

27 AUGUST 2004



Services

**AIR FORCE SKILLS DEVELOPMENT
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: HQ AFSVA/SVPAR (Mr. Larry Easley)

Certified by: HQ USAF/SV
(Brig Gen Normand G. Lezy)

Supersedes AFI 34-111, 22 July 1994.

Pages: 11

Distribution: F

This instruction provides guidelines and procedures for operating the Air Force Skills Development programs. It implements AFD 34-1, *Morale, Welfare, Recreation, and Services Programs*. This instruction is not applicable to the Air National Guard.

SUMMARY OF REVISIONS

This revision incorporates Interim Change IC 2004-1 TO AFI 34-111, AIR FORCE SKILLS DEVELOPMENT PROGRAM. This change provides new guidance regarding the guidelines and procedures for operating the Air Force Arts and Crafts Programs. Bulleted material throughout the publication has been changed to numbered subparagraphs. The entire text of the IC is at the last attachment.

1. Program Objectives. Arts and Crafts Programs must reflect the base community's interests and needs using data gathered in recreation needs assessments and the Corporate Prism survey. These programs encompass a wide range of activities and custom services in Arts, Crafts, and Industrial Arts.

2. Program Eligibility. See AFI 34-101, *Services Program and Patron Eligibility*.

3. Implementing the Program. Manage the skills development program as a single unit, including wood and industrial arts, multi-crafts, auto shops, and custom services. Programs provide a variety of staff and self-directed activities. See **Attachment 1** for a list of core program areas.

4. Operating Procedures. Facilities must meet appearance, environment, and safety standards in AFMAN 34-134, *Air Force Arts and Crafts Program Operational Planning Guide*.

4.1. A skills development sales store (SDSS) stocks:

4.1.1. Unique crafts and hobby materials.

4.1.2. Consigned merchandise.

4.1.3. Special order items.

4.2. You may hold sales of merchandise and mark down slow-moving items per AFI 34-209, *Nonappropriated Fund Financial Management and Accounting*. You may also dispose of such items by using them as supplies in demonstrations, classes, and displays.

5. Working with AAFES. The skills development director works with the base exchange general manager to make sure resale activities operate in the best interest of the customer and resale items do not compete with those available from AAFES.

6. Incidental Income, Use Fees, and Charges. Post fees prominently or have printed fee schedules available. Arts and Crafts programs and activities produce incidental income from various sources, including:

6.1. Registration fees for classes and contest entries.

6.2. Usage fees for NAF property (such as molds, tools and tow bars) and equipment.

6.3. Service charges for custom framing, mill work, ceramic firing, slip casting, engraving, printing, graphic art work, and repairs.

6.4. Usage fees that reimburse NAF expenses for use of labs; repair stalls; vehicle storage; auto sales lots; festival booths; and NAF expenses associated with the use of APF equipment such as welders, battery chargers, engine analyzers, and wheel balancers.

6.5. Use fees for automotive services such as towing, drum and rotor turning, valve grinding, welding, wheel alignment, and machine shop services.

6.6. Selling industrial arts and crafts.

6.7. Coin-operated car wash equipment in the auto skills center complex. Coordinate this service with AAFES.

6.8. Commissions from selling art or crafts items from sponsored exhibits, art festivals, galleries, boutiques, or gift shops.

6.9. Selling display, demonstration, promotions, or exhibition items that you no longer need.

6.10. Selling donated or leftover items such as wood, ceramics, and auto parts.

6.11. Selling new, used, and reconditioned auto parts. Coordinate offering new and reconditioned parts with AAFES.

7. Administrative References and Operating Instructions (OI). Include major program components and equipment issue, safety, and control in an OI and in-training programs for full and part-time staff members, new employees, and volunteers.

8. Using Facilities. Customers must not use skills development facilities, equipment, tools, or supplies to manufacture products or provide services for personal monetary gain.

8.1. Customers have first claim on facilities' use. Arts and Crafts personnel must schedule building, repairing, and maintenance on Services Squadron equipment, furnishings, or vehicles so that customers can freely use facilities.

8.2. Arts and Crafts employees and volunteers receive on-the-job training during duty hours. Also encourage them to fill unused class space during their off-duty time as part of training. *Note: Arts and Crafts employees and volunteers must pay for resale merchandise.*

8.3. Charge using activities a service fee to cover costs for work on Services Squadron assets, such as golf carts, lodging vehicles, and so on. Do not use APF manpower resources to maintain NAF equipment.

9. Staffing. Vary the staffing of Arts and Crafts Centers to match the variety and number of programs and services you provide. All personnel must fulfill the mission, meet set standards, and use information systems to accomplish program goals and objectives.

9.1. Supplement staff with contract instructors and technicians who have a working knowledge of the materials, techniques, and safety precautions of specialized activities.

9.2. Some staff positions require formal training in applied arts, fine crafts, industrial arts, or related subjects because of the technical, specialized nature of many Arts and Crafts programs. To supplement the Skills Development staff, directors may employ:

9.2.1. Contract instructors

9.2.2. Volunteers

9.2.3. Federal or state employment training program personnel

9.2.4. Work study interns

9.2.5. Artists-in-residence

9.2.6. College interns

9.2.7. Students from apprentice programs

10. Ensuring Safety. The Arts and Crafts Director makes sure that:

10.1. Equipment, facilities, and operating procedures meet Air Force Occupational Safety and Health (AFOSH) and Occupational Safety and Health Act (OSHA) standards.

10.2. Customers using hazardous equipment obtain an AF Form 1451, **Equipment Qualification Card**. Issue the card after giving customers equipment handling and safety training. A customer's card for the current year certifies proficiency. All bases require and honor this card.

10.3. Conduct a safety check when issuing or renewing an equipment qualifications card.

10.4. Temporary duty customers without cards receive immediate help or on-the-spot checkout.

10.5. Facilities determine age limits and guidelines for minors using hazardous equipment or materials. Make age limits and conditions of use a part of the shop OIs and coordinate these guidelines with the installation safety office.

10.6. The installation safety office instructs employees and customers on using all equipment.

10.7. All users know:

10.7.1. How to safely operate equipment.

10.7.2. What hazards exist.

10.7.3. What protective equipment they need and how to use it.

11. Planning Guidelines. Use AFMAN 34-134, *Air Force Arts and Crafts Program Operational Planning Guide*, to set specific facility, equipment, and program requirements. Arts and Crafts directors must have:

11.1. A 5-year Facility and Equipment Requirements Plan. Use *Corporate Standards for Arts and Crafts Programs* to develop and document the plan.

11.2. A program training plan.

11.3. An appropriated and nonappropriated fund financial plan.

12. Naming the Facility. Call the facility the Arts and Crafts Center. You may not use any other name for the facility. However, when you refer to the various program elements, you may call them by their common names such as arts, woodworking, auto, ceramics, crafts, and photography.

13. Using Volunteers. You may draw volunteers from among off-duty military members, their families, retirees, and others. Recruit, train, and schedule volunteers to assist with general programming efforts.

14. Air Force Services (HQ USAF/SV). Establishes and monitors skills development program policy.

15. Air Force Services Agency (HQ AFSVA/SVPA):

15.1. Publishes and disseminates technical guidelines.

15.2. Performs staff assistance visits and trains activity managers.

15.3. Reviews major construction and renovation projects.

15.4. Conducts special Air Force programs and events.

16. MAJCOM/SV:

16.1. Makes sure that programs in the command comply with Air Force policy and procedures.

16.2. Conducts staff assistance visits of all Arts and Crafts programs within the command. HQ AFSVA/SVP may supplement the staff assistance visits on request.

17. Installation Commander Responsibilities:

- Provides facilities, personnel, and resources to conduct a skills development program.
- Approves hours of operation, fees, and other charges.
- May give abandoned POVs to auto shops and authorize using or selling the parts.

17.1. Services Squadron Commander or Director:

17.1.1. Provides financial guidance.

17.1.2. Trains and supervises the program manager.

17.1.3. Sets an inventory dollar limit and approves the purchasing plan for the skills development program.

17.1.4. Coordinates and schedules activity inspections.

17.2. Arts and Crafts Director:

17.2.1. Operates the program using local OIs, this instruction, and applicable directives.

17.2.2. Develops and executes budget and program objectives using Air Force corporate standards.

17.2.3. Trains personnel and uses information systems to meet goals.

17.2.4. Maintains property and supply inventory and budget records.

17.2.5. Annually schedules classes, workshops, contests, and events.

17.2.6. Promotes events.

17.2.7. Notifies the financial section (FS) in writing of necessary inventory adjustments.

17.2.8. Negotiates commissions on arts and craft items sold at sponsored exhibits, art festivals, galleries, or gift shops. Coordinates with installation staff judge advocate.

17.2.9. Follows vehicle title transfer procedures when obtaining wrecked or abandoned vehicles for resale.

DONALD J. WETEKAM, Lt Gen, USAF
DCS/Installations and Logistics

Attachment 1**ARTS AND CRAFTS CORE PROGRAMS (BASED ON CORPORATE PRISM)****A1.1. RETAIL SALES STORES** may include:

- A1.1.1. Unique hobby or craft items
- A1.1.2. Displays and demonstrations
- A1.1.3. Special sales events
- A1.1.4. Special orders
- A1.1.5. Consignment items

A1.2. Sales galleries, exhibits, and displays may include:

- A1.2.1. Crafts fairs
- A1.2.2. Special art sales, auctions, and so on
- A1.2.3. Group art or crafts shows
- A1.2.4. Arts and crafts contests
- A1.2.5. Artist in action exhibits

A1.3. Pottery and ceramics may include:

- A1.3.1. Wheel-thrown pottery
- A1.3.2. Raku
- A1.3.3. Porcelain
- A1.3.4. Mold cast ceramics
- A1.3.5. Glazing and decorating techniques
- A1.3.6. Glaze formulation
- A1.3.7. Mosaics and tiles
- A1.3.8. Classes, workshops, and seminars

A1.4. Photography may include:

- A1.4.1. Portrait programs
- A1.4.2. Photo tours
- A1.4.3. "Old Time" dress-up portrait gallery
- A1.4.4. Comic arcade portrait gallery
- A1.4.5. Black-and-white camera techniques
- A1.4.6. Color photo techniques

- A1.4.7. Photo greeting cards
- A1.4.8. Darkroom techniques:
- A1.4.9. Photo contests
- A1.4.10. Fashion photography
- A1.4.11. Photographic processing
- A1.4.12. Photo engraving
- A1.4.13. Photo display and sales
- A1.4.14. Slide shows and movies
- A1.4.15. Classes, workshops, and seminars
- A1.4.16. Video production

A1.5. Fine arts may include:

- A1.5.1. Oil painting
- A1.5.2. Mixed media painting
- A1.5.3. Watercolor
- A1.5.4. Acrylics
- A1.5.5. Sculpture modeling
- A1.5.6. Metal sculpture
- A1.5.7. Stone and wood carving
- A1.5.8. Drawing
- A1.5.9. Engraving
- A1.5.10. Lithography
- A1.5.11. Calligraphy
- A1.5.12. Silk screening
- A1.5.13. Wood block printing
- A1.5.14. Graphic design and machine engraving service
- A1.5.15. Classes, workshops, and seminars
- A1.5.16. Theater crafts

A1.6. Lapidary and jewelry may include:

- A1.6.1. Glass and art metals
- A1.6.2. Metal casting
- A1.6.3. Blacksmithing and welding
- A1.6.4. Stained glass

- A1.6.5. Glass firing
- A1.6.6. Glass blowing and lamp work
- A1.6.7. Jewelry design and fabrication
- A1.6.8. Electroplating and electroforming
- A1.6.9. Mold making
- A1.6.10. Metal spraying:
- A1.6.11. Enameling
- A1.6.12. Stone cutting, polishing, and faceting
- A1.6.13. Brass rubbing
- A1.6.14. Classes, workshops, and seminars

A1.7. Fabrics and miscellaneous crafts may include:

- A1.7.1. Tapestries and weaving
- A1.7.2. Quilting
- A1.7.3. Floral design
- A1.7.4. Porcelian doll making
- A1.7.5. Cake decorating
- A1.7.6. Basket weaving
- A1.7.7. Needlecraft
- A1.7.8. Macramé
- A1.7.9. Hook rug making
- A1.7.10. Batiks and tie-dying
- A1.7.11. Candle making
- A1.7.12. Book binding
- A1.7.13. Découpage and papier maché
- A1.7.14. Decorative painting and tole processes
- A1.7.15. Classes, workshops, and seminars

A1.8. Automotive skills may include formal and informal instructional activities (customer present) and promotions in the following areas:

- A1.8.1. Auto engine rebuilding
- A1.8.2. Auto classes (various repair and maintenance)
- A1.8.3. Road rallies and car shows
- A1.8.4. Auto rust proofing

A1.8.5. Paint and body work

A1.8.6. Welding (arc acetylene and heliarc)

A1.8.7. Machine shop services

A1.8.8. Limited resale and special service may be provided using NAF resources, which includes:

A1.8.8.1. Equipment rentals

A1.8.8.2. Used auto parts sales

A1.8.8.3. Auto parts sales and special order service

A1.9. Wood and industrial arts may include:<rl>

A1.9.1. Furniture design and construction

A1.9.2. Cabinet making

A1.9.3. Sign making services

A1.9.4. Carpentry

A1.9.5. Upholstery

A1.9.6. Plastics lamination and fabrication

A1.9.7. Antique restoration

A1.9.8. Furniture repair and refinishing

A1.9.9. Custom picture framing

A1.9.10. Matting, mounting, and texturing art prints

A1.9.11. Mill work

A1.9.12. Leather craft

A1.9.13. Glasscutting

A1.9.14. Gunsmithing and knifemaking

A1.9.15. Wood carving (hand and machine)

A1.9.16. Special techniques in wood (classes and seminars)

A1.9.17. Skateboard construction

A1.9.18. Kites or birdhouses

A1.9.19. Classes, workshops, and seminars

Attachment 2

IC 2004-1 TO AFI 34-111, AIR FORCE SKILLS DEVELOPMENT PROGRAM

27 AUGUST 2004

SUMMARY OF REVISIONS

This revision incorporates Interim Change IC 2004-1 TO AFI 34-111, AIR FORCE SKILLS DEVELOPMENT PROGRAM. This change provides new guidance regarding the guidelines and procedures for operating the Air Force Arts and Crafts Programs. Bulleted material throughout the publication has been changed to numbered subparagraphs. . The entire text of the IC is at the last attachment.

1. Program Objectives. Arts and Crafts Programs must reflect the base community's interests and needs using data gathered in recreation needs assessments and the Corporate Prism survey. These programs encompass a wide range of activities and custom services in Arts, Crafts, and Industrial Arts.

4. Operating Procedures. Facilities must meet appearance, environment, and safety standards in AFMAN 34-134, *Air Force Arts and Crafts Program Operational Planning Guide*.

6. Incidental Income, Use Fees, and Charges. Post fees prominently or have printed fee schedules available. Arts and Crafts programs and activities produce incidental income from various sources, including:

8.1. Customers have first claim on facilities' use. Arts and Crafts personnel must schedule building, repairing, and maintenance on Services Squadron equipment, furnishings, or vehicles so that customers can freely use facilities.

8.2. Arts and Crafts employees and volunteers receive on-the-job training during duty hours. Also encourage them to fill unused class space during their off-duty time as part of training. **Note:** *Arts and Crafts employees and volunteers must pay for resale merchandise.*

9. Staffing. Vary the staffing of Arts and Crafts Centers to match the variety and number of programs and services you provide. All personnel must fulfill the mission, meet set standards, and use information systems to accomplish program goals and objectives.

9.2. Some staff positions require formal training in applied arts, fine crafts, industrial arts, or related subjects because of the technical, specialized nature of many Arts and Crafts programs. To supplement the Skills Development staff, directors may employ:

10. Ensuring Safety. The Arts and Crafts Director makes sure that:

11. Planning Guidelines. Use AFMAN 34-134, *Air Force Arts and Crafts Program Operational Planning Guide*, to set specific facility, equipment, and program requirements. Arts and Crafts directors must have:

11.1. A 5-year Facility and Equipment Requirements Plan. Use *Corporate Standards for Arts and Crafts Programs* to develop and document the plan.

11.2. A program training plan.

11.3. An appropriated and nonappropriated fund financial plan.

12. Naming the Facility. Call the facility the Arts and Crafts Center. You may not use any other name for the facility. However, when you refer to the various program elements, you may call them by their common names such as arts, woodworking, auto, ceramics, crafts, and photography.

16. MAJCOM/SV: (Changed second bullet.) Conducts staff assistance visits of all Arts and Crafts programs within the command. HQ AFSVA/SVP may supplement the staff assistance visits on request.

17.2. title is changed to read “Arts and Crafts Director:”

Attachment 1 title is changed to read “ARTS AND CRAFTS CORE PROGRAMS (BASED ON CORPORATE PRISM)”