

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
MANUAL 34-119**



5 JULY 2023

Services

PROPERTY MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing web site at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: AF/A1S

Certified by: SAF/MR

Supersedes: AFMAN34-204, 9 October 2018

Pages: 74

This publication implements Air Force Policy Directive (AFPD) 34-1, *Air Force Services*, by providing property management guidance for activities supported in whole or part with nonappropriated funds. This publication applies to the Department of the Air Force (DAF), including the United States Air Force, the United States Space Force, the Air Force Reserve, and the Air National Guard. It has been developed in collaboration between the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1), the Deputy Chief of Space Operations for Human Capital (SF/S1), the Chief of the Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF). References to Major Commands (MAJCOMs) or Numbered Air Forces (NAFs) will also apply to Field Commands (FLDCOMs). Air Staff roles and responsibilities (e.g., AF/A1, etc.) may also apply to the equivalent Office of the CSO (Space Staff) position or office (e.g., SF/S1, etc.), as deemed appropriate. This publication provides directive guidance that covers Force Support Squadron activities receiving appropriated funds, Defense Logistics Agency Disposition Services, and nonappropriated fund property. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility using DAF Form 847, *Recommendation for Change of Publication*, route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements that directly implement this publication must be routed to the office of primary responsibility for coordination, and all MAJCOM and FLDCOM-level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. The authorities to waive wing,

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SUMMARY OF CHANGES

This document has been completely revised. It reflects organizational changes within the Air Force Services Center and the incorporation of the United States Space Force. This revision updates AF Instruction (AFI) and AF Manual (AFMAN) references and associated reference numbers; updates the manual number from AFMAN 34-204 to DAFMAN 34-119 and updates new dollar thresholds from \$1,000 to \$2,500 in capital requirements. Finally, this change incorporated DoDI 1015.11, *DoD Lodging Program* which establishes and implements DoD lodging policy, assigns responsibilities, and prescribes procedures for operating DoD lodging.

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Chapter 1

GENERAL INFORMATION

Section 1A—Property Management Overview

1.1. Purpose. This instruction provides guidance to manage appropriated fund, nonappropriated fund, and Defense Logistics Agency Disposition Services property throughout the Force Support Squadron.

1.2. Property Management Defined.

1.2.1. For the purpose of this manual, property is furniture, fixtures, equipment, and vehicles. As used here, property does not include buildings, structures, or real estate.

1.2.2. Property management covers all actions and responsibilities pertaining to the property's lifecycle.

1.2.3. The property lifecycle includes all the major stages in a property item's lifecycle, as follows: identification of the need to acquire the item; item purchase/acquisition; item use; item repair; item disposal and/or replacement item. [Figure 1.1](#) below provides a description of the property life cycle and the associated chapters in this publication that governs them.

Figure 1.1. Property Lifecycle.



Section 1B—Roles and Responsibilities.

1.3. Director, Air Force Services (AF/A1S). Provides oversight and develops guidance, related to Force Support property management, and unless otherwise noted, is approval authority for any waivers or exceptions to this manual.

1.4. Air Force Installation Mission Support Center (AFIMSC). Air Force Installation Mission Support Center supports installations, and the Commander or designee is the approval authority for specific property management actions addressed in this manual.

1.5. Air Force Services Center (AFSVC). Oversees, develops, and publishes current operational guidance and procedures to the installations to implement the Property Management Program. Provides installation support and property training. AFSVC/CC may be the approval authority for specific property management actions addressed in this manual.

1.6. Installation Commander. The installation commander is the approving authority for specific property management actions addressed in this manual.

1.7. Force Support Squadron Commander or Director. The Force Support Squadron Commander/Director ensures all members of their squadron comply with this manual. They appoint the primary and alternate Property Account Custodians for appropriated fund, nonappropriated fund and Defense Logistics Agency Disposition Services accounts.

1.8. Force Support Squadron Flight Chief. Flight Chiefs ensure their Activity Managers fulfill their property responsibilities.

1.9. Force Support Squadron Resource Management Flight Chief or Resource Manager. The Resource Management Flight Chief or Resource Manager ensures the policies and procedures regarding property management are followed and performed. They provide oversight (direction and assistance) for all assets utilized in the Force Support Squadron.

1.10. Force Support Squadron Activity Manager. Manages individual activities within the Force Support Squadron and usually serves as the appointed primary Property Account Custodian for their respective activities by the Force Support Squadron Commander/Director. He or she may designate, in writing, a subordinate to perform this duty. However, the Activity Manager maintains the responsibility for the designated custodian's performance.

1.11. Property Account Custodian. The Activity Manager and/or Property Custodian is responsible for budgeting, ordering, receiving, controlling, and disposing, (i.e., custodial responsibilities) all equipment and supplies within his/her respective activity.

1.12. Force Support Squadron Personnel. Force Support Squadron members is responsible for protecting/safeguarding all property under his or her control against misappropriation, misuse, damage, or loss.

1.13. Logistics Support Section. The logistics section is the focal point for all property management matters to ensure property control and disposal processes are consistent throughout the Force Support Squadron and to maintain a single point accountability for excess and surplus property.

1.13.1. The Logistics Support Section provides logistics guidance, training and assistance for Force Support Squadron activities receiving appropriated fund, nonappropriated fund, and Defense Logistics Agency Disposition Services support.

1.13.2. Logistics Support acts as the liaison between the Force Support Squadron and Logistics Readiness Squadron, Contracting, Defense Logistics Agency Disposition Services, Nonappropriated Funds Council and Resource Manager.

1.13.3. Personnel assigned to the Logistics Support Section should be trained in the Supply (General Schedule 2000 series) career field. It is imperative this person understand the supply policies and instructions. They can assist Force Support Squadron personnel in filling out the right forms, organizing, accomplishing, and resolving inventories, and properly managing the lifecycle of each property item. The Logistics Support Section is a reference point and educator.

Section 1C—Training

1.14. Property Management Training. Flight Chiefs, Activity Managers, Property Account Custodians, and Logistics Support Section personnel should receive both formal and informal property management training. This training should help establish and maintain effective, efficient communications with others involved in property management.

1.14.1. Formal Property Management Training. Classes and/or modules are available for the formal education of property management policies and procedures. These include:

1.14.1.1. AFSVC conducts specific formal training classes for Base Logistics Staffs. This training covers all areas of Force Support Squadron property management, including management policies, processes, and procedures, and review of the most common deficiencies that impact control and disposal of nonappropriated fund, Defense Logistics Agency Disposition Services and appropriated fund property. This formal training is recommended in year one for newly assigned Base Logistics Staff. Content changes to curriculum will be communicated with the FSS Logistics Staffs and offered through additional training opportunities.

1.14.1.2. AFSVC conducts training classes for Flight Chiefs and Activity Managers. These courses include a block of instruction on property management tailored to each different activity.

1.14.2. Informal Training. The Logistics Support Section provides training to Activity Managers and Property Account Custodians for their day-to-day property management duties. This includes account management, on-the-job training for newly assigned personnel and guidance and technical assistance on property management regulations, policies and procedures.

1.14.3. AFSVC Resources. AFSVC maintains Logistics Support Section resources on the AFSVC web site.

Chapter 2

PLAN, BUDGET AND ACQUIRE (1ST LIFECYCLE STAGE)

2.1. Overview. Property management starts at this lifecycle stage. It includes all preparatory steps for acquiring the property item up to the point of physical receipt.

2.2. Planning and Prioritization. Planning is identifying the need for a property item. Planning is an annual process updated quarterly as part of the Force Support Squadron budget process. When building a property purchase plan or updating requirements listing, ensure a priority is established for each item. Priority may be based on the expense, time sensitivity, and/or justification of each item.

2.3. Budgeting. Budgeting takes the priorities during the planning stage and determines how to fund each item. Funding possibilities include future fiscal year appropriated funding, end-of-year appropriated funding and nonappropriated funded items. The budget process includes consolidation and refinement of all activities' priorities. The more thorough requirements and justifications are, the more likely they may be funded in a consolidated budget. The Force Support Squadron uses two basic types of funding, appropriated funds and nonappropriated funds in its budget process. Coordinate with the Logistics Support Section on appropriated fund and nonappropriated fund requirement budgets, all out-of-cycle nonappropriated fund purchase requests, and all five-year capital requirements and equipment plans to ensure proper fund sources are identified and used. Property items should not be budgeted using both appropriated and nonappropriated funds. The correct fund source should be used for budgeting: i.e., appropriated funds for appropriated fund authorized property.

2.3.1. Appropriated Fund Budget Guidance.

2.3.1.1. The Resource Manager coordinates with Activity Managers, Flight Chiefs and the Force Support Squadron Commander or Director to prepare the appropriated fund budget. Activity Managers prepare a separate budget (apart from the Nonappropriated Fund Requirements Budget) for property items to be received from appropriated funds. Activity Managers, Flight Chiefs, Logistics Support Section and the Resource Advisor all review operational needs and property requirements to identify which can be purchased with appropriated funds. AFI 65-106, *Appropriated Fund Support of Morale, Welfare and Recreation (MWR) Programs and Other Nonappropriated Fund Instrumentalities (NAFIS)*, provides guidance on appropriated fund authorizations. If appropriated funds are not authorized, the Activity Manager should review program requirements and investigate if it is authorized with nonappropriated funds.

2.3.1.2. When appropriated funds are not available, submit any capital or operational needs for which appropriated funds are authorized, but not available, as unfunded requirements in the appropriated fund budget. Submit waivers to use nonappropriated funds in accordance with AFMAN 34-201, *Use of Nonappropriated Funds*, and AFI 65-106.

2.3.2. Nonappropriated Fund Budget Guidance .

2.3.2.1. Activity Managers prepare the Nonappropriated Fund Requirements Budget for capital requirements annually prior to the beginning of the fiscal year. Prepare the budget for a minimum of five years and use the nonappropriated fund budget program to complete. Capital requirements should be completed by each cost center. Forward completed budgets to the respective Flight Chief for review, consolidation, and approval.

2.3.2.2. Quarterly Nonappropriated Fund Budget Updates. Nonappropriated fund operating budgets are revised each quarter based on current performance and expected changes. See AFMAN 34-209, *Nonappropriated Fund Financial Management and Accounting*, for nonappropriated fund budget procedures.

2.3.2.3. All levels of the Force Support Squadron take part in the budget review and approval process once the Activity Manager completes his or her activity's budget. The Nonappropriated Fund Financial Analyst assigned to the Comptroller Squadron also reviews and provide feedback to these budgets. The Installation Commander approves the completed budgets for all nonappropriated fund instrumentalities. See AFMAN 34-209 for nonappropriated fund budget procedures.

2.4. Acquisition/Procurement. Acquisition begins once a requirement is identified. Logistics Support Section supports procurement by researching product sources for the best quality/price and to ensure, prior to purchase, requested items are not duplicative with other activities.

2.4.1. Appropriated Fund Equipment and Supply Support. MWR activities can use appropriated funds for Category A and B activities and approved Category C activities at remote and isolated locations. AFI 65-106 describes the specific uses and limitations.

2.4.1.1. Management of Allowance Standard Equipment. The Logistics Support Section manages all MWR-related Allowance Standards and ensures that all appropriated fund equipment items are authorized for MWR use in the appropriate Allowance Standard. **Attachment 2** identifies the allowance standards that apply to MWR activities.

2.4.1.2. The Defense Property Accountability System Management provides allowance information online to all users. The web address is: <https://dpassupport.golearnportal.org/index.php>. Activity managers will request access to the system to find out appropriated fund equipment authorizations and requirements for MWR activities. (T-2).

2.4.1.3. To request changes in Allowance Standards, the equipment custodian or the Logistics Support Section submits an AF Form 601, *Authorization Change Request* in accordance with DAFI 23-101, *Materiel Management Policy*. Address Allowance Standard change requests to the local Logistics Readiness Squadron (Equipment Accountability Element) and Functional Area Manager at Air Force Services Center Financial Management Budget and Logistics Management Division (AFSVC/VFB). Allowance Standards for Force Support Squadron are found in **Attachment 2**.

2.4.2. Purchasing Appropriated Fund Items .

2.4.2.1. For appropriated fund purchases up to the micro-purchase threshold (MPT), as outlined in Attachment 5 of DAFI 64-117, *Government Purchase Card Program*. Refer to DAFI 64-117 for guidance on the use of this card for appropriated fund purchases. Record the purchase on the Government Purchase Card log.

2.4.2.2. For appropriated fund purchases greater than the MPT, the Activity Manager or designated account custodian uses a purchase request for those items.

2.4.3. Purchasing Nonappropriated (NAF) Fund Capital Items . The Activity Manager will send all purchase requests for Nonappropriated Fund Requirements Budget items to the Resource Manager. **(T-3)**. The Resource Manager reviews each request before buying to ensure it is an approved Nonappropriated Fund Requirements Budget purchase and funds are available to make the purchase.

2.4.3.1. For NAF fund purchases up to \$10,000, the Activity Manager or designated account custodian uses the Nonappropriated Fund Purchase Card. See AFMAN 64-118, *Air Force Nonappropriated Fund (NAF) Purchase Card Program*, on usage of the purchase card. Ensure the purchase is included on the NAF fund purchase log. **(T-1)**.

2.4.3.2. For NAF purchases greater than \$10,000, the Activity Manager or designated account custodian prepares a Purchase Request in Internet Based Purchasing System (IBPS) for procurement.

2.4.3.3. Purchasing NAF Lodging Capital Items. All purchases over \$2,500, the Lodging Manager will submit requirements to the Air Force Services Lodging Resources and Requirements Branch (AFSVC/VFLR), with a copy to the Resource Manager, for approval. **(T-1)**. AFSVC/VBLR will ensure funds are available to procure requirements.

2.4.4. Acquiring excess and surplus appropriated fund supply support through Defense Logistics Agency Disposition Services.

2.4.4.1. Support Entitlement. All MWR activities can acquire Department of Defense and Air Force excess and surplus property. The Logistics Support Section serves as the focal point for ordering, control and basic accountability of Defense Logistics Agency Disposition Services property.

2.4.4.2. Authorization Letter. Each year, the Force Support Squadron Commander/Director provides Defense Logistics Agency Disposition Services an authorization letter, delegating the authority to screen local and nearby Defense Logistics Agency Disposition Services assets to the Chief, Logistics Support Section or alternate personnel. This annual letter of delegation is to bear the signatures of the designated persons and must be approved by the Chief of Supply.

2.4.4.3. Request for Defense Logistics Agency Disposition Services items through Logistics Readiness Squadron (Category A and B items). Use procedures established for property acquired from the chief of supply to account for these items. See DAFI 23-101 for clarification of priorities and categories.

2.4.4.4. Requests for items directly from Defense Logistics Agency Disposition Services (Category C items). When submitting a Force Support Squadron request directly to the Defense Logistics Agency Disposition Services, the Department of Defense Activity Address Code "FF" is cited. Use this support category only for administrative and other purposes that do not directly benefit an individual. Requisitions include the following information:

2.4.4.4.1. The "FF" Department of Defense Activity Address Code number and the signature of the MWR accountable officer (Chief, Logistics Support Section).

- 2.4.4.4.2. When withdrawing property from Defense Logistics Agency Disposition Services, use the following statement: “This property is obtained without reimbursement. When property is no longer needed or becomes unserviceable, it is turned in to the nearest Defense Logistics Agency Disposition Services and no part of the proceeds from the sale or other disposition is returned to the MWR activities.”
- 2.4.4.4.3. When returning property to Defense Logistics Agency Disposition Services use the following statement: “This property was obtained without reimbursement. Property is no longer needed or unserviceable. No part of the proceeds from the sale or other disposition is returned to the MWR activities.”
- 2.4.4.4.4. As the focal point for Defense Logistics Agency Disposition Services property, the Logistics Support Section will set up and maintain a single file folder relating to Defense Logistics Agency Disposition Services-acquired property. **(T-2)**. Each file should contain, but not be limited to, all issue, receipt, and turn-in documents relating to the excess and surplus property assigned. A file is not required for expendable or consumable Defense Logistics Agency Disposition Services property.
- 2.4.5. Supporting Additional Fitness Center and Exercise Rooms. Physical fitness equipment for unit level mini-fitness centers is authorized under certain conditions. Refer to DAFI 34-114, *Fitness, Sports, and World Class Athlete Program*, for procedures and responsibilities in establishing a unit mini-fitness center.
- 2.4.6. Acquisition of Mortuary Supplies and Equipment. Appropriated funds are used to purchase mortuary supplies and equipment. For information on specific funding sources for items such as hardwood cases, memorial register books, honor guard equipment, and supplies expended on actual search and recovery operations, see DAFI 34-160, *Mortuary Affairs Program*.

Chapter 3

RECEIVE AND ACCOUNT (2ND LIFECYCLE STAGE)

3.1. Overview. The receive and account lifecycle stage validates the use of funds (i.e., what was paid for was received) and establishes the baseline for tracking and safeguarding the item until it is permanently removed from an activity's inventory.

3.2. Receive and Account Three Phase Process. 1) Initial receipt and inspection of the property, 2) accounting for property, and 3) marking or labeling property received. The purpose of each is to ensure activities are getting exactly what has been ordered and paid for.

3.3. PHASE 1 - Initial Receipt and Inspection.

3.3.1. Receipt/Inspection. When property is received, the Property Custodian must inspect the property and compare it to the receiving document to ensure it matches what has been ordered (make, model number, etc.), the quantity delivered is the same as on receipt and the property is in good condition before accepting the delivery. **(T-1)**. If there is a problem with the order, the custodian annotates the discrepancies on the receiving document. If the Government Purchase Card was used, the custodian immediately notifies the vendor of the problem. If an Air Force Purchase Request was used to purchase the property, the custodian contacts base contracting and ask them to contact the vendor. The Property Custodian takes follow-up actions on all receiving documents indicating a discrepancy until resolution.

3.3.2. Acceptance. After the Property Custodian has verified the property and quantity received are accurate, and after noting any exception or variance, they will sign and date the appropriate form and if applicable, complete the receiving report in Internet-Based Purchasing System for NAF purchases to signify acceptance. **(T-1)**. Acceptable forms for nonappropriated fund or appropriated fund items include: a sales slip, a delivery ticket, a NAF contract, Department of Defense Form 250, *Material Inspection and Receiving Report*, Department of Defense Form 1155, *Order for Supplies or Services*, or a certificate of acceptance for receipt. For Defense Logistics Agency Disposition Services items, use a Department of Defense Form 1348-1A, *Issue Release/Receipt Document*, or AF Form 2005, *Issue/Turn-In Request*. For Government Purchase Card purchases, the cardholder records or completes the log to document the receipt.

3.3.3. Disposition of receiving documents for nonappropriated fund and appropriated fund items. The Property Custodian will:

3.3.3.1. For nonappropriated fund property, annotate receipt of property using the Internet-Based Purchasing System. **(T-1)**. The Property Custodian will complete and submit the fixed asset form to AFSVC Shared Service Center. **(T-1)**. Print out a copy of both the receiving report and fixed asset form and send to Chief, Logistics Support Section.

3.3.3.2. Retain one copy and file it in their property file.

3.3.3.3. Ensure the Logistics Support Section files the nonappropriated fund and appropriated fund receiving document in the folder for that particular activity and retain it until they have completed their monthly Master Fixed Asset Listing reconciliation to ensure all new property has been recorded. See [paragraph 3.4.1](#) for description of the Master Fixed Asset Listing (MFAL).

3.3.4. Disposition of Receiving Documents for Defense Logistics Agency Disposition Services Property. The Logistics Support Section will:

3.3.4.1. Forward original copies to the nonappropriated fund Accounting Office and fixed asset forms to the Shared Service Center. **(T-1)**.

3.3.4.2. Retain one copy for their files. **(T-1)**.

3.3.4.3. Give one copy to the Property Custodian along with the property. The Property Custodian will file the copy in the standard property file. **(T-1)**.

3.3.5. For Partial Receipts. The Property Custodian identifies what is missing from the original order on any certificate of acceptance made and on any file copies the custodian is maintaining. If reason for partial shipment is not provided upon delivery, the custodian must contact the vendor (for Government Purchase Card purchases) or ask base contracting (for Air Force Purchase Request) or nonappropriated fund contracting (for NAF contracts) to contact the vendor for a status report. **(T-1)**. The custodian must validate that the order is eventually completed, rescinded, or amended and file the final documents in the property file. **(T-1)**. For a partial shipment of property, the Property Account Custodian, Logistics Support Section and Shared Service Center record *only* the property actually received, regardless of quantities shown on the invoice or shipping/transfer documents.

3.4. PHASE 2 - Accounting for Property Received. Activities must account for all nonappropriated fund, Defense Logistics Agency Disposition Services, and appropriated fund furniture, fixtures, and equipment classified as accountable as well as items designated as pilferable from the time it takes possession or a Nonappropriated Fund Instrumentality takes title, until final consumption or disposal of the property. **(T-1)**. There are two methods used to record Force Support property: 1) the MFAL, 2) the Custodian Inventory Report (CIR).

3.4.1. Master Fixed Asset Listing (MFAL). The MFAL is the report used to record furniture, fixtures, and equipment and pilferable items from all sources - nonappropriated fund, Defense Logistics Agency Disposition Services, and appropriated fund (except appropriated fund property with an acquisition cost of \$5,000 or more). The nonappropriated fund accounting office maintains the MFAL. The nonappropriated fund accounting office uses the MFAL as the accountable property system of record to record property for all Air Force Central Nonappropriated Fund Instrumentalities and Nonappropriated Fund Instrumentalities under the purview of the Air Force Services Council, the Air Force Civilian Welfare Fund Board, and the Air Force Fisher House Fund Board. The Resource Manager will provide training to the Logistics Support Section and Account Custodian. **(T-3)**. The Shared Service Center will provide a complete MFAL on a monthly basis. **(T-1)**.

3.4.2. Custodian Inventory Report (CIR). The Logistics Support Section or designated appropriated fund equipment custodian accounts for appropriated fund capital or budget code 9 accountable property with an acquisition cost exceeding \$5,000 on the CIR. Refer to DAFI 23-101, for additional guidance.

3.5. Non-Accountable Furniture, Fixtures and Equipment. Non-accountable furniture, fixtures and equipment include:

3.5.1. Nonappropriated fund bulk purchased furniture, fixtures and equipment. Equipment type items (televisions, microwaves, tables, chairs, bar stools, mattresses, box springs, and other similar equipment items) if they meet the criteria in accordance with AFMAN 34-209. The Custodian or Logistics Support Section ensures these items are capitalized and amortized these items as a single line item on the MFAL unless locally identified as pilferable.

3.5.2. Nonappropriated fund quantity supply-type items. Supply items (stainless steel ware, glassware, linens, bowling pins, irons, ironing boards, glass coffee pots/servers, clock radios, and other similar type items) do not qualify as expendable equipment. These items are to be set up as prepaid supplies or expensed directly to supply general ledger account code. Large purchases of supply items costing more than \$600 with an expected use period of at least 3 months may be pro-rated at \$200 per month (See AFMAN 34-209 for further guidance).

3.5.3. Nonappropriated fund non-capital items. This is furniture, fixtures and equipment purchased using nonappropriated funds with an acquisition cost of \$2,499.99 or less (excluding expendables and consumable) and not deemed pilferable. Non-capital furniture, fixtures and equipment is expensed on the financial records of the using activity's cost center at the time of acquisition. The same is true if the item was obtained via transfer from another Nonappropriated Fund Instrumentality.

3.6. Accountable Furniture, Fixtures and Equipment. There are several categories of furniture, fixtures and equipment considered accountable. All categories except appropriated funds capital and any assets deemed reportable are accounted for on the MFAL. They include:

3.6.1. Nonappropriated fund capital furniture, fixtures and equipment. This property is purchased with nonappropriated funds, has an acquisition cost of \$2,500 and above, and has a useful life of 2 years or more. These are depreciated on the financial records of the using activity's cost center code over its useful life in accordance with AFMAN 34-209. The same is true if the item was obtained by transfer from a Nonappropriated Fund Instrumentality. These items are accounted for in the MFAL managed by the Nonappropriated Fund Accounting Office.

3.6.2. Nonappropriated fund pilferable furniture, fixtures and equipment.

3.6.2.1. Pilferable property is nonappropriated fund furniture, fixtures and equipment with an acquisition cost below \$2,500 in accordance with AFMAN 34-209, which the Commander (on advice from the Logistics Support Section, Activity Manager, and Resource Manager) locally determines has a high risk of being pilfered or stolen. As such, it merits additional care by the Property Account Custodian, the Logistics Support Section, the Resource Manager, and the Nonappropriated Fund Accounting Office.

3.6.2.2. Pilferable items are expensed on the financial records of the using activity's cost center at the time of acquisition. The same is true if the item was obtained by transfer from a Nonappropriated Fund Instrumentality. These items are accounted for in the MFAL. Typical examples of pilferable items include but are not limited to: micro-refrigerators, microwave ovens, cameras, digital video recorders, blue ray/DVD players, flat screen TVs, GPS, and computer-related items (i.e., printers, CD-ROMs, scanners, digital tablets, cell phones, pagers).

3.6.2.3. The Property Account Custodian, Resource Manager or Force Support Squadron Commander should carefully consider this list and determine what makes economic sense to track at their installation.

3.6.3. Defense Logistics Agency Disposition Services Capital/Accountable furniture, fixtures and equipment. These are items obtained from Defense Logistics Agency Disposition Services sources that require nonappropriated funds for repair costs, freight, installation, and/or training of \$2,500 or more with a useful life exceeding two years. These items are accounted for in the MFAL.

3.6.4. Defense Logistics Agency Disposition Services Non-Capital furniture, fixtures and equipment. These items were obtained from Defense Logistics Agency Disposition Services and do not meet the criteria in [paragraph 3.6](#). However, they are accounted for in the MFAL. **NOTE:** Consumable type items withdrawn from Defense Logistics Agency Disposition Services are not accountable as they are consumed in use.

3.6.5. Appropriated fund budget code 9 furniture, fixtures and equipment. This is property (including Fitness Center Equipment) purchased with appropriated funds, with an acquisition cost between \$5,000 and \$99,999 (excluding furniture in Federal Supply Group 71). These items are accounted for in the CIR, Organizational Visibility Listing, or the MFAL.

3.6.6. Appropriated fund pilferable furniture, fixtures and equipment. This is appropriated fund property (including Fitness Center Equipment) with an acquisition cost of less than \$5,000 and locally considered to have a high risk of being pilfered. These items are accounted for in the CIR, Organizational Visibility Listing, or the MFAL.

3.6.7. Nonappropriated fund capital lease. These items are accounted for in the MFAL. Refer to **Table 3.1..**

3.6.8. Appropriated fund capital lease. These items are accounted for in the MFAL. Refer to **Table 3.1..**

3.6.9. Nonappropriated fund memorandum of agreement bulk purchase items. These items are accounted for in the MFAL. Refer to **Table 3.1..**

3.6.10. Nonappropriated fund memorandum of agreement capital assets. These items are accounted for in the MFAL. Refer to **Table 3.1..** **NOTE:** Appropriated funds are used to sustain nonappropriated fund memorandum of agreement assets.

3.6.11. Nonappropriated fund memorandum of agreement facilities. These items are accounted for in the MFAL. Refer to **Table 3.1..**

3.6.12. Nonappropriated fund memorandum of agreement information technology hardware. These items are accounted for in the MFAL. Refer to **Table 3.1..** **NOTE:** Appropriated funds are used to sustain nonappropriated fund memorandum of agreement assets.

3.6.13. Nonappropriated fund memorandum of agreement bulk purchase items - non pilferable. These items are accounted for in the MFAL. Refer to **Table 3.1..** **NOTE:** Appropriated funds are used to sustain nonappropriated fund memorandum of agreement assets.

3.6.14. Nonappropriated fund memorandum of agreement non-capital/pilferable. These items are accounted for in the MFAL. Refer to **Table 3.1.** **NOTE:** Appropriated funds are used to sustain nonappropriated fund memorandum of agreement assets.

3.6.15. Nonappropriated fund memorandum of agreement information technology software. These items are accounted for in the MFAL. Refer to **Table 3.1.** **NOTE:** Appropriated funds are used to sustain nonappropriated fund memorandum of agreement assets.

3.7. Maintaining Accountability. Upon receipt of the receiving documents, the Shared Service Center records all newly purchased accountable property in the general ledger and assigns a locally established asset designator to identify the new property. See [paragraph 3.7.1](#) and [Table 3.1](#) for more information on asset designators. Once the property is entered into the Air Force Services Financial Management System (AFSFMS), the accounting system calculates depreciation and where applicable, expenses the cost to the using activity cost center for nonappropriated fund purchased furniture, fixtures and equipment.

3.7.1. Assigning Asset Designators. The first two digits use a prefix that identifies the type of property (nonappropriated fund, appropriated fund, Defense Logistics Agency Disposition Services). See [Table 3.1](#) below.

Table 3.1. Asset Designators.

Funding Source	Asset Type	Asset Type Description	Description of Property	General Ledger Account Codes
Nonappropriated Fund	NI	Intangible Asset	Copyright, trademarks, licenses, franchise, rights, etc., - \$2,500 or greater with a useful life of 2 years or more	1680000
Nonappropriated Fund	NC	Capital	Single item, \$2,500 or greater with a useful life of 2 years or more	1810000 to 1810002 & 1810007
Nonappropriated Fund	NP	Non-Capital Pilferable	Single item \$100 - \$2499.99 (excluding expendables and consumable items). These include both mandatory pilferable and items locally determined pilferable, if under \$2,500 and they do not qualify as capital assets (NS or NH or NB).	7200000
Nonappropriated Fund	NN	Bulk Purchase; Non-Pilferable	Bulk purchase (individual item acquisition cost <\$2,500 but combined purchase >\$5,000 – non-pilferable	1710000

Funding Source	Asset Type	Asset Type Description	Description of Property	General Ledger Account Codes
Nonappropriated Fund	NB	Bulk-Purchase; Pilferable	Bulk purchase (individual item acquisition cost <\$2,500 but combined purchase >\$5,000 – Pilferable	1710000
Nonappropriated Fund	NA	Items transferred to appropriated fund for Maintenance	Property purchased with nonappropriated fund and depreciated but transferred to appropriated fund record for Maintenance	1830000 to 1830002 & 1830007
Nonappropriated Fund	NS	Software	Computer software products (acquisition cost >\$2,500, >2 years useful life	1730000
Nonappropriated Fund	NH	Hardware	Computer hardware products (acquisition cost >\$2,500, >2 years useful life	1770000
Nonappropriated Fund	NF	Facilities and Improvements	Facilities and Improvements (carpet installation, flooring, wall covering, etc.)	1860000 & 1860007
Defense Logistics Agency Disposition Services	DC	Capital/Accountable	Nonappropriated fund cost \$2,500 or greater (including repair, freight, installation, training costs) >2 years useful life	1830000
Defense Logistics Agency Disposition Services	DP	Non-Capital/ Non-Consumable/ Accountable	Obtained from Defense Logistics Agency Disposition Services, but does not meet criteria as Capital/Accountable	Pilferable – Expensed
Appropriated Fund	AP	budget code 9	Acquisition cost between \$5,000-\$99,999, if not listed on (Custodian Inventory Report (CIR) Authorization/Custody Receipt Listing) from Logistics Readiness Squadron	Pilferable – Expensed
Appropriated Fund	AP	Pilferable	“> (greater than or above) \$99.99 but less...” or “\$100 but less than \$5,000”	Pilferable – Expensed

Funding Source	Asset Type	Asset Type Description	Description of Property	General Ledger Account Codes
Nonappropriated Fund	NL	Nonappropriated Fund Capital Lease	Assets for which ownership is transferred to the Nonappropriated Fund Instrumentality by the end of the lease or a lease where option purchase is included (Air Force Capital Lease Program)	1750000
Appropriated Fund	CL	Capital Lease	Assets for which ownership is transferred to the Nonappropriated Fund Instrumentality at the end of the lease or a lease where an option to purchase is included (commercial leases, when authorized by AFSVC/VF)	1880000
Nonappropriated Fund	MB	Memorandum of Agreement Bulk Purchase Items	Bulk purchase (individual item acquisition cost <\$2,500 but combined purchase >\$5,000 – non-pilferable	1710005
Nonappropriated Fund	MC	Memorandum of Agreement Capital Assets	Single item, \$2,500 or greater with a useful life of 2 years or more	1810005
Nonappropriated Fund	MF	Memorandum of Agreement Facilities	Facilities and Improvements (carpet installation, flooring, wall covering, etc.)	1860005
Nonappropriated Fund	MH	Memorandum of Agreement Information Technology Hardware	Computer hardware products (acquisition cost >\$2,500, >2 years useful life	1770005
Nonappropriated Fund	MN	Memorandum of Agreement Bulk Purchase Items – Non Pilferable	Bulk purchase (individual item acquisition cost <\$2,500 but combined purchase >\$5,000 – non-pilferable	1710005
Nonappropriated Fund	MP	Memorandum of Agreement Non-Capital/Pilferable	Single item \$100 - \$2,499.99 (excluding expendables and	7300000

Funding Source	Asset Type	Asset Type Description	Description of Property	General Ledger Account Codes
			consumable items). These include both mandatory pilferable and items locally determined pilferable if under \$2,500 and they do not qualify as capital assets (NS or NH or NB)	
Nonappropriated Fund	MS	Memorandum of Agreement Information Technology Software	Computer software products (acquisition cost >\$2,500, >2 years useful life)	1730005

3.7.2. Labels for Organizational Visibility Listing. The Logistics Support Section coordinates with Logistics Readiness Squadron's Equipment Accountability Element to obtain labels for all items maintained on the Organizational Visibility List (if applicable).

3.8. PHASE 3 – Identification (Marking or Labeling Property). To ensure Morale, Welfare, and Recreation-owned property can be tracked and accounted for throughout its useful life, it must be labeled and/or marked with identification based upon the type of funds used to purchase. **(T-1).** Identification is affixed for the life of the property in a way that does not detract or deface the property.

3.8.1. Property Identification Labels. The Nonappropriated Fund Accounting Office/activity will provide the property account custodian a property identification label no later than the end of month received. **(T-2).** The label program sorts on the asset designator field and prints by number (asset designator) showing the property's acquisition date, description, model number or serial number, cost center asset account number, and Nonappropriated Fund Instrumentality. This does not preclude the activity from putting a label or other type of identifier (i.e., etchers) on the property immediately ensuring it states item as nonappropriated fund property.

3.8.2. Labels for CIR. The Equipment Custodian coordinates with Logistics Readiness Squadron Equipment Accountability Element to obtain labels for all items maintained on their CIR.

Chapter 4

USE AND CONTROL (3RD LIFECYCLE STAGE)

4.1. Property Control. The Activity Manager controls property by: 1) Implementing physical safeguards, 2) Ensuring all items are accurately accounted for on property listings, 3) Implementing a preventive maintenance and repair program, 4) Understanding and fulfilling their duties as Property Custodian as outlined in this manual, and/or ensuring the individual designated as custodian is properly trained to carry out their duties as custodian, 5) Conducting periodic spot checks of their inventory and 6) Performing self-inspections of their property management program.

4.1.1. Physical Safeguards. Physical safeguards for property include locks, secure buildings, proper lighting, and alarm systems. If not sure how to best safeguard property, seek operational and staff assistance from the Resource Manager, Property Custodian (if you are not the custodian) or base Security Forces. Once in place, physical controls should be periodically checked to be certain they continue to be effective and spot checks should be performed on inventories with emphasis on pilferable items.

4.1.2. Accounting Controls/Requirements.

4.1.2.1. Accounting For Property Listed on the MFAL. Ensure all property is accurately listed on the MFAL. When receiving new items, the Activity Manager and custodian should review an updated copy of the MFAL from the Shared Service Center within 30 days of receipt. Review the document to ensure all new items have been properly recorded and notify the base liaison if they have not.

4.1.2.2. Accounting For Property Listed on the CIR. When an item is issued or turned-in, the supply system automatically posts the transaction and generates a Daily Document Register. Logistics Readiness Squadron sends the Property Custodian a copy of the Daily Document Register to notify them that their account has been updated. However, the system does not automatically produce a new CIR. A new CIR is only generated if the Property Custodian requests an updated copy, if there is a change in custodian, or when the annual inventory takes place.

4.1.3. Preventative Maintenance and Repair Program. By keeping property in serviceable condition, you extend its useful life.

4.1.3.1. A preventive maintenance program should be established for all items based on usage and manufacturers guidance. Appropriated funds are used to sustain preventive maintenance and/or repair cost to nonappropriated fund memorandum of agreement purchased assets and appropriated fund purchased assets.

4.1.3.2. Repair. For items needing repair, the Nonappropriated Fund Financial Analyst determines if the items, to include purchase card purchases, are under warranty or contract maintenance. The Activity Manager or custodian determines whether it is economically feasible/practical to fix the item. Do not repair an item if the repair cost exceeds 75 percent of the acquisition cost. Appropriated funds are used to sustain preventive maintenance and/or repairs to nonappropriated fund memorandum of agreement assets.

- 4.1.3.2.1. The Property Custodian is responsible for keeping a record of all repair costs. Depending on the repair cost, purchasing a new item may be more cost effective. If the items are being accounted for on the CIR or on the MFAL, the Activity Manager or custodian should ensure the repairs are appropriately documented on the listing as required.
- 4.1.3.2.2. For items with a contractual repair arrangement, retain the item or contact the logistics contractor for on-site repair or transport the item to the contractor's facility. Ensure accountable appropriated fund equipment items (items on the CIR, that cannot be repaired locally, are processed through Logistics Readiness Squadron's Equipment Accountability Element for repair and return. **NOTE:** Do not have appropriated fund equipment directly shipped or transferred to an off-base activity for repair. Refer to DAFI 23-101, Section 4C-Repair, or contact Logistics Readiness Squadron/Materiel Management Activity for guidance. For repair of warranty or guarantee items, contact your base contracting office.
- 4.1.4. Property Custodian Responsibilities.
- 4.1.4.1. It is the custodian's responsibility to maintain custody, care, and safekeeping of the property issued for use in the organization.
- 4.1.4.2. The custodian should have a basic knowledge of equipment management and the controls required for managing equipment. Assistance in establishing the custodian's program or required training is provided by the Chief, Logistics Support Section.
- 4.1.4.3. Custodians should continually monitor the status of property on-hand to effectively control and prevent loss due to theft or misuse.
- 4.1.4.4. Standard Property Folders. Property Custodians will maintain a standard property folder for their account which will include at a minimum: custodian appointment letters, a copy of the most recent CIR and MFAL, results of the last annual physical inventory, a pilferable list, a list of disposal actions, and the status of actions for missing items from the last physical inventory. **(T-1).**
- 4.1.5. Periodic Inventory Spot Checks. The Chief, Logistics Support Section will conduct a spot check of an activity's inventory at least semi-annually and provide the Activity Manager, custodian, Flight Chief and the Resource Manager a report of their findings. **(T-3).** This is a proactive measure intended to help control inventory. By spot checking inventory more frequently, problems are detected early, and discrepancies can be rectified prior to the annual inventory. During spot checks, the Chief, Logistics Support Section should ensure: 1) property is properly charged to organizations account (i.e., quantities, nomenclature and asset designators on the property listing are correct), 2) the property listed is on hand and in serviceable condition, 3) proper physical safeguards are in place, 4) property is properly marked or labeled, and, 5) inventory discrepancies have been corrected and follow-up actions have been requested or completed for missing items. In addition to providing a list of findings, the Chief, Logistics Support Section will include corrective actions and provide a status report until all findings have been closed/resolved. **(T-3).**
- 4.1.6. Internal Control Program. The Activity Manager will perform a self-inspection of the activity's property management program to determine if required control procedures have been implemented and are functioning effectively. **(T-1).**

4.1.6.1. Refer to the Services Installation Support Portal for Nonappropriated Fund Accounting or Services Training Aid (STA)-37, *Internal Control Checklist for Nonappropriated Fund Instrumentality (NAFI) Activities*, for guidance.

4.1.6.2. Annotation of Discrepancies. Any discrepancies are annotated, and the Flight Chief is responsible for working with Activity Managers to correct the discrepancies. Specific questions are included on the internal control checklist concerning nonappropriated fund, Defense Logistics Agency Disposition Services, and appropriated fund fixed asset inventory discrepancies. These certifications and checklists are used for the Flight Chief's statement of assurance to the Deputy Commander. The certification ultimately becomes the support documentation for the Commander/Director Annual Statement of Assurance to the installation commander as part of the Federal Manager's Financial Integrity Act.

4.2. Program Assessment - Determination of Effective Controls. Property controls are effective when physical inventory is accurate, and property is in good working condition. A completed statement of assurance, in accordance with AFI 65-201, *Enterprise Risk Management and Managers' Internal Control Program Procedures*, certifying internal controls are present, is also a strong indicator the program is operating efficiently.

4.3. Physical Inventory Frequency. Physical inventories are conducted annually, upon transfer of custody to contractors, when the Activity Manager or custodian changes, or during semi-annual spot checks. All assets must be inventoried at least once within a 12-month period. **(T-1).**

4.3.1. Annual Inventory Guidelines.

4.3.1.1. Nonappropriated fund capital furniture, fixtures and equipment inventory procedures. The Nonappropriated Fund Financial Analyst maintains a schedule for annual physical inventories for nonappropriated fund capital furniture, fixtures and equipment and submits this schedule to the Force Support Squadron Commander/Director requesting the appointment of team members. The individuals selected should be experienced in inventory procedures, and they should be independent of the activity being inventoried by that team. In addition, the team chief should be senior in rank to the manager of the activity being inventoried. The Nonappropriated Fund Financial Analyst will provide property listings to the team and brief them of their responsibilities. **(T-2).** The team's basic duty is to observe the physical inventory being taken by activity staff members. See [Attachment 4](#) for the annual property certification format.

4.3.1.2. Nonappropriated fund non-capital and bulk furniture, fixtures and equipment inventory procedures. The Resource Manager schedules this inventory. Personnel from activities other than the activity being inventoried observe activity personnel as they take the physical inventory. Refer to [paragraph 4.5](#) for guidelines on how to conduct a thorough physical inventory. The Nonappropriated Fund Accounting Office will provide property listings to the activity personnel to perform the inventory. **(T-3)** As noted in [paragraph 4.3.1.1](#) above, the team should observe the physical inventory being taken by activity staff members. They ensure the inventory is complete and accurate and may validate accuracy by physically counting or recounting certain items. The team should also note the general security and protection of the inventory.

4.3.1.3. Defense Logistics Agency Disposition Services assets inventory procedures. The Resource Manager schedules this inventory that is conducted by the Logistics Support Section. **NOTE:** Defense Logistics Agency Disposition Services consumable assets do not require an annual inventory. Take action to reconcile and correct property records.

4.3.1.4. Appropriated fund capital furniture, fixtures and equipment. The Property Custodian conducts this inventory, which is scheduled by Logistics Readiness Squadron Equipment Accountability Element and uses the CIR to verify the accuracy of the inventory in accordance with DAFI 23-101, Chapter 5.

4.3.1.5. Appropriated fund furniture, fixtures and equipment (budget code 9 and Pilferable). The Resource Manager schedules this inventory conducted by the Property Custodian, using the MFAL to check the inventory.

4.3.2. Physical Inventory Upon Transfer of Property to Contractors. Accountable officers will conduct physical inventories for furniture, fixtures and equipment provided to contractors, at the start and at the termination of the contract, annually, and as required. **(T-2).**

4.3.3. Physical Inventory When the Activity Manager or Property Custodian Changes. To verify the property records, the incoming Activity Manager physically inventories the property and accepts the account from the outgoing custodian/designee. Any discrepancies should be corrected prior to new manager/custodian acceptance.

4.4. Actions Needed for a Thorough Physical Inventory .

4.4.1. Check on-hand quantities and compare them to the property listing. Review the property listing to ensure it is properly annotated, i.e., correct asset designators, accurate nomenclature etc.

4.4.2. Visually inspect property to ensure it is in serviceable condition. If not, there should be documentation that shows the item is scheduled for repair or disposal.

4.4.3. Check property to ensure it is properly marked or labeled.

4.4.4. Determine whether the activity still needs the property.

4.5. Accounting for Physical Inventories. The Shared Service Center maintains all property records in the accounting system property module. The Shared Service Center enters assets into the AFSFMS for everything maintained on the MFAL using the fixed asset form supplied by the activity.

4.6. Actions Taken After the Physical Inventory Has Been Done.

4.6.1. For Nonappropriated Fund Capital Furniture, Fixtures and Equipment. The team chief forwards the inventory certification to the Nonappropriated Fund Financial Analyst along with any discrepancies noted during observation of the inventory. The Nonappropriated Fund Financial Analyst discusses the certification and additional analysis with the Activity Manager, Flight Chief, and the Resource Manager, including any unresolved discrepancies, and forwards written results to the Commander/Director and Installation Comptroller. The Resource Manager reviews and determines whether further action is required according to AFMAN 34-202, *Procedures For Protecting Nonappropriated Fund Assets* and ensures all variances are resolved according to Chapter 8. Unresolved discrepancies are tracked to resolution. Documentation should be retained in the standard property folder, maintained by the Property

Custodian. The Logistics Support Section assist with resolving inventory discrepancies. The Resource Manager completes property account write-offs within 30 days of physical inventory or within 30 days of inquiry/investigation completion, where applicable, and completes the annual property certification (see [Attachment 4](#)). For additional guidance, see AFI 65-107, *Nonappropriated Funds Financial Management Oversight Responsibilities* - Financial Management Training Aid #8, *Impartial Inventories*.

4.6.2. Nonappropriated fund non-capital/bulk furniture, fixtures, and equipment. The Resource Manager reviews and determines whether further action is required according to AFMAN 34-202 and ensures all variances are resolved per AFMAN 34-202. Unresolved discrepancies are tracked to resolution. Documentation should be retained in the standard property folder, maintained by the Property Custodian. The Logistics Support Section can assist with resolving inventory discrepancies. The Resource Manager completes property account write-offs within 30 days of physical inventory or within 30 days of inquiry/investigation completion, where applicable, and completes the annual property certification (see [Attachment 4](#)).

4.6.3. Defense Logistics Agency Disposition Services Assets. The Logistics Support Section and the Resource Manager will discuss property that is missing or cannot be accounted for and determine the action to be taken. **(T-3)**.

4.6.4. Appropriated fund furniture, fixtures, and equipment (includes CIR property). Property that is reported missing or that cannot be accounted for during the inventory is reported immediately to the Logistics Support Section. The Logistics Support Section advises the Commander/Director, who will determine whether to initiate a report of survey. **(T-3)**. The report of survey is conducted in accordance with local comptroller squadron guidance.

4.7. Transfer of Custodial Responsibilities.

4.7.1. Property transfers to contractors. Custody/possession of nonappropriated fund, Defense Logistics Agency Disposition Services, and appropriated fund furniture, fixtures and equipment may be physically transferred to a commercial contractor when that contractor is competitively selected to operate a MWR activity under the Air Force Outsourcing Program. All property continues to be maintained on the CIR or MFAL.

4.7.1.1. The contractor may be assigned responsibility for the furniture, fixtures, and equipment assets to operate, maintain, replace, and return to the government at the end of contract period.

4.7.1.2. Alternatively, the government may retain responsibility for maintaining and replacing furniture, fixtures and equipment when the contractor operates them.

4.7.1.3. Other arrangements may be negotiated in the contract for disposition of nonappropriated fund property. Appropriated fund equipment is returned to the government at the end of the contract period or when no longer required. Defense Logistics Agency Disposition Services property is returned to the Logistics Support Section at the end of the contract period or when no longer required. The Nonappropriated Fund Instrumentality may sell the equipment to the contractor for fair market value if specified in the contract.

4.7.2. Change of Activity Manager/Property Custodian. Incoming managers/custodians must verify the accuracy of the property records. **(T-1)**. Refer to AFMAN 34-209 for further guidance. Obtain a fixed asset property listing, through the Resource Manager, and verify the correctness of property records. The Activity Manager/Property Custodian must conduct a 100% physical inventory of the property. **(T-1)**.

Chapter 5

TRANSFER & DISPOSAL (4TH LIFECYCLE STAGE)

5.1. Overview. The 4th lifecycle stage is the final stage. Even at the end of its useful life, appropriately account for property. This chapter identifies alternatives for property disposal, proper accounting, and provisions for the temporary loan of property to another organization. **NOTE:** Nonappropriated fund property is only disposed of in accordance with this manual. No person may give, donate, or otherwise transfer government property to employees, customers, other persons, or organizations except as specifically authorized by law or federal policy. Property disposal actions cannot create the appearance of a conflict of interest.

5.1.1. Disposal of excess or unserviceable property permits more efficient use of limited storage space for higher priority efforts. Prompt disposal also decreases potential loss (from theft, neglect, or decay), removes fire hazards, and improves facility housekeeping and sanitation. In addition, the sale of excess nonappropriated fund property may improve the financial position of the owning Nonappropriated Fund Instrumentality.

5.1.2. Property should be disposed of when an organization no longer needs it either because it is excess to their needs or because the property has outlived its useful life and has become unserviceable. Disposal actions may be necessary when management of an organization has been outsourced to a contractor or a base is closing.

5.1.3. The best disposal method is the one providing the highest economic return to the owning Nonappropriated Fund Instrumentality.

5.1.4. When disposing of property, the Activity Manager or property account custodian should first ensure that no other Force Support Squadron MWR Activities can make use of the item before they take any disposal actions. Once disposal determination is made, contact the Chief, Logistics Support Section, for assistance in distribution to another activity or other disposal actions (see [paragraph 5.4.1.](#)).

5.1.5. Determination between serviceable and unserviceable property. Serviceable furniture, fixtures and equipment is defined as property fulfilling its intended purpose or function. Unserviceable furniture, fixtures and equipment is unfit for continued use, is no longer capable of fulfilling its intended purpose, or is not economical to repair.

5.2. Disposal of Appropriated Fund Property. Property purchased with appropriated funds (includes memorandum of agreement appropriated fund to nonappropriated fund purchases) and which are now unserviceable are turned-in to Defense Logistics Agency Disposition Services for disposal. Refer to DAFMAN 23-122, *Materiel Management Procedures*, for additional guidance.

5.2.1. Appropriated fund furniture, fixtures and equipment should not be transferred outside the Force Support Squadron organization without the assistance of Logistics Readiness Squadron Equipment Accountability Element. For accountable appropriated fund CIR equipment items transferred between nonappropriated fund activities, ensure the activity is authorized the property in the Basis of Issue through the appropriate Allowance Standard. If approved, ensure these transactions are processed through the Equipment Accountability Element of your local Logistics Readiness Squadron.

5.2.2. Equipment Custodians/Activity Managers must return excess appropriated fund CIR equipment items to the Logistics Readiness Squadron. **(T-1)**. This should occur as soon as possible after declaring the equipment as being excess to the Logistics Support Section. This includes all budget code 9 items that are loaded in the Materiel Management Information Technology system.

5.3. Disposal of Defense Logistics Agency Disposition Services Property. Defense Logistics Agency Disposition Services and Qualified Recycling Program property items may be disposed of when excess, no longer serviceable or upon base closure through return to Defense Logistics Agency Disposition Services. All Defense Logistics Agency Disposition Services property is returned through the Logistics Support Section to the local Defense Logistics Agency Disposition Services. The Logistics Support Section completes Department of Defense Form 1348-1A. **NOTE:** Property acquired through the Defense Logistics Agency Disposition Services is not nonappropriated fund property and may *not* be disposed of through the nonappropriated fund Sales Outlet or a commercial vendor.

5.4. Disposal of Nonappropriated Fund Property.

5.4.1. Before taking any disposal action, check with other nonappropriated fund activities on the installation first to see if they can use the item. If not, the Resource Manager, in conjunction with the owning Activity Manager or Property Custodian, should then select the best method for disposal. The Resource Manager then processes the action through the base's Nonappropriated Fund Council. **NOTE:** The best disposal method is the one providing the highest economic return to the owning Nonappropriated Fund Instrumentality.

5.4.2. Disposing of Property that is not fully depreciated. For serviceable or unserviceable property with a book value of \$2,500 or more, and a useful life of two years or more, refer the selected disposal method through the Nonappropriated Fund Council for installation commander approval.

5.4.3. For items with a book value of less than \$2,500, the Resource Manager has the authority to determine the disposal method and make it a matter of record in the next Nonappropriated Fund Council meeting minutes.

5.4.4. Property fair market value. Fair market value is the price the buyer could expect to pay on the open market and a seller could expect to receive. The Resource Manager and Activity Manager, with assistance from the servicing contracting officer (for near new property) or the Defense Logistics Agency Disposition Services (for used property), will determine the fair market value for purposes of furniture, fixtures and equipment transfers between Nonappropriated Fund Instrumentalities. **(T-3)**. The Nonappropriated Fund Instrumentality receiving the transferred property must pay the mutually agreed upon value of the property. **(T-2)**.

5.4.5. Property book value. Book value equals acquisition value less accumulated depreciation.

5.4.6. Property should be disposed using the method (fair market or book value) that provides the highest economic return.

5.5. Disposal of Serviceable Nonappropriated Fund Property. There are several ways to dispose of serviceable property that is recorded as a capital asset (acquisition cost of \$2,500 or above, IAW AFMAN 34-209) or property below \$2,500 accountable on the MFAL. **Table 5.1** below provides a brief snapshot of disposal options for serviceable nonappropriated fund property. For lodging property, the Air Force Services Business Operations (AFSVC/VB) and Air Force Services Financial Management and Comptroller (AFSVC/VF) must be notified prior to any lodging property disposal. **(T-1)**.

Table 5.1. Disposal Options for Serviceable Nonappropriated Fund Property.

Trade-ins	For credit towards the purchase of a new, similar item when this is in the best interests of the owning Nonappropriated Fund Instrumentality.
Sale	<p>Through sealed bid, announced auction, or competitive sales negotiations by using a contracted commercial vendor (refer to paragraph 5.5.2.5).</p> <p>Through periodic nonappropriated fund property sales when there is no formally established nonappropriated fund property sales outlet.</p> <p>Through nonappropriated fund property sales store outlet.</p> <p>Turn-in to Defense Logistics Agency Disposition Services.</p>
Transfer	<p>To another Department of Defense Nonappropriated Fund Instrumentality on the installation or elsewhere on a reimbursable basis at fair market value at the expense of the gaining Nonappropriated Fund Instrumentality.</p> <p>To other Department of Defense agencies or other Federal agencies or departments on a reimbursable basis at fair market value at the expense of the gaining agency or department with or without the assistance of the servicing Defense Logistics Agency Disposition Services.</p>
NOTE: Not in priority order. Use the option which provides the greatest return to the owning Nonappropriated Fund Instrumentality.	

5.5.1. **TRADE-IN.** Trade-in serviceable property for credit towards purchase of a new, similar item when this is in the best interests of the owning Nonappropriated Fund Instrumentality.

5.5.2. SALE. There are four methods of selling serviceable property – 1) Sealed bid, announced auction, or competitive sales negotiations by using a contracted commercial vendor (refer to [paragraph 5.5.2.5.](#)), 2) Periodic nonappropriated fund property sales, 3) Nonappropriated Fund Sales Outlet, and 4) Turn-in to Defense Logistics Agency Disposition Services for sale. Be certain to establish procedures to prevent pre-selection of sale merchandise or segregation of merchandise which would allow individuals an opportunity to buy before all other participants have equal opportunity. For competitive sales negotiations, the servicing Staff Judge Advocate and installation contracting offices provide necessary advice and assistance to protect the Nonappropriated Fund Instrumentalities interests and ensure no one misuses the procedure. If property is permanently attached or integrated into a facility, it may be considered Real Property Installed Equipment, per DAFI 32-9005, *Real Property Accountability*. To ensure removing the property is environmentally safe, coordinate through the local base civil engineers prior to advertising/placing nonappropriated fund assets for sale. **NOTE:** Activities must not purchase more nonappropriated fund property than needed or authorized for the express purpose of reselling it for profit. **(T-1).**

5.5.2.1. Auction. Dispose of property by selling it without Defense Logistics Agency Disposition Services involvement through sealed bid or closed bid auction. The Commander/Director appoints an auctioneer or authorizes the hiring of a professional auctioneer. Contact the Air Force Services Center Financial Management Budget and Logistics Management Division (AFSVC/VFB) for procedures for auctions. If needed, the servicing Staff Judge Advocate and/or servicing Contracting Office can provide advice and assistance to protect the Nonappropriated Fund Instrumentality interest. If a commercial vendor is selected to auction/sell the nonappropriated fund asset, the asset still belongs to the activity. In this situation, the NAF Property Disposal/Transfer Template is used as a chain receipt to record what the vendor is responsible to auction/sell.

5.5.2.2. Periodic nonappropriated fund property sales. When there is no permanent nonappropriated fund sale outlet, advertise the sale date and location. The equipment custodian or Logistics Support Section will determine if property sales are at a fair market value. **(T-3).**

5.5.2.3. Nonappropriated Fund Sales Outlet. Sales are at fair market value through the local MWR Nonappropriated Fund Sales Outlet. The Outdoor Recreation Checkout facility is the sole authorized sales outlet. If the Outdoor Recreation Checkout is not adequate, the Resource Manager or Activity Manager will forward a request for waiver to allow use of an alternate facility through Air Force Services Center Installation Support Directorate (AFSVC/VI) to AFSVC/VF. **(T-2).** Contact the Air Force Services Center Financial Management Budget and Logistics Management Division for procedures for a Nonappropriated Fund Sales Outlet. **NOTE:** Although a waiver may be granted to allow installations a location change, the responsibility of the sales outlet remains with Outdoor Recreation. Under no circumstances may management responsibility for a Nonappropriated Fund Sales Outlet be transferred to another activity.

5.5.2.4. Turn-in for sale by Defense Logistics Agency Disposition Services. As a last resort, nonappropriated fund serviceable property may be turned in to the servicing Defense Logistics Agency Disposition Services for disposal. For further information, check with the servicing Defense Logistics Agency Disposition Services and their processes at <http://www.dla.mil/DispositionServices.aspx>. When Defense Logistics Agency

Disposition Services sells the property, the owning Nonappropriated Fund Instrumentality receives all proceeds minus any applicable Defense Logistics Agency Disposition Services fees. **NOTE:** Defense Logistics Agency Disposition Services “sales and handling” fees apply to property physically moved to the Defense Logistics Agency Disposition Services for sale. Defense Logistics Agency Disposition Services “sales” fees apply to property retained in the MWR activity but marketed “in place” by Defense Logistics Agency Disposition Services. Use this method only if all other more financially beneficial options have been considered and found to be unacceptable.

5.5.2.5. Contracted Commercial Vendors. The AFSVC contracted commercial asset liquidation vendor is an approved primary method of disposal in the Continental United States and aids in the reutilization and disposal of nonappropriated fund property. It provides Nonappropriated Fund Instrumentalities at all bases the opportunity to procure nonappropriated fund property being disposed by another Nonappropriated Fund Instrumentality. A procuring Nonappropriated Fund Instrumentality will be responsible for the shipping costs of the disposed property to their location. **(T-2).**

5.5.2.5.1. The contracted commercial asset liquidation vendor places property on an internet auctioning service. The internet auctioning service offers nonappropriated fund property for disposal to a wider audience than local sales, prompting more competition and potential higher returns on sales. The Nonappropriated Fund Instrumentality submitting the property for disposal will receive the net proceeds of the sale price less the administrative cost of the sale. **(T-2).**

5.5.2.5.2. See Air Force Nonappropriated Fund Procurement Office website for available commercial contracted vendors for this method of disposal.

5.5.2.6. For all disposal methods, the Activity Manager coordinates with environmental and safety organizations prior to removal/disassembly of real property installed equipment. Real Property Installed Equipment is a piece of equipment physically attached (e.g., hard wired, plumbed into a fire suppressant system, walls built around the asset, etc.) to the facility, and removal/disassembly of the nonappropriated fund asset could potentially expose/release hazardous material into the environment. An alternate solution is for the Activity Manager to deem the nonappropriated fund asset as Real Property Installed Equipment and create a separate disposal package stating the asset remains a part of the facility, and recommend it be removed from the activity's MFAL.

5.5.3. TRANSFER. The transfer of nonappropriated fund property is a form of disposal where the property remains an asset of the government but not of the organization or activity that originated the transfer (referred to here as the “*losing*” organization or activity). When transferred, it becomes an asset of the receiving or “*gaining*” organization or activity. However, if the nonappropriated fund asset is physically transferred to a commercial vendor for auction/sale, the nonappropriated fund asset still belongs to the activity. **NOTE:** It is prohibited to transfer nonappropriated fund property to, from, or between Nonappropriated Fund Instrumentalities (or activities) to improve the apparent financial condition of either

organization. There are several types of transfer for nonappropriated fund property - 1) transfer from one nonappropriated fund activity to another nonappropriated fund activity, 2) transfer from a nonappropriated fund activity to an appropriated fund activity, 3) transfer from a nonappropriated fund activity to a contractor, and 4) transfer to a Nonappropriated Fund Instrumentality or organization at another base.

5.5.3.1. Nonappropriated fund transfer within and to other Department of Defense Nonappropriated Fund Instrumentalities. Transfers within a Nonappropriated Fund Instrumentality take place at book value. When a Nonappropriated Fund Instrumentality transfers to another Department of Defense Nonappropriated Fund Instrumentality on the installation or elsewhere (off-base) it takes place on a reimbursable basis at fair market value and at the expense of the gaining Nonappropriated Fund Instrumentality. The Air Force Installation and Mission Support Center Commander or designee may grant an exception the fair market value rule. Refer to [Table 5.2](#) below and AFMAN 34-201 for additional guidance.

Table 5.2. Nonappropriated Fund to Nonappropriated Fund Transfers - Within and To Other Department of Defense Nonappropriated Fund Instrumentalities.

TYPE	WHO APPROVES	TERMS	DOCUMENTATION
Within the same Nonappropriated Fund Instrumentality Activities, e.g., clubs to bowling centers	Force Support Commander	Book value	<p>Losing Activity: Activity Manager prepares the NAF Property Disposal/Transfer Template. The original goes to the gaining Nonappropriated Fund Accounting Office, and a copy goes to losing Logistics Support Section, and the Nonappropriated Fund Instrumentality, and a copy goes to gaining Nonappropriated Fund Instrumentality.</p> <p>Gaining Activity: The Nonappropriated Fund Accounting Office receives the original NAF Property Disposal/Transfer Template and posts the transaction according to AFMAN 34-209.</p>
<p>Between Nonappropriated Fund Instrumentalities e.g., “001 to 020 on the same base”</p> <p>When Transferring Lodging Assets</p>	<p>Installation CC through the Nonappropriated Fund Council</p> <p>AFSVC/VB and AFSVC/VF should be informed prior to any disposal/transfer actions.</p>	Fair Market Value	<p>Losing Activity: Activity Manager prepares the NAF Property Disposal/Transfer Template. The original goes to gaining Nonappropriated Fund Accounting Office, copy two goes to losing Chief, Logistics Support Section, copy three goes to losing Nonappropriated Fund Instrumentality, and copy four goes to gaining Nonappropriated Fund Instrumentality.</p> <p>Gaining Activity: The Nonappropriated Fund Accounting Office receives the NAF Property Disposal/Transfer Template and posts the transaction according to AFMAN 34-209.</p>

TYPE	WHO APPROVES	TERMS	DOCUMENTATION
Between Air Force Bases	Air Force Installation and Mission Support Center Commander or designee	Fair Market Value	<p>Losing Base. The Activity Manager prepares an original and three (3) copies of the NAF Property Disposal/Transfer Template to physically move furniture, fixtures, and equipment items. Forward the completed form to the Resource Manager who posts the transactions to the accounting records. Copy two of the Fixed Asset Change register is provided to the Chief Logistics Support Section.</p> <p>The Chief, Logistics Support Section, assists the losing property account custodian in preparing and distributing the Department of Defense Form 1149, <i>Requisition and Invoice/Shipping Document</i>. The Logistics Support Section may also assist in the physical shipment of the items.</p> <p>Gaining Base. The Shared Service Center receives the NAF Property Disposal/Transfer Template and posts the transactions.</p>
Lodging Assets Between Air Force Bases	Air Force Installation and Mission Support Center Commander who may delegate to the AFSVC/CC	Fair Market Value	<p>Losing Base. The Activity Manager prepares an original and three (3) copies of the NAF Property Disposal/Transfer Template to physically move furniture, fixtures and equipment items. Forward the completed form to the Resource Manager who posts the transactions to the accounting records. Copy two of the Fixed Asset Change register is provided to the Chief, Logistics Support Section.</p>

TYPE	WHO APPROVES	TERMS	DOCUMENTATION
			<p>The Chief, Logistics Support Section, assists the losing property account custodian in preparing and distributing the Department of Defense Form 1149. The Logistics Support Section may also assist in the physical shipment of the items.</p> <p>Gaining Base. The Shared Service Center receives the NAF Property Disposal/Transfer Template and posts the transactions.</p>
<p>Other Department of Defense Agencies</p> <p>Exception: For Lodging Assets</p>	<p>Installation Commander through the Nonappropriated Fund Council</p> <p>Air Force Installation and Mission Support Center Commander who may delegate to the Air Force Services Center Commander</p>	<p>Fair Market Value</p> <p>Fair Market Value</p>	<p>Losing Base. The Activity Manager prepares the NAF Property Disposal/Transfer Template to physically move furniture, fixtures, and equipment items. Forward the completed form to the Resource Manager who posts the transaction to the accounting records. A copy of the Fixed Asset Change register is provided to the Chief Logistics Support Section.</p> <p>The Chief, Logistics Support Section, assists the losing property account custodian in preparing and distributing the Department of Defense Form 1149. The Logistics Support Section may also assist in the physical shipment of the items.</p> <p>Gaining Base. Transfer to other Department of Defense Agencies with the assistance of the Servicing Defense Logistics Agency Disposition Services. Transfer it with the assistance of the servicing Defense Logistics Agency Disposition Services.</p>

TYPE	WHO APPROVES	TERMS	DOCUMENTATION
			<p>When the Defense Logistics Agency Disposition Services identifies a potential acquirer, the Defense Logistics Agency Disposition Services notifies the owning Nonappropriated Fund Instrumentality.</p> <p>The Resource Manager starts the negotiations. The owning Nonappropriated Fund Instrumentality and the acquirer agree on the property's reimbursement value.</p> <p>The owning Nonappropriated Fund Instrumentality receives the proceeds from the transfer less the Defense Logistics Agency Disposition Services sales fee.</p>

5.5.3.2. Nonappropriated fund-to-appropriated fund property transfer. Property purchased with nonappropriated funds may only be transferred to MWR appropriated fund activities at no cost. These transfers are approved by the Force Support Squadron Commander/Director after the following conditions are met: 1) the property is identified as an authorized item (or permissible substitute) in the appropriate Allowance Standard, 2) it is in serviceable condition, and 3) it is of the same basis of issue (i.e., unit of measurement) as the authorized item. Once the transferred property becomes an appropriated fund asset, future maintenance becomes an appropriated fund responsibility and the use of nonappropriated funds for maintenance of that property is discontinued. See **Table 5.3** below for specific accounting and documentation requirements for nonappropriated fund to appropriated fund transfers. The Chief, Logistics Support Section, assists the activity Property Custodian in preparing necessary paperwork and/or electronic files.

Table 5.3. Nonappropriated Fund to Appropriated Fund Property Transfer.

Who Approves	Documentation
Force Support Commander or Director	<p>Losing Activity:</p> <p>a. Department of Defense Form 1348-1A, for the nonappropriated fund property indicating that title is being transferred from the losing Nonappropriated Fund Instrumentality furniture, fixtures and equipment account (number) to the gaining activity appropriated fund account (number). In lieu of using this form, an approval letter from the Nonappropriated Funds Council may be used to record property title transfers.</p> <p>b. The Resource Manager reviews the Department of Defense Form 1348-1A (or Nonappropriated Funds Council's letter of approval) in accordance with AFMAN 34-201.</p> <p>c. The Property Account Custodian notes the date the transfer was approved in the base Nonappropriated Funds Council minutes.</p> <p>d. Once the decision is made to transfer the item, the Shared Service Center removes the property from the nonappropriated fund section of the MFAL and moves it to the appropriated fund section of the MFAL.</p> <p>e. The Resource Manager ensures property is properly transferred.</p> <p>f. The Nonappropriated Fund Accounting Office retains a copy of the transfer document(s) in the life-of-the-fund file.</p> <p>g. The Chief, Logistics Support Section, retains a copy of the transfer document(s) in the logistics office file.</p> <p>h. The Property Account Custodian removes the nonappropriated fund property label and replaces it with the appropriated fund asset designator label.</p> <p>Gaining Activity:</p> <p>The Shared Service Center moves the item from the losing activity's MFAL and assigns an appropriated fund asset designator, adding it to the appropriated fund section of the gaining activity's MFAL with a zero book value.</p> <p>The Property Account Custodian receives the property (refer to Chapter 3, Receive) and affixes a new appropriated fund property label (with the new asset identifier).</p>

5.6. Disposal of Unserviceable Nonappropriated Fund Property. Unserviceable property may be disposed using any of the methods described above except for the reimbursable transfer to another Nonappropriated Fund Instrumentality. The Resource Manager may also make the property available for use in instructional programs within the morale, welfare, and recreation activities (e.g., Auto Skills Shop, Arts and Crafts Center, Miscellaneous Resale, Clubs) or dispose of the property through a Nonappropriated Fund or installation qualified recycling program, which is managed by the civil engineers. Refer to AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*.

5.6.1. Unserviceable items not fully depreciated, with a book value greater than \$2,500, the selected disposal method should be referred through the Nonappropriated Funds Council for the installation commander approval.

5.6.2. Unserviceable items with a current book value less than \$2,500, to include items fully depreciated, the Force Support Squadron Commander or Director may authorize the Resource Manager to determine disposal method and make it a matter of record in the Nonappropriated Fund Council meeting minutes.

5.6.3. The disposal method of nonappropriated fund lodging assets is coordinated with Air Force Services Center Business Operations (AFSVC/VB) and Financial Management and Comptroller (AFSVC/VF) Directorates.

5.6.4. The Nonappropriated Fund Accounting Office records and retains the disposal authorization in the life-of-the-fund or LOF file for the Nonappropriated Fund Instrumentality involved.

5.7. Disposal of Nonappropriated Fund Property Upon Base Closure. Do not sell nonappropriated fund property below fair market value or donate it to the civilian community, (e.g., a State/local government, a public university, or a local nonprofit organization servicing basic housing, sustenance and employment needs of the local civilian community), except where specifically approved by the Air Force Installation Mission Support Center Commander or designee. The Nonappropriated Fund Instrumentality custodian notifies Air Force Services Center Installation Support and Financial Management and Comptroller Directorates if local officials fail to respond to property sale/transfer negotiations in a timely manner to meet announced closure schedules. **Table 5.4** below list the approval authorities for equipment being sold or transferred during a base closure.

Table 5.4. Base Closure Guidance.

Type	Who Approves	Terms	Documentation
Transfer from a Nonappropriated Fund Instrumentality on a closing base to a Nonappropriated Fund Instrumentality of any type on another base	Owning installation commander	Book value	Use the Nonappropriated Fund Instrumentality Dissolution Checklist, refer to AFMAN 34-201 along with the Base Closure Guide to complete all property disposal actions in a timely manner
Nonappropriated fund property transferred to an agency other than a Nonappropriated Fund Instrumentality	Owning installation commander	Fair market value	The Resource Manager records all nonappropriated fund furniture, fixtures and equipment transfers on the NAF Property Disposal/Transfer Template.
Sold to Community or using commercial vendor	Owning installation commander	Fair market value	The Resource Manager records all nonappropriated fund furniture, fixtures and equipment transfers on the NAF Property Disposal/Transfer Template.
		Fair market value	Use the Nonappropriated Fund Instrumentality Dissolution Checklist, refer to AFMAN 34-201, along with the Base Closure Guide to complete all property disposal actions in a timely manner. The Resource Manager records all nonappropriated fund furniture, fixtures and equipment transfers on the NAF Property Disposal/Transfer Template.
NOTE: Public Law 102-190, section 344, and Public Law 102-484, section 2821 governs the way net proceeds from the sale of a building or structure acquired, constructed, or improved with nonappropriated funds and sold in a Base Realignment and Closure (BRAC) are processed.			

5.8. Property Requiring Special Processing for Disposal.

5.8.1. Nonappropriated fund Owned Computers and Other Electronic Media. Nonappropriated fund assets are disposed of by the method most financially advantageous to the owning Nonappropriated Fund Instrumentality. Before that method can be selected for computers, the base communications squadron is consulted to determine the steps required to

“purge” information from the computers. Once these requirements have been satisfied, the appropriate disposition method for nonappropriated fund assets should be selected and used. The guidance below is to be followed. Contact the Air Force Services Center Financial Management Budget and Logistics Management Division for additional information on compliance these policies.

5.8.1.1. Transfer Within Department of Defense. Nonappropriated fund-owned computers contain “For Official Use Only” information. If the computer is transferred for use by any part of the Department of Defense, clear and sanitize the functioning hard drive using overwriting software that meets Department of Defense approved overwriting software specifications. Individuals performing the overwriting are properly trained and must certify that the overwriting process has been completed. **(T-2)**. To certify hard drive sanitation, affix a signed label to the computer indicating date and method of overwriting. Use a locally produced written certification form with signature of the individual who disposed of the items and a witness signature.

5.8.1.2. Sale Outside Department of Defense. If the computer is to be sold outside Department of Defense or is not saleable, select one of the following options.

5.8.1.2.1. Clear the hard drive and sanitize it (using guidance described above).

5.8.1.2.2. Sell the computer in the next nonappropriated fund property auction, sealed bid sale, or, if you have a nonappropriated fund property resale store, for fair market value. If the computer is unserviceable convert it to “scrap” and dispose of it. Do not dispose of any nonappropriated fund computers or residual components through Defense Logistics Agency Disposition Services. Document this action with a locally produced written certification. Use the sales slip or the certification documentation as the nonappropriated fund source document for removing the computer from the nonappropriated fund property records.

5.8.2. Slot machines. Before disposing of any slot machines, contact Air Force Services Center Gaming Branch (AFSVC/VBRG). AFSVC/VBRG must approve all disposal actions. **(T-1)**. Refer to DAFMAN 34-151, *Gaming Operating Procedures*.

5.8.3. Aero Club Aircraft. Air Force Services Center Recreation Branch (AFSVC/VBRR) must approve all proposed disposal actions for Aero Club aircraft. **(T-1)**. AFSVC/VBRR will provide the fair market value for all transfers unless it grants an exception in writing. **(T-1)**.

5.9. Loan of Property. Property may be loaned by a nonappropriated fund activity to another nonappropriated fund activity or Nonappropriated Fund Instrumentality for up to 30 days using AF Form 1297, *Temporary Issue Receipt*. If the property is to be loaned for a longer period, its ownership/accountability should be transferred to the other entity using the NAF Property Disposal/Transfer Template.

5.10. Lost, Abandoned, or Unclaimed Private Property. Force Support personnel will work with local Security Forces and Judge Advocate offices on requirements for this type of disposal. **(T-1)**.

Chapter 6

VEHICLE MANAGEMENT

6.1. Introduction. This chapter provides vehicle management guidance for controlling, using, and disposing of nonappropriated fund, Defense Logistics Agency Disposition Services, confiscated, and appropriated fund vehicles. All Department of Defense owned and controlled vehicles are used for official purposes only. Nonappropriated fund vehicles are “property” that units must manage within the purview of this manual. **(T-1).** Some objectives, policies and responsibilities of Vehicle Management are derived from overarching policy in Department of Defense Manual 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*. This chapter also illustrates the use of the lifecycle process as it applies to vehicles.

6.2. Principles of Nonappropriated Fund Vehicle Management. Use economical, reliable and up-to-date procedures to authorize, acquire, account for, and maintain nonappropriated fund vehicles in a safe and serviceable condition throughout their lifecycle. Ensure all nonappropriated fund vehicles are fully utilized to the maximum extent possible.

6.3. Nonappropriated Fund Vehicle Management Definitions.

6.3.1. Vehicle Management System. A component of the Services Center Information System, the Vehicle Management System is a database of all nonappropriated fund vehicles throughout the Air Force. The Vehicle Management System is used by the nonappropriated fund Vehicle Fleet Manager to track the nonappropriated fund vehicle fleet Air Force-wide and to provide vehicle management program oversight. Individual installation Vehicle Control Officials are responsible for entering and updating nonappropriated fund vehicle information in the Vehicle Management System.

6.3.2. Nonappropriated Fund Vehicle. A Nonappropriated Fund Vehicle is any nonappropriated fund-procured, confiscated, or Defense Logistics Agency Disposition Services-acquired self-propelled conveyance, designed and operated principally for highway transportation of property or passengers, but does not include a military design motor vehicle or tactical vehicle. Trailers that may be towed on public roads are also considered to be nonappropriated fund vehicles. All nonappropriated fund vehicles must be entered and tracked in the Vehicle Management System. **(T-1).** Concurrence from the nonappropriated fund Vehicle Fleet Manager for purchase of new nonappropriated fund vehicles is required, to ensure safety, serviceability, and maximum utilization of existing vehicle fleet. Nonappropriated fund vehicles include any vehicles that can be operated legally on public highways and roads. These vehicles require US Government Nonappropriated Fund Instrumentality license plates. **EXCEPTION:** Some trailers may not require US Government Nonappropriated Fund Instrumentality license plates, depending on state or local guidance. Nonappropriated fund vehicles fall into two categories:

6.3.2.1. General Purpose Vehicles. General Purpose vehicles include automobiles, vans (including cargo vans), pickup trucks and sport utility vehicles (SUVs). Each one of these vehicles should be utilized to the extent that it accumulates at least 2,000 miles per year. General Purpose vehicles not meeting this annual utilization requirement must be transferred, disposed of, or waived by the installation commander. **(T-3).**

6.3.2.2. Specialty Vehicles. Specialty vehicles are those vehicles designed for a unique special purpose. They are exempt from 2,000-mile minimum annual utilization requirement but are tracked in the Vehicle Management System. Automobiles, vans, pickup trucks, and SUVs can be considered specialty vehicles if they are equipped or modified in such a way that they can only be used for a unique special purpose, or if local conditions dictate that the vehicle needs to be used for a special purpose and be exempt from the annual minimum utilization requirement. Examples of specialty vehicles include forklifts, low trucks, flatbed trucks, reefers, lift trucks, box trucks, school busses, mini-busses, trailers, low-speed-vehicles, etc. General Purpose pickups, vans (including cargo vans) and sport utility vehicles are not specialty vehicles. The installation Force Support Squadron Commander/Director is responsible for providing oversight of specialty vehicle classification. (See [paragraph 6.14.1.](#))

6.3.3. Nonappropriated Fund Other Government Motor Vehicle Conveyance. A Nonappropriated Fund Other Government Motor Vehicle Conveyance is any self-propelled asset that provides a basic passenger and/or light cargo carrying transportation capability and does not meet specifications of Title 49 of the Code of Federal Regulations (CFR), Part 571 Federal Motor Vehicle Safety Standards (FMVSS) – i.e., they are not “street legal.” Other Government Motor Vehicle Conveyances are not required to have Nonappropriated Fund Instrumentality license plates. Other Government Motor Vehicle Conveyances include, but are not limited to, golf carts, all-terrain vehicles (ATVs), utility vehicles, quad-runners, snowmobiles, electric stand-ups and riding lawn mowers. Concurrence of the nonappropriated fund Vehicle Fleet Manager for purchase of new Other Government Motor Vehicle Conveyances is not required. Other Government Motor Vehicle Conveyances are not tracked in the Vehicle Management System.

6.3.3.1. Owning units and activities are responsible for providing Other Government Motor Vehicle Conveyance preventative maintenance and safety inspections that meet or exceed manufacturer recommendations.

6.3.3.2. All Other Government Motor Vehicle Conveyance inspections and maintenance will be recorded in a locally established log that can be made available for review by inspectors. **(T-3).**

6.3.3.3. Air Force Services Center oversight includes review of Other Government Motor Vehicle Conveyance maintenance logs.

6.4. Management Roles and Responsibilities for Nonappropriated Fund Vehicles. There are three major roles in managing nonappropriated fund vehicles. These roles are: 1) Air Force Services Center Nonappropriated Fund Vehicle Fleet Manager, 2) Vehicle Authorization Utilization Official, and 3) Vehicle Control Official.

6.4.1. Air Force Services Center Financial Management and Comptroller Directorate Budget Office has been appointed as the Fleet Manager for all nonappropriated fund vehicles. The nonappropriated fund Vehicle Fleet Manager has the authority and responsibility to exercise management and technical supervision, and develop internal policy guidance, procedures, and technical instructions, as necessary, to ensure effective and efficient administration over the

procurement, operation, and maintenance of nonappropriated fund vehicles in accordance with DoDM 4500.36. Air Force Services Center Financial Management and Comptroller Directorate Budget Office (Logistics Management Division) has the authority to centrally manage the nonappropriated fund vehicle fleet through Services Center Information System, Vehicle Management System and to order license plates through Federal Prison Industries (UNICOR).

6.4.2. Vehicle Authorization Utilization Official. The Force Support Squadron Commander/Director is the Vehicle Authorization Utilization Official for nonappropriated fund, confiscated and Defense Logistics Agency Disposition Services-acquired vehicles, and for reimbursement for use of privately owned vehicles when used for official Force Support Squadron business.

6.4.3. Vehicle Control Official. Units with permanently assigned motor vehicles require certain day-to-day program oversight. The Chief, Logistics Support Section serves as the Vehicle Control Official with responsibility to ensure the most effective overall use of vehicles assigned to the unit. In this role, they are the focal point for all appropriated fund, nonappropriated fund, confiscated, and Defense Logistics Agency Disposition Services-acquired vehicle matters and are the contact between the Force Support Squadron and Logistics Readiness Squadron Vehicle Operation for all permanently assigned appropriated fund vehicles. The Force Support Squadron Commander/Director appoints the Vehicle Control Official using AF Form 172, *Appointment of Vehicle Control Officials*. **NOTE:** If there is no Chief, Logistics Support Section assigned to the organization (or another logistics person), designate an individual from the Resource Management Flight to be the Vehicle Control Official. Otherwise, the Chief, Logistics Support Section should always serve as the Force Support Squadron Vehicle Control Official.

6.5. Vehicle Management System. Vehicle Control Officials and resource managers use the Vehicle Management System to track and report their vehicle fleet usage and maintenance. Vehicle Control Officials will record all nonappropriated fund vehicles in the Vehicle Management System, even if they have zero book value. **(T-1).** The Vehicle Control Official will record monthly odometer readings (miles, kilometers, or hours, as applicable), fuel consumption, unscheduled maintenance, and preventive maintenance and inspections in the Vehicle Management System (see paragraph **6.18 through 6.18.1.4**). **(T-1) NOTE:** Nonappropriated fund Other Government Motor Vehicle Conveyances are not required to be recorded or tracked in the Vehicle Management System (See **paragraph 6.3.3**). Nonappropriated fund Vehicle Fleet Manager uses the Vehicle Management System to review and validate the nonappropriated fund vehicle fleet utilization, specialty vehicle classification, and new/replacement vehicle purchases.

6.6. Requesting A New/Replacement Vehicle. The Activity Manager, using **Chapter 2**, plans and budgets for a new/replacement vehicle. When requesting for a new/replacement vehicle, the Activity Manager needs to consider environmentally safe and energy efficient vehicles that comply with DoDM 4500.36. When considering replacements, consider alternative fueled and hybrid-electric vehicles and/or the use of alternative fuels vehicles (e.g., Low Speed Vehicle as a low-cost, energy-efficient option in fulfilling a unit's total motor vehicle needs). The Activity Manager must secure prior approval before completing the vehicle authorization document (Nonappropriated Fund Vehicle Requirement Checklist available on the AFSVC Installation Support Portal) and submits it to the Resource Manager through the Vehicle Control Official **(T-1)**.

6.6.1. The Vehicle Requirement Checklist information is required for authorization and part of the local nonappropriated fund budget process for new/replacement vehicles. For contracting procedures, consult paragraph 6.15 of AFMAN 64-302, *Nonappropriated Fund Contracting Procedures*.

6.6.1.1. The Vehicle Control Official reviews the overdue maintenance and scheduled maintenance in the Vehicle Management System for discrepancies. **NOTE:** All maintenance performed on the installation's nonappropriated fund fleet will be recorded in the Vehicle Management System. **(T-1).**

6.6.1.2. The Resource Manager reviews the nonappropriated fund Vehicle Requirement Checklist and supporting documentation.

6.6.1.3. Prior to forwarding the nonappropriated fund Vehicle Requirement Checklist to the Force Support Squadron commander and nonappropriated fund council for approval to spend funds for a new/replacement vehicle, the Resource Manager coordinates the nonappropriated fund Vehicle Requirement Checklist with the nonappropriated fund Vehicle Fleet Manager for program oversight.

6.6.1.4. Once the nonappropriated fund Vehicle Fleet Manager concurs with the vehicle purchase request, the Resource Manager forwards the nonappropriated fund Vehicle Requirement Checklist to Force Support Squadron Commander for approval. Upon approval, the Resource Manager processes the purchase request according to the procedures outlined in AFMAN 64-302. Bases are not authorized to use nonappropriated fund to lease vehicles on a permanent dispatch. **NOTE:** This does not preclude renting vehicles for specific purposes for short periods of time.

6.6.2. Acquiring Confiscated Vehicles. The Vehicle Control Official coordinates with the owning agency (e.g., Drug Enforcement Agency, Immigration and Naturalization Service, etc.) to determine the availability of confiscated vehicles.

6.6.3. Acquiring Defense Logistics Agency Disposition Services Vehicles. The Vehicle Control Official withdraws vehicles from the servicing Defense Logistics Agency Disposition Services by using the Services accountable officer's "FF" Department of Defense Activity Address Code, and prepares a Department of Defense Form 1348-1, *Issue Release/Receipt Document*, containing the following information:

6.6.3.1. Base "FF" Department of Defense Activity Address Code number. ("FF" designates the MWR organization in the Department of Defense supply system.)

6.6.3.2. Signature of the "FF" (Morale, Welfare, and Recreation) Accountable Officer. (Servicing Defense Logistics Agency Disposition Services have a memorandum from Force Support Squadron Commander/Director designating individual as accountable officer for the "FF" Department of Defense Activity Address Code account.)

6.7. Receiving/Accounting for Vehicles. When the Force Support Squadron receives a new/replacement vehicle:

6.7.1. The Activity Manager or Property Custodian records the vehicle against a cost center's property listing (See [Chapter 5](#)).

6.7.2. The Vehicle Control Official records the vehicle in the Vehicle Management System and orders license plates for the vehicle. Vehicles and towable trailers driven/towed on public roadways are issued Air Force Nonappropriated Fund Instrumentality license in accordance with [Figure 6.3](#). If required, vehicles and towable trailers driven/towed on-base and at Outside Continental United States (OCONUS) locations will be issued locally manufactured or procured plates in accordance with [Figure 6.2](#). (T-1). The Vehicle Control Official will ensure:

6.7.2.1. All nonappropriated fund, confiscated or Defense Logistics Agency Disposition Services vehicles will be recorded the Vehicle Management System, even if they have zero book value. (T-1).

6.7.2.2. All vehicles must comply with local installation registration and inspection procedures. (T-1).

6.7.2.3. A vehicle folder is created for all nonappropriated fund, confiscated and Defense Logistics Agency Disposition Services acquired vehicles. (T-1). See paragraphs [6.8.1 through 6.8.1.4](#) for specific information contained in the file.

6.7.3. Do not purchase public liability insurance for nonappropriated fund, confiscated, or Defense Logistics Agency Disposition Services-acquired vehicles unless required by foreign law or approved by the Air Force Services Center Installation Support NAF Human Resources and Benefits Division.

6.7.4. The Vehicle Control Official ensures the proper documentation is placed in the vehicle. See paragraphs [6.8.2.1 through 6.8.2.3](#) for specific documents.

6.7.5. The Vehicle Control Official ensures optional door identification follows guidance in [paragraph 6.10.1](#). File Maintenance.

6.8. Vehicle Folders. The Vehicle Control Official maintains file folders for all assigned nonappropriated fund, confiscated and Defense Logistics Agency Disposition Services-acquired vehicles. The following items will be included in the folder:

6.8.1. Commander/Director vehicle authorization approval (approved nonappropriated fund Vehicle Request Checklist). (T-1).

6.8.1.1. Documented vehicle utilization information. (T-1).

6.8.1.2. Vehicle maintenance records. (T-1).

6.8.1.3. Vehicle repair costs and mileage of vehicle at the time of repair. (T-1).

6.8.1.4. Pertinent and specific instructions for operation of that particular vehicle.

6.8.2. Documentation Maintained in the Vehicle. The following documents must be kept in the vehicle whenever that vehicle is in use:

6.8.2.1. Department of Defense Form 518, *Accident-Identification Card*. (T-1).

6.8.2.2. AF Form 1800, *Operator's Inspection Guide and Trouble Report*. Changed monthly and retained for one year. (T-1).

6.8.2.3. Standard Form 91, *Motor Vehicle Accident Report*. (T-1).

6.9. End of Year Nonappropriated Fund Vehicle Fleet Utilization Review/Closeout.

6.9.1. The reporting cycle covers the period of 1 Oct through 30 Sep.

6.9.2. The Vehicle Control Official initiates the review and ensures all vehicles (including Defense Logistics Agency Disposition Services vehicles):

6.9.2.1. Are listed in both the Vehicle Management System and the MFAL.

6.9.2.2. Have beginning and ending mileage recorded in the Vehicle Management System.

6.9.2.3. Meet minimum maintenance requirements.

6.9.2.4. Have completed annual safety inspections and preventive maintenance inspections recorded in the Vehicle Management System.

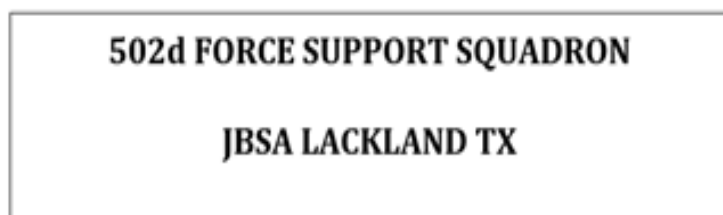
6.9.2.5. All nonappropriated fund General Purpose Vehicles, as defined in [paragraph 6.3.2.1](#), and all Defense Logistics Agency Disposition Services vehicles driven less than 2,000 miles are identified for disposal by 30 December each year. Installations with mission essential vehicles not meeting the 2,000-mile requirement are required to have waivers approved by the Wing or Delta Commander. **(T-3)**. The waiver form is located on the Services Installation Support Portal under the Resource Management/Vehicle Management section. This annual utilization requirement does not apply to specialty vehicles as defined in [paragraph 6.3.2.2](#).

6.9.2.6. Provide a copy of all approved waivers to nonappropriated fund Vehicle Fleet Manager and retain the original signed waiver in the vehicle folder. **NOTE:** The waiver process is a part of the Management Internal Control Toolset under the Force Support Resource Management checklist.

6.10. Vehicle Identification and Licensing . This guidance covers the identification and licensing of all nonappropriated fund, confiscated, or Defense Logistics Agency Disposition Services-acquired vehicles in the United States, Puerto Rico, and overseas, unless superseded by treaties or agreements between the United States and foreign governments.

6.10.1. Vehicle Door Identification. Identifying nonappropriated fund, Confiscated, and Defense Logistics Agency Disposition Services-acquired vehicles is optional. See [Figure 6.1](#) for guidance. If identified, the markings should be applied to the front doors on all vehicles, centering each line. For vans and panel trucks, lettering may be applied on the side panels. See [Figure 6.2](#) for guidance.

Figure 6.1. Sample Door Identification.

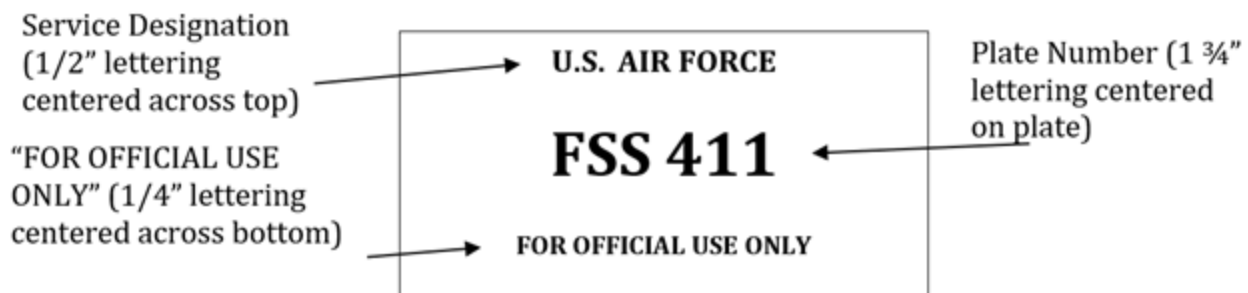


6.10.1.1. All vehicles, both nonappropriated fund and Defense Logistics Agency Disposition Services, must have the same door marking. **(T-3)** Individual activities are not authorized to use permanent markings of any nature to identify the specific activity. However, non-permanent markings (e.g., magnetic signs or vehicle wrap) which identify or provide information about the activity using the vehicle may be added. Commercial advertising and commercial sponsor recognition of nonappropriated fund, confiscated, and Defense Logistics Agency Disposition Services-acquired vehicles is prohibited.

6.10.1.2. The purpose of identifying only the Force Support Squadron with permanent markings is to provide the option of transfer or joint use of vehicles between activities in order to obtain the 2,000-mile utilization criteria.

6.10.2. On-Base and Outside Continental United States Locations for Vehicle Licensing/Plate Identification. Overseas Nonappropriated Fund Instrumentality entities will register nonappropriated fund vehicles (except vehicles located in a deployed location) as prescribed by Status of Forces Agreement or local regulations. **(T-1)** In regions or countries that don't require area licenses, use a durable 6- by 12-inch license plate, with a three-letter, three-number combination. Non-permanent markings (e.g., magnetic signs or vehicle wrap) which identify or provide information about the activity using the vehicle may be added. Plates may be locally manufactured or procured. See [Figure 6.2](#). If desired, and allowed by local authorities, Outside Continental United States locations may also use US Government nonappropriated fund license plates, as described in [paragraph 6.10.3](#).

Figure 6.2. Nonappropriated Fund, Confiscated and Defense Logistics Agency Disposition Services Acquired Vehicle Identification and License Plate Identification for On-Base and Outside Continental United States locations.



6.10.3. Off-Base and Public Highways for nonappropriated fund Vehicle Licensing/Plate Identification. All vehicles owned by the DAF including Nonappropriated Fund Instrumentalities in the United States and Puerto Rico that travel or may travel on public highways, are registered in the Federal Motor Vehicle Registration System. Federal Motor Vehicle Registration System registers all vehicles displaying US Government license plates. Federal Motor Vehicle Registration System provides Federal motor vehicle registration information (including information on missing vehicles and plates) to law enforcement agencies through the National Law Enforcement Telecommunications System.

6.10.3.1. The license plate (See [Figure 6.3](#)) is used on all vehicles including recreational vehicles, campers, and trailers used on public highways. Units will not register a vehicle regardless of type, with State or local Government agencies. **(T-1)**. Plates are assigned to one vehicle only. When the vehicle is disposed of, the Vehicle Control Official ensures the plates are returned to the Federal Prison Industries. Vehicle Control Officials request instructions to dispose of license plates from the nonappropriated fund Vehicle Fleet Manager.

Figure 6.3. Nonappropriated Fund, Confiscated, and Defense Logistics Agency Disposition Services Acquired Vehicle Identification and License Plate Identification for use on public roads in the United States and Puerto Rico.



6.10.3.2. Plates are white with blue numbers and letters unless otherwise directed. See [Figure 6.3](#). All license plate requests are e-mailed to nonappropriated fund Vehicle Fleet Manager.

6.10.3.3. Registration guidance for all applicable Air Force nonappropriated fund vehicles. Vehicle Control Officials are required to submit a License Plate Request Sheet to the nonappropriated fund Vehicle Fleet Manager to ensure proper registration of nonappropriated fund vehicles for use on public roads. Vehicle Control Officials can request a License Plate Request Sheet from the nonappropriated fund Vehicle Fleet Manager. Air Force Nonappropriated Fund Instrumentality license plates are associated with a specific vehicle and vehicle identification number registered in Federal Motor Vehicle Registration System. Use of those plates on a vehicle with a different vehicle identification number is not authorized.

6.10.3.3.1. The plates are manufactured by Federal Prison Industries. Once the license plates are ordered, Federal Prison Industries registers the plate through the Federal Motor Vehicle Registration System.

6.10.3.3.2. The Vehicle Control Official receives/install the plates on the vehicle registered in Federal Motor Vehicle Registration System and notifies nonappropriated fund Vehicle Fleet Manager.

6.10.3.3.3. Nonappropriated fund Vehicle Fleet Manager uses the Licence Plate Request Sheet to update Federal Motor Vehicle Registration System.

6.10.3.3.4. All vehicle license plate requests are verified and identified by nonappropriated fund Vehicle Fleet Manager in the Vehicle Management System prior to placing the order.

6.10.3.3.5. Display plates in accordance with local requirements.

6.10.3.4. When a vehicle is disposed of, its Nonappropriated Fund Instrumentality license plates must be returned to Federal Prison Industries to be recycled. **(T-1)**. Local units are not authorized to destroy Nonappropriated Fund Instrumentality plates. Inform the nonappropriated fund Vehicle Fleet Manager when plates that are no longer required are returned to Federal Prison Industries for recycling.

6.10.3.5. For overseas commands, AFSVC/VI may authorize marking exemptions for vehicles located within their areas of responsibility when conspicuous identification could endanger the security of individuals or U.S. Government interests.

6.11. Appropriated Fund Vehicle Support for Morale, Welfare, and Recreation (MWR) Nonappropriated Fund Instrumentalities.

6.11.1. Use of appropriated fund vehicles. Appropriated fund vehicle requirements are authorized for permanent dispatch to MWR activities according to Allowance Standard 019 as listed in [Attachment 5](#). Category A (mission sustaining) and Category B (community support) activities are authorized appropriated fund vehicle support. Category C (revenue generating) activities are not authorized appropriated fund vehicle support for internal program operations; for these activities use Nonappropriated Fund Instrumentality owned vehicles. Appropriated fund vehicles are authorized for Category C activities at those locations approved as remote and isolated in accordance with AFI 65-106. If appropriated fund support is authorized, but not specified in Allowance Standard 019, use base vehicle operations. The Force Support Squadron Commander/Director ensures nonappropriated funds are not used to purchase vehicles for Category A activities or for any requirements for which appropriated fund vehicles are authorized.

6.11.2. Appropriated fund Vehicles for Honor Guard Details. Honor Guard vehicle requirements may be found in Allowance Standard 019, Mission Application, “ZF”. In lieu of Allowance Standard 019ZF, bases may elect to establish local requirements under the MAJCOM allowance standards, 020 through 032. These allowance standards identify vehicle allowances unique to specific MAJCOMs or equivalent. These allowance standards are source documents only and do not constitute authorizations or approval authority for vehicles. To obtain specific vehicle authorizations, bases submit requirements through Logistics Readiness Squadron channels in accordance with AFI 24-302, *Vehicle Management*. When establishing these requirements, Force Support Squadron Commander /Director is encouraged to seek the specific support from the wing commander. The Force Support Squadron Commander or Director uses the above method to increase authorization when basis of issue does not meet honor guard requirements (demand for funeral honors is at a level that exceeds vehicles assigned), and temporary dispatch vehicles do not suffice.

6.12. Use and Control of Vehicles - Overview. The Vehicle Control Official is responsible for vehicle use, safety, security, control, inspection, and scheduling preventive maintenance. This can be achieved by establishing and implementing a proper training program for Activity Managers and operators, by developing detailed operating instructions, and by ensuring that vehicles are inspected on a timely basis by maintaining a viable Vehicle Control Program.

6.13. Use of Privately Owned Vehicles. Activities using privately owned vehicles for any purpose, to include passenger or cargo purposes, must have prior Force Support Squadron Commander/Director approval to qualify for mileage reimbursement. **(T-3).** The Vehicle Control Official maintains records on all Commander/Director approvals of employees/volunteers who are authorized mileage reimbursement for the use of their privately owned vehicles to support the mission.

6.14. Use of Specialty Vehicles. Specialty Vehicles, as defined in [paragraph 6.3.2.2](#), are exempt from the 2,000-mile minimum annual utilization requirement but are tracked in the Vehicle Management System. Vehicle Control Officials will load all nonappropriated fund Specialty Vehicles in the Vehicle Management System. **(T-1).**

6.14.1. Classification as a Specialty Vehicle. The Force Support Squadron Commander/Director has the authority to classify a General-Purpose vehicle as a Specialty Vehicle if local conditions warrant it. A memorandum describing the reasons for re-classification must be approved by the Force Support Squadron Commander/Director and placed in the file for each vehicle that has been re-classified as a Specialty Vehicle. **(T-3).**

6.14.2. The following vehicles are also considered Specialty Vehicles and are exempt from 2,000-mile minimum annual utilization requirement:

6.14.2.1. Low-Speed Vehicles, as defined by 49 CFR § 571.500 Standard No. 500, Federal Motor Vehicle Safety Standards. Low-Speed Vehicles may not be operated on public roads and highways. Low-Speed Vehicles may not be operated off-base on public roads and highways. With installation commander approval, Low-Speed Vehicles may operate on low-risk roadways of Department of Air Force installations with speed limits not exceeding 35 miles per hour, IAW AFI 91-207, *The US Air Force Traffic Safety Program*. Nonappropriated Fund Instrumentality license plates may be required - consult with your Logistics Readiness Squadron for local guidance.

6.14.2.2. Forklifts. In addition to manufacturer-recommended maintenance, annual inspection of tines and carriage mounting is required. Forklifts may be operated on public roads required. Some forklifts may be operated on-base for short distances on public roads, depending on the size and type of forklift. Nonappropriated Fund Instrumentality license plates may be required - consult with your Logistics Readiness Squadron for local guidance.

6.14.2.3. Trailers that may be towed on public roads and highways. Attach Nonappropriated Fund Instrumentality license plates to trailers in accordance with state or local guidance.

6.15. Use of Nonappropriated Fund, Confiscated, and Defense Logistics Agency Disposition Services Acquired Vehicles.

6.15.1. Vehicle Utilization Goal and Use Standards. Force Support Squadron activities should fully use all assigned vehicles. Maintaining underused vehicles adds unnecessary maintenance and repair costs. Force Support Squadron Commanders/Directors are responsible for ensuring vehicles are driven at least 2,000 miles per year. If this mileage standard cannot be met, joint use may be an option to increase mileage. Transfer of the vehicle to another activity to ensure its success in meeting the annual mileage requirement is another option. Activities will not retain a General-Purpose vehicle unless it is driven at least 2,000 miles annually or have an approved vehicle waiver request on file. **(T-3).**

6.15.2. Proper Use of Nonappropriated Fund Instrumentality Vehicles. Use Nonappropriated Fund Instrumentality vehicles for official Nonappropriated Fund Instrumentality purposes only. They will not be used in support of private business, unofficial purposes, or personal convenience. **(T-1).** All Air Force Fisher Houses, due to the unique and sensitive nature of their guest, may use NAFI vehicles for transportation to on-base (and limited off-base) commissaries, military treatment facilities, places of worship, pharmacies, and other locations necessary to obtain items required for sustenance, well-being, and medical care.

6.15.3. Use by Protocol or Installation Requirement. Do not use nonappropriated fund vehicles for base protocol or any nonappropriated fund instrumentality transportation requirements unless the installation Commander authorizes each use in writing.

6.15.3.1. The written authorization should state the following:

6.15.3.1.1. The vehicle is being temporarily assigned to the protocol function or installation activity requiring the use of the vehicle.

6.15.3.1.2. The duration of the assignment is not a detriment to the mission and its usage is covered by appropriated fund insurance and fuel.

6.15.3.1.3. Explain why the Logistics Readiness Squadron could not support the protocol or installation requirement.

6.15.3.2. The Vehicle Control Official will record the installation commander's authorization and temporary vehicle reassignment in the Vehicle Management System. **(T-1).**

6.15.3.3. When used for protocol or an installation requirement, the vehicle is serving an appropriated fund function and the nonappropriated fund self-insurance liability program does not apply. Drivers must be in an official duty status. **(T-0).**

6.15.4. For nonappropriated fund vehicles being used for appropriated fund protocol or installation functions:

6.15.4.1. Always use a properly licensed appropriated fund driver.

6.15.4.2. Make sure the proposed use does not conflict with the vehicle's primary nonappropriated fund mission.

6.15.4.3. Use vehicle for approved appropriated fund purposes only.

6.15.4.4. Do not require appropriated fund reimbursement if nonappropriated fund vehicles are used only on occasional basis. If they are required on a repetitive basis, a memorandum of agreement IAW AFI 65-106, should be executed.

6.15.5. Activities authorized to use nonappropriated fund vehicles. See [Attachment 3](#).

6.16. Use of Appropriated Fund Vehicles. Follow guidance in AFI 24-302, AFI 65-106, and AFI 24-301, *Ground Transportation*.

6.17. Safeguarding and Controlling Vehicles. The Vehicle Control Official has overall responsibility for vehicle use, safety, security, control, inspection and scheduling preventive maintenance. However, The Vehicle Control Official needs the help of other members of the Force Support Squadron to make the program work correctly. The Activity Managers and vehicle operators play a key role in ensuring vehicles are properly controlled and safeguarded.

6.18. How the Vehicle Control Official Safeguards and Controls Vehicles. Effective maintenance management and training programs are two of the best ways to safeguard and control vehicles. The Vehicle Control Official oversees these matters to ensure they are accomplished in a timely manner. Nonappropriated funding for maintenance, testing, and repairs is made in accordance with AFMAN 34-201.

6.18.1. Maintenance Management Program. The basis of the maintenance management program is derived from DoDM 4500.36. This applies to all nonappropriated fund vehicles, Defense Logistics Agency Disposition Services vehicles, specialty vehicles, and all types of trailers. The intent of this manual is to ensure the safety of people, equipment, and resources when operating, inspecting, and maintaining nonappropriated fund motor vehicles and trailers.

6.18.1.1. Operator Inspection and Service. The operator will conduct and document an inspection using AF Form 1800 prior to operating the vehicle. **(T-1).** Operators' inspection and service consists of the inspection and identification of malfunctions that render the motor vehicle unsafe and/or unserviceable. In addition, operator service may include minor parts replacement (wiper blades, fuses, light bulbs, valve caps, personal flotation devices, etc.) and servicing (water, fuel, oil, tires, and battery), as specified by the nonappropriated fund Vehicle Fleet Manager. When servicing is specified to be performed by other designated personnel, the Vehicle Control Official, Activity Manager, or designated representative is responsible for ensuring that services are performed, and that the vehicle is in a safe and serviceable operating condition. When operators discover discrepancies that can adversely affect the safety of personnel or the operation of vehicles, the operator/staff will discontinue use, record discrepancy on the AF Form 1800, and report the discrepancy to the Vehicle Control Official as soon as possible. **(T-2).** Vehicle Control Official and Activity Managers ensure discrepancies are corrected before allowing the nonappropriated fund vehicle back into service. The Vehicle Control Official or Activity Manager documents all deficiencies that rendered a vehicle unsafe in the Vehicle Management System.

6.18.1.2. Recurring Preventive Maintenance and Inspection. Qualified automotive inspection personnel will periodically inspect nonappropriated fund motor vehicles. **(T-1).** Watercraft are maintained in accordance with manufacturer's specifications. Regardless of the type of nonappropriated fund motor vehicle or watercraft, maintenance management must follow the safety and serviceability of the following paragraphs:

6.18.1.2.1. Safety. Each motor vehicle and trailer must receive an annual safety inspection. **(T-1)**. Safety inspection criteria complies with Federal, State, county, and other local inspection requirements. Additionally, nonappropriated fund vehicles are to meet host-nation requirements at OCONUS locations where not expressly exempted by local law or Status of Forces Agreements. Normally, to avoid unnecessary downtime, the safety inspection is performed at the time of the next scheduled or unscheduled maintenance. The next scheduled safety inspection should not exceed 12 months. Deficiencies that impair safety of operations are corrected before returning the vehicle to an operational status. Upon completion of the safety inspection/maintenance from a qualified facility, the operator obtains a printout of the work performed. Motor vehicle safety inspection results may also be documented on AF Form 4355, *Vehicle Incoming Inspection*. All documentation for maintenance and inspections are filed in the vehicle file. Vehicle Control Officials will schedule and document all safety inspections in the Vehicle Management System. **(T-1)**.

6.18.1.2.2. Serviceability. Nonappropriated fund motor vehicles must receive preventive maintenance and inspection at intervals specified by the manufacturer, not to exceed 12 months. **(T-1)**. Examples of such maintenance and inspection include, but are not limited to, tune ups, filter and oil changes, bearing repacks, tire rotation, wheel alignment, system flushes, fire extinguishers, and multi point inspections. Upon completion of the serviceability inspection/maintenance from a qualified facility, the operator requests a printout of the work performed and file it in the vehicle file. Preventive maintenance and inspection can also be documented on AF Form 4354, *Vehicle Preventative Maintenance and Inspection (PM&I)*. Vehicle Control Officials will schedule and document all recurring maintenance for the vehicle in the Vehicle Management System. **(T-1)**.

6.18.1.2.3. Emission Inspections. Nonappropriated fund vehicles are to comply with State and local programs, and requirements in OCONUS status of forces agreements to improve air quality. Nonappropriated funds can be used to pay the local program fee imposed for emission to cover the cost of testing. However, nonappropriated funds should not be used to pay the associated tax imposed by local or state governments. Upon the completion of a safety/emission inspection from a qualified service facility, the operator obtains a printout of the inspection and files this inspection report in the vehicle file. Vehicle Control Officials will schedule and document any required emissions testing in the Vehicle Management System.

6.18.1.3. Unscheduled Maintenance Service. Unscheduled maintenance is any maintenance action or repair that is not part of a scheduled maintenance profile required to bring the vehicle back into serviceable condition. Unscheduled maintenance is generally limited to the correction of specific items reported as deficient and confirmed by the diagnosis of qualified inspection personnel. Other deficiencies observed at the time of an unscheduled service, particularly those affecting safety, should be corrected at that time. Upon completion of the unscheduled maintenance from a qualified facility, the operator requests a printout of the work performed and file it in the vehicle file. Vehicle Control Officials will document unscheduled maintenance in the Vehicle Management System. **(T-1)**.

6.18.1.4. Methods for Accomplishing Maintenance. The following methods or combination of methods of accomplishing maintenance actions may be used:

6.18.1.4.1. In-house facilities/organizational maintenance as stated in [paragraph 6.18.1.1.](#), Operator Inspection and Service.

6.18.1.4.2. Other Government nonappropriated fund facilities (i.e., Army & Air Force Exchange Service or installation auto-skill shop).

6.18.1.4.3. Commercial facilities for minor/major repairs and inspections.

6.18.1.4.4. Regardless of the method selected for maintenance, qualified personnel shall perform the inspection/maintenance. **(T-2)**. Upon completion of the inspection/service maintenance from a qualified facility, the Vehicle Control Official, Activity Manager, or designated representative requests a printout of the work performed and file it in the vehicle file. The Vehicle Control Official, Activity Manager, or designated representative will document maintenance in the Vehicle Management System. **(T-1)**.

6.18.1.4.5. Use AF Form 4355, or commercial maintenance/safety inspection to satisfy the Air Force's obligation/validation of the vehicle's ability to operate safely at least once within a 12-month period.

6.18.1.5. Warranty Provisions. Vehicle warranties are used to correct covered discrepancies during the warranty period. The Vehicle Control Official, Activity Manager, or designated representative ensures that all personnel connected with the acceptance, operation, and maintenance of motor vehicles/watercraft make maximum use of the manufacturer's warranty. The Vehicle Control Official, Activity Manager, or designated representative will document warranty maintenance in the Services Activity Information System, Vehicle Management System (e.g., cost is zero, however, identify/document the maintenance performed and add "--Covered by Warranty"). **(T-1)**.

6.18.2. Training Program. The Vehicle Control Official must develop an effective training program that covers proper use and operation of the vehicles. **(T-2)**. It should also address safety issues, recertification, suspension and revocation of driving privileges, vehicle security, securing cargo during transportation, and the priorities placed on completing scheduled and unscheduled maintenance and inspection of vehicles assigned. It should also include processes/actions due to accidents, incidents, misuse, or abuse, emphasizing recommended corrective actions to the Force Support Squadron Commander/Director.

6.18.3. The Vehicle Control Official will conduct an annual self-assessment on the maintenance management program using the Management Internal Control Toolset or MICT *Force Support Resource Management Checklist*. **(T-1)**.

6.19. How the Activity Managers Help Safeguard and Control Vehicles. The Activity Manager should assist the Vehicle Control Official to ensure the following is accomplished:

6.19.1. Activity personnel assigned as vehicle operators are properly trained and qualified to operate assigned vehicles. **(T-2)**.

6.19.2. Inform the Vehicle Control Official of the date of previous inspection and the date of the next scheduled inspection. **(T-3)**.

6.19.3. Notify the Vehicle Control Official, squadron safety manager, and Force Support Squadron Commander/Director of vehicle mishaps or incidents. **(T-3)**.

6.19.4. Report vehicle malfunctions to vehicle maintenance and make vehicles available for repair and servicing. **(T-3)**.

6.19.5. Prevent misuse, abuse, and damage. **(T-2)**.

6.19.6. Properly budget for vehicle replacement, maintenance, and services. **(T-3)**.

6.20. Vehicle Operator's Responsibilities .

6.20.1. The safety of all vehicle occupants. **(T-2)**.

6.20.2. Reporting all mishaps and incidents to Activity Manager and the Vehicle Control Official. **(T-2)**.

6.20.3. Performing vehicle safety checks using AF Form 1800 prior to each use of the vehicle. Completing necessary forms and forwarding them to the Vehicle Control Official within 5 duty days after end of month. **(T-2)**.

6.20.4. Advising the Vehicle Control Official of any discrepancy found during vehicle safety check to ensure vehicle is turned in for repairs. **(T-2)**.

6.20.5. Adhering to all vehicular foreign, state and city laws where the vehicle is operated. **(T-1)**.

6.20.6. Is licensed to operate Nonappropriated Fund Instrumentality owned vehicles in accordance with AFI 24-301. **(T-1)**.

6.21. Driver Licensing. Military, civilian employees, and approved civilian contractors and volunteers/dependents who meet all criteria of this instruction and AFI 24-301 shall be the only operators of DAF motor vehicles. **(T-0)**.

6.21.1. AFI 24-301, governs the issuing of licenses, maintenance records, and training. Organizations using nonappropriated fund vehicles must use and adhere to the instructions in AFI 24-301 with regards to vehicle operator licensing. **(T-1)**.

6.21.2. Vehicle Control Officials will coordinate annually with their local Logistics Readiness Squadron Operator Records and Licensing office to validate licensed personnel in their squadron. **(T-2)**.

6.22. Buying Fuel, Oil, and Lubricants. General Services Administration commercial credit cards may be used to buy fuel, oil, and lubricants for nonappropriated fund, confiscated, and Defense Logistics Agency Disposition Services-acquired vehicles.

6.22.1. The Resource Manager establishes procedures in the form of an operating instruction for buying fuel, oil, and lubricants. These procedures include setting up the proper accounts for appropriated fund and nonappropriated fund fuel purchases and ensuring base fuel and General Services Administration credit cards are available to authorized Force Support Squadron work centers.

6.22.2. Do not purchase fuel, oil, and lubricants for nonappropriated fund and Defense Logistics Agency Disposition Services-acquired vehicles used for Force Support Squadron activities except on a tax-exempt, nonappropriated fund-reimbursable basis.

6.23. Controlling Recreational Vehicles. The Force Support Squadron equipment checkout and rental center controls all recreational vehicles, trailers, watercraft, snowmobiles, and comparable self-propelled vehicles. This work center also ensures these vehicles are mechanically safe and properly maintained (see [paragraph 6.18.1.](#)).

6.23.1. The Vehicle Control Official must ensure all motor vehicles, boat trailers, recreational vehicles, snowmobiles, and recreational trailers, whether owned by a Nonappropriated Fund Instrumentality or on loan from the appropriated fund, are in compliance with all base, Federal, State, and local rules and regulations for registration, inspection, and licensing. **(T-1).**

6.23.2. Vehicles classified as specialty vehicles are exempt from the annual 2,000-mile utilization requirement and are classified in the Vehicle Management System as “rental”. The Vehicle Control Official, Activity Manager, or designated representative must have the service maintenance, safety, emission inspections reports filed in the vehicle folders and recorded in the Vehicle Management System. **(T-1).**

6.24. Disposal Methods. Dispose of vehicles using the guidelines outlined below.

6.24.1. When Defense Logistics Agency Disposition Services or confiscated vehicles are no longer serviceable or when Force Support Squadron no longer needs them, the Vehicle Control Official, Activity Manager, or designated representative must turn them in to the nearest Defense Logistics Agency Disposition Services facility. **(T-2).**

6.24.2. Disposal of nonappropriated fund vehicles. Disposal of nonappropriated fund vehicle is a controlled process. They may be transferred to another base, sold using sealed bid, an announced auction or a commercial vendor providing this service (refer to [paragraph 5.5.2.5.](#)).

6.24.2.1. Transfer. When transferring vehicles from one base to another, the losing base ensures that all vehicle documentation (vehicle file folder) is forwarded to the gaining base Force Support Squadron Vehicle Control Official. In addition, both the losing and gaining bases must update their Vehicle Management System with appropriate annotation of loss/gain. **(T-2).** Refer to [Table 5.2](#) for more information.

6.24.2.2. Sale or Auction. The Vehicle Control Official, Activity Manager, or designated representative use sealed bid, announced auctions, or commercial vendor for the disposal of nonappropriated fund owned vehicles (refer to [paragraph 5.5.2.5.](#)). This includes boats, trailers and campers.

6.24.2.2.1. Upon the sale or auction of the vehicle, provide the purchaser with a Standard Form 97 (SF 97), *The United States Government Certificate to Obtain Title to a Vehicle*. Overseas bases must follow local policy, treaties or agreements between the United States and foreign governments or Status of Forces Agreement. **(T-2).**

6.24.2.2.2. Contact the Air Force Services Center Financial Management Budget and Logistics Management Division for Standard Form 97 procedures.

6.24.2.3. Trade-ins. Air Force Nonappropriated Fund Instrumentalities are authorized to trade-in vehicles as part of a new vehicle purchase when it is in the best financial interest of the Nonappropriated Fund Instrumentality. When trading in a vehicle, Resource Managers observe the same requirements for documenting the disposal of the vehicle as is required by [Chapter 5](#) for a nonappropriated fund sale, Nonappropriated Fund auction or Defense Logistics Agency Disposition Services turn-in. A Standard Form 97 is also completed, and a copy provided to the vendor that is accepting the trade-in.

6.25. Lost, Abandoned, or Unclaimed Privately-Owned Vehicles. See [paragraph 5.10](#) for guidance on disposing of personal property.

6.25.1. The Base Property Disposal Board (subject to Installation Commander approval) may decide to transfer an abandoned vehicle to a Nonappropriated Fund Instrumentality for use as part of its program (i.e., the auto hobby shop). When this occurs, ensure obtain documentation from the Base Property Disposal Board indicating all of the DoD requirements been met prior to accepting the vehicle. If the vehicle is used for parts, document this action on a locally produced written certification. All documentation received or generated is filed in the Life of the Fund file as described in AFMAN 34-209.

6.25.2. If the vehicle is not used for parts, the Nonappropriated Fund Instrumentality establishes nonappropriated fund accountability by adding it to the MFAL (at zero-dollar value), assigning it a property number, and entering it into the Vehicle Management System. Nonappropriated Fund Instrumentality will sell a vehicle when it is no longer needed (as outlined in [paragraph 6.24.2.2](#)). (T-2). Use of the Standard Form 97 is still required.

6.26. Use of Nonappropriated Fund Vehicles for Rental Service. See DAFI 34-101, *Department of the Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*. The Force Support Squadron can operate a vehicle rental or taxi service using nonappropriated funds if Army & Air Force Exchange Service declines. This guidance does not apply to ride sharing programs which are agreements between private operators and the ride share company to provide short distance taxi-like transportation for hire.

6.26.1. In the United States, vehicle rental or taxi services can only be authorized through concessionaires. Concessionaires must provide the vehicles and commercial liability insurance. (T-1).

6.26.2. In overseas areas, vehicle rental or taxi services can be operated with nonappropriated fund-purchased vehicles or through concessionaires.

6.26.3. Appropriated fund vehicles, including vehicles obtained through Defense Logistics Agency Disposition Services, cannot be used in these types of programs.

6.26.4. Such programs must be self-sustaining, with revenues covering all expenses. (T-1).

ALEX WAGNER
Assistant Secretary
(Manpower and Reserve Affairs)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

49 CFR Part 571

DTM 18-007, *Conversion of DoD Temporary Duty and Permanent Change of Station Lodging to Fully Nonappropriated Fund Operations, Maintenance, and Construction*

STA-37, *Internal Control Checklist for Nonappropriated Fund Instrumentality (NAFI) Activities*

Public Law 102-190, *section 344*

Public Law 102-484, *section 2821*

Department of Defense Manual 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*, 7 July 2015

AFPD 34-1, *Air Force Services*, 11 October 2018

DAFI 10-401, *Operations Planning and Execution*, 13 January 2021

DAFI 23-101, *Materiel Management Policy*, 22 October 2020

AFI 24-301, *Ground Transportation*, 22 October 2019

AFI 24-302, *Vehicle Management*, 21 February 2020

AFI 25-101, *War Reserve Materiel*, 27 August 2019

DAFI 32-9005, *Real Property Accountability*, 14 September 2022

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 34-101, *Department of the Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, 7 March 2022

DAFI 34-160, *Mortuary Affairs Program*, 3 March 2022

DAFI 34-114, *Fitness, Sports, and World Class Athlete Program*, 15 December 2022

DAFI 64-117, *Government Purchase Card Program*, 19 May 2022

AFI 65-106, *Appropriated Fund Support of Morale, Welfare and Recreation (MWR) and Other Nonappropriated Fund Instrumentalities (NAFIs)*, 15 January 2019

AFI 65-107, *Nonappropriated Funds Financial Management Oversight Responsibilities*, 13 June 2018

AFI 65-201, *Enterprise Risk Management and Managers' Internal Control Program Procedures*, 17 September 2020

AFI 91-207, *The US Air Force Traffic Safety Program*, 26 July 2019

DAFMAN 23-122, *Materiel Management Procedures*, 27 October 2020

AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*, 4 February 2020

DAFMAN 34-151, *Gaming Operating Procedures*, 11 October 2022

AFMAN 34-201, *Use of Nonappropriated Funds*, 28 September 2018

AFMAN 34-202, *Procedures for Protecting Nonappropriated Fund Assets*, 25 June 2019

AFMAN 34-209, *Nonappropriated Fund Financial Management and Accounting*, 2 October 2019

AFMAN 64-118, *Air Force Nonappropriated Fund Purchase Card Program*, 28 August 2020

AFMAN 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*, 26 September 2019

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

Prescribed Forms

None

Adopted Forms

DD Form 250, *Material Inspection and Receiving Report*

DD Form 518, *Accident Identification Card*

DAF Form 847, *Recommendation for Change of Publication*

DD Form 1149, *Requisition, and Invoice/Shipping Document*

DD Form 1155, *Order for Supplies or Services*

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

SF 91, *Motor Vehicle Accident Report*

SF 97, *The United States Government Certificate to Obtain Title to a Vehicle*

AF Form 172, *Appointment of Vehicle Control Officials*

AF Form 601, *Authorization Change Request*

AF Form 1297, *Temporary Issue Receipt*

AF Form 1800, *Operator's Inspection Guide and Trouble Report*

AF Form 2005, *Issue/Turn-In Request*

AF Form 2534, *NAF Property Disposal/Transfer Receipt*

AF Form 4354, *Vehicle Preventive Maintenance, and Inspection (PM&I)*

AF Form 4355, *Vehicle Incoming Inspection*

Abbreviations and Acronyms

AC&W—Air Control & Warning

AFIMSC—Air Force Installation Mission Support Center

AFROTC—Air Force Officer Training Corps

AFSFMS—Air Force Services Financial Management System

AFSVC—Air Force Services Center

AMC—Air Materiel Command
ANG—Air National Guard
AO—Action Officer
AS—Accounting Standard
ATV—All Terrain Vehicle
BRAC—Base Realignment and Closure
CFR—Code of Federal Regulations
CIR—Custodian Inventory Report
DAF—Department of the Air Force
DAFI—Department of the Air Force Instruction
DAFMAN—Department of the Air Force Manual
DoDAAC—Department of Defense Activity Address Code
DoDAAD—Department of Defense Activity Address Directory
DPAS—Defense Property Accountability System
DTM—Directive-Type Memorandum
ECCS—Executive Control and Command Supervision
FCC—Family Child Care
FDC—Family Day Care
FLDCOM—Field Command
FM—Financial Management
FMVSS—Federal Motor Vehicle Safety Standards
IBPS—Internet Base Purchasing System
LOF—Life of the Fund File
MAJCOM—Major Command
MFAL—Master Fixed Asset Listing
MOA—Memorandum of Agreement
MPT—Micro-purchase Threshold
MWR—Morale Welfare, and Recreation
NAF—Nonappropriated Funds
NAFs—Numbered Air Forces
NAFFA—Nonappropriated Fund Financial Analyst
NAFI/NAFIs—Nonappropriated Fund Instrumentalities

NOA—Notice of Availability

PM&I—Vehicle Preventive Maintenance, and Inspection

POV—Privately owned vehicle

P/U—Pick-Up

REOTS—Regional Equipment Operators Training Site

RIBS—Readiness in Base Services

RRR—Rapid Runway Repair

SDC—Skills Development Center

SRAN—Stock Record Accounting Number

STA—Services Training Aid

Std—Standard

UNICOR—Federal Prison Industries, Inc.

VCO—Vehicle Control Officer

WRM—War Reserve Material

Office Symbols

AF/A1—Deputy Chief of Staff for Manpower, Personnel and Services

AF/A1S—Director, Air Force Services

AF/RE—Chief of the Air Force Reserve

AFSVC/VB—Air Force Services Center Business Operations

AFSVC/VBLR—Air Force Services Center Lodging Resources and Requirements Branch

AFSVC/VBRG—Air Force Services Center Gaming Branch

AFSVC/VBRR—Air Force Services Center Recreation Branch

AFSVC/VF—Air Force Services Center Financial Management and Comptroller

AFSVC/VFB—Air Force Services Center Financial Management Budget and Logistics Division

AFSVC/VI—Air Force Services Center Installation Support Directorate

CSO—Communications and Information Systems Officer,

LRS/EAE—Logistics Readiness Squadron/Equipment Accountability Element

NGB/CF—Director of the Air National Guard

SAF/MR—Assistant Secretary of the AF, Manpower, and Reserve Affairs

SF/S1—Deputy Chief of Space Operations for Human Capital

Terms

Accountable furniture, fixtures, and equipment—Items maintained on formal Force Support Squadron property accounts. The activity Cost Center Account Custodian, who is responsible for furniture, fixtures and equipment accountability, receipts for these accounts. The Chief, Logistics Support Section prepares the accounts.

Accountability—The assignment of duties and responsibilities to an individual or organization to ensure government property entrusted to their possession or supervision is properly used and cared for and that proper custody, safekeeping, and property disposal are provided.

Accounting System—The Nonappropriated Fund Accounting System is based on commercial accounting practices modified to meet the needs of the DAF. The principles underlying this system are based on experience, the needs within the DAF Nonappropriated Fund Instrumentality environment, accrual accounting, and Generally Accepted Accounting Principles.

Accounting Year—The accounting year is from 1 October of a given year through 30 September of the following year.

Activity—Operational organizations within the Force Support Squadron structure, such as bowling center and officers' club. An activity is made up of several sub-activities. These sub-activities refer to the specific operational functions within each operational organization, or activity, such as, lanes operation, snack bar, bar, dining room, slot machines, ticket operations, etc. Do not confuse the operational functions of the "activity" with the accounting term "cost center" which determines the level of accountability for financial transactions.

Air Force Services Financial Management System or AFSFMS—Air Force Services Financial Management System.

Allowance Standard or AS—United States Air Force Equipment Allowance Standard prescribes the equipment items and quantities to perform the DAF organizational peace and wartime missions, functions, and duties. (**NOTE:** Allowance standard replaces the old terminology of table of allowance. Allowance Standards are available on-line in the DPAS Force System Management Module.

Appropriated fund furniture, fixtures, and equipment assets—Items obtained from appropriated fund sources, with an acquisition cost \$2,500 and up to \$99,999.99. These items are accounted for on the Master Fixed Asset Listing.

Appropriated fund furniture, fixtures, and equipment pilferable assets—Items obtained from appropriated fund sources, with an acquisition cost of at least \$100 but less than \$2,500. Mandatory pilferable items include fitness center equipment, non-disposable cameras, and computer related items not already on the property list. These items are accounted for on the Master Fixed Asset Listing.

Appropriated fund capital accountable furniture, fixtures, and equipment—Items obtained through appropriated fund sources with an acquisition cost exceeding \$100,000. These items are accounted for on the CIR.

Appropriated fund vehicle—Vehicle procured with appropriated funds that is authorized and obtained under authority of Air Force Allowance Standard 019, Vehicles.

Assets—Assets are economic resources obtained or controlled by Nonappropriated Fund Instrumentality as a result of past transaction or events. They are classified as either current or noncurrent items.

Asset Designator Property Number/Identifier—Property is numbered in sequential order using the next available number. The nonappropriated fund Accounting Office, to distinguish the various types of furniture, fixtures and equipment an activity can use, establishes the asset designator property number.

Budget Working Committee—Individuals selected by the Force Support Squadron Commander/Director to review/prioritize items on nonappropriated fund Requirements Budgets.

Communications and Information Systems Officer or CSO—The term Communications and Information Systems Officer identifies the Supporting Systems Officer at all levels. At base level, this is the Commander of the communications unit responsible for carrying out base Communications and Information Systems responsibilities. At MAJCOM/FLDCOM and other activities responsible for large quantities of Communications and Information systems, it is the person designated by the commander as responsible for overall management of systems budgeted and funded by the MAJCOM or activity. The Communications and Information Systems Officer function uses the office symbol SC that is expanded to three and four digits to identify specific functional areas. Communications and Information Systems Officers are the accountable officer for all automated data processing equipment in their inventory.

Confiscated Vehicle—Vehicle confiscated by Drug Enforcement Agency, Immigration and Naturalization Service, or Department of Justice. Force Support Squadron activities, with MAJCOM approval, are authorized the use of these vehicles.

Cost Center—Term used to identify the accounting subdivision of a Nonappropriated Fund Instrumentality. This term is used for accounting purposes and should not be confused with the operational term "activity." A standard 4-digit identity code is assigned for each cost center.

Custodian—The Resource Management Flight Chief (Resource Manager) is the primary custodian for all Nonappropriated Fund Instrumentalities supporting a base, with the exception of exchanges and in some instances, Nonappropriated Fund Instrumentalities at remote and isolated units.

Defense Logistics Agency Disposition Services Acquired Vehicle—Vehicle is appropriated fund procured which has exceeded life expectancy, repairable cost, and/or mileage limitations. The vehicle is obtained from Defense Logistics Agency Disposition Services.

Defense Logistics Agency Disposition Services Capital/Accountable furniture, fixtures and equipment assets—Items obtained from Defense Logistics Agency Disposition Services sources which include repair cost, freight, installation, and/or training of \$2,500 or more with a useful life exceeding 2 years. These items are accounted for on the Master Fixed Asset Listing.

Defense Logistics Agency Disposition Services Non-capital/Non-consumable/Accountable furniture, fixtures, and equipment assets—Items obtained from Defense Logistics Agency Disposition Services sources are added to the Master Fixed Asset Listing. If a nonappropriated fund expense is incurred in obtaining or maintaining these items, those expenses are charged to the activity cost center using the equipment. Also includes assets obtained for Qualified Recycling Program (no new acquisitions authorized without Headquarters United States Air Force Director of Services approval). These items are to have a local asset designator number assigned beginning with the prefix “DP” followed by the five-digit alpha/numeric number.

Department of Defense Address Accounting Code (DoDAAC)—The Department of Defense Address Accounting Code (or Stock Record Accounting Number (SRAN)) is a 6-position code that identifies the mailing, shipping, and billing addresses for various government agencies. The code is used for accounting purposes (e.g., recording transactions that reflect receipts and disposition of property transferred to an activity) and for controlling US Government assets that are issued, received, shipped, or stored. Address codes are published in Defense Logistics Manual 4000.25, Volume 1 *Department of Defense Activity Address Directory* or DoDAAD.

Depreciation—The method used to expense the acquisition cost of a fixed asset over the life expectancy of that asset.

Equipment Accountability Element (LRS/LGRMCE)—Equipment Accountability Element (EAE) or (LGRMCE). EAE serves as the base equipment review and authorization activity and manages all base level equipment items, with the exception of vehicles. EAE is responsible for updating base level data in the applicable materiel management IT system. Assist installation equipment custodians with processing equipment transactions. **NOTE:** AFMC’s Vehicle Support Chain Operations Squadron manages vehicle transactions and updates base level vehicle data in the vehicle management IT system.

Expendable or consumable Defense Logistics Agency Disposition Services property—Items withdrawn from Defense Logistics Agency Disposition Services which are consumed in use, or which lose their original identity during periods of use by incorporation into, or attachment upon, another assembly.

Financial Analysis—Analysis is a continuing review and evaluation process throughout the normal course of operations with the manager as the focal point. The objective is to spot potential problems, identify root causes, and obtain solutions.

Master Fixed Asset Listing (MFAL)—This record is maintained in the Resource Manager Flight Nonappropriated Fund Accounting Office. All Morale, Welfare, and Recreation accountable property is recorded on this listing to include nonappropriated fund capital and non-capital/pilferable items, appropriated fund budget code 9 items, and Defense Logistics Agency Disposition Services capital and non-capital/ non-consumable.

Motor Vehicle—Any item of equipment mounted on wheels or tracks that derives motive power from a self-contained power unit or is designed to be towed by and used together with such self-propelled equipment.

Nonappropriated fund Capital furniture, fixtures, and equipment assets—Acquisition cost of \$2,500 and above per AFMAN 34-209.

Nonappropriated Fund Council—Council responsible to the Commander or other appointing authority for assisting in the oversight and administration of the Nonappropriated Fund Instrumentality.

Nonappropriated Fund Financial Analysts or NAFFA—Financial analyst who conducts oversight of nonappropriated fund financial records. Nonappropriated Fund Financial Analyst are assigned at bases, Air Force Reserve Command, United States Air Force Academy and the Air Force Mission Installation Support Center.

Nonappropriated Fund Memorandum of Agreement (NAFI MOA)—An agreement between a nonappropriated fund instrumentality and another element of the Department of Defense or another Federal department, agency, or instrumentality to provide or obtain goods and services beneficial to the efficient management and operation of the morale, welfare, and recreation system.

Nonappropriated Fund Non-Capital/Pilferable furniture, fixtures and equipment Assets—Items with an acquisition cost of at least \$100, but less than \$2,500 per AFMAN 34-209. Mandatory pilferable items include vehicles, non-disposable cameras, and computer-related items not already on the property list.

Nonappropriated Fund Property Disposal/Transfer Template—This template is used to record nonappropriated fund property disposal or transfer to or from another activity. Air Force Morale, Welfare, and Recreation Assets Expendable and Fixed (Furniture, Fixtures, and Equipment) - Tangible assets that are not intended for sale in the ordinary course of operations and have been acquired with the intention of being used or being available for use by an activity.

Nonappropriated Fund Requirements Budget—A formal 5-year financial plan which shows the estimated cost and time for buying new equipment, furnishings, renovating facilities, replacing and repairing fixed assets, buying bulk purchases of expendable equipment, and buying bulk purchases of high-cost supply items.

Nonappropriated Fund Vehicle—Any nonappropriated fund-procured, Confiscated, or Defense Logistics Agency Disposition Services-acquired self-propelled conveyance, designed and operated principally for highway transportation of property or passengers, but does not include a military design motor vehicle or tactical vehicle. Trailers that may be towed on public roads are also considered to be nonappropriated fund vehicles.

Nonappropriated Fund Vehicle Fleet Manager—In accordance with Department of Defense Manual 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*, Enclosure 3 FM Role, nonappropriated fund Vehicle Fleet Manager has authority to centrally manage the nonappropriated fund Vehicle Fleet through the Services Center Information System, Vehicle Management System. The nonappropriated fund Vehicle Fleet Manager validates the Annual Nonappropriated Fund Vehicle End of Year Report, specialty vehicle classification, and purchase requests for new/replacement vehicles. Nonappropriated Fund Vehicle Fleet Manager is responsible for ensuring the nonappropriated fund vehicle fleet adheres to this Department of the Air Force Instruction and Department of Defense Manual 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*.

Pilferable furniture, fixtures, and equipment—Items likely to be stolen, sold, or bartered for personal gain. See definitions for appropriated fund furniture, fixtures, and equipment pilferable assets and nonappropriated fund non-capital/pilferable furniture, fixtures, and equipment assets.

Privately Owned Vehicle or POV—Vehicle used for official Morale, Welfare, and Recreation business in lieu of a government owned vehicle with mileage reimbursed at the official government rate. Force Support Squadron Commander/Director approval is required prior to using privately owned vehicle.

Real Property Installed Equipment—Those items of government-owned or leased accessory equipment, apparatus and fixtures that are essential to the function of the real property and are permanently attached to, integrated into, or on government-owned or leased property.

Specialty Vehicles—Vehicles used for a "special purpose," i.e., a unique purpose where a certain vehicle type is required. Examples of specialty vehicles include, forklifts, tow trucks, flatbed trucks, reefers, lift trucks, box trucks, school busses, minibuses, etc. General Purpose vans and pickup trucks are not specialty vehicles. All nonappropriated fund Specialty Vehicles must be tracked in the Services Activity Information System/Vehicle Management System.

Vehicle Authorization—A locally established number of vehicles to support the mission. As a minimum, the justification should identify the requesting activity, proposed use of the vehicle, and the expected utilization.

Vehicle Control Official or VCO—Senior logistics manager appointed by Force Support Squadron Commander/Director to oversee Morale, Welfare, and Recreation vehicle operations.

Attachment 2

BASIC ALLOWANCE STANDARDS OR “AS” FOR FORCE SUPPORT SQUADRONS

Table A2.1. Allowance Code Description.

1.	Allowance Standard-006 Organizational and Administrative Equipment. Prescribes support equipment required to support a position or organization having administrative functions and responsibility, including Air Force bases hosting Air Force Reserve Officers’ Training Corps (AFROTC) field training.
2.	Allowance Standard-010 Vehicles. Reflect Air Force vehicle guidance and policy as needed for vehicle authorizations and allowances.
3.	Allowance Standard-016 Special Purpose Clothing and Personal Equipment. Prescribes special purpose clothing and equipment required for support of DAF personnel in the accomplishment of assigned duties, and for reserve and student personnel in training.
4.	Allowance Standard-115 Quarters Furnishings. Prescribes furniture and equipment authorized for government-owned, government leased and private rental quarters.
5.	Allowance Standard-159 Harvest Eagle Support System (War Readiness Material or WRM). Prescribes bed-down equipment required for Harvest Eagle in accordance with War and Mobilization Plan-1 & 3; DAFI 10-401, Operations Planning and Execution and AFI 25-101, War Reserve Materiel.
6.	Allowance Standard-403 General Purpose Tools. Prescribes and controls tools and accessories having no special technical application (general purpose tools).
7.	Allowance Standard-410 Morale, Welfare, and Recreation and Physical Training. Prescribes support equipment required by Morale, Welfare and Recreation and physical training.
8.	Allowance Standard-429 Civil Engineering Squadron Heavy Repair (Red Horse) and Prime BEEF, and Prime RIBS Teams, Silver Flag, Regional Home Station Training Site (Air National Guard (ANG)), Regional Equipment Operators Training Site (REOTS) (ANG), RRR Mini TRNG (ANG), Air Mobility Warfare Center, and Air Mobility Command or AMC Enroute Support. Prescribes support equipment, except vehicles, communications equipment, special purpose clothing and equipment, and small arms, required to perform the assigned mission of Civil Engineering (Heavy Repair) Red Horse Squadrons, Prime BEEF and Prime RIBS teams, Silver Flag (Air National Guard), Regional Home Station Training, AMC Warfare Center, and AMC Enroute support.
9.	Allowance Standard-501 Morale, Welfare, and Recreation Food Service Activities. Prescribes support equipment required by food service functions of DAF MWR activities.
10.	Allowance Standard-504 Food Service. Prescribes support equipment required by food service functions at DAF bases, stations, Aircraft Control and Warning sites, off-base isolated activities, and Food Service (Field) except those within United States Air Force Hospitals and Dispensaries.

11.	Allowance Standard-534 Base Laundry and Dry Cleaning. Prescribes support equipment required by laundry and dry cleaning.
12.	Allowance Standard-929 Force Bed-down (Housekeeping) Set (War Readiness Material or WRM). Prescribes allowances for equipment and furnishings for WRM propositioning.

Attachment 3

VEHICLES AUTHORIZED FOR FORCE SUPPORT SQUADRON ACTIVITIES BY CATEGORY

Table A3.1. Category A, Category B, and Category C activities are identified in Air Force Instruction 65-106, *Appropriated Fund Support of Morale, Welfare and Recreation (MWR) Programs and Nonappropriated Fund Instrumentalities (NAFIS)*.

1.	Category A Mission Sustaining Activities. Authorizations for Category A activities may be found in Allowance Standard 019, Mission Application M (Services). NOTE: Category “A” activities are not authorized nonappropriated fund or Defense Logistics Agency Disposition Services acquired vehicles.
2.	Category B Basic Community Support Activities. These activities and programs are authorized to obtain nonappropriated fund, confiscated or Defense Logistics Agency Disposition Services acquired vehicles for daily use on permanent dispatch.
3.	Category C Revenue Generating Activities. These activities and programs are authorized to obtain nonappropriated fund, confiscated or Defense Logistics Agency Disposition Services acquired vehicles for daily use on permanent dispatch.

Attachment 4

ANNUAL FIXED ASSET INVENTORY CERTIFICATION

Figure A4.1. Annual Fixed Asset Inventory Certification.

Nonappropriated Fund Instrumentality: _____ Activity: _____ Date: _____					
We conducted the attached physical inventory of property as of the close of business on _____					
(I) (we) have observed the physical count of the inventory listed on the attached property listings.					
(I) (we) have noted the general security and protection of the inventory					
(I) (we) (do) (do not) believe, to the best of (my) (our) knowledge, that the inventory was properly (secured) (protected). Deviations noted are attached.					
(I) (we) (do) (do not) believe, to the best of (my) (our) knowledge, that the inventory was properly and accurately taken. Deviations noted are attached.					
Team Chief: _____					
			(Printed Name and Rank)	(Signature)	
Team Member: _____					
			(Printed Name and Rank)	(Signature)	
Team Member: _____					
			(Printed Name and Rank)	(Signature)	
Activity or Cost Center Manager: _____					
(Signature)					
Deviations from Property Listings (Attached separate sheets if necessary):					
Asset Number	Description	Model/Serial #	Discrepancy (Provide detailed explanation)	Over (Short)	Resolved Date
Note: Activity must submit a transfer/disposal form or property adjustment form to the Shared Services Center to correct any identified deviations or discrepancies and ensure property changes are processed and reflected in the Master Fixed Asset Listing.					

Attachment 5

**FORCE SUPPORT SQUADRON VEHICLE CORE REQUIREMENTS ALLOWANCE
SOURCE CODE OR ASC 019**

A5.1. This attachment lists the specific vehicle core requirements for Force Support Squadron taken from *Allowance Source Code 019, Mission Code, (M)*, located in quarterly CD-ROM (obtained through base publication). Specific requirements are shown in **Table A5.1**. **Table A5.1** includes the Morale, Welfare, and Recreation activities with core vehicle requirements. **Table A5.2** provides the ASC 019, Services, Vehicle Core Requirements.

Table A5.1. Appropriated Fund Vehicle (Appropriated Fund) Justification.

	Force Support Squadron Activity	Description of Requirements
1.	Commander/Director	Air Force Instruction 65-106, <i>Appropriated fund Support of Morale, Welfare, and Recreation (MWR) and Other Nonappropriated Fund Instrumentalities (NAFIs)</i> , identifies Executive Control and Command Supervision or ECCS to include Force Support Squadron Commander/Director, deputy commander and Flight Chiefs and Air Force Instruction 24-301, identifies Force Support Squadron staff engaged in direct administrative support may use general purpose vehicles acquired with appropriated fund. Executive Control and Command Supervision are those managerial functions located above the direct program operational level of individual Force Support Squadron programs at a base, MAJCOM, or headquarters that supports planning, organizing, directing, coordinating, and controlling the overall operations of Force Support Squadron programs, but not necessarily identified or included on manning or staffing guides or personnel documents for support of Force Support Squadron. It consists of program, fiscal, logistics, and other management functions that are separate from the daily working level activities and tasks of Force Support Squadron programs.
2.	Resource Management Flight	Logistics Section. The Chief, Logistic Support is the squadron/division Vehicle Control Official in charge of all Services vehicles. A 1/2-ton pickup is required to conduct daily supply operations. It is used to pickup/deliver supplies, coordinate logistics actions, and conduct supply business within and outside the base. Services activities are not centrally located on base and a vehicle is required to provide support.

	Force Support Squadron Activity	Description of Requirements
3.	Sustainment Services Flight	<p>Fitness Centers/Sports Complexes. Pickup truck 4x2 standard or Pickup truck compact 4x4 is required to support field maintenance and repairs, supply pickup, delivery, bleacher and equipment movement. This includes transport of maintenance equipment and bleachers to tennis courts, softball, soccer, flag football fields, jogging trails, and running tracks. They may also be used to support field days, base-wide sports days, or any other event sponsored by the base. Additional vehicles are authorized if supporting more than 4,000 active duty, guard, and reserve authorized at the installation. Determine the number of active duty, guard, and reserve authorized by calling your local manpower and personnel employment section (to include file part C). Tractor is used for field maintenance and to alleviate potential safety hazards of playing fields. The tractor is used to drag and grade ball fields, prepare warning tracks, replace eroded soil on ball fields, perform digging functions associated with base and home plate replacement, and to haul sports equipment or other support items. In addition, Allowance Standard 410 Morale, Welfare, Recreation and Physical Training, Part C is updated to include a turf truck, and riding mower to supplement your current vehicles.</p> <p>Food Service. This requirement exists to support appropriated fund food service functions that have to transport perishable foods at overseas locations and bases without Prime Vendor. Additionally, the vehicle may be required at some stateside locations to transport food from central prep locations, as well as transferring finished and unfinished perishable products, and War Readiness Material or WRM Manager rations between dining facilities. The need to support field exercises and other local contingencies constantly requires the use of a 2 1/2-ton refrigerated vehicle. The height of the 2 1/2-ton vehicle is the minimum requirement because smaller vehicles do not marry up to the receiving docks and require custom ramps be built and used while loading and unloading products. This constantly presents safety concerns to food managers.</p>

	Force Support Squadron Activity	Description of Requirements
		<p>Laundry. Vehicle requirement exists to support all appropriated fund laundry functions in accordance with Air Force Instruction 65-106. The 4-, 5-, and 8-ton covered vehicles are required to transport dirty and clean linen from the numerous pickup points to and from the laundry plant. (NOTE: We understand that not all bases use carpet cleaning vans, but the following may be used when trying to obtain these vans from the base motor pool.) The carpet cleaning vans are needed to provide carpet cleaning service to base organizations and family housing units. This is a must-have requirement overseas since this service is not provided in the locations of our laundry plants: Okinawa and Turkey.</p>
	<p>Community Services Flight</p> <p>Child & Youth Services Flight</p>	<p>Outdoor Recreation Skills. Required to carry large or heavy outdoor recreation equipment items, facility maintenance and repair materials, and relocate playground elements, park benches, and picnic tables.</p> <p>Skills Development Center or SDC. The Skills Development Center is required to assist other Services activities with vehicle maintenance on all nonappropriated fund vehicles. Skills Development Center vehicle would be used for transportation of parts and materials required for equipment repair. The vehicle is a Services vehicle and would be used in support of the operation and its vehicle repair program, which are non-income generators.</p> <p>Family Child Care or FCC. Vehicle is used by the Family Child Care Program. Family Child Care must deliver supplies and equipment from the Family Child Care Lending Program to Family Child Care homes on a recurring basis. Additionally, each Family Child Care home is required to be visited, as a minimum, one time per month by the Family Child Care Coordinator and is authorized the use of a government owned vehicle. The Family Child Care Program is funded completely with appropriated funds and has no revenue generating capability. As a result, no nonappropriated funds or nonappropriated fund vehicles are available for use.</p>

Table A5.2. Allowance Source Code 019, Services, Vehicle Core Requirements.

Code	Stock Number	Nomenclature	Basis of Issue
Commander/Director	2320-00-540-1428	Trk P/U 4X2 Std	1 per 2 Commander/Director and Flight Chiefs
Resource Management Flight	2320-00-540-1428	Trk P/U 4X2 Std	1 per Logistics Section
Combat Support Flight	2320-00-540-1428	Trk P/U 4X2 Std	1 per Base Fitness Center (NOA) 2320-01-087-8223 1 additional if supporting more than 4,000 active duty, guard, and reserves
	2320-01-087-8223	Trk P/U Compact 4X4	1 per Base Fitness Center (NOA) 2320-00-540-1428 or 2320-01-009-6194 1 Additional if supporting more than 4,000 active duty, guard, and Reserves (NOA)
	2420-00-113-8984	Tractor, Wheeled General Purpose	1 per Base Fitness Center supporting every three playing fields
	2320-00-770-4467	Truck, Refrigerated, 2 ½ Ton	1 Per <i>Food Service</i> function
Community Support Flight	2320-00-540-1428	Trk, P/U 4X2 Std	1 per Outdoor Recreation Activity and 1 per Off Base Recreation Activity
	2320-00-540-1428	Trk, P/U 4X2 Std	1 per Skills Development Center
	2320-01-009-6194	Trk, P/U Compact	1 per Base Family Daycare (FDC) Program