



CY2020 PROGRAMMING GUIDE



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I. RECHARGE FOR RESILIENCY (R4R) MISSION

Recharge for Resiliency (R4R) is the capstone for resiliency programming across the Air Force. R4R provides resources that fosters unit cohesion, culture, mission, and sense of community among Airmen and their families. R4R is comprised of four components: Single Airmen Program Initiative (SAPI), RecOn, Deployed Affected Program (DAP), and Unite. Each component is designed to reach a specific targeted audience.



II. R4R COMPONENT DEFINITIONS AND TARGET AUDIENCES

| | SAPI | RECON | DAP | UNITE |
|----------------------|---|---|---|--|
| TARGET AUDIENCE | Air Force Active Duty or Air Reserve Component officer or enlisted without a spouse | Air Force Active Duty or Air Reserve Component personnel and their family members | Deployed- affected and dependent restricted assigned Air Force personnel and their family members | Air Force Active, Duty, Reserve and Civilian (appropriated and non-appropriated) |
| ACTIVITY UTILIZATION | FSS MWR Activities Only - All can host programs | ODR Only | FSS MWR Activities Only - All can host programs | FSS MWR activities and off-base establishments |
| EVENT TYPE | Recreational Cultural Historical Educational | Recreational Educational High Adrenaline Outdoor Centric | Recreational Cultural Historical Educational | Must be recreational & unit cohesive |
| FUNDING | Funding Requests are limited to \$200 per person, per day | | | APF & NAF based on squadron population |
| COST | Recommend charging target audience a fee to participate | | | Varies based on the event |

SINGLE AIRMEN PROGRAM INITIATIVE (SAPI)

Provides a wide variety of social and positive recreation opportunities through Force Support Squadron (FSS) recreational activities, offer Morale Welfare, and Recreation (MWR)-life skills classes to “create a single Airman culture that supports the “whole person” – healthy lifestyle,” improve technology and communication within FSS programs and activities. Air Force Active Duty or Air Reserve Component officer or enlisted member without a spouse are eligible.

RECON

An Air Force initiative designed to address the challenges faced by deploying Airmen by providing high adrenaline, supervised Outdoor Recreation programs. This initiative will provide opportunities to Airmen gearing up for deployment and returning to their home duty station after deployment as they reintegrate into regular social networks, family life, and local communities. RecOn is operated through installation FSS Outdoor Recreation programs, only.

DEPLOYED AFFECTED PROGRAMMING (DAP)

Allows all Air Force assigned service members returning from deployments, or dependent-restricted assignments, and their family members to participate in FSS recreational activities. Eligible family members may participate while the member is gone and/or upon their service member’s return. Members who have deployed in support of an active operation and/or who are on a dependent-restricted assignment, and their dependents, are eligible for this initiative. The deployed service member as well as their family are eligible upon receiving official orders, during the span of deployment, and up to 1 year after the service member returns to home station.

UNITE

Unite is one component of CSAF Focus Area #1, “Revitalizing Squadrons.” Unit commanders are in the best position to execute resources that benefit Airmen under their authority. This initiative provides commanders with the funding to initiate programs that benefit their ***unit**. This program will benefit all Airmen in a unit; Active, Reserve and Civilian (appropriated and non-appropriated employees) directly assigned.

**Definition of a Unit*

CSAF intent is to provide funds that benefit the unit at the lowest level. AFSVC has defined a unit as “the group of Air Force Airmen that are associated back to the first level G-Series orders Commander in their chain of command.” The term “Airmen” includes all Air Force Active and Reserve members and Civilians assigned to the unit. Unite funds are allocated based on per capita end strength according to the Air Force Personnel Center (AFPC), Retrieval Applications Web (RAW).

III. SAPI, RECON, DAP

A. ROLES AND RESPONSIBILITIES R4R (SAPI, RecOn, DAP)

FSS COMMANDERS (FSS/CC) AND CIVILIAN LEADERS (FSS/CL):

FSS CC/CL are the driving force for R4R at the installations. Installations are not required to wait for AFSVC approval to advertise and execute R4R programs (SAPI, RecOn, DAP). However, it is imperative that there is a clear understanding that the initial submission to AFSVC R4R Central Programs Management System (CPMS) is considered the FSS Commander's concurrence of the events. If, upon review, unauthorized expenses are identified, the installation becomes responsible for the cost. Additionally, if an installation exceeds their allocation, they are responsible for the cost difference.

- May designate additional controls, i.e., concurrence of Resource Managers, Comptrollers, etc. AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Non-appropriated Fund Instrumentalities (NAFIs)*, is the prescribing directive and should be referenced to ensure proper use of R4R funds.
- Will approve and send an Allocation Distribution Plan (ADP), (no later than 31 January), identifying dollar amounts that will be provided to each MWR activity for the entire program year. *The Allocation Distribution Plan template is available on USAFServices.com. Submissions from each installation will not be considered for AFSVC approval prior to receipt of the ADP.*
- Submits send their Allocation Distribution Plan to the R4R organizational box (AFSVA.SVP.R4R@us.af.mil) with their installation's name in the subject line.

COMMUNITY SERVICES FLIGHT CHIEF:

- Works with installation FSS R4R points of contact (POCs) to oversee program execution and adherence to the budget.
- In coordination with FSS leadership, may designate a maximum of five installation R4R (SAPI, RecOn, DAP) POCs (one must be designated from Outdoor Recreation).
- Updates POCs by sending an email to the R4R organizational mailbox (AFSVA.SVP.R4R@us.af.mil). NOTE: For new POCs, please provide their www.USAFServices.com user ID (which can be found in the upper right-hand corner of the screen after CAC login).

RESOURCE MANAGERS:

- FSS Resource Managers can appoint up to five NAF accounting personnel that will be responsible for submitting expenditure reports for installation reimbursement.

R4R (SAPI, RECON, DAP) INSTALLATION POINTS OF CONTACT (POCS):

- Will work with R4R target audiences to determine their needs and interests, develop programs, request funds, purchase event/program items, manage costs, and complete expense lines on After Action Report (AAR).
- Submit R4R funding request through CPMS located on www.USAFServices.com. POCs are responsible for tracking the status of a request from submission to approval, and completion of AARs reflecting event participation and event/program execution details.
- Participate in AFSVC led training/DCS events.

AFSVC R4R (SAPI, RECON, DAP) PROGRAM MANAGERS:

- Will approve, decline, or recommend modifications of an installation's request for programs in accordance with AFI 65-106, Appropriated Fund (APF) Support of Morale, Welfare, and Recreations (MWR) and Other Non-appropriated Fund Instrumentalities (NAFIs). R4R will also publish utilization reports on the AFSVC Portal in the Community tab, as well as provide email updates and program information during the calendar year; <https://cs2.eis.af.mil/sites/10042>.

NOTE: AFSVC R4R Program Managers reserve the right to amend R4R program parameters as necessary.

B. FUNDING

R4R (SAPI, RecOn, DAP) funds should subsidize the actual cost of providing programs to the intended target audiences; Single Airmen, RecOn, and Deployed Affected, and **not enhance** the installation MWR Fund.

R4R (SAPI, RecOn, DAP) funding supports Active Duty and Reserve members, to include their families, at each installation. Retirees, civilians, and foreign military are not eligible for R4R discounted rates. Other branches of the U.S. military are not eligible unless they are a part of an Air Force-led joint-based scenario or are permanently assigned to an Air Force installation.

R4R (SAPI, RecOn, DAP) funds are not to be split up amongst squadrons or any groups other than the installation FSS MWR Activities. If a "Single Airmen" event is hosted by an FSS MWR Activity using R4R funds, then any Single Airmen on the entire installation is allowed to attend and participate.

R4R (SAPI, RecOn, DAP) **is not** utilized to support or to enhance base wide special events as this deviates from the R4R mission.

APPROPRIATED (APF) MOA FUNDS FOR R4R (SAPI, RECON, DAP)

Programs will be submitted via the R4R CPMS. Programs can be submitted either as **Design It Yourself Programs (DIY)** and **Published Price Programs**. If intentions are to utilize participant fees to recoup vehicle maintenance, it must clearly be shown on the funding breakdown. If an event is happening more than once, for efficiency sake, you may submit for repeat events on one request (see Section VIII for Repeat Events example) and should only be within the month of the program request. For audit purposes a funding breakdown is a crucial component for accountability and processing of the requests as it eliminates errors and discrepancies.

NON-APPROPRIATED (NAF) FUNDS FOR R4R (SAPI, RECON, DAP)

SAPI, RecOn, DAP programs are not authorized NAF funds.

UNAUTHORIZED USE OF R4R (SAPI, RECON, DAP) FUNDS

Promotional or Incentive gifts, awards, and mementos per **AFMAN 65-605 and AFI 65-601 V1:**

- Decorations
- DJs/Live Bands
- Food
- Beverages
- Giveaways
- Incentives
- Animal Exhibits
- Dinner Theaters
- Annual/Season Passes
- Prizes
- Lodging
- Entertainment
- Petting Zoos
- Face Painting
- Haunted Houses
- Costumed Characters/Clowns
- Hayrides
- Anything with legal Slant
 - Insurance
 - Permits
- Any Event Perceived as Entertainment
 - MMA Events
 - Sporting Events
 - Amusement/Water Parks
 - Concerts
 - Theatrical Performances
 - Pay Per View Events
 - Festivals
 - Parties
 - Self-Guided Tours

R4R (SAPI, RecOn, DAP) funds are not authorized to reimburse memberships, punch cards, or any system that allows a patron to come back individually “at will” to use a service. “Program” indicates a simultaneous group activity that meets the recreational, cultural, educational, and/or historical tenets of R4R, as well as its social/bonding aspect (example: During the month of April, SAPI Free Golf, Every Friday from 1300-1700).

R4R (SAPI, RecOn, DAP) funds are intended to **offset** the actual cost of providing programs to our target audiences, not increase the MWR bottom line.

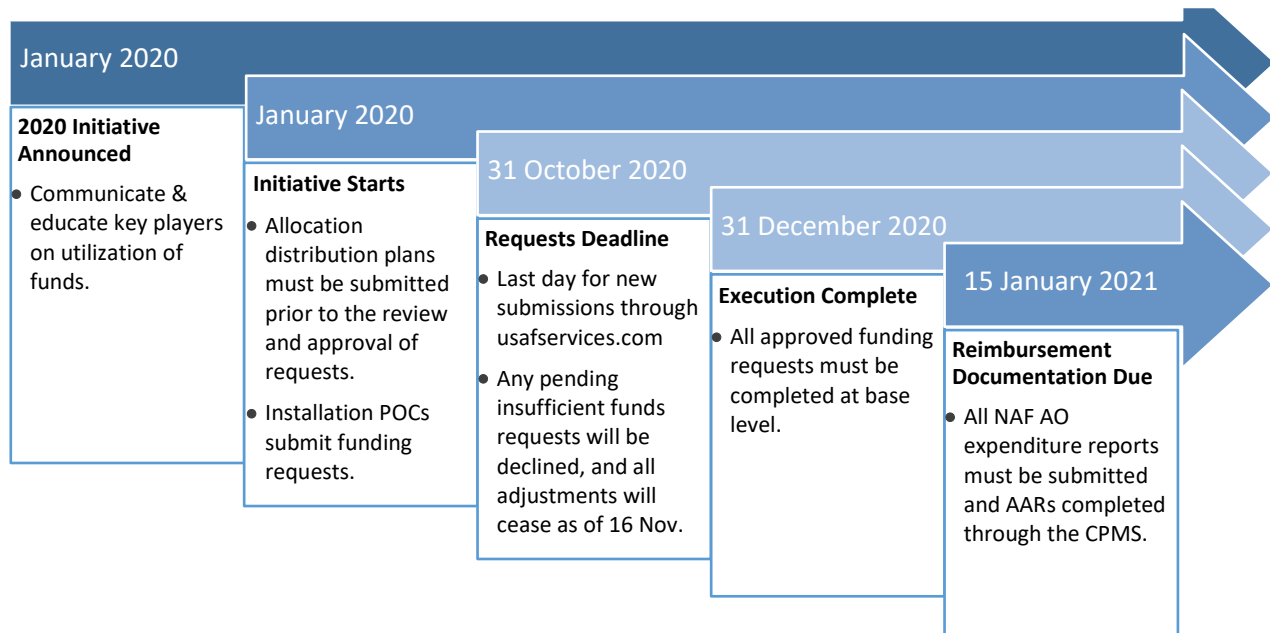
NOTE: The Airman & Family Readiness Center (A&FRC) is not authorized to receive R4R (SAPI, RecOn, DAP) funding.

Funds may offset primitive camping conditions, as defined by the FSS/FSVC ODR Program Manager:

- Suitable rustic "primitive camping" conditions will NOT have:
 - Thermostatically controlled heating or cooling
 - Indoor cooking or food storage appliances (stoves or refrigerators)
 - Indoor plumbing (bathroom/toilet facilities); if available, these will need to be in a separate and different structure, away from sleeping areas
 - Sleeping areas with mattresses (sleeping bags/pads/cots only)

The above conditions must be met to qualify for reimbursement.

R4R (SAPI, RECON, DAP) TIMELINE



C. FOOD AND BEVERAGE FOR R4R (SAPI, RecOn, DAP)

R4R (SAPI, RecOn, DAP) component programs are not authorized reimbursement food and beverage items.

D. TRANSPORTATION FOR R4R (SAPI, RecOn, DAP)

If Non-Appropriated Funds (NAF) vehicles from the FSS MWR program are utilized in support of R4R programs, there are NO “rental” reimbursements with the use of these vehicles per AFI 34-101, *AF MWR Programs and Use Eligibility*, page 24, paragraph 3.28.

The installation may obtain reimbursement for vehicle maintenance expense at the rate of **\$.58 cents per mile**, less fuel expense. This maintenance expense can be pulled from the collected participant fees and must be shown as such in the request funding breakdown. Fuel cost is authorized R4R funding (example on pg. 27 of this guide).

E. EQUIPMENT FOR R4R (SAPI, RecOn, DAP)

EQUIPMENT PURCHASES

Equipment Purchases are not authorized in CY2020. R4R (SAPI, RecOn, DAP) funds provided are for programs and events only. **NOTE:** Equipment rentals are acceptable.

F. TYPES OF PROGRAMS

Design It Yourself programs (DIY) and Published Price programs (examples on pgs. 24 & 25 of this guide).

NOTE 1: There is a funding limit up to \$200 per person, per day.

NOTE 2: R4R Funds are considered APF funds and will be treated accordingly.

NOTE 3: Ready To Launch (RTL) programs will not be offered in CY2020.

Installations may develop classes, events, special programs, etc., targeting SAPI & DAP programs (RecOn is for ODR only). The programming focus should be recreational, historical, cultural and/or educational.

G. SUBMISSION PROCESSES FOR R4R (SAPI, RecOn, DAP)

Step 1. Select and/or develop programs with input from Airmen, their families, and FSS activity personnel.

Step 2. Coordinate R4R requests with FSS CC/CL.

Step 3. Submit requests through the CPMS at www.USAFServices.com. Log in with your CAC, select the “Initiatives” tab and then click the “R4R” banner. Once the page refreshes, click the orange “Submit R4R Funding Requests Here”. Once the process is complete, a tracking ID will be assigned for your submission.

Step 4. Programs can be executed prior to completing a request in the CPMS; however, it must be submitted within the same month of execution. If a request is submitted after the fact and has unauthorized items, the installation will be responsible for that cost. AFSVC's goal is to review requests within 10 business days of the installation's submission.

Step 5. Submit a publicity request to your local marketing department and disseminate the publicity through high traffic areas and key marketing channels.

Step 6. Coordinate delivery of receipts and backup documentation to the installation NAF Accounting Office (AO) to allow them to complete Expenditure Reports (ERs) at www.USAFServices.com to submit reimbursement for all incurred/approved expenses.

Step 7. Complete an After Action Report (AAR) at www.USAFServices.com to determine the success and/or learning points for each event and attach photos (if necessary, you can email photos to AFSVA.SVP.R4R@us.af.mil). Please note, for reimbursement of funds ERs must be completed. NOTE: Photos are essential to support justification of funding each year.

NOTE 1: The "Participant Count" portion of the R4R form should only include the actual patrons, not the trip leaders. For example, if there are 18 patrons and two trip leaders, the "Participant Count" would be 18, even if R4R is also covering the activity cost of the trip leaders.

NOTE 2: Reimbursement of NAF labor for Category A and B activities is limited to \$125 per program. R4R funds are not authorized to fund NAF labor for Category C activities.

Reimbursement for per-diem or TDY is not authorized. NAF Labor can only be reimbursed for actual working time during the event. R4R labor cannot be reimbursed for any "administration time," "research," or "planning hours" done prior to the event, as this would be considered normal staff duties and within the general scope of responsibilities of the NAF employee. Set up and tear down can be added towards labor reimbursement but must be clearly annotated on funding breakdown (example: 3 hour pottery class, 5 hours NAF labor requested – 1 hour for setup, 1 hour for breakdown).

IV. UNITE

A. ROLES AND RESPONSIBILITIES

FSS:

- Facilitate effective funded and free programming of high-interest activities that result in increased unit and team cohesion.

COMMANDERS (CC) AND CIVILIAN LEADERS (CL):

- Plan programs that contribute to unit cohesion and encourage squadron personnel to participate.
- Ensure funds are expensed in accordance with established guidelines; AFIs, CONOPs.
- To the maximum extent, use FSS programs and facilities to achieve desired effects through cost savings and geographic proximity to meet their needs.
- Designate in writing the squadron POC to perform Unite duties on CCs behalf.

COMMUNITY COHESION COORDINATOR (C3):

- Installation C3 will work with squadrons to determine their needs and interests, develop programs and make purchases based on their priorities.
- Coordinate all submissions with AFSVC for approval of Unite events that are not pre-approved programs and/or those that will take place off the installation.
- Act as the liaison and works with squadron Unite points of contact (POCs) to oversee program execution and adherence to the budget.
- Assist/advise squadron Unite points of contact in development of programs, whether on or off the installation.
- Encourage the utilization of Unite funds throughout the installation by actively promoting Unite to installation leadership.
- Ensure fiscal responsibility and adhere to all APF & NAF instructions.
- Organize fund allocation for each eligible squadron.
- Purchase and procure products and services in support of Unite events through the use of a NAF purchase card.
- Submit event request on behalf of squadrons to AFSVC for approval.
- Will submit R4R (Unite) requests for funding through the CPMS located on www.USAFServices.com
- Responsible for tracking the status of a request from submission to approval, and after execution.
- Submit event After Action Report (AAR) no later than 10 days post-event.
- Submit monthly financial reports signed by the Resource Management Flight Chief by the 10th of every month to AFSVC's C3s.

- Host one quarterly meeting with installation squadron Unite POCs.
- Participate in AFSVC led training/DCS events.

FSS/RM RESPONSIBILITIES:

- Will work with the C3 to submit expenditure reports for installation reimbursement. The installation's C3 properly accounts for receipt and distribution of all MOA and non-MOA funding involving AFSVC and the installation's squadrons.
- Will ensure the installation's C3 properly prepares the program's monthly report.
- Certifies monthly financial statements. Before certifying the installation's MWRF, the RM will verify the GLAC 2490000. *See detailed Unite GLAC instructions in Section VI "Accounting Instructions" on page 17 of this guide.*

B. FUNDING:

APPROPRIATED (APF) MOA FUNDS

APF dollars are designated to offset the cost of recreation programs and services. Funds are allocated on a calendar year.

NON-APPROPRIATED (NAF) FUNDS

NAF dollars are used for the purchase of food and beverages in support of R4R Unite programs. Funds are allocated on a calendar year.

UNAUTHORIZED USE OF R4R (UNITE) FUNDS

- Unite funds cannot be used to purchase alcoholic beverages or in conjunction with holiday parties, end of year events, balls, banquets, dining in/out, squadron training/meetings and base-wide special events).
- Unite Funds cannot be used to purchase equipment. However, funds can be used to rent recreational equipment in support of a unit cohesive event. Unauthorized rentals include but not limited to: Portable toilets, trash services, cleaning fees or cleaning company, lodging, and transportation.
- Unite funds cannot be used to purchase electronic supplies to include: sound & audio equipment, televisions, laptops, projectors, gaming supplies and gaming devices.
- Unite funds cannot be used to cover the cost of damages or late fees.
- Unite funds cannot be combined with any other appropriated or non-appropriated funding. Squadrons may use funds from non-federal entities (NFE) such as squadron booster clubs.
- Unite funds cannot be used to purchase prizes, giveaways or promotional items (examples: trophies, medals, plaques, banners, marketing/advertisements, apparel, cups, personalization of objects and etc.).

- Unite funds cannot be used for gambling, or to purchase gambling products. This includes traditional bingo games where funds are expended, accumulated and paid to a winner. Such an arrangement is tantamount to government funded gaming, a prohibited practice that conveys a personal benefit to a winner.
- Decorations for Unite events should not exceed more than 10% of the total cost of the event (Examples: squadron pool party with an event cost of \$1000, the total cost of decorations should not exceed \$100).
- Unite events must be inclusive to all Airmen in a squadron and cannot be divided based on rank, pay grade, age, race, gender, or religion.

C. FOOD AND BEVERAGE

AFSVC will provide centrally-funded NAFs (\$5.00 per person) to subsidize meals in conjunction with unit cohesion activities. The C3 will coordinate with FSS food activities. (i.e., club, bowling center, golf course and snack bar operations, etc.)

D. TRANSPORTATION

Unite funds are not authorized to pay for transportation.

E. EQUIPMENT

Unite funds are not authorized to pay for equipment.

F. TYPES OF PROGRAMS

The intent of Unite is to provide squadron leaders with the maximum flexibility to develop and deliver programs to build cohesion for personnel within their unit, flight, or group. Installation C3s provide squadron leaders with program ideas that are authorized use of Unite funds. Squadron leaders are given the discretion to create Unit-Developed Programs (UDP) that capitalize on opportunities available in the geographic area. C3s are encouraged to offer volunteer and no-cost programs in addition to UDPs. Events must be both recreational and unit cohesive in order to utilize Unite funds. *All programs must be submitted to AFSVC for approval at least 14 days prior to event date.*

| SAMPLES | | |
|--|---|---|
| UNIT-DEVELOPED | VOLUNTEER | FREE |
| Amazing Race Axe Throwing Squadron Fun Day | Meals on Wheels Food Bank Highway Cleanup | Squadron Oscars Basketball Tournament Biggest Loser Challenge |

Additional examples can be found on the AFSVC SVI Portal:

<https://cs2.eis.af.mil/sites/10042/Pages/R4R/Home.aspx>

G. SUBMISSION PROCESS

UNITE STEP BY STEP PROCESS:

Step 1. Meet with squadron POC to select and/or develop a unit cohesive program. Provide event request form to squadron POC.

Step 2. POC will return event request form signed by squadron commander to the C3. Note: The squadron commander's signature acknowledges that he/she is aware of the event and how his/her allocations are being spent.

Step 3. C3 will submit requests to AFSVC C3s through the CPMS website at www.USAFServices.com. Log in with your CAC*, select the "Initiatives" tab and then click the "Unite" banner. Once the page refreshes, click the orange "Submit Unite APF/NAF Funding Requests Here."

NOTE: If you do not have a log in, please contact your AFSVC C3 to assist with gaining access to the site.

Step 4. Fill out the required information in each block and press submit. Once the process is complete, a tracking ID will be assigned for your submission.

NOTE: There are two separate event requests for Unite funds. One requesting APF and one requesting NAF. Programs that plan to utilize both types of funds will need to fill out two separate requests.

Step 5. Once event is approved, C3 will pay using the PCard for event expenses, and squadron will then host the event.

Step 6. After the event, coordinate delivery of receipts and backup documentation to the installation NAF Accounting Office (AO) to allow them to complete Expenditure Reports (ERs) at www.USAFServices.com to submit reimbursement for all incurred/approved expenses.

Step 7. Complete an After Action Report (AAR) at www.USAFServices.com to determine the success and/or learning points. Please note, for reimbursement of funds ERs must be completed. Photos of the event can be uploaded onto C3 Facebook page.

NOTE: AFSVC's goal is to review requests within 21 business days of the installation's submission.

V. R4R TRAINING

R4R (SAPI, RECON, DAP) DEFENSE COLLABORATION SYSTEM

R4R (SAPI, RecOn, DAP) will conduct group teleconferences via DCS on a quarterly basis.

R4R (UNITE) DEFENSE COLLABORATION SYSTEM (DCS)

Unite DCS Monthly training will be held monthly; fourth Wednesday of every month at 0730 (CST) & 1700 (CST). Users will need a computer with speakers to listen to the training.

All trainings sessions will be recorded and posted to AFSVC Blackboard.

Please visit: <https://conference.apps.mil/webconf/C3> to access the DCS.

SERVICES INSTALLATION PORTAL (SVI) PAGE

Additional information such as recorded DCSs, program ideas, Unite CONOPS can be found on the R4R portal page on the Services Installation Portal (SVI) page.

SVI Portal Link: <https://cs2.eis.af.mil/sites/10042/Pages/R4R/Home.aspx>



VI. ACCOUNTING INSTRUCTIONS

A. ACCOUNTING INSTRUCTIONS R4R (SAPI, RecOn, DAP):

PROGRAM EXPENSES

Installations record all expenses incurred under this program directly to CC 0000 and GLAC 1140000. MOA items will no longer be expensed on the installations' financial statements.² There may be situations where the installation is reimbursed for authorized R4R expenses that are inherent to the FSS activities (free lines of bowling offered, free rounds of golf offered, NAF labor used, etc.). In these situations, credit GLAC 8010014, "Reimbursement from another activity NAFI APF MOA," and record a debit to GLAC 1140000.

¹ All funded expenses must comply with DoDI 1015.10, *Military Morale, Welfare and Recreation (MWR) Programs*.

² Do **NOT** use GLACs 7300000, 13000XX, or 1710

EXPENDITURE REPORTS_R4R (SAPI, RECON, DAP):

STEP BY STEP - EXPENDITURE REPORTS

The installations' NAF AOs will record R4R expenditures on the Monthly NAF AO Expenditure Report (ER). Submit only the reimbursable expenses for previously approved request(s) for the period reported. To avoid errors in reimbursement, do not carry over expenses or balances from prior months. Record expenses on the ER as they are incurred. Submit the reports monthly, as requested, to avoid missing a reimbursement opportunity. **ERs received after the firm cutoff date of 15 January 2021 will not be processed for reimbursement.**

Please follow the steps below to submit ERs:

Step 1. Go to www.USAFServices.com, log in with your CAC, and click the "Initiatives" tab, the "Recharge for Resiliency" banner, and then select "NAF AO Expenditure Report" from the menu at the top of the page.

Step 2. Select your installation, year, and reporting month from the drop-down menu.

Step 3. Enter a new expense item by selecting the appropriate program line from the [CY202020 - R4R Requests] drop-down options. It is important that all fields match the request number (tracking ID) relating to the expenditure line item(s).

Step 4. Click "Save New Expense Line."

Step 5. Repeat steps 4 and 5 until all expenditure line items have been entered and saved.

Step 6. Once the NAF AO verifies the expense line items entered are correct, scroll down to click on the paper icon that states “IMPORTANT” to finalize expenses and generate the monthly ER.

Step 7. This will create a web-based ER that must be approved/signed by the Resource Manager (RM). The action of Step 6 automatically sends an email notification to all listed NAF AO POCs. The email will include a link to the web-based ER.

Step 8. The RM or designee digitally signs the web-based ER which automatically emails AFSVC/SVFSP which will include your installation’s name, “R4R,” and also reflects the “As Of” month and year shown on the ER (Ex: JBSA-Lackland R4R – Mar20). The RM or designee must differ from the Requestor and the Submitter in order to satisfy separation-of-duty requirements. RM or designee must submit documentation assigning designee to AFSVC/SVFSP via email memo to AFSVA.SVFApolicy@us.af.mil.

Reimbursement or expenditure report concerns should be sent to the AFSVC Financial Services Division box: AFSVA.SVFApolicy@us.af.mil. All other R4R business should be directed to: AFSVA.SVP.R4R@us.af.mil.

B. ACCOUNTING INSTRUCTIONS FOR UNITE:

PROGRAM EXPENSES

1. Installations record all expenses incurred under the program to Activity XXX46 / Cost Center (CC) 1520 APF-MOA / CC 1521 NAF Non-MOA and GLAC 2490000.

1.1. Lines of Accounting (LOA):

APF-MOA: XXX46.001.XXXX.1520.2490000

NAF Non-MOA: XXX46.001.XXXX.1521.2490000

2. Installations utilizing on base Activities for events will process a Transfer Between Cost Centers (TBCC) by recording income to the respective cost center and the payable to CC 1520 or 1521:

| | <u>Debit</u> | <u>Credit</u> |
|---|--------------|---------------|
| 2490000 – Other Payables (CC 1520 / 1521) | XXX | |
| 3010000/5010000 – Sales/Fees and Charges | | XXX |

RECORDING RECEIPT OF FUNDS

3. Installation NAF Accounting Offices record receipt of Unite program MOA and non-MOA funds from AFSVC as follows:

| | <u>Debit</u> | <u>Credit</u> |
|---|--------------|---------------|
| XXXXX.001.0000.0000.1140016 | XXX | |
| XXX46.000.XXXX.1520.2490000 (MOA) | | XXX |
| XXX46.000.XXXX.1521.2490000 (NAF Non-MOA) | | XXX |

PER CAPITA PAYMENTS

4. INSTALLATIONS' PER CAPITA PAYMENTS TO SQUADRONS VIA TBCC:

For squadrons participating in FSS activities (such as FSS Bowling, Golf, or Outdoor Recreation, etc.), the TBCC will create a debit in GLAC 2490000, as per the above MOA line of accounting for non-food expenditures, and will create a debit in GLAC 2490000 in the above NAF Non-MOA line of accounting for food expenditures. The offsetting credit for both debit lines of accounting will be to the appropriate sales or activity revenue line of accounting at the installation.

5. INSTALLATIONS' PER CAPITA PAYMENTS TO SQUADRONS VIA P-CARD:

P-Card payments will be reallocated to the above MOA line of accounting (non-food) and/or to the above non-MOA line of accounting (food) for approved Unite expenditures. The NAF P-Card is the preferred method of payment for purchases costing less than \$5,000. The Single Purchase Limit (SPL) of \$5,000 must be strictly adhered to by all cardholders. However, upon written authorization (completed award) from a warranted contract officer, a cardholder may use the card as a method of payment for a completed award. Each transaction must be reviewed & approved in the banking online software (Payment-Net) within four (4) business days of the post date. Documentation within Payment-Net will include the following:

Transaction Notes: Clearly state "what" was purchased and "why."
"Award no." field if transaction is greater than \$5,000.

6. INSTALLATIONS' PER CAPITA PAYMENTS TO SQUADRONS VIA CHECK:

The FSS NAF Accounting Office (NAFAO) can request a check to pay for an approved event if the activity is unable to utilize the P-Card. The check will be sent to the NAFAO for distribution to the requesting unit/squadron. Checks can be presented to either the unit/squadron bank or any local Chase Bank for conversion to cash (please ensure you have access to one of the two above options prior to requesting a check).

6.1. The installation's C3 will prepare a NAF Disbursement Request (DR) and submit it to the NAFAO when requesting a check. Please allow ample time for requesting and receiving of the physical check. Allow AFSVC three (3) business days for processing check requests once the DR is submitted. The standard time for CONUS mail delivery is five (5) business days. This delivery time will be longer for OCONUS locations.

6.2. **DR Notes:** The unit/squadron needs to identify two individuals as payees when requesting a check (but only one will need to be present when cashing the check). Ensure the following information is placed in the Comments section of the completed DR.

PAY VIA CHECK

First Line: 1st Name of POC or* 2nd Name of POC

Second Line: Petty Cash

Third Line: Address for mailing check

***Do not** use the word "and"

6.3. Accounting Instructions for Checks Issued:

DR: See Debit Line of Accounting (LOA) above for the MOA LOA for non-food items or Non-MOA LOA for food items.

CR: GLAC 2010000 – Vendor Accounts Payable.

EXPENDITURE REPORTS

7. The installations' NAF AOs will record Unite expenditures on the Monthly NAF AO Expenditure Report (ER). Submit only the reimbursable expenses for previously approved request(s) for the period reported. To avoid errors in reimbursement, do not carry over expenses or balances from prior months. Record expenses on the ER as they are incurred. Submit the reports monthly, as requested, to avoid missing a reimbursement opportunity. ERs received after the firm cutoff date of 15 January 2021 will not be processed for reimbursement.

7.1. Please follow the steps below to submit ERs:

Step 1. Go to www.USAFServices.com, log in with your CAC, and click the "Initiatives" tab, the "Recharge for Resiliency" banner, and then select "NAF AO Expenditure Report" from the menu at the top of the page.

Step 2. Select your installation, year, and reporting month from the drop-down menu.

Step 3. Enter a new expense item by selecting the appropriate program line from the [CY2020 – Unite Requests] drop-down options. It is important that all fields match the request number (tracking ID) relating to the expenditure line item(s).

Step 4. Click "Save New Expense Line."

Step 5. Repeat steps 4 and 5 until all expenditure line items have been entered and saved.

Step 6. Once the NAF AO verifies the expense line items entered are correct, scroll down to click on the paper icon that states "IMPORTANT" to finalize expenses and generate the monthly ER.

Step 7. This will create a web-based ER that must be approved/signed by the Resource Manager (RM). The action of Step 6 automatically sends an email notification to all listed NAF AO POCs. The email will include a link to the web-based ER.

Step 8. The RM or designee digitally signs the web-based ER which automatically emails AFSVC/SVFSP which will include your installation's name, "Unite," and also reflects the "As Of" month and year shown on the ER (Ex: JBSA-Lackland R4R-Mar20.) The RM or designee must differ from the Requestor and the Submitter in order to satisfy separation-of-duty requirements. RM or designee must submit documentation assigning designee to AFSVC/SVFSP via email memo to AFSVA.SVFApolicy@us.af.mil.

POINT OF CONTACT

Reimbursement or expenditure report concerns should be sent to the AFSVC Financial Services Division box: AFSVA.SVFApolicy@us.af.mil. All other Unite business should be directed to: AFSVA.SVPCL.UniteProgram@us.af.mil.

VII. R4R (SAPI, RECON, DAP) EXAMPLES

DESIGN IT YOURSELF PROGRAMS (DIY)

DIY requests are required to provide a detailed line item cost breakdown to show each or projected expenses for an R4R event.

A1 EXAMPLE: TANDEM SKYDIVING – 15 DEC 20

PLEASE PROVIDE DETAILED FUNDING BREAKDOWN AS SHOWN BELOW ON ALL DIY REQUESTS

| | |
|--|--|
| TANDEM SKYDIVING – 15 DEC 20----- | (Name of Event / Day and Month of execution) |
| 18 participants and fee of \$50ea----- | (# of Participants / Participation Fee) |
| One day program – Recreational----- | (Specify # days / Type of program: Educational, Recreational, Historical, Cultural) |
| \$180.00 PP Outfitter Fees for tandem skydiving (Instructor, Gear)---- | (Outfitter/ Vendor fess or program cost / Indicate what is included in the cost) |
| One trip leader \$180----- | (Identify # of trip leaders, if participating they are not counted towards overall participant count) |
| 18 X \$180 PP fee = \$3240 | |
| plus 1 trip leader \$180= \$3,420 total outfitter cost----- | (Provide calculations for overall outfitter cost) |
| Fuel Cost (545 miles Round Trip) = \$136.26----- | (Identify Fuel Costs and show calculations) |
| ** (545/12 miles per gallon= 45.42 gallons | |
| 45.42 gal x \$3 per gal= \$136.26) | |
| Labor - 12 hours X \$21 per hour = \$252 total labor cost-- | (Identify Labor cost and provide calculations) |
| 1 staff = \$252 - \$125 R4R Labor = \$127 labor balance----- | (Deduct R4R Labor Reimbursement) |
| 18 PP X \$50 PP fee = \$900 total participant fee ----- | (Show participation fee calculations) |
| \$900 - \$127 labor balance = \$773 PP fee balance ---- | (Show labor balance deduction from participant fee) |
| \$3,420 outfitter cost - \$773 PP fee balance = \$ 2647---- | (Outfitter cost minus participation fee balance) |
| \$2,647 + \$136.26 fuel cost + \$125 R4R labor = \$2,908.26 ----- | (Sum of all reimbursable expenses) |
| TOTAL REIMBURSEMENT REQUEST = \$2,908.26 / 18 participants = \$161.57 per participant per day | |

NOTE: The funds collected from the participant fee can be applied towards food, labor, vehicle maintenance, drinks, or any non- R4R reimbursable expense but must clearly be identified in the submission and deducted from the participant fee. All fees must be directly associate with trip expenses.

B. PUBLISHED PRICE PROGRAMS

Installations can seek reimbursement for “published price” authorized expenses. Published price events are those events or programs that have existed and offered prior to the availability of R4R funds and will continued to be offered even if R4R funds no longer existed.

The costs associated with this program are typically determined and advertised. If it qualifies as an R4R program, you will have the opportunity to include less details in the funding breakdown. A detailed cost breakdown *is not needed*; however, we require that a direct marketing URL link be included, or an official FSS marketing flyer be attached to the request to reflect the published price as well as include details about the program. Completed cost breakdown will be required when submitting expenditure reports.

Note: Word documents or any unofficial marketing flyers will not be accepted.

B1 EXAMPLE: ROMAN BATH GUIDED TOUR - 15 DECEMBER 2020

ROMAN BATH GUIDED TOUR – 15 DECEMBER 2020----- (Indicate day and month of program execution)

Historical/Guided Tour, one day program ----- (Indicate if the program is Cultural/Historical/Recreational/Educational, as well as specify how many days)

20 participants, \$18 fee ----- (Indicate # of participants, as well as participant fee)

Published Price: \$75 per person (includes guided tour and transportation, tickets, and escort) ----- (Provide published price original rate and indicate what is included with pricing)

\$75 - Participant fee \$18.00 = \$57 ----- (Show calculations and show participant fee deduction from published price rate)

\$57 X 20 participants = \$1,140 ---- (Show calculations for difference x # of participants = Total R4R Reimbursement)

TOTAL REIMBURSEMENT REQUEST: \$1,140 (\$1,140/20 = \$57)

NOTE: With published price breakdown, it is a requirement to include a marketing flyer or provide a direct marketing URL link that reflects program details as well pricing. Pricing on the marketing flyer should match what is reflected in the funding breakdown.

C. REPEAT EVENT REQUESTS

To expedite the submission process you are allowed to submit for repeat events occurring on multiple dates within the same month as shown below.

C1 EXAMPLE: WAKEBOARDING – JULY 5, 10, 12, 17, 19

WAKEBOARDING – JULY 5, 10, 12, 17, 19 ----- (All dates for the event accounted for)

20 participants and a fee of \$25 each -----

Recreational one day program

\$75 per person **Outfitter Fees** for wakeboarding equipment

1 trip leader \$75

20 x \$75 plus 1 trip leader @ \$75 = \$1,575

Fuel Cost (14 miles round trip) = \$3.50

** (14/12 miles per gallon = 1.16 gallons, 1.16 gal x \$3 per gal = \$3.49)

Labor – 8 hours x \$20.52 per hour = \$164.16 labor cost per staff member

1 staff member = \$164.16 = \$125 R4R Labor = \$39.16 labor balance

20 Participants x \$25 = \$500

\$500 - \$39.16 labor balance = \$460.84 participant fee balance

\$1,575 outfitter fee - \$406.84 balance = \$1,168.16

\$1,168.16 + \$3.49 fuel cost + \$125 R4R Labor = \$1,296.65

TOTAL REIMBURSEMENT REQUEST = \$1,296.65 (Per Trip) -----

5 Trips = \$1,296.65 x 5 trips = \$6,483.25 total for July----- **(Calculations for all trips accounted for)**

(Funding breakdown reflects cost for 1 trip)

Estimated date of completion: (MM/YYYY)

Estimated Participant Count:

Fees Paid by Participant:
(Please enter 0 if the participants will not be expected to pay any fees.)

Name of This Request:

What type of request is this?

- Equipment
- Program

NOTE: Total # of participants for all program dates must be reflected in the header of the request. Therefore, 20 participants per event x 5 events = 100 Total Participants

D. OPTIONAL VEHICLE MAINTENANCE

R4R does not cover vehicle mileage. We reimburse fuel only for NAF vehicles. Vehicle mileage will be deducted from participant fee and clearly identified in request (**i.e., 58 cents per mile**). R4R will reimburse for fuel only for NAF vehicles.

D1 EXAMPLE: HORSEBACK RIDING – 7 APR 20

HORSEBACK RIDING – 7 APR 20

13 participants and a fee of \$45 each

Recreational one day program

\$175 per person **Outfitter Fees** for gear and equipment

2 trip leaders \$350

13 x \$175 plus 2 trip leaders @ \$350 = \$2,625

Fuel Cost (340 miles round trip) = \$102

** (340/10 miles per gallon = 34 gallons, 34 gal x \$3 per gal = \$102)

VEHICLE MAINT. FEE (340 miles round trip) = \$71.40

** 340 mile round trip x 1 vehicle = 340 miles, 340 miles x .58 per mile = \$197.20 – \$102 R4R fuel refund = \$95.2 Vehicle Maintenance

Labor – 8 hours x \$13 per hour = \$104 labor cost per staff member.

2 staff member = \$208 - \$125 R4R Labor = \$83 labor balance

13 Participants x \$45 = \$585

\$585 - \$83 labor balance - **\$95.20 vehicle maintenance** Fee = \$406.80 participant fee balance

\$2,625 outfitter fee - \$406.80 balance = \$2,218.20

\$2,218.20 + \$102 fuel cost + \$125 R4R Labor = \$2,445.20

TOTAL REIMBURSEMENT REQUEST = \$2,445.20 / 13 participants = \$188.09

VIII. REFERENCES

DoDI 1015.10, Military Morale, Welfare, and Recreation (MWR) Programs

DD Form 1348-1A, Issue Release/Receipt Document

AFI 34-101, Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility

AFI 65-106, Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Non-Appropriated Fund Instrumentalities (NAFIs)

AFI 65-601 V1, Budget Guidance and Procedures

AFMAN 34-201, Use of Non-Appropriated Funds (NAF)

AFMAN 34-202, Procedures for Protecting Non-Appropriated Funds Assets

AFMAN 34-209, Non-Appropriated Fund (NAF) Financial Management and Accounting

AFMAN 34-214, Procedures for Non-Appropriated Funds (NAF) Financial Management and Accounting

AFMAN 64-302, Non-Appropriated Fund (NAF) Contracting Procedure

IX. FREQUENTLY ASKED QUESTIONS:

Q: What is the R4R policy in regards to employee “guests” or non-employee “trip leaders” for SAPI, RecOn, DAP?”

A: Non-employee trip leaders are determined by local operating instruction. Consult Outdoor Recreation (ODR).

Q: How do I edit a program request for R4R (SAPI, RecOn, DAP)?

A: Once you have the R4R (SAPI, RecOn, DAP) database open, select “View Your Requests” (not “View A Request”) from the menu. This allows you to see all the submissions for your base, regardless of status. Find the request you need, and from the fourth column, select the very first square icon, which is “Edit.” This will open the request and allow you to make changes, which are not saved until you scroll to the bottom of the form and click “Submit.” This same process applies if you have a request with the status “Returned for Modifications.” Please note: You cannot edit a request that has expenses posted or a completed AAR.

Once your submission has an “Approved” status, any edits (other than the uploading of attachments) will automatically start the process over again. If you have a small change, we may be able to make it on your behalf. Send us an email at AFSVA.SVP.R4R@us.af.mil.

Q: How do I calculate the “Participant Fee for R4R (SAPI, RecOn, DAP)?”

A: Participant fees are encouraged to help deter last-minute cancellations, no shows, and to add value to the program/event.

Example: It takes \$700 to complete a specific program. Through the upfront participant fees, you collect \$200 from the Airmen and/or their families, which would mean R4R (SAPI, RecOn, DAP) will reimburse the remaining \$500.

Example: Part of the participant fee is used to cover something that R4R (SAPI, RecOn, DAP) funds are not authorized to support, such as a t-shirt and water bottle for 5K Fun Run participants. The participant fee is \$15, and the cost to provide the giveaways is \$10. In the R4R (SAPI, RecOn, DAP) “Funding Breakdown”, list your costs and also advise that \$10 of the \$15 participant fee will support a t-shirt and water bottle for each runner. R4R (SAPI, RecOn, DAP) would deduct the remaining \$5 per participant to offset the total R4R (SAPI, RecOn, DAP) request.

Q: What are some examples of “entertainment for R4R (SAPI, RecOn, DAP)?”

A: Sporting events, concerts, carnivals, stage plays, amusement/water parks, and festivals are a few examples. Only transportation costs may be reimbursed. Although aquariums, zoos, and museums are classified as “entertainment,” if an event POC coordinates with an aquarium, zoo, or museum representative to provide an additional guided tour or educational component (equally available to all participants), the entry cost will be reimbursable. The guided tour or educational component cannot be something that is available to all visitors with the standard cost of entry. It needs to be an additional, coordinated activity provided by the aquarium, zoo, or museum. Self-Guided tours are not authorized R4R (SAPI, RecOn, DAP) funding.

Q: What's the Air Force Services Center's (AFSVC) vision for how the Community Cohesion Coordinator (C3) position integrates with the other FSS programmers?

A: The C3s work in unison with FSS programmers to provide unit cohesive programs.

Q: Is there an R4R Unite CONOPS or a regulation that has been created?

A: Yes, a Unite CONOPS was developed/Signed January 2019. Please refer to the Defense Collaboration Services (DCS) slides on Blackboard <https://afsva.blackboard.com/webapps/login> and/or the R4R portal page on the Services Installation Portal (SVI) page <https://cs2.eis.af.mil/sites/10042/Pages/R4R/Home.aspx> for guidance. Direct any questions or concerns to the AFSVC C3s Ms. Ivory Harris DSN 969-7738 or Mr. Steve Reffey DSN 969-9171.

Q: Where can I find information on the R4R Unite program that I can use as a learning tool?

A: Located on Blackboard <https://afsva.blackboard.com/webapps/login> are PowerPoint slides created from information the Unite CONOPS. You are also encouraged to attend the monthly DCS C3 training hosted by AFSVC's C3s, and view the micro learning presentations located on Blackboard as training and guidance.