

# **EQUIPMENT LOAN PROGRAM FAQ**

## **What type of functions are eligible for the Equipment Loan Program?**

Official Military Functions such as Change of Command Ceremonies, Mandatory wing-wide trainings, Wing-wide promotion or retirement ceremonies, commander's calls, and wing-wide memorial services. Eligible functions must be open to attendance for the entire wing. Official Social Functions and private events/ceremonies are NOT ELIGIBLE for the Equipment Loan Program.

## **What determines if my event is an "OFFICIAL FUNCTION" or an "OFFICIAL SOCIAL FUNCTION"?**

**AFI 34-1201: "Official Function"**—Any ceremony or event where senior members are operating in an official capacity with members under their command or as a host to outside members. This includes, but is not limited to, official meetings and conferences, promotions, reenlistment and retirement ceremonies, changes of command and reorganization events, and funerals. Not all official functions are mandatory nor are they all authorized official funding. Consult Chapter 3 of this AFI to determine appropriate funding guidance for a specific event." **AFI 34-1201: "Official Social Function"**—An event where senior Air Force members or senior civilian personnel are operating in an official capacity commensurate with their position to build or reinforce relationships with counterparts, government and civic officials, international visitors, or unit members."

## **Can a Private Org. use the Equipment Loan Program?**

No. DAFI 34-101 Para 19.26 "Private organizations must not be authorized use of loaner equipment and the standard fee will be charged for rental equipment."

## **What determines if an item can be "loaned" or must be "rented"?**

Any items purchased with NAFs are considered **rental** items. DAFI 34-101 Para 19.26 "Outdoor recreation equipment rental items are purchased with NAFs and available for rental to all authorized patrons." DAFI 34-101 Para 19.26.1.2 "Rental fees should cover all NAF expenses (including cleaning and maintenance) over the life of the item, anticipated replacement costs, and achieve local, AFSVC or DAF fiscal goals."

DAFI 34-101 Para 19.26.1 "Outdoor recreation equipment **loan** items are purchased, tracked, and disposed of through APF channels." DAFI 34-101 Para 19.26.1.1 "Equipment loan items may be made available for self-directed use. Loan fees for these items can only cover verifiable NAF expenses associated with issuing, receiving, repairing, cleaning, maintaining, and restocking the items. **(T-1)**. These fees are not meant to recover the NAF purchase price of the item or make a profit per AFI 65-106."

## **Is my unit responsible for providing support for checking out/in, cleaning, and restocking all loaned items?**

Units are given the option to either provide voluntary support or to pay a fee for ODR Staff support if needed. DAFI 34-101 Para 19.26.1 "voluntary support required of unit for check out/in, and to clean and restock equipment." 19.26.1.1 "Loan fees for these items can only cover verifiable NAF expenses associated with issuing, receiving, repairing, cleaning, maintaining, and restocking the items." Units are given the opportunity to select if ODR personnel support is needed for their equipment during the request process. Please see the "HOLLOMAN AFB OUTDOOR RECREATION EQUIPMENT LOAN REQUEST- OFFICIAL FUNCTIONS" form for additional information and support fees.

## **What if we require more than the maximum loan quantity allows?**

The maximum loan quantity indicates the total amount of a specific loan item that was purchased with APF Funds. Additional quantities (purchased with NAF funds) may be available to rent. Please see the "HOLLOMAN AFB OUTDOOR RECREATION EQUIPMENT LOAN REQUEST- OFFICIAL FUNCTIONS" form for additional information and rental fees.