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SECRETARY OF THE AIR FORCE**



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**AIR FORCE FITNESS AND SPORTS
PROGRAM**

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This instruction implements Department of Defense Instruction 1015.10, *Military Morale, Welfare, and Recreation (MWR) Programs*, and Air Force Policy Directive (AFPD) 34-1, *Air Force Services*. This publication implements the Air Force Fitness and Sports Program, and voluntary, leisure-time fitness and sports activities. This AFI is applicable to all Regular Air Force, Air Force Reserve and Air National Guard units or installations. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops policy for Air Force Fitness and Sports programs. This publication may be supplemented at any level; all MAJCOM level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. Tier waiver authorities as approved by the Inspector General Advisory Board have been included per AFI 33-360, *Publication and Forms Management*. Refer to AFI

33-360 for tier waiver authority definitions and procedures. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

(ALTUSAFB) This instruction supplements AFI 34-266, Air Force Fitness and Sports Program. It establishes the age requirements for the fitness center on Altus AFB. This supplement applies to all Department of Defense (DoD), civilian, active duty, National Guard, Reserve, and allied (other nations) personnel assigned, temporarily or permanently, to Altus AFB. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Scheduled (RDS).

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Major revisions include changes in installation-level organizational structure, changes in the AF Fitness Program, changes in core and enhanced fitness programs, changes in enhanced services, age policy, and changes to AF Certified Fitness Specialist criteria. This document also identifies Tiered waiver authorities for the unit level compliance items. In addition, most operational guidance has been removed from this instruction and posted on the AF Fitness and Sports Manager's website located at <https://www.usafservices.com/Managers/Fitness.aspx> (requires login from www.usafservices.com home page, then select Managers tab, and select Fitness).

Chapter 1— OPERATIONS	5
1.1. Air Force Fitness and Sports Program.....	5
1.2. Fitness and Sports Center (FSC) Hours of Operation.....	6
1.3. Alternate Fitness Facilities.....	6
1.4. Minimum Age Limit.....	7
Table 1.1. Age Policy.....	8
1.5. FSC Staff.....	9
1.6. Uniforms.....	10
1.7. Locker Rooms.....	10
1.8. Equipment and Supplies.....	10
1.9. Facility Design.....	10
1.10. Alcoholic Beverages.....	11
1.11. FSC Functional Areas.....	11

1.12.	Property Management Overview.	12
1.13.	Equipment.	13
1.14.	Funds Management.	14
1.15.	Outdoor Maintenance.	14
1.16.	Running Tracks.	14
1.17.	Marketing and Promotions.	15
1.18.	Continuity Folder.	15
Chapter 2—	PROGRAMS	16
2.1.	Size of Program.	16
2.2.	Core Fitness Programs (Category A).	16
Table 2.1.	Core Fitness Programs	16
2.3.	Group Exercise Instructors.	16
2.4.	Fitness Improvement Programs (FIP).	17
2.5.	Fitness Programs Beyond Core (Category B).	17
2.6.	Sports Programs.	17
2.7.	Fitness and Sports Advisory Council.	18
Table 2.2.	Sports Programs	18
2.8.	Core Sports Programs.	19
2.9.	Sports Programs Above the Intramural Level.	19
Table 2.3.	Varsity Sports Financial Support	19
2.10.	Higher-Level Competition.	21
Chapter 3—	SERVICES	22
3.1.	Fitness and Sports Center Services.	22
3.2.	Core Services.	22
Table 3.1.	Core Services (T-1).	22
3.3.	Enhanced Services.	22
Table 3.2.	Enhanced Services (See Notes) (T-1).	23
Chapter 4—	TRAINING	25
4.1.	Basic Fitness Training.	25

4.2.	Core Management Training	25
4.3.	Advanced Fitness Training and Certification.	25
4.4.	Air Force Certified Fitness Specialist.	25
4.5.	Readiness.	26
4.6.	Lifeguards.	26
Chapter 5—	FACILITY MAINTENANCE AND HOUSEKEEPING	27
5.1.	Annual Maintenance Plans.	27
5.2.	Cleaning and Appearance.	27
5.3.	Exercise Rooms and Court Floors.	27
5.4.	Exercise Equipment.	27
5.5.	Laundry Rooms.....	27
Chapter 6—	SAFETY	28
6.1.	Safety.	28
6.2.	Emergency Procedures.....	28
6.3.	Incident Reporting.	28
6.4.	Notification.	28
6.5.	First Aid Kit.	28
6.6.	Medical Considerations.	29
6.7.	Personal Protective Equipment (PPE).	29
6.8.	Customer Protection.	29
Attachment 1—	GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	30
Attachment 2—	ROLES AND RESPONSIBILITIES	35
Attachment 3—	SANCTIONING FOR AIR NATIONAL GUARD (ANG) SPORTS TOURNAMENTS	40

Chapter 1

OPERATIONS

1.1. Air Force Fitness and Sports Program. The mission of the Air Force Fitness and Sports Program is to contribute to mission readiness, Comprehensive Airman Fitness (CAF), and improved productivity by promoting physical fitness, esprit de corps, and quality of life for Air Force customers. This is done by supporting the Air Force Fitness Program, providing interactive customer service with equipment and facility orientations, and supporting the World Class Athlete Program (see Paragraph 2.14.2.). In addition, fitness and sports programs are offered to all authorized users. Air Force Fitness personnel, programs and facilities greatly enhance the Air Force's holistic approach of teaching Airmen to adopt healthy lifestyles within the CAF domains: mental, physical, social and spiritual.

1.1.1. Refer to AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility* for program participation priorities. Where military facilities are not available, use appropriated funds (APF) to contract with specified local facilities (refer to AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIs)*, Chapter 9 *Contracting for Physical Fitness Services*, for details on who is authorized to contract for commercial fitness services and how to obtain approval from the Deputy Assistant Secretary of the Air Force for Cost and Economics (SAF/FMC). (T-1)

1.1.2. Funding. Core fitness and sports programs in Air Force Fitness and Sports Centers (FSCs) are Category A activities per DoDD 1308.1; DoDI 1015.10, *Military Morale, Welfare And Recreation (MWR) Programs*. The Air Force goal is 100 percent APF support where authorized in Category A activities. Sports programs (above the intramural level) are Category B activities. Category B activities should be supported with a minimum of 65 percent APFs and the remaining with nonappropriated funds (NAFs). Revenue generating activities such as vending and resale services are Category C activities. Category C activities must function with the use of NAFs only. (T-0) NAF expenditures should be appropriate to the number of participants. Effective planning and budgeting are essential to ensure successful execution of activities and future projects. Fees and/or charges for fitness classes and special events (above the core fitness programs) are authorized only to offset verifiable NAF expenses for these services. NAF funds can be used for entry fees, but not for food or lodging for varsity sports (see [Table 2.3](#)). APFs must be used where authorized. (T-0) The Fitness and Sports Manager* (FSM) coordinates with the Chief, Resource Management (i.e., Resource Manager) for expenditures with NAFs from either the installation MWR Fund and/or higher HQ NAFs. **NOTE:** Active duty military managers in charge of a Fitness and Sports Center use the duty title of Chief, Fitness and Sports Section (officer) or Section Chief, Fitness and Sports (enlisted). However, since most managers are civilian, the civilian duty title of FSM will be used throughout the remainder of this document.

1.1.3. The AF Fitness and Sports Common Operating Levels of Support (COLS) establish a single standard for activity operations. The standards ensure a uniform level of service is provided to customers and establish mandatory technical and operational specifications for all Force Support Squadron (FSS) programs and activities. Compliance with COLS is mandatory and are located at: <https://cs1.eis.af.mil/sites/AFCOLS/Pages/Home.aspx>. (T-1)

1.1.4. Additional AF Fitness and Sports standards may be found on the AF Fitness and Sports Manager's website. Compliance with AF Fitness and Sports Standards is mandatory. **(T-1)**

1.2. Fitness and Sports Center (FSC) Hours of Operation. Per DoDI 1015.10, main FSCs will be open a minimum of 90 staffed hours per week. Waivers to operate below the DoD standard requires waiver approval from the Office of the Under Secretary of Defense, Personnel and Readiness (OSD P&R). **(T-0)** Reserve installations will be open for 70 staffed hours per week. **(T-1)** Hours of operation must be displayed within view of customers outside the FSC. **(T-1)** Expanding staffed hours beyond the Air Force goal requires resources (manpower and funding) at the local level. If expanded hours are preferred, consider civilian overhires, NAF memorandums of agreement (MOA) and Air Reserve Component (ARC) personnel as delivery methods. Prior to expanding hours of operation, consider the availability of all alternate exercise avenues (running tracks, bike trails, par course, unit physical training facility (UPTF), etc.). FSCs will be open federal holidays, unless otherwise directed by the installation commander. **(T-3)**

1.2.1. Fitness Access – Controlled After-Hours Use at Main Operating Base (MOB) Fitness Facilities. Unsupervised, after-hours use of FSS primary, additional, satellite, or annex fitness facilities at MOB, by units or individuals, is prohibited except for facilities approved to operate in such a manner under the Fitness Access initiative. **(T-0)** Fitness Access provides facility access for installations with a high number of military shift workers to maintain mission readiness and can be used at main or alternate FSS fitness facilities. Wing/CCs or designee must conduct an ORM and determine if access will be restricted to specific activity areas, (e.g., cardiovascular and strength equipment, locker rooms, group exercise/unit PT areas.) **(T-1)** Provide equipment IAW AF standards to control access after-hours. A card swipe system or similar controls access for registered customers. Surveillance cameras and DVD recording system will document activities within the facility during after-hours use. Wing/CCs or designee must establish a Wingman policy, post written standards for facility use, provide an AED, an emergency phone, a First Aid kit, and post emergency response procedures, and emergency response procedures for Fire Dept Access. **(T-1)**

1.2.2. After-Hours Use at Geographically Separated Units (GSUs) and Munitions Support Squadron (MUNSS) Facilities. Air Force mission requirements often place Airmen in duty locations where main operating base (MOB) fitness facilities are unavailable. However, Airmen at such locations remain accountable for maintaining Air Force physical fitness standards and therefore, unsupervised after-hours use of fitness facilities is permitted at MUNSS and GSU locations/installations. Wing/CCs or designee must conduct an ORM, establish a Wingman policy, post written standards for facility use, provide an AED, an emergency phone, a First Aid kit, and post emergency response procedures. **(T-2)**

1.3. Alternate Fitness Facilities.

1.3.1. Additional Fitness and Sports Centers. Additional FSCs operate a minimum of 30 staffed hours per week and contain the full complement of equipment and services. **(T-1)** These facilities include all courts, group exercise areas, fitness equipment areas (cardiovascular, free weight, and selectorized), steam or sauna rooms, showers, lockers, and equipment issue for customer use. Single areas separate from, but in proximity to, the main FSC such as ball courts (basketball, volleyball, wallyball, racquetball, etc.), weight rooms, and aerobic or group exercise areas do not qualify as additional FSC facilities; these areas (annexes) are considered part of the main FSC.

1.3.2. Satellite Fitness and Sports Facilities. A satellite fitness and sports facility operates a minimum of 30 staffed hours per week, is geographically separated from the main FSC, is established to provide additional capabilities during peak periods and must be operated by the fitness FSC staff on a no-fee basis. Use of these facilities will not be restricted to specific units. **(T-1)** Typically these facilities provide more than one area such as ball courts (basketball, volleyball, wallyball, racquetball, etc), weight rooms, locker rooms, and aerobic or group exercise areas. **NOTE:** Satellite facilities provide several core activities, but are not considered full-service main FSCs or annexes.

1.3.3. ANG Fitness Rooms. The ANG has Wing designated Fitness Rooms maintained by the FSS; all other Fitness Rooms will be considered UPTFs. The Fitness Room is typically self-help operated and generally provides areas and equipment for cardiovascular, strength and group exercise as space allows.

1.3.4. Unit Physical Training Facility (UPTF). The Installation Commander authorizes UPTFs (unit owned, funded and maintained fitness areas not operated by the FSS) when they validate the installation's fitness facilities cannot meet the requesting unit's requirements. The number of UPTFs are to be kept to a minimum and approved only when circumstances warrant their existence. **(T-3)** Requests for a UPTF are submitted by the unit commander through the FSS commander/director civilian leader. UPTF fitness equipment must meet AF Fitness and Sports standards. Units approved to operate a UPTF will coordinate appropriate equipment with the FSM prior to the unit purchasing equipment and maintenance contracts using Allowance Standard (AS) 410, Allowance ID: 410COOB, and in accordance with manufacturer's recommendations. **(T-2)** For detailed procedures see AFMAN 23-110, *USAF Supply Manual*. Units with a UPTF must have a local Operating Instruction (OI) established that includes, at a minimum, that a Wingman system will be used at all times, an AED is available, emergency phone numbers will be posted within the fitness room, and a phone will be available within the room for emergency use. **(T-3)**

1.4. Minimum Age Limit. Age limitations must be displayed in each FSC to ensure a safe environment for all FSC customers. **(T-3)** The Air Force standards are consistent with guidelines established by medical organizations such as the American Academy of Pediatrics (AAP), American College of Sports Medicine (ACSM), and the National Strength and Conditioning Association (NSCA). Youth typically need more gradual, carefully organized, and structured training programs than adults. Youth along with their parent(s) must attend an equipment orientation class prior to beginning their initial workout. **(T-3)** Caution is required while supervising youth in these areas. The intent is to develop the physical fitness and esprit de corps of Airmen and families while maintaining safety for all customers. Structured family programs encourage parent and child interaction and develop healthy lifestyle habits. Active duty members have priority over family members. If over-crowding becomes an issue, local Family Fitness Hours should be established. All deviations from the standard must be documented in a written installation commander-approved supplement to this instruction. **(T-1)** Children of any age may be spectators during sports competitions or special events if immediately supervised by an adult.

1.4.1. **(Added-ALTUSAFB)** The Fitness Center staff must provide Equipment 101 Familiarization Course to youths between the ages of 14 and 15 before these individuals may use cardiovascular or strength training equipment.

1.4.2. **(Added-ALTUSAFB)** The following deviations from the minimum age limits established are approved:

1.4.2.1. **(Added-ALTUSAFB)** Youth 16 years of age and over are allowed unrestricted use of all facilities and equipment.

1.4.2.2. **(Added-ALTUSAFB)** Youth 14-15 years old are allowed unrestricted use of all facilities and equipment after they have completed the Equipment 101 Familiarization Course. They are authorized to participate in group exercise classes.

1.4.2.3. **(Added-ALTUSAFB)** Youth 13 years of age are permitted on cardiovascular, weight equipment, group exercise rooms, locker rooms, saunas, etc., only under qualified adult interactive supervision. Interactive supervision requires qualified adult and child to participate in/perform activity together at all times. Permitted in other activity areas (i.e., basketball court, racquetball court, running track) only when a qualified adult is present in the facility at all times. Permitted to be a participant (participating in age appropriate programming) or spectator in a sport or special event when a qualified adult is present in the facility at all times.

1.4.2.4. **(Added-ALTUSAFB)** Youth 12 years of age and under are not permitted in cardiovascular, sauna, weight equipment rooms, or group exercise rooms during scheduled adult exercise classes. Permitted in other activity areas (i.e., basketball court, racquetball courts, running track, locker room, Parent/Youth Area (PYA)) only under qualified adult interactive supervision. Interactive supervision requires qualified adult and child to participate in/perform activity together at all times. Permitted to be a participant (participating in age appropriate programming) or spectator in a sport or special event only under qualified adult interactive supervision.

Table 1.1. Age Policy

Youth 16 years of age and over	Permitted in all areas of the FSC without a qualified adult*. (T-1)
Youth 13 - 15 years of age	Permitted in cardiovascular, weight equipment, group exercise rooms, locker rooms, saunas, etc., only under qualified adult interactive supervision. Interactive supervision requires qualified adult and child to participate in/perform activity together at all times. Permitted in other activity areas (i.e., basketball court, racquetball court, running track) only when a qualified adult is present in the facility at all times. Permitted to be a participant (participating in age appropriate programming) or spectator in a sport or special event when a qualified adult is present in the facility at all times. For FSC pools, use is permitted during instructional programs, or when a qualified adult is present in the facility at all times. (T-1)

Youth 6 - 12 years of age	Not permitted in cardiovascular, sauna, weight equipment rooms, or group exercise rooms during scheduled adult exercise classes. Permitted in other activity areas (i.e., basketball court, racquetball courts, running track, locker room, Parent/Youth Area (PYA)) only under qualified adult interactive supervision. Interactive supervision requires qualified adult and child to participate in/perform activity together at all times. Permitted to be a participant (participating in age appropriate programming) or spectator in a sport or special event only under qualified adult interactive supervision. For FSC pools, use is permitted during instructional programs, or when under qualified adult interactive supervision. (T-1)
Children under 6 years of age	Not permitted in FSCs except as follows. Permitted in FSC Parent (legal guardian)/Child Areas (PCAs) for supervised play. Permitted to be a participant (participating in age appropriate programming) or spectator in a sports activity or special event under qualified adult interactive supervision. Interactive supervision requires qualified adult and child to participate in/perform activity together at all times. For FSC pools, use is permitted during instructional programs, or when under qualified adult interactive supervision. (T-1)
<p>NOTE:</p> <p>* For purposes of this Table, a "qualified adult" is a parent, legal guardian, qualified Family Member Program (FMP) staff member, FSC staff member conducting a program, or coach.</p>	

1.5. FSC Staff.

1.5.1. Personnel include: active duty military, full-time ARC personnel, APF and NAF civilians, local national workers, contractors, and volunteer staff. Training must include: First Aid, Cardiopulmonary Resuscitation (CPR)/Basic Life Support (BLS), AED, health, safety, protection from blood borne pathogens, and orientation on OIs and equipment. **(T-1)** A minimum of two staff members must be on duty during staffed hours of operation for emergency response capabilities. **(T-0)**

1.5.2. Volunteers. The use of volunteers is beneficial for effective programming. Individuals and groups from nearby communities, schools, colleges, family members, as well as off-duty military are excellent sources of volunteers. Do not use volunteers to perform duties recurring in nature and normally performed by the staff, but use volunteers to supplement the established work force. Develop effective training programs to maximize volunteer talents. Provide and

document volunteers' training. Recognize volunteer efforts by nominating them for local and Air Force-level awards. Volunteers register through the Airmen and Family Services Center. See DoDI 1100.21, *Voluntary Services in the Department of Defense*, and AFI 34-101, for additional guidance for accepting volunteer services in MWR programs and activities. Unit Physical Training Facilities (UPTF) may not use volunteers for facility staffing or exercise programming (i.e., Group Exercise Instructors). **(T-0)**

1.6. Uniforms.

1.6.1. AFI 36-801, Uniforms for Civilian Employees, paragraphs 2.2 and 2.2.1 authorizes the Headquarters Functional Authority (HAF) to develop specific uniform design based on functional duty requirements, environmental factors, safety and health consideration. All FSC civilian employees (APF and NAF) are encouraged to wear appropriate professional attire similar to the AF Informal Uniform as funding allows. Military FSC employees will wear the AF Informal Uniform in accordance with the AF guidelines contained in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. **(T-1)** Uniforms are unit funded for employees. **(T-3)** Based on local requirements, employees wear appropriate professional attire when meeting with leadership or attending off-site meetings. Contractors wear uniforms as specified in the government or individual service contract and will be appropriate for the activity as well as for a military environment. AF Informal Uniform policy is established in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

1.6.2. Customer Attire. Appropriate clothing must be worn to maintain a proper image in a military and family fitness facility. Attire must be conservative and modest in nature. Obscene/offensive language or graphics are prohibited. Athletic attire and athletic-type shoes will be worn in all activity and equipment areas. Military utility uniforms are authorized to be worn during workouts and members may remove their utility uniform coat (shirt); however, t-shirts must be worn. **(T-1)** Only court shoes with non-marking soles will be worn on hardwood floors; boots are not authorized on treadmills or hardwood floors. Casual slacks/shorts and jeans are considered non-exercise attire and are not to be worn. Due to safety concerns (including an increased risk of dehydration and heat illness), garments made of plastic, rubber, nylon, etc., that are specifically designed to increase the amount of perspiration, are not authorized in any fitness facility, to include outdoor running tracks and fields. **(T-1)** Each FSC must post the policy governing appropriate workout attire. **(T-3)** Customers not wearing proper attire will be asked to change into appropriate exercise clothing or leave the facility.

1.7. Locker Rooms. Children age six and over are not allowed in the opposite gender locker room/dressing areas and this policy should be clearly posted in the facility. Any local deviation from this standard must be documented in a local OI and displayed in each FSC facility. **(T-3)**

1.8. Equipment and Supplies. Sufficient equipment and supplies (e.g., balls, mats, jerseys, etc.) must be available to provide a comprehensive program. Ensure all equipment and supplies are properly controlled, inventoried, and stored. The FSM develops and implements a plan to replace or repair program equipment, uniforms, and supplies. The FSM must ensure all above items are included in the annual budget to ensure timely replacement. **(T-3)**

1.9. Facility Design. For facility design information, refer to *Unified Facilities Criteria (UFC) 4-740-02, Fitness Centers* and the *Air Force Services Facilities Design Guide, Design: Fitness Centers* on the AF Fitness and Sports Manager's website. **(T-0)**

1.10. Alcoholic Beverages. The consumption, selling, or serving of any alcoholic beverages at sports playing fields or facilities must adhere to the policies established in AFI 34-219, *Alcoholic Beverage Program*, and associated MAJCOM supplements. The FSM must address alcoholic beverages in the program OI and ensure compliance with installation supplements to AFI 34-219. **(T-1)**

1.11. FSC Functional Areas. FSC functional areas under the FSM include operations, fitness, and sports. The FSM assigns staff duties to accommodate the various areas of responsibility:

1.11.1. Fitness and Sports Manager. The FSM manages the installation fitness and sports program to include facility, operational, personnel, and financial functions. The FSM will:

1.11.1.1. Develop an annual operations plan and budget and forwards it through the Sustainment Services Flight Commander/Chief, Sustainment Services Flight (FSV) to the FSS Commander/Civilian Leader for approval. **(T-1)**

1.11.1.2. Develop and implement OIs to provide local guidance when necessary. **(T-1)**

1.11.1.3. Work with installation agencies and off-installation community fitness organizations to provide a well-balanced and comprehensive program. **(T-1)**

1.11.1.4. Provide management oversight of the installation Fitness Assessment Cell (FAC) to conduct centralized fitness assessments for installation personnel IAW AFI 36-2905. **(T-1)**

1.11.1.5. Ensure weekly inspections are conducted on facilities, fitness and sports equipment, and sports fields with discrepancies documented and forwarded to the appropriate office for correction. **(T-1)**

1.11.1.6. Ensure all facility and program contracts meet contract requirements. **(T-1)**

1.11.1.7. Develop a written training plan to identify, document, and execute training needs and ensure staff members meet the requirements for their positions. Additionally, the FSM must ensure that identified training is included in the annual budget. The FSM must be knowledgeable in fitness and serve as a resource for fitness staff training. **(T-1)**

1.11.1.8. Develop and coordinate an emergency plan with the medical group point of contact. The emergency plan (reference [Chapter 6](#), paragraph [6.1](#)) will be practiced and training documented quarterly. **(T-1)**

1.11.1.9. Consult with the ground safety office and civil engineers to report and correct any ground safety hazards. **(T-1)**

1.11.1.10. Respond to formal customer comments (e.g., written, comment cards, verbal) within 48 hours, documents the outcome, and maintains a record for one year. **(T-1)**

1.11.1.11. Designate appropriate FSC staff to manage operations, fitness, and sports functions, and has a contingency plan in place for periods of deployment. **(T-1)**

1.11.2. Operations Function. The FSM designates an Operations Manager to:

1.11.2.1. Manage indoor and outdoor maintenance. **(T-1)**

1.11.2.2. Perform building manager functions. **(T-1)**

1.11.2.3. Oversee custodial contracts or services. **(T-1)**

1.11.2.4. Maintain repair records. (T-1)

1.11.2.5. Manage supply accounts. (T-1)

1.11.2.6. Maintain accountability of FSC exercise equipment IAW AFI 34-204, *Property Management*. (T-1)

1.11.2.7. Conduct and document weekly inspections of all operational areas assigned by the FSM. (T-1)

1.11.2.8. Provide oversight for cashiers and front desk operations, to include the scheduling of personnel. (T-1)

1.11.3. Fitness Programs Function. The FSM designates a Fitness Program Manager (FPM) to:

1.11.3.1. Develop an annual fitness plan to include all core and enhanced fitness programs, as well as, activities implemented in coordination with other installation organizations. (T-1)

1.11.3.2. Manage all fitness programs such as group exercise classes, equipment orientations, incentive programs, special events, personal fitness assessments, fitness improvement programs, and fitness room monitoring and advertises monthly fitness activities. (T-1)

1.11.3.3. Maintain all equipment to include fitness exercise equipment, ensuring safety signage is displayed in all exercise/equipment areas. (T-1)

1.11.3.4. Conduct a periodic review of fitness programs. (T-1)

1.11.3.5. Review fitness instructor and personal trainer qualifications and performance. (T-1)

1.11.3.6. Act as the representative to the wing Health Promotion Working Group. (T-1)

1.11.4. Sports Programs Function. The FSM designates a Sports Program Manager (SPM) to:

1.11.4.1. Develop an annual sports plan and calendar. (T-1)

1.11.4.2. Design and implements installation core sports programs to ensure the highest level of participation from squadrons, units and individuals. (T-1)

1.11.4.3. Manage all aspects of the installation sports program to include intramural, extramural, and sports official contracts. (T-1)

1.11.4.4. Ensure fields and courts are maintained, prepared and ready for play. (T-1)

1.11.4.5. Conduct and document weekly inspections of all sports equipment, fields, and facilities during the playing season (fields must also be inspected monthly during the off-season) to ensure they are maintained in safe condition. (T-1)

1.11.4.6. Develop sports bylaws in coordination with the Fitness and Sports Advisory Council and provides staff supervision for all sports events and programs. (T-1)

1.12. Property Management Overview. The FSM ultimately has the responsibility for property management, to include furniture, fixtures, and equipment (FF&E) and vehicles. The FSM has the responsibility for required lifecycle management for all assets within the FSC to include

planning, budgeting, acquiring, receiving and accounting, use and control, and disposal of property/resources. The FSM may designate, in writing, an alternate property account custodian (refer to AFI 34-204, *Property Management*), for a complete listing of activity manager and property account custodian responsibilities) to handle all equipment and supplies within the FSC.

1.13. Equipment. There must be sufficient circulation space around all cardiovascular and selectorized/free weight equipment. **(T-3)** Space must allow for easy customer access to the equipment and provide a safety zone to minimize injuries from falls. For budgeting purposes, a comprehensive equipment replacement plan must be in place to support an annual 20% replacement cycle of total equipment inventory. **(T-3)** Actual replacement of equipment will depend on equipment condition, usage, and budget received. Refer to the AF Fitness and Sports Manager's website for current equipment standards.

1.13.1. Cardiovascular (CV) Equipment Standard. All cardiovascular equipment is commercial grade equipment and meets AF Fitness and Sports standards with appropriate numbers of each of the following mandatory core pieces: treadmills, upright bikes, recumbent bikes, steppers, and elliptical/variable motion trainers. **(T-1)** Installations with more than one FSS operated fitness facility are authorized to purchase a minimum of 50 percent of their AF Fitness and Sports standards allotment for each additional facility. **(T-1)**

1.13.2. Selectorized Resistance Training Equipment Standard. All selectorized resistance training equipment is commercial grade equipment and meets AF Fitness and Sports standards. All FSCs have as a minimum one complete line of the following selectorized resistance training equipment: leg press, leg curl, leg extension, seated or standing leg abduction, seated or standing leg adduction, standing or seated calf raise, bench press, overhead press, cable lat pull down, compound row, pectoral fly, biceps curl, triceps press, crunch, back extension, cable crossover, high/low pull, and weight-assisted dip/chin. **(T-3)** Installations with more than one fitness facility may need to provide additional equipment as needed to meet customer demand.

1.13.3. Free Weight Resistance Training Equipment Standard. All free weight resistance training equipment is commercial grade equipment and meets AF Fitness and Sports standards. Core free weight resistance training equipment will include a combination of free weight apparatus. **(T-3)** Installations with more than one fitness facility may need to provide additional equipment to meet customer demand.

1.13.4. Sauna/Steam Room/Hot Tubs. An easily accessible duress system/alarm will be installed that alerts the FSC staff of emergency situations in these areas. **(T-2)** Alarm tests must be documented and completed prior to the opening of the facility every day. **(T-2)** Thermometers must be provided and temperature must be monitored on a regular basis. **(T-2)**

1.13.4.1. Restricted Use. The FSC staff post signs warning individuals at high risk **not** to use the sauna, steam room, or hot tub unless authorized by a physician. **(T-1)**

1.13.4.2. Saunas, Steam Rooms, Spas. Temperature control and regular cleaning are essential for well-maintained saunas, steam rooms and spas. Reference Air Force Instruction 48-114, *Swimming Pools, Spas and Hot Tubs, and Bathing Areas*. **(T-0)**

1.13.5. Racquetball/Squash/Handball Equipment. Racquetball racquets must have wrist straps. Impact resistant eye protection for participants in racquetball, squash, and handball sports is mandatory. This requirement applies to all FSC customers regardless of status. Military and dress spectacles are not approved eyewear for racquet sports. Protective eyewear

must be designed to withstand high impact. FSCs have sufficient quantities of protective eyewear available for loan at no charge to customers. Signs posted at court entrances must state the following: IMPACT RESISTANT EYE PROTECTION IS REQUIRED AND IS AVAILABLE AT THE EQUIPMENT ISSUE DESK. (T-1)

1.14. Funds Management. All Department of Defense personnel assigned to the FSC, paid with either APFs or NAFs, have an individual responsibility for the proper collection, protection, and controlling of funds.

1.14.1. Funds Protection. Funds assets must be protected IAW AFI 34-202, *Protecting Nonappropriated Fund Assets*, and local resource protection plans. The Chief, Resource Management/Resource Manager ensures that managers implement internal control procedures for protection of assets. The FSM must establish written procedures for the training, handling and safeguarding of fund assets IAW AFMAN 34-212, *Control Procedures for Protecting NAF Assets*. (T-1)

1.14.2. Budgets. Budgets are financial plans. Proper and timely planning, and valid historical data are essential factors in the budgeting process.

1.14.2.1. Category A. Mission essential programs are authorized 100% APF support. Refer to AFI 65-601, Volume 1, *Budget Guidance and Procedures*, and AFI 65-106, *Appropriated Fund Support of Morale, Welfare and Recreation Programs and Nonappropriated Fund Instrumentalities*, for guidance on APF funding support. When APFs are not available, submit any capital or operational needs for which APFs are authorized, but not available, as unfunded requirements in the APF budget. (T-0)

1.14.2.2. Category B. Per DoDI 1015.10, Enclosure 6, para 1.(2).(a)., sports programs above the intramural level should be funded at the DoD standard of a minimum of 65 percent APF with the remaining coming from NAF support (e.g., extramural sports, varsity sports, MAJCOM Sports Competitions, Air Force and Armed Forces Sports). (T-0)

1.14.2.3. Category C. These activities are fully funded with NAFs (direct support) (e.g., resale services and vending operations). (T-0)

1.14.3. Approval Authority. NAF budgets are reviewed by the NAF Council and approved by the installation commander. The installation commander also approves the APF distribution and the FSS/CC approves what the FSC receives. (T-1)

1.15. Outdoor Maintenance. The FSM is responsible for developing a written annual grounds maintenance plan for the upkeep and maintenance of all outdoor facilities. (T-2) Safety is also a major concern when maintenance is performed on outdoor facilities. Ensure proper equipment and tools used for outdoor maintenance are in good repair.

1.16. Running Tracks. Refer to the *Air Force Services Facilities Design Guide, Design: Fitness Centers*, located in the AF Fitness and Sports Manager's webpage for indoor track specifications. For outdoor tracks, refer to *United Facilities Criteria* (UFC) 4-750-02, *Outdoor Sports and Recreational Facilities*, at [http:// www.wbdg.org/ccb/DOD/UFC/ufc_4_750_02n.pdf](http://www.wbdg.org/ccb/DOD/UFC/ufc_4_750_02n.pdf). FSC staff must periodically inspect the entire track for damage regardless of track surface, following the manufacturer's guidelines on preventive maintenance. (T-2) Qualified technicians must accomplish repairs and preventative maintenance; coordinate actions with Base Civil Engineer

(BCE.) At least one outdoor exercise area (running trail/track, par course, etc.) must be available, in good condition, and clearly marked. **(T-1)**

1.17. Marketing and Promotions. The FSM uses market survey data to develop a comprehensive marketing plan and work with the marketing staff to develop promotional, advertising, commercial sponsorship, and publicity strategies. **(T-1)**

1.18. Continuity Folder. Maintaining up-to-date and accurate records is necessary to plan future programs. A continuity folder provides a comprehensive historical overview of the operation and eases the transition of incoming and outgoing personnel.

Chapter 2

PROGRAMS

2.1. Size of Program. Design the activities at the FSC to support core services and programs. The number of program offerings is based upon the size of the military installation (e.g., a small installation should offer a minimum of 10 group exercise classes/week). Small installations have a total authorized population of up to 1,000; medium 1 through medium 4 installations have 1,001 to 5,000; large installations have 5,001 to 6,000; and mega large 1 through mega large 24 installations range from 6,001 to 30,000, in increments of 1,000 users (see Fitness Center Population Space Computation at AF Fitness and Sports Manager's website.) GSUs and MUNSS meet programming standards established by the MAJCOM or Installation Support.

2.2. Core Fitness Programs (Category A). FSCs provide core programs at no cost to their customers. Core fitness program requirements must be met prior to conducting programs beyond core. (T-1)

Table 2.1. Core Fitness Programs

1. Group Exercise Classes	A minimum of 10 scheduled offerings per week at small bases and 15 scheduled offerings per week at medium, large, and mega large bases, e.g., functional fitness, core training, strength conditioning, low impact aerobics, cardio boxing. *
2. Equipment Orientations	Trained FSC staff must provide orientations on proper equipment usage (how to use each machine as well as safe positioning and execution) for all cardio and strength machines on an appointment basis or through regularly scheduled classes.
3. Fitness Improvement Programs	Offer a combination of aerobic and strength conditioning classes based on local needs to support AF Fitness Program. *
4. Incentive Programs	4 per year, e.g., cycle and swim program, jogging club, etc.
5. Special Events	4 per year, of which at least one is family oriented and one is conducted in coordination with Outdoor Recreation, e.g., walks/runs/hikes, installation fitness days, etc.
NOTE: Classes (either led by live instructor or as part of a fitness kiosk) provide aerobic, strength, and flexibility conditioning appropriate for physical fitness improvement. Careful consideration should be given to providing a variety of classes meeting these requirements. Examples are high/low impact, cardio-kick boxing, group cycling, circuit training, core strength classes, and group strength training.	

2.3. Group Exercise Instructors. Group exercise instructors must have and maintain a primary instructor certification by an AF recognized organization listed on the AF Fitness and Sports

Manager's website. **(T-1)** Instructors must obtain the additional necessary specialized training/certifications for step and kickboxing fitness classes. **(T-1)** Group exercise instructors also maintain current First Aid and either the American Heart Association's Basic Life Support/Automated External Defibrillator (BLS/AED) or the Red Cross's Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certification. **(T-1)**

2.4. Fitness Improvement Programs (FIP). These programs target active duty personnel who do not meet Air Force fitness standards for aerobic fitness, muscular strength and circumferential tape measurement. Coordination with the installation FAC Manager and UFPMS is required to ensure appropriate class format, instruction, and attendance documentation. **(T-1)**

2.5. Fitness Programs Beyond Core (Category B). Programs that provide additional fitness opportunities may be offered at the discretion of the squadron commander or flight chief. Fees may be charged for all enhanced programs only to offset verifiable NAF expenses for these services; these may include, but are not limited to, group exercise classes beyond the core (e.g., group cycling, Tai Chi, Yoga, water exercise, etc.) and one-on-one personal fitness training.

2.5.1. Personal Training Instructors. Personal training may be offered on a fee-for-service basis through a NAF personal trainer contract. Contract personal training instructors must have verification of at least 100 hours of individual fitness program experience to include fitness assessments and cardiovascular and strength conditioning programs, and have current certification by an organization listed on the AF Fitness and Sports Manager's website. **(T-1)** Personal training instructors also maintain current First Aid and either BLS/AED (American Heart) or CPR/AED (Red Cross) certification. **(T-1)**

2.5.2. Personal Fitness Assessments. Fitness staff can conduct assessments and provide exercise programs for military personnel upon request as schedules allow. Fitness assessments measure cardio-respiratory fitness, muscular strength and endurance, body composition, and flexibility using either a manual or computerized system. Examples of assessment modules include a step or sub-maximal cycle test, sit and reach, and skin fold calipers. Fitness assessments must be conducted only by contract personal trainers and/or trained fitness staff who, at a minimum, have completed the AETC Fitness Specialist Course. These fitness assessments are not official fitness assessments and are not meant to replace the official fitness assessments the members receive from the FAC. **(T-1)**

2.5.3. Family Fitness Classes. FSC may offer family programs such as "Mom 'n Tots", "Stroller Fitness", etc., as funding allows meeting local customer needs. Classes may be conducted by trained Youth and/or FCS staff or contractors. Background checks are not required for instructors of these classes as long as the parents and youth are participating in the class together. **(T-1)**

2.5.4. For AFR only: Exercise Physiologists at AFRC host installations, programmed with non-Defense Health Program funds, may create and implement programs and individually counsel members for fitness improvement purposes.

2.6. Sports Programs. FSCs provide core sports programs for eligible customers and, where resources are available, provide programs above the intramural level (see [Table 2.2](#)). Sports calendars are developed annually at the beginning of the fiscal year and made available to customers. **(T-3)** Calendars give an overview of sports offered at the installation and include start dates, letter of intent due dates, coach's meeting dates, and projected end dates.

2.6.1. Youth Sports Partnership. The FSC sports program and the Youth Sports program will maintain separate operations. **(T-1)** However, where and when feasible, both programs are encouraged to partner together for cost savings and program efficiency in areas such as sharing and maintaining sports fields, ordering and storing equipment, and ordering trophies.

2.6.2. Outdoor Fields. The FSM must team with representatives from safety, Base Civil Engineer, and Military Public Health (Military Public Health is only needed if food is sold at outdoor fields) and perform a pre-season and post-season inspection. **(T-1)**

2.6.3. Commander's Trophy. Installations should consider implementing a Commander's Trophy initiative to promote participation in the sports program. Participation at meetings should be recognized as another way to earn Commander's Trophy points. Coordinate the meeting minutes through the FSS commander/civilian leader (or designee) for approval. Provide a copy of the approved minutes to all council members. **(T-3)**

2.6.4. Sports Equipment. FSMs must ensure appropriate equipment is purchased with APFs and is provided for the selected sports in Table 2.2. **(T-1)**

2.6.5. Officials. Contract officials must be certified/trained through a recognized and approved NGB for the particular sport; FSMs verify certification. **(T-1)** APFs are authorized for sports officials for Category A and B sports IAW AFI 65-106. When certified officials are not available, the FSM is responsible for recruiting volunteers and ensuring they are trained prior to officiating games.

2.6.6. Prizes and Incentive Awards. Refer to AFI 65-601V1, section 4L, 4.31. Awards, Award Ceremonies and Gifts, for guidance. **(T-1)**

2.7. Fitness and Sports Advisory Council. This optional council meets as necessary and functions as an advisory body to serve as a communication method among units to assist, coordinate, and assemble installation resources to support comprehensive fitness and sports programs. Recommend FSMs establish multiple methods of receiving and implementing inputs from council members if assembling the full council is not necessary or practical. If a council is established, then the following applies: The FSM is the chairperson (a non-voting member). The council should include a primary and an alternate representative from each unit or tenant of the installation.

Table 2.2. Sports Programs

Core Sports (T-0)	Category A
Intramural Sports	Provide at least 4 major programs (e.g., softball, basketball, flag football, volleyball, soccer, cross-country running) at no charge.
Sports Above The Intramural Level (T-1)	Category B
Extramural Sports	Sport locally determined by demand (these are additional sports programs offered beyond minimum intramural sports). May require activity or usage fees, e.g., golf, bowling.
Tournaments w/ Off-Base Participants	Invitationals, regional tournaments, etc.

Varsity Sports	Sport(s) locally determined by demand.
MAJCOM Sports Competitions	Sport(s) determined by MAJCOM.
Air Force, Armed Forces	Sport(s) determined by AF and Armed Forces Sports council.

2.8. Core Sports Programs. Core sports programs are Category A and promote organized sports and esprit de corps. The intramural program is recreational in nature. The installation commander determines participation which may include active duty, guardsmen and reservists assigned to installation units. **(T-2)** Active duty military personnel always have first priority in intramural sports participation (follow eligibility criteria established in AFI 34-101). Other categories of customers may participate in the intramural program if their participation is needed to offer a particular program. The FSM designates an intramural specialist who works for the SPM at installations with large sports programming. **(T-3)** This is not a mandatory position but is often used on an as needed basis.

2.9. Sports Programs Above the Intramural Level. These sports programs provide opportunities for base athletes to compete off base, with other base, civilian, university and club teams. Financial guidance is provided in DoDI 1015.10, *Programs For Military Morale, Welfare And Recreation (MWR)*; AFI 34-201, *Use of Nonappropriated Funds (NAFs)*; and AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities*. APFs should be used where authorized. NAFs required to support these programs must be included in the NAF budget and submitted for approval by the NAF Council and installation commander, with the exception of Air Force or Armed Forces programs. **(T-1)**

2.9.1. Extramural Sports. This program is above the intramural program level and may be conducted when demand exists and resources allow.

2.9.2. Varsity Sports. Varsity sports programs are optional above the intramural level and based on number of adequate participants and availability of resources (see [Table 2.3](#)). Varsity sports offer skilled military athletes an opportunity to compete off the installation in competitive programs and serve as a feeder program into higher-level Air Force competition. FSMs should establish partnerships with community organizations to the greatest extent possible to broaden the scope of league play. Other DoD ID cardholders must have installation commander approval to participate. **(T-2)** Civilians, including civilian coaches, are not authorized permissive TDY merely to participate in sporting events. Support for varsity programs may include purchase of uniforms, scheduling games with local teams, and paying entry fees for local leagues or tournaments. If competition is located out-of-town, transportation support is authorized, entry fees may be paid with NAFs, and a daily personal maintenance allowance may be allocated. Funding availability determines payment of expenses. For away games, varsity staff will arrange transportation and lodging, confirm game times, process duty releases/permissive TDY orders or permissive leave, process entry/game fees, and provide uniforms and applicable playing equipment. Ensure Varsity Booster Clubs comply with AFI 34-223, *Private Organization (PO) Program*. **(T-1)**

Table 2.3. Varsity Sports Financial Support

	Appropriated Funds	Nonappropriated Funds
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Entry Fees	N	A
Transportation	A ¹	N
Lodging	N	A ²
Personal Maintenance Allowance ³	N	A
Uniforms	A	N
Equipment	A	N
<p>AFI 65-106, <i>Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIS)</i></p> <p>A - Authorized</p> <p>N - Not Authorized</p> <p>¹ - Only if available through Base Transportation</p> <p>² - NAFs may be used to pay for lodging or reimburse an individual for lodging providing they stay on the installation, however a purchase request must be submitted. This must be approved by the Chief, Resource Management/Resource Manager prior to execution (NAFs may not be used to pay for off-installation lodging, even when installation lodging is not available; this does not apply to Departmental-level sports) (T-2)</p> <p>³ - Personal Maintenance Allowance (similar to Per Diem)</p> <p>NOTE: <i>The FSM coordinates with the Chief, Resource Management/Resource Manager to authorize any expenditure of NAFs to support varsity sports.</i></p>		

2.9.3. Air Force Marathon. Installations may treat the Air Force Marathon as a varsity event. Installation tenant organizations such as MAJCOMs, FOAs, and DRUs, with the approval of their host installation commander, may competitively select active duty individuals/teams not selected for installation varsity representation to participate in the marathon. These participants can be provided the same permissive TDY and NAF support as varsity teams. The installation, MAJCOM, or other organizational commander (or equivalent) providing NAF funding determines the amount of such funding to be provided for the participants as well as the number of participants supported for each marathon. **(T-3)**

2.9.4. Tournaments. Tournaments above the intramural level are a Category B activity. Fees may be charged to cover the NAF costs of officials, awards, and incidentals.

2.10. Higher-Level Competition. This program is designed to provide elite athletes an opportunity to participate in higher-level competition to include Air Force, Armed Forces, national, and international competition.

2.10.1. Air Force, Armed Forces, national, international competition. Active duty members and ARC personnel are eligible based on skill and ability. ARC personnel must be in an authorized duty status through the dates of competition. Air Force members assigned to non-Air Force installations must receive authorization from AF Fitness and Sports to compete in higher-level competition conducted by another military department. Air Force personnel may not represent another service at Armed Forces Championships. Where applicable, applicants must be amateurs as defined by the rules of the sports NGB. Interested reservists should follow guidelines IAW AFI 36-2254V2, *Reserve Personnel Training*, paragraph 1.3. **(T-1)**

2.10.1.1. Travel. The individual is responsible for requesting authorization for travel to/from events and competitions and preparing the DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*. AF Fitness and Sports funds participant travel to and from Air Force hosted/sanctioned programs and respective follow-on activities. **(T-1)**

2.10.1.2. Permissive TDY. Permissive TDY is authorized for sports included in Olympic competition. Unit commanders may authorize permissive TDY, not to exceed 30 consecutive days, to allow members to participate or train in events officially conducted or sponsored by elements of the Air Force, inter-service organizations, or DoD. This includes participation in local, regional, sectional, district, or state events. Unit commanders must coordinate with the local FSS squadron before approving the request. **(T-3)** The FSM must contact selected individuals to assist in preparing orders and providing travel information. **(T-3)** AF Fitness and Sports must receive a copy of orders for proper certification of airline tickets. **(T-3)** Coordination through AF Fitness and Sports is required for national and international events. **(T-2)** For additional information refer to AFI 36-3003, *Military Leave Program*.

2.10.2. World Class Athlete Program (WCAP). Provides a means for military personnel to train for, attend, and participate in Pan American Games, Conseil International du Sport Militaire (CISM), Olympic Games, qualifying events, and preparatory competition for those games as an Air Force World Class Athlete. For more information, refer to AFI 34-277, *World Class Athlete Program*. **(T-1)**

Chapter 3

SERVICES

3.1. Fitness and Sports Center Services. FSCs provide core services to their customers and, where resources are available, provide enhanced services.

3.2. Core Services.

Table 3.1. Core Services (T-1).

1. Vending Operation	FSCs provide drinks and/or snacks through vending machines, refrigerated display cases, etc. to customers. The scope of services provided is at the discretion of the FSS commander.
2. Locker Service	FSCs provide free daily use locker service. 100 percent of lockers are daily use (optional to assign distinguished visitor (DV) lockers). Lockers are an authorized APF expenditure.

3.3. Enhanced Services. Enhanced services may be provided through contracts on a fee basis. Services may include, but are not limited to juice bars, massage therapy, Parent/Child Area (PCA), Parent/Youth Area (PYA), family locker rooms, and supervised child care.

3.3.1. Individual Service Contracts (ISC). ISCs must include acknowledgment of personal responsibility signed by the contractor and the contractor's signed agreement to compensate the government for expenditures incurred due to the contractor's conduct and activities. IAW AFMAN 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*, paragraph 11.5., insurance will be considered where "unique risks" are associated with the services to be performed. Individuals working under an ISC maintain current and up-to-date appropriate certification/training for the activity/services they are performing. **(T-1)**

3.3.2. Resale Operations. FSCs may engage in resale activities when merchandise and services offered are directly related to the purpose and function of the activity. FSC resale items usually consist of sundry items such as eyeglass holders, wristbands, headbands, earphones, refreshments, and nutritional snack items.

3.3.3. Alcoholic Energy Drinks. The sale of pre-mixed and packaged alcoholic energy drinks in FSCs is prohibited. **(T-1)**

3.3.4. Tanning Beds/Booths. Tanning beds/booths will not be installed or used in FSCs. **(T-1)**

Table 3.2. Enhanced Services (See Notes) (T-1).

1. Massage Therapists *	Therapists must have a license OR have completed 500 hours of study and passed state certification or the National Certification Examination for Therapeutic Massage and Bodywork (NCETMB). Overseas therapists must meet local country's certification/license requirements.
2. Resale Operations	Resale services are NAF operations. The operation must be self-sustaining. Establishment of Food/Bev Ops and juice bars follow policy on name branding per AFI 34-272, <i>Air Force Club Program</i> . May require AAFES coordination.
3. Parent/Child Area (PCA)**	Coordination with the Airman and Family Services Flight Chief is required. PCAs must follow applicable UFC 4-740-02 and AF Fitness & Sports standards.
4. Parent/Youth Area (PYA)***	Coordination with the Airman and Family Services Flight Chief is required. Both adult- and youth-sized equipment must be within this area so that the qualified adult and youth can exercise next to each other. Prior education and training is required by both the youth and the adult before using this area. See Table 1.1., Note 2 for "qualifying adult" definition.
5. Family Locker Rooms	Provide individual room(s) equipped with changing area, shower, toilet, sink, diaper changing table, and lockers intended to accommodate adults with small children. Locate near the pool (if provided) or near the parent/child area.
6. Supervised Child Care	Coordination with the Airman and Family Services Flight Chief is required prior to providing this service. CDC-qualified/hired technician supervises children while parent exercises in facility. Recommend the child care be for children under 6 years of age for a limit of two hours on a first come first serve basis. Refer to AFI 34-248, <i>Child Development Centers</i> , Attachment 3, Short-Term Hourly Care, for guidance on providing this

	service.
<p>NOTES:</p> <p>* At no time shall services (i.e., body wraps, etc.) be publicized to customers as a means to help pass the fitness assessment.</p> <p>** Develop a local PCA operation instruction (OI) in coordination with the Airman and Family Services Flight Chief. The installation commander must approve the OI. There must be a 30” high clear partition, e.g., one-half inch thick shatterproof tempered glass, allowing for direct line-of-sight supervision, with an entry/exit that can isolate the child play area completely from other areas. Local policy will be posted in the PCA that address the following: children must be supervised by their own parents/legal guardians; parents/legal guardians must maintain direct line-of-sight supervision of their children at all times; the maximum capacity of children and adults in the PCA; the age limit for the children using the PCA and indicating whether users must sign in at the reception desk acknowledging PCA policies. It is recommended that adults bring toys for their children; toys must be of a non-violent nature. If the FSC provides toys or other play objects, they must be sanitized daily with bleach and water solution (1/4 cup liquid household bleach and 1 gallon of tap water) or other approved sanitation solution IAW with Child Development Center standards. Allow toys to air dry. Other surfaces cleaned with this solution should be allowed to air dry or be dried with a paper towel after the solution has been in contact with the surface for two minutes. If a TV is provided, include guidelines in the OI, e.g., only child-appropriate stations will be shown; only G-Rated videos will be played. Provide a protective shield for the TV to prevent damage from children and flying projectiles. Secure the remote or channel control from children. When possible provide safety enhancements such as cipher locks to the PCA to restrict use from unauthorized customers, as determined in the OI. Refer to the UFC 4-740-02, <i>Unified Facilities Criteria: Fitness Centers</i>, located on the AF Fitness and Sports Manager’s website.</p> <p>*** The Parent/Youth Area is optional. Area typically houses a stretching area; one 8-piece selectorized circuit weight equipment line for adults; one 8-piece selectorized circuit weight equipment line for youth; and two to four cardiovascular machines. Prior education and training for using the PYA includes a classroom session (may be attended by only the parent) and a hands-on session with the equipment (must be attended by both the parent and youth). Coordination with the Airman and Family Services Flight Chief is required.</p>	

Chapter 4

TRAINING

4.1. Basic Fitness Training. All levels of training must be documented in the staff members' (military, APF, NAF employees) on-the-job-training (OJT) records. **(T-1)**

4.1.1. FSC staff must maintain First Aid certification and either Red Cross CPR plus AED or BLS/AED certification within 30 days of assignment to the FSC. **(T-1)** The base medical treatment facility and local health care organizations are resources for CPR/BLS and First Aid certification. Note: Self-aid and buddy care training meets the First Aid certification requirement for the military fitness staff.

4.1.2. FSC staff must be trained on basic use of exercise equipment within 30 days of assignment to the FSC. Upon completion, staff may monitor fitness equipment areas and provide customer equipment orientations. **(T-1)**

4.1.3. FSC staff must attend FSS customer service training within 30 days of assignment to the FSC and annually thereafter. **(T-1)**

4.1.4. All full-time APF and NAF civilian FSC staff (excluding contract instructors, personal services contractors, temporary NAF MOA personnel, front desk clerk/operations employees, and maintenance workers) must be scheduled to attend the AETC Fitness Specialist Course (L3AZR3M051) within 1 year of assignment to the FSC. **(T-2)** Flex and part-time employees may be scheduled for the course based on local requirements and resources. All military must be scheduled to attend the AETC Fitness Specialist Course (L3AZR3M051) within 180 days of assignment to the FSC. **(T-2)** ANG members must attend the course within 180 days of being assigned to the fitness functional account code. **(T-2)** Individuals with a four-year degree in a health/fitness related discipline may submit waiver requests for the Fitness Specialist Course to AF Fitness and Sports. **(T-2)**

4.1.5. Fitness training from FSM, local experts, or other sources must be conducted on a recurring basis to reinforce course principles and provide current fitness information and sports programming. **(T-1)**

4.2. Core Management Training. The FSM must complete the AETC computer-based Activity Manager Course (L60NU34M3) or the Activity Management Training Core Topics Course (DL-CB-0301) and attend in-residence or online the follow-on activity specific Fitness Managers Course with AF Fitness and Sports within one year of assignment as the FSM (credit given for attending former Headquarters Air Force Services Agency Activity Manager Course follow-on). **(T-2)** Other Fitness and Sports personnel in leadership positions may also attend this training.

4.3. Advanced Fitness Training and Certification. FSC staff members should complete an advanced fitness certification training workshop to enhance base-level programs for assigned Airmen and their families. This training provides FSC staff members with enhanced qualifications to better help their customers with their fitness programs during peak periods. Advanced training workshops and/or certification exams are unit funded (T-2). For approved advanced training certifications, refer to the Fitness and Sports Manager's website

4.4. Air Force Certified Fitness Specialist. Recognition as an Air Force Certified Fitness Specialist is reserved for individuals who have completed basic and advanced training, have met

additional experience requirements, and achieve at least a “satisfactory” score IAW the AF Physical Fitness Assessment.

4.4.1. Eligibility Criteria. Air Force Certified Fitness Specialist requirements:

4.4.1.1. Meet basic fitness training requirements. **(T-1)**

4.4.1.2. Meet advanced fitness training requirements. **(T-1)**

4.4.1.3. Minimum of one year’s work experience in the FSC. **(T-1)**

4.4.1.4. Documented 100 hours of group and/or individual fitness/exercise program design to include: appointments for personal fitness assessments (not official FAs), developing fitness programs, and leading group exercise or unit PT classes. No more than 50 hours of leading group exercise/unit PT can be applied to the 100-hour requirement. **(T-1)**

4.4.1.5. Document all training. Maintain the training log chronologically to include the following minimum information: date and time the member provided training and the name/unit of the individual they trained. The FSM must verify documentation. **(T-1)**

4.4.1.6. Complete one additional continuing education course or college course, directly related to fitness. Advanced training through continuing education units are an authorized APF expense and should be funded to maintain FSC staff member’s certifications. **(T-1)**

4.4.1.7. Must achieve at least a “satisfactory” score IAW the AF Physical Fitness Assessment, or equivalent for civilians, at the time of package submittal. **(T-1)**

4.4.2. FSMs submit recognition packages to AF Fitness and Sports for approval. The recognition results in a certificate of achievement for the individual. A minimum of two staff members must be trained to fulfill this requirement regardless of size of facility. **(T-1)**

4.5. Readiness. FSMs ensure military personnel assigned to the FSC are participating in required Readiness/Home Station Readiness Training programs. Coordinate home station training with the FSS Training Manager and Readiness NCOIC. Use a combination of methods to backfill FSC staff performing readiness duties versus cutting hours of operation (expand contingency contract, use ARC personnel and implement temporary MOAs). **(T-1)**

4.6. Lifeguards. Lifeguards working directly for the FSC can be provided through a service NAFI MOA which is reimbursed by APFs. Lifeguards must have and maintain nationally recognized certifications in lifesaving and water rescue methods and skills, basic first aid, CPR and AED. **(T-1)** To determine the minimum number of lifeguards needed in FSC pools, follow guidance in **AFI 34-110, *Air Force Outdoor Recreation Programs and Procedures***.

Chapter 5

FACILITY MAINTENANCE AND HOUSEKEEPING

5.1. Annual Maintenance Plans. The FSM or appointed FSC staff members develop an annual maintenance plan with thorough checklists for each facility. **(T-1)**

5.2. Cleaning and Appearance. FSCs have APF custodial support IAW the installation's grounds maintenance, custodial, and integrated solid waste management service contracts. However, high traffic/use areas may command more frequent attention and inspections by FSC staff members, especially during peak hours.

5.3. Exercise Rooms and Court Floors. Exercise rooms are used to conduct a variety of exercise classes. Keep the exercise area and all equipment clean and ready for use by disinfecting daily. **(T-1)**

5.4. Exercise Equipment. The FSC staff keeps records to indicate which equipment is covered under a maintenance contract and adheres to the contract terms to maintain warranties. The FSC staff ensures a documented equipment maintenance plan following manufacturer guidelines is in place for all equipment and adheres to the manufacturer's recommendations for maximum equipment function and durability. **(T-1)**

5.4.1. Customer Cleaning. The FSC staff should encourage customers to clean equipment after each use to provide a clean surface for the next user. The FSC provides paper or cloth towels and cleaning solutions (as locally determined) to sanitize equipment after use. **(T-1)**

5.4.2. Broken Equipment. When possible, the FSC staff will remove broken equipment from the area. If the equipment cannot be removed, a professionally designed "Out of Order" sign will be placed on the machine with sections to indicate the date the equipment was placed out of service and the anticipated date it will be back in service. Handwritten signs are prohibited except as an immediate interim measure. **(T-1)**

5.5. Laundry Rooms. The washer and dryer can be obtained through local purchase using APFs. The BCE may provide support in accordance with local policy with laundry equipment.

Chapter 6

SAFETY

6.1. Safety. The FSV supports the FSM to ensure facilities and programs meet safety requirements. The FSM coordinates a medical emergency plan with the Medical Group Commander designee. Refer to AFI 91-202, *The US Air Force Mishap Prevention Program*, and AFI 91-204, *Safety Investigations and Reports*, for safety standards. (T-1)

6.2. Emergency Procedures. Address the following areas when developing an emergency plan:

- 6.2.1. Emergency care personnel must have access to all areas of the facility. (T-1)
- 6.2.2. Develop an incident report to document information and ensure FSM follow-up. (T-1)
- 6.2.3. Establish major and minor incidents protocol; consider medical procedures and response times. (T-1)
- 6.2.4. Establish bleeding and potential blood-borne pathogens procedures IAW local policy. (T-1)
- 6.2.5. Establish an effective communication system to contact emergency response personnel and post signs identifying locations throughout the facility. (T-1)
- 6.2.6. Establish an emergency checklist detailing specific duties of each staff member. (T-1)
- 6.2.7. Practice the emergency plan and document at least quarterly. (T-1)

6.3. Incident Reporting. In addition to any local reporting procedures and notification through the chain of command, FSS Commanders/Civilian Leaders, Deputies, or Operations Officers notify HQ USAF/A1S within four hours, or as soon as practical, of all serious incidents such as:

- 6.3.1. Any major property damage to or theft of FSS assets (e.g. fire, natural disaster, etc.). (T-1)
- 6.3.2. Any serious injury resulting in death or hospitalization of an employee or customer. (T-1)
- 6.3.3. Any incident of a sensitive nature involving FSS employees or assets. Examples of such incidents are those potentially impacting mission capability, community relations, or Air Force image. (T-1)

6.4. Notification. To report such incidents, go to the Serious Incident Report link on the AF Services website homepage (<https://www.usafservices.com/sir/sir.aspx>), select appropriate MAJCOM from the list, complete the incident information, and click “Send”. This automatically generates an e-mail notification to Services Leadership at the appropriate MAJCOM, AF Fitness and Sports, and HQ USAF levels. Within 24-hours of the initial notification, submit additional detailed information by completing another incident information report. (T-1) You may be required to submit follow on information based on direction from the assigned action officer at either HQ USAF/A1S or AF Fitness and Sports. Questions concerning these procedures should be directed to HQ USAF/A1S, DSN 664-0011.

6.5. First Aid Kit. The FSC staff may provide limited medical attention when participants suffer injuries or illness during FSC programs. Coordinate procedures with the Medical Group Commander designee to determine extent of assistance and proper training. Each fitness facility

maintains First Aid kits. Contents to be determined by the Medical Group Commander designee. The FSM will also need to coordinate with the Medical Group Commander designee for procurement and maintenance of AEDs at each fitness facility and/or annex. Funding for the procurement and maintenance of AEDs is determined locally. **(T-1)**

6.6. Medical Considerations. Physical contact or collision sports participants must have clearance from a doctor of medicine or osteopathy prior to participation. The Medical Group Commander or designee determines the medical evaluation. **(T-1)**

6.7. Personal Protective Equipment (PPE). Participants in sports and recreational programs that may result in physical contact will use PPE (i.e., mouth guards, eye protection, knee and ankle braces). **(T-1)** These devices help reduce and may eliminate injury.

6.8. Customer Protection. FSM have a monitoring system (cameras or a duress alarm if a camera is not appropriate) installed in FSC areas where staff or contractors do not have direct line of sight. **(T-1)** This also applies to areas where staff/contractor may be alone with a customer. This does not apply to changing rooms, rest rooms or showers. Any duress alarm is the type/design that allows the user to push a button once and the alarm continuously sounds until it is reset by the respondent.

DANIEL R. SITTERLY, SES
Principal Deputy Assistant Secretary
(Manpower & Reserve Affairs)

(ALTUSAFB)

TODD A. HOHN, Colonel, USAF
Commander

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

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AF Form 40A, *Record of Individual Inactive Duty Training*
AF Form 49, *Application for MPA Man-day Tour*
AF Form 303, *Request for USAF Specialized Sports Training*
AF Form 847, *Recommendation for Change of Publication*
AF Form 2519, *All Purpose Checklist*
DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*

Abbreviations and Acronyms

AAFES—Army & Air Force Exchange Service
(Added-ALTUSAFB) AAFB—Altus Air Force Base
AAP—American Academy of Pediatrics
ACSM—American College of Sports Medicine
AED—Automatic External Defibrillator
AETC—Air Education Training Command
AF—Air Force

AF/A1S—Headquarters United States Air Force, Director of Services

AFAA—Aerobics and Fitness Association of America

AFFMS—Air Force Fitness Program Management System

AFI—Air Force Instruction

AFMAN—Air Force Manual

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

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AG—Adjutant General

AGR—Active Guard Reserve

ANG—Air National Guard

ANGI—Air National Guard Instruction

APF—Appropriated Fund

ARC—Air Reserve Component

AS—Allowance Standard

BCE—Base Civil Engineer

BLS—Basic Life Support

CDC—Career Development Course/Child Development Center

CISM—Conseil International de Sport Militaire

COLS—Common Output Level of Service

CONUS—Continental United States

CPR—Cardiopulmonary Resuscitation

CV—Cardiovascular

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DoDR—Department of Defense Regulation

DODEA—Department of Defense Education Activity

DRU—Direct Reporting Unit

DV—Distinguished Visitor

EP—Exercise Physiologist

FAC—Fitness Assessment Cell

FF&E—Furniture, Fixtures and Equipment

FIP—Fitness Improvement Program

FMP—Family Member Program

FOA—Field Operating Agency

FPM—Fitness Program Manager

FSC—Fitness and Sports Center

FSM—Fitness and Sports Manager (or Chief, Fitness and Sports/Section Chief, Fitness and Sports)

FSS—Force Support Squadron

FSV—Sustainment Services Flight Commander or Chief, Sustainment Services Flight

FY—Fiscal Year

GPC—Government Purchase Card

GSU—Geographically Separated Unit

HPWG—Health Promotion Working Group

IAW—In Accordance With

ID—Identification

ISC—Individual Service Contracts

IUF—Isolated Unit Fund

JAG—Judge Advocate General

MAJCOM—Major Command

MAJCOM/A7C—Major Command, Civil Engineer

MOA—Memorandum of Agreement

MOB—Main Operating Base

MPA—Military Personnel Appropriation

MUNSS—Munitions Support Squadron

MWR—Morale, Welfare and Recreation

NAF—Nonappropriated Fund

NAFI—Nonappropriated Fund Instrumentality

NATO—North Atlantic Treaty Organization

NCETMB—National Certification Examination for Therapeutic Massage and Bodywork

NCO—Noncommissioned Officer

NCOIC—Noncommissioned Officer In Charge

NGB—National Guard Bureau/National Governing Body
NGB/A1S—National Guard Bureau, Director of Services
NGB/A1PO—National Guard Bureau, Force Management Policy Branch
NSCA—National Strength and Conditioning Association
OCONUS—Outside Continental United States
OI—Operating Instruction
OIC—Officer In Charge
OJT—On-the-Job Training
OPR—Office of Primary Responsibility
PACAF—Pacific Air Forces
PCA—Parent/Child Area
PCS—Permanent Change of Station
PO—Private Organization
PPE—Personal Protective Equipment
PT—Physical Training
PTL—Physical Training Leader
PYA—Parent/Youth Area
RDS—Records Disposition Schedule
SAF/FMC—Deputy Assistant Secretary of the Air Force for Cost and Economics
SPM—Sports Program Manager
TDY—Temporary Duty
TV—Television
UA—Unofficial Activity
UFC—Unified Facilities Criteria
UFPM—Unit Fitness Program Manager
UPTF—Unit Physical Training Facility
US—United States
USAFE—United States Air Forces in Europe
USAFR—United States Air Force Reserve
UTA—Unit Training Assembly
WCAP—World Class Athlete Program

Attachment 2

ROLES AND RESPONSIBILITIES

A2.1. Director of Services (AF/A1S).

- A2.1.1. Oversees the Air Force Fitness and Sports Program.
- A2.1.2. Develops policies and procedures for the Air Force Fitness and Sports Program.
- A2.1.3. Appoints Air Force representatives to the Armed Forces Sports Council and the Armed Forces Sports Council Working Group.

A2.2. Air Force Fitness and Sports Section (AF Fitness and Sports).

- A2.2.1. Evaluates installation-level facilities and programs and measures compliance with established AF standards and other applicable standards.
- A2.2.2. Publishes operating guidelines and standards, operates centrally managed and funded programs, and provides staff assistance.
- A2.2.3. Offers personnel opportunities for worldwide competition in national and international sports activities.
- A2.2.4. Develops interest and encourages participation in fitness and sports programs.
- A2.2.5. Publishes annual schedule of events.
- A2.2.6. Plans a comprehensive fitness and sports program enhancing total fitness, esprit de corps, and quality of life for Air Force people.
- A2.2.7. Prepares NAF and APF budgets for centrally funded programs, events and projects.
- A2.2.8. Makes recommendations for allocation of funds and equipment to installations.
- A2.2.9. Assists in planning and designing new FSCs.
- A2.2.10. Initiates and coordinates plans for Air Force, Armed Forces, national, and international trial camps and championships.
- A2.2.11. Issues guidelines for completing travel orders.
- A2.2.12. Develops and publishes program instructions, pamphlets, and other training aids.
- A2.2.13. Develops and conducts Air Force-wide conferences, training sessions, clinics, and workshops.

A2.3. MAJCOM/A1S and AF Installation Support.

- A2.3.1. Unless otherwise arranged, collects and forwards AF Forms 303 to AF Fitness and Sports.
- A2.3.2. Nominates installations to host Air Force Trial Camps and Armed Forces Championships.
- A2.3.3. Oversees comprehensive command FSC program that meets or exceeds AF standards.
- A2.3.4. Encourages and supports installation and athlete participation in Air Force, Armed Forces, national, and international training camps and championships.

A2.3.5. May publish supplemental operating guidelines with AF Fitness and Sports approval and provides staff assistance to installations.

A2.3.6. Encourages and supports installation participation in conferences, training sessions, clinics, and workshops.

A2.3.7. Reviews and coordinates construction designs with MAJCOM/A7C.

A2.3.8. Evaluates installation-level facilities and programs and measures compliance with established AF standards.

A2.3.9. Publishes operating guidelines and standards, operates centrally managed and funded programs, and provides staff assistance.

A2.3.10. Develops interest and encourages participation in fitness and sports programs.

A2.3.11. Prepares NAF and APF budgets for MAJCOM funded programs, events and projects.

A2.3.12. Issues guidelines for completing sports/athletic travel orders.

A2.3.13. Develops and publishes program instructions, pamphlets, and other training aids.

A2.3.14. Hosts certification courses and regional training sessions for installations to save TDY costs by bringing in a recognized certification agency and sharing cost between installations and/or commands.

A2.3.15. Collects and forwards packages for AF Certified Fitness Specialist recognition to AF Fitness and Sports.

A2.3.16. Responsible for performing AFFMS Super User functions in support of the AF Fitness Program.

A2.3.17. Coordinates with GSUs/MUNSS on equipment standards.

A2.4. Installation Commander.

A2.4.1. Encourages and supports participation in the installation fitness and sports program.

A2.4.2. Ensures resources (funding, facilities, and manning) are available to conduct the installation fitness and sports programs.

A2.4.3. Authorizes installation to host higher-level trial camps and championships.

A2.4.4. Presents the Commander's Trophy (if applicable) to the squadron with maximal annual participation in fitness and sports programs.

A2.4.5. Determines participation in intramural and enhanced sports programs, which may include active duty, reservists, family members, DoD (including NAF employees), installation contract personnel, and foreign nationals.

A2.5. Force Support Squadron Commander or Civilian Leader.

A2.5.1. Uses market survey tool to assist with funding and resource decisions.

A2.5.2. Advocates for resources, funding, and facility improvements.

A2.5.3. Oversees the installation fitness and sports program.

A2.5.4. Appoints a project officer to host higher-level trial camps, championships, and workshops.

A2.5.5. Reviews and approves the annual installation Fitness and Sports Program plan, budgets, and staffing.

A2.5.6. Ensures the proper management of fitness and sports program funding and personnel.

A2.5.7. Ensures staff members receive fitness supplemental and specialized training in fitness and exercise.

A2.6. Sustainment Services Flight Commander.

A2.6.1. Coordinates and evaluates all Fitness and Sports Program activities.

A2.6.2. Identifies and fills operational and financial requirements.

A2.6.3. Serves as non-voting member on the Fitness and Sports Advisory Council.

A2.6.4. Monitors training of FSC staff.

A2.6.5. Coordinates facility construction designs.

A2.6.6. Supports the FSM to ensure facilities and programs meet safety requirements.

A2.7. Fitness and Sports Manager.

A2.7.1. Responsible for overall functioning and management of the FSC and FAC.

A2.7.2. Develops and manages installation Fitness and Sports Programs.

A2.7.3. Develops and maintains facility, personnel, program, and financial records.

A2.7.3.1. Ensures inspections are conducted and documented for all fitness and sports equipment, fields, and facilities.

A2.7.3.2. Develops an emergency medical plan.

A2.7.3.3. Ensures staff training needs are identified, documented, and executed.

A2.7.3.4. Ensures staff maintains current certification in AED, CPR or BLS, first aid, and supplemental training.

A2.7.3.5. Works with related installation and community fitness and sports organizations to provide a well-balanced and comprehensive program.

A2.7.3.6. Consults with ground-safety office and civil engineers to report and correct any ground hazards.

A2.7.3.7. Approves sports bylaws.

A2.7.4. Develops an annual operations plan for approval by the FSS commander or civilian leader.

A2.7.4.1. Defines the organizational structure, sets staff duties and responsibilities, and establishes short- and long-term goals and procedures.

A2.7.4.2. Extracts market demand information from market survey.

A2.7.4.3. Establishes and maintains current maintenance plans and logs for facilities and equipment.

A2.7.4.4. Creates public relations and publicity programs to disseminate information about fitness and sports programs to encourage participation.

A2.7.4.5. Works with the marketing department to obtain adequate publicity, marketing, and commercial sponsorship support.

A2.7.4.6. Serves as the non-voting chairperson of the Fitness and Sports Advisory Council.

A2.7.4.7. Develops and conducts training programs for customer service, on-the-job training, etc., which employees must complete within 30 days of initial assignment.

A2.7.4.8. Establishes safety programs IAW applicable directives.

A2.7.5. Prepares APF and NAF budgets.

A2.7.6. Coordinates with Health Promotion Manager or EP or ARC FPM for topics to be taught on an on-going basis for FSC staff.

A2.7.7. Develops a Fitness and Sports Center 5-year plan for equipment replacement.

A2.7.8. Ensures operating instructions are maintained and current for each facility.

A2.7.9. Develops and maintains FSC programs, operations, and facilities consistent with AF standards, and DoD Physical Fitness Center Standards.

A2.8. Fitness and Sports Advisory Council.

A2.8.1. The optional Fitness and Sports Advisory Council meets quarterly (or as determined locally) and serves as a Fitness and Sports advisory body.

A2.8.2. The FSV serves as a non-voting advisor.

A2.8.3. The FSM is the chairperson (non-voting member) and ensures administrative support for recording and publishing meeting minutes.

A2.8.4. The chairperson requests approval from the FSS commander/civilian leader to take action on the advisory committee minutes and judiciary recommendations as needed.

A2.8.5. The chairperson appoints a vice-chairperson. Council develops bylaws for each sport and fitness events as appropriate.

A2.8.6. The Fitness and Sports Advisory Council chairperson may select council members to serve as chairpersons in the below subcommittees if necessary.

A2.8.7. The Program and Evaluation subcommittee chairperson, the Judiciary subcommittee chairperson, and the Promotion and Publicity subcommittee chairperson have authority to select members for their committees from the membership of the Fitness and Sports Advisory Council and the installation-at-large.

A2.8.7.1. The Program and Evaluation subcommittee assists the SPM in planning and evaluating the installation sports program.

A2.8.7.2. The Judiciary subcommittee makes recommendations to the Fitness and Sports Advisory Council chairperson concerning disqualification or suspension of organizations

or individuals from participation in the installation intramural program. It also organizes protest boards (three to five members) to resolve any problems related to the various sports competitions included in the intramural program.

A2.8.7.3. The Promotion and Publicity subcommittee assists the FSM in developing and implementing a publicity and promotion program designed to inform base personnel.

A2.8.8. Coordinates Fitness and Sports bylaws.

A2.8.9. Assists FSM with installation resources to support comprehensive fitness and sports programs.

A2.9. Athlete/Participant in Higher Level Competition.

A2.9.1. Coordinates their AF Form 303 with their supervisor, unit commander, and installation FSM. ARC personnel must also coordinate and submit AF Form 49.

A2.9.2. Coordinates travel plans with AF Fitness and Sports.

A2.9.3. Completes the DD Form 1610 IAW AFI 36-3003.

A2.9.4. Submits a "no cost" travel voucher to their installation Accounting and Finance Office within 5 days after completing TDY.

Attachment 3

SANCTIONING FOR AIR NATIONAL GUARD (ANG) SPORTS TOURNAMENTS

A3.1. Written requests for NGB sanction for: a specific recreational and/or sporting event will be sent through the respective Adjutant General (AG) for concurrence to NGB/A1S, 3500 Fetchet Ave., Andrews AFB MD 20762-5157, no later than 4 months before the date proposed for the event. NGB/A1S coordinates all action necessary for final approval or disapproval.

A3.1.1. Requests for NGB Sanction must include as a minimum:

A3.1.2. Nature of recreational or sporting event.

A3.1.3. Travel dates.

A3.1.4. Competition dates.

A3.1.5. Number of anticipated entrants.

A3.1.6. Type of participants (active Air Force, active ANG, which includes drill status, military technicians, competitive technicians, and military duty personnel, retired military, personnel from other military services, ANG Title 5 civilian employees, and spouses).

A3.1.7. The number of ANG personnel granted permissive TDY to participate or support the event or competition.

A3.1.8. Other pertinent data (e.g., locations of competition--fields, lanes, city, and state).

A3.1.9. Sponsoring unit.

A3.1.10. Unit project managers and telephone numbers.

A3.1.11. NGB approval/disapproval is returned through the respective AG.

A3.1.12. The AGs ensure that this policy is complied with when authorizing members within their State to participate in or support the competition.

A3.1.13. Military technicians, competitive technicians, and Title 5 civilian employees approved by their supervisor to participate in or provide support to a competition must be in an appropriate leave status (annual leave, compensatory time, or leave without pay).

A3.1.14. Installation commanders may authorize permissive TDY (AFI 36-3003, Military Leave Program) for 10 days or less in a calendar year. More than 10 days permissive TDY for participation in or support of competition events must be approved by NGB/A1P.

A3.1.15. Intramural bylaws are governed by the established rules of the national governing bodies.

A3.2. NGB-Sanctioned Recreational and Sporting Events: Bowling tournaments, softball tournaments, regionalized golf tournaments, and competitive track and field events are examples of programs encouraged by NGB. However, NGB sanction is not limited to these events and any competitive recreational or sporting event that provides a broad participant appeal will be considered.

A3.3. Fiscal Support: ANG (drill status, military technicians, competitive technicians, Title 5 civilian employees, and military duty status) members who travel to a sanctioned recreational or

sporting event as participants in any other supporting role are not entitled to TDY per diem or travel allowances. Military technicians and drill status personnel will not be awarded retirement points for participation in or support of a recreational or sporting event. ANG personnel performing active or inactive duty for training (annual training, special training, proficiency training, unit training assembly, etc.) will not participate in or support a recreational or sporting event while in a training status for pay but may participate during non-duty hours.

A3.4. Transporting Personnel: Each individual is responsible for transportation to the participation site and return. Units or individuals requesting travel via military air will comply with ANGI 10-201, *Air Transportation*, paragraph 1.10. Travel in accordance with DODR 4515.13R may be authorized in a space-available status for those military personnel eligible based on their leave or duty status at time of travel. Government-owned or leased motor vehicles may not be provided to participants or support personnel involved in a sanctioned ANG recreational and/or sporting event without approval authority from the installation commander for this type of transportation IAW AFI 24-301, para 3.59. All requests must be coordinated with the installation's Logistical Readiness and Force Support Squadrons. Such support cannot be provided for domicile-to-duty transport.

A3.5. Financial Guidance: Financial guidance is provided in AFI 34-201, with the ANG Supplement to AFI 34-201, AFI 65-106 and DoDI 1015.10, *Programs For Military Morale, Welfare And Recreation (MWR)*. APFs should be used where authorized. NAFs required to support these programs must be included in the NAF budget and submitted for approval by the NAF Council and installation commander, with the exception of Air Force or Armed Forces programs. Be advised that typically ANG installations have limited NAF dollars, usually only available in the ANG Isolated Unit Fund (IUF), thus prudence must be exercised by installation commanders as to how these limited NAF dollars are spent. Additionally, installations must adhere to the guidelines set forth and monitored by the gaining MAJCOMs concerning all allowed and prohibited expenditures.

A3.6. Using Contributions and Donations. Per AFI 34-201 and AFI 51-601, *Gifts to the Department of the Air Force*, use contributions or donations for the purposes specified or use contributions or donations without a specified purpose to provide new programs, supplies, equipment and other direct benefits for authorized users. Do not use these funds for facility maintenance or repair, payroll, and so forth and do not solicit contributions and donations or grant the donor or contributor any special favors or privileges.

A3.7. The Joint Ethics Regulation, DoD 5500. 7-R: along with the criminal statutes it is derived from always applies.

A3.8. An officially recognized Private Organization (PO) or unofficial activity (UA): May accept gifts and donations in conjunction with its activity (e.g. golf tournament-- a sleeve of balls for closest to the pin) and recognize those who donated the prizes at the event, but only when the donations and recognition are made within the bounds of paragraphs 1 and 10.15 of AFI 34-223, *Private Organization (PO) Program*.

A3.9. Principal among those restrictions: Is the prohibition of any on-installation requests for donations, and the requirement that off-installation solicitations clearly indicate that they are for a PO or an unofficial activity/organization and not the installation or any official part of the ANG or Air Force.

A3.10. Commercial Sponsorship Restricted. The ANG cannot use the Services MWR Commercial Sponsorship Program. Other Air Force organizations, units, private organizations, or unofficial activities or organizations are not authorized to use commercial sponsorship to offset program or activity expenses (see para 1.4 of AFI 34-408, *Commercial Sponsorship and Sale of Advertising*, and para 10.15 of AFI 34-223).

A3.11. It is highly recommended to seek consultation from the local Judge Advocate General (JAG): Before conducting any event in the name of the Air National Guard.