



**SERVICES UNIT COMPLIANCE INSPECTION**

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OPR: HQ PACAF/SVXX (Maj Alex Gaines)

Certified by: HQ PACAF/SVX  
(Lt Col Linda M. Thomas)

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This instruction implements AFD 90-2, *The Inspection System*. It includes essential compliance items to meet required mission capabilities. This directory applies to wing-level Services Squadrons and Divisions, and to off-base Recreation Areas in PACAF. Please send recommended improvements to this directory to: PACAF/SVE, 25 E Street, Suite K112, Hickam AFB, HI 96853-5431. This publication does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC).

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

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**1. General.** The purpose of this directory is to provide guidance to commanders and managers on key compliance items, most of which are not regularly inspected or reviewed by other methods. It contains Mission Performance Checklists, which will be used by PACAF/IG inspectors during Unit Compliance Inspections. The objective is to identify deficiencies, which preclude attainment of required capabilities. Units should ensure they can validate each compliance item with documentation or with direct observation.

1.1. The compliance items in this directory have been tailored to include what an IG inspection team may reasonably be able to evaluate during a Unit Compliance Inspection. Units should not view this document as a complete “self-inspection” checklist for any activity. HQ PACAF/SV functional managers may publish additional “self inspection” or “program management” checklists to assist base-level commanders and managers in assessing and improving activities.

1.2. The items listed do not constitute the order or limit the scope of the inspection. Units are encouraged to supplement this directory by adding internal compliance items. This directory may be used in whole or in part by HHQ during visits or exercises. Users may inspect additional item(s), which in good judgment require examination.

1.3. Mission performance checklists in this directory are grouped by flight. Within each activity the checklists are organized into general operational categories for that activity.

1.4. A pound sign (#) identifies items critical to the proper operation of the functional area (activity).

FREDERIC C. RYDER, Colonel, USAF  
Director of Services

**Attachment 1****SQUADRON LEADERSHIP/TRAINING/HRO/MARKETING CHECKLIST*****Section A1A—Research*****A1.1. Squadron Leadership (Services Commander/Director and Deputy)**

A1.1.1. (#) Has squadron/division leadership developed comprehensive plans to attain Golden Eagle Standards in each activity? (Air Force Services Golden Eagle Standards; at <https://www-r.afsv.af.mil/> )

A1.1.2. Has the squadron/division built a five-year capital requirements budget to meet 100% of the Golden Eagle Standards? (AF Golden Eagle Standards)

A1.1.3. (#) Has the commander/director established a comprehensive education and training program to ensure all Services personnel are trained in their primary job responsibilities and in ancillary training required for their position? (AFI 34-254, paras 4.5 through 4.8)

A1.1.4. Does the squadron/division annual training plan (ATP) include all requirements outlined in Golden Eagle Standards for Training? Has the commander/director approved the ATP? (Golden Eagle Standards for Training, section A)

A1.1.5. Does the squadron have a Services-wide program to provide recognition for staff and volunteers? Is recognition across Services activities equitable? (AFI 34-262, para 5.4)

A1.1.6. (#) Has the squadron/division established effective internal control procedures to ensure proper handling and accountability of cash, inventories, and equipment? (AFI 34-202, Chapter 8 and HQ AFSVA/SVF Memo dated 6 Apr 99, Internal Management Control Program)

A1.1.7. (#) Has the squadron/division established a process that ensures all NAF construction project actions and costs are documented and maintained in a project folder? Is required documentation maintained in each project folder? (AFI 34-105, para 7)

A1.1.8. Has the commander/director completed the annual review of slot machine internal control procedures and provided a copy to HQ AFSVA by 1 December? (AFMAN 34-129, para 1.5.1)

**A1.2. Activity Management (*Applies to all activities. Flight Chiefs are responsible to ensure compliance by activity managers.*)**

A1.2.1. (#) Does the activity meet or exceed Air Force Services Golden Eagle Standards? If not, are realistic and specific plans in place to achieve the standards? (AF Golden Eagle Standards; <https://www-r.afsv.af.mil/> )

A1.2.2. (#) Does the activity use the Golden Eagle Standards to assist in setting program goals and objectives? (AF Golden Eagle Standards)

A1.2.3. Has the activity built a five-year capital requirements budget to meet 100% of its Golden Eagle Standards? (AF Golden Eagle Standards)

A1.2.4. (#) Are facilities clean, attractive, and well maintained? (AFMWRB Interest Item)

A1.2.5. (#) Are facility grounds clean and attractive? Do they present an inviting atmosphere for customers (consider appearance, lighting, décor, furniture, and condition)? (AFMWRB Interest Item)

A1.2.6. Is all signage professionally prepared and posted in appropriate areas? (AFMWRB Interest Item)

A1.2.6.1. (#) Is there a clear process in place to measure and improve customer satisfaction? (AFI 34-104, paras 1.4 and 2.6)

A1.2.7. (#) Is there a clear process in place to ensure staff members are trained both in their job responsibilities and in customer service? (AFI 34-254, paras 4.5 through 4.8)

A1.2.8. Has the activity manager developed an annual marketing plan? (AFI 34-104, para 2.6.3)

A1.2.8.1. (#) Does the marketing plan include use of data from Corporate Prism and Customer Feedback provided by AFSVA? (AFI 34-104, paras 2.2 through 2.4)

A1.2.9. Is implementation of Operational Risk Management (ORM) evident throughout the activity? (AFI 90-901, paras 2.1-2.3)

A1.2.10. Are nuisance fees prohibited? (AFMWRB Interest Item)

### **A1.3. Training**

A1.3.1. (#) Does the training manager (whether military or civilian) fulfill all requirements in the AF Services Core Position Description? (AF Services Core Personnel Document for Education/Training Managers; Training Golden Eagle Standards, section B, item 3)

A1.3.2. (#) Has the training manager developed an annual training plan for the squadron? (AFI 34-254, Para 4.6; AFI36-2201, Para 4.9.1; Training Golden Eagle Standards)

A1.3.3. Is a training plan established for each position to ensure personnel are technically competent? (AFI 34-254, Para 3.1.1)

A1.3.4. (#) Does the unit training manager provide regular "status of training" briefings to the commander? (AFI 36-2201, Para 4.9.1)

A1.3.5. (#) Has each activity manager attended the required activity manager's training course(s) required by the Services Training and Education Plan (STEP) applicable to their position? If not, do they have a firm, scheduled class date? (AFI 34-254, para 3.1.1; CFETP 34MX-C, Part I, Section 4)

A1.3.6. Does training include sexual harassment policies, diversity in the workplace, and customer service? (AFI 34-254, Para 3.1.3)

A1.3.7. (#) Have all trainers and task certifiers attended the Air Force Training Course? (AFI 36-2201, Para 4.12.1, 4.13.1)

A1.3.8. (#) Does the unit training manager maintain and monitor the career development courses (CDCs) for all enlisted personnel to ensure progress and completion of training? Is assistance provided if required? (Golden Eagle Standards, section F items 1-4)

A1.3.9. (#) Has the unit established a rotation program (CFETP, 3M0X1 Part I- para 5.2)

A1.3.10. Does the training manager spot check at least 25% of training records quarterly? (AFI 34-254, Para 3.1.1)

**A1.4. HRO**

A1.4.1. Does the HRO effectively manage the Applicant Supply File (ASF) system? (AFMAN 34-310, para 4.5)

A1.4.2. Does the HRO publicize recruiting needs? Do they accept applications for all positions? (AFMAN 34-310, para 4.5.1)

A1.4.3. (#) Does the HRO ensure all applicants for positions involving regular contact with children under the age of 18 complete the supplemental continuation page? (AFMAN 34-310, para 4.5.4)

A1.4.4. (#) Does the HRO initiate and complete pre-employment suitability determinations and security investigation requirements? Does the HRO properly track the status of security investigations and take appropriate follow-up actions? (AFMAN 34-310, para 4.3)

A1.4.5. Does the HRO adequately inform supervisors and employees of their benefits and responsibilities under the Workers' Compensation Program? Does the HRO vigorously pursue returning employees to light duty and gain supervisors' support of this initiative? (AFMAN 34-310, Atch 3; AFI 34-308; AFMAN 34-311, paras 5.13 and 5.14)

A1.4.6. (#) Does the HRO advise employees and supervisors of appeal and grievance procedures? Does the HRO process appeals and grievances correctly and observe all documentation requirements? (AFMAN 34-310, paras 9.2, 9.12, 9.13, and 9.14)

A1.4.7. Does the HRO correctly apply probationary requirements? Does the HRO ensure there is proper notice, documentation, and good cause when supervisors separate employees during probation? (AFMAN 34-310, para 4.6)

A1.4.8. (#) Does the HRO have established procedures in place to properly safeguard, control access to, and dispose of OPFs, MRPFs, and EMFs? (AFMAN 34-310, paras 2.2.1 and 2.7)

A1.4.9. Does the servicing Human Resources Office apply newly published or revised standards for Crafts and Trades position at the same time they are applied to Federal Wage System positions unless specific DoD NAF job grading guides and standards exist? (AFMAN 34-310, para 17.10.3.3)

A1.4.10. Does the servicing Human Resources Office apply newly published or revised DoD NAF job grading standards within 6 months from the date of receipt? (AFMAN 34-310, para 17.10.3.3)

***Section A1B—Planning*****A1.5. Marketing**

A1.5.1. (#) Does the marketing director use AF Corporate Prism and AF Customer Feedback to analyze market research and customer satisfaction? (AFI 34-104, para 1.4 and 2.5.1 and AFSV Golden Eagle Standards)

A1.5.2. Have the flight chiefs and activity managers been trained on the use of Corporate Prism and Customer Feedback? (AFI 34-104, para 2.3.1 and AFSV Golden Eagle Standards)

A1.5.3. Are Corporate Prism and Customer Feedback supplemented with additional surveys, focus groups, or other types of market research? (AFI 34-104, para 2.4.1)

A1.5.4. (#) Have the commander, flight chiefs, and marketing director developed short- and long-range (3-5 years) marketing/strategic plans to forecast which facilities, activities, and programs must be modified to meet market growth and customer demand? (AFI 34-104, paras 2.6.1 and 2.6.2)

A1.5.5. (#) Has the marketing director prepared an annual squadron marketing plan? (AFI 34-104, para 2.6.2.1)

A1.5.6. Does the marketing director assist activity managers with the development of annual marketing plans? (AFSV Golden Eagle Standards)

A1.5.7. Has the marketing office consolidated activity promotional plans creating a master calendar used to project events, avoid scheduling conflicts, and identify sponsorship opportunities? (AFI 34-104 para 2.6.3. and AFSV Golden Eagle Standards)

### ***Section A1C—Commercial Sponsorship***

A1.6. (#) Do the Services Squadron Commander, the JA, and the NAF contracting office review all sponsorship contracts? (AFI 34-407, paras 2.10.2, 3.2.1.3 and 4.3.3)

A1.6.1. (#) Are all sponsorship proposals coordinated with AAFES and contracting to avoid conflict with existing contracts or working agreements? (AFI 34-407, paras 2.10.1 and 3.2.1.2)

A1.6.2. (#) Does the appropriate approval authority sign all sponsorship contracts? (AFI 34-407, paras 2.1.4, 2.2.4, 2.3.1, and 2.5.1)

A1.6.3. Has the marketing director/commercial sponsorship manager created an awareness of the Commercial Sponsorship Program by publishing brochures, advertisements, or news releases to attract potential sponsors? (AFI 34-407, para 3.1.1)

A1.6.4. Are all telecommunication sponsorships coordinated with AFSVA? (AFI 34-407, para 6.11.3)

A1.6.5. (#) Are all advertisements and media communications coordinated with the base Public Affairs Office? (AFI 34-104, para 3.3)

A1.6.6. Has the commercial sponsorship manager completed ethics training and does the commercial sponsorship manager have an OGE 450 form on file with the base legal office? (Joint Ethics Regulation (JER), DOD 5500.7-R)

**Attachment 2****BUSINESS OPERATIONS FLIGHT CHECKLIST*****Section A2A—Operations*****A2.1. Golf** (Also refer to para **A2.5.**, Food Facilities; and **A2.4.**, Dram Shop)

A2.1.1. (#) Has the Services commander or director developed all tee-time policies and have the policies been approved by the installation commander? (AFI 34-116, para 3.3)

A2.1.2. Are advance green fee cards and punch cards or coupons from other Air Force golf courses being honored? (AFI 34-116, paras 3.2 and 3.2.1)

A2.1.3. (#) Is there a verifiable system to track daily, advanced, and reciprocal fees? (AFI 34-116, para 3.1.10)

A2.1.4. (#) Does the operation provide discounted junior golf programs and annually conduct at least three instructional golf programs targeted specifically at novice players? (AFI 34-116, para 2.3.1)

A2.1.5. Do E1-E4's receive the mandatory rates that don't exceed 75% of the lowest daily and advanced fees? (AFI 34-116, para 3.1.3)

A2.1.6. (#) Are there clinics for beginners, ladies and juniors? (Golden Eagle Standards)

A2.1.7. Is there a golf etiquette course that is taught throughout the year? (Golden Eagle Standards)

A2.1.8. (#) Is there a formalized training process for all new employees? Do all employees review the training manual on an annual basis and is the training documented? (Golden Eagle Standards)

A2.1.9. Are there 2 levels of rental clubs offered? (Golden Eagle Standards)

A2.1.10. Is there an annual tournament schedule posted for customers to see? (Golden Eagle Standards)

A2.1.11. Are gift certificates won at installation tournaments redeemed for items carried in the golf shop. If so, does the NAF Accounting Office (NAF AO) pre-number, control, and issue the gift certificates to the golf director? (AFMAN 34-130, para 3.2.3)

A2.1.12. (#) Has the golf director developed an annual marketing plan. (AFMAN 34-130, para 3.2.5.)

A2.1.13. Does the golf director have the most recent copies of the NAF and APF property control listings readily available. (AFMAN 34-130, para 8.4.3.5.)

***Section A2B—Course Management***

A2.2. (#) Are all known hazards on the course grounds clearly marked? (AFI 34-116, para 3.8)

A2.2.1. (#) Are signs clearly posted at all course water hazards that state "Do not drink" and "No swimming or fishing"? (AFI 34-116, para 3.8)

A2.2.2. Is some form of drinking water available when the temperature exceeds 80 degrees Fahrenheit? (AFI 34-116, para 3.8)

A2.2.3. (#) Have notification procedures been established to ensure the clubhouse is advised when adverse weather conditions are expected or imminent? (AFI 34-116, para 3.8)

A2.2.4. (#) Have written procedures been established for advising players of course weather warnings? Can all staff demonstrate the ability to perform the task? (AFI 34-116, para 3.8)

### ***Section A2C—Maintenance***

A2.3. (#) Are procedures established to ensure that anyone who applies pesticides is DOD or state certified as a pesticide applicator? (AFI 34-116, para 3.9.1)

A2.3.1. (#) Does the maintenance staff consult with base bioenvironmental engineering about proper pesticide disposal? (AFI 34-116, para 3.9.1)

A2.3.2. (#) Are all employees who apply pesticides issued and required to wear personal protective clothing? (AFI 34-116, para 3.9.2)

A2.3.3. (#) Are employees that apply pesticides enrolled in the occupational health program? (AFI 34-116, para 3.9.2)

A2.3.4. (#) Are all pesticides stored and approved by the base bio-environmental engineer? (AFI 34-116, para 3.9.3)

A2.3.5. Is a preventive maintenance schedule established IAW equipment manufacturer's recommendations? (AFI 34-116, para 3.5)

A2.3.6. (#) Is there a scheduled cart purchase plan to replace or upgrade the equipment? (AFI 34-116, para 3.5.1) Change to critical.

A2.3.7. Has a cart maintenance schedule been established based upon manufacturer's recommendations? (AFMAN 34-130, para 7.5)

A2.3.8. (#) Are there specific directions for applying pesticides and other chemicals? (AFMAN 34-116, para 3.9.1)

A2.3.9. (#) Has management developed a Annual Maintenance Plan?

### ***Section A2D—Pro Shop***

A2.4. (#) Does management have a working Open To Buy Plan established for the facility? (Golden Eagle Standards)

A2.4.1. Are free items received from vendors in the active inventory, but recorded separately? (AFI 34-116, para 2.1.1)

A2.4.2. Is the pro shop inventory controlled through The Users Friend? (Golden Eagle Standards)

A2.4.3. Is the activity utilizing the Commanders Smart Buy program and EEP brochures? (Golden Eagle Standards)

### ***Section A2E—Operations***

**A2.5. Bowling** (Also refer to para [A2.5.](#), Food Facilities; and [A2.4.](#), Dram Shop)

- A2.5.1. (#) Is the bowling center sanctioned by ABC, WIBC, and YABA? (AFI 34-118, para 14)
- A2.5.2. (#) Is the center offering, intramurals, instruction, leagues, ball fitting programs, and tournament play as core programs? (AFMAN 34-238, para 3.1)
- A2.5.3. Is the center offering clinics, exhibitions, and group/individual lessons for all levels of experience? (AFI 34-118, para 7.1)
- A2.5.4. Have “Learn to Bowl” programs been established for new bowling patrons? (AFMAN 34-238, para 3.7)
- A2.5.5. Is the bowling center manager attending professional industry courses or studying professional guides and training the bowling center staff? (AFI 34-118, para 6)
- A2.5.6. (#) Does the center manager have a 5-year facility plan? (AFI 34-118, para 27)
- A2.5.7. Does the center have up to date budgets that include equipment plans? (AFI 34-118, para 27)
- A2.5.8. Does the center have an annual marketing plan (AFI 34-118, para 27)
- A2.5.9. Are house shoes and balls in good condition and available in all sizes and weights? (AFMAN 34-238, para 6.2)
- A2.5.10. (#)Is the food and alcohol service area operated IAW AFI 34-119, Alcoholic Beverage Program and AFI 34-401, Food Service Program? (AFI 34-118, para 12)
- A2.5.11. (#)Are menu cost cards and scatter sheets used to determine the correct amount of food ingredients needed each day? (AFMAN 34-238, para 4.4)
- A2.5.12. (#)Are only authorized persons allowed to play slot machines? (AFI 34-129, para 1.3)
- A2.5.13. (#)Are required signs posted in slot machine areas? (AFI 34-129, para 3.7)

### ***Section A2F—Maintenance***

- A2.6. (#) Is there an active lane maintenance schedule in effect? (AFMAN 34-238, para 6.2)
- A2.6.1. (#) Is there a scheduled pinspotter preventive maintenance program in effect? (AFMAN 34-238, para 6.2)
- A2.6.2. Does management use reports generated by electronic or automatic scorers to support bowling center sales and lineage data? (AFI 34-118, para 10.4)
- A2.6.3. Are all lineage reports maintained for 1 year for audit purposes? (AFI 34-118, para 10.5)
- A2.6.4. Do contractors provide all services, employees and merchandise at their own expense for the portion of the operation covered under the contract? (AFI 34-18, para 13)
- A2.6.5. Does management post notices informing patrons of basic bowling safety rules? (AFI 34-118, para 20)
- A2.6.6. Does management conduct periodic surveys to learn the desires and opinions of local bowlers (AFMAN 34-238, para 1.3.1)
- A2.6.7. (#)Does the center have a staff-training program? (AFMAN 34-238, para 2.2.1)

A2.6.8. (#)Are the Air Force core bowling programs being followed? (AFMAN 34-238, paras 3.1, 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5)

A2.6.9. Are the Air Force core bowling promotions being conducted during the periods specified and as described? (AFMAN 34-238, para 3.2.)

A2.6.10. Does management developed a comprehensive program that caters to both league and open bowling customer segments? (AFMAN 34-238, para 3.3)

A2.6.11. (#)Are employees who handle cash familiar with local cash handling operating instructions? (AFMAN 34-238, para 7.1.)

A2.6.12. Is each cash fund properly signed for at all times? (AFMAN 34-238, para 7.3)

A2.6.13. Does the facility have an inventory stock card or computer to track inventory in all areas? (AFMAN 34-238, para 7.4.1)

A2.6.14. Does the facility utilize the bowling Saturation Index? (AFMAN 34-238, para 7.7)

A2.6.15. Is the Bowling Center Assessment Tool being used daily? (Golden Eagle Standards)

A2.6.16. Is merchandise purchasing plan available and followed? (Golden Eagle Standards)

A2.6.17. Is the Commanders Smart Buy program being used to purchase all EPP and core product items? (Golden Eagle Standards)

### ***Section A2G—Administrative Management***

#### **A2.7. Clubs** (Also refer to para **A2.5.**, Food Facilities; and **A2.4.**, Dram Shop)

A2.7.1. (#) Does the club have an advisory committee? (AFI 34-272, para 2.10)

A2.7.2. (#)Does the club manager utilize CORPORATE PRISM to identify marketing targets and to develop an annual Marketing Objective Plan (MOP)? (AFI 34-272, para 2.9.2)

A2.7.3. (#) Has the club manager developed an annual Management Action Plan (MAP). (AFI34-272, para 2.9.3)

A2.7.4. Does the club manager use the guidance in the Club Operations Guide to operate the club? (AFI 34-272, para 2.9.8)

A2.7.5. (#) Does the club manager use a Daily Income and Expense Statement to monitor the club's actual versus budget performance? (AFI 34-272, para 2.9.7)

A2.7.6. Is a log maintained on all calls to CE on problems and hazards? (AFMAN 34-228, para 10.2)

A2.7.7. Are keys, i.e., storeroom, beverage and supplies properly accounted for at all times? (AFMAN 34-228, para 4.3)

### ***Section A2H—Bingo Management***

A2.8. Does club management limit play in bingo programs to eligible patrons, their family members and guests? (AFI 34-272, para 3.17.3)

A2.8.1. (#) Are key club management personnel or employees directly involved in bingo restricted from playing? (AFI 34-272, para 3.17.3)

A2.8.2. Does management ensure the bingo cashier accurately completes and controls AF Form 2046 NAFI Bingo Activity Report? (AFI 34-228, para 6.1.4)

A2.8.3. Does management ensure the AF Form 2045, Bingo Perpetual Inventory, is accurately completed? (AFI 34-228, para 6.1.4.2)

### ***Section A2I—Slot Machine Management***

A2.9. (#) Are only authorized persons allowed to play slot machines? (AFMAN 34-262, para 3.1)

A2.9.1. Are required signs posted in slot machine areas? (AFMAN 34-229, para 3.4)

### ***Section A2J—Food and Special Function Management***

A2.10. (#) Has the club manager ensured the mandatory Members First pricing policy is adhered to? (AFI 34-272, para 1.12.1)

A2.10.1. Does the club use the Air Force standard catering brochure? (AFMAN 34-228, para 5.1)

A2.10.2. Are personnel authorized to receive purchases designated in writing? (AFMAN 34-228, para 3.3)

A2.10.3. Does the club manager or designee conduct self-inspections weekly? (AFMAN 34-228, para 9.6)

A2.10.4. (#) Does the club use the Air Force Core Menu? (AFI 34-272, para 3.13.1)

A2.10.5. (#) Does the club manager ensure the Air Force Catering Program standard policies, procedures and software are used? (AFI 34-272, para 3.15)

A2.10.6. (#) Are current standardized recipes and menu cost cards used to determine portions, costs, and ensure standard preparation procedures are followed? (AFMAN 34-228, para 3.7.2)

A2.10.7. Are Food-Trak cost cards current and developed for all menu items? (AFMAN 34-228, para 3.7.2)

### ***Section A2K—Lounge Operations***

A2.11. (#) Have all bar service personnel read and acknowledged understanding of the dram shop theory? (AFI 34-219, para 1.3.2.1)

A2.11.1. Is a standard price list readily available? (AFMAN 34-228, para 4.3.3)

A2.11.2. Are all bartenders using the standard one ounce shot size? (AFMAN 34-228, para 4.3.6)

A2.11.3. Are standardized recipes used to make mixed drinks? (AFMAN 34-228, para 4.3.4)

A2.11.4. Have par stock levels been established for each bar? (AFMAN 34-228, para 4.2.4)

A2.11.5. Are snacks available at each bar during social hour periods? (AFI 34-219, para 1.5.2.1.2)

### **A2.12. Dram Shop**

A2.12.1. (#) Have training programs been established to familiarize beverage supervisors and servers with Air Force drinking policies in Services activities that serve alcoholic beverages and do employees emphasize the programs? (AFI 34-219, para 1.4.2)

A2.12.2. (#) Have OI's been established for Services managers and employees who serve alcoholic beverages? (AFI 34-219, para 1.4.5)

A2.12.3. (#) Has the installation commander approved the hours of operation and facilities in which alcoholic beverages are sold by the drink? (AFI 34-219, para 1.5.1.4)

A2.12.4. (#) Have Services managers and employees who serve alcoholic beverages been briefed on the liabilities under the "Dram Shop Theory" and are briefings documented? (AFI 34-219, para 1.3.2.1)

A2.12.5. (#) Are procedures followed when offering alcoholic beverages, by the drink, at reduced prices? (AFI 34-219, para 1.5.2)

A2.12.6. Has a valid wing supplement as specified in AFI 34-219 been published and are its policies and procedures being followed? (AFI 34-219, para 2.1.6)

### **A2.13. Food Facilities**

A2.13.1. (#) Does the supervisor conduct weekly evaluations of the facility using the guidelines provided in the Food Code? (Food Code 1997, para 8-402)

A2.13.2. Are clean food equipment items and utensils stored at least 6 inches above the floor and either covered or inverted? (Food Code 1997, para 4-903)

A2.13.3. (#) Are hot foods maintained and served at 140 degrees or above? (Food Code 1997, para 3-501.16)

A2.13.4. (#) Are cold foods maintained and served at 41 degrees or below? (Food Code 1997, para 3-501.16)

A2.13.5. (#) Are temperature measuring devices calibrated as necessary to ensure their accuracy? (Food Code 1997, para 4.502.11)

A2.13.6. (#) Are leftover foods labeled (time and date), refrigerated, and used within the prescribed period? (Food Code 1997, para 3-501.17)

A2.13.7. (#) Are nonfood items (detergents, cleaning agents, insecticides, etc.) kept separately or away from where food is stored or prepared? (Food Code 1997, para 7-201.11)

A2.13.8. (#) Does each refrigerator/freezer have an accurate thermometer and is it properly located for easy viewing? (Food Code 1997, para 4-204.112)

A2.13.8.1. (#) Are frozen foods being maintained at the proper temperature? (Food Code 1997, paras 3-501.11 and 12)

A2.13.8.2. (#) Are thawing foods properly stored and labeled? (Food Code 1997, para 3-501.13)

A2.13.9. Do the salad bar and serving lines have sneeze guards? (Food Code 1997, para 3-306.11)

A2.13.10. (#) Are initial, formal and annual Food Safety Training sessions being accomplished? (AFI 48-116, paras 2.1.4 and 2.1.5)

A2.13.10.1. Are supervisors ensuring food handlers bathe daily, wash hands with soap and water after visiting the toilet, smoking, etc.? Are fingernails cut short and clean? Are proper hair restraints worn? (Food Code 1997, para 2-3)

A2.13.10.2. Are wristwatches, bracelets, and rings (except wedding and engagement rings, and medical information bracelets) NOT worn? (Food Code 1997, para 2-3)

A2.13.11. Are dishwashing thermometers checked and calibrated? (Food Code 1997, paras 4-501.110 to 114 and 4-502.11)

A2.13.11.1. Are dishwashing/sanitizing temperatures being maintained as specified? (Food Code 1997, paras 4-501.110 to 114 and 4-502.11)

A2.13.12. Are outside garbage cans/refuse containers enclosed or covered and cleaned on a regular basis? (Food Code 1997, paras 5-501.13 and 5-501.16(A)(B))

A2.13.13. Are brooms and mops stored in an orderly manner and in an area as not to contaminate food? (Food Code 1997, para 6-501.113)

**Attachment 3****COMBAT SUPPORT FLIGHT CHECKLIST*****Section A3A—Planning*****A3.1. Readiness**

A3.1.1. (#) Are after action reports from deployments, contingencies and exercises completed and forwarded to PACAF/SVXX no later than two weeks prior to departure from bed down location? (AFI 10-214, para 1.11.7.1)

A3.1.2. (#) Has the squadron established a Services Control Center (SCC) capable of command and control (C2) of unit resources for response to actual or exercise situations? (AFI 10-214, para 2.5.2)

A3.1.2.1. Does the SCC have clear, concise and complete checklists and status boards to exercise effective C2 for Mobility Deployments, Major Accidents, Natural Disasters, terrorist attack response, Force Protection Condition changes, Chemical, Biological, Nuclear, Radiation and High Yield Explosive (CBRNE) attacks, reception and bed down of incoming forces, and non-combatant evacuation? (AFI 10-214, para 2.5.2) (AFI 10-214, para 2.5.2)

A3.1.2.2. Does the SVCC have adequate communications systems, including a STU-III phone? (Readiness Golden Eagle Standards, Program Assessment Tool, item 7e and 7g)

A3.1.3. (#) Is there a well-organized continuity book for the Prime RIBS program? (PRMG, Ch 1, para 3)

A3.1.4. (#) Have procedures been established to recall personnel including those on leave and TDY? (PRMG, Ch 1, para 2b)

A3.1.5. Have the prime RIBS Manager and alternate attended the AFSVA Prime RIBS Manager's Course, SORTS class, and any other local training required to execute the Prime RIBS mission? (AFI 10-214, para 1.11.6.2)

A3.1.6. Does the Prime RIBS Manager review their DOC statement every AEF cycle and posture Prime RIBS teams according to their DOC statement? (AFI 10-214, para 1.13.2)

A3.1.7. Have procedures been established to ensure the UTC OIC/NCOIC of their responsibilities IAW AFI 10-214, para 1.16? (AFI 10-214, para 1.16)

***Section A3B—SORTS***

A3.2. (#) Can the unit's SORTS report be validated at the reported C-level or higher? (AFI 10-214, Chapter 1.9.1 and AFI 10-201, para 1.12.8)

A3.2.1. (#) Does the unit commander review and sign the SORTS report and do comments accurately address concerns? (AFI 10-201, para 1.17.1.1; AFI 10-214, para 1.9.1)

A3.2.2. (#) Does the unit commander review and sign DOC statements upon assuming command and annually thereafter? (AFI 10-201 para 1.17.1.5)

***Section A3C—Prime RIBS Training***

A3.3. (#) Is there an overall written plan which outlines when and how all Home Station Training (HST) will be conducted? Does the plan include all HST requirements? (PACAF Sup 10-214 para 1.13.1, 1.9.7.1)

A3.3.1. (#) Are comprehensive lesson plans and training aids used to conduct HST? (Recommend lessons plans and training aids provided by AFSVA be tailored locally and used) (AFI 10-214, para 1.5.1 and 3.2.2)

A3.3.2. (#) Are all Prime RIBS HST requirements met annually? (AFI 10-214, para 1.9.7)

A3.3.3. (#) Is the required HST equipment available in accordance with Allowance Standard 429 Part M? (AFI 10-214, paras 1.9.2 and 3.2.3)

A3.3.4. Does the unit budget funds for training TDYs, Services Combat Training (SCT), and Prime RIBS Managers Course? (AFI 10-214, para 1.11.2)

### *Section A3D—Prime RIBS Management*

A3.4. (#) Do Prime RIBS team members know their UTC and AEF assignments? Are UTC members identified in writing and properly trained? (AFI 10-214, 2.2 and 3; and HQ USAF/XO and DP message, 240628Z May 00, AEF/AEW Personnel Association and Tracking)

A3.4.1. (#) Are deployable members and alternates trained as required at a Services Combat Training (SCT) site? (AFI 10-214, para 3.3.1.2)

A3.4.2. (#) Are team members' mobility folders up-to-date and accurate? (AFI 10-214, para 1.12.4)

A3.4.3. (#) Are all team members current in medical, immunization, and dental requirements? (AFI 10-214, para 1.14.2.2)

A3.4.4. (#) Is training documented and kept on disk in personnel folders? (AFI 10-214, paras 1.13.3, 1.14.2.9 and AFI 34-254, para 3.2.2)

A3.4.5. Do RIBS team members keep the following items current and available at all times: US Government driver's license (if required); SF 601, **Health Record/Immunization Record**; DD Form 2AF, **Armed Forces Identification Card**; Identification Tags (2 each); DD Form 93, **Record of Emergency Data**; Current DFAS Form 702, **Defense Finance and Accounting Service Military Leave and Earnings Statement**; two pair of eyeglasses and one pair of eyeglass inserts for the gas mask (if required); two hearing aids and two sets of batteries (if required)? (AFI 10-214, para 1.14.2)

A3.4.6. (#) Are team kits packaged, accessible, and ready for short notice deployments? (AFI 10-214, paras 2.2.4 and 4.2)

A3.4.7. (#) Are housekeeping and kitchen sets complete and ready for deployment? (AFI 10-214, para 1.12.6)

### *Section A3E—Augmentation by Air Reserve Component Members*

A3.5. (#) Is the pre-deployment checklist completed between the active duty and ARC unit before the ARC's arrival? (Prime RIBS Manager's Guide, Tab 19)

A3.5.1. (#) Are training requirements specific, detailed and matched between the needs of the active and ARC units? (Prime RIBS Manager's Guide, Tab 19)

A3.5.2. Does the Supervisor's IMA management folder contain the information listed in the AFSVA IMA Supervisor's Quick Reference Guide?

**A3.6. Food Service** (Compliance with para **A1.2.**, Activity Management; and para **A2.5.**, Food Facilities is also required.)

**NOTES:**

Air Force Services Golden Eagle Standards are mandatory. (Realistic and specific plans should be in place to achieve the standards if they're not currently met). The Food Service leadership team, from Combat Support Flight commander to every Shift Leader, should know and apply the standards contained in all Food Service Golden Eagle Standards. Use of the following standards is especially important to assure a uniform level of high quality service to our customers:

Food Service Manager's Handbook (FSMH) (also referred to as Dining Facility Manager's Handbook)

Preface to the USAF Worldwide Menu

Dining Facility Manager's Quarterly Planner

"AF Form 1038 Guidelines" Checklist (AFMAN 34-240, Atch 2)

Flight Kitchen Manager's Handbook (FKMH)

(AF Services Golden Eagle Standards)

**Section A3F—Management and Planning**

A3.7. (#) Do dining operations in all facilities comply with AF Golden Eagle Standards for Food Service? (AF Golden Eagle Standards)

A3.7.1. (#) Does the variety of menu items offered at each meal meet or exceed the minimum standards in the Preface to the Worldwide Menu, paragraph 3? (Preface to the USAF Worldwide Menu)

A3.7.2. (#) Is food presented (and replenished) according to the standards in the Food Service Managers Handbook? (FSMH, pages 35-36)

A3.7.3. (#) Are healthy alternatives provided and identified at all meals? (AFI 40-104, Sec B, para 5)

A3.7.4. (#) Does the dining facility manager update the Food Service Production Log? Does the update include all menu modification, forecast head counts, portions to prepare, progressive cooking portions and times? (AFI 34-239, para 3.2.9)

A3.7.5. (#) Operations using Subsistence Credit Allowance Management System, have proper actions been taken to insure cumulative gains or losses do not exceed two percent of the monthly-earned income for three consecutive months? (AFI 34-239, para 3.3)

A3.7.6. (#) Does the FSO or FSS verify daily cash turn-ins on DD Form 1131 by reconciling the form with AF Forms 79 and 463? (AFMAN 34-240, para 3.2)

A3.7.7. (#) Has an on-going food service training program been established which includes, at a minimum, the elements outlined in the Food Service Manager's Handbook, pp. 10-13?

A3.7.8. Is there a recognition program in place? (FSMH, page 14) (Note: AFI 36-2805, para 1.7, authorizes use of appropriated funds for awards to recognize mission accomplishment).

A3.7.9. (#) Does the FSO assign someone outside of food service to conduct the physical, end-of-fiscal year inventory? (AFI 34-239, para 4.4.2.1)

A3.7.10. Does the FSO assign a member other than storeroom personnel to take a physical inventory of all food items at the close of business on the last day of the month? (AFI 34-239, para 4.4)

A3.7.11. Has a 5-Year Improvement Plan been developed for Food Service? Does the plan incorporate new equipment purchases, repair or upgrade of current equipment, and potential facility upgrades? (AFI 34-239, Atch 2, para A2.7.2; and FSMH, p.40)

A3.7.12. Has an installation menu planning board been established and does it meet regularly to help educate the customer as to what is going on in Food Service, and for responsiveness to the customers' preferences and needs? (AFMAN 34-240, para 1.2.1)

A3.7.13. Are only authorized personnel allowed to use dining facilities? (AFI 34-239, Atch 13)

A3.7.14. Are food service operation reports submitted within 10 calendar days after the close out date? (AFI 34-239, Atch 5)

A3.7.15. Are AF Forms 27, Food Service Customer Survey (or base approved forms) used to get feedback from customers in the dining facility? Are they made available to customers, and answered within 24 hours by the dining facility manager? (AFI 34-239, para 1.7, and AFMAN 34-240, para 1.2)

A3.7.16. Is there evidence that the "AF Form 1038 Guidelines Checklist" and AF Form 1038 are used by the food service staff to assess and improve food service operations? (AFMAN 34-240, para 1.1, and AF Golden Eagle Standards)

A3.7.17. (#) Does the Facility Manager conduct weekly evaluations of the facility using the AF Form 977, Food Facility Checklist and guidelines provided in the 1997 Food Code? (Food Code 1997, para 8-402, FSMH, p.8)

A3.7.18. (#) Does the Facility Manager conduct quarterly evaluations using the AF Form 3587, Quarterly Check-it-out Checklist for Appropriated Fund Facilities? (FSMH p.40)

A3.7.19. (#) Are employees working in kitchen and food preparation areas trained (and their performance periodically evaluated) in proper lifting, safe use of cutlery and food preparation machinery, handling of hot foods, and the dangers of falls and are they documented? (AFOSHSTD 91-300, paras 2.1 and 3.1)

A3.7.20. (#) Are manufacturer's manuals or locally developed operating instructions, to include job safety, maintenance, and inspection, available for all machinery or equipment? (AFOSHSTD 91-300, para 2.6.7)

### ***Section A3G—Kitchen Operations***

A3.8. (#) Is progressive cooking evident throughout the meal preparation and serving period? (FSMH, pages 33-34 and AFMAN 34-240, Atch 2)

A3.8.1. (#) Has the dining facility manager annotated the production log with quantities to prepare and finished product times? Are food service workers following it as to what food to prepare, how much to prepare, when to prepare, and how to use leftovers? (AFI 34-239, para 3.2.9)

A3.8.2. (#) Is the current version of the USAF Recipe Service in use? (AF Golden Eagle Standards, USAF Recipe Service)

A3.8.3. (#) Have the recipes in use been scaled to the required serving amount based on the AF Form 662? (FSMH, p 33; AF Golden Eagle Standards, USAF Recipe Service)

A3.8.4. (#) Are recipe cards visible and used correctly? (AF Form 1038 Guidelines Checklist, para 3; AFMAN 34-240, Atch 2)

A3.8.5. (#) Do cooks and/or shift leaders taste-test all products before placing them on the serving line to assure product quality and consistency? (In addition AFSVA and PACAF/SV recommend that line servers taste test products so they can provide information to guests) (AF Form 1038 Guidelines Checklist, para 15; AFMAN 34-240, Atch 2)

A3.8.6. Are Nutritional Education Program (“Check It Out”) foods provided and identified at all meals? (AFI 40-104, Sec B, para 5)

A3.8.7. Are ethnic and specialty foods provided to increase menu variety and to satisfy guest preference? (AFMAN 34-240, para 1.4)

A3.8.8. Are all menu items available throughout the serving period to ensure guest satisfaction? (PACAF/SVX memo, PACAF Food Service Standards, 14 Feb 01)

A3.8.9. Are dining facility managers with the Subsistence Credit Allowance Management System maintaining AF Form 1650, Daily Dining Facility Summary? (AFI 34-239, para 3.2.3)

A3.8.10. (#) Are waste items greater than five portions processed as an Adjustment Entry by the shift leaders after every meal? (CFS Facility Manager’s Checklist)

A3.8.11. (#) Do shift leaders complete the daily waste log and are remarks included for each adjustment? (AFI 34-239, para 3.2.9)

### ***Section A3H—Flight Kitchen***

A3.9. (#) Are standard Flight meal menus used to assure top quality and nutritious flight/ground support meals? (FSMH, page 22; and Preface to the Worldwide Menu, Section I)

A3.9.1. (#) Do flight/ground support menus meet the quality and nutrition standards in the Flight Kitchen Manager’s Handbook (FKMH), page 20, and the Preface to the Worldwide Menu?

A3.9.2. (#) Do flight and ground support meals offer a selection of breakfast and healthy meals; high quality, lean roast meats, sliced thin and stacked high; a variety of whole grain breads; fresh fruits and vegetables in all meals? Do they use low fat, cholesterol free snacks; 1% milk; 100% fruit juice; and offer baked, skinless chicken as an alternative to fried? (FSMH, page 22)

A3.9.3. Are the production logs for flight/ground support meals listed in the CFS Flight Kitchen menus followed? (AFMAN 34-240, para 7.2)

A3.9.4. Has the Flight Kitchen staff implemented the “Tips to Improve Flight Kitchens” listed in the Food Service Manager’s Handbook? (FSMH, page 46)

A3.9.5. (#) Are the menu patterns for flight meals listed in the Air Force Worldwide Menu followed? (AFMAN 34-240, para 7.2)

A3.9.6. (#) Are flight kitchen storeroom accounting and inventory controls followed? (AFI 34-239, para 4.3.1, AFMAN 34-240, paras 7.5.2, 7.5.2.1, 7.5.2.2 and 7.5.2.3)

A3.9.7. (#) Are the proper allowances to the BDFA used for determining the rates for flight meal feeding? (AFI 34-239, Atch 4)

A3.9.8. If flight meals are prepared in dining facilities, is the FSO reporting separately for the flight meal account on AF Forms 463 and 467? (AFMAN 34-240, para 7.17)

A3.9.9. (#) Is food issued from the dining facility storeroom to the flight kitchen recorded and balanced on the "Adjustments Entry"? (AFMAN 34-240, para 7.17)

A3.9.10. Are Flight Meal Questionnaires, AF Forms 468, available from the flight kitchen and placed in meals to provide feedback for the flight-feeding program? (AFMAN 34-240, para 7.15)

### ***Section A3I—Storeroom***

A3.10. (#) Under the Subsistence Credit Allowance Management System, are AF Forms 148 used to account for subsistence issued from the storeroom? Does the senior cook sign AF Forms 148 at the end of the meal period? (AFMAN 34-240, paras 5.4 and 5.9)

A3.10.1. (#) Does the Dining Facility manager validates all subsistence orders before transmission to Prime Vendor? (AFMAN 34-240, para 5.2)

A3.10.2. (#) Do storeroom personnel forward a copy of purchase invoices to the food service accountant within 2 working days from the date of issue? Do storeroom personnel and the accountant reconcile purchase invoices? (AFMAN 34-240, para 5.2.1.3)

A3.10.3. (#) Do storeroom personnel inspect subsistence deliveries to determine both quantity and quality of items received? (AFMAN 34-240, para 5.2.3)

A3.10.4. Is an entry authorization letter listing positions of those allowed to enter the storeroom posted at the entry? (AFMAN 34-240, para 5.1.2)

A3.10.5. Are temperature charts available and used to document regular temperature checks of all refrigeration equipment? (PACAF/SVX memo, PACAF Food Service Standards, 14 Feb 01)

A3.10.6. (#) Are WRM rations properly stored? (AFI 34-239, para 7.3)

A3.10.7. (#) Is the Services commander or designated representative approving the release of all WRM rations? (AFI 34-239, para 7.4)

A3.10.8. Are rations stored by self-sustaining units issued on AF Form 1297, Temporary Issue Receipt, with a memorandum of understanding signed by the self-sustaining unit commander and are these rations accounted for on the WRM account? (AFI 34-239, para 7.3.5)

### ***Section A3J—Accounting***

A3.11. (#) Does the FSO/FSS verify daily the amount of cash collected and turned in to Accounting and Finance? (AFI 34-239, para 3.1.1.2)

A3.11.1. (#) Are there current written instructions for cashiers on safeguarding cash and forms, customer identification, and meal charges? Are cashiers using these instructions? (AFI 34-239, Atch 2, para A2.7.4)

A3.11.2. (#) Are unannounced spot checks of cashiers conducted monthly using AF Form 282? (AFI 34-239, para 3.1.1.7)

A3.11.3. Are funds issued to cashiers using AF Forms 1305? (AFI 34-239, para 3.2.1)

A3.11.4. (#) Does the FSO validate monthly BDFAs by signing AF Form 200? Do accountants validate excessive increases to BDFAs with other bases and PACAF/SVX? (AFI 34-239, para 3.4) (BDFAs are determined by AFSVA)

A3.11.5. Does the Dining Facility manager use proper meal allowances for specialty meals (Thanksgiving, Christmas, Birthday, etc.)? (AFI 34-239, para 3.4.1 through 3.4.4) (Determined by AFSVA)

A3.11.6. Are forms kept on file for condemned food that is unfit for human consumption? (AFMAN 34-240, para 7.12.2)

A3.11.7. Are AF Forms 1119-1, Field Feeding Monthly Monetary Reports, completed, signed, and submitted by the readiness or food service officer (whichever is appropriate), by the 10th calendar day of the month? (AFI 34-239, Atchs 5 and 6)

### ***Section A3K—Quality Assurance***

A3.12. Has the installation commander or Functional Director appointed Quality Assurance Evaluators (QAEs)? Are there a sufficient number of QAEs designated? (AFMAN 64-108, para 1.5.5)

A3.12.1. (#) Are QAEs trained on QAE duties in general and on specific requirements of the contract to which they are assigned? (AFMAN 64-108, paras 1.5.9.1 and 1.5.9.3)

### ***Section A3L—Staff Training***

#### **A3.13. Fitness**

A3.13.1. (#) Have all staff members completed basic first aid training and do they possess either current Red Cross CPR or Basic Life Support (BLS) certification? (AFI 34-266, para 1.4.1)

A3.13.2. (#) Do all group exercise instructors maintain CPR or BLS certification? Do all aerobics instructors possess a national aerobics instructor certification? (AFI 34-266, para 1.4.1)

A3.13.3. (#) Have at least two staff members (or 20% of the staff) and the fitness center director (FCD) successfully completed an enhanced (40-hour minimum) fitness course? (AFI 34-266, para 1.4.2)

A3.13.4. (#) Are all fitness center staff members wearing the approved uniform? (HQUSAF/ILV Memo, 17 Nov 00 and next editions of AFI 36-801 *Uniforms for Civilian Employees*).

### ***Section A3M—Age Requirements***

A3.14. (#) Are the minimum age limits for use of areas of the fitness center enforced? (AFI 34-266, para 1.3 and Table 1.1)

***Section A3N—Core Services, Equipment and Programs***

A3.15. (#) Are core services available, i.e., a resale operation (scope at the discretion of base leadership), free daily use of at least 25% of lockers, and free towel service supported with APF? (AFI 34-266, para 1.8.1, and Table 1.2)

A3.15.1. (#) Does fitness center core equipment meet Air Force standards in terms of the number of pieces of each type of cardiovascular, selectorized and free weight equipment to which it is entitled? In the event that all pieces are not on hand due to space limitations, is there a plan to expand or renovate/rearrange existing space to accommodate the full entitlement? (AFI 34-266, paras 2.1 thru 2.3)

A3.15.2. (#) Are core fitness programs offered, i.e., a minimum of 10-15 free group exercise classes per week, four incentive programs, and four special events per year? (AFI 34-266, para 3.2.1 and Table 3.1)

A3.15.3. (#) Are core sports programs, supported with 100% APF? Does an intramural program exist consisting of 4 of the following 5 sports: softball, basketball, flag football, volleyball, and soccer? (AFI 34-266, para 4.1.1 and Table 4.1)

***Section A3O—Safety and Maintenance***

A3.16. (#) Are all required safety measures followed? (AFI 34-266, paras 5.1 thru 5.5)

A3.16.1. (#) Is equipment sanitized and inspected daily? Is broken equipment removed from customers' view or, in the event they cannot be removed, are Out of Order signs immediately posted on the machine stating the expected date of repair? (AFMAN 34-137, para 8.4)

A3.16.2. (#) Has the FCD developed an annual maintenance plan with thorough checklists for each facility? (AFMAN 34-137, para 8.13)

A3.16.3. (#) Are inspections of softball fields performed by representatives from safety, civil engineers, and military public health? (AFMAN 34-137, para 8.12.1)

A3.16.4. Does the annual plan address pre- and post-season inspections of softball fields and tennis courts? (AFMAN 34-137, paras 8.12.1 and 8.12.5)

***Section A3P—Management*****A3.17. Mortuary Affairs Program**

A3.17.1. (#) Has the installation commander appointed by letter the primary and alternate mortuary affairs officers? (AFI 34-242, para 1.2.5.2)

A3.17.2. (#) Is there a written mortuary affairs plan signed off by the SVS/CC? Does the plan include a checklist or guide for: Initial actions, contacting and briefing next of kin, identifying and inspecting remains, funeral home arrangements, honor guard arrangements, summary court officer appointment and instructions, escort appointment and instructions, transportation arrangements, Survivor Assistance Program, training of Family Liaison Officers and completing the case file? (AFI 34-242, para 1.2.6.7)

A3.17.3. (#) Have mortuary officers, alternates and technicians received formal mortuary training through Air Force Institute of Technology (AFIT) and HQ AFSVA as appropriate? (AFI 34-242, para 1.2.5.8)

A3.17.4. Are there enough flags, hardwood flag cases, and register books on hand? Have re-order points been established for each? (AFI 34-242, paras 11.1, 11.2.1)

### *Section A3Q—Mortuary Case Files*

A3.18. (#) Are case files indexed, tabbed, neat, organized, and all forms signed/completed by the mortuary officer or alternate as outlined in para 13.8 and figure 13.1? (AFI 34-242, para 13.8 and Figure 13.1)

A3.18.1. Has the base legal office reviewed the case file? (AFI 34-244, para 4.8)

A3.18.2. Has the installation commander reviewed and signed the completed summary court file? (AFI 34-244, para 16.2)

A3.18.3. (#) Has the installation commander and the legal office reviewed and signed the completed summary court officer file? (AFI 34-244, paras 1.4.4.5, 3.11)

A3.18.4. (#) Are death reports provided within required timelines, in the prescribed format, and with required information? Are they furnished to HQ AFSVA Randolph AFB TX//SVOM//, HQ PACAF Hickam AFB HI//SVX//, DFAS-Center Denver CO//OCP//, and if a retiree HQ AFPC Randolph AFB TX//DPWCS//? (AFI 34-242, para 3.1.4)

A3.18.5. (#) Has the Summary Court Officer (SCO) been selected by the installation commander and appointed on orders? (AFI 34-242, para 1.2.5.7)

A3.18.6. (#) Are AF Forms 1122 and 1122a, Personal Property Inventory and Personal Property Inventory (Continuation Sheet), signed by the NOK, mortuary officer, and installation commander? (AFI 34-242, para 2.3.9)

A3.18.7. Did SCO complete all **required** actions within 45 days of appointment, or within 60 days with an installation commander waiver? If beyond 60 days, have additional extension waivers been requested and approved by PACAF/SV? (AFI 34-244, para 1.6)

### *Section A3R—Survivor Assistance Program*

A3.19. (#) Has the Survivor Assistance Program and Family Liaison Officer (FLO) training program been established, and is the unit prepared to train FLOs as needed immediately following an accident or mass casualty? (AFI 34-1101, para 2.1.4.2)

A3.19.1. (#) Have FLOs been assigned by wing/installation commander to each Next of Kin, and to other family members as required, within 24 hours of a fatal Air Force mishap? (AFI 34-1101, para 2.2.2)

### *Section A3S—Honor Guard*

A3.20. (#) Has the required information on each funeral detail been entered into the Military Funeral Honors internet based web site ([www.dmdc.osd.mil/taps/owa/taps\\_main.login](http://www.dmdc.osd.mil/taps/owa/taps_main.login)) within 30 days of the detail date? (AFI 34-242, para 8.7.2)

A3.20.1. (#) Are adequate numbers and appropriate grade personnel assigned to honors detail, and is training and participation of members documented to ensure the Honor Guard can perform all required activities? (AFI 34-242, paras 8.1, 8.2.9.4.2, 8.4, and 8.9)

A3.20.2. (#) Is the honor guard request telephone number maintained in the internet-based military funeral honors reporting system and answered 24 hours per day (if by answering machine are calls responded to within 12 hours)? (AFI 34-242, para 8.2.9.4.7)

A3.20.3. (#) Is AF Form 1946, Honor Guard Checklist, completed for each detail and retained to support program requirements? (AFI 34-242, paras 8.2.9.4.5 and 8.7.1)

A3.20.4. (#) Has a recognition program been established? (AFI 34-242, Atch 8)

A3.20.5. (#) Has an annual budget been prepared for base honor guard requirements to include equipment, uniforms, travel, and per diem? (AFI 34-242 para 8.2.9.4.1)

### ***Section A3T—Search and Recovery***

A3.21. (#) Has the installation commander appointed a 26-member (minimum) Search and Recovery (SAR) team? Has the team been trained semiannually and is training documented? (AFI 34-242, paras 6.6.1.3, 6.6.1.4, 1.2.5.5)

A3.21.1. (#) Are the necessary supplies and equipment organized and readily available for the SAR team to use during a search? In determining equipment/supply requirements, has the unit prepared for all types of terrain and weather conditions in which the team may be required to operate? (AFI 34-242, para 6.8)

A3.21.2. (#) Are all permanent SAR team members vaccinated for blood-borne pathogens? (AFI 34-242, para 6.6.1.4)

A3.21.3. (#) Has the mortuary officer developed and coordinated a base plan for SAR? Did the installation commander sign the plan? (AFI 34-242, paras 1.2.6.7.1 thru 1.2.6.7.8, 1.2.5.4)

A3.21.4. (#) Does the SAR plan contain a recall roster of SAR team members, team reporting procedures, equipment, supply, communication, transportation, civil engineering, security forces, medical, safety and chaplain requirements. (AFI 34-242, para 1.2.6.7)

A3.21.5. (#) Are facilities for holding, identifying and examining remains indicated; and are there provisions for the temporary refrigeration of the remains? (AFI 34-242, para 1.2.6.7)

A3.21.6. (#) Does the Search and Recovery Team participate in base Major Accident Response Exercises (MAREs) and are they evaluated at least semi-annually during base exercises? (AFI 34-242, para 1.2.5.5)

### ***Section A3U—Management***

#### **A3.22. Base Support Planning (PACAFI 10-404)**

A3.22.1. (#) Does the unit have a BSP Part One, which outlines base capabilities? (PACAFI 10-404, para 1.1)

A3.22.2. (#) Does the unit have a BSP Part two incorporating current OPlan, TPFDD, and other planning documents? (PACAF 10- 404, para 5.1)

A3.22.3. (#) Does the unit attend BSP Part Two site surveys/planning conferences as required and do representatives from major deploying units assist in development and subsequent refinements? (PACAFI 10-404, para 3.5.6)

A3.22.4. (#) Do BSP Limiting Factors (LIMFAC) identify those constraints having a critical negative effect on a base's war fighting capability? (PACAFI 10-404, para 3.8)

A3.22.5. (#) Does each LIMFAC include the date submitted, base OPR (organization, name, and phone number), summary of problem, unit actions taken to resolve, and ECD? (PACAFI 10-404, para 3.8.6)

A3.22.6. (#) Does unit maintain a continuity book with the minimum items required? (PACAFI 10-404 paras 3.5.5.1 thru 3.5.5.7)

A3.22.7. Are base support plans reviewed annually for accuracy? (AFI 10-404, para 3.2)

### ***Section A3V—Management***

#### **A3.23. Lodging**

A3.23.1. (#) Does the manager follow the Lodging Funding Matrix to determine fund source (APF or NAF)? (AFI 65-106, Chapter 6)

A3.23.2. Are alcoholic beverages removed from rooms when occupied by minors without parental supervision? (AFI 34-219, para 1.1.2, PACAF/CC Item of Interest)

A3.23.3. Are procedures in place to ensure that unaccompanied male and female guests are not assigned rooms with shared bathrooms? (AFI 34-246, para 2.2.11.6)

A3.23.4. Are the contract quarters call sheet and certificate of nonavailability annotated giving the reason off-base quarters were issued? (AFI 34-246, para 2.2.6)

A3.23.5. (#) Does lodging management conduct formal inspections quarterly? (AFI 34-246, para 2.2.16.2)

A3.23.6. Does the housekeeping staff maintain a log of lost and found items? (AFI 34-246, para 2.2.17)

A3.23.7. Are advance reservations accepted 24 hours a day for all TDY personnel (including aircrew members) and are they informed whether they will be on-base or in commercial lodging at the time of reservation? (AFI 34-246, para 2.2.1)

A3.23.8. Are confirmed reservations accepted up to 24 hours in advance for Priority II (space available) personnel when rooms are available? Are Priority II personnel guaranteed up to 3 days when rooms are available? (AFI 34-246, para 2.2.4)

### ***Section A3W—Standards***

A3.24. Do all government owned and controlled transient facilities meet minimum adequacy standards? (AFI 34-246, para 2.1 and DODI 4165.63M)

A3.24.1. (#) Have waivers been obtained by the HQ USAF/ILVP for quarters that do not meet minimum adequacy standards and have quarters been programmed for renovation, redesignation or disposal? (AFI 34-246, para 2.1.2)

A3.24.2. Does the front desk have base maps, bus schedules, list of taxi companies, kennels, etc., available as handouts? (AFI 34-246, para 2.2.11)

A3.24.3. Is proper signage in place to direct guests? (AFI 34-246, para 2.2.9)

### ***Section A3X—Financial***

A3.25. (#) Are budgets (APF & NAF) prepared IAW the Lodging Funding Matrix and submitted in a timely manner? (AFI 34-246, para 3.7)

A3.26. Are Command Lodging Fund (CLF) grants completed in a timely manner (all orders placed and monies obligated prior to current FY closeout)?

A3.27. If NAFs are used when APFs are authorized, has a SAF/FM waiver of fund source been obtained prior to obligating NAFs? (AFI 65-106, para 6.7)

### ***Section A3Y—Training***

A3.28. Are newly hired employees being trained within the first three days of work? (AFI 34-246, para 1.6.5.1)

A3.28.1. The standard training program for lodging is Performance Plus. Is it being used and training being documented. (AFI 34-246, para 1.6.5.)

A3.28.2. Are management or other staff members enrolled in any type of Certification Program? (AFI 34-246, para 1.6.5.2.)

### ***Section A3Z—Program Management***

#### **A3.29. Linen**

A3.29.1. (#) Do linen exchange personnel review and validate all sales tickets, invoices, receipts, and billing documents from the contractor? (AFI 34-252, para 19; unless waived by the command)

A3.29.2. Has a minimum back-up stock for each line item been established? (AFI 34-252, para 19 and AFI 34-253, para 3.5)

A3.29.3. Are quantities of each linen item, returned from the contractor and bulk exchange customer, verified for accuracy? (AFM 34-252, para 19)

A3.29.4. (#) Are inventories of all linen items conducted on the last workday of March and September? (AFI 34-252, para 13 and AFM 34-253, para 3.5.1; unless waived by the command)

A3.29.5. Are unserviceable items entered on AF Form 2009-1 and issued to an organization on DD Form 1348-1, DOD Single Line Item Release/Receipt Document? (AFM 34-253, para 3.4)

### ***Section A3AA—Program Management***

**A3.30. Library**

- A3.30.1. (#) Is AF Form 194, **Library Balance Record**, current and are assets accounted for? (AFI 34-270, para 2.10)
- A3.30.2. (#) Are mission essential publications purchased for authorized organizations only? (AFI 34-270, para 4.5)
- A3.30.3. (#) Are only authorized categories of materials or services purchased for offices, organizations, or agencies? (AFI 34-270, para 4.9, Attach 6)
- A3.30.4. Are missing items reported on AF Form 85, **Inventory Adjustment Voucher**? (AFI 34-270, para 2.10.8.3)
- A3.30.5. Does the collection support mission, education, and recreational information needs of the base population? (AFI 34-270, para 2.4.1)
- A3.30.6. Is a current, written collection management plan in use? (AFI 34-270, Chapter 2, para 2.4.6)
- A3.30.7. Are overdue books aggressively tracked? (AFI 34-270, para 2.10.5)
- A3.30.8. Does the library's five-year strategic plan incorporate the pertinent goals listed in the Air Force Library Long-Range Strategic Plan? (AFI 34-270, para 6.3.3.1)

**Section A3AB—Programs**

**A3.31.** (#) Do colleges and universities offering courses on base provide materials and resources to base libraries? (AFI 34-270, para 3.6.1)

- A3.31.1.** (#) Does an MOU or contract from the base education office exist for academic?

**Section A3AC—War Reserve Materiel Program****A3.32. Numbered Air Force Services Functional Manager**

- A3.32.1. (#) Does the Services FAM coordinate with the storing organizations and the organization maintaining WRM equipment of which SVS is the functional user to ensure its serviceability; to include the establishment of maintenance and inspection schedules? (PACAFI 25-101, para 1.47.5)
- A3.32.2. (#) Does the Services FAM work with the Services QAEs at the COBs to develop procedures to track serviceability/status/inspection of assigned WRM assets? (PACAFI 25-101, para 1.47.7)
- A3.32.3. (#) Does the Services FAM coordinate with the Chief of Transportation, DLA and the 607 ASG WRMO to assure wartime delivery of subsistence is planned? (PACAFI 25-101, para 1.47.6)
- A3.32.4. (#) Does the Services FAM coordinate with the WRMO and Services QAEs at the COBs on rotation of WRM subsistence stocks that must be consumed in the following calendar year? (PACAFI 25-101, para 1.47.8)
- A3.32.5. (#) Does the Services FAM review on-hand status of funded-level WRM rations at the COBs and in no case will the use of WRM rations be authorized if their release will result in the remaining on-hand quantities being less than 80 percent of the PWSP authorization? (PACAFI 25-101, para 11.10.6)

A3.32.6. (#) Does the Services FAM conduct SAVs at each COB at least annually? (PACAFI 25-101, para 2.21.3)

A3.32.7. (#) Does the Services FAM assess capability of WRM to support OPLAN requirements and ensure WRM authorizations support PACAF war and contingency plans? (PACAFI 25-101, para 1.38.1)

A3.32.8. (#) Does the Services FAM monitor and consolidate list of WRM shortages and excesses for the COBs, take redistribution actions on excesses and assist the COBs with WRM shortage issues, as required? (PACAFI 25-101, para 1.38.2)

A3.32.9. (#) Does the Services FAM provide general direction and technical assistance to COB-level maintenance activities regarding the inspection and maintenance of WRM commodities? (PACAFI 25-101, para 1.36.11)

A3.32.10. (#) Does the Services FAM monitor the capacity of command resources to store and maintain authorized WRM commodities and participate in programs to resolve capacity shortfalls and enhance existing capacity? (PACAFI 25-101, para 1.36.14)

A3.32.11. (#) Does the Services FAM know the status of the NAF WRM by item? Do they have a master list of the WRM in their functional area, by location, to include: serviceable condition, quantities, excesses and any off-base requisition numbers? (PACAFI 25-101, para 1.33.2)

A3.32.12. (#) Does the Services FAM monitor all funding and unfunded requirements to maintain WRM in their functional area? (PACAFI 25-101, para 1.33.3)

A3.32.13. (#) Does the Services FAM consolidate/coordinate peacetime use of WRM at exercise planning conferences for their AOR and document it in the Exercise Support Plan (ESP)? (PACAFI 25-101, para 1.38.3)

A3.32.14. Does the Services FAM act as a member of the 607 ASG WRM Review Board? (PACAFI 25-101, para 1.47.1)

### ***Section A3AD—Base Support Planning***

A3.33. (#) Does the Services FAM review AOR wartime and contingency requirements and identify all personnel (to include noncombatants evacuees), and equipment competing for base resources? (AFI 10-404, para 2.5.1)

A3.33.1. (#) Does the Services FAM review all other base support planning efforts to include base operability actions, reception responsibilities, command and control structures, facility and utility usage, security requirements, noncombatant evacuation planning, tenant base support planning involvement, and host-nation support? (AFI 10-404, para 2.5.1)

A3.33.2. (#) Does the Services FAM facilitate the development of ESPs for beddown or support locations in their AOR that do not have a major Air Force presence? (AFI 10-404, para 2.5.3)

A3.33.3. (#) Does the Services FAM validate/monitor unit level LIMFACs in coordination with the MAJCOM functional manager? (AFI 10-404, para 2.5.4)

A3.33.4. (#) Does the Services FAM attend BSP Part Two site surveys/planning conferences as required and do representatives from major deploying units assist in development and subsequent refinements? (PACAFI 10-404, para 3.5.6)

A3.33.5. (#) Does the Services FAM review BSP LIMFACs and identify those constraints having a critical negative effect on the base's war fighting capability? (PACAFI 10-404, para 3.8)

**Attachment 4****COMMUNITY SUPPORT FLIGHT CHECKLIST*****Section A4A—Staff Training and Certification*****A4.1. Outdoor Recreation (ODR)**

A4.1.1. (#) Do all staff members who conduct active programs with customers possess current first aid and cardiopulmonary resuscitation (CPR) certification? (AFI 34-110, para 3.2)

A4.1.2. (#) Are lifeguards in possession of nationally recognized certification in lifesaving and water rescue methods and skill, in addition to basic first aid and CPR certifications? (AFI 34-110, para 13.4.1)

***Section A4B—Safety***

A4.2. (#) Are at least two lifeguards on duty at their stations (chair stand or desk patrols) during open recreational swim periods? (AFI 34-110, para 13.3.1)

A4.2.1. (#) Do all pools and guarded beaches have the required safety and rescue equipment? (AFI 34-110, para 13.6.1)

A4.2.2. (#) Does the manager ensure safety and environmental health standards are maintained? (AFOSH Standard 48-14)

A4.2.3. Are written itineraries and emergency plans for each outing or off-base trip filed with the outdoor recreation director or flight chief? (AFI 34-110, para 10.1)

A4.2.4. Is scuba diving taught using only authorized organizations? (AFI 34-110, para 12.1)

A4.2.5. Is there an operating instruction covering basic customer qualifications procedures for each type of water craft? (AFI 34-110, para 22.2)

***Section A4C—Equipment Issue and Fees***

A4.3. (#) Are fees charged only for maintenance on loan items? (AFI 34-110, para 23.1.1)

A4.3.1. (#) Are fees charged to cover all NAF expenses on rental items? (AFI 34-110, para 23.1.2)

A4.3.2. Are all rental water craft supported entirely with NAF, i.e., no APF support? (AFI 34-110, para 22.1)

A4.3.3. Are equipment issue/rental items correctly issued? (AFI 34-110, para 23.6)

A4.3.4. Are units/squadrons permitted use of specified items (picnic kits) free of charge if requested in writing by the commander? (Note: contents of picnic kits approved by the community support flight chief) (AFI 34-110, para 23.9)

***Section A4D—Safety and Hazardous Material Control*****A4.4. Skills Development Center**

A4.4.1. (#) Are ozone depleting chemicals in Auto Skills Center handled correctly? (AFI 32-7080, para 3)

A4.4.2. (#) Are oil and fuel contamination of water/soil in car wash and Auto Skills Development Center managed correctly? (AFI 32-7080, para 2.2)

A4.4.3. (#) Does the Skills Development Director manage the use of hazardous chemicals in the Skills Development Center? (AFI 32-7080, para 2.2)

A4.4.4. (#) Is the potential for lead based paints in the Skills Development Center properly managed? (AFI 32-7080, para 2.2)

A4.4.5. Are Equipment Qualifications Cards required? (AFMAN 34-134, para 3.2.1)

A4.4.6. Are safety education programs conducted continuously for all personnel? (AFMAN 34-134, paras 3.7.1 and 3.7.2, and AFI 34-111, para 10)

#### ***Section A4E—Facility Use and Programs***

A4.5. Are customers restricted from the use of facilities or equipment for personal financial gain? (AFI 34-111, para 8)

A4.5.1. Does the center staff make available maps, guides, and brochures of local destination museums, craft fairs, places of interest, local merchants, meets, and contests? (AFMAN 34-134, para 1.2.4)

A4.5.2. Are core programs offered in each operational area? (AFI 34-111, Atch 1)

A4.5.3. Are program and usage fees prominently posted or provided in a printed fee schedule in each facility? (AFI 34-111, para 6)

#### **A4.6. ITT**

A4.6.1. Does the ITT offer a good variety of free, regular price, and discount tickets to theater, sporting events, theme parks, and museums? (AFI 34-109, para 2.3)

A4.6.2. Does the ITT offer a variety of tours, military discount packages, leisure counseling, and referrals? (AFI 34-109, para 2.3)

**Attachment 5****RECREATIONAL SITES CHECKLIST*****Section A5A—Program Management***

**A5.1. Recreational Sites (Compliance with para A6.2., Logistics is also required.)** The purpose of this checklist is to provide guidance for operation of off base recreational sites whether a site (Tama, Birch Lake, Seward) or a separate organization (Bellows, Okuma). This checklist is not designed to be all inclusive nor is it expected that each site have all the areas mentioned below. AFIs and other guidance specific to activities and functions are to be used and tailored to off-base recreational sites. For example recreational lodging managers will also conform with lodging AFI 34-246 to the greatest extent possible.

A5.1.1. (#) Are nuisance fees (small \$.50 - \$1.00 charges for incidental items or services) prohibited? (AFMWRAB Item of Interest)

A5.1.2. (#) Is the gross profit margin from resale operations >35%? (AFI 34-262, Atch 4 and AFMWRAB Item of Interest)

A5.1.3. (#) Is progress being made toward 50% APF funding for Category B activities? (AFI 34-262, Atch 4 and AFMWRAB Item of Interest)

A5.1.4. Are customer comment cards available and are they kept where customers can see them? Is a drop box provided for returns? (AFMWRAB Item of Interest)

A5.1.5. Are Golden Eagle standards and assessment tools used to evaluate operations ([https://www-r.afsv.af.mil/outdoor\\_recreation](https://www-r.afsv.af.mil/outdoor_recreation))?

A5.1.6. Do the staff wear/display the Air Force Outdoor Recreation logo? (AFMAN 34-233, para 2.6.5.)

A5.1.7. Do military personnel in civilian attire comply with AFI 36-2903?

***Section A5B—Safety & Risk Management***

A5.2. (#) Are regularly scheduled inspections, i.e., procedural, program, facility (indoor, outdoor, fields and playgrounds), conducted to reduce hazards and determine replacement or maintenance needs? (AFI 34-262, para 4.1 and AFMWRAB Item of Interest)

A5.2.1. (#) Are safety and basic first aid items available for purchase? (AFMAN 34-233, para 3.6.5.)

A5.2.2. (#) Does the manager ensure safety and environmental health standards are maintained? (AFOSH Standard 48-14)

A5.2.3. (#) Has the staff received the required First Aid & CPR training? (AFMAN, 34-233, para 2.1.3.)

A5.2.4. Are written safety & risk management plans coordinated with installation safety office? (AFMAN 34-233, para 3.2.3.)

A5.2.5. Is safety practiced from top management throughout the organization. (AFMWRAB Item of Interest)

A5.2.6. Are itinerary/emergency plans developed for off-base trips? (AFMAN 34-233, para 3.2.1)

### ***Section A5C—Facilities***

A5.3. (#) Is facility usage based upon eligibility and priorities? (AFI 34-262, para 3.1)

A5.3.1. (#) Do new or renovated playgrounds meet CPSC guidelines as outlined in US consumer Protection Safety Commission “ Handbook for Public Playground Safety”? (AFMAN 34-233, para 3.1.3.)

A5.3.2. Are facility grounds clean and attractive? Do they promote an inviting atmosphere for customers (consider smell, lighting, décor, furniture, etc.)? (AFMWRAB Item of Interest)

A5.3.3. Is a log maintained on all calls to CE on problems and hazards? (AFMAN 34-128, para 10.2)

A5.3.4. Does the staff spot check for safety, maintenance, and cleanliness on walks through the facilities? (AFMWRAB Item of Interest)

A5.3.5. Are interior walls painted, ceiling tiles presentable, floors properly maintained, burned out light bulbs replaced, etc. (AFMWRAB Item of Interest)

A5.3.6. Are on-site managers of FAMCAMPs or recreation areas required to pay rent & utilities? (AFI 34-110, para 14.2)

A5.3.7. Are weekly playground inspections conducted? (AFMAN 34-233, para 3.1.2)

### ***Section A5D—Programming***

A5.4. Is participation data collected for activities & facilities? (AFMAN 34-233, para 2.5)

A5.4.1. Are customer pre-trip and departure briefings offered prior to off-base outings? (AFMAN 34-233, para 3.2.2)

A5.4.2. Is a referral system in-place to support customer pursuits not covered in local program that includes information, interest groups, locations and destinations, and external suppliers of programs, services, or equipment? (AFMAN 34-233, para 1.2.2)

A5.4.3. Is the annual program plan in place, used, & updated? (AFMAN 34-233, para 2.2.2)

A5.4.4. Are objective based plans developed for most programs? (OD-11 Nov 1996)

### ***Section A5E—Food Safety***

A5.5. (#) Are hot foods maintained and served at 140 degrees or above? (Food Code 1997, para 3-501.16)

A5.5.1. (#) Are cold foods maintained and served at 41 degrees or below? (Food Code 1997, para 3-501.16)

A5.5.2. (#) Are temperature measuring devices calibrated as necessary to ensure their accuracy? (Food Code 1997, para 4.502.11)

A5.5.3. (#) Are leftover foods labeled (time and date), refrigerated, and used within the prescribed period? (Food Code 1997, para 3-501.17)

- A5.5.4. (#) Are nonfood items (detergents, cleaning agents, insecticides, etc.) kept separately or away from where food is stored or prepared? (Food Code 1997, para 7-201.11)
- A5.5.5. (#) Does each refrigerator/freezer have an accurate thermometer and is it properly located for easy viewing? (Food Code 1997, para 4-204.112)
- A5.5.6. (#) Are frozen foods being maintained at the proper temperature? (Food Code 1997, paras 3-501.11 and 12)
- A5.5.7. (#) Are thawing foods properly stored and labeled? (Food Code 1997, para 3-501.13)
- A5.5.8. (#) Do the salad bar and serving lines have sneeze guards? (Food Code 1997, para 3-306.11)
- A5.5.9. (#) Are initial formal and annual Food Safety Training sessions being accomplished? (AFI 48-116, paras 2.1.4 and 2.1.5)
- A5.5.10. (#) Are supervisors ensuring food handlers arrive to work clean, wearing clean uniforms, wash hands with soap and water after visiting the toilet, not smoking, etc.? Are fingernails cut short and clean? Are proper hair restraints worn? (Food Code 1997, para 2-3)
- A5.5.11. (#) Are wristwatches, bracelets, and rings (except wedding and engagement rings, and medical information bracelets) worn? (Food Code 1997, para 2-3)
- A5.5.12. (#) Are dishwashing thermometers checked and calibrated? (Food Code 1997, paras 4-501.110 to 114 and 4-502.11)
- A5.5.13. (#) Are dishwashing/sanitizing temperatures being maintained as specified? (Food Code 1997, paras 4-501.110 to 114 and 4-502.11)
- A5.5.14. (#) Are outside garbage cans/refuse containers enclosed or covered and cleaned on a regular basis? (Food Code 1997, paras 5-501.13 and 5-501.16(A)(B))
- A5.5.15. (#) Are “Check it out” foods provided and identified at all meals? (AFI 40-104, Sec B, para 5)
- A5.5.16. (#) Are keys, i.e., storeroom, beverage, supplies, vehicles, properly accounted for at all times? (AFMAN 34-128, para 4.3)
- A5.5.17. Are brooms and mops stored in an orderly manner and in an area as not to contaminate food? (Food Code 1997, para 6-501.113)
- A5.5.18. Are periodic inspections performed to monitor the effectiveness of the food safety and training program? (AFI 48-116, para 1.4)
- A5.5.19. Does the supervisor conduct weekly evaluations of the facility using the guidelines provided in the Food Code? (Food Code 1997, para 8-402)
- A5.5.20. Are clean food equipment items and utensils stored at least 6 inches above the floor and either covered or inverted? (Food Code 1997, para 4-903)

### ***Section A5F—Food Management***

- A5.6. (#) Are Food-Trak standardized recipes and menu cost cards used to determine portions, costs, and used to insure standard preparation procedures? (AFMAN 34-128, para 3.6.2)

A5.6.1. Has the manager developed a Management Action Plan and Marketing Objective Plan for the current fiscal year? (AFI 34-272, para 2.9.3)

A5.6.2. Are personnel authorized to receive purchases designated in writing? (AFMAN 34-128, para 3.3)

A5.6.3. Does the manager conduct self-inspections weekly? (AFMAN 34-128, para 9.6)

A5.6.4. Are food production orders used to control food costs and ensure consistency through standardized recipes? (AFMAN 34-128, para 3.6.1)

A5.6.5. Are Food-Trak cost cards developed for all menu items? (AFMAN 34-128, para 3.6.2)

A5.6.6. Are Food-Trak cost cards up to date and complete? (AFMAN 34-128, para 3.6.2)

### ***Section A5G—Lounge Operations***

A5.7. (#) Is a standard price list readily available? (AFMAN 34-128, para 4.3)

A5.7.1. (#) Are procedures followed when offering alcoholic beverages, by the drink, at reduced prices? (AFI 34-219, para 1.5.2)

A5.7.2. (#) Are standardized recipes used to make mixed drinks? (AFMAN 34-128, para 4.3)

A5.7.3. Are all bartenders using the standard one ounce shot size? (AFMAN 34-128, para 4.3)

A5.7.4. Have par stock levels been established for each bar based upon purchase lead time? (AFMAN 34-128, para 4.2.4)

A5.7.5. Has a valid wing supplement as specified in AFI 34-219 been published and are its policies and procedures being followed? (AFI 34-219, para 2.1.6)

### ***Section A5H—Dram Shop***

A5.8. (#) Have all bar service personnel read and acknowledged understanding of the dram shop theory? (AFI 34-219, para 1.3.2.1)

A5.8.1. (#) Have “Designated Driver” programs been established in Services activities that serve alcoholic beverages and do employees emphasize the programs? (AFI 34-219, para 1.4.2)

A5.8.2. (#) Have ongoing DWI prevention programs been established for Services managers and employees who serve alcoholic beverages and is training documented? (AFI 34-219, para 1.4.5)

A5.8.3. (#) Has the installation commander approved the hours of operation and facilities in which alcoholic beverages are sold by the drink? (AFI 34-219, para 1.5.1)

A5.8.4. (#) Is Dram Shop Theory training documented on employee training records? (AFI 34-219, para 1.4.3)

A5.8.5. (#) Have Services managers and employees who serve alcoholic beverages been briefed on the liabilities under the “Dram Shop Theory” and were briefings documented? (AFI 34-219, para 1.4.3)

### ***Section A5I—Lodging***

A5.9. Does the front desk have base maps, bus schedules, list of taxi companies, kennels, etc., available as handouts? (AFI 34-246, para 2.2.11)

A5.9.1. Is proper signage in place to direct guests? (AFI 34-246, para 2.2.9)

A5.9.2. Are alcoholic beverages removed from rooms when occupied by minors without parental supervision? (AFI 34-219, para 1.1.2, PACAF/CC Item of Interest)

A5.9.3. (#) Are inventories of all linen items conducted on the last workday of March and September? (AFI 34-252, para 13 and AFI 34-253, para 3.5.1)

A5.9.4. Does the housekeeping staff maintain a log of lost and found items? (AFI 34-246, para 2.2.17)

A5.9.5. Has a minimum back-up stock for each line item been established? (AFI 34-252, para 19 and AFI 34-253, para 3.5)

A5.9.6. Are quantities of each linen item, returned from the contractor and bulk exchange customer, verified for accuracy? (AFI 34-252, para 19)

A5.9.7. Are unserviceable items entered on AF Form 2009-1 and issued to an organization on DD Form 1348-1, DOD Single Line Item Release/Receipt Document? (AFI 34-253, para 3.4)

A5.9.8. Are newly hired employees being trained within the first three days of work? (AFI 34-246, para 1.6.51.)

A5.9.9. The standard training program for lodging is Performance Plus. Is it being used and training being documented. (AFI 34-246, para 1.6.5)

A5.9.10. Are management or other staff members enrolled in any type of Certification Program? (AFI 34-246, para 1.6.5.2)

### ***Section A5J—Swimming***

A5.10. (#) Do all pools and guarded beaches have the required safety and rescue equipment? (AFI 34-110, para 13.6.1)

A5.10.1. (#) Are lifeguards in possession of nationally recognized certification in lifesaving and water rescue methods and skill, in addition to basic first aid and CPR certifications? (AFMAN 34-233, para 3.5.5.1)

A5.10.2. (#) Are at least two lifeguards on duty at their stations (chair stand or desk patrols) during open recreational swim periods? (AFI 34-110, para 3.3.1)

A5.10.3. Do lifeguards participate in at least one hour of in-service training every 2 weeks? (AFMAN 34-233, para 3.5.5.2)

A5.10.4. Do aquatic instructors have required certifications? (AFI 34-110, para 13.5.5.1)

### ***Section A5K—Scuba***

A5.11. (#) Is scuba diving taught using only authorized organizations? (AFMAN 34-233, para 3.4.1)

A5.11.1. Are required scuba program OIs written? (AFMAN 34-233, para 3.4.3)

***Section A5L—Boating***

A5.12. (#) Do watercraft comply with USCG requirements for both recreational and /or charter boat operations? (AFMAN 34-233, para 1.14.1)

A5.12.1. Is there an operating instruction covering basic customer qualifications procedures for each type of watercraft? (AFI 34-110, para 22.2)

A5.12.2. Are customers provided required training for boat use? (AFMAN 34-233, para 3.14.4)

A5.12.3. Are all rental water craft supported entirely with NAF, i.e., no APF support? (AFI 34-110, para 22.1)

***Section A5M—Equipment Loan/Rental***

A5.13. (#) Are certified scuba, etc. equipment technicians used to repair/maintain equipment? (AFMAN 34-233, para 3.16.3.4)

A5.13.1. Are customers provided written instructions for using equipment items? (AFMAN 34-233, para 3.16.3.1)

A5.13.2. Are equipment issue/rental items correctly issued? (AFI 34-110, para 23.6)

A5.13.3. Are rental fee worksheets used to set rental fees? (OD-7, June 1995)

A5.13.4. Are administrative fee worksheets used for loan items? (OD-7, June 1995)

A5.13.5. Are written equipment preventive maintenance scheduled available & used? (AFMAN 34-233, para 3.16.3.3)

***Section A5N—Logistics***

A5.14. (#) Does the logistics support section inventory DRMO and confiscated property annually or when the LSS changes custodians? (AFI 34-204, para 6.1.2)

A5.14.1. Has the SV commander or director designated the Logistics supervisor as the VCO? (AFI34-204, para 7.1.2)

A5.14.2. Does the VCO regulate vehicle use, safety, security, control, inspection, and maintenance for NAF, confiscated or DRMO-acquired vehicles? (AFI 34-204, para 7.3.6)

## Attachment 6

## RESOURCE MANAGEMENT FLIGHT CHECKLIST

## A6.1. Resource Management

- A6.1.1. (#) Does the installation commander approve fund storage limits IAW AFI 31-209? (AFI 34-202, para 2.2)
- A6.1.2. Are NAF Council voting members (chairperson, financial manager, SVS/CC, senior enlisted advisor, plus two others of which one must be enlisted) appointed in writing by the installation commander? (AFI 34-201, para 2.6.1.1)
- A6.1.3. (#) Are NAF fixed assets and in use inventories physically inventoried annually by an independent inventory team? (AFI 34-209, paras 5.11 and 10.4.1)
- A6.1.4. (#) Do the RMFC, NAFFA, and activity manager, or designated representative, conduct surprise cash counts covering change funds, imprest funds, receipts on hand, and central cashier as required? (AFI 34-202, paras 3.2, 3.2.1 and 3.2.2)
- A6.1.5. Has the RMFC prepared an operating instruction (OI) used for handling and safeguarding cash to include procedures to follow when duress alarm systems fail? (AFI 34-202, para 2.1)
- A6.1.6. Has the RMFC established an OI for the central cashier? (AFI 34-202, para 7.2)
- A6.1.7. (#) Have activity managers written, and the RMFC approved, OIs establishing procedures for the use, control, and protection of all change and imprest funds? (AFI 34-202, para 3.11)
- A6.1.8. (#) Is there an AF Form 2557, **NAF Cash Receipt Voucher**, signed by the RMFC and activity cashier or imprest fund custodian for all change and imprest funds? Do the AF Forms 2557 balance back to the control accounts? (AFI 34-202, para 3.1.1)
- A6.1.9. Have activity managers written, and the RMFC or designee approved, OIs to control pre-numbered forms? (AFI 34-202, para 3.22)
- A6.1.10. Has the RMFC developed an OI to provide guidance on monitoring AR and returned checks to include information on follow-up actions and account write-offs? (AFI 34-209, para 7.3)
- A6.1.11. Has the RMFC established OIs for the redemption of all returned checks, proper accountability for the checks, and follow-up actions on returned checks? (AFI 34-202, para 3.16)
- A6.1.12. Has the RMFC established adequate accounting procedures to identify administrative costs of recouping returned checks and is this cost analysis on file in the LOF? (AFI 34-202, para 3.17)
- A6.1.13. Does the NAFI report any person who receives cash, prizes, or awards for contests, including sporting events and commercial sponsorship, that total \$600 or more in any calendar year (includes fair market value or payment in any other form)? (AFI 34-201, para 8.8.2)
- A6.1.14. Has the RMFC approved a waiver to allow more than one cashier to work out of the same cash drawer? If so is the activity revenue under \$12,000 per year and do they employ relatively few personnel? (AFI 34-202, para 2.7.3)
- A6.1.15. Is there an OI to ensure internal control of cash when more than one cashier operates from a single drawer? (AFI 34-202, para 2.7.3.2)

A6.1.16. Do all activities make daily deposits (except small ones, with an approved waiver, who take in minimal amounts of cash who may make deposits weekly, monthly, or when receipts exceed \$200 but at least monthly by COB on the last day of the month)? (AFI 34-202, para 3.5)

A6.1.17. Does the SVS commander or director approve maximum inventory levels for each cost center? (AFI 34-209, para 10.2)

A6.1.18. Do activity managers review all inventories and stock records to identify slow moving items and dead stock at least semiannually? Are actions taken to reduce/eliminate dead stock and slow moving items? (AFI 34-209, para 10.3)

A6.1.19. (#) Applicable at Remote and Isolated locations. Has a waiver certifying non-availability of appropriated funds, signed by the comptroller, and approved by the wing commander been processed before NAFs are used for maintenance & repair projects within category C activities? Has CES classified the work as functionally unique to the category C activity? (PACAF/CV Memo, 18 Nov 96)

A6.1.20. Are project folders maintained for all NAF projects? (AFI 37-133, figure 5-1)

A6.1.21. (#) Does the RMFC or designee other than the preparer approve AF Forms 2541, **Journal Vouchers**, ensuring the NAF AO correctly prepared it and that explanations or backup documents have sufficient detail to provide an audit trail? (AFI 34-209, para 1.5.1)

A6.1.22. After the NAF AO posts all transactions to the GL for the current accounting period, does the NAF AO provide managers and the NAFFA a copy of the financial statement? (AFI 34-209, para 1.5.2)

A6.1.23. Does the NAF AO keep subsidiary records on balance sheet accounts and, if not in balance, does the RMFC annotate the financial statement before releasing to external users? (AFI 34-209, para 1.3.5)

A6.1.24. Does the NAF AO establish a suspense file for all payables to ensure they are paid in a timely manner and to serve as the subsidiary to the control account? (AFI 34-209, para 9.3)

A6.1.25. (#) Has the RMFC ensured that there is a separation duties between contracting and accounts payable? (AFI 34-209, para 8.1)

A6.1.26. Does the NAF AO keep a purchase request register for all purchase requests sent to the AFNAFPO and SCO? (AFMAN 64-302, para 7.2)

A6.1.27. Is competition accomplished for all purchases over \$2,500? Is AF Form 3062 used to document competition? (AFMAN 64-302, paras 8.2.2 and 8.3.2)

A6.1.28. Has the RMFC trained NAF IMPAC holders and internal approving officials annually? (AFSVA ICC, part VI, PTA NA-37)

A6.1.29. Has the RMFC or contracting officer issued a written delegation of purchasing authority to each cardholder (IMPAC)? Does it specify types of purchases authorized and dollar limitations? (AFSVA ICC, part VI, PTA NA-37)

A6.1.30. (#) Are Standard Forms 71 on file to document the use of annual and sick leave for NAF employees? (AFMAN 34-214, para 6.16)

A6.1.31. Has a written policy been established that directs whether or not night differentials are paid to NF and CC employees? (AFMAN 34-310, para 18.16.1)

A6.1.32. Does management approve overtime work and funding prior to the work being performed? (AFMAN 34-310, para 18.14.1.1)

A6.1.33. Does the RMFC review each private organization (PO) annually? (AFI 34-223, IC 99-1, para 8.1)

A6.1.34. Are PO constitutions updated every 2 years or when there are changes in the purpose of the PO or a change in officers? (AFI 34-223, IC 99-1, para 9.5)

A6.1.35. Do POs have liability insurance unless the requirement is waived by the installation commander? Is the waiver updated annually? (AFI 34-223, IC 99-1, para 10.11)

## **A6.2. Logistics**

A6.2.1. (#) Does the logistics support section inventory DRMO and confiscated property annually or when the LSS changes custodians? (AFI 34-204, para 6.1.2)

A6.2.2. Has the SV commander or director designated the Logistics supervisor as the VCO? (AFI34-204, para 7.1.2)

A6.2.3. Does the VCO regulate vehicle use, safety, security, control, inspection, and maintenance for NAF, confiscated or DRMO-acquired vehicles? (AFI 34-204, para 7.3.6)

## **A6.3. Data Automation**

A6.3.1. (#) Does the ADP equipment custodian conduct a physical inventory of assigned accountable equipment annually? (AFI 33-112, para 10)

A6.3.2. Is a Unit COMPUSEC Manager (UCM) designated in writing and is there a COMPUSEC program established? (AFI 33-202, para 2.11)

A6.3.3. Does the UCM enforce proper password compositions for users on all Services computer systems, establish password aging, and remove user accounts when the user terminates employment? (AFMAN 33-223, paras 2.4, 2.6, and 4.3)

A6.3.4. Does the UCM have a Certification of Accreditation package approved or in the process of approval for all major computer systems (SIMS, MIS, Dining Hall POS, Club POS, etc)? (AFSSI 5024, Vol 1, para 1.5)

## **A6.4. Slot Machine Program**

A6.4.1. (#) Has the RMFC inventoried slot machines, keys, and spare locks as of 1 October? (AFMAN 34-129, para 2.7)

A6.4.2. (#) Is AF Form 1297, **Temporary Issue Receipt**, used to maintain slot machine, key, and spare lock accountability? (AFMAN 34-129, paras 2.7 and 4.2)

A6.4.3. Has the RMFC performed periodic unannounced observation visits of slot machine operations? (AFMAN 34-129, para 2.7)

**Attachment 7****FAMILY MEMBER SUPPORT FLIGHT CHECKLIST****A7.1. Community Center** (Also refer to para [A2.5.](#); Food Facilities, if appropriate)

A7.1.1. Does the Community Center provide a variety of core activities and services, i.e., holidays/seasonal/thematic base wide special events, performing arts, entertainment, and other cultural programs; services and programs 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? (AFI 34-109, para 2.2)

A7.1.2. Does the center refrain from charging dues or facility use fees? (AFI 34-109, para 4.2.2)

A7.1.3. Are additional programs developed based upon local demand as determined by CORPORATE PRISM? (AFI 34-109, para 3.5)