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Outdoor Recreation

OPERATION OF NAF VIRTUAL SALES OUTLET

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication and its prescribed forms are available for download on the 56 FSS website at www.56fss.com

RELEASABILITY: There are no releasability restrictions on this publication.

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This Operating Instruction (OI) implements and extends Department of the Air Force Instruction (DAFI) 34-101, *Department of the Air Force Morale, Welfare, And Recreation (MWR) Programs, and Use Eligibility*. This OI establishes policies and procedures for NAF Virtual Sales Outlet at the Luke AFB Outdoor Recreation. All employees and patrons of Luke AFB are responsible for complying with the provisions of this instruction. It establishes local procedures for the Luke Air Force Base (LAFB) Outdoor Recreation (ODR) activity and its programs. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See DAFI 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. This publication may not be supplemented or further implemented/extended. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. The changes to this publication are as follows: Includes minor updates to spelling, punctuation, and Rules of Engagement per DAFI 34-101

1. Responsibilities:

- 1.1. The Outdoor Recreation Manager is responsible for day-to-day administration of the NAF Virtual Sales Outlet, including cash collection, documentation collection, ensures updates to web-based virtual store are completed by Marketing and completion of daily cashier reports.
- 1.2. Activity Managers are responsible for compliance with this OI, and ensuring the information contained in this OI is provided to employees who will be involved in transactions related to the operation of the NAF Resale Outlet.

2. Policies:

- 2.1. All FSS managers are responsible for the contents of this OI and will brief their employees.
- 2.2. Property purchased with non-appropriated funds are government property. Government property must be disposed of in accordance with Air Force Instructions (AFIs) and instructions contained in this OI. No person may give or donate government property to employees, customers, other persons, or organizations except as specifically authorized by law or federal policy.
- 2.3. Appropriated Fund (APF) equipment and equipment drawn from Defense Reutilization and Marketing Office (DRMO) cannot be sold under this program. Equipment purchased with APFs will be turned in to Base Supply/Equipment Management. Equipment withdrawn from DRMO, and any equipment obtained through any federal confiscation process will be turned in to DRMO when no longer needed.
- 2.4. Storage of unneeded NAF property and equipment is discouraged. Timely disposal of unneeded items eliminates potential losses and fire hazards, improves housekeeping and sanitation, and permits better use of space.
- 2.5. The decision to dispose of assets not fully depreciated will not be based on the financial condition of any activity or Non-Appropriated Fund Instrumentality (NAFI). Gains and losses on disposal of NAF assets are added or subtracted to compute net income after depreciation (NIAD), and do not affect profit goals.
- 2.6. For capital assets having an un-depreciated value, the Resource Manager (RM), in coordination with the chief of logistics and functional managers, selects the best method of disposition from the options set forth in AFI 34-204, paragraph 6.3 and refers the matter to the NAF Council for approval.
- 2.7. For unserviceable and non-capital assets, the Force Support Commander will approve the recommended disposal method.

3. Procedures:

- 3.1. NAF Property and Equipment Sales Outlet: The NAF Virtual Sales Outlet will be maintained by Outdoor Recreation and 56 FSS Marketing Department which is located at www.56FSS.com. The items offered for sale will be physically located at the owning organization.
 - 3.1.1. Purchases of advertised items will be made at Outdoor Recreation during normal duty hours.
 - 3.1.2. The online outlet will contain information about the item for sale to include description, quantity, unit, sales price, picture, contact information, and instructions for purchase. Sales information such as when items are available for viewing, location, point of contact, and pick-up information, will be supplied to Outdoor Recreation by the owning organization and posted online by Marketing. Items will be made available for purchase when they are posted online. There will be two web pages for the virtual store. The first page will be "New Items". This is where items will be placed for the first thirty days. The second page will be the "Bargain Basement", where items will be moved for an additional 60 days. Items moved to the "Bargain Basement" will be discounted 50 percent to encourage quick sale. Items that have been on the virtual store "shelf" for 90 days will be removed, and the owning activity manager notified. At that time, the owning activity manager should take action to dispose of the item(s).
 - 3.1.3. Outdoor Recreation is authorized to operate an online sales outlet for all NAF property (excluding vehicles and resale) that are excessive to the needs of FSS activities. This includes capital assets on NAF property records, supplies, and expendable equipment not on the NAF property records. This outlet will be operated in cost center code 0015 (AD), **NAF Resale Outlet**. All direct Outdoor Recreation expenses incurred to operate the outlet will also be recorded in 0015 (AD), such as labor transfers for time spent running the outlet, supplies purchased, etc. The Outdoor Recreation Manager will prepare and submit a TBCC for labor costs after each NAF pay period. 0015 (AD) will be reimbursed for the handling costs associated with selling an activities excess equipment. This cost center should be operated on a breakeven basis. In any one fiscal year, 0015 (AD) should neither profit nor lose from this venture (or the profit and losses should be nominal).
 - 3.1.4. For the first quarter in operation, set the reimbursement rate at 20% of sales. Accounting instructions are in paragraph 4.2.4.3. At the end of the first quarter, the RM, working with Outdoor Recreation, will review the income and expense statement for the NAF Property and equipment sales outlet. If there is a profit, adjust the reimbursement for the remainder of the fiscal year to ensure profit (or loss) is nominal. Repeat this process at the end of each quarter.
- 3.2. Processing Instructions: The using Activity Manager prepares an AF 2534, *NAF Property Disposal/Transfer Receipt*, when NAF property is to be sold. Enter the name of the NAFI, activity cost center, and the date of transfer to the Virtual Sales Outlet. Enter the property number from the inventory listing under "Asset Designation Number". Leave blank the

column for supplies and expendable equipment. Provide a brief description of the item(s) to be sold. The acquisition value is the original purchase price of the item(s). Change the column labeled "Approved Date" to "Book Value" and enter the remaining or "un-depreciated" value of the item(s) as listed on the NAF property list. List the items as they are to be sold (i.e. set, pair, case, etc.). The gaining NAFI will be 001 for the MWRF, and 020 for the Lodging Fund. The gaining cost center will be 0015 (AD). Do not include expendable equipment or supply items on the AF 2534. These items may be sold directly through the NAF virtual sales outlet. Send photos, description, selling price and POC information directly to Outdoor Recreation for these items.

- 3.3. Determining sale price: The Activity Manager and their respective Flight Chief determine the "fair market value" for all items to be sold. The RM resolves any pricing concerns. Enter the sale price of each item in the "remarks" column. The Activity Manager signs the form as Property Custodian, and forwards all copies to the RM who will send an electronic message (e-mail) to all local NAF activities offering available item(s) for transfer at no cost to the requesting activity. Activities will be given three (3) business days to identify any items they want. Chief, Resource Management Flight (RM) will facilitate any transfers between activities using the completed AF Form 2534 to record the transfer. After 3 business days any items that have not been identified for transfer will be made available for sale online. The Chief, RM will sign the AF Form 2534 as witness, and obtain the signature of the Outdoor Recreation Manager or his/her designee as recipient. Copies one and two are retained at Outdoor Recreation (0015 AD). The activity manager maintains the third copy until the item is sold and removed from the property list. NOTE: The Chief, RM submits the completed AF Form 2534 to 56 FSS/FSCO (Outdoor Recreation). Items listed on the AF Form 2534 will be posted on the website upon receipt of the AF Form 2534. Owning Activity Managers may send (via e-mail) photographs of the items to be sold to Outdoor Recreation for inclusion on the website.
- 3.4. Documenting sales to customers: Use a cash register to record all sales made in the Virtual NAF Sales Outlet. All sales transactions will be completed at Outdoor Recreation, building 247. Customers who require "sponsorship" to gain access to the base must work with the activity owning the property to be sold in order to gain access to the base. Cashiers will accomplish a receipt of sale. The receipt of sale will be a three part, pre-numbered form. One copy is retained by Outdoor Recreation, one copy is provided to the owning activity, and the third copy is provided to the customer. The customer copy is their proof of purchase. The customer makes arrangements for pick-up of the property with the owning activity manager. If the customer does not possess valid identification to gain access to the base, the owning activity manager must make arrangements for the customer to gain access.
- 3.5. Preparing Cashier Reports: Prepare an AF Form 1876 in SAIS, *NAF Consolidated Cost Center Report*, and each day for the prior day's sales. Separate forms will be prepared for each NAFI (Lodging and MWRF). On the Outdoor Recreation AF Form 1876 in SAIS, apply the total sale of the item to cost center 16217 0058 0401 and GLAC 2490000, *Other Payable*.

- 3.6. A Transfer between Cost Centers (TBCC) will need to be prepared to apply the sale to the appropriate activity. Locate the items sold on the original AF Form 2534 to determine activity cost center code.
- 3.6.1. Prepare the TBCC. Outdoor Recreation will be the Receiving Activity. Debit the cost center 16217 0058 0401 and GLAC 2490000 for the same dollar amount that was entered on the AF Form 1876 in SAIS. The Issuing Activity is the activity the property belonged to. Credit the dollar amount to appropriate cost center and GLAC 9130000 for 100 percent of the selling price for fixed assets. Enter the dollar amount for other than fixed assets to the appropriate cost center and GLAC 8120000. Multiply each total of GLAC 9130000 and/or GLAC 8120000 by the agreed upon sales outlet percentage of sales. The ODR handling fee covers only those direct costs related to the sales of NAF property. Examples of direct costs are labor transfers for time spent running the outlet, etc. Credit the cost center 16202 0150 0015(AD) and GLAC 8010000, *Reimbursement from another activity/NAFI* for the handling fee. The Sales Outlet is intended to be a breakeven operation. The ODR handling fee will be set to achieve that objective. Multiply sales of each cost center by the same percentage used for GLAC 8010000 and apply to the appropriate cost center and GLAC 7890000, *Miscellaneous Operating Expenses*. The cost centers will be the same as used for GLAC 9130000 and/or 8120000.
- 3.7. Selling Lodging NAFI items: Do not mix the sales of different NAFI sales on the AF Form 1876. Follow the same accounting procedures in 4.2.4.2. The NAF Accounting Office (NAF AO) will prepare an AF Form 1804, *NAF Inter-fund Transfer* to reimburse the amount of the handling fee due to CCC AD for lodging items sold. The NAF AO will follow the same accounting procedures for the AF Form 1804 as the TBCC in 4.2.4.3.
- 3.8. The AF Form 2534 will be attached to the AF Form 1876 for all items sold that day. For NAF property items, two copies of AF Form 2534 will be forwarded to the NAF AO as the source document for removing the items from the activity property list, and a copy will be provided to the originating activity for their records. The originating activity should retain a copy of the AF Form 2534 for accountability until those items sold or disposed of are removed from the Master Fixed Asset Listing (MFAL).
- 3.9. Property for sale at remote locations: This OI does not apply to property, expendable equipment or supply items located at Gila Bend and Fort Tuthill. Those two activities may conduct their own periodic sales of excess property and supplies on their own in accordance with the established guidelines.

FANY E. COLON DE HAYES, Lt Col, USAF
Commander, 56th Force Support Squadron

Attachments:

1. Glossary
2. Sealed Bid Form

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DAFI 34-101, *Department of the Air Force Morale, Welfare, And Recreation (MWR) Programs, And Use Eligibility.*

AFI 34-202, *Protecting Non-Appropriated Fund Assets*

AFI 34-204, *Air Force Services Logistics Support Program*

Program Training Aid LS-03, Sales Outlet for NAF Property

Abbreviations and Acronyms

AF – Air Force

AFI—Air Force Instruction

AFRIMS—Air Force Records Information Management System (AFRIMS)

AO – Approving Official

APF – Appropriated Fund

DAFI—Department of Air Force Instruction

DoD – Department of Defense

DRMO – Defense Reutilization and Marketing Office

FSS – Force Support Squadron

LAFB—Luke Air Force Base

MFAL – Master Fixed Asset Listing

MWRF – Morale, Welfare, and Recreation Fund

NAF – Non-appropriated Funds

NAFI – Non-Appropriated Fund Instrumentality

NIAD – Net Income after Depreciation

ODR – Outdoor Recreation

OI—Operating Instruction

RM – Resource Management

SAIS – Services Agency Information System

TBCC – Transfer between Cost Centers

Attachment 2

**56 FORCE SUPPORT SEALED BID SHEET
NAF EQUIPMENT AND VEHICLES**

THE FOLLOWING BID IS OFFERED IN RESPONSE TO A SOLICITATION FOR SEALED BIDS DATED

LOT # 1

ITEM DESCRIPTION

Mileage: N/A

AMOUNT OF MY BID:

DATE OF BID:

PRINTED NAME

STREET ADDRESS

CITY, STATE, ZIP CODE

CONTACT INFORMATION:

TELEPHONE (PLEASE INCLUDE AREA CODE)

E-MAIL ADDRESS

I understand that all bids must be received by 56 FSS/FSR NO LATER than 4PM, 17 March 2022

ALL SALES ARE FINAL

All equipment is offered in "AS IS" condition, no warranties or guarantees given

Each item will be sold to the highest bidder and payment must be made by cash, credit card, or cashier's check before property is released

Removal and transport is sole responsibility of the buyer.

Signature of Bidder

ALL BIDS MUST BE PLACED IN AN ENVELOPE, SEALED, MARKED AS FOLLOWS, AND MAILED OR HAND-DELIVERED TO:

56 FSS/FSR

RE: NAF VEHICLE BID – item name

7383 N LITCHFIELD RD, SUITE 3045

LUKE AFB, AZ 85309