**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).**

Commander’s Key Support Program (CKSP)

Funding

**Appropriated Funds (APF)**

**Non-appropriated Funds (NAF)**

**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.***

**guidance in M&FRC, DAFI 36-3009 and Budget Guidance & Procedures, AFI 65-601V.**

**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**