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OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 34-266**

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*Services*

**FITNESS, SPORTS, AND WORLD  
CLASS ATHLETE PROGRAM**

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This instruction implements Department of Defense Instruction (DoDI) 1015.10, *Military Morale, Welfare, and Recreation Programs*, DoDI 1330.4, *Armed Forces Participation in National and International Sports Activities*, Air Force Policy Directive (AFPD) 34-1, *Air Force Services*, and AFPD 34-2, *Managing Nonappropriated Funds*. In collaboration with the Chief of the Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for the Air Force Fitness, Sports, and World Class Athlete Program. This publication may be supplemented at any level; all MAJCOM level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. This publication covers the Air Force (AF) fitness and sports program, discusses athletes of world-class caliber obtaining the opportunity to train for national and international sports competitions, and explains qualifications and procedures for awarding United States Air Force Excellence in Competition badges as well as the Distinguished International Shooter badge. This instruction applies to all regular component, Air National Guard, and AF Reserve members participating in AF fitness and sports, world class athlete, and shooting programs. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the OPR using AF Form 847, *Recommendation for Change of*

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### ***SUMMARY OF CHANGES***

This document has been revised and must be completely reviewed. It reflects the standup of AF Installation and Mission Support Center and associated points of contact, roles, and responsibilities changes. In addition, policy for the world class athlete and shooting programs has been incorporated.

<b>Chapter 1— PROGRAM OVERVIEW</b>	<b>5</b>
1.1. Program Mission. ....	5
1.2. Program Eligibility .....	5
1.3. Funding Fitness and Sports Programs: .....	6
<b>Chapter 2— ROLES AND RESPONSIBILITIES</b>	<b>8</b>
2.1. Roles and Responsibilities. ....	8
2.2. Air Force Services Directorate (AF/A1S): .....	8
2.3. Air Force Installation and Mission Support Center (AFIMSC):.....	8
2.4. Chief, National Guard Bureau: .....	8
2.5. Air Force Services Activity Commander:.....	8
2.6. AFSVA Fitness and Sports Branch: .....	9
2.7. Headquarters Air Force Personnel Center Directorate of Personnel Program Management and Directorate of Assignments (AFPC/DPP/DPA):.....	10
2.8. Warner Robins Air Logistics Center Small Arms Program Office and the Air Force Gunsmith Shop: .....	10
2.9. The Commander, National Guard Marksmanship Training Center:.....	11
2.10. Installation Commander:.....	11
2.11. Force Support Squadron Commander or Director: .....	11
2.12. Sustainment Services Flight Commander: .....	12
2.13. Fitness and Sports Manager: .....	12

2.14.	Fitness and Sports Advisory Council: .....	13
2.15.	Athlete/Participant in Higher Level Competition: .....	13
2.16.	Participating World Class Athlete: .....	13
2.17.	Air Force Shooting Team Captains.....	14
2.18.	Air Force Shooting Team Members: .....	15
<b>Chapter 3— FITNESS AND SPORTS CENTERS</b>		<b>16</b>
3.1.	Fitness and Sports Center Standards: .....	16
Table 3.1.	Age Policy.....	18
3.2.	Fitness and Sports Center Staff and Training. ....	19
3.3.	Facilities, Equipment, and Supplies.....	21
3.4.	Fitness Center Programs: .....	23
3.5.	Sports Programs: .....	25
Table 3.2.	Sports Programs.....	27
Table 3.3.	Varsity Sports Financial Support.....	28
3.6.	Fitness and Sports Center Services: .....	29
Table 3.4.	Core Services.....	30
Table 3.5.	Enhanced Services (See Notes). ....	31
3.7.	Fitness and Sports Center Emergency Preparedness, Health and Safety. ....	32
3.8.	Medical Emergencies: .....	32
<b>Chapter 4— WORLD-CLASS ATHLETE PROGRAM</b>		<b>34</b>
4.1.	Statutory Authority: .....	34
4.2.	Application Procedures. ....	34
4.3.	Participation and Service Commitments.....	34
4.4.	Assignment Procedures. ....	35
4.5.	Duty Location. ....	35
4.6.	Removal from Program. ....	36
4.7.	Transportation. ....	36
4.8.	Travel Orders and Per Diem. ....	36

<b>Chapter 5— SHOOTING PROGRAM AND EXCELLENCE IN COMPETITION</b>	<b>37</b>
5.1. The Shooting Program .....	37
5.2. Shooting Teams .....	37
5.3. Air Force Shooting Program Munitions Management.....	38
5.4. Shooting Program Ammunition: .....	38
5.5. Dress and Personal Appearance: .....	38
5.6. Acceptance of Awards: .....	38
5.7. After-Match and Cumulative Cost Summary: .....	38
5.8. Excellence in Competition: .....	39
<b>Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>43</b>
<b>Attachment 2— US NATIONAL GOVERNING BODIES</b>	<b>47</b>

## Chapter 1

### PROGRAM OVERVIEW

**1.1. Program Mission.** AF fitness and sports, world class athlete, and shooting programs provide military communities with resources, programs, and opportunities for active, healthy lifestyle choices. Active lifestyles increase productivity, optimize the health of Airmen, and enhance the level of mission readiness. These opportunities support the physical and mental well-being of participants, buffering the negative effects of stress and fostering resilience in Airmen and their families.

#### 1.2. Program Eligibility

1.2.1. **Fitness and Sports Centers:** AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, outlines program participation priorities for morale, welfare, and recreation programs. For Fitness and Sports Centers, active duty members have priority over family members.

1.2.2. **World Class Athlete Program:** This program provides a means for military personnel approved as world class athletes to train for, attend, and participate in Pan American games, Conseil International du Sport Militaire, Olympic games, other qualifying forums, and preparatory competitions. Regular AF, AF Reserve, and Air National Guard (ANG) participating personnel who are established athletes in Olympic-sanctioned sports are eligible to apply for the world class athlete program. Individuals in the non-participating Individual Ready Reserve, standby, or retired reserve are not eligible for consideration.

1.2.2.1. Applicants should be endorsed as world class potential by the National Governing Body for their respective sport (see [Attachment 2](#)).

1.2.2.2. Applicants cannot be considered if they are currently in a full-time training status, e.g., basic, technical, and pilot training. This applies to all Regular Air Force and Air Reserve Components (ARC).

1.2.2.3. Applicants apply voluntarily.

1.2.2.4. Applicants must have no record of disciplinary action or financial irresponsibility. **(T-1)**.

1.2.3. **Shooting Program:** Marksmanship is an inherent military skill, which sets shooting apart from other sports. The AF shooting program motivates participants to improve their shooting skill in hopes of being selected for the AF teams. The shooting program is limited to regular AF and ARC. Air Force Services Activity (AFSVA) selects team members based on background, shooting performance, and demonstrated potential as listed on the member's application submitted through the online application tracking system, see [paragraph 2.16.1](#). Participants can ultimately earn a position on the Olympic, Pan American Council, Conseil International du Sport Militaire, or other teams representing the United States in international competition.

1.2.3.1. Team members must meet personal appearance and fitness standards in accordance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* and AFI 36-2905, *Fitness Program*, and be available to participate in scheduled competitions. (T-2). If members do not meet standards or are unavailable, alternates can be selected.

1.2.3.2. The overall shooting program is made up of eight distinct and separate teams (one per shooting discipline). Each team is restricted to a maximum membership of ten members, primary and developmental combined. Deployed team members may be placed in inactive (unfunded) status and not count against the total team composition during deployment. Shooting disciplines are: National Pistol, Action Pistol, American Skeet, International Pistol, International Rifle, High Power Rifle, International Skeet, and International Trap.

**1.3. Funding Fitness and Sports Programs:** Fitness and sports programs are authorized a combination of appropriated and nonappropriated fund support; funding source is determined by requirement. Commanders ensure appropriated funds are used where authorized.

1.3.1.1. Funding Approval Authority.

1.3.1.1.1. The installation commander approves the appropriated fund distribution and the Force Support commander or director approves what the fitness and sports program receives.

1.3.1.1.2. Nonappropriated fund requirements and budgets are reviewed by the nonappropriated funds council and approved by the installation commander.

1.3.1.2. Category A. Mission essential programs are authorized 100% appropriated fund support. Refer to AFI 65-601, Volume 1, *Budget Guidance and Procedures*, and AFI 65-106, *Appropriated Fund Support of Morale, Welfare and Recreation Programs and Nonappropriated Fund Instrumentalities*, for guidance on appropriated funding support.

1.3.1.2.1. Core fitness and sports programs in Fitness and Sports Centers are Category A activities per Department of Defense Directive 1308.1, *DoD Physical Fitness and Body Fat Program*, and DoDI 1015.10.

1.3.1.2.2. When appropriated funds are not available for capital or operational needs for which appropriated funds are authorized, include them as unfunded requirements in the appropriated fund budget.

1.3.1.2.3. When military fitness and sports facilities are not available, appropriated funds are sometimes authorized to contract with specified local facilities. Refer to AFI 65-106, Chapter 9, *Contracting for Physical Fitness Services*, for details on who is authorized to contract for commercial fitness services and the approval process.

1.3.1.3. Category B. Per DoDI 1015.10, Enclosure 6, para 1.(2).(a)., sports programs above the intramural level should be funded at the DoD standard of a minimum of 65 percent appropriated funds with the remaining coming from nonappropriated fund support (e.g., extramural sports, varsity sports, major command sports competitions, AF and Armed Forces sports).

1.3.1.3.1. Nonappropriated funds can be used for entry fees, but not for food or lodging for varsity sports. Nonappropriated fund expenditures should be appropriate to the number of participants.

1.3.1.4. Category C. These activities are fully funded with nonappropriated funds (e.g., resale services and vending operations).

1.3.2. **World Class Athlete Program:** Nonappropriated funds are authorized for this program in accordance with AFI 34-201, *Use of Nonappropriated Funds*.

1.3.2.1. Nonappropriated funds are used to cover general expenses such as transportation, supplies, uniforms, personal maintenance expense allowance (while on temporary duty), and other miscellaneous expenditures, e.g., coaching fees and coaching travel expenses for critical events, entry fees, parking costs, rental vans, tolls, and emergency repair of equipment. Reference AFI 34-201 for further information.

1.3.2.2. AFSVA purchases capital expenditure equipment (in excess of \$1,000) for AF world class athletes on an exception basis only. Request for exception must include complete justification by coach and impact if not provided. The purchase of capital equipment should occur only after the items have been included in and approved through the nonappropriated funds budget process. Purchased equipment is issued on AF Form 1297, *Temporary Issue Receipt*.

1.3.2.3. The World Class Athlete Program will not cover the following expenses: medical service expenses; personal purchases or expenses, supplements, trainers, and family member travel; sales tax for equipment purchased with nonappropriated funds; and athlete's membership dues/fees in respective sport's National Governing Body.

1.3.3. **Shooting Program:** Both nonappropriated funds and appropriated funds are authorized for this program in accordance with 65-106 and AFI 34-201. Appropriated funds are authorized for ammunition; ammunition allocations are centrally managed by AFSVA.

1.3.3.1. If appropriated fund budget permits, a limited amount of ammunition may be provided by the AFSVA to team members on an annual basis. Team members coordinate with their respective installation munitions accountable supply officer for use and disposition of government ammunition. Exception: Shooting team nonappropriated funds can reimburse cost of match grade ammunition that is purchased on-site at the match due to the fact that ammo cannot be transported on aircraft while attending a competition.

1.3.3.2. Nonappropriated funds, if approved by AFSVA, can be used for personal maintenance expense allowance or per diem or to offset expenses of travel, lodging, entry fees, rental fees, excess baggage, match grade ammunition, and emergency gun repair at championship sites. The following are prohibited expenses: medical service expenses; personal purchases or expenses, supplements, and lodging and/or travel for coaches, trainers, and family members.

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### 2.1. Roles and Responsibilities.

#### 2.2. Air Force Services Directorate (AF/AIS):

- 2.2.1. Establishes and monitors policy for fitness and sports, world class athlete, and shooting programs.
- 2.2.2. Appoints AF representatives to the Armed Forces Sports Council and the Armed Forces Sports Council Working Group.
- 2.2.3. Acts on requests for waivers to established policies.
- 2.2.4. Develops and maintains Management Internal Control Toolset.
- 2.2.5. Advocates for appropriated funding through the Air Force Corporate Structure.

#### 2.3. Air Force Installation and Mission Support Center (AFIMSC):

- 2.3.1. Is responsible for program objective memorandum submissions.
- 2.3.2. Develops appropriated fund resourcing strategy. Consolidates, validates, and distributes Fitness and Sports program appropriated funds support to installations and AFSVA.
- 2.3.3. Manages Fitness and Sports Program Common Output Level Standards Program.
- 2.3.4. Reviews the daily personal maintenance expense allowance annually. Daily personal maintenance expense allowance can be changed with AFIMSC Commander or designee approval.

#### 2.4. Chief, National Guard Bureau:

- 2.4.1. Exercises control over small arms competitive marksmanship activities for the National Guard.
- 2.4.2. Approves interservice, national, and international level marksmanship competitions in which National Guard personnel may compete.
- 2.4.3. Supports the participation of National Guard personnel selected to represent the National Guard and United States in approved interservice, national, and international marksmanship competitions.
- 2.4.4. Supervises the expenditure of funds for support of ANG personnel in national, interservice, and international marksmanship competitions.
- 2.4.5. Provides direction to Commander, National Marksmanship Training Center on competitive marksmanship clinics.

#### 2.5. Air Force Services Activity Commander:

- 2.5.1. Oversees the fitness and sports, world class athlete, and shooting programs.
- 2.5.2. Approves the execution and obligation of nonappropriated funds for world class athlete and shooting programs.



2.5.3. Approves entrant applications for acceptance into and dismissal from world class athlete program.

2.5.4. May provide ammunition for shooting training and competition in accordance with **Chapter 5**.

2.5.5. Approves the execution and obligation of appropriated funds for fitness and sports programs, including funds to centrally manage and procure fitness equipment and programs of this publication.

## **2.6. AFSVA Fitness and Sports Branch:**

2.6.1. Evaluates installation-level fitness and sports facilities and programs and measures compliance with established standards.

2.6.2. Publishes operating guidelines and training aids; operates centrally managed and funded programs; and provides staff assistance.

2.6.3. Develops interest and encourages participation in fitness and sports programs. Plans a comprehensive fitness and sports program enhancing total fitness, esprit de corps, resiliency, and quality of life for AF personnel. Publishes annual schedule of events.

2.6.4. Offers personnel opportunities for worldwide competition in AF, Armed Forces, national and international sports activities, trial camps, and championships.

2.6.5. Prepares nonappropriated fund and appropriated fund budgets for centrally funded programs, events, and projects. Makes recommendations for allocation of funds and equipment to installations.

2.6.6. Assists in planning and designing new Fitness and Sports Centers.

2.6.7. Develops and conducts AF-wide courses, conferences, training sessions, clinics, and workshops.

2.6.8. Is responsible for performing AF Fitness Management System Super User functions in support of the AF Fitness Program.

2.6.9. Makes recommendations to Air Force Personnel Center (AFPC) on duty assignment location for world class athletes to allow for expert coaching, training, and preparation for competition.

2.6.10. Assigns reporting official for all world class athletes. Develops specific training goals for each athlete in conjunction with their National Governing Body and reviews with each athlete monthly. Ensures officers receive an Officer Performance Report and enlisted participants receive an Enlisted Performance Report. If the athlete is released from the program before the performance report closes out, forwards an AF Form 77, *Letter of Evaluation*, to the gaining installation.

2.6.11. Approves and coordinates all media requests for world class athlete program. Develops a marketing and publicity plan for each athlete to ensure maximum exposure for successful athletes.

2.6.12. Arranges transportation for all higher-level Air Force sports athletes and world class athletes to and from competitions.

- 2.6.13. Advises world class athletes on what to do with prizes, awards, and compensation from competitions after consulting with AFSVA Chief, Services Law and applying DoD 5500.07-R, *Joint Ethics Regulation (JER)*, and other applicable guidance.
- 2.6.14. Approves shooting team member selections and removals.
- 2.6.15. Oversees and executes Excellence in Competition recognition.
- 2.6.16. Manages shooting program matters including temporary duty selection and instructions; budgets (travel, per diem, ammunition, entry fees, equipment, and other miscellaneous expenses); and inventory of uniforms, supplies, and equipment. Prepares host-tenant support agreements. Recommends team member selections and removals.
- 2.6.17. Manages the AF Excellence in Competition program.
- 2.6.18. Performs munitions user function manager duties outlined in AFI 21-201, *Munitions Management*.
- 2.6.19. Coordinates AF gunsmith shop support for training camps and competitions approved by AFSVA.
- 2.6.20. Requisitions supplies and equipment. Ships supplies, equipment, and uniforms to team members as required.
- 2.6.21. Reviews equipment table of allowances.
- 2.6.22. Reviews after-match reports, evaluating team members, and coordinating all public affairs activities.
- 2.6.23. Conducts quarterly or semi-annual teleconferences with the team captains to streamline communication and important issues.

## **2.7. Headquarters Air Force Personnel Center Directorate of Personnel Program Management and Directorate of Assignments (AFPC/DPP/DPA):**

- 2.7.1. Assesses world class athlete program applicants for career impact and overall suitability for participation in the program in coordination with career field functional managers.
- 2.7.2. Assigns those selected for world class athlete program to locations permitting expert coaching, training, and preparation for competition.
- 2.7.3. Supplies backfill manpower to the losing unit for active duty participants and reassigns athletes at end of tour on a case-by-case basis.
- 2.7.4. Reviews and processes application for extended active duty for ARC personnel who are selected for the program.
- 2.7.5. Notifies AFPC/DPASF of all officers selected for world class athlete program. DPASF, in turn, submits an AF Form 63, *Active Duty Service Commitment (ADSC) Acknowledgement Statement*, for selected athletes to sign. Notifies AFPC/DPAA of all enlisted selected for world class athlete program.

## **2.8. Warner Robins Air Logistics Center Small Arms Program Office and the Air Force Gunsmith Shop:**

- 2.8.1. Program for gunsmith shop support.

2.8.2. Provide support, based on funding, upon coordination from AFSVA via the request of team captains.

2.8.3. Accomplish repairs on a “part-for-part” basis, according to availability and mission requirements. Parts which are usable after repair are returned to bench stock. The gunsmith shop turns in unserviceable parts to the defense property disposal. This maintenance requires coordination with AFSVA.

2.8.4. Maintain removed parts from shooting team weapons and returns replaced parts from privately owned weapons to team members.

2.8.5. Request weapons serialized listings from AFSVA as needed.

## **2.9. The Commander, National Guard Marksmanship Training Center:**

2.9.1. Conducts competitive marksmanship clinics as directed by Chief, National Guard Bureau.

2.9.2. Maintains records of National Guard personnel competing in Excellence in Competition matches.

2.9.3. Conducts and supervises annual Armed Forces Skill-at-Arms Meeting.

2.9.4. Conducts and supervises annual Interservice Sniper Sustainment Exercise.

2.9.5. Supervises Marksmanship Advisory Council’s regional marksmanship proficiency training exercises.

2.9.6. Selects, supports and supervises personnel to represent National Guard in armed forces interservice, national, and international level competitions.

2.9.7. Notifies Chief, National Guard Bureau of National Guard personnel selected to represent the United States in approved international sporting level competitions.

## **2.10. Installation Commander:**

2.10.1. Encourages and supports participation in the installation fitness and sports program.

2.10.2. Ensures resources (funding, facilities, and manning) are available to conduct the installation fitness and sports programs.

2.10.3. Authorizes installation to host higher-level trial camps and championships.

2.10.4. Determines participation in intramural and enhanced sports programs, which may include Regular Air Force, Air Reserve Component, family members, Department of Defense (DoD) (including nonappropriated fund employees), installation contract personnel, and foreign nationals.

## **2.11. Force Support Squadron Commander or Director:**

2.11.1. Oversees the installation fitness and sports program. Uses market survey tool to assist with funding and resource decisions for installation fitness and sports program. Reviews and approves the annual installation fitness and sports program plan, budgets, and staffing.

2.11.2. Advocates for resources, funding, and facility improvements. Ensures fitness and sports appropriated fund requirements are identified and submitted for submission to AFIMSC for validation and funding consideration.

2.11.3. Appoints a project officer to host higher-level trial camps, championships, and workshops.

2.11.4. Ensures the proper management of fitness and sports program funding and personnel.

2.11.5. Ensures staff members receive fitness supplemental and specialized training in fitness and exercise.

2.11.6. When applicable, administers routine personnel actions (leave requests, annual fitness assessment, random urinalysis screening, processing of travel orders, and Uniform Code of Military Justice disciplinary actions, as necessary) for world class athletes at his/her installation.

## **2.12. Sustainment Services Flight Commander:**

2.12.1. Coordinates and evaluates all fitness and sports program activities.

2.12.2. Identifies and fills operational and financial requirements.

2.12.3. Monitors training of Fitness and Sports Centers staff.

2.12.4. Coordinates facility construction designs.

2.12.5. Supports the fitness and sports manager to ensure facilities and programs meet safety requirements.

## **2.13. Fitness and Sports Manager:**

2.13.1. Is responsible for overall functioning and management of the Fitness and Sports Centers and Fitness Assessment Cell. Develops and maintains Fitness and Sports Center programs, operations, and facilities consistent with DoD Morale, Wellness, and Recreation Fitness Standards and AF standards. Works with related installation and community fitness and sports organizations to provide comprehensive program.

2.13.1.1. Defines the organizational structure, sets staff duties and responsibilities, and establishes short- and long-term goals and procedures. Conducts training programs for customer service, on-the-job training, etc., for new employees within 30 days of their initial assignment. Ensures operating instructions are maintained and current for each facility.

2.13.1.2. Extracts market demand information from market survey. Works with the marketing department to obtain adequate publicity, marketing, and commercial sponsorship support. Creates public relations and publicity programs to disseminate information about fitness and sports programs to encourage participation.

2.13.1.3. If the Fitness and Sports Advisory Council is established, serves as the non-voting chairperson.

2.13.1.4. Establishes safety programs in accordance with applicable directives. Coordinates with health promotion manager, emergency preparedness, or ARC fitness program manager for topics to be taught on an ongoing basis for Fitness and Sports Centers staff.

2.13.1.5. Provides management oversight of the installation Fitness Assessment Cell to oversee centralized fitness assessments for installation personnel IAW AFI 36-2905.

2.13.2. Develops and maintains facility, personnel, program, and financial records.

2.13.2.1. Develops an annual operations plan for approval by the Force Support commander or director.

2.13.2.2. Prepares appropriated and nonappropriated fund budgets. Develops Fitness and Sports Center's 5-year plan for equipment replacement.

2.13.2.3. Ensures inspections are conducted and documented for all fitness and sports equipment, fields, and facilities. Consults with civil engineers to report and correct any field and/or facility safety hazards. Establishes and maintains current maintenance plans and logs for facilities and equipment.

2.13.2.4. Ensures staff training needs are identified, documented, and executed. Ensures staff maintains current certification in Automated External Defibrillator, Cardiopulmonary Resuscitation, Basic Life Support, first aid, and supplemental training.

2.13.2.5. Ensures all facility and program contracts meet contract requirements.

2.13.2.6. Responds to formal customer comments within 48 hours, documents outcome, and maintains the record IAW AFI 33-322, *Records Management Program*.

2.13.2.7. Develops an emergency medical plan.

2.13.2.8. Consults with occupational safety office and civil engineers to report and correct any occupational hazards.

2.13.2.9. Approves sports bylaws.

**2.14. Fitness and Sports Advisory Council:** Installations may institute an optional Fitness and Sports Advisory Council to serve as a fitness and sports advisory body. Further operational guidance will be provided by the Air Force Service Activity on this optional council.

**2.15. Athlete/Participant in Higher Level Competition:**

2.15.1. Submits application to supervisor and unit commander for approval/disapproval via the online application tracking system (<http://www.myairforcelife.com/sports/>).

2.15.2. If member of Air Reserve Components, coordinates and submits AF Form 49, *Application for MPA Man-day Tour*.

2.15.3. Coordinates travel plans with AF Fitness and Sports. Completes the DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*, IAW AFI 36-3003 *Military Leave Program*.

2.15.4. Submits a "no cost" travel voucher to their installation accounting and finance office within 5 days after completing temporary duty (TDY).

**2.16. Participating World Class Athlete:**

2.16.1. Submits completed AF Form 303, *Request for USAF Specialized Training*, using procedures outlined in **paragraph 4.2** of this instruction.

2.16.2. Displays the appearance and military bearing necessary to properly represent the AF in a civilian environment. Wears AF issued clothing items to and from events and while training/competing. When meeting with the public or when involved in any public relations event, wears Air Force issued clothing.

2.16.3. Coordinates with national coach, when applicable, and creates a training plan leading to US national team selection in the particular sport of participation. Coordinates and obtains AFSVA approval for training plan. Remains competitive in respective sport and continues to progress toward accomplishing pre-approved individual training goals. Notifies AFSVA of any change in status that prevents training and competition, i.e., injury or disqualification by the National Governing Body. Reports disqualification by National Governing Body for any reason (i.e., performance results, coaching decision, or drug testing) to AFSVA.

2.16.4. Notifies AFSVA of current contact information and any changes to these within one calendar day of change. AFSVA must be able to contact every athlete at all times.

2.16.5. Completes professional military education, commensurate with rank and time in service. World class athletes are highly encouraged to pursue civilian educational opportunities to include bachelor or advanced degrees.

2.16.6. Reports and performs duties as may be required by the Force Support commander or director at duty location commensurate with training availability, but, as a minimum, three days per quarter. Duties as a trainer or an instructor in the athlete's particular sport are recommended.

2.16.7. Contacts local AF recruiting office to provide assistance as required or requested. World class athletes let the recruiting staff know they are available to speak or assist at AF recruiting events.

2.16.8. Accomplishes and forwards an after-action report to AFSVA project officer for all travel associated with the world class athlete program. The report should include event results, individual results, and team results, as applicable.

2.16.9. Submits quarterly reports to AFSVA (due the last duty day of March, June, September, and December). Quarterly reports must list results of all competitions over the quarter, training accomplished during the quarter, participant's current national ranking or national team ranking/team status, future competitions, duties performed for the Force Support squadron or division at duty location, and community and professional development activities.

2.16.10. Self-funds basic supplies and equipment (i.e., goggles, rifles, shotguns, air pistols, compound bow, skis, etc.), specialized footwear necessary to compete in chosen sport and current athlete membership fees and dues in the sport's National Governing Body.

2.16.11. Contacts AFSVA if awarded prizes or compensation from competitions. AFSVA Chief, Services Law acts as the ethics advisor on whether DoD 5500.07- R permits the athletes to keep the prizes or requires them to turn them in or return them.

## **2.17. Air Force Shooting Team Captains.**

2.17.1. Act as liaisons between the program manager and individual team members.

2.17.2. Monitor team members to ensure their conduct reflects that of the AF core values and represents the AF in a positive manner.

2.17.3. Recommend removal or termination of members, when warranted, through the shooting program manager.

2.17.4. Conduct training and selection camps as needed.

- 2.17.5. Must submit training requirements, competition schedules, and ammunition requirements, to include submittal of commercial-off-the-shelf munitions' data package requirements. **(T-2)**.
- 2.17.6. Must submit after-match and cumulative cost summaries, and munitions expenditures within ten days of trip completion to AFSVA. **(T-2)**.
- 2.17.7. Make all necessary arrangements for team members including entry and registration, lodging, and other necessary support.
- 2.17.8. Request AF gunsmith shop support through AFSVA.
- 2.17.9. Assure safety and security in all firearms and ammunition handling.
- 2.17.10. Furnish AFSVA serialized listings of weapons used by current and past AF team members. Listings, signed by the team captains, are forwarded to AFSVA. Serialized listings are required before the weapon can be repaired.
- 2.17.11. Annually provide updated serialized lists of the team members' personal weapons. This provides the authorization for repair on personally owned match-grade weapons.

**2.18. Air Force Shooting Team Members:**

- 2.18.1. Maintain safety and security of all equipment including firearms and ammunition.
- 2.18.2. May provide their own equipment, ammunition, and weapons. The use of personal equipment, ammunition, and weapons shall not constitute a gift of property or services to the AF.
- 2.18.3. Establish personal training schedules, with concurrence of team captains.
- 2.18.4. Must annually update and submit to shooting program manager an AF Form 1297, *Temporary Issue Receipt*, for all weapons and team equipment issued to them by the AF gunsmith shop or AFSVA. **(T-2)**.
- 2.18.5. Coordinate with the local munitions accountable supply officer, in accordance with AFI 21-201, when establishing custody accounts, receiving munitions items, and recording expenditures.
- 2.18.6. Ensure conduct reflects that of the AF core values and represents the AF in a positive manner.

## Chapter 3

### FITNESS AND SPORTS CENTERS

**3.1. Fitness and Sports Center Standards:** A waiver to standard(s) request is staffed through AFSVA and AF/A1S if the DoD standards cannot be met; waiver request approval authority is Deputy Assistant Secretary, Reserve Affairs and Airman Readiness.

**3.1.1. Main Fitness and Sports Center:** Main Fitness and Sports Center will be open a minimum of 90 staffed hours per week **(T-1)**; waivers to operate below this standard must be approved by the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1). Reserve installations will be open for 70 staffed hours per week **(T-2)**; waivers to operate below this standard require approval from Air Force Reserve Command. Fitness centers will be open federal holidays **(T-3)**, unless otherwise directed by the installation commander.

**3.1.1.1.** Geographically separated units and munitions support squadron fitness facilities. AF mission requirements often place Airmen in duty locations where main operating base fitness facilities are unavailable. The 90 staffed hours per week requirement does not apply to fitness operations at geographically separated units or munitions support squadron locations. Airmen at such locations remain accountable for maintaining AF physical fitness standards and therefore, unsupervised after-hours use of fitness facilities is permitted at these locations. An operational risk management assessment will be conducted by the installation and leadership will establish a wingman policy; post written standards for facility use; provide an automatic external defibrillator, an emergency phone, a first aid kit; and post emergency response procedures. **(T-2)**.

**3.1.2. Additional Fitness and Sports Centers:** Additional Fitness and Sports Centers operate a minimum of 30 staffed hours per week and contain the full complement of equipment and services. **(T-3)**. These facilities include all courts, group exercise areas, fitness equipment areas (cardiovascular, free weight, and selectorized), steam or sauna rooms, showers, lockers, and equipment issue for customer use. Single areas separate from, but in proximity to, the Main Fitness and Sports Centers such as ball courts (basketball, volleyball, wallyball, racquetball, etc.), weight rooms, and aerobic or group exercise areas do not qualify as Additional Fitness and Sports Center facilities; these areas are considered part of the Main Fitness and Sports Center.

**3.1.3. Satellite Fitness and Sports Centers, Unit Physical Training Facilities, and Fitness Access.**

**3.1.3.1.** A Satellite Fitness and Sports Center operates a minimum of 30 staffed hours per week. Satellite facilities provide several, not all, core activities. Use of these facilities is not restricted to specific units. It is geographically separated from the Main Fitness and Sports Center, is established to provide additional capabilities during peak periods, and is staffed on a no-fee basis.

**3.1.3.2.** A Unit Physical Training Facility is authorized by the installation commander (unit owned, funded and maintained fitness areas not operated by the Force Support) when the installation's fitness facilities cannot meet the requesting unit's requirements. The number of Unit Physical Training Facilities are to be kept to a minimum. Equipment should meet AF fitness and sports standards. Units approved to operate a Unit Physical Training



Facility will coordinate with the fitness and sports manager prior to the unit purchasing equipment and maintenance contracts using Allowance Standard 410, Allowance ID: 410COOB, and in accordance with manufacturer's recommendations. **(T-2)**. For detailed procedures see AFMAN 23-110, *USAF Supply Manual*. Such units must have a local operating instruction established that includes, at a minimum, that a wingman system will be used at all times, an automatic external defibrillator is available, emergency phone numbers will be posted within the fitness room, and a phone will be available within the room for emergency use. **(T-2)**. Funding for agility and equipment maintenance and equipment purchase is the responsibility of the owning unit. ANG unit fitness rooms, other than those managed by the Force Support Squadron, are considered Unit Physical Training Facilities.

3.1.3.3. *Fitness Access*, an Air Force initiative to provide facility access outside of normal operating hours, can be implemented at main, additional, or satellite Force Support fitness facilities. *Fitness Access* was originally developed for installations with a high number of military shift workers to maintain mission readiness. Installation Commanders or designee must conduct an operational risk management assessment and determine if access will be restricted to specific activity areas. **(T-2)**. Equipment to control after-hours access should be used in accordance with *Fitness Access* standards which include the accredited card swipe system for registered customers. Surveillance cameras and digital video recording system will document activities within the facility during after-hours use. **(T-2)**. A wingman policy and posted written standards for facility use must be established by the installation and posted in the facility. **(T-2)**. Automatic external defibrillator, phone with list of emergency phone numbers, first aid kit, and posted emergency response procedures will be readily accessible in the facility. **(T-2)**.

3.1.4. **Customer Attire.** Appropriate clothing must be worn to maintain a proper image in a military and family fitness facility. **(T-3)**. Attire should be conservative and modest in nature without obscene and offensive language or graphics Athletic attire and athletic-type shoes will be worn in all activity and equipment areas. **(T-3)**. Military utility uniforms are authorized to be worn during workouts and members may remove their utility uniform coat (shirt); however, t-shirts are worn. Only court shoes with non-marking soles will be worn on hardwood floors **(T-3)**; boots are not authorized on treadmills or hardwood floors. Casual slacks, shorts and jeans are considered non-exercise attire. **(T-3)**. Due to safety concerns (including an increased risk of dehydration and heat illness), garments made of plastic, rubber, nylon, etc., that are specifically designed to increase the amount of perspiration, are not authorized in any fitness facility, to include outdoor running tracks and fields. **(T-3)**. Each fitness and sports center must post the policy governing appropriate workout attire. **(T-3)**.

3.1.5. **Locker Rooms:** Children age six and over must not be allowed in the opposite gender locker room or dressing areas and this policy should be clearly posted in the facility. **(T-3)**. To protect all individuals' privacy, taking photos in the locker rooms while in use by customers is not authorized. **(T-3)**.

3.1.6. **Minimum Age Limit:** Age limitations must be displayed in each facility to ensure a safe environment for all customers. **(T-3)**. The AF age guidelines in [Table 3.1](#) of this AFI are consistent with guidelines established by medical organizations such as the American Academy of Pediatrics, American College of Sports Medicine, and the National Strength and Conditioning Association. Youth typically need more gradual, carefully organized, and

structured training programs than adults. Youth along with their parent(s) must attend an equipment orientation class prior to beginning their initial workout. **(T-3)**. Caution is required while supervising youth in these areas. Structured family programs encourage parent and child interaction and develop healthy lifestyle habits. All deviations from the standard must be documented in a written installation commander-approved supplement to this instruction. **(T-2)**. Children of any age may be spectators during sports competitions or special events if immediately supervised by an adult.

**Table 3.1. Age Policy.**

Youth 16 years of age and over	Permitted in all areas of the Fitness and Sports Center without a qualified adult* .
Youth 13 - 15 years of age	Permitted in cardiovascular, weight equipment, group exercise rooms, locker rooms, saunas, etc., only under qualified adult interactive supervision. Interactive supervision requires qualified adult and child to participate in/perform activity together at all times. Permitted in other activity areas (i.e., basketball court, racquetball court, running track) only when a qualified adult is present in the facility at all times. Permitted to be a participant (participating in age appropriate programming) or spectator in a sport or special event when a qualified adult is present in the facility at all times. For Fitness and Sports Center pools, use is permitted during instructional programs, or when a qualified adult is present in the facility at all times.
Youth 6 - 12 years of age	Not permitted in cardiovascular, sauna, weight equipment rooms, or group exercise rooms during scheduled adult exercise classes. Permitted in other activity areas (i.e., basketball court, racquetball courts, running track, locker room, parent and youth area) only under qualified adult interactive supervision. Interactive supervision requires qualified adult and child to participate in or perform activity together at all times. Permitted to be a participant (participating in age appropriate programming) or spectator in a sport or special event only under qualified adult interactive supervision. For Fitness and Sports Center pools, use is permitted during instructional programs, or when under qualified adult interactive supervision.
Children under 6 years of age	Not permitted in Fitness and Sports Centers except as follows: Permitted in Fitness and Sports Center parent (legal guardian) and child areas for supervised play. Permitted to be a participant (participating in age

	appropriate programming) or spectator in a sports activity or special event under qualified adult interactive supervision. Interactive supervision requires qualified adult and child to participate in/perform activity together at all times. For Fitness and Sports Center pools, use is permitted during instructional programs, or when under qualified adult interactive supervision.
<p><b>NOTE:</b> *For purposes of <b>Table 3.1</b>, a "qualified adult" is a parent, legal guardian, qualified family member program (FMP) staff member, qualified child and youth program personnel Fitness and Sports Center personnel conducting a program, or coach. AFI 34-144, <i>Child and Youth Programs</i>, provides further guidance.</p>	

3.1.7. **Marketing and Promotions:** The Fitness and Sports Center manager uses market survey data to develop a comprehensive marketing plan and work with the marketing staff to develop promotional, advertising, commercial sponsorship, and publicity strategies.

3.1.8. **Alcoholic Beverages:** The sale of pre-mixed and packaged alcoholic energy drinks in Fitness and Sports Centers is prohibited. **(T-1)**. The consumption, selling, or serving of any alcoholic beverages at sports playing fields or facilities must adhere to the policies established in AFI 34-219, *Alcoholic Beverage Program*, and associated major command and installation supplements. **(T-1)**. The fitness center manager must address alcoholic beverages in the program operating instruction and ensure compliance with installation supplements to AFI 34-219. **(T-1)**.

### 3.2. Fitness and Sports Center Staff and Training.

3.2.1. **Staffing:** A minimum of two staff members must be on duty during staffed hours of operation for emergency response capabilities. **(T-1)**.

3.2.1.1. **Military Staff Uniforms:** Military Fitness and Sports Center employees wear the AF informal uniform in accordance with the guidelines contained in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

3.2.1.2. **Civilian Employee Attire:** All fitness center civilian employees are encouraged to wear appropriate professional attire similar to the AF informal uniform. Uniform athletic attire may be issued to civilian employees, as unit clothing, in accordance with AFI 65-601 V1, Section 101.

3.2.1.3. **Contractor Attire:** Contractors wear uniforms as specified in the government or individual service contract and will be appropriate for the activity as well as for a military environment.

3.2.2. **Volunteers:** Force Support Squadrons may establish Morale, Welfare, and Recreation volunteer programs in accordance with DoDI 1100.21, *Voluntary Services in the Department of Defense*, and AFI 34-101.

3.2.3. **Basic Fitness Training for Staff and Volunteers:** All levels of training are documented in every fitness center staff members and volunteers on-the-job-training record.

3.2.3.1. Fitness center staff, to include volunteers, must obtain and maintain first aid certification and either Red Cross cardiopulmonary resuscitation plus automatic external defibrillator or basic life support and automatic external defibrillator certification within 30 days of assignment to the fitness center. **(T-1)**. Note: Self-aid and buddy care training meets the first aid certification requirement for the military fitness staff.

3.2.3.2. Fitness center staff and volunteers must be trained on safety, protection from blood borne pathogens, fitness center operating instructions and the basic use of exercise equipment within 30 days of assignment. **(T-1)**. Upon completion, staff may monitor fitness equipment areas and provide customer equipment orientations.

3.2.3.3. Fitness center staff must attend local Force Support customer service training within 30 days of assignment and thereafter as frequently as required by local policy. **(T-3)**.

3.2.3.4. Fitness training from fitness and sports manager, local experts, or other sources should be conducted on a recurring basis to reinforce course principles and provide current fitness information and sports programming.

3.2.4. **Core Management Training:** The fitness and sports manager must complete the Air Education and Training Command computer-based activity manager course (L60NU34M3) or the activity management training core topics course (DL-CB-0301). **(T-2)**. Additionally, the manager must complete online follow-on activity specific fitness manager's course with AF fitness and sports within one year of assignment as the fitness and sports manager (credit given for attending former Air Force Services Agency activity manager course follow-on). **(T-2)**.

3.2.5. **Advanced Fitness Training and Certification:** At least two Fitness and Sports Center staff members should complete an advanced fitness certification training workshop to enhance base-level programs for assigned Airmen and their families. This training provides Fitness and Sports Center staff members with enhanced qualifications to better help their customers with their fitness programs during peak periods. Advanced training workshops and certification exams are unit funded.

3.2.6. **Air Force Certified Fitness Specialist:** Recognition as an AF certified fitness specialist is reserved for individuals who have completed basic and advanced training, have met additional experience requirements, and achieve at least a "satisfactory" score IAW the AF Physical Fitness Assessment.

3.2.6.1. Eligibility Criteria. AF certified fitness specialist requirements:

3.2.6.1.1. Meet basic fitness training requirements.

3.2.6.1.2. Meet advanced fitness training requirements.

3.2.6.1.3. Minimum of one year's work experience in the Fitness and Sports Center.

3.2.6.1.4. Documented 100 hours of group and/or individual fitness/exercise program design to include: appointments for personal fitness assessments (not official Fitness Assessments), developing fitness programs, and leading group exercise or unit physical training classes. No more than 50 hours of leading group exercise/unit physical training can be applied to the 100-hour requirement.

3.2.6.1.5. Document all training. Maintain the training log chronologically to include the following minimum information: date and time the member provided training and the name or unit of the individual they trained. The fitness and sports manager verifies documentation.

3.2.6.1.6. Complete one additional continuing education course or college course, directly related to fitness. Advanced training through online or in-residence continuing education units are an authorized appropriated fund expense and should be funded to maintain staff member's certifications.

3.2.6.1.7. Achieve at least a "satisfactory" score IAW the AF Physical Fitness Assessment, or equivalent for civilians, at the time of package submittal.

3.2.6.2. Fitness and sports managers submit recognition packages to AF Fitness and Sports for approval. The recognition results in a certificate of achievement for the individual. A minimum of two staff members should be trained to fulfill this requirement regardless of size of facility.

**3.2.7. Group Exercise Instructors:** Group exercise instructors must have and maintain a primary instructor certification by a DoD recognized organization. **(T-1)**. Instructors must obtain the additional necessary specialized training and certifications for specialized classes such as step and kickboxing fitness. **(T-3)**. Group exercise instructors must maintain current first aid and either the American Heart Association's Basic Lifesaving automatic external defibrillator or the cardiopulmonary resuscitation certification. **(T-1)**.

**3.2.8. Personal Training Instructors:** Contract personal training instructors must have verification of at least 100 hours of individual fitness program experience to include fitness assessments and cardiovascular and strength conditioning programs, and have current certification by a DoD recognized organization listed on the AF fitness and sports manager's website **(T-1)**. Personal training instructors must maintain current first aid and either Basic Life Support and automatic external defibrillator American Heart or cardiopulmonary resuscitation and automatic external defibrillator Red Cross certification. **(T-1)**.

**3.2.9. Contract Sports Officials.** Contract sports officials must be certified and trained through a recognized and approved National Governing Body for the particular sport. **(T-1)**.

### **3.3. Facilities, Equipment, and Supplies.**

**3.3.1. Property Management Overview:** The fitness and sports manager has the responsibility for required lifecycle management for all assets within the fitness center to include planning, budgeting, acquiring, receiving and accounting, use and control, and disposal of property and resources. See AFI 34-204, *Property Management* for a complete listing of activity manager and property account custodian responsibilities

3.3.1.1. For facility design information, refer to *Unified Facilities Criteria (UFC) 4-740-02, Fitness Centers* and the *Air Force Services Facilities Design Guide, Design: Fitness Centers* on the AFSVA Portal.

3.3.1.2. Fitness and sports manager must have a monitoring system (cameras or a duress alarm if a camera is not appropriate) installed in areas of the facility where staff or contractors do not have direct line of sight. **(T-1)**. This also applies to areas where staff or contractor may be alone with a customer. This does not apply to changing rooms, rest rooms, or showers. It should be noted that contractors cannot supervise government employees.

3.3.1.2.1. Duress alarms are designed for customer protection and are generally a push button system that can be used by all staff and customers. Signage will be posted throughout the area to indicate where the duress alarm is located. **(T-3)**.

3.3.1.3. For sauna, steam room, and hot tubs, an easily accessible duress system will be installed that alerts the Fitness and Sports Center staff of emergency situations in these areas. **(T-1)**. Duress system tests must be documented and completed prior to the opening of the facility every day. **(T-2)**. Thermometers must be provided and temperature must be monitored on a regular basis. **(T-1)**.

3.3.1.3.1. The Fitness and Sports Center staff will post signs warning individuals at high risk not to use the sauna, steam room, or hot tub unless authorized by a physician. **(T-1)**.

3.3.1.3.2. Saunas, steam rooms, and spas temperature is controlled and regularly cleaned. See AFI 48-114, *Swimming Pools, Spas and Hot Tubs, and Bathing Areas*. **(T-0)**.

3.3.1.4. The fitness center laundry room washer and dryer can be obtained through local purchase using appropriated funds.

3.3.2. **Equipment and Supplies:** Sufficient equipment and supplies (e.g., balls, mats, jerseys, etc.) are available to provide a comprehensive program. Ensure all equipment and supplies are properly controlled, inventoried, stored, and replaced at the end of their useful life.

3.3.2.1. There is sufficient circulation space around all cardiovascular equipment, selectorized, and free weight equipment. Space allows for easy customer access to the equipment and provides a safety zone to minimize injuries from falls. For budgeting purposes, a comprehensive equipment replacement plan is in place to support replacement of equipment as needed based on condition and program requirements.

3.3.2.1.1. All cardiovascular equipment must be heavy commercial grade equipment and meets AF fitness and sports standards with sufficient numbers to ensure compliance with DoD MWR Physical Fitness Standards for each of the following mandatory core pieces: treadmills, upright bikes, recumbent bikes, stair climbing machine/steppers, and elliptical/variable motion trainers. **(T-3)**. Installations with more than one Force Support operated fitness facility are authorized to purchase a minimum of 50 percent of their AF fitness and sports standards allotment for each additional facility.

3.3.2.1.2. All selectorized resistance training equipment is heavy commercial grade equipment and meets AF fitness and sports standards. All Fitness and Sports Centers should have as a minimum one complete line of the following selectorized resistance training equipment: Assisted Dip/Chin, Seated Leg Press, Leg Extension, Prone/Seated

Leg Curl, Chest Press, Pectoral Fly/Rear Deltoid, Lateral Pulldown, Compound Row, Shoulder Press, Lateral Raise, Biceps Curl, Triceps Press/Seated Dip, Abdominal, Rotary Torso, Back Extension, Standing Calf, Glute, Hip Abduction/Adduction, Dual Adjustable Pulley, Adjustable Cable Crossover, and Multi-Jungle. **(T-3)**.

3.3.2.1.3. All free weight resistance training equipment is heavy commercial grade equipment and meets AF fitness and sports standards. Core free weight resistance training equipment includes a combination of free weight apparatus.

3.3.2.1.4. Racquetball racquets must have wrist straps. Impact resistant eye protection for participants in racquetball, squash, and handball sports is mandatory. This requirement applies to all Fitness and Sports Center customers regardless of status. Military and dress spectacles are not approved eyewear for racquet sports. Protective eyewear must be designed to withstand high impact. Fitness and Sports Center must have sufficient quantities of protective eyewear available for loan at no charge to customers. Signs posted at court entrances must state the following: IMPACT RESISTANT EYE PROTECTION IS REQUIRED AND IS AVAILABLE AT THE EQUIPMENT ISSUE DESK. **(T-1)**.

3.3.3. **Annual Maintenance Plans:** The fitness center must develop an annual maintenance plan adhering to manufacturer's recommendations. **(T-2)**. Records are kept to indicate which equipment is covered under a maintenance contract and adheres to the contract terms to maintain warranties.

3.3.4. **Outdoor Maintenance:** Fitness center teams with representatives from safety, the Base Civil Engineer, and Civil Engineer to develop grounds maintenance plan of outdoor facilities. **(T-3)**.

3.3.5. **Running Tracks:** Refer to the *Air Force Services Facilities Design Guide, Design: Fitness Centers*, located in the AF Fitness and Sports Manager's webpage for indoor track specifications. For outdoor tracks, refer to *Unified Facilities Criteria (UFC) 4-750-02, Outdoor Sports and Recreational Facilities*, at <https://www.wbdg.org/ffc/dod/unified-facilities-criteria-ufc/ufc-4-750-02n>. Running tracks must be periodically inspected for damage regardless of track surface, following the manufacturer's guidelines on preventative maintenance. **(T-2)**. Qualified technicians must accomplish repairs and preventative maintenance **(T-2)**; coordinate actions with the base civil engineer. At least one outdoor exercise area (running trail/track, par course, etc.) must be available, in good condition, and clearly marked. **(T-1)**.

**3.4. Fitness Center Programs:** The number of program offerings is based upon the size of the military installation (e.g., a small installation should offer a minimum of 10 group exercise classes/week) and a minimum of 15 scheduled offerings/week at medium, large, and mega large bases. Small installations have a total authorized population of up to 1,000; medium 1 through medium 4 installations have 1,001 to 5,000; large installations have 5,001 to 6,000; and mega large 1 through mega large 24 installations range from 6,001 to 30,000, in increments of 1,000 users (see fitness center population space computation at AF fitness and sports manager's website.) Geographically separated units and munitions support squadrons meet programming standards established by their major command or AFIMSC.

3.4.1. **Core Fitness Programs (Category A):** Fitness and Sports Center provide core programs at no cost to their customers. Core fitness program requirements should be met prior to conducting programs beyond core.

3.4.2. **Fitness Improvement Programs:** These programs target military personnel who do not meet AF fitness standards for aerobic fitness, muscular strength and circumferential tape measurement. Coordination with the installation Fitness Assessment Cell manager and unit fitness program managers is required to ensure appropriate class format, instruction, and attendance documentation. **(T-3).**

3.4.3. **Fitness Programs Beyond Core (Category B):** Fees may be charged for all enhanced programs only to offset verifiable nonappropriated fund expenses for these services; these may include, but are not limited to, group exercise classes beyond the core and one-on-one personal fitness training.

3.4.4. **Personal Fitness Assessments:** Fitness staff can conduct assessments and provide exercise programs for military personnel upon request as schedules allow. Fitness assessments measure cardio-respiratory fitness, muscular strength and endurance, body composition, and flexibility using either a manual or computerized system. Examples of assessment modules include a step or sub-maximal cycle test, sit and reach, and skin fold calipers. Fitness assessments are conducted by contract personal trainers or trained fitness staff who, at a minimum, have completed the Air Education & Training Command fitness specialist course. These fitness assessments are not official fitness assessments and are not meant to replace the official fitness assessments the members receive from the Fitness Assessment Cell. Customers taking Personal Fitness Assessments with fitness staff can request that the test be administered by a same gender employee.

3.4.5. **Family Fitness Classes:** Fitness and Sports Centers may offer family programs. Classes may be conducted by trained youth and Fitness and Sports Center staff or contractors. Background checks are not required for instructors of these classes as long as the parents and youth are participating in the class together. AFI 34-144, *Child and Youth Programs*, provides further guidance.

3.4.6. **For Air Force Reserve only: Exercise Physiologists at Air Force Reserve Component host installations (programmed with non-Defense Health Program funds):** Exercise physiologists may create and implement programs and individually counsel members for fitness improvement purposes.

3.4.7. **Extreme Conditioning Programs:** Commercial-off-the-shelf extreme conditioning programs may be used in fitness facilities and in unit physical training programs.

3.4.7.1. Certified instructors must be used to conduct commercial-off-the-shelf extreme conditioning programs, and all instructors must be in compliance with this AFI. **(T-1).**

3.4.7.2. Group exercise instructors must have and maintain a primary instructor certification issued by a DoD recognized organization (listed on the AFSVA Portal) **(T-1).** Extreme Conditioning Program instructors must also have any specialized training and/or certifications required for a specific genre of extreme conditioning programs (e.g., CrossFit, P90X, Insanity, etc.). **(T-1).**



3.4.7.3. Force Support is authorized to fund DoD approved advanced training workshops and/or certification exams for fitness and sports staff members. Units who conduct unit-led commercial-off-the-shelf extreme conditioning programs ensure their unit instructors obtain the required AF advanced training/certifications as outlined in this chapter.

3.4.7.4. AF members (in their official capacity) may not give a non-federal entity (e.g., CrossFit, P90X, Insanity, etc.) preferential treatment or create such an appearance; see Joint Ethics Regulation section 3-209, *Endorsement*. **(T-1)**. Consult the local Judge Advocate prior to implementing any commercial-off-the-shelf extreme conditioning program to ensure there is no appearance of partiality or endorsement towards that non-federal entity.

3.4.7.5. Private organizations and unit unofficial activities as defined by AFI 34-223 are subject to the same certification requirements when conducting organized classes/courses on the installation.

3.4.7.6. Agreements signed between individuals and extreme conditioning program organizations are solely between those two entities and do not represent an agreement with, or endorsement by, the AF. As such, the fitness center is not authorized to provide marketing support to these individuals. AF employees who are entering such agreements in their personal capacity will not use their military/civilian grade or position title and will ensure that the agreement does not purport to obligate, or regulate the activities of the AF. **(T-1)**.

3.4.7.7. Fitness centers may have dedicated rooms and equipment for extreme conditioning programs as long as they do not market these programs by a licensed or trademarked name (e.g., CrossFit, P90X, Insanity, etc.). Rather, the programs must be marketed as a name such as *Extreme Workout, Combat PT, Tactical Fitness*, etc. **(T-1)**.

**3.4.8. Combative Sports:** While Force Support facilities may host or sponsor competition combative sports events for entertainment purposes, DoD personnel may not compete in these events when hosted on an installation.

3.4.8.1. The government assumes no liability with respect to any and all injury, disability, death, loss or damage to persons or property resulting from the event.

3.4.8.2. These events are conducted, sanctioned, or administered under the rules of a local, state or National Governing Body for each specific sport as applicable.

3.4.8.3. This policy does not apply to military participation in Service-level or Armed Forces-level competitions, nor does it affect or refer to participation in training sessions or workouts in Fitness and Sports Centers by individual members who train in these sports.

3.4.8.4. AF child and youth programs with martial arts instructional programs may continue to host competitive events for the purpose of allowing participants to achieve higher level qualifications.

**3.5. Sports Programs:** Core sports programs are provided for eligible customers and, where resources are available, programs can be provided above the intramural level (see [Table 3.2](#)). Sports calendars are developed annually at the beginning of the fiscal year and made available to customers.

3.5.1. **Youth Sports Partnership:** The Fitness and Sports Center sports program and the Youth Sports and Fitness program will maintain separate operations. **(T-1).** However, where and when feasible, both programs are encouraged to partner together for cost savings and program efficiency in areas such as sharing and maintaining sports fields, ordering and storing equipment, and ordering trophies. AFI 34-144, *Child and Youth Programs*, provides further guidance.

3.5.2. **Outdoor Fields:** The fitness center must team with representatives from safety, Base Civil Engineer, and Military Public Health (if food is sold at outdoor fields) and perform a pre-season and post-season inspection. **(T-1).**

3.5.3. **Commander's Trophy:** Installations should consider implementing a commander's trophy initiative to promote participation in the sports program. Participation at meetings (e.g., Sports Advisory Council) should be recognized as another way to earn commander's trophy points. Coordinate the meeting minutes through the Force Support commander or director (or designee) for approval. Provide a copy of the approved minutes to all council members. Refer to AFI 65-601, section 4L, 4.31, *Awards, Award Ceremonies and Gifts*, for guidance.

3.5.4. **Sports Equipment:** Fitness and sports managers must ensure appropriate equipment is purchased with appropriated funds and is provided for the selected sports in **Table 3.2. (T-2).**

3.5.4.1. Fitness and Sports managers ensure sports equipment is installed properly based off manufacturer's guidelines/recommendations and coordinate with the local safety office (e.g., moveable soccer goals will be anchored into the ground).

3.5.5. **Officials:** Fitness and sports managers verify certification of officials. Appropriated funds are authorized to contract for sports officials for Category A and B sports IAW AFI 65-106. When certified officials are not available, the fitness center may recruit volunteers and ensure they are trained prior to officiating games.

3.5.6. **Prizes and Incentive Awards:** Refer to AFI 65-601, section 4L, 4.31, *Awards, Award Ceremonies and Gifts*, for guidance.

3.5.7. **Medical Considerations:** Physical contact or collision sports participants must have clearance from a doctor of medicine or osteopathy prior to participation. **(T-1).** The Medical Group commander or designee determines the type of medical evaluation for participants who engage in a physical contact or collision sport.

3.5.8. **Personal Protective Equipment:** Participants in sports and recreational programs that may result in physical contact will use personal protective equipment (i.e., mouth guards, eye protection, knee and ankle braces). **(T-1).**

**Table 3.2. Sports Programs.**

<b>Core Sports</b>	<b>Category A</b>
Intramural Sports	Provides at least 4 major programs (e.g., softball, basketball, flag football, volleyball, soccer, cross-country running) at no charge. <b>(T-3)</b> .
<b>Sports Above The Intramural Level</b>	<b>Category B</b>
Extramural Sports	Sport locally determined by demand (these are additional sports programs offered beyond minimum intramural sports). May require activity or usage fees, e.g., golf, bowling.
Tournaments with Off-Base Participants	Invitationals, regional tournaments, etc.
Varsity Sports	Sport(s) locally determined by demand.
Major Command Sports Competitions	Sport(s) determined by major command.
AF, Armed Forces	Sport(s) determined by AF and Armed Forces Sports council.

**3.5.9. Core Sports Programs:** Core sports programs are Category A and promote organized sports and esprit de corps. The intramural program is recreational in nature. The installation commander determines participation which may include Regular Air Force and Air Reserve Component assigned to installation units. Active duty military personnel always have first priority in intramural sports participation (follow eligibility criteria established in AFI 34-101). Other categories of customers may participate in the intramural program if their participation is needed to offer a particular program. The fitness and sports manager designates an intramural specialist who works for the sports program manager at installations with large sports programming. Reference [Table 3.2](#) above.

**3.5.10. Sports Programs Above the Intramural Level:** These sports programs provide opportunities for base athletes to compete off base, with other base, civilian, university and club teams. Financial guidance is provided in DoDI 1015.10; AFI 34-201, *Use of Nonappropriated Funds* and AFI 65-106. Appropriated funds should be used where authorized. Funds required to support these programs must be included in the nonappropriated fund budget and submitted for approval by the nonappropriated fund council and installation commander, with the exception of AF or Armed Forces programs. **(T-3)**.

**3.5.11. Extramural Sports:** This program is above the intramural program level and may be conducted when demand exists and resources allow.

3.5.12. **Varsity Sports:** Varsity sports programs are optional above the intramural level and based on number of adequate participants and availability of resources (see AFI 65-106). Varsity sports offer skilled military athletes an opportunity to compete off the installation in competitive programs and serve as a feeder program into higher-level AF competition. Fitness and sports managers should establish partnerships with community organizations to the greatest extent possible to broaden the scope of league play. Other DoD cardholders must have installation commander approval to participate. **(T-3)**. Civilians, including civilian coaches, are not authorized permissive temporary duty merely to participate in sporting events. Support for varsity programs may include purchase of uniforms, scheduling games with local teams, and paying entry fees for local leagues or tournaments. If competition is located out-of-town, transportation support is authorized, entry fees may be paid with nonappropriated funds, and a daily personal maintenance allowance may be allocated. Funding availability determines payment of expenses. For away games, varsity staff arranges transportation and lodging either funded with nonappropriated funds or self-funded by athletes, confirms game times, processes duty releases and permissive temporary duty orders or permissive leave, processes entry fees, and provides uniforms and applicable playing equipment. Varsity Booster Clubs must comply with AFI 34-223, *Private Organization (PO) Program*. **(T-1)**.

**Table 3.3. Varsity Sports Financial Support.**

	<b>Appropriated Funds</b>	<b>Nonappropriated Funds</b>
<b>Entry Fees</b>	N	A
<b>Transportation</b>	A <sub>1</sub>	N
<b>Lodging</b>	N	A
<b>Personal Maintenance<sub>2</sub></b>	N	A
<b>Uniforms</b>	A	N
<b>Equipment</b>	A	N

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIS)*

A - Authorized  
N - Not Authorized  
1 - Only if available through Base Transportation

2 - Personal Maintenance Allowance (similar to Per Diem)  
NOTE: The FSM coordinates with the Chief, Resource Management/Resource Manager to authorize any expenditure of NAFs to support varsity sports.

3.5.13. **Air Force Marathon:** Installations may treat the AF Marathon as a varsity event. Installation tenant organizations such as major commands, field operating agencies, and direct reporting units, with the approval of their host installation commander, may competitively select active duty individuals and teams not selected for installation varsity representation to participate in the marathon. These participants can be provided the same permissive temporary duty and nonappropriated fund support as varsity teams. The installation, major command, or other organizational commander (or equivalent) providing nonappropriated fund funding determines the amount of such funding to be provided for the participants as well as the number of participants supported for each marathon.

3.5.14. **Tournaments:** Tournaments above the intramural level are a Category B activity. Fees may be charged to cover the nonappropriated fund costs of officials, awards, and incidentals.

3.5.15. **Higher-Level Competition:** This program is designed to provide elite athletes an opportunity to participate in higher-level competition to include AF, Armed Forces, national, and international competition.

3.5.15.1. Regular Air Force members and ARC personnel are eligible based on skill and ability. ARC personnel must be in an authorized duty status through the dates of competition. **(T-1)**. AF members assigned to non-AF installations must receive authorization from AF fitness and sports to compete in higher-level competition conducted by another military department. **(T-1)**. AF personnel may not represent another service at armed forces championships. **(T-1)**. Where applicable, applicants must be amateurs as defined by the rules of the sport's National Governing Body. Interested reservists should follow guidelines IAW AFI 36-2254V2, *Reserve Personnel Training*, paragraph 1.3.

3.5.15.2. The individual is responsible for requesting authorization for travel to and from events and competitions and preparing the DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*. AF fitness and sports funds the travel to and from AF hosted or sanctioned programs and respective follow-on activities.

3.5.15.3. Permissive temporary duty is authorized for sports included in Olympic competition. Unit commanders may authorize permissive temporary duty, not to exceed 30 consecutive days, to allow members to participate or train in events officially conducted or sponsored by elements of the AF, inter-service organizations, or DoD. This includes participation in local, regional, sectional, district, or state events. Unit commanders must coordinate with the local Force Support unit before approving the request. **(T-3)**. The fitness center must contact selected individuals to assist in preparing orders and providing travel information. **(T-3)**. AF fitness and sports must receive a copy of orders for proper certification of airline tickets. **(T-3)**. Coordination through AF fitness and sports is required for national and international events. **(T-2)**. For additional information, refer to AFI 36-3003.

**3.6. Fitness and Sports Center Services:** Fitness and Sports Center provide core services to their customers and, where resources are available, provide enhanced services.

3.6.1. **Core Services.**

Table 3.4. Core Services.

<b>1. Vending Operation</b>	Fitness and Sports Centers provide drinks and/or snacks through vending machines, refrigerated display cases, etc. to customers. The scope of services provided is at the discretion of the Force Support commander or director.
<b>2. Locker Service</b>	Fitness and Sports Centers will provide free locker service. <b>(T-1)</b> . Installations determine the percentage of daily use lockers.

3.6.2. **Enhanced Services:** Enhanced services may be provided through contracts on a fee basis. Services may include, but are not limited to, juice bars, massage therapy, parent and child area, parent and youth area, family locker rooms, and supervised child care.

3.6.2.1. Individual service contracts must include acknowledgment of personal responsibility signed by the contractor and the contractor's signed agreement to indemnify the government for claims arising from the contractor's negligent conduct or breach of professional standards. **(T-3)**. IAW AFMAN 64-302, *Nonappropriated Fund Contracting Procedures*, paragraph 11.5., insurance should be considered where unique risks are associated with the services to be performed. Individuals working under an individual service contract must maintain current and up-to-date appropriate certification and training for the services they are performing. **(T-1)**.

3.6.2.2. Fitness and Sports Centers may engage in resale activities when merchandise and services offered are directly related to the purpose and function of the activity.

3.6.2.3. Tanning beds/booths will not be installed or used in Fitness and Sports Centers. **(T-1)**.

**Table 3.5. Enhanced Services (See Notes).**

<b>1. Massage Therapists *</b>	Therapists must have a license or have completed 500 hours of study and passed state certification or the National Certification Examination for Therapeutic Massage and Bodywork. <b>(T-1)</b> . Overseas therapists must meet local country's certification and licensing requirements. <b>(T-1)</b> .
<b>2. Resale Operations</b>	Resale services are nonappropriated fund operations. The operation should be self-sustaining.
<b>3. Parent and Child Area**</b>	Coordination with the Child and Youth Services Flight Chief is required. Parent and child areas must follow applicable UFC 4-740-02 and AF fitness & sports standards. <b>(T-1)</b> .
<b>4. Parent and Youth Area***</b>	Coordination with the Child and Youth Services Flight Chief is required. Both adult- and youth-sized equipment must be within this area so that the qualified adult and youth can exercise next to each other. <b>(T-1)</b> . Prior education and training is required by both the youth and the adult before using this area. <b>(T-1)</b> .
<b>5. Family Locker Rooms</b>	Must include individual room(s) equipped with changing area, shower, toilet, sink, diaper changing table, and lockers intended to accommodate adults with small children. <b>(T-1)</b> . Located near the pool (if provided) or near the parent and child area.
<b>6. Supervised Child Care</b>	Coordination with the Child and Youth Services Flight Chief is required prior to providing this service. Child and Youth Programs Assistant/Educational Technician must supervise children while parent exercises in facility. <b>(T-1)</b> . Recommend the child care be for children under 6 years of age for a limit of two hours on a first come first serve basis. Refer to AFI 34-144, <i>Child and Youth Programs</i> , Short-Term Hourly Care, for guidance on providing this service.

**NOTES:**

\* At no time shall services (i.e., body wraps, etc.) be publicized to customers as a means to help pass the fitness assessment. **(T-1)**.

\*\* Develop a local parent and child area operation instruction in coordination with the Child and Youth Services Flight Chief. There must be a 30" high clear partition, e.g., one-half inch thick shatterproof tempered glass, allowing for direct line-of-sight supervision, with an entry/exit that can isolate the child play area completely from other areas. Local policy will be posted in the parent and child area that address the following: children must be supervised by their own parents/legal guardians; parents and legal guardians must maintain direct line-of-sight supervision of their children at all times; the maximum capacity of children and adults in the parent and child area; the age limit for the children using the parent child area indicating whether users must sign in at the reception desk acknowledging parent and child area policies. **(T-1)**.

\*\*\* The Parent/Youth Area is optional.

### 3.7. Fitness and Sports Center Emergency Preparedness, Health and Safety.

3.7.1. **Emergency Preparedness Plan:** Fitness centers will have established procedures and an emergency preparedness plan that addresses fitness center personnel responsibilities and facility readiness with respect to, emergency evacuation, shelter-in-place, lockdown and similar contingencies. **(T-1).** Refer to AFI 91-203, *Air Force Occupational Safety, Fire and Health Instruction*, for specific guidance.

**3.8. Medical Emergencies:** Fitness center personnel are trained in first aid, cardiopulmonary resuscitation, and automatic external defibrillator to respond to medical emergencies.

3.8.1. Fitness center personnel are prepared to treat injuries, respond to accidents and medical emergencies by maintaining first aid supplies, poison control information and manuals. Fully equipped first aid kits and poison control information are readily available at the front desk. First aid kits are accessible and available during hours of operation as well as at locations away from the facility where fitness center programs are taking place.

3.8.1.1. Fitness center manager consults with local emergency management officials to develop procedures for medical emergencies and requirements for first aid kits.

3.8.1.2. First aid kits are inventoried monthly.

3.8.1.3. Fitness center personnel and volunteers who are required to have first aid training also receive blood-borne pathogen training IAW 29 CFR 1910.1030 and follow universal precautions to prevent transmission of blood-borne pathogens. Disposable latex, or non-porous vinyl gloves, must be worn when adults come into contact with blood or fluids containing blood. **(T-0).** Articles contaminated with blood must be carefully disposed of properly. **(T-0).**

3.8.1.4. The fitness facility has a public access defibrillation program in place that guides the facility's response to a cardiac emergency, prepares fitness center staff to respond in the event of a cardiac emergency, and ensures proper number, placement, and maintenance of automatic external defibrillators.

3.8.1.4.1. The fitness center public access defibrillation program in place is consistent with the installation-wide plan and is developed under the guidance of the emergency management officials, reviewed periodically based on the most current scientific literature; and reviewed by the local Judge Advocate to ensure legal compliance.

3.8.1.4.2. Automatic external defibrillators in operation at the fitness center are regularly inspected and maintained according to manufacturer's specifications and formalized procedures.

3.8.1.4.3. Automatic external defibrillators are easily accessible and their location is well-marked, publicized, and known among trained staff.

3.8.2. Incident Reporting. In addition to any local reporting procedures and notification through the chain of command, request that Force Support commander or director submits an incident report (within 1 hour if possible) of all serious incidents such as:



3.8.2.1. Any major property damage to services assets (fire, natural disaster, or vehicle accident, etc.).

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

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

3.8.2.4. To report such incidents go to the AFSVA installation support portal and select the serious incident reporting option.

## Chapter 4

### WORLD-CLASS ATHLETE PROGRAM

#### 4.1. Statutory Authority: 10 U.S.C. §717

#### 4.2. Application Procedures.

4.2.1. Submit individual application, AF Form 303, *Request for USAF Specialized Sports Training*, member's Commander and the base fitness center manager with coordination from the major command and appropriate functional or assignment manager, to AFSVA.

4.2.2. Obtain and submit personnel records review listing and copies of the last five performance reports from unit personnel office.

4.2.3. Military couples are apprised that joint spouse assignments might not be possible for this assignment.

4.2.4. Submit a signed statement of understanding that if selected for world class athlete program, member will incur up to a 3-year active duty service commitment effective upon completion of training or competition and commensurate with participation time in the world class athlete program. Additionally, member understands they will incur a 2-year active duty service commitment for voluntary withdrawal from training. This does not pertain to AF ARC.

4.2.5. ARC personnel submit an application for extended active duty through their command channels upon selection. Application will include the following:

4.2.5.1. AF Form 125, *Application for Extended Active Duty with the United States Air Force*.

4.2.5.2. Current unit commander concurrence.

4.2.5.3. Military resume.

4.2.5.4. Original copy of physical (SF 88, *Medical Record - Report of Medical Examination*; SF 93, *Report of Medical History*) and electrocardiogram issued within 12 months of application.

4.2.5.5. Home of record, names, and dates of birth for immediate family members.

#### 4.3. Participation and Service Commitments.

4.3.1. Individuals are normally assigned to the world class athlete program for up to a two-year period prior to the respective Olympic trials (summer or winter) or mandatory qualifying event (e.g., the Pan American games). A waiver for up to three years may be submitted to AF/A1S for special circumstances. The selection process into the world class athlete program will also consider the effect selection will have on an applicant's AF career.

4.3.2. All regular component personnel accepted into the world class athlete program receive an active duty service commitment effective upon completion of training or completion of competition, whichever is later. This active duty service commitment runs concurrently with any existing active duty service commitments. This does not pertain to ARC.

4.3.2.1. Regular AF personnel will incur up to a three-year active duty service commitment in accordance with AFI 36-2107, *Active Duty Service Commitments (ADSC)*. The actual service commitment equals the time spent in world class athlete program up to a maximum of three years. Officers must sign an AF Form 63 upon notification of selection as a world class athlete. Enlisted personnel should not sign the AF Form 63 unless they will not have sufficient retainability to fulfill the three-year (maximum) active duty service commitment and they are not or will not become eligible for retirement until after the expiration of the active duty service commitment. Additionally, all members (enlisted and officer) incur a two-year active duty service commitment for voluntarily withdrawing from world class athlete program training.

4.3.2.2. ARC personnel accepted into the world class athlete program are placed on active duty status.

4.3.2.2.1. Officers are processed IAW AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*.

4.3.2.2.2. Enlisted are processed IAW AFI 36-2002, *Regular Air Force and Special Category Accessions*.

#### **4.4. Assignment Procedures.**

4.4.1. AFPC/DPASF (Officer) and DPAA (Enlisted) are the points of contact for athlete assignment action processing. The 802 Force Support Squadron is the servicing Military Personnel Section for all athletes administratively assigned to AFSVA.

4.4.2. Athletes applying for world class athlete program must be released from their career field, by their career field manager at AFPC, before they will be recommended for acceptance into the program. **(T-1)**.

4.4.3. Athletes accepted into the world class athlete program remain at their current base of assignment unless relocation is necessary to accommodate expert coaching, training, and preparation for competition. Time on station waivers are initiated for this program by AFPC/DPASF (Officers) or AFPC/DPAA (Enlisted) to AFPC commander for approval.

4.4.4. Athletes accepted into the world class athlete program are assigned to AFSVA, Joint Base San Antonio-Lackland, TX, for accountability, manpower, and Enlisted Performance Report or Officer Performance Report purposes. Once the 802 Force Support has gained the athlete, the member's duty location is changed in the Military Personnel Data System to reflect actual duty location. This helps avoid pay and leave issues such as basic allowance for housing and cost of living allowance.

#### **4.5. Duty Location.**

4.5.1. World Class Athletes report to the Force Support commander or director at their assigned duty location. Force Support commanders or directors administer routine personnel actions to include leave requests, annual fitness assessment, random urinalysis screening, processing of travel orders, and Uniform Code of Military Justice disciplinary actions, as necessary.

4.5.2. Athletes are exempt from all duty rosters, but Commanders/Directors utilize the athletes' talents and capabilities to the fullest advantage within their units.

#### **4.6. Removal from Program.**

4.6.1. The world class athlete program assignment ends and the athlete returns to normal operational duties whenever one of the following conditions applies:

4.6.1.1. The athlete drops from competitive position for placement on the Olympic team when they are unable to achieve training goals or fails to place in formal competitions required for the athlete to compete in the Olympic Games (e.g., Pan American Games) as established by the National Governing Body and AFSVA.

4.6.1.2. The athlete does not qualify for the Olympic Trials in his or her respective sport.

4.6.1.3. Upon conclusion of the Olympic Games.

4.6.1.4. The athlete fails to meet Professional Military Education or military training requirements.

4.6.1.5. The athlete displays financial irresponsibility or develops a disciplinary record.

4.6.1.6. The athlete voluntarily withdraws from the world class athlete program.

#### **4.7. Transportation.**

4.7.1. Travel by government procured commercial air, depending on the availability of funding, is authorized.

4.7.2. AF sports program charge account is used to make travel arrangements.

4.7.2.1. When insufficient funding exists and with prior approval from AFSVA, an athlete may self-purchase an airline ticket through his or her installation commercial travel office.

4.7.2.2. Athletes travel as directed by orders in accordance with AFI 34-201.

#### **4.8. Travel Orders and Per Diem.**

4.8.1. Athletes travel on nonappropriated funds orders issued on DD Form 1610, *Request and Authorization for Temporary Duty Travel of DoD Personnel*.

4.8.2. World class athletes receive a personal maintenance expense allowance, in lieu of per diem, when traveling to training and competitions affiliated with the world class athlete program. Payment is included as part of the after-event financial action.

4.8.3. Requests for reimbursement are transmitted to AFSVA. Receipts must be provided for lodging, entry fees, car rental, and parking fees along with a cover sheet listing all expenses. **(T-2).**

4.8.3.1. Travel for the World Class Athlete Program athletes is funded by AFSVA with nonappropriated funds in accordance with the Joint Travel Regulations provisions relating to Official Temporary Duty payment of commercial air fare, lodging, and meal and incidental expense per diem. When insufficient funding exists, athletes may be required to self-fund certain travel expenses. Such self-funding shall not constitute a gift to the Air Force. Depending on the athletic needs of the particular team, some athletes may be on fully funded travel; some may be on partially funded travel; and some may be on self-funded travel.

## Chapter 5

### SHOOTING PROGRAM AND EXCELLENCE IN COMPETITION

#### 5.1. The Shooting Program .

- 5.1.1. Supports DoDI 1330.04.
- 5.1.2. Advances marksmanship using a formal program similar to those conducted by other services.
- 5.1.3. Includes participation in interservice and national events.
- 5.1.4. Is eligible for AF Olympic training funds.

**5.2. Shooting Teams** : The overall shooting program is made up of the following eight distinct and separate teams: National Pistol; Action Pistol; American Skeet; International Pistol; International Rifle; High Power Rifle; International Skeet; and International Trap. Each shooting discipline is restricted to a maximum membership of ten members, primary and development combined.

- 5.2.1. Primary Shooting Team. This group of shooting program members represents the primary traveling competitive team. It is generally limited to half the shooting discipline membership (normally five to six team members).
- 5.2.2. Developmental Shooting Team. Each shooting discipline has an in-training group known as “developmental members for the Competitive Shooting Program.”
- 5.2.3. Team Selection Periods. The Shooting Program Manager, assisted by the team captains, annually selects new team members. Tentative selection will be made by the team captain based on the results of training camps conducted for that purpose.
- 5.2.4. Developmental Team Members:
  - 5.2.4.1. Attend training camps in a permissive temporary duty status.
  - 5.2.4.2. May receive lodging and funds for nominal travel expenses from AFSVA, depending on funding availability.
  - 5.2.4.3. Are selected based on demonstrated potential. Individuals selected to the development teams are limited to team position vacancies.
  - 5.2.4.4. Are issued ammunition, as approved by the program manager.
  - 5.2.4.5. May be selected for the primary shooting team, released from the developmental team, or may elect to leave the developmental shooting team.
  - 5.2.4.6. Procure (at their own expense, unless reimbursement is provided by the AF), all weapons, ammunition, and equipment necessary to fully compete in their discipline if selected for the primary shooting team (except as provided on hand receipt from the gunsmith shop). This use of personal equipment, ammunition, and weapons does not constitute a gift of property or services to the AF.

### 5.3. Air Force Shooting Program Munitions Management.

5.3.1. The AF shooting program manager obtains ammunition for team members by two methods:

5.3.1.1. Obtain DoD stock-listed assets through the munitions forecast, allocation and distribution process in compliance with AFI 21-201, *Munitions Management*, guidelines.

5.3.1.2. Use commercial off-the-shelf munitions procedures to procure match grade ammunition when existing DoD stock-listed assets are not suitable.

5.3.2. AF shooting program team members:

5.3.2.1. Request munitions custody or consumption account from the DoD activity address code and perform all required account actions in accordance with AFI 21-201 and local installation instructions.

5.3.2.2. Report all issues, expenditures, and balances to team captains and AFSVA on quarterly basis.

5.3.2.3. Must comply with all explosive safety requirements within AFMAN 91-201, *Explosives Safety Standards*, and physical security requirements of AFI 31-101, *Integrated Defense (ID)*. (T-2).

**5.4. Shooting Program Ammunition:** If budget permits, a limited amount of ammunition may be provided by the AFSVA to team members on an annual basis. Team members coordinate with their respective installation munitions accountable supply officer for use and disposition of government ammunition. Ammunition residue is not turned in due to safety requirements during competitions prohibiting the pickup of brass. Minor quantities of match brass recovered may be reloaded by team members and reused. Orders on Defense Department Form 1610, *Request and Authorization for TDY Travel of DOD Personnel*, or AF Form 988, *Leave Request/Authorization*, must include the following statement: "In accordance with Federal Firearms Act, 18 U.S.C. 925, individuals are authorized to transport firearms and ammunition during the period of official temporary duty." (T-1).

**5.5. Dress and Personal Appearance:** Members of the AF shooting program wear the shooting uniform prescribed by the AF shooting program manager or AFSVA.

**5.6. Acceptance of Awards:** Team members can accept trophies, medals, certificates and other awards having little intrinsic value and intended primarily for presentation. They cannot accept merchandise, equipment, cash or cash equivalents (including gift certificates). AF personnel who are off-duty, not on official or permissive temporary duty, and who entirely pay their own expenses to events that are open to the general public are exempt from this rule. AFSVA Chief, Services Law makes the final determination concerning whether or not awards are acceptable.

**5.7. After-Match and Cumulative Cost Summary:** These are informal summaries that team captains submit. They include the names and scores of first, second, and third place finishers in each major event and the scores and relative standing of all AF competitors. The reports also include recommendations and a summary of total travel, personal maintenance expense allowance or per diem (if available), entry fees, and miscellaneous expenses. Individuals who participate in competitions submit after-match data to the team captain.

**5.8. Excellence in Competition:** United States Air Force Excellence in Competition Badges are awarded to eligible personnel, not just AF shooting team members, who attain an outstanding degree of achievement in certain recognized, individual competitions with the service rifle and pistol.

**5.8.1. Excellence in Competition Badges awarded are:**

- 5.8.1.1. The AF Distinguished Rifleman Badge.
- 5.8.1.2. The AF Distinguished Pistol Shot Badge.
- 5.8.1.3. The AF Silver Excellence in Competition Rifle Badge with Wreath.
- 5.8.1.4. The AF Silver Excellence in Competition Pistol Badge with Wreath.
- 5.8.1.5. The AF Bronze Excellence in Competition Rifle Badge with Wreath.
- 5.8.1.6. The AF Bronze Excellence in Competition Pistol Badge with Wreath.
- 5.8.1.7. The AF Bronze Excellence in Competition Rifle Badge.
- 5.8.1.8. The AF Bronze Excellence in Competition Pistol Badge.

**5.8.2. Qualifying for the Distinguished Rifleman or Distinguished Pistol Shot Badge:** Personnel qualify for a distinguished badge with at least 30 credit points in a recognized Excellence in Competition rifle or pistol match (national match or combat match). Personnel may be awarded both badges if they earn the required points.

**5.8.3. Qualifying for Excellence in Competition Badges:** The AF awards Excellence in Competition badges for excellence in individual competitions only. Excellence in Competition badges or credit points can be earned through competitions held by other services or in the private sector and are counted as credit toward the award of the appropriate distinguished badge.

5.8.3.1. Between 1 January and 31 December of each year, an eligible member may compete in no more than four Excellence in Competition service pistol or rifle matches as listed below. If authorized and eligible under the rules established by the match sponsor, member may compete in:

- 5.8.3.1.1. National Trophy Individual Match.
- 5.8.3.1.2. Regional or State Championships (limited to three per year).
- 5.8.3.1.3. A service sponsored match.

5.8.3.2. Individuals who have no points toward the distinguished badge for the weapon type used in the competition, rifle or pistol, may compete in four elementary-level Excellence in Competition matches sponsored by Headquarters, United States Air Force and approved by the AFSVA branch. Individuals may receive award points from Army and National Guard State Championships on the recommendation of the United States Army Marksmanship Unit Excellence in Competition Custodian, Fort Benning, Georgia.

5.8.3.3. Individuals may compete in military service sponsored Combat Rifle or Combat Pistol Excellence in Competition matches provided they do not compete in the National Match and Excellence in Competition match with the same type weapon (rifle or pistol) at the same competition.

5.8.3.4. To take part in more than two regional or state Championship Excellence in Competition matches in the same calendar year, with the same type of weapon, ANG personnel must obtain an advance waiver from the National Guard Marksmanship training unit. **(T-2)**. Regular Air Force and Air Force Reserve personnel must obtain an advance waiver from AFSVA. **(T-2)**.

**5.8.4. Credit Points Awarded and Computed:** The AF only conducts elementary Excellence in Competition matches and awards 4 points for the top ten percent of participants in an elementary match.

5.8.4.1. Credit points are awarded, based on scores and standings, to the highest-scoring 10 percent of the non-distinguished (personnel with less than 30 points toward a distinguished badge) participants in an Excellence in Competition match. The 10 percent includes all eligible non-distinguished competitors who begin the match. Credit points are awarded as follows:

5.8.4.1.1. Ten (10) credit points are awarded to the highest one-sixth of the top 10 percent.

5.8.4.1.2. Eight (8) credit points are awarded to the remaining highest one-third of the top 10 percent.

5.8.4.1.3. Six (6) credit points are awarded to the remainder of the top 10 percent.

5.8.4.1.4. Four (4) credit points are awarded to all top 10 percent in elementary level Excellence in Competition matches.

5.8.4.1.5. In computing both the number of participants to receive awards and the credit points to be awarded, officials resolve fractions of 0.6 or higher to the next higher number and drop smaller fractions. The total number of individuals to receive credit points cannot exceed the number determined by application of the 10 percent rule. For example, if a total of 108 non-distinguished competitors began the match, 10.8 (or 11) individuals would be eligible for credit points. These points are awarded as follows:

5.8.4.1.5.1. Two (2) 10 points are awarded to the highest one-sixth of the top 10 percent.

5.8.4.1.5.2. Three (3) eight points are awarded to the remaining highest one-third of the top 10 percent.

5.8.4.1.5.3. Six (6) six points are awarded to the remainder of the top 10 percent.

5.8.4.2. The package to conduct an Excellence in Competition match can be requested from the Shooting Program Manager. Credit points for elementary competition are awarded to participants who score in the top 10 percent of non-distinguished participants and have no credit points towards the distinguished badge for the weapon type being used in the competition. Credit points for national, state, and regional level combat competitions are awarded to participants who score in the top 10 percent of all non-distinguished participants, and have less than 30 points towards a distinguished badge.



**5.8.5. Awards Granted:** Copies of official match results are sent by the Excellence in Competition Match Project Officer to the Shooting Program Manager. Copies contain the member's full name, grade, social security number, organization, duty station, and home address. The Director of Civilian Marksmanship notifies the Shooting Program Manager when members achieve credit points in Corporation for the Promotion of Rifle Practice and Firearms Safety sponsored competitions. The Shooting Program Manager maintains a record of awards for each AF member who earns credit points in an Excellence in Competition match.

5.8.5.1. Badges are awarded as follows:

5.8.5.1.1. Individuals who earn the initial four points in elementary-level competitions with either the service rifle, service pistol, combat rifle, or combat pistol, receive a Bronze Excellence in Competition Rifle or Pistol Badge. Only individuals who have no credit points toward the distinguished badge are eligible for this award.

5.8.5.1.2. Individuals who earn four (4) credit points with either the service rifle, service pistol, combat rifle, or combat pistol receive a Bronze Excellence in Competition Rifle or Pistol Badge with a distinctive wreath.

5.8.5.1.3. Individuals who earn 20 credit points with either the service rifle, service pistol, combat rifle, or combat pistol receive a Silver Excellence in Competition Rifle or Pistol Badge with a distinctive wreath.

5.8.5.1.4. Individuals who earn 30 credit points with either the service rifle, service pistol, combat rifle, or combat pistol receive the Distinguished Rifleman or Distinguished Pistol Shot Badge.

5.8.5.2. Individuals may contact the Shooting Program Manager to verify points earned, the match in which the points were earned, and the total number of credit points towards the distinguished rifle or pistol badge.

5.8.5.3. Credit points held by non-distinguished military personnel and civilians who become members of the AF may be transferred and applied toward AF Distinguished Designation. Civilians or military personnel from other services who attained Distinguished Designation prior to entry in the AF may be recognized by the AF upon proper documentation and may be awarded a Distinguished Badge, if appropriate.

**5.8.6. Presentation, Disposition, and Recording of Award(s):** AFSVA announces each award of an Excellence in Competition badge, Air Force Distinguished Rifleman Badge, or Air Force Distinguished Pistol Shot Badge with an official memorandum.

5.8.6.1. AFSVA mails the award, together with a copy of the official memorandum, to the individual.

5.8.6.2. In accordance with AFI 36-2608, *Military Personnel Records Systems*, badges awarded *are not documented* in the individual's Unit Personnel Record Group.

**5.8.7. Control of Badges:** AFSVA distributes all badges by mail. For guidance on wearing badges, see AFI 36-2903.

5.8.7.1. AFSVA budgets, procures, and stocks the badges as necessary.

5.8.7.2. Badges are issued to AF members only. For information on replacement badges for Regular Air Force and Air Force Reserve personnel, call the Shooting Program Manager. ANG personnel may call ANG personnel division (ANG/A1). Individuals may replace their badges at their own expense.

SHON J. MANASCO  
Assistant Secretary (Manpower and  
Reserve Affairs)

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

- AFI 21-201, *Munitions Management*, 26 July 2010 and AFGM dated 31 May 2018
- AFI 31-101, *Integrated Defense*, 5 July 2017
- AFI 34-101, *Air Force Morale, Welfare, and Recreation Programs and Use Eligibility*, 24 Jul 2018
- AFI 34-144, *Child and Youth Programs*, 2 Mar 2016
- AFI 34-201, *Use of Nonappropriated Funds*, 17 Jun 2002
- AFI 34-204, *Property Management*, 27 Aug 2004
- AFI 34-219, *Alcoholic Beverage Program*, 30 Sep 2016
- AFI 34-223, *Private Organizations (PO) Program*, 8 Mar 2007
- AFI 36-2002, *Regular Air Force and Special Category Accessions*, 11 Jul 2017
- AFI 36-2008, *Voluntary Extended Active Duty for Air Reserve Commissioned Officers*, 5 Nov 2002
- AFI 36-2107, *Active Duty Service Commitments*, 30 Apr 2012
- AFI 36-2254V2, *Reserve Personnel Training*, 9 Jun 2010
- AFI 36-2608, *Military Personnel Records Systems*, 26 Oct 2015
- AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 Jul 2011
- AFI 36-2905, *Fitness Program*, 21 Oct 2013, IC 1, 27 August 2015
- AFI 36-3003, *Military Leave Program*, 11 May 2016
- AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Recreation and Nonappropriated Fund Instrumentalities*, 6 May 2009
- AFI 65-601V1, *Budget Guidance and Procedures*, 16 Aug 2012
- AFMAN 33-363, *Management of Records*, 1 March 2008
- AFMAN 64-302, *Nonappropriated Fund Contracting Procedures*, 8 Nov 2016
- AFMAN 91-201, *Explosives Safety Standards*, 21 Mar 2017
- AFPD 34-1, *Air Force Services*, 2 November 2012
- AFPD 34-2, *Managing Nonappropriated Funds*, 21 Jun 2012
- Air Force Services Facilities Design Guide, Design: Fitness Centers, 2 Nov 2011
- DoDD 1308.1, *DoD Physical Fitness and Body Fat Program*, 30 Jun 2004
- DoDI 1015.10, *Military Morale, Welfare, And Recreation Programs*, 06 Jul 09, IC 6 May 2011

DoDI 1330.4, *Armed Forces Participation in National and International Sports Activities*, 31 Aug 2010

DoDI 1402.05, *Background Checks on Individuals in DoD Child Care Services Programs*, 11 Sep 2015, IC 14 Jul 2016

DoDR 5500.07-R, *Joint Ethics Regulation*, 17 Nov 2011

FC 4-750-02N, *Design: Outdoor Sports and Recreational Facilities*, 4 Dec 2003

FC 4-740-02, *Fitness Centers*, 26 Sept 2006, IC 1 May 2013

JTR, *Joint Travel Regulation*

### ***Prescribed Forms***

AF Form 303, *Request for USAF Specialized Sports Training*

### ***Adopted Forms***

AF Form 49, *Application for MPA Man-day Tour*

AF Form 77, *Letter of Evaluation*

AF Form 125, *Application for Extended Active Duty with the United States Air Force*

AF Form 475, *Education/Training Report*

AF Form 847, *Recommendation for Change of Publication.*

AF Form 988, *Leave Request/Authorization*

AF Form 1297, *Temporary Issue Receipt*

DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*

SF 88, *Medical Record – Report of Medical Examination*

SF 93, *Medical Record – Report of Medical History*

### ***Abbreviations and Acronyms***

**AF**—Air Force

**AF/A1**—Deputy Chief of Staff for Manpower, Personnel and Services

**AF/AIS**—Director, Air Force Services

**AFI**—Air Force Instruction

**AFIMSC**—Air Force Installation and Mission Support Center

**AFSVA**—Air Force Services Activity

**AFMAN**—Air Force Manual

**AFPC**—Air Force Personnel Center

**AFPC/DPA**—Headquarters Air Force Personnel Center, Directorate of Assignments

**AFPC/DPP**—Headquarters Air Force Personnel Center, Directorate of Personnel Program Management

**AFPC/DPASF**—Headquarters Air Force Personnel Center, Mission Support Force Management Branch

**AFPD**—Air Force Policy Directive

**ANG**—Air National Guard

**ARC**—Air Reserve Component

**DoD**—Department of Defense

**DoDI**—Department of Defense Instruction

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**TDY**—Temporary Duty

### *Terms*

**Category A Morale, Welfare, and Recreation Programs**—These programs are considered essential in meeting the organizational objectives of the Military Services. They promote the physical and mental well-being of the military member, a requirement that supports accomplishment of the basic military mission. They shall be supported almost entirely with appropriated funds, with the use of nonappropriated funds limited to specific instances where appropriated fund support is prohibited by law or where the use of nonappropriated funds is essential for the operation of a facility or program. Programs in this category have virtually no capacity for the generation of nonappropriated fund revenues.

**Category B Basic Community Support Morale, Welfare, and Recreation Programs**—These programs are closely related to those in Category A in supporting the military mission. They satisfy the basic physiological and psychological needs of Service members and their families, providing to the extent possible the community support systems that make DoD installations temporary hometowns for a mobile military population. These support programs should receive substantial amounts of appropriated fund support but differ from those in Category A in part because of their ability to generate nonappropriated fund revenues. That ability is limited, however, and in no case could they be sustained without substantial appropriated fund support.

**Category C Revenue**—Generating Morale, Welfare, and Recreation Programs - These highly desirable programs provide recreational activities that contribute to building a sense of community and enjoyment. Activities in this group have the business capability of generating enough income to cover most of their operating expenses but they lack the ability to sustain themselves based purely on their business activity. Consequently, these activities receive limited appropriated fund support. Revenue-generating programs at designated remote and isolated locations may receive the same type or level of appropriated fund support as Category B programs.

**Excellence in Competition**—Program that recognizes individuals who attain an outstanding degree of achievement in certain recognized, individual competitions with the service rifle and pistol.

**Selectorized Resistance Training Equipment**—Fitness equipment with resistance level adjusted by moving a pin or lever

## Attachment 2

## US NATIONAL GOVERNING BODIES

Figure A2.1. US National Governing Bodies.

<b>Sport</b>	<b>Governing Body</b>
Archery	National Archery Association
Badminton	US Badminton Association
Baseball	USA Baseball
Basketball	USA Basketball
Biathlon	US Biathlon Association
Bobsled	US Bobsled and Skeleton Federation
Bowling	USA Bowling
Boxing	USA Boxing
Canoe/Kayak	USA Canoe/Kayak
Curling	USA Curling
Cycling	US Cycling, Inc.
Diving	US Diving, Inc.
Equestrian	American Horse Shows Association
Fencing	US Fencing Association
Field Hockey	US Field Hockey Association
Figure Skating	US Figure Skating Association
Gymnastics	USA Gymnastics
Ice Hockey	USA Hockey, Inc.
Judo	US Judo, Inc.
Karate	USA National Karate-Do Federation, Inc.
Luge	US Luge Association
Modern Pentathlon	US Modern Pentathlon Association
Racquetball	US Racquetball Association
Roller Sports	USA Roller Sports
Rowing	US Rowing Association
Rugby	USA Rugby
Sailing	US Sailing Association
Shooting	USA Shooting
Skiing	US Ski and Snowboard Association
Soccer	US Soccer Federation
Softball	Amateur Softball Association
Speedskating	US Speedskating
Squash	US Squash Racquets Association
Swimming	USA Swimming
Synchronized Swimming	US Synchronized Swimming, Inc.
Table Tennis	USA Table Tennis

Taekwondo	US Taekwondo Union
Tennis	US Tennis
Track and Field	USA Track & Field
Triathlon	USA Triathlon
Volleyball	USA Volleyball
Water Polo	US Water Polo
Water Skiing	USA Water Skiing
Weightlifting	US Weightlifting
Wrestling	USA Wrestling
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