



Langley Research Center

**LPR 9050.1B-2**

**Effective Date: February 15, 2011**

**Revision Date: October 24, 2014**

**Expiration Date: December 31, 2015**

## **Workforce Morale Fund Operating Procedures**

National Aeronautics and Space Administration

Verify the correct version before use by checking the LMS Web site.

Responsible Office: Office of Human Capital Management, Morale, Welfare and Recreation Branch

## **PREFACE**

### **P.1 PURPOSE**

The purpose of the Workforce Morale Fund (WMF), Operating Procedures is to provide the standard process and procedures for distribution and use of funds in support of LaRC Organization Work Units' (OWU) morale and welfare activities.

### **P.2 APPLICABILITY**

The WMF applies to all NASA LaRC Organizations and Tenants.

### **P.3 AUTHORITY**

- a. 42 U.S.C. 2473 (c)(1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended
- b. NPD 9050.6, "NASA Exchange and Morale Support Activities"

### **P.4 APPLICABLE DOCUMENTS**

- a. LF 395, "Workforce Morale Fund Request Form"

### **P.5 MEASUREMENTS/VERIFICATION**

NONE

### **P.6 CANCELLATION**

LPR 9050.1, dated April 10, 2006

Original signed on file

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## 1. General Information

a. The WMF is in place to promote the various levels of the LaRC Organization Work Unit (OWU) (i.e., Directorates, Divisions, Branches, Sections, and Offices) activities that will contribute to the efficiency, welfare, and morale of NASA LaRC workforce.

b. The WMF is in place to supplement, not necessarily eliminate, the costs of said activities.

c. The WMF comprises funds generated by NASA Exchange Morale Support Activities (EMSA) vending machine program.

(1) Funds shall be allocated on a quarterly basis. The amount of funds to be allocated will be based on vending income for the previous quarter after payment of Randolph-Sheppard Act requirements.

(2) The percentage of vending income distributed shall be as recommended and approved by the Exchange Council based on sound business practices inasmuch that it will not place the Exchange in a deficit for the fiscal year. The Exchange Council may allocate up to 50 percent of the funds generated after applicable Randolph-Sheppard Act payments from Morale Support Vending Program less the amount allocated for Center-wide Morale events. Up to 45 percent of the funds allocated for each facility will be distributed to the OWU Morale Panel points of contact (MPPOC) within each LaRC facility. This will be done on a quarterly basis no later than the 15<sup>th</sup> of the following months: October, January, April, and July of each year. The amount of funds allocated will be based on the amount of funds received from the vending contractor from all vending machines within a LaRC facility during the previous quarters, less 5 percent, which will be used to support those OWUs that do not have vending machines or machines that do not generate sufficient funds for morale activities. Funds from vending machines in common or public areas will also be used to support the various OWUs that do not have sufficient vending income. Distribution of funds can be found on the Exchange web site: <http://larc-exchange.larc.nasa.gov/>

d. The Morale Panel comprises individuals of the various work units within a given LaRC facility. The facility Morale Panel will determine how the funds will be used, based on:

(1) The various activities supported by the WMF include, but are not limited to, picnics, luncheons, dances, parties, holiday and retirement socials, and morale booster items for all individuals within a specified OWU, such as T-shirts, hats, volunteer certificates or small gift items in support of organizing workforce morale, welfare, and recreation activities. Funds may also be used for purchasing flowers in support of any and all individuals within an OWU. Examples include get-well flowers or bereavement flowers. The WMF may also be used in support of organized leisure and recreational trips and activities open to everyone within the work unit. In the event a particular

facility does not form a Morale Panel, funds will be provided to the appropriate Organizational Unit Manager (OUM) with personnel within the facility for support of morale activities. Distribution will be based on total dollars allocated for the quarter divided by the total number of individuals within the facility to determine the per-person distribution amount. The per-person amount will then be multiplied by the number of individuals assigned to a particular OUM within the facility. This amount will then be provided to the OUM for support of morale activities.

e. The WMF is not a substitute for appropriated funds. Accordingly, WMF shall not be used to purchase items related to official business, e.g., personnel awards or official mission items.

f. WMF support shall not be provided to independent organizations, private groups and individuals not part of the workforce, charities, or official mission-related activities such as retirement ceremonies, awards, protocol functions, or mission-related business luncheons, programs, or events.

g. Facility Morale Panels Units shall request morale support funds based on each activity using LF 395, "Workforce Morale Fund Request Form," or taking quarterly distribution checks.

(1) The LF 395, with receipts and invoices, shall be submitted to the Exchange Finance and Accounting Office located in Facility 2102, room 157, by the 5<sup>th</sup> working day of the following months for previous quarter expenditures: October, January, April, and July.

h. The LF 395 shall have the signature of the OWU Morale Panel Point of Contact (MPPOC) with each facility and organization. In the absence of an MPPOC, the OUM's signature will be required.

i. Each Organizational Unit shall account for expenditures of these funds, utilizing an explanation and receipts when applicable.

j. Funds may not be used in a manner that violates Government laws or regulations.

## **2. Responsibilities**

### **a. Organizational Unit Managers and Supervisors**

It is the responsibility of OUMs and supervisors at all levels to:

(1) Establish Morale Panels and support MPPOC established within the various LaRC facilities.

- (2) Provide maximum support for the attendance of facility Morale Panel meetings.
- (3) Verify the number of workforce within their OWU by LaRC facility to the EMSA, Finance and Accounting Office, on an annual basis.
- (4) Monitor the use of the WMF to maximize the positive impact on the morale of employees.
- (5) Ensure that WFM activities as well as other morale activities within their supervision benefit the LaRC workforce and are in accordance with NPD 9050.6, "NASA Exchange and Morale Support Activities," Randolph-Sheppard Act requirements, and this procedural requirement. Supervisors shall also prohibit the operation of other resale activities such as canteens, food lockers, or sundry item sales within government facilities.
- (6) Review LF 395 with MPPOCs and submit to the Exchange Finance and Accounting Office.
- (7) Ensure that funds are used in a manner that does not violate Government laws or regulations.

**b. Morale Panel Point of Contact (MPPOC)**

It is the responsibility of the MPPOC to:

- (1) Work with other MPPOCs within their LaRC facility to determine how the WMF will be used to support workforce morale within the OWU.
- (2) Submit LF 395s, complete with backup documents, to the Exchange Finance and Accounting Office as prescribed in paragraph 2.a.1 above.
- (3) Track LF 395s and maintain a current status of Organizational Unit Funds available.
- (4) If the Morale Panel decides to allocate the available portion of the WMF by separate divisions and/or branches within a facility, the MPPOCs for the facility consolidate and maintain accurate individual records for each division and/or branch.
- (5) Inform the Exchange Finance and Accounting Office of any changes in MPPOC's workforce numbers with the LaRC facility (i.e. civil servants, contractors).

**c. Exchange Finance and Accounting Office Manager**

It is the responsibility of the EMSA, Finance and Accounting Office Manager, to:

- (1) Provide each MPPOC with necessary information about the WMF distributions in accordance with paragraph 1c, verify workforce numbers by facility, standard operating procedures, and LF 395.
- (2) Ensure submitted LF 395s are complete, with all necessary documentation and approval signatures as indicated in paragraph 1f.
- (3) Maintain accurate records of the WMF, vending income, and Randolph-Sheppard Act payments and budgets.
- (4) Provide quarterly tracking reports of the WMF to Exchange Operations Manager.

## **Appendix: Frequently Asked Questions**

- a. Question: Is there a limit on the number of LF 395s that can be submitted?  
Answer: MPPOCs may submit LF 395s monthly but no later than annually.
- b. Question: Where is the EMSA, Finance and Accounting Office?  
Answer: The Exchange Finance and Accounting Office is located in Facility 2102, room 157.
- c. Question: How soon are the WMF allocations available?  
Answer: WMF allocations will be distributed each quarter of the fiscal year (October-September) quarterly or annually to Morale Panels within LaRC facilities.
- d. Question: Can the WMF allocations be used for morale and welfare activities that have already been planned?  
Answer: Yes, as approved by your facility Morale Panel.
- e. Question: If all of the WMF allocation is not utilized by the end of each quarter, can the amount "roll over" to the next quarter?  
Answer: Yes. Allocations can roll from quarter to quarter; however, allocations must be used within the fiscal year in which originally allotted for annual audit purposes.
- f. Question: When are WMF allocations released to Morale Panel Points of Contact?  
Answer: Last working day of the months November, February, May, and July.
- g. Question: If refreshments/food and beverage items are required for Morale Plan approved activities and items, is the Morale Panel limited to utilizing NASA Exchange Services?  
Answer: No; however, Morale Panels are encouraged to utilize the Exchange services available here at NASA LaRC before acquiring services elsewhere. The Exchange Food and Beverage and Exchange Shop program has the ability to provide the requested service at best value, and when WMFs are spent within the LaRC Exchange it helps keep prices reasonable as well as supports the viability of these important and convenient morale and welfare activities for the LaRC workforce.
- h. Question: Is the MPPOC to include bills or receipts with the LF 395?  
Answer: Yes; all corresponding information should be submitted with the LF 395 for annual audit purposes.

- i. Question: Are some OWUs allocated more of the WMF than others?  
Answer: Yes; it is possible based on the various OWUs' active use of the vending machines within a LaRC facility. The amount of money allocated to the facility Morale Panel is based on the vending income within each LaRC facility.
  
- j. Question: Can you fax LF 395s? If so, to whom should the fax be addressed?  
Answer: Yes; LF 395s and all documentation should be sent to the EMSA, Finance and Accounting Office, Extension: 46368, Fax: 44369.
  
- k. Question: Are office coffee pots and water bottle cooler activities included in the transfer of canteen and food locker to Exchange Morale Support Activities vending program?  
Answer: No; office coffee pot and water bottle activities can continue to operate since they are not based on resale and primarily operate to sustain the purchase of more coffee and water for the work group.