

**BY ORDER OF THE COMMANDER
439TH AIRLIFT WING**

**439TH AIRLIFT WING INSTRUCTION
34-101**



9 MAY 2013

Services

FACILITY UTILIZATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 34-1, Air Force Services Combat Support Programs. It is intended to coordinate the utilization of available services facilities on Westover and to ensure the safety of all users. It establishes requirements for the scheduling of group activities and outlines safety requirements in the conduct of fitness assessments (all military branches). It defines authorized guest privileges and places responsibility for delayed entry and “perspective” applicants on their Department of Defense recruiters. It applies to all organizations assigned or attached to Westover Air Reserve Base (ARB). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847 to 439 FSS/FSV, 171 Galaxy Road, Box 56, Westover ARB, Chicopee MA 01022-1636.

SUMMARY OF CHANGES

Adds paragraph 2.7. Changes 439 MSG/SV to the 439th Force Support Squadron/Sustainment Flight (439FSS/FSV). Deletes paragraph 4 and moves Adopted Forms to **Attachment 1**.

1. General. Services facilities on Westover ARB include the Fitness Center, Westover Club, Lodging, the Bowling Center, Equipment Checkout/Rental, Family Camping Area and all

outdoor recreational facilities on base. To avoid scheduling conflicts, advance coordination must be initiated with the facility manager of these functions prior to utilization of these facilities by groups of authorized customers. Services facilities are managed and operated by the 439th Force Support Squadron/Sustainment Flight (439FSS/FSV).

2. Responsibilities of the Westover Fitness Center Staff.

2.1. Establish a schedule of recreational activities for all branches of service. When a conflict arises, the Fitness Center staff will immediately notify requesting activities and resolve the conflict. 439th Airlift Wing (439AW) units will have precedence over tenant units and other groups requesting use of Westover ARB facilities on established Unit Training Assembly weekends.

2.2. Maintain a separate folder for each individual recreational activity and area.

2.3. Provide oversight to all organizations walking or running groups of people for the purpose of fitness testing. Provide cold water and cups at strategic locations to ensure proper hydration of walkers and runners.

2.4. Ensure that a certified Cardio Pulmonary Resuscitations (CPR) monitor is available for all fitness assessments.

2.5. Ensure notification of the Base Fire Department advising that fitness assessments are being conducted by calling (413) 557-3818.

2.6. Ensure that cell phones or walkie-talkies are utilized (provided by using organization) and inform fitness monitors of the emergency phone number of the Base Fire Department (413) 557-1117.

2.7. Direct all off base and tenant units on Westover to the gatekeepers of the base Sentry Program (439 LRS/LGRDX) for all unit functions occurring on base to ensure proper coordination. Inform them that they must submit a memorandum two (2) weeks prior to the event for approval to include, date/time/POC name and number. Once approved through Sentry Program it will be placed in the reservation book and confirmed.

3. Requesting Activities.

3.1. All 439 AW units must schedule fitness assessments and group activities with the Westover Fitness Center a minimum of five days in advance of the planned event. Memorandum must include a point of contact for the event, phone number, date and time of the activity, type of activity, number of participants, and all equipment and assistance required by the Fitness Center staff. Confirmation will be obtained by calling (413) 557-3958 or DSN: 589-3958 prior to the scheduled activity.

3.2. A minimum of one water point will be set up along the walking, marching, running, or exercise area, trail or path.

3.3. Communications to the Fire Department will be established ensuring the ability to communicate to the rescue squad, if necessary. A cell phone can accomplish this with an emergency number (413-557-1117) pre-programmed. If cell phones are not available, two-way radios may be requested from the Fire Department.

3.4. Provide two monitors (must have current CPR certification) for all fitness assessments involving aerobic activity; i.e., walking, running, or jogging. The monitors are responsible to

lead/follow the group in vehicles. This procedure ensures visual contact with everyone in the group.

3.5. All leaders of units, groups, organizations or parties will ensure that the rules of the facility, area, or grounds of which they are using are followed.

3.6. At no time will a group, unit, organization or party be left alone without proper supervision from an officer, non-commissioned officer, group leader or supervisor for that group. **Note:** Military recruiters (all services) are responsible for the conduct and safety of individual applicants, military or naval academy freshmen, delayed entry personnel, young marines and potential recruits, and therefore, must be present at all times during their utilization of facilities and grounds.

STEVEN D. VAUTRAIN, Colonel, USAFR
Commander

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

AFPD 34-1, *Air Force Services Combat Support Programs*, 2 November 2012

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009