

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

AIR FORCE INSTRUCTION 34-110

6 JANUARY 2012



Services

**AIR FORCE OUTDOOR RECREATION
PROGRAMS AND PROCEDURES**

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RELEASABILITY: There are no releasability restrictions on this publication

OPR: AFSVA/SVPCR

Certified by: AF/A1S
(Brigadier General Eden J. Murrie)

Supersedes: AFI 34-110, 22 July 1994

Pages: 42

This Air Force Instruction (AFI) implements Air Force Policy Directive (AFPD) 34-1, *Air Force Services Combat Support Programs*, and provides guidance for managing Air Force outdoor recreation facilities and programs. This publication is only applicable to the Air National Guard upon mobilization. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure 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 (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. This publication directs collecting and maintaining information subject to the Privacy Act of 1974 authorized by Title 10 United States Code (USC) Section 8013.

SUMMARY OF CHANGES

This revision has been completely revised and includes expanded program guidance, objectives, responsibilities and procedures for all installation-level outdoor recreation programs to include swimming pools, aquatic activities, and equipment loan and rental operations. This instruction adds Attachment 1, Glossary of References and Supporting Information; Attachment 2, Activity-Specific Training/Certification Standards; Attachment 3, Outdoor Recreation Program Planning Matrix; and Attachment 4, Core Customer Use Equipment Standards.

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Chapter 1

OBJECTIVES AND RESPONSIBILITIES

1.1. Program: Outdoor recreation (ODR) supports mission readiness through expertly managed programs and facilities delivering family and individual well-being, unit cohesion, and fitness. The five program objectives incorporated a customer progression model:

- 1.1.1. Serve as a mission support and quality of life asset for commanders.
- 1.1.2. Introduce the diversity, values, and benefits of outdoor recreation activities.
- 1.1.3. Teach appropriate attitudes, behaviors, and skills for these activities.
- 1.1.4. Organize and lead safe and satisfying outings, activities, and programs.
- 1.1.5. Provide information, referrals, equipment, recreation areas, and facilities for individuals and groups interested in outdoor recreation.

1.2. Program Eligibility. See AFI 34-262, *Services Programs and Use Eligibility*. ODR facilities and programs must be accessible and inclusive for customers with disabilities IAW Section 504 of the U.S. Rehabilitation Act of 1973 and DOD Directive 1020.1, *Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the DoD*.

1.3. Essential Program Components. A comprehensive ODR program includes six basic components. They include:

1.3.1. Organized Activities. The ability of the program to achieve its mission is primarily linked to Air Force personnel and their families participating in offered ODR activities. ODR programs will offer the following four types of organized activities:

1.3.1.1. Awareness, Interest, and Entertainment. These are designed to stimulate market demand and communicate the diversity of available ODR activities. Examples include films, speakers, travelogues, exhibitions, etc.

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

1.3.1.3. Mainstream Outdoor Recreation. These include popular activities, such as camping, bicycling, skiing, swimming, and fishing, and form the foundation of the ODR program.

1.3.1.4. Outdoor Adventure. These specialized activities (e.g., white water rafting, scuba diving, rappelling, and rock climbing) carry a higher “perceived risk,” (i.e., how dangerous someone unfamiliar with the appropriate techniques and safety practices would consider an activity.)

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

1.3.2.1. Information. An area in the ODR facility will be established as a browsing area and stocked with how-to books, instructional and safety videos, and a variety of ODR magazines.

1.3.2.2. Interest Groups. Refer customers to individuals, local groups, or national organizations sharing their interests. A bulletin board will be available for posting information on local club activities and individuals planning self-directed outings.

1.3.2.3. Locations and Destinations. Customers, particularly ones new to the area, need help finding items of interest in the local area. ODRs will offer guidebooks, maps, and brochures.

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

1.3.3. Equipment Support. Specialized items such as kayaks, climbing ropes, or rescue gear may be reserved for internal program use only. Generalized ODR items such as sleeping bags, tents, fishing boats, and coolers support both internal programs and self-directed customer use. Paragraph 3.15 provides detailed guidance on equipment loan and rental operations.

1.3.4. Customer Services. Customer services such as ski tuning, bike repair, or lawnmower tune-ups fill customer needs and create a potential revenue source. Paragraph 3.6.1 provides additional guidance on customer services.

1.3.5. Resale Operations. Resale operations must be designed to enhance the customer's ODR experiences, complement the programs and equipment offered, and increase ODR participation. Paragraph 3.6.2 outlines different approaches to providing resale operations.

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

1.3.6.1. Outdoor recreation and equipment center

1.3.6.2. Aquatics facility/swimming pool

1.3.6.3. On-base park(s) with playgrounds and picnic areas.

1.3.7. For specific information on facility requirements and design criteria, consult United Facilities Criteria (UFC) 4-740-03, *Unified Facilities Criteria Documents for Outdoor Recreation*, and UFC 4-750-07F, *Unified Facilities Criteria Documents for Aquatic Facilities*. ODR typically operates a variety of other facilities, including but not limited to: natural swimming areas and beaches; recreational trails; off-base recreation areas; skeet, trap, and archery ranges; paintball fields; recreational vehicle (FAMCAMPs) and tent camping areas; recreational lodging facilities; marinas; ski areas; horse stables, pastures, and equestrian facilities; recreational vehicle storage lots; challenge/rope courses; and artificial climbing walls.

1.4. Core Activities. Core activities provide mission support by fostering family and individual well-being, unit and community cohesion, and physical fitness. They also ensure some consistency in program opportunities across the Air Force. The Air Force ODR core activities

include camping, canoeing, bicycling, fishing, walking/hiking, snow skiing/boarding, picnicking, squadron outings, swimming, and nature/wildlife appreciation. Support for these activities is to be provided at every installation where it is geographically appropriate. If a suitable setting for the activity is available nearby or within a couple hours drive, then the activity should be supported.

1.5. Annual Program Standards. The ODR program will provide, at a minimum, the following number of activities shown in **Figure 1.1**. Use the Outdoor Recreation Program Planning Matrix in **Attachment 3** when developing the annual program plan.

Figure 1.1. Annual Program Standard Requirements

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

1.6. Outdoor Recreation Personnel. The key to high-quality, safe, and successful programs is an enthusiastic, knowledgeable, well-trained, and motivated staff.

1.6.1. When programs require overnight or distant travel, place staff on temporary duty (TDY) orders in accordance with (IAW) AFI 65-103, *Temporary Duty Orders*. When employees are in a TDY status and pay for their own meals and or lodging, they are entitled to per diem rates for those expenditures. See AFI 65-103 for details. Establish a local operating instruction (OI) covering duty schedules, TDY orders, and compensatory time policies. Additional OIs are developed and implemented for local programs and facilities IAW AFI 33-360, *Publications and Forms Management*.

1.6.2. Program personnel must maintain certification in standard first aid and child and adult cardiopulmonary resuscitation (CPR). Exceptions to the certification requirements for administrative personnel should be coordinated with the installation safety office. Advanced first aid training for trip leaders and remote off-base recreation area personnel is strongly encouraged. Staff overseeing the aquatics program should complete the Aquatics Facility Operator certification program provided by the National Recreation and Park Association.

1.6.3. Activity-specific training/certification standards (**Attachment 2**) apply to the activity leader(s) or, in the case of programs like whitewater rafting, all key program staff including volunteers. The manager must maintain a working knowledge of current industry practices as they apply to specific activities. This is best accomplished through an active professional development program including training, education, reading, and practical experience and attendance at national conferences relating to ODR programs, facilities, and management practices.

1.6.4. Provide staff members and volunteers time to read all operating instructions (OIs) relating to their jobs when they start work. Supervisors document employee's AF Form 55, *Employee Safety and Health Record*, authorized versions, or an equivalent computer generated product that is a true, reproducible, and historically accurate facsimile. Document dates of initial and, as required, refresher training.

1.6.5. All staff will be identified as ODR personnel by wearing the Air Force approved outdoor recreation logo. The logo can be displayed as a patch, pin, nametag, embroidered or screen print on clothing, or as a stencil or decal on helmets and life jackets. Copies of the outdoor recreation program logo artwork are available from AFSVA at https://mil.afsv.net/MKT/Logo_ODR.htm.

1.6.6. Customer convenience drives facility and staff schedules. Recreation professionals must expect to work when customers have free time such as weekends, holidays, and school breaks. The outdoor recreation and equipment center will normally be open on weekends and after normal duty hours on weekdays. If the budget requires reduced hours, consider cutting midweek hours.

1.7. Roles and Responsibilities.

1.7.1. Air Force Services (AF/A1S):

1.7.1.1. Establishes and monitors outdoor recreation program policy.

1.7.1.2. Acts on requests for waivers to established policies.

1.7.2. Air Force Services Agency (AFSVA):

1.7.2.1. Publishes and disseminates technical guidelines.

1.7.2.2. Conducts staff assistance visits of outdoor recreation programs and trains activity managers.

1.7.2.3. Reviews major construction and renovation projects.

1.7.2.4. Establishes guidelines for outdoor recreation core and special programs.

1.7.2.5. Conducts centrally managed, Air Force-wide program initiatives.

1.7.3. The Base Civil Engineer (CE):

1.7.3.1. Develops the base's natural resource plans.

1.7.3.2. Performs required facility and grounds maintenance.

1.7.3.3. Works with the activity manager to ensure ODR requirements are covered in all grounds maintenance contracts.

1.7.3.4. Budgets for construction of Category A facilities (including trails), and provides materials for authorized self-help projects.

1.7.3.5. Obtains leases for off-base recreation areas.

1.7.3.6. Maintains pump, filter, and chlorinating systems for swimming pools.

1.7.3.7. Maintains water and sewage systems.

1.7.3.8. Performs environmental safeguard compliance inspections.

1.7.3.9. Manages the base's fish, wildlife, timber, grazing, and agricultural resources.

1.7.3.10. Administers all funds collected from the sale of on-base hunting and fishing permits and other base resource licensing or leasing. (These funds can be used to develop ODR resources in accordance with AFI 327064, *Integrated Natural Resources Management*).

1.7.4. The Base Safety Office:

1.7.4.1. Ensures Operating Instructions (OIs) adequately address safety concerns and offers operational risk management consultation.

1.7.4.2. Verifies personnel properly secure and store firearms and ammunition.

1.7.4.3. Verifies firing range practices meet ground safety requirements.

1.7.4.4. Performs safety inspections of ODR facilities, installed equipment, and outdoor recreational areas.

1.7.5. Outdoor Recreation Manager. The manager has overall responsibility for developing and managing a comprehensive ODR program. The ODR manager and assistant manager, if applicable, should have college-level training or the equivalent plus two years of experience in planning, implementing, and evaluating ODR activities.

1.7.5.1. Plans and implements a comprehensive program incorporating all six program elements.

1.7.5.2. Compiles and maintains a complete inventory of local natural resources.

1.7.5.3. Establishes safety and risk-management plans.

1.7.5.4. Works with the base legal office to develop liability waiver forms, hold-harmless agreements, and assumption-of-risk forms.

1.7.5.5. Creates and administers Appropriated Fund (APF) and Nonappropriated Fund (NAF) budgets based on documented short- and long-range plans.

1.7.5.6. Develops and updates local operating instructions (OIs) annually to standardize program procedures and safety and risk-management plans and coordinates OIs with appropriate Force Support Squadron (FSS), safety, and legal offices.

1.7.5.7. Manages program personnel in accordance with Air Force policies. Ensures required training standards are met and programs have properly qualified, certified, and trained staff members and volunteers.

1.7.5.8. Helps the Civil Engineer develop the ODR portion of the installation natural resources plan.

1.7.5.9. Acquires, accounts for, and maintains appropriate stock levels of high-quality ODR equipment for program and customer use.

1.7.5.10. Establishes professional contacts with local resource management agencies, commercial providers of ODR services, and appropriate ODR associations to keep with current industry trends and standards.

1.8. Roles and Relationships With Other Organizations.

1.8.1. On-Base Clubs and Other Recreational Organizations. Clubs expand the range of activities, enhance opportunities for cooperative programming, and improve cross marketing. Recreational membership clubs are established under Force Support supervision and their assets are accounted for and controlled IAW AFI 34-121, *Other Recreation Membership Clubs Programs*. Recreational membership clubs are Category C activities and must be supported with NAFs. Recreational clubs (e.g., shooting, scuba, equestrian) must comply with the same operational requirements listed in this AFI along with guidance in AFI 34-121. The installation commander approves other organizations, such as the Boy and Girl Scouts, and they manage their own resources; see AFI 34-223, *Private Organizations (PO) Program*. Private Organizations are not supported by NAFs and must raise and be supported by their own funds.

1.8.2. Governmental Agencies. Federal, State, and other governmental agencies often manage and control access to natural resource areas used by ODR programs. They include Coast Guard, National Park Service, Forest Service, Fish and Wildlife Service, Bureau of Land Management, Army Corps of Engineers, state department of natural resources or parks and wildlife, area water management agencies, municipal recreation and parks departments, etc. Their personnel have expertise which can be used to develop cooperative programs. Consider organizing volunteer service projects, such as habitat improvement or trail construction, to assist these agencies.

1.8.2.1. Professional Associations. Professional and industry associations are the best source for technical information on managing ODR activities. They provide training and certification for many outdoor activities. Local and state associations, like guides and outfitters, often play a significant role in establishing regional program practices and may also influence natural resource access.

Chapter 2

PROGRAM PLANNING AND DEVELOPMENT.

2.1. Program development must begin with a good foundation of market intelligence coupled with an assessment of existing resources. Assess market needs and interests through surveys, interviews, focus groups, comment cards, past participation data and trends, industry publications, and discussions with other ODR managers. The Force Support marketing specialist and AFSVA Marketing can provide assistance with Air Force data and other market assessment techniques.

2.2. A base's ODR program is shaped by climate, geography, and available natural resources. The manager must compile an inventory of local natural resources and local ODR providers to identify the "raw materials" available for program planning. Begin by identifying parks, rivers, lakes, mountains, ski areas, natural and wilderness areas, campgrounds, beaches, trails, caves, or other places suitable for ODR. Then identify clubs, public agencies, schools, or businesses providing ODR programs, services, or equipment. Use these inventories to identify potential program ideas, outing locations, and provide referral information to customers.

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

2.4. Evaluate available staffing, equipment, transportation resources, financial objectives, and other management considerations prior to selecting the most appropriate way to deliver a program or service. These include:

2.4.1. Referral. Program staff must be prepared to answer customer's questions about local ODR opportunities. Stock up on maps and brochures and keep phone numbers available.

2.4.2. Self-directed. This approach simply provides the basic resources and leaves the rest up to the customer. Examples of this method include providing recreational equipment for checkout and developing recreation areas and facilities. There is a significant limitation to this approach given the increasing urbanization and recreation skills of our new customers. It assumes the customer is already interested in the activity and has the basic skills and knowledge to pursue it on their own.

2.4.3. Facilitation. Many customers have not had opportunities to develop ODR skills or are unaware of the many different activities available. The facilitation approach focuses on offering awareness, interest, entertainment programs, and conducting basic instructional classes.

2.4.4. Contract services. This approach makes sense when staff levels, staff skills, or lack of equipment prevents offering a popular activity. Depending on the circumstances, the ODR program can provide equipment and transportation but the contractor conducts the actual activity. Information on minimum liability insurance levels and other contract requirements is available from NAF contracting personnel in FSS Resource Management Office.

2.4.5. Cooperative programming. While similar to contract services, this method is more of a joint effort with another, generally non-commercial, organization. It is suitable when you may have adequate staff levels, knowledgeable staff, and equipment but require additional outside expertise or resources. Consider partnering with university ODR programs, local clubs, or other military installations. A written agreement is essential for establishing clear responsibilities for both partners.

2.4.6. Direct provision. The in-house approach can provide outstanding customer service, build strong customer loyalty, and may generate the best financial returns. It requires adequate staff levels, experienced and fully qualified personnel, and all the necessary equipment.

2.5. Establish long-term program goals in a 5-year plan that outlines the objectives and supporting rationale. The plan must identify the resources (manpower, training, equipment, facilities, etc.) needed to initiate new or expanded programs. Identify when tasks, such as training or equipment purchases, must be completed to support future program goals. Include furnishings, equipment, bulk supplies, and resale inventory. This plan should support and justify the 5-year NAF capital requirements budget.

2.6. Publish and distribute a quarterly or seasonal schedule with assistance from the Force Support marketing specialist. Promote activities using a variety of methods like flyers, articles in the base paper, daily bulletins, FSS websites, social media, direct mail (requires customer permission), and commander's calls. Communicate program benefits (e.g., fun, relaxation, excitement, meeting new people) using active language. Use the Air Force Outdoor Recreation Logo to improve customer recognition and maintain a consistent image.

2.7. Program Categories and Funding. The categories and appropriated fund (APF) support goals for Force Support activities are described in AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities*. Before considering any APF procurement actions, the ODR manager is responsible for ensuring the item (e.g. equipment) is authorized APF purchase or maintenance support.

2.8. Environmental Safeguards. Work with the civil engineer and bioenvironmental offices to ensure facilities and maintenance practices comply with applicable environmental requirements. Include all off-base recreation areas, FAMCAMPs, and Marinas. Use minimum impact camping, sanitation, and cooking practices on outings. Respect for the environment and careful stewardship of natural resources must be demonstrated in all program practices.

2.9. Participation Records/After Action Reports. As a minimum, records for each activity must include a descriptive program name, the date(s) of the program, number of participants, and program duration in hours or beginning and ending times. To simplify annual planning and budgeting, consider recording program expenses, required supplies and equipment, and income along with the participation data. Using a computerized system will simplify record keeping, enhance the collection of customer related information, and speed up reporting tasks. After

action reports should include customer feedback or suggestions, satisfaction ratings, and staff generated suggestions for improvements or changes.

2.10. Alcoholic Beverages. Alcohol is a primary contributing factor in many mishaps. Program OIs must include a section addressing alcoholic beverages. See AFI 34-219, *Alcoholic Beverage Program*, for other requirements and restrictions.

2.10.1. Staff will not consume or be under the influence of alcoholic beverages while on duty for the duration of an outing or activity. Participants should not consume alcoholic beverages preceding or during an activity.

2.10.2. The installation commander must approve the availability, sales, or consumption of alcoholic beverages at any Services operated facility. This may include recreation areas, base parks, and special events and parties. Sponsors of parties or group functions are accountable for the responsible behavior of their group. The sponsors must submit a letter of request, through the FSS commander, outlining their rules for serving and consuming alcoholic beverages at the party or function.

2.11. Serious Incident Reporting for Services Activities. In addition to any local reporting procedures and notification through the chain of command, FSS commanders or directors are to notify USAF/A1S simultaneously (within 1 hour if possible) of all serious incidents.

2.11.1. Incidents that must be reported include:

2.11.1.1. Any major property damage to Services assets (fire, natural disaster, major aero club aircraft or vehicle accident, etc.).

2.11.1.2. Any serious injury resulting in death or extended hospitalization of an employee or patron.

2.11.1.3. Any incident of a sensitive nature involving Services employees or assets. Incidents involving lawsuits, with public affairs implications, or theft, etc. are examples of incidents that would be considered sensitive.

2.12. To report incidents described in paragraph 2.11.1. go to <https://www.usafservices.com/sir/sir.aspx>, click on your MAJCOM, complete the incident information form and click send. An e-mail notification will be sent to incidentreporting@pentagon.af.mil as well as your appropriate MAJCOM representatives, AF/A1S, AF/A1S2, AFSVA/CC and AFSVA/CD.

2.13. Within 24 hours of the initial notification, submit any new information by completing and submitting another incident information form. Continue providing updates at 24 hour intervals until requested to stop.

2.14. Questions concerning serious incident reporting and these procedures should be directed to AF/A1S, DSN 620-8598.

2.15. Bloodborne Pathogen (BBP) Standard Compliance. The Air Force Services community is required to comply with 29 Code of Federal Regulations (CFR) 1910.1030, *Federal Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard*. The complete standard can be found on the OSHA website at <http://www.osha.gov>. OSHA has issued a related directive; CPL 02-02-069, *Enforcement Procedures for the*

Occupational Exposure to Bloodborne Pathogens, which provides clarification and more details on complying with the BBP Standard. That directive can also be viewed on the OSHA website.

2.15.1. A key initial step is determining which employees are considered at risk of occupational exposure to BBPs. CPL 02-02-069, Section XIII. 3. c. states the following: *“If an employee is trained in first aid and identified by the employer as responsible for rendering medical assistance as part of his/her job duties, that employee is covered by the standard. See the citation policy for paragraph (f)(2) of the standard below regarding designated first aid providers, who administer first aid as a collateral duty to their routine work assignments. An employee who routinely provides first aid to fellow employees with the knowledge of the employer may also fall, de facto, under this designation even if the employer has not officially designated this employee as a first aid provider.”*

2.15.2. Lifeguards and trip leaders are clearly trained and charged with providing first aid in the normal course of their duties and are thus covered by the BBP Standard. You must identify all employees within the ODR program, such as recreational lodging housekeepers, who are at risk of occupational exposure and covered by the BBP Standard.

2.15.3. The medical community, through AFI 44-108, *Infection Control Program*, has significant responsibilities for installation-wide efforts to prevent BBP infections and the Services community must engage with them and coordinate efforts to meet the BBP Standards. In addition to providing any Hepatitis B vaccinations, the local medical treatment facility is an ideal source of trainers for the required new employee and annual BBP refresher training. They may also provide help in developing the required Exposure Control Plan.

2.16. Outings and Off-Base Trips. For every off-base trip, the trip leader will file an itinerary, customer and staff roster, and emergency action plan with the ODR manager or community services flight chief. This ensures if bad weather, transportation problems, or mishap delay a trip's return, key personnel have the information needed to initiate appropriate action. Pre-trip and departure briefings must address hazard awareness and applicable safety practices and equipment. Basic risk management requires that customers clearly understand what to expect, what hazards might be encountered, and what they should do to prepare or protect themselves. Scouting trips are authorized and strongly encouraged for safety reasons. Ensure contractors have adequate safety plans and are prepared to handle potential mishaps or emergencies before contracts are signed. Coordinate safety plans with the installation safety office.

Chapter 3

INDIVIDUAL PROGRAM REQUIREMENTS

3.1. Playgrounds. This section applies only to playgrounds located at on-base and off-base recreation areas managed under the ODR program. If included in the Base Natural Resource Plan (AFI 32-7064, *Integrated Natural Resources Management*), use of natural resource funds, controlled by the civil engineer, is authorized. Inspect playground structures and equipment weekly for safety and maintenance purposes. Coordinate the inspection checklist with ground safety. Submit a work order to base engineering to repair broken or hazardous equipment immediately and suspend use until repaired. New or renovated playgrounds will comply with safety and accessibility standards outlined in the U.S. Consumer Products Safety Commission's (CPSC) Publication #325, *Handbook for Public Playground Safety*.

3.2. Outdoor Adventure Activities. Adventure programs, like whitewater rafting or mountain climbing, carry a higher level of risk. Offer these programs only under the supervision of fully qualified program leaders. While the overall program must be called "outdoor recreation," appropriate activities may be offered and marketed under the heading of outdoor adventure. The FSS commander or director approves in writing, outdoor adventure program components. The ODR manager retains the letter of approval on file. This ensures the chain of command recognizes and accepts increased responsibilities that go with adventure activities. These typically include additional staff training, higher equipment standards, higher staff to customer ratios, special first aid and safety equipment, etc. For established programs, the ODR manager prepares a letter for the FSS commander's signature authorizing existing adventure activities to continue.

3.3. Scuba Diving. Scuba programs must be taught and led by highly trained and certified personnel. The following organizations are recognized for training and instructional programs: International Diving Educators Association (IDEA), National Association of Scuba Diving Schools (NASDS), National Association of Underwater Instructors (NAUI), Professional Association of Diving Instructors (PADI), Professional Diving Instructors Corp (PDIC), Scuba Schools International (SSI), and National Young Men's Christian Association (YMCA) Scuba Program and Scuba Diving International (SDI).

3.3.1. Divers certified by other recognized scuba organizations may also participate in scuba diving activities and refill air tanks at Air Force facilities: United States Navy, Los Angeles Parks Department Underwater Unit, Multinational Diving Educators Association, Confederation Mondiale des Activities Subaquatiques, and others sanctioned by the World Recreational Scuba Training Council (WRSTC).

3.3.2. The manager must prepare a scuba diving OI covering local check-out procedures, use and rental of equipment, dive boat rules, use of floats and flags, approved air sources, state or host country diving rules, special rules applicable to the local area, policies on repetitive dives, dive profiles, and safety rules. Safety rules must include the buddy system, emergency signals, minimum acceptable equipment, help and rescue rules, nearest medical facilities, nearest recompression chamber, and mishap reporting procedures. The OI should also address dive depth limits and multilevel dive planning. Divers must not exceed any depth limitations for the qualification levels established by their certification organization. Dive

leaders and equipment rental personnel must remind aircrew members not to fly for 24 hours after any scuba dive, regardless of depth. Scuba rental forms should include a section for the dive site location.

3.3.3. Scuba cylinders must be visually inspected annually and bear a label with month and year the inspection was performed. Cylinders must be hydrostatically tested at a Department of Transportation (DOT) certified facility in compliance with DOT rules. Tanks, valves, and regulators must be inspected, serviced, and repaired by a qualified and certified scuba technician. Scuba cylinders must be filled with compressed air only from a source that meets the Compressed Gas Association's (CGA) Grade E (American National Standard Institute (ANSI)/CGA G7.1 '97) standard that covers recreational scuba air. The air source must be certified and tested every 6 months to ensure carbon dioxide is less than 1,000 parts per million (PPM); carbon monoxide is less than 10 PPM; hydrocarbons (as methane) are less than 25 PPM, and oil vapor is less than 5 mg/m³; and free of gross moisture, dust, or other foreign matter. Tanks used for enhanced air nitrox (EAN) diving (oxygen threshold > 23.5%) must be clearly labeled for only EAN use and be specifically cleaned and serviced to accommodate enriched oxygen mixes. Air Force facilities with properly trained and certified personnel and fill systems may offer only EAN32 (32% oxygen) and EAN36 (36% oxygen) mixes.

3.4. Swimming and Aquatics. This AFI applies to all Services managed pools, beaches, waterfronts, and aquatics programs. (See also AFOSHSTD 48-14, *Swimming Pools, Spas and Hot Tubs, and Bathing Areas.*)

3.4.1. Swimming Pool Depth Requirements.

3.4.1.1. Diving Boards. Minimum water depth for a 1-meter diving board is 10 feet (3.04m) for at least 16 feet (4.88m) out from the end of the board. Minimum water depth for a 3-meter diving board is 12 feet (3.66m) for at least 20 feet (6.1m) out from the end of the board. The boards must be lowered or removed if the water is too shallow.

3.4.1.2. Water Slides. Only feet first sliding is permitted. For water slides with a departure point <1 meter above the water, moderate speed and angle (<10%) of entry, the minimum water depth is 3 1/2 feet (1.07m) for at least 10 feet (3.05m) out from the end of the slide. For water slides with a departure point >1 meter above the water, high speed or angle (>10%) of entry, the minimum water depth is 5 feet (1.52m) for at least 15 feet (4.57m) out from the end of the slide. If the slide manufacturer's recommended minimum water depth is greater than the depths listed above, use the manufacturer's recommendation. For slides with an integral deceleration/landing section, follow manufacturer recommendations.

3.4.2. Fences, Depth Markings, and Swimming Area Demarcations. Pools must be fenced to prevent anyone from accessing and accidentally falling into the pool when the facility is closed. Infant/toddler pools must be separated by a fence with a self-closing gate to prevent small children from wandering from their pool and gaining access to the main pool. The pool depth must be marked on the pool deck at least every 10 feet. Similar depth markings must be visible from inside the pool by marking the pool wall, gutter, deck coping edge, etc. Markings on the fence or building walls are not acceptable. A clearly visible red or black line, at least 4 inches wide, must be marked on the pool bottom where the slope of the bottom

reaches the 5-foot depth point. A floating line is recommended during recreational swimming periods unless it interferes with lap swimming.

3.4.3. Minimum Lifeguard Levels for Pools and Actively Guarded Waterfront Areas. At least two lifeguards are required to be on duty and at their stations (chair stand or deck patrol) during open recreational swimming. When NAF lifeguards are used to staff pools, admission and use fees to cover part or all of the costs associated with such costs may be assessed. They must wear a distinctive uniform identifying them as lifeguards. Staff levels must accommodate lifeguard breaks or rotations. Lifeguards must be rotated off-station, or given a 10 minute break, every hour. Clearing the pool of swimmers to accommodate lifeguard breaks is authorized. The on-duty supervisor or lead lifeguard suspends swimming if electrical storms become a safety threat.

3.4.3.1. During adult lap swimming or adult instructional programs with less than 20 participants, at least one lifeguard is required to be on duty and at his or her station. If the instructor is also certified as a lifeguard, he or she satisfies the lifeguard requirement only by remaining out of the pool and located where supervision of the entire group is possible.

3.4.3.2. Swim team practices must be properly supervised by lifeguards. If the swim team can provide certified guards, they must be trained on local emergency response procedures the same as ODR staff lifeguards. Military water survival or similar training may be conducted in the pools without ODR staff lifeguards provided the individuals responsible for supervising the activity are trained on local emergency response procedures and military water survival/rescue.

3.4.4. When to Add Additional Lifeguards. Staff the pool or actively guarded waterfront with more lifeguards in the following circumstances:

3.4.4.1. The pool customer load exceeds the supervisory capacity of the minimum lifeguard requirement. The pool customer to lifeguard ratio must be maintained at, or below, 50 to 1. Heavily used diving boards or water slides may require more lifeguards even if the ratio is below 50 to 1. If beach or surf conditions warrant, bases should set a lower ratio.

3.4.4.2. The pool, beach, or waterfront characteristics require additional lifeguards for complete supervision. The shape of swimming and diving areas may create "blind" spots prohibiting direct line-of-sight supervision. Add lifeguards until all areas are under direct line-of-sight supervision. The lifeguard's field of view for direct line-of-site supervision must not exceed 180 degrees. The line-of-sight distance for pools must be less than 100 feet. Line-of-sight distance for beaches must be determined locally based on the size of the swimming area, water conditions, hazards, and available rescue methods.

3.4.4.3. If alcoholic beverages are present at pool parties, add additional lifeguards to reduce the customer-to-lifeguard ratio to 40 to 1 or less.

3.4.5. Lifeguard and Aquatic Instructor Certifications and Training. Lifeguards must have, and maintain throughout their employment, nationally recognized certifications in lifesaving and water rescue methods and skills, basic first aid, and child and adult CPR. Lifeguards on coastal beaches must also be specifically trained in surf rescue techniques.

3.4.5.1. All lifeguards must participate in at least 1 hour of in-service training during each 2-week period. In-service training includes activities designed to maintain physical conditioning and practice emergency response procedures. The 1 hour does not have to be a contiguous block of time. Rescue skills must be practiced regularly and not just once every 2 weeks. Using a “lifeguard olympics” or “quiz show” format may help keep the aquatics staff enthusiastic about in-service training. Include medical/rescue personnel in the emergency response drill at least quarterly or twice during the summer season. Ensure lifeguards and other aquatic staff (swim instructors, coaches, etc.) are aware of the dangers of shallow water blackout and death related to breath holding, hyperventilation, and underwater swimming contests.

3.4.5.2. Aquatic instructors must have, and maintain throughout their employment, nationally recognized certification for the activities and skill levels they will teach. This applies to swimming and aquatic exercise instructors. Instructors who are qualified based on related training and experience may operate under the supervision of a certified instructor.

3.4.6. Unguarded Swimming Areas. While all swimming pools are required to have lifeguards; unguarded, “swim-at-your-own-risk,” natural swimming areas are permitted. These areas require approval from base safety, base legal, and the installation commander. Prominent warning signs that no lifeguards are present must be posted. Telephones, which can be used to call for help, should be located near unguarded swimming areas whenever possible. These emergency telephones must be clearly marked for easy identification. The base newcomer’s orientations must include a warning about the inherent hazards of using the unguarded swimming areas.

3.4.7. Aquatic Equipment Standards. These standards are designed to help ensure every aquatic facility in the Air Force provides a quality customer experience and is fully equipped to handle accidents or emergencies.

3.4.7.1. Safety and Rescue Equipment.

3.4.7.1.1. Lifeguards must have a whistle, sunglasses, and hat which shades the face. Lifeguard stands must be equipped with a shade which can be repositioned as the sun moves. Sunscreen with a sun protection factor (SPF) of at least 30 must be provided for all pool staff. These items help prevent sunburn, heat related illness, fatigue, eyestrain, and reduced vigilance.

3.4.7.1.2. All swimming pools and actively guarded beaches and waterfronts must have a first aid kit that includes rescue breathing masks/barriers and latex gloves to prevent transmission of disease. A standard first aid kit is acceptable and one kit is required per pool or waterfront. To reduce the potential exposure to BBPs, the mask/barrier must prevent direct contact during rescue breathing. Stock more than one mask/guard if multiple rescue breathing situations are possible. Consider individual lifeguard first aid/rescue-breathing packs if guards are stationed far from where the central first aid/rescue kit is located.

3.4.7.1.3. Biohazard spill kit. These kits are used to clean up blood or other potentially infectious material (OPIM) from pool decks or locker rooms. They

provide a safe way to disinfect, clean up, and dispose of OPIM. One kit is required per pool or waterfront.

3.4.7.1.4. Backboard with arm, torso, and leg straps and head/neck immobilization method. One board is required at each pool or waterfront where lifeguard or rescue services are provided. A head/neck immobilization system is required for each backboard. There are two basic systems available—semi-rigid cervical collars in multiple sizes or adjustable “foam” blocks method. If collars are used, all sizes of the collars must be available and the rescue staff properly trained to use them.

3.4.7.1.5. Lifeguards use a variety of rescue aids depending on the situation and their training. For swimming pools, each lifeguard station must have a rescue tube/can. All rescue aids must be located close to each lifeguard station so the lifeguard can employ them without losing sight of the individual in distress. Lifeguards patrolling the deck must carry a rescue tube/can. Though not suitable for each lifeguard station, a ring buoy, or rescue pole fitted with a shepherd’s crook or life hook are optional rescue aids permitted at the pool.

3.4.7.1.6. For actively guarded beach and waterfront areas, each lifeguard station must have a rescue tube/can or ring buoy. Lifeguards patrolling the dock must carry a rescue tube/can. Ring buoys must have at least 60 feet of line and a foot loop or “lemon” to prevent overthrow and loss of buoy. If a dock encloses the swimming area, a rescue pole fitted with a shepherd’s crook or life hook may be considered.

3.4.7.1.7. Rescue boards or open-cockpit kayaks are required for each station on coastal beaches and for inland beaches if the area may require rescues more than 150 feet from shore. Rescue watercraft are authorized in Allowance Standard (AS) 410, part B, and will be purchased with APFs. Because they lack an external propeller, jet skis may be a good choice for some beaches. Even if a “jet ski” is available for rescue purposes, a board or kayak is required for back up.

3.4.7.2. Facility and Aquatic Program Equipment.

3.4.7.2.1. Pool cover for heated pools. Insulated pool covers can reduce pool heating energy costs by 40-70%. They reduce chemical use and water evaporation for unheated pools as well. Contact the U.S. Department of Energy’s Energy Efficiency and Renewable Energy (EERE) program for more information on the benefits of pool covers. The EERE program’s page on pool covers is at http://www.eere.energy.gov/consumer/your_home/water_heating/.

3.4.7.2.2. Chaise lounge and chairs for outdoor or indoor pools with a suitable deck area. The number of these to stock depends on typical customer load and the size of the available deck or grass areas. A reasonable rule is 60% of daily peak customer load.

3.4.7.2.3. Kick boards. These should be available for free use by fitness or lap swimmers and for swim team practices. Thirty kick boards should be sufficient to supply lap swimmers, swim team members and swim lesson students, and accommodate special events.

3.4.7.2.4. Pace/lap timer. Pools designated for fitness, lap, or competitive swimming will have at least one large, easy-to-read pace clock.

3.4.7.2.5. Lane lines. Pools designated for fitness, lap, or competitive swimming will have floating lane lines separating swim lanes. If the pool is used simultaneously for different activities, the lane lines should be removed from areas used by the other programs held during lap swim periods. Wave “reducing” lane lines should be used during competitive swim events.

3.4.7.2.6. Backstroke flag lines and false start/recall lines. Pools designated for competitive swim programs will be equipped with permanent or removable backstroke flag and false start/recall lines at the appropriate positions. For specifications and placement, consult the appropriate national governing organization or the Official Swimming Pool Design Compendium, available from the National Swimming Pool Foundation.

3.4.7.2.7. Clock and thermometer. A large, easy-to-read clock will be available at every aquatic facility and a large, easy-to-read thermometer will be available at every outdoor aquatic facility.

3.4.7.2.8. Water fountain or jug. A free source of clean drinking water will be available at every aquatic facility. A chilled water fountain is preferred. If a drinking fountain is not available, water jugs and paper cups will be provided free for customer use.

3.4.7.2.9. Special Event Items. A set of special event or training equipment items will be available for use at aquatic facilities. One set per installation is required. At a minimum, the set must include water basketball goals, 10 pound diving brick, diving sticks/rings/eggs, aquatic exercise aids, portable sound system with microphone capability, and inflatable “inner tubes” with short or recessed inflation stems.

3.4.7.2.10. Handicapped accessible pool lift. At bases with major Air Force medical facilities, contact the hospital staff to determine if the rehabilitation and physical therapy case load warrants installation of a pool lift. These lifts are typically suitable for lifting loaded backboards from the pool which adds a significant safety factor to pool rescue situations. **Note:** To meet Federal accessibility standards, a large pool must have two suitable access methods for people with mobility disabilities. Examples include pool lifts, sloped entries, transfer walls, transfer systems, or accessible pool stairs. For more detailed information see: <http://www.access-board.gov/recreation/guides/pools.htm>.

3.4.7.2.11. Resale items (optional). If the facility and staffing resources permit, resale items should be made available at all outdoor pools. If a resale component is incorporated into the aquatics program, it must include sun block with a 30 or higher SPF rating. A mobile “snack shack” is a good solution to facility or staffing limitations.

3.4.8. Flotation Aids, Pool Toys, and Aquatic Equipment. The following applies to swimming pools only. Only properly sized and fitted United States Coast Guard (USCG) approved personal flotation devices (PFD), types I, II, or III are authorized during open recreational swimming. “Water wings” or inflatable rings are specific examples of flotation

aids prohibited during open swimming. Flimsy plastic flotation aids create a false sense of security in the minds of children and parents which often leads to a dangerous situation. These guidelines are consistent with the recommendations of the Council for National Cooperation in Aquatics (CNCA). The pool manager approves the use of pool or aquatic toys (water basketball hoops, inner tubes, etc.) during special events such as pool parties or aquatic "olympics." Large, commercial inflatable play structures can be used if they can be secured safely away from the pool edges. Allow the appropriate training devices and aquatic equipment during instructional classes (e.g., scuba, kayaking), team practices, or fitness training (lap swimming, water aerobics).

3.4.9. Minimum Age and Supervision Requirements. The following applies to swimming pools only. (Coordinate with youth program staff to ensure the age limits below do not violate local approved base youth supervision policies per AFI 34-249, *Youth Programs*. Because of the unique hazards of swimming pools, use the more restrictive age limits if there are differences.) Children 10 years of age or younger must be under the direct supervision of an individual who is at least 18 years old. One individual may not supervise more than 10 children. Individuals who are at least 16 years of age, but less than 18 years of age, may provide supervision for up to three children (at least one of whom is over the age of 6), provided that the individual has completed the American Red Cross Babysitting Training Course and a copy of the certificate is on file at the pool. In such cases written authorization from the parent(s) of children to seek medical care for children if necessary and emergency contact phone number(s) for the parent(s) must also be on file at the pool.

3.4.9.1. Children aged 11 through 13 may be left unattended only if they can demonstrate the ability to swim at least 12 meters (roughly 40 feet), tread water for 1 minute, and pull themselves from the water without using the pool ladder. Children passing the basic water skill test should be given a card, patch, or some other identification for subsequent pool access. Children 10 years of age or younger may not use spas or hot tubs.

3.4.9.2. At least one adult must be present and providing supervision for every 10 children at private pool parties. Aquatics or pool activities organized by the youth activities or child development centers must comply with their respective staff to child ratios. The youth activities and child development centers are responsible for providing the required number of staff.

3.4.10. Food and Beverage Limitations. Smoking, eating, or drinking is prohibited in the pool or at the pool's edge. Eating, drinking, or smoking areas must be at least 10 feet from the pool's edge. Glass containers are prohibited in aquatic facilities, waterfront, and beach areas.

3.4.11. Reciprocal Pool Pass Privileges. Bases will offer free swimming privileges to all TDY personnel assigned to the base for less than a 30-day period and who present a current season pass from their home base. Otherwise, TDY personnel assigned to the base for more than 30 days will be afforded swimming privileges on the same basis as permanently assigned personnel.

3.4.12. Healthy Swimming (HS). While the likelihood of a recreational water illness outbreak is small, our challenge is to try to keep infectious agents like *Cryptosporidium* out of our pools to begin with. This requires the informed support of our customers. The

Healthy Swimming program, developed by the Centers for Disease Control (CDC) and Prevention, is targeted towards customer education and behaviors as well as information for pool operators. Materials on the HS website (<http://www.cdc.gov/healthywater/swimming/>) are free to copy and distribute. All Services pools will support the HS program by taking the following actions. Download and reproduce the materials from the HS website. These include fact sheets, guides, newsletters, technical links, etc. Meet with Civil Engineer and Bioenvironmental personnel to share and discuss the HS materials for pool operators. Print copies of the Healthy Swimming brochure to distribute to pool customers. A brochure will be provided whenever a pool pass is sold and be available at every pool. Work with the Force Support marketing and base public affairs staff to prepare a press release for the base paper and/or Force Support supplement. (Use the sample media release in the Health Professionals section of the HS site.) Post copies of the CDC's "Six P-L-E-As For Healthy Swimming" sign/poster at the entrance to each pool and in all of the changing facilities/bathrooms. Review local operating instructions, pool rules, water testing and maintenance practices, and update if necessary, to reflect current practices, recommendations and information found in the HS materials. Incorporate HS materials and information into the required in-service training for aquatics staff.

3.4.13. Signs. Signs are to inform and help protect our customers. However, overly long or busy signs that customers do not read will have no impact on their behavior. Pool mishaps generally fall into three categories which should be the focus of our warning signs. Ensure the signs cover the following three areas of emphasis. No diving into shallow water; parents are responsible for watching their young children; no breath holding or prolonged underwater swimming contests. The exact wording of the signs may vary but those three primary themes must be represented.

3.5. Off-Base Recreation Areas. Establishing an off-base recreation area requires approval from AF/A1S. Requests for approval must be signed by the installation commander and routed through the major command A1S and AFSVA/CC.

3.5.1. Managers of off-base (and on-base) recreation areas required to live on-site must pay rent and utilities. Free housing or site rental is prohibited. Rental rates are established IAW AFI 329003, *Granting Temporary Use of Air Force Real Property*. If the manager has responsibilities beyond normal duty hours, his or her compensation should be handled through personnel/pay channels. The housing or site rental fees should be recorded as income through the normal accounting procedures.

3.5.2. The manager ensures recreation area OIs provide management flexibility to accommodate the unique circumstances of the area. Per AFMAN 34-212, *Control Procedures for Protecting NAF Assets*, the distance from banks, the installation, and support services may prevent daily deposits or paperwork processing. Equipment loan and rental services are authorized at recreation areas. See paragraph 3.13.2 for specific requirements for watercraft and paragraph 3.15 for equipment loan and rental procedures. Personal safety and basic first aid items (sunscreen, insect repellent, bandages, etc.) should be available for purchase at off-base locations.

3.6. Service and Resale Operations. Offering customer services and selling products directly related to ODR activities is authorized. Operations must comply with AFI 34-211, *Army and Air Force Exchange Service General Policies*.

3.6.1. Services. When considering which ODR services to offer, look for natural links to existing activities, loan and rental equipment, and resale merchandise. The full-service format is most common and includes ski tuning and waxing or small engine repair. Individual lessons or instruction, scheduled at the customer's request, also fall into this category. The self-service format, common in other Services activities (e.g., computers in the library, photography darkrooms, etc.), is relatively untapped in ODR. Consider providing work space, tools, how-to books or manuals and have the customer provide supplies, parts, and labor. Examples include bicycle repair, fly-tying, and ammunition reloading.

3.6.2. Resale. Assessing the level of market demand is very important before establishing a resale program. Resale items fall into six broad categories: souvenirs (T-shirts, patches, mugs); sundries (water bottles, sunscreen, eye glasses straps); general outdoor items (fishing tackle, clothing, day packs); specialized outdoor items (skis, tents, bicycle accessories); convenience items (food, beverages, toiletries, fuel); and tickets and permits (fishing licenses, ski lift tickets, day passes). There are several ways to serve your customers' resale needs. Some require very little start-up costs.

3.6.2.1. Allow customers to place their own orders from catalogs you provide. Payment is made to the vendor and the merchandise is shipped directly to the customer.

3.6.2.2. Serve as a dealer and accept special orders. This method is commonly used for firearms and expensive items where carrying the inventory in-house is impractical. ODR accepts payment or deposit and orders the item from the vendor through normal NAF purchasing channels. Since the merchandise belongs to the Air Force, it must be added to inventory when it arrives from the vendor before the sale is completed and the merchandise is transferred to the customer.

3.6.2.3. Stock merchandise for in-house sales. Establish close coordination with the local exchange manager to ensure your product line complements rather than duplicates AAFES merchandise. Consider using consignment sales to reduce the amount of funds tied up in inventory.

3.6.2.4. The manager should ensure all staff are trained in effective sales techniques. Product knowledge is critical for successful resale operations and its absence damages the entire program's reputation. Staff should also know how, when, and where to use the products offered for sale.

3.7. Skeet and Trap Ranges.

3.7.1. Bases must comply with Bureau of Alcohol, Tobacco, and Firearms (ATF), ground safety, and NAF financial and asset control procedures for receiving, storing, issuing, and selling firearms and ammunition.

3.7.2. Under the Gun Control Act of 1968 (Title 18 USC Chapter 44), NAF instrumentalities, in all 50 states, the District of Columbia, Puerto Rico, and US possessions, must be licensed dealers to sell firearms. As of 15 Nov 86, no license is required to sell ammunition only (see ATF Pub. 5300.4, *Federal Firearms Regulations Reference Guide*).

Do not permit any employee access to firearms, destructive devices, ammunition, black powder, primers, and/or cartridge cases unless the employee has completed a DD Form 2760, *Qualification to Possess Firearms or Ammunition*, certifying he or she has not been convicted of a qualifying crime of domestic violence. Each customer who purchases a firearm must complete an ATF Form 4473, *Firearms Transaction Record Part I—Over-the-Counter*. Since this form includes a certification he or she has not been convicted of a qualifying crime of domestic violence, a DD Form 2760 need not be completed. Each customer who wants temporary access to, or use of, a firearm must complete a DD Form 2760.

3.7.3. Sales of firearms, ammunition, or reloading supplies must comply with the guidance in ATF Pub. 5300.4, *Federal Firearms Regulations Reference Guide*. ATF Form 4473 may be obtained from any ATF office. Safeguard information collected during firearm transactions IAW the Privacy Act of 1974. Within 30 days of closing the resale operation, the ODR manager must send all firearm sales records to the regional ATF office.

3.7.4. Do not sell firearms or ammunition to anyone if the buyer would be in violation of state law or public ordinance. Consult with the base legal office about applicable state and local laws. Sales of firearms, ammunition, black powder, primers, and cartridge cases are prohibited to anyone with a misdemeanor or felony conviction for crimes of domestic violence.

3.7.5. Overseas conditions may require additional controls and forms to comply with customs requirements, status of forces, or country-to-country agreements. Coordinate all OIs with the legal and safety offices. Under no circumstances are the controls used to be less stringent than those in the Gun Control Act of 1968.

3.7.6. Facilities where ammunition reloading is planned must be approved by the safety office as an explosives storage location and follow the applicable safety requirements in AFMAN 91-201, *Explosives Safety Standards*. AFI 31-101, *The Air Force Installation Security Program*, sets additional facility standards which must be met before firearms and munitions are stored.

3.7.7. The manager is responsible for maintaining a listing of all club-owned weapons regardless of cost, depreciation, declared value, or life expectancy. The manager or designated employee must inventory all weapons at the start and close of the business day and promptly report any discrepancies to the ODR manager and the security police. The firearm inventory report is provided to the resource management flight chief IAW AFI 34-209, *Nonappropriated Fund Financial Management and Accounting*. The record must show the weapon's property number, serial number, caliber, location, and description.

3.7.8. Customers and staff must wear eye and ear protection, such as shooting glasses and over-the-ear "muffs," when on an active range.

3.7.9. Services shooting ranges should take positive steps to reduce the impact of lead shot deposited on the ground in the course of normal operations. While these practices will not eliminate the need for environmental clean up when the range closes, they will reduce the potential for environmental problems from operations. Ranges may not be situated where lead shot would be deposited into wetlands, drainage areas, or other sites where lead is likely to reach surface or ground water systems. Steps should be taken to prevent wildlife,

particularly waterfowl and other game birds, from using shooting ranges as feeding or “grit” collection areas. Lead shot harvest plans, including the financial implications, must be developed and incorporated into local operating instructions for Services shooting ranges. Ranges should obtain a copy of EPA-902-B-01-001, *Environmental Protection Agency's Best Management Practices for Lead at Outdoor Shooting Ranges*, to see if other steps could be taken to reduce the impact of lead shot on the environment. Applying lime (to raise soil pH (potential of Hydrogen) to 6.5-8.5) or phosphate (to bind the lead particles) are two low cost practices that help reduce lead migration.

3.8. Riding Stables. All horses must have the required inoculations for adequate protection against local diseases. A veterinarian must declare each horse free of disease before it can be stabled or pastured with other horses. Horse owners must pay for grazing privileges on Air Force property IAW AFI 32-9003. Grazing fees should be collected from individual horse owners through Services channels and consolidated for payment to the government. Arrangements can be made with the civil engineer to establish grazing fees which take into consideration self-help work on pasture and fences. Set stall fees to fully cover all NAF expenses. The ODR or stable manager must prepare OIs addressing stall cleaning procedures, safety inspections, watering and care of livestock, reporting sick animals to the owner, maintenance of pastures, fences, facilities, and trails. All horses must receive regular veterinary care. If a base veterinarian is unavailable, the manager may establish a NAF individual service contract IAW AFI 64-301, *Nonappropriated Fund (NAF) Contracting Policy*, for veterinarian services. Owners may make their own arrangements or permit the contract veterinarian to provide care, drugs, and medicine on a reimbursable basis. An isolation stall should be identified and used as necessary.

3.9. Snow Ski Areas. Mark ski trail heads with the degree of difficulty. Trails must be inspected daily and properly maintained throughout the ski season. Post trail information signs at the departure point adjacent to ski lift or tow systems. Cross-country ski trail signs must also include distance and estimated skiing time. Make a backboard/immobilization system and a rescue sled or similar system available at downhill ski areas to safely transport injured skiers. If the installation's ambulance or medical response services cannot support the ski area, additional training, such as advanced first aid or wilderness first aid, is required for ski area personnel responsible for mishap response.

3.10. Food and Beverage Operations. These operations are typically located at recreation areas, recreational lodging facilities, skeet and trap ranges, or marinas. Employees must be properly trained in safe food handling, preparation, and storage procedures and equipment cleaned and inspected accordingly. Work with other Services personnel with the necessary expertise to ensure food safety. If alcoholic beverages are sold, the staff must be trained in dram shop principles and procedures. See AFI 34-219 for other requirements and restrictions.

3.11. Recreational Lodging. Recreational lodging includes cabins, cottages, mobile homes, lodge rooms, pre-sited travel trailers and campers, and enclosed sleeping shelters designed to offer overnight accommodations. They must be built and operated with NAFs. Structural repair may be authorized under AFI 65-106.

3.11.1. Consider Air Force Lodging program practices and policies as a starting point for defining levels of service and developing local OIs to govern recreational lodging operations. Consult AF lodging amenity and electronics standards when equipping recreational lodging

rooms. When setting up or refurbishing recreational lodging, consider using the NAF contracts established for lodging and temporary lodging facilities (TLF). Consider developing programs and activities targeted toward lodging, TLF, FAMCAMP, and recreational lodging guests.

3.11.2. Smoking is not permitted inside recreational lodging units. Smoker's "cans" or similar items should be located outside each unit to accommodate guests that smoke. Offering feebased, tiered levels of amenities within recreational lodging units is permitted although purely rank-based (e.g., distinguished visitor (DV)) facilities are discouraged. Installations can specify and limit the number of recreational lodging units that allow pets and a separate pet fee is permissible. The Recreational Lodging OI must include a section addressing reservation, cancellation, refund, and pet policies.

3.12. Campgrounds. Undeveloped camping areas or tents-only campgrounds are Category B activities. Natural resource funds, controlled by the civil engineer, may be used IAW AFI 32-7064, *Integrated Natural Resources Management*. Areas developed primarily for recreational vehicle camping (FAMCAMPs) are Category C. Air Force campgrounds were developed for, and will be managed to support, recreational camping purposes. They are not to be used as a place to live for personnel assigned to or working on an installation. If space is available, they may be used by personnel on temporary duty to an installation as long as that use complies with maximum length of stay policies. Customers may not use Air Force campgrounds as a place of business. Consider offering programs for FAMCAMP guests.

3.12.1. The manager must develop a FAMCAMP OI that includes sections addressing reservation, cancellation, length of stay, pet, and refund policies. The maximum length of stay should consider FAMCAMP capacity and customer demand but must be set below local requirements to establish legal state residency requirements. Back to back reservations designed to circumvent the local maximum length of stay limit are not permitted. At the end of the maximum stay period, the recreational vehicle (RV) must depart the FAMCAMP and installation for at least 24 hours. If two or more unreserved sites are available, a customer that left due to the maximum stay limit may be allowed to return to the FAMCAMP after satisfying the 24-hour departure requirement.

3.12.2. All RVs in the FAMCAMP must be roadworthy and carry current registration/license tags or stickers. RVs in the FAMCAMP may not be skirted although tire covers are permissible. All tires/wheels must remain on the RVs—temporary removal for repair is acceptable. No freestanding storage units are allowed within the FAMCAMP sites. Any RV that is sold must be removed from the FAMCAMP prior to ownership being assumed by the buyer. For environmental reasons, no mechanical maintenance (including oil changes) or significant repair work may be performed, and RVs may not be washed in the FAMCAMP.

3.12.3. Customers must clean up after their pets. Pets may not be left unattended in the FAMCAMP for period exceeding 2 hours. Pets should never be left unattended in closed vehicles in extreme heat conditions. Pets must be on a leash when outside the RV. If space permits, a designated dog-walk area near the FAMCAMP is recommended.

3.12.4. FAMCAMP managers or hosts who live on-site must pay rent and utilities. Free housing or site rental is prohibited. If paid staff has responsibilities beyond normal duty hours, their compensation will be in accordance with personnel and pay policies. The

housing or site rental fees will be recorded as FAMCAMP income through the normal accounting procedures.

3.12.5. All Air Force campgrounds that collect fees for overnight RV parking are considered FAMCAMPs and must participate in the Frequent Camper Program. They must honor all valid Camper Cash certificates and stamp customer's Frequent Camper Logbooks in accordance with program guidance provided by AFSVA/SVPCR. Selling Frequent Camper membership kits is encouraged.

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

3.13.1. Services watercraft must comply with USCG requirements which are different for recreational or charter boat operations. Contact the nearest USCG office for requirements unique to your area. Many states have been granted limited authority (33 C.F.R., Part 173, Subpart D) to control the numbering and equipping of recreational boats within their jurisdictions. In these situations, Services owned watercraft must comply with state guidelines. Contact the nearest USCG office for requirements unique to your area. Marinas must comply with federal, state, and local environmental and pollution laws and regulations.

3.13.2. Customers must have adequate training before being allowed to operate any Services watercraft. The ODR manager must develop an OI covering basic customer qualification procedures for each type of watercraft. The staff member renting out the watercraft is responsible for ensuring the customer satisfies local training requirements. Basic water safety information (handout, short video, verbal briefing, etc.) must be provided to the customer prior to departure. Life jackets must be provided for all passengers and should be worn when the boat is under way. Give particular attention to water ski and Jet Ski operations. Customers must receive thorough training before driving a ski boat or operating a personal watercraft. This training must include proficiency testing with the same class of watercraft the customer will rent.

3.13.3. Customers must keep watercraft in wet or dry storage in movable condition so it can be relocated for emergency or facility maintenance purposes. See AFI 34-204, *Services Property Management*, for guidance regarding lost or abandoned boats and other personal property.

3.14. Parachuting. Services organized parachuting activities must follow United States Parachute Association (USPA), Federal Aviation Administration (FAA), state, and local directives. The ODR manager develops comprehensive OIs covering jump procedures with special emphasis on safety practices. The jumpmaster for novice sport parachuting operations must have a current USPA jumpmaster rating. The pilot of the airplane may not serve as jumpmaster. Individual participants are responsible for safe parachuting. Each participant must follow basic safety requirements and comply with the jump procedures OI. The ODR manager reports any injury or loss of life resulting from parachuting as required by AFI 91-204, *Safety Investigations and Reports*. Line-of-duty determinations are made as outlined in AFI 36-2910, *Line of Duty (Misconduct) Determination*. (See also paragraph 2.11, Serious Incident Reporting for Services Activities)

3.15. Equipment Loan and Rental Operations. ODR equipment loan items are purchased, tracked, and disposed of through APF channels. (Refer to AFI 34-204) ODR equipment rental items are purchased with NAFs (Refer to AFI 64-301). Core Customer Use Equipment Standards are found in [Attachment 4](#). Installations must stock the standard APF and NAF core equipment items if the related activity is geographically appropriate. The goal is to provide customers with a consistent range of equipment items from place to place. If verifiable customer demand warrants, you may stock more or less than the recommended number for each item.

3.15.1. Loan and Rental Items and Fees and Charges. There are a number of distinctions between equipment loan (Category B) and equipment rental (Category C) items.

3.15.1.1. Equipment items listed in AS-410, Part B, (skis, tents, bicycles, coolers, etc.) are considered loan items and authorized APF support. Use of NAFs to purchase these items in lieu of APFs requires a waiver from the installation commander and be reported to your MAJCOM quarterly per AFI 34-201, *Use of Nonappropriated Funds (NAFS)*. Except for specially designated outdoor adventure activity equipment, these items may be made available to customers for self-directed use. Loan fees for these items can only cover verifiable NAF expenses associated with issuing, receiving, repairing, cleaning, maintaining, and restocking the items. These fees are not meant to recover the NAF purchase price of the item or make a profit per AFI 65-106.

3.15.1.2. Items not listed in AS-410, Part B, (campers, ski boats, snowmobiles, etc.) are considered rental items. Rental fees must cover all NAF expenses over the life of the item, anticipated replacement costs, and achieve local, MAJCOM or Air Force profit goals.

3.15.1.3. Items previously listed in AS-410, purchased with APFs and retained under Allowance Source Code (ASC) 083, must be maintained using NAFs. They remain on APF equipment records until disposed of through APF channels. For APF owned items, set fees to recover NAF costs of administration, maintenance, and repair.

3.15.1.4. The equipment operation manager uses the Cost-Based Equipment Pricing System (C-BEPS) provided by AFSVA/SVPCR, or a similar work sheet, for each type of equipment when establishing loan and rental fees to document how the fee was established. Keep the work sheet on file and review and update it annually and when equipment is replaced.

3.15.1.5. Weekend and package discounts are encouraged to stimulate equipment use. Late fees, not to exceed the daily fee, are authorized. Recoup repair or replacement costs due to customer abuse or loss of items. Cleaning or damage deposits are authorized. For collection procedures pertaining to lost or damaged NAF property, see AFI 34-202, *Protecting Nonappropriated Fund Assets*, and for APF property see AFI 65-106.

3.15.2. Reservation Priorities and Use. Equipment use is first-come, first-served per AFI 34-201, although you may offer equipment reservations. Active duty and reserve component personnel and their families may make reservations in advance of other authorized customers. Reservation priority period may not exceed 30 days. Family members under 18 years of age must have their sponsor's permission to check out equipment. Use AF Form 163, *Parental Authorization to Check Out Equipment* or a locally approved form. Customers

may not use loan or rental items for personal financial gain or allow individuals who are not authorized customers to use the items.

3.15.3. Care, Cleaning, and Maintenance of Equipment. All equipment must be maintained in a serviceable and ready-to-use condition. Provide customers instructional handouts for the type of equipment checked out. Train staff to instruct customers on safety procedures, proper care, assembly, servicing, operation, disassembly, and cleaning. Establish testing or minimum qualification systems for potentially dangerous or easily damaged items like tillers or mountain bikes. Machines and special tools needed to maintain loan equipment, including commercial washing machines, dryers and industrial-type sewing machines, are authorized and listed in AS 410. Establish a written cleaning and minor repair schedule for items usually subjected to a high rate of wear and tear. The equipment operation manager establishes a written preventive maintenance schedule to inspect, care for, and clean boats, motors, campers, and watercraft trailers. Inspect and test propane and electrical systems on camping trailers between rentals. Check wheel bearings on watercraft and camper trailers weekly. Scuba gear, ski bindings, and ski boots must be adjusted, tested, maintained, and tracked by certified technicians IAW industry standards.

3.15.4. Display of Equipment, Fees, and Policies. Use an area immediately inside the entrance for an attractive display of in-season and year-round issue items. Provide a self-service atmosphere to encourage browsing (Consider mixing resale and rental items where possible). Prominently post your fees, checkout and return procedures, late return, and loss or damage policies. Consider posting comparative fees from local rental businesses.

3.15.5. Checkout of Equipment. A computerized system should be used to provide improved controls for security and audit purposes. The use of any automated system must comply with AFSVA/SVS standards. If a manual system is used, the FSS commander or director approves a locally devised Equipment Loan/Rental Receipt. These receipts must have sequential control numbers with an original and two copies (three part paper). The customer signs the receipt indicating understanding and acceptance of the rental terms and gets a copy. When the equipment is returned and all fees and charges settled and paid, the customer will receive a copy. Retain the top copy/original in the office files according to the Air Force RDS.

3.15.6. Pre-printed Checklists and Agreements. Develop inspection checklists for checking out and checking in high-cost, high-maintenance items like boats or campers. The checklist information can be typed or overprinted on AF Form 2519, *All Purpose Checklist*. Depending on local terms of use policies, consider a locally devised rental agreement for these items. These checklists and special agreements may be integrated with a computerized rental system to provide consistent customer service.

3.15.7. Equipment Support for Services Activities. Provide assistance to other Services activities whenever possible. If they are charging their customers a program fee, the equipment operation should receive reimbursement for the equipment support via funds transfer. The ODR manager must develop a local OI that covers fees for equipment use by other Services activities. ODR staff members must pay to use equipment items except under the following specific circumstances when approved by the manager:

3.15.7.1. New (typically motorized) items being subjected to documented manufacture's "break-in" recommendations.

3.15.7.2. Items used in conducting scouting trips or pre-trip inspection of program locations.

3.15.7.3. Items used by staff during training to maintain ODR skills required in their job.

3.15.7.4. New items that require initial (not recurring) familiarization training on proper set-up, use, take-down, maintenance, and transportation procedures which cannot be accomplished during normal duty hours.

3.15.8. Equipment Use by Private Organizations and Other Groups. Private organizations or other organizations, such as the Boy and Girl Scouts, pay the standard fees for any equipment items they use. APF equipment cannot be loaned or rented free of charge to private organizations or other groups.

3.15.8.1. Encourage esprit de corps by establishing morale function or “picnic kits” for unit and squadron use. Develop a local OI, approved by the FSS/Commander/Director, that covers free use of the picnic kits. It should include a list of items included in the kits, how many times per year an organization may have free use of the kits, and what organizational levels are eligible to request free use of the kits. The kits would be provided free at the written request of the unit or squadron commander or equivalent.

3.16. Recreational Vehicle (RV) Storage. AFI 34-262, requires that owners are assessed fees and charges for privately owned recreational vehicles, which are rendered either APF or NAF support. Support includes paving or modifying a paved area for RV Storage, fencing or providing gated access to an area designated for RV Storage, registering or tracking the RVs stored in an area, providing lights or other utilities to an RV Storage area, and patrolling or monitoring the RV Storage area. On-base residents may be granted priority and a reduced rate if the installation commander has prohibited parking RVs in the housing areas. An RV Storage OI should address customer eligibility, fee structure, and use policies. Key data required from all RV storage customers include the type of vehicles to be stored in the area, proof of ownership/title, up-to-date state (and base) vehicle registration, proof of insurance, and local contact address and telephone number. See AFI 34-204 for guidance regarding lost, abandoned, or unclaimed vehicles and other personal property.

3.17. Paintball. Paintball has emerged as a very popular activity and is a natural fit with many of the skills needed in the military. Work with Security Forces and other units to encourage incorporating paintball into training and/or morale activities. Consider military training opportunities when developing a paintball area.

3.17.1. Consider operational and safety factors when deciding where to put a paintball field or area. Clearly mark the boundaries from both the inside and the outside. Put large, easily seen colored markers close enough together so people do not unknowingly pass between the boundary markers. Each area will have a sufficiently large clear zone near the start or staging area where shooting marker guns is prohibited. The zone must be marked so players know when they have entered the zone and other players can tell who is and who is not in the clear zone.

3.17.2. Players and on-course officials must wear face, eye, and ear protection. Establish and update clear standards for safety and protective gear. Offer “loaner” gear for people who show up with equipment which does not meet your safety standards. Marker guns must be set to shoot at 300 feet per second or less. Purchase a chronometer to check marker gun

speed prior to allowing personally owed markers on the course or field. Consider offering “loaner” markers if the over-speed marker cannot be adjusted onsite.

3.17.3. Establish a suitable method to signal “end of game” or cease-fire to players scattered over the entire course. This may require a mix of flags, fixed horns, and on-course referees to get the signal out. Once the game is over and players are returning to the start or staging area, no markers may be fired. Barrel covers/sleeves are the standard safety device to prevent injury or damage from an inadvertently fired marker. (**Note:** barrel plugs should not be used because some can be shot from a marker.) Unloading and cleaning a marker after a game is a good practice from both a safety and equipment maintenance standpoint. Do not allow markers to be cleared by firing onto the playing area after a game. Provide a designated place for players to fire their markers until empty.

3.17.4. Ensure pre-game safety briefings and all course paperwork emphasize not only the rules but also what will happen if the rules are broken. Clearly establish the penalties for rule infractions, ensure everyone understands them before play, and enforce them consistently.

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

3.18.1. ODR run ropes courses and climbing walls operate under the “challenge by choice” philosophy. Train staff to manage group pressure so individuals are free to push themselves only as far as they choose.

3.18.2. Adequately secure your facilities when not in use. If the course/wall is fenced in, be sure the gate is locked and the fence is intact. Ensure access ladders, ropes, or haul cords are put away or out of reach at the close of business.

3.18.3. Establish clear guidelines about the type of harnesses that may be used. Ropes courses must use both a chest and seat harness. Determine if climbing wall customers will be allowed to use their own harnesses after they pass inspection. Helmets are required on ropes courses.

3.18.4. A well-planned and properly equipped belay system is the single most important “hardware” factor on a safe ropes course or climbing wall. Establish policies on who may serve as a belayer and how they will be trained. Consider belay anchors or belay partner procedures to prevent lightweight belayers being pulled off their feet by the fall of a heavier customer.

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

3.18.6. Every course or wall must receive a thorough annual inspection by the company that installed it or by trained certified inspectors. Cable tension, climbing holds, and belay anchor points are particularly important. The company which installed the course/wall normally provides inspection and recertification services—check the contract. The inspection plan should cover annual, monthly, weekly, and per use items to check along with hardware

maintenance and replacement plans. Train staff on how to inspect the course/wall prior to use.

3.19. Skate and Bike Parks. These facilities, which may be popular with youth and younger adults, offer a mix of elements and structures for skateboarders, in-line skaters, and BMX bicyclists. These facilities are often operated by youth centers, which limits access by other potential customers. If a more accessible facility is desired, ODR programs can develop and manage skate and bike parks. Extensive involvement of the potential customer base is vital in planning a successful facility. Long-term durability of the structures and elements is a crucial purchasing factor. Each potential user group will shape the types of structure and elements (e.g., mix of vertical and street elements) and will affect arrangement and total space required. Consider separating the bicycle elements from the skateboard and in-line skate elements or designating bikes-only time periods to avoid user conflicts. Likewise, separating younger customers from the older customers may reduce safety concerns. These parks should include adequate seating areas, trash cans, shade structures, water source, bicycle racks, and nearby restrooms. Helmet use is required and additional protective gear for wrists, elbows, or knees should be encouraged.

DARRELL D. JONES
Lieutenant General, USAF
DCS, Manpower, Personnel and Services

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

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29 C.F.R. 1910.1030, *Federal Occupational Safety & Health Administration (OSHA)
Bloodborne Pathogens Standard*

CPL 02-02-069, *Enforcement Procedures for Occupational Exposure to Bloodborne Pathogens*,
27 November 2001

U.S. CPSC Publication 325, *Handbook for Public Playground Safety*, April 2008

ATF Publication 5300.4, *Federal Firearms Regulations Reference Guide*, September 2005

EPA-902-B-01-001, *Environmental Protection Agency's Best Management Practices for Lead at
Outdoor Shooting Ranges*, June 2005

Prescribed Forms

AF Form 163, *Parental Authorization to Check Out Equipment*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 55, *Employee Safety and Health Record*

AF Form 2519, *All Purpose Checklist*

ATF Form 4473, *Firearms Transaction Record Part 1—Over the Counter*

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

Abbreviations and Acronyms

AIS—Director of Services

AAFES—Army and Air Force Exchange Service

AF—Air Force

AFI—Air Force Instruction

AFNAFPO—Air Force Nonappropriated Purchasing Office

AFOSH—Air Force Occupational Safety and Health

AFPD—Air Force Policy Directive

AFSVA—Air Force Services Agency

AS—Allowance Standard

APF—Appropriated Funds

ASC—Allowance Source Code

ATF—Alcohol, Tobacco, and Firearms

BATF—Bureau of Alcohol, Tobacco, and Firearms

BBP—Bloodborne Pathogen

C-BEPS—Cost-Based Equipment Pricing System

CDC—Center for Disease Control
C.F.R.—Code of Federal Regulations
CGA—Compressed Gas Association
CNCA—Council for National Cooperation in Aquatics
CPR—Cardiopulmonary Resuscitation
CPSC—Consumer Products Safety Commission
DoD—Department of Defense
DOT—Department of Transportation
DV—Distinguished Visitor
EAN—Enhanced Air Nitrox
EERE—Energy Efficiency and Renewable Energy
FAA—Federal Aviation Administration
FAMCAMP—Family Camp
FSS—Force Support Squadron
HepB—Hepatitis B
HS—Healthy Swimming
IAW—In Accordance With
IDEA—International Diving Educators Association
MAJCOM—Major Command
NAF—Nonappropriated Funds
ODR—Outdoor Recreation
OI—Operating Instruction
OPIM—Blood or other Potentially Infectious Material
OPR—Office of Primary Responsibility
OSHA—Occupational Safety and Health Administration
NASDS—National Association of Scuba Diving Schools
NAUI—National Association of Underwater Instructors
PADI—Professional Association of Diving Instructors
PDIC—Professional Diving Instructors Corp
PFD—Personal Floation Devices
Ph—portion of Hydrogen
PPM—Parts per Million

SSI—Scuba Schools International

STD—Standard

SPF—Sun Protection Factor

SVPCR—Recreation and Business Branch

RDS—Records Disposition Schedule

RV—Recreational Vehicle

TDY—Temporary Duty

TLF—Temporary Lodging Facilities

USAF—United States Air Force

USC—United States Code

USCG—United States Coast Guard

USPA—United States Parachute Association

WRSTC—World Recreational Scuba Training Council

YMCA—Young Men’s Christian Association

Terms

FAMCAMP—A campground designed for recreational vehicles. They typically have paved parking sites with water, electric, and sewer utility hookups.

Frequent Camper Program—A mandatory program for all Air Force campgrounds accepting payment for overnight parking of recreational vehicles. It is a “frequent flyer” type program for FAMCAMP guests. The required program materials and operating guidance are available from AFSVA/SVPCR.

Attachment 2

ACTIVITY-SPECIFIC TRAINING/CERTIFICATION STANDARDS

Table A2.1. Activity-Specific Training/Certification Standards

Activity	Instructional Programs		Trips & Outings	
	Required	Recommended	Required	Recommended
All Activities	First aid and CPR certification		First aid and CPR certification	
Aquatic Exercise	Aquatic exercise instructor training			
Backcountry/Wilderness Travel, Summer	Wilderness First Aid (WFA) training	Minimal impact - Backcountry travel training	WFA training	Minimal impact - Backcountry travel training
Backcountry/Wilderness Travel, Winter	WFA training Avalanche safety training (mountainous areas)	Minimal impact - Backcountry travel and winter survival training	WFA training Avalanche safety training (mountainous areas)	Minimal impact - Backcountry travel and winter survival training
Canoeing, Flatwater	Flatwater canoeing instructor training			Flatwater canoeing course
Canoeing, Whitewater (Class III minimum)	Whitewater canoeing instructor training Swiftwater rescue training		Swiftwater rescue training	Whitewater canoeing instructor training
Climbing Wall	Climbing wall & equipment management training		Climbing wall & equipment management training	
Cycling		Cycling instructor course		Cycling training course
Hunting	Hunter safety instructor course		Hunter safety course	

Kayaking, Sea/Touring (Ocean or Coastal)	Sea kayak instructor training		Sea kayak training course	Sea kayak instructor training
Kayaking, Sea/Touring (Inland Lake or River)	Sea kayak instructor training			Sea kayak training course
	Instructional Programs		Trips & Outings	
Activity	Required	Recommended	Required	Recommended
Kayaking, Whitewater	Whitewater kayak instructor Swiftwater rescue training		Swiftwater rescue training Whitewater kayak training	Whitewater kayak instructor
Power Boating	United States Coast Guard Auxiliary boating course			United States Coast Guard Auxiliary boating course
Ropes Course	Ropes course facilitation and safety course		Ropes course facilitation and safety course	
Sailing	Sailing instructor training		Sailing course	
Scuba	Scuba instructor certification		Dive master training	Scuba instructor training
Skiing, Cross Country	Cross country ski instructor course			Cross country skiing course
Skiing, Downhill	Alpine/downhill ski instructor training			Alpine/downhill ski course
Skiing, Telemark	Telemark ski instructor course			Telemark ski course
Skydiving	Skydiving instructor certification		Jumpmaster rating	Skydiving instructor certification
Snowboarding	Snowboarding instructor course			Snowboarding course

Swimming	Swimming instructor training	Lifeguard certification	Lifeguard certification	
Windsurfing	Boardsailing instructor course			Boardsailing course
Youth Programs	Background checks		Background checks	

A2.1. Relevant Concepts.

A2.1.1. **Qualified Staff.** A person fully prepared and capable of performing a function or providing a service in accordance with commonly accepted industry practices. A person may have none of the required or recommended formal training and be qualified through years of experience. Likewise, some people can complete the formal training and lack enough experience, maturity, or judgment to be considered qualified.

A2.1.2. **Nationally Recognized.** A well-known training or certification organization with a quality reputation. For example, lifeguard training from the American Red Cross, YMCA, or Ellis and Associates. Dealing with a known entity makes staffing a program with qualified folks easier. Many training/certification programs are known only within their respective sports.

A2.1.3. **Certification.** A form of official recognition of the successful and documented completion of a nationally recognized training program. Many certifications have a time limit on how long the certifying organization considers the training valid.

A2.1.4. **Instructional Program.** Any program where the prime reason is to teach how to do something. They are usually called “classes” or “learn to” programs. We are holding ourselves out to customers as qualified to teach the skills needed to participate in an activity. Legally, the scope of “duty owed” to the customer is much greater than for trips and outings.

A2.1.5. **Trips and Outings.** A program where the emphasis is on simply “doing” an activity. The customers will already have, or claim to have, the required skills and knowledge. Most trips and outings will inevitably include “helpful pointers” from the leaders to less experienced or skilled customers on how to improve. This incidental instruction does not push the program out of the trips and outings category. Be sure when promoting trips and outings, it is not stated, or implied, that the program is instructional in nature.

A2.1.6. **Required.** The activity leader(s) must successfully complete the described training or its equivalent before conducting the program. If certification is involved, the certification must be current at the time the activity is conducted. In some cases, generally involving workplace safety and environmental issues, there are public laws which provide criminal punishment for violations.

A2.1.7. **Recommended.** Completing this training is strongly encouraged if opportunity, scheduling, and funding allow. The benefits include improved safety practices, better teaching or group leadership techniques, exposure to new skills or emerging trends, and better understanding of changing equipment items

Attachment 3

OUTDOOR RECREATION PROGRAM PLANNING MATRIX

Note: Each column (activity category) must have at least one entry but the choice of which row (specific activity) is up to you. For easy planning use the following codes: **C** - Instructional Classes (*4 required per year*); **J** - Joint Program with another FSS activity (*2 required per year*); **O** - Outing (*4 required per year*)

Figure A3.1. Outdoor Recreation Annual Program Plan (Part 1)

Activity	Fitness		Whole Family		Couples
Walking & Hiking					
Bicycling					
Adventure Activities					
Water Activities					
Camping					
Snow Skiing					
Snow/Winter Activities					
Shooting & Archery					
Wildlife/Nature Study					
Fishing					
Hunting					
Safety/Survival Skills					
Gardening					
Recreational Vehicles					
Aquatics					
Picnic/Special Events					

Figure A3.2. Outdoor Recreation Annual Program Plan (Part 2)

Activity	Community Cohesion	Unit Cohesion		Awareness, Interest, & Entertainment	
Walking & Hiking					
Bicycling					
Adventure Activities					
Water Activities					
Camping					
Snow Skiing					
Snow/Winter Activities					
Shooting & Archery					
Wildlife/Nature Study					
Fishing					
Hunting					
Safety/Survival Skills					
Gardening					
Recreational Vehicles					
Aquatics					
Picnic/Special Events					

Attachment 4

CORE CUSTOMER USE EQUIPMENT STANDARDS

The size of your installation is based on active duty strength plus 25% of the dependant population. At overseas locations, assigned DOD civilians are also included. A small base is 3000 or less, a medium base is between 3000-7000, a large base is between 7000-11,000, and a very large base is over 11,000.

Figure A4.1. Appropriated Fund (APF) Core Equipment

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

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

Figure A4.2. Nonappropriated Fund (NAF) Core Equipment

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