



AIR FORCE



**UNITE PROGRAM**

## **CY2023 UNITE PROGRAM GUIDE**

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# I. UNITE

The Unite Program empowers unit commanders to create new opportunities for recreational and cohesive activities to strengthen the bond between members within the unit. All assigned Air Force and Space Force Active Duty, Reserve, Guard, and civilian (appropriated and non-appropriated) members are authorized Unite funds for CY23.

## A. ROLES AND RESPONSIBILITIES

### FSS-C3:

- Facilitate effective funded or free programming of high-interest recreational cohesive activities, teamwork, and camaraderie (esprit de corps).

### UNIT COMMANDERS (CC) AND CIVILIAN LEADERS (CL):

- Plan programs that contribute to unit cohesion and encourage squadron personnel to participate.
- Ensure funds are expensed following established guidelines; AFIs, CONOPs, and R4R Guide.
- To the maximum extent, use FSS programs and facilities to achieve desired effects through cost savings, geographic proximity to meet their needs and flexibility to military missions.
- Designate in writing the squadron POC(s) to perform Unite duties on CCs behalf.

### COMMUNITY COHESION COORDINATOR (C3):

- Installation C3 will work with squadrons to determine their needs and interests, and help develop recreational programs, and make purchases based on their priorities.
- Installation C3 will brief all unit Commanders and leaders about the Unite program's background, guidelines, program changes, and finances. Encourage the utilization of Unite funds throughout the installation by actively promoting Unite to installation leadership.
- Coordinate all submissions with AFSVC for approval of Unite events, for both APF and NAF dollars. Verify that the total amount for the event does not exceed the limit of funding per person. Must verify that the event the unit is submitting is a clear recreational, unit cohesion activity-based program and not an event centered on using NAF dollars only. (Example: burger burn and two truths and a lie, food-eating contest with trivia, squadron luncheon with required training i.e., SAPR and/or Green Dot).
- Act as the liaison and work with squadron Unite points of contact (POCs) to oversee program execution and adherence to the budget.
- Assist/advise squadron Unite POCs in developing programs, whether on or off the installation.
- Work with FSS managers to develop and bolster new and exciting programs within their program to encourage FSS activities for Unite events.
- Ensure fiscal responsibility and adhere to all APF & NAF instructions.

- When funding is allocated, identify all eligible units and manpower numbers for funding per person information. Organize fund allocation for each eligible squadron.
- Purchase and procure products and services being obtained using a Purchase Card to directly execute a recreational Unite activity after the event has been approved from AFSVC.
- Submit Unite event requests for funding through the CPMS located at <https://cpms.afsv.net>
- Responsible for tracking the status of a request from submission to approval and after execution.
- Submit event After Action Report (AAR) after expenses are completed by resource management team.
- Post photos were taken at each Unite event on the [C3 Facebook page](#) or send to AFSVC if not on Facebook as soon as possible.
- Ensure proper documentation (event receipts, approval email, and signed event request forms) are submitted monthly to the Resource Management Flight Chief. This effort will ensure that the NAF AO can complete the Expense Report for reimbursement by the 10th of every month. Reports are completed by the Resource Manager (RM) electronically on <https://cpms.afsv.net>
- Actively participate in AFSVC led training. All new C3s must attend the initial four-day Unite C3 Training held virtually for FY 2023. Dates and times and registration will be announced through the AFSVC Unite team via C3s and Flight Chiefs.

#### FSS/RM RESPONSIBILITIES:

- Collaborate with the C3 and submit expenditure reports via <https://cpms.afsv.net> for installation reimbursement. The installation's C3 properly accounts for receipt and distribution of all MOA and non-MOA funding involving AFSVC and the installation's squadrons.
- Ensure the installation's C3 provides proper documentation (event receipts, approval email, and signed event request forms).
- FSS/RMs will certify monthly financial statements. Before approving the installation's MWRP, the R.M. will verify the GLAC 1140000. See detailed Unite GLAC instructions in Section VI "Accounting Instructions" on [page 10](#) of this guide.

## B. FUNDING:

### FUNDS FOR THE RECREATIONAL ACTIVITIES (APPROPRIATED MOA FUNDS)

APF dollars are designated to pay for or offset the cost of cohesive recreational programs and services. Funds are allocated on a calendar year. As a trial period through CY 2024, Squadron Commanders can authorize spouses and dependents to receive the allocated per person amount. The dollar figures will continue to be based on unit official manpower totals and will not increase with the inclusion of dependents.

### FUNDS FOR FOOD AND BEVERAGE (NON-APPROPRIATED FUNDS)

NAF dollars are used for the purchase of food and beverages in support of R4R Unite recreational

cohesive programs. Funds are allocated on a calendar year. The Unite program is activity-based, and NAF dollars are only an added benefit. NAF funds must be directly in conjunction with an approved Unite event. Unite is not a food and beverage-based program; an event centered on just eating without an approved Unite cohesive and or team building event is NOT authorized and will not be approved. NAF funds are also approved as a trial period for dependents through CY 2024. Squadron Commanders can authorize spouses and dependents to receive the allocated amount per person. The dollar figures will continue to be based on unit official manpower totals and will not increase with the inclusion of dependents.

#### UNAUTHORIZED USE OF R4R (UNITE) FUNDS

- Unite funds are not to be used for the following: December holiday parties, end of year events, balls, banquets, dining/out, combat dining in/out, squadron training/meetings, change of commands, eating events, promotion/retirements, or base-wide special events. (December holiday, Christmas, Hanukkah, End of Year celebrations are typically subsidized by squadron booster club funding.)
- Unite funds cannot be used to purchase alcoholic beverages.
- Unite funds cannot be used to purchase equipment, including electronics. However, funds are authorized to rent recreational equipment in support of a unit cohesive event. Unauthorized rentals include but are not limited to portable toilets, trash services, cleaning fees, cleaning supplies or cleaning companies and lodging. Contact AFSVC if the cost of renting equipment exceeds the cost of procuring the equipment.
- Unite funds are not authorized to purchase items for volunteer events, such as gloves, tools, paint, or supplies.
- Unite funds cannot be used to purchase cleaning supplies, hand sanitizer, gloves, masks, faceshields, thermometers, or medical equipment as these are considered Personal Protective Equipment (PPE). Food service gloves are authorized.
- Unite funds cannot be used to cover the cost of damages, late fees, or insurance.
- Unite funds cannot be used to purchase prizes, gift cards, giveaways, or promotional items (examples: trophies, medals, plaques, banners, marketing/advertisements, apparel, cups, personalization of objects, murals, shirts, hats, and jerseys).
- Unite funds cannot be used to purchase equipment to donate to charities (examples: Build-A-Bed and Build-A-Bike).
- Unite funds cannot be used for gambling or to purchase gambling products, including traditional bingo games, where funds are accumulated and paid to a winner. Such an arrangement is a prohibited practice that conveys a personal benefit to a winner.
- Decorations for Unite events should not exceed more than 10% of the event's total cost. (Example: squadron teambuilding event cost \$1000, then the cost of decorations should not exceed \$100).
- AFSVC will not provide reimbursement to events that have not been approved. If a squadron executes an event without approval, all expenses will be the responsibility of the squadron.
- Commanders should make every effort to ensure all authorized members of a unit have an

opportunity to participate in Unite events; inclusive to all Airmen and Guardians in a unit and cannot be divided based on age, race, gender, or religion. A Unite event cannot be held for dependents only.

- Wing or Group events may be held with written acknowledgment of each participating Unit Commander agrees to the use of his/her funding.

**NOTE:** APF dollars are intended to fund the actual team-building event (only).

## C. FOOD AND BEVERAGE

AFSVC will provide centrally-funded NAFs (currently \$5.00 per person) to subsidize meals in conjunction with approved Unite cohesive activities. The C3 will coordinate with FSS food activities when possible. (i.e., club, bowling center, golf course and snack bar operations, etc.)

## D. TRANSPORTATION

Unite funds are not authorized to pay for rental vehicles; utilizing ITT/ODR vehicles with driver is approvable.

## E. EQUIPMENT

Unite funds are not authorized to pay for equipment purchases. APF funds can be used to rent equipment for the approved event. (i.e., FSS equipment rental through ODR)

## F. TYPES OF PROGRAMS

The Unite Program intends to provide unit leaders with the maximum flexibility to develop and deliver recreational programs to build recreational cohesion for personnel within their unit, or subset of the unit, to include spouses and dependents at their discretion through CY2024. Installation C3s provide squadron leaders with program ideas that are authorized uses of Unite funds. Squadron leaders are given the discretion to create Unit-Developed Programs (UDP) that capitalize on opportunities available in the geographic area. C3s are encouraged to offer volunteer and no-cost programs in addition to UDPs. Events must be both recreational and unit cohesive to utilize Unite funds. *All programs must be submitted to AFSVC for approval at least seven days before the event date.*

SAMPLES		
UNIT-DEVELOPED	VOLUNTEER /FREE	VIRTUAL
Bowling	Food Bank	Teambuilding.com
Axe Throwing	Highway Cleanup	Teambonding.com
Squadron Fun Day	Squadron Fun Run	Wildly Different
Golf/Top Golf	Unit/Squadron Olympics	Virtual 5K

## G. SUBMISSION PROCESS

**Step 1.** Meet with squadron POC to select and develop a unit cohesive program. Provide an event request form to squadron POC. Inform the POC they are responsible for getting prices, quantity, and description of purchases for squadron events.

**Step 2.** POC will return the event request form signed by the squadron commander to the C3. Note: The squadron commander's signature acknowledges that he/she is aware of the event and how his/her allocations are being spent. The POC will provide a detailed cost breakdown of how funds will be paid.

**Step 3.** C3 will submit requests to AFSVC C3s through the CPMS website at <https://cpms.afsv.net>. Click close on consent notice. If you already have access to R4R, click hyperlink "click here". Under Unite, click either APF or NAF funding request.

**NOTE:** If you do not have a login, please click hyperlink "If you need to request access, please click here".

**Step 4.** Fill out the required information in each block and press submit. Once the process is complete, a tracking I.D. will be assigned for your submission.

**NOTE:** There are two separate event requests for Unite funds. One is requesting APF, and the other is requesting NAF. Programs that plan to utilize both types of funds will need to fill out two separate requests.

**Step 5.** Once the event is approved, C3 will pay using the P-Card for event expenses, and the squadron will then host the event.

**Step 6.** After the event, coordinate delivery of receipts and backup documentation to the installation NAF Accounting Office (A.O.) to allow them to complete Expenditure Reports (E.R.s) at <https://cpms.afsv.net> to submit reimbursement for all incurred/approved expenses.

**Step 7.** Complete an After Action Report (AAR), within ten days of the event, at <https://cpms.afsv.net> to determine the success and learning points. Please note, for reimbursement of funds, E.R.s must be completed. Post photos of the event onto the [C3 Facebook page](#) or send to AFSVC as soon as possible.

**NOTE:** AFSVC's goal is to review requests within seven business days of the installation's submission.



## II. UNITE TRAINING

### DEFENSE COLLABORATION SYSTEM

Unite training will be held as needed but normally occurs bi-monthly.

A recording from the Unite meeting will be posted on the [Air Force C3 Facebook page](#).

### III. ACCOUNTING INSTRUCTIONS FOR UNITE

#### PROGRAM EXPENSES

1. Installations record all expenses incurred under the program to Activity XXX46 / Cost Center (CC)1520 APF-MOA / CC 1521 NAF Non-MOA and GLAC 2490000.

- 1.1. Lines of Accounting (LOA):

APF-MOA:	XXX01.001.XXXX.0000.1140000
NAF Non-MOA:	XXX01.001.XXXX.0000.1140000

2. Installations utilizing base activities for events will process a Transfer Between Cost Centers (TBCC) by recording income to the respective cost center and the receivable to CC 1520 or 1521:

	<u>Debit</u>	<u>Credit</u>
1140000 – NAFI Receivable	XXX	
3010000/5010000 – Sales/Fees and Charges		XXX

#### RECORDING RECEIPT OF FUNDS

3. Installation NAF Accounting Offices record receipt of Unite program MOA and non-MOA funds from AFSVC as follows:

	<u>Debit</u>	<u>Credit</u>
XXXXX.001.0000.0000.1140016	XXX	
XXX01.000.XXXX.0000.1140000 (MOA)	XXX	
XXX01.000.XXXX.0000.1140000 (NAF Non-MOA)		XXX

#### PER CAPITA PAYMENTS

4. INSTALLATIONS' PER CAPITA PAYMENTS TO SQUADRONS VIA TBCC:

For squadrons participating in FSS activities (such as FSS Bowling, Golf, or Outdoor Recreation, etc.), the TBCC will create a debit in GLAC 1140000, as per the above MOA line of accounting for non-food expenditures and will make debit in GLAC 1140000 in the above NAF Non-MOA line of accounting for food expenditures. The offsetting credit for both debit lines of accounting will be to the appropriate sales or activity revenue line of accounting at the installation

5. INSTALLATION PER CAPITA PAYMENTS TO SQUADRONS VIA P-CARD:

P-Card payments will be reallocated to the above MOA line of accounting (non-food) and the above non-MOA line of accounting (food) for approved Unite expenditures. The NAF P-Card is the

preferred method of payment for purchases costing less than \$5,000. The Single Purchase Limit (SPL) of \$5,000 must be strictly adhered to by all cardholders. However, upon written authorization (completed award) from a warranted contract officer, a cardholder may use it as a payment method for a completed award. Each transaction must be reviewed & approved in the online banking software (Payment-Net) within four (4) business days of the post date. Documentation within Payment-Net will include the following:

**Transaction Notes:** Clearly state "what" was purchased and "why."

"Award no." field if the transaction is greater than \$5,000.

#### 6. INSTALLATIONS' PER CAPITA PAYMENTS TO SQUADRONS VIA CHECK:

The FSS NAF Accounting Office (NAFAO) can request a check to pay for an approved event if the activity cannot utilize the P-Card. The check will be sent to the NAFAO for distribution to the requesting unit/squadron. Checks can be presented to either the unit/squadron bank or any local Chase Bank for conversion to cash (please ensure you have access to one of the two above options before requesting a check).

- 6.1. The installation's C3 will prepare a NAF Disbursement Request (D.R.) and submit it to the NAFAO when requesting a check. Please allow ample time for requesting and receiving the physical check. Allow AFSVC three (3) business days for processing check requests once the D.R. is submitted. The standard time for CONUS mail delivery is five (5) business days. This delivery time will be longer for OCONUS locations.
- 6.2. **D.R. Notes:** The unit/squadron needs to identify two individuals as payees when requesting a check (but only one will need to be present when cashing the check). Ensure the following information is placed in the Comments section of the completed D.R.

#### PAY VIA CHECK

**First Line:** 1st Name of POC or\* 2nd Name of POC

**Second Line:** Petty Cash

**Third Line:** Address for mailing check

\*Do not use the word "and."

#### 6.3. Accounting Instructions for Checks Issued:

**D.R.:** See Debit Line of Accounting (LOA) above for the MOA LOA for non-food items or Non-MOA LOA for food items.

**C.R.:** GLAC 2010000 – Vendor Accounts Payable.

## EXPENDITURE REPORTS

7. The installations' NAF AOs will record Unite expenditures on the Monthly NAF AO Expenditure Report (E.R.). Submit only the reimbursable expenses for previously approved request(s) for the period reported. To avoid errors in reimbursement, do not carry over expenses or balances from prior months, and record expenses on the E.R. as they are incurred. Submit the reports monthly, as requested, to avoid missing a reimbursement opportunity. E.R.s received after the firm cutoff date of 15 January 2023; will not be processed for reimbursement.

7.1 Please follow the steps below to submit E.R.s:

**Step 1.** Go to <https://coms.afsv.net>, log in with your CAC, and click "Submit APF Funding Request", and then select "NAF AO Expenditure Report" from the menu at the top of the page.

**Step 2.** Select your installation, year, and reporting month from the drop-down menu.

**Step 3.** Enter a new expense item by selecting the appropriate program line from the [CY23– Unite Requests] drop-down options. All fields must match the request number(tracking I.D.) relating to the expenditure line item(s).

**Step 4.** Click "Save New Expense Line."

**Step 5.** Repeat steps 4 and 5 until all expenditure line items have been entered and saved.

**Step 6.** Once the NAF AO verifies the expense line items entered are correct, scroll down to click on the paper icon that states "IMPORTANT" to finalize expenses, and generate the monthly E.R.

**Step 7.** This effort will create a web-based E.R. that must be approved/signed by the Resource Manager (RM). The action of Step 6 automatically sends an email notification to all listed NAF AO POCs. The email will include a link to the web-based E.R.

**Step 8.** The R.M. or designee digitally signs the web-based E.R., automatically emailing AFSVC/VFRP a file, which will include your installation's name, "Unite," and also reflects the "As Of" month and year; shown on the E.R. (Ex: JBSA-Lackland-R4R-Mar22.) The R.M. or designee must differ from the Requestor and the Submitter to satisfy separation-of-duty requirements. R.M. or designee must submit documentation assigning designee to AFSVC/VFRP via email memo to [AFSVA.fmnfa@us.af.mil](mailto:AFSVA.fmnfa@us.af.mil).

## POINT OF CONTACT

Reimbursement or expenditure report concerns should be sent to the AFSVC Financial Services Division box: [AFSVA.fmnfa@us.af.mil](mailto:AFSVA.fmnfa@us.af.mil). All other Unite business should be directed to this address - [AFSVA.SVPCL.UniteProgram@us.af.mil](mailto:AFSVA.SVPCL.UniteProgram@us.af.mil).

## **IV. REFERENCES**

**DoDI 1015.10, Military Morale, Welfare, and Recreation (MWR) Programs**

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

**AFI 34-101, Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility**

**AFI 65-106, Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Non-Appropriated Fund Instrumentalities (NAFIs)**

**AFI 65-601 V1, Budget Guidance and Procedures**

**AFMAN 34-201, Use of Non-Appropriated Funds (NAF)**

**AFMAN 34-202, Procedures for Protecting Non-Appropriated Funds Assets**

**AFMAN 34-209, Non-Appropriated Fund (NAF) Financial Management and Accounting**

**AFMAN 34-214, Procedures for Non-Appropriated Funds (NAF) Financial Management and Accounting**

**AFMAN 64-302, Non-Appropriated Fund (NAF) Contracting Procedure**

**AFI 38-101, Manpower and Organization**