

Commander's Key Support Program (CKSP) Funding

The information below outlines specific items, products and services that can be purchased by two funding types - appropriated funding (APF) and non-appropriated funding (NAF).

Appropriated Funds (APF)

**Pens, Pencils, Magnets, Key Chains/
Fobs/Plastic Tags, Jar Grip Openers, Wall
Calendars, Mugs, and Note Pads**

Purchase of low-cost items is authorized if items are imprinted with information promoting CKSP program awareness and publicize services.

Water Bottles, Tote Bags, and Buttons

Purchase of these items must convey information about the CKSP and be widely used.

Business Cards

Personalized business cards may be created and printed using government resources.

KSL Name Tags

Name tags imprinted with Key Support Liaisons name and title may be purchased.

Coins and Lapel Pins

Coins and pins may be purchased for recognition purposes. Per guidance.

Requested through your unit and dependent on availability.

Non-appropriated Funds (NAF)

KSL Uniform Shirts

Funding may be approved as part of the annual NAF budgeting process by the installation Non appropriated Fund Council.

KSL Recognition Program

Funding for light refreshments at one annual event from Special Morale & Welfare (SM&W) Funds. Not to exceed \$3 per person or \$400, whichever is less.

KSL Orientation Program

Funding for light refreshments at one annual event from Special Morale & Welfare (SM&W) Funds. Not to exceed \$3 per person or \$400, whichever is less.

Requested through the NAF Council and dependent on availability.

Guidance

DAFI 36-3009, Military and Family Readiness Centers

AFMAN 34-201, Use of Non-appropriated Funds

DAFI 65-601 V1, Budget Guidance & Procedures