

Category Group 74, Indoor Services Facilities.

Overview

1.1. **Use of Criteria.** The criteria given in this chapter are established by the Air Force and have evolved from DoD criteria. They apply to appropriated and non-appropriated fund (NAF) projects. Additional guidance concerning NAF project requirements can be found in **paragraph 1.9.** and **1.10.** below. Projects may involve the construction of new facilities or the conversion or enlargement of existing facilities of permanent, semi-permanent, or temporary construction. Improvement and enlargement of existing facilities solely to attain these standards is not authorized.

1.2. **Change in Use.** When an existing building is changed to a recreational facility, the authorized space allowance stated in this chapter may be increased by not more than 20 percent, when necessary, to effect economical and efficient use of the existing building.

1.3. **Space Allowances.** Space allowances given in this chapter do not include the required mechanical equipment space.

1.4. **Community Center Enclosed Malls and Covered Walkways.** When elements of a community shopping center, such as the exchange main retail store, exchange service outlets, commissary, credit union and bank, are combined in a common structure and connected by a covered mall, do not deduct space occupied by the mall or space occupied by public toilets and janitor closets located off the malls from space allowances for the respective elements. Likewise, where such elements are in close proximity to each other and are connected by a covered walkway, space occupied by the covered walkway will not be deducted from space allowances for the respective elements. These described spaces are instead identified under Enclosed Mall (**CATCODE 740111**) and Covered Walkway (**CATCODE 852287**).

1.5. **Justifying Requirements.** Carefully determine the requirements for exchange, welfare, or recreational facilities, giving consideration to pertinent factors such as tenure of the installation, number of assigned military to be served, capabilities of existing facilities at nearby installations or in local communities, climatic conditions affecting the use of the proposed facilities, and the impact on morale.

1.6. **Population Basis.** The population basis for determining facility and space requirements is expressed variously in this chapter according to individual facilities. The population basis "military strength" is specified in the overview in **Chapter 1** of this Manual. Other terms, such as "total customer base", are as defined in the text or table related to the individual facility. In applying the foregoing terms to overseas installations (excluding those in Hawaii), civilian employees (United States and other than host country nationals) are counted as military members in the term "military strength", and the dependents of such employees are counted as military dependents in applicable criteria. A PVA should ultimately be the determining factor for programming facility and space requirements.

1.7. **Multi-Service Use.** Consider use by multi-military services in the local area instead of only considering military personnel assigned to the installation.

1.8. **Use Restrictions.** No welfare or recreational project is approved when it creates

future requirements for military construction or real estate, either by diverting inventories or facilities intended for operational purposes, or by occupying sites in conflict with higher priority use under the installation master plan.

1.9. Waivers and Exceptions. The criteria established in this chapter are considered ample, under normal circumstances, to provide adequate facilities. Where there is an evident need for greater allowances or for facilities not listed in this chapter, SAF/IEI must approve waivers or exceptions to the criteria. Procedures to be followed on NAF projects appear in AFI-32-1022, *Planning and Programming Nonappropriated Fund Facility Construction Projects*.

1.10. NAF Project Requirements. The guidelines provided in this Manual are for preliminary programming purposes only. Actual scopes for NAF Services projects are determined through approved PVAs. This study establishes the project cost and scope based upon market demand and financial viability.