

## OFFICIAL FUNCTION GUIDE

### Directorate of Family and Morale, Welfare and Recreation Fort Knox, KY

**OFFICIAL FUNCTION:** Non-social functions are authorized the expenditure of appropriated funds to pay for expenses incurred by the Directorate of Family, Morale, Welfare and Recreation (FMWR) in support of the Fort Knox Mission. The following is a list of approved official functions:

**Initial One:**

- \_\_\_\_\_ 1. APF/NAF funded events (Protocol 012 funded,CIE AFAP)
- \_\_\_\_\_ 2. Military training
- \_\_\_\_\_ 3. Command Hosted Conferences (excluding associated social functions)
- \_\_\_\_\_ 4. Change of Command, Retirements and Promotion Ceremonies (excluding associated social function)
- \_\_\_\_\_ 5. Prayer Breakfast
- \_\_\_\_\_ 6. POI supported Events (Dining In or IceBreaker)
- \_\_\_\_\_ 7. International Night
- \_\_\_\_\_ 8. Cultural Awareness Programs
- \_\_\_\_\_ 9. Awards Ceremonies
- \_\_\_\_\_ 10. Law Day Ceremonies
- \_\_\_\_\_ 11. Government Civilian Training
- \_\_\_\_\_ 12. Family Readiness Group Meetings
- \_\_\_\_\_ 13. Meetings, Briefings and Training Sessions Conducted and/or Hosted by Fort Knox Military Units, Tenants and Partners
- \_\_\_\_\_ 14. Any other event specifically designated as an Official Function by the Garrison Commander (Customer must provide documentation of Garrison approval)

Each official function organizer must schedule the event in advance with the FMWR facility in which it will be held and provide complete contact information and signature as the point of contact for the event. Availability of the facility is not guaranteed until a signed contract has been completed with the FMWR facility where the event is to be held.

Food, beverage or entertainment is the sole responsibility of the organizing Installation entity and will be contracted separately with the Fort Knox Leaders Club Catering Office or Rocker II Manager if the event is held at the Rocker, by the official function organizer. Food, beverage or entertainment expenses are not authorized to be paid with Government funds. The organizing event entity is responsible for ensuring that payment is arranged with the Fort Knox Leaders Club or Rocker II for all food and beverage provided. Non-MWR Caterers are not allowed to provide food and beverage for events held in any FMWR facility.

There is a limited amount of Garrison Funds to cover the FMWR cost of facility usage for official functions and therefore in the event that funds are depleted, the organizing installation entity will be responsible for all FMWR Fees and Charges for rental of the facility for an official function. These fees may be paid by Government Purchase Card. A copy of the legal opinion regarding payment of official function fees and charges (not including food and beverage) is available upon request. Garrison fund availability will be confirmed with the customer at the time of booking.

**I certify that my event meets the criteria of an official function as selected above.**

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**Customer Sign/Date**

**Contact Phone & Email**

**Unit/Org Assigned**

Event Name:

Event Date:

