



# DEPARTMENT OF THE AIR FORCE

## ADD YOUR UNIT LETTER HEAD

MEMORANUM FOR 51 FSS/FSR

FROM: (Unit Name/CC)

SUBJECT: Unit Funds Request for Organizational Morale Parties and Picnics

1. Request FY24 Unit Funds \_\_\_\_\_ for all personnel assigned to the (Unit Name) be released to me. The funds will be offset (Description of the event)
2. Details required of Authorization
  - a. Item to be purchased (Specific Details): \_\_\_\_\_
  - b. Date of function: \_\_\_\_\_
  - c. Place of function: \_\_\_\_\_
  - d. Amount requesting: \_\_\_\_\_
  - e. Balance remaining: \_\_\_\_\_
3. All personnel assigned to a unit must be afforded the opportunity to attend a scheduled party and picnic event to the greatest extent possible. Expenditures should directly support the overall morale and welfare of unit personnel. Whole squadron members including all military and civilian employees must be attended the event since these funds are not part of an individual recognition or awards program (not for leadership). Attendance or benefit should not be limited to particular segment of a unit (enlisted only, officers' only, etc.). The function must include civilian members. Maximum participation across the unit is encouraged. Awards, gifts, cash prizes, plaques, and alcoholic beverages are not authorized.
4. The Funds that are not spent on the event along with original receipts will be turned in to 51 FSS/FSR (Bldg 937, second floor, Rm 203) for reimbursement within 10 business days after the event. Approval must be obtained before any expenses are incurred. Receipts dated prior to approval date will not be reimbursed.
5. Unit funds expire at the end of each fiscal year and do not carry over. The funds need to be expended by 15 Sep of the current Fiscal Year.
6. If you have any questions concerning this matter, please contact (POC name, phone number, and email address)

(Signature Block for your unit/sq commander)  
Commander

Request for the (Unit Name) amount \_\_\_\_\_

Approved / disapproved

KENNETH D. BROWNER, GS-12, DAF  
Chief, Resource Management