

**BY ORDER OF THE SECRETARY  
OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 34-101**

**16 APRIL 2019**



**Services**

**AIR FORCE MORALE, WELFARE, AND  
RECREATION (MWR) PROGRAMS AND  
USE ELIGIBILITY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: AF/A1S

Certified by: SAF/MRM  
(Jeffrey R. Mayo, SES,)

Supersedes: AFI34-101, 24 July 2018;  
AFI34-104, 7 August 2018;  
AFI34-109, 26 October 2018;  
AFI34-110, 29 August 2018;  
AFI34-111, 9 February 2016;  
AFI34-116, 24 June 2011;  
AFI34-117, 1 October 2014;  
AFI34-118, 2 July 2018;  
AFI34-121, 6 November 2012;  
AFI34-148; 31 July 2018;  
AFI34-150, 28 September 2018;  
AFI34-272, 1 November 2018

Pages: 128

---

This instruction implements Air Force Policy Directive (AFPD) 34-1, *Air Force Services*. This publication provides directive guidance on the scope and management of Morale, Welfare, and Recreation (MWR), resiliency and readiness programs and eligibility of patrons. It has been developed in collaboration between the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1), the Chief of the Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), and applies to all active duty Regular Air Force members, members of the Air Force Reserve, members of the Air National Guard on collocated installations and when in Title 10 status, and Department of Defense Contractors. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Refer

recommended changes and questions about this publication to the Office of Primary Responsibility using AF Form 847, *Recommendation for Change of Publication*, route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements that directly implement this publication must be routed the requestor's commander for coordination prior to certification and approval. The authorities to waive wing-/unit-level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication office of primary responsibility for non-tiered compliance items. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force (AF) or civilian organization certification, training program or standards. This publication directs collecting and maintaining information subject to the Privacy Act of 1974 authorized by Title 10 United States Code Section 8013. The applicable Statement of Record Notice (SORN) is number F034 AFPC B, AF Morale, Welfare, and Recreation membership programs, which is available at: <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569915/f034-afpc-b/>.

### **SUMMARY OF CHANGES**

This document has been substantially revised and should be completely reviewed. It reflects the consolidation of MWR program AFIs into a single AFI with most operational guidance removed. Operational guidance is available in Air Force Manuals (AFMAN) and instructional manuals published by Air Force Services Activity (AFSVA).

<b>Chapter 1— FORCE SUPPORT MORALE, WELFARE, AND RECREATION (MWR)</b>	
<b>PROGRAM OVERVIEW</b>	<b>15</b>
1.1. Purpose. ....	15
<b>Chapter 2— ROLES AND RESPONSIBILITIES</b>	<b>16</b>
2.1. Air Force Director of Services (AF/AIS). ....	16
2.2. Air Force Installation and Mission Support Center (AFIMSC). ....	16
2.3. Air Force Services Activity (AFSVA). ....	16
2.4. Installation Commanders. ....	16
2.5. The Force Support Commander or Civilian Director. ....	17
2.6. Force Support Flight Chiefs. ....	17
2.7. Force Support Managers. ....	17
2.8. Funds Custodian (Resource Management Flight Chief). ....	17
2.9. Nonappropriated Funds Analyst. ....	18

<b>Chapter 3— FORCE SUPPORT MWR PROGRAM</b>	<b>19</b>
3.1. Authorized Patronage of Force Support Programs. ....	19
3.2. United States Rehabilitation Act of 1973. ....	19
3.3. Accountability Records. ....	19
3.4. Funding. ....	19
3.5. Fiduciary Responsibility. ....	19
3.6. Misuse or Misappropriation of Nonappropriated Funds. ....	19
3.7. Excess Nonappropriated Unit Funds. ....	19
3.8. Official Command Sponsored Programs. ....	20
3.9. Private Organizations Nonappropriated Fund Support. ....	20
3.10. Funds Handling. ....	20
3.11. Change and Imprest Funds. ....	20
3.12. Point of Sale Operation. ....	20
3.13. Inventories. ....	20
3.14. Budgeting and Planning. ....	20
3.15. Time Reporting. ....	20
3.16. Essential Products Program. ....	21
3.17. Commercial Sponsorship. ....	21
3.18. Civilian Personnel. ....	21
3.19. Military Personnel. ....	21
3.20. Background Checks. ....	21
3.21. Establishment of MWR Programs. ....	21
3.22. Closure of MWR Programs. ....	21
3.23. Contracting-Out Force Support Programs. ....	22
3.24. Facility Construction and Improvements. ....	22
3.25. MWR Program Prohibitions. ....	22
3.26. Merchandise Resale Authorization. ....	23
3.27. MWR Merchandise Resale. ....	23
3.28. Vehicle Rental, Taxi Services, and Ride Sharing. ....	24

3.29.	Use Fees. ....	24
3.30.	Tip Jars. ....	24
3.31.	Force Support Gift Cards. ....	24
3.32.	Force Support Gift Cards and Certificates. ....	24
3.33.	Allowable Games of Chance. ....	25
3.34.	Fundraising Events. ....	25
3.35.	Local Community Partnerships and Public Use of MWR Programs and Facilities. ....	25
3.36.	Suspension, Termination, and Denial of MWR Privileges. ....	26
3.37.	Nonappropriated Fund Information Technology Governance. ....	26
3.38.	Blood-borne Pathogen Standard Compliance. ....	26
<b>Chapter 4— STRATEGIC PLANNING</b>		<b>27</b>
4.1.	Strategic Planning. ....	27
4.2.	Annual Plan. ....	27
4.3.	Long-Term (3-5 Year) Plan. ....	27
4.4.	Air Force Support Installation Standards. ....	27
<b>Chapter 5— MARKETING AND PUUBLICITY</b>		<b>28</b>
5.1.	Overview. ....	28
5.2.	Installation-Level Marketing Planning. ....	28
5.3.	Market Research. ....	28
5.4.	Advertising, Promotion, and Publicity. ....	28
5.5.	Purchasing Advertising. ....	28
5.6.	Promotional Materials. ....	28
5.7.	Publicity. ....	29
<b>Chapter 6— VOLUNTEER PROGRAM</b>		<b>30</b>
6.1.	Overview. ....	30
6.2.	Volunteer Services and Restrictions. ....	30
6.3.	Volunteer Recruitment. ....	31
6.4.	Volunteer Training and Management. ....	31

<b>Chapter 7— GENERAL SAFETY</b>	<b>32</b>
7.1. Overview. ....	32
<b>Chapter 8— AIR FORCE ENTERTAINMENT</b>	<b>34</b>
8.1. Overview. ....	34
8.2. Financial Guidance. ....	34
8.3. Transportation. ....	34
8.4. Shipment of Property. ....	34
8.5. Contest Awards. ....	34
8.6. Off-Installation Performances and Employment. ....	34
8.7. Performing Arts Copyrights. ....	35
<b>Chapter 9— INFORMATION TICKETS AND TRAVEL</b>	<b>36</b>
9.1. Overview. ....	36
9.2. Travel Information. ....	36
9.3. Staff Travel. ....	36
9.4. Air Force Central Ticket Program. ....	36
9.5. Refund Policy. ....	36
9.6. Local Tours. ....	36
9.7. Leisure Travel. ....	37
<b>Chapter 10— AERO CLUB</b>	<b>38</b>
10.1. Overview. ....	38
10.2. Appropriated fund reimbursement. ....	38
10.3. Nonappropriated fund insurance liability program. ....	38
10.4. Use of Aero Club Planes for Temporary Duty. ....	38
10.5. New Aircraft. ....	38
10.6. Membership Fees, Dues and Responsibilities. ....	38
10.7. Pilot-in-Command privileges. ....	39
10.8. Member Records and Training Folders. ....	39
10.9. Registering Aircraft. ....	39
10.10. Purchasing and Leasing Aircraft. ....	39

10.11.	DoD Loaned Aircraft. ....	39
10.12.	AFSVA Loaned Aircraft. ....	39
10.13.	Aircraft Disposal. Program managers ....	39
10.14.	Selling Fuel, Oil, and Other Aviation Related Items. ....	39
10.15.	Maintaining Inventories. ....	40
10.16.	Aero Club Safety. ....	40
10.17.	Disciplinary Action and Retraining. ....	41
10.18.	Investigating Mishaps. ....	41
10.19.	Classifying Mishaps. ....	41
10.20.	Reporting Mishaps. ....	41
10.21.	Using or Releasing Mishap Reports without Authorization. ....	42
10.22.	Investigating Pecuniary Liability. ....	42
10.23.	Standard Operation Procedures. ....	42
10.24.	Pilot Information File. ....	43
10.25.	Club Instructor Standardization Guide. ....	43
10.26.	Documents and Publications. ....	43
10.27.	Local Flying Area. ....	44
10.28.	Pilot-In-Command. ....	44
10.29.	Covenant Not to Sue and Indemnity Agreement. ....	45
10.30.	Passengers. ....	45
10.31.	Aircraft Scheduling. ....	45
10.32.	Required Equipment. ....	45
10.33.	Checklists. ....	45
10.34.	Clearance. ....	46
10.35.	Pilot Currency. ....	46
10.36.	Pilot Training. ....	46
10.37.	Aircraft Checkouts. ....	46
10.38.	Flight Restrictions. ....	47
10.39.	Flight Plans. ....	49

10.40.	Approved Airports, Runways, and Taxi Procedures. ....	50
10.41.	Minimum Altitude Single-Engine Aircraft. ....	50
10.42.	Minimum Altitude Multi-Engine Aircraft. ....	51
10.43.	Formation Flight. ....	51
10.44.	Student Pilots. ....	51
10.45.	Aerobatic Flight. ....	52
10.46.	Fuel Reserves. ....	52
10.47.	Other Restrictions the Club Manager Enforces. ....	52
10.48.	Grounding an Aircraft. ....	53
10.49.	Maintenance Status. ....	53
10.50.	Precision Measuring Equipment. ....	53
10.51.	Functional Check Flight. ....	53
10.52.	Deferred Maintenance. ....	53
10.53.	Tool Control Program. ....	53
10.54.	Maintenance Training. ....	53
10.55.	Corrosion Control. ....	54
<b>Chapter 11— MWR FOOD PROGRAM</b>		<b>55</b>
11.1.	Nonappropriated Fund Operations under Food 2.0 (Formerly Food Transformation Initiative). ....	55
11.2.	Food Safety. ....	55
11.3.	Community Center Food and Beverage Operations. ....	55
11.4.	Air Force Signature Brands. ....	55
11.5.	Name Brand Operations. ....	55
11.6.	Snack Bars. ....	55
11.7.	Use of Prime Vendor. ....	55
11.8.	Employee Meals. ....	56
<b>Chapter 12— CLUB PROGRAM</b>		<b>57</b>
12.1.	Overview. ....	57
12.2.	Club Configurations. ....	57

12.3.	Transformational Hybrid Configurations. ....	57
12.4.	External Food and Beverage Sales. ....	58
12.5.	Membership Categories. ....	58
12.6.	Guest Procedures. ....	60
12.7.	General Membership Policies. ....	60
12.8.	Other Types of Authorized Patrons, Privileges, and Limitations. ....	60
12.9.	Reciprocal Privileges. ....	61
12.10.	Temporary Privileges. ....	61
12.11.	General Membership Policies. ....	61
12.12.	Use of Clubs by Non-members. ....	62
12.13.	Membership Dues. ....	62
12.14.	Members First. ....	63
12.15.	Club Payments and Check Cashing. ....	63
12.16.	Club Advisory Committee. ....	63
<b>Chapter 13— GOLF PROGRAM</b>		<b>64</b>
13.1.	Program Overview. ....	64
13.2.	Funding. ....	64
13.3.	Program eligibility. ....	64
13.4.	Golf Advisory Committee. ....	64
13.5.	Non-Department of Defense Tournaments. ....	64
13.6.	Non-DoD Tournaments Restrictions. ....	65
13.7.	Community Endorsement of Non-DoD Tournaments. ....	65
13.8.	Gambling or Lottery-Like Tournaments. ....	65
13.9.	Lessons and Clinics. ....	65
13.10.	Standardized AF Golf Programing and Events. ....	65
13.11.	Golf Pro Shop Operation. ....	65
13.12.	Gift Certificates. ....	66
13.13.	Green Fees for Eligible Golf Patrons. ....	66
13.14.	Advance Green Fees. ....	67



13.15. Spouse and Family Members Fees. .... 67

13.16. Reciprocal Play. .... 67

13.17. Tee-Time Policies. .... 68

13.18. Private Golf Carts and Trail Fees. .... 68

13.19. Severe Weather Conditions. .... 68

13.20. Professional Memberships. .... 68

13.21. Food and Beverage. .... 68

13.22. Equipment Maintenance. .... 68

13.23. Driving Ranges. .... 68

13.24. Course Maintenance. .... 68

13.25. Turf Grass Maintenance. .... 69

13.26. Chemicals and Pesticides. .... 69

13.27. Pest Management Contracting. .... 69

13.28. Golf Course Operational Ratio Comparison Analysis Data. .... 69

**Chapter 14— BOWLING PROGRAM 70**

14.1. Program. .... 70

14.2. Category B Bowling Centers. .... 70

14.3. Bowling Center Program Manager Training. .... 70

14.4. Armed Forces Bowling Managers Training. .... 70

14.5. Core Programs. .... 70

14.6. Core Promotions. .... 70

14.7. Bowler Instruction. .... 70

14.8. Bidding for Events. .... 70

14.9. Locker Services. .... 71

14.10. Core Products. .... 71

14.11. Food and Beverage. .... 71

14.12. Preventive Maintenance Plans. .... 71

14.13. Lane Maintenance. .... 71

14.14. Parts Inventory and Control. .... 72

14.15.	Pinsetter maintenance area. ....	72
<b>Chapter 15— GAMING PROGRAM</b>		<b>73</b>
15.1.	Overview. ....	73
15.2.	Operating Parameters. ....	73
15.3.	Gaming Locations. ....	74
15.4.	Operating Procedures. ....	74
15.5.	Memorandum of Agreement. ....	74
15.6.	Participation and Access. ....	74
15.7.	Gaming Employee Requirements. ....	75
15.8.	Forms. ....	75
15.9.	Internal Revenue Service reporting. ....	75
15.10.	Transport of Gaming Machine Cash. ....	75
15.11.	Physical Safeguards. ....	75
15.12.	Bio-feedback Key Control. ....	75
15.13.	Manual Key Control. ....	75
15.14.	Intrusion Alarms and Video Surveillance. ....	76
15.15.	Transfer and Disposal of Gaming Machines and Gaming Equipment. ....	77
15.16.	Gambling Abuse. ....	77
<b>Chapter 16— LIBRARY PROGRAM</b>		<b>78</b>
16.1.	Program Overview. ....	78
16.2.	Designated Funding Category. ....	78
16.3.	Other Income Sources. ....	78
16.4.	Educational Funds. ....	78
16.5.	Library Service Delivery Models. ....	78
16.6.	Library Closure. ....	79
16.7.	Customer Eligibility. ....	79
16.8.	Staffing. ....	79
16.9.	Volunteers. ....	79
16.10.	Training. ....	79

16.11.	Service hours. ....	79
16.12.	Library Services. ....	80
16.13.	Prohibited Library Use. ....	80
16.14.	Collection Management. ....	80
16.15.	Loaning Materials. ....	81
16.16.	Overdue Loaned Materials. ....	81
16.17.	Replacing or paying for lost, damaged or destroyed materials. ....	81
16.18.	Property marking of library materials. ....	82
16.19.	Inventory management. ....	82
16.20.	Disposal of Materials. ....	82
16.21.	Field Operating Agency Central Purchase Program. ....	82
16.22.	Unauthorized Organizational Purchases. ....	83
16.23.	Field Operating Agency Training and Certification. ....	84
16.24.	Mission Essential Publications Organizational Exclusions. ....	84
16.25.	Technology Plans. ....	84
16.26.	Integrated Library System. ....	84
16.27.	Copyright Act of the United States (Title 17 United States Code). ....	84
<b>Chapter 17— TECHNICAL LIBRARIES</b>		<b>85</b>
17.1.	Purpose and Structure. ....	85
17.2.	Technical library collections. ....	85
17.3.	Technical libraries funding. ....	85
17.4.	Patron Eligibility. ....	85
17.5.	Technical Library Requirements. ....	86
17.6.	Collection development and management. ....	86
17.7.	Acquisition of electronic resources. ....	86
17.8.	Special acquisitions. ....	86
17.9.	Use of government purchase card for office collections. ....	86
17.10.	Vaults, secure rooms, and safes. ....	86
17.11.	Technical literature. ....	87

17.12.	Corporate purchasing program. ....	87
17.13.	Integrated Library System. ....	87
17.14.	Information Analysis Centers. ....	87
17.15.	Collaboration. ....	87
<b>Chapter 18—</b>	<b>OUTDOOR RECREATION</b>	<b>88</b>
18.1.	Overview. ....	88
18.2.	Program Eligibility. ....	88
18.3.	Program Planning and Development. ....	88
18.4.	Customer Services. ....	89
18.5.	Resale Operations. ....	89
18.6.	Facilities and Recreation Areas. ....	89
18.7.	Core Activities. ....	89
18.8.	Annual Program Standards. ....	89
Table 18.1.	Annual Program Standard Requirements.....	89
18.9.	Staff TDY. ....	89
18.10.	Staff Certifications. ....	90
18.11.	Inventory of local natural resources and local outdoor recreation providers. ....	90
18.12.	Office resource collection of books, periodicals, maps, catalogs. ....	90
18.13.	Environmental Safeguards. ....	90
18.14.	Alcoholic Beverages. ....	90
18.15.	Blood-borne Pathogen Standard Compliance. ....	91
18.16.	Outings and Off-Base Trips. ....	91
18.17.	On-Base MWR Recreational Clubs and Other Recreational Private Organizations. ....	91
18.18.	Playgrounds. ....	91
18.19.	Outdoor Adventure Activities. ....	91
18.20.	SCUBA Diving. ....	92
18.21.	Off-Base Recreation Areas. ....	92
18.22.	Skeet, Trap Ranges, Firearm Sales, Use, and Storage. ....	93

18.23. Riding Stables. ....	94
18.24. Snow Ski Areas. ....	95
18.25. Recreational Lodging. ....	95
18.26. Campgrounds. ....	95
18.27. Marinas. ....	96
18.28. Parachuting. ....	96
18.29. Equipment Loan and Rental Operations. ....	97
18.30. Recreational Vehicle Storage. ....	98
18.31. Ropes Courses and Climbing Walls. ....	98
18.32. Skate and Bike Parks. ....	99
18.33. Self-Storage Activity. ....	99
<b>Chapter 19— SWIMMING AND AQUATICS</b>	<b>100</b>
19.1. Swimming and Aquatics. ....	100
19.2. Pool Admission and Use Fees. ....	100
19.3. Fences, Depth Markings, and Swimming Area Demarcations. ....	100
19.4. Lifeguard Funding. ....	100
19.5. Lifeguard and Aquatic Instructor Certifications and Training. ....	100
19.6. Minimal Lifeguard Levels for Pools and Actively Guarded Beaches and Waterfront Areas. ....	100
19.7. Unguarded Swimming Areas. ....	101
19.8. Aquatic Equipment Standards. ....	101
19.9. Flotation Aids, Pool Toys, and Aquatic Equipment. ....	103
19.10. Pools, Beaches, and Waterfront Minimum Age and Supervision Requirements. .	103
19.11. Food and Beverage Limitations. ....	104
19.12. Reciprocal Pool Pass Privileges. ....	104
19.13. Centers for Disease Control and Prevention Healthy Swimming. ....	104
19.14. Signs to Prevent Pool Mishaps. ....	104
<b>Chapter 20— ARTS AND CRAFTS PROGRAM</b>	<b>105</b>
20.1. Arts and Crafts Program. ....	105

20.2.	Program Planning. ....	105
20.3.	Implementing the Program. ....	105
20.4.	Auto Hobby Shop. ....	105
20.5.	Car wash operations. ....	105
<b>Chapter 21— Community Centers</b>		<b>106</b>
21.1.	Program Mission. ....	106
21.2.	Core Programs. ....	106
<b>Chapter 22— RECREATIONAL CLUBS</b>		<b>108</b>
22.1.	Program Purpose. ....	108
22.2.	Recreational Club Establishment and Participant Eligibility. ....	108
22.3.	Dues. ....	108
22.4.	Retail Sales. ....	108
22.5.	Snack Bars. ....	108
22.6.	Alcoholic Beverages. ....	108
22.7.	Skeet and Trap Clubs. ....	108
<b>Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>		<b>109</b>
<b>Attachment 2— GENERAL MWR PROGRAM ELIGIBILITY AND USE (T-0)</b>		<b>119</b>
<b>Attachment 3— OUTDOOR RECREATION TRAINING AND CERTIFICATION STANDARDS</b>		<b>126</b>

## Chapter 1

### FORCE SUPPORT MORALE, WELFARE, AND RECREATION (MWR) PROGRAM OVERVIEW

**1.1. Purpose.** Force Support MWR resiliency and readiness programs provide the necessary building blocks essential to retention, resiliency, squadron readiness, and trust among Airmen. This AFI defines user eligibility (authorized patrons), funding, and AF MWR program guidance. MWR programs included in this AFI are Marketing; Community Center; Outdoor Recreation; Arts and Crafts; Auto Hobby; Golf; Aero Club; Information, Ticket, and Travel; Bowling; Gaming; Library; Clubs; and other membership clubs.

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### 2.1. Air Force Director of Services (AF/A1S).

- 2.1.1. Establishes and monitors Force Support and MWR capability guidance and enterprise strategy.
- 2.1.2. Is responsible for guidance on the use of appropriated and nonappropriated funds after coordination with Secretary of the Air Force Financial Management Business Management Division and appropriate Secretary of the Air Force Deputy Assistant Secretary for Budget officials.
- 2.1.3. Acts on requests for waivers to established policies.
- 2.1.4. Advocates through the AF corporate structure and the AF Services Council to ensure adequate personnel and financial resources are provided to MWR programs.
- 2.1.5. Develops and maintains Management Internal Control Toolset (MICT) for MWR programs.

#### 2.2. Air Force Installation and Mission Support Center (AFIMSC).

- 2.2.1. Is responsible for Program Objective Memorandum submissions and managing centrally-funded appropriated funds for Force Support MWR programs.
- 2.2.2. Develops appropriated fund resourcing strategy and consolidates, validates and distributes Force Support MWR appropriated funds support to installations and AFSVA.
- 2.2.3. Manages Force Support MWR AF Common Output Level Standards.

#### 2.3. Air Force Services Activity (AFSVA).

- 2.3.1. Oversees, develops, and publishes current operational guidance and procedures to the installations.
- 2.3.2. Conducts centrally managed AF-wide program initiatives.
- 2.3.3. Coordinates on all exception or waiver to policy requests submitted to AF/A1S.
- 2.3.4. Reviews and programs major nonappropriated construction and renovation projects.
- 2.3.5. Establishes guidelines for Force Support MWR core and special programs.
- 2.3.6. Assesses MWR information requirement, deploys and maintains the MWR information systems.
- 2.3.7. Develops a MWR information technology governance and associated charter for the evaluation, selection, and deployment of all nonappropriated fund information systems.
- 2.3.8. Centrally manages the AF gaming program.

#### 2.4. Installation Commanders.

- 2.4.1. Ensure resiliency and readiness programs comply with policy and guidance.
- 2.4.2. Approve the use of Force Support authorized patrons. Refer to [Attachment 2](#).



2.4.3. Provide adequate facilities, staffing, and resources to conduct Force Support MWR programs.

## **2.5. The Force Support Commander or Civilian Director.**

2.5.1. Provides resources to accomplish Force Support programs.

2.5.2. Coordinates and schedules inspections.

2.5.3. Provides guidance for use of facilities and Force Support programs.

2.5.4. Ensure compliance with payment card industry standards for programs that process, store, or transmit card data as defined by Payment Card Industry Security Standards Council. Refer to [paragraph 3.12](#)

## **2.6. Force Support Flight Chiefs.**

2.6.1. Provide technical and administrative supervision over Force Support programs.

2.6.2. Review and justifies monthly, quarterly, and annual budget estimates for Force Support programs.

2.6.3. Review operating instructions to ensure consistency guidance.

2.6.4. Ensure program training requirements are correctly identified.

2.6.5. Ensure sufficient resources are provided to support requirements.

## **2.7. Force Support Managers.**

2.7.1. Are responsible for developing and managing a comprehensive MWR program.

2.7.2. Create and administer appropriated fund and nonappropriated fund budgets based on documented short and long-range plans.

2.7.3. Manage program personnel in accordance with (IAW) AF policy and guidance.

2.7.4. Attend and participate in professional recreation conferences and workshops to keep abreast of developments, changes, and advances in the field of recreation.

2.7.5. Collect data per AFSVA operational guidance.

2.7.6. Ensure staff and volunteers are not under the influence of alcohol and both legal and illegal substances that may impair job performance and program safety while on duty.

2.7.7. Establish operating instructions to ensure consistency in policy.

2.7.8. Ensure required training standards are met.

## **2.8. Funds Custodian (Resource Management Flight Chief).**

2.8.1. Provides direction and assistance for the protection of nonappropriated fund assets.

2.8.2. The single custodian for all nonappropriated fund assets, unless another individual is appointed in accordance IAW AFMAN 34-201, *Use of Nonappropriated Funds*..

**2.9. Nonappropriated Funds Analyst.**

2.9.1. Analyzes nonappropriated fund financial statements and appropriated fund expenditure reports of subordinate installations, perform trend and performance analyses, and assess financial viability and profitability as required.

2.9.2. Evaluates the financial ramifications of, and make recommendations on, nonappropriated fund policies.

2.9.3. Review the appropriated fund support percentages for MWR Categories A and B nonappropriated fund activities for each command. Refer to Category A and B definitions in [Attachment 1](#).

2.9.4. Review and coordinate on installation-level nonappropriated fund economic analyses and internal needs validation studies on all nonappropriated fund programs.

## Chapter 3

### FORCE SUPPORT MWR PROGRAM

**3.1. Authorized Patronage of Force Support Programs.** Refer to [Attachment 2](#) unless otherwise noted in this AFI.

**3.2. United States Rehabilitation Act of 1973.** Force Support facilities and programs must be accessible and inclusive for customers with disabilities IAW 29 USC 702 Section 504, *Nondiscrimination Under the Federal Grants and Programs* of the U.S. Rehabilitation Act of 1973 and Department of Defense Directive (DoDD) 1020.1, *Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of Defense*. **(T-0)**.

**3.3. Accountability Records.** MWR programs maintain property custodian records, requisition and purchase orders, salvage and inventory control documents, written follow-ups and memos in official IAW AFI 33-322, *Records Management Program*, and the AF Records Disposition Schedule. Official file plans are required for all MWR programs. Refer to AFI 23-111, *Management of Government Property in Possession of the Air Force*.

**3.4. Funding.** Resilience and readiness programs shall be resourced from either appropriated funds or nonappropriated funds or a combination of both as described in Department of Defense Instruction (DoDI) 1015.10, *Military Morale, Welfare, and Recreation (MWR) Programs* Enclosure 3, paragraph 7. **(T-0)**. Nonappropriated expenditures for valid resiliency and readiness programs must not be used as an augmentation of appropriations. **(T-0)**. Refer to AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Other Nonappropriated Funds Instrumentalities (NAFIS)*, and AFMAN 34-201. Force Support resilience and readiness programs shall be funded in IAW appropriate AF Common Output Level Standards, and DoD (Department of Defense) standards in DoDI 1015.10. **(T-0)**.

**3.5. Fiduciary Responsibility.** Nonappropriated funds are government funds entitled to the same protection as funds of the US Treasury. These funds are designated for the benefit of authorized patrons and for the purposes of the nonappropriated fund instrumentality. Within the AF, nonappropriated funds come primarily from the sale of goods and services to military and civilian personnel and their family members, and are used to support AF MWR programs. Related guidance is located in Air Force Manual (AFMAN) 34-201 and AFI 65-106.

**3.6. Misuse or Misappropriation of Nonappropriated Funds.** Force Support leadership is responsible for prompt detection, proper investigation, and appropriate corrective action in matters involving suspected misuse or misappropriation of nonappropriated funds. In cases of a serious criminal infraction, Force Support leadership must refer the matter to the appropriate defense criminal investigative organization and judicial authorities. **(T-3)**. Refer to AFMAN 34-201 for unauthorized use of nonappropriated funds.

**3.7. Excess Nonappropriated Unit Funds.** A healthy MWR fund is essential to providing resiliency and readiness programs to Airmen. Force Support annual nonappropriated fund budgets should identify all of the unit's funding requirements. In accordance with DoDI 1015.10 and AFMAN 34-201, AFSVA/CC may recommend, and with AF/A1S approval, transfer excess nonappropriated installation funds to the AF Central MWR Fund for common cause needs of the AF MWR enterprise.

**3.8. Official Command Sponsored Programs.** Official command sponsored programs are normally authorized appropriated fund support. Nonappropriated funds may be used for MWR elements at events such as installation open houses (refer to AFMAN 10-1004, *Conducting Air Force Open Houses*) and installation social events sponsored by Force Support.

**3.9. Private Organizations Nonappropriated Fund Support.** Force Support resiliency and readiness programs will not provide nonappropriated fund financial assistance to private organizations or individuals, unless reimbursed. **(T-0)**. Refer to AFI 35-101, *Public Affairs Responsibilities and Management*, AFI 34-223, *Private Organizations (PO) Program*, and DoDI 1015.10, Enclosure 3, paragraph 10.

**3.10. Funds Handling.** Proper handling and safeguarding of funds and AF property are responsibilities of every Force Support staff member who handles money. MWR activity managers prepare operational instructions with specific guidance on handling and safeguarding funds. These fund handling operational instructions must be approved by the fund custodian IAW AFI 34-202, *Procedures for Protecting Nonappropriated Funds Assets*. **(T-1)**. Moreover, all employees who handle funds must be provided an initial training on internal controls and an annual refresher training. **(T-1)**. Training should be adapted to the job the employees is performing. Additionally, the nonappropriated fund financial analyst must review all financial operational instructions to ensure compliance with AFI 34-202 and other nonappropriated fund handling guidance. **(T-1)**.

**3.11. Change and Imprest Funds.** The fund custodian must authorize the establishment and the amount of all change and imprest funds IAW AFI 34-202, Chapter 5. **(T-1)**. MWR programs must only use change funds for making change, cashing checks, and with resource manager approval, for making petty cash purchases and other imprest fund requirements. **(T-1)**. Imprest funds may be used for designated purpose with special controls and laminations identified in AFI 34-202. MWR programs must have operating instructions approved by the fund custodian establishing procedures for the use, control, and protection of all change and imprest funds. **(T-1)**.

**3.12. Point of Sale Operation.** AFSVA's directed point of sale equipment and supporting software must be utilized for all Force Support operations with transactions processed according to the requirements of AFI 34-202 and local operating instructions. **(T-1)**. Additionally, the point of sale system must be configured to Payment Card Industry Data Security Standards (<https://www.pcisecuritystandards.org/>). **(T-0)**. Payment Card Data Security Standards ensure the security of financial transactions made by credit and debit cards.

**3.13. Inventories.** Force Support program managers must maintain inventories IAW AFI 34-209, *Nonappropriated Fund Financial Management and Accounting*. **(T-1)**.

**3.14. Budgeting and Planning.** Budgets play a major role in planning and reaching financial goals. Force Support program managers must prepare budgets using the AF standard nonappropriated fund budget and analysis program. **(T-1)**. When preparing the rolling four quarter nonappropriated fund operating budgets, consider historical data, new programs, revised pricing, and operating requirements.

**3.15. Time Reporting.** The AF standard labor management system must be used by Force Support program managers for the reporting of time and attendance records for all United States (US) nonappropriated fund employees. **(T-1)**. Refer to AFMAN 34-214, *Procedures for Nonappropriated Funds Financial Management and Accounting*, for payroll processing procedures.

**3.16. Essential Products Program.** When an AFSVA essential products program contract exists for the purchase of Force Support items, use of this program by Force Support program managers is mandatory. **(T-1).**

**3.17. Commercial Sponsorship.** Commercial sponsorship is when a civilian enterprise provides support to help finance or enhancements for MWR elements of Force Support capabilities. Refer to AFI 34-108, *Commercial Sponsorship* and *Sale of Advertising* and AFMAN 34-201.

**3.18. Civilian Personnel.** Resiliency and readiness programs are staffed primarily with appropriated or nonappropriated fund civilians. These programs are authorized appropriated fund manpower for executive control and essential command supervision and IAW the appropriate funding category specified in AFI 65-106.

**3.19. Military Personnel.** Military personnel may be assigned to a MWR program on a temporary basis, to include detail and temporary duty. Temporary assignments must be made by the Force Support commander or director only under the following conditions:

3.19.1. Mobility or deployment requirements occur. **(T-1).**

3.19.2. Training to upgrade and maintain essential skills that cannot be provided through other means. **(T-1).**

**3.20. Background Checks.** All Force Support military members, civilians, contractors and volunteers who work with minor children must have a background check. Refer to AFI 34-144, *Child and Youth Programs*, Chapter 9. **(T-0).**

**3.21. Establishment of MWR Programs.** The establishment of a new Force Support MWR program must not negatively impact the MWR Fund. **(T-1).** All requests to establish or reestablish a previously closed Force Support program must be made by the installation commander to the AFSVA commander for approval. **(T-1).** The request should include a comprehensive business case analysis. At a minimum, the business case analysis should include a 5-year performance plan, organizational chart, marketing plan and comprehensive market intelligence supporting the proposed Force Support program. Additionally, the installation must secure appropriated funds IAW AFI 65-106. The Force Support commander or director must notify AFSVA of nonappropriated funds required for initial operation and equipment, and request assistance in submitting any necessary application for appropriate funding requests. **(T-1).**

**3.22. Closure of MWR Programs.** All requests by the installation commander to close Force Support programs must be coordinated with the major command A1, AFSVA commander, and approved by AF/A1S no later than 90 days prior to proposed closure. **(T-1).** This does not apply to library closures which must be approved by DoD IAW DoDI 1015.10. **(T-0).** Refer to [paragraph 16.6](#) Neither requests nor AF/A1S notifications are necessary for any activity being closed due to an installation closure. Refer to procedures detailed in AFMAN 34-201 for activity closure due to installation closure. Closure requests should include rationale, the alternative to be used in place of the activity, and documentation of approval to use any alternate source. In reviewing whether to continue or discontinue programs or activities, installations should consider the following:

3.22.1. Accessibility and capabilities of existing exchange service, installation, commercial or civilian community alternatives.

3.22.2. Current and planned Force Support resiliency and readiness programs of other DoD installations in the local area.

**3.23. Contracting-Out Force Support Programs.** To ensure resiliency and readiness, programs adhere to DoDI 1015.10. To ensure resiliency and readiness and compliance with DoDI 1015.10, requests to contract out any portion of Force Support MWR programs must be approved by the AFSVA commander. **(T-1)**. Upon approval, AFSVA commander notifies AF/A1S of any portion of contracted-out Force Support MWR programs.

**3.24. Facility Construction and Improvements.** Refer to AFI 34-205, *Services Nonappropriated Fund Facility Projects*, for guidance.

**3.25. MWR Program Prohibitions.** Refer to DoDI 1015.10, Enclosure 3, paragraph 13 for program prohibitions. Additionally, Force Support program managers must not:

3.25.1. Continue to offer programs that are not supported by market demand. **(T-0)**.

3.25.2. Allow Force Support facilities or equipment to be used for commercial purposes with the exception of contractors entitled to use such government furnished facilities or equipment pursuant to the terms of their contract. **(T-0)**.

3.25.3. Provide sales and services discounts that are not available to all eligible participants. **(T-1)**.

3.25.4. Show motion pictures, except as allowed in AFI 34-211(I), *Army and Air Force Exchange Service Operations*. **(T-1)**.

3.25.5. Provide entertainment that does not meet standards of common decency, decorum, good taste, or is not in keeping with the dignity of the AF, its personnel, and families. **(T-3)**.

3.25.6. Operate alcoholic beverage activities except as authorized in AFI 34-219, *Alcoholic Beverage Program*. **(T-1)**.

3.25.7. Operate resale activities, except as authorized in [paragraph 3.26](#) of this instruction. **(T-0)**.

3.25.8. Sponsor, conduct, or allow gambling activities. Refer to [paragraph 15.3](#) of this instruction. **(T-1)**.

3.25.9. Conduct fundraising raffles. **(T-1)**. See DoDI 1015.10, Enclosure 3, paragraph 3 for more information in conducting raffles.

3.25.10. Sell, rent, loan, or otherwise make available materials (e.g. film or video recordings, or periodicals with visual depiction produced in any medium) that have been determined by the DoD resale activities board of review to be sexually explicit. Refer to AFI 34-211(I). **(T-0)**.

3.25.11. Sell tobacco products in Force Support MWR programs. **(T-0)**.

**3.26. Merchandise Resale Authorization.** Army and Air Force Exchange Services (AAFES) shall be the primary source of resale merchandise, excluding the Defense Commissary Agency stores and where resale is directly related to MWR programs **(T-0)**. MWR programs are the secondary source of resale merchandise and services. MWR programs may engage in resale when the installation commander determines, in coordination with AAFES, that AAFES cannot be responsive to the particular resale requirement. In addition, MWR programs may offer the same products and services offered by AAFES when the installation commander determines it necessary to satisfy customer needs. Refer to AFI 34-211(I).

**3.27. MWR Merchandise Resale.** Authorized merchandise resale is a convenience to MWR patrons which enhances the MWR patron experience. Resale may occur in all MWR programs. Merchandise should support the program in which it is sold. In overseas locations, audio and photo resale operations, sports stores, and outdoor recreation outfitters may be established by Force Support MWR programs IAW DoDI 1015.10, Enclosure 5. The following applies to MWR merchandise resale:

3.27.1. MWR resale shop may offer consignment sales, as long as the activity has safeguards to limit its liability for the merchandise with the Force Support commander or director approval.

3.27.2. Force Support employees or contractors must not receive direct benefit from sales by or referrals to off-base commercial sources. **(T-1)**. This does not preclude special order sales by programs.

3.27.3. Force Support resale shops may own or contract for arcade amusement machines in Force Support facilities. Refer to AFI 34-211(I). AAFES may provide the service through a management fee arrangement.

3.27.4. No merchandise may be given away or sold for less than cost. Merchandise may be marked down for limited promotions. Excess inventory or dead stock can be sold for less than cost if approved by the Force Support commander or director. This includes the actual product cost and associated labor to deliver the finished product or service to the customer. Refer to AFI 34-209.

3.27.5. Force Support programs charge fees to cover nonappropriated fund costs.

3.27.6. Resale policies described above will not apply to:

3.27.6.1. The resale of alcoholic beverages including beer. Refer to AFI 34-219. **(T-1)**.

3.27.6.2. Nonappropriated fund Force Support inventory and equipment sale where the sole reason is to reduce dead stock or outdated inventory items. **(T-3)**.

3.27.6.3. Participation fees and charges, registration fees, dues, and or assessments that offset all or part of the nonappropriated costs of providing the services. **(T-3)**.

3.27.7. Guests of eligible MWR patrons are limited in purchases to only those incidentals required for participation in MWR programs. **(T-0)**.

3.27.8. Sales are limited to eligible members who must not resell any items purchased from the club. **(T-0)**. For example, a guest at a rod and gun club is permitted to purchase ammunition for use during the visit but is prohibited from purchasing ammunition in excess of what will be used during attendance at the range. **(T-1)**.

3.27.9. Firearms resale: refer to [paragraph 18.22](#).

**3.28. Vehicle Rental, Taxi Services, and Ride Sharing.** Force Support may operate a vehicle rental and taxi services with nonappropriated funds if AAFES declines. In the US, vehicle rental or taxi services will only be authorized through concessionaires. **(T-3)**. Concessionaires must provide vehicle and commercial liability insurance to the Force Support contracting officer. **(T-3)**. In overseas areas, vehicle rental or taxi services can be operated with nonappropriated fund purchased vehicles or through concessionaires. Appropriated fund vehicles, including vehicles obtained through the Defense Reutilization Marketing Office, will not be used in these types of programs. **(T-0)**. In areas outside of the continental United States, use of rental and taxi services must IAW Status of Forces Agreement or other applicable international agreement. **(T-0)**. Such programs are self-sustaining. The installation commander may authorize ride sharing services to operate on installations in the U.S. Such services utilize privately owned vehicles to provide for-hire, short-distance transportation with payments processed through an umbrella licensor. Service members acting as ride sharing service providers must have approved off-duty employment; dependent family members must comply with local regulations regarding operation of on base small businesses. **(T-3)**. Ride sharing services do not need to have a concessionaire license or permit. However, ride sharing services on an installation must be coordinated with the installation's Security Forces and have appropriate liability insurance. **(T-3)**.

**3.29. Use Fees.** Fees are posted prominently displayed and have printed fee schedules available.

**3.30. Tip Jars.** A jar or similar container may be placed near the point of service allowing customers to leave a gratuity if so desired. Force Support leadership must not allow "tip jars" in Force Support programs except in coat rooms, coffee bars, club taxis and for certain entertainers such as piano players. **(T-3)**. These tip jars should be in good taste and displayed in a professional manner (e.g. no hand written signs or cracked or plastic jars). The use of tip jars must be approved by the installation's legal office to ensure compliance with 18 United States Code (USC) § 203, *Compensation to Members of Congress, officers, and other in matters affecting the Government*, and 18 USC § 205, *Activities of Officers and Employees in Claims Against and Other Matters Affecting the Government*, confirming the use of tip jars do not inadvertently cause employees to violate Federal criminal laws. **(T-3)**. Installations with negotiated collective bargaining agreements must notify the union of the use of tip jars and satisfy any collective bargaining obligations required by the agreement and the Federal Service Labor Management Relations Statute (5 USC § 7101 et seq, *Labor-Management Relations*) prior to announcing and implementing this guidance. **(T-0)**. See AFI 34-209, for additional information on Tip Reporting procedures.

**3.31. Force Support Gift Cards.** All Force Support programs sell and redeem and accept the Force Support gift card, where capable.

3.31.1. Gift cards can be purchased and reloaded in increments of \$5 up to a maximum of \$1,500.

3.31.2. Gift cards have no expiration date and do not decrease in value over time.

3.31.3. Gift cards are treated the same as cash, but cannot be redeemed for cash and not be replaced if lost or stolen.

**3.32. Force Support Gift Cards and Certificates.** Force support programs may offer gift certificates for purchase for later redemption of good and services. AFMAN 34-214 outlines procedures for issuance and controlling gift certificates.



**3.33. Allowable Games of Chance.** Bingo, Monte Carlo, and Texas Hold'em events are authorized IAW DoDI 1015.10, Enclosure 3. These games must have adequate controls in place to ensure the integrity of the games. **(T-1)**. Quick-Shot bingo program is part of the authorized bingo program which can be played outside of set bingo hours in Force Support programs.

3.33.1. Small group card games and nominal games of chance conducted by and among MWR customers are permitted. For example, a poker game among four acquaintances where the total winnings do not exceed \$20. Such games must be operated with discretion and conform to local law or custom. **(T-3)**. The installation commander, with the advice of the staff judge advocate, must determine which games fit the criteria. **(T-3)**.

3.33.2. Entertainment gaming machines with cash payout features are authorized at installations outside the US (outside the 50 states, territories, and possessions). Refer to [Chapter 15](#).

**3.34. Fundraising Events.** Force Support programs can sponsor fundraising events and projects for the benefit of MWR programs that foster quality of life among installation personnel and their family members. These fundraising events must not benefit non-Federal entities, private individuals or installation-recognized private organizations, even if the Force Support nonappropriated fund instrumentalities share in the proceeds. **(T-0)**.

3.34.1. The Force Support commander or director ensure Force Support facilities (e.g. golf course, bowling facility, athletic fields, etc.) will only be made available for no-charge use by a non-Federal entity if the event meets the requirements of AFI 34-223, AFI 36-3101, *Fundraising*, and DoD 5500.07-R, *Joint Ethics Regulation*, section 3-210 and 3-211. **(T-0)**. Logistical support for authorized fundraising events should have minimal impact on mission and minimal cost to the government.

3.34.2. Per AFI 36-3101 and AFI 34-223, installation-recognized private organizations, may use Force Support facilities. The AFSVA commander must authorize facility use in writing ahead of time for fundraising events on an occasional basis. **(T-1)**. Occasional is defined as more than three times a quarter.

**3.35. Local Community Partnerships and Public Use of MWR Programs and Facilities.** MWR programs are an integral part of the military compensation and benefits package that is designed to recruit and retain professional, ready, resilient Airmen. Congress and DoD exercise close scrutiny over MWR patronage to ensure continued effectiveness of the military's MWR benefit. However, community partnerships are encouraged when it is in the best interest of the AF. These partnership opportunities vary based on the category of the MWR program and community resources available. Category A and B MWR community partnerships are more difficult to achieve than category C but are obtainable. Refer to [Attachment 1](#) for Category definitions. For category A and B programs, members of the general public who are not otherwise eligible to use MWR programs must only attend infrequent Force Support sponsored MWR events as authorized by the installation commander. **(T-0)**. These MWR partnerships must have a defined beginning and end date which does not allow for sustained ongoing use of MWR programs. **(T-0)**. In addition, general public attendance must not conflict with federal, state, local laws or Status of Forces Agreements. **(T-0)**. Allowing the general public to use MWR programs should be beneficial to both Airmen and community. Rules governing local procedures on the number of

guests and frequency of use of MWR programs must be put into an installation policy letter and distributed to impacted MWR program. **(T-1)**. Examples of acceptable Category A and B community partnerships include, open houses, bowling leagues, and community appreciation events. Refer to **Attachment 2, Table A2.2, Limited Program Eligibility and Use Priority**, priority 26.

**3.36. Suspension, Termination, and Denial of MWR Privileges.** Patronage privileges may be suspended, terminated, or denied by the Force Support commander or director for cause. Patrons may appeal the adverse action through the Mission Support commander with the installation commander being the final review authority. Abuses for which privileges may be suspended or terminated include, but are not limited to, the following:

- 3.36.1. Using Force Support facilities to make or repair items for personal gain.
- 3.36.2. Distributing merchandise purchased at a Force Support activity to unauthorized persons, whether or not for profit.
- 3.36.3. Personally profiting from use of Force Support merchandise and services, stealing merchandise or other assets.
- 3.36.4. Presenting bad checks intentionally or repeatedly and failing to make restitution on dishonored checks or other indebtedness owed to a Force Support activity.
- 3.36.5. Engaging in negligent acts, willful misconduct, and inappropriate sexual behavior to include accessing inappropriate websites on Force Support computers and devices or drug or alcohol abuse within a Force Support activity.

**3.37. Nonappropriated Fund Information Technology Governance.** In coordination with A1X and A1S, AFSVA develops a MWR information technology governance and associated charter for the evaluation, selection, and deployment of all nonappropriated fund information systems. The governance ensures all MWR systems are interoperable and can grow to meet future the dynamic information system needs of AF MWR programs. Specifically, the governance validates the selection of systems are in the best interest of the AF by approving information technology requirements and capabilities, ensures data produced enhance the data analytics capabilities, and approves resourcing strategy.

**3.38. Blood-borne Pathogen Standard Compliance.** AF Force Support personnel must comply with Occupational Safety and Health Administration (OSHA) Directive 02-02-069, *Enforcement Procedures for Occupational Exposure to Bloodborne Pathogens*. **(T-0)** The medical community, through AFI 44-108, *Infection Prevention and Control Program*, has significant responsibilities for installation-wide efforts to prevent bloodborne pathogen infections. If a Force Support employee, volunteer, or contractor is trained in first aid and identified as responsible for rendering medical assistance as part of his or her duties, the person is covered by the standard. Force Support program managers must engage with the medical community and coordinate efforts to meet the blood-borne pathogen standards. **(T-3)**.

## Chapter 4

### STRATEGIC PLANNING

**4.1. Strategic Planning.** Force Support resiliency and readiness programs must be strategically planned and implemented by Force support program managers using data driven decisions to fulfill local needs, while maintaining the readiness capability to support the wartime mission and to meet quality, fiscal, health and safety standards. **(T-0)**. Refer to DoDI 10.15.10, Enclosure 3, paragraph 2. The installation Force Support squadron or division must have annual and long-range plans that identify local program requirements and ensure customer satisfaction, quality, fiscal, health, and safety standards are met. **(T-0)**.

**4.2. Annual Plan.** Annual plans are focused on the short-term (less than 2 years) and identify key measurable goals and strategies that are tied to projections of future customers and their requirements. Plans should be translated into goals that serve as the basis for deploying the plans to the appropriate organizational level. The plan is communicated with everyone in the organization. The plans should be reviewed on a frequent basis (e.g., quarterly) and adjusted as needed to achieve desired outcomes or to realign with changing customer expectations.

**4.3. Long-Term (3-5 Year) Plan.** Where the annual plan is focused on continuous process improvement to meet and exceed customer expectations, the long-range plan must anticipate future requirements by considering changes in mission, operating environment, customers, and stakeholders. **(T-0)**. The long-term plan must provide a listing of projected equipment requirements, facility improvements and construction, and other documented improvements which help meet customer and stakeholder needs. **(T-0)**. Refer to AFI 34-205 for guidance on planning capital requirements.

**4.4. Air Force Support Installation Standards.** The AFSVA will develop Force Support activity standards with AF/A1S coordination for AFSVA commander approval. **(T-0)**. Refer to DoDI 10.15.10, Enclosure 3, paragraph 3.

## Chapter 5

### MARKETING AND PUBLICITY

**5.1. Overview.** The Force Support marketing and publicity capability supports the MWR elements of Force Support programs. Force Support program managers must use customer-driven marketing practices to determine the needs and expectations of MWR customers and potential customers. **(T-0).** Marketing and publicity may support non-MWR Force Support programs on a reimbursable funding basis. This support must not be prohibited by other AF or DoD guidance, policy or statute and not detract from the office's ability to provide marketing and publicity support for MWR capabilities.

**5.2. Installation-Level Marketing Planning.** Comprehensive unit planning encourages systematic thinking and enhances the coordination of program, flight, and unit efforts to help ensure the operational success of the activity or program. Force Support marketing and unit leadership must determine the unit's short and long-term marketing goals and identify the steps to accomplish them in the unit marketing plan. **(T-0).**

**5.3. Market Research.** The Force Support operating environment requires all managers to have accurate, reliable, and timely market information to anticipate customer needs and respond to changes in consumer demand. Marketing uses various market research tools, methodologies, and analytics as the basis for acquiring market information. Research may include software, focus groups, exit polls, and other related research items. If collecting personally identifiable information, the Force Support marketing manager must ensure the marketing office complies with AFI 33-332, *Air Force Privacy and Civil Liberties Program* and coordinate with the installation's privacy office to ensure compliance with current privacy directives. **(T-1).**

**5.4. Advertising, Promotion, and Publicity.** The Force Support marketing manager determines and implements the appropriate media mix to support Force Support programs including use of the web and social media. For web and social media, the marketing manager must follow local policy and guidance and AFI 35-107, *Public Web and Social Communication* and Air Force Guidance Memorandum 2018-17-02, *Air Force Guidance Memorandum Establishing Enterprise Information Technology Management*. **(T-1).**

**5.5. Purchasing Advertising.** Force Support program managers must purchase advertising to promote MWR elements of Force Support IAW DoDI 1015.10, Enclosure 12. **(T-0).**

**5.6. Promotional Materials.** Force Support marketing manager purchases and produces promotional items for institutional advertising and to promote programs and programs to eligible customers.

5.6.1. Force Support programs may participate in coupon-redemption programs offered to the general public or to the military community. The Force Support resource management office must approve any participation in private-sector, national, or local coupon-redemption programs. **(T-3).** Coupon redemption must be controlled IAW AFI 34-202. **(T-1).**

5.6.2. Force Support marketing may arrange with the installation public affairs officer to include an insert in the government approved or contracted newspaper promoting Force Support capabilities. The insert may contain commercial advertising sold by the contracted publisher if this condition is part of the contract. Commercial advertising must prominently display a disclaimer stating: "Paid Advertising. No Federal Endorsement of Advertiser(s) Intended." **(T-1)**.

**5.7. Publicity.** Force Support marketing may publicize events and other general interest Force Support programs to eligible and potential customers in any media. Such publicity should be coordinated with the installation public affairs officer. US Armed Forces installation or activity media and Armed Forces Radio and Television Service may carry news stories, announcements, and listings of Force Support programs. Publicity concerning commercially-sponsored events of MWR must follow directive guidance established in AFI 34-108. **(T-1)**.

## Chapter 6

### VOLUNTEER PROGRAM

**6.1. Overview.** Volunteers represent a significant resource for the AF. Volunteers improve services by providing program user input, expand efforts of military and civilian staff, and extend service delivery capability. Certain voluntary services must be accepted in Force Support programs providing services to military members and their families IAW DoDI 1100.21, *Volunteer Services in the Department of Defense*. **(T-0)**. Additional guidance on volunteers that support Force Support programs is found within AFI 36-3009, *Airman and Family Readiness Centers*, paragraph 3.13.

#### **6.2. Volunteer Services and Restrictions.**

6.2.1. Individuals who volunteer their services are provided tort claims and workers compensation coverage by the government IAW 10 USC § 1588, *Authority to Accept Certain Voluntary Services*. Volunteers give their time without expectation of compensation. Volunteer duties must be limited in scope and liability. **(T-0)**.

6.2.2. Volunteers cannot supervise government employees or make policy for the government. **(T-0)**.

6.2.3. This AFI does not apply to volunteers who donate their services to private organizations or non-Federal entities on the installation even when such services may be in direct support of a program providing services to Airmen and their families. IAW DoDI 1100.21, volunteers are authorized hourly child care at the installation's Child and Youth Programs during their volunteer hours in the course of their duties.

6.2.4. DoD Form 2793, *Volunteer Agreement*, must be completed before volunteer services are accepted. **(T-0)**.

6.2.5. The installation commander can limit volunteer services.

6.2.6. Voluntary services should be accepted by the installation or Military Treatment Facility commander on behalf of the AF or on behalf of a nonappropriated fund instrumentality (for volunteer efforts within MWR facilities).

6.2.7. Volunteers will not obligate the government (either appropriated or nonappropriated funds). **(T-0)**.

6.2.8. Volunteers supplement rather than replace paid employees.

6.2.9. Volunteers will not receive preferential treatment (free products or services), guaranteed future employment, or other indirect benefits not received by volunteers in other agencies on the installation. **(T-0)**.

6.2.10. Volunteers must comply with all Federal laws and regulations and installation policies. **(T-0)**.

6.2.11. Volunteers must not perform duties in which the volunteers are susceptible to injury or causing injury to others. **(T-3)**.

6.2.12. Volunteers must not use official communications systems without appropriate Information Assurance and Privacy Act protected information (including Personally Identifiable Information (PII)) training. **(T-1)**.

6.2.13. Volunteers may use and have access to government facilities, equipment and supplies as needed to accomplish assigned duties. This includes authority to operate government vehicles and leased administrative vehicles (if the volunteer has a valid driver's license), limited to official business only.

6.2.14. Volunteers may be reimbursed for miscellaneous expenses incurred during the course of their officially-assigned duties.

6.2.15. If under 18 years of age, volunteers must provide evidence of parental permission to provide services. **(T-0)**.

6.2.16. Volunteers are supervised comparable to compensated employees providing similar services.

6.2.17. Volunteers are not accountable for the management, quality, financial solvency, or health and safety of a program or activity.

6.2.18. Volunteers may accomplish duties requiring limited accountability.

6.2.19. Although volunteers should not expect preferential treatment, Force Support programs may offer support and incentives that promote participation such as child care.

6.2.20. Volunteers may be recognized for services IAW DoDI 1400.25, v451, *DoD Civilian Personnel Management System: Awards* and AFI 36-1004, *The Air Force Civilian Recognition Program*.

6.2.21. Volunteers may be required to have a background investigation. Refer to **Chapter 3.20**.

**6.3. Volunteer Recruitment.** Force Support programs may recruit volunteers. The Airman and Family Readiness Center provides volunteer resource services. These officially sanctioned volunteers will be considered to be employees of the Federal Government for the purposes relating to compensation for work-related injuries relating to tort claims. **(T-0)**.

**6.4. Volunteer Training and Management.** Force Support program manager and staff trains volunteers to adequately handle the responsibilities assigned to them. As a minimum, volunteers should receive an employee orientation, a description of what is expected of the volunteer, and what the volunteer can expect from the Force Support MWR program. Training will include confidentiality, ethics and avoidance of conflicts of interest, Dram Shop liability and Bystander Intervention training if applicable. **(T-0)**. Refer to AFI 34-219, for details on alcohol service. At the completion of a volunteer's service, the volunteer's supervisor records the amount of time donated by the volunteer on the DoD Form 2793.

## Chapter 7

### GENERAL SAFETY

**7.1. Overview.** AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, Chapter 4, *Services Operations*, is dedicated to safety requirements for Force Support operations and must be observed. **(T-1)**. For other safety-related issues, AFMAN 91-203 provides other applicable chapters and references to Occupational Safety and Health Administration standards (e.g., 29 Code of Federal Regulations (CFR) 1910, *Occupational Safety and Health Standards*, and other national consensus safety standards for additional guidance). For safety issues not addressed by AFI or CFR consult with installation safety office for guidance. In cooperation with installation safety and environmental offices, Force Support activity managers must ensure:

- 7.1.1. Equipment, facilities and operating procedures meet all applicable AF Occupational Safety and Health and Occupational Safety Health Act Standards. **(T-0)**.
- 7.1.2. Machines and equipment should be inspected daily for safe operating conditions. **(T-3)**.
- 7.1.3. Out-of-order signs are placed on non-operational equipment, and electrical sources are isolated. **(T-3)**.
- 7.1.4. Equipment is disposed of that has deteriorated beyond safe operating limits. **(T-3)**.
- 7.1.5. A proper maintenance schedule established for all equipment. **(T-3)**.
- 7.1.6. All hand tools, power tools, electrical cords and plugs are organized with a check-out system and inspected before use. **(T-3)**.
- 7.1.7. Customers using hazardous equipment or operating machinery must be qualified to do so prior to use. **(T-0)**. Due to unique and specific machinery employed by Force Support, as well as local installation requirements, personnel with a permanent change of station or temporary duty on the installation must be certified or recertified at the new location before utilizing equipment or machinery requiring certification as determined by the installation safety office. **(T-3)**.
- 7.1.8. Customers must demonstrate safe operation of machines before certification is granted. **(T-3)**.
- 7.1.9. Safety checks are conducted when issuing or renewing equipment operator cards. **(T-3)**.
- 7.1.10. In coordination with the installation safety office, set guidelines for minors using hazardous equipment or materials and conditions.
- 7.1.11. All users must know what protective equipment is needed and how to use it. **(T-3)**. Where additional protection of the operator is necessary, ensure the equipment (i.e., goggles at the grinder, face shield at the circular rip saw, lathe, etc.) is present and used by the operator.
- 7.1.12. Gloves, proper eye protection, and head gear must be used when necessary, for grinding, buffing, sawing with table saws, lathe work, welding, soldering, etc. **(T-1)**. Refer to AFMAN 91-203, Chapter 14 and AFI 48-137, *Respiratory Protection Program*.
- 7.1.13. Only trained and experienced personnel operate kilns. **(T-3)**.



7.1.14. Materials and supplies should be stored correctly. **(T-3)**. Paints, thinners, rubber cement, acids, and other hazardous materials, as determined by the local safety office, are stored in approved metal containers with proper documentation annotated on the material safety data sheet.

7.1.15. Where necessary (e.g., Hobby shops), floors should be covered with an antiskid material at all machinery operational points. **(T-1)**. Consult the installation safety office to determine what areas require antiskid material.

7.1.16. Continuous safety education programs should be conducted for staff and customers in coordination with the installation safety office. **(T-3)**.

7.1.17. After review by supporting legal office of tort liability principles and standards, establish safe age limits in the operating instruction for children using the arts and crafts and auto hobby facilities and equipment. **(T-3)**.

7.1.18. Customers should immediately report injuries of any sort to Force Support personnel. **(T-3)**.

## Chapter 8

### AIR FORCE ENTERTAINMENT

**8.1. Overview.** The AF entertainment program provides quality entertainment to the military community through music, theater, commercial entertainment, and touring shows. Directing, musical arranging, staging, etc., are integral parts of this program. The program is centrally managed by AFSVA. This program is not part of the Secretary of Defense's Armed Forces Entertainment which provides free live professional entertainment to US armed forces personnel and their families stationed overseas. See also DoDI 1330.13, *Armed Forces Entertainment Program* and AFI 34-126, *Armed Forces Entertainment Program*. Personnel assigned to Force Support conduct this program although other military and civilian agencies may provide support and assistance.

**8.2. Financial Guidance.** Refer questions regarding use of nonappropriated funds to the installation nonappropriated fund accounting office or AFSVA financial management office. Refer questions regarding use of appropriated funds to the installation comptroller.

**8.3. Transportation.** Military transportation is authorized for civilian entertainers, celebrities, military members, and civilian contractors supporting entertainer units. Military airlift transportation is permitted on Defense Business Operating Fund flights according to DoDI 4515.13, *Air Transportation Eligibility*. The installation commander may authorize commercial or interagency transportation in lieu of military-owned motor vehicles.

**8.4. Shipment of Property.** Equipment and supplies used for this program are authorized official military transport IAW AFI 65-106.

**8.5. Contest Awards.** Awards are authorized for contestants competing in entertainment program activities IAW AFMAN 34-201.

**8.6. Off-Installation Performances and Employment.** Installation commanders may authorize presentation of entertainment programs in the local civilian community or at nearby military installations if the performances are in the best interest of the AF.

8.6.1. Every effort should be made to use authorized appropriated funds to pay rental or other fees associated with securing the use of off-installation facilities for this purpose.

8.6.2. Since the AF is self-insured, commercial insurance is not necessary when appropriated funds are used for rental of the facility. If appropriated funds are unavailable, the use of nonappropriated funds is approved in advance per AFMAN 34-201.

8.6.3. The off-duty employment or use of personnel for off-installation entertainment, with or without remuneration, is governed by DoD 5500.07-R.

8.6.4. AF entertainment participation in any public will only be authorized if admission, seating, and other accommodations and facilities connected with the event or activity are available to all IAW the current Secretary of the Air Force Equal Opportunity Guidance (<http://www.af.mil/Equal-Opportunity/>). (T-1). The event will not be authorized if it would benefit or favor a commercial venture (e.g., through supporting advertising, publicity, promotional activities, or events). (T-1).

**8.7. Performing Arts Copyrights.** Almost all theatrical stage presentations, music, sound recordings, films, or videos have copyright protection under the law in regard to use, duplication, or presentation of the material. These copyrights must be observed by AFSVA and the installation commanders. **(T-0).**

8.7.1. Force Support commanders must obtain performance releases or licenses as necessary for presentation of literary material (musical or non-musical) by an amateur theater, dinner theater, or community theater project. **(T-0).** No other performance releases or licenses will be requested or obtained from copyright holders without prior approval of AFSVA Programs Directorate and AFSVA Judge Advocate. **(T-1).**

8.7.2. Force Support commanders and the commander's staff must not make any contract or commitment on behalf of a private organization. **(T-1).**

8.7.3. Only nonappropriated funds will be used to pay for licenses for nonappropriated fund instrumentalities. **(T-1).**

8.7.4. A sponsoring activity verifies that performance licenses exist when professional entertainment groups are contracted for performances on an installation. The performance license certification is attached to the contract.

8.7.5. Admission may be charged for locally produced musical or dramatic performances. Said admission fee must be limited to that reasonably calculated to cover the cost of conducting the event, unless the event is an approved fundraiser, pursuant to AFI 36-3101 and AFI 34-223. **(T-1).**

## Chapter 9

### INFORMATION TICKETS AND TRAVEL

**9.1. Overview.** The information, tickets and travel program strives to provide eligible MWR patrons the lowest possible pricing in travel arrangements and entertainment ticket venues as patrons plan their leisure time activities. Information, tickets and travel has locations on installations and also includes a DoD managed e-commerce website. Both the installation locations and e-commerce website offer a variety of travel services, to include but not limited to airline reservations, cruises, tours, hotels and rental cars, entertainment and amusement venues.

**9.2. Travel Information.** Each information, tickets and travel installation location provide information on local venues such as vicinity maps, transportation assistance, dining, entertainment, customs and cultures.

**9.3. Staff Travel.** Travel vendors may arrange trips for program staff to familiarize them with new destinations and tour services. This may be authorized official travel.

**9.4. Air Force Central Ticket Program.** Central ticket purchasing allows the AF the opportunity to procure discount theme park and entertainment tickets through a consignment purchase program that is otherwise unavailable to installations. The installation's information, ticket, and travel program manager and staff must use the AF central ticket program. **(T-1).** The program manager obtains AF central program tickets by using the methods described in the AFSVA AF central ticket program Training Aid IT-1.

9.4.1. AFSVA ensures vendors participating in the AF central ticket program do not sell tickets directly to installations. **(T-2).** Installations requesting tickets not offered by AF central ticket program may purchase tickets from other sources if unavailable through the AF central ticket program.

9.4.2. Ticket markups exceeding mandated vendor's pricing and centrally set prices jeopardizes the central ticket program and are not allowed. Therefore, installation information, ticket and travel office sets their retail prices as established by the AF central ticket program. All other tickets obtained outside of AF central ticket program should not exceed a 10% markup. A range of 5-10% is recommended. Some centrally purchased tickets may be priced according to the contracted vendor rates.

**9.5. Refund Policy.** AFSVA does not issue, nor is it responsible for, refunds. Refund policies should be established by the installation.

**9.6. Local Tours.** Local tours should be determined by customer demand and include local recreation and entertainment attractions and sites within a 250-mile radius of the installation. Staff members escorting tours is considered official travel and will be authorized on temporary duty orders. **(T-1).** Local tour services and non-staff escorts may be contracted. Refer to AFMAN 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*. Volunteers may be used to accompany tours and trips. Refer to [paragraph 6.1](#)

**9.7. Leisure Travel.** The leisure travel section of information, tickets, and travel is a full service installation travel office and DoD e-commerce website for reserving air travel, hotels, rental cars, travel packages, tours and cruises for customers.

9.7.1. Brick and mortar leisure travel offices are opened and operated at the discretion of the installation. These travel offices' reservation systems must carry the required vendor licensing. **(T-0).**

9.7.2. The e-commerce website has the potential to reach MWR eligible patrons not located near an installation offering leisure travel services resulting in increased MWR leisure travel sales. Additionally, many patrons prefer to make their travel arrangements on the internet forgoing the installation's physical leisure travel office. Therefore, all AF installations should actively market the DoD e-commerce leisure travel website.

## Chapter 10

### AERO CLUB

**10.1. Overview.** Aero clubs are recreational aviation clubs provided on AF installations to promote readiness and resiliency of Airmen. Aero clubs provide Airmen an opportunity to support the AF mission; participate in professional aviation training programs and safe, low cost aircraft operations; develop and maintain aeronautical skills; and develop awareness and appreciation of aviation. In addition, aero clubs support the United States Air Force Survival, Recovery, and Reconstruction Plan, search and recovery operations and other operational missions. Survival, recovery and reconstitution or contingency missions, are a priority. All club assists and personnel support these missions when required.

**10.2. Appropriated fund reimbursement.** Use of appropriated funds are authorized according to AFMAN 64-302.

**10.3. Nonappropriated fund insurance liability program.** Club managers must ensure the club has insurance coverage for liability, hull, club assets, contractors, employees and customers as described in AFMAN 34-208, *Nonappropriated Fund Property and Liability Program*. **(T-1)**. When clubs participate in AF operational missions, their aircraft perform an appropriated fund function and the nonappropriated funds insurance liability program does not apply. Any claims arising out of such missions must be filed by the program manager IAW AFI 51-501, *Tort Claims*. **(T-1)**.

**10.4. Use of Aero Club Planes for Temporary Duty.** Members are permitted to use aero club aircraft as a method of temporary duty travel. Joint Travel Regulations, vI, and AFI 24-602V1, *Passenger Movement*, authorizes the use of aero club aircraft for this purpose.

**10.5. New Aircraft.** Club managers must receive permission from AFSVA before their club may operate a newly acquired aircraft. **(T-1)**.

**10.6. Membership Fees, Dues and Responsibilities.** Clubs may charge members an initial membership fee to cover the administrative costs of establishing membership. If a member transfers to another aero club, an initiation fee should not be charged if the member presents a letter of good standing from the previous club. Managers accepts a letter of good standing from any other military aero club. Visiting members are not charged initiation fees or monthly dues unless the visit exceeds one billing period at their home club, then members pay dues either their home or the visiting club. Club managers must ensure members:

10.6.1. Pay established dues. **(T-3)**.

10.6.2. Assist club staff in daily club operations when requested. **(T-3)**.

10.6.3. Present their logbooks, pilot certificate, and medical certificate to the manager, chief flight instructor, or clearing authority for examination upon request. **(T-3)**.

10.6.4. Attend scheduled flight safety meetings. **(T-3)**.

**10.7. Pilot-in-Command privileges.** The club manager will authorize Members to exercise pilot-in-command privileges in an aircraft belonging to another AF aero club if each of the following requirements is met:

10.7.1. The visiting pilot complies with all host club regulations and pilot qualification requirements. **(T-3)**.

10.7.2. Membership and currency is validated prior to the visitor flying at aero club. **(T-3)**.

10.7.3. Visiting pilots must present a paper copy of their membership record and training folder to the club where the member is requesting flying privileges. **(T-3)**.

10.7.4. The visiting pilot must receive a complete local area briefing by a host club instructor. **(T-3)**. The club standard operation procedures may require a local area checkout flight.

**10.8. Member Records and Training Folders.** Club managers maintain a membership record on each member. Managers must maintain a training folder IAW the AF aero club instructor standardization guide (<https://cs2.eis.af.mil/sites/10042/Pages/AeroClubs/SupportingStandards.aspx>) on members who are currently enrolled in a flight-training course leading to the issuance of a Federal Aviation Administration (FAA) certificate or rating. **(T-1)**.

**10.9. Registering Aircraft.** Program managers must ensure all aircraft owned or operated by aero clubs be registered IAW FAA Regulations. **(T-0)**. Obtain registration information from the local FAA office or <http://www.faa.gov>.

**10.10. Purchasing and Leasing Aircraft.** Program managers may acquire aircraft by purchase or exclusive-use lease through AFSVA. Managers must approve leases according to AFMAN 34-201 and AFMAN 64-302. **(T-1)**. The nonappropriated funds council and the installation commander must approve any purchase. **(T-3)**.

**10.11. DoD Loaned Aircraft.** Clubs may borrow excess DoD aircraft. AF/A4LM, Aerospace Vehicle Disposition Office, screens excess DoD aircraft and offers to loan aircraft compatible with aero club operations. AFSVA manages annual attestation of all AF owned aero club aircraft per AFI 16-402, *Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination*, and distributes the aircraft to clubs with appropriate membership needs, financial stability, and Force Support commander or director approval.

**10.12. AFSVA Loaned Aircraft.** Clubs may borrow excess aircraft obtained from the General Services Administration or Civil Air Patrol. AFSVA screens these aircraft and offers to loan those compatible with aero club operations and then distributes the aircraft to clubs with appropriate membership needs and financial stability. Gaining clubs are responsible for all acquisition costs and needed repairs. The club manager must ensure the loaned is registered and maintained in an airworthy condition according to FAA regulations and engine logbooks maintained according to FAA regulations. **(T-0)**.

**10.13. Aircraft Disposal.** Program managers must dispose of Aircraft when damaged or worn beyond economical repair Aircraft disposal is approved by AFSVA. **(T-1)**.

**10.14. Selling Fuel, Oil, and Other Aviation Related Items.** Club managers must sell fuel, oil, and other items according to [paragraph 3.26](#) to eligible MWR patrons. **(T-1)**. In addition, clubs may sell fuel, oil, and other aviation related items for government and official mission aircraft and other US military aero club members for use in other aero club aircraft.

**10.15. Maintaining Inventories.** Clubs may maintain a centralized inventory of aviation related merchandise and a decentralized storeroom inventory of aviation petroleum, oil, lubricants and aircraft spare parts. Refer to AFI 34-202 for guidance on establishing, maintaining and controlling these inventories. It is recommended clubs maintain a stock of spare parts to minimize aircraft downtime.

**10.16. Aero Club Safety.** Safety is every aero club member's responsibility. Club managers must develop and implement an aggressive mishap prevention program which includes a flight, aircraft servicing, ground handling, and maintenance activities. **(T-1)**. Additionally, club managers and his or her staff must comply with applicable portions of Air Force Occupational Safety and Health Standards. **(T-1)**. Club managers must hold a safety meeting for the membership at least once a month with attendance documented. **(T-3)**.

10.16.1. Any member or flight instructor who fails to attend a mandatory safety meeting will be denied pilot-in-command privileges by the club manager until the member or flight instructor accomplishes one of the following: **(T-3)**.

10.16.1.1. If authorized by the installation commander, reviews videotapes of the missed safety meeting(s).

10.16.1.2. Reviews meeting minutes from the missed safety meeting(s).

10.16.1.3. Receives a briefing from the manager, club safety officer, or designated representative on subjects covered during the missed safety meeting(s).

10.16.2. Any member or flight instructor who misses three consecutive meetings will lose flying privileges. **(T-3)**. These members must attend a safety meeting and review the minutes from the missed safety meetings prior to aero club manager restoring the member's flying privileges. **(T-3)**.

10.16.3. Members may attend another military aero club's safety meeting, if authorized by the local club.

10.16.4. Safety meeting format is at the discretion of the club; however, the following topics are recommended for periodic discussion:

10.16.4.1. AF and major command policies and directives.

10.16.4.2. FAA regulations.

10.16.4.3. Local flying area, including briefings by safety specialists or representatives from the FAA.

10.16.4.4. Midair collision avoidance and prevention.

10.16.4.5. Light aircraft maintenance and potential problem areas.

10.16.4.6. Light aircraft accident briefs.

10.16.4.7. Wake turbulence, flight planning, and fuel management.

10.16.4.8. Lost and emergency procedures.

10.16.4.9. Spatial disorientation, survival, hypoxia, and effects of medication.

10.16.4.10. Mountain flying.



10.16.4.11. Seasonal flying hazards, including weather.

10.16.5. Club managers must ensure fire extinguishers are readily accessible during engine starts, aircraft maintenance, and aircraft refueling. **(T-1)**. Local fire protection authorities determine the amount, locations, and types of fire extinguishers to be used. Fireguards are not required for aero club operations.

**10.17. Disciplinary Action and Retraining.** The club manager will deny flying privileges to any pilot(s) involved in a flying accident, incident, unusual occurrence, or in actions which may be perceived as a violation of established directives, until a reasonable determination of the facts can be made and the pilot's aero club privileges are reinstated by the installation commander. **(T-1)**. Student pilots involved in any of the above-mentioned actions may continue the dual portion of their flight training. However, student pilots will not solo until the investigation is completed and the installation commander reinstates their solo flight privileges. **(T-1)**.

10.17.1. The club manager and staff member he or she designates must investigate the event to determine if the pilot(s) knowingly violated established guidance, or whether the pilot(s) should receive additional training. **(T-1)**. The club manager presents its findings to the standardization board. The standardization board will make recommendations to ensure this event does not reoccur and forward those recommendations to the installation commander for approval. **(T-1)**.

10.17.2. If the installation commander determines the pilot(s) knowingly violated established guidance; the pilot(s) must be removed from the club. **(T-3)**. "Knowingly" is interpreted to mean a similarly experienced pilot, in a similar situation, would have known the actions were in violation of established directives. The pilot(s) will not be eligible to reapply to any AF aero club for a period of at least one year. **(T-3)**. Club managers must forward a copy of the report of investigation of the events that led to the member's dismissal and approved recommendations to AFSVA. **(T-1)**.

**10.18. Investigating Mishaps.** An AF flight safety officer must conduct an official investigation on each reportable aero club mishap according to AFI 91-204, *Safety Investigations and Reports*. **(T-1)**. The flight safety officer works closely with applicable ground safety, National Transportation Safety Board, FAA or host country investigators. The flight safety officer must retain all applicable training and membership records, as well as any applicable aircraft or aircraft component, until a reasonable determination of the facts can be made. **(T-1)**. In addition the flight safety officer contacts AFSVA to determine the source and extent of material analysis needed to determine the cause of the mishap.

**10.19. Classifying Mishaps.** The installation commander classifies mishaps according to AFI 91-204. **(T-1)**.

**10.20. Reporting Mishaps.** The club manager must immediately notify the installation safety office of any mishap. **(T-3)**. The safety office and club manager will report club mishaps according to AFI 91-204 and if required by the National Transportation Safety Board statutes, notifies the National Transportation Safety Board. **(T-0)**. The Air Force Safety Center renders the final evaluation on all mishaps involving injury to personnel. AFSVA renders the final evaluation on all others.

**10.21. Using or Releasing Mishap Reports without Authorization.** Mishap investigations determine causes of mishaps and identify steps to keep them from recurring. Reports coming from a Safety Investigation Board are for official use only and may not be used as evidence to support a disciplinary action or to determine pecuniary liability. The mishap investigator advises the witnesses there is no guarantee of confidentiality because the report is not protected by claim or privilege. The releasing authority for aero club mishap reports is the Director, Air Force Safety Center. Non-injury related reports are maintained at AFSVA.

**10.22. Investigating Pecuniary Liability.** The Force Support commander or director investigates pecuniary liability for mishaps according to AFI 34-202. Although this investigation is separate from the mishap Safety Investigation Board, the investigator may use factual data and recall witnesses from the mishap investigation.

**10.23. Standard Operation Procedures.** The purpose of the standard operation procedures is to consolidate information on membership responsibilities, local airfield procedures, and operational restrictions and requirements. The standard operation procedures are detailed enough that a pilot with adequate knowledge of FAA regulations and applicable AF publications can read the standard operation procedures and pilot information file and have the information required to safely operate club aircraft at that location. FAA regulations and AF guidance should not be reiterated unless needed for clarification purposes. Club manager will coordinate with the applicable installation operations staff on items impacting flight operations. **(T-3).**

10.23.1. The aero club manager must develop and publish standard operation procedures. **(T-3).** The manager makes available an electronic file of standard operation procedures to all club certified flight instructors and members and provides a paper copy if requested. The club manager must update standard operation procedures as required to maintain currency. **(T-3).** Standard operation procedures include the following:

10.23.2. **Chapter 1** - Administration.

10.23.2.1. Membership application, resignation, and expulsion procedures.

10.23.2.2. Quorums and meetings.

10.23.2.3. Aircraft scheduling procedures.

10.23.3. **Chapter 2** - Pilot currency requirements.

10.23.4. **Chapter 3** - Operational restrictions and local area procedures.

10.23.4.1. Restrictions and requirements.

10.23.4.2. Clearing authority and clearance procedures.

10.23.4.3. Lost communications procedures.

10.23.4.4. Lost and alternate airfield procedures.

10.23.4.5. Weather recall and aircraft evacuation procedures.

10.23.5. **Chapter 4** - Student pilot procedures. This chapter should be limited to restrictions and requirements applicable to student pilots.

10.23.6. **Chapter 5** - Safety.

10.23.6.1. Accident and incident reporting procedures.

10.23.6.2. Ground safety.

10.23.7. **Chapter 6** - Maintenance procedures.

10.23.8. **Chapter 7** - Flight instructor responsibilities.

10.23.9. Attachments - As needed.

**10.24. Pilot Information File.** The purpose of the pilot information file is necessary to make information pertinent for safe flight, but not yet covered in the standard operation procedures, available to pilots. The pilot information file is in a single binder, maintained in an accessible location. Each pilot information file item is sequentially numbered by calendar year (03-1, 03-2, etc.) and items of a permanent nature are included in the standard operation procedures. Members desiring to exercise pilot-in-command privileges must have read and formally acknowledged in writing all current pilot information file items before flight. **(T-3)**. The club manager will ensure the following items are included in the pilot information file:

10.24.1. Items affecting flight operations or safety. **(T-3)**.

10.24.2. Applicable local interest items. **(T-3)**.

10.24.3. Initial and final aero club mishap message reports, including AFSVA or Air Force Safety Center reviews for the previous 12 months. **(T-3)**.

10.24.4. Information items directed by higher headquarters. **(T-3)**.

10.24.5. Current flying safety meeting minutes (not required if meeting is videotaped). **(T-3)**.

10.24.6. Latest standardization board meeting minutes. **(T-3)**.

10.24.7. Current version of the standard operation procedures and status page indicating date of latest edition and changes. **(T-3)**.

**10.25. Club Instructor Standardization Guide.** The purpose of the club instructor standardization guide is to describe club pilot checkout requirements and standards, private pilot training requirements, and proper documentation of pilot training and checkouts. The club manager must ensure all certified flight instructors adhere to the guidance provided in this guide. **(T-1)**.

**10.26. Documents and Publications.** Club managers must maintain a reference library of flight planning documents and publications suited to the club's scope of operations, applicable maintenance manuals, and aircraft handbooks or flight manuals for each make and model aircraft operated. **(T-3)**. Managers may offer for sale copies of the manufacturer's information handbooks for each make and model aircraft operated.

10.26.1. Reference material should include the FAA *Aeronautical Information Manual (AIM)*; 14 CFR Part 1: *General Definitions*; 14 CFR Part 61, *Certification: Pilots, Flight Instructors, and Ground Instructors*; 14 CFR Part 91, *General Operating and Flight Rules*; 14 CFR Part 141, *Pilot Schools*; and National Transportation Safety Board Part 48 CFR Part 830, *Notification and reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records*. Additionally, the club manager must make the following publications available for flight planning purposes; Airport/Facility Directories, DoD Flight Information Publication, Enroute Low Altitude Charts, Low Altitude Instrument Approach Procedures, Class B Airspace Charts, and Sectional Charts. **(T-3)**.

10.26.2. Base supply should make available to the club the supply publications and documents needed to identify desired AF items. The base publications distribution office should provide the club with AF technical orders for maintaining and using government-loaned aircraft and equipment when these publications are available in the AF publishing system.

**10.27. Local Flying Area.** The installation commander must determine the boundaries of the local flying area based on terrain, special use airspace, and available airports. **(T-3)**. A 50 nautical mile radius is recommended. The local area for solo student pilots must be defined according to FAA regulations or the installation commander, whichever is more restrictive. **(T-0)**. Club managers must develop a prominently displayed local area map depicting local area limits, training areas, ingress and egress routes, local traffic patterns, and hazards to air navigation. **(T-3)**.

**10.28. Pilot-In-Command.** The club manager ensures only club members, employees, or club contractors possessing a valid FAA pilot certificate, valid medical certification and who have successfully completed the applicable checkout requirements will pilot club aircraft. **(T-0)**. The AFSVA aero club program manager may act as pilot-in-command of any club aircraft in which currency is maintained without a local checkout.

10.28.1. Club manager ensure members possessing only a valid recreational pilot certificate will not act as pilot-in-command of club aircraft except when enrolled in a course of training for a private, commercial, or airline transport pilot certificate. **(T-0)**. In this instance, a member holding a recreational pilot certificate will comply with all restrictions in the FAA regulations and AFSVA operational guidance pertaining to student pilots. **(T-0)**.

10.28.2. The club manager ensures members possessing only a valid sport pilot certificate will only operate light sport aircraft (refer to 14 CFR Part 1.1) as pilot-in-command after successfully completing the applicable club checkout requirements. **(T-0)**. Members must not act as pilot-in-command of other club aircraft except when enrolled in a course of training for a private, commercial, or airline transport pilot certificate. **(T-0)**. In this instance, a member holding a sport pilot certificate must comply with all restrictions in the FAA regulations and this instruction pertaining to student pilots. **(T-0)**.

10.28.3. The club manager ensures the pilot-in-command will occupy the left front seat in side-by-side aircraft or the front seat in tandem aircraft **(T-0)** except in any of the following circumstances:

10.28.3.1. When prohibited by the flight manual.

10.28.3.2. When weight and balance considerations dictate otherwise.

10.28.3.3. When a pilot is enrolled in an instructor pilot training program and has been endorsed by a flight instructor for solo flight in either seat, flying under visual flight rules in the local training area.

10.28.3.4. When the pilot is a flight instructor flying under visual flight rules in the local training area.

10.28.3.5. When the pilot is a flight instructor conducting flight instruction or receiving or administering flight checks.

10.28.4. The Force Support commander or division chief may authorize a one-time flight for a prospective buyer of a club aircraft; however, a qualified instructor shall act as pilot-in-command. **(T-0)**.

**10.29. Covenant Not to Sue and Indemnity Agreement.** The club manager ensures no person will operate or occupy a club aircraft unless he or she has executed an AF Form 1585, *Covenant Not to Sue and Indemnity Agreement*, within the previous 12 months. **(T-1)**. This requirement does not apply to FAA Inspectors performing official flight examinations. When conducting a practical test, a FAA inspector or designated examiner may act as pilot-in-command without meeting the requirements specified in this AFI.

**10.30. Passengers.** The pilot-in-command is responsible for the safety and actions of the pilot's aircraft passengers. AFSVA club chief flight instructors, managers, and installation advisors are not considered passengers when conducting training, standardization, or evaluation flights. Moreover, FAA inspectors are not considered passengers when performing official flight examinations.

**10.31. Aircraft Scheduling.** Scheduling should be on a first come, first served, basis for daily flying. Managers establish cross-country scheduling and approval procedures, and include those procedures in the standard operation procedures.

**10.32. Required Equipment.** The club manager and pilot-in-command must ensure appropriate survival and safety equipment for the intended operation area is onboard the aircraft. **(T-0)**. Equipment must include a FAA approved flotation device for each occupant is onboard the aircraft and readily accessible if the aircraft is operated over water, beyond gliding distance from land. **(T-0)**. Base life support units must issue survival equipment if immediate operational needs do not preclude such use, and shall establish appropriate safety procedures for issued equipment. **(T-3)**. The club manager or his or her staff will ensure tie-down equipment is onboard aircraft if landing at an airport without tie-down equipment. **(T-0)**.

**10.33. Checklists.** Club managers must supply a consolidated aircraft checklist with pre-numbered pages and revision date for each aircraft operated. **(T-0)**. Use of the checklist by pilots must be mandatory. **(T-0)**. The checklist shall include the applicable items contained in the manufacturer's owner's manual; however, if the owner's manual does not adequately cover the items below, club managers shall supplement procedures and include them in the checklist. **(T-0)**. As a minimum, the checklist shall include each of the following:

10.33.1. Normal procedures. **(T-3)**.

10.33.2. Emergency procedures. **(T-3)**.

10.33.3. Takeoff, climb, and landing data. **(T-3)**.

10.33.4. Crosswind component chart (including locally established crosswind limits). **(T-3)**.

10.33.5. Cruise performance and fuel consumption. **(T-3)**.

10.33.6. Applicable alternate airfield procedures, unless contained in a local in-flight guide. **(T-3)**.

10.33.7. A *Warning* that reads, "Improper leaning procedures will greatly reduce endurance" in the cruise section of the normal procedures checklist. **(T-3)**.

**10.34. Clearance.** Club managers will use the latest version of the automatic dispatch system populated with current data to check pilot-in-command currencies. **(T-3)**. Members authorized self-clearing privileges and clearing authorities will clear all flights originating at the home station using automatic dispatch system. **(T-1)**. The pilot-in-command is the clearing authority for all flights originating off-station. All flights where a student pilot is flying solo must be cleared by a flight instructor who is familiar with the student's capabilities. **(T-1)**.

**10.35. Pilot Currency.** Pilots must record all applicable currency items in their personal logbook and provide the data to the manager for entry into automatic dispatch system. **(T-0)**. Computerized logbooks are authorized in lieu of handwritten logbook entries, provided the logbook contains all applicable currency information.

10.35.1. Managers or chief flight instructors may credit pilot activities performed in other than club aircraft to satisfy currency requirements if activity is in the same make and similar model aircraft (e.g. Cessna 182RG could count toward aero club Cessna 182 currency; but Boeing KC-135 will not count toward Piper Seneca currency).

10.35.2. Club managers must ensure pilots fly with and receive a logbook endorsement from a flight instructor to regain any currency. **(T-0)**.

10.35.3. To act as pilot-in-command, pilots with less than 200 pilot hours must have accomplished three takeoffs and landings within the preceding 60 days in each make and model aircraft the pilot desires to fly. **(T-0)**. Pilots with at least 200 pilot hours will have accomplished three takeoffs and landings within the preceding 90 days in each category and class aircraft the pilot requests to fly. **(T-0)**.

10.35.4. Pilots who have not made three takeoffs and landings in a particular make and model aircraft within the preceding 180 days must successfully complete a flight check and closed book exam for that make and model aircraft to establish currency. **(T-0)**.

10.35.5. To exercise pilot-in-command privileges in club aircraft at night, pilots must have accomplished at least three takeoffs and three landings to a full stop, at night, within the preceding 90 days, in each aircraft category and class the pilot desires to fly. **(T-0)**. If night currency is lost, the pilot must make three takeoffs and landings to a full stop, at night, in each aircraft category and class the pilot desires to fly, with a current and qualified club certified flight instructor. **(T-0)**.

**10.36. Pilot Training.** Club managers must prepare and use a ground school and flight training curriculum certificated by the FAA under 14 CFR 141 for training leading to the issuance of an initial private or commercial pilot certificate, or an instrument rating. **(T-0)**. All members training for the initial issuance of a private or commercial pilot certificate, or an instrument rating must be enrolled in, and complete training under, a 14 CFR 141 curriculum. **(T-0)**. Club managers must have AFSVA approval on all other flight and ground training courses not certificated under 14 CFR 141 before implementation. **(T-1)**.

**10.37. Aircraft Checkouts.** Pilots must satisfactorily complete a separate flight checkout, given by an aero club certified flight instructor, for each make and model aircraft the member desires to exercise pilot-in-command privileges in. **(T-0)**. Pilots must complete all checkouts in an aero club aircraft and demonstrate performance to the applicable standards specified in the *USAF Aero Club Instructor Standardization Guide*. **(T-2)**.

10.37.1. Club managers will ensure pilots do not fly over mountainous terrain until mountain training has been satisfactorily completed and documented the in automatic dispatch system. **(T-1)**.

10.37.2. Club managers will ensure there are documented flight checks included in all applicable tasks listed in the *USAF Aero Club Instructor Standardization Guide*. **(T-1)**.

10.37.3. A successful flight check administered by a FAA inspector or pilot examiner may be credited for applicable annual requirements if properly documented on the AF Form 1584, *USAF Aero Club Standardization Record*, and approved by the club manager. **(T-2)**.

10.37.4. The chief flight instructor must administer all initial flight instructor proficiency checks IAW 14 CFR 141. **(T-0)**. Additionally, the chief flight instructor should administer all annual flight instructor proficiency checks; however, the chief flight instructor may be delegated to the assistant chief flight instructor or check instructor.

10.37.5. A FAA inspector must administer all annual flight checks required by this manual to the chief flight instructor. **(T-0)**. Annual requirements will only be credited if the FAA inspector completes the tasks prescribed in the *USAF Aero Club Instructor Standardization Guide* and documents completion on AF Form 1584. **(T-1)**. Automatic dispatch system is updated to reflect successful completion of the annual check. If a FAA inspector cannot accomplish the required evaluations, a chief flight instructor from another AF aero club, or AFSVA may accomplish the required evaluations.

10.37.6. The club manager will ensure the following flight checks are required of each member desiring to obtain and maintain pilot-in-command privileges, and will be administered by an aero club certified flight instructor:

10.37.6.1. Initial check in each make and model aircraft. **(T-2)**.

10.37.6.2. Initial night visual flight rules local check in aircraft category and class. **(T-2)**.

10.37.6.3. Initial and annual instrument flight check for members desiring instrument flight rules privileges. **(T-2)**.

10.37.6.4. Initial and annual standardization flight check in the most complex aircraft in which the pilot desires to maintain currency. **(T-2)**.

10.37.6.5. Initial formation flight check for those members desiring to fly aero club aircraft in formation. **(T-2)**.

10.37.6.6. Initial aerobatic flight check for those members desiring to fly aero club aircraft acrobatically. **(T-2)**.

**10.38. Flight Restrictions.** The club manager will ensure the following restrictions and requirements apply to all members operating club aircraft as pilot-in-command. **(T-0)**.

10.38.1. Weather Minimums.

10.38.1.1. Day visual flight rule minimums are 1,500-foot ceiling and 3 statute miles (refer to terms in [Attachment 1](#)) visibility. **(T-0)**.

10.38.1.2. Night visual flight rule minimums are 2,500-foot ceiling and 5 statute miles visibility. **(T-0)**.

10.38.1.3. Weather minimums for instrument flight rules takeoff must be no lower than the lowest compatible circling minimums, both ceiling and visibility, at the departure airport or the takeoff minimums listed in the Terminal Flight Information publication for the airport, whichever are greater. **(T-0)**. **Note:** Pilots with over 100 hours actual instrument time logged as pilot in command may takeoff when the weather is at or above the lowest compatible approach minimums at the departure airport or the takeoff minimums listed in the Terminal Flight Information publication for the airport, whichever are greater.

10.38.1.4. Pilots must comply with maximum crosswind components for each pilot rating and make and model aircraft posted in the aircraft checklist. **(T-0)**.

10.38.1.5. Flight will not be initiated if surface winds are forecast to be greater than 30 knots, and flights will be terminated as soon as practicable if surface winds exceed 30 knots. **(T-0)**.

10.38.1.6. Flight under special visual flight rules, as defined in 14 CFR Part 91, is limited to pilots with a current instrument rating, in an aircraft certified for instrument flight, and only at an altitude that assures terrain and obstacle clearance established in [paragraph 10.38](#) of this manual. **(T-0)**.

10.38.1.7. Simulated emergency training is limited to visual meteorological conditions. **(T-0)**.

10.38.1.8. Aero clubs must establish minimum runway condition reading criteria for aircraft, to include maintenance ground run operations. **(T-0)**.

10.38.2. The following must not be performed at night:

10.38.2.1. Aerobatics. **(T-1)**.

10.38.2.2. Unusual attitudes, stalls, approach to stalls, or flight at minimum controllable airspeed, except as required by a 14 CFR Part 141 approved syllabus of instruction, with an instructor onboard that is qualified to act as pilot-in-command under instrument conditions in the aircraft used for the flight. **(T-0)**.

10.38.2.3. Except for takeoff or landing, visual flight rules fly below 2,000 feet above ground level. **(T-0)**.

10.38.2.4. Operations at airports without runway lighting. **(T-3)**.

10.38.2.5. Visual or non-precision approaches to runways outside the local training area without visual glide path guidance.

10.38.2.6. Simulated emergency training, to include forced landings, except to lighted runways. **(T-0)**.

10.38.2.7. Power-off approaches, unless there is an aero club instructor onboard. The instructor must be qualified to act as pilot-in-command under instrument conditions in the aircraft used for flight. **(T-0)**.

10.38.2.8. Power-off approaches, unless conducted as 90-degree or 180-degree power-off approach. **(T-0)**. Guidance found in the FAA *Airplane Flying Handbook FAA-H-8083-3B*, Third Edition must be followed. **(T-0)**.



10.38.2.9. Flight outside the local area unless the flight is operated under instrument flight rules, or the flight is required to be conducted under visual flight rules by an approved syllabus of instruction, and the instructor onboard is qualified to act as pilot-in-command under instrument conditions in the aircraft used for the flight. **(T-0)**.

10.38.2.10. Local visual flight rules, unless the pilot has logged at least 50 hours as pilot-in-command and maintains visual contact with an airport approved for night operations, or is a current and qualified instrument rated pilot. **(T-0)**.

10.38.2.11. Simulated night instrument practice in the local area unless a second pilot, with night currency in the aircraft being flown, is onboard as a safety observer and has access to the flight controls. **(T-0)**.

10.38.3. The club manager will ensure the pilot-in-command not allow passengers onboard the aircraft unless the passengers have completed an AF Form 1585. **(T-3)**. Executed forms must not be carried onboard the aircraft, and the club manager will ensure the form be re-executed at least every 12 months. **(T-3)**.

10.38.3.1. A parent or legal guardian shall execute the AF Form 1585 on behalf of any person under 18 years of age. If the individual is an emancipated minor, the sponsoring member must execute the document. **(T-0)**.

10.38.3.2. The club manager will ensure passengers are not on training flights except when approved by the club manager or chief flight instructor and an instructor is occupying one of the pilot positions. **(T-3)**.

10.38.3.3. The club manager ensures passengers are not on check flights. **(T-3)**.

10.38.3.4. Simulated emergency procedures are not permitted on any passenger flight except when an instructor occupies a pilot's position, the passengers are applicants enrolled in the same training course, and the chief flight instructor determines the training will benefit all applicants onboard the aircraft. **(T-3)**.

10.38.3.5. Each passenger occupies a seat with an individual seat belt. The club manager and pilot-in-command must ensure children under four years old or less than 40 pounds will occupy a Department of Transportation approved infant or child seat restrained by an individual seat belt. **(T-0)**.

10.38.4. Aero club duty day is 12 hours for a single pilot or 16 hours for two qualified pilots in an aircraft with dual flight controls. Flight duty day begins when the pilot(s) reports to the aero club for the first flight, or to the duty location (place of employment) for the first duty (work) of the day, whichever occurs first. Minimum crew rest between duty days is 10 hours after 8 hours or less of duty time, 12 hours for more than 8 hours duty time.

**10.39. Flight Plans.** Club managers must ensure pilots file a flight plan for all flights outside the local area. **(T-0)**. Before flying to a military field, contact the destination base operations and aero club (if applicable) to ensure military field can accept the aircraft, and obtain a "prior permission required" number, if required. Enter the statement "USAF aero club aircraft, please advise base operations" in the remarks section of the flight plan. When departing a military base from other than home station, the pilot must file a flight plan with the local base operations. **(T-0)**.

**10.40. Approved Airports, Runways, and Taxi Procedures.** The club manager ensures guidance is provided to pilots that will prohibit performing straight-in visual flight instruments approaches to non-towered airports. **(T-0)**. This does not apply to practice instrument approaches being flown under radar control when the safety pilot is able to simultaneously monitor approach control and the common traffic advisory frequency and make appropriate position calls on the common traffic advisory frequency.

10.43.1. Pilots self-announce pattern position on downwind, base, and final leg using the phraseology recommended in the FAA.

10.43.2. Pilots only land at active airports listed in FAA (or host nation equivalent at overseas locations) or DoD flight information publications, or those designated by the installation commander. If an emergency or precautionary landing is made at an unauthorized location, the pilot should not take off without the club manager's approval. **(T-3)**.

10.43.3. Pilots must not takeoff or land on runways less than 2,000 feet long, or the sum of the aircraft takeoff and landing ground roll, whichever is greater. **(T-3)**.

10.43.4. Pilots shall not takeoff or land on runways less than 50 feet wide. **(T-3)**.

10.43.5. When approaching a non-towered airfield with unknown runway surface or approach conditions, pilots must make a low approach to the landing runway to determine surface conditions before making an approach to landing. **(T-3)**. This may not be applicable to actual instrument approaches.

10.43.6. Pilots must not accomplish takeoff or landing rolls across raised arresting cables and must use minimum speed if the aircraft must taxi over arresting cables. **(T-0)**.

10.43.7. Pilots must not taxi within 10 feet of an obstacle unless wing walkers or designated taxi lines, suitable for the make and model aircraft being operated, are used. **(T-0)**.

10.43.8. Unless a higher taxi speed is required to prevent delay of traffic flow, pilots must not exceed a slow walk while taxiing in congested areas, or a brisk walk in all other areas. **(T-0)**.

10.43.9. Pilots must not perform touch and go landings in complex aircraft. **(T-3)** Touch and go landings in complex aircraft are permitted when a pilot is accompanied by an instructor, qualified in the make and model being flown, and approved by the manager.

#### **10.41. Minimum Altitude Single-Engine Aircraft.**

10.44.1. Club managers must ensure guidance is provided that prohibits pilots from flying below 1000 feet above ground level (2000 feet in designated mountainous terrain) unless required by specific regulation, airspace restriction, for takeoff or landing, or when accomplishing requirements directed by an approved syllabus of instruction. **(T-0)**.

10.44.2. Pilots shall not descend below 500 feet above ground level during simulated forced landings, except to approved runways. **(T-1)**.

10.44.3. Pilots must ensure proper engine operation at least every 500 feet when performing simulated engine failures in single engine aircraft. **(T-0)**.

10.44.4. Pilots must not conduct aerobatic maneuvers below 2,500 feet above ground level. **(T-0)**.

10.44.5. During the day, pilots must not descend below 1,500 feet above ground level when performing stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes in single engine aircraft. **(T-0)**.

10.44.6. At night, pilots must not descend below 2,000 feet above ground level when performing stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes in single engine aircraft. **(T-0)**.

#### **10.42. Minimum Altitude Multi-Engine Aircraft.**

10.45.1. Pilots shall not descend below 3,000 feet above ground level when performing stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes. **(T-0)**.

10.45.2. Engine failures must not be simulated on the runway at an airspeed greater than one-half minimum control airspeed, and only if the aircraft is still on the runway with sufficient runway remaining for a normal stop. **(T-0)**.

10.45.3. Flight instructors may accomplish a simulated engine failure during climb-out in multi-engine aircraft by retarding a throttle, but not below 500 feet above ground level, nor below recommended  $V_{sse}$  or  $V_{yse}$ , whichever is greater. **(T-0)**.  $V_{sse}$  is the safe, intentional one-engine inoperative speed. Originally known as "Safe Single-Engine Speed" as defined in 14 CFR Part 23.  $V_{yse}$  is the best single-engine rate-of-climb speed "blue line" (multiengine, 12,500 pounds or less).

10.45.4. Feathering of one propeller during a simulated engine failure must only be demonstrated above 3,000 feet above ground level and in a position where a safe landing can be accomplished on an approved runway, should difficulty be encountered in unfeathering the propeller. **(T-0)**.

10.45.5. While airborne, a simulated engine failure below 3,000 feet above ground level must only be performed by initially retarding the throttle of the selected engine to the minimum power setting authorized, then setting zero thrust. **(T-0)**.

10.45.6. Simulated single engine go-arounds shall not be initiated or continued below 500 feet above ground level. **(T-0)**.

10.45.7. Minimal control speed demonstrations will not be performed below 3,000 feet above ground level. **(T-0)**. Recovery is made at the first indication of loss of directional control, stall warning, or buffet, whichever occurs first.

10.45.8. No smoking is prohibited in or within 50 feet of club aircraft. **(T-3)**.

**10.43. Formation Flight.** Pilots must not conduct formation flights without the installation commander's approval and must have satisfactorily completed a formation checkout. **(T-3)**. The installation commander may delegate this authority to the club manager, and a copy of this delegation authority must be maintained in the standard operation procedures. **(T-3)**.

#### **10.44. Student Pilots.**

10.47.1. Club managers must ensure solo student pilots not fly when the actual or forecast crosswind component for takeoff or landing exceeds 10 knots. **(T-0)**.

10.47.2. Club managers must ensure solo student pilots not fly when the actual or forecast surface winds exceed 20 knots. **(T-0)**.

10.47.3. Club managers must ensure solo student pilots not perform touch-and-go landings. **(T-0)**.

10.47.4. Club manager must ensure student pilots not fly more than 10 hours solo or exceed 30 days without a dual proficiency flight. **(T-0)**. The flight must include all items listed in 14 CFR Part 61.87 (d) and (e). **(T-0)**.

10.47.5. Club managers must ensure student pilots do not fly solo at night. **(T-0)**.

10.47.6. Club managers must ensure solo student pilots will not conduct simulated emergency procedures, to include simulated forced landings. **(T-0)**.

10.47.7. The chief flight instructor must develop standard training cross-country routes for student pilots. **(T-0)**. Only the chief flight instructor may authorize the use of other routes. **(T-3)**.

10.47.8. Club managers must ensure all dual portions of supervised solo flights will include three student landings and one go-around at the airfield where the student will solo. **(T-3)**. Flight instructors must ensure adequate student proficiency and be present at the airport during the solo portion of the flight. **(T-0)**. Prior to a student pilot's first unsupervised solo flight, the student pilot must have completed a satisfactory flight check with the chief or assistant chief flight instructor. **(T-0)**.

10.47.9. On the first two solo cross-country flights, club managers must ensure students fly to airfields where the students have previously demonstrated satisfactory traffic patterns to a flight instructor. **(T-3)**. Students may then fly the remainder of the solo cross-country requirements to other airports approved by the chief flight instructor.

10.47.10. Unless restricted by local area procedures, solo student pilots will use the student pilot radio identification procedure as specified in the FAA *Aeronautical Information Manual*.

**10.45. Aerobatic Flight.** Club managers must ensure pilots not conduct aerobatic flight unless the pilot have satisfactorily completed an aerobatic checkout. **(T-3)**.

**10.46. Fuel Reserves.**

10.46.1. Club managers must ensure pilots not begin a flight unless there is sufficient fuel to complete the flight to the point of intended landing, fly from that airport to an alternate (if an alternate is required), and then fly after that for at least 1 hour at normal cruise consumption. **(T-3)**.

10.46.2. If a flight extends to a point where less than 1 hour of fuel remains, the pilot-in-command will land at the nearest suitable airport to obtain additional fuel. **(T-3)**.

10.46.3. For flight planning purposes, club managers must ensure the pilot-in-command will calculate fuel consumption using the aircraft or engine manufacturer's data, whichever is greater. **(T-0)**.

**10.47. Other Restrictions the Club Manager Enforces.**

10.47.1. Pilots will not use club aircraft for towing gliders or sail planes. **(T-2)**.

10.47.2. Pilots will not use club aircraft for parachuting or skydiving. **(T-2)**.

10.47.3. Club members will not use club aircraft for commercial purposes. **(T-1)**.

10.47.4. For all flights, pilots will compute takeoff and landing performance for each airport of intended use based on actual or forecast conditions. **(T-0)**. In addition, pilots will check actual aircraft takeoff performance against computed data, and abort the takeoff if aircraft performance is inadequate. **(T-0)**.

10.47.5. Pilots will calculate weight and balance data for each flight. **(T-0)**.

10.47.6. Pilots will not takeoff with snow or frost on the aircraft. **(T-0)**.

10.47.7. Pilots will not hand prop aero club aircraft certified to operate with an electrically driven starter. **(T-1)**.

10.47.8. Pilots will not taxi an aero club aircraft until each person onboard has properly fastened their seat belt. **(T-0)**.

10.47.9. Pilots will comply with established bird condition procedures. **(T-0)**.

**10.48. Grounding an Aircraft.** Any aero club pilot, airframe and power plant mechanic, or manager will ground an aircraft if, in their opinion, the aircraft is not in an airworthy condition. **(T-0)**. The club manager and member must be familiar with AFTO 781A, *Maintenance Discrepancy and Work Document* (or equivalent), which is used to document discrepancies, which caused the grounding action. **(T-1)**. When an aircraft is grounded, club managers must ensure aircraft not be operated until released by a club airframe and power plant mechanic with appropriate documentation. **(T-3)**.

**10.49. Maintenance Status.** The club manager must ensure the current maintenance status of each club aircraft is available to the pilot (automatic dispatch system may be used to provide inspection status). **(T-3)**.

**10.50. Precision Measuring Equipment.** The club manager must ensure all precision measurement tools are labeled calibrated at least annually according to requirements listed in 14 CFR Part 43, manufacturer's instructions, and AF guidance. **(T-0)**.

**10.51. Functional Check Flight.** Club managers must ensure a functional check flight is required for aircraft being returned to service after having undergone alterations or repairs, which in the opinion of the chief mechanic could alter the flight characteristics of the aircraft, affect the navigation systems of the aircraft, or adversely affect the operability of aircraft systems that cannot be adequately ground tested. **(T-0)**.

**10.52. Deferred Maintenance.** The club manager will be the final authority for approving those discrepancies the chief mechanic has determined may safely be deferred until the next scheduled inspection. **(T-3)**. Discrepancies the chief mechanic does not wish to defer shall be grounding items. **(T-3)**.

**10.53. Tool Control Program.** The club manager will develop procedures to ensure tools are not inadvertently left inside aircraft during maintenance. **(T-3)**.

**10.54. Maintenance Training.** The club manager will develop, conduct, and document initial training for all employed aero club mechanics and require documentation that contract aero club mechanics have received such training. **(T-3)**.

**10.55. Corrosion Control.** Club managers must ensure aircraft are treated for corrosion according to Advisory Circular (AC) 43-4B, *Corrosion Control for Aircraft*. **(T-0)**. As a minimum, the club manager ensures all flight control, trim surfaces, brackets, and mounting hardware shall be free of corrosion. **(T-0)**.

## Chapter 11

### MWR FOOD PROGRAM

**11.1. Nonappropriated Fund Operations under Food 2.0 (Formerly Food Transformation Initiative)** . Food 2.0 is a strategic initiative that integrates Force Support nonappropriated fund food and beverage operations on an installation into a single nonappropriated fund food and beverage operation to leverage economies and efficiencies. Installations entering into Food 2.0 contracts that incorporate nonappropriated fund food and beverage operations need not apply to contract out their nonappropriated fund food and beverage operations. The Food 2.0 contract operator must be responsible for executing their food and beverage program IAW this instruction and AFI 34-219. **(T-1)**.

**11.2. Food Safety.** Compliance with the 2005 *FDA Foodborne Illness Risk Factors and Public Health Interventions* is required and is the responsibility of all employees. **(T-0)**. In addition, food handlers must be trained using the standard AFSVA approved food safety training and certification program (<https://www.servsafe.com/access/ss/userprofile/userlogin>). **(T-1)**. This training is documented in employee's official personnel file. Food contractors must maintain documentation according to the contractor's contract. **(T-1)**. Per AFI 48-116, *Food Safety Program*, the frequency of food service facility inspections is determined by the Aerospace Medicine Council, or equivalent.

**11.3. Community Center Food and Beverage Operations.** Installation club managers oversee Community Center food and lounge operations and other similar business activities. Community Centers are authorized to sell prepackaged foods, snacks, sodas, or similar items on their own.

**11.4. Air Force Signature Brands.** AF signature brands brand are proprietary food concepts centrally managed by AFSVA. JR Rockers and Rickenbacker's are examples of AF signature brands. To ensure product standardization, consistency, and customer service, installation commanders must comply with AF signature branded operational guidance standards **(T-1)**.

**11.5. Name Brand Operations.** AFSVA, through the AF Nonappropriated Fund Purchasing Office, is the sole non-AAFES contracting authority for name brands on AF installations. Installations should contact AFSVA to verify if AFSVA has plans for the base or other name brands in the portfolio. Installations will not solicit nor with any contract nationally recognized, franchise-licensing entities (e.g., Happy Monday's Bar and Grill). **(T-1)**. The installation commander must comply with Name brand AF operations guidance unless specific exceptions are listed in the contract and approved by AFSVA. **(T-1)**.

**11.6. Snack Bars.** Snack bars are operated by the MWR program except as noted in [paragraph 11.3](#)

**11.7. Use of Prime Vendor.** The prime vendor program leverages corporate AF purchasing to reduce the cost of food and related supplies to MWR programs. To maintain prime vendor program integrity and cost leverage, Force Support program managers ensue eighty percent (80%) of all food purchases must be from the designated AF prime vendor. **(T-2)**.

**11.8. Employee Meals.** To encourage employee familiarization with food offerings and enhance customer service, activity managers determine if employees may purchase meals and items at normal or reduced prices but not less than the cost of the meal to the activity. **(T-2)**. Reduced price meals for employees requires an operating instruction, developed by the program manager, providing details of the discounts allowed. **(T-1)**. The operating instruction should include:

11.8.1. Outside continental United States. Employee eligibility for purchase of reduced price meals must be IAW local host country agreements or the Status of Forces Agreements. **(T-0)**.

11.8.2. Continental United States. Employees can purchase reduced price meals if it is determined to be in the best interest of the center. For accounting instructions, refer to AFSVA Financial Program Training Aid NA-16, *Recording Cost of Employee Meals*, and AFMAN 34-214.



## Chapter 12

### CLUB PROGRAM

**12.1. Overview.** Clubs provide customer-driven food, beverage, entertainment, and other membership programs to meet the social recreation needs of members and their authorized guests. Club programs and capabilities contribute to the retention, resiliency and readiness of the Force. Clubs serve as the primary location for commanders to host official social functions and community relations events. Clubs also provide a formal and informal location for leaders, supervisors, and Airmen of all levels to create an environment that fosters and promotes AF institutional values, culture, and heritage which contributes to teambuilding, unit cohesion and trust among Airmen. The AF catering program is an essential part of membership benefits (community support) and is the primary source for on-installation catering.

**12.2. Club Configurations.** There are four AF club configurations: officers' club, enlisted club, collocated club, and consolidated club. Installation commanders must obtain AFSVA commander approval prior to implementing changes to club configuration. **(T-1).**

12.2.1. In collocated Clubs, all services are available for use by all members but remain physically separated by rank. Separate bars for officers and enlisted members must be maintained. **(T-3).** Dining services may be combined when market demand does not support separate dining areas. When a single building is not adequate to accommodate the entire collocated club market, an annex may be used but the annex must be approved by the AFSVA commander. **(T-1).**

12.2.2. Consolidated Clubs does not physically separate club services by rank. The consolidated club configuration is used when the market demand or unit size does not support separate bar activities.

**12.3. Transformational Hybrid Configurations.** Transformational hybrid configurations may be used when the traditional club model does not meet the needs of the installation. Hybrid configurations collocate multiple MWR programs in one physical location to achieve efficiencies. Hybrid configurations include event centers and community commons (community centers). Installation commanders must obtain AFSVA commander approval prior to implementing changes. **(T-1).** AFSVA coordinates the request with AF/A1S Operations Division (AF/A1SO) prior to request approval. Moreover, an after-action report must be forwarded by the Force Support commander or director, to AF/A1SO annually for 3 years post conversion to ensure policy supports the transformation. **(T-1).** The after-action report is required so AF/A1S can effectually communicate transformation status to senior AF leaders and for inclusion in the Office of the Secretary of Defense's MWR annual report.

12.3.1. The event center is a multi-purpose facility allowing the planning and execution of official and private special functions with food service capabilities. The event center facility has a variety of formal and informal spaces. This includes, but is not limited to: casual meeting spaces (indoors and outdoors) multi-functional programmable spaces, and dedicated group spaces.

12.3.2. The community commons is a multi-function, multi-purpose facility centrally located on the installation. This configuration integrates key services and is the location for multiple Force Support operations such as, but not limited to: community programs, outdoor recreation, library, food and beverage, media center, information, tickets, and travel, arts and crafts, and other like installation activities. The community commons has a variety of formal and informal spaces for socializing, networking, and recreating with considerations for privacy and noise control. This includes, but is not limited to: classrooms, meeting space, study areas, multi-functional programmable spaces and banquet halls. Outside patio space and natural lighting are recommended.

**12.4. External Food and Beverage Sales.** Club operations and food and beverage concepts may be located in other Force Support programs outside the club facility with a validated market demand. The AFSVA commander must approve these external club operations. **(T-1).**

**12.5. Membership Categories.** Membership eligibility is prioritized. Club managers must ensure eligible personnel join the club using the AFSVA web based membership management system which produces a virtual identification card. **(T-1).**

12.5.1. The installation commander ensure persons eligible for membership who decline to join the club will not be guests of members. **(T-3).**

12.5.2. Membership categories are as follows:

12.5.2.1. All active duty military members and active duty Total Force personnel of the United States Armed Forces assigned to or directly supported by the installation.

12.5.2.2. Current, retired and family members of the DoD and United States Coast Guard civilians (appropriated fund and nonappropriated fund). Civilian members in grade scale General Schedule 7 or Nonappropriated Fund III and above, or equivalent, are eligible for and will be treated as officers if membership in an AF club is desired. General Schedule 6 and below or nonappropriated fund equivalent are eligible for the enlisted club membership.

12.5.2.3. Members of United States Reserve Components and National Guard units.

12.5.2.4. Cadets of Service Academies.

12.5.2.5. Members of Commissioned Corps of the Public Health Service, and Commissioned Corps of the National Oceanic and Atmospheric Administration on active duty.

12.5.2.6. Scholarship and contract Reserve Officer Training Corp Cadets.

12.5.2.7. Delayed entry personnel and their family members: officers and enlisted personnel who join the Armed Service that elect to delay entry into active duty.

12.5.2.8. Honorably discharged veterans with 100 percent Service-connected disability. These members are not charged dues.

12.5.2.9. Medal of Honor recipients. These members are not charged dues.

12.5.2.10. Un-remarried surviving spouses of personnel who died while on active duty or while in retired status. Uniformed Services Identification and Privilege Card is sufficient documentation of this status. These members may be charged dues at not more than half the normal dues rate, as determined locally (membership in the club is commensurate with the grade of the former spouse or sponsor).

12.5.2.11. Un-remarried former spouses who were married to military members for at least 20 years while the military member was on active duty to the Armed Forces. (Membership in the club is commensurate with the grade of the former spouse.)

12.5.2.12. Orphans of military members, when not adopted by new parents, and under 21 years old (can be over 21 if the orphans are incapable of supporting themselves, or up to 23 years old if the orphans are a full-time student)

12.5.2.13. Medical personnel under contract to the military DoD component during periods when personnel are residing on the installation.

12.5.2.14. Military personnel of foreign nations when on orders from the United States Armed Forces, or in overseas areas when the major command commander grants privileges in the best interest of the United States foreign warrant officers without officer status in their native country are not eligible for membership in officers' clubs.

12.5.2.15. Paid members of the American Red Cross, Young Men's Christian Association, United Service Organization, and United Seamen's Service when assigned with United States Armed Forces outside the United States.

12.5.2.16. US employees of firms under contract to DoD working on an installation when assigned in areas outside the United States. The club manager must ensure these memberships are compliant to applicable Status of Forces Agreements and other international agreements. **(T-0)**.

12.5.2.17. DoD contractor personnel and technical representatives working full time on the installation.

12.5.2.18. Reserve Officer Training Corps cadets when participating in field training.

12.5.2.19. Former prisoners of war and spouses of prisoners of war or service members missing in action. These members are not charged dues.

12.5.2.20. Gold Star Families members. Gold Star families include immediate relatives of U.S. Armed Forces members who died in combat or in support of certain military activities (Gold Star Lapel Button Families) or who died on Active Duty (Gold Star Next of Kin Families). These relatives can be parents, sons, daughters, brothers, and sisters as defined in DoDI 1348.36, *Gold Star Lapel Button, Service Flag, and Service Lapel Button*.

12.5.2.21. Other United States Federal employees within the United States. The installation commander must recertify the memberships annually. **(T-3)**. These are Federal employees who are not US DoD and US Coast Guard civilians (appropriated fund and nonappropriated fund).

12.5.2.22. Leaders in the local community designated by the installation commander. These memberships will subject to applicable Status of Forces Agreements and other international agreements. **(T-0)**. These members may be charged dues. Installation commander must recertified these members annually. **(T-3)**.

12.5.2.23. Local national employees working full time on the installation. These members are charged dues. These members must be recertified annually by the installation commander and are subject to applicable Status of Forces Agreements and other international agreements. **(T-0)**.

**12.6. Guest Procedures.** The member assumes full responsibility for the guest's conduct and any indebtedness to the club. The installation commander ensures Non-members and their families who are eligible for membership in the club will not attend as guests. **(T-3)**. A former club member whose membership was terminated for cause is ineligible to be a guest.

### **12.7. General Membership Policies.**

12.7.1. The installation commander ensures that only members, their family members and guests, persons with reciprocal or temporary club privileges, and others authorized in this AFI will receive club membership privileges and benefits. **(T-3)**.

12.7.2. Eligible active duty and civilian personnel who elect to join a club become a member on the installation which permanently assigned. Retirees who elect to join a club become a member of the club closest to their domicile.

12.7.3. Personnel permanently assigned to one installation and residing on another installation may choose membership at either installation.

12.7.4. When both spouses are eligible for club membership, the higher-ranking spouse may join the club at the installation of assignment and the other spouse receives spouse privileges, even if assigned to a different installation. Alternatively, spouses may elect to obtain separate individual memberships.

12.7.4.1. If one spouse is eligible for the officers' club and the other is eligible for the enlisted club, each joins and pays dues in the appropriate club if they elect to be members.

12.7.4.2. If spouses are not eligible for membership in the same club, the non-eligible spouse may only use the other club when accompanied by the member spouse. Observing military tradition, the non-eligible spouse, if military, does not wear uniform on unofficial occasions.

12.7.5. Individuals eligible for membership in both the officers' and enlisted clubs may join either or both clubs. For example, a retired enlisted member may be eligible for membership in both clubs if their Federal employee rank entitles them to membership in the Officers' Club.

### **12.8. Other Types of Authorized Patrons, Privileges, and Limitations.**

12.8.1. Civic and other non-Federal entries that are civilian nonprofit organizations, may use a club for an event that contributes positively to community relations and the AF as determined on a case-by-case basis by the installation commander.

12.8.2. Members may not schedule or sponsor functions for or in the name of non-members or non-Federal entities in order to secure member pricing as described in **paragraph 12.2**. Non-members and non-Federal entities (when sponsored) may schedule functions at non-member pricing.

12.8.3. A member of a private organization, recognized by the installation pursuant to AFI 34-223 may reserve club facilities for noncommercial, nonpolitical functions, provided that he or she is a club member. Member pricing applies to these member sponsored organizations. Events where a principal purpose of the event is fundraising or to promote membership enrollment must be approved by the installation commander. **(T-3)**. The club manager ensures the member or the organization will pay any applicable room set-up fee or service charge. **(T-3)**. A member of the private organization, who is not a member of the club, will only use the club to attend the organization's function with the installation commander's approval. **(T-3)**.

12.8.4. The installation commander must ensure Force Support facilities will not be used by "for profit" job fair companies and seminar groups. **(T-3)**. Club members must not sublet Force Support facility space to others without installation commander approval. **(T-3)**.

**12.9. Reciprocal Privileges.** Upon presentation of a valid membership identification, club managers must provide members of any AF club reciprocal member privilege (at no additional fee), commensurate with the member's grade and rank. **(T-3)**. Reciprocal privileges afford members all local member benefits and pricing.

12.9.1. In locations with other United States Armed Force installations nearby, the installation commander will determine what privileges to extend to members of other local military service clubs (Army, Navy, Marine Corps). **(T-3)**. A written agreement with the managers of the other local military service clubs covering reciprocal privileges is used. The agreement is subject to the installation commander's approval.

12.9.2. Club managers must ensure National Guard members possess a valid AF club membership, not a National Guard club membership, to receive reciprocal privileges. **(T-3)**.

**12.10. Temporary Privileges.** The installation commander will grant temporary club use to visiting temporary duty Service Academy Cadets. **(T-3)**. No dues are charged for these privileges, but a small one-time or monthly administrative fee may be assessed to cover any nonappropriated fund overhead costs.

**12.11. General Membership Policies.**

12.11.1. The installation commander must ensure only members, their family members and guests, persons with reciprocal or temporary club privileges, and others authorized in this AFI receive club membership privileges and benefits. **(T-3)**.

12.11.2. Eligible active duty and civilian personnel who elect to join a club, join the club on the installation to which permanently assigned. Retirees who elect to join a club join the club closest to their domicile.

12.11.3. Personnel permanently assigned to one installation and residing on another installation may choose membership at either installation.

12.11.4. When both spouses are eligible for club membership, the higher-ranking spouse joins the club at the installation of assignment and the other spouse receives spouse privileges, even if assigned to a different installation. Spouses may elect to obtain separate individual memberships.

12.11.5. If one spouse is eligible for the officers' club and the other is eligible for the enlisted club, each joins and pays dues in the appropriate club if the spouse elects to be a member. If spouses are not eligible for membership in the same club, the non-eligible spouse may only use the other club when accompanied by the member spouse. The non-eligible spouse, if military, does not wear uniform on unofficial occasions.

**12.12. Use of Clubs by Non-members.** Eligible non-members who decline club membership will not be authorized to be guests of members. **(T-3).**

12.12.1. A guest is a person or persons not eligible for club membership (e.g., a visiting family member not affiliated with the military or other eligible category) in any way, whom a member personally and specifically invites to accompany the member or the member's group to the club.

12.12.2. Non-member military personnel and DoD civilians in an official travel status, and their family members traveling with them, may use club facilities and pay non-member rates upon presentation of their Department of the Air Force Civilian Common Access Card.

**12.13. Membership Dues.** Installation commanders must ensure clubs charge dues to all active club members unless specifically identified in this AFI. **(T-3).**

12.13.1. Clubs should offer a 180-day complimentary membership to all retiring AF active duty, Reserve, DoD civilian employees, and nonappropriated fund employees. The retiree obtains the complimentary membership within 90 calendar days after his or her retirement date. If the retiree resigns his or her club membership on or before the end of the 180 days, club managers will not charge retiree dues.

12.13.2. Installation commanders must ensure the dues rate for members outside a 50-mile radius from the closest AF installation will not exceed 50 percent of the dues rate for their active duty counterparts. **(T-3).**

12.13.3. Club managers should waive club membership dues for personnel during deployment to a contingency location for 30 days or more when there is no AF club at the deployed location.

12.13.4. Clubs may offer personnel eligible for membership in both the enlisted and officers' clubs a reduced rate if the eligible person joins both clubs.

12.13.5. Clubs may consider offering a first month free membership, not to exceed 30 days, to non-club members.

12.13.6. Clubs may offer a reduced rate for dual military couples if both parties of the dual military couple is eligible for club membership.

**12.14. Members First.** Club managers must establish a Members First program, which promotes the benefits of club membership with service and product discounts for club members. **(T-3).** Certain programs are designated as “members only” functions and limit access to club members, their families, and bona fide guests at least once per month in addition to “social hours” featuring reduced price food and beverage. Entertainment is generally free for members, when equitable. The club manager must charge Non-members at least \$5.00 to participate in all club sponsored entertainment events. **(T-3).** IAW AFI 34-219, club managers will not discount alcoholic beverages under the Members First program **(T-0)**; however, the Members First rewards can apply to lounge food offerings.

**12.15. Club Payments and Check Cashing.** Club members are authorized to cash checks as a membership benefit. The club manager must ensure check cashing and currency exchange services are not available for non-members. **(T-3).** The cashier accepting a check must ensure all applicable information is annotated on the check IAW AFI 34-202. **(T-1).**

**12.16. Club Advisory Committee.** This committee is optional. The purpose of the advisory committee is to make recommendations with the goal of improving the club operation for all players. The advisory committee advises club management on the degree of member satisfaction with club programs, products and services; advises management on the desires of members for specific programs, products and services; recommends house rules and changes; recommends hours of operation; recommends local rules governing guest privileges; assists the club manager in conducting membership drives; assists the club manager in sponsoring and conducting special programs or events; and assists the club manager in conducting membership surveys to make sure the club provides programs of interest. Committee membership is determined by the Force Support commander or director. Committee members should be familiar with the contents of this instruction and cannot engage directly in club management. It is recommended the advisory committee have a charter.

## Chapter 13

### GOLF PROGRAM

**13.1. Program Overview.** AF golf program provides a recreational outlet to enhance the mental and physical well-being of its patrons, and supports the readiness and resiliency of Airmen and their families.

**13.2. Funding.** Nonappropriated funds are the primary funding source for AF golf courses and are supported according to AFMAN 34-201. Appropriated fund support is authorized in AFI 65-106, for certain indirect appropriated fund support to all locations and some direct appropriated fund support to those locations classified as remote and isolated by AFI 65-106.

13.2.1. IAW AFI 65-106, limited appropriated fund support for supplies (i.e., fertilizer, herbicides, pesticides, etc.), equipment, management salaries, utilities, and civil engineer contractor application (on a reimbursable basis) are authorized at approved remote and isolated locations.

13.2.2. IAW AFI 32-1022, *Planning and Programming Nonappropriated Fund Facility Construction Projects*, at all AF golf courses, maintenance costs for perimeter roads or other roadways next to or within the boundaries of the golf courses that would exist if the courses were not there are charged to appropriated funds. This also applies to drainage ditches, culverts, fences, structures, or accessories (power lines, runway approach lights, etc.).

13.2.3. Appropriated funds are authorized for repair and restoration of facilities damaged or destroyed by acts of God, terrorism, and fire. Refer to AFI 32-1022 and AFI 65-106 for further guidance.

**13.3. Program eligibility.** Refer to [Attachment 2](#).

**13.4. Golf Advisory Committee.** This committee is optional. The purpose of the advisory committee is to make recommendations with the goal of improving the golf operation for all players. Membership is determined by the Force Support commander or director. Committee members should be familiar with the contents of this instruction and cannot engage directly in golf program management. It is recommended the advisory committee have a charter.

**13.5. Non-Department of Defense Tournaments.** The club manager must ensure tournaments or events sponsored by non-DoD organizations are not permitted without advanced approval of the installation commander IAW [Attachment 2](#). **(T-0)**. Such usage is approved only if it is determined each event or program benefits the AF by contributing to overall community relations. If the event is conducted as a fund raising event, it must meet the requirements of AFI 36-3101 and AFI 34-223. **(T-1)**. The following public use programs are authorized, provided the programs meet the above criteria:

13.5.1. Annual base open house where all base facilities are open to the public.

13.5.2. Base-hosted or co-hosted events connected with national, state, city, or local tournaments sponsored by non-DoD organizations with which AF personnel are affiliated. Refer to [paragraph 13.21](#)

13.5.3. Events to support on and off base schools.



13.5.4. Base sponsored invitational golf events involving both eligible DoD personnel and non-DoD civilians.

**13.6. Non-DoD Tournaments Restrictions.** The following must be observed for non-DoD tournaments:

13.6.1. Nonappropriated funds will not be used to subsidize the programs listed above. **(T-0).**

13.6.2. Free use of golf facilities or the purchase of trophies or other related items with appropriated and nonappropriated funds is prohibited. **(T-0).** **Exception:** when holding reciprocal rotational events with civilian golf programs. The installation commander must approve these events. **(T-3).**

13.6.3. The club manager must not use income generation for Force Support programs supported by the base MWR fund as justification to conduct these programs. **(T-1).**

13.6.4. Golf tournaments and prizes for golf tournaments follow United States Golf Association guidelines and rules.

**13.7. Community Endorsement of Non-DoD Tournaments.** Use of AF golf courses for each public non-DoD tournament will require the club manager to receive written statements from the owners or operators of local civilian golf facilities within a 10-mile driving distance stating the owners do not object to the AF golf course hosting the tournament. **(T-1).**

**13.8. Gambling or Lottery-Like Tournaments.** The installation commander must ensure events or programs involving gambling or lotteries, like “Calcutta” tournaments (auction pool wagering where participants bid on a contestant.), are prohibited at the installation’s golf course. **(T-0).**

**13.9. Lessons and Clinics.** The club manager must offer the following instructional programs:

13.9.1. Junior golf (up to age 17) lessons must be offered on an annual basis. **(T-3).**

13.9.2. Intramural play and coordinated with the fitness center. **(T-3).**

13.9.3. Professional golf instruction which must be monitored by a Professional Golfers Association registered professional. **(T-3).**

13.9.4. Senior citizen and retiree golf lessons. **(T-3).**

13.9.5. Family golf lessons. **(T-3).**

**13.10. Standardized AF Golf Programming and Events.** Golf program managers establish consistent and ongoing programs to assure a viable golf program which meets patron needs. The following programming and events must be offered by all golf managers at AF golf courses:

13.10.1. At least six special pro shop sales are held annually. **(T-3).**

13.10.2. One organized tournament will be held monthly during the golf season. **(T-3).**

13.10.3. Family golf program. **(T-3).**

13.10.4. Annual golf club equipment day. **(T-3).**

13.10.5. Develop and conduct one new golf program annually. **(T-3).**

**13.11. Golf Pro Shop Operation.** Golf pro shops offer a selection of golf clubs, apparel and equipment. Refer to [paragraphs 3.25](#), [3.26](#), and [3.27](#).

**13.12. Gift Certificates.** Gift certificates won at installation tournaments may be redeemed in the golf shop for merchandise, range balls, green fees (the charge for playing one round or session on a golf course), and golf car rentals. In conjunction with US Golf Association Rules of amateur status, the golf program manager ensure gift certificates are not redeemed for cash or previously purchased merchandise. Refer to [paragraph 3.32](#).

**13.13. Green Fees for Eligible Golf Patrons.** The golf program manager must ensure eligible golf patrons pay established green fees before utilizing the golf course, facility and equipment except as noted in this AFI. **(T-3)**. Discounted green fees are prohibited. The golf manager is responsible for establishing a green fee structure IAW the below guidance. Fees for eligible patrons are as established based on status as an active duty military member, DoD civilian, DoD contractor, military dependent, retiree, spouse, family member or guest.

13.13.1. A three tier fee structures accompany is used except for the guest fee. The golf program manager must ensure guests pay higher green fees than the highest fee charged to eligible users. **(T-3)**.

13.13.1.1. Tier 1: E1-E4 rate must be set at 75% or less than tier 2 than the lowest green fee charged in Tier 2. **(T-3)**.

13.13.1.2. Tier 2: All other authorized users as defined in [Attachment 2](#). **(T-3)**. This tier may include different green fees based on military and civilian rank and authorized user group in [Table A2.1](#) and [Table A2.2](#)

13.13.1.3. Tier 3: Guest green fee (this green fee is charged to non-eligible users of AF golf courses when accompanied by an eligible user). Non-authorized users of AF golf facilities must pay the established daily guest rate. **(T-3)**. Guests must not permitted to pay advance green fees. **(T-3)**.

13.13.2. The golf course operations chief, assistant manager, superintendent, and assistant superintendent are exempt from paying green fees when playing on a non-recurring basis for the purpose of reviewing the course and turf conditions. Recurring and frequent course reviews are coordinated and approved by the flight chief.

13.13.3. As customary for golf industry professionals, any registered Professional Golfers Association professional or Golf Course Superintendents Association of America member may play an AF course on a space available basis without paying green fees.

13.13.4. Free rounds of golf may be given for promotional or customer satisfaction purposes but must be identified in an approved operating instruction, annotated in a log, and properly accounted. **(T-3)**.

13.13.5. Fees are established in the following categories:

13.13.5.1. 9 hole (green fee charged for playing 9 golf holes).

13.13.5.2. 18 hole (green fee charged for playing 18 golf holes).

13.13.5.3. Advance green fees (green fee paid in advance which may be at a discount). Refer to [paragraph 13.14](#)

13.13.5.4. Twilight (discounted green fee often offered in the afternoon).

13.13.5.5. Punch cards (cards sold to eligible golf program patrons offering a set number of rounds of golf often at a discount).

**13.14. Advance Green Fees.** Advance green fees are permitted. Advance green fees may be paid in their entirety or as a monthly charge. The golf program manager must ensure the monthly payment option will be charged at 1/12 of the advance fee for annual green fees plus a minimum of 5%. **(T-3)**. The golf program manager must ensure patrons electing monthly charges for green fees sign an agreement outlining the payment policies. **(T-3)**.

13.14.1. Because MWR programs are considered an important and exclusive military benefit, the installation commander and his or her staff will not extend advance green fee privileges or discounted fees to community leaders or other non-eligible civilians (includes guests of eligible patrons). **(T-0)**.

13.14.2. The prorated portion of an advance greens fees may be refunded to the patron upon the golf course manager receiving permanent change of station orders, official separation documents, or retirement orders; medical reasons: official notification of death: or when clearing the installation when DoD affiliation is terminated.

13.14.3. For permanent change of station refunds, the annual fee card may be retained and used enroute to the new duty station as a full reciprocal privilege when showing orders; however, it will not be valid at the new home duty station to obtain reciprocal green fees. **(T-3)**.

13.14.4. Deployed personnel may have advance green fee payment requirements waived or refunded if deployed for 30 days or more to a contingency location where a golf course is not available. Fees are waived or refunded covering the duration of the deployment.

13.14.5. Patrons who elect to purchase advanced green fees are issued an “advance green fee card.” The card clearly indicates the name of the course where the card is valid, patron’s name, and expiration date. Also, the golf program manager must ensure the card be non-transferable and require a second military official identification card accompany the card when used for golf play. **(T-3)**. If a second military identification card is not presented the advance green fee card is not valid. The card is not valid for use if patron is deployed and advance green fees are waived or refunded. Refer to paragraph 13.15.4.

**13.15. Spouse and Family Members Fees.** Spouses and other relatives designated as eligible family members (refer to [Attachment 2](#)) pay according to their sponsor's rate. Eligible family members are charged an annual fee at the sponsor’s rate.

**13.16. Reciprocal Play.** Individuals with a valid advanced green fee card on official temporary duty orders are granted full reciprocal green fee privileges when playing an AF golf course other than their home golf course. When advance green fee card holder is visiting an AF golf course, which is not the course which issues their advance green fee card and not on temporary duty orders, the card holder is given at least a 25 percent discount off the established per round green fee rate after showing proper identification. The golf program manager must ensure punch cards are used for reciprocal play. **(T-3)**. In locations with more than one AF golf facility (e.g., San Antonio TX; Colorado Springs CO; Ft. Walton Beach FL), local policies for reciprocal play are permitted as long as the policies are consistent with the MWR eligibility priorities in [Attachment 2](#).

**13.17. Tee-Time Policies.** The course tee-time priorities are in accordance [Attachment 2, Table A2.1](#), and [Table A2.2](#).

**13.18. Private Golf Carts and Trail Fees.** The use of private golf carts and storage of private golf carts may be allowed if it is in the best interest of the installation golf program. The club program manager must charge a fee for use and storage of private golf carts. **(T-3)**. The fees are similar to the fees charged by local public golf courses within a 10 mile driving distance from the AF golf course. **(T-3)**. Moreover, the golf program manager must verify private golf carts have liability insurance. **(T-3)**.

**13.19. Severe Weather Conditions.** The golf course manager must establish written procedures for advising players of weather watches and warnings. **(T-3)**. Refer to AFMAN 91-203.

**13.20. Professional Memberships.** Golf course personnel find it beneficial to have memberships in organizations like the Professional Golfers' Association or Golf Course Superintendents Association of America. However, neither appropriated nor nonappropriated funds will be used for personal memberships in these organizations. **(T-0)**. One "desk" membership is authorized as prescribed in AFMAN 34-201, for each professional organization.

**13.21. Food and Beverage.** Refer to [Chapter 11](#).

**13.22. Equipment Maintenance.** The course maintains an equipment log containing a description of each piece of equipment, date acquired, maintenance, cleaning schedules, and agency responsible for maintenance. Cleaning and preventive maintenance schedules are developed IAW manufacturer's maintenance schedules.

**13.23. Driving Ranges.** The key to a successful driving range is to maintain high standards. The minimum driving range standards are as follows:

- 13.23.1. Range clubs available for use or rent.
- 13.23.2. Yardage signs, flags, or target greens.
- 13.23.3. Provide clean range balls free of cuts or worn dimples.
- 13.23.4. Post range safety, operational policies, and hours of operation.
- 13.23.5. Use protective screening on equipment provided for employees when collecting balls.
- 13.23.6. Provide a private area for golf instruction.
- 13.23.7. Offer ball dispensers with multi-payment options such as coins, bills, debit/credit cards, or tokens.
- 13.23.8. Provide a bill-changing machine.

**13.24. Course Maintenance.** The superintendent is responsible for every facet of the day-to-day and long-term management of the course's greens and fairways. Therefore, it is recommended the course superintendent be a member of the Golf Course Superintendents Association of America. Procedural guidance for course maintenance is found in the following instructions: AFI 32-1053, *Integrated Pest Management Program*; AFI 32-1022; AFI 32-7064, *Integrated Natural Resources Management*; and DoDI 4150.07, *DoD Pest Management Program*.

**13.25. Turf Grass Maintenance.** AFSVA is one source to assist with turf management issues. However, the services and guidance of organizations such as the Golf Course Superintendents of America Association, the United States Golf Association Green Section, the Professional Golfers' Association, and colleges and universities can be used. A turf assistance visit with AFSVA or the United States Golf Association should be scheduled every 5 years.

**13.26. Chemicals and Pesticides.** The course superintendent keeps copies of and follows guidance in DoDI 4150.07 and AFI 32-1053 for pest control procedures.

**13.27. Pest Management Contracting.** Golf course pest maintenance contracts may be used when cost-effective. Contractors shall comply with state regulatory requirements in the state where the work is performed. **(T-0).**

13.27.1. The golf program manager must ensure contract pesticide applicators be certified in the state where work will be performed. **(T-0).**

13.27.2. Major command pest management consultants shall review and approve golf course maintenance contract documents, including augmentation contracts, to ensure appropriate integrated pest management methods are specified. **(T-2).**

13.27.3. Contracting offices shall award augmentation contracts only when the major command pest management consultant has verified the contract will provide necessary services beyond the capability of any golf program staff. **(T-2).**

13.27.4. Installations lacking expertise in pest management contracts should request the services of the major command pest management consultant to develop the technical portions of golf course maintenance contract IAW DoD and AF Pest Management Board guidance for contract pest management.

13.27.5. Installation commanders must ensure quality assurance evaluators, who inspect the performance of contractor provided golf course maintenance services, are trained in pest management as required in DoDI 4150.07. **(T-0).**

**13.28. Golf Course Operational Ratio Comparison Analysis Data.** Operational data is needed to determine the demographics of the golf course customer base and the financial relationship compared to rounds of golf. This serves as a barometer for AF golf operations worldwide in order to determine the health and progress of the AF golf program. The operational ratio comparison analysis reporting process is internet based. Data should be submitted electronically to AFSVA no later than the 9th day of each month.

## Chapter 14

### BOWLING PROGRAM

**14.1. Program.** AF bowling centers provide a comfortable environment for squadrons, Airmen, and their families to participate in competitive and recreational bowling in an environment that improves fitness, unit cohesion, Airmen trust, and readiness. Bowling centers offer services such as pro shops, bowling instructional programs, food operations, special functions, arcades, and complementary programs.

**14.2. Category B Bowling Centers.** The majority of AF bowling centers are Category C although AFI 65-106 allows bowling centers with 16 lanes or less or at approved remote and isolated locations to be treated as MWR Category B program. AFSVA/CC approves all requests to change MWR Category by reducing or adding lanes. **(T-1).**

**14.3. Bowling Center Program Manager Training.** AF bowling program managers should complete a bowling certification program which provides the basis for skill and career progression. The program consists of three levels: Basic level, Advanced level, and Master level. Training is available at the Armed Forces Bowling Managers Conference held in conjunction with Bowling Proprietors Association of America International Bowl Expo.

**14.4. Armed Forces Bowling Managers Training.** Managers should attend annually but are required to attend at least every other year.

**14.5. Core Programs.** AF bowling centers are full-service recreational program which are an important part of unit cohesion, Airman resiliency and readiness. Centers provide leagues, ball fitting and tournaments as core programs.

14.5.1. Leagues should be sanctioned by the United States Bowling Congress. Unsanctioned leagues (fun leagues) are encouraged to build squadron vitality, Airman resilience, and readiness.

14.5.2. Bowling centers with a pro shop or special order ball sales should offer ball fitting programs to include ball drilling.

14.5.3. Bowling centers should provide a tournament program which meets the needs of their patrons and provides opportunities for competition at all levels (beginner, intermediate, and advanced).

**14.6. Core Promotions.** Bowling centers participate AFSVA corporate AF promotions which enhance and establish uniformity of promotions from one AF bowling center to another.

**14.7. Bowler Instruction.** Bowling centers offer bowling instruction designed to improve the skills of bowlers at all levels, from child to adult and from novice to advance. Bowling instructors should be certified by the United States Bowling Congress or a contractor from a recognized professional bowling association.

**14.8. Bidding for Events.** Bowling centers are frequently solicited to host events for organizations not associated with the DoD. The following rules should be followed when hosting these kinds of events:

14.8.1. Bowling center management and staff will not provide non-Federal entities or individuals with preferential treatment to host an event. **(T-0).**

14.8.2. If the association rotates its tournaments among local bowling centers and mandates this practice in its by-laws or charter, statements of non-objection are not required from off-installation bowling centers within a 30 mile radius.

14.8.3. Non-Federal entities may sponsor installation-hosted or co-hosted national, state, city, or local tournaments and events in which AF personnel participate. Refer to AFI 34-108 for the guidance for sponsorship.

14.8.4. United States Bowling Congress events are allowed.

**14.9. Locker Services.** When lockers are provided as a service to bowlers requiring storage for their bowling equipment, the following requirements apply:

14.9.1. Bowling center staff maintains locker rental records in the AF standard lane operations system which issues messages daily notifying when a patron's locker use has expired.

14.9.2. Locker disposition records should be maintained and a current list of available lockers for patrons is made available by the bowling center manager.

**14.10. Core Products.** Core products are established for sale in the pro shop to provide customers with like products in bowling centers throughout the AF. It is mandatory that bowling programming managers carry these products, but this does not restrict programs from offering other products of a similar nature. **(T-3).** The core products are:

14.10.1. Shoe Covers. **(T-3).**

14.10.2. Men's and women's socks. **(T-3).**

14.10.3. Ball polish. **(T-3).**

14.10.4. Ball cleaner. **(T-3).**

14.10.5. Rosin. **(T-3).**

14.10.6. Wrist aids. **(T-3).**

14.10.7. Skin patch. **(T-3).**

14.10.8. Shoe slide. **(T-3).**

14.10.9. Finger grips. **(T-3).**

14.10.10. Hand conditioner. **(T-3).**

14.10.11. Hand towels. **(T-3).**

14.10.12. Balls (only for full-service pro shops). **(T-3).**

14.10.13. Shoes (only for full-service pro shops). **(T-3).**

**14.11. Food and Beverage.** Refer to [Chapter 11](#).

**14.12. Preventive Maintenance Plans.** A preventive maintenance plan must be established for equipment based on guidelines provided by bowling equipment manufacturers by the bowling center manager. **(T-3).**

**14.13. Lane Maintenance.** The bowling center manager ensures lanes, approaches, decks and gutters will meet United States Bowling Congress specifications. **(T-0).**

**14.14. Parts Inventory and Control.** Guidance on inventory controls can be found in AFMAN 34-204, *Property Management*.

**14.15. Pinsetter maintenance area.** In noise hazard areas (as determined by the installation bioenvironmental engineer), maintenance personnel will wear ear defenders or other approved noise-suppression devices provided to them. **(T-3)**.



## Chapter 15

### GAMING PROGRAM

**15.1. Overview.** The AF gaming program provides a recreational opportunity to Service members and adult family members (21 years old and older) at overseas locations and is an important source of revenue to maintain and improve AF MWR resiliency and readiness programs at all AF installations. The program is authorized by DoDI 1015.10 and is centrally managed by AFSVA. Gaming programs are only lawfully authorized at overseas installations (excluding Alaska, Hawaii, US territories, and its possessions and not prohibited by US law, foreign law, Status of Forces Agreements, or other country-to-country agreements) in MWR recreational programs. **(T-0).** MWR programs which may include gaming include clubs (officers', enlisted, consolidated, or collocated), recreation lounges or activities, bowling centers, golf clubhouses, event centers, community commons, and recreation lodging (e.g., Tama Lodge). The AF gaming program is not considered a stand-alone recreation program but, rather, part of other MWR recreation programs. The AF gaming program is self-funded, supported through the revenues generated.

**15.2. Operating Parameters.** To ensure the program complies with applicable laws and AF policy, and meets local needs and financial objectives, AFSVA will centrally manages the AF gaming program. **(T-0).** To accomplish this, AFSVA maintains field offices in the United States Air Forces in Europe and Pacific Air Forces theaters and works closely with the respective Major Command and installation Force Support unit. The installation commander must operate the AF gaming program under the following guidelines:

15.2.1. All gaming devices must be approved by AFSVA. **(T-1).**

15.2.2. Installations are not authorized to purchase gaming machines, parts, or related items. **(T-1).**

15.2.3. All gaming program property remains on the central property records at AFSVA and will not be posted on local property records. **(T-1).**

15.2.4. Locally developed operating instructions that would preclude machine and gaming control system managed payments are prohibited. **(T-1).**

15.2.5. Payout percentages will range from 90 percent to 98 percent (actual). **(T-1).**

15.2.6. Game denominations are in increments of 1 cent (\$.01), 5 cents (\$.05), and 25 cents (\$.25). **(T-1).**

15.2.7. Maximum wager does not exceed \$2.50. **(T-1).**

15.2.8. Machines accept US currency notes (\$1 to \$100). **(T-1).**

15.2.9. Machines are operated in both stand-alone and progressive configurations. **(T-1).** Progressive machines are a group of many gaming machines linked together by a network. The jackpot continues to grow on the networked gaming machines as more people play the machine until somebody hits the winning symbols for the top award.

15.2.10. Adjusted gross revenue will be split between the installation Force Support MWR fund and the AF MWR fund. **(T-1)**. Adjusted gross revenue split will be 53 percent to Force Support MWR fund and 47 percent to the installation Force Support MWR fund. **(T-1)**. Adjusted gross revenue shall be defined as gross revenue, less installation's regional expense fee. **(T-1)**.

15.2.11. Force Support programs with gaming machines will not offer bonus jackpots, cash incentives, or prizes in addition to machine paid awards and jackpots. **(T-1)**.

15.2.12. AFSVA is the only agency authorized to operate gaming devices on AF installations. **(T-1)**.

15.2.13. AFSVA is the only organization authorized to repair and move AF gaming machines and equipment. **(T-1)**.

15.2.14. Marketing and encouraging gaming machine use is prohibited. **(T-1)**.

**15.3. Gaming Locations.** Gaming programs are only lawfully authorized at overseas installations (excluding Alaska, Hawaii, US territories, and its possessions when not prohibited by US law, foreign law, Status of Forces Agreements, or other country-to-country agreements) in recreational programs designed to provide traditional MWR programming. **(T-0)**. MWR programs which may include gaming include clubs (officers', enlisted, consolidated, or collocated), recreation lounges or activities, bowling centers, golf clubhouses and recreation lodging (e.g., Tama Lodge).

**15.4. Operating Procedures.** All AF installation commanders must comply with most current AF gaming program operating procedures which are available from AFSVA. **(T-2)**.

**15.5. Memorandum of Agreement.** For an installation to provide gaming, a memorandum of agreement must be signed between the mission support group and AFSVA commander detailing specific responsibilities in the management of the installation's gaming program. **(T-1)**.

**15.6. Participation and Access.** The installation commander must ensure all categories of personnel authorized patronage privileges in facilities covered by **Attachment 2** only participate in the gaming machine program. **(T-0)**. Sponsors are responsible for presenting proper identification for their guests. The Force Support staff must verify gaming participants be at least 18 years of age to play or to be in game area. **(T-0)**. Host country personnel who qualify under **Attachment 2** are authorized to play gaming machines, unless prohibited by Status of Forces Agreement or other country-to-country agreements, applicable local law, major command, numbered AF, or local installation supplements to this instruction. **(T-0)**. Military identification card or an equivalent form of civilian identification is required to play gaming machines. Player eligibility requirements are verified by performing random identification checks. To preclude a real or perceived conflict of interest, the following individuals are precluded from playing gaming machines in AF programs:

15.6.1. All AF gaming program employees and their immediate family members. Family members are defined as a spouse; child by blood, adoption, or marriage, and relatives living with the employee (e.g. parent, sibling, grandparent, or grandchild).

15.6.2. All employees directly involved in the operation of the gaming program and their immediate family members in the activity where the employees are employed and work. **(T-1)**.

15.6.3. Any other installation or activity personnel directly involved in the operation of the gaming program with access to the gaming control system and program keys. **(T-1)**.

15.6.4. When determined by the installation commander, mission support group commander, or Force Support commander or director, individuals protected from excessive and unaffordable participation via military protective order or suspension of privileges. **(T-3)**.

**15.7. Gaming Employee Requirements.** Both nonappropriated fund and appropriated fund employees must have a completed national agency check as determined by AFSVA and gaming program operating procedures training prior to being given enrollment in the gaming control system, program keys and performance of gaming duties. **(T-1)**. Refer to DoDI 5200.2-R, *Personnel Security Program*, and DODI 1400.25, v73, *DoD Civilian Personnel Management System: Suitability and Fitness Adjudication for Civilian Employees*. Employees failing to comply with gaming program rules, regulations, and operating standards are removed from access to the gaming control system and key control systems. The Force Support Human Resource Manager must immediately notify the gaming regional manager when an individual is no longer employed, or their gaming program duties and responsibilities have changed. **(T-1)**.

**15.8. Forms.** The Force Support commander or director must ensure that his or her staff not develop any local or use AF Forms other than the forms authorized by AFSVA. **(T-1)**. AFSVA Directorate of Programs maintains the current approved forms.

**15.9. Internal Revenue Service reporting.** The nonappropriated fund accounting office must ensure IRS reporting on all single game winnings of \$1,200 and above. **(T-0)**. Instructions for the IRS reporting are included in the AFSVA Financial Management Training Aid NA-14, *Bingo and Slot Machine Reporting*, <https://cs2.eis.af.mil/sites/10042/FinancialManagementDocs/NA-14%20Bingo%20and%20Slot%20Machine%20Reporting.pdf>.

**15.10. Transport of Gaming Machine Cash.** It is necessary to move large amounts of cash between the central cashier and gaming locations. The safeguarding of this cash must not be compromised. **(T-3)**. To ensure the security of moving cash, the Force Support resource manager must work with Security Forces personnel to develop instructions for cash transport procedures. **(T-3)**.

**15.11. Physical Safeguards.** In addition to leveraging standard internal controls as outlined in AFI 34-202, the gaming program uses additional physical safeguards to protect cash and assets, and deter wrongful behavior. These safeguards include a network based bio-feedback key control access system, industry approved security locks, and video surveillance of game rooms, automated cash machines, cash count areas, gaming control system servers, workstations, and cashier cages.

**15.12. Bio-feedback Key Control.** All gaming program keys must be maintained in network based bio-feedback key control boxes known as Security Asset Managers™. **(T-1)**.

**15.13. Manual Key Control.** Manual key control procedures must be used in those instances when the Security Asset Manager™ is temporarily out of service due to a system failure or other emergency situation. **(T-1)**.

15.13.1. Activity keys that are compromised could result in related locks and keys being replaced at the expense of the activity or local Force Support MWR fund. Gaming program keys are considered to be compromised if a key is not returned to the Security Asset Manager™ within 12 hours of it being removed from the Security Asset Manager™ or if keys are lost or checked out by an authorized employee and surrendered to another employee.

15.13.2. In an emergency situation, the field technician must request and sign for the emergency Security Asset Manager™ key from the resource manager. **(T-1)**. When an emergency occurs that requires manual access, the field technician must send an email to the regional manager within 24 hours identifying the reason, keys accessed, and current status. **(T-1)**.

15.13.3. When an emergency occurs where the keys cannot be manually secured with the Security Asset Manager™, the keys must be securely stored in the nonappropriated fund accounting office. **(T-1)**.

15.13.4. The Force Support's central cashier cage must meet Integrated Defense Council requirements and be capable of meeting overnight funds storage requirements based on local security needs and AFSVA commander recommended gaming program change fund levels. **(T-3)**. The Integrated Defense addresses processes to maintain the best possible installation security through a set of programs that enable operational capability to continue performing the mission with limited or no impact to execution created an installation integrated defense plan.

**15.14. Intrusion Alarms and Video Surveillance.** The responsible flight chief must ensure intrusion alarms and surveillance cameras be installed in programs with gaming devices whenever security risk assessments identify the need or the dollar thresholds dictate. **(T-1)**. Lawful surveillance systems are video only; audio surveillance is prohibited. Recorded data is only accessed to investigate machine malfunctions, system anomalies, and in response to written requests by Security Forces or Office of Special Investigations in the performance of their official duties. The program manger must place surveillance cameras and signs advising patrons of the surveillance in all areas that contain gaming program machines, materials, or equipment. **(T-1)**.

15.14.1. Cameras are placed to observe the following:

15.14.1.1. Gaming machines.

15.14.1.2. Security Asset Manager™.

15.14.1.3. Servers.

15.14.1.4. Cashier work stations.

15.14.1.5. Cash count area.

15.14.1.6. Automated cash machines.

15.14.1.7. Game room access and egress points.

15.14.1.8. Gaming areas and rooms.

15.14.2. Only AFSVA personnel will move or reposition security cameras for gaming operations. **(T-1)**.

15.14.3. The program manager must file by date and keep video surveillance up to 30 days unless there a request from law enforcement. **(T-1)**. Only AF Security Forces or Office of Special Investigations may request to view or have copies of video surveillance. The requests must be written and sent to AFSVA unless a law enforcement exigency exists. **(T-1)**. In special circumstances involving an internal Force Support investigation, a written request may be submitted from the Force Support commander or director.

**15.15. Transfer and Disposal of Gaming Machines and Gaming Equipment.** AFSVA will purchase, regulate, and control all gaming machines and related program gaming equipment **(T-2)**. Gaming machines and related program gaming equipment is exempt from the nonappropriated fund property transfer and disposal rules outlined in AFMAN 34-204, chapter 5.

**15.16. Gambling Abuse.** Controlling access to machines, limiting the amounts of money played, and limiting potential winnings helps reduce the risk of excessive and unaffordable participation.

15.16.1. Force Support program managers will not advertise or offer incentives that promote play. **(T-1)**.

15.16.2. Force Support program managers will not allow tournaments, contests or other competitive events involving slot machine. **(T-1)**.

15.16.3. Should excessive play be observed from a military member who had checks returned for insufficient funds or other known financial difficulties within other Force Support programs, the individual's unit first sergeant should be informed by the Force Support commander or director. If the person is a dependent, the sponsor should be informed.

15.16.4. The installation commander should restrict individuals identified as having a gambling abuse problem from playing gaming machines.

15.16.5. Individuals with gambling abuse problems should be referred to the installation medical facility or other resources for counseling and treatment by the individual's commander.

## Chapter 16

### LIBRARY PROGRAM

**16.1. Program Overview.** AF libraries are a MWR program providing information resources, technical services, and meeting space to military installations. AF libraries provide the military community with social support that fosters military institutional values, culture and heritage. AF libraries also contribute to teambuilding, unit cohesion, trust, resiliency and readiness of Airmen. AF libraries also support military personnel assigned to contingency operations and remote sites. Finally, AF libraries provide services and support to Airmen pursuing professional military and voluntary education as well as to military families who choose to homeschool their children. All Regular AF installations must have a library capability supporting one of the approved AF models. **(T-0).**

**16.2. Designated Funding Category.** DoDI 1015.10 designates general libraries as MWR Category A, mission-sustaining programs funded primarily with appropriated funds. Library program managers may not use nonappropriated funds except as specified in AFMAN 34-201. **(T-1).** As a Category A activity, library program managers must ensure all non-revenue generating equipment and supplies must be purchased and maintained with appropriated funds. **(T-0).** Revenue generating equipment for customer use such as copiers and data fax machines, and supplies for such equipment, must be procured or leased with nonappropriated funds by library program managers. **(T-1).** Central appropriated funds are to procure mission essential and technical publications IAW AFMAN 65-605, v1, *Budget Guidance and Procedures*.

**16.3. Other Income Sources.** Donations and gifts are not solicited from any individual or organization. However, library program managers, if asked, may identify special materials or services needed by the library to those who inquire or express an interest in wanting to support the installation library. Donations and gifts that are offered may be accepted and processed as gifts to the AF IAW guidance in AFI 51-601, *Gifts to the Department of the Air Force*, and gifts to the nonappropriated fund instrumentality IAW guidance in AFMAN 34-201. Consult the local legal office for assistance in processing all donations. The library manager must report this income in the narrative section and the external funds section of the Office of the Secretary of Defense (OSD) library annual report. **(T-0).**

**16.4. Educational Funds.** Colleges and universities that offer courses on installations may provide materials, equipment, supplies and services of comparable value to home campus service, and reference materials to support their curriculum. A local memorandum of understanding between the education services office and the college or university reflects support levels. Refer to AFI 36-2649, *Voluntary Education Program*.

**16.5. Library Service Delivery Models.** Each Regular AF installation commander must provide the library capability through one of the three AF Library service delivery models. **(T-1).** The installation commander must ensure all library models are compliant with DoD MWR library and information service standards (<https://cr.xservices.com/ACRRO/Web/Utility/HelpDocuments/20160713%20DoD%20MWR%20Library%20Standards%20with%20Memo.pdf>). **(T-0).** Before the modified and digital model is adopted by Force Support, the installation commander must determine community-based library services will be readily available and accessible by Airmen. **(T-3).** The AF Library models are:

16.5.1. *Traditional Library.* Ideal for a location with minimal library service in the community or a large on-base population with limited access to off-base resources (the on-base population is made up largely of students or transient populations or the installation is located outside the United States). The traditional library provides mission, education, and quality of life support material in multiple formats. Collections should be current, relevant, and meet customer needs.

16.5.2. *Modified Library.* The modified library has a reduced physical footprint and the necessity for a full staff. This model offers a high level of service with small physical inventory, with a focus on supporting the mission, transition assistance, exceptional family members, testing, Professional Military Education, and off-duty education. A modified library should provide electronic devices to patrons so that they may access digital media and online resources.

16.5.3. *Digital Library.* The installation provides spaces for private study, meeting rooms, and access to digital services and databases as well as a small print collection for educational, senior leaders reading lists, and mission publications. A digital library should primarily provide electronic devices to patrons so that they may access digital media and online resources.

**16.6. Library Closure.** The permanent closure of a library must be approved by the Principal Deputy Under Secretary of Defense (Personnel and Readiness), (OUSD(P&R)). **(T-0).** Refer to DoDI 1015.10. Closure due to mission change (e.g. installation closure) is phased in during the twelve months prior to effective date and comply with the AFSVA library closure guidance issued to the installation closing the AF library. Closure requests should include the rationale for closure, the alternative to be used in place of the closed activity, how the alternative complies with AF and DoD MWR library and information service standards, and documentation of approval to use an alternate source.

**16.7. Customer Eligibility.** Refer to [Attachment 2](#). Eligible patrons register at their installation library in order to access the network, receive services, and use databases. Eligible temporary duty personnel and personnel on leave may register and use AF libraries at their temporary duty or travel locations. Non-DoD personnel enrolled in an AF or DoD sponsored education program may use library services when agreed to and approved by a memorandum of understanding between the installation and educational institution and when showing proof of current enrollment.

**16.8. Staffing.** Key personnel include a full-time professional librarian, library technical information specialist, and lead library technician. Contract and nonappropriated fund library staff may include professional librarians and sufficient numbers of support staff to meet contract requirements. New and changing technologies may require professional technical support on-site.

**16.9. Volunteers.** Refer to [Chapter 6](#).

**16.10. Training.** The Force Support commander or director must ensure new library program managers attend the library activity management course held at AFSVA within one year of assuming the director's position. **(T-1).**

**16.11. Service hours.** Library customer service hours per week are determined by customer need and category of service. Installation mission, remote and isolated status, on-base population and other factors such as student load should be considered when setting hours of operation. The library program manager must ensure the installation library is open at least one evening per week after 1800 hours and one Saturday or Sunday. **(T-0).**

**16.12. Library Services.** Libraries provide the following services:

16.12.1. *Interlibrary Loan Services.* Libraries may participate in local, state, regional and national interlibrary loan services networks to improve the quality of library and information service to customers and increase cost-effectiveness. Library program managers who participate must adhere to the interlibrary loan services' code for the United States and charge costs to the AF library centrally funded account. **(T-0).**

16.12.2. *Document Delivery Services.* Libraries should utilize document delivery services for articles not available in the collection or databases. Libraries may use AF library centrally funded document delivery accounts when available.

16.12.3. *Internet and Digital Services.* Libraries may provide customers and staff access to commercial and military networks, professional databases and other web-based resources. Personal use of digital services for eligible patrons includes but is not limited to Common Access Card enabled computers with productivity software, printers, copiers, fax machines, scanners, audio and video equipment, electronic book readers, and other media devices. Library program managers must follow guidelines IAW AFI 16-1404, *Air Force Information Security Program*; DoD 5500.07-R, and AFI 17-130, *Air Force Cybersecurity Program Management*. **(T-0).** The library works with the local installation network control center for applicable instructions.

16.12.4. *Contingency operations and remote site support.* Libraries may provide materials and resources to contingency operations, including pre-departure needs and support to remote sites. These materials may include, but are not limited to, paperbacks, periodicals and audiovisual media, depending on customer needs at the site.

16.12.5. *Education support services.* Libraries provide academic support IAW AFI 36-2649, to include research skill and orientation classes, reference assistance and coordination of off-campus library support. Librarians meet with the Education and Training Section Chief to ensure continuing communication with academic institutions, the installation education office and leadership in support of the voluntary education program. Libraries also provide support for professional military education courses, including but not limited to reserve materials, supplemental readings, reference assistance, testing support, and research support.

16.12.6. *Youth resiliency and readiness support services.* Libraries provides services to children and youth, including story hours and summer reading programs.

**16.13. Prohibited Library Use.** Library facilities may not be used to provide office, work or storage space for functions not specifically related to library services. This includes information technology assets which cannot be used for uses prohibited by AFI 17-130 including for commercial or home businesses. **(T-1).**

**16.14. Collection Management.** Library program managers determine the size and scope of their collections by assessing the physical space, quality, relevancy, customer requirements, and usage metrics. Libras follow these guidelines:



16.14.1. The library program manager must ensure collections include materials to support AF initiatives, organizational mission and technical requirements, professional military and voluntary education programs, lifelong learning and quality of life for adults, teens and children. **(T-1)**. Lease and purchase plans which provide multiple copies of newly published items to meet customer demand may be utilized.

16.14.2. Select materials using subject specialist input, professional journals, bibliographic tools and collection analysis. Also, use interlibrary loan indicators, customer requests, and market surveys for collection development.

16.14.3. Provide information in print, non-print, and electronic formats; utilize new technologies to maximize information access. Ensure customers have convenient access to information in online databases and other online library products.

16.14.4. Library program managers must follow the current American Library Association Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill>) to ensure that the selection process is free from censorship. **(T-3)**. Apply the principles of intellectual freedom, not only in selection, but also in all aspects of service, by implementing the Interpretations of the Library Bill of Rights, the Privacy Act, and the procedures for handling complaints set forth in the current addition American Library Association's Intellectual *Freedom Manual*. Adherence to federal regulations takes precedence.

16.14.5. The library program manager establishes a written collection management plan which is updated annually to ensure collections meet customer needs. The plan includes subject areas needed, collection strengths and weaknesses, and collection goals. The plan ensures collections are evaluated regularly to eliminate old, obsolete and worn materials and replaced. At a minimum, the plan must analyze the number of holdings, turnover rates and publication dates for each Dewey decimal classification. **(T-2)**.

**16.15. Loaning Materials.** Libraries may loan all materials for a predetermined length of time (usually two or three weeks) except commercial operating systems and application software which is copyrighted or registered to a specific computer. To loan office reference collection materials to units, units provide written justification detailing the need for mission essential materials. The library program director will create and maintain account records for all units and offices on the installation that receive library materials. **(T-3)**. To maintain accountability, materials issued to offices are renewed and inventoried each year. Office collection custodians sign an inventory report to verify holdings.

**16.16. Overdue Loaned Materials.** Libraries should not charge fines for overdue materials. However, libraries should establish a notification system for enforcing the timely return of borrowed materials.

**16.17. Replacing or paying for lost, damaged or destroyed materials.** The library program manager must ensure borrowers replace or reimburse the library for all lost, damaged or destroyed materials. **(T-3)**. Lost, damaged or destroyed materials are replaced with a new copy of the same title or a title selected and approved by the librarian. The patron reimburses the library for lost or damaged materials IAW the standard payment procedures outlined in Defense Finance and Accounting Service (DFAS) 7010.1-R, *General Accounting and Finance Systems at Base Level*.

**16.18. Property marking of library materials.** All library materials are AF property and the library program manager must ensure these material are marked as so regardless of the fund or procurement source. **(T-3).** Property markings are removed when withdrawing materials from the collection.

**16.19. Inventory management.** Each newly assigned general library program manager run an automated shelf-list report verifying the total holdings as of their appointment. In addition, a shelf-list inventory of all materials an inventory of total holdings occurs at least once every 5 years. Rolling inventories may be conducted over 5 years, with a minimum of one-fifth of the collection inventoried annually. If an item has been missing for one complete year, remove it from inventory and adjust balance records. Also, remove missing item record from the integrated library system and online computer library center or other similar union catalogs as required. Maintain statistics of withdrawn items for the OSD library annual report.

**16.20. Disposal of Materials.** Librarians coordinate with local defense reutilization and marketing office for turn-in of obsolete or irreparably worn library materials. Item records are removed from the integrated library system, card catalog, and online computer library center or other similar union catalogs as required.

16.20.1. Libraries list excess materials as well as library-specific supply items that are in usable condition on the AF library information system (<https://www.rbdigital.com/aflis/service/magazines/landing>) message center for redistribution. Surplus materials not claimed from the list may be sent to other DoD or Federal libraries, Library of Congress acquisitions, or fiscal and support office.

16.20.2. Libraries may not sell any materials, furnishings or equipment purchased with appropriated funds. **(T-0).**

16.20.3. Libraries coordinate with the state National Association of State Agencies for Surplus Property to match donations with requests for material.

16.20.4. Disposing of obsolete, superseded, irreparably worn, torn, damaged, broken, soiled, or moldy library materials through recycle or disposal must be accomplished with a waiver memo prepared by the library program manager and approved by the installation commander. **(T-3).**

**16.21. Field Operating Agency Central Purchase Program.** The AFSVA centrally manages appropriated funds and the central purchasing program for field operation agencies to purchase authorized mission essential information materials and services in all formats. Refer to AFMAN 65-605, v1 and AFMAN 34-214. Central purchasing consolidates purchase requests and contracts to reduce procurement costs. AFSVA, in coordination with installation and field operating agency librarians, identifies mission essential organizational resource requirements to command and field operating agencies' budget officers. Mission essential informational resources are publications and services that directly bear on the functions, initiatives and operations of AF agencies that personnel must use to make decisions and effectively carry out the installation or organization mission. AFMAN 65-605 v1, provides mission essential procurement guidance. Library program managers that are authorized central funds must use the library electronic ordering system and follow the procedures in the AF library information system and other guidance found on the AF library information system resources webpage. **(T-1).**

16.21.1. If central appropriated funds are not available for mission essential commercial publications, offices may use unit funds to purchase these publications. The library tracks mission essential publications for offices and reports expenditures in the external funds section of the OSD library annual report. If no library services or librarian is available on the installation, contact AFSVA for guidance.

16.21.2. Subscriptions may be renewed against the appropriation current at the time the subscription is ordered. Refer to DFAS 7000.4-R, *Accounting for Obligations*.

16.21.3. Prior to expending central funds, the library should verify the item being requested is not already available through existing online resources or free of charge.

**16.22. Unauthorized Organizational Purchases.** Library program managers must not fund or purchase these categories of materials or services:

16.22.1. Non-mission support recreational publications and materials for dayrooms, lodging, air terminals, distinguished aircraft and visitor lounges, community activity centers, family support centers, youth and child development facilities and hospital and clinic waiting rooms. **(T-1)**.

16.22.2. Training aids and copies of materials and textbooks for use in military and civilian education programs, family support centers and religious activities. **(T-1)**. Training materials should be purchased with unit training funds (AFI 36-2649, and AFI 52-101, *Planning and Organizing*).

16.22.3. Copies of publications available from the AF electronic publishing library and electronic transfer system. **(T-1)**.

16.22.4. Technical orders and publications normally furnished by manufacturers for equipment maintenance and operation. **(T-1)**.

16.22.5. Professional development guides, specialty knowledge tests and AF supervisory examination guides as well as commercially produced writing guides for the AF efficiency reports (AFI 36-2605, *Air Force Military Personnel Testing System* and AFI 36-2406, *Officer and Enlisted Evaluation Systems*). **(T-1)**.

16.22.6. Decisions of the Comptroller General where documents may be accessed at the government accounting office webpage (<http://www.gao.gov>) and the government printing office webpage (<http://www.gpo.gov>). **(T-1)**.

16.22.7. Personal purchases for individual retention. **(T-1)**.

16.22.8. Visual information products such as films and photographs. Refer to AFI 35-101. **(T-1)**.

16.22.9. Computer application software programs for offices, organizations and agencies supported by the AFSVA library program that are not information products, including compact discs. **(T-1)**.

16.22.10. Defense mapping agency products such as federal supply class 7640 cataloged maps, atlases, charts and globes; and all other maps, charts, flight information publications, air target materiel, point positioning data and geodetic products. Refer to AFI 14-132, *Geospatial Intelligence (GEOINT)*. **(T-1)**.

16.22.11. Cataloged and non-cataloged sheet and book music IAW AFI 35-101. **(T-1)**.

16.22.12. Unofficial publications, such as the *Air Force Times*, *Stars and Stripes*, and local newspapers, are generally not an appropriate expenditure of central funds for offices other than Wing or Mission Support commanders, or equivalent, Public Affairs offices, and First Term Airmen and Leadership schools. **(T-1)**.

**16.23. Field Operating Agency Training and Certification.** Installation libraries provide training for new unit or office account custodians, provide annual refresher training, and maintain records of both the unit and office account holdings. Functional commanders, division chiefs or civilian equivalents must certify mission essential requirements for their organizations and appoint office custodians to manage the accounts. **(T-2)**.

**16.24. Mission Essential Publications Organizational Exclusions.** These AF organizations may not purchase mission essential publications with library central funds as the organizations have other funding sources:

16.24.1. Air Force Reserve and Air National Guard.

16.24.2. Surgeon General and Defense Medical Programs Activity.

16.24.3. Judge Advocate General. Refer to AFI 51-105, *Legal Information Services*.

16.24.4. Research, development, test, and evaluation activities funded exclusively with research and development funds (3600).

16.24.5. Depot maintenance organizations funded with AF industrial funds. Refer to DOD DoD Financial Management Regulation 7000.14-R, *Department of Defense Financial Management Regulation*; v2B, *Budget Formulation and Presentation*.

16.24.6. Family housing referral offices. Refer to AFMAN 65-605, v1.

**16.25. Technology Plans.** Libraries prepare and maintain a technology plan.

**16.26. Integrated Library System.** Libraries should use, at a minimum, an integrated library system with the following operations and services that meet current industry standards:

16.26.1. Circulation control.

16.26.2. Cataloging.

16.26.3. Online public access catalog with current bibliographic records.

16.26.4. Web interface with ability to embed eResource links behind one level of user authentication (i.e., login screen).

**16.27. Copyright Act of the United States (Title 17 United States Code).** As amended, the copyright law governs the making of photocopies or other reproductions of copyrighted material. Title 17 USC, *Copyright Act of 1976*, requires the posting of copyright notices on photocopying equipment and newer technologies that permit the duplication of copyrighted works. Library program managers must post copyright visual aids by all duplicating equipment. **(T-0)**.

## Chapter 17

### TECHNICAL LIBRARIES

**17.1. Purpose and Structure.** Technical libraries enable and enhance access to scientific and engineering information. These specialized libraries provide relevant and timely information using new information technologies and the technical librarians' expertise. Research librarians provide scientists and engineers with information required to capitalize on prior research, prevent redundant research, help researchers maintain their expertise and share research results. When appropriate to its mission, the libraries interface, collaborate, support or use other technical library data, information or knowledge-based initiatives, platforms or tools.

**17.2. Technical library collections.** Technical library collections focus on science, engineering and other specialized areas of research. Technical libraries acquire and manage in-depth, specialized information resources and services tailored to the needs of their customers.

**17.3. Technical libraries funding.** Technical library program managers must be funded by their organization using appropriated funds. **(T-1)** In most cases, technical libraries are funded with research and development funds that are part of the technical and research budget submission.

**17.4. Patron Eligibility.** Patron eligible for service at technical libraries are broader than categories of eligible MWR patrons as defined in [Attachment 2](#) and include the technical organization researchers working on the installation, all Air Force Material Command (AFMC) and AF Research Laboratory personnel and any other installation organizations with which the library has agreements. Special categories of customers include authorized contractors; visiting faculty or scientists; foreign nationals; interagency personnel; students; Voluntary Emeritus Corps; Voluntary Emeritus Corps employed by a contractor; and retirees.

17.4.1. Additional registration requirements for contractors include signatures of administrative contracting officer or contracting officer's representative and contractor's representative authorized to expend funds. Registration requirements include government awareness of contractor requests and company officers agreeing to compensate for lost or damaged materials. Special precautions are taken to ensure that certain types of limited or proprietary information are not released to contractors.

17.4.2. Students or visiting faculty or scientists are considered in a similar category as contractor personnel in terms of services provided and registration requirements. Registration requires the signature of a government sponsor who is be responsible and monitor any service needs.

17.4.3. Foreign nationals assigned to AFMC or AF research laboratory are eligible for library service by virtue of being an AFMC employee, however, foreign nationals do not have access to the AFMC network.

17.4.4. Patrons working under interagency personnel agreements are considered AFMC personnel and as such are eligible for library service.

17.4.5. Voluntary Emeritus personnel may be considered government employees for purposes of eligibility for library services. Voluntary Emeritus are also qualified to see DoD or government-only data. A government supervisor or branch chief must certify their need to know for using classified information. **(T-0)**.

17.4.6. Voluntary Emeritus personnel may be employed by a contractor. The technical library's organization determines whether the Voluntary Emeritus Corps sees limited (proprietary, DoD-only or government-only) documents. Release of documents is situational and depends on whether there would be an organizational conflict of interest between the company and the Voluntary Emeritus Corps' project. In this case, consult with the local legal office and release documents only to a government sponsor.

17.4.7. MWR eligible patrons are generally referred to the installation library as their servicing library. However, MWR patrons may be allowed to use resources within the technical library on a site-specific basis.

**17.5. Technical Library Requirements.** Each research and development site is responsible for establishing and maintaining an on-site technical library devoted primarily to serving site personnel.

**17.6. Collection development and management.** Libraries provide an appropriate mix of print, electronic and multimedia resources consistent with local needs and leveraging corporately-purchased resources. Librarians prepare a collection development plan which describes the scope of the library collection, areas of interest, and selection, acquisition, preservation and deselection procedures. The plan addresses technical requirements such as those produced locally or acquired through Defense Technical Information Center and National Aeronautics and Space Administration. The plan also addresses space management in existing facilities and requirements for remote storage access and delivery.

**17.7. Acquisition of electronic resources.** Technical libraries procure commercially-developed electronic journal and database platforms. Wherever possible, and consistent with technical library business practices, libraries leverage industry-developed resources, recognizing that maintenance and continual upgrading are best performed by the private sector. Open source software alternatives are researched and a list is provided to customers upon request.

**17.8. Special acquisitions.** Under special circumstances and contingent on available funding, technical libraries obtain, upon request, mission-essential publications that might not be available via interlibrary loan, may be needed quickly, or that a customer recommends as a permanent addition to the collection. All efforts should be made to meet the format or language needs of the requestor. Technical libraries generally do not acquire multiple copies to be distributed at the discretion of a requestor.

**17.9. Use of government purchase card for office collections.** IAW AFI 64-117, *Government Purchase Card Program*, for books, periodicals or manuals in direct support of the mission of the technical library, requesting offices must coordinate with the library to determine if library funds are authorized and available or if a copy is available for review. **(T-1)**.

**17.10. Vaults, secure rooms, and safes.** Library program managers work with installation security personnel to provide and maintain vaults, secure rooms or safes to house classified documents. **(T-1)**. Procedures are developed to allow access to the documents.

**17.11. Technical literature.** Librarians coordinate with the local Scientific and Technical Information Office officer and with Defense Technical Information Center to preserve, protect and provide access to the technical literature. Installation produced technical work includes, but is not limited to technical reports, technical memos, and technical papers. All technical literature produced by local scientists and engineers is accessible through the Defense Technical Information Center database.

**17.12. Corporate purchasing program.** Headquarters AF Research Laboratory must corporately fund technical and scientific electronic resources. **(T-1).** The corporately funded resources are maintained and the user licenses are managed by members of the AFMC library consortium. Sub-units may join with AFMC and other technical libraries or may enter into separate multi-site agreements.

**17.13. Integrated Library System.** Technical library program managers must maintain an integrated library system which employs current technology to organize and make accessible their unique collections. **(T-3).**

**17.14. Information Analysis Centers.** Information analysis centers established by Defense Technical Information Center are located at technical library sites. In general, librarians consult with the information analysis centers to answer specific requests.

**17.15. Collaboration.** Technical libraries design creative outreach methods such as directorate visits, social networking forums and in-library and online exhibit development.

## Chapter 18

### OUTDOOR RECREATION

**18.1. Overview.** Outdoor recreation capabilities support mission readiness through programs and facilities delivering Airmen and family resilience and readiness. Outdoor recreation also enhances teambuilding and unit cohesion and trust among Airmen.

**18.2. Program Eligibility.** Refer to [Attachment 2](#).

**18.3. Program Planning and Development.** A comprehensive outdoor recreation program should include six basic components:

18.3.1. Awareness, Interest, and Entertainment. These are designed to stimulate market demand and communicate the diversity of available outdoor recreation programs. Examples include films, speakers, travelogues, exhibitions, etc.

18.3.2. Instructional. These are specifically designed to transfer knowledge or develop skills through demonstrations, videos, computer-based individual instruction, or group classes.

18.3.3. Mainstream Outdoor Recreation. These include popular activities, such as camping, bicycling, skiing, swimming, and fishing. These activities form the foundation of the outdoor recreation program and units use as a part of teambuilding and maintaining resilient, ready Airmen.

18.3.4. Outdoor Adventure. These specialized activities (e.g., white water rafting, self-contained underwater breathing apparatus (SCUBA) diving, rappelling, and rock climbing) carry a higher “perceived risk,” i.e. how dangerous someone unfamiliar with the appropriate techniques and safety practices would consider an activity. Refer to [paragraph 18.19](#).

18.3.5. Referral Systems. It is not possible to directly provide all possible programs and services “in-house.” The outdoor recreation program should establish a referral system that addresses the following four categories:

18.3.5.1. Information. An area in the outdoor recreation facility should be established as a browsing area and stocked with how-to books, instructional and safety videos, and a variety of outdoor recreation magazines.

18.3.5.2. Interest Groups. Outdoor recreation staff should refer customers to individuals, local groups (such as minor MWR clubs or installation-recognized private organizations), or national organizations sharing their interests. A bulletin board should be available for posting information on local club activities and individuals planning self-directed outings.

18.3.5.3. Locations and Destinations. The outdoor recreation program should offer customers guidebooks, maps, and brochures to help find items of interest in the local area.

18.3.5.4. External Suppliers of Programs, Services, or Equipment. If the outdoor recreation program does not offer a program or service, staff should be prepared to provide the customer with information on who may. This includes mail order and internet-based equipment retailers.



18.3.6. Equipment Support. Specialized items such as kayaks, climbing ropes, or rescue gear may be reserved for internal program use only. Generalized outdoor recreation items such as sleeping bags, tents, fishing boats, and coolers support both internal programs and self-directed customer use.

**18.4. Customer Services.** Outdoor recreation programs should offer customer services such as ski tuning, bike repair, or lawnmower tune-ups fill. These services meet customer needs and creates a revenue source.

**18.5. Resale Operations.** Resale operations should be designed to enhance the customer's outdoor recreational experiences, complement the programs and equipment offered, and increase outdoor recreation participation. Also see [paragraphs 3.25, 3.26, and 3.27](#).

**18.6. Facilities and Recreation Areas.** The exact mix of facilities and recreation areas should be based on market demand and existing local resources. There are three core facilities:

18.6.1. Outdoor recreation and equipment center.

18.6.2. Aquatics facility and swimming pool. Refer to [Chapter 19](#).

18.6.3. On-base park(s) with playgrounds and picnic areas. Refer to [paragraph 18.18](#).

**18.7. Core Activities.** Core activities provide mission support by fostering family and individual well-being, unit and community cohesion, and physical fitness. Core activities also ensure some consistency in programing across the AF. Outdoor recreation core activities include camping, canoeing, kayaking, bicycling, fishing, hunting, walking, hiking, snow skiing and boarding, picnicking, unit outings, swimming, and nature and wildlife appreciation. Support for these activities is to be provided at every installation where it is geographically appropriate.

**18.8. Annual Program Standards.** The outdoor recreation program manager must provide, at a minimum, the following number of activities shown in Table 1.1. **(T-3)**

**Table 18.1. Annual Program Standard Requirements.**

Category	Required per year
Fitness	2
Whole Family (accompanied tours)	2
Couples (accompanied tours)	1
Unit Cohesion, Teambuilding, Trust	2
Community Cohesion	1
Awareness, Education, Entertainment	2
Instructional Classes	4
Joint program with another Force Support activity	2
Outing or Off-Base Trip	4

**18.9. Staff TDY.** When programs require overnight or distant travel, personnel must be placed on temporary duty orders IAW AFI 65-103, *Temporary Duty Orders*. **(T-1)**.

**18.10. Staff Certifications.** Outdoor recreation staff, contractors, and contractors must maintain certification in standard first aid and child and adult cardiopulmonary resuscitation. **(T-3).** Certification training for outdoor recreation staff and volunteers is coordinated with the Force Support training staff. Exceptions to the certification requirements for administrative personnel should be coordinated with the installation safety office. Advanced first aid training for trip leaders and remote off-base recreation area personnel is strongly encouraged. Staff overseeing the aquatics program should complete the Aquatics Facility Operator certification program provided by the National Recreation and Park Association. Activity-specific training and certification standards (**refer to Attachment 3**) apply to the activity leader(s) or, in the case of programs like whitewater rafting, all key program staff including volunteers.

**18.11. Inventory of local natural resources and local outdoor recreation providers.** A base's outdoor recreation program is shaped by climate, geography, and available natural resources. The outdoor recreation manager should compile an inventory of local natural resources and local outdoor recreation providers to identify the "raw materials" available for program planning. These include parks, rivers, lakes, mountains, ski areas, natural and wilderness areas, campgrounds, beaches, trails, caves, or other places suitable for outdoor recreation. Also include clubs, public agencies, schools, or businesses providing outdoor recreation programs, services, or equipment.

**18.12. Office resource collection of books, periodicals, maps, catalogs.** To support the program's vision and a strong referral system, develop an office resource collection of books, periodicals, maps, catalogs, videos, etc. These materials can be used for program planning, scouting trips, staff training, instructional classes, and by customers. The resource collections should also focus on local natural resources, e.g., local and regional guidebooks. Be sure current information regarding on and off-base recreation areas is available. Work with the base library to help build this office collection. At a minimum, it should contain at least 15 books, 5 magazine subscriptions, and 10 outdoor recreation equipment mail-order catalogs. Instructional videos should also be incorporated into the collection based on the mix of programs and activities. Plan to incorporate at least two new books and one new video to the reference collection annually.

**18.13. Environmental Safeguards.** Work with the civil engineer and bioenvironmental offices to ensure facilities and maintenance practices comply with applicable environmental requirements. Include all off-base recreation areas, recreational vehicle camps, and marinas. Use minimum impact camping, sanitation, and cooking practices on outings. It is important for campers and hikers to avoid disturbing the land and the wildlife while camping. Over time, even small impacts to the outdoor environment can add up to a great deal of damage to the natural environment. Responsible camping that leaves no trace upon departure of campsites to include traveling to and from the campsite. Native materials are not used to build windbreaks, trash is removed, and disturbing wildlife is avoided.

**18.14. Alcoholic Beverages.** Outdoor recreation program managers follow the alcoholic beverage guidance in AFI 34-219. **(T-1).** Outdoor recreation program manager must include a section addressing alcoholic beverages. **(T-3).**

18.14.1. Outdoor recreation staff and contractors will not consume or be under the influence of alcoholic beverages while on duty or off duty for the duration of an outing or activity. **(T-1)** Participants should not consume alcoholic beverages preceding or during all outdoor recreation activities.

18.14.2. Sponsors of parties or group functions must be accountable for the responsible behavior of their group. **(T-2)** The sponsors must submit a letter of request, through the Force Support commander, outlining their rules for serving and consuming alcoholic beverages at the party or function. **(T-3)**.

**18.15. Blood-borne Pathogen Standard Compliance.** Refer to [paragraph 3.38](#)

**18.16. Outings and Off-Base Trips.** For every off-base trip, the trip leader will file an itinerary, customer and staff roster, and emergency action plan with the outdoor recreation manager or community services flight chief. **(T-3)**. This ensures if bad weather, transportation problems, or mishap delay a trip's return, key personnel have the information needed to initiate appropriate action. Pre-trip and departure briefings address hazard awareness and applicable safety practices and equipment. Basic risk management requires that customers clearly understand what to expect, prerequisite skills or equipment, what hazards might be encountered, and what the trip leader and participants should do to prepare or protect themselves. Contractors must have adequate safety plans and be prepared to handle potential mishaps or emergencies before contracts are signed. **(T-3)**.

**18.17. On-Base MWR Recreational Clubs and Other Recreational Private Organizations.** Refer to [Chapter 22](#).

**18.18. Playgrounds.** This applies only to playgrounds located at on-base and off-base recreation areas managed under the outdoor recreation program. If included in the installation natural resource plan (refer to AFI 32-7064), use of natural resource funds, controlled by the civil engineer, is authorized. The outdoor recreation program manager ensures playground structures and equipment is inspected weekly for safety and maintenance purposes. **(T-2)** The program managers coordinates the inspection checklist with ground safety and ensure repairs are made quickly before use. New or renovated playgrounds must comply with safety and accessibility standards outlined in the US Consumer Product Safety Commission's publication #325 *Public Playground Safety Handbook*. **(T-0)**.

**18.19. Outdoor Adventure Activities.** Adventure programs, like whitewater rafting or mountain climbing, carry a higher level of risk. The program manager offer these programs only under the supervision of fully qualified program leaders. **(T-2)** While the overall program is called "outdoor recreation," appropriate activities may be offered and marketed under the heading of outdoor adventure. The Force Support commander or director must approve, in writing, outdoor adventure program components. **(T-2)** The outdoor recreation program manager retains the letter of approval on file. This ensures the chain of command recognizes and accepts increased responsibilities that go with adventure activities. These typically include additional staff training, higher equipment standards, higher staff to customer ratios, special first aid and safety equipment, etc. For established programs, the outdoor recreation program manager prepares an annual memo for the Force Support commander or director's signature authorizing existing adventure activities to continue.

**18.20. SCUBA Diving.** The program manager must ensure SCUBA programs are taught and led by trained and certified personnel who are sanctioned by the World Recreational SCUBA Training Council (<https://wrstc.com/>). **(T-0)**. Divers certified by World Recreation SCUBA Training Council may participate in SCUBA diving activities and refill air tanks at AF facilities. The following organizations are recognized for training and instructional programs: International Diving Educators Association®, National Association of SCUBA Diving Schools®, National Association of Underwater Instructors®, Professional Association of Diving Instructors®, Professional Diving Instructors Corp®, SCUBA Schools International®, and SCUBA Diving International®. US Navy, Los Angeles Parks Department Underwater Unit, Multinational Diving Educators Association®, Confédération Mondiale des Activités Subaquatiques®, and other organizations sanctioned by the World Recreational SCUBA Training Council.

18.20.1. A SCUBA diving operating instruction is prepared by the outdoor recreation manager covering local check-out procedures, use and rental of equipment, dive boat rules, use of floats and flags, approved air sources, state or host country diving rules, special rules applicable to the local area, policies on repetitive dives, dive profiles, and safety rules. Safety rules must include the buddy system, emergency signals, minimum acceptable equipment, help and rescue rules, nearest medical facilities, nearest recompression chamber, and mishap reporting procedures. **(T-2)**. The program manager ensures the operating instruction addresses dive depth limits and multilevel dive planning, which must not exceed any depth limitations for the qualification levels established by their certification organization. **(T-0)**.

18.20.2. Outdoor recreation manager must ensure SCUBA cylinders be visually inspected annually and bear a label with month and year the inspection was performed. **(T-0)**. Cylinders are hydrostatically tested at a Department of Transportation certified facility in compliance with Department of Transportation rules 49 CFR 173.34, *Qualification, Maintenance and Use of Cylinders*. **(T-0)**. The program manager must ensure a qualified and certified SCUBA technician inspects, services, and repairs tanks, valves, and regulators **(T-0)**. The program manager must ensure SCUBA cylinders are filled with compressed air only from a source that meets the Compressed Gas Association's Grade E American National Standard Institute/Compressed Gas Association G7.1 standard that covers recreational SCUBA air. **(T-0)**. The program manager must ensure the air source is certified and tested every 6 months to ensure carbon dioxide is less than 1,000 parts per million; carbon monoxide is less than 10 parts per million; hydrocarbons (as methane) are less than 25 parts per million, and oil vapor is less than 5 mg/m<sup>3</sup>; and free of gross moisture, dust, or other foreign matter. **(T-0)**. Additionally, tanks used for enhanced air nitrox diving (oxygen threshold > 23.5%) must be clearly labeled for only enhanced air nitrox use and be specifically cleaned and serviced to accommodate enriched oxygen mixes. **(T-0)**. AF facilities with properly trained and certified personnel and fill systems may offer only enhanced air nitrox32 (32% oxygen) and enhanced air nitrox36 (36% oxygen) mixes.

**18.21. Off-Base Recreation Areas.** Installation commander wanting to establish an off-base recreation must have the approval of the AFSVA commander. **(T-1)**. The program manager ensures the following applies to off-base recreation areas:

18.21.1. Managers of off-base (and on-base) recreation areas required to live on-site must pay rent and utilities. **(T-3)**.

18.21.2. Free housing or site rental must not be prohibited. **(T-3)**. Rental rates are established IAW AFI 32-9003, *Granting Temporary Use of Air Force Real Property*.

18.21.3. Equipment loan and rental services are encouraged at recreation areas.

18.21.4. Personal safety and basic first aid items (sunscreen, insect repellent, bandages, etc.) should be available for purchase at off-base recreation areas.

**18.22. Skeet, Trap Ranges, Firearm Sales, Use, and Storage.** Installation commanders must comply with Bureau of Alcohol, Tobacco, and Firearms, ground safety, and nonappropriated financial and asset control procedures for receiving, storing, issuing, and selling firearms and ammunition. **(T-0)**.

18.22.1. Under the *Gun Control Act of 1968* (Title 18 USC Chapter 44), nonappropriated instrumentalities in all 50 states, the District of Columbia, Puerto Rico, and US possessions, must be licensed dealers to sell firearms. **(T-0)**. No license is necessary to sell ammunition only (refer to ATF publication 5300.4, *Federal Firearms Regulations Reference Guide*).

18.22.2. Only employees who have completed a DoD Form 2760, *Qualification to Possess Firearms or Ammunition*, may have access to firearms, destructive devices, ammunition, black powder, primers, or cartridge cases. Each customer who purchases a firearm must complete a Bureau of Alcohol Tobacco, Firearms and Explosives (ATF) Form 4473, *Firearms Transaction Record Part I—Over-the-Counter*. **(T-0)**. Since this form includes a certification a person has not been convicted of a qualifying crime of domestic violence, a DoD Form 2760 need not be completed.

18.22.3. Each patron who wants temporary access to, or use of, a firearm completes a DoD Form 2760. **(T-0)**.

18.22.4. The program manager must ensure employees pass same level of background checks as gun purchasers. **(T-0)**. Self-certification is not sufficient.

18.22.5. The program manager must ensure the sales of firearms, ammunition, or reloading supplies complies with the guidance in ATF Publication 5300.4. ATF Form 4473 may be obtained from any Alcohol Tobacco and Firearms office. The installation commander must ensure firearms sales to the public and guests of MWR eligible patrons is prohibited. **(T-0)**.

18.22.6. Safeguard information collected during firearm transactions IAW the Privacy Act of 1974. Refer to AFI 33-332 for further guidance.

18.22.7. Within 30 days of closing the outdoor recreation resale operation, the program manager must send all firearm sales records to the regional Alcohol Tobacco and Firearms office. **(T-0)**.

18.22.8. The installation commander should consider a requirement for installation records check for all purchasers of weapons. The installation commander must ensure firearms or ammunition is not sold to anyone if the buyer would be in violation of state law or public ordinance. **(T-0)**. Consult with the base legal office about applicable state and local laws. The program manager and his or her staff will not sell firearms, ammunition, black powder, primers, and cartridge cases to anyone with a misdemeanor or felony conviction for crimes of domestic violence. **(T-0)**.

18.22.9. Operations outside the US may require additional controls and forms to comply with customs requirements, status of forces, or country-to-country agreements. Coordinate all operating instructions with the legal and safety offices. Under no circumstances are the controls used by the program manager be less stringent than those in the *Gun Control Act of 1968*. **(T-0)**.

18.22.10. The safety office must approve facilities where ammunition reloading is planned as an explosives storage location and these facilities must follow the applicable safety requirements in AFMAN 91-201, *Explosives Safety Standards*. **(T-1)**. AFI 31-101, *Integrated Defense (ID)*, sets additional facility standards which must be met by the program manager before firearms and munitions are stored. **(T-1)**.

18.22.11. The outdoor recreation activity manager is responsible for maintaining a listing of all Force Support owned weapons regardless of cost, depreciation, declared value, or life expectancy. These weapons must be inventory at the start and close of the business day by the program manager or designate staff. **(T-1)**. The outdoor recreation manager or responsible staff must promptly report any inventory discrepancies to the security police. **(T-3)**. The firearm inventory report must be provided by the program manager to the resource management flight chief IAW AFI 34-209. **(T-1)**.

18.22.12. Force Support shooting ranges should take positive steps to reduce the impact of lead shot deposited on the ground in the course of normal operations. Ranges must not be situated where lead shot would be deposited into wetlands, drainage areas, or other sites where lead is likely to reach surface or ground water systems. **(T-0)**. Steps should be taken to prevent wildlife, particularly waterfowl and other game birds, from using shooting ranges as feeding or "grit" collection areas. Lead shot harvest plans, including the financial implications, are developed and incorporated into local operating instructions for Force Support shooting ranges. Ranges should obtain a copy of Environmental Protection Agency (EPA)-902-B-01-001, *Environmental Protection Agency's Best Management Practices for Lead at Outdoor Shooting Ranges*, to see if other steps could be taken to reduce the impact of lead shot on the environment.

**18.23. Riding Stables.** Outdoor recreation manager ensures all horses must have the required inoculations for adequate protection against local diseases and ensure a veterinarian declares each horse is free of disease before it can be stabled or pastured with other horses. **(T-0)**. Horse owners must pay for grazing privileges on AF property IAW AFI 32-9003. **(T-1)**. Arrangements can be made with the civil engineer to establish grazing areas and rules. The outdoor recreation activity prepares operating instructions addressing stall cleaning procedures, safety inspections, watering and care of livestock, reporting sick animals to the owner, maintenance of pastures, fences, facilities, and trails. The outdoor recreation manager must ensure all horse owners' horses receive regular veterinary care. **(T-0)**. If a base veterinarian is unavailable, the outdoor recreation activity may establish a nonappropriated fund individual service contract IAW AFMAN 64-302 for veterinarian services. Owners may make their own arrangements or permit the contract veterinarian to provide care, drugs, and medicine on a reimbursable basis. An isolation stall should be identified and used as necessary.

**18.24. Snow Ski Areas.** Mark ski trail heads with the degree of difficulty. Ski patrol must inspect trails daily and ensure the trails are properly maintained throughout the ski season. **(T-2).** Post trail information signs at the departure point adjacent to ski lift or tow systems. Cross-country ski trail signs should also include distance and estimated skiing time. A backboard or immobilization system and a rescue sled or similar system should be available at downhill ski areas to safely transport injured skiers. If the installation's ambulance or medical response services cannot support the ski area, additional training, such as advanced first aid or wilderness first aid, is necessary for ski area personnel responsible for mishap response. **(T-1).**

**18.25. Recreational Lodging.** Recreational lodging includes cabins, cottages, mobile homes, lodge rooms, pre-sited travel trailers and campers, and enclosed sleeping shelters designed to offer overnight accommodations. The Force Support commander of director must ensure lodging is built and operated with nonappropriated funds. **(T-0).** Structural repair may be authorized appropriated funds under AFI 65-106. Offering fee-based, tiered levels of amenities within recreational lodging units is authorized although purely rank-based fees (e.g., distinguished visitor) facilities is discouraged. Installations can specify and limit the number of recreational lodging units that allow pets and a separate pet fee is permissible. The outdoor recreation manager develops recreational lodging operating instructions which should include a section addressing reservation, cancellation, refund, and pet policies.

**18.26. Campgrounds.** Commanders develop installation policies for campgrounds that best service their eligible patrons. Undeveloped camping areas or tents-only campgrounds are Category B programs. Natural resource funds, controlled by the civil engineer, may be used IAW AFI 32-7064. Areas developed primarily for recreational vehicle camping are Category C. AF campgrounds were developed for, and should be managed to support, recreational camping purposes and not for a patron to use as a place of business. In addition, the program manager must ensure recreational camping areas are not used as a place to live, with the exception of the recreational vehicle camp host (manager). **(T-3).** If space is available, these recreational camping areas may be used by personnel on temporary duty to an installation as long as that use complies with maximum length of stay policies. The maximum length of stay must not exceed 180 days per calendar year. **(T-3).** Back to back reservations designed to circumvent the local maximum length of stay limit is not permitted. At the end of the maximum stay period, a guest's recreational vehicle must depart the recreational vehicle camp and installation for at least 24 hours. **(T-3).** If two or more unreserved sites are available, a customer that left due to the maximum stay limit may be allowed to return to the recreational vehicle camp after satisfying the 24-hour departure requirement.

18.26.1. The outdoor recreation activity manager develops a recreational vehicle camp operating instruction that includes sections addressing reservation, cancellation, length of stay, pet, and refund policies.

18.26.2. The program manager must ensure all recreational vehicles in the recreational vehicle camp be roadworthy and carry current registration and license tags or stickers. **(T-3).** If the vehicle is not roadworthy, the patron is asked to leave or not provided campsite rental. Recreational vehicles in the recreational vehicle camp should not be skirted although tire covers are permissible. All tires (wheels) should remain on the recreational vehicles; temporary

removal for repair is acceptable. No freestanding storage units are allowed within recreational vehicle camp sites. Any recreational vehicle that is sold should be removed from the recreational vehicle camp prior to ownership being assumed by the buyer. For environmental reasons, no mechanical maintenance (including oil changes) or significant repair work be performed, and recreational vehicles may not be washed in the recreational vehicle camp.

18.26.3. All AF campgrounds that collect fees for overnight recreational vehicle parking are considered recreational vehicle camps and participate in AFSVA's Frequent Camper Program, a program designed to provide rewards to campers who frequently use outdoor recreation managed campgrounds. AF campgrounds should honor all valid camper cash certificates and stamp customer's frequent camper logbooks IAW program guidance provided by AFSVA. Selling frequent camper membership kits is required.

**18.27. Marinas.** Marinas include private boat berthing or mooring and the rental of watercraft not listed in Allowance Standard (AS)-410, *Morale, Welfare, and Recreation and Physical Training*. Marina watercraft includes water ski boats, bass boats, pontoon boats, personal watercraft, and sailboats over 16 feet. Basic fishing boats with motors under 25 horsepower and sailboats less than 16 feet are treated as equipment loan items.

18.27.1. Program managers must ensure Force Support owned watercraft comply with US Coast Guard requirements which are different for recreational or charter boat operations. **(T-0)**. Many states have been granted limited authority (33 CFR Part 173, Subpart D, *Issue of Certificate of Number*) to control the numbering and equipping of recreational boats within their jurisdictions. In these situations, Force Support owned watercraft must comply with state guidelines. **(T-0)**. The program manager must ensure marinas comply with federal, state, and local environmental and pollution laws and regulations. **(T-0)**.

18.27.2. The program manager must ensure customers must have adequate training before being allowed to operate any Force Support watercraft. **(T-1)**. This training should include proficiency testing with the same class of watercraft the customer rents. An operating instruction covers basic customer qualification procedures for each type of watercraft. Basic water safety information (handout, short video, verbal briefing, etc.) should be provided to the customer prior to departure. The program manager must ensure life jackets are provided to all passengers and are worn whenever on the boat. **(T-0)**.

18.27.3. Customers keep watercraft in wet or dry storage in movable condition so it can be relocated for emergency or facility maintenance purposes. Refer to AFMAN 34-204 for guidance regarding lost or abandoned boats and other personal property.

**18.28. Parachuting.** Force Support organized parachuting activities must follow US Parachute Association (<https://uspa.org/Safety-Training>), FAA regulation 14 CFR Part 105, *Parachute Operations* (<https://www.gpo.gov/fdsys/pkg/CFR-2012-title14-vol2/pdf/CFR-2012-title14-vol2-part105.pdf>), state, and local directives. **(T-0)**. The comprehensive operating instructions covering jump procedures with special emphasis on safety practices must be developed by the outdoor recreation program manager. **(T-3)** The program manager must ensure the jumpmaster for novice sport parachuting operations have a current US Parachute Association jumpmaster rating. **(T-0)**. The pilot of the airplane does not serve as jumpmaster. Each participant must follow basic safety requirements and comply with the jump procedures operating instruction. **(T-1)**. The



outdoor recreation program reports any injury or loss of life resulting from parachuting and other high risk recreational activities, as determined by the installation commander, per AFI 91-204. Line-of-duty determinations are made as outlined in AFI 36-2910, *Line of Duty (LOD) Determination, Medical Continuation (MEDCON), and Incapacitation (INCAP) Pay*.

**18.29. Equipment Loan and Rental Operations.** Outdoor recreation equipment loan items are purchased, tracked, and disposed of through appropriated fund channels. Refer to AFMAN 34-204. Loaned items are issued to installation units at no charge to promote the readiness and resiliency of Airmen. Examples of equipment loan items are coolers and sports equipment. Outdoor recreation equipment rental items are purchased with nonappropriated funds and available for rental to all authorized patrons. Refer to AFMAN 64-302 to ensure adequate equipment is available to meet the installations needs. The program manager must ensure individuals who are not authorized patrons do not rent outdoor recreation items. **(T-1)**. Private organizations must not be authorized use of loaner equipment and the standard fee will be charged for rental equipment. **(T-3)**. In addition, a computerized point of sale system should be used to provide improved controls for security and audit purposes which must be approved by the AFSVA commander. **(T-1)**. If a manual system is used to check out equipment, a locally devised and controlled equipment loan or rental receipt is used.

18.29.1. Equipment items listed in MWR Allowance Standard-410, Part B, (skis, tents, bicycles, coolers, etc.) are considered loan items. Items not listed in MWR Allowance Standard-410, Part B, (campers, ski boats, snowmobiles, etc.) are considered rental items. Rental fees should cover all nonappropriated expenses (including cleaning and maintenance) over the life of the item, anticipated replacement costs, and achieve local, AFSVA or AF fiscal goals.

18.29.2. Equipment use is first-come, first-served although outdoor recreation may offer equipment reservations. Military active duty and reserve component personnel (regardless of status) and their families may make reservations in advance of other authorized customers. The program manager must ensure family members under 18 years of age have their sponsor's permission to check out equipment. **(T-3)**.

18.29.3. Patrons should be provided instructional handouts for the type of equipment checked out and trained on safety procedures, proper care, assembly, servicing, operation, disassembly, and cleaning. For potentially dangerous or easily damaged items like tillers or lawn mowers, testing or minimum qualification systems must be established by the program manager. **(T-3)**.

18.29.4. Upon equipment return, all loaned or rented equipment is inspected for damage or malfunctions prior to loaning or renting the equipment again. Certain equipment may require more comprehensive inspections. Specifically, camping trailers must have their propane and electrical systems inspected and tested between rentals by the program manager or designated staff. **(T-3)**. Wheel bearings on watercraft and camper trailers are inspected weekly. SCUBA gear, ski bindings, and ski boots are adjusted, tested, maintained, and tracked by certified technicians IAW industry standards.

18.29.5. Other Force Support programs may use outdoor recreation equipment for their programs. This use should be included in an operating instruction which includes associated fees for equipment use.

18.29.6. The program manager must ensure outdoor recreation staff members pay to use equipment items except under special circumstances that must be approved by the program manager. **(T-3)**. Examples include new items requiring a manufacturer's "break-in," items used for pre-inspection program locations, and staff training, etc.

**18.30. Recreational Vehicle Storage.** MWR support for recreational vehicle storage includes paving or modifying a paved area for recreational vehicle storage, fencing or providing gated access to an area designated for recreational vehicle storage, registering or tracking the recreational vehicles stored in an area, providing lights or other utilities to a recreational vehicle storage area, and patrolling or monitoring the recreational vehicle storage area. The program manager must assess fees and charges to vehicle owners for storage of privately owned vehicles. **(T-3)**. On-base residents may be granted priority and a reduced rate if the installation commander has prohibited parking recreational vehicles in the housing areas. The outdoor recreation manager develops a recreational vehicle operating instruction which addresses customer eligibility, fee structure, and use policies. Refer to AFMAN 34-204 for guidance regarding lost, abandoned, or unclaimed vehicles and other personal property.

**18.31. Ropes Courses and Climbing Walls.** Ropes courses and climbing walls are excellent tools for team building, unit cohesion, exploring perceived personal limits, and developing leadership potential. Successful courses and walls require a cohesive multiyear program plan, detailed operating instructions, a thorough staff-training plan, and an adequate budget.

18.31.1. Outdoor recreation-run ropes courses and climbing walls operate under the "challenge by choice" philosophy. This allows everyone to be involved and to challenge themselves, but at their own pace and in their own way. Train staff to manage group pressure so individuals are free to push themselves only as far as he or she chooses.

18.31.2. Ropes courses require customers to use both a helmet and chest-and-seat harness IAW course manufacturer recommendations.

18.31.3. A well-planned and properly equipped belay system is the single most important "hardware" factor on a safe ropes course or climbing wall. Establish policies on who should serve as a belayer, the person who controls the safety rope, and how the person is trained. Consider belay anchors or belay partner procedures to prevent lightweight belayers being pulled off their feet by the fall of a heavier customer.

18.31.4. The ropes are routinely "loaded" by falls and lowering, which subjects them to wear and tear. Every rope should have its own log which tracks how often and how it is used. Falls off some course or wall elements are "harder" than others so consider tracking use by element. Cut up or destroy retired ropes so the ropes cannot accidentally be used again.

18.31.5. The program manager must ensure every course or wall receives an annual inspection by the company that installed it or by trained certified inspectors. **(T-2)**.

**18.32. Skate and Bike Parks.** These facilities are often operated by youth centers, which limits access by other potential customers. If a more accessible facility is desired, outdoor recreation programs may develop and manage skate and bike parks. Prior to involvement and building skate and bike parks a business case should be completed to ensure customer support of the projected skate park and long term durability of the structures. Separating younger customers from the older customers may reduce safety concerns. These parks should include adequate seating areas, trash cans, shade structures, water source, bicycle racks, and nearby restrooms. Helmets are to be worn and additional protective gear for wrists, elbows, or knees is encouraged.

**18.33. Self-Storage Activity.** Self-storage activities are Category C revenue generating programs that provide rental space in facilities and rental storage units for the purpose of storing personal possessions. This term does not include recreational vehicle storage facilities referenced in [paragraph 18.31](#). According to the OUSD (P&R) 11 August 2009 memorandum *Nonappropriated Fund Instrumentality Self Storage Activities*, prior to Force Support establishing and operating a self-storage activity to include placing proposals under contract, the Principal Deputy Under Secretary of Defense for Personnel & Readiness OUSD (P&R) must approve the installation proposal. **(T-0)**. Self-Storage activity proposals must accomplish the steps outlined below:

18.33.1. The Force Support commander of director must obtain written waivers of the right of first refusal from AAFES as AAFES is the primary provider of revenue generating self-storage activities on military installations and government-owned or leased military housing areas. **(T-0)**.

18.33.2. Consistent with DoDI 1015.13, *DoD Procedures for Implementing Public-Private Ventures (PPVs) for Morale, Welfare and Recreation (MWR), and Armed Services Exchange Category C Revenue-Generating Activities*, public-private venture agreements is considered as an alternative to meet capital requirements in excess of \$1 million for self-storage construction.

18.33.3. Per DoDI 7700.18, *Commissary Surcharge, Nonappropriated Fund (NAF), and Privately Financed Construction Reporting Procedures*, the installation commander must notify the local business community of self-storage activities proposed for construction in the 50 United States and the District of Columbia. The Force Support commander or director ensure notification of the local business activity may be made by public notice or by letter to organizations representing the local businesses. **(T-0)**.

18.33.4. The notification to OUSD(P&R) must document the lack of adequate commercial facilities in the area around the installation or government-owned or leased military housing area and provide both a description of the process used to notify the local business community and the responses received. **(T-0)**.

18.33.5. Submit self-storage proposals to AFSVA for coordination.

## Chapter 19

### SWIMMING AND AQUATICS

**19.1. Swimming and Aquatics.** The installation's swimming and aquatics program is managed by outdoor recreation. This AFI applies to all Force Support managed pools, beaches, waterfronts, and aquatics programs. (See also AFI 48-114, *Swimming Pools, Spas and Hot Tubs, and Natural Bathing Areas*.) Moreover, all aquatic facility managers shall create and implement a safety plan IAW the current *Model Aquatic Health Code*, section 6.3.3. (<https://www.cdc.gov/mahc/editions/current.html>). (T-0).

**19.2. Pool Admission and Use Fees.** When nonappropriated fund lifeguards are used to staff pools, admission and use fees to cover part or all of the costs associated with such costs may be assessed.

**19.3. Fences, Depth Markings, and Swimming Area Demarcations.** Pools are fenced to prevent anyone from accessing and accidentally falling into the pool when the facility is closed. Infant and toddler pools are separated by a fence with a self-closing gate to prevent small children from wandering from their pool and gaining access to the main pool. Pool depth is marked on the pool deck at least every 10 feet. Similar depth markings must be visible from inside the pool by marking the pool wall, gutter, deck coping edge, etc. Markings on the fence or building walls are not acceptable. A clearly visible contrasting colored line, at least four inches wide, is marked on the pool bottom where the slope of the bottom reaches the 5-foot depth point.

**19.4. Lifeguard Funding.** Appropriated funded lifeguard requirement as over hires or temporaries is authorized. Use of a nonappropriated funded memorandum of agreement, between Force Support and the installation comptroller, funded with appropriated funds is allowed when appropriated funds are authorized. If appropriated funds are not available, a waiver must be submitted by the Force Support Commander or director to use nonappropriated funds and approved by AF/A1S and Secretary of AF Deputy Assistant for Cost and Economics. (T-1). Refer to AFI 65-106, and AFMAN 34-201 for guidance.

**19.5. Lifeguard and Aquatic Instructor Certifications and Training.** Lifeguards must have and maintain current nationally recognized (e.g. American Red Cross) certification and training in lifesaving and water rescue methods and skills, basic first aid, and child and adult cardiopulmonary resuscitation. (T-1). Lifeguards on coastal beaches must be specifically trained in surf rescue techniques. (T-1). This applies to swimming and aquatic exercise instructors. Instructors who are qualified based on related training and experience may operate under the supervision of a certified instructor.

**19.6. Minimal Lifeguard Levels for Pools and Actively Guarded Beaches and Waterfront Areas.** At least two lifeguards are required to be on duty and at their stations (chair stand or deck patrol) during open recreational swimming. (T-2). Country, state and local laws governing lifeguard staffing must be observed when stricter than the lifeguard ratios mandated in this AFI. (T-0).

19.6.1. Staff levels accommodate lifeguard breaks or rotations. Lifeguards are rotated off-station, or given a 10 minute break, every hour. Clearing the pool of swimmers to accommodate lifeguard breaks is permitted.

19.6.2. During adult lap swimming or adult instructional programs with less than 20 participants, at least one lifeguard is required to be on duty and at his or her station. If the instructor is also certified as a lifeguard, this satisfies the lifeguard requirement only by remaining out of the pool and located where supervision of the entire group is possible.

19.6.3. If the swim team provides certified lifeguards, the lifeguards are trained on local emergency response procedures the same as outdoor recreation staff lifeguards.

19.6.4. Military water survival or similar training may be conducted in the pools without outdoor recreation staff lifeguards provided the individuals responsible for supervising the activity are trained on local emergency response procedures and military water survival and rescue.

**19.7. Unguarded Swimming Areas.** During business hours, lifeguards are on duty at all swimming pools; however, at unguarded, natural swimming areas “swim-at-your-own-risk” (with no lifeguards on duty) is permitted. These areas must have approval from installation safety, base legal, and the installation commander. **(T-3)**. Prominent warning signs that no lifeguards are present and posted at the unguarded natural swimming areas. Lighted telephones, which can be used to call for help, should be located near unguarded swimming areas whenever possible. The base emergency services telephone numbers are prominently posted next to the phones. The base newcomer’s orientations must include a warning about the inherent hazards of using the unguarded swimming areas. **(T-3)**.

**19.8. Aquatic Equipment Standards.** These standards are designed to help ensure every aquatic facility in the AF is fully equipped to handle accidents or emergencies.

19.8.1. Safety and Rescue Equipment.

19.8.1.1. Force Support supplies lifeguards a whistle, sunglasses, and hat that shades the face. Lifeguard stands are equipped with a shade which can be repositioned as the sun moves. Sunscreen, with a sun protection factor of at least 30, is provided by Force Support for all aquatics staff.

19.8.1.2. All swimming pools and actively guarded beaches and waterfronts must have a first aid kit that includes rescue breathing masks and barriers and latex gloves to prevent transmission of disease. **(T-1)**.

19.8.1.3. To reduce the potential exposure to bloodborne pathogens, a mask and barriers should prevent direct contact during rescue breathing. Consider individual lifeguard first aid and rescue-breathing packs if lifeguards are stationed far from where the central first aid and rescue kit is located. Refer to **paragraph 3.38**

19.8.1.4. Biohazard spill kits are required to clean up blood or other potentially infectious material from pool decks or locker rooms. One kit is necessary per pool or waterfront.

19.8.1.5. Backboard with arm, torso, and leg straps and head and neck immobilization system is required. One board is present at each pool or waterfront where lifeguard or rescue services are provided.

19.8.1.6. A head and neck immobilization system is necessary for each backboard. There are two basic systems available; semi-rigid cervical collars in multiple sizes or adjustable “foam” blocks method. If collars are used, all sizes of the collars are available and the rescue staff properly trained to use them.

19.8.1.7. Each lifeguard station, including guarded beach and waterfront areas, have a rescue tube and can located close to each lifeguard station so the lifeguard can employ them without losing sight of the individual in distress. Lifeguards patrolling the deck or dock carry a rescue tube or can. Though not suitable for each lifeguard station, a ring buoy, or rescue pole fitted with a shepherd's crook or life hook rescue aids are permitted at the pool in addition to the tube or can. For beach and waterfront areas docks, ring buoys should have at least 60 feet of line and a foot loop or "lemon" to prevent overthrow and loss of buoy. If a dock encloses the swimming area, a rescue pole fitted with a shepherd's crook or life hook may be considered.

19.8.1.8. Rescue boards or open-cockpit kayaks must be available for each station on coastal beaches and for inland beaches if the area may require rescues more than 150 feet from shore. **(T-3)**. Even if a personal water craft is available for rescue purposes, a board or kayak must be available for back up. **(T-3)**.

#### 19.8.2. Facility and aquatic program equipment.

19.8.2.1. Insulated pool covers are strongly recommended as the covers can reduce pool heating energy costs by 40-70%.

19.8.2.2. Chaise lounge and chairs for outdoor or indoor pools with a suitable deck area are recommended.

19.8.2.3. Kick boards should be available for free use by fitness or lap swimmers and for swim team practices. Thirty kick boards should be sufficient to supply lap swimmers, swim team members and swim lesson students, and accommodate special events.

19.8.2.4. Pools designated for fitness, lap, or competitive swimming should have at least one large, easy-to-read pace and lap timer. Moreover, these pools should have floating lane lines separating swim lanes. If the pool is used simultaneously for different activities, the lane lines should be removed from areas used by the other programs held during lap swim periods. Wave "reducing" lane lines should be used during competitive swim events. In addition, pools should be equipped with permanent or removable backstroke flag and false start or recall lines at the appropriate positions.

19.8.2.5. A large, easy-to-read clock should be available at every aquatic facility and a large, easy-to-read thermometer should be available at every outdoor aquatic facility.

19.8.2.6. A free source of clean drinking water should be available at every aquatic facility. A chilled water fountain is preferred. If a drinking fountain is not available, water jugs and paper cups should be provided free for customer use.

19.8.2.7. A set of special event or training equipment items should be available for use at aquatic facilities. One set per installation is necessary. At a minimum, the set should include water basketball goals, 10 pound diving brick, diving sticks, rings, aquatic eggs, aquatic exercise aids, portable sound system with microphone capability, and inflatable "inner tubes" with short or recessed inflation stems.

19.8.2.8. Handicapped accessible pool lift may be required at bases with major AF medical facilities. The medical treatment facility staff should be contacted to determine if the rehabilitation and physical therapy case load warrants installation of a pool lift. These lifts are typically suitable for lifting loaded backboards from the pool which adds a significant safety factor to pool rescue situations. To meet Federal accessibility standards, a large Olympic size pool has two suitable access methods for people with mobility disabilities. A mobility impairment is a disability that interferes with a person's ability to perform tasks that require motor control and coordination. Such disabilities can involve the upper body, lower body, or both, and range from paralysis to amputation. Refer CFR 35.151, *New Construction and Alterations* for access methods.

19.8.2.9. If the facility and staffing resources permit, resale items should be made available at all outdoor pools. If a resale component is incorporated into the aquatics program, it should include sun block with a 30 or higher SPF rating. Also see [paragraphs 3.25, 3.26, and 3.27](#).

**19.9. Flotation Aids, Pool Toys, and Aquatic Equipment.** The following applies to swimming pools only. Only properly sized and fitted US Coast Guard approved personal flotation devices, types I, II, or III are authorized during open recreational swimming. **(T-0)**. IAW the recommendations of the Council for National Cooperation in Aquatics, “Water wings” or inflatable rings are specific examples of flotation aids that must be prohibited during open swimming. **(T-3)**. Flimsy plastic flotation aids create a false sense of security in the minds of children and parents which often leads to a dangerous situation. Large commercial inflatable play structures, either provided by the patron or MWR, may be used if the inflatable play structures can be secured safely away from the pool edges.

**19.10. Pools, Beaches, and Waterfront Minimum Age and Supervision Requirements.** AFI 48-114 must be observed unless stated otherwise in this AFI. **(T-1)**. Coordinate with installation’s youth program staff to ensure the age limits below do not violate local approved base youth supervision policies per AFI 34-144. Because of the unique hazards of swimming areas, use the more restrictive age limits if there are differences. One individual may not supervise more than 10 children. Individuals who are at least 16 years of age, but less than 18 years of age, may provide supervision for up to three children with no more than 2 of these children under the age of 6, provided that the individual has completed the *American Red Cross Babysitting Training Course* (<https://www.redcross.org/take-a-class/babysitting-child-care?latitude=38.757&longitude=-77.1487>) and a copy of the certificate is kept on file at the swimming areas. In such cases, written authorization from the parent(s) of children to seek medical care for children if necessary and emergency contact phone number(s) for the parent(s) should also be on file at the pool.

19.10.1. Children aged 11 through 13 may be left unattended at swimming pools only if the children can demonstrate the ability to swim at least 12 meters (roughly 40 feet), tread water for 1 minute, and pull themselves from the water without using the pool ladder. Children passing the basic water skill test are given a card, patch, or some other identification for subsequent pool access. A wristband is secured to unattended children meeting the criteria upon entry to the pool area.

19.10.2. According to the American Academy of Pediatrics (<https://www.healthychildren.org/English/safety-prevention/at-play/Pages/Water-Safety-And-Young-Children.aspx>), children's small bodies can quickly overheat in a hot tub or spa's hot water. Hot tubs and spas can also be a source of infection and injury to include drowning. Therefore, children 10 years of age or younger must not use spas or hot tubs. **(T-0)**.

19.10.3. At least one adult must be present and providing supervision for every 10 children at private pool parties. **(T-1)**. Aquatics or pool activities organized by the youth programs or child development centers must comply with their respective staff-to-child ratios. **(T-1)**. Refer to AFI 34-144 for staff-to-child ratios. The youth programs and child development centers are responsible for providing the required number of staff if the youth program or child development center sponsors an aquatics program.

**19.11. Food and Beverage Limitations.** Smoking, eating, or drinking must be prohibited in the pool or at the pool's edge. **(T-3)**. If eating, drinking, or smoking areas are used, these areas must be at least 10 feet from the pool's edge. **(T-3)**. Moreover, glass containers must be prohibited in aquatic facilities, waterfront, and beach areas. **(T-3)**.

**19.12. Reciprocal Pool Pass Privileges.** Installations should offer free swimming privileges to all temporary duty personnel assigned to the base for less than a 30-day period and who present a current season pass from their home base. Otherwise, temporary duty personnel assigned to the base for more than 30 days should be afforded swimming privileges on the same basis as permanently assigned personnel.

**19.13. Centers for Disease Control and Prevention Healthy Swimming.** All Services pools should support the Centers for Disease Control and Prevention (CDC) healthy Swimming program. While the likelihood of a recreational water illness outbreak is small, the challenge is to try to keep infectious agents like cryptosporidium out of AF pools to begin with. This requires the informed support of Force Support patrons. The CDC healthy swimming program, developed is targeted towards customer education and behaviors as well as information for pool operators. Materials on the healthy swimming website (<http://www.cdc.gov/healthywater/swimming/>) are free to copy and distribute.

**19.14. Signs to Prevent Pool Mishaps.** Aquatic warning signs are to inform and help protect aquatic patrons must be easy to read and posted conspicuously in the swimming areas. **(T-1)**. The signs manually cover the following areas: no diving into shallow water; parents are responsible for watching their young children; no breath holding or prolonged underwater swimming contests. The exact wording of the signs may vary. Other warning signs may be necessary based on the local hazard associated with the Aquatic area.



## Chapter 20

### ARTS AND CRAFTS PROGRAM

**20.1. Arts and Crafts Program.** Arts and Crafts is an instructional program directed toward the recreational, vocational and educational needs of Airmen to provide sufficient knowledge to pursue constructive and creative hobbies and increase competence in fine arts, crafts and industrial arts which is an important part of the resilience and readiness of Airmen and their families.

**20.2. Program Planning.** The arts and crafts program develop an annual program schedule publicizing classes, workshops, contests and crafts fairs.

**20.3. Implementing the Program.** The arts and crafts program is managed as a single unit, which includes wood and industrial arts, multi-crafts, auto hobby shops and customer services. There are five core program groups which each arts and crafts program manager must offer. **(T-1)**. These core programs include: (1) resale, (2) do-it-yourself, (3) special events, (4) instructional, (5) fee-for-service.

**20.4. Auto Hobby Shop.** The Auto Hobby Shop offers a wide variety of services for instructional purposes and to support do-it-yourself customers. This includes instructional and self-help assistance for major overhaul, minor repairs, and maintenance of privately owned automobiles, motorcycles, bicycles, motor scooters, marine engines, hulls, or other components requiring a large enclosed area where workable space for several large pieces of machinery is needed. The auto hobby manager makes available normal equipment and tools to self-help complete automotive repair and services. Do not confuse MWR auto hobby with repair shops operated as revenue producing activities by AAFES.

20.4.1. Automotive Body Shop Services include removing dents, straightening parts, sandblasting, sanding, painting, and other preparation for reconditioning a vehicle body.

20.4.2. Auto Hobby Shop Equipment is used by authorized shop personnel and trained customers only. The program manager will ensure shop equipment is not used without a qualified instructor on hand. **(T-3)**.

20.4.3. Minor repair stalls are offered for auto work which can be completed in one day.

20.4.4. The installation fire department designates areas for welding performed in the auto hobby shop. If welding is being performed in the outside area of the shop, program manager must notify the fire department and a permit issued. **(T-3)**. Allow no welding or cutting with the torch on, or near, gas tanks or underneath automobiles.

20.4.5. Use parking storage permits (locally designed and controlled) to register and control storage of vehicles or vehicle parts. A stall fee or an outside parking may be charged during the time an engine is under repair.

20.4.6. All engine parts are the responsibility of the owner.

**20.5. Car wash operations.** Usually the car wash is operated, maintained, serviced, inspected, and repaired by the auto hobby shop.

## Chapter 21

### COMMUNITY CENTERS

**21.1. Program Mission.** The community center program supports Airmen resiliency and readiness by providing a program that promotes the positive use of leisure time, sense of belonging, and social and family interaction. These elements are essential in meeting needs of Airmen and their families while promoting squadron cohesion and building resiliency, readiness, and trust among Airmen.

**21.2. Core Programs.** A comprehensive community center program includes the four core program areas to ensure consistency in program opportunities across the AF: (1) personal and professional development, (2) family and life skills, (3) performing arts, and (4) recreation and leisure.

21.2.1. Personal and professional development provides and facilitates opportunities for personal and professional development activities to encourage Airmen, retirees, and family members to develop individual interests and competencies, to develop a positive self-image, to learn about and participate in the democratic process, to respect their own and others' cultural identities, and to enhance their skills.

21.2.2. Family and life skills activities are offered to develop patrons' capacity to engage in positive behaviors that nurture their well-being, sustain meaningful relationships, set personal goals, and enhance their competencies to live successfully as self-sufficient adults. Program examples include money management, real estate, health and wellness fairs, public speaking, job fairs, resume writing, and computer classes. Community center offers frequent cooperative programs with Health Promotion, Family Advocacy, and the Airman and Family Readiness Center on a regular basis.

21.2.3. Performing arts programs and activities are offered enabling patrons to develop their creative and cultural awareness through knowledge and appreciation of music, theater, film, and video production.

21.2.4. Recreational and leisure programs and activities are offered to help patrons make positive use of leisure time and to develop an appreciation for the environment. The community center manager must ensure the following space and activities is provided by community centers: **(T-3)**.

21.2.4.1. Areas for self-directed activities, e.g., board games, fantasy card games, state-of-the-art computer gaming, television, billiards, ping pong, etc.

21.2.4.2. Space for computers as well as free wireless internet service for patrons.

21.2.4.3. Meeting space for eligible groups as defined in this instruction. Eligible groups are sponsored by an eligible patron.

21.2.4.4. At least one semiannual market-driven event to promote community cohesion and resiliency. Event examples include Fourth of July celebrations, holiday tree lighting ceremony, concerts in the park, Make a Difference Day, talent contests, community yard sales, and festivals.

21.2.4.5. Center provides, at a minimum, AFSVA core events annually to promote community cohesion and resiliency. Trade mark events include the Bed Race, Build a Boat, Give the World a Hand, Let's Celebrate, contests, tournaments, competitions and Airmen programs.

## Chapter 22

### RECREATIONAL CLUBS

**22.1. Program Purpose.** The purpose of recreational clubs is to meet the needs of special-interest groups to enhance teambuilding, unit cohesion, trust, and promote the resiliency and readiness of Airmen. Recreational clubs are not private organizations as defined in AFI 34-223. Recreational clubs are AF sponsored activities and are part of the installation's MWR program and governed as such. Recreational club sponsoring MWR program manager must ensure club compliance with AFMAN 34-201. **(T-1)**. Some examples of recreational clubs include horseback riding, sailing, skiing and SCUBA diving.

#### **22.2. Recreational Club Establishment and Participant Eligibility.**

22.2.1. Recreational clubs may be established by an MWR activity if it is determined there is market demand. Prior to establishing a club, the MWR activity accomplishes a business case analysis to determine financial impact of the operation on the installation MWR fund. The business case analysis should clearly show club establishment is in the best interest of the AF and does not negatively impact the MWR fund. Recreational clubs operations should be evaluated every other year at a minimum to validate continued operations remain in the best interest of the AF. This ensures clubs remain active, attract and retain an engaged membership, fully utilize facilities and equipment, and meet operational goals. The annual evaluation also evaluates if a self-funded private organization can meet the local recreational interest instead of a recreational club.

22.2.2. The Force Support commander or director must ensure club attendance and participation is limited to MWR eligible patrons as defined in **Attachment 2**. **(T-0)**.

22.2.3. Guest participation is allowed if the guest is accompanied by the sponsoring member and installation commander's guest policy is observed.

**22.3. Dues.** Dues may be established to support membership club operations. Proposed dues should be approved by the Force Support commander or director.

**22.4. Retail Sales.** Recreational clubs may sell goods and services related to the purpose and function of the club. Refer to **Chapter 3.27**.

**22.5. Snack Bars.** Snack bars supporting recreational clubs may be established according to **Chapter 11**. Snack bar staffs are employees of the MWR activity.

**22.6. Alcoholic Beverages.** The sponsoring Force Support program manager must ensure recreational clubs sell alcoholic beverages in accordance with AFI 34-219. **(T-0)**. Club participants may not consume alcoholic beverages prior to or during recreational activities.

**22.7. Skeet and Trap Clubs.** The sponsoring Force Support program manager must ensure Skeet and trap clubs follow skeet and trap range guidance in **paragraph 18.22**. **(T-1)**.

SHON J. MANASCO  
Assistant Secretary of the Air Force  
Manpower and Reserve Affairs

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

AFPD 34-1, *Air Force Services*, 11 October 2018

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 33-360, *Publications and Forms Management*, 1 December 2015

Privacy Act of 1974 (5 USC § 552a)

AFI 34-202, *Procedures for Protecting Nonappropriated Funds Assets*, 22 December 2015

Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794(d))

DoDD 1020.1, *Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of Defense*, 31 March 1982

AFI 33-322, *Records Management Program*, 4 June 2012

AFI 23-111, *Management of Government Property in Possession of the Air Force*, 19 November 2018

DoDI 1015.10, *Military Morale, Welfare, and Recreation (MWR) Programs*, 6 July 2009

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Other Nonappropriated Fund Instrumentalities (NAFIS)*, 16 January 2019

AFMAN 34-201, *Use of Nonappropriated Funds*, 28 September 2018

AFMAN 10-1004, *Conducting Air Force Open Houses*, 23 August 2018

AFI 35-101, *Public Affairs Responsibilities and Management*, 12 January 2016

AFI 34-223, *Private Organizations (PO) Program*, 13 December 2018

AFI 34-209, *Nonappropriated Fund Financial Management and Accounting*, 10 January 2005

AFMAN 34-214, *Procedures for Nonappropriated Funds Financial Management and Accounting*, 14 February 2006,

AFI 34-108, *Commercial Sponsorship and Sale of Advertising*, 21 August 2018

AFI 34-144, *Child and Youth Programs*, 2 March 2016

AFI 34-205, *Services Nonappropriated Fund Facility Projects*, 18 October 2018

AFI 34-211(I), *Army and Air Force Exchange Service Operations*, 11 July 2017

AFI 34-219, *Alcoholic Beverage Program*, 30 September 2016

18 USC § 203, *Compensation to Members of Congress, officers, and other in matters affecting the Government*

18 USC § 205, *Activities of Officers and Employees in Claims Against and Other Matters Affecting the Government*

5 USC § 7101 et seq, *Labor-Management Relations*

AFI 36-3101, *Fundraising*, 9 October 2018

DoD 5500.07-R, *Joint Ethics Regulation*, 1 August 1993

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 January 2015

AFI 35-107, *Public Web and Social Communication*, 15 March 2017

AFGM 2018-17-02, *Air Force Guidance Memorandum Establishing Enterprise Information Technology Management*, 31 May 2018

DoDI 1100.21, *Volunteer Services in the Department of Defense*, 11 March 2002

AFI 36-3009, *Airman and Family Readiness Centers*, 30 August 2018

10 USC 10 § 1588, *Authority to Accept Certain Voluntary Services*

DoDI 1400.25, v541, *The DoD Civilian Personnel Management System: Awards*, 4 November 2013

AFI 36-1004, *The Air Force Civilian Recognition Program*, 29 August 2016

AFMAN 91-203, *Air Force Occupational Safety, Fire and Health Instruction*, 11 December 2018

29 CFR 1910, *Occupational Safety and Health Standards*

AFI 48-137, *Respiratory Protection Program*, 12 September 2018

DoDI 1330.13, *Armed Forces Entertainment Program*, 23 March 2004

AFI 34-126, *Armed Forces Entertainment Program*, 16 October 2018

DoDI 4515.13, *Air Transportation Eligibility*, 22 January 2016

AFSVA AF central ticket program Training Aid IT-1

AFMAN 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*, 8 November 2016

AFMAN 34-208, *Nonappropriated Fund Property and Liability Program*, 18 September 2018

AFI 51-501, *Tort Claims*, 13 September 2016

AFI 24-602V1, *Passenger Movement*, 28 April 2017

AFI 91-204, *Safety Investigations and Reports*, 27 April 2018

AFI 16-402, *Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination*, 30 May 2013

FAA *Aeronautical Information Manual (AIM)*, 13 September 2018

14 CFR **Part 1**; *General Definitions*

14 CFR **Part 61**, *Certification: Pilots, Flight Instructors, and Ground Instructors*

14 CFR **Part 91**, *General Operating and Flight Rules*

14 CFR Part 141, *Pilot Schools*

48 CFR Part 830, *Notification and reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records*

*USAF Aero Club Instructor Standardization Guide.*

*FAA Airplane Flying Handbook FAA-H-8083-3B, Third Addition*

*14 CFR Part 23, Airworthiness Standards: Normal Category Airplanes*

*FAA Aeronautical Information Manual*

*14 CFR Part 61.87 (d) and (e)*

*AFTO 781A, Maintenance Discrepancy and Work Document*

*14 CFR Part 43*

*AC 43-4B, Corrosion Control for Aircraft, 11 September 2018*

*2005 FDA Foodborne Illness Risk Factors and Public Health Interventions*

*AFI 48-116, Food Safety Program, 11 September 2018*

*DoDI 1348.36, Gold Star Lapel Button, Service Flag, and Service Lapel Button, 21 December 2016*

*AFSVA Financial Program Training Aid NA-16, Recording Cost of Employee Meals*

*AFI 32-1022, Planning and Programming Nonappropriated Fund Facility Construction Projects, 30 December 2015*

*AFI 32-1053, Integrated Pest Management Program, 20 November 2014*

*AFI 32-7064, Integrated Natural Resources Management, 18 November 2014*

*DoDI 4150.07, DoD Pest Management Program, 29 May 2008*

*AFMAN 34-204, Property Management, 9 October 2018*

*DoDI 5200.2-R, Personnel Security Program, January 1987*

*DODI 1400.25, v73, DoD Civilian Personnel Management System: Suitability and Fitness Adjudication for Civilian Employees, 24 August 2012*

*AFSVA Financial Management Training Aid NA-14, Bingo and Slot Machine Reporting*

*AFMAN 65-605, v1, Budget Guidance and Procedures, 24 October 2018*

*AFI 51-601, Gifts to the Department of the Air Force, 26 November 2003*

*AFI 36-2649, Voluntary Education Program, 1 October 2014*

*AFI 16-1404, Air Force Information Security Program, 29 May 2015*

*AFI 17-130, Air Force Cybersecurity Program Management, 31 Aug 2015*

*American Library Association, "Library Bill of Rights," June 30, 2006*

*American Library Association, Intellectual Freedom Manual, 24 April 15*

*DFAS 7010.1-R, General Accounting and Finance Systems at Base Level, 15 February 1991*

*DFAS 7000.4-R, Accounting for Obligations, September 2006*

*AFI 52-101, Planning and Organizing, 5 December 2013*

AFI 36-2605, *Air Force Military Personnel Testing System*, 24 September 2008

AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 8 November 2016

AFI 14-132, *Geospatial Intelligence (GEOINT)*, 23 December 2016

AFI 51-105, *Legal Information Services*, 18 September 2018

DoD Financial Management Regulation 7000.14-R, *Department of Defense Financial Management Regulation; v2B, Budget Formulation and Presentation*, November 2017

Title 17 USC, *Copyright Act*, 19 October 1976

AFI 64-117, *Government Purchase Card Program*, 22 June 2018

AFI 65-103, *Temporary Duty Orders*, 5 August 2005

OSHA Directive 02-02-069, *Enforcement Procedures for Occupational Exposure to Bloodborne Pathogens*, 27 November 2001

AFI 44-108, *Infection Prevention and Control Program*, 11 December 2014

US Consumer Product Safety Commission's publication #325 *Public Playground Safety Handbook*, 29 December 2015

49 CFR 173.34, *Qualification, Maintenance and Use of Cylinders*, 1 October 2000

Compressed Gas Association's Grade E American National Standard Institute/Compressed Gas Association G7.1, 13 October 2011

AFI 32-9003, *Granting Temporary Use of Air Force Real Property*, 24 October 2018

*Gun Control Act of 1968* (Title 18 USC Chapter 44)

ATF Publication 5300.4, *Federal Firearms Regulations Reference Guide*, September 2014

AFMAN 91-201, *Explosives Safety Standards*, 21 March 2017

AFI 31-101, *Integrated Defense(ID)*, 5 July 2017

EPA-902-B-01-001, *Best Management Practices for Lead at Outdoor Shooting Ranges*, June 2005

Allowance Standard 410, *Morale, Welfare, and Recreation and Physical Training*

33 CFR Part 173, Subpart D, *Issue of Certificate of Number*

14 CFR Part 105, *Parachute Operations*, 1 January 2012

AFI 36-2910, *Line of Duty (LOD) Determination, Medical Continuation (MEDCON), and Incapacitation (INCAP) Pay*, 8 October 2015

Memorandum *Nonappropriated Fund Instrumentality Self Storage Activities*, 11 August 2009

DoDI 1015.13, *DoD Procedures For Implementing Public-Private Ventures (PPVs) for Morale, Welfare and Recreation (MWR)*, 11 March 2004

DoDI 7700.18, *Commissary Surcharge, Nonappropriated Fund (NAF), and Privately Financed Construction Reporting Procedures*, 15 December 2004

AFI 48-114, *Swimming Pools, Spas, and Hot Tubs, and Natural Bathing Areas*, 27 October 2014



*Model Aquatic Health Code*, (<https://www.cdc.gov/mahc/editions/current.html>)

CFR 35.151, *New Construction and Alterations*

Centers for Disease Control and Prevention, *Healthy Swimming program*

DoDI 6060.02, *Child Development Programs*, 5 August 2014

DoDI 1348.36, *Gold Star Lapel Button, Service Flag, and Service Lapel Button*, 21 December 2016

DoDI 1000.15, *Procedures and Support for Non-Federal Entities Authorized to Operate on Department of Defense Installations*, 28 October 2008

### ***Prescribed Forms***

None

### ***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1584, *USAF Aero Club Standardization Record*

AF Form 1585, *Covenant Not to Sue and Indemnity Agreement*

ATF Form 4473, *Firearms Transaction Record Part I—Over-the-Counter*

DoD Form 2793, *Volunteer Agreement*

DoD Form 4, *Enlistment/Reenlistment Document Armed Forces of the United States*

DoD Form 2760, *Qualification to Possess Firearms or Ammunition*

### ***Abbreviations and Acronyms***

**AAFES**—Army and Air Force Exchange Services

**AC**—Advisory Circular

**AF**—Air Force

**AFI**—Air Force Instruction

**AFIMSC**—Air Force Installation and Mission Support Center

**AFMAN**—Air Force Manual

**AFMC**—Air Force Material Command

**AFPD**—Air Force Policy Directive

**AFSVA**—Air Force Services Activity

**AFTO**—Air Force Technical Order

**ATF**—Bureau of Alcohol Tobacco, Firearms and Explosives

**CDC**—Centers for Disease Control and Prevention

**CFR**—Code of Federal Regulations

**EPA**—Environmental Protection Agency  
**DFAS**—Defense Finance and Accounting Service  
**DoD**—Department of Defense  
**DoDD**—Department of Defense Directive  
**DoDI**—Department of Defense Instruction  
**FAA**—Federal Aviation Administration  
**IAW**—In Accordance With  
**MICT**—Management Inspection Communication Tool  
**MWR**—Morale, Welfare, and Recreation  
**NAF**—Nonappropriated Fund  
**NAFI**—Nonappropriated Fund Instrumentalities  
**OSD**—Office of the Secretary of Defense  
**OSHA**—Occupational Safety and Health Administration  
**PII**—Personally Identifiable Information  
**POM**—Program Objective Memorandum  
**SCUBA**—Self-contained Underwater Breathing Apparatus  
**SORN**—Statement of Record Notice  
**US**—United States  
**USC**—United States Code

### *Terms*

**Aero Club Student**—Refers to an individual training for, but not yet certificated as a private pilot. This also applies to any individual holding a recreational pilot certificate, or another country or military certificate but does not yet hold a Private Pilot Certificate or higher.

**Advertising**—The medium providing conspicuous notice or information to the public through **private and public media such as newspapers, magazines, electronic trade and professional journals, Web sites, mass e—mail distribution, special printed matter, circulars, flyers, posters, signs, radio, television, and other promotional devices such as decals, table tents, or activity calendars.** Includes merchandise containing advertising that is free of charge as a bonus or an inducement to buy. Examples of premiums are water bottles or key chains having an intrinsic item value of not more than U.S. \$20 retail.

**AF Common Output Level Standards**—AF tool that is used to determine the level of appropriated funds required to meet designated standards.

**AF Name Brands**—Nationally branded food and beverage concepts, such as PF Chang's, are contracted and centrally managed by AFSVA.

**AF Signature Brands**—Standardized proprietary food operations centrally managed by AFSVA. JR Rockers and Rickenbacker's are examples of AF signature brands.

**Calcutta**—There are many variations of “Calcutta” tournaments. In its basic form, Calcutta is an open auction held in conjunction with a golf tournament. Participants bid on a contestant who pays out the owner a predetermined proportion of the pool depending on how the contestant performs in the tournaments.

**Category A, Mission Sustaining Activities**—These activities are essential to the military mission and must be provided in all but the most extenuating conditions, i.e., contingency operations. **(T-0)**. Consequently, these programs are authorized to receive maximum appropriated fund support. Category A activities have the least capacity to generate revenue. The AF goal is 100 percent appropriated fund support where authorized for Category A activities.

**Category B, Basic Community Support Activities**—These activities have the capacity to generate some nonappropriated fund revenue. Category B activities may be provided substantial support from appropriated funds. This category includes essential Force Support activities that provide a fundamental core of the Force Support programs at AF installations. The AF goal for appropriated fund support of Category B activities is a minimum of 65 percent of direct costs.

**Category C, Revenue—Generating Activities** - These activities have the highest capacity to generate revenue and are considered self-sustaining, capable of funding most expenses. Category C activities are considered desirable to the military community and make major contributions to mission accomplishment and personnel recruitment and retention. Category C activities are authorized indirect appropriated fund support and limited direct appropriated fund support. For example, direct appropriated fund support is authorized to correct health and safety deficiencies. Category C programs at designated remote and isolated locations are authorized the same type of funding as Category B programs.

**Challenge by Choice**—This allows everyone to be involved and to challenge themselves, but at their own pace and in their own way.

**Change Fund**—Cash on hand for making change, cashing checks, foreign currency conversion funds, petty cash, and foreign currency accommodation sales.

**Concessionaire**—A contracted business arrangement or lease for the use of Government land or property to sell products and services.

**Dram Shop Liability**—Refers to State statutory provisions and common law liability of a bar, tavern or similar establishment where alcoholic beverages are sold for the tortious acts and omissions of drunken or impaired customers.

**Equipment Loan Items**—Refers to equipment purchased with appropriated funds which the outdoor recreation issues at no cost to installation units for squadron morale events.

**Equipment Rental Items**—Refers to equipment purchased with nonappropriated funds which outdoor recreation programs makes available for rental to eligible MWR patrons.

**Essential Products Program**—AFSVA leverages purchasing power by delivering decentralized ordering capability to support day-to-day tactical operations by acquiring quality products at favorable prices.

**Flight Instructor**—Refers to an FAA certificated flight instructor who has completed all checkout requirements prescribed by this instruction and has been approved by the manager to conduct flight instruction. Additionally, an "instrument" flight instructor is one who holds a valid FAA instrument flight instructor rating and has been approved to conduct instrument flight training by the manager.

**Frequent Camper Program**—A mandatory program for all Air Force campgrounds accepting payment for overnight parking of recreational vehicles. It is a "frequent flyer" type program for recreational vehicle camp guests.

**Gambling**—Playing games of chance for money.

**Gift Card**—This is a prepaid card that is sold at force support activates. It is accepted at all Force Support programs for good and services.

**Greens Fee**—The charge for playing one round or session on a golf course.

**Ground Instructor**—Refers to an FAA certificated ground instructor who has been approved by the manager to conduct ground instruction.

**Integrated Defense Council**—A group that evaluates an installation's security vulnerabilities. Furthermore, Integrated Defense Council approves the designation of, or any changes to, controlled and restricted areas, waivers or deviations to current security standards, approval of any revisions to the installation's defense plan.

**Integrated Defense Plan**—The installation's plan to mitigate security vulnerabilities.

**Integrated Library System**—This is an enterprise resource planning system for a library, used to track items owned, orders made, bills paid, and patrons who have borrowed.

**Light Sport Aircraft**—An aircraft, other than a helicopter or powered-lift that has the characteristics as described in 14 CFR Part 1.1.

**Lottery-Like Tournaments**—Tournaments that sell tickets or award tickets as prizes giving prizes to the holders of numbers drawn at random.

**Management Internal Control Toolset (MICT)**—This is a two-way communication tool designed to improve compliance with published guidance and communication risk and program health up and down the chain of command in near real-time.

**Media Mix**—refers to the combination of advertising channels that is used in the promotion of a particular good or service. The idea is to choose the right combination to communicate with the audience and make an impact as estimated in the media planning strategy.

**Members First**—As a club membership benefit, Members First provides exclusive discounts and other benefits available only through AF club membership.

**Minimum Impact Camping**—It is important for campers and hikers to avoid disturbing the land and the wildlife while camping. Over time, even small impacts to the outdoor environment can add up to a great deal of damage to the natural environment. Responsible camping that leaves no trace upon departure of campsites to include traveling to and from the campsite. Native materials are not used to build windbreaks, trash is removed, and disturbing wildlife is avoided.

**Mobility Disability**—A mobility impairment is a disability that interferes with a person's ability to perform tasks that require motor control and coordination. Such disabilities can involve the upper body, lower body, or both, and range from paralysis to amputation.

**National Agency Check**—This is a background investigation primarily for federal employees who will not have access to classified information.

**Nonappropriated Funds**—These are Federal funds that are not appropriated by the Congress and that are separate and apart from funds recorded in the books of the Treasury. Within the DoD, nonappropriated funds come primarily from the sale of goods and services to military and civilian personnel and their family members, and are used to support Air Force Services, billeting, and certain religious and educational programs.

**Nonappropriated Fund Instrumentality (NAFI)**—An integral DoD organization and fiscal entity that performs a governmental function and enjoys the legal status of an instrumentality of the US. NAIs act in their own name to provide or assist other DoD organizations in providing Air Force Services programs for military personnel and authorized civilians.

**Pilot**—Refers to the individual acting as pilot-in-command of an aero club aircraft.

**Program Objective Memorandum (POM)**—This is the primary document used by the AF to submit programming proposals. The POM includes an analysis of missions, objectives, alternative methods to accomplish objectives, and allocation of resources.

**Progressive Gaming Machine Configurations**—Progressive machines are a group of many gaming machines linked together by a network. The jackpot continues to grow on the networked gaming machines as more people play the machine until somebody hits the winning symbols for the top award.

**Pull Tab Bingo**—Pull tab bingo (or break opens) are similar to lottery tickets, but they are made from two layers of poster board, glued together with die cut "windows" which snap open to show symbols or numbers.

**Recreational Vehicle Camp**—A campground designed for recreational vehicles. The campground typically have paved parking sites with water, electric, and sewer utility hookups.

**Security Asset Manager™**—Electronically controlled cabinets to store, audit, and manage keys and assets.

**Statue Mile**—1 Statute Mile equals 1,609 meters or 5,280 feet. The measurement is used in land navigation and aviation club clearance.

**Tip Jar**—A jar or similar container that is placed near the point of service allowing customers to leave a gratuity if so desired.

**United States Bowling Congress**—This organization is the National Governing Body for bowling and a membership organization that provides standardized rules, regulations and benefits.

**Voluntary Emeritus Corp**—This program honors retired or separated Federal employees for the work who achieved offers allowing them to accept volunteer positions in the Federal government. Voluntary Emeritus Corps assignments are not considered employment by the Federal government except for purposes of injury compensation as described in the Federal Register, v76, Number 30, Monday February 14, 2011, Notices, Chapter 9.

**V<sub>sse</sub>**—This is the safe, intentional one-engine inoperative speed. Originally known as “Safe Single-Engine Speed” as defined in 14 CFR Part 23.

**V<sub>yse</sub>**—Best single-engine rate-of-climb speed “blue line” (multiengine, 12,500 pounds or less).

## Attachment 2

## GENERAL MWR PROGRAM ELIGIBILITY AND USE (T-0)

**A2.1.** If Force Support facilities cannot accommodate all authorized patrons, the installation commander determines specific use priorities based on [Table A2.1.](#) and [A2.2.](#)

**A2.2.** Family members include the spouse and the following people who receive more than 50 percent of their support from the sponsor:

A2.2.1. Parents (including adopted, stepparents, and parents-in-law).

A2.2.2. Unmarried children (including adopted, stepchildren, and wards) under 21 years old, unmarried children under 23 years old who are attending school full time, and unmarried children over 21 years old who have mental or physical disabilities.

**Table A2.1. Unlimited Program Eligibility and Use Priority.**

CATEGORY	PRIORITY	AUTHORIZED GROUP	COMMENTS
Uniform Service members and their family members	1	<p>Member on active duty (Army, Navy, Air Force, Marine Corps, and Coast Guard).</p> <p>Members of the Reserve Components (Ready Reserve, National Guard; Reservists in training).</p> <p>Cadets of Service Academies and U.S. Merchant Marine Cadets.</p> <p>Members of the Commissioned Corps of the Public Health Service and the Commissioned Corps of the National Oceanic and Atmospheric Administration on active duty.</p> <p>Scholarship/Contract Reserve Officer Training Corp cadets.</p>	<p>Child care priorities refer to DoDI 6060.02, <i>Child Development Programs.</i></p> <p>Reserve Officer Training Cadets refer to <b>Note 1.</b></p> <p>Delayed entry personnel refer to <b>Note 2 and 3.</b></p>

		Delayed Entry Personnel and their family members: officers and enlisted personnel who join the Armed Services that elect to delay entry into active duty.	
Service retirees and their family members	2	Retired from active duty.	
	3	Members of the Retired Reserve, and retired without pay (including those who have qualified for retired pay at age 60 but have not yet reached age 60), and their family members.	Priority 3 for all category A & B activities. Have the same priority as retired from active duty, and their families, in category C activities.
Others separated from the Armed Forces and their family members	4	Honorably discharged veterans with 100 percent service-connected disability and involuntarily separated service.  Members under the Transition Assistance Management Program. Personnel separated under the Voluntary Separation Incentive and Special Separation Benefit programs for two years after separation.	
	5	Medal of Honor recipients.	
Former and/or surviving spouses and family members	6	Un-remarried surviving spouses of personnel who died while on active duty or while in retired status.	
	7	Un-remarried former spouses who were married to military members for at least 20 years while the military member was on active duty in the Armed Forces.	
	8	Orphans of military members, when not adopted by new parents, and under 21 years old (can be over 21	



		if the orphans are incapable of supporting themselves, or up to 23 years old if the orphans are in full-time study).	
US DoD and Coast Guard civilians (including nonappropriated fund employees) and their family members	9	When stationed outside the US.	
Other supporters of DoD	10	US Federal employees when assigned in areas outside the US.	
	11	Medical personnel under contract to the military DoD Component during periods when the personnel are residing on the installation.	
	12	Military personnel of foreign nations and their family members when on orders from the US Armed Forces, or in overseas areas when the Major Command commander grants privileges in the best interest of the U.S.	
	13	Paid members of the American Red Cross, Young Men's Christian Association, United Services Organization and other non-Federal Entity identified in DoDI 1000.15, <i>Procedures and Support for Non-Federal Entities Authorized to Operate on Department of Defense Installations</i> when assigned with US Armed Forces outside the US.	
	14	US employees of firms under contract to the DoD working on an installation when assigned in areas outside the United States.	

**Notes:**

Installation commanders may limit access among active duty members only when space is limited. Additionally, in situations where installations are collocated with or in close proximity to neighboring installations, installation commanders may establish arrangements that further subdivide the active duty categories into two categories (1) members assigned to or supported by the installation, and (2) members not assigned to or supported by the installation, etc.

1. Reserve Officer Training Cadets on scholarship or contract are members of the Ready Reserve.
2. Delayed entry personnel are considered members of the Individual Ready Reserve and may elect to delay entry into the military for as long as a year.
3. Delayed entry personnel members and their families are authorized to utilize Force Support activities. However, only delayed entry personnel members are authorized to make purchases. DoD Form 4 *Enlistment/Reenlistment Document Armed Forces of the United States*, along with a photo identification is be used to gain access to Force Support activities. Eligibility expires one year from the date of entry which is reflected in block 8A of the DoD Form 4. Purchase of alcohol is prohibited; however, delayed entry personnel and their families are authorized to utilize the respective officer, enlisted and collocated clubs except when the clubs are offering member-only functions. Delayed entry personnel are not eligible for club membership or check cashing. When members elect to terminate their enlistment and are discharged, recruiters stamp "Services and Force Support privileges revoked," on DoD Form 4.

**A2.3.** Patrons described in [Table A2.2](#) are authorized limited use of Force Support resiliency and readiness activities and programs at the discretion of the installation commander. Commanders open programs to these patrons based on local demand and capacity. Resale of food and state tax-free beverages are restricted to amounts consumed on the premises, and to convenience merchandise incidental to daily participation (such as golf tees). Appropriated fund and nonappropriated fund civilian personnel employed by Force Support units, and their family members, may purchase goods and services from their respective activities, without restrictions, (not exchanges), where not prohibited by status-of-forces or other country-to-country agreements.

**Table A2.2. Limited Program Eligibility and Use Priority.**

<b>CATEGORY</b>	<b>PRIORITY</b>	<b>AUTHORIZED GROUP</b>	<b>COMMENTS</b>
US DoD and Coast Guard civilians and their family members	15	Both appropriated and nonappropriated fund and retired DoD and Coast Guard civilians	
DoD contractor personnel and technical representatives	16	Working on the installation.	
Others associated with DoD	17	Reserve Officer Training Cadets (other than those addressed in Priority 1 above) when participating in field training.	
	18	Former Prisoners of War and spouses of Prisoners of War or service members missing in action may use clubs.	These individuals may not be entitled to other MWR programs.
Other US Federal employees	19	All appropriated and nonappropriated employees of US Federal employees.	Authorized club membership within the US only. Limit memberships to a specific period, not to exceed one year. Installation commander re-certifies annually. Re-certification documentation is maintained by Force Support units.
Military Housing Privatization Initiative employees and residents and privatized Army lodging employees	20	Military Housing Privatization Initiative employees or residents and privatized Army lodging employees.	
Guests	21	Those otherwise not eligible to use Force resiliency and readiness programs, when specifically invited and accompanied by an authorized person.	

Au pair	22	A young adult, 18-26 years of age, from another country, accepted by the United States Information Agency-approved au pair organization, and afforded the opportunity to learn and live with a military family within the US while attending an accredited post-secondary institution of higher education for not less than six hours of academic credit or its equivalent.	
Members of the public within the US	23	Local leaders (Honorary Squadron Commanders, etc.) as designated by the installation commander.	Fees for non-DoD personnel are set higher than rates charged to active duty military, dependents, retirees, and non-DoD civilians. See Notes1-3.
	24	Gold Star Lapel Button Family Members as defined in DoDI 1348.36, paragraph 3.2., <i>Gold Star Lapel Button, Service Flag, and Service Lapel Button</i> . Refer to <a href="#">paragraph 4.22.8.2</a> .	
	25	Gold Star Next of Kin Family Members as defined in AFI 36-3002. Refer to <a href="#">paragraph 4.22.8.2</a> .	
	26	Members of the general public can attend infrequent Force Support-sponsored resiliency and readiness events as authorized by the installation commander.	
	27	Members of the general public within the US and its territories and possessions may use category C programs on a recurring, self-directed basis.	AIS may grant waiver for up to 5 years; expiration date of waiver will be specified in the waiver approval memorandum. <b>(T-1)</b> . See Notes1-3.
	28	Students without MWR eligibility and enrolled in a K-12 school located on an AF lead installation may be	The installation designates MWR facilities available for student use. These

		granted access to MWR facilities for school sponsored educational activities.	students must be accompanied by a sponsor or designee while in attendance MWR activity. <b>(T-3)</b> . See note 2.f. below.
<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Rules governing local procedures on the number of guests and the frequency of use at specific facilities will be put into an installation policy letter or installation regulation. <b>(T-1)</b>.</li> <li>2. The installation commander determines that adequate facilities are available and the facilities are currently underutilized by higher priority users (must be re-certified through AFSVA Commander to AF/A1S for approval prior to expiration specified in the AF/A1S approval memorandum). <b>(T-1)</b>. The approval package must identify the financial and non-financial benefits to the installation for approving such access. <b>(T-1)</b>.       <ol style="list-style-type: none"> <li>a. Allowing these individuals to use these facilities is beneficial to both the military members and civilians in the community.</li> <li>b. No conflict exists with Federal, State, or local laws (including Status-of-Forces Agreements).</li> <li>c. Local municipal officials, including Chamber of Commerce, affected by the proposed expanded use concur with allowing members of the public to use a Category C Force Support facility. A majority of owners of publically-accessible (not private with a limited opportunity for the public to utilize) businesses of a like nature must not object to the proposed expanded use of Force Support facilities. <b>(T-1)</b>. This must include business owners whose main public entrance is located within a ten (10) mile drive of the main public entrance of the Force Support facility. <b>(T-1)</b>. For public use of golf facilities, there must be 100 percent concurrence from the owners or operators of local civilian golf facilities within a 10 mile driving distance stating the owners do not object. <b>(T-1)</b>. Authorization must be limited to attendance and purchase of food and beverages, and convenience merchandise incidental to participation (such as golf tees and balls). <b>(T-0)</b>. Refer to Status-of-Forces Agreements for overseas areas.</li> <li>d. The members authorized are designated by letter maintained on file by the Force Support commander or director.</li> <li>e. Fees for non-DoD personnel must be set higher than rates charged to active duty military, dependents, retirees, and non-DoD civilians. <b>(T-1)</b>.</li> <li>f. When sponsoring a group of guests on a recurring basis (e.g., a youth sports team, class of students), the Force Support facility manager may act as the sponsor of the guests and delegate the accompaniment duty to the team coach, program manager, faculty teacher or school staff member. Such a practice must not undermine the safety requirements (e.g., pool lifeguard ratios) associated with such guests or materially interfere with the use of the Force Support facilities or equipment by authorized patrons. <b>(T-1)</b>.</li> </ol> </li> <li>3. Requests from the installation commander must contain the information required in note 2 and be endorsed by the respective major command A1 and AFSVA commander. <b>(T-1)</b>.</li> </ol>			

## Attachment 3

## OUTDOOR RECREATION TRAINING AND CERTIFICATION STANDARDS

Table A3.1. Outdoor Recreation Training and Certification Standards.

Activity	Instructional Programs		Trips & Outings	
	Required	Recommended	Required	Recommended
All Activities	First aid and cardiopulmonary resuscitation certification		First aid and cardiopulmonary resuscitation certification	
Aquatic Exercise	Aquatic exercise instructor training			
Backcountry/Wilderness Travel, Summer	Wilderness First Aid training	Minimal impact - Backcountry travel training	Wilderness First Aid training	Minimal impact - Backcountry travel training
Backcountry/Wilderness Travel, Winter	Wilderness First Aid training  Avalanche safety training (mountainous areas)	Minimal impact - Backcountry travel and winter survival training	Wilderness First Aid training  Avalanche safety training (mountainous areas)	Minimal impact - Backcountry travel and winter survival training
Canoeing, Flatwater	Flatwater canoeing instructor training			Flatwater canoeing course
Canoeing, Whitewater (Class III minimum)	Whitewater canoeing instructor training  Swiftwater rescue training		Swiftwater rescue training	Whitewater canoeing instructor training
Climbing Wall	Climbing wall & equipment management training		Climbing wall & equipment management training	
Cycling		Cycling instructor course		Cycling training course
Hunting	Hunter safety instructor course		Hunter safety course	

Kayaking, Sea/Touring (Ocean or Coastal)	Sea kayak instructor training		Sea kayak training course	Sea kayak instructor training
Kayaking, Sea/Touring (Inland Lake or River)	Sea kayak instructor training			Sea kayak training course
Kayaking, Whitewater	Whitewater kayak instructor  Swiftwater rescue training		Swiftwater rescue training  Whitewater kayak training	Whitewater kayak instructor
Power Boating	US Coast Guard Auxiliary boating course			US Coast Guard Auxiliary boating course
Ropes Course	Ropes course facilitation and safety course		Ropes course facilitation and safety course	
Sailing	Sailing instructor training		Sailing course	
SCUBA	SCUBA instructor certification		Dive master training	SCUBA instructor training
Skiing, Cross Country	Cross country ski instructor course			Cross country skiing course
Skiing, Downhill	Alpine/downhill ski instructor training			Alpine/downhill ski course
Skiing, Telemark	Telemark ski instructor course			Telemark ski course
Skydiving	Skydiving instructor certification		Jumpmaster rating	Skydiving instructor certification
Snowboarding	Snowboarding instructor course			Snowboarding course
Stand-Up Paddle boarding (SUP)	Stand-Up Paddle boarding instructor training		Stand-Up Paddle boarding training course	
Swimming	Swimming instructor training	Lifeguard certification	Lifeguard certification	
Windsurfing	Boardsailing instructor course			Boardsailing course
Youth Programs	Background checks		Background checks	

