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*Services*



**COMMAND NONAPPROPRIATED FUNDS  
COUNCIL**

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This operating instruction implements AFPD 34-2, *Managing Nonappropriated Funds*, AFPD 64-1, *The Contracting System*, AFI 34-201, *Use of Nonappropriated Funds (NAF)* and AFI 64-301, *Nonappropriated Fund Contracting*. It establishes membership and responsibilities of the Command Nonappropriated Fund (NAF) Council.

***SUMMARY OF REVISIONS***

This revisions adds the authority to approve commercial sponsorship up \$25,000 (para **1.6.2.5**). New or revised material is indicated by a |.

**1. Command Nonappropriated Fund Council:**

1.1. Purpose. Establishes responsibilities and membership and standardizes procedures for staff agencies requesting funds.

1.2. Responsibilities:

1.2.1. The Command NAF Council:

1.2.1.1. Acts on recommendations from the Finance Committee.

1.2.1.2. Evaluates all requests for grants to determine validity.

1.2.1.3. Reviews the annual Command NAF budgets.

1.2.1.4. Reviews base-level budgets.

1.2.1.5. Reviews and makes recommendations to the Vice Commander on all items brought before the Council.

1.2.2. The Chairperson:

1.2.2.1. Presides at Council meetings.

1.2.2.2. Signs the record of proceedings of each meeting.

1.2.3. The Custodian:

1.2.3.1. Receives, safeguards, disburses, and accounts for all fund assets.

1.2.3.2. At the request of the Chairperson, advises Council representatives of the time, place, and date of each scheduled meeting.

1.2.3.3. Prepares and signs a record of proceedings, obtains the signature of the Chairperson, and forwards through the Council members to the Vice Commander for approval/disapproval.

1.2.3.4. Upon receipt of approved minutes, forwards proper documentation to the requesting activity.

1.2.3.5. Requests and consolidates staff agencies' fund requirements for presentation at the Command NAF Council meetings.

1.3. Membership:

1.3.1. Assistant Vice Commander serves as chairperson of the Command NAF Council. If the chairperson cannot attend the meeting, the senior member present serves as chairperson.

1.3.2. Council representatives (primary and alternate) are grade captain or above, or civilian equivalent. Members are incumbents of the positions or assigned to the staff agencies listed below:

1.3.2.1. Assistant Vice Commander.

1.3.2.2. Director of Personnel.

1.3.2.3. Director of Financial Management/Comptroller.

1.3.2.4. Director of Logistics.

1.3.2.5. The Civil Engineer.

1.3.2.6. Staff Judge Advocate.

1.3.2.7. Senior Staff Chaplain

1.3.2.8. Senior Enlisted Advisor.

1.3.2.9. Director of Services.

1.3.2.10. Custodian, AFRES Command Nonappropriated Funds (Nonvoting).

1.4. Meetings:

1.4.1. The Council meets at least twice a year with a quorum of at least two-thirds of the voting members in session.

1.4.2. Telephone polls/out-of session actions are authorized for urgent requirements subject to command approval and must be recorded in the next Council meeting.

1.4.3. Recommendations of the Council are by vote of the majority of the members present.

1.4.4. The fund custodian is the recorder for all council meetings and prepares formal minutes.

1.5. The Command Finance Committee:

1.5.1. The Command Finance Committee serves at the direction of the Command NAF Council.

1.5.2. As a minimum, voting membership includes the following:

1.5.2.1. Director of Financial Management/Comptroller (or Deputy), Chairperson.

1.5.2.2. Director of Services (or designee).

1.5.3. The Committee meets prior to each Council meeting, at the call of the Committee Chairperson, or whenever directed by the NAF Council.

1.5.4. A quorum is a simple majority of the voting members or their designated representatives. Committee actions require a simple majority of the voting members present.

1.5.5. The Committee keeps a record of all its actions and proceedings and reports its actions to the NAF Council. The NAF Financial Analyst (NAFFA) acts as recorder, provides administrative support, and maintains records for the Committee.

1.5.6. The Committee:

1.5.6.1. Recommends to the NAF Council financial policies, standards, goals, and get-well plans affecting items like cash flow, NAF and appropriated fund budgets, construction, and return on investments.

1.5.6.2. Reviews financial results of operations.

1.5.6.3. Annually reviews the proposed internal management control program.

1.5.6.4. Reviews significant items covered in published audit, OSI, and IG reports, vulnerability assessments, and internal control reviews, especially those involving fraud, waste, and abuse.

1.5.6.5. Reviews other information at the discretion of the Chairperson or as directed by the Council or Vice Commander.

1.6. Operational Procedures:

1.6.1. Staff offices requiring the use of Command Nonappropriated Funds for command wide programs send requests to the fund custodian for presentation to the Command NAF Council. Unit-related programs should be funded by the Robins Air Force Base MWR Fund.

1.6.2. The following authorities have been delegated to SV:

1.6.2.1. Authority to increase funding of Nonappropriated Fund (NAF) projects by no more than 15 percent, within the approval authority of HQ AFRES.

1.6.2.2. Authority to change staffing requirements as necessary without exceeding the approved budget for NAF personnel expenses.

1.6.2.3. Authority to approve unbudgeted Command MWR Fund or Command Lodging Fund capital expenditures of \$1,000 or less.

1.6.2.4. Authority to approve operating loans not to exceed \$25,000 in emergency situations for subordinate AFRES base-level NAFIs.

1.6.2.5. Authority to approve commercial sponsorship up to \$25,000. Coordinate all requests

for commercial sponsorships through HQ AFRES/JA.

***NOTE:***

Any use of delegated authorities is briefed at the next scheduled Council meeting.

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