those TWCF-funded minor construction (MC) projects with funded costs less than \$100 thousand accomplished on TWCF-assigned facilities are chargeable to the operations portion of TWCF against the MR account whether done by contract or by the Base Civil Engineer (BCE). TWCF reimbursement for work accomplished by the BCE includes the cost of direct materials used plus the predetermined shop rate less the military factor. Facilities occupied by TWCF-funded organizations include airlift aerial port facilities, mobility aerial port facilities, airlift operations centers, squadron operations facilities, and aircraft maintenance facilities at AMC bases and overseas en route locations that receive TWCF funding to support USTRANSCOM's global transportation airlift mission (see paragraph 2.3.2. of AMCI 65-602).

18.5.13.1. (Added) AMCI 65-602, chapter 6, Table 6.1. provides the Real Property Category Codes authorized for TWCF facilities specifically assigned to and utilized by those AMC Wings and AMC en route locations with TWCF-assigned organizations, for the purpose of TWCF funding and/or reimbursement of CE-related costs (e.g., utilities, facility MR/MC, and other CE services). Do not use TWCF funds for CE-related costs of facilities with Real Property Category Codes other than those listed in AMCI 65-602, Table 6.1., or for any facilities or portions of facilities that are not occupied by TWCF-designated organizations. All requests by AMC locations to add new TWCF-assigned Real Property Category Codes to Table 6.1. will be submitted to HQ AMC/A75 for consideration and subsequent approval/disapproval. HQ AMC/A75/A78 will coordinate the request with HQ AMC/A88 prior to their response. The request must contain a supporting narrative for reclassifying the facility as TWCF-eligible; simply stating the facility "benefits" TWCF is not sufficient justification. It must be clear that a TWCF-assigned organization is the sole user/occupier of the facility or a portion of the facility in question. **NOTE:** Table 6.1. *does not apply* to unit-equipped ANG/AFRC bases. **Using TWCF funds for AFRC/ANG-assigned facility projects and other CE-related costs of AFRC/ANG-assigned facilities, as well as any CE-related costs of facilities at active Air Force bases not otherwise assigned to or occupied by TWCF-designated organizations constitutes an augmentation of appropriations and is a direct violation of the Purpose Statute (Title 31 U.S.C., Section 1301(a)).**

18.5.13.2. (Added) For additional guidance concerning TWCF Operations funding for CE-related facility costs, see AMCI 65-602, chapter 6, paragraph 6.3.1.6. (et seq.), 6.3.1.7.12., 6.3.1.7.13. (et seq.), 6.3.1.7.16., and 6.3.1.7.25.

18.6.7. See AMCI 65-602, chapter 6, paragraph 6.6.3. for examples (not necessarily all-inclusive) of qualifying catastrophes or Acts of God, prohibitive of TWCF funding if they exceed \$750,000, resulting from a single event.

18.6.9.1. **EXCEPTION:** Excluded are TWCF construction projects up to and including \$1.5 million for incidents to correct a deficiency that is life, health, or safety threatening. See paragraph 18.5.1.3. of this publication.

18.6.9.2.6. (Added) The following circumstances are also mandatory exclusions from the DWCF Capital Investment Program (CIP) and must be financed from APFs, as directed by DoDFMR 7000.14, Volume 11B, chapter 58, paragraph D.5:

18.6.9.2.6.1. (Added) Military and tenant support functions.

18.6.9.2.6.2. (Added) Environmental projects financed or submitted for funding by the Environmental Restoration Account.

18.6.9.2.6.3. (Added) Minor construction projects for a non-DWCF activity or a military support function.

18.6.9.2.6.4. (Added) Capital investments for morale, welfare, and recreation.

18.6.9.2.7. (Added) Centrally managed, centrally procured equipment items. These are funded from the Air Force Other Procurement (3010/3080) appropriation.

18.9.4. Per DoDFMR 7000.14, Volume 2B, chapter 9, paragraph 090103.C.10, a complete initial supporting pre-investment analysis or a cost comparison is required prior to inclusion of the capital asset in the TWCF CIP budget submission. The originating office will maintain a copy of the pre-investment analysis for project documentation requirements for the TWCF CIP budget submission as well as program execution. TWCF CIP projects generally require an economic analysis (EA) or cost analysis (CA). For CIP projects with a cost of \$1 million or greater, use an EA; for CIP projects under \$1 million, use a CA. HQ AMC/A75 will submit an annual EA/CA for all CIP MC projects. Any project not identified in the annual EA/CA must have a separate EA/CA prepared and submitted as directed in DoDFMR guidance.

18.9.4.3. (Added) Cost Sharing. TWCF can only fund programs, or portions of programs, that directly support common user airlift transportation—peacetime movement of cargo and personnel. Programs that support missions under the Title 10 role of the Services (organize, train, and equip) cannot use TWCF funds; nor is it available for programs that support mobilization and other readiness costs because these programs are funded from direct O&M appropriations. Since USTRANSCOM centrally manages different missions, some TWCF Capital programs use both appropriated and TWCF funds. In these instances, program managers *must* identify which aspects of their program benefit USTRANSCOM's global peacetime transportation mission. For these programs, program managers will submit, and USTRANSCOM/TCJ8 will approve in the Program Objective Memorandum (POM)/budget process, a definable unit of measure to determine the proper division between TWCF and appropriated funds. Consult AMCI 65-602, chapter 8, paragraph 8.2.10., for examples of acceptable measures. The unit of measure must have a direct relationship to the program purpose; i.e., flying hours or aircraft sorties for a program that schedules aircraft missions. Intangible measures, such as but not limited to, historical funding or perceived urgency of the program, are not considered acceptable units of measure for TWCF/APF cost sharing programs.

18.9.4.4. (Added) Appropriated Funding Shortfalls. Statutes prohibit supplementing (augmenting) appropriated funds (e.g., 3080, 3400) with TWCF Capital/Operating funds (or vice versa) and it is not an alter-

native when appropriated *or* TWCF funding is insufficient for program requirements. Reference the *GAO: Principles of Federal Appropriations Law, Volume 2*, chapter 6, section E.1.

18.13. (Added) **Transportation Working Capital Fund (TWCF)**. Consult AMCI 65-602 for other specific guidance concerning the operations for the TWCF business area of the AFWCF that is not contained within this chapter/instruction.

21.3.1.10. HQ AMC/A7H memorandum dated 1 Oct 02, Subject: *Purchase of Flags with Military Family Housing (MFH) Funds*, directs each AMC installation to develop a flag policy to determine flag size for each neighborhood and standard locations. The installation commander may elect to comply with the SAF/FMB recommended limitation for U.S. and Air Force flag purchases or may authorize one U.S. and Air Force flag per unit, one issue for each family in base housing. Since these flags are issued through the housing self-help store, charge the costs to MFH O&M, Project P-722.

22.4.1.3. The acronym “WIMS” is now called “IWIMS”.

22.4.2.3. The term “work information management system (WIMS)” is now called “Interim Work Information Management System (IWIMS)”. See paragraph [22.4.1.3](#) of AFI 65-601, Volume 1.

23.19. Forms Adopted. AF Form 3215, **C-4 Systems Requirements Document (CSRD)**, AMC Form 41, **Flight Authorization**.

Attachment 1 (Added)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References*****Public Laws**

Title 5, C.F.R., Section 2636, *Limitations on Outside Employment and Prohibition of Honoraria; Confidential Reporting of Payments to Charities in Lieu of Honoraria*

Title 29, C.F.R., Section 1910.132(a), *Occupational Safety and Health Standards*

Title 41, C.F.R., Section 101-26.103-2, *Restriction on Personal Convenience Items*

Title 5, U.S.C., Section 501, *Outside Earned Income Limitation*

Title 5, U.S.C., Section 7903, *Protective Clothing and Equipment*

Title 10, U.S.C., Section 1593, *Uniform Allowance: Civilian Employees*

Title 10, U.S.C., Section 12301, *Reserve Components Generally*

Title 10, U.S.C., Section 12302, *Ready Reserve*

Title 10, U.S.C., Section 2252, *Rewards: Missing Property*

Title 10, U.S.C., Section 8634, *Air Force Band: May not be Paid for Performance Outside Air Base*

Title 31, U.S.C., Section 3302, *Custodians of Money*

Title 40, U.S.C., Section 491, *Motor Vehicle Pools and Transportation Systems*

DoD Directives/Regulations/Instructions

DoDD 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel

DoD 4525.8-M, DoD Official Mail Manual

DoDD 4640.13, Management of Base and Long-Haul Telecommunications and Equipment

DoDI 5100.3, Support of the Headquarters of Combatant and Subordinate Joint Commands

DoDFMR 7000.14, Volume 2B, Budget Formulation and Presentation

DoDFMR 7000.14, Volume 3, Budget Execution—Availability and Use of Budgetary Resources

DoDFMR 7000.14, Volume 9, Travel Policy and Procedures

DoDFMR 7000.14, Volume 11B, Reimbursable Operations Policy and Procedures—Defense Working Capital Fund

Departmental Publications

AFI 10-301, Responsibilities of Air Reserve Component (ARC) Forces

AFI 11-401, Aviation Management

AFI 11-402, Aviation and Parachutists Service Aeronautical Ratings and Badges

AFI 11-403, Aerospace Physiological Training Program

AFMAN 23-220, Reports of Survey for Air Force Property

AFI 24-101, Passenger Movement

AFI 25-101, War Reserve Material (WRM) Program Guidance and Procedures

AFH 32-1084, Facility Requirements

AFI 32-3001, Explosive Ordnance Disposal Program

AFI 32-6004, Furnishings Management

AFI 32-9002, Use of Real Property Facilities

AFI 32-9003, Granting Temporary Use of Real Property

AFI 34-223, Private Organization (PO) Program

AFMAN 34-228, Air Force Club Program Procedures

AFMAN 34-240, Food Service Program Management

AFI 35-101, Public Affairs Policies and Procedures

AFI 36-801, Uniforms for Civilian Employees

AFI 36-3017, Voting Assistance Program

AFI 36-3108, Memorialization Program and Ceremonies

AFJI 44-117, Ophthalmic Services

AFI 48-123, Medical Examinations and Standards

AFI 51-601, Gifts to the Department of the Air Force

AFI 65-114, Travel - Policy and Procedures for Financial Service Offices and Finance Offices - Reserve Component

AFMAN 23-110, Volume 1, Part 3, USAF Supply Manual

AFMAN 65-604, Appropriation Symbols and Budget Codes

AMCI 21-108, Logistics Support Operations

AMCI 24-101, Volume 14, Military Airlift Passenger Service

AMCI 63-101, Advisory and Assistance Services (A&AS) Management

AMCI 65-602, TWCF Budget Guidance and Procedures

Other DoD Publications

JTR, Joint Travel Regulation, Volume II

GAO: Principles of Federal Appropriations Law, Volumes 1, 2, and 3

CIB 94-12, Management Oversight of Service Contracting

Other Policy Memoranda/Plans/Guidance Packages

HQ USAF/CV memorandum, Civil Aircraft Performances and Charging Admission at Base Open Houses/On-Base Events, 27 Jul 94

CSAF memorandum, Delegation of Authority for Spouse/Family Member Funded Travel, 7 Mar 02

HQ AMC/CEH memorandum, Purchase of Flags with Military Family Housing (MFH) Funds, 1 Oct 02

AFMOA/CV memorandum, Clarification on Qualifying Aviators Under the USAF Aviation and Special Duty Photorefractive Keratectomy (PRK) Waiver and Surveillance Program, 1 Jul 02

HQ AMC/A47/A88 message, Deployed Support Equipment Policy, 14 Jan 03

AFAFO/FMF memorandum, Procedures for Providing TDY Funding to Other Air Force Organizations, 7 Mar 03

HQ USAF/SG memorandum, The USAF “Warfighter” Corneal Refractive Surgery (CRS) Program (Includes Both Photorefractive Keratectomy (PRK) and Laser-In-Situ-Keratomileusis (LASIK) (SG Policy Letter #03-002)), Updates to the USAF Corneal Refractive Surgery Policies, 20 Aug 03

AMC Guide for Writing Quality Upward Obligation Adjustments (UOA) Justifications Submitted Through Obligation Adjustment Reporting System (OARS)

HQ USAF/SG memorandum, Wavefront Guided (WFG) Laser Assisted In-Situ-Keratomileusis (LASIK) for Aviators and Special Duty Personnel (SG Policy Letter 04-001), 22 Jun 04

HAF/RMF memorandum, Increase in Official Representation Funds (ORF) Limitation – Arms Control Inspections FY05, 15 Feb 05

Abbreviations and Acronyms

ADA—Antideficiency Act

AED—Automated Extended Defibrillator

AEG—Aerospace Expeditionary Group

AFAFO—Air Force Accounting and Finance Office

AFCAIG—Air Force Cost Analysis Improvement Group

AFJI—Air Force Joint Instruction

AFOATS—Air Force Officer Accession and Training School

AMCRSS—Air Mobility Command Regional Supply Squadron

AMOG—Air Mobility Operations Group

AS—Allowance Standard

BA—Budget Authorization or Budget Activity

BEAR—Basic Expeditionary Airfield Resources

BMTS—Basic Military Training School

CA—Cost Analysis

CDC—Child Development Center

C.F.R.—Code of Federal Regulations

CIB—Contract Information Bulletin

CIC—Customer Identification Code
CIP—Capital Investment Program
CMAS—Command Man-Day Allocation System
CRS—Corneal Refractive Surgery
CRW—Contingency Response Wing
DCS—Defense Courier Service
DHP—**Defense Health Program**
DLR—Depot Level Repairable
DRU—Direct Reporting Unit
EA—Economic Analysis
EEO—Equal Employment Opportunity
EOD—Explosive Ordnance Disposal
EPA—Environmental Protection Agency
FAC—Functional Account Code
FMA—Financial Management and Analysis
FSL—Forward Supply Location
FSP—Forward Supply Point
FTS—Federal Telecommunications System
GOCO—Government Owned Contractor Operated
HAAMS—High Altitude Airdrop Mission Support
HOR—Home of Record
HQ—Headquarters
H.R.—House Resolution
IMA—Individual Mobilization Augmentee
IOC—Initial Operational Capability
ITO—Invitational Travel Order
IWIMS—Interim Work Information Management System
LASIK—Laser-In-Situ-Keratomileusis
LOGO—Limit of Government Obligation
MC—Minor Construction
MEGP—Mission Essential Ground Personnel
MPA—Military Personnel Appropriation

MR—Maintenance and Repair

MRSP—Mobility Readiness Spare Package

MRT—Maintenance Recovery Team

MSDDC—Military Surface Deployment and Distribution Command

MSPB—Merit System Protection Board

NCO—Noncommissioned Officer

NMC—Not Mission Capable

NTE—Not to Exceed

OARS—Obligation Accounting Reporting System

OH/AS—Open Houses/Air Shows

ORF—Official Representation Funds

OSI—Office of Special Investigations

OTS—Officer Training School

PDLA—Partial Dislocation Allowance

PDS—Permanent Duty Station

PFMR—Project Funds Management Record

P.L—Public Law

POM—Program Objective Memorandum

PRK—Photorefractive Keratectomy

PTDY—Permissive TDY (Temporary Duty)

PTU—Physiological Training Unit

ROS—Report of Survey

RSS—Regional Supply Squadron

SAAM—Special Assignment Airlift Mission

SAM—Support Agreement Manager

SDDC—Surface Deployment and Distribution Command

SNCO—Senior Noncommissioned Officer

TACC—Tanker Airlift Control Center

TCN—Transportation Control Number

TLF—Temporary Living Facilities

UAV—Unmanned Aerial Vehicle

UOA—Upward Obligation Adjustment

U.S.C.—United States Code

USTRANSCOM—United States Transportation Command

UTC—Unit Tasking Code

VQ—Visiting Quarters

WR-ALC—Warner Robins - Air Logistics Center

WFG-LASIK—Wavefront Guided – Laser Assisted In-Situ Keratomileusis

Terms

Defense Working Capital Fund (DWCF) Terms/Activity Groups/Transportation—Includes the transportation components of Air Mobility Command (AMC), Military Sealift Command (MSC), Military Surface Deployment and Distribution Command (MSDDC), and the Defense Courier Service (DCS).

A5.1.3. (Added) Table A5.1. below shows the life cycle of a military construction project from planning to occupation.

Attachment 8 (Added)**SUMMARY OF SIGNIFICANT CHANGES**

A8.1. (Added) Changed all references to HQ AMC/FMB and AMCFSS/FMBI in the previous publication to HQ AMC/A88 and AMCFSS/A88I respectively. Changed all other applicable HQ AMC A-Staff 3-digit office symbols in accordance with the HQ AMC reorganization guidance effective 9 Jan 04. Deleted all references of \$250,000 for the TWCF Capital threshold in the previous edition and replaced them with \$100,000. Changed all GAO: Principles of Federal Appropriation Law, Volume 1 references in this publication to agree with the January 2004 (Third Edition) published revision of this Volume. Changed all references of HQ ANG to ANG (without the "HQ") throughout the publication. Changed all references of AVCARD and AF Form 15 in the previous publication to AIR Card and SF 44 respectively throughout this revision.

A8.2. (Added) Paragraph **4.4.3.1.1.** changed the DoDFMR 7000.14, Volume 2A paragraph reference based on its current revision.

A8.3. (Added) Paragraph **4.4.3.3.** changed the DoDFMR 7000.14, Volume 2A paragraph reference based on its current revision.

A8.4. (Added) Deleted paragraph 4.9.4. of the previous publication.

A8.5. (Added) Added paragraph **4.26.1.2.** (Added) on limiting APFs for food served at formal ethnic awareness program functions, as provided in CompGen Decision B-301184, 15 Jan 04.

A8.6. (Added) Added paragraphs **4.27.1.1. (Added)** through **4.27.1.4. (Added)** to provide additional guidance concerning O&M 3400, NAF, MFH, and ORF funding for costs relating to groundbreaking of dedication ceremonies.

A8.7. (Added) Added paragraph **4.27.3.** (Added) on the authority to use APFs to commercially print invitations from DAPS for base-level NCO and SNCO induction ceremonies.

A8.8. (Added) Added paragraph **4.27.4.** (Added) on the exclusion of TWCF funds from purchasing wreaths for the remembrance or celebration of a national patriotic observance.

A8.9. (Added) Deleted paragraph 4.27.5. in the previous publication. Renumbered it as paragraph **4.27.6. (Added).**

A8.10. (Added) Added paragraph **4.28.1.1.** on AFMAN 34-240 reference for providing mission essential beverages to qualifying military personnel.

A8.11. (Added) Added paragraph **4.28.1.8.** (Added) on the use of ORF for light food and refreshments and small mementos for arms control inspections.

A8.12. (Added) Added paragraph **4.28.1.8.** (Added) on Title 10 U.S.C., Section 8634 guidance for payment of performances and commercial resale of recordings for Air Force bands.

A8.13. (Added) Revised paragraph **4.29.** to exclude ORF from the prohibition on using APFs to purchase small mementos for visiting treaty inspection teams.

A8.14. (Added) Added paragraph **4.29.2.1. (Added)** on the prohibition to use APFs to purchase coins for contractor personnel for mission accomplishment awards, as directed by HQ AMC/CC.

A8.15. (Added) Added paragraph **4.29.3.1.** (Added) authorizing APFs to purchase voter awareness literature and related items under the auspices of AFI 36-3107.

A8.16. (Added) Revised paragraph **4.31.** by adding “Air Force”, “outstanding achievement, or special meritorious service”, and “Bronze Star or higher” to consider as qualifying for APF-funded refreshments for presentation of awarding an official Service medal. Also defined refreshments as “light” refreshments (cake and punch only).

A8.17. (Added) Revised paragraph **4.31.7. (Added)** to clarify refreshments as “light” refreshments, under the auspices of paragraph **4.31. (AMC).**

A8.18. (Added) Revised paragraph **4.40.1.** to include the purchase of ice machines for officially designated break rooms if warranted by mission necessity rather than personal convenience.

A8.19. (Added) Added paragraph **4.44.1. (Added)** to prohibit APFs to pay for individual memberships in cases where a civic organization only offers individual memberships vice organizational memberships.

A8.20. (Added) Added paragraph **4.44.2. (Added)** that prohibits APFs to purchase private memberships at commercial retail operations.

A8.21. (Added) Added paragraph **4.45.4. (Added)** to further clarify when APFs may be used to purchase bottled water.

A8.22. (Added) Revised paragraph **4.45.5.** to consider the anticipated shelf life of bottled water when making purchases for deploying aircrews.

A8.23. (Added) Deleted paragraph 4.45.6. in the previous publication and moved the content to paragraph **4.86. (Added).**

A8.24. (Added) Added paragraph **4.45.7. (Added)** on purchasing bottled water for installation emergency shelters.

A8.25. (Added) Added paragraph **4.45.8. (Added)** on the prohibition of using APFs to purchase bottled water for combat training purposes unless strictly for medical/bioenvironmental reasons.

A8.26. (Added) Added paragraph **4.47.1. (Added)** on the exclusion of membership fees in a professional organization in conjunction with paying for an employee’s professional credentials unless the membership fees are required in order to obtain the credentials.

A8.27. (Added) Added paragraph **4.59.1. (Added)** on the prohibition of crossing BAs in O&M 3400 funding.

A8.28. (Added) Renumbered paragraphs 4.62. through 4.77.4 in the previous publication to paragraphs **4.63. (Added)** through **4.78.4. (Added)** respectively.

A8.29. (Added) Revised paragraph **4.63. (Added)** (formerly paragraph 4.62.) to clarify the Air Force responsibility, as a buyer of products and services from commercial vendors, on payment of state and local taxes.

A8.30. (Added) Revised paragraph **4.64.2.2. (Added)** (formerly paragraph 4.63.2.2.) by including the GAO Red Book reference on the Necessary Expense theory.

A8.31. (Added) Revised paragraph **4.65.1. (Added)** (formerly paragraph 4.64.1.) by including a statement for private funding of Command/Wing/squadron-sponsored picnics, balls, and dances.

A8.32. (Added) Revised paragraph **4.68.1. (Added)** (formerly paragraph 4.67.1.) to include a note concerning the new draft 10-series AFI on OH/AS and access to a funding guidance matrix on the HQ AMC/A8 web.

A8.33. (Added) Revised paragraph **4.69.3. (Added)** (formerly paragraph 4.68.3.) to add updated guidance based on the revised AFI 25-101.

A8.34. (Added) Added paragraph **4.69.5. (Added)** on funding for use of BEAR assets.

A8.35. (Added) Revised paragraph **4.70. (Added)** (formerly paragraph 4.69.) to provide additional clarification on the disposition of monetary gifts.

A8.36. (Added) Revised paragraph **4.72. (Added)** (formerly paragraph 4.71.) to exclude Wing O&M-type funds from paying rewards for information to solve crimes on/off the installation or locate missing persons.

A8.37. (Added) Revised paragraph **4.77.1. (Added)** (formerly paragraph 4.76.1. in the previous publication) to include appropriation 3010 centrally managed, centrally procured equipment.

A8.38. (Added) Revised paragraph **4.77.2. (Added)** (formerly paragraph 4.76.2. in the previous publication) specific to the Support Equipment Transformation.

A8.39. (Added) Added new paragraph **4.77.3. (Added)** specific to funding replacement equipment left behind at deployed locations in support of contingency requirements, originally funded by TWCF organizations.

A8.40. (Added) Changed paragraphs 4.76.3. through 4.76.5. in the previous publication to paragraphs **4.77.4. (Added)** through **4.77.6. (Added)** respectively.

A8.41. (Added) Added paragraph **4.77.7. (Added)** for the HQ AMC/A4 reference on guidance for deployed support equipment.

A8.42. (Added) Added paragraph **4.79. (Added)** on funding AMC requirements for ANG/AFRC UTC equipment packages, to include those items that fall under the Support Equipment Transformation Program.

A8.43. (Added) Added paragraph **4.80. (Added)** on funding for advisory and assistance services.

A8.44. (Added) Added paragraph **4.81. (Added)** on funding for personal convenience items for offices.

A8.45. (Added) Added paragraph **4.81.1. (Added)** on funding furnishings for offices that do not have a coordinated décor plan.

A8.46. (Added) Added paragraph **4.82. (Added)** on funding for luggage and briefcases.

A8.47. (Added) Added paragraph **4.83. (Added)** on funding for Base Honor Guard support of funeral honors details.

A8.48. (Added) Added paragraphs **4.84. (Added)** and **4.84.1. (Added)**, **4.84.2. (Added)**, **4.84.2.1. (Added)** through **4.84.2.4. (Added)**, **4.84.3. (Added)**, **4.84.3.1. (Added)** through **4.84.3.4. (Added)**, and **4.84.4. (Added)** on funding of Iridium phone usage for AMC active aircrew/non-aircrew units and AMC-gained AFRC/ANG aircrew units.

A8.49. (Added) Added paragraph **4.85. (Added)** on collections resulting from Reports of Survey.

A8.50. (Added) Renumbered paragraph 4.45.6. in the previous publication to paragraph **4.86. (Added)** and revised the guidance.

A8.51. (Added) Added paragraphs **4.87. (Added)**, **4.87.1. (Added)**, and **4.87.2. (Added)** on the prohibition for funding personal items in the workplace and exceptions thereto.

A8.52. (Added) Revised paragraph **5.8.1.** by adding a note stating Air Force organizations may also utilize the DD Form 448 for intraservice (Air Force to Air Force) support.

A8.53. (Added) Revised paragraph **6.3.3.** to delete prior year TWCF funding requirements and separately identify them in paragraphs **6.3.3.1. (Added)** and **6.3.3.2. (Added)**. Changed GAO Volume 1 references to pages 5-6 to 5-8.

A8.54. (Added) Added paragraph **6.3.3.1. (Added)** to describe prior year TWCF Operating funding.

A8.55. (Added) Added paragraph **6.3.3.2. (Added)** to describe prior year TWCF Capital funding.

A8.56. (Added) Added paragraph **6.3.4. (Added)** on submitting multiple conditions for one contract into one OARS package.

A8.57. (Added) Added paragraph **6.3.7.4. (Added)** to include the government limitation of obligation amount on OARS request involving cost reimbursement contracts.

A8.58. (Added) Added paragraph **6.3.7.5. (Added)** to include the government limitation of obligation amount on OARS request involving cost reimbursement contracts.

A8.59. (Added) Renumbered paragraph 6.3.7.4. in the previous publication as paragraph **6.3.7.6. (Added)**.

A8.60. (Added) Added paragraph **6.3.8. (Added)** on processing all adjustments through OARS prior to making an upward obligation adjustment to expired/cancelled appropriations.

A8.61. (Added) Added paragraph **6.3.10. (Added)** that provides the web site location for the AMC Guide for Writing UOA Justifications Submitted Through OARS.

A8.62. (Added) Revised **Figure 6.1.** to add: “4. Change orders to cost reimbursement contracts (see AFI 65-601, Vol 1)” and “5. Antecedent liability (see AMCS1 paragraph **6.3.7.6. (Added)**)” under the title “Within-Scope Contract Changes” and to add: “8. Change orders to cost reimbursement contracts (see AFI 65-601, Vol 1 paragraph **6.3.7.6. (Added)**)” under the title “Changes in Contract Scope”. Added a note at the bottom of **Figure 6.1.** clarifying it is not necessarily all-inclusive for contract changes and upward adjustments at the bottom of the figure and to apply the bona fide need rule for circumstances that don’t meet any of the listed categories.

A8.63. (Added) Added paragraph **6.4.2.1. (Added)** on the definitions of expired year and cancelled year appropriations.

A8.64. (Added) Added paragraphs **6.4.2.1.1. (Added)** through **6.4.2.1.6. (Added)** on the various time limits for appropriations.

A8.65. (Added) Added paragraph **6.5.3.3.3. (Added)** on mandatory coordination through the installation legal office for OARS requests exceeding \$100,000 and highly encouraging installation legal coordination for OARS within-scope changes \$100,000 or below.

A8.66. (Added) Restructured paragraph **7.2.5.** for clarity.

A8.67. (Added) Deleted paragraph 7.3.2. of the previous publication.

A8.68. (Added) Revised paragraph **7.8.5.4. (Added)** to include appropriate funding document (e.g., AF Form 616, DD Form 448, etc.) for the AMCRSS to establish DLR and consumable supply accounts at FSLs for ANG and AFRC units.

- A8.69. (Added)** Revised paragraph **7.8.5.5. (Added)** to include appropriate funding document (e.g., AF Form 616, DD Form 448, etc.) for deploying units to issue to the AMCRSS for aircraft parts and DLRs.
- A8.70. (Added)** Revised paragraph **7.8.5.6. (Added)** to include AFMAN 23-110 reference on DLR transient aircraft policy.
- A8.71. (Added)** Added paragraphs **7.8.5.7. (Added)**, **7.8.5.7.1. (Added)**, and **7.8.5.7.2. (Added)** on AMC reimbursement for AFRC/ANG flying hours in support of AMC mission requirements.
- A8.72. (Added)** Added paragraph **7.8.10.3. (Added)** on the prohibition for using APF postage to mail care or morale packages to deployed members.
- A8.73. (Added)** Added paragraph **7.8.10.4. (Added)** on the prohibition for using APF postage to mail donated material.
- A8.74. (Added)** Revised paragraph **7.12.4.** to remove PEC 41896 for collection of landing fees from commercial aircraft and replaced it with the assigned PEC of the organization that provides airfield support.
- A8.75. (Added)** Added paragraph **7.14. (Added)** to define the acronym “UAV”.
- A8.76. (Added)** Added paragraph **7.23.6. (Added)** on support for U.S. Post Offices on military installations.
- A8.77. (Added)** Added paragraph **7.25.9. (Added)** on the SAF/AQ/FM 6 Dec 2004 guidance concerning Air Force policy for reviewing and approving non-DoD contract vehicles when procuring supplies and services exceeding \$100,000.
- A8.78. (Added)** Changed numerical designation for paragraph 8.16.3. to **8.16.3.1. (Added)**.
- A8.79. (Added)** Added paragraph **8.16.3.2. (Added)** on funding for component kits.
- A8.80. (Added)** Revised paragraph **10.2.1.** to include reference to Contingency Response Wing. Deleted reference to Combat Camera.
- A8.81. (Added)** Paragraph **10.2.1.1.2.1. (Added)** added the acronym “TACC” to the paragraph text.
- A8.82. (Added)** Paragraph **10.2.1.1.2.2. (Added)** added the acronym “TACC” to the paragraph text.
- A8.83. (Added)** Paragraph **10.2.1.2.11. (Added)** added the acronym “TACC” to the paragraph text.
- A8.84. (Added)** Paragraph **10.2.1.3.1. (Added)** deleted the reference to AMC C-141 aircraft.
- A8.85. (Added)** Paragraph **10.2.1.3.5. (Added)** changed 615 AMSG and 621 AMSG to 715 AMSG and 721 AMSG respectively.
- A8.86. (Added)** Revised paragraph **10.2.1.3.3. (Added)** to provide additional clarification on the passenger manifesting of Phoenix Raven and other specific MEGP personnel based on guidance in AMCI 24-101, Volume 14.
- A8.87. (Added)** Deleted “Andrews AFB MD” from paragraph **10.2.1.4. (Added)**
- A8.88. (Added)** Added paragraph **10.2.1.8. (Added)** and subparagraph **10.2.1.8.1. (Added)** through **10.2.1.8.3. (Added)** on travel/per diem funding of witnesses who are required to appear for contractual claims hearings.

- A8.89. (Added)** Added paragraph **10.2.1.9. (Added)** on where to access guidance concerning TDY funding to other Air Force organizations.
- A8.90. (Added)** Added paragraph **10.2.1.10. (Added)** on TDY funding for Air Force Band performances not within their budgeted schedule.
- A8.91. (Added)** Paragraph **10.2.5.2.3.** included a note stating AMC Numbered Air Forces were reduced from two to one (18 AF), effective 1 Oct 03.
- A8.92. (Added)** Added paragraph **10.2.9.** to limit the number of authorized personnel traveling on funded orders to attend PME graduations and extending it to heads of staff agencies/directorates.
- A8.93. (Added)** Added paragraph **10.2.10.** on TDY funding to officiate at an award ceremony for heroism, gallantry, or meritorious service above and beyond the call of duty.
- A8.94. (Added)** Revised paragraph **10.2.11. (Added)** and added paragraphs **10.2.11.1. (Added)**, **10.2.11.1.1. (Added)** through **10.2.11.1.4. (Added)**, and **10.2.11.2. (Added)** **10.2.11.2.1. (Added)** through **10.2.11.2.4. (Added)**, and **10.2.11.3. (Added)** to provide further guidance on spouse/family member travel.
- A8.95. (Added)** Revised paragraph **10.2.12. (Added)** to include TDY funding guidance for attending Air Force-/MAJCOM-level award ceremonies.
- A8.96. (Added)** Added paragraph **10.2.12.1. (Added)** on TDY funding guidance for recipients of major unit awards.
- A8.97. (Added)** Revised paragraph **10.2.13.1. (Added)** for clarification purposes.
- A8.98. (Added)** Revised paragraph **10.2.13.3. (Added)** to replace “availability” with “capability” and added who receives the TDY fund cite from the other MAJCOM organization to pass along to the tasked MRT organization. Changed “HQ AMC/A45L” to “18 AF/TACC/XOCL”.
- A8.99. (Added)** Added C-17 aircraft to paragraph **10.2.13.4. (Added)**
- A8.100. (Added)** Paragraph **10.2.13.5.1. (Added)** changed “HQ AMC/A45L” to “18 AF/TACC/XOCL”.
- A8.101. (Added)** Revised paragraph **10.2.13.5.2. (Added)** to clarify TDY funding procedures of ANG/AFRC MRTs tasked to support NMC aircraft flying AMC missions.
- A8.102. (Added)** Added paragraph **10.2.15. (Added)** on maintenance support of PACAF-assigned C-17 aircraft.
- A8.103. (Added)** Changed paragraph **10.2.15. (Added)** in the previous publication to paragraph **10.2.16. (Added)** and revised it to include new HQ USAF/SG guidance on CRS travel to include WFG-LASIK.
- A8.104. (Added)** Added paragraphs **10.2.16.1. (Added)**, **10.2.16.2. (Added)**, and **10.2.16.3. (Added)** that provides aviation and special duty personnel who may receive CRS on funded TDY orders, with their commander’s approval.
- A8.105. (Added)** Added paragraph **10.2.17. (Added)** on TDY funding for attending funeral services of deceased military members.
- A8.106. (Added)** Added paragraph **10.2.18. (Added)** on rental car accidents and insurance claims while on official TDY.
- A8.107. (Added)** Added paragraph **10.2.19. (Added)** on CIC development.

A8.108. (Added) Added paragraph **10.2.20. (Added)** on TDY funding for aircrew members who are assigned to flying attachment units and require additional flying training.

A8.109. (Added) Added paragraphs 10.16.2.3.1. (Added), 10.16.2.3.2. (Added), and 10.16.2.3.3. (Added) to clarify witness travel funding associated with EEO/MSPB complaint hearings.

A8.110. (Added) Revised paragraph **10.22.9.2. (Added)** clarifying the purpose for military members in certain positions who reside off-base to temporarily move on-base, as directed by the installation commander.

A8.111. (Added) Added paragraph **10.22.10. (Added)** that references AFI 65-114 as the guide for processing travel orders and travel claims.

A8.112. (Added) Deleted paragraph 10.26.11. in the previous publication and renumbered it as paragraph **10.26.13. (Added)**.

A8.113. (Added) Added paragraph **10.26.14. (Added)** on the purchase of AEDs as not chargeable to DHP funds.

A8.114. (Added) Added paragraphs **10.26.15. (Added)** and paragraphs **10.26.15.1. (Added)** through **10.26.15.6. (Added)** on funding for PTU facilities and operations.

A8.115. (Added) Added paragraphs **10.26.15.2.1. (Added)** through **10.26.15.2.3. (Added)** on TDY funding for physiology technicians in support of HAAMS missions.

A8.116. (Added) Added paragraph **10.22.7. (Added)** changing the title of AMCI 65-602 to TWCF Budget Guidance and Procedures.

A8.117. (Added) Revised paragraph **10.55.9.** prohibiting the purchase of the new Air Force PT uniform as authorized PT clothing for those organizations/functions whose PT is mandated by AFI. Changed “HQ AMC/ILSP” to HQ AMC/ILGM”.

A8.118. (Added) Added paragraphs **10.55.9.1. (Added)** and **10.55.9.1.1. (Added)** through **10.55.9.1.12. (Added)** to list those organizations/functions mandated by AFI to use their unit O&M-type funds to purchase athletic clothing.

A8.119. (Added) Added paragraph **10.55.11. (Added)** on funding for sunglasses.

A8.120. (Added) Added paragraph **10.60.1. (Added)** to provide guidance on funding operating leases for equipment.

A8.121. (Added) Added paragraph **10.60.1.1. (Added)** to provide guidance on funding long-term equipment leases with option to purchase.

A8.122. (Added) Revised paragraph **10.65.** to include adding the AFMAN 34-240 reference for issuing MREs from Food Services.

A8.123. (Added) Deleted paragraph 12.76. of the previous publication.

A8.124. (Added) Added paragraphs **13.15.5.2. (Added)**, **13.15.5.5. (Added)**, **13.15.5.6. (Added)**, and **13.15.5.7. (Added)** to notify of the increase of the fair market value of real property acquisitions from \$200,000 to \$750,000, as it relates to acquiring facilities using RDT&E funds (Title 10 U.S.C., Section 2662, as amended by Public Law 108-136, Section 1031, paragraph (a)(27)(A) and (B), 117 Stat. 1598 and 1599).

- A8.125. (Added)** Deleted paragraph 15.2.3.2. of the previous publication and renumbered it as paragraph **15.4.3. (Added)**.
- A8.126. (Added)** Added paragraph **18.1.4. (Added)** to provide AMCS1 reference in chapter 2 for TWCF Capital new starts.
- A8.127. (Added)** Revised paragraph **18.3.1.2.** to update DoDFMR Volume 11B reference.
- A8.128. (Added)** Paragraph **18.5.1.2.1. (Added)** changed the DoDFMR, Volume 2B paragraph number based on its current revision.
- A8.129. (Added)** Added paragraph **18.5.12. (Added)** on how TWCF reimburses for base support costs at AMC bases with a TWCF activity/mission.
- A8.130. (Added)** Added paragraph **18.5.13. (Added)** on TWCF funding for facility MR projects.
- A8.131. (Added)** Added paragraph **18.5.13.1. (Added)** that provides the reference for TWCF-eligible facilities in AMCI 65-602 as well as the prohibition for using TWCF funds for non-TWCF-eligible facility projects.
- A8.132. (Added)** Added paragraph **18.5.13.2. (Added)** that provides the AMCI 65-602 references for TWCF funding of CE-related costs.
- A8.133. (Added)** Added paragraph **18.6.7. (Added)** on AMCI 65-602 reference for examples of catastrophes or Acts of God under TWCF.
- A8.134. (Added)** Added paragraphs **18.6.9.2.6. (Added)** and **18.6.9.2.6.1. (Added)** through **18.6.9.2.6.4. (Added)** on other mandatory exclusions from the DWCF CIP, as prescribed in DoDFMR 7000.14, Volume 11B, chapter 58.
- A8.135. (Added)** Added paragraph **18.6.9.2.7. (Added)** on excluding centrally managed, centrally procured equipment items from the DWCF CIP.
- A8.136. (Added)** Paragraph **18.9.4.** changed the DoDFMR, Volume 2B paragraph number based on its current revision.
- A8.137. (Added)** Added paragraph **A5.1.3. (Added)** to provide the correct military construction project life cycle table designation.
- A8.138. (Added)** Deleted or revised all obsolete references within **Attachment 1 (Added)**. Added new references, as required, resulting from this revision.

DON D. DAVIS, Colonel, USAF
Comptroller