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AFI 65-601, Volume 1, 24 December 2002, is supplemented as follows. Previous AMC supplements to AFI 65-601, Volume 1 are obsolete. This supplement does not apply to either the Air National Guard and United States Air Force Reserve units except for the following paragraphs: **7.8.5.4. (Added)**, **7.8.5.5. (Added)**, **7.8.5.6. (Added)**, **10.2.1.1. (Added)** (and subparagraphs), **10.2.1.2. (Added)** (and subparagraphs), **10.2.1.3.1. (Added)**, **10.2.1.3.2. (Added)** (and subparagraphs), **10.2.1.3.6. (Added)**, **10.2.13.2. (Added)**, **10.2.13.3. (Added)**, **10.2.13.5.1. (Added)**, **10.2.13.5.2. (Added)**, **10.2.14. (Added)** (and subparagraphs), and **12.15.3. (Added)** Paragraphs **15.2.3.2.**, **15.7.**, and **15.8.** of this supplement apply only to AFRC units and paragraphs **16.2.3.2.** and **16.6. (Added)** of this supplement apply to ANG units. AMC wing/group supplements to this instruction will be submitted to AMCFSS/FMBI for review and coordination prior to publication. Local directives in lieu of supplements to this instruction by AMC wings/groups will also be submitted to AMCFSS/FMBI for review and coordination prior to publication. **NOTE:** All references to TWCF in this supplement pertain only to the AMC airlift transportation component (to include the Defense Courier Service (DCS)) of the Transportation Working Capital Fund, under the direction and control of USTRANSCOM. Additionally, all references of “organizational O&M-type funds” in the publication refer to the specific appropriation that funds the day-to-day activities of an AMC organization and is not exclusive only to O&M 3400 funds. This publication is available on the HQ AMC/FM web site at the following address: https://www.amcfm.scott.af.mil/FM_BudgetPolicy.cfm. (**NOTE:** There is an underscore character () between “FM” and “Budget”.) To access the link to the publication, click on the “Budget Policy” key located under the “Navigate” menu; then select it under “Policy Guidance” menu. You may download the publication at any time and reproduce in sufficient copies to allow distribution to local financial managers, as determined by the local Comptroller.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

See **Attachment 8 (Added)** for a list of the significant changes. **NOTE:** Paragraphs marked as “DELETED” in this AMCS1 revision indicate the same paragraph numbers in the previous AMCS1 publication are no longer applicable. It does not invalidate the same paragraph number listed in the AFI 65-601, Volume 1.

2.2.2. A CRA is issued with an expiration date. If the Defense Appropriations Act is not signed into law by the CRA expiration date, Congress issues extensions until the Defense Appropriations Act becomes law. General guidelines imposed by SAF/FM on MAJCOMs for CRAs include (1) no new starts or acceleration or increase of scope of ongoing programs, (2) no funding of programs and appropriations subject to specific authorization until the Defense Authorization Act is passed, (3) execute current year funding based on the current rate of the previous year’s authorization/appropriation and any applicable supplemental or rescission laws.

2.2.2.1. (Added) For your Fund Code 30 1st quarter authority of the new fiscal year, load no more than the previous year’s Fund Code 30 1st quarter gross commitments less facility projects.

2.2.2.2. (Added) TWCF Operating funds (BPACs 1XX and 3XX) are not subject to any of the CRA restrictions because it is a no-year fund and not appropriated through Congress. However, TWCF Capital funds (BPAC 2XX) are subject to new start thresholds (see paragraph **2.4.1.1.** below).

2.4.1.1. Per DoDFMR 7000.14, Volume 3, *Budget Execution-Availability and Use of Budgetary Resources*, chapter 6, paragraph 060401.E, program managers must strictly observe new start thresholds for TWCF Capital requirements. Programs (including subprograms, modifications, projects, or sub-projects) not previously justified by USD(C) and funded by Congress (through USTRANSCOM/TCJ8) through the normal budget process are new starts. Congressional approval is required for TWCF new start programs with costs of (1) over \$2 million in the first year, or (2) more than \$10 million within the first three years.

NOTE: Chapter 4, with the exception of paragraph 4.34.1., all paragraph references to the \$100,000 expense/investment threshold are changed to \$250,000 in accordance with the FY 2003 Omnibus Appropriations Act (Public Law 108-7, dated 20 February 2003, Division M, Defense Matters, Other Matters, Section 106). (**NOTE:** SAF/FMBMM plans to incorporate the applicable paragraph changes into an official Interim Change to AFI 65-601, Volume 1.)

4.4.2.6. Do not use Other Procurement (3080) to fund TDY costs of Air Force personnel (military or civilian) for the purpose of conducting a site survey prior to the installation or during the installation and/or testing of an IPE system. The TDY member’s unit O&M-type funds will be used for these requirements

4.4.3.1.1. Software releases categorized as iterations on the basic release and not involving significant performance improvements or extensive testing are considered a maintenance effort and are purchased with O&M-type funds. Minor improvements in software functionality which are accomplished during routine maintenance are also funded using O&M-type funds, as are modernization costs under \$250,000 and one-time projects (e.g., developing planning documents and studies). (See DoDFMR 7000.14, Volume 2A, chapter 1, paragraph 010211.B.3.)

4.4.3.3. See DoDFMR 7000.14, Volume 2A, chapter 1, paragraph 010211.B.1. for additional guidance on RDT&E funding for IPE systems and software.

4.9. Approving Honoraria and Speaking Fees. Military and civilian federal employees of the U.S. Government may not accept honorariums for making an appearance to give a speech, lecture, or presentation as a part of their duties or official capacities in accordance with 5 C.F.R., Section 2636(B), and 5 U.S.C, Section 501(b). Any payment received by military and civilian federal employees for this purpose must be deposited to the Treasury as a miscellaneous receipt.

4.9.3. (Added) Military and civilian federal employees who receive honorariums in accordance with paragraph **4.9.** above may elect to have it paid to a charitable organization on their behalf, in accordance with 5 U.S.C., Section 501(c). Individual payments will not exceed \$2,000 and the contribution cannot be presented to a charitable organization from which the individual or a parent, sibling, spouse, child, or dependent relative of such individual derives any financial benefit.

4.9.4. (Added) See 5 C.F.R., Section 2636(B).203 for further definition of an honorarium and examples of honorariums that military and civilian federal employees may or may not accept.

NOTE: In the title of Section 4H (between paragraphs 4.20.3. and 4.21.), OMB Circular A-125 is rescinded and replaced with 5 CFR Part 1315.

4.21.3. Do not charge interest penalty payments to Transportation Working Capital Funds (TWCF) unless a TWCF-funded organization is directly responsible for the late payment. (Reference paragraph **10.1.1.** of this publication below and AMCI 65-602, *TWCF Budget Guidance and Procedures*, chapter 6, paragraph 6.6.18.)

4.24.7. (Added) Funding for Telephone Calling Cards.

4.24.7.1. (Added) AFI 33-111, paragraph 8, provides guidance on the use of telephone calling cards. They are authorized for official Air Force business and may only be purchased off of the Federal Telecommunications System (FTS) 2000/2001 contract (managed and controlled under the auspices of the Defense Information and Systems Agency (DISA)) when the requirement has been validated and properly funded. No other commercial source is authorized to provide telephone calling cards regardless if it appears cheaper to procure them outside of DISA channels. FTS phone cards provide an audit trail of calls made while other commercial vendor cards do not, making them subject to fraud, waste and abuse. The use of FTS contract for long-haul communications requirements, to include telephone calling cards, is further direct by DoDD 4640.13, *Management of Base and Long-Haul Telecommunications and Equipment* .

4.24.7.2. (Added) To obtain telephone calling cards, organizations must first submit an AF Form 3215, **C-4 Systems Requirements Document (CSRD)** through the Base Communications Squadron for validation and approval. Once validation is received and funding is approved, the organization will then provide a copy of the CSRD to the base circuit actions office, who will submit a Request for Service (RFS) to HQ AMC/CMO to establish the requirement with DISA through the FTS 2000/2001 contract and issue the calling cards. DISA will bill the requesting organization in accordance with the usage of the cards. **NOTE:** The Government-Wide Purchase Card is not available to obtain these services from DISA.

4.25.3. Do not use TWCF funds to finance Air Force base museums, exhibits, or air parks at Air Force bases. (Reference AMCI 65-602, chapter 6, paragraph 6.6.21.)

4.26.2. SAF/FMBMM, per message 110941Z Dec 02, extended the authority on using APF to purchase Thanksgiving and Christmas decorations for the main dining facilities on Air Force installations. Also, do

not use TWCF funds to purchase seasonal decorations for base facilities (Reference AMCI 65-602, chapter 6, paragraph 6.6.30.) .

4.27. **Traditional Ceremonies.** TWCF funds are not to be used for costs incident to authorized traditional ceremonies. (Reference AMCI 65-602, chapter 6, paragraph 6.6.17.)

4.27.5. (Added) Gallantry Award Ceremonies. Whenever a military member is awarded a medal for heroic action or gallantry far above and beyond the call of duty, you may use APF to commercially print programs for the ceremony if those printed from office personal computers do not appropriately suffice, in keeping with the prestige and aura that surrounds such a ceremony. Examples of these types of awards are the Congressional Medal of Honor and the Air Force Cross.

4.28. **Entertainment.** TWCF funds are not to be used for costs incident to authorized entertainment purposes (excluding per diem for TWCF-funded personnel in an official travel status). (Reference AMCI 65-602, chapter 6, paragraph 6.6.15.)

4.28.3. (Added) MAJCOM, wing, or squadron-sponsored picnics, balls, and dances are not eligible for appropriated fund support. **EXCEPTION:** You may use appropriated funds to fund the rental of portable toilets or other similar items in keeping with necessary health and sanitary requirements.

4.29. **Awards and Gifts.** Do not use TWCF funds to purchase gifts for military members, civilian employees, or private citizens, for any reason or purpose (including retirements). (Reference AMCI 65-602, chapter 6, paragraph 6.6.15.) Additionally, do not use Air Force appropriated funds to purchase small token gifts for visiting treaty inspection teams complying with international treaties and arms control agreements .

4.29.2. You may use TWCF funds to purchase special trophies and awards, as authorized by Air Force, AMC, or local instructions or supplements thereto, for individuals who are assigned to TWCF-funded organizations. This includes merchandise items, as determined by local command authorities, whose purpose meets the Comptroller General (CG) criteria for mission accomplishment awards (reference CG Decisions B-243025 and B-247687).

4.29.4. TWCF funds are not to be used for costs in direct support of sports competitions. (Reference AMCI 65-602, chapter 6, paragraph 6.6.5.10.)

4.31. **Refreshments at Awards Ceremonies.** APFs are authorized to pay for refreshments pursuant to award ceremonies that involve the presentation of an official medal for heroism or gallantry, e.g., Congressional Medal of Honor, Air Force Cross, Airman's Medal, or similar prestigious awards. While these award ceremonies are not job-related competitive-type awards, they are still of substantial nature and warrant serving refreshments, in keeping with the prestige and aura surrounding such a ceremony.

4.31.7. (Added) Unit Achievement Award Ceremonies. Funding for refreshments may be extended to unit award ceremonies to honor a significant milestone or other substantial unit achievement (e.g., a flying unit accomplished 200,000 hours flown without a mishap), and the nature of the achievement warrants a distinguished visitor (e.g., Vice-President, Air Force Chief of Staff, AMC/CC/CV, etc.) to formally present the award. Official Representation Funds may be used if the level of the award presenter qualifies under AFI 65-603 procedures. Per AMCI 65-602, chapter 6, paragraph 6.3.1.7.22, TWCF funds may be used to provide refreshments if an individual recipient of a substantial award is assigned to a TWCF-funded unit or if a TWCF-assigned unit is receiving an achievement award.

4.31.8. (Added) Graduation Ceremonies. Do not use appropriated funds to purchase food, refreshments, entertainment, or personalized invitations when hosting graduation ceremonies of a significant nature that

involve military or civilian employees. However, you may use appropriated funds to rent space in a NAF Category C facility to conduct these ceremonies if there are no other suitable facilities on the installation to host the ceremony. The total number of graduates along with the academic affiliation (e.g., graduations from the Community College of the Air Force or other Air University curriculums) should be the determining factors when considering appropriated funds for this purpose .

4.35. **Personalized Stationery.** Do not use TWCF funds to print authorized personalized stationery. (Reference AMCI 65-602, chapter 6, paragraph 6.6.16.)

4.36.1. At AMC bases, the wing commander (usually a general officer) will be the approving authority for host-related requests for the printing of business cards for the purpose of official communications. For AMC tenant units on other Services installations or tenants at AMC bases, or for field detachments or direct reporting units (DRUs), the tenant/field detachment/DRU commander will be the approving authority. For HQ AMC units, approval will be at the directorate level.

4.38.1. DELETED.

4.38.2. DELETED.

4.40.1. Examples of prohibited items for a typical authorized work break areas include but are not limited to barbecue grills (to include charcoal, lighter fluid, propane gas tanks, barbecue utensils, and appropriate safety gear), popcorn poppers, cooking items (pots, pans, casserole dishes, crock pots, coffee pots, etc.), food/drink/condiments, *any* game room item intended for amusement or to occupy one's interest (to include puzzles, board games, hand-held computer games, televisions, radios, VCRs, movie videos (tape or disk), pool tables and other sports/game tables, and all things of that nature), aquariums and other "nice to have" items that enhance appearances; glassware, kitchen utensils, coffee cups, plates and eating utensils (to include disposable items), paper/cloth napkins, tablecloths, and any other food serving or food related items. Units wishing to purchase these items to furnish their authorized break rooms *must* use private funds for this purpose .

4.40.7. (Added) Organizations that require their personnel to continuously "live" in the work area (i.e., consume three meals a day and sleep there while performing 24-hour shifts) may use APF to purchase cooking/food-serving items. A primary example is the base fire station. Consult the Allowance Standard/ Table of Allowance that governs the furnishings of these organizations to determine what items are authorized for purchase using APF. If no specific authorization exists, the unit commander must authorize the items prior to purchase. Use prudent judgment when determining these requirements – only the minimum amount of food preparation/serving items should be purchased. Do not buy expensive or unnecessary items .

4.40.8. (Added) For exceptional circumstances that do not fit the "norm" of a typical work break area but also do not fall under the definition of an ordinary staff office function (see paragraph 4.40.3. of AFI 65-601, Volume 1), the requesting AMC organization will submit, in writing, to HQ AMC/FMB through their Wing Comptroller (if located on an AMC base) a detailed justification for using government funds to purchase items for a work break area. HQ AMC/FMB will grant approval on a case-by-case basis.

4.42.1.1. Promotion review boards held at HQ AMC qualify for APF-funded refreshments if they conform to the specific guidance in AFI 65-601, Volume 1, paragraph 4.42.1.1. Do not use TWCF funds for light refreshments at conferences, symposiums, and seminars unless the conference is specifically convened by TWCF organizations solely for the purpose of discussing strictly TWCF-related business. The use of TWCF funds in this circumstance is still optional, not mandatory. (See AMCI 65-602, chapter 6, paragraph 6.6.28.)

4.42.1.1.1. TWCF funds are not authorized for food serving materials at conference centers or office functions. (Reference AMCI 65-602, chapter 6, paragraph 6.6.5.5.)

4.42.2.3. In order to prevent unauthorized charges in conference fees, base comptrollers should establish a review process for conference requirements at their location to ensure compliance with Air Force policy on the establishment of conference fees prior to final approval. This process may be tailored according to the local comptroller's desires.

4.42.2.6. (Added) In accordance with AFMAN 34-228, *Air Force Club Program Procedures*, paragraph 5.7., APFs are authorized to pay costs at Air Force clubs (NAF Category C facilities) to host commanders calls and other official Air Force functions/meetings provided there are no other suitable facilities on the installation which are available at no charge. The unit's Government-Wide Purchase Card is generally the vehicle used to fund these events. Retirements, PCS farewells, social office gatherings, promotion parties, and other non-official Air Force functions do not qualify for APF support, regardless of where they are held. Establish a MOU between the installation commander and the services commander for APF of official wing functions at Air Force clubs.

4.44. **Membership in Professional Organizations.** Do not use TWCF funds to purchase memberships in professional or civic organizations unless such a membership clearly enhances the objective and purpose of the TWCF. (Reference AMCI 65-602, chapter 6, paragraph 6.6.27.)

4.45.5. TDY personnel cannot claim bottled water purchases as a reimbursable miscellaneous expense on their travel settlement vouchers. Therefore, **bottled water is not authorized on travel orders**. However, AMC units deploying to a location where the water supply is unsafe for human consumption and there is no source available (commercial or otherwise) for potable water within a reasonable distance at the location, the deploying unit can purchase a necessary amount of bottled water with its unit funds for immediate consumption at the location prior to departure when approved in writing from the medical commander. Keep in mind that bottled water does not have a long shelf life, so ensure that you do not purchase a larger quantity at home station that can be consumed in a few months for this official purpose. For deployed locations, if the deployed finance and contracting support can locate a reliable source of bottled water on the local economy and competent medical authority declares it safe for consumption, use government funds (O&M 3400 or TWCF, as appropriate) to purchase bottled water, with written approval from the deployed medical authority or the site commander, if there is no medical authority at the deployed location. **NOTE:** It is extremely important to ensure that bottled water is purchased from approved sources at deployed locations, especially in Third World developing countries.

4.45.5.1. (Added) For AMC aircrews transiting overseas locations where the water supply is unsafe or questionable (as determined by the Foreign Clearance Guide or other competent source) and there is no other source of potable water available or they cannot take enough potable water in approved containers prior to mission departure to sustain them for the duration of the mission, the flying units may use their unit funds to purchase a reasonable amount of bottled water to bring along for consumption, in the interest of avoiding health problems from drinking contaminated water or suffering the effects of dehydration while performing the mission.

4.45.5.2. (Added) Prudent judgment is essential when considering requests to purchase bottled water as described in paragraphs 4.45.5. and 4.45.5.1. (Added) above. Consider all possible options and ensure that you accomplish a comprehensive validation for using unit TWCF/O&M funds to purchase bottled water and that the justification/rationale is fully documented in the event the units come under the scrutiny

of an audit. Authorized expenditures of bottled water under these circumstances should be properly ESP-coded in the accounting system if they are in direct support of contingency operations

4.45.6. AMC organizations *may not* use their unit funds to purchase a sun block or other sunscreen lotion if the performance of official duties requires their personnel to be exposed to the sun for long periods of time *unless* the local medical treatment facility (MTF) commander or other competent medical authority submits a medical determination, in writing, that a sunscreen material is necessary to maintain the physical well being of the organization's members in order to prevent overexposure to harmful ultraviolet rays and that unit funds are authorized to purchase it. This authority cannot be delegated to other installation organization commanders. If medical authority determines this should be a personal responsibility, unit funds are not authorized to purchase sun block/sunscreen for its assigned personnel.

4.49.2. Aircraft commanders may process an AF Form 15, **United States Air Force Invoice**, or use the AVCARD to pay protested air navigation and overflight fees assessed by foreign governments unless a cash payment is required. The aircraft's home station fund citation will be charged for this purpose.

4.50. **Landing and Parking Fees Assessed by Foreign Governments.** Aircraft commanders may utilize an AF Form 15 or the AVCARD to pay landing and parking fees at foreign commercial airports unless a cash payment is required. The aircraft home station flying unit's fund citation will be charged for this purpose .

4.51. **Funding for Athletic Supplies and Fitness Equipment.** Athletic supplies and fitness equipment do not qualify for TWCF funding. (Reference AMCI 65-602, chapter 6, paragraph 6.6.5.10.)

4.52. **Real Property Damage Recovery.** When a private party responsible for the loss or damage to government real property agrees to replace it in kind or have it repaired to the satisfaction of the proper government officials and to make payment directly to the party making the repairs, the arrangement is permissible and the base is not required to transfer an amount equal to the payment for the cost of the repair or replacement to the miscellaneous receipts account of the U.S. Treasury. (Reference *GAO: Principles of Federal Appropriations Law, Volume 2*, chapter 6, section E, paragraph 2.c.)

Section 4Q(Added)–Other Items of Interest

4.57. (Added) DELETED – renumbered as paragraph **4.62. (Added)** below.

4.58. (Added) DELETED – renumbered as paragraph **4.63. (Added)** below.

4.59. (Added) DELETED.

4.60. (Added) DELETED.

4.62. (Added) **Payment of Federal, State and Local Taxes.** As a general rule, Air Force agencies are exempt from paying federal, state and local taxes assessed on goods and services by commercial vendors. In these cases, the buyer, not the seller, is legally responsible for payment of the tax (referred to as a vendor tax) and the Air Force, as a buyer is not required to pay. However, if the seller is legally obligated to pay the tax (referred to as a vendee tax), Air Force agencies will reimburse the seller for the total cost, to include the tax. Examples of vendee taxes payable by Air Force agencies include but are not necessarily limited to (1) federal excise taxes, (2) state sales taxes factored into public utility rates through applicable rate-setting processes by state legislatures or public service commissions, and (3) business privilege or gross receipts taxes. Consult with your local Judge Advocate (JA) office if questions arise concerning the legal payment of taxes from Air Force funds. See *GAO: Principles of Federal Appropriations Law, Volume I*, chapter 4, section 15, for additional guidance on the payment of state and local taxes .

4.63. (Added) **Contest Entry Fees and Prizes/Awards.**

4.63.1. (Added) Privately-Sponsored Contests. Do not use Air Force funds (to include TWCF) to pay entry fees to enter publications in a contest sponsored by a private organization in cases where the prize is a monetary award to be given to the editors of the winning publication (see Comptroller General Decision B-164467, 14 June 68). However, if the prize is awarded directly to the agency and not to Air Force military or civilian members, and where sufficient justification exists where the expense furthers the objects of the appropriation, Air Force funds may be used to pay the entry fee (see Comptroller General Decision B-172556, 29 Dec 71). The decision to use Air Force funds to enter a contest will depend on (1) the nature of the contest and prize, (2) to whom they are awarded, and (3) the sufficiency of the administrative justification. Any authorized cash prizes from private-sponsored contests awarded to government agencies must be collected into miscellaneous receipts and not into the agency's appropriation that paid the entry fee (see 31 U.S.C., Section 3302).

4.63.2. (Added) Government-Sponsored Contests.

4.63.2.1. (Added) The use of Air Force Funds to award cash prizes for government-sponsored contests involving artistic designs is generally unauthorized if the prize awarded does not relate to the reasonable value of the services of the successful contestant (see 5 CompGen 640 (1926). However, if the value of the prize is comparable to the services performed (e.g., it would cost a like amount to contract for the design), the use of Air Force funds to award the prize is allowable (see Comptroller General Decision A-13599, 5 Apr 26).

4.63.2.2. (Added) Air Force funds may be used to sponsor a contest under the necessary expense theory if the expenditure bears a reasonable relationship to carrying out an authorized activity. Additionally, any travel and per diem costs involved to fly the individual winner to receive the award is also allowable (normally unit funded) .

4.63.3. (Added) For AMC, contest entry fees and prizes/awards authorized for Air Force funding is sourced from O&M 3400 funds, BA 02, and preferably PE 41896. The use of TWCF funds for this purpose is not authorized unless it can be clearly justified that the expenditure of TWCF funds in this manner will further enhance the objective and purpose of the TWCF. (Reference AMCI 65-602, chapter 6, paragraph 6.6.22.)

4.64. (Added) **Command/Wing/Squadron-Sponsored Picnics, Balls, and Dances.**

4.64.1. (Added) There is no statutory authority supporting the use of Air Force funds for these types of events at any level. Picnics, balls, dances, and similar non-mission essential functions are considered unofficial social events/entertainment and are not eligible for Air Force funding. *GAO: Principles of Federal Appropriations Law, Volume 1*, chapter 4, page 4-82 states, "... the rule [is] that appropriated funds may not be used for entertainment except when specifically authorized by statute and also authorized or approved by proper administrative officers." It further states, "The basis for the rule is that entertainment is essentially a personal expense even when it occurs in some business-related context. Except when specifically appropriated for, entertainment cannot normally be said to be necessary to carry out the purposes of an appropriation."

4.64.2. (Added) An exception to using Air Force funds for these events is to rent portable toilets or other similar items in keeping with necessary health and sanitary requirements.

4.64.3. (Added) AMCI 65-602, chapter 6, paragraph 6.6.15, specifically forbids the use of TWCF funds for entertainment purposes.

4.65. (Added) **Memorialization.** AFI 34-201, table 12.1., rules 56 through 62 permit the use of Air Force funds to purchase a plaque or permanent marker on an installation building, wing, room, or street to memorialize an individual (living or deceased) as well as any ceremonial costs relating to invitations, military bands, programs, etc. Excluded from Air Force funding for these events are the cost of light food, refreshments, food serving items, or any other item or activity designed for entertainment purposes, as stated per AFI 65-601, Volume 1, chapter 4, paragraph 4.28.

4.65.1. (Added) In accordance with AFI 36-3108, *Memorialization Program and Ceremonies*, paragraph 7.4, requests for non-local travel authorization by commercial or government transportation may be authorized for the honoree or next of kin (spouse, child, or parent) to attend the memorial dedication ceremony. Consult the Joint Travel Regulation (JTR), Volume II, paragraphs C6000 and C6002-F for guidance on preparing invitational travel orders. Per diem (to include lodging) is not authorized for the honoree or next of kin.

4.65.2. (Added) Fund authorized memorialization costs from O&M 3400 funds, BA 02, preferably PE 41896. Do not use TWCF funds for this purpose.

4.65.3. (Added) The use of APF for memorialization costs *does not* extend to the funding of freestanding memorials. Without specific congressional authority to fund for memorials, private funds must be used.

4.66. (Added) **Private Organizations.** These are self-sustaining interest groups, established by personnel acting outside the scope of any official position they may have in the federal government. Private organizations are not integral parts of the military service or federal entities, nor are they NAFIs, as defined in AFI 34-201. They operate on Air Force installations with the written consent of the installation commander and do not receive sovereign immunities and privileges given to NAFIs or Air Force organizations. Private organizations must furnish their own equipment, supplies, and other materials in accordance with AFI 34-223, *Private Organization (PO) Program*, paragraph 11., and do not receive any direct financial assistance from Air Force or NAF funds in the form of contributions, dividends, or donation of funds or other assets, unless directed otherwise by specific AFIs pertaining to their operation. Private organizations must also reimburse for services (including utilities) when it uses a facility or space on an other-than-occasional basis unless specifically directed by instruction or regulation not to reimburse for this support. **NOTE:** Thrift shops are excluded from paying for utilities per AFI 34-223, paragraph 11.1.1.

4.66.1. (Added) The following private organizations do not fall under the guidance of AFI 34-223 and are governed by other directives and/or instructions. (**NOTE:** See paragraph 2. of AFI 34-223 for the applicable directive/instruction of the organizations listed below.)

4.66.1.1. (Added) Scouting organizations (overseas military installations only).

4.66.1.2. (Added) American National Red Cross.

4.66.1.3. (Added) United Seaman's Service.

4.66.1.4. (Added) United Service Organizations, Inc.

4.66.1.5. (Added) Credit Unions.

4.66.1.6. (Added) Banks.

4.67. (Added) **Open Houses, Aerial Demonstrations, Static Displays, or Other Community Relations .**

4.67.1. (Added) AFI 35-101, *Public Affairs Policies and Procedures*, chapter 8, contains general policy regarding base open houses. Other formal guidance is contained in a HQ USAF/CV memorandum dated 27 Jul 94, Subject: *Civil Aircraft Performances and Charging Admission at Base Open Houses/On-Base Events*. These are primarily public affairs activities. By definition, a base open house informs the public about the capabilities, equipment, training, and professionalism of the Air Force and its personnel. The public pays no charge or fees for admission, parking, or viewing any activities.

4.67.2. (Added) Civil aircraft performances at base open houses are permitted if they supplement or enhance the effectiveness of the military activities. These performances may not constitute more than 33 percent of the total actual performance time.

4.67.3. (Added) "Warbird" aircraft (vintage U.S. or foreign aircraft used in a previous military conflict or having historical military aviation significance) operated by non-profit organizations that primarily relate to military history are not subject to the 33 percent rule.

4.67.4. (Added) Civil aerial performance teams that do not supplement or enhance the effectiveness of military activities may not participate in Air Force-sponsored open houses or aerial demonstrations because they do not enhance public understanding of the Air Force mission, capabilities, and heritage.

4.67.5. (Added) AMC installations that desire to engage warbirds to enhance the attractiveness of an open house, aerial demonstration, or static displays may use Air Force funds to cover the costs of their appearance (i.e., those costs that would normally be associated with service contracts). NAF or TWCF funds are not authorized for this purpose.

4.67.6. (Added) Don't use Air Force or NAF funds to finance appearances by civilian aircraft other than warbirds at these events. If the civil aircraft owners request aircraft fuel, the installation may sell only enough DoD fuel to get the aircraft to the closest civilian airfield. For civil aircraft delays due to safety-of-flight maintenance requirements, charge storage fees commencing 24 hours after the close of the event in accordance with AFI 10-1001, table 4. Deposit these fees into the miscellaneous receipts account of the Treasury and not into the installation's O&M account. Requests for deviations to this policy should be forwarded through HQ AMC channels to HQ USAF/ILTT and SAF/PAC for approval.

4.67.7. (Added) Open House/Air Show Advertising. You may use APF to pay for advertising costs pertaining to base open houses and air shows under the overall umbrella of recruiting benefits and if it does not cause the loss of public service announcements, which are provided at no charge to the Air Force.

4.67.8. (Added) Vendor Fairs. APF is authorized to support vendor fairs hosted by base organizations unrelated to NAF/MWR purposes provided it is directly related to the mission requirements of the organization .

4.67.9. (Added) APFs (except for ORF) are authorized to pay for informational handouts at Air Force-hosted civic orientation dinners in keeping with civic relations with the local community.

4.68. (Added) **Reconstitution of WRM Assets.**

4.68.1. (Added) AMC funds for reconstitution costs of theater-assigned WRM assets utilized by AMC flying and support units when deploying overseas to support contingencies, JCS Exercises, or Air Expeditionary Force (AEF) requirements. Reconstitution costs include but are not necessarily limited to packing, crating, reconstitution/repair of assets, transportation to/from employment site, TDY costs for required personnel deploying with the assets, applicable contractor costs, and Mobility Readiness Spare Package (MRSP) costs, as directed by AFI 25-101, *War Reserve Material (WRM) Program Guidance and Procedures*, chapter 6, paragraphs 6.3.5.9 and 6.8.1.

4.68.2. (Added) The tasked AMC wing will provide a MIPR or AF Form 616 citing TWCF or O&M 3400 funds (depending on the AMC unit requiring the support) to the providing theater unit responsible for the management of WRM assets prior to equipment release. Use EEIC 549 and the appropriate ESP code in the fund cite. A list of required WRM assets and estimated reconstitution costs will be provided by the appropriate AMC planning/tasking offices or functional managers to the tasked AMC wing prior to AMC unit deployments. **NOTE:** For WRM requirements of AMC units deploying to Moron AF Spain, the 721 AMOG/FMA will provide the required funding (TWCF or O&M 3400, as appropriate) to the 4 EAMS at Moron.

4.68.3. (Added) For use that exceeds 30 days, 15 percent of the total required asset cost will be assessed; for use of 30 days and less, 10 percent of the total required asset cost will be assessed. Unused funds in excess of actual reconstitution costs will be returned to the supported AMC organization.

4.68.4. (Added) Under wartime conditions, HQ USAF may elect to waive unit/MAJCOM funding responsibility for WRM reconstitution and require the overseas theaters to absorb the costs and request SAF/FM reimbursement.

4.69. (Added) **Gifts to the Air Force.** AFI 51-601, *Gifts to the Department of the Air Force*, provides guidance on the proper acceptance of gifts (money and tangible real/personal property) and the appropriate level (e.g., Secretarial, MAJCOM) a particular gift may be accepted. Gift offers are presented as either conditional or unconditional and may be rejected if it is clearly in the best interests of the Air Force to do so. Accepted unconditional monetary gifts are deposited into Miscellaneous Receipt Account 571299 while accepted conditional monetary gifts are deposited into Trust Fund Receipt Account 578928. DFAS-DE/ADRA, through SAF/FMB, will issue a funding document citing appropriation 57X8928, Fund Code 75, when reallocating conditional monetary gifts to the MAJCOM for which the gift is intended. AMCFSS/FMBI then issues a funding document to the appropriate AMC OBAN for obligations, disbursements, and status of funds reporting, when SAF/FMB funding is received.

4.70. (Added) **Fines and Penalties.** Air Force O&M-type funds are not available to pay for or reimburse Air Force military or civilian employees for fines and penalties incurred as a result of violating a law or code when acting on their own behalf, beyond the scope of his or her authority. However, if the fine/penalty is assessed because the military or civilian member is complying with regulatory guidance or instructions and the member is without fault or not negligent (i.e., no personal wrongdoing), use unit O&M-type funds to pay the fine/penalty under the necessary expense doctrine. Additionally, Air Force organizations are exempt from paying fines/penalties unless there is an express statutory waiver of sovereign immunity. Examples of these types of waivers are (1) the Clean Air Act; (2) the Prompt Payment Act; and (3) the Federal Facility Compliance Guidance. If the fine/penalty is imposed by court action, it may be initially paid from the permanent judgment appropriation pending reimbursement from O&M-type funds. (See *GAO: Principles of Federal Appropriations Law, Volume 1*, chapter 4, pages 4-114 through 4-119.)

4.71. (Added) **Funding Rewards for Lost or Missing Air Force Property.** 10 U.S.C. 2252 authorizes the Services to pay a reward of not more than \$500 in any case for information leading to the discovery of missing property under the jurisdiction of that Service or leading to the recovery of such property. These rewards are not payable to a military or civilian employee for services rendered within the scope of his or her official duties in an effort to recover the missing property or obtain information as to its location (see *GAO: Principles of Federal Appropriations Law, Volume 1*, chapter 4, pages 233-234).

4.72. (Added) **Furnishings and Appliances for Dormitory, Family Housing, Lodging, and Temporary Living Facilities.** In accordance with AFI 32-6004, *Furnishings Management*, chapter 2, the base Civil Engineer (BCE) is responsible for the budgeting and management of furnishings and appliances. Table 2.1. of AFI 32-6004 provides the appropriate O&M program element (PE) code for ordering furnishings and appliances in support of dormitories (unaccompanied), lodging (VQ – visiting quarters), and temporary living facilities (TLF).

4.72.1. (Added) APF replacement furnishings and appliances for VQ, TLF, and dormitory (unaccompanied) facilities, in conjunction with a facility maintenance/repair project, are budgeted and executed in the O&M 3400 financial plan. The functional organization responsible for the operation of the activity that requires the replacement furnishings and appliances is responsible for identifying their funding requirements to the Furnishings Management Office. The housing manager is responsible to identify these requirements for family housing and dormitories; for the VQ and TLF, the responsibility belongs to the Services commander. For family housing (Fund Code 3Y), use Project Account Code P721.40, PE 88745. For dormitories (Fund Code 30), use PE 41879, RC/CC XX4407, and Functional Account Code (FAC) 12. For VQ/TLF (Fund Code 30 portion only), use PE 41896 and base-wide RC/CC XX8571, FAC 08.

4.72.2. (Added) See table 2.1. of AFI 32-6004 for additional funding guidance (APF versus NAF) on furnishings and appliances for unaccompanied/VQ/TLF facilities .

4.73. (Added) **Contracts for Supplies or Services Issued at the End of the Fiscal Year for Delivery or Completion in the Following Fiscal Year.** In accordance with DoDFMR 7000.14, Volume 3, chapter 8, paragraph 080303, contracts entered into or orders placed for goods, supplies, or services shall be executed only with bona fide intent that the contractor (or other performing activity) shall commence work and perform the contract without unnecessary delay. For facility projects, current fiscal year funds may be obligated near the end of the fiscal year, even though performance may not commence until the following fiscal year. Contracts for these requirements should contain a specific requirement that the work begin before January 1 of the following calendar year. The following guidance applies in determining the commencement of work :

4.73.1. (Added) Physical Onsite Evidence. A visual inspection of the work site discloses significant work has been accomplished, or contractor employees are actually engaged in work performance. (No further verification is necessary.)

4.73.2. (Added) Documentary Evidence. If physical onsite evidence of performance does not exist, and to prevent unwarranted default proceedings, the contractor may be requested to produce documentary evidence that cost has been incurred or material has been ordered to allow performance of the contract .

4.74. (Added) Receipts from Commercial Wireless Vendor Requests to Install Systems on Air Force Property. The FY01 Authorization Act (P.L. 106-398) amended 10 U.S.C., Section 2667 by authorizing the collections of receipts for all out grants for non-exclusive use of Air Force real property for location of wireless communication antennas granted by license under the authority of the Secretary of the Air Force. Deposit these collections to appropriation 975189.57, Air Force Special Receipts Account in lieu of the Miscellaneous Receipts Account of the Treasury. Funds from these collections then become available to AMC bases under appropriation 97X5189.57, Fund Code K2, as provided to SAF/FMB in appropriation acts .

4.75. (Added) **Funding Physical Examinations.**

4.75.1. (Added) **Air Force Civilian Employees. Air Force organizational funds may be used for physical examinations, to include inoculations/vaccinations to which these examinations seem more**

or less akin in view of their precautionary nature, where conditions are such that medical attention to a civilian employee may be considered as primary for the benefit of the Air Force rather than the employee (reference 65 CompGen 677, 679 (1986)). A primary example on AMC bases is Air Force civilian air traffic controllers, are required to withstand the rigors of their employment and that an undisclosed physical condition does not impair the performance of their day-to-day duties, which may result in injury or loss of life for passengers and aircrews on Air Force aircraft. *NOTE: Do not use organizational funds where the purpose of the examination is to secure a benefit sought by the employee.*

4.75.2. (Added) New Air Force Civilian Employees or Applicants. Title 5, C.F.R., chapter 1, section 339.301-304 authorizes the use of Air Force organizational funds to pay for medical examinations for new civilian employees if required by the position. *NOTE: Do not use organizational funds where the purpose of the examination is to secure a benefit sought by the applicant.*

4.76. (Added) **Funding for Replacement of Non-Expendable Support Equipment Left at Deployed Locations by TWCF Organizations** . When TWCF units deploy in support of contingency or wartime requirements and are directed by higher authority to leave their support equipment in place when redeploying, and must purchase replacement equipment to ensure their deployable kits are prepared to fulfill other missions, the following funding guidance applies:

4.76.1. (Added) If the support equipment is centrally managed and originally procured with 3080 funds, the replacement equipment must also be procured with 3080 funds. AMC units will identify these requirements to their HQ AMC counterparts for validation and fund sourcing.

4.76.2. (Added) If the support equipment was originally purchased with TWCF funds, the replacement equipment must be purchased with O&M 3400 funds because it is in direct support of wartime requirements. AMC units will identify these requirements to their HQ AMC counterparts for validation. Upon receipt of this validation, HQ AMC/FMB will issue O&M 3400 funds to the unit that submitted the requirement. Use the applicable Air Force-assigned contingency/wartime ESP code to properly capture these O&M-funded costs in the accounting system for reimbursement.

4.76.3. (Added) If the support equipment was originally purchased with 3080 funds and breaks at the deployed location, use TWCF funds to repair or reconstitute the equipment. Use 3080 funds for replacement .

4.76.4. (Added) If the support equipment was originally purchased with TWCF funds and breaks at the deployed location, use TWCF funds to repair, reconstitute, or replace the equipment.

4.76.5. (Added) TWCF units will replace expendable support equipment and supplies using TWCF funds.

4.77. (Added) **Damage Claims Between Federal Agencies for Government Personal Property.**

4.77.1. (Added) As a general rule, a federal agency that damages personal property under the control of another federal agency may not pay a claim for the damage incurred, even if the agency responsible for the damage is at fault. This rule is commonly referred to as the "interdepartmental waiver doctrine" and applies equally to components of a single agency funded under a separate appropriation (reference *GAO: Principles of Federal Appropriations Law, Volume 3*, chapter 12, section D).

4.77.2. (Added) This doctrine is based on the premise that the government cannot sue itself and that ownership of public property is in the United States as a single entity and not the individual departments or agencies. The Comptroller General has held that an agency's appropriations were not available to pay a

claim for damage to the property of another agency (25 Comp.Gen 49 (1945)). The basic prohibition is the augmentation of the lending agency's appropriation that is already available for repair or replacement of lost or damaged property for which it is responsible. Further, the appropriations of the borrowing agency would not be expected to include any amount for repair or replacement of property for which it is not responsible. The basis for the rule against augmentation of appropriations is codified in Title 31 U.S.C., Section 1301(a), which restricts the use of appropriations to the purposes for which they were made. Therefore, if payment by the agency causing the damage would be a payment for an unauthorized purpose, the payment would also improperly augment the appropriations of the claimant agency.

4.77.3. (Added) There are two primary exceptions to the interdepartmental waiver doctrine:

4.77.3.1. (Added) If there is an existing statute or Comptroller General Decision authorizing reimbursement (e.g., damaging borrowed equipment belonging to a Working Capital Fund (65 Comp.Gen 910 (1986)), GSA governance which allows their fund to charge the customer for repairs of equipment loaned to the customer [relates to repairs made for the future use of other customers and not the agency] (Title 40 U.S.C., Section 491, 59 Comp.Gen 515 (1980)), payment for the repair or replacement of damaged or lost equipment by the agency responsible for the damage is authorized.

4.77.3.2. (Added) Orders issued under the Economy Act (Title 31 U.S.C., Section 1535) can allow for repairs or replacement of damaged equipment, if it is specifically written into the agreement that the borrowing agency will return the equipment in as good condition as when received, normal wear and tear excepted.

4.77.4. (Added) In cases where both the owning agency and the agency that damaged or lost the property are funded from the same appropriation for their day-to-day operations, the interdepartmental waiver doctrine does not apply and the agency at fault may reimburse the owning agency for the damage or replacement costs, unless there exists a more specific appropriation that is solely authorized for this purpose .

5.8.1. AMC units will not accept project orders from outside organizations for supplies or services. AMC does not possess any government-owned/government-operated activities as described in DFAS-DE 7010.1-R, *General Accounting and Finance Systems at Base Level*, chapter 17, paragraph 17-12, and DoDFMR 7000.14, Volume 11A, *Reimbursable Operations, Policy and Procedures*, chapter 2. Outside agencies requesting support from AMC will utilize DD Form 448, Military Interdepartmental Purchase Request (MIPR) or Air Force Form 616, Fund Cite Authorization (Air Force organizations only).

6.3.3. The bona fide need rule is not applicable to no-year funds in accordance with *GAO: Principles of Federal Appropriations Law, Volume 1*, chapter 5, page 5-13. Since TWCF Operating and Capital programs are no-year appropriations, all change orders and other upward obligation adjustments arising in future years applicable to TWCF projects that commenced in previous years are funded with current year TWCF Operating or Capital funds, as appropriate. See AMCI 65-602, chapter 2, paragraph 2.4.10.

6.3.7.4. (Added) For within-scope contract adjustments attributable to antecedent liability (enforceable under a provision of the original contract) charge upward obligation adjustments to the appropriation current at the time the contract was originally executed. An example would be a mandatory or legal requirement (e.g., regulation, law, state/federal code) that existed at the time the contract was awarded (i.e., a bona fide need) and was erroneously omitted. This is considered a “defective specification” case, which is cognizable under the “Changes” clause of the contract. This principle is occasionally referred to as the doctrine of “relation back”. **EXCEPTION:** In cost-reimbursement contracts where discretionary cost increases (not enforceable by the contractor) exceed funded ceilings established by the Limitation of Funds or Limitation of Cost clause of the contract, use current year funds when the contracting officer

grants the discretionary increase. (See *GAO: Principles of Federal Appropriations Law, Volume 1*, chapter 5, pages 5-32, 5-33.)

Figure 6.1. Decision Tree – Contract Changes and Obligation Adjustments.

Under the block entitled “Within-Scope Contract Changes P.L. 101-510”, add “Antecedent liability.” after “ECP/VECP/CCP”. Add the following footnote at the bottom of Figure 6.1. “**This figure is not necessarily all-inclusive when addressing contract changes and upward adjustments. For upward obligation adjustments that do not meet any of the above categories, apply the bona fide need rule to determine the appropriate fiscal year’s funding.”

7.1.1. Unified joint combatant commands residing on AMC bases (i.e., USTRANSCOM, USCENTCOM, and USSOCOM) are considered Air Force tenants for the purposes of host-tenant funding responsibilities under this chapter. See DoDI 5100.3, *Support of the Headquarters of Combatant and Subordinate Joint Commands*. Host support provided to tenant unified joint commands residing on AMC bases, whether it is the same level as provided to other Air Force tenants or over and above that level, must be specifically documented in the host/tenant support agreement.

7.1.1.1. (Added) If the tenant unified joint command determines the host AMC base should provide additional support beyond the terms and conditions of the signed support agreement, a renegotiation of the agreement, with proper justification for the additional support, is required, and is to be implemented budget lead time away. The host AMC base will not pay for any new requirements levied by the tenant unified joint command in execution year that are not provided for in the current support agreement .

7.1.1.2. (Added) If the AMC host base and the tenant unified joint command cannot reach an agreement with regard to the additional support, the matter will be elevated to HQ AMC/FMB for resolution. If HQ AMC cannot resolve the dispute, it will be forwarded to SAF/FMB for a final determination.

7.2.5. In accordance with DoDFMR 7000.14, Volume 3, chapter 8, paragraph 080704, orders required by law to be placed with a U.S. Government agency are not subject to the Economy Act restrictions as stated in AFI 65-601, Volume 1, chapter 7, paragraph 7.16.4. The agency filling the order is not required to contract for the full amount of the ordering unit’s funding document (MIPR) before the end of the period of availability of the ordering unit’s appropriation. Since the amount of the MIPR is considered obligated when the order is issued and accepted by the receiving agency, the uncontracted portion on the ordering unit’s MIPR may remain with the agency providing the goods or services beyond the end of the period of availability and until the account closes to cover anticipated operating needs relating to the ordering unit’s basic requirement.

7.3.2. The base FMA office plays an important role in the management of support agreements, as they have the responsibility to validate the costs and methodology used to estimate tenant reimbursable support. The FMA office must ensure all reimbursable costs are captured and accounted for in each support agreement. While the various unit support agreement monitors should identify those reimbursable costs associated with their work centers, the FMA office needs to ensure these individuals possess the required skills to cost out tenant reimbursable support. AFI 25-201, *Support Agreements Procedures*, paragraphs 2.6. and 5.4., provides the responsibilities of the FMA office for support agreements, to include performing an annual budget review and comparing collected reimbursements to the actual calculations identified in the support agreements. The FMA office will notify the wing Support Agreement Manager (SAM) office when the annual budget review is completed. If necessary, a revised Funding Annex, signed by both the supplier and receiver (host and tenant) FMs, will be attached to the support agreement.

7.8.5.3. (Added) Support of Temporary AMC Theater Oversight Organizations. Whenever HQ AMC directs that a temporary (non-permanent party) AMC organization be established at a primary AMC en route location within the PACAF/USAFE theaters on a TDY rotational basis in order to provide specific mission oversight (e.g. an Aerospace Expeditionary Group (AEG), E-SID, P-SID, etc.), funding for their day-to-day operations (supplies, equipment, etc.) will be provided by the 715 AMOG or 721 AMOG, as appropriate. Assign specific organizational RC/CC codes to account for obligations in the accounting system and use the applicable contingency ESP code (in most cases the establishment of the temporary organization will be contingency-related). TDY costs for personnel assigned/deployed to these organizations will remain the responsibility of the member's home station unless the theater AMOG organization specifically requests manning assistance (reference paragraph **10.2.1.7. (Added)** of this publication). HQ AMC/FMB will provide the appropriate funding to the 715/721 AMOG based on identified requirements.

7.8.5.4. (Added) AFRC and ANG C-5, C-17, and C-141 en route support. ANG and non-associate AFRC C-5, C-17, and C-141 units will provide AF Forms 616 to the AMC Regional Supply Squadron (AMCRSS) to pay for consumable and DLR parts support at AMC forward supply locations (FSL). AMCRSS will use the AF Forms 616 to establish Project Funds Management Record (PFMRs) and cost centers unique to each ANG and non-associate AFRC unit at all FSLs. FSL supply personnel will charge consumable and DLR parts support provided to ANG and non-associate C-5, C-17, and C-141 aircraft against these dedicated cost centers.

7.8.5.5. (Added) Deploying units to AMC Forward Supply Points (FSP) will provide AF Forms 616s to AMCRSS for contingency aircraft consumables and DLRs.

7.8.5.6. (Added) DLR Application. If an AFRC or ANG aircraft lands at an AMC location for maintenance purposes, normal DLR transient maintenance rules apply (regardless of mission). Air Force DLR transient policy dictates the host base will pay for DLR support unless the following two conditions are met: (1) The DLR has an exchange cost greater than \$20,000 and/or (2) the part is not in stock at the host base. If either (or both) of these two conditions is/are met, the home station of the AFRC or ANG aircraft will pay for the DLR support.

7.12.2.2. DELETED.

7.12.4. AMC bases will use sales code 90C and PE 41896 to record the collection of landing fees from civil aircraft in the accounting system. For AMC wings that maintain TWCF funds, do not deposit receipts for landing fees into the TWCF appropriation. TWCF does not incur any operating costs for the maintenance and repair of base runways or taxiways.

7.23.4. See AMCI 65-602, chapter 6, paragraph 6.3.1.7.2. for additional guidance on paying authorized U.S. Customs Service charges provided for AMC TWCF-assigned aircraft.

NOTE: Chapter 8, all paragraph references to the \$100,000 expense/investment threshold are changed to \$250,000 in accordance with the FY 2003 Omnibus Appropriations Act (Public Law 108-7, dated 20 February 2003, Division M, Defense Matters, Other Matters, Section 106). (**NOTE:** SAF/FMBMM plans to incorporate the applicable paragraph changes into an official Interim Change to AFI 65-601, Volume 1.)

8.16.3. Don't use TWCF (Operating or Capital) funds to purchase centrally procured/managed equipment items. (Reference AMCI 65-602, chapter 8, paragraph 8.4.5.12.)

8.46. **Small Weapons Procurement.** TWCF funds are not authorized for the purchase of small weapons and/or ammunition. (Reference AMCI 65-602, chapter 8, paragraph 8.4.5.12.)

NOTE: Chapter 9, all paragraph references to the \$100,000 expense/investment threshold are changed to \$250,000 in accordance with the FY 2003 Omnibus Appropriations Act (Public Law 108-7 dated 20 February 2003, Division M, Defense Matters, Other Matters, Section 106). (**NOTE:** SAF/FMBMM plans to incorporate the applicable paragraph changes into an official Interim Change to AFI 65-601, Volume 1.)

10.1.1. For AMC, TWCF Operating funds (97X4930.FD40, Fund Code 68, BPAC 10X or 3XX) apply to this chapter unless stated otherwise in this publication or in AMCI 65-602.

10.2.1. When AMC O&M-funded personnel augment TWCF-funded aircrews, airlift operations units, aerial port units, aircraft maintenance units, or Air Mobility Operations Group units (except for Combat Camera), the augmented TWCF unit provides a TWCF fund cite to support the TDY. Conversely, when TWCF-funded personnel augment an O&M-funded unit to perform a non-TWCF mission, the augmented O&M unit provides an O&M fund cite to support the TDY.

10.2.1.1. (Added) Fund ANG/AFRC/IMA MPA Man-day (volunteer - 10 U.S.C., Section 12301(d)) TDY requirements as follows:

10.2.1.1.1. (Added) If a specific active duty AMC organization (located at an AMC wing, on the HQ AMC/AMC Numbered Air Force (NAF) staff, or at an AMC tenant on another Air Force installation) requests AFRC/ANG support (e.g., manning assistance, augmentation) and HQ AMC approves and issues the MPA days to the supporting AFRC/ANG unit, the requesting AMC organization will provide a TDY fund cite to the supporting unit prior to the release of the MPA days. **NOTE:** The TDY fund cite *will not* be a central fund cite for AMC OAC/OBANs 6510 and 6515. The MPA Man-day authorization message will include the AMC organization's TDY fund cite.

10.2.1.1.2. (Added) If MPA Man-days are issued by AMC to support AMC requirements (peacetime, AEF, or contingency-related (to include Operations Noble Eagle, Enduring Freedom, and Iraqi Freedom)) as a whole, i.e., requirement is not specific to a particular AMC organization, AMC MPA Man-day functional managers will select "Centralized AMC Fund Cite for ANG AFRC" when creating MPA messages in the Command Man-Day Allocation System (CMAS). ANG units will provide TDY funding using local unit fund cites with appropriate ESP codes. ANG units' obligations will be reported to HQ ANG/FMA and reimbursed by HQ AMC through a central account established at HQ ANG (OAC/OBAN 6515). HQ AFRC will provide AMC TDY funding to their bases/funding points through an established funded AMC account (OAC/OBAN 6510). Common examples of these requests would be (but not necessarily limited to) AFRC/ANG unit-equipped aircrews flying AMC missions (Channel, SAAM, JCS, AEF, Contingency, Refueling), TALCE/aircraft maintenance personnel deployed to support an AMC contingency bed down location, personnel deployed to support AMC requirements where there is no established permanent AMC presence (e.g., Diego Garcia BIOT and AEF locations), and FM paying agents required to provide financial support for AMC aircraft that transit Third World Nations. For Associate Reserve units located at AMC wings, the following guidance applies :

10.2.1.1.2.1. (Added) For airlift-related (C-141/C-5/C-17 aircraft operations and maintenance) Associate Reserve units, TDY funding will be provided by the active AMC wing (TWCF funds). **NOTE:** The TDY fund cite *will not* be a central fund cite for AMC OBANs 6510 and 6515. HQ AMC MPA Man-day functional managers *will not* select the "centralized AFRC fund cite" option for TDY funding when processing these requests through CMAS .

10.2.1.1.2.2. (Added) For tanker-related (KC-10/KC-135 aircraft operations and maintenance) Associate Reserve units, TDY funding will be provided by HQ AFRC through an established AMC account (OAC 65**) (**NOTE:** The "***" represents the sub-OBAN account assigned by HQ AFRC/FMA). HQ AMC

MPA Man-day functional managers *will* select the “centralized AFRC fund cite” option when processing these requests through CMAS.

10.2.1.1.2.3. (Added) AFRC/ANG Requirements. MPA Man-days are not issued to AFRC/ANG units for other than active duty requirements, to include Homeland Defense requirements that are not clearly defined as augmenting AMC operations (e.g., aerial refueling, alert, etc.) but rather to assist with peak-period workload (e.g., base operating support (BOS) requirements not in direct support of 24/7 operations). AFRC/ANG units will provide TDY funding from their organizational funds without reimbursement from AMC for all non-active duty AFRC/ANG requirements .

10.2.1.2. (Added) Fund ANG/AFRC/IMA Mobilization (Non-Volunteer Activation - 10 U.S.C., Section 12302) TDY requirements as follows:

10.2.1.2.1. (Added) Activated at an AMC-gained AFRC/ANG location (if outside the commuting area): For ANG, the ANG unit will provide TDY funding. Obligations will be reported to HQ ANG/FMA and reimbursed by HQ AMC through a central account established at HQ ANG. HQ AFRC/FMA will provide AMC TDY funding to their bases/funding points through an established funded AMC account (OAC 65**) (see referenced note in paragraph [10.2.1.1.2. \(Added\)](#) above).

10.2.1.2.2. (Added) Activated at an AMC-gained AFRC/ANG location and further directed TDY to an AMC base/unit: The active AMC unit to which the AFRC/ANG mobilized personnel is assigned will fund the TDY costs. The active AMC unit will provide a TDY fund cite to the AFRC/ANG member’s home unit and the member’s prior activation orders will be amended to include the AMC fund cite. This allows for partial travel advances to be processed at the AMC TDY location. To prevent a double obligation of funds (AFRC (or ANG) and AMC) the AMC-gained AFRC/ANG unit must deobligate the unused obligation against the original AFRC/ANG-funded activation order.

10.2.1.2.3. (Added) Activated at an AMC-gained AFRC/ANG location, further directed TDY to an AMC base, and further directed TDY to another AMC unit, deployed location, or for AMC-required training purposes: If the TDY is due to augmentation or manning assistance at a new AMC location, the augmented AMC unit will fund the TDY. If the TDY is at a deployed location or for training purposes, the original assigned AMC unit will fund the TDY.

10.2.1.2.4. (Added) Activated at an AMC-gained AFRC/ANG location and directed TDY to fulfill AFRC/ANG requirements: TDY funding is the responsibility of the member’s AFRC/ANG unit without reimbursement from AMC.

10.2.1.2.5. (Added) Activated at an AMC base, to include AFRC Associate Reserve units (if outside the commuting area): The assigned active unit at the AMC base will fund the TDY. **NOTE:** If there is no appropriate active unit at the AMC base (e.g., an AFRC/ANG unit-equipped flying organization (tenant) on an AMC base where there is no corresponding active AMC flying unit), TDY funding will be as follows: (1) ANG units will fund the TDY costs and report the obligations to HQ ANG/FMA who will be reimbursed by HQ AMC from a central account established at HQ ANG; (2) AFRC units will be provided AMC TDY funding by HQ AFRC/FMA through an established funded AMC account (OAC 65**) (see referenced note in paragraph [10.2.1.1.2. \(Added\)](#) above). (Reference paragraph [10.2.1.1.2.1. \(Added\)](#) above.)

10.2.1.2.6. (Added) Activated at an AMC base and further directed TDY to another AMC base/unit: The originally assigned AMC base will fund the TDY unless the AFRC/ANG members are being *permanently reassigned* to the new AMC base. For example, if AFRC members are activated at Scott AFB and assigned to an AMC unit and are then directed TDY to MacDill AFB for purposes other than augmenta-

tion or manning assistance (reference paragraph **10.2.1.2.3. (Added)** above), the Scott unit to which they are assigned will fund the TDY costs. If the activated AFRC members at Scott AFB are *permanently reassigned* to an AMC unit at MacDill AFB (i.e., they will not be returning to Scott AFB for the duration of their activation), the appropriate unit at MacDill AFB should amend the AFRC members' TDY orders to reflect an AMC MacDill TDY fund cite.

10.2.1.2.7. (Added) Activated at an AMC base and further directed TDY to a deployed location or for AMC-required training purposes: The original AMC unit will fund the TDY (reference paragraph **10.2.1.2.3. (Added)** above). **EXCEPTION:** For Air Force Reserve of unit-equipped AFRC/ANG tenant personnel at AMC bases who are activated and further deployed to support AMC requirements without being specifically assigned to an active duty unit at their AMC base, TDY funding guidance will be in accordance with paragraph **10.2.1.2.1. (Added)** above. **NOTE:** Continue to fund activation/deactivation travel/per diem costs for these members in accordance with paragraph **10.2.1.2.10. (Added)** below.

10.2.1.2.8. (Added) Activated at an AMC base and directed TDY to fulfill AFRC/ANG requirements: TDY funding is the responsibility of the member's AFRC/ANG unit without reimbursement from AMC (reference paragraph **10.2.1.2.4. (Added)** above).

10.2.1.2.9. (Added) Activated at a stand-alone unit-equipped AFRC/ANG location (i.e., unit does not deploy but remains in-place for Homeland Defense purposes): TDY funding will be as follows: (1) ANG units will fund the TDY costs and report the obligations to HQ ANG/FMA who will be reimbursed by HQ AMC from a central account established at HQ ANG; (2) AFRC units will be provided AMC TDY funding by HQ AFRC/FMA through an established funded AMC account (OAC 65**) (reference paragraph **10.2.1.2.1. (Added)** above) .

10.2.1.2.10. (Added) Travel/per diem from the members' home of record (HOR) to the permanent duty station (PDS) location when non-voluntarily activated and back to HOR when deactivated will be funded MILPERS 3500 funds, Project 574 (officer) or Project 584 (enlisted) in accordance with SAF/FMBO message 192332Z Sep 01, Subject: *Military Personnel Appropriation (MPA) Fund Cites*.

10.2.1.2.11. (Added) For those circumstances that fall under paragraphs **10.2.1.1.1. (Added)**, **10.2.1.2.2. (Added)**, **10.2.1.2.3. (Added)**, and **10.2.1.2.6. (Added)** above, all TDY fund cite requests provided by AMC host, tenant, or HQ AMC staff functionals will be in accordance with AFAFO/FMF memorandum dated 7 March 2003, *Subject: Procedures for Providing TDY Funding to Other Air Force Organizations*, prior to releasing to AFRC/ANG units. If the AMC unit prefers, they may issue a certified amendment to the original mobilization order issued by the AFRC/ANG unit .

10.2.1.3. (Added) Phoenix Raven Teams and Other Mission Essential Ground Personnel (MEGP). Phoenix Raven teams are security forces that accompany AMC aircraft and other command's aircraft flying AMC missions for the purpose of providing force protection to the aircraft at locations where security is inadequate or unknown. Other personnel who travel on AMC aircraft to provide special services related to the aircraft mission are known as mission essential ground personnel (MEGP).

10.2.1.3.1. (Added) For AMC aircraft, TDY funding for Phoenix Ravens should be from TWCF or O&M, depending upon the aircraft they are supporting (TWCF for active AMC C-5, C-141, and C-17; O&M for active AMC KC-10, KC-135, C-130, and any other AMC aircraft). Use EEIC 409 and the appropriate aircraft squadron unit RC/CC to record the costs. If AMC Phoenix Raven personnel are required to accompany an AFRC/ANG aircraft flying an AFRC/ANG mission, AFRC/ANG will fund the TDY of the AMC Phoenix Raven unit. **NOTE:** The use of TWCF funds for Phoenix Raven TDY costs

does not extend to purchasing necessary equipment (including flight suits) for Phoenix Raven members to accomplish their mission in accordance with AMCI 65-602, chapter 6, paragraph 6.6.5.7.

10.2.1.3.2. (Added) For AFRC and ANG unit-equipped aircraft flying AMC airlift missions that require Phoenix Raven assets, fund TDY costs of the required Phoenix Raven team as follows:

10.2.1.3.2.1. (Added) Active AMC Security Forces units will fund for their personnel's TDY costs.

10.2.1.3.2.2. (Added) If the AMC Security Forces unit shortfalls the force protection tasking to an AFRC/ANG Security Forces unit, the active AMC unit will fund the TDY costs in lieu of the AFRC/ANG Security Forces unit performing the Phoenix Raven mission or the AFRC/ANG unit flying the AMC mission .

10.2.1.3.2.3. (Added) If HQ AMC tasks the force protection requirement directly to an AFRC/ANG Security Forces unit, TDY costs will be funded in accordance with paragraph **10.2.1.1. (Added)** above.

10.2.1.3.3. (Added) Phoenix Raven and MEGP personnel do not process through the passenger terminal and should process with the aircrew; consequently, their unit(s) will not be charged for transportation while flying on the aircraft.

10.2.1.3.4. (Added) AMC Security Forces units who must utilize their unit O&M funds to support Phoenix Raven requirements should ensure the Air Force ESP code FA (Foxtrot Alpha) is a part of the fund cite of the travel orders to track and monitor costs incurred for these efforts.

10.2.1.3.5. (Added) When PACAF/USAFE-assigned Phoenix Raven teams are tasked to shortfall an AMC requirement within their respective theaters (e.g., E-SID/P-SID missions), the 615 AMSG/FMA or 621 AMSG/FMA, as appropriate, will provide a TWCF fund cite for the theater Phoenix Raven support. See AMCI 65-602, chapter 6, paragraph 6.3.1.7.9.5.

10.2.1.3.6. (Added) TDY costs for AMC Security Forces personnel who are deployed to overseas locations to perform Phoenix Raven duties will be unit funded except for when they are actually accompanying AMC aircraft for the purpose of force protection. See paragraphs **10.2.1.1. (Added)** and **10.2.1.2. (Added)** above for TDY funding of AMC-gained AFRC/ANG Security Forces personnel on MPA Man-days or mobilized to active duty to support AMC Phoenix Raven requirements.

10.2.1.4. (Added) Stewards. TDY funding of AMC stewards based at Andrews AFB MD to support AMC aircraft flying DV SAAM missions will follow the same procedures as outlined in paragraphs **10.2.1.3.1. (Added)** and **10.2.1.3.2. (Added)** above. Stewards will be listed on the AMC Form 41, **Flight Authorization**, along with the aircrew members.

10.2.1.5. (Added) Comptroller Paying Agents. TDY funding of paying agents who are required to travel on AMC TWCF aircraft to make cash payments for landing fees, ground services, and other miscellaneous charges at overseas locations, will be provided by the AMC aircraft flying squadron tasked to fly the mission. Use TWCF funds for this purpose (see AMCI 65-602, chapter 6, paragraph 6.3.1.7.9.8.).

10.2.1.6. (Added) Home Day Care Providers. Since these individuals are not NAF or Federal employees, use invitational travel orders (ITOs) whenever they are required to attend training sessions in a TDY status, with the approval of the Services commander. (See JTR, appendix E, part I, paragraph A.3.)

10.2.1.7. (Added) Manning Assistance. Fund manning assistance TDY conducted between an AMC unit and another AMC unit or a unit assigned to another MAJCOM in accordance with Air Force policy. See AFI 65-601, Volume 1, chapter 10, paragraph 10.2.6. A TDY tasking that benefits an overall AMC mission, not a specific organization, remains a unit of assignment funding responsibility .

10.2.5.2.3. AMC/CV delegated approval authority for off-base conferences to AMC Numbered Air Force Commanders in a memorandum dated 10 Oct 2002, Subject: *Approval Authority for Off-Base Conferences*. For the HQ AMC Directors, and its Direct Reporting Units (DRUs) (Air Mobility Warfare Center, Defense Courier Service), AMC/CV delegated same approval authority to AMC/DS in a memorandum dated 10 Oct 02, same subject. HQ AMC Directors, DRUs, and wing-level units requesting approval authority for off-base conferences must certify they meet all conditions of AFI 65-601, Volume 1, paragraph 10.2.5.2 .

10.2.11. (Added) Family Member/Spouse Travel. See AFI 24-101, *Passenger Movement*, chapter 2, paragraph 2.8. for Air Force guidance concerning official family member/spouse travel .

10.2.12. (Added) Air Force-Level Award Travel. See AFI 24-101, chapter 2, paragraph 2.9. for Air Force guidance on spouse/family member travel when military members receive one of the Air Force-level awards listed therein.

10.2.13. (Added) Maintenance Recovery Team (MRT) Support.

10.2.13.1. (Added) TDY costs of AMC MRTs tasked by the command to support a not mission capable (NMC) aircraft, regardless of the type of mission it was flying or whose command the aircraft is assigned (if the other command is flying an AMC mission), are the responsibility of the assigned MRT unit. Use AMC ESP code CS (Charlie Sierra) to track and record these costs in the accounting system.

10.2.13.2. (Added) If AMC tasks another command's (e.g., AFRC, ANG, AETC, PACAF, USAFE) MRT to recover an AMC NMC aircraft, the home station of the AMC aircraft will provide a TDY fund cite using AMC ESP code CS, through HQ AMC/LGRC, to provide to the unit of the tasked MRT.

10.2.13.3. (Added) When other command's (e.g., AFRC, ANG, AETC, PACAF, USAFE) aircraft become NMC when they are flying their O&M missions (not an AMC mission) and recovery requirements exceed availability of home station resources, the aircraft home station will provide a fund cite (TDY, transportation of aircraft parts, dedicated airlift transportation) for assistance in coordination of recovery efforts (see AMCI 21-108, *Logistics Support Operations*, paragraph 1.1.2.4.).

10.2.13.4. (Added) PACAF/USAFE MRTs tasked by AMC to recover PACAF/USAFE NMC C-130/KC-135 aircraft flying TWCF missions at locations within their respective theater, the 715/721 AMOG/FMA, as appropriate, will provide a TWCF TDY fund cite and, if required, a TWCF surface/air transportation fund cite utilizing AMC ESP code CS, to the theater Air Mobility Operations Control Center (AMOCC). Maintenance recovery efforts of PACAF/USAFE aircraft flying their O&M missions are the theater's funding responsibility.

10.2.13.5. (Added) Transportation of Aircraft Parts to MRTs Supporting NMC Aircraft Flying AMC Missions. The following funding policy applies :

10.2.13.5.1. (Added) If an established AMC en route location is supporting the NMC aircraft, they will provide a funded Transportation Control Number (TCN) to the base/organization that provides the aircraft part. For NMC aircraft at other locations, the AMC Regional Supply Squadron (RSS) will obtain the TCN from the NMC aircraft's home base. In circumstances where aircraft parts are provided from ANG/AFRC bases for AMC aircraft, AMCRSS will obtain a TCN to provide to HQ AMC/LGRC and the ANG/AFRC base. Use AMC ESP code CS (Charlie Sierra) with the appropriate transportation EEIC for cost tracking purposes.

10.2.13.5.2. (Added) If ANG/AFRC-tasked MRTs are supporting aircraft on an AMC mission, AMC funding will be in accordance with AMC/ANG/AFRC command-established procedures (in the same manner as TDY funding is accomplished for AMC-issued MPA Man-days), utilizing AMC ESP code CS.

10.2.14. (Added) Maintenance Support of AFRC or ANG Aircraft that are Not Mission Capable (NMC). The following provides guidance with regard to maintenance support of AFRC and ANG unit equipped C-5, C-141, C-130, C-17, KC-10, and KC-135 aircraft:

10.2.14.1. (Added) AMC Locations. When an AFRC or ANG aircraft breaks down at an AMC CONUS or en route location (regardless of mission) and becomes NMC, that AMC location will support maintenance efforts within their capabilities. If AFRC or ANG aircraft are flying an AMC mission, AMC will fully support and fund recovery efforts, excluding aircraft parts and depot level reparable (DLR) items. For AFRC or ANG aircraft flying their O&M (non-AMC) missions and the required maintenance support is outside the AMC en route unit's capabilities, AFRC or ANG is responsible for financially supporting all maintenance recovery efforts.

10.2.14.2. (Added) Other Locations (On-Site Maintenance and Parts are Limited or Nonexistent). When AFRC or ANG aircraft fly TWCF, JA/ATT, or AMC tanker missions and become NMC at another Air Force/DoD or an austere location (CONUS or overseas), AMC will pay all maintenance recovery costs (excluding aircraft parts and DLRs) if the recovery is within AMC's capabilities. The AMC unit tasked to support the maintenance recovery will fund the TDY costs and any required transportation costs, should the aircraft parts be sourced from an AFRC or ANG base. Use AMC ESP code CS to track and record these expenses. Funding for the maintenance recovery efforts of AFRC and ANG aircraft on their O&M training hours/missions is the responsibility of the respective AFRC/ANG flying unit in the event they request AMC support see paragraph **10.2.14.1. (Added)** above).

10.2.15. (Added) TDY for Corneal Refractive Surgery (CRS). In accordance with HQ USAF/SG memorandum dated 4 Apr 03, Subject: *Updates to the USAF Corneal Refractive Surgery Policies*, military members whose occupational specialties may be enhanced by CRS may travel on unit-funded TDY orders to a DoD Laser Center to receive the required surgery, if their commander determines the member's duties meet the threshold for funded TDY. Personnel who do not meet the criteria for TDY funding may travel to the laser centers at their own expense with their commander's authorization. For aviation and special duty personnel who require CRS (or photorefractive keratectomy (PRK) surgery), approved TDY funding is the responsibility of the member's organization, in accordance with HQ USAF/SG memorandum dated 2 Aug 00, Subject: *The USAF Aviation and Special Duty Photorefractive Keratectomy (PRK) Waiver and Surveillance Program (SG Policy #00-005)*. **NOTE:** These policies are not subject to the JFTR, chapter 3, part F, paragraph U3500.C., which prohibits reimbursement for travel for military members to a government or private medical facility on a voluntary basis to obtain medical diagnosis and/or treatment.

10.22.2. Use EEIC 59270 when recording contract lodging payments made by a designated AMC unit and not the TDY traveler (applicable to TWCF aircrews – see paragraph 10.22.7. of AFI 65-601, Volume 1). These payments are not processed through the Travel function at the Financial Services Office (FSO) but are processed as a commercial services transaction at the supporting DFAS Field Site. Do not use EEIC 409 for payments not processed through the FSO Travel section.

10.22.7. DELETED.

10.22.8. (Added) Support of Service Members on Delayed AMC Organic Aircraft. AMCI 65-602, chapter 6, paragraph 6.8., provides funding policy guidance for the support of service members, in a group travel status, who are delayed on an AMC organic aircraft flying a TWCF mission due to weather or

maintenance problems. Use AMC command ESP code CH (Charlie Hotel) to track and record these costs in the accounting system.

10.22.9. (Added) Lodging of Off-Base Permanent Party Active Duty Personnel.

10.22.9.1. (Added) Lodging of Alert Aircrews: Use of unit funds (TWCF or O&M, as appropriate) is authorized for only the lodging cost incurred for aircrew members designated in alert status. Recommend the unit to which the aircrews are assigned establish a MORD and have the Base Lodging Office submit an invoice to the resource advisor of the appropriate unit for payment. Per diem is not allowable and members will continue to use their BAS allowance to pay for meals consumed.

10.22.9.2. (Added) Other Mission Essential Personnel: If the installation commander directs that certain off-base military personnel (e.g., group/squadron commanders, medical personnel) need to temporarily reside on base due to mission urgency, the installation commander can approve a temporary change to a VAQ, VOQ, or other lodging facility originally constructed with appropriated funds in accordance with AFI 32-9002, *Use of Real Property Facilities*, Chapter 2. The rooms will be designated as a contingency dormitory and the members will not be required to pay for lodging while maintaining their housing allowance. Additionally, the Lodging Office will not provide any services (i.e., members will have to clean room, wash towels and linens when required, etc.). Per diem is not allowable and members will continue to use their BAS allowance to pay for meals consumed.

10.25.6.1.3. For immunizations, inoculations, and other medical supplies required for JCS Exercises, O&M-funded units will use PE 28011, RC/CC XX8200, and the applicable JCS ESP code to record these costs in the accounting system. TWCF-funded units will use PE 41122 in lieu of PE 28011 for this purpose .

10.26.9. DELETED.

10.26.11. (Added) Contact Lenses for Aircrew Members. Charge organizational O&M-type funds (TWCF or O&M 3400, as appropriate) for the cost of soft contact lenses of aircrew members who require night vision goggles to accomplish their combat mission. These contact lenses, along with the required cleaning solution, are considered personal flight gear. The Medical/Dental Division of the AFWCF purchases the contact lenses and cleaning solution, which is reimbursed by the member's unit O&M-type funds. Flying organizations should establish a project funds management record (PFMR) account and cost center with the local medical supply office for the issue of these requirements. **NOTE:** This requirement does not extend to obtaining soft contact lenses for other than official Air Force mission requirements. (See AFI 48-123, *Medical Examinations and Standards*, attachment 17, paragraph A17.1.2.6.)

10.55.5. When new uniform patches are necessary due to an Air Force directed organizational change, unit funds (TWCF or O&M, as appropriate) are available to procure them for the required number of standard uniforms (e.g., woodland BDUs) as well as uniform clothing issued as individual equipment (e.g., desert BDUs). This is applicable to both officer and enlisted personnel. The cost of removing the old patches and sewing on the new patches with unit funds is at the discretion of the organization commander, subject to the availability of funds.

10.55.9. HQ USAF/ILSP deleted the requirement in Allowance Standard 016 that permitted the issuance of athletic clothing to Air Force personnel for a unit-mandated minimum 3 days per week physical training program. Do not use organizational O&M-type funds to purchase athletic clothing unless specifically authorized in Allowance Standard 016.

10.55.10. (Added) Unauthorized Use of Unit Funds for Clothing Items. While installation commanders may occasionally permit the wear of certain non-outer garment uniform items unique to individual squadrons (i.e., undershirts with a squadron logo) not specifically authorized in AFI 36-2903, this does not authorize spending unit O&M-type funds to procure them. The replacement of standard uniform items is a personal expense and the use of unit funds for this purpose constitutes an improper augmentation of a service member's statutorily fixed pay and allowances unless expressly authorized by law. Therefore, individuals desiring to wear clothing authorized under these circumstances must pay for them with personal funds .

10.56. **Funding Distinctive Uniforms and Functional Clothing.** Organizational O&M-type funds may be used, with the commander's approval, to purchase uniforms and other gear for civilian employees when the required wear conforms to Air Force instructions (e.g., AFI 36-801, *Uniforms for Civilian Employees*), AMC instructions, or specific statutory authority (e.g., 10 U.S.C., Section 1593, *Uniform Allowance: Civilian Employees*, 5 U.S.C., Section 7903, *Protective Clothing and Equipment*, 29 C.F.R., Section 1910.132(a), *Occupational Safety and Health Standards*). Costs for cleaning civilian uniforms is normally an individual's responsibility and is not paid from unit O&M-type funds (AFI 36-801, paragraph 1.3.2.) Additionally, the uniforms/gear must satisfy all of the following tests (see CG Decisions B-288828, 3 Oct 02 and B-289683, 7 Oct 02):

10.56.1. (Added) The item must be "special" and not part of the ordinary and usual furnishings an employee may reasonably be expected to provide for himself.

10.56.2. (Added) The item must be for the benefit of the government, i.e., essential to the safe and successful accomplishment of the work and not solely for the protection of the employee .

10.56.3. (Added) The employee must be engaged in hazardous duty.

10.61. **Funding Minor Land Purchases.** Don't use TWCF to pay for minor land purchases. (Reference AMCI 65-602, chapter 6, paragraph 6.6.6.)

10.62. **Funding Environmental Surveys of Land Interests Prior to Acquisition or Disposal.** TWCF funds are not authorized to pay for environmental surveys of land interests prior to acquisition or disposal. (Reference AMCI 65-602, chapter 6, paragraphs 6.6.6. and 6.6.7.)

10.62.1. Cost relating to environmental clean up of hazardous materials that are directly caused by a TWCF organization are the responsibility of TWCF, to include environmental fines and penalties assessed by the Environmental Protection Agency (EPA) for non-compliance with their standards. (Reference AMCI 65-602, chapter 6, paragraph 6.3.1.7.20.) Do not charge costs for environmental clean up of contamination at or within the vicinity of any TWCF-assigned facility that is not directly attributable to the TWCF organization that occupies the facility or any other TWCF organization that is not directly responsible for the site contamination, to include any non-compliance fines or penalties assessed by the EPA. (Reference AMCI 65-602, chapter 6, paragraph 6.6.26.)

10.65. **Funding the Subsistence Program.** Included in the Subsistence Program funding is the purchase of Meals Ready to Eat (MRE) issued to deployed Air Force personnel.

12.7.6. (Added) Confinement of Female Military Prisoners in Civilian Detention Facilities. Use the appropriate Service MILPERS fund cite for subsistence expenses and Security Forces O&M 3400 funds for all other expenses if the costs are segregated on the bill. If the costs cannot be segregated, charge O&M 3400 funds for the entire amount of the bill. This applies to tenant as well as host personnel unless an existing support agreement between the tenant and the AMC host wing states otherwise.

12.15. **Housing Moves at a Permanent Duty Station (PDS) for Government Convenience.** Charge authorized PDLA payments for active Air Force members to the MILPERS Appropriation (3500, Fund Code 32), budget project 599.04, and not to O&M 3400 or TWCF funds. PDLA is not authorized for unaccompanied military members residing in government non-family-type quarters or civilian employees residing in government housing.

12.15.2. The member's unit fund cite (TWCF or O&M) along with command ESP code FR (Foxtrot Romeo) will be reflected on the SF 1164, **Claims for Reimbursement for Expenditures**. Because the displacement from family housing is temporary and not permanent, these costs are not applicable to the PDLA entitlement.

12.15.3. (Added) Charge authorized PDLA payments for military members of other Services (including ANG and AFRC) that reside on AMC bases to their respective Service MILPERS appropriation, not to the Air Force MILPERS appropriation.

15.2.3.2. TDY costs of Air Force Reserve personnel supporting active AMC requirements on Military Personnel Appropriation (MPA) Man-days are centrally funded (TWCF and O&M) to HQ AFRC/FMA by AMC/FMB under OAC/OBAN 6510 unless Reserve personnel are augmenting or backfilling a specific AMC unit. In that case, the augmented AMC unit will fund the Reserve personnel's TDY cost. See paragraph **10.2.1.1. (Added)** of this publication for additional guidance.

15.7. **Funding Call-Up to Active Duty (10 U.S.C. 673b):** See paragraph **10.2.1.2. (Added)** of this publication for guidance on TDY funding of AFRC members who are activated (non-volunteer call-up).

15.7.2. DELETED.

15.8. **Travel Per Diem.** Use TWCF funds, where applicable, in accordance with paragraph **10.2.1.1. (Added)** of this publication.

16.2.3.2. TDY costs of ANG personnel supporting active AMC requirements on MPA Man-days are centrally funded and reimbursed (TWCF and O&M) at HQ ANG/FMA under OAC/OBAN 6515 unless ANG personnel are augmenting or backfilling a specific AMC unit. In that case, the augmented AMC unit will fund the ANG personnel's TDY cost. See paragraph **10.2.1.1. (Added)** of this publication for additional guidance.

16.6. (Added) **Funding TDY Costs for Call-Up (Non-Volunteer) to Active Duty.** See paragraph **10.2.1.2. (Added)** of this publication.

NOTE: Chapter 18, all paragraph references to the \$100,000 DWCF Capital threshold are changed to \$250,000 in accordance with SECDEF memorandum dated 11 March 2003, Subject: Expense/Investment Threshold. (**NOTE:** SAF/FMBMM plans to incorporate the applicable paragraph changes into an official Interim Change to AFI 65-601, Volume 1.)

18.3.1.2. TWCF tariff rates for channel airlift transportation services are established to be competitive with the commercial airline industry. Due to the mobilization requirement, the revenue generated from TWCF airlift customers does not cover the entire cost of TWCF operations. As a result, the Air Force must finance the difference between TWCF costs incurred and revenue received from TWCF customers through the form of a subsidy. See DoDFMR 7000.14, Volume 11B, *Reimbursable Operations, Policy and Procedures-DBOF*, chapter 65, paragraph D.4.a.

18.5.1.2.1. (Added) In accordance with DoDFMR 7000.14, Volume 2B, *Budget Formulation and Presentation*, chapter 9, Section 090103, paragraph C.4.b, TWCF Capital software development projects will include total labor and non-labor costs such as: (1) all direct costs for civilian and military personnel; (2) contractor labor; (3) supplies; (4) travel; (5) processing support for testing; (6) indirect costs; and (7) general and administrative costs (e.g., base operating support, higher headquarters, and depreciation for central design activity-owned assets). (**NOTE:** Travel includes TDY costs of Air Force military or civilian personnel involved in bringing the software development project to IOC.) Exclude from TWCF Capital software development projects (and all other TWCF capital projects) costs incurred prior to Milestone 0, Concept Exploration and Definition. Costs such as basic research, study, exploratory development establishing feasibility and practicality of proposed solutions, rough order of magnitude estimates, etc., are treated in the TWCF as operational expenses.

18.5.1.3. **EXCEPTION:** TWCF minor construction projects intended solely to correct a deficiency that is life, health, or safety threatening may exceed the \$750,000 threshold up to and including \$1.5 million, in accordance with AFI 32-1032, paragraphs 5.1.2.1 and 6.6, along with AFI 65-601, Volume 1, chapter 9, paragraph 9.10. Such projects are funded through the TWCF Capital budget and must have prior SAF/IEI approval along with prior congressional notification.

18.6.9.1. **EXCEPTION:** Excluded are TWCF construction projects up to and including \$1.5 million for incidents to correct a deficiency that is life, health, or safety threatening. See paragraph **18.5.1.3.** of this publication.

18.9.4. In accordance with DoDFMR 7000.14, Volume 2B, chapter 9, paragraph 090103.C.9, a complete initial supporting pre-investment analysis or a cost comparison is required prior to inclusion of the capital asset in the TWCF Capital budget submission. The originating office will maintain a copy of the pre-investment analysis for project documentation requirements for the TWCF Capital budget submission as well as program execution. TWCF capital projects generally require an economic analysis (EA) or cost analysis (CA). For Capital projects with a cost of \$1 million or greater, use an EA; for Capital projects under \$1 million, use a CA. HQ AMC/CEP will submit an annual EA/CA for all Capital MC projects. Any project not identified in the annual EA/CA must have a separate EA/CA prepared and submitted as directed in DoDFMR guidance.

18.9.4.3. (Added) Cost Sharing. TWCF can only fund programs, or portions of programs, that directly support common user airlift transportation—peacetime movement of cargo and personnel. Programs that support missions under the Title 10 role of the Services (organize, train, and equip) cannot use TWCF funds; nor is it available for programs that support mobilization and other readiness costs because these programs are funded from direct O&M appropriations. Since USTRANSCOM centrally manages different missions, some TWCF Capital programs use both appropriated and TWCF funds. In these instances, program managers must identify which aspects of their program benefit USTRANSCOM's peacetime transportation mission. For these programs, program managers will submit, and USTRANSCOM/TCJ8 will approve in the POM/budget process, a definable unit of measure to determine the proper division between TWCF and appropriated funds. Consult AMCI 65-602, chapter 8, paragraph 8.2.10., for examples of acceptable measures. The unit of measure must have a direct relationship to program purpose; i.e., flying hours or aircraft sorties for a program that schedules aircraft missions. Intangible units of measure, such as historical funding or perceived urgency of the program, are not acceptable.

18.9.4.4. (Added) Appropriated Funding Shortfalls. Statutes prohibit supplementing (augmenting) appropriated funds with TWCF Capital/Operating funds (or vice versa) and it is not an alternative when appro-

priated *or* TWCF funding is insufficient for program requirements. Reference *GAO: Principles of Federal Appropriations Law, Volume 2*, chapter 6, section E.1.

18.13. (Added) **Transportation Working Capital Fund (TWCF)**. Consult AMCI 65-602 for other specific guidance concerning the operations for the TWCF business area of the AFWCF that is not contained within this publication.

21.3.1.10. In accordance with HQ AMC/CEH memorandum dated 22 Mar 02, Subject: *Purchase of Flags with Military Family Housing (MFH) Funds*, each AMC installation develops a flag policy to determine flag size for each neighborhood and standard locations. The installation commander may elect to comply with the SAF/FMB recommended limitation for U.S. and Air Force flag purchases or may authorize one U.S. and Air Force flag per unit, one issue for each family in base housing. Since these flags are issued through the housing self-help store, charge the costs to project P-722.

21.3.2.3. DELETED.

22.4.1.3. The acronym "WIMS" is now called "IWIMS".

22.4.2.3. The term "work information management system (WIMS)" is now called "Interim Work Information Management System (IWIMS)". See paragraph 22.4.1.3. of AFI 65-601, Volume 1 .

23.19. **Forms Adopted.** AF Form 3215, **C-4 Systems Requirements Document (CSR)**, AMC Form 41, **Flight Authorization**.

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

Title 5, C.F.R., Section 2636, *Limitations on Outside Employment and Prohibition of Honoraria; Confidential Reporting of Payments to Charities in Lieu of Honoraria*

Title 29, C.F.R., Section 1910.132(a), *Occupational Safety and Health Standards*

Title 5, U.S.C., Section 501, *Outside Earned Income Limitation*

Title 5, U.S.C., Section 7903, *Protective Clothing and Equipment*

Title 10, U.S.C., Section 1593, *Uniform Allowance: Civilian Employees*

Title 10, U.S.C., Section 12301, *Reserve Components Generally*

Title 10, U.S.C., Section 12302, *Ready Reserve*

Title 10, U.S.C., Section 2252, *Rewards: Missing Property*

Title 31, U.S.C., Section 3302, *Custodians of Money*

Title 40, U.S.C., Section 491, *Motor Vehicle Pools and Transportation Systems*

DoD Directives/Regulations/Instructions

DoDD 4640.13, *Management of Base and Long-Haul Telecommunications and Equipment*

DoDI 5100.3, *Support of the Headquarters of Combatant and Subordinate Joint Commands*

DoDFMR 7000.14, Volume 2B, *Budget Formulation and Presentation*

DoDFMR 7000.14, Volume 3, *Budget Execution—Availability and Use of Budgetary Resources*

DoDFMR 7000.14, Volume 11B, *Reimbursable Operations Policy and Procedures—Defense Working Capital Fund*

Departmental Publications

AFI 24-101, *Passenger Movement*

AFI 25-101, *War Reserve Material (WRM) Program Guidance and Procedures*

AFI 32-6004, *Furnishings Management*

AFI 32-9002, *Use of Real Property Facilities*

AFI 34-223, *Private Organization (PO) Program*

AFMAN 34-228, *Air Force Club Program Procedures*

AFI 35-101, *Public Affairs Policies and Procedures*

AFI 36-801, *Uniforms for Civilian Employees*

AFI 36-3108, *Memorialization Program and Ceremonies*

AFI 48-123, *Medical Examinations and Standards*

AFI 51-601, *Gifts to the Department of the Air Force*

AMCI 21-108, *Logistics Support Operations*

AMCI 65-602, *TWCF Budget Guidance and Procedures*

Other DoD Publications

JTR, *Joint Travel Regulation, Volume II*

GAO: *Principles of Federal Appropriations Law, Volumes 1, 2, and 3*

Other Policy Memoranda/Plans/Guidance Packages

HQ USAF/CV Memorandum, *Civil Aircraft Performances and Charging Admission at Base Open Houses/On-Base Events*, 27 Jul 94

HQ USAF/SG memorandum, *The USAF Aviation and Special Duty Photorefractive Keratectomy (PRK) Waiver and Surveillance Program (SG Policy #00-005)*, 2 Aug 00

HQ AMC/CEH memorandum, *Purchase of Flags with Military Family Housing (MFH) Funds*, 22 Mar 02

HQ USAF/SG memorandum, *Updates to the USAF Corneal Refractive Surgery Policies*, 4 Apr 03

Abbreviations and Acronyms

AEG—Aerospace Expeditionary Group

CA—Cost Analysis

CMAS—Command Man-Day Allocation System

CRS—Corneal Refractive Surgery

DCS—Defense Courier Service

DLR—Depot Level Repairable

DRU—Direct Reporting Unit

EA—Economic Analysis

EPA—Environmental Protection Agency

FAC—Functional Account Code

FTS—Federal Telecommunications System

HOR—Home of Record

IMA—Individual Mobilization Augmentee

ITO—Invitational Travel Order

IWIMS—Interim Work Information Management System

MRSP—Mobility Readiness Spare Package

MRT—Maintenance Recovery Team

NMC—Not Mission Capable

PDLA—Partial Dislocation Allowance

PDS—Permanent Duty Station

PFMR—Project Funds Management Record

RSS—Regional Supply Squadron

SAM—Support Agreement Manager

TCN—Transportation Control Number

TLF—Temporary Living Facilities

VQ—Visiting Quarters

USCENTCOM—United States Central Command

USSOCOM—United States Special Operations Command

Terms

Defense Working Capital Fund (DWCF) Terms/Activity Groups/Transportation—Includes the transportation components of Air Mobility Command (AMC), Military Sealift Command (MSC), Military Traffic Management Command (MTMC), and the Defense Courier Service (DCS) (**NOTE:** DCS is a direct reporting unit to AMC).

Attachment 8 (Added)**SUMMARY OF SIGNIFICANT CHANGES**

A8.1. (Added) In the introductory paragraph, revised the paragraph references that are attributable to Air National Guard and United States Air Force Reserve units. Added an explanation for references to “organizational O&M-type funds”. Added HQ AMC/FM web site address to and instructions to download the publication.

A8.2. (Added) In the *Summary of References* paragraph, added reference to “Attachment 2” which provides all major revisions from the previous publication. Provided an explanation for paragraphs marked “deleted” in this revised publication.

A8.3. (Added) Added paragraph 2.2. and subparagraphs 2.2.1. and 2.2.2. providing additional guidance on CRAs.

A8.4. (Added) Added new guidance to change all existing references in Chapter 4 on the \$100,000 expense/investment threshold to \$250,000, as directed by P.L. 108-7.

A8.5. (Added) Added paragraph 4.9. on the prohibition of military and civilian federal employees receiving honorariums in the performance of their duties .

A8.6. (Added) Added paragraph 4.9.3. on military and civilian federal employees election to donate honorariums to a charitable organization and the limitation thereof .

A8.7. (Added) Added paragraph 4.9.4. on the C.F.R. reference that provides the definition of an honorarium and examples of acceptable/unacceptable honorariums by military and civilian federal employees .

A8.8. (Added) Added a sentence deleting “OMB Circular A-125” from the title of Chapter 4, Section 4H, and replacing it with “5 CFR Part 1315”.

A8.9. (Added) Added paragraphs 4.24.7, 4.24.7.1., and 4.24.7.2. on funding for telephone calling cards.

A8.10. (Added) Paragraph 4.26.2. added SAF/FMBMM authority to purchase Thanksgiving and Christmas decorations for dining facilities on Air Force installations. Also, added AMCI 65-602 reference on prohibition of TWCF funds for this purpose.

A8.11. (Added) Added paragraph 4.27.5. on APF funding for programs pertaining to gallantry award ceremonies .

A8.12. (Added) Added paragraph 4.28.3. on funding guidance for MAJCOM, wing, or squadron sponsored picnics, balls, and dances .

A8.13. (Added) Paragraph **4.31.** added funding guidance on refreshment for award ceremonies dealing with the presentation of medals for heroism or gallantry.

A8.14. (Added) Added paragraph **4.31.7. (Added)** on funding guidance for unit achievement award ceremonies.

A8.15. (Added) Added paragraph **4.31.8. (Added)** on funding guidance for graduation ceremonies.

A8.16. (Added) Revised paragraph **4.35.** by deleting the last two sentences in the previous publication.

A8.17. (Added) Added paragraph **4.36.1.** that provides the approval authority for the printing of business cards.

A8.18. (Added) Deleted paragraph **4.38.1.** in the previous publication.

A8.19. (Added) Deleted paragraph **4.38.2.** in the previous publication.

A8.20. (Added) Added paragraph **4.40.1.** providing examples of items in authorized work break areas that are prohibited from being purchased with APF.

A8.21. (Added) Added paragraph **4.40.7. (Added)** on organizations that are allowed to purchase cooking/food serving items with APF.

A8.22. (Added) Added paragraph **4.40.8. (Added)** on approval for exceptional circumstances for work break area furnishings.

A8.23. (Added) Paragraph **4.42.1.1.** added promotion review boards as qualifying for APF-funded refreshments and the prohibition of TWCF funds for light refreshments at conferences, etc., based on the AMCI 65-602 reference.

A8.24. (Added) Added paragraph **4.42.2.3.** on base comptrollers establishing a local process for reviewing conference requirements at their location .

A8.25. (Added) Added paragraph **4.42.2.6. (Added)** on funding for costs at Air Force club facilities to host commanders calls and other official Air Force functions/meetings .

A8.26. (Added) Paragraph **4.44.** added AMCI 65-602 reference.

A8.27. (Added) Revised paragraph **4.45.5.** to clarify the purchase of bottled water with government funds at deployed locations.

A8.28. (Added) Revised paragraph **4.45.6.** to emphasize that medical authority must officially authorize any unit request to purchase sun block or sunscreen prior to purchase.

A8.29. (Added) Added paragraph **4.45.5.1. (Added)** on purchasing bottled water for AMC aircrews.

A8.30. (Added) Added paragraph **4.45.5.2. (Added)** on the use of prudent judgment, other options, and proper documented justification when considering bottled water purchases.

A8.31. (Added) Paragraphs **4.57. (Added)** and **4.58. (Added)** in the previous publication are deleted and reinstated under paragraphs **4.62. (Added)** and **4.63. (Added)** respectively. Paragraph **4.59. (Added)** in the previous publication is deleted. Paragraph **4.60. (Added)** in the previous publication is deleted and reinstated under paragraph **4.64. (Added)** Paragraphs 4.61. through **4.65. (Added)** in the previous publication are renumbered as paragraphs **4.65. (Added)** through **4.69. (Added)** respectively. All applicable subparagraphs are respectively renumbered.

A8.32. (Added) Added paragraph **4.65.3. (Added)** on the prohibition of extending APF for memorialization to include freestanding memorials without specific congressional authorization.

A8.33. (Added) Clarified funding guidance on private organizations in paragraph 4.66.

A8.34. (Added) Added paragraph **4.66.1. (Added)** and paragraphs **4.66.1.1. (Added)** through **4.66.1.6. (Added)** on private organizations that fall under other guidance directives/instructions in lieu of AFI 34-223 .

A8.35. (Added) Added paragraph **4.67.7. (Added)** on funding for open house/air show advertising.

A8.36. (Added) Added paragraph **4.67.8. (Added)** on funding for vendor fairs.

- A8.37. (Added)** Added paragraph **4.67.9. (Added)** on funding for informational handouts at Air Force-hosted civic leader orientation dinners.
- A8.38. (Added)** Revised paragraph **4.68.2. (Added)** to include a note on funding for AMC WRM requirements at Moron AB SP
- A8.39. (Added)** Added paragraph **4.68.4. (Added)** on HQ USAF waiving unit/command funding for WRM reconstitution costs under wartime conditions .
- A8.40. (Added)** Added paragraph **4.70. (Added)** on funding guidance for fines and penalties.
- A8.41. (Added)** Added paragraph **4.71. (Added)** on funding guidance for rewards pertaining to lost or missing Air Force property.
- A8.42. (Added)** Added paragraphs **4.72. (Added)**, **4.72.1. (Added)**, and **4.72.2. (Added)** on funding for furnishings and appliances for dormitory family housing, lodging, and temporary living facilities.
- A8.43. (Added)** Added paragraphs **4.73. (Added)**, **4.73.1. (Added)**, and **4.73.2. (Added)** on contracts funded at the end of the fiscal year which performance will not begin until the next fiscal year.
- A8.44. (Added)** Added paragraph **4.74. (Added)** on the proper collection of receipts from commercial wireless vendor requests to install systems on Air Force property.
- A8.45. (Added)** Added paragraphs **4.75. (Added)**, **4.75.1. (Added)** and **4.75.2. (Added)** on funding policy for physical examinations for Air Force civilian employees and civilian applicants for Air Force positions.
- A8.46. (Added)** Added paragraphs **4.76. (Added)**, **4.76.1. (Added)**, **4.76.2. (Added)**, **4.76.3. (Added)**, **4.76.4. (Added)** and **4.76.5. (Added)** that provides AMC funding policy for replacement of non-expendable support equipment left at deployed locations by TWCF organizations.
- A8.47. (Added)** Added paragraphs **4.77. (Added)** and subparagraphs **4.77.1. (Added)**, **4.77.2. (Added)**, **4.77.3. (Added)**, **4.77.3.1. (Added)**, **4.77.3.2. (Added)**, and **4.77.4. (Added)** on the application of the interdepartmental waiver doctrine on paying damage claims for government personal property between federal agencies .
- A8.48. (Added)** Revised paragraph 6.3.3. to provide AMCI 65-602 reference.
- A8.49. (Added)** Added paragraph **6.3.7.4. (Added)** to provide guidance for funding of within-scope contract adjustments attributable to antecedent liability.
- A8.50. (Added)** Added antecedent liability and a general footnote to Figure 6.1. of AFI 65-601, Volume 1.
- A8.51. (Added)** Added paragraph **7.8.5.3. (Added)** on funding for support of temporary AMC theater oversight organizations.
- A8.52. (Added)** Added paragraphs **7.8.5.4. (Added)**, **7.8.5.5. (Added)**, and **7.8.5.6. (Added)** on funding of en route maintenance support for AMC-gained ANG and AFRC C-5, C-17, and C-141 aircraft.
- A8.53. (Added)** Deleted paragraph **7.12.2.2.** in the previous publication.
- A8.54. (Added)** Revised paragraph **7.12.4.** concerning the processing of landing fees collections from civil aircraft at AMC bases.

A8.55. (Added) Added paragraph **7.23.4.** to provide additional guidance on U.S. Customs Services charges for AMC TWCF-assigned aircraft.

A8.56. (Added) Added note to change all existing references in Chapter 8 on the \$100,000 expense/investment threshold to \$250,000, as directed by Public Law 108-7.

A8.57. (Added) Added note to change all existing references in Chapter 9 on the \$100,000 expense/investment threshold to \$250,000, as directed by Public Law 108-7.

A8.58. (Added) Added paragraph **10.2.1.1. (Added)** and subparagraphs **10.2.1.1.1. (Added)** and **10.2.1.1.2. (Added)** along with subparagraphs 10.2.1.12.1. through 10.2.1.1.3. on AMC guidance for TDY funding of AMC-gained ANG/AFRC/(IMA) personnel who are voluntarily activated on MPA Man-days.

A8.59. (Added) Added paragraph **10.2.1.2. (Added)** and subparagraphs **10.2.1.2.1. (Added)** through **10.2.1.2.11. (Added)** on AMC guidance for TDY funding of AMC-gained ANG/AFRC/IMA personnel who are non-voluntarily mobilized to active duty .

A8.60. (Added) Added paragraph **10.2.1.3. (Added)** and subparagraphs **10.2.1.3.1. (Added)** through **10.2.1.3.6. (Added)** on funding guidance for Phoenix Raven teams.

A8.61. (Added) Added paragraph **10.2.1.4. (Added)** on TDY funding for stewards.

A8.62. (Added) Added paragraph **10.2.1.5. (Added)** on TDY funding for comptroller paying agents.

A8.63. (Added) Added paragraph **10.2.1.6. (Added)** on TDY funding for Home Day Care Providers.

A8.64. (Added) Added paragraph **10.2.1.7. (Added)** on TDY funding for manning assistance.

A8.65. (Added) Deleted paragraph 10.2.4.2.3. in the previous publication.

A8.66. (Added) Added paragraph 10.2.5.2.3. on delegation of AMC/CV authority to NAF/CCs and AMC/DS for approval of off-base conferences.

A8.67. (Added) Added paragraph **10.2.11. (Added)** providing the source of Air Force guidance concerning official family member/spouse travel .

A8.68. (Added) Added paragraph **10.2.12. (Added)** on Air Force guidance for travel of spouses/family members of military members who receive Air Force-level awards.

A8.69. (Added) Added paragraphs **10.2.13. (Added)**, **10.2.13.1. (Added)** through **10.2.13.5. (Added)**, and **10.2.13.5.1. (Added)** through **10.2.13.5.2. (Added)** on TDY and transportation funding for MRT support.

A8.70. (Added) Added paragraphs **10.2.14. (Added)** and **10.2.14.1. (Added)** through 10.2.14.3. on funding for maintenance support of NMC AMC-gained AFRC/ANG unit-equipped aircraft .

A8.71. (Added) Added paragraph **10.2.15. (Added)** on TDY funding for Corneal Refractive Surgery (CRS).

A8.72. (Added) Deleted paragraph **10.22.7.** in the previous publication.

A8.73. (Added) Added paragraphs **10.22.9. (Added)**, **10.22.9.1. (Added)**, and **10.22.9.2. (Added)** on on-base lodging of active duty off-base personnel.

A8.74. (Added) Added paragraph **10.25.6.1.3.** on recording costs for immunizations, inoculations, and other required medical supplies in the accounting system pertaining to JCS Exercises.

- A8.75. (Added)** Deleted paragraph **10.26.9.** in the previous publication.
- A8.76. (Added)** Added paragraph 10.26.12. on funding guidance for soft contact lenses of aircrew members who are required to use night vision goggles to perform their mission .
- A8.77. (Added)** Added paragraph **10.55.5.** on funding for uniform patches resulting from an Air Force directed organizational change.
- A8.78. (Added)** Added paragraph 10.56.10. on funding prohibition for non-outer garment uniform items.
- A8.79. (Added)** Added paragraph 10.56. on funding guidance for civilian employee uniforms and gear.
- A8.80. (Added)** Added paragraphs **10.56.1. (Added)**, **10.56.2. (Added)**, and **10.56.3. (Added)** concerning the “three tests” qualification required to fund civilian clothing and gear .
- A8.81. (Added)** Paragraph **10.62.** added AMCI 65-602 references.
- A8.82. (Added)** Added paragraph **10.62.1.** on TWCF funding for environmental clean up costs at or near TWCF-assigned facilities, including any related EPA non-compliance fines and penalties.
- A8.83. (Added)** Added paragraph **12.7.6. (Added)** on funding guidance for confinement of female military prisoners in civilian detention facilities .
- A8.84. (Added)** Added paragraph **12.15.** that provides additional guidance for PDLA payments.
- A8.85. (Added)** Added paragraph **12.15.2.** on funding lodging costs for family housing residents who are temporarily displaced at the direction on the wing commander.
- A8.86. (Added)** Added paragraph **12.15.3. (Added)** on PDLA payments for military members of other Services.
- A8.87. (Added)** Revised paragraph **15.2.3.2.** to provide reference to paragraph **10.2.1.1. (Added)** of this publication for additional guidance .
- A8.88. (Added)** Added paragraph **15.7.** to provide reference to paragraph **10.2.1.2. (Added)** of this publication for additional guidance.
- A8.89. (Added)** Deleted paragraph **15.7.2.** in the previous publication.
- A8.90. (Added)** Revised paragraph **15.8.** to change the reference to paragraph **10.2.1.1. (Added)** of this publication for additional guidance .
- A8.91. (Added)** Revised paragraph **16.2.3.2.** to provide reference to paragraph **10.2.1.1. (Added)** of this publication for additional guidance .
- A8.92. (Added)** Added paragraph **16.6. (Added)** to provide reference to paragraph **10.2.1.1. (Added)** of this publication for additional guidance.
- A8.93. (Added)** Added note to change all existing references in Chapter 18 on the \$100,000 DWCF Capital threshold to \$250,000 .
- A8.94. (Added)** Revised paragraph **18.5.1.3.** to revise the referenced monetary thresholds.
- A8.95. (Added)** Revised paragraph **18.6.9.1.** to revise the referenced monetary threshold.
- A8.96. (Added)** Added paragraph **21.3.1.10.** to provide the HQ AMC/CEH guidance for purchasing U.S. and Air Force flags on MFH units.
- A8.97. (Added)** Deleted paragraph **21.3.2.3.** in the previous publication.

A8.98. (Added) Revised paragraph **22.4.1.3.** to reflect the new acronym “IWIMS”.

A8.99. (Added) Revised paragraph 22.1.2.3. to reflect the change from WIMS to IWIMS.

A8.100. (Added) Added paragraph **23.19.** on forms adopted for this AMCS1 that are not listed in AFI 65-601, Volume 1.

A8.101. (Added) Divided **Attachment 1, References**, by public laws, DoD directives/regulations/instructions, departmental publications, other DoD publications, and other policy memoranda/plans/guidance packages. Updated **Attachment 1** with new acronyms and references provided in this publication that are not listed in AFI 65-601, Volume 1. Added a section on terms.

DAVID E. PRICE, Colonel, USAF
Comptroller