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Services

**AIR FORCE COMMUNITY ACTIVITIES
CENTERS**

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OPR: HQ AFSVA/SVPAR (Mr Phil Heeg)

Certified by: HQ USAF/SVP
(Lt Col Frederick C. Kennedy)

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This instruction implements AFD 34-1, *Morale, Welfare, Recreation, and Services Programs*. It describes responsibilities and procedures for the Air Force Community Activities Center Program (formerly the Recreation Center Program).

SUMMARY OF REVISIONS

This is the initial publication of AFI 34-109, substantially revising AFR 215-21, *Recreation Center Programs*, 31 May 1983. Changes include the name change from Recreation Center to Community Activities Center and the addition of a core program in family well-being, unit and community cohesion, and mental and physical fitness. Deletes requirement for Recreation Center Program/Activity Report, RCS: HAF-MWR(A)8301.

Section A—Program Purpose and Scope.

1. Program Purpose. Community activities centers provide recreational activities that develop esprit de corps, promote family well-being, and enhance mental and physical fitness.

2. Program Scope.

2.1. The Community Activity Center is a general purpose facility, constructed with appropriated funds (APFs) that is used for a variety of Services activities. APF support is authorized in accordance with AFI 65-106, *Appropriated Fund Support to Services and Nonappropriated Fund Instrumentalities*.

2.2. The centers provide a variety of core activities and services such as holiday/seasonal/thematic base wide special events, performing arts, entertainment and other cultural programs, programs and services for specific groups (clubs, families, military units), and meeting areas in support of Commander's Calls and other squadron functions and instructional/self-improvement classes.

2.3. Other programs include tickets sales and tour services, which offer free, regular price, and/or discounted tickets to local theaters, sporting events, theme parks and museums. Tours to local points of interest are also provided. (*NOTE:* Tour services may also be contracted for.) Tour services must adhere to these limitations and guidelines:

- Purchase commercial airline tickets for unofficial travel from the base commercial travel office (CTO) only.
- Observe the limitations in local CTO leisure travel contracts for transportation arrangements via bus, ship, or train.
- Obtain approval from the Major Command (MAJCOM) and the base commander for tour services outside the United States.
- Place staff members escorting tours on official nonappropriated fund (NAF) temporary duty (TDY) orders.
- Obtain personal services contracts for nonstaff tour escorts (see AFI 64-301, *NAF Contracting*).
- Instruct nonstaff escorts to follow the guidelines in DoD Directive 5500.7, *Joint Ethics Regulation (JER)*.
- Commercial travel vendors may arrange trips for tour operations staff to familiarize them with new destinations and tour services. Such travel is on official NAF TDY.

3. Optional Programs. Although not considered core activities, the following programs may also be offered:

3.1. Bingo Operations. Community activities centers may provide bingo in accordance with AFI 34-115, *Air Force Club Program*.

3.2. Alcoholic Beverage Management. Follow AFI 34-119, *Alcohol Beverage Program* and AFMAN 34-128, *Air Force Club Program Procedures*.

3.3. Food Service Program. Community activities centers may provide a limited-menu, short-order cafeteria or snack bar (pizza, fried chicken, Mexican food, and such). Follow procedures in AFMAN 34-128.

3.4. Amusement Machines. Community activities centers may have coin-operated mechanical or electronic amusement machines that do not have a cash payout. Customers may not use these machines for gambling.

3.5. Additional programs depend on local demand as determined by CORPORATE PRISM. See attachment 1 for suggested programs.

Section B—Operating the Program.

4. Planning Guidelines. Use Corporate Standards to develop and document 5-year plans covering facilities, equipment, training, and appropriated (APF) and nonappropriated fund (NAF) plans.

4.1. Transportation Authorization. Follow the guidance in AFI 34-204, *Services Logistics Support Program*, when using military transportation.

4.2. Fees and Charges.

4.2.1. Community activities centers may collect fees for a specific program, activity, or service to help defray NAF expenses.

4.2.2. Do not charge dues or facility-use fees.

4.2.3. Community activities centers may collect commissions on artwork or crafts sold at sponsored exhibitions. The Services Squadron Commander or Director may authorize continuous sale of artwork or crafts on a consignment basis when it enhances the community activities center program.

4.3. Relationship with AAFES. The community activities director works with the exchange general manager to ensure that any resale activities do not compete with AAFES.

4.4. Advisory Committees. Community activities centers may organize advisory committees representing a cross-section of the base population, including interested military personnel and their family members, DoD employees, and military retirees, to evaluate its programs and services.

Section C -- Facilities and Personnel

5. Facilities.

5.1. Non-recreational Facility Use. Community activities center programs have priority over non-recreation programs for use of the facility.

- Groups may request space in the community activities center when it is not required for recreation programs. Such use may not disrupt scheduled recreation programs.
- The Services Squadron Commander or Director provides guidelines for non-recreational facility use.

5.1.1. Naming the Facility. The facility's name must include "Community Activities Center." A personalized name such as "The Skylark Community Activities Center" is acceptable.

5.1.2. Hours of Operation. Set the center's hours of operation to reflect customer demand as determined by a CORPORATE PRISM survey.

5.2. Personnel.

5.2.1. Community Activities Center Staff.

- The director is responsible for the overall planning and supervision of the program.
- Program specialists assist with programs and may act for the director when the director is absent or serve as a temporary director when the position is vacant.
- Program technicians assist with setting up for activities, issuing material and equipment, keeping records, collecting and accounting for cash receipts, and providing program information.

5.2.2. Dress and Personal Appearance.

- Military staff members must adhere to the guidelines in AFI 36-2903, *Dress and Personal Appearance of Personnel*.
- Customers may dress in comfortable, casual attire that does not detract from a family atmosphere. Customers may dress in Battle Dress Uniforms (BDUs) and other uniforms.

5.2.3. Staff Duty Hours. Community activities center directors and staff must work unusual hours to satisfy program schedules and supervision needs. Program requirements determine staff schedule.

5.2.4. Use of Volunteers. Recruit, train, and schedule volunteers to assist with general program needs. Off-duty military personnel, their family members, and retirees are good sources for volunteers.

Section D -- What People Do.

6. The Air Staff (HQ USAF/SV):

- Establishes community activities centers' policies.
- Reviews requests for permanent reassignment of community activities center facilities to other uses.

6.1. Headquarters Air Force Services Agency (HQ AFSVA):

- Publishes and disseminates guidance on the operation of community activities centers.
- Conducts staff training visits at MAJCOM request.
- Reviews and provides input for major construction/renovation projects..
- Conducts training for MAJCOM-level and base-level community activities directors.

6.2. The Major Command (MAJCOM):

- Conducts staff training visits for all community activities centers within the command.
- Asks HQ AFSVA to supplement staff training visits when the command is unable to field qualified individuals.

6.3. The Base Commander:

6.3.1. Provides adequate facilities, staffing, and resources to conduct a community activities program.

6.3.2. Approves hours of operation.

6.3.3. Approves the sale and consumption of alcoholic beverages, including beer and wine, in community activities centers in accordance with these guidelines:

- Restrict all sales and consumption of alcoholic beverages to lounge areas located in separate rooms within the center.
- Don't charge membership dues.
- Authorize enlisted or officers' club management services for the lounge in appropriate cases. Limit reimbursement to actual time spent in the lounge accounted for as transferred labor.
- Don't sell alcoholic beverages for consumption off the premises.

6.4. The Services Commander or Director:

- Provides resources to accomplish the community activities center program.
- Approves advisory committee suggestions.
- Coordinates and schedules activity center inspections.

- Provides guidance for non-recreational use of the facility.

6.5. The Community Activities Director:

- Oversees the overall operation of the community activities center.
- Plans activity center programs and sets daily operating procedures using local operating instructions (OI), this AFI, and other applicable directives.
- Develops and executes program plans and standards using Corporate Standards, paying particular attention to financial standards that ensure the program's fiscal viability.
- Prepares 5-year plan covering the program, activities center, and activities center equipment in accordance with AFI 34-101, *Services Program and Patron Eligibility*. Uses base-level CORPORATE PRISM data in developing the plan.
- Sets and maintains employee work schedules.
- Maintains property and supply inventories and budget records.
- Maintains personnel training records and folders.

NORMAND G. LEZY, Brig General, USAF
Director of Services