



DEPARTMENT OF THE AIR FORCE  
374<sup>th</sup> FORCE SUPPORT SQUADRON  
YOKOTA AIR BASE JAPAN

MEMORANDUM FOR ALL

FROM: 374 FSS/FSR

SUBJECT: Use of Morale, Welfare, and Recreation (MWR) Non-appropriated Funds (NAF) for Organizational Functions (FY25)

1. IAW AFMAN34-201, *Use of Nonappropriated Funds*, paragraph 4.3.1., the Yokota AB MWR Fund budgets NAFs to support organizational functions such as parties, picnics or similar activities in which all members of the unit are invited to attend.

2. Funding is based on military, civilian employees (APF and NAF), and local national employees (MLC and IHA) according to the Unit Manning Document (UMD) for fiscal year 2025. These funds are budgeted at the squadron level, however, group and wing commanders may designate a portion of the annual allowance for a wing or group level event with understanding that this will reduce the amount available for their squadrons. For FY25, there will be two options available for funding:

a. \$5.00 per person when using cash. This option will require the project officer to pay authorized expenditures with personal funds upfront, scanning all receipts for reimbursement validation, and physically going to Bldg 316, Room 157 to receive cash.

b. \$9.00 per person when using the FSS Gift Card. This option allows the project officer to either receive the FSS Gift Card number via email or go to Bldg 316, Room 157 to receive a physical FSS Gift Card. This option provides advantages to include receipts not being required, reduces the need to pay for items with personal funds upfront, and mitigates receiving large amounts of cash for reimbursement.

3. Authorized expenditures include:

- a. Non-alcoholic beverages
- b. Food
- c. Consumable supplies (paper plates, plastic ware, etc)
- d. Outdoor rental items (bouncy castle, games, grill, etc)

Awards, gifts, cash prizes, plaques, and alcoholic beverages are not authorized.

4. Approval must be obtained before any expenses are incurred using the attached Approval for Morale, Welfare, and Recreation (MWR) Nonappropriated Funds (NAFs) for Organizational

Function letter and sent to Mr. Hiroshi Takano at [hiroshi.takano.jp@us.af.mil](mailto:hiroshi.takano.jp@us.af.mil). Receipts dated prior to approval date will not be reimbursed.

5. Group commanders that plan to hold a group-wide event should notify 374 FSS/FSR early in the fiscal year so that funds can be set aside from the group's overall allotment.
6. Questions regarding this policy may be directed to Mr. Hiroshi Takano at DSN 225-9523.

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ROGER C. WONG, GS-13, DAF  
Chief, Resource Management Flight  
374th Force Support Squadron

#### 1 Attachment

1. Approval for Morale, Welfare, and Recreation (MWR) Nonappropriated Funds (NAF) for Organizational Function Memo



“FOR OFFICIAL USE ONLY”  
**DEPARTMENT OF THE AIR FORCE**  
**PACIFIC AIR FORCES**

MEMORANDUM FOR 374 FSS/FSR

FROM: (Name of Requesting Organization)

SUBJECT: Approval for Morale, Welfare, and Recreation (MWR) Non-appropriated Funds (NAF) for Organizational Function

1. Request approval for MWR NAFs for an organizational function to be held by the (Name of Requesting Organization).

a. Current strength numbers as of (DD MMM YY):

(1) Military: XXX

(2) Civilian employees: XXX (APF) and XXX (NAF)

(3) Local national employees: XXX (MLC) and XXX (IHA)

b. Description of function (i.e. picnic, party, etc.):

c. Date and location of function:

d. Estimated cost of food and beverage:

e. Estimated cost of other expenses:

f. Funding option: We elect to fund this function at (\$5.00 per person using cash OR \$9.00 per person using the FSS Gift Card)

2. Our project officer for this function is: XXX, phone number XXX-XXXX.

3. For further information please contact:

a. XXX, Commander or Director

b. XXX, First Sergeant

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(Commander's Signature & Signature Block)

1st Ind, 374 FSS/FSR

MEMORANDUM FOR (Name of Requesting Organization)

The above organizational function is approved for funding in the amount of \$XXXX based on the requesting organization's current strength numbers in para 1a and the elected funding option in para 1f.

FSR Control Number:

ROGER C. WONG, GS-13, DAF  
Chief, Resource Management Flight  
374th Force Support Squadron