



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 412TH TEST WING (AFMC)
EDWARDS AIR FORCE BASE, CALIFORNIA



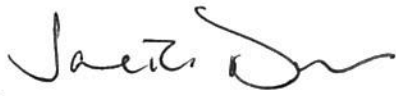
5 MAY 17

MEMORANDUM FOR ALL PRIVATE ORGANIZATIONS

FROM: 412 FSS/CL

SUBJECT: Advertisement in Morale Welfare and Recreation (MWR) Buildings

1. In accordance with AFI 34-101, para 2.3.2, MWR programs are not authorized to provide Non Appropriated Fund financial assistance to private organizations (POs) or individuals, unless reimbursed. Any organization or individual requesting advertisement in a MWR building must coordinate through the Marketing Office.
2. Advertisement fees for posters are \$200 per month or \$50 per week for one MWR facility; digital ads on LCD screens in 6 MWR facilities and 20 score-keeping screens at High Desert Lanes Bowling Center are \$150 per month.
3. The only exception is the Community Board located at the Oasis Community Center, which POs may post flyers on free of charge after Marketing Office approval. Flyers may also be posted in Non MWR FSS locations (such as Bldg 3000), AAFES Base Exchange and Concessionaires, and the Commissary with Facility Manager approval.
4. In accordance with AFI 34-223, para 10.1.2.3, POs must prominently display the following disclaimer on all print and electronic media: "THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS." Any advertisement submitted to the Marketing Office without this disclaimer will not be approved.
5. If you have any questions, please contact Kayla Fagan, 412 FSS/FSK, at 275-3826.


FOR JANICE L. HOLLEN, NH-IV, DAF
Director, 412th Force Support Squadron