

**20 APRIL 2004**



**Financial Management**

**NONAPPROPRIATED FUNDS COMMAND  
LODGING FUND (CLF)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AFRC/SVP  
(Ms. Lynda L. Mikanowicz)  
Supersedes AFRCI 65-103, 4 January 1999

Certified by: HQ AFRC/SVP (Mr. Dale B. Prell)

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This instruction implements AFD 65-1, Management of Financial Services, and AFI 65-106, Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIs). It provides procedures for requesting and obtaining approval of lodging capital requirements to effect the actual transfer of funds. It applies to all AFRC lodging nonappropriated fund instrumentalities (NAFIs).

**SUMMARY OF REVISIONS**

This revision changes submission for funding (paragraph 2.2.), purchase dates (paragraph 2.4.), submission of expiration date extension (paragraph 2.5.), updates Command Lodging Fund Evaluation Matrix (Attachment I), and all HQ AFRC references throughout. A bar ( | ) indicates a revision from previous edition.

**1. Nonappropriated Funds Command Lodging Fund (CLF).** The CLF was established to pool assets to enhance the funding of lodging capital requirements.

**2. Procedures:**

2.1. All capital requirements and large one-time bulk purchases (over \$10,000) will be funded with CLF funds.

2.2. Submit requests for CLF funding to HQ AFRC/SVP by 1 August each year. Requests must be prioritized, reviewed by base nonappropriated fund (NAF) council, and signed by the installation commander. Requests that are not funded may be resubmitted for funding if the requirement is still valid.

2.3. Submissions are reviewed by HQ AFRC/SVP and prioritized using the AFRC lodging evaluation matrix criteria (**Attachment 1**). A CLF capital budget is presented to the HQ AFRC Finance Committee and Command NAF Council for recommended approval/disapproval to HQ AFRC/CV.

2.4. After HQ AFRC/CV approves funding, HQ AFRC/SV will send a memorandum assigning a CLF project number (**Attachment 2**). Bases have 90 days from the date of the memorandum to purchase items. The assigned CLF project number must be prominently annotated on all documents related to the project/purchase. Each base chief of services must ensure that the lodging NAFI and HQ AFRC/SVP are updated on the current status of CLF funded projects. NOTE: All lodging facility projects must be approved by HQ AFRC/SVP and Engineering Division (CEC). Major renovation or MCP lodging facility projects will require a Comprehensive Interior Design (CID) service. All lodging renovation projects must have a Structural Interior Design (SID) submitted (paint, carpet, wallcovering, etc).

2.5. If bases have justifiable cause for not purchasing items within the 90 days, a request (signed by the installation commander) to extend the expiration date must be submitted to HQ AFRC/SVF 30 days prior to the expiration date or the balance remaining will be automatically withdrawn.

### **3. Responsibilities:**

#### 3.1. Installation Commanders:

3.1.1. Are authorized to approve unprogrammed, bonafide emergency purchases, provided local lodging funds are available, for capital requirements up to \$2.5K per contracting action meeting the following criteria:

3.1.1.1. Purchase is for a replacement/repair of a previously procured NAF asset and would impair operations if not purchased.

3.1.1.2. Purchase is of a new item which directly impacts on customer service and/or convenience and would otherwise impair operations if not purchased.

3.1.1.3. Purchase is required to support a valid new requirement not known at the time the capital requirements budget was submitted to HQ AFRC/SVP and is required to meet standards or mission requirements.

3.1.2. Must sign all requests for cost increases to HQ AFRC/CV approved capital requirements and forward requests to HQ AFRC/SV for approval.

#### 3.2. Base Chief of Services:

3.2.1. Ensures budgets includes all known capital requirements and identifies the fund source (Appropriated Fund (APF) or base NAF or CLF fund). Capital requirements/projects of \$10K or less may be approved and identified for funding at base level. If, however, the base has insufficient funds to support requirements of \$10K and under, the requirement may be considered for CLF funding with justification. Final certification of funds for all capital requirements must be accomplished by HQ AFRC/SVF regardless of funding source (base/CLF) with HQ AFRC/SVP coordination. Follow standard NAF requirements budget (NRB) procedures. Budgets must be recommended for approval by the base NAF council, signed by the installation commander, and be prepared in compliance with the Lodging Fund Source Matrix (AFI 65-106, Chapter 6).

- 3.2.2. Is responsible for obtaining fund certification from HQ AFRC/SVF for commander approved bonifide emergencies before any order is placed for procurement of the approved items.
- 3.3. The following procedures apply to changes to HQ AFRC/CV approved capital requirements:
  - 3.3.1. Bases wanting to change a HQ AFRC/CV approved capital requirement from one item to another in the same type of category (for example, van to a truck, drapes to mini-blinds, etc.), and the change does not increase the funding authorized, must submit a change request to HQ AFRC/SV.
  - 3.3.2. If a HQ AFRC/CV approved capital requirement is no longer needed, notify HQ AFRC/SVF to withdraw funding. Bases cannot substitute one type requirement for another (for example, van to furniture, bedspreads to televisions, etc.).
  - 3.3.3. Based on the availability of CLF funds, HQ AFRC/SVP uses the CLF evaluation matrix ([Attachment 1](#)) to prioritize capital requirements for HQ AFRC NAF Council review and HQ AFRC/CV approval.

JAMES E. SHERRARD III, Lt General, USAF  
Commander

## Attachment 1

## COMMAND LODGING FUND EVALUATION MATRIX

COMMAND LODGING FUND EVALUATION MATRIX							
Rating Element	Value						
	5	4	3	2	1	Weight	Points
Installation Commander Priority	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup> or more	10	
Direct impact on customer service	Yes			No		10	
Item to be purchased	Need to meet std or mission rqmts		Replacement meets standard		Exceeds standard	5	
Year since last replacement	<5 years	3-4 years	1-2 years	>1 year	New, exceeds standard	5	
MAJCOM Priority	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	3	

Base: \_\_\_\_\_ Project: \_\_\_\_\_

Total Points: \_\_\_\_\_

AFRC priority will only apply to the top five projects. All other projects will compete on their own merit. All valid projects will be funded within the dollar availability of the Command Lodging Fund. This matrix will only be applied if project requests exceed dollars available.

**Attachment 2****SAMPLE MEMORANDUM**

MEMORANDUM FOR

FROM: HQ AFRC/SV

255 Richard Ray Blvd, Ste 121

Robins, AFB GA 31098-1637

SUBJECT: Command Lodging Fund Project Authorization

1. Command Lodging Funds (CLFs) have been approved for the following lodging capital requirement/project(s):

RequirementCLF Project NumberCost

2. You have 90 days from the date of this letter to purchase the item(s). The assigned CLF project number must be prominently annotated on all documents related to the completion of the requirement. If you will not be able to purchase the item or complete the project within the 90 day period a memorandum requesting an extension, with justification, must be submitted to HQ AFRC/SVF 30 days prior to the expiration date. If an extension is not requested and the purchase is not initiated during the 90 day period fund approval will be withdrawn.

3. Once you have prepared your AF Form 9(s), please submit to HQ AFRC/SVP for coordination. The AF Form 9(s) will be submitted to SVF for approval of funds and EFT setup. HQ AFRC/SVF must track NAF expenditures and require a copy of your purchase order when processed. In addition, when your order is completed the original bill of lading, delivery order and receiving document are required in order to make payment.

ROBERT N. BEMIS

Director of Services

cc: HQ AFRC/SVPM/SVFA