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OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE  
INSTRUCTION 34-101**



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**Services**

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

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This publication 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. Developed in collaboration between the Deputy Chief of Space Operations for Personnel (SF/S1), Deputy Chief of Staff for Manpower, Personnel, and Services for the United States Air Force (AF/A1), the Chief of the Air Force Reserve (AF/RE), and the Director of the Air National Guard (NGB/CF). This publication applies to all civilian employees and uniformed members of the Regular Air Force (RegAF), the United States Space Force (USSF), as well as the Air Force Reserve, and the Air National Guard. Additionally, it applies to Department of Defense (DoD) contractors who are contractually obligated to comply with Department of the Air Force (DAF) publications. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Directive (DoDD) 5400.11, DoD Privacy Program. The applicable System of Record Notice (SORN)s F034 AFPC B, *AF Morale, Welfare, and Recreation membership programs* are available at <http://dpclo.defense.gov/Privacy/SORNs.aspx>. 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 Department of the Air Force (DAFI) 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 requestor's commander for non-tiered compliance items. Refer

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### ***SUMMARY OF CHANGES***

This document has been substantially revised and should be completely reviewed. It breaks out and further defines collocated Event Centers and Community Commons. Redundancies with AF Manual (AFMAN) 34-151, *Gaming Operational Procedures*, and AFMAN 34-152, *Air Force Aero Club Operations* have been eliminated. Guidance has been added on healthy food options and American Forces Travel program<sup>SM</sup>. Language from Directive-type Memorandum 21-003, "Access to Morale, Welfare, and Recreation Category C Online Activities, DoD Commissaries, and Military Service Exchanges" has been added.

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## Chapter 1

### DEPARTMENT OF THE AIR FORCE MORALE, WELFARE, AND RECREATION (MWR) PROGRAMS AND USE ELIGIBILITY 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 and Guardians. This Department of the Air Force Instruction (DAFI) defines user eligibility (authorized patrons), funding, and DAF MWR program guidance.

**1.2. Program Overview.** MWR programs included in this DAFI are Marketing; Community Center; Outdoor Recreation; Arts and Crafts; Auto Hobby; Golf; Aero Club; Information, Ticket, and Travel; Bowling; Gaming; Library; Clubs; Community Commons; Event Centers, and other membership clubs.

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### 2.1. Headquarters Air Force 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 funds (APF) and nonappropriated funds (NAF) after coordination with Assistant Secretary of the Air Force, Financial Management and Comptroller (SAF/FM) and Deputy Assistant Secretary of the Air Force for Budget (SAF/FMB).

2.1.3. Acts on requests for waivers to established policies.

2.1.4. Advocates through the appropriate corporate governance body and the Air Force 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.

2.1.6. Administers the Department of the Air Force Central Fund Instrumentalities and establishes any new Central Fund Instrumentalities as required, with the exception of special purpose Central Fund Nonappropriated Fund Instrumentalities, which are established by Chief of Staff of the Air Force in accordance with AFMAN 34-201, *Use of Nonappropriated Funds*.

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

2.2.1. Responsible for Program Objective Memorandum (POM) submissions and managing centrally-funded APFs for Force Support MWR programs.

2.2.2. Manages annual strategic requirements and initiatives submissions to be added in the Program Objective Memorandum (POM) process. (e.g., installation submits FF&E requirements for approved new or expanded construction projects).

2.2.3. Develops APF resourcing strategy and consolidates, validates, and distributes Force Support MWR APFs to installations and the Air Force Services Center (AFSVC).

2.2.4. Facilitates coordinate and integrate Department of the Air Force, Headquarters Air Force, Air Force Services Center, and AFIMSC HQ joint MWR program future capabilities, and cross-functional solutions for identification, development, and implementation.

2.2.5. Coordinates and provides concurrence on any new requests, which will add requirements to the MWR APF baseline, e.g., hybrid transformation requests, or change of activity to contract.

#### 2.3. Air Force Services Center (AFSVC).

2.3.1. Oversees, develops, and publishes current operational guidance and procedures to the installations.

2.3.2. Conducts centrally managed DAF-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 NAF construction and renovation projects.
- 2.3.5. Establishes guidelines for Force Support MWR core and special programs.
- 2.3.6. Assesses MWR information and data analysis requirements, deploys, and maintains MWR information systems and conducts data operations, management, and analysis.
- 2.3.7. Develops a MWR information technology governance and associated charter for the evaluation, selection, and deployment of all NAF information systems.
- 2.3.8. Centrally manages the DAF gaming program.
- 2.3.9. Provides program management reviews and training.
- 2.3.10. With coordination/concurrence of AFIMSC Airman and Family Services Division (AFIMSC/IZA), AFIMSC Budget Office (AFIMSC/RMA), and AF/A1S, AFSVC/CC approves collocated Community Commons and Event Center requests from installations.
- 2.3.11. Maintains communication and collaboration with the Major Command (MAJCOM) A1 and Field Command (FLDCOM) S1 or equivalent on issues involving the AFSVC portfolio through the A1 Executive Advisor.
- 2.3.12. Oversees the DAF Nonappropriated Fund Instrumentality (NAFI) Digital Engagement and Web Program.

#### **2.4. Major Command (MAJCOM) or Field Command (FIELDKOM).**

- 2.4.1. Ensures the installations receive policy and assistance needed to provide quality programs to meet wartime tasking's and peacetime customer needs.
- 2.4.2. Assists and coordinates on program closures, hybrid transformation requests, installation access and participation, contracting and DAF central programs.

#### **2.5. Installation Commanders will:**

- 2.5.1. Ensure resiliency and readiness programs comply with policy and guidance.
- 2.5.2. Approve the use of MWR facilities for Force Support authorized patrons. Refer to [Attachment 2](#).
- 2.5.3. Provide adequate facilities, staffing, and resources to conduct Force Support MWR programs.
- 2.5.4. Ensures APF support is allocated in accordance with AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Other Nonappropriated Fund Instrumentalities (NAFIS)*, for MWR and other NAFI facilities and programs.
- 2.5.5. Ensure firearms sales to the public and guests of MWR eligible patrons is prohibited.
- 2.5.6. Ensure compliance with Bureau of Alcohol, Tobacco, and Firearms (ATF), occupational safety, and NAF financial and asset control procedures for receiving, storing, issuing, and selling firearms and ammunition.

#### **2.6. The Force Support Commander or Civilian Leader will:**

- 2.6.1. Manage resources to accomplish Force Support programs.
- 2.6.2. Coordinate and implement commander self-inspection program.

- 2.6.3. Provide guidance for use of facilities and Force Support programs.
- 2.6.4. Ensure compliance with payment card industry standards for programs that process, store, or transmit credit/debit card data as defined by Payment Card Industry Security Standards Council. Refer to [paragraph 3.12](#).
- 2.6.5. Develop comprehensive installation FSS-wide strategic and 5-year long-range capital improvement plans (reviewed and updated annually). Refer to [Chapter 4](#).
- 2.6.6. Ensure authorized strategic, non-strategic, and temporary memorandum of agreements are developed, current, and executed.
- 2.6.7. Approve Force Support operating instructions.
- 2.6.8. Ensure DAF Nonappropriated Fund Instrumentality (NAFI) digital engagement platforms and web presences are registered with the Air Force Services Office of Strategic Marketing (AFSVC/SVDK) and meet specifications required by the DAF-NAFI Digital Engagement and Web Program.
- 2.6.9. Ensure compliance with applicable Office of the Secretary of Defense (OSD) and DAF standards (e.g., OSD Library and Fitness Standards).

## **2.7. Force Support Flight Chiefs will:**

- 2.7.1. Provide technical and administrative supervision over Force Support programs.
- 2.7.2. Review and justify monthly, quarterly, and annual budget estimates for Force Support programs.
- 2.7.3. Review operating instructions to ensure consistent guidance.
- 2.7.4. Ensure program training requirements are correctly identified.
- 2.7.5. Ensure APF funds are executed to support requirements.
- 2.7.6. Ensure actions are taken within prescribed timeframes to correct any identified non-compliance of DAF-NAFI digital engagement platforms or web presence.

## **2.8. Force Support Managers will:**

- 2.8.1. Develop and manage a comprehensive MWR program.
- 2.8.2. Create and administer APF and NAF budgets based on documented short and long-range plans.
- 2.8.3. Manage program personnel in accordance with DAF policy and guidance.
- 2.8.4. Attend and participate in professional workshops and training as applicable.
- 2.8.5. Collect data per AFSVC operational guidance.
- 2.8.6. 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.
- 2.8.7. Establish operating instructions.
- 2.8.8. Ensure training plans are established and met.



**2.9. Funds Custodian (Resource Management Flight Chief) will:**

2.9.1. Provide direction and assistance for the protection of NAF assets.

2.9.2. Act as the custodian for all NAF assets, unless another individual is appointed in accordance with AFMAN 34-201.

## Chapter 3

### FORCE SUPPORT MWR PROGRAM

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

**3.2. United States Rehabilitation Act of 1973.** Force Support facilities and programs must be accessible and inclusive for customers with disabilities in accordance with 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 official memos in accordance with AFI 33-322, 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 must be resourced from either APFs or NAFs 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). NAF expenditures for valid resiliency and readiness programs must not be used as an augmentation of appropriations. (T-0). Refer to AFI 65-106, and AFMAN 34-201. Force Support resilience and readiness programs must be funded in accordance with current approved AF Common Output Level Standards, and DoD (Department of Defense) standards in DoDI 1015.10. (T-0).

**3.5. Fiduciary Responsibility.** NAFs are government funds entitled to the same protection as funds of the United States Treasury. These funds are designated for the benefit of authorized patrons and for the purposes of the NAF instrumentality. Within the AF, NAFs 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 AFMAN 34-201 and AFI 65-106.

**3.6. Misuse or Misappropriation of NAFs.** Force Support leadership must ensure prompt detection, proper investigation, and appropriate corrective action in matters involving suspected misuse or misappropriation of NAFs. (T-3). 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 NAFs.

**3.7. Excess Nonappropriated Funds.** A healthy MWR fund is essential to providing resiliency and readiness programs to Airmen and Guardians. Force Support annual NAF budgets must identify the entire units funding requirements. (T-3). In accordance with DoDI 1015.10 and AFMAN 34-201, AFSVC/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 APF support and funded by the hosting organization. NAFs 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 NAF Support.** Force Support resiliency and readiness programs will not provide NAF financial assistance to private organizations or individuals, unless reimbursed. **(T-0)**. Refer to 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 DAF property are responsibilities of every Force Support staff member who handles money. MWR activity managers must prepare operational instructions with specific guidance on handling and safeguarding funds. **(T-3)**. To ensure adequate safeguards are in place in accordance with AFMAN 34-202, *Procedures for Protecting Nonappropriated Funds Assets*, fund handling operational instructions must be approved by the Resource Management Flight Chief. **(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 employee is performing. All financial operational instructions are reviewed by the NAF financial analyst to ensure compliance with AFMAN 34-202 and other NAF handling guidance. **(T-1)**. Refer to AFI 65-107, *Nonappropriated Funds Financial Management Oversight Responsibilities*.

**3.11. Change and Imprest Funds.** The Fund Custodian must authorize the establishment and the amount of all change and imprest funds in accordance with AFMAN 34-202, Chapters 5 and 6. **(T-1)**. MWR programs must only use change funds for making change, cashing checks, and with resource manager approval, petty cash purchases, and other imprest fund requirements. **(T-1)**. Imprest funds may be used for designated purposes with special controls and limitations identified in AFMAN 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.** Force Support managers and leaders must utilize AFSVC's directed point of sale equipment and supporting software for all Force Support operations. **(T-1)**.

3.12.1. All point of sale software or hardware that processes, stores, or transmits credit card data must be configured according to Payment Card Industry Data Security Standards (PCI DSS) (<https://www.pcisecuritystandards.org/>). **(T-0)**. Point of sale software and hardware may include, but is not limited to, credit card terminals, point of sale systems, local unit commercial networks, third-party service providers, e-commerce, contactless payments, mobile devices, etc.

3.12.1.1. PCI DSS are mandated by the card brands, administered by the Payment Card Industry Security Standards Council, and ensure the standard is managed and monitored to increase controls around cardholder data to reduce credit card fraud to include card-not-present environments (e.g., mail-order, telephone-order) where payment card details are provided via channels that need to be evaluated and protected according to PCI DSS.

3.12.1.2. Validation of compliance is performed annually or quarterly by each unit using a PCI DSS Self-Assessment Questionnaire (SAQ) (e.g., smaller volumes use firm-specific Internal Security Assessor (ISA); moderate volumes use external Qualified Security Assessor (QSA); larger volumes involves issuing the applicable SAQ or Report on Compliance and associated Attestation of Compliance) that effectively ensures the security of financial transactions made through credit and debit cards. **(T-0)**. To identify the type of volume, the unit must accomplish a cardholder data scoping and gap analysis according to PCI DSS prior to accomplishing the applicable SAQ or Report on Compliance. **(T-0)**.

3.12.1.3. Units must make every reasonable effort to comply with the physical security requirements identified in the PCI Data Security Standards and in AFMAN 34-202. **(T-0)**.

3.12.1.4. Units must submit validation of compliance to AFSVC/SVS by providing applicable Attestation(s) of Compliance (AOC) signed by the unit commander no later than the prior year's AOC document date. **(T-0)**. If the unit is not in compliance with PCI DSS, the unit must submit the PCI DSS prioritized approach with action plan to AFSVC/SVS no later than the first duty day of each quarter until the applicable software and hardware defined in [paragraph 3.12.1](#) is fully PCI DSS compliant. **(T-0)**.

3.12.1.5. Units failing to complete applicable SAQs, Reports on Compliance, AOCs, or PCI DSS prioritized approaches may be assessed substantial financial fines by AFSVC's acquiring bank.

3.12.2. Units process point of sale transactions according to the requirements of AFMAN 34-202 and local operating instructions. **(T-1)**.

**3.13. Inventories.** Force Support program managers must maintain inventories in accordance with AFMAN 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 DAF standard NAF budget and analysis program. **(T-1)**. When preparing the rolling four quarter NAF operating budgets, consider historical data, new programs, revised pricing, and operating requirements, and in conjunction with installation comptroller squadron budget officer, and the AFIMSC APF Execution Plan budget program.

**3.15. Time Reporting.** Force Support program managers must use the DAF standard labor management system for the reporting of time and attendance records for all United States (US) NAF employees. **(T-1)**. Refer to AFMAN 34-209 for payroll processing procedures.

**3.16. Essential Products Program.** When an AFSVC 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 enhance 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 NAF civilians. These programs are authorized APF manpower for executive control, essential command supervision and in accordance with the appropriate funding category specified in AFI 65-106.

**3.19. Military Personnel.** The Force Support Commander or Civilian Leader may assign military personnel permanently to a military manpower position control number on the unit manning document in Fitness, Community Center, Community Programming and Partnership Office or Resource Management. The Force Support Commander or Civilian Leader may temporarily assign military personnel 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 civilian leader only under the following conditions:

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

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

3.19.3. The Force Support commander or civilian leader only assigns military and APF civilian personnel to Category C activities in accordance with AFI 65-106, paragraph 4.3. (T-0).

3.19.4. Temporary assignments may not exceed 90 days. (T-0).

**3.20. Background Checks.** All Force Support military members, civilians, contractors and volunteers who work with minor children must have a background check. (T-0). Refer to AFI 34-144, *Child and Youth Programs*, Chapter 10.

**3.21. Establishment of MWR Programs.** The establishment of a new Force Support MWR program must not negatively impact the MWR Fund. (T-1).

3.21.1. The installation commander must submit all requests to establish or reestablish a previously closed Force Support program through AFIMSC/IZA and AFIMSC/RMA for coordination and APF funding availability and to the AFSVC/CC for approval. (T-1). The request shall include a comprehensive business case analysis. (T-1). At a minimum, the business case analysis shall include a 5-year performance plan, organizational chart, marketing plan, and comprehensive market intelligence supporting the proposed Force Support program. (T-1).

3.21.2. The installation commander must secure APFs in accordance with AFI 65-106. APFs may not be available for several years (if at all) and the installation commander must be prepared to fund the new MWR program locally until APFs become available across the Future Years Defense Program budget. (T-1).

3.21.3. If APFs are required, the funding request must be coordinated with AFIMSC/IZA and RMA prior to approval. (T-1).

3.21.4. Force support managers and leaders may not use NAFs where APFs are authorized without a waiver to fund source. (T-1). Refer to AFI 65-106.

3.21.5. The Force Support commander or civilian leader must notify AFSVC of NAFs 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 or FLDCOM S1 or equivalent, AFSVC/CC, approved by AF/A1S, and reported to SAF/MR and AF/A1 no later than 90 days prior to proposed closure. (T-1). **Exception: This does not apply to library closures which must be approved by DoD in accordance with DoDI 1015.10, Enclosure 10, para 3. (T-0).**

3.22.1. 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.

3.22.2. Activity closure requests 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:

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

3.22.2.2. 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, readiness, and compliance with DoDI 1015.10., requests to contract out any portion of Force Support MWR programs must be approved by AFSVC/CC. **(T-1)**. In addition, if APFs are required for the contract, AFSVC/CC will coordinate the request with AFIMSC/IZA and AFIMSC/RMA. Upon approval, AFSVC/CC must notify AF/A1S of any portion of contracted-out Force Support MWR programs. **(T-1)**.

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

**3.25. MWR Program Prohibitions.** MWR Programs shall not operate or engage in lotteries or the sale of lottery tickets; pull tab Bingo; the sale of firearms or ammunition, except in rod and gun clubs, outdoor recreation programs, community recreational sports centers, skeet and trap programs, or other MWR Category B and C programs as determined by the installation commander; or the sale of State excise tax-free tobacco products through vending machines. **(T-0)**. Additionally, Force Support program managers must not:

3.25.1. Continue to offer programs that are not self-sustaining. **(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 General Policies*, and AFI 65-106. **(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 DAF, its personnel, and families. **(T-3)**. Force Support leadership should consult with the installation commander and legal office to ensure entertainment is appropriate.

3.25.6. Provide 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 unless otherwise outlined in this DAFI. **(T-1)**.

3.25.9. Conduct fundraising raffles. **(T-1)**. Refer to DoDI 1015.10, Enclosure 3, para 14.a.(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. **(T-0)**. Refer to AFI 34-211(I).

3.25.11. Sell or use tobacco products in Force Support MWR programs including e-cigarettes (vaping) and accessories (e.g., pipes and vaporizers). **(T-1)**. Refer to AFI 48-104, *Tobacco Free Living*.

**3.26. Merchandise Resale Authorization.** Installation commander ensures Army and Air Force Exchange Services (AAFES) is the primary source of resale merchandise on installation, 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).

3.26.1. Access to MWR Category C Online Activities by Honorably Discharged Veterans. Honorably discharged veterans will be authorized access to MWR Category C online activity purchases, including Military Service exchanges, through Defense Manpower Data Center data verification. **(T-0)**. Honorably discharged veteran may make MWR Category C online activity purchases for themselves and their dependents. These privileges do not extend directly to those dependents. Honorably discharged veterans authorized MWR Category C online activity shopping privileges are not authorized to receive a DoD identification card or gain access to DoD installations and other DoD property upon which physical MWR activities are located.

3.26.2. In-Store Access to Military Service Exchanges by DoD and Coast Guard Civilian Employees. DoD and Coast Guard civilian employees are authorized access to Military Service exchange online activities through Defense Manpower Data Center data verification. DoD and Coast Guard civilian employees are authorized access in-store Military Service exchange facilities in the United States and U.S. territories and possessions through the presentation of their DoD-issued CAC. DoD and Coast Guard civilian employees who are not issued a CAC may present locally issued proof of civilian employment in lieu of CAC for exchange access at their location of employment only.

3.26.2.1. Access is granted for the convenience of the DoD and Coast Guard civilian employees and is not directly linked to the employees' work assignments.

3.26.2.2. DoD and Coast Guard civilian employee access to Military Service exchange stores in the United States and in the U.S. territories and possessions excludes the purchase of tobacco products, alcoholic beverage products, or military uniform items.

3.26.2.3. Family members of DoD and Coast Guard civilian employees authorized access are not authorized online or in-store access, but DoD and Coast Guard civilian employees may make purchases for themselves and their dependents.

3.26.2.4. Installation commanders may temporarily deny DoD and Coast Guard civilian employee privileges when installation support facilities cannot handle the burden imposed. In addition, installation commanders may temporarily or permanently deny privileges to individual authorized users who are in violation of purchase restrictions in accordance with this instruction or DoD Instruction 1330.21.

3.26.2.5. Military Service exchange access by DoD and Coast Guard civilian employees and their accompanying family members who are in the U.S. territories and possessions under a valid transportation agreement are no longer limited to access at the installation to which they are assigned.

3.26.2.6. Installation commander approval is no longer required for Military Service exchange access by DoD and Coast Guard civilian employees and their accompanying family members who are: (1) evacuated from their assigned duty station during a Federally declared disaster; or (2) evacuated to a safe haven location in the United States from their duties in an overseas disaster area.

3.26.3. Access to MWR Category C Online Activities by Retired DoD and Coast Guard Civilian Employees. Retired DoD and Coast Guard civilian employees determined as eligible in accordance with the policy established in Directive-type Memorandum 21-003, will be authorized access to MWR Category C online activities, including the Military Service exchanges, through Defense Manpower Data Center data verification.

3.26.3.1. Retired DoD and Coast Guard civilian employee access to online Military Service exchanges excludes the purchase of tobacco products, alcoholic beverage products, or military uniform items.

3.26.3.2. Retired DoD and Coast Guard civilian employees may make MWR Category C online activity purchases for themselves and their dependents. These privileges do not extend directly to those dependents.

3.26.4. Non-DoD Federal Employees Serving in the U.S. Territories and Possessions. Only the Secretaries of the Military Departments may grant deviations allowing DoD commissary and exchange access for individual non-DoD Federal employees serving in the U.S. territories and possessions, provided that all of the criteria in paragraphs [3.26.4.1](#) through [3.26.4.3](#) are met and are clearly documented in a request for a waiver to policy. To implement such deviations, installation commanders may execute agreements with other U.S. Government entities.

3.26.4.1. The non-DoD Federal employee is assigned under a service agreement, as defined in Subpart 302-2.13 of Title 41, Code of Federal Regulations. Locally hired employees are excluded from waiver consideration.

3.26.4.2. Granting access will alleviate individual hardship due to extraordinarily difficult living conditions, excessive physical hardship, and notably unhealthful conditions. The waiver request must demonstrate how the living conditions, physical hardship, and unhealthful conditions are above and beyond what other Federal employees living in the area endure, including locally-hired Federal civilian employees. **(T-0)**. Criteria may be satisfied if the waiver request clearly demonstrates that no commercial sources are reasonably available to purchase food and water items meeting minimum Federal food safety standards. Temporary disruptions to food and water supplies due to temporary hardships or natural disasters such as hurricanes do not meet these criteria. Financial hardships, including those attributed to the local cost of living or challenges in recruiting and retaining personnel, do not meet these criteria.



3.26.4.3. Granting access will fit into, and support, a web of security precautions essential to ensure the safety and security of the individual employee who is subject to current and specific individual threat conditions, such as hostile or imminent danger. To demonstrate that a web of security precautions exists, the waiver request must clearly and specifically address the following: 1. How exposure to imminent danger in the local community is being limited for that individual employee, such as living in an unsecured neighborhood area; eating in restaurants, going to the movies, beaches, or other recreational activities; sending children to local school; or attending church; 2. How shopping on the installation would materially reduce the employee's total exposure to the danger.

3.26.5. A blanket waiver request for all eligible non-DoD Federal employees of a single agency will not satisfy the requirement to demonstrate personal danger or individual hardship. Waiver requests may be considered for discrete subgroups of employees who all share the same pertinent characteristics and the supporting rationale must apply to all employees in this subgroup. Waivers will not be granted for a period of more than 2 years.

3.26.6. Privileges will not include the purchase of tobacco products, alcoholic beverage products, or uniform items.

3.26.7. Access will only be used at the assigned or designated location or locations and will be rescinded upon termination or reassignment elsewhere.

3.26.8. Access will extend to family members of the non-DoD Federal employees who reside with the employee.

3.26.9. This authority will not be delegated below the PAS official or SAF/MR level.

3.26.10. This section does not apply to Military Service exchange access for Coast Guard civilian employees.

**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 where merchandise supports 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 in accordance with 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. The Force Support commander or civilian leader must approve such operations. **(T-1)**.

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). Force Support may contract with AAFES to provide the service through a management fee arrangement.

3.27.4. Force Support managers may not give away or sell merchandise for less than cost. **(T-3)**.

3.27.4.1. Merchandise may be marked down for limited promotions.

3.27.4.2. Excess inventory or dead stock can be sold for less than cost if approved by the Force Support commander or civilian leader. This includes the actual product cost and associated labor to deliver the finished product or service to the customer. Refer to AFMAN 34-209.

3.27.5. Force Support programs must charge fees to cover NAF costs. **(T-3)**.

3.27.6. Resale policies described above will not apply to:

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

3.27.6.2. NAF 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 NAF costs of providing the services. **(T-3)**.

3.27.7. Guests of eligible MWR patrons are limited in purchases to only those consumable incidental to participation in MWR programs (e.g., golf tees, golf balls, food, and beverages). **(T-0)**.

3.27.8. Sales are limited to eligible MWR patrons for amounts consumed on the premises and incidental to daily participation. **(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 reasonably be used during attendance at the range.

3.27.9. Firearms resale: Refer to [paragraph 19.19](#).

3.27.10. Force Support MWR NAF activities accepting major credit cards do not require a signature on merchant receipts for small ticket purchases (less than \$25).

**3.28. Vehicle Rental, Transportation Network Companies, and Taxi Services.** Force Support may operate vehicle rentals, transportation network companies, and taxi services with NAFs if AAFES declines. In the US, vehicle rental, transportation network companies, or taxi services will only be authorized through concessionaires. **(T-3)**. The Force Support contracting officer obtains proof of vehicle and commercial liability insurance from concessionaires. **(T-3)**. In overseas areas, vehicle rental or taxi services can be operated with NAF purchased vehicles or through concessionaires. APF vehicles, including vehicles obtained through the Defense Logistics Agency Disposition Services, will not be used in these types of programs. **(T-0)**. In areas outside of the continental United States, use of rental, transportation network companies, and taxi services must be in accordance with Status of Forces Agreement or other applicable international agreement. **(T-0)**. These programs must be self-sustaining. **(T-0)**.

**3.29. MWR Program Fee Schedules.** Fee schedules are available and are prominently displayed at the point of sale.

**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 traditional bars and lounges, coat rooms, coffee shops or bars, and for certain contract 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). Improper collection and reporting of tips may inadvertently cause employees to violate Federal criminal laws. The installation legal office must review any request to use a tip jar. **(T-1)**. Refer to Title 18 USC Section 203, *Compensation to members of Congress, officers, and others in matters affecting the Government*, and 18 USC § 205, *Activities of officers and employees in claims against and other matters affecting the Government*. 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 5 Title 5 United States Code Section 1701, *Labor-Management Relations* prior to announcing and implementing this guidance. **(T-0)**. Refer to AFMAN 34-209, for additional information on tip reporting procedures.

**3.31. Force Support Gift Cards and Gift Certificates.** Where capable, all Force Support programs sell, redeem, and accept the Force Support gift card. When Force Support programs support gift cards, the issuance of gift certificates is prohibited. **(T-1)**. If gift certificates are issued during a period when Force Support gift cards are not supported, the gift certificates are issued and controlled in accordance with AFMAN 34-202, paragraph 4.24.

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 must be treated the same as cash but cannot be redeemed for cash. **(T-1)**.

3.31.3. Gift cards do not expire. **(T-1)**.

3.31.4. Force Support managers will not replace gift cards if lost, voided, damaged, or stolen. **(T-3)**.

**3.32. NAF Information Technology Governance.** In coordination with AF/A1X and AF/A1S, AFSVC develops MWR information technology governance, associated charter for the evaluation, selection, and deployment of all NAF information systems, and distribute the governance to FSS Resource Management sections to ensure adherence at the base level. **(T-1)**. The governance ensures all MWR systems are interoperable and can grow to meet the current and future dynamic information system needs of DAF MWR programs. **(T-1)**. Specifically, the governance validates the selection of systems are in the best interest of the DAF by approving information technology requirements and capabilities, ensures data produced enhances the data analytics capabilities, and provides the approval process for the resourcing strategy. **(T-1)**.

**3.33. Allowable Games of Chance.** Bingo, Monte Carlo, and Texas Hold'em events are authorized in MWR programs in accordance with DoDI 1015.10, Enclosure 3. These games must have adequate controls in place to ensure the integrity of the games. **(T-0)**. 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 Force Support customers are permitted. For example, a poker game among four acquaintances where the total winnings do not exceed \$20. These 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 16](#).

**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, including Air Force Assistance fund or its component charities, private individuals, or installation-recognized private organizations, even if the Force Support NAF instrumentalities share in the proceeds. (T-0).

3.34.1. The Force Support commander or civilian leader 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 5 Code of Federal Regulations (CFR) Part 2635, *Standards of Ethical Conduct for Executive Branch Employees*. (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 installation commander shall authorize facility use in writing ahead of time for fundraising events on an occasional basis. (T-3). "Occasional" is defined as no 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 and Guardians. 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 DAF. 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). Rules governing local procedures on the number of guests and frequency of use of MWR programs must be incorporated in an installation policy and distributed to impacted installation units. (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](#), priority 26.

**3.36. Suspension, Termination, and Denial of MWR Privileges.** The Force Support commander or civilian leader shall suspend, terminate, or deny patronage privileges for cause. **(T-3)**. 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, terminated, or denied 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. Patrons gifting friends and family with merchandise is authorized.
- 3.36.3. Personally profiting from use of Force Support merchandise and services.
- 3.36.4. Stealing merchandise or other assets.
- 3.36.5. Presenting bad checks intentionally, repeatedly, or failing to make restitution on dishonored checks or other indebtedness owed to a Force Support activity.
- 3.36.6. Engaging in negligent acts, willful misconduct, and inappropriate sexual behavior to include accessing inappropriate websites on Force Support computers and devices.
- 3.36.7. Drug or alcohol abuse within a Force Support activity.

**3.37. Blood-borne Pathogen Standard Compliance.** DAF 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. **(T-3)**. When a Force Support employee or volunteer is trained in first aid and identified as responsible for rendering medical assistance as part of assigned duties, the individual shall comply with OSHA Directive 02-02-069. **(T-1)**. Force Support program managers must engage with the medical community and coordinate efforts to meet the blood-borne pathogen standards. **(T-3)**.

**3.38. Facility Naming.** Force Support managers and leaders must coordinate facility names in accordance with AFMAN 36-2806, *Awards and Memorialization Program*. **(T-1)**.

- 3.38.1. When referring to various program elements, they may be called by their common names such as arts and crafts, clubs, golf course, etc.
- 3.38.2. For naming recreational facilities after individuals, refer to AFMAN 36-2806.

**3.39. Barber and Beauty Shops.** NAF activities may have barber and beauty shops or allow a concessionaire to operate them subject to the following provisions:

- 3.39.1. The Force Support commander or civilian leader must coordinate barber and beauty shop concessionaire contracts with AAFES. **(T-0)**.
- 3.39.2. NAF Contracting officers must either stipulate in the contract a fixed return or provide for a percentage of the income for concessionaire activities. **(T-1)**. NAF contracting officers must consider the cost of utility expenses when establishing or renewing these concessionaire agreements. **(T-0)**.

3.39.2.1. NAF activity operating a concessionaire contract on a percentage basis must make sure the cash register is read and cleared on the last day of the accounting period and an AF Form 1875A, *NAF Individual Cashier's Report*, is completed. **(T-1)**.

3.39.2.2. The NAF contracting officer must stipulate in concessionaire contracts that the concessionaire completes an AF Form 1875A or equivalent computerized form for each day's business. **(T-1)**.

3.39.2.3. See AFI 48-117, *Public Facility Sanitation*, for beauty and barbershop sanitation standards. The NAF contracting officer must include or reference the sanitation requirements in concessionaire contracts. **(T-1)**.

## Chapter 4

### STRATEGIC PLANNING

**4.1. Strategic Planning.** Force Support program managers must strategically plan and implement Force Support resiliency and readiness programs by 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 1015.10, Enclosure 3, paragraph 2. The installation Force Support squadron or division must have current 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 two 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 will be reviewed on a frequent basis (e.g., quarterly) and adjusted as needed to achieve desired outcomes or to realign with changing customer expectations. **(T-0)**.

**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, 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. Department of the Air Force Support Installation Standards.** AFSVC will develop Force Support activity standards, with AFIMSC/IZA and AF/A1S coordination, for AFSVC/CC approval. **(T-1)**. Refer to DoDI 1015.10, Enclosure 3, paragraph 3.

## Chapter 5

### MARKETING AND PUBLICITY

**5.1. Program 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 DAF or DoD guidance, policy or statute and not detract from the office's ability to provide marketing and publicity support for MWR capabilities. **(T-0)**.

**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-1)**.

**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. **(T-1)**. Marketing offices shall use various market research tools, methodologies, and analytics as the basis for acquiring market information. **(T-1)**. 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-0)**.

**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 35-101, *Public Affairs Operations*, and OMB Memorandum M-10-23, *Guidance for Agency Use of Third-Party Websites and Applications*. **(T-1)**.

**5.5. Purchasing Advertising.** Purchased advertising to promote MWR elements of Force Support must be in accordance with DoDI 1015.10, Enclosure 12. **(T-0)**.

**5.6. Promotional Materials.** Force Support marketing manager shall purchase and produce promotional items for institutional advertising and to promote programs to eligible customers. **(T-3)**.

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 in accordance with AFMAN 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).

**5.8. Logos and Branding.** AFSVC considers all trademarks, service marks, logos, and brands under AFSVC operations, programs, and activities intellectual property of AFSVC. (T-1). These images must be used, and can only be modified with written authorization by the AFSVC Office of Strategic Marketing. (T-1).

**5.9. Department of the Air Force NAFI (AF-NAFI) Digital Engagement and Web Program.**

5.9.1. AFSVC Office of Strategic Marketing (AFSVC/SVDK) manages the DAF-NAFI Digital Engagement and Web Program. (T-1).

5.9.1.1. Any DAF-NAFI digital engagement platform, presence, or capability, including but not limited to websites, social media sites, digital signage, short message services (SMS), e-commerce, other electronic, and internet-based communication capabilities, shall comply with procedures and requirements identified in the DAF-NAFI Digital Engagement and Web Program, and may be subject to additional requirements by law or policy of the US government. (T-1).

5.9.1.2. Enterprise Digital Engagement Solution. AFSVC may purchase and implement an enterprise-wide digital engagement system to maintain brand consistency and provide optimal service capability for patrons.

5.9.2. Morale Welfare and Recreation (MWR) programs must communicate the availability of goods and services they offer to as many potential patrons as possible. (T-1). Digital reach and engagement are key tenets of marketing's ability to accomplish this objective.

5.9.3. DAF-NAFI digital engagement platforms, web presences, processes, and content will meet the following minimum standards:

5.9.3.1. DAF-NAFI Digital Engagement and Web Program Content Management. Content Management is vital to sustaining a positive customer experience. Content managers must remain vigilant of legal requirements, operational security, and brand identity of Air Force Services and the Force Support Squadron. (T-1).

5.9.3.1.1. Content Managers should develop and provide the Force Support Squadron Commander with a plan detailing how negative feedback and incidents involving responses from consumers will be resolved.

5.9.3.1.2. Content managers shall maintain a process for updating and verifying information accuracy at least monthly. (T-1).

- 5.9.3.1.3. Consent banners. Content managers using DAF-NAFI digital engagement presences must have a notice alerting visitors to the use of tracking cookies, why they are being used, and must request consent from the visitor before placing the cookies on their device. **(T-1)**.
- 5.9.3.1.4. Force Support activities only use copyrighted material with written permission from the owner. **(T-0)**.
- 5.9.3.1.5. Digital engagement platforms and web presences must be compliant with 29 United States Code Part 798, Section 508 of the *Electronic and Information Technology* of the U.S. Rehabilitation Act of 1973 compliant. **(T-0)**.
- 5.9.3.1.6. FSS activity managers and the Force Support marketing director must verify advertising does not promote products, use of products, or behavior which has an adverse effect on successful DAF mission performance and preservation of loyalty, morale, and discipline. **(T-0)**. Force Support units must not accept advertising from any establishments placed “off limits” by installation commanders or local Armed Forces Disciplinary Control Board, in accordance with AFI 31-213, *Armed Forces Disciplinary Control Boards And Off-Installation Liaison And Operations*. **(T-1)**.
- 5.9.3.1.7. Pop-up ads are prohibited on DAF-NAFI web sites. **(T-1)**. Refer to AFI 34-108, para. 3.4.3.
- 5.9.3.1.8. DAF-NAFI Social Media Sites. DAF-NAFI social media sites represent the DAF MWR functions and content should be targeted towards authorized patrons only. Refer to DoDI 1015.10 Enclosure 12, Paragraph 2.b.
- 5.9.3.2. Security of DAF-NAFI Digital Engagement and Web Programs.
- 5.9.3.2.1. Content managers must establish or ensure an operational incident-handling capability exists for systems that includes preparation, detection, analysis, containment, recovery, and user response activities. **(T-1)**.
- 5.9.3.2.2. Content managers must identify, implement, and continually update and/or upgrade necessary Secure Socket Layer SSL, Anti-Malware, and firewalls. **(T-0)**.
- 5.9.3.3. Operations Security (OPSEC) Measures:
- 5.9.3.3.1. OPSEC Fundamentals training is mandatory for all DAF OPSEC program managers, OPSEC representatives on inspection teams, and website administrators. **(T-0)**. The OPSEC Awareness for Military Members, DoD Employees and Contractors GS130.16 course is on the Center for Development of Security Excellence (CDSE), Defense Counterintelligence and Security Agency website: <https://securityawareness.usalearning.gov/opsec/>
- 5.9.3.3.2. Annually and as directed, content managers must conduct OPSEC reviews to confirm critical information and indicators are not available to the public. **(T-1)**.
- 5.9.3.4. Digital Presence Administration. Content managers and activity managers shall incorporate role-based access control (RBAC) or role-based security to restrict system access to authorized users. **(T-1)**. The components of RBAC such as role-permissions, user-role, and role-role relationships should make it simple to perform user assignments.

5.9.3.5. PCI DSS Compliance. Force support leader must ensure the components in any applications that processes, stores, and/or, transmits credit card information/cardholder data are thoroughly assessed and meet PCI DSS. (T-0). Refer to [paragraph 3.12](#).

5.9.3.6. Personally Identifiable Information (PII).

5.9.3.6.1. Content managers shall comply with privacy and information security related laws and regulations when any PII is collected, maintained, or disseminated by Force Support activities. (T-0). Use of personal information protected by 5 USC § 552a, *Records Maintained on Individuals*, is prohibited. (T-0). Refer to AFI 33-332 for more information.

5.9.3.6.2. Content managers shall establish a response plan for PII spillage. (T-1).

5.9.3.7. Units must conduct an annual review of compliance for DAF-NAFI digital engagement platforms and web presences. (T-1).

**5.10. Department of the Air Force MilMark Awards.** The DAF Military Marketing (MilMark) Awards Program is managed by the ASVC Office of Strategic Marketing on an annual basis. This program recognizes exceptional marketing campaigns and products from each calendar year. Award packages must be submitted to the Office of Strategic Marketing within prescribed timelines to be considered. (T-1).

## Chapter 6

### VOLUNTEER PROGRAM

**6.1. Program Overview.** Volunteers represent a significant resource for the DAF. 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 in accordance with DoDI 1100.21, *Voluntary Services in the Department of Defense*. **(T-0)**. Additional guidance on volunteers that support Force Support programs is found within DAFI 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 in accordance with Title 10 United States Code Section 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 shall not 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, Guardians and their families.

6.2.4. In accordance with DoDI 1100.21, volunteers may be authorized hourly child care on a space available basis at the installation's Child and Youth Programs during their volunteer hours in the course of their duties; hourly child care rates apply.

6.2.5. DD Form 2793, *Volunteer Agreement for Appropriated Fund Activities & Non Appropriated Fund Instrumentalities* must be completed before volunteer services are accepted. **(T-0)**.

6.2.6. **When conditions warrant.** The installation commander may limit volunteer services on the installation (e.g., elevated force protection conditions, real world events, exercises, training, mission demands, health, and safety).

6.2.7. Voluntary services should be accepted by the installation commander, or designee, on behalf of the DAF or on behalf of a NAF instrumentality (for volunteer efforts within MWR facilities).

6.2.8. Volunteers will not obligate the government (either appropriated or NAFs). **(T-0)**.

6.2.9. Volunteers supplement rather than replace paid employees.

6.2.10. 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)**.

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

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

6.2.13. Volunteers must only use official communications systems with appropriate Information Assurance and Privacy Act protected information (including PII) training. **(T-1)**.

6.2.14. 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.

6.2.15. Volunteers may be reimbursed by completing an Optional Form 1164, *Claim for Reimbursement for Expenditures on Official Business*, for miscellaneous expenses incurred during the course of their officially-assigned duties in accordance with DoDI 1100.21.

6.2.16. Volunteers must be at least 16 years of age or be monitored as part of a youth group or other like entity. **(T-0)**.

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

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

6.2.19. Volunteers may accomplish duties requiring limited accountability.

6.2.20. Although volunteers should not expect preferential treatment, Force Support programs may offer support such as: use of government facilities, systems, access to the installation, office space, supplies, and other equipment needed to accomplish assigned duties. Refer to DoDI 1100.21.

6.2.21. Volunteers may only be recognized through non-cash awards of little intrinsic value and intended primarily for presentation (e.g., certificates, trophies, plaques). Refer to AFMAN 36-2806, DoDI 1400.25V451 *DoD Civilian Personnel Management System: Awards*, and AFI36-1004, *Civilian Recognition Program*.

6.2.22. Volunteers maybe required to have a background investigation. **(T-0)**. Refer to [paragraph 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 and tort claims liability. **(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, and Dram Shop liability if applicable. **(T-0)**. Refer to AFI 34-219 for details on alcohol service and required training. At the completion of a volunteer's service, the volunteer's supervisor will record the amount of time donated by the volunteer on the DD Form 2793. **(T-0)**.

## Chapter 7

### GENERAL SAFETY

**7.1. Program Overview.** AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, Chapter 4, Services Operations, must be observed and is dedicated to safety requirements for Force Support operations. **(T-1)**. For other safety-related issues, Force Support operations must follow AFMAN 91-203, 29 CFR Part 1910, *Occupational Safety and Health Standards*, and other national consensus safety standards. **(T-0)**.

**7.2. Other safety concerns.** For safety issues not addressed by AFI or CFR, Force Support activity managers must consult with the installation safety office for guidance. **(T-3)**. In cooperation with installation safety and environmental offices, Force Support activity managers must ensure:

7.2.1. Equipment, facilities, and operating procedures must meet all applicable AF Occupational Safety and Health and Occupational Safety Health Act Standards. **(T-0)**.

7.2.2. Machines and equipment are inspected daily for safe operating conditions. **(T-3)**.

7.2.3. Out-of-order signs are placed on non-operational equipment and electrical sources are isolated. **(T-3)**.

7.2.4. Equipment deteriorated beyond safe operating limits are disposed. **(T-3)**.

7.2.5. A proper maintenance schedule shall be established for all equipment. **(T-3)**.

7.2.6. All hand tools, power tools, electrical cords, and plugs are organized with a check-out system and inspected before use. **(T-3)**.

7.2.7. Customers using hazardous equipment or operating machinery must be qualified to handle 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. **(T-3)**.

7.2.8. Customers must demonstrate safe operation of machines before certification is granted. **(T-3)**.

7.2.9. Safety checks are conducted when issuing or renewing equipment operator cards. **(T-3)**.

7.2.10. Set guidelines for minors using equipment or materials when hazardous conditions exist. **(T-3)**.

7.2.11. All users are trained on how to don, doff, clean, maintain, use, and the limitations of personal protective equipment prior to using it. **(T-1)**.

7.2.12. Gloves, proper eye protection, and headgear are used when 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*.

7.2.13. Only trained and experienced personnel operate kilns. **(T-3)**.

7.2.14. Materials and supplies are 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 in accordance with Safety Data Sheets or by consulting the Hazardous Material Management Program Team. **(T-1)**.

7.2.15. Where necessary (e.g., hobby shops), floors must 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. **(T-3)**.

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

7.2.17. After review by the 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)**.

7.2.18. Customers will immediately report all injuries to Force Support personnel and installation safety office. **(T-3)**.

## Chapter 8

### DEPARTMENT OF THE AIR FORCE ENTERTAINMENT

**8.1. Program Overview.** The DAF 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 AFSVC. 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. Refer to DoDI 1330.13, *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 NAFs to the installation NAF accounting office or AFSVC financial management office. Refer questions regarding use of APFs to the installation comptroller.

**8.3. Transportation.** Government-funded 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 in accordance with AFI 65-106.

**8.5. Contest Awards.** Awards are authorized for contestants competing in entertainment program activities in accordance with AFMAN 34-201. Use of APFs are not authorized in accordance with AFI 65-106. If awards are donated by a non-federal entity, contest winners can accept prizes in accordance with the *Standards of Conduct*. If bulk prizes are donated by a non-federal entity to the DAF, they must be accepted as a gift to the DAF for distribution to individuals per AFI 51-506.

**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 DAF.

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

8.6.2. Since the DAF is self-insured, commercial insurance is not necessary when APFs are used for rental of the facility. If APFs are unavailable, the use of NAFs must be 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 5 CFR Part 2635.



8.6.4. DAF entertainment participation in any public event must only be authorized if admission, seating, and other accommodations and facilities connected with the event or activity are available to all in accordance with the current Secretary of the Air Force Equal Opportunity Guidance (<http://www.af.mil/Equal-Opportunity/>). (T-1). The event must not be authorized if it would benefit or favor a commercial venture (e.g., through supporting advertising, publicity, promotional activities, or events). (T-1). Admission must be free of charge to the public or not more than the reasonable cost of putting on the event. (T-0).

**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. AFSVC and the installation commander must observe these copyrights. (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 the review and recommendation of the AFSVC legal office and prior approval of AFSVC/SVP. (T-1).

8.7.2. Force Support commanders and the commander's staff must not make any contract or commitment without the review and recommendation of the AFSVC legal office and prior approval of AFSVC/SVP. (T-1).

8.7.3. Only NAFs will be used to pay for licenses for NAF 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, as applicable. (T-1).

8.7.5. Admission may be charged for locally produced musical or dramatic performances. Admission fee must be limited to a reasonably calculated 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. Program 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, rental cars, entertainment, and amusement venues.

**9.2. Travel Information.** Each information, tickets, and travel installation location provides 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. Coordination with the installation legal office is required prior to scheduling the travel. (T-3).

**9.4. Department of the Air Force Central Ticket Program (DAFCTP).** Central ticket purchasing allows the DAF the opportunity to procure discount theme park and entertainment tickets through a consignment purchase program that is otherwise unavailable to installations. The DAFCTP is a mandatory use Essential Product Program (EPP) for covered ticket purchases. (T-1). The installation's information, ticket, and travel program manager and staff must use the AFCTP. (T-1). The program manager shall review the AFSVC DAFCTP Training Aid IT-1 for detailed instructions on the program. (<https://cs2.eis.af.mil/sites/10042/ITT%20Documents/IT%201%20Air%20Force%20Central%20Ticket%20Program%20Training%20Aid%20Sep%202018.pdf>).

9.4.1. AFSVC ensures vendors participating in the DAF central ticket program do not sell tickets directly to installations. (T-1). Installations requesting tickets unavailable through DAFCTP may purchase tickets from other sources.

9.4.2. Force support managers must not price ticket markups to exceed mandated vendor's pricing and centrally set prices. (T-1). Excessive mark-up jeopardizes the central ticket program. Installation information, ticket, and travel office and Force Support managers set ticket retail prices as established by the DAFCTP. (T-1). All other tickets obtained outside of DAFCTP should not exceed a 10 percent markup. A range of 5-10 percent is recommended. Some centrally purchased tickets may be priced according to the contracted vendor rates.

9.4.3. Each installation is required to have a FedEx account number for DAFCTP shipping purposes. (T-1). Each installation ITT must also complete an Installation Information Sheet which includes the activity name, the name of the manager and an alternate authorized employee to order tickets and submit it for processing. (T-1).

9.4.4. AFCTP orders are only submitted via the web-based ordering system. (T-1).

9.4.5. Upon receipt of the tickets, the installation verifies the quantity and serial numbers of the tickets received and reports any discrepancies immediately to DAFCTP. (T-1).

9.4.6. Sales reporting of DAFCTP products will be completed once a month. (T-1).

**9.5. Refund Policy.** AFSVC does not issue, nor is it responsible for, refunds. **(T-1)**. Installations will establish installation refund policies. **(T-3)**.

**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.

9.6.1. Staff members escorting tours must be on authorized 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*, **paragraph 9.3.**

9.6.2. Volunteers may be used to accompany tours and trips. When volunteers are used, they are placed on an invitational travel authorization in accordance with the Joint Travel Regulations Chapter 3, Section 030501, *Invitation to Travel*. Refer to **paragraph 6.1**.

**9.7. Leisure Travel.** The leisure travel section of information, tickets, and travel consists of a full service installation travel office and must use DoD's e-commerce website, American Forces Travel<sup>SM</sup> (americanforcestravel.com), for reserving air travel, hotels, rental cars, travel packages, tours, and cruises for customers. **(T-0)**.

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-1)**.

9.7.2. The Joint Service e-commerce website, American Forces Travel<sup>SM</sup>, provides exclusive discounted travel products and has the potential to increase leisure travel sales by reaching MWR eligible patrons not located near an installation. Additionally, many eligible patrons prefer to make their travel arrangements on the internet forgoing the installation's physical leisure travel office.

9.7.3. In addition to dramatically enhancing quality of life for the military community, American Forces Travel<sup>SM</sup> injects critical NAF revenue into MWR programs by providing commissions from every booking made. Therefore, all DAF installations must actively promote the DoD e-commerce leisure travel website. **(T-3)**.

9.7.3.1. Commissions earned by American Forces Travel<sup>SM</sup> sales affiliated with eligible DAF patrons are sent to the installation where the member is assigned or retained by AFSVC if the installation cannot be identified. AFSVC will use American Forces Travel<sup>SM</sup> unidentified (e.g., not assigned to a specific installation) commissions earned to directly support resiliency and readiness programming (e.g., DAF Entertainment, Recharge for Resiliency, UNITE). **(T-1)**.

9.7.3.2. Installations should work with AFSVC to ensure web identifiers are associated with their online promotion of American Forces Travel<sup>SM</sup>. The web identifiers ensure sales commissions earned are associated with the installation promoting American Forces Travel<sup>SM</sup> on their websites.

9.7.3.3. Brick and mortar agents may also sell leisure travel directly to eligible patrons using the American Forces Travel<sup>SM</sup> Agent Portal. To access the Agent Portal, agents request an agent identification number from AFSVC.

9.7.3.4. 100 percent of the DAF commission from agent sales will be returned to the installation making leisure travel sales through American Forces Travel<sup>SM</sup>. **(T-1)**.

## Chapter 10

### AERO CLUB

**10.1. Program Overview.** Aero Clubs are recreational aviation clubs provided on AF installations to promote readiness and resiliency of Airmen and Guardians. Aero Clubs provide Airmen and Guardians an opportunity to support the DAF 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 Reconstitution Plan, search and recovery operations and other operational missions. Survival, recovery and reconstitution or contingency missions, are a priority. All club assets and personnel support these missions when required. Aero Clubs are operated in accordance with AFMAN 34-152 and this publication. (T-1).

**10.2. APF reimbursement.** Use of appropriated funds are authorized in accordance with AFI 65-106.

**10.3. NAF insurance liability program.** Managers must ensure the Aero Club has insurance coverage for aircraft, flight instructors, employees, and customers as described in AFMAN 34-208, *Nonappropriated Fund Property and Liability Program*. (T-1). All claims from Aero Club operations must be filed in accordance with AFMAN 34-208. (T-1).

10.3.1. Flights deriving from support agreements or other mechanisms are not USAF operational missions. Aircrafts utilized for APF operational missions will not be covered by the NAFs insurance liability program. (T-1).

10.3.2. Any claims arising out of these missions must be filed by the program manager in accordance with AFI 51-306, *Administrative Claims for and Against the Air Force*. (T-1).

10.3.3. If the National Transportation Safety Board (NTSB) or a commander directed investigation determines damages to the aircraft are a result of pilot error, the aero club manager must work with the installation legal office to determine if the pilot-in-command (PIC) is responsible for the insurance deductible. (T-1).

10.3.4. The flight instructors are responsible for the operation of aircraft during training flights. During training flights, flight instructors shall be covered under Air Force Insurance Fund for damages. (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, Chapter 2, 020210, *Privately Owned Vehicles* (POV), and AFI 24-602V1, *Passenger Movement*, authorizes the use of Aero Club aircraft for this purpose.

**10.5. Operation of New Aircraft.** Managers must receive permission from AFSVC 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 accept letters of good standing from any other military Aero Club. **(T-1)**. 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 at either their home or visiting club. **(T-1)**. 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. Visiting Pilot-in-Command Privileges.** The manager will authorize members to exercise PIC privileges in an aircraft belonging to another DAF 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 have been validated. **(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 operating procedures may require a local area checkout flight.

**10.8. Member Records and Training Folders.** Managers maintain a membership record on each member. **(T-1)**. Managers must maintain a training folder 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)**. Member records and training folders are maintained in accordance with AFMAN 34-152. **(T-1)**.

**10.9. Registering Aircraft.** Program managers must ensure all aircraft owned or operated by Aero Clubs are registered in accordance with FAA Regulations. **(T-0)**. Obtain registration information from the local FAA office or <http://www.faa.gov>.

**10.10. 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. AFSVC manages annual attestation of all DAF 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 civilian leader approval.

**10.11. AFSVC Loaned Aircraft.** Clubs may borrow excess aircraft obtained from the General Services Administration or Civil Air Patrol. AFSVC 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 manager must ensure the loaned aircraft is registered and maintained in an airworthy condition according to FAA regulations. **(T-0)**.

**10.12. Aircraft Disposal.** Program managers must dispose of aircraft when damaged or worn beyond economical repair and aircraft disposal is approved by AFSVC. **(T-1)**. Refer to AFMAN 34-204, *Property Management*, for procedures for disposal of APF/NAF properties.

**10.13. Selling Fuel, Oil, and Other Aviation Related Items.** 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.

**10.14. 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 AFMAN 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.

**10.15. Investigating Pecuniary Liability.** The Force Support commander or civilian leader investigates pecuniary liability for mishaps according to AFMAN 34-202. **(T-1)**. Although this investigation is separate from the mishap Safety Investigation Board, the investigator may use factual data and recall witnesses from the mishap investigation.

**10.16. Standard Operating Procedures.** The purpose of the standard operating procedures is to consolidate information on membership responsibilities, local airfield procedures, operational restrictions, and requirements. The standard operating procedures are detailed enough that a pilot with adequate knowledge of FAA regulations and applicable AF publications can read the standard operating procedures and pilot information file and have the information required to safely operate club aircraft at that location. **(T-3)**. FAA regulations and AF guidance shall not be reiterated unless needed for clarification purposes. **(T-3)**.

10.16.1. The Aero Club manager will coordinate with the applicable installation operations staff on items impacting flight operations. **(T-3)**.

10.16.2. The Aero Club manager must develop and publish standard operating procedures. **(T-3)**. The manager makes available an electronic file of standard operating procedures to all club certified flight instructors and members and provides a paper copy if requested. The manager must update standard operating procedures as required to maintain currency. **(T-3)**. Standard operating procedures include items listed in AFMAN 34-152, **Attachment 2**.

**10.17. Pilot Information File.** The purpose of the pilot information file is to make information pertinent for safe flight, but not yet covered in the standard operating procedures, available to pilots. Refer to AFMAN 34-152, **Attachment 8** for pilot information file format.

10.17.1. The pilot information file is in a single binder, maintained in an accessible location. **(T-3)**. 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 operating procedures. **(T-3)**.

10.17.2. Members desiring to exercise PIC privileges must have read and formally acknowledged in writing all current pilot information file items before flight. **(T-3)**.

**10.18. 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 manager must ensure all certified flight instructors adhere to the guidance provided in AFMAN 34-152. **(T-1)**.

**10.19. Time between Overhaul.**

10.19.1. Overhaul aircraft components at the manufacturer's recommended time between overhaul. **(T-1)**.

10.19.2. If engines meet airworthiness standards at time between overhaul, aero clubs may delay engine overhaul, rebuild, or replace until time between overhaul plus 30 percent. When engine overhauls are delayed, an aero club mechanic certified in accordance with **paragraph**

10.19.2.1. Recommend delaying the overhaul and annotate the recommendation in the logbook. **(T-1)**.

10.19.2.2. Conduct actions for 100-hour inspections prescribed by FAA regulations every 50 hours on the engine(s). **(T-1)**.

10.19.2.3. Borescope the inside of the cylinders and annotate the condition of the cylinders in the aircraft logbooks in 100 hour increments for any engine exceeding manufacture's recommended time between overhaul. **(T-1)**.

**10.20. Covenant Not to Sue and Indemnity Agreement.** The 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 PIC without meeting the requirements specified in this DAFI.

**10.21. 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 operating procedures. **(T-3)**.

**10.22. Required Equipment.** The manager and PIC 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 manager or program staff will ensure tie-down equipment is onboard aircraft if landing at an airport without tie-down equipment. **(T-0)**.

**10.23. Pilot Training.** Aero Club managers must prepare and use a ground school and flight training curriculum certificated by the FAA under 14 CFR Part 141, *Pilot Schools*, 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 Part 141 curriculum. **(T-0)**. Managers must have AFSVC approval on all other flight and ground training courses not certificated under 14 CFR Part 141 before implementation. **(T-1)**.

**10.24. Maintenance Certification and Training for Mechanics.** Mechanics must hold an Airframe and Powerplant or inspector authorized certificate. **(T-1)**.

**10.25. Aircraft Airworthiness.** Managers must ensure that category 1 and 2 aircraft are registered and maintained in an airworthy condition according to FAA regulations. **(T-0)**.



## Chapter 11

### MWR FOOD PROGRAM

**11.1. NAF Operations under Food 2.0 (Formerly Food Transformation Initiative)** . Food 2.0 is a strategic initiative that integrates Force Support NAF food and beverage operations on an installation into a single NAF food and beverage operation to leverage economies and efficiencies. Installations entering into Food 2.0 contracts that incorporate NAF food and beverage operations need not apply to contract out their NAF food and beverage operations. The Air Force NAF Purchasing Office ensures contracts for Food 2.0 contract operators includes guidelines for executing the food and beverage program in accordance with this instruction and AFI 34-219. **(T-1)**.

**11.2. Food Safety.** Installations and all installation employees will comply with the most current Tri-Service Food Code. **(T-0)**.

11.2.1. In addition, food handlers must be trained using the standard AFSVC-approved food safety training and certification program (<https://www.servsafe.com/access/ss/userprofile/userlogin>). **(T-1)**.

11.2.1.1. Specifically, all managers, supervisors, cooks, cook leads, wait staff, bartenders, food service workers, dishwashers, and other staff deemed necessary by FSS leadership must be trained within 30 days of employment using the standard AFSVC-approved safety training and certification program. **(T-1)**.

11.2.1.2. This training is documented in employee's official personnel file or training record. **(T-1)**. The contracting officer representative verifies food contractors maintain documentation according to the contractor's contract. **(T-1)**.

11.2.2. Per AFI 48-116, *Food Safety Program*, the frequency of food service facility inspections is determined by the Aerospace Medicine Council, or equivalent.

11.2.3. In accordance with the Tri-Service Food Code, all new, remodeled, and/or temporary food operations and facilities must be approved by Public Health prior to commencement of operations. **(T-1)**.

**11.3. Community Center Food and Beverage Operations.** Installation club or food and beverage managers oversee Community Center food and lounge operations and other similar business activities. **(T-1)**. Community Centers are authorized to sell prepackaged foods, snacks, sodas, or similar items on their own.

**11.4. Department of the Air Force Signature Brands.** DAF signature brands are proprietary food concepts centrally managed by AFSVC. "J.R. Rockers" and "Rickenbacker's" are examples of DAF signature brands. To ensure product standardization, consistency, and customer service, installations must comply with DAF signature branded operational guidance standards. **(T-1)**.

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

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

**11.7. External Food and Beverage Sales.** Food and beverage operations may be located in other Force Support programs outside their respective facility with a validated market demand. The AFSVC/CC must approve these external operations. (T-1).

**11.8. 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 ensure a minimum of eighty percent (80 percent) of all food purchases must be from the designated AF prime vendor. (T-1).

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

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

11.9.2. Continental United States. Employees can purchase reduced price meals if it is determined to be in the best interest of the center. (T-3). For accounting instructions, refer to AFSVC Financial Program Training Aid NA-16, *Recording Cost of Employee Meals*, and AFMAN 34-209.

**11.10. Alcoholic Beverages.** Refer to AFI 34-219. Additionally, all Force Support personnel who oversee the sale of alcohol are required to successfully complete an AFSVC-approved Dram Shop Liability training program. (T-1).

**11.11. Inventory Management.** All food and beverage locations will use an AFSVC-approved inventory management solution. (T-1).

**11.12. Outside Food and Beverage.** Outside food and beverage is prohibited in NAF Food and Beverage operations without the written consent of the Force Support commander or civilian leader. (T-3).

**11.13. Healthy Food Options.** Eating or fueling for performance enables top level training, increases energy and endurance, reduces vulnerability to illness and injury, shortens recovery time between activities, and improves focus and concentration.

11.13.1. Regardless of size, all food and beverage outlets will offer healthy food options which are highlighted on the menu and any include menu boards. (T-1).

11.13.2. Food and beverage outlets will highlight items that are low fat, smaller portions, contain more fruits, vegetables, and whole grains and less of the higher fat and higher calorie meals. **(T-1)**.

11.13.3. All installation food and beverage outlets must fully participate in AFSVC healthy food programs. **(T-1)**.

11.13.4. Food and beverage outlets should consider healthy “grab-n-go” items in snack bars and other food and beverage outlets where it make sense.

11.13.5. Food and beverage staff are trained in healthy food menus offerings. **(T-1)**. Staff should encourage healthy eating.

## Chapter 12

### CLUB PROGRAM

**12.1. Program 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, Airmen, and Guardians of all levels to create an environment that fosters and promotes DAF institutional values, culture, and heritage which contributes to teambuilding, unit cohesion, and trust among Airmen and Guardians. The DAF 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 DAF club configurations: officers' club, enlisted club, collocated club, and consolidated club. Installation commanders must obtain AFSVC/CC 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 grade. 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 AFSVC/CC. **(T-3)**.

12.2.2. Consolidated clubs do not physically separate club services by grade. The consolidated club configuration is used when the market demand or unit size does not support separate bar activities. **(T-1)**.

12.2.3. Transformational collocated configurations may be used when the traditional club model does not meet the needs of the installation. Refer to **Chapter 13**.

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

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

12.3.2. Membership categories are as follows:

12.3.2.1. All USSF and RegAF military members and active component Total Force personnel of the United States Armed Forces assigned to or directly supported by the installation.

12.3.2.2. Current, retired, and family members of the DoD and United States Coast Guard civilians (APF and NAF). Civilian members in grade scale General Schedule 7 or NAF 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 NAF equivalent are eligible for the enlisted club membership.

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

- 12.3.2.4. Cadets and Midshipmen of Service Academies.
- 12.3.2.5. Members of Commissioned Corps of the Public Health Service, Commissioned Corps of the National Oceanic, and Atmospheric Administration in an active duty status.
- 12.3.2.6. Scholarship and contract Reserve Officer Training Corp Cadets.
- 12.3.2.7. Delayed entry personnel and their family members: officers and enlisted personnel who join the Armed Service that elect to delay entry into an active duty status.
- 12.3.2.8. Honorably discharged veterans with 100 percent Service-connected disability. These members are not charged dues. **(T-1)**.
- 12.3.2.9. Medal of Honor recipients. These members are not charged dues. **(T-1)**.
- 12.3.2.10. Un-remarried surviving spouses of personnel who died while in an active duty status 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).
- 12.3.2.11. Un-remarried former spouses who were married to military members for at least 20 years while the military member was in an active duty status to the Armed Forces. (Membership in the club is commensurate with the grade of the former spouse.).
- 12.3.2.12. 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).
- 12.3.2.13. Medical personnel under contract to the military DoD component during periods when personnel are residing on the installation.
- 12.3.2.14. 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 ineligible for membership in officers' clubs.
- 12.3.2.15. 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.
- 12.3.2.16. US employees of firms under contract to DoD working on an installation when assigned in areas outside the United States. The manager must ensure these memberships are compliant to applicable Status of Forces Agreements and other international agreements. **(T-0)**.
- 12.3.2.17. DoD contractor personnel and technical representatives working full time on the installation.
- 12.3.2.18. Reserve Officer Training Corps cadets when participating in field training.
- 12.3.2.19. Former prisoners of war and spouses of prisoners of war or service members missing in action. These members are not charged dues. **(T-1)**.

12.3.2.20. Gold Star and Surviving Families members. Gold Star and Surviving families include next of kin who receive a Gold Star or Next of Kin lapel button in accordance with DAFI 36-3002, *Casualty Services*. These members are not charged club dues.

12.3.2.21. 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, US Coast Guard civilians (APF and NAF), and state and local government employees affiliated with the installation.

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

12.3.2.23. Local national employees working full time on the installation. 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)**.

12.3.2.24. Patrons authorized by current DoD issuance (e.g., DoD directive type memorandums, manuals, regulations).

**12.4. 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.

**12.5. General Membership Policies.** The installation commander will ensure only members, their family members and guests, persons with reciprocal or temporary club privileges, and others authorized in this DAFI will receive club membership privileges and benefits. **(T-3)**.

12.5.1. Eligible active duty status and DoD civilian personnel who elect to join a club must become a member on the installation to which permanently assigned. **(T-3)**. Retirees who elect to join a club must become a member of the club closest to their domicile. **(T-3)**.

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

12.5.3. 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.

12.5.3.1. 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.

12.5.3.2. 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.

12.5.4. 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 grade entitles them to membership in the Officers' Club.

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

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

12.6.2. 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 12.3](#) Non-members and non-Federal entities (when sponsored) may schedule functions. These functions will not receive discounted pricing (e.g., member-only pricing).

12.6.3. A member of a private organization, recognized by the installation pursuant to AFI 34-223, may reserve club facilities for non-commercial, non-political functions, and non-religious 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 must ensure the member or the organization pays 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)**.

12.6.4. 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)**.

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

12.7.1. 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. **(T-3)**. The agreement is subject to the installation commander's approval.

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

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

## **12.9. Use of Clubs by Non-members.**

12.9.1. A guest is a person or persons not currently a club member whom a member personally and specifically invites to accompany the member or the member's group to the club.

12.9.2. 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 DAF Civilian Common Access Card.

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

12.10.1. Clubs should offer a 180-day complimentary membership to all retiring USSF, RegAF, Reserve Component, APF civilian employees, and NAF employees. The retiree should obtain the complimentary membership within 90 calendar days after the retirement date. If the retiree resigns the club membership on or before the end of the 180 days, managers will not charge retiree dues. **(T-3)**.

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

12.10.3. 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.

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

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

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

**12.11. Members First.** Traditional clubs charging dues 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 designated as "members' only" functions limit participation to club members, their families, and bona fide guests. Members' only functions occur at least once per month in addition to "social hours", which can occur daily, featuring reduced price food and beverage. **(T-1)**. Entertainment is generally free for members, when equitable. The manager must charge non-members at least \$5.00 to participate in all club sponsored entertainment events. **(T-3)**. In accordance with AFI 34-219, managers will not discount alcoholic beverages under the Members First program; however, the Members First rewards can apply to lounge food offerings. **(T-1)**.

**12.12. Check Cashing.** Members are authorized to cash checks as a membership benefit. The 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 in accordance with AFMAN 34-202. **(T-1)**.

**12.13. 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 manager in conducting membership drives; assists the manager in sponsoring and conducting special programs



or events; and assists the manager in conducting membership surveys to make sure the club provides programs of interest. Committee membership is determined by the Force Support commander or civilian leader. Only military members, civilian employees and their family members (and the Club Manager or Assistant Manager) can be voting members of the Club Advisory Committee per 10 USC 1789. The CAC can appoint hospitality professionals as non-voting advisory members. 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.

12.13.1. Limit membership to members, retirees, and family members so the body is Federal Advisory Committee Act (FACA) exempt per 10 USC § 1789.

**12.14. Tobacco Sales and Use.** Refer to [paragraph 3.25.11](#).

**12.15. Food and Beverage operations.** Refer to **Chapter 11**.

## CHAPTER 13

### COLLOCATED ACTIVITIES

**13.1. Program Overview.** Collocated activities, such as Community Commons and Event Centers, are hybrid configurations of Category B Community Centers which collocate multiple Category A, B, and C programs in one physical location to achieve efficiencies and improve the patron's experience.

13.1.1. The Event Center is a multi-purpose collocated facility allowing the planning and execution of official and private special functions with food and beverage 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, dedicated group spaces, and lounges.

13.1.2. The Community Commons is a collocated multi-function, multi-purpose facility or group of facilities centrally located on the installation where individuals work and live. This configuration integrates key Force Support activities and/or installation partnerships 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. At least 75 percent of the space available in the Community Commons shall be used for MWR programs when there is an ongoing program of organized activities. **(T-3)**.

**13.2. Transformation.** Installation commanders must obtain AFSVC/CC approval prior to implementing a collocated configuration. **(T-1)**. AFSVC coordinates the request through the AFISMC/IZA, AFIMSC/RMA, AFIMSC Financial Services Division (AFIMSC/RMF) and the AF Services Operations Division (AF/A1SO) prior to requesting AFSVC/CC approval. If the club or any other NAF activity is being terminated (closed) when transforming to an Event Center or Community Commons, AF/A1S is the approving authority and procedures in [paragraph 3.22](#) must be followed. **(T-1)**.

13.2.1. When preparing a request for a collocated configuration, the installation must follow AFI 65-106 and the current NAFI Memorandum of Agreement (MOA) Guidance. **(T-1)**.

13.2.2. Upon approval to transition to a collocated configuration, collocated operations are supported by the installation with any increase in authorized APFs.

13.2.3. Moreover, an after-action report must be forwarded by the Force Support commander or civilian leader, to AF/A1SO through AFIMSC/IZA annually for 3 years post conversion to ensure policy supports the transformation. **(T-1)**. The after-action report is required so AFIMSC/IZA and AF/A1S can effectively communicate transformation status to senior DAF leaders and for inclusion in the Office of the Secretary of Defense's MWR annual report.

## Chapter 14

### GOLF PROGRAM

**14.1. Program Overview.** DAF 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, Guardians and their families.

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

14.2.1. In accordance with AFI 65-106, limited APF support for supplies (e.g., 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.

14.2.2. In accordance with AFI 32-1020, *Planning and Programming Built Infrastructure Projects*, at all DAF 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 APFs. This also applies to drainage ditches, culverts, fences, structures, or accessories (power lines, runway approach lights, etc.).

14.2.3. APFs are authorized for repair and restoration of facilities damaged or destroyed by acts of God, terrorism, and fire. Refer to AFI 32-1020 and AFI 65-106 for further guidance.

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

**14.4. Golf Advisory Committee.** This committee is optional. The purpose of the advisory committee is to make recommendations with the goal of improving the installation golf operation for all players.

14.4.1. Membership is determined by the Force Support commander or civilian leader. Only military members, civilian employees and their family members (and the Golf Course Manager or Assistant Manager) can be voting members of the Golf Advisory Committee (GAC) per 10 USC 1789. The GAC can appoint golfing professionals and turf/landscape experts etc. as non-voting advisory members.

14.4.2. Committee members should be familiar with the contents of this instruction and cannot engage directly in golf program management.

14.4.3. When non-DoD memberships are appointed to the committee, the golf course manager works with the installation legal office to determine if compliance with the FACA is required. **(T-1)**. It is recommended the advisory committee have a charter.

**14.5. Non-Department of Defense Tournaments.** The manager must ensure tournaments or events sponsored by non-DoD organizations are not permitted without advanced approval of the installation commander in accordance with **Attachment 2. (T-1)**. Usage is approved only if it is determined each event or program benefits the DAF by contributing to overall community relations. **(T-3)**. If the event is conducted as a fundraising 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:

- 14.5.1. Annual installation open house where all installation facilities are open to the public.
- 14.5.2. Installation-hosted or co-hosted events connected with national, state, city, or local tournaments sponsored by non-DoD organizations with which DAF personnel are affiliated. Refer to **paragraph 14.19**.
- 14.5.3. Events to support on and off installation schools.
- 14.5.4. Installation sponsored invitational golf events involving both eligible DoD personnel and non-DoD civilians.

**14.6. Non-DoD Tournament Restrictions.** The following must be observed for non-DoD tournaments:

- 14.6.1. NAFs will not be used to subsidize the programs listed above. **(T-0)**.
- 14.6.2. Free use of golf facilities or the purchase of trophies or other related items with appropriated and NAFs is prohibited. **(T-0)**. **Exception:** when holding reciprocal rotational events with civilian golf programs. The installation commander must approve these events. **(T-3)**.
- 14.6.3. The manager must not use income generated for Force Support programs supported by the installation MWR fund as justification to conduct these programs. **(T-1)**.
- 14.6.4. Golf tournaments and prizes for golf tournaments follow United States Golf Association guidelines and rules. **(T-3)**.

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

**14.8. Golf Instruction.** Golf instruction will be monitored by a Professional Golfers Association registered professional. **(T-3)**. The following instructional programs must be offered:

- 14.8.1. Junior golf (up to age 17) lessons must be offered on an annual basis. **(T-3)**.
- 14.8.2. Senior citizen and retiree golf lessons. **(T-3)**.
- 14.8.3. Family golf lessons. **(T-3)**.

**14.9. Standardized DAF Golf Programming and Events.** Golf program managers establish consistent and ongoing programs to assure a viable golf program which meets patron needs. **(T-1)**. At a minimum, managers at DAF golf courses must offer the following programming and events:

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

14.9.2. One Force Support tournament will be held monthly during the golf season. **(T-3)**.

14.9.3. Player development programs to include: family, youth, couples, ladies, retirees, single Airmen and Guardians golf program and beginners. **(T-3)**.

14.9.4. Annual equipment demonstration day. **(T-3)**.

14.9.5. One new golf program annually. **(T-3)**.

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

**14.10. Golf Pro Shop Operation.** Golf pro shops sell a selection of golf clubs, apparel, and equipment to eligible patrons. Refer to paragraphs **3.25, 3.26, and 3.27**.

**14.11. Gift Cards and Gift Certificates in Golf Programs.** When Force Support gift cards are supported, refer to **paragraph 3.31** If Force Support gift cards are not supported and gift certificates are issued, the gift certificate shall only be redeemed in the golf shop for food and beverage, merchandise, range balls, green fees (the charge for playing one round or session on a golf course), and golf car rentals. **(T-1)**.

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

14.12.1. A three category fee structure will be used. **(T-2)**.

14.12.1.1. Category 1: E1-E4/All Eligible Youth (17 years of age and under) rate must be set at 75 percent or less than the lowest green fee charged in Category 2. **(T-3)**.

14.12.1.2. Category 2: All other authorized users as defined in **Attachment 2**. This category may include different green fees based on military and civilian grades and authorized user group in **Table A2.1** and **Table A2.2**.

14.12.1.3. Category 3: Non-DoD affiliated and guest green fees must be set at the average rate of public and municipal golf courses within a 10 mile radius of the golf club house. **(T-1)**.

14.12.2. The golf course operations chief, assistant manager, superintendent, and assistant superintendent are exempt from paying green fees when playing periodically for the purpose of reviewing the course and turf conditions (must not exceed 4 times/month). Recurring and frequent course reviews must be coordinated and approved by the flight chief. **(T-3)**.

14.12.3. As customary for golf industry professionals, any visiting 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.

14.12.4. 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 for. **(T-3)**.

14.12.5. Fees are established in the following categories:

- 14.12.5.1. 9 hole (green fee charged for playing 9 golf holes).
- 14.12.5.2. 18 hole (green fee charged for playing 18 golf holes).
- 14.12.5.3. Advance green fees (green fee paid in advance which may be at a discount). Refer to [paragraph 14.13](#).
- 14.12.5.4. Twilight (discounted green fee often offered in the afternoon).
- 14.12.5.5. Punch cards (cards must only be sold to eligible golf program patrons). **(T-0)**. Punch cards offer a set number of rounds of golf often at a discount

**14.13. Advance Green Fees.** Advance green fees are permitted. Advance green fees may be paid in their entirety or as a monthly charge. The 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 percent. **(T-3)**. The manager must ensure patrons electing monthly charges for green fees sign an agreement outlining the payment policies. **(T-3)**.

14.13.1. Because MWR programs are considered an important and exclusive military benefit, the installation commander and MWR program 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-1)**.

14.13.2. 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.

14.13.3. For permanent change of station refunds, the annual fee card may be retained and used en route 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)**.

14.13.4. 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.

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

**14.14. Reciprocal Play.** Individuals with a valid advanced green fee card on official temporary duty orders will be granted full reciprocal green fee privileges when playing on DAF golf course other than their home golf course. (T-3). 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 will be given at least a 25 percent discount off the established per round green fee rate after showing proper identification. (T-3). In locations with more than one DAF 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](#). Punch cards will not be eligible for reciprocal play. (T-1).

**14.15. Spouse and Family Members Fees.** Spouses and other relatives designated as eligible family members (refer to [Attachment 2](#)) shall pay according to the sponsor's rate. (T-3). Eligible family members are charged an annual/daily fee at the sponsor's rate with the exception of eligible youth. (T-3). Refer to [paragraph 14.12.1.1](#) for eligible youth fees.

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

**14.17. 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 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 DAF golf course. (T-3). Moreover, the manager must verify annually private golf carts have liability insurance. (T-3).

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

**14.19. 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 NAFs 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.

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

**14.21. 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. (T-1). Cleaning and preventive maintenance schedules are developed in accordance with manufacturer's maintenance schedules. (T-1).

**14.22. Driving Ranges.** The key to a successful driving range is to maintain high standards. At a minimum, managers at AF golf course must ensure the driving range has:

14.22.1. Range clubs available for use or rent. (T-3).

14.22.2. Yardage signs, flags, or target greens. (T-3).

14.22.3. Provide clean range balls free of cuts or worn dimples. (T-3).

14.22.4. Post range safety. (T-3).

14.22.5. Use protective screening on equipment provided for employees when collecting balls. (T-3).

14.22.6. Provide a private area for golf instruction. (T-3).

14.22.7. Offer ball dispensers with multi-payment options such as, debit/credit cards, or tokens. (T-3).

**14.23. 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. (T-1). 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: AFMAN 32-1053, *Integrated Pest Management*; AFI 32-1020; AFMAN 32-7003, *Environmental Conservation*, and DoDI 4150.07, *DoD Pest Management Program*.

**14.24. Turf Grass Maintenance.** AFSVC 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 may be used. A turf assistance visit with AFSVC or the United States Golf Association must be scheduled every 5 years. (T-1).

**14.25. Chemicals and Pesticides.** The course superintendent must keep copies of and follow guidance in DoDI 4150.07 and AFMAN 32-1053 for pest control procedures. (T-0).

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

14.26.1. The superintendent must ensure contract pesticide applicators be certified in the state where work will be performed. (T-0).

14.26.2. Installation Pest Management Coordinator will review and approve golf course maintenance contract documents, including augmentation contracts, to ensure appropriate integrated pest management methods are specified. (T-1).

14.26.3. Contracting offices will 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-1).

14.26.4. Installations lacking expertise in pest management contracts should request the AFSVC agronomist coordinate with the Air Force Civil Engineer Center pest management consultant to develop the technical portions of golf course maintenance contract in accordance with DoD and AF Pest Management Board guidance for contract pest management.

14.26.5. 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).

**14.27. 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 DAF golf operations worldwide in order to determine the health and progress of the DAF golf program. The operational ratio comparison analysis reporting process is internet based. (T-2). Data is submitted electronically to AFSVC no later than the 9th day of each month. (T-2).



## Chapter 15

### BOWLING PROGRAM

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

**15.2. Category B Bowling Centers.** AFI 65-106 allows bowling centers with 16 lanes or less or bowling centers at approved remote and isolated locations to be treated as MWR Category B programs. AFSVC/CC, with AFIMSC/IZA concurrence, must approve all requests to change MWR Category by reducing or adding lanes. **(T-1)**.

**15.3. Armed Forces Bowling Managers Training.** Managers must attend Armed Forces Bowling Manager Training at least every other year. **(T-3)**.

**15.4. Core Programs.** DAF bowling centers are full-service recreational programs which are an important part of unit cohesion, resiliency, and readiness.

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

15.4.2. Bowling centers with a pro shop or special order ball sales will offer ball fitting programs to include ball drilling. **(T-3)**.

15.4.3. Bowling centers will provide competitive programs which meets the needs of their patrons and provides opportunities for competition at all levels (beginner, intermediate, and advanced). **(T-3)**.

15.4.4. Bowling centers offer bowling instruction to improve the skills of bowlers at all levels. **(T-3)**. Bowling instructors shall be certified by the United States Bowling Congress or a contractor from a recognized professional bowling association. **(T-1)**.

**15.5. Core Promotions.** Bowling centers must participate in AFSVC central DAF promotions which enhance and establish uniformity of promotions from one DAF bowling center to another. **(T-1)**.

**15.6. 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:

15.6.1. Bowling center management and staff will not provide non-Federal entities or individuals with preferential treatment to host an event. **(T-0)**. Refer to DoD Directive 5500.07-R, *Joint Ethics Regulation*.

15.6.2. 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.

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

15.6.4. United States Bowling Congress hosted events are allowed.

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

15.7.1. Bowling center staff shall maintain locker rental records in the Bowling Management System (point of sale system) which issues messages daily notifying when a patron's locker use has expired. **(T-3)**.

15.7.2. The bowling center manager shall maintain and make available locker disposition records and a current list of available lockers for patrons. **(T-3)**.

**15.8. Sundries.** Sundries are available in the pro shop. **(T-3)**. Recommended sundries are:

15.8.1. Shoe Covers.

15.8.2. Men's and women's socks.

15.8.3. Ball polish.

15.8.4. Ball cleaners.

15.8.5. Rosins.

15.8.6. Wrist aids.

15.8.7. Skin patches.

15.8.8. Shoe slides.

15.8.9. Finger grips.

15.8.10. Hand conditioners.

15.8.11. Hand towels.

15.8.12. Balls & Shoes (only for full-service pro shops).

**15.9. Food and Beverage.** Refer to **Chapter 11**.

**15.10. 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-1)**.

**15.11. Lane Maintenance.** The manager must ensure lanes, approaches, decks and gutters will meet United States Bowling Congress specifications. **(T-1)**.

**15.12. Parts Inventory and Control.** Guidance on inventory controls can be found in **AFMAN 34-204, paragraph 3.6.2**.

**15.13. 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-1)**.

## Chapter 16

### GAMING PROGRAM

**16.1. Program Overview.** The DAF gaming program provides a recreational opportunity to Service members and adult family members (18 years old and older) at overseas locations and is an important source of revenue to maintain and improve DAF MWR resiliency and readiness programs at all DAF installations. The program is authorized by DoDI 1015.10 and is centrally managed by AFSVC. **(T-1)**. Gaming programs are only lawfully authorized at overseas installations (excluding Alaska, Hawaii, US territories, and its possessions and where 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 (officer, enlisted, consolidated, or collocated), recreation lounges or activities, bowling centers, golf clubhouses, event centers, community commons, and recreation lodging (e.g., Tama Lodge). The DAF gaming program is not considered a stand-alone recreation program but, rather, part of other MWR recreation programs. The DAF gaming program is self-funded, supported through the revenues generated.

**16.2. Operating Parameters.** To ensure the program complies with applicable laws and DAF policy, and meets local needs and financial objectives, AFSVC must centrally manage the DAF gaming program. **(T-0)**. To accomplish this, AFSVC 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 units. The installation commander must operate the DAF gaming program under the following guidelines:

16.2.1. All gaming devices must be approved by AFSVC. **(T-1)**.

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

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

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

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

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

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

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

16.2.9. 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.

16.2.10. Adjusted gross revenue will be split between the installation MWR fund and the DAF MWR fund. (T-1). Adjusted gross revenue split will be 53 percent to DAF MWR Fund and 47 percent to the installation MWR fund. (T-1). Adjusted gross revenue shall be defined as gross revenue, less AFSVC overhead expenses. (T-1).

16.2.11. 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).

16.2.12. AFSVC is the only agency authorized to operate gaming devices on DAF installations. (T-1).

16.2.13. AFSVC is the only organization authorized to repair and move DAF gaming machines and equipment. (T-1).

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

**16.3. Operating Procedures.** All DAF installation commanders must comply with AFSVC gaming program operating procedures. (T-1). Refer to AFMAN 34-151.

**16.4. Approval to Operate a Gaming Program.** AFSVC/CC must approve an installation to operate a gaming program. (T-1).

**16.5. 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. (T-1). 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 DAF, 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. (T-0). 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 DAF programs:

16.5.1. All DAF gaming program employees and their immediate family members living with the employee. (T-1).

16.5.2. 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).

16.5.3. 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).

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

**16.6. Gaming Employee Requirements.** Both NAF and APF employees must have a completed national agency check as determined by AFSVC 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, *DoD Personnel Security Program (PSP)*, and DODI 1400.25, v731, *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. (T-1). The Force Support Activity 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).

**16.7. Forms.** The Force Support commander or civilian leader must ensure that Force Support staff do not develop any local forms or use AF Forms other than the forms authorized by AFSVC. (T-1). AFSVC Directorate of Programs maintains the current approved forms.

**16.8. Internal Revenue Service (IRS) reporting.** The NAF 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 AFSVC 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>.

**16.9. 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).

**16.10. Physical Safeguards.** In addition to leveraging standard internal controls as outlined in AFMAN 34-202, the gaming program uses additional physical safeguards to protect cash and assets, and deter wrongful behavior. (T-1). 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. (T-1).

**16.11. 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).

**16.12. 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).

16.12.1. 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.

16.12.2. 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)**.

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

16.12.4. 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 AFSVC/CC recommended gaming program change fund levels. **(T-3)**. The Integrated Defense Council 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 of an installation integrated defense plan.

**16.13. 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. **(T-1)**. 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. **(T-1)**. The program manager must place surveillance cameras and signs advising patrons of the surveillance in all areas that contain gaming program machines, materials, or equipment. **(T-1)**.

16.13.1. Cameras are placed to observe the following:

16.13.1.1. Gaming machines. **(T-1)**.

16.13.1.2. Security Asset Manager™. **(T-1)**.

16.13.1.3. Servers. **(T-1)**.

16.13.1.4. Cashier work stations. **(T-1)**.

16.13.1.5. Cash count area. **(T-1)**.

16.13.1.6. Automated cash machines. **(T-1)**.

16.13.1.7. Game room access and egress points. **(T-1)**.

16.13.1.8. Gaming areas and rooms. **(T-1)**.

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

16.13.3. The program manager must file by date and keep video surveillance up to 30 days unless there is a request from law enforcement. **(T-1)**. Only AF Security Forces or Office of Special Investigations, prosecutors, defense counsel (with concurrence of legal office), unit commanders and in OCONUS locations, host-nation law enforcement may request to view or have copies of video surveillance. The requests must be written and sent to AFSVC unless a law enforcement emergency exists. **(T-1)**. In special circumstances involving an internal Force Support investigation, a written request may be submitted from the Force Support commander or civilian leader.

**16.14. Transfer and Disposal of Gaming Machines and Gaming Equipment.** AFSVC will purchase, regulate, and control all gaming machines and related program gaming equipment **(T-1)**. Gaming machines and related program gaming equipment are exempt from the NAF property transfer and disposal rules outlined in AFMAN 34-204, Chapter 5.

**16.15. 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.

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

16.15.2. Installation developed tournaments, contests or other competitive events involving slot machines must not be conducted. **(T-1)**.

16.15.3. Should excessive play be observed from a military member who had checks returned for insufficient funds or other known financial difficulties, to include multiple debit/credit card declinations, within other Force Support programs, the individual's unit first sergeant should be informed by the Force Support commander or civilian leader. If the person is a dependent, the sponsor should be informed.

16.15.4. The installation commander should restrict individuals identified as having a gambling abuse problem from playing gaming machines. The restriction may be imposed through a Military Protective Order or revocation of Club privileges after coordination with installation legal office.

16.15.5. 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 17

### LIBRARY PROGRAM

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

**17.2. Designated Funding Category.** DoDI 1015.10 designates general libraries as MWR Category A, mission-sustaining programs funded primarily with APFs. As a Category A activity, library program managers must ensure all non-revenue generating equipment and supplies are purchased and maintained with APFs. **(T-0)**. Revenue generating equipment for customer use such as copiers, data fax machines, and supplies for such equipment, must be procured or leased with NAFs by library program managers. **(T-1)**. Library program managers must not use NAFs except as specified in AFMAN 34-201. **(T-1)**.

**17.3. Other Income Sources.** Donations and gifts are not solicited from any individual or organization. **(T-0)**. 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 to include grants that are offered are accepted and processed as gifts to the DAF in accordance with guidance in AFI 51-506, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*, and gifts to the NAF instrumentality in accordance with guidance in AFMAN 34-201. **(T-0)**. Consult the local legal office for assistance in processing all donations. **(T-1)**. The library manager must report this income in the narrative section and the external funds section of the OSD library annual report. **(T-0)**.

**17.4. 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 36-2670, *Total Force Development*.

**17.5. Library Service Delivery Models.** Each Regular DAF installation commander must provide the library capability through one of the three DAF Library service delivery models. **(T-1)**. The Force Support commander or civilian leader must ensure all library models are compliant with DoD MWR library and information service standards. **(T-0)**. When requested by AFSVC, the Force Support commander or civilian leader will send a memo accepting DoD MWR library and information standards. **(T-1)**. Refer to [Attachment 3](#) for library service delivery model requirements. 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 and Guardians. **(T-3)**. The DAF Library models are:



17.5.1. Traditional Library. Ideal for a location with minimal library service in the community or a large on-installation population with limited access to off-installation resources (the on-installation 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. A traditional library must offer the Library Service Delivery Model Requirements for traditional libraries in [Table A3.1 \(T-0\)](#).

17.5.2. Modified Library. The modified library may have a reduced physical footprint and a smaller staff. This model offers a high level of service, often with a reduced 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 must meet the Library Service Delivery Model Requirements for modified libraries in [Table A3.1 \(T-0\)](#).

17.5.3. 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 must offer the Library Service Delivery Model Requirements for digital libraries in [Table A3.1 \(T-0\)](#).

**17.6. Library Establishment.** In addition to the requirements outlined in [paragraph 3.21](#), library operations may be consolidated with or into another facility (e.g., educational services or community service/commons) with AFSVC/CC approval. It is recommended that libraries have a separate and secure entrance when located in or with another facility. The establishment of a library requires an Air Force account number from the AFSVC Libraries Division (AFSVC/SVPL). DoD Activity Address Codes are issued in accordance with AFMAN 23-230, *Maintaining Air Force DoD Activity Address Codes (DODAAC)*. **(T-1)**.

**17.7. Library Closure.** The permanent closure of a library must be approved by the Principal Deputy Under Secretary of Defense (Personnel and Readiness), (PDUSD (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 must comply with the AFSVC library closure guidance issued to the installation closing the DAF 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 DAF and DoD MWR library and information service standards, and documentation of approval to use an alternate source.

**17.8. Customer Eligibility.** Refer to [Attachment 2](#). Eligible patrons register at their installation library in order to receive services. Eligible temporary duty personnel and personnel on leave may register and use DAF libraries at their temporary duty or travel locations. Non-DoD personnel enrolled in a DAF 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.

**17.9. Staffing.** Key personnel for installation libraries must include a full-time professional librarian. **(T-1)**. Traditional and modified libraries must also include a full-time library technical information specialist and lead library technician. New and changing technologies may require professional technical support on-site.

17.9.1. Full-time Professional Librarian.

17.9.1.1. Libraries with an established DAF library account require a full time professional librarian to serve as accountable property agent for library materials.

17.9.1.2. Professional librarians are required for DAF libraries to receive centrally managed APFs and services. A professional librarian must have a Master's degree in library science or library and information studies or equivalent from an American Library Association Accredited institution. **(T-0)**.

17.9.2. Full-time Technical Information Specialist. Library technical information specialists acquire, organize, access, and disseminate information on library technical matters and support the professional librarian.

17.9.3. Lead Library Technician. Leads library technicians and assistants. Ensures materials are organized and shelved. Assists patrons, organizes library materials and information, and accomplishes clerical and administrative tasks.

17.9.4. Volunteers. Refer to [Chapter 6](#).

**17.10. Training.** The Force Support commander or civilian leader must ensure new library program managers attend the library activity management course held at AFSVC within one year of assuming the library program manager position. **(T-1)**.

**17.11. Service hours.** Library customer service hours per week are determined by customer need and category of service. Installation mission, remote and isolated status, on-installation 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 at least four hours each weekend. **(T-0)**.

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

17.12.1. 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 American Library Association interlibrary loan services' code for the United States and charge costs to the DAF library centrally funded account. **(T-0)**.

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

17.12.3. 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, video equipment, and other media devices. Library program managers must follow guidelines in accordance with 5 CFR Part 2635, and AFI 17-130, Cybersecurity Program Management. **(T-0)**. The library works with the local installation network control center for applicable instructions.

17.12.4. 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.

17.12.5. Education support services. Libraries provide academic support in accordance with AFI 36-2670, to include research skill and orientation classes, reference assistance, and coordination of off-campus library support. (T-1). 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. (T-1). 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. (T-1).

17.12.6. Youth resiliency and readiness support services. Libraries provide services to children and youth, including story hours and summer reading programs. (T-1).

**17.13. 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).

**17.14. 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. (T-1). Library program managers follow these guidelines:

17.14.1. The library program manager must ensure collections include materials to support DAF 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.

17.14.2. 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.

17.14.3. 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.

17.14.4. 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-1). 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 edition of the American Library Association's *Intellectual Freedom Manual, Tenth Edition*. Adherence to federal regulations takes precedence.

17.14.5. 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, weaknesses, and collection goals. The plan ensures collections are evaluated regularly to replace or eliminate old, obsolete, and worn materials. At a minimum, the plan must analyze the number of holdings, turnover rates, and publication dates for each Dewey decimal classification or subject neighborhood classification. (T-1).

**17.15. 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. (T-1). To loan office reference collection materials to units, units provide written justification detailing the need for the requested materials. (T-3). The library program leader 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. (T-1). Office collection custodians sign an inventory report to verify holdings. (T-1).

**17.16. Overdue Loaned Materials.** Libraries do not charge fines for overdue materials. (T-1). However, libraries should establish a notification system for enforcing the timely return of borrowed materials.

**17.17. 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, and destroyed materials. (T-3). Lost, damaged, and destroyed materials are replaced with a new copy of the same title or a title selected and approved by the librarian. (T-3). The patron reimburses the library for lost or damaged materials in accordance with the standard payment procedures outlined in Defense Finance and Accounting Service (DFAS) 7010.1-R, *General Accounting and Finance Systems at Base Level*. (T-1).

**17.18. Property Marking of Library Materials.** All library materials are DAF property and the library program manager must ensure these material are marked regardless of the fund or procurement source. (T-3). Property markings are removed when withdrawing materials from the collection. (T-3).

**17.19. Inventory Management.** Each newly assigned general library program manager runs an automated shelf-list report verifying the total holdings as of their appointment. (T-1). In addition, a shelf-list inventory of all materials of total holdings occurs at least once every five years. (T-1). Rolling inventories may be conducted over five 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. (T-1). Also, remove missing item record from the integrated library system and online computer library center or other similar union catalogs as required. (T-1). Maintain statistics of withdrawn items for the DAF library annual report (LARP). (T-1).

**17.20. Disposal of Materials.** Librarians coordinate with the Defense Logistics Agency (DLA) Disposition Services for turn-in of obsolete or irreparably worn library materials. (T-0). Item records are removed from the integrated library system, card catalog, and online computer library center or other similar union catalogs as required. (T-1).

17.20.1. Libraries list excess materials as well as library-specific supply items that are in usable condition on the DAF Library Information System (AFLIS) message center for redistribution. (T-3). (<https://aflis.afsv.net/MessageCenter/>) 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.

17.20.2. Libraries shall not sell any materials, furnishings, or equipment purchased with APFs. (T-0).

17.20.3. Libraries coordinate with the state National Association of State Agencies for Surplus Property to match donations with requests for material. (T-3).

17.20.4. 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).

**17.21. Field Operating Agency Central Purchase Program and Use of Government Purchase Card for Office Collections.** The AFSVC centrally manages APFs and the central purchasing program for field operation agencies to purchase authorized information materials and services in all formats. Refer to AFMAN 34-209. Central purchasing consolidates purchase requests and contracts to reduce procurement costs. AFSVC, in coordination with installation and field operating agency librarians, identifies organizational resource requirements to command and field operating agencies' budget officers. Informational resources are publications and services that directly bear on the functions, initiatives, and operations of DAF agencies that personnel must use to make decisions and effectively carry out the installation or organization mission. Library program managers that are authorized central funds must use the Library Electronic Ordering System. (T-1).

17.21.1. If central APFs are not available for commercial publications, offices may use unit funds to purchase these publications.

17.21.1.1. In accordance with AFI 64-117, *Government Purchase Card Program*, books, periodicals, or manuals must be coordinated with the Library to determine if central library funds are authorized and available for the purchase. (T-1). If central appropriated funds are not available, offices may use organization funds to purchase commercial publications provided the request is coordinated with the local installation Library. Use of appropriated funds for non-essential publications is an unauthorized expenditure. (T-0).

17.21.1.2. The library tracks centrally-purchased publications for offices and reports expenditures in the external funds section of the OSD Library Annual Report Program. If no library services or librarian is available on the installation, contact AFSVC/SVPL for guidance.

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

17.21.3. 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.

17.21.4. Air Force Contracting will award contracts for DAF Libraries Division requirements. Contracts awarded are to purchase library materials and services funded by the DAF.

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

17.22.1. 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).

17.22.2. 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. Refer to AFI 36-2670 and AFI 52-101, *Planning and Organizing*.

17.22.3. Copies of publications available from the DAF electronic publishing library and electronic transfer system. (T-1).

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

17.22.5. Professional development guides, specialty knowledge tests, and DAF supervisory examination guides as well as commercially produced writing guides for the DAF efficiency reports. (T-1). Refer to AFI 36-2406, *Officer and Enlisted Evaluation Systems*.

17.22.6. 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).

17.22.7. Personal purchases for individual retention. (T-1).

17.22.8. Visual information products such as films and photographs. Refer to AFMan 35-101, *Public Affairs Procedures*. (T-1).

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

17.22.10. 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 AFMAN 14-405, *Multiple Source Discipline, and Domain Intelligence, Surveillance, and Reconnaissance (ISR)*. (T-1).

17.22.11. Cataloged and non-cataloged sheet and book music in accordance with AFMAN 35-101. (T-1).

17.22.12. 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 Guardians and Leadership schools. (T-1).

**17.23. 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. (T-1). Functional commanders, division chiefs, or civilian equivalents must certify requirements for their organizations and appoint office custodians to manage the accounts. (T-1).

**17.24. Organizational Publications Purchase Exclusions.** These DAF organizations may not purchase publications with library central funds as the organizations have other funding sources:

17.24.1. Air Force Reserve and Air National Guard. (T-1).

17.24.2. Surgeon General and Defense Medical Programs Activity. (T-1).

17.24.3. Judge Advocate General. Refer to AFI 51-105, *Legal Information Services*. (T-1).

17.24.4. Research, development, test, and evaluation activities funded exclusively with research and development funds (3600). (T-1).

17.24.5. Depot maintenance organizations funded with DAF industrial funds. Refer to DoD FMR 7000.14-R, *Department of Defense Financial Management Regulation; v2B, Budget Formulation and Presentation*. (T-1).

**17.25. Technology Plans.** Libraries prepare and maintain a technology plan. (T-1).

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

17.26.1. Circulation control.

17.26.2. Cataloging.

17.26.3. Online public access catalog with current bibliographic records.

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

**17.27. Title 17 USC, Copyrights.** As amended, the copyright law governs the making of photocopies or other reproductions of copyrighted material. Title 17 USC 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 18

### TECHNICAL LIBRARIES

**18.1. 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.

**18.2. 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.

**18.3. Technical Libraries Funding.** Technical libraries must be funded by their organization using APFs. (T-1). In most cases, technical libraries are funded with research and development funds that are part of the technical and research budget submission.

**18.4. Patron Eligibility.** Patrons 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 Materiel 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, refer to [paragraph 18.4.5](#); Voluntary Emeritus Corps employed by a contractor, refer to [paragraph 18.4.6](#); and retirees.

18.4.1. Additional registration requirements for contractors include signatures of administrative contracting officer or contracting officer's representative and contractor's representative authorized to expend funds. (T-1). 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. (T-1).

18.4.2. 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 responsible and monitors any service needs. (T-1).

18.4.3. 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. (T-1).

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



18.4.5. Voluntary Emeritus Corps personnel may be considered government employees for purposes of eligibility for library services. Voluntary Emeritus Corps 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)**.

18.4.6. Voluntary Emeritus personnel may be employed by a contractor. The technical library's organization determines whether the Voluntary Emeritus Corps sees limited (e.g., 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.

18.4.7. 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.

**18.5. 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. **(T-1)**.

**18.6. Collection Development and Management.** Libraries provide an appropriate mix of print, electronic, and multimedia resources consistent with local needs and leveraging corporately-purchased resources. **(T-1)**. Librarians prepare a collection development plan which describes the scope of the library collection, areas of interest, selection, acquisition, preservation, and deselection procedures. **(T-1)**. The plan addresses technical requirements such as those produced locally or acquired through Defense Technical Information Center and National Aeronautics and Space Administration. **(T-1)**. The plan also addresses space management in existing facilities and requirements for remote storage access and delivery. **(T-1)**.

**18.7. Acquisition of Electronic Resources.** Technical libraries may procure commercially-developed electronic journal and database platforms. Wherever possible, and consistent with technical library business practices, libraries may 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. **(T-3)**.

**18.8. 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.

**18.9. Use of Government Purchase Card for Office Collections.** Refer to [paragraph 17.21](#).

**18.10. 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.

**18.11. 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. **(T-3)**. 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. **(T-1)**.

**18.12. 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. **(T-1)**. Sub-units may join with AFMC and other technical libraries or may enter into separate multi-site agreements.

**18.13. 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)**.

**18.14. 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.

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

## Chapter 19

### OUTDOOR RECREATION

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

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

**19.3. Program Planning and Development.** A comprehensive outdoor recreation program includes six basic components:

19.3.1. Organized Activities. The ability of the program to achieve its mission is primarily linked to DAF personnel and their families participating in organized events and activities. Outdoor recreation will offer the following four types of organized activities:

19.3.1.1. 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. **(T-3)**.

19.3.1.2. Instructional. **(T-3)**. These are specifically designed to transfer knowledge or develop skills through demonstrations, videos, computer-based individual instruction, or group classes.

19.3.1.3. Mainstream Outdoor Recreation. **(T-3)**. 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 and Guardians.

19.3.1.4. Outdoor Adventure. **(T-3)**. These specialized activities (e.g., white water rafting, self-contained underwater breathing apparatus (SCUBA) diving, rappelling, and rock climbing) carry a higher perceived risk, e.g., how dangerous someone unfamiliar with the appropriate techniques and safety practices would consider an activity. Refer to [paragraph 19.16](#).

19.3.2. 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:

19.3.2.1. 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.

19.3.2.2. 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.

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

19.3.2.4. 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.

19.3.3. Equipment Support. Specialized items such as 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.

19.3.4. Customer Services. Outdoor recreation programs should offer customer services such as ski tuning, bike and lawnmower repairs. These services meet customer needs and create a revenue source.

19.3.5. 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 refer to paragraphs [3.25](#), [3.26](#), and [3.27](#).

19.3.6. 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:

19.3.6.1. Outdoor recreation and equipment center.

19.3.6.2. Aquatics facility and swimming pool. Refer to [Chapter 20](#).

19.3.6.3. On-installation park(s) with playgrounds and picnic areas. Refer to [paragraph 19.15](#).

**19.4. 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 programming across the DAF. Outdoor recreation core activities include camping, canoeing, kayaking, bicycling, fishing, hunting, walking, hiking, snow skiing, snowboarding, 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. (T-3).

**19.5. Annual Program Standards.** The outdoor recreation program manager must provide, at a minimum, the following number of activities shown in [Table 19.1](#). (T-3).

**Table 19.1. 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-Installation Trip	4

**19.6. Staff TDY.** When programs require overnight or distant travel, personnel must be placed on temporary duty orders in accordance with Joint Travel Regulations, Chapter 3, section 0301, and AFI 65-103, *Temporary Duty/Special Orders*. **(T-1)**.

**19.7. Staff Certifications.** Outdoor recreation staff 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. Consult with the Installation Safety Office for exceptions to the certification requirements for low-risk administrative personnel. Advanced first aid training for trip leaders and remote off-installation 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 apply to the activity leader(s) or, in the case of programs like whitewater rafting, all key program staff including volunteers. Refer to [Attachment 4](#).

**19.8. Inventory of Local Natural Resources and Local Outdoor Recreation Providers.** An installation'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.

**19.9. 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-installation recreation areas is available. Work with the installation 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.

**19.10. Risk Management and Environmental Safeguards.** Safeguarding customers, staff, and natural resources are essential to sustainable outdoor recreation programs.

19.10.1. Manager must establish risk management plans to include employee qualifications, in-service training, vehicle procedures, first aid kits, first aid protocols, minimum age limits, staff to patron ratios, blood borne pathogens, rescue and transport equipment, accident reporting procedures, two-way emergency communication, over-due procedures, activity-specific hazard assessments, orientation and pre-trip communications, and weather practices. **(T-3)**.

19.10.2. Manager will coordinate with the installation legal office to develop liability waiver forms, hold-harmless agreements, and assumption-of-risk forms. **(T-3)**.

19.10.3. Manager will coordinate with the civil engineer and bioenvironmental offices to ensure facilities and maintenance practices comply with applicable environmental requirements. **(T-3)**. Must include all off- installation recreation areas, recreational vehicle camps, and Marinas; integrate industry recognized Leave No Trace practices throughout the program. **(T-3)**.

**19.11. Alcoholic Beverages.** Outdoor recreation program managers follow the alcoholic beverage guidance in AFI 34-219. **(T-1)**. Outdoor recreation program manager must develop a locally written operating instruction addressing alcoholic beverage consumption in outdoor recreation programs and facilities. **(T-3)**.

19.11.1. 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.

19.11.2. Sponsors of parties or group functions will be accountable for the responsible behavior of their group. **(T-1)**. 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)**.

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

**19.13. Outings and Off-Installation Trips.** For every off-installation 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. **(T-3)**. 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. **(T-3)**. Before contracts are signed, the NAF contracting officer will ensure adequate safety plans to handle potential mishaps or emergencies are in the contract. **(T-3)**.

**19.14. On-Installation MWR Recreational Clubs and Other Recreational Private Organizations.** Refer to [Chapter 23](#).

**19.15. Playgrounds.** This applies only to playgrounds located at on-installation and off-installation recreation areas managed under the outdoor recreation program. Playgrounds are sustained with funds controlled by the civil engineer when authorized by DAFI 32-9005, *Real Property Accountability*. The outdoor recreation program manager ensures playground structures and equipment is inspected weekly for safety and maintenance purposes. **(T-1)**. The program manager coordinates the daily inspection checklist with occupational safety to 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)**.

**19.16. Outdoor Adventure Activities.** Adventure programs, like whitewater rafting or mountain climbing, carry a higher level of risk. The program manager will offer these programs only under the supervision of fully qualified program leaders. **(T-3)**. 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 civilian leader must approve, in writing, outdoor adventure program components. **(T-3)**. 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 must prepare an annual memo for the Force Support commander or leader’s signature authorizing existing adventure activities to continue. **(T-3)**.

**19.17. 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.

19.17.1. 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-1)**. The program manager must ensure 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)**.

19.17.2. The manager must ensure SCUBA cylinders are 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 Part 180, Subpart C, *Qualification, Maintenance and Use of Cylinders*. **(T-0)**. The program manager must ensure a qualified and certified SCUBA technician inspect, service, and repair 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 percent) must be clearly labeled for only enhance 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 percent oxygen) and enhanced air nitrox36 (36 percent oxygen) mixes.

**19.18. Off-Installation Recreation Areas.** Installation commanders requesting to establish an off-installation recreation area must have the approval of the AFSVC/CC. **(T-1)**. The program manager ensures the following applies to off-installation recreation areas:

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

19.18.2. Free housing or site rental must not be provided. **(T-3)**. Rental rates are established in accordance with AFI 32-9003, *Granting Temporary Use of Air Force Real Property*.

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

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

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

19.19.1. Under Title 18 USC Chapter 44, the *Gun Control Act of 1968*, NAF 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*.

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

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

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

19.19.5. The program manager must ensure the sales of firearms, ammunition, or reloading supplies complies with the guidance in ATF Publication 5300.4. **(T-0)**. ATF Form 4473 may be obtained from any Alcohol Tobacco and Firearms office.

19.19.5.1. Sales of firearms and ammunition are limited to eligible patrons. **(T-0)**. Eligible patrons will not resell any items. **(T-0)**. For example, an eligible member's 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.



19.19.5.2. The installation commander must ensure firearms sales to the public and guests of MWR eligible patrons is prohibited. **(T-0)**.

19.19.6. Safeguard information collected during firearm transactions in accordance with the Privacy Act of 1974. Refer to AFI 33-332 for further guidance.

19.19.7. 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)**.

19.19.8. 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 installation legal office about applicable state and local laws. The program manager and program 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)**.

19.19.9. Operations outside the US may require additional controls and forms to comply with customs requirements, status of forces agreements, 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 to be less stringent than those in the *Gun Control Act of 1968*. **(T-0)**.

19.19.10. 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 Defense Explosives Safety Regulation (DESR) 6055.09\_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)**.

19.19.11. The manager must maintain a listing of all Force Support owned weapons regardless of cost, depreciation, declared value, or life expectancy. **(T-1)**. These weapons must be inventoried at the start and close of the business day by the manager or designated 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 in accordance with AFMAN 34-209. **(T-1)**.

19.19.12. 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, *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.

**19.20. Riding Stables.** Horse owners must pay for grazing privileges on DAF property in accordance with AFI 32-9003. **(T-1)**. Arrangements can be made with the civil engineer to establish grazing areas and rules.

19.20.1. 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.

19.20.2. Outdoor recreation manager should validate all horses have the required inoculations for adequate protection against local diseases and ensures a veterinarian declares each horse is free of disease before it can be stabled or pastured with other horses.

19.20.3. Outdoor recreation manager should validate each horse owner has submitted veterinary care service options to support regular and emergency veterinary care of stabled animals. If an installation veterinarian is unavailable, the outdoor recreation activity may establish a NAF individual service contract in accordance with AFMAN 64-302 for veterinarian services. Owners may make their own veterinary care arrangements or permit the contract veterinarian to provide care, drugs, and medicine on a reimbursable basis.

19.20.4. An isolation stall should be identified and used as necessary.

**19.21. 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 and post trail information signs at the departure point adjacent to ski lift or tow systems. **(T-1)**. 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.

19.21.1. Installations with designated snow ski areas will create a local operating instruction accounting for the installation's mission, morale, and associated risk with this type activity. **(T-1)**.

**19.22. 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 or leader must ensure lodging is built and operated with NAFs. **(T-0)**. Structural repair may be authorized APFs under AFI 65-106.

19.22.1. Installations can specify and limit the number of recreational lodging units that allow pets and a separate pet fee is permissible.

19.22.2. The manager develops recreational lodging operating instructions which shall include a section addressing reservation, cancellation, refund, and pet policies. **(T-3)**.

19.22.3. Offering fee-based, tiered levels of amenities within recreational lodging units is authorized although purely rank-based facilities (e.g., distinguished visitor) is discouraged.

**19.23. Campgrounds.** Commanders develop installation policies for campgrounds that best service their eligible patrons. **(T-3)**. Undeveloped camping areas or tents-only campgrounds are Category B programs. **(T-3)**. Natural resource funds, controlled by the civil engineer, may be used in accordance with AFMAN 32-7003. Areas developed primarily for recreational vehicle camping are Category C. **(T-0)**. 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-1)**. 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 twelve consecutive month period. **(T-1)**. Back to back reservations designed to circumvent the local maximum length of stay limit is not permitted. **(T-0)**.

19.23.1. The manager develops a recreational vehicle camp operating instruction that includes sections addressing reservation, cancellation, length of stay, pet, and refund policies. **(T-3)**.

19.23.2. 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. **(T-3)**. 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. **(T-3)**. Any recreational vehicle 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 (e.g., engine overhaul, body work, paint job) be performed, and recreational vehicles may not be washed in the recreational vehicle camp. **(T-3)**.

19.23.3. All DAF campgrounds with recreational vehicle parking must participate in the Frequent Camper Program by stamping Frequent Camper logbooks and allowing campers to redeem Camper Cash at their camps in accordance with program guidance. **(T-3)**.

**19.24. 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.

19.24.1. 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)**.

19.24.2. The program manager must ensure customers have adequate training as well as the state or local mandated boating safety course before being allowed to operate any Force Support watercraft. **(T-0)**. This training should minimally 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 coast guard approved life jackets are provided to all passengers and are worn whenever on the boat. **(T-0)**.

19.24.3. Customers must keep watercraft in wet or dry storage in movable condition so it can be relocated for emergency or facility maintenance purposes. **(T-3)**. Refer to DoDM 4160.21, v4, *Defense Materiel Disposition: Instructions for Hazardous Property and Other Special Processing Materiel*, and AFMAN 34-204 for guidance regarding lost or abandoned boats and other personal property.

**19.25. Parachuting.** Force Support-contracted 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 manager must ensure the vendor provides a qualified jumpmaster, who is not the pilot, with a current US Parachute Association jumpmaster rating, for novice sport parachuting operations. **(T-0)**. The outdoor recreation program reports any injury or loss of life resulting from parachuting and other high risk recreational activities, per DAFI 91-204, *Safety Investigations and Reports*. Line-of-duty determinations are made as outlined in AFI 36-2910, *Line of Duty (LOD) Determination, Medical Continuation (MEDCON), and Incapacitation (INCAP) Pay*.

**19.26. Equipment Loan and Rental Operations.** Equipment loan items are issued to units and other installation groups for resiliency and readiness activities. **(T-3)**. Outdoor recreation equipment rental items are purchased with NAFs and available for rental to all authorized patrons. **(T-0)**. Refer to **Attachment 5**. Private organizations must not be authorized use of loaner equipment and the standard fee will be charged for rental equipment. **(T-3)**. To ensure the safety of all persons utilizing water related equipment, Personal Floatation Devices (PFDs) must be included when the equipment is loaned or rented by customers or utilized as part of an FSS program or event. **(T-0)**.

19.26.1. Outdoor recreation equipment loan items are purchased, tracked, and disposed of through APF channels. Refer to AFMAN 34-204. Manager must develop a local OI, approved by the FSS commander or leader, which covers free equipment use by units. **(T-3)**. It should include a list of items available and voluntary support required of unit for check out/in, and to clean and restock equipment. Consideration should be given to limiting the number of times a unit can request items to ensure accessibility to all units. Additional support may be required for preparation of specialized gear (e.g., ski/snowboards, bicycles).

19.26.1.1. Equipment loan items may be made available for self-directed use. Loan fees for these items can only cover verifiable NAF expenses associated with issuing, receiving, repairing, cleaning, maintaining, and restocking the items. **(T-1)**. These fees are not meant to recover the NAF purchase price of the item or make a profit per AFI 65-106.

19.26.1.2. Equipment items listed in MWR Allowance Standard-410, Part B, (skis, tents, bicycles, coolers, etc.) are considered loan items. (T-1). Items not listed in MWR Allowance Standard-410, Part B, (campers, ski boats, snowmobiles, etc.) are considered rental items. (T-1). Refer to [Attachment 5](#). Rental fees should cover all NAF expenses (including cleaning and maintenance) over the life of the item, anticipated replacement costs, and achieve local, AFSVC or DAF fiscal goals.

19.26.2. Outdoor recreation equipment rental items are purchased with NAFs and available for rental to all authorized patrons. (T-1). Refer to [Attachment 5](#). The program manager must ensure individuals who are not authorized patrons do not rent outdoor recreation items. (T-1).

19.26.3. A computerized point of sale system should be used to provide improved controls for security and audit purposes which must be approved by the AFSVC/CC. (T-1). If a manual system is used to check out equipment, a locally devised and controlled equipment loan or rental receipt is used. (T-1).

19.26.4. Equipment use is first-come, first-served although outdoor recreation may offer equipment reservations. Active 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).

19.26.5. 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).

19.26.6. Upon equipment return, all loaned or rented equipment is inspected for damage or malfunctions prior to loaning or renting the equipment again. (T-3). 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. (T-3). SCUBA gear, ski bindings, and ski boots are adjusted, tested, maintained, and tracked by certified technicians in accordance with industry standards. (T-0).

19.26.7. 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.

19.26.8. 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.

**19.27. 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 an 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 and at a minimum, conduct an annual review for abandoned vehicles. (T-3). The manager verifies at initial

and renewal of contract: proof of ownership (e.g., vehicle title), proof of insurance, and local contact address and telephone number. **(T-3)**. On-installation residents may be granted priority and a reduced rate if the installation commander has prohibited parking recreational vehicles in the housing areas. The manager develops an operating instruction which addresses customer eligibility, fee structure, and use policies. **(T-3)**. Refer to DoDM 4160.21-v4, Enclosure 3, para 92. Lost, abandoned, or unclaimed privately owned personal property, and AFMAN 34-204 for guidance regarding lost, abandoned, or unclaimed vehicles and other personal property.

**19.28. 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.

19.28.1. 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. **(T-1)**.

19.28.2. Ropes courses require customers to use both a helmet and chest-and-seat harness in accordance with course manufacturer recommendations. **(T-1)**.

19.28.3. 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. **(T-1)**. Consider belay anchors or belay partner procedures to prevent lightweight belayers being pulled off their feet by the fall of a heavier customer.

19.28.4. 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. **(T-3)**.

19.28.5. 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-1)**. Manager must ensure manufacturers recommendations covering annual, monthly, weekly, and per-use items, along with hardware replacement, staff training, and maintenance plans are adhered to. **(T-1)**.

**19.29. Skate and Bike Parks.** These facilities are sometimes operated by youth centers, which limits access by other potential customers. If a more accessible facility is desired, outdoor recreation programs should 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 signage is posted notifying users of the requirement for helmet use. **(T-3)**. Additional protective gear for wrists, elbows, or knees is encouraged.

**19.30. 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 (RV storage lots). 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 installation must route an installation request, through the AFSVC/CC, to the Principal Deputy Under Secretary of Defense for Personnel & Readiness OUSD (P&R). **(T-0)**. Self-Storage activity proposals must accomplish the steps outlined below:

19.30.1. The Force Support commander or civilian leader 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)**.

19.30.2. 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.

19.30.3. 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. **(T-0)**. The Force Support commander or civilian leader ensures notification of the local business activity which may be made by public notice or by letter to organizations representing the local businesses. **(T-0)**.

19.30.4. 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)**.

19.30.5. Submit self-storage proposals to AFSVC for coordination. **(T-1)**.

## Chapter 20

### SWIMMING AND AQUATICS

**20.1. 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, natural swimming, and aquatics programs. Refer to AFMAN 48-114, *Recreational Waters and Mission Training Pools*. Moreover, all aquatic facility managers shall create and implement a safety plan in accordance with the current Centers for Disease Control and Prevention (CDC) *Model Aquatic Health Code*, section 6.3.3. (<https://www.cdc.gov/mahc/editions/current.html>). (T-0).

**20.2. Pool Admission and Use Fees.** When NAF lifeguards are used to staff pools, admission fees are used to cover part or all of the NAF costs associated with lifeguard employment. (T-1).

**20.3. 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. (T-0). 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. (T-0). Pool depth is marked on the pool deck at least every 10 feet. (T-0). Similar depth markings must be visible from inside the pool by marking the pool wall, gutter, deck coping edge, etc. (T-0). 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. (T-0).

**20.4. Lifeguard Funding.** APF funded lifeguard requirement as over hires or temporary hires is authorized and should be utilized to the maximum extent possible. Force Support Squadrons must proactively plan to obtain APF overhires or temporary lifeguard employees. (T-2). Use of a NAF memorandum of agreement, between Force Support and the installation comptroller, funded with APFs is allowed when APFs are authorized, and APF/GS overhires or temporary employees are not approved by the installation commander through the civilian personnel overhire governance process. If APFs are not available, a waiver to fund source must be submitted by the Force Support Commander or leader to use NAFs and approved by AF/A1S and Secretary of Air Force Deputy Assistant for Cost and Economics. (T-1). Refer to AFI 65-106 and AFMAN 34-201 for guidance.

**20.5. Lifeguard and Aquatic Instructor Certifications and Training.** Lifeguards must have and maintain currency in a 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-0).

20.5.1. Lifeguards on coastal beaches must also be specifically trained in surf rescue techniques. (T-1). The training is also required for swimming and aquatic exercise instructors. (T-1).

20.5.2. Instructors who are qualified based on related training and experience may operate under the supervision of a certified instructor.

**20.6. Minimal Lifeguard Levels for Pools.** State and local laws governing lifeguard staffing must be observed when stricter than the lifeguard ratios mandated in this DAFI. (T-0). Staff levels accommodate lifeguard breaks or rotations. (T-0). Lifeguards are rotated off-station, or given a 10 minute break, every hour. (T-0). Clearing the pool of swimmers to accommodate lifeguard breaks is permitted.



20.6.1. At least two lifeguards are required to be on duty and at their stations (chair or deck patrol) during open recreational swimming, and a minimum lifeguard requirement must be maintained at, or below, a proportion of 50 to 1 (patron to lifeguard) standard. **(T-1)**.

20.6.2. 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 the assigned lifeguard station. **(T-0)**. 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. **(T-0)**.

20.6.3. If the swim team provides certified lifeguards, the lifeguards will be trained on local emergency response procedures the same as aquatic center and pool lifeguards. **(T-0)**.

20.6.4. Military water survival or similar training.

20.6.4.1. When conducting military water survival or similar training while a lifeguard is on duty, the training unit or activity must provide a dedicated training partner to the trainee. **(T-1)**.

20.6.4.2. May be conducted in 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.

**20.7. Natural Swimming Areas.** Examples of a natural swimming areas include: lakes, streams, oceans, ponds, bays, etc. These designated swim areas must have approval from installation safety, base legal, and the installation commander. **(T-1)**. State and local laws governing lifeguard staffing must be observed when stricter than the lifeguard ratios mandated in this DAFI. **(T-0)**.

20.7.1. Lifeguards must be present during posted hours. **(T-3)**.

20.7.2. Prominently post installation emergency services telephone numbers and warning signs that no lifeguards are present during off duty hours. **(T-1)**.

20.7.3. The installation newcomer's orientations must include a warning about the inherent hazards of using the natural swimming areas. **(T-3)**.

**20.8. Aquatic Equipment Standards.** These standards are designed to help ensure every aquatic facility in the DAF is fully equipped to handle accidents or emergencies.

20.8.1. Safety and Rescue Equipment.

20.8.1.1. Force Support must supply lifeguards a whistle, hat, shorts, shirt, and suit. **(T-1)**. Outdoor lifeguard stands must be equipped with a shade which can be repositioned as the sun moves and guards must be provided sun protections with a factor of at least 30. **(T-1)**.

20.8.1.2. All swimming pools and actively guarded natural swimming areas must have a first aid kit that includes rescue breathing masks and barriers and latex gloves to prevent transmission of disease. **(T-1)**.

20.8.1.3. To reduce the potential exposure to blood borne 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](#).

20.8.1.4. Biohazard spill kits are required to clean up blood or other potentially infectious material from pool decks or locker rooms. **(T-0)**. One kit is necessary per pool or natural swimming. **(T-1)**.

20.8.1.5. Backboard with arm, torso, and leg straps and head and neck immobilization system is required. **(T-1)**. One board is present at each pool or natural swimming where lifeguard or rescue services are provided. **(T-1)**.

20.8.1.6. 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. **(T-1)**.

20.8.1.7. Each lifeguard station, including guarded natural swimming 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. **(T-1)**. Lifeguards patrolling the deck or dock carry a rescue tube or can. **(T-1)**. 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 natural swimming 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.

20.8.1.8. 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-1)**. Even if a personal water craft is available for rescue purposes, a board or kayak must be available for back up. **(T-1)**.

## 20.8.2. Facility and aquatic program equipment.

20.8.2.1. Insulated pool covers are strongly recommended as the covers can reduce pool heating energy costs by 40-70 percent.

20.8.2.2. Chaise lounge and chairs for outdoor or indoor pools with a suitable deck area are recommended.

20.8.2.3. Kick boards should be available for free use by fitness or lap swimmers and for swim team practices.

20.8.2.4. 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.

20.8.2.5. 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.

20.8.2.6. 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.

20.8.2.7. 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.

20.8.2.8. Pools must be equipped with a handicapped accessible pool lift to meet Federal accessibility standards. **(T-0)**.

20.8.2.9. 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 refer to paragraphs **3.25**, **3.26**, and **3.27**.

**20.9. 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)**. In accordance with 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.

**20.10. Pools and Natural Swimming Areas Minimum Age and Supervision Requirements.** AFMAN 48-114 must be observed unless stated otherwise in this DAFI. **(T-1)**. Coordinate with installation’s youth program staff to ensure the age limits below do not violate local approved installation youth supervision policies per AFI 34-144. **(T-1)**. Because of the unique hazards of swimming areas, use the more restrictive age limits if there are differences. **(T-1)**. One individual may not supervise more than 10 children. **(T-1)**. 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 two of these children under the age of six, 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 is required in the event medical care is necessary. **(T-1)**. Emergency contact phone number(s) for the parent(s) should also be on file at the pool.

20.10.1. Children 10 and under must be attended by an adult. **(T-1)**.

20.10.2. Children 11 through 13 must be attended by an adult unless they demonstrate the following abilities during a basic water skill test administered by the installation pool staff: swim at least 12 meters (approx. 40 feet), tread water for 1 minute, and pull themselves from the water without using the pool ladder. **(T-3)**.

20.10.2.1. Children exhibiting these skills are given a basic water skills competency identification (e.g., card or patch) for subsequent pool visits. **(T-3)**.

20.10.2.2. After presenting the competency identification to a staff member, a waterproof wristband is secured to unescorted children 11 through 13 years prior to entering the pool area. **(T-3)**.

20.10.3. 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. **(T-1)**.

**20.11. Food and Beverage Limitations.** Eating and drinking is prohibited in the pool and at least 10 feet from the pool's edge. **(T-1)**. Moreover, glass containers are prohibited in aquatic facilities and natural swimming areas. **(T-1)**.

**20.12. Reciprocal Pool Pass Privileges.** Installations should offer free swimming privileges to all temporary duty personnel assigned to the installation for less than a 30-day period and who present a current season pass from their home installation. Otherwise, temporary duty personnel assigned to the installation for more than 30 days should be afforded swimming privileges on the same basis as permanently assigned personnel.

**20.13. Centers for Disease Control and Prevention Healthy Swimming.** All Force Support pools must support the Centers for Disease Control and Prevention (CDC), *Healthy Swimming*. **(T-3)**. 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 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.

**20.14. Signs to Prevent Pool Mishaps.** Aquatic warning signs must be prominently posted and easy to read to inform and help protect aquatic patrons. **(T-1)**. The signs must 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. **(T-1)**. 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 21

### ARTS AND CRAFTS PROGRAM

**21.1. Arts and Crafts Program.** Arts and Crafts is an instructional program directed toward the recreational, vocational and educational needs of Airmen and Guardians 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 Guardians and their families.

**21.2. Program Planning.** The arts and crafts program develop an annual program schedule publicizing classes, workshops, contests, and crafts fairs. **(T-1)**.

**21.3. 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.

**21.4. 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.

21.4.1. Automotive Body Shop Services include removing dents, straightening parts, sandblasting, sanding, painting, and other preparation for reconditioning a vehicle body.

21.4.2. 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)**.

21.4.3. Minor repair stalls are offered for auto work which can be completed in one day.

21.4.4. 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.

21.4.5. 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.

21.4.6. All engine parts are the responsibility of the owner.

**21.5. Car wash operations.** Usually the car wash is operated, maintained, serviced, inspected, and repaired by the auto hobby shop.

## Chapter 22

### RECREATION AND COMMUNITY CENTERS

**22.1. Program Overview.** The recreation and community center program supports Airmen and Guardians 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, Guardians and their families while promoting squadron cohesion and building resiliency, readiness, and trust among Airmen and Guardians. Recreation Centers are Category A and must provide a comprehensive MWR program with both directed and self-directed individual and group activities specifically targeted to the DoD community as a whole, but with special emphasis on military personnel. **(T-0)**. Community Centers are Category B and must provide comprehensive MWR programs specifically targeted to the DoD community as a whole with special emphasis on Service members and their families. **(T-0)**. Hybrid Event Center and Community Commons are a Category B Community Center. Refer to **Chapter 13**.

**22.2. Core Programs.** A comprehensive community center program includes the four core program areas to ensure consistency in program opportunities across the DAF: (1) personal and professional development, (2) family and life skills, (3) performing arts, and (4) recreation and leisure.

22.2.1. Personal and professional development provides and facilitates opportunities for personal and professional development activities to encourage Airmen and Guardians, 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.

22.2.2. 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.

22.2.3. 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.

22.2.4. 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 are provided by community centers:

22.2.4.1. Areas for self-directed activities, e.g., board games, fantasy card games, state-of-the-art computer gaming, television, billiards, ping pong, etc. **(T-3)**.

22.2.4.2. Space for computers as well as free wireless internet service for patrons. **(T-3)**.

22.2.4.3. Meeting space for eligible groups as defined in this instruction. Eligible groups are sponsored by an eligible patron. **(T-3)**.

22.2.4.4. At least one semiannual market-driven event to promote community cohesion and resiliency. **(T-3)**. 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.

22.2.4.5. Center provides, at a minimum, AFSVC core events annually to promote community cohesion and resiliency. **(T-3)**.

**22.3. Food and Beverage.** The food and beverage component is considered Category C. Refer to [Chapter 11](#).

## Chapter 23

### RECREATIONAL CLUBS

**23.1. 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 and Guardians. Recreational clubs are not private organizations as defined in AFI 34-223. Recreational clubs are DAF 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.

**23.2. Recreational Club Establishment and Participant Eligibility.**

23.2.1. 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 the financial impact of the operation on the installation MWR fund. The business case analysis should clearly show whether club establishment is in the best interest of the DAF and does not negatively impact the MWR fund. Recreational club operations should be evaluated every other year at a minimum to validate continued operations remain in the best interest of the DAF. This ensures clubs remain active, attract and retain an engaged membership, fully utilize facilities and equipment, and meet operational goals. The evaluation also assesses if a self-funded private organization can meet the local recreational interest instead of a recreational club.

23.2.2. The Force Support commander or civilian leader must ensure club attendance and participation is limited to MWR eligible patrons as defined in [Attachment 2](#). **(T-0)**.

23.2.3. Guest participation is allowed if the guest is accompanied by the sponsoring member and installation commander's guest policy is observed.

23.2.4. The MWR program manager must develop an OI for daily operations, FSS responsibilities for oversight of the club, operational safety, incident reporting, member responsibilities, marketing procedures, and all other relevant information. **(T-1)**.

**23.3. Dues.** Dues may be established to support membership club operations. Proposed dues should be approved by the Force Support commander or civilian leader.

**23.4. Retail Sales.** Recreational clubs may sell goods and services related to the purpose and function of the club. Refer to [paragraph 3.27](#).

**23.5. Snack Bars.** Snack bars supporting recreational clubs may be established and must operate according to [Chapter 11](#). **(T-1)**. Snack bar staffs are employees of the MWR activity.



**23.6. Alcoholic Beverages.** The sponsoring Force Support program manager must ensure recreational clubs only sell alcoholic beverages in accordance with AFI 34-219. **(T-0)**. Club participants may not consume alcoholic beverages prior to or during recreational activities.

**23.7. Skeet and Trap Clubs.** The sponsoring Force Support program manager must ensure skeet and trap clubs follow skeet and trap range guidance in **paragraph 19.19**. **(T-1)**.

JOHN A. FEDRIGO  
Acting Assistant Secretary  
(Manpower and Reserve Affairs)

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- 5 USC § 552a, *Records Maintained on Individuals*
- 10USC § 9013, *Secretary of the Air Force*
- 10USC § 1588, *Authority to Accept Certain Voluntary Services*
- 14CFR Part 105, *Parachute Operations*
- 14CFR Part 141, *Pilot Schools*
- 18USC § 203, *Compensation to Members of Congress, officers, and other in matters affecting the Government*
- 18USC § 205, *Activities of Officers and Employees in Claims Against and Other Matters Affecting the Government*
- 29CFR Part 1910, *Occupational Safety and Health Standards*
- 29USC § 701 et seq, *United States Rehabilitation Act*
- 29USC Part 798, Section 508, *Electronic and Information Technology*
- 33CFR Part 173, Subpart D, *Issue of Certificate of Number*
- 49CFR Part 180, Subpart C, *Qualification, Maintenance and Use of Cylinders*
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- AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020
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AFI 48-117, *Public Facility Sanitation*, 11 September 2018

AFI 48-137, *Respiratory Protection Program*, 12 September 2018

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AFI 64-117, *Government Purchase Card Program*, 22 June 2018

AFI 65-103, *Temporary Duty/Special Orders*, 15 August 2019

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Other Nonappropriated Fund Instrumentalities (NAFIS)*, 15 January 2019

AFI 65-107, *Nonappropriated Funds Financial Management Oversight Responsibilities*, 13 June 2018

DAFI 91-204, *Safety Investigations and Reports*, 10 March 2021

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AF Form 270, *Aero Club Operations*

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AF Form 1047, *Automotive Craft Center, Work, Parking and Storage Permit*

AF Form 1584, *USAF Aero Club Standardization Record*

AF Form 1585, *Covenant Not to Sue and Indemnity Agreement*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1875A, *NAF Individual Cashier's Report*

ATF Form 4473, *Firearms Transaction Record*

DD Form 2793, *Volunteer Agreement for Appropriated Fund Activities & Non Appropriated Fund Instrumentalities*

DD Form 4, *Enlistment/Reenlistment Document Armed Forces of the United States*

DD Form 2760, *Qualification to Possess Firearms or Ammunition*

Optional Form 1164, *Claim for Reimbursement for Expenditures on Official Business*

***Abbreviations and Acronyms***

**AAFES**—Army and Air Force Exchange Services

**AF**—Air Force

**AFI**—Air Force Instruction

**AFIMSC**—Air Force Installation and Mission Support Center

**AFMAN**—Air Force Manual

**AFMC**—Air Force Materiel Command

**AFPD**—Air Force Policy Directive

**AFSVC**—Air Force Services Center

**AOC**—Attestation(s) of Compliance

**APF**—Appropriated Fund

**ATF**—Bureau of Alcohol Tobacco, Firearms, and Explosives

**CDC**—Centers for Disease Control and Prevention

**CFR**—Code of Federal Regulations

**DAF**—Department of the Air Force

**DAFI**—Department of the Air Force Instruction  
**DAFCTP**—Department of the Air Force Central Ticket Program  
**DFAS**—Defense Finance and Accounting Service  
**DoD**—Department of Defense  
**DoDD**—Department of Defense Directive  
**DoDI**—Department of Defense Instruction  
**EPA**—Environmental Protection Agency  
**FAA**—Federal Aviation Administration  
**FLDCOM**—Field Command  
**FSS**—Force Support Squadron  
**ILS**—Integrated Library System  
**ISA**—Internal Security Assessor  
**MAJCOM**—Major Command  
**MICT**—Management Internal Control Toolset  
**MilMark**—Military Marketing  
**MOA**—Memorandum of Agreement  
**MWR**—Morale, Welfare, and Recreation  
**NAF**—Nonappropriated Fund  
**NAFI**—Nonappropriated Fund Instrumentalities  
**NTSB**—National Transportation Safety Board  
**OPSEC**—Operations Security Measures  
**OSD**—Office of the Secretary of Defense  
**OSHA**—Occupational Safety and Health Administration  
**OUSD (P&R)**—Office of the Under Secretary of Defense for Personnel & Readiness  
**PCI DSS**—Payment Card Industry Data Security Standards  
**PIC**—pilot-in-command  
**PII**—Personally Identifiable Information  
**POM**—Program Objective Memorandum  
**QSA**—Qualified Security Assessor  
**RegAF**—Regular Air Force  
**RBAC**—Role-based access control  
**SAQ**—Self-Assessment Questionnaire

**SCUBA**—Self-contained Underwater Breathing Apparatus

**SMS**—Short message services

**SORN**—Statement of Record Notice

**US**—United States

**USC**—United States Code

**USSF**—United States Space Force

### *Terms*

**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 APFs 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 AFSVC.

**AF Signature Brands**—Standardized proprietary food operations centrally managed by AFSVC. JR Rockers and Rickenbacker's are examples of AF signature brands.

**Americanforcestravel.com**—American Forces Travel<sup>SM</sup> is a MWR program arising out of a joint service initiative combining the efforts of each of the five branches of service (Army, Marine Corps, Navy, Air Force, and Coast Guard) and the Office of the Deputy Assistant Secretary of Defense for Military Community & Family Policy. The Services have contracted with Priceline® to deliver high value travel benefits to the U.S. military community. In addition to enhancing quality of life for the military community, American Forces Travel<sup>SM</sup> injects critical revenue into MWR programs by providing commissions to the Services from every booking made.

**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, e.g., contingency operations. Consequently, these programs are authorized to receive maximum APF support. Category A activities have the least capacity to generate revenue. The AF goal is 100 percent APF support where authorized for Category A activities.



**Category B, Basic Community Support Activities**—These activities have the capacity to generate some NAF revenue. Category B activities may have substantial support from APFs. This category includes essential Force Support activities that provide a fundamental core of the Force Support programs at AF installations. The AF goal for APF 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 APF support and limited direct APF support. For example, direct APF 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.

**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.

**Content Manager**—Responsible for creating, improving and maintaining content with the goal of achieving business goals through raising brand awareness, sharing content, monitoring web traffic and metrics.

**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.

**DoD and Coast Guard Civilian Employee**—Any appropriated fund or nonappropriated fund civilian employee or civilian officer of the DoD or Coast Guard, including any DoD Presidential appointee.

**Enterprise Digital Engagement Solution**—A digital engagement software or platform implemented by AFSVC as a centrally managed program to meet enterprise needs by maintaining brand consistency and providing optimal service capability for patrons.

**Equipment Loan Items**—Refers to equipment purchased with APFs which supports self-guided outdoor recreation activities, organized programs, and unit cohesion.

**Equipment Rental Items**—Refers to equipment purchased with NAFs which outdoor recreation programs makes available for rental to eligible MWR patrons.

**Essential Products Program**—AFSVC 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 activities. It is accepted at all Force Support programs for goods 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.

**Honorably Discharged Veteran**—Any former member of the uniformed services who separated from the uniformed service with a characterization of service of honorable or general (under honorable conditions).

**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.

**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.

**Military Services**—The U.S. Army, the U.S. Navy, the U.S. Air Force, the U.S. Marine Corps, the U.S. Coast Guard, and the U.S. Space Force.

**Members First**—As a club membership benefit, Members First provides exclusive discounts and other benefits available only through AF club membership.

**MWR Category C Online Activity**—Any revenue-generating MWR activity, including Military Service exchanges, that is accessible through the internet and does not require a physical visit to an installation to complete the transaction or to access the product.

**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, NAFs 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.

**Non-commercial**—events that are not sales pitches or information briefs that could lead to sales from the presenter.

**Non-DoD Federal Employee**—An individual employee or civilian officer of a U.S. Federal Government organization other than the DoD.

**Non—political**—not a partisan, political rally or meeting as defined in AFI 51-508.

**Non-religious**—events focused on religion or spiritual matters; discussions can occur but should not be in the nature of religious services.

**Pilot-in-Command (PIC)**—Person who has the final authority and responsibility for the operation and safety of the flight.

**Program Objective Memorandum (POM)**—This is the primary document used by the DAF to submit programming proposals. The POM includes an analysis of missions, objectives, alternative methods to accomplish objectives, and allocation of resources.

**Recreational Vehicle Camp**—A campground designed for recreational vehicles. The campground typically has paved parking sites with water, electric, and sewer utility hookups.

**Retired DoD and Coast Guard Civilian Employee**—Any former DoD or Coast Guard civilian employee or civilian officer who retires from DoD or the Coast Guard through time in service or due to an employment-related medical condition.

**Security Asset Manager™**—Electronically controlled cabinets to store, audit, and manage keys and assets.

**Tip Jar**—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.

**Uniformed Services**—The Military Services, the U.S. Public Health Service Commissioned Corps, and the National Oceanic and Atmospheric Administration Commissioned Officer Corps

**Voluntary Emeritus Corps**—The Voluntary Emeritus Corps ensures continued quality research, mentoring, on-the-job training, support, and program management by allowing experienced employees an opportunity to retain a presence in the Federal Government, after their retirement or separation, as volunteers. Voluntary Emeritus Corps assignments are not considered employment by the Federal government except for purposes of injury compensation as described in Federal Register, Vol 63, No. 42.

## Attachment 2

### GENERAL MWR PROGRAM ELIGIBILITY AND USE

**A2.1.** If Force Support facilities cannot accommodate all authorized patrons, the installation commander determines specific use priorities based on **Table A2.1** and **Table A2.2**. Installation commanders may limit access among active duty status 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 Uniformed Service members and their family members into categories (1) members assigned to or supported by the installation, and (2) members not assigned to or supported by the installation, etc.

**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 are incapable of supporting themselves.

**Table A2.1. Unlimited Program Eligibility and Use Priority.**

CATEGORY	PRIORITY	AUTHORIZED GROUP	COMMENTS
Uniformed Service members and their family members	1	Member of an active component (Army, Navy, Air Force, Marine Corps, and Coast Guard).  Members of the Reserve Components (Ready Reserve, National Guard; Reservists in training).  Cadets of Service Academies and U.S. Merchant Marine Cadets.  Members of the Commissioned Corps of the Public Health Service and the Commissioned Corps of the National Oceanic and Atmospheric Administration	Reserve Officer Training Cadets refer to <b>Note 1.</b>  Delayed entry personnel refer to <b>Note 2 and 3.</b>  For child care priorities, refer to <b>Note 4.</b>

		<p>in an active duty status.</p> <p>Scholarship/Contract Reserve Officer Training Corp cadets.</p> <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 status.</p>	
Service retirees and their family members	2	Retired from active duty status.	For child care priorities, refer to <b>Note 4.</b>
	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.	For child care priorities, refer to <b>Note 4.</b> Priority 3 for all category A & B activities. For Category C activities, see <b>Note 5.</b>
Others separated from the Armed Forces and their family members	4	<p>Honorably discharged veterans of the uniformed services.</p> <p>Members under the Transition Assistance Management Program. Personnel separated under the Voluntary Separation Incentive and Special Separation Benefit programs for two years after separation.</p>	For child care priorities, refer to <b>Note 4.</b>
	5	Medal of Honor recipients.	For child care priorities, refer to <b>Note 4.</b>

Former and/or surviving spouses and family members	6	Un-remarried surviving spouses of personnel who died while in an active duty status or while in retired status.	For child care priorities, refer to <b>Note 4</b> .
	7	Un-remarried former spouses who were married to military members for at least 20 years while the military member was in an active duty status in the Armed Forces.	For child care priorities, refer to <b>Note 4</b> .
	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).	For child care priorities, refer to <b>Note 4</b> .
US DoD and Coast Guard civilians (including NAF employees) and their family members	9	When stationed outside the US.	For child care priorities, refer to <b>Note 4</b> .
Other supporters of the DoD	10	US Federal employees when assigned in areas outside the US.	For child care priorities, refer to <b>Note 4</b> .
	11	Medical personnel under contract to the military DoD Component during periods when the personnel are residing on the installation.	For child care priorities, refer to <b>Note 4</b> .
	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.	For child care priorities, refer to <b>Note 4</b> .
	13	Paid members of the American Red	For child care priorities,

		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.	refer to <b>Note 4.</b>
	14	US employees of firms under contract to the DoD working on an installation when assigned in areas outside the United States.	For child care priorities, refer to <b>Note 4.</b>
<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Reserve Officer Training Cadets on scholarship or contract are members of the Ready Reserve.</li> <li>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.</li> <li>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. DD Form 4, <i>Enlistment/Reenlistment Document Armed Forces of the United States</i>, 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 DD 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 DD Form 4.</li> <li>4. Child care priorities are established in accordance with DoDI 6060.02, <i>Child Development Programs</i>.</li> <li>5. In Category C activities, retired individuals have the same priority as those from active component and their families.</li> </ol>			

**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). Unless prohibited by status-of-forces or other country-to-country agreements, APF and NAF civilian personnel employed by Force Support units, and their family members, may purchase goods and services from their respective activities, without restrictions.





**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 APF and NAF, retired DoD, and Coast Guard civilians	See <b>Note 1.</b>
DoD contractor personnel and technical representatives	16	Working on the installation.	See <b>Note 1.</b>
Others associated with DoD	17	Reserve Officer Training Cadets (other than those addressed in Priority 1 above) when participating in field training.	See <b>Note 1.</b>
	18	Former Prisoners of War and spouses of Prisoners of War or service members missing in action.	See <b>Note 1.</b>
Other US Federal employees	19	All appropriated and nonappropriated employees of US Federal employers.	See <b>Note 1, Note 2</b> and <b>Note 3.</b>
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.	See <b>Note 1.</b>
Guests	21	Those otherwise not eligible to use Force Support resiliency and readiness programs, when specifically invited and accompanied by an authorized person.	See <b>Note 1.</b>
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	See <b>Note 1.</b>

		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	23	Local leaders (Honorary Squadron Commanders, etc.) as designated by the installation commander.	See <b>Note 2.</b>
	24	Gold Star and Surviving Family Members as defined by next of kin who receive the Gold Star or Next of Kin lapel button in accordance with AFI 36-3002. Refer to <b>paragraph 12.3.2.20.</b>	
Members of the public within the US	25	Members of the general public can attend infrequent Force Support-sponsored resiliency and readiness events, such as tournaments and competitions, as authorized by the installation commander.	
	26	Members of the general public within the US and its territories and possessions, with AF/A1S approval, may use category C programs on a recurring, self-directed basis.	
	27	Students without MWR eligibility and enrolled in a K-12 school located on a DAF led installation may be granted access to MWR facilities for school-sponsored or private organization-sponsored educational activities.	See <b>Note 4.</b>

	28	Students without MWR eligibility and enrolled in an off-installation K-12 school servicing DAF students may be granted access to MWR facilities for school sponsored educational activities. Memorandum of Agreement is recommended to outline specific roles and responsibilities.	See <b>Note 5.</b>
	29	Patrons authorized by current DoD issuance (e.g. DoD directive type memorandums, manuals, regulations).	See <b>Note 6.</b>

**Notes:**

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. **(T-1).**
  
2. Before authorizing use by DoD members, other federal employees and students in the local community priorities listed in **Table A2.2**, the installation commander determines that adequate facilities are available and the facilities are currently underutilized by higher priority users. **(T-1).** The installation commander must:
  - a. Assess if allowing use of facilities to these individuals is beneficial to both the military members and civilians in the community. **(T-1).**
  - b. Ensure no conflict exists with Federal, State, or local laws (including Status-of-Forces Agreements). **(T-0).**
  - c. Ensure authorized members are designated by letter maintained on file by the Force Support commander or civilian leader.
  - d. Ensure fees for non-DoD personnel are set higher than rates charged to active component military, dependents, retirees, and DoD civilians. **(T-1).**
  
3. Limit memberships of non-federal civilians to a specific period, not to exceed one year. **(T-3).** Installation commander re-certifies memberships annually. Re-certification documentation is maintained by Force Support units.
  
4. For use of Cat C MWR activities by members of the public, installations submit a non-DoD use waiver package which must be endorsed by the respective MAJCOM/A1 or FIELDKOM/S1/or equivalent and AFSVC/CC before submitting to AF/A1S for approval or disapproval. AF/A1S may grant the non-DoD use

waiver for up to 5 years; expiration date of waiver will be specified in the waiver approval memorandum.

**(T-1).**

a. In accordance with DoDI 1015.10, when allowing members of the public to use a Category C Force Support facility the local Chamber of Commerce affected by the proposed expanded use concurs. **(T-0)**.

Authorization must be limited to attendance and purchase of food and beverages, and convenience merchandise incidental to participation. **(T-0)**. Refer to Status-of-Forces Agreements for overseas areas.

b. The installation must identify the current utilization level of the facilities and the financial and non-financial benefits to the installation for approving such access. **(T-1)**. The installation must assess if allowing use of facilities to these non-DoD personnel is beneficial to both the military members and civilians in the community. **(T-1)**.

c. For any approved waivers authorizing non-DoD use approaching the expiration date, a renewal package must be recertified through MAJCOM or FLDCOM/S1 and AFSVC/CC, to AF/A1S for approval prior to the expiration specified in the AF/A1S waiver approval memorandum.

5. The installation designates MWR facilities available for student use. These students must be accompanied by a sponsor or designee while in attendance at the MWR activity. **(T-3)**. 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. **(T-1)**.

6. Access must be limited to what is specified in the DoD issuance.

## Attachment 3

## LIBRARY SERVICE DELIVERY MODEL REQUIREMENTS

Table A3.1. Library Service Delivery Model Requirements.

	Requirements	Digital	Modified	Traditional
1	Full-time, on-site, professional librarian with a Master's degree in Library Science or Library & Information Studies	X	X	X
2	On-site library desk staff available to patrons during library operational hours to include at least one weekday after 1800 hours and at least four hours each weekend	X	X	X
3	Ability to provide Digital Literacy Assistance (instruction in the areas of accessing, registering, and browsing online library resources, as well as in the use of any pre-loaded programs on customer-accessible computer workstations)	X	X	X
4	Dedicated space/building; May be collocated (e.g., education center, community center/commons, etc.); Must have the ability to secure library holdings/AF property (to include, but not limited to, key-locked doors and cabinets) during hours the library is closed to the public.	X	X	X
5	Computer workstations in sufficient quantities to ensure wait time does not routinely exceed 15 minutes; Workstations must be CAC-enabled with Internet access and networked for printing/scanning as applicable; Workstations must also provide access to email, online research, digital library collections, and office-type word processing, spreadsheets, slide/presentation, and .pdf capabilities	X	X	X
6	Customer-accessible wireless Internet access	X	X	X
7	An Integrated Library System (ILS) used for inventory control, customer registration, circulation, etc., and a Library website for remote customer access	X	X	X
8	Interlibrary Loan (ILLs) services to include electronic document delivery service for customers	Optional	Optional	X
9	Customer-accessible print, scan/fax, and photocopy services located inside the library (NAF Income)	Optional	Optional	X

10	On-site programs for children, teens, and adults depending on installation classification (e.g., unaccompanied)	Optional	Optional	X
11	Dedicated individual and small group study areas located inside the library	X	X	X
12	Physical collections (books, DVDs, etc.) available for lending	Optional	X	X
13	Mission support collections (Transition Assistance Program, Exceptional Family Member Programs, Resiliency) available for customer use.	X	X	X
14	CSAF Reading List materials available for customer use.	X	X	X
15	Education/testing support materials available for customer use	X	X	X
16	Reference and research services available that include patron support for accessing physical and digital library resources	X	X	X
17	Physical Best Seller collection available for customer use	Optional	X	X
18	Facility and resources accessible to all authorized patrons (e.g., regular and reserve component members, family members, DoD civilians, DoD retirees, etc.)	X	X	X

## Attachment 4

## OUTDOOR RECREATION TRAINING AND CERTIFICATION STANDARDS

Table A4.1. 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 skills or training 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	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	

## Attachment 5

## CORE CUSTOMER USE EQUIPMENT STANDARDS

**A5.1.** The installation size is based on DAF active duty status strength plus 25 percent of the dependent population. At overseas locations, assigned DoD civilians are also included. In [Figure A5.1](#) and [Figure A5.2](#), a small installation is 3,000 or less, a medium installation is between 3,000-7,000, a large installation is between 7,000-11,000, and a very large installation is over 11,000.

**Figure A5.1. APF Core Equipment.**

<i>ITEM</i>	<b>SMALL INSTALL ATION</b>	<b>MEDIUM INSTALL ATION</b>	<b>LARGE or VERY LARGE INSTAL LATION</b>
BBQ Grill, Portable, Family Size	3	6	9
BBQ Grill, Portable/Towable, Large Group Size, Propane/Charcoal Fired	1	2	3
Bicycle, 21 Speed, All Terrain	6	12	24
Bicycle, Single or Multispeed, (For Installation or Site Transportation)	3	6	12
Binoculars, Rubber Armored	2	4	6
Boat, 15 Foot Max., Basic Fishing, V-hull or Jon-Boat with Trailer	3	6	12
Boat, 16 Foot Max., Day Sailor, Mono-Hull or Catamaran with Trailer	3	6	12
Boots, Downhill, Cross-country and/or Snowboard	As Needed	As Needed	As Needed
Canoe, Flatwater, with Paddles	3	6	12
Compass, Magnetic	2	4	6
Cooler, Insulated	6	9	12
Cot, Camping	4	8	12
Day Packs, Hiking, Adult and Child Sizes	4	8	12
Dining Canopy/Screen House	1	2	4
Fishing Tackle, Freshwater, Saltwater, and/or Ice	4	6	8
Helmets, Bicycle, Adult and Child Sizes	As Needed	As Needed	As Needed
Horseshoe Set	2	4	6
Ice Auger, Hand Crank	1	1	2
Lantern, Camping, Battery Powered or Liquid Fuel/Propane	6	12	18
Motor, Outboard Boat, 25 Horsepower Max.	4	8	14
Personal Flotation Device, USCG Approved, Adult and Child Sizes	As Needed	As Needed	As Needed

Ski Poles, Downhill and Cross Country, Adult and Child Sizes	As Needed	As Needed	As Needed
Skis, Downhill and Cross Country with Bindings, Adult and Child Sizes	As Needed	As Needed	As Needed
Sleeping Bag Pad, Closed Cell Foam	6	12	18
Sleeping Bag, Three Season Model	6	12	18
Snowboards with Bindings	As Needed	As Needed	As Needed
Softball Set, Balls-Bats-Gloves	2	4	6
Stove, Camping, Multiburner, Propane Or Liquid Fuel	4	8	12
Stove, Camping, Single Burner, Backpacking, Liquid Fuel	3	6	9
Tent, Four Person	6	12	18
Tent, Six Person	4	8	12
Toboggan and/or Snow Sleds	1	2	3
Trailer, Canoe	1	1	2
Volleyball Set, Net-Ball-Poles	2	4	6
Water Container/Jug, Insulated	8	16	24
Water Skis	4	6	8

**Figure A5.2. NAF Core Equipment.**

<b>ITEM</b>	<b>SMALL INSTAL LATION</b>	<b>MEDIU M INSTAL LATION</b>	<b>LARGE or VERY LARGE INSTAL LATION</b>
Bed, Folding/Roll-away	2	4	6
Boat, Bass with Trailer	2	4	8
Boat, Pontoon	1	2	4
Camper, Pop-Up or Hard-shell, Towable	2	4	8
Canopy, Large Group, Portable	2	4	8
Chain Saw, Gasoline Powered	1	1	2
Chairs, Folding	As Needed	As Needed	As Needed
Electric Power Tools, Drill, Circular Saw, Saber Saw	1	2	3
Garden Tiller, Gasoline Powered	2	4	8
Lawn Mower, Gasoline Powered	3	6	9
Log Splitter, Gasoline Powered	1	1	2
String Trimmer/Edger, Electric or Gasoline Powered	3	6	9
Table, Folding	As Needed	As Needed	As Needed