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Services

FAMILY MEMBER SUPPORT FLIGHT

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This checklist reflects Command requirements for Services Family Member Support Flight Community Center programs to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been revised substantially and should be completely reviewed. The Youth Programs section was eliminated because that area is no longer assessed through IG compliance inspections.

1. References have been provided for each item. Critical items have been kept to a minimum and are related to AF regulations in public law, safety, security, fiscal responsibility and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness and efficiency of the functions.
2. This publication establishes a baseline checklist. The Command IG will also use the checklist during applicable assessments. Use the attached checklist as a guide only. AFSPC checklists will not be supplemented. Units produce their own standalone checklists as needed to ensure an effective and thorough review of the unit program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. See Attachment 1.

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Director of Mission Support

ATTACHMENT 1

SERVICES FAMILY MEMBER SUPPORT FLIGHT CHECKLIST

Table A1.1. Checklist.

SECTION 1: COMMUNITY CENTER (CC)			
MISSION STATEMENT: To ensure effective base Services programs and operations in the Community Center Program.			
NOTE: All references are from AFI 34-109, <i>Air Force Community Activities Centers</i> , unless otherwise indicated. Also see references AFMAN 34-228, <i>Air Force Club Program procedures</i> , AFI 65-106, <i>Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIs)</i> , and DoD 5500.7-R, <i>Joint Ethics Regulation (JER)</i> .			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Is the sale and consumption of alcoholic beverages in accordance with AFI 34-109? (Para 3.2 and 6.3.3)			
1.1.2. Are personal services contracts obtained for nonstaff tour escorts? (Para. 2.3)			
1.1.3. Are nonstaff escorts instructed to follow guidance in DoD 5500.7-R? (Para. 2.3)			
1.1.4. Is Appropriated Fund (APF) support used in accordance with AFI 65-106? (Para 2.1)			
2.1. NON-CRITICAL ITEMS:	YES	NO	N/A
2.1.2. Do all limited-menu, short-order food service operations follow procedures in AFMAN 34-228? (Para 3.3)			
2.1.3. Is Corporate Prism used in determining local program offerings? (Para. 3.5)			
2.1.4. Are five-year plans developed covering equipment, training, facilities and APF and NAF budgets? (Para 4)			
2.1.5. Are dues or facility use fees charged? (Para 4.2.2)			
2.1.6. Do resale activities compete with AAFES? (Para. 4.3)			
2.1.7. Is there a copy of the guidelines for nonrecreational facility use provided by the Services Director/Commander? (Para 5.1)			

NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
2.1.8. Do the hours of operation reflect customer demand documented from a Corporate Prism survey? (Para. 5.1.2.)			
2.1.9. Do the director and staff work uncommon duty shifts? (Para 5.2.3.)			
2.1.10. Has the base commander approved the hours of operation? (Para 6.3.2)			
2.1.11. Has the base commander approved any lounges serving alcoholic beverages within the center? (Para. 6.3.3.)			
2.1.12. Does the Services Director/Commander approve advisory committee suggestions before implementation? (Para 6.4)			
2.1.13. Are activity program plans and daily operating procedures developed using AFI 34-109, local operating instructions and other applicable directives? (Para 6.5)			
2.1.14. Are property inventory, supply inventory and budget records for the center maintained? (Para 6.5)			
2.1.15. Are personnel training records and folders maintained and available? (Para 6.5)			