

**BY ORDER OF THE
CHIEF, NATIONAL GUARD BUREAU**

**AIR NATIONAL GUARD INSTRUCTION
34-121**



16 OCTOBER 2024

SERVICES

**DINING SOCIAL CLUB
ORGANIZATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication is available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: NGB/A1P

Certified by: Colonel Carrie A. Barido
NGB/A1P; Senior Coordinator NGB/A1,
Brigadier General David J. Ciesielski

Supersedes: ANGI34-121, 1 September 2005

Pages: 18

This publication implements Air Force Policy Directive (AFPD) 34-1, Air Force Services, dated 11 Oct 2018. This instruction sets forth uniform guidelines and requirements under which private organization (PO) dining social clubs (DSCs) operate on ANG installations. Under the guidance and requirements established by this instruction, DSCs are operated within United States Air Force (USAF) and Air National Guard (ANG) policy and in compliance with Federal, State, and local laws. DSCs enhance morale and esprit de corps, provide activities and facilities for fellowship and recreation for ANG members and their families, and provide services similar to those available to active and reserve forces through the Air Force Club Program. However, DSCs on ANG installations are not part of the Air Force Club Program. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. The use of the name or mark of any specific

manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force.

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Changes include updating nomenclature, real property procedures, and audit requirements.

1. Overview.

1.1. A dining social club (DSC) authorized to operate on an ANG installation can provide similar functions and some of the same kinds of services to its members that are available to active-duty forces in the Air Force Club Program. It can also make a positive contribution to the furtherance of goals and objectives that benefit the members of the Air National Guard (ANG). There can only be one DSC on an ANG installation. ANG tenant units on an active military installation where the host base operates an Air Force Club activity may not establish a DSC. If an Air Force club operates on an ANG installation, no DSC can be established on that installation. Under no circumstances will “squadron bars,” or “pilot lounges,” or the like be operated on ANG or Air Force (AF) installations.

1.2. Club Configuration—Physical Plant. The DSC membership will determine whether or not separate bar facilities are to be maintained for officer and enlisted personnel. Dining rooms are normally shared.

1.3. Establishing DSCs. DSCs shall be established as not-for-profit membership corporations duly organized in conformity with State law. Its functions and objectives must be in writing and shall be reviewed by the senior ANG installation judge advocate, Force Support Squadron Commander or equivalent, and other staff members as deemed necessary to permit an informed judgment by the Installation Commander on whether to authorize a DSC to operate on the installation. Each DSC shall maintain on file at the ANG installation the organizational documents required by State law and ANG policy, including the certificate or articles of incorporation, charter or constitution, bylaws, and such other organizational documents as may be required to:

1.3.1. Establish member eligibility.

1.3.2. Designate management responsibilities (including accountability for assets and satisfying liabilities) to a specific member of the DSC.

1.3.3. Notify all members of their personal financial responsibility if there are insufficient DSC assets to cover all DSC liabilities.

1.3.4. Provide for a source of revenue.

1.3.5. Establish liability, workers’ compensation, and facility damage insurance sufficient to insure that no liability for personal injury, illness, or death or facility damage/destruction will fall to the ANG.

1.3.6. Provide insurance for the dram-shop theory of liability sufficient to protect member and ANG interests. Insurance obtained under this paragraph and [paragraph 3.4](#) shall provide that the insurer is not subrogated to the interests of the DSC.

- 1.3.7. Provide specific guidance on disposing of residual assets.
- 1.4. Dissolving a DSC. When a DSC decides to disband or shut down, it must:
 - 1.4.1. Use its funds to satisfy any of its outstanding debts, liabilities, or obligations.
 - 1.4.2. Dispose of residual assets as specified by the articles of incorporation, charter, or constitution.
 - 1.4.3. DSC management must notify the Installation Commander through the Force Support Squadron Commander or equivalent of its intent to dissolve the DSC and prepare a time- phased action plan to do so.
- 1.5. General Policies.
 - 1.5.1. There is no official relationship between DSCs, which are private organizations, and the ANG or any other part of the Federal Government. However, the ANG is interested in and concerned with the operation of DSCs when they are operated on ANG installations.
 - 1.5.2. DSCs are private organizations and will comply with the guidance set forth in Air Force Instruction (AFI) 34-223, Private Organization Program, and this ANGI Instruction (ANGI). Because DSCs have been granted certain waivers to the AFI which have been incorporated into this ANGI, this ANGI takes precedence in case of conflict with the AFI. For those provisions that have been waived, this ANGI takes precedence. Those provisions are listed in paragraphs [10.9](#), [10.10](#) and [10.14](#) and pertain to continuous resale activities and the sale of alcoholic and cereal malt beverages.
 - 1.5.3. Income will not accrue to individual members from a DSC's activities, except through wages, salaries or contracts for services rendered.
 - 1.5.4. The certificate or articles of incorporation, charter or constitution, bylaws, and operating and membership rules are the basic documents by which a DSC is established, administered, and dis- solved.
- 1.6. Membership. DSCs determine their own eligibility rules; however, Installation Commanders should not approve any DSC that doesn't primarily focus on the ANG family.
- 1.7. Membership Cards. Membership Cards will be issued to identify members and to control DSC patronage. Membership cards will be clearly and distinctly marked, consistent with [paragraph 3.3](#), to reflect that the membership is in a private organization.
- 1.8. Reciprocal Privileges. Membership in a DSC does not entitle members to reciprocal privileges in any US Armed Forces open mess or club or in any other DSC. ANG members on an active Air Force installation in a Temporary Duty (TDY) status or active duty for training status may join the respective active duty club as outlined in DAFI 34-101, Department of the Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility. ANG personnel are also authorized to join Air Force clubs commensurate with their grade and are encouraged to do so when residing within a convenient distance to said club, especially members of ANG units collocated on active duty or reserve installations.
- 1.9. Membership Dues. Members must establish and pay dues at a sufficient level that dues, in conjunction with other DSC activities, generate enough income to make the DSC financially self-sufficient.

2. Roles and Responsibilities.

2.1. ANG Readiness Center: The ANG Policy & MWR Programs Manager (NGB/A1PP) is the office of primary responsibility (OPR) for formulating, monitoring, and providing ANG policy on DSCs. The ANG Installations Support Branch (NGB/A4AI) is the OPR for providing ANG real estate policy in accordance with the Office of the Deputy Assistant Secretary of the Air Force (Installations) (SAF/IEI) directives for granting private organizations temporary use of space on ANG installations.

2.2. State Adjutants General:

2.2.1. Is the approval authority for the operation of a DSC on ANG installations when recommended by the installation commander.

2.2.2. Provide oversight for annual DSC reviews forwarded by the Assistant Adjutants General for Air from Installation Commanders.

2.3. Assistant Adjutants General for Air: Ensure all DSCs operating on ANG installations are properly authorized and in compliance with applicable Federal, state, and local laws, and applicable Air Force and ANG instructions and policies.

2.4. ANG Installation Commander:

2.4.1. Evaluates requests to operate a DSC on the installation and forwards supported requests to the State Adjutant General recommending approval.

2.4.2. Ensures that not more than one DSC is established on an ANG installation.

2.4.3. Provides limited supervision and proper oversight to ensure the DSC operates in accordance with its establishing documents for the benefit of all members and according to all Federal, State and local laws, Air Force and ANG policies, but does not control or dictate internal activities or structure of a DSC.

2.4.4. Requires review of DSC operations at least once a year, and ensures the yearly operational review is documented in writing and evaluated by the installation Staff Judge Advocate prior to his or her consideration of the report of review. The review evaluates whether the DSC's operations conform to its organizational and operating documents; applicable Federal, State, and local laws; ANG and Air Force instructions; and within its lease/license, as applicable. The review also ensures the DSC has appropriate insurance coverage. A copy of the report of review with comments and recommendations will be sent to the state Assistant Adjutant General for Air.

2.4.5. Requires an audit of the DSC operations. in accordance with the criteria in DAFI 34-223, Private Organizations Program. The unit audit focal point should be contacted for audit resources. The DSC shall make available an audited financial statement to its members and the Installation Commander. Keeps a permanent file on the DSC's operations. This file will contain copies of the certificate or articles of incorporation, charter or constitution, bylaws, letter of approval, appropriate State licenses, information about the DSC's insurance, and other related documents. The file shall include a record of the annual reviews made pursuant to [paragraph 2.4.4](#) and a copy of all audits made of the organization pursuant to [paragraph 2.4.5](#), or otherwise. This duty may be delegated to the Force Support Squadron Commander or equivalent.

2.5. ANG Host Unit Mission Support Group Commander:

2.5.1. Requires annual verification that the DSC operates according to Air Force and ANG policies, the State Articles of Incorporation, and applicable Federal, State, and local laws and ordinances.

2.5.2. Monitors the operation of the DSC through the Force Support Squadron Commander or equivalent.

2.6. ANG Force Support Squadron (FSS) Commander or Equivalent:

2.6.1. Monitors DSC operations to verify they are according to Air Force and ANG policies and procedures, their State Articles of Incorporation, and applicable Federal, state, and local laws and ordinances.

2.6.2. Reviews DSC advisory committee minutes, and forwards them with recommendations, if any, to the Installation Commander.

2.7. ANG Base Services Manager (BSM):

2.7.1. Assists in monitoring the DSC to verify it operates according to Air Force and ANG policies and procedures, their State Articles of Incorporation, and applicable Federal, state, and local laws and ordinances.

2.7.2. Monitors DSC renovation and construction projects.

2.7.3. Advises the chain of command of any significant DSC problems.

2.7.4. Maintains documents as specified in DAFI 34-223/ANG Sup 1.

2.8. DSC Advisory Committee:

2.8.1. Basic policy on Air Force advisory committees is outlined in AFMAN 34- 201, Use of Nonappropriated Funds. This policy will be used as a guide by DSC advisory committees.

2.8.2. The advisory committee of the DSC will consist of ANG personnel acting in their private capacities during their off duty time. It hires or appoints a volunteer manager to direct and supervise the DSC. The manager is responsible for the day-to-day management of the DSC and performs such functions and duties as may be required by the DSC's bylaws and as directed by the advisory committee.

2.8.3. The advisory committee represents the DSC's membership and must have at least five members. All advisory committee members must be club members. The majority must be traditional Guardsmen. Voting committee members will be elected by the general membership. Committee membership is for one year unless otherwise required in the Articles of Incorporation.

2.8.4. When a committee member resigns or departs, the advisory committee may hold an election to fill the position or appoint a replacement.

2.8.5. The chairperson may invite representatives from organizations such as spouses' clubs to attend meetings in a nonvoting, advisory role.

2.8.6. The chairperson votes only in case of a tie.

2.8.7. At the minimum, the advisory committee meets once per quarter.

2.8.8. The DSC manager records any out-of-session actions and sends them to the Installation Commander through the FSS Commander or equivalent to keep him or her informed. They are made a matter of record at the next regular Advisory Committee meeting.

2.8.9. Ensures that the DSC's manager has established and published operating policies and instructions (standards) to prevent over-indulgence in alcoholic and cereal malt beverages and does not glamorize such beverages and their consumption.

2.8.10. Provides for the proper protection of the DSC's property and its patrons.

2.8.11. Approves the five-year equipment replacement and facility improvement plan developed by the club manager.

2.8.12. Approves or disapproves club use by nonmembers.

2.8.13. Suspends or reinstates a member's club privileges or terminates membership when appropriate.

2.8.14. Sets hours of operation and dues rates to meet DSC goals and objectives.

2.8.15. Committee members must be familiar with the contents of this instruction. They cannot engage directly in DSC management. The advisory committee advises the DSC manager on the degree of member satisfaction with DSC programs, products and services; advises management on the desires of members for specific programs, products and services; approves house rules and changes; approves hours of operation; approves local rules governing guest privileges; approves reinstatement or non-reinstatement of former members whose membership privileges were terminated for cause; assists the DSC manager in conducting membership drives; assists the DSC manager in sponsoring and conducting special programs or events; and assists the DSC manager in conducting membership surveys to make sure the DSC provides programs of interest.

2.9. DSC Manager:

2.9.1. Directs and supervises the day-to-day operation of the DSC and associated activities in accordance with Air Force and ANG policies and procedures, State Articles of Incorporation, and applicable Federal, State, and local laws and ordinances.

2.9.2. Should (read ought to, not must or shall) develop an annual Business Plan, Marketing Plan, and use a Daily Income and Expense (I&E) Statement to achieve the DSC's goals, shape the DSC program, and monitor the DSC's actual-versus-budget performance.

2.9.3. Prepares operating and capital requirements budgets; prepares the DSC's five-year equipment replacement and facility improvement plan.

2.9.4. Establishes Operating Instructions (OIs) for specific functions or tasks performed in the DSC. See **Attachment 2** for a list of the mandatory OIs (if the DSC does not have the function, then the OI is not required). If the DSC does not have these OIs within six weeks after it is approved, the approval will be withdrawn and the DSC dissolved (See **paragraph 2.2.1.**)

2.9.5. May use Air Force Club Program Procedures as a guide to operate the DSC.

2.9.6. Ensures manual procedures are available for continued operations if the DSC computer is “down” or nonexistent.

2.9.7. Provides input through the advisory committee and FSS Commander or equivalent to NGB/A1XR on changes needed to ANG DSC policies and procedures.

2.9.8. Prepares and finalizes the minutes of advisory committee meetings. Committee minutes must be detailed enough to keep the installation commander adequately informed. The minutes are forwarded to the FSS Commander within five workdays after the meeting.

2.9.9. Conducts membership surveys to make sure the DSC provides programs of interest to its members.

2.9.10. Additional duties and responsibilities include:

2.9.10.1. Receiving, safeguarding, accounting for, and disbursing funds.

2.9.10.2. Payroll accounting to ensure all Federal, State, and local taxes are withheld, collected, and remitted.

2.9.10.3. Preparing budgets and reports on the financial status and efficiency.

2.9.10.4. Administering employees by providing training, task lists, and procedures for performance of employee functions.

2.9.10.5. Keeping insurance policies in full force and effect by ensuring premiums are paid on time.

2.9.10.6. Providing for the operation, care, upkeep, and maintenance of all DSC property and services.

2.9.10.7. Maintaining all books and record of accounts for accounting and audit purposes.

2.9.10.8. Posting and enforcing operating instructions that prohibit the serving of alcoholic or cereal malt beverages to minors, intoxicated or impaired patrons, and providing safeguards to protect their welfare.

2.9.10.9. Providing procedures for the proper control of cash, bingo cards, money substitutes, and prizes for bingo and Monte Carlo events when authorized as a DSC activity.

3. OPERATING A DSC.

3.1. DSC Activities. Activities of DSCs will not in any way reflect prejudice or discredit any Department of Defense (DoD) components or other agencies of the Federal Government. The DSC's actions shall not jeopardize the interests of the Government or conflict with authorized governmental activities. Accordingly, games of chance, raffles, lotteries, gambling, related activities, and solicitation of funds by DSCs for themselves or others are prohibited on ANG installations. Bingo and Monte Carlo events may be permitted as social recreational activities, but not as lottery or gambling events, if they are allowed by Federal, State and local laws or ordinances and approved by the Installation Commander.

3.2. Discrimination. DSCs may not discriminate in hiring practices or membership policies on the basis of age, race, religion, color, national origin, disability, ethnic group, marital status,

lawful political affiliation, labor organization membership, gender, or other classification prohibited by Federal or State laws.

3.3. Name of DSC. A DSC may use the name or abbreviation of a DoD component, organizational unit, or installation in its name provided it takes steps to ensure its status as a private organization is apparent and unambiguous, and to prevent the appearance of official sanction or support by the ANG or any other part of the Federal Government. The following applies:

3.3.1. The DSC must have prior approval to use the name or abbreviation. The installation commander's approval of the DSC's establishment, operation, and governing documents is normally sufficient to document prior approval. However, to use the name or abbreviation of the ANG or State Headquarters (HQ) ANG level organizational unit, approval of the Director, ANG or designee is also required. To use the name or abbreviation of the Air Force or an Air Force organizational unit, Headquarter United States Air Force, Director of Services (HQ USAF/A1S) approval is also required.

3.3.2. A DSC will not utilize the name or material part of the name of any Air Force nonappropriated fund instrumentality (NAFI), e.g., Morale, Welfare, and Recreation (MWR) Fund, Lodging Fund, etc., on the DSC's letterhead, correspondence, or in its title.

3.3.3. If using the name or abbreviation of a DoD component, organizational unit, or installation, the DSC must not mislead members of the public to assume the DSC is an organizational unit of DoD. DSCs must prominently display the following disclaimer on all print and electronic media mentioning the DSC's name confirming that the DSC is not a part of DoD: "This is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status." This disclaimer must also be provided in verbal communications and public announcements when the DSC's name is mentioned.

3.3.4. A DSC may not use the seal, logo, or insignia of the Department of Defense, any military department or military service, organizational unit, or installation on the DSC's letterhead, correspondence or in its title. It will not use any seal, logo, insignia, or the like, used by DoD or any DoD component, its programs, locations, or activities on the DSC's letterhead, correspondence, or in its title.

3.4. Insurance. DSCs must establish and maintain reasonable amounts of commercial insurance to provide protection against personal liability, workers' compensation and property damage claims, or other legal actions that may arise from activities of the organization, its employees, members or guests. Commercial insurance is the sole responsibility of the DSC. Evidence of such insurance coverage and the amount thereof shall be provided to the Installation Commander. The amount of insurance required may depend on state law or common practices in the local business community, but must be appropriate to protect the DSC, the DSC members, the US Government, the USAF, and the ANG from liability.

3.5. Club Income. A DSC must be financially self-sustaining through dues, contributions, service charges, fees, special assessment of members, or resale of authorized goods and services as set forth herein. There shall be no direct or indirect financial assistance to a DSC from appropriated funds or NAFIs.

3.6. Banking. A dual signature bank account must be maintained to protect and disburse DSC funds.

3.7. Training and Employee Development. An effective employee training program is essential to a successful DSC operation. The DSC's I&E budget must include funding for employee training and development, as required. This includes training for DSC management as well as the staff. Be sure to budget for all costs related to training, (payroll, supplies, tuition, and travel). DSC staff members may be sent to applicable locally available education and training. Document all training completed by each employee.

3.8. Tip Reporting, Offset, and Payment. Employees must report all tips received in the course of their employment. Employers must collect both income tax and social security tax on tips reported by employees. Although DSCs are not NAF activities, guidance on tip tax management may be found in AFI 34-301, Nonappropriated Fund Personnel Program Management and Administration Procedures, AF Manual (AFMAN) 34-209, Nonappropriated Funds Financial Management and Accounting, **Chapter 13**, and Air Force Services Center (AFSVC) Program Training Aid NA-43, Tip Reporting Requirements & Tip Processing Procedures. The Internal Revenue Service and state publications are also a good source of information.

3.9. Resale Activities. DSCs' resale activities shall be limited. All appropriate and necessary Federal, State, and local licenses and permits that are required to conduct various business and related activities permitted and contemplated by this instruction shall be obtained by and at the expense of the DSC. State and local sales taxes shall be collected and remitted. Resale activities are limited to:

3.9.1. Food Operations.

3.9.1.1. Costs of sales and labor are the most important manageable costs in a DSC's food operations. (Guidance and procedures are available in AFMAN 34-228 Air Force Club Program Procedures.)

3.9.1.2. The DSC manager establishes internal controls and operating procedures. The manager may use AFMAN 34-202, Protecting Nonappropriated Fund Assets and AFI 48-116, Food Safety Program (sanitation procedures are included in AFMAN 34-228) as guidance.

3.9.1.3. The DSC manager may refer to AFMAN 44-104, Nutrition Medicine, for specific information on meeting recommended nutritional standards.

3.9.1.4. On occasion, the DSC manager may authorize people to bring in or serve food products in DSC facilities.

3.9.1.5. DSC food may include meals prepared in a kitchen facility, snacks, such as sandwiches and pizzas, and prepackaged snack items like chips, popcorn, and candy or tobacco products. All food must be from competent medical authority-approved sources.

3.9.2. Beverage Operations.

3.9.2.1. If there are no armed forces sources of alcoholic or cereal malt beverages on an ANG installation providing on-premise consumption, they may be provided by the DSC if approved by the Installation Commander. DSCs selling alcoholic or cereal malt

beverages shall operate such sales in strict compliance with the alcoholic beverage laws of the United States and the state and municipality in which it is located. Consumption of all legally authorized beverages will be in compliance with the state or municipal liquor license. Non-alcoholic beverages will be made equally available wherever alcoholic or cereal malt beverages are served.

3.9.2.2. DSCs will be required to comply with the ANG Installation Commander's alcohol deglamorization program established in accordance with AFI 34-219, Alcoholic Beverage Program, and the requirements of AFI 44-121, Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program. ANG Installation Commanders shall make use of all available means to make ANG personnel aware of alcohol deglamorization and responsible approaches to drinking. DSCs will be required to comply with the spirit and intent of the President's and DoD's initiatives to prevent drunken and drugged driving.

3.9.2.3. The DSC manager establishes operating procedures, and ensures required internal controls are in place. DSCs should provide a variety of non-alcoholic and alcoholic beverages to meet members' needs. The manager ensures compliance with DAFI 34-219, Alcoholic Beverage Program.

3.9.2.4. Consistent with applicable Federal, state and municipal laws and ordinances, consider purchasing alcoholic beverages from the best source consistent with price, item availability, minimum order requirements, and delivery.

3.9.2.5. The DSC manager ensures all employees serving and selling alcoholic beverages receive initial and annual training in dram shop theory, alcohol abuse awareness, alcohol deglamorization, and the Air Force Driving While Intoxicated (DWI) Prevention Program. Document this training in accordance with DAFI 34-219 to allow for future audit.

3.9.2.6. In order to protect the interests of the DSC as well as ANG members and their guests, the DSC manager shall:

3.9.2.6.1. Publish operating instructions that prohibit serving alcoholic or cereal malt beverages to those who appear either to be intoxicated or not in complete control of their faculties.

3.9.2.6.2. Ensure all servers are aware of these operating instructions.

3.9.2.6.3. Ensure proper safeguards or controls are set up to protect the welfare of an intoxicated or impaired patron and the assets of the ANG and the DSC.

3.9.3. Special Functions. To protect DSC and member interests, the DSC manager shall:

3.9.3.1. Document each special function on a special function contract.

3.9.3.2. Ensure the person who books the function agrees to pay the entire bill at the conclusion of the event.

3.9.3.3. Provide Dining In and Dining Out guidance is available in AFPAM 34-1202, Guide to Protocol on the NGB/A1XR Personnel Readiness and Mobilization Branch share point: <https://usaf.dps.mil/teams/12876>

3.9.3.4. Not advertise in civilian off-base media for private or DSC-sponsored functions.

3.9.3.5. Ensure utility charges are passed on to special functions.

3.9.4. Morale items not in conflict with those available from the Army & Air Force Exchange Service (AAFES) or Air Force Services. DSCs may sell items related to ANG unit morale and identity, such as plaques, cups, and hats with ANG/unit emblems, mottoes, etc. DSCs are not permitted to make bulk sales of beer, wine, or liquor, nor will they become involved in services or the sale of products not directly related to the purpose for which they were established.

3.10. Bingo Operations. Bingo may be conducted on an occasional basis as a social recreational activity, if it is approved by the Installation Commander after advice from the servicing Staff Judge Advocate that it is permissible under Federal, state and local law.

3.10.1. The Installation Commander must place a reasonable cap on bingo prizes to ensure it is not viewed as a gambling event.

3.10.2. Limit play in bingo programs to eligible patrons, their family members and guests. DSC management personnel and employees involved in bingo operations (whether on or off duty) and their family members may not play bingo sponsored by the employing DSC.

3.10.3. DSCs will ensure procedures are established for the proper control and accounting of cash, bingo cards, and prizes; and that such procedures are a part of the operating instructions of the club.

3.10.4. The playing of tab bingo, or similar games where in a player pays an amount of money for a card or ticket drawn or punched or from which tabs are pulled, rubbed, or peeled to reveal whether the holder has won an amount of money or other award is prohibited.

3.11. Monte Carlo (Las Vegas) Events. The DSC manager:

3.11.1. May offer Monte Carlo games in the United States and its territories and its possessions if state and local laws permit them.

3.11.2. Limits play to members of the club and their adult family members and adult guests.

3.11.3. Will not allow club personnel, or volunteers working the event, or their family members to play.

3.11.4. Ensures Monte Carlo is a scheduled event and is only conducted occasionally.

3.11.5. Ensures Monte Carlo games are played for entertainment only and will not provide any monetary gain to participants in the form of legal tender.

3.11.6. Will not allow use of electronic or mechanical devices designed and manufactured primarily for gambling. Regardless of State or local laws, slot machines, roulette wheels, and other mechanical devices designed and manufactured primarily for use in connection with gambling are prohibited as part of Monte Carlo events.

3.11.7. Will not allow the use of legal currency in the games.

3.11.8. Will ensure that money substitutes are provided to authorized players free of charge.

3.11.9. Will not allow money substitutes to be used to buy resale items, including food and beverages. Players may not exchange money substitutes for legal tender (currency or coin).

3.11.10. At the end of the games, may award prizes to players with the most and least “winnings.” Also, the DSC may sponsor an auction and permit players to bid their “winnings” on items purchased especially for the event.

3.11.11. Will not allow players to use or exchange money substitutes for legal tender at any time.

3.11.12. Will not publicize Monte Carlo events in media distributed through the US Postal Service.

3.11.13. Ensures procedures are established for the proper control of cash, money substitutes, and prizes; and these procedures are a part of the operating instructions of the DSC.

3.12. Vending and Amusement Machines (excluding slot machines). Either AAFES, the DSC, Air Force Services, or the DSC’s concessionaire may own and operate amusement and vending machines in DSC facilities. All Federal, state and local laws and ordinances must be complied with.

3.12.1. Vending machines are cash or card-operated mechanical or electronic machines that provide a product or service on a self-sustaining basis. Do not sell tobacco products from customer operated vending machines. See DODI 1125.03, DAFI 34-124, Vending Facility Program for the Blind on Department of the Air Force Property, for requirements for sharing vending machine income.

3.12.2. DSCs may not have amusement machines with a cash pay-out feature.

4. LOGISTICAL SUPPORT AND SERVICES.

4.1. Appropriated and NAF Support. No Federal appropriated funds or NAFs are authorized or will be provided to a DSC.

4.2. DSC Facility.

4.2.1. The ANG Installation Commander is responsible for ensuring space and facilities for mission requirements are not used to support DSC operations. ANG Commanders also must ensure excess facilities committed to Congress for disposal as a condition of an approved ANG construction project are not used in support of DSC operations. Any DSC operation currently existing in facilities committed to Congress for disposal or in facilities that are subsequently required for mission requirements, must either be relocated, at the DSC’s expense, to another available facility or discontinue operations.

4.2.2. Constructing new facilities on an ANG installation specifically in support of establishing a DSC is prohibited, even if the facility is constructed totally with donated materials and labor.

4.2.3. Facility use by a DSC can be partial, or a total use of a building. A DSC using a space within a building that is also being used to full mission requirements is joint use space; this requires a license and operates at no cost to the Government.

4.3. Real Property Procedures:

4.3.1. A license, in accordance with Air Force Instruction 32-9003, Granting Temporary Use of Air Force Real Property, will be issued for five years.

4.3.2. The DSC may not sublet or reassign its leased/licensed space to any subordinate entity or person.

4.3.3. Joint Use: Joint use is defined as a facility on an ANG installation used by a DSC and an ANG mission activity. An example of joint use includes dining facilities which may be used by a DSC when not needed for official purposes. Operation or maintenance facilities are considered inappropriate for joint use and will not normally be used by DSCs.

4.3.4. Exclusive Use: Exclusive use is defined as the sole occupant of a facility or portion thereof dedicated for DSC use only.

4.3.5. Documentation Requirements. All requests must be submitted through Assistant Adjutants General for Air, United States Property and Fiscal Officer (USPFO), Base Civil Engineer (BCE) and in turn, to NGB/A4AIR, who will issue a license. The Base Real Property Office will submit request for a DSC license to use (joint use or exclusive use) a facility through the Real Property Package Tool (located on A4AIR SharePoint) and must include the following documentation:

4.3.5.1. Request letter from the DSC to the USPFO and Assistant USPFO, to include proposed hours of operation

4.3.5.2. Letter of compliance by the FSS Commander or equivalent, stating that all regulatory requirements have been met and required documentation is on file.

4.3.5.3. Installation Staff Judge Advocate letter attesting that “proof of insurance” has been provided and that the requirements of this ANGI have been satisfied.

4.3.5.4. Letter of concurrence from the landowner, as ANG property is leased and licensed to the state for Military use. The letter must acknowledge that they have been briefed on any liability issues that may apply to them.

4.3.5.5. Insurance from DCS.

4.3.5.6. AF Form 813 and Environmental Baseline Survey Waiver

4.3.5.7. Support Agreement between DCS and Base/Installation Commander approved Facility Board minutes.

4.3.5.8. Map showing location on installation and building floor plans.

4.3.5.9. Dining Social Clubs are inherent base functions for ANG installations as defined in AFI 10-503, Strategic Basing, paragraph 16.5.8., and do not require actions under strategic basing criteria.

4.4. Exclusive Use Facilities. If a DSC has exclusive use of a facility or portion of a facility on an ANG installation, the DSC is responsible for total maintenance, upkeep, and repair of

the premises. The DSC will be billed directly by a provider of services or will reimburse the Government for all additive costs resulting from its use of the facility. The above items will be included in the terms of the license.

4.5. Joint-Use Facilities. The DSC will pay a pro-rata share of utility costs based on percentage of square footage and will be responsible for all maintenance, upkeep, and repair of their occupied square footage in the joint use facilities. The above items will be included in the terms of the license.

4.6. Equipment and Supplies. A DSC is responsible for furnishing equipment, supplies, and other materials required in operating any activity that it conducts. Any use of ANG Federal property will be in accordance with DODI 5000.64, DAFI 23-111, Accountability and Management of DoD Equipment and Other Accountable Property.

4.7. Facility Management.

4.7.1. The DSC manager ensures compliance with AFI 31-101, The Air Force Installation Security Program, AFI 34-201 , AFI 34-202; AFI 32-2001, The Fire Protection Operations and Fire Prevention Program; and AFI 91-301, Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Standards, AFI 32-1001 Civil Engineer Operations, ANGI 32-1001 Operations Management, AFMAN 32-1061 Providing Utilities to U.S. Air Force Installations, and AFPAM32-10144 Implementing Utilities at U.S. Air Force Installation. The DSC manager ensures:

4.7.1.1. Requests are submitted for the base civil engineer to inspect and correct any insect or rodent infestations (reimbursable).

4.7.1.2. All employees understand and practice energy conservation and safety rules and procedures, and wear required protective clothing and equipment in accordance with AFOSH standards.

4.7.2. Security. Security of the DSC is a responsibility shared by all DSC personnel. Security controls are primarily directed at the prevention of losses resulting from forced or unauthorized entry, pilferage, and receiving irregularities and procedures set up by the Local Security Enforcement Officer.

4.7.3. Sanitation. The kitchen, food preparation areas, and food storage areas can present major sanitation problems. These areas must be kept clean, neat, and orderly at all times. See procedures for guidance in AFMAN 34-228.

RANDAL K. EFFERSON, Major General, USAF
Commander, Air National Guard Readiness Center

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

DoDD 5500-7, *Standards of Conduct*

DOD FMR 7000.14-R, Vol 12, Chapter 7, *DoD Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen*

DoDI 1125.03 - AFI 34-206, *Vending Facility Program for the Blind on Air Force Property*

DODI 5000.64-DAFI 23-111, *Accountability and Management of DoD Equipment and other Accountable Property*

AFI 10-503, *Strategic Basing*

AFI 23-101, *Material Management Policy*

AFMAN 23-110, *USAF Supply Manual*

AFMAN 23-220, *Reports of Survey for Air Force Property*

DAFI 31-101, *Integrated Defense*

AFI 32-2001, *Fire and Emergency Services (F&ES) Program*

AFI 32-9003, *Granting Temporary Use of Air Force Real Property*

AFI 33-322, *Records Management and Information Governance Program*

AFI 33-332, *Air Force Privacy and Civil Liberties Program*

DAFI 34-101, *Department of the Air force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*

AFMAN 34-201, *Use of Nonappropriated Funds*

AFMAN 34-202, *Procedures for Protecting Nonappropriated Fund Assets*

AFMAN 34-208, *Nonappropriated Fund Property and Liability Program*

AFMAN 34-209, *Nonappropriated Fund Financial Management and Accounting*

DAFI 34-219, *Alcoholic Beverage Program*

AFI 34-223, *Private Organization (PO) Program*

AFI 34-301, *Nonappropriated Fund Personnel Management and Administration*

AFMAN 34-212, *Control Procedures for Protection of NAF Assets*

AFMAN 34-214, *Procedures for Nonappropriated Fund Financial Management and Accounting*

AFMAN 34-301, *Nonappropriated Fund Personnel Program Management and Administration Procedures*

AFI 37-138, *Records Disposition-Procedures and Responsibilities*

AFI 41-141, *Nutrition and Menu Standards for Human Performance Optimization*

AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*

AFI 48-116, *Food Safety Program*

DAFI 48-117, *Public Facility Sanitation*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service

AF—Air Force

AFDPO—Air Force Departmental Publishing Office

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOSH—Air Force Occupational and Environmental Safety, Fire Protection, and Health

ANG—Air National Guard **AFSVA**—Air Force Services Agency

DoD—Department of Defense **DSC**—Dining Social Club

DWI—Driving while intoxicated **HQ**—Headquarters

I&E—Income and Expense

MWR—Morale, Welfare, and Recreation

NAF—Nonappropriated Fund

NAFI—Nonappropriated Fund Instrumentality

OI—Operating Instruction

OPR—Office of Primary Responsibility

TDY—Temporary Duty

US—United States

USAF—United States Air Force

USC—United States Code

USPFO—United States Property and Fiscal Officer

Office Symbols

AF/RE—Air Force Reserve

SAF/AA—The Administrative Assistant to the Secretary of the Air Force

Terms

ANG family—Includes current and retired ANG members, civilian employees (Department of Air Force and State) of ANG units, Air Force advisors, and dependents.

ANG installation—A location, facility, or activity leased for the use of or licensed, or assigned to the ANG by the Federal Government or any of its subsidiaries.

ANG Installation Commander—Normally, the air commander or station commander. At bases operated solely by the ANG, the base commander is the ANG installation commander. At dual flying unit locations, the ANG air commander charged with managing consolidated support responsibilities is the ANG installation commander. When a unique organizational structure exists, the installation commander will designate an individual to function as the ANG installation commander for the purposes of this ANGI. If there is any doubt about the person serving as the ANG Installation Commander, defer to the Senior Ranking ANG Commander of the unit involved.

Cereal Malt Beverage—Beer, ale, and malt liquor derived from yeast-induced fermentation of malted cereal grain to which hops have been added.

Dining Social Club Lease—A lease of real property granting exclusive occupancy of *existing space and/ or facilities on ANG installations to a DSC. A lease requires payment of rent or other consideration in cash or in kind to the Federal Government*

Dining Social Club License—A license to use real property granting *non-exclusive or joint use of existing space and facilities on ANG installations to a DSC. A license must be revocable at will and require approval of the Installation Commander in writing.*

Dining Social Club Organization—A private, not-for-profit membership corporate entity operated and managed by ANG members acting outside the scope of any official position they may have in the Federal Government, for the benefit and use of ANG members and their families. A Club operates on an ANG installation pursuant to and in conformity with the requirements of this instruction. It is not a nonappropriated fund instrumentality (NAFI) as defined in AFI 34-201, *Use of Nonappropriated Funds (NAFs)*, or other Air Force publications and is not entitled to the sovereign immunities or privileges given to NAFIs. It has no legal connection or affiliation with any Federal organization outside of the ANG installation. It is subject to and must comply with all applicable Federal, State and local laws of the jurisdiction in which the ANG installation is located.

Dining Social Club Organization assets—These are funds and property in the DSC's custody or ownership. Funds may come from donations, dues, payments, resale of items, or other receipts. Club funds may not be combined or commingled with Federal NAF funds (e.g., unit morale funds) or any other funds. These funds are subject to involuntary Federal audit with the approval of the Installation Commander. Audit notification would normally be made to the ANG unit audit focal point.

Dram-shop theory of liability—Deals with legal liability created by State law or court decision that imposes on the server of alcoholic or cereal malt beverages (or the owner or operator of an establishment that serves alcoholic or cereal malt beverages) the duty to refuse to serve alcoholic or cereal malt beverages to a patron who reached or appears to be reaching a point of intoxication that might cause that person to be a danger to himself/herself and/or others.

United States Property and Fiscal Officer (USPFO)—A representative of the Federal government who has oversight of all Federal assets of the ANG within a state (See 32 United States Code (USC) 708).

Attachment 2**ESTABLISHING OPERATING INSTRUCTIONS (OI)**

A2.1. Services Prime RIBS Manager. The Services Prime RIBS Manager verifies that the DSC manager writes OIs for specific functions or tasks performed in the DSC. OIs are required for the following topics:

- A2.1.1. Check cashing procedures
- A2.1.2. Local operating standards (by section)
- A2.1.3. Control of keys
- A2.1.4. Control of club manager's expense account
- A2.1.5. Labor control
- A2.1.6. Control of DSC property
- A2.1.7. Fire prevention, safety, and emergency actions
- A2.1.8. Facility and equipment maintenance
- A2.1.9. Employee meals
- A2.1.10. Opening and closing procedures
- A2.1.11. Food and beverage cost control and preparation procedures
- A2.1.12. Sale of alcoholic beverages, including drunk and drugged driving prevention program
- A2.1.13. Menu pricing procedures
- A2.1.14. Purchasing and inventory control procedures
- A2.1.15. Bingo operating procedures
- A2.1.16. Employee training
- A2.1.17. Employee