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OF THE AIR FORCE**

AIR FORCE INSTRUCTION 34-111

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Force Support

**AIR FORCE ARTS AND CRAFTS
AND AUTO HOBBY PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction provides guidelines and procedures for operating Air Force Arts and Crafts programs. This instruction is not applicable to the Air National Guard. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This revision updates all references from Skills Development to Arts and Crafts and Auto Skills Development to Auto Hobby, and incorporates the provisions of AFMAN 34-134, *Air Force Arts and Crafts Programs Operations*. It provides new guidance regarding procedures for operating Air Force Arts and Crafts Programs. It also updates references to all new and/or revised AFIs, AFMANs, and AFOSH Standards that are applicable to Arts and Crafts program operations. This publication applies to the Force Support Squadron and any new flight/division/branch names associated with the merger at installation or higher headquarters levels.

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Section A—Program Overview

1. Program Objectives. Arts and crafts programs must reflect the installations community's interests and needs using data gathered in market surveys and various other customer feedback and trend assessments. It is an instructional program directed toward the recreational, vocational and educational needs of authorized users to provide sufficient knowledge to pursue constructive and creative hobbies and increase competence in fine arts, crafts, and industrial arts. These programs encompass a wide range of activities and custom services in arts, crafts and industrial arts.

2. Program Eligibility. See AFI 34-262, *Services Programs and Use Eligibility*.

Section B—What People Do

3. Air Force Services (HQ USAF/A1S) Responsibilities: Establishes and monitors arts and crafts program policy.

4. Air Force Services Agency (HQ AFSVA/SVPC) Responsibilities:

- 4.1. Publishes and disseminates technical guidelines.
- 4.2. Conducts staff assistance visits of arts and crafts programs and trains activity managers.
- 4.3. Reviews major construction and renovation projects.
- 4.4. Establishes guidelines for arts and crafts core and special programs.

5. Air Force Nonappropriated Funds Purchasing Office (AFNAFPO) (HQ AFSVA/SVC) Responsibilities:

- 5.1. Formulates and oversees nonappropriated (NAF) contracting procedures throughout the Air Force.
- 5.2. Manages the Commander Smart Buy Program (CSBP).
- 5.3. Provides direct or individual support for NAF requirements that exceed installation-level warrant authority.

6. MAJCOM/A1S Responsibilities:

- 6.1. Ensures programs in the command comply with Air Force policy and procedures.
- 6.2. Supplements staff assistance visits of arts and crafts programs within their respective command.

7. Installation Commander Responsibilities:

- 7.1. Provides facilities, personnel and resources to conduct an arts and crafts program.
- 7.2. Evaluates and approves (in appropriate cases) all offers of volunteer services.
- 7.3. Approves hours of operation, fees, and other charges.
- 7.4. May give abandoned privately owned vehicles to auto hobby shops and authorize using or selling parts.

8. Force Support Squadron Commander or Civilian Leader Responsibilities:

- 8.1. Provides financial guidance.
- 8.2. Trains and supervises the program manager.
- 8.3. Sets an inventory dollar limit and approves the purchasing plan for the arts and crafts program.
- 8.4. Coordinates and schedules activity inspections.

9. Community Services Flight Chief Responsibilities:

- 9.1. Provides technical and administrative supervision over the arts and crafts centers/auto hobby shops.
- 9.2. Ensures positive steps are implemented for correction of any program and/or financial difficulties.
- 9.3. Reviews and justifies monthly, quarterly, and annual budget estimates for arts and crafts center/auto hobby shop programs, equipment, and supplies. Forecasts future requirements based on current and historical data.
- 9.4. **Ensures employees, supervisors, and customers are aware of all available programs.**
- 9.5. Establishes operating instructions (OIs) to ensure consistency in policy and the way rules are applied for art and crafts centers/auto hobby shops.
- 9.6. Recommends new construction or renovations. Ensures all facilities are properly maintained and physical arrangements are attractive and functional.
- 9.7. Effectively maintains a program for replacement/improvement, storage, and shipment of equipment and supplies to ensure arts and crafts center/auto hobby shop mission requirements.
- 9.8. Ensures arts and crafts center/auto hobby shop training requirements are correctly identified, resources obtained to the maximum extent possible, and training is provided in a timely manner.
- 9.9. Ensures employees are in strict compliance with security, safety and health procedures, and regulations.

10. Arts and Crafts Director Responsibilities:

- 10.1. Operates the program using local OIs, this instruction, and applicable directives.
- 10.2. Develops and executes budget and program objectives using Air Force Arts and Crafts Standards.
- 10.3. Trains personnel and uses information systems to meet goals.
- 10.4. Maintains property and supply inventory and budget records.
- 10.5. Annually schedules classes, workshops, contests, and events.
- 10.6. Promotes events.
- 10.7. Notifies the nonappropriated funds accounting office in writing of necessary inventory adjustments.

10.8. Recommends commissions on arts and crafts items sold at sponsored exhibits, art festivals, galleries, or gift shops.

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

10.10. Conducts quarterly facility inspections and ensures appropriate action is taken to address items needing repair or replacement.

11. Automotive Mechanic-Instructor Manager/Supervisor Responsibilities:

11.1. Coordinates with the arts and crafts director and instructors assigned to ensure proper space, equipment supporting training aids, and controls are provided. Each supervisor is further responsible for assistance in the recruitment and training of qualified instructors.

11.2. Manages the auto hobby facility consisting of a garage complex with lubrication and maintenance racks, test equipment, welding area, paint shop, equipment, rustproofing facilities, and machine shop operation.

11.3. Plans and programs facility and equipment requirements, replacements, and facility layout.

11.3.1. Supervises support of the auto hobby facility and program; maintains control for operating within the approved financial plan.

11.3.2. Plans monthly work schedules and sequence of operations for subordinates.

11.3.3. Establishes deadlines and priorities on the basis of general work schedules, methods, and policies established by higher levels of supervision.

11.3.4. Determines how many assignments can be done concurrently or what must be delayed; the number and types of employees needed, considering skills and personnel available to do the work and the availability of materials and equipment required.

11.3.5. Manages and directs the auto instructional and self-help repair program, i.e., recruits qualified instructors to provide individual instruction to participants in automotive repairs; participates in providing journeyman-level skill instruction to instructors and hobbyists on such matters as troubleshooting, automotive diagnostics, methods of repair, safety, and proper use and maintenance of tools and equipment.

12. Automotive Mechanic Instructor Responsibilities:

12.1. Provides training for automotive shop personnel and customers.

12.2. Provides instructions in all phases of journeyman-level skills to include:

12.2.1. Automotive tune-up, repair, and overhaul, including the use of tools.

12.2.2. Hook-up and operation of special testing equipment, i.e., electronic engine analyzers, battery chargers, voltmeters, spark plug cleaners, carburetor cleaners, hydraulic presses, wheel balance, tire aligner, engine hoist, floor and transmission jacks, air conditioners, etc.

13. Contract Instructors Responsibilities:

13.1. Technical instructors under contract are responsible for issuing classroom materials and preparing a class supply list and course syllabus. The instructor, along with the arts and crafts director, is responsible for preparing and updating the crafts handbook.

13.2. Individual service contracts are negotiated separately for each instructor. There are two methods used to negotiate instructor payments, either by a percentage of total class fees or by a fixed fee per class session. The negotiated fee depends on education and degree of knowledge or skill required to teach the class. Survey the local community for classes offered and instructors' fees.

13.3. Class handouts, booklets, brochures, instruction sheets, etc., are prepared for each class. Instructors may supply a draft the arts and crafts edits and sends for reproduction.

14. Sales Store Operator Responsibilities:

14.1. The sales store operator is responsible for purchasing needed supplies to support the program.

14.2. Ensures qualified inventory control and cash handling personnel are assigned to operate the sales store on a full or part-time basis.

15. Auto Hobby Tool and Parts Attendant Responsibilities:

15.1. Issues and receives automotive tools and equipment.

15.2. Cleans and checks tools and equipment used by customers for damage.

15.3. Instructs customers in the use of tools and equipment techniques when necessary.

15.4. Maintains supply accountability on all tools, including marking tools, disposing of useless expendable tools, informing supervisor of condition and stock level of all expendable tools and equipment.

16. Woodworker Responsibilities:

16.1. Issues and receives tools, equipment, and supplies. Performs maintenance on equipment, advises customers on the use of tools and equipment. Advises customers of projects and provides assistance when required.

16.2. Demonstrates use of various equipment and safety rules.

Section C—General Requirements

17. Incidental Income, Use Fees and Charges. Post fees prominently and have printed fee schedules available. Arts and crafts programs and activities produce incidental income from various fee-for-service sources, including:

17.1. Registration fees for classes and contest entries.

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

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

17.4. Usage fees that reimburse NAF expenses for use of labs; repair stalls; vehicle storage; auto sales lots; festival booths; and NAF expenses associated with the use of appropriated

fund (APF) equipment such as welders, battery chargers, engine analyzers, and wheel balancers.

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

17.6. Selling industrial arts and crafts.

17.7. Coin-operated car wash equipment.

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

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

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

17.11. Selling new, used, and reconditioned auto parts.

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

18.1. Handling and Safeguarding Funds. Proper handling and safeguarding of funds and Air Force property is the responsibility of every employee. In accordance with AFI 34-202, *Protecting Nonappropriated Fund Assets*, Chapter 3, the activity manager writes, and the fund custodian approves, OIs establishing procedures for the use, control, and protection of all change and imprest funds. Personnel responsible for handling cash must be trained on and have access to applicable OIs and AFIs pertaining to the handling of cash.

18.2. Change Funds. Provide each cashier with the minimum change fund necessary to conduct business. If more than one person is required to have access to a change fund, a waiver is required in accordance with AFI 34-202, paragraph 2.7.3. Each change fund must be properly accounted for at all times. Refer to AFI 34-212, chapter 3, *Control Procedures for Protecting NAF Assets*, for additional guidance.

18.3. Inventories. Inventories and control of equipment and merchandise are critical to the overall financial stability of the activity. When establishing maximum in-use inventories, consider the following: cost of merchandise or parts, delivery time, storage space, and shelf life. Refer to AFI 34-202 and 34-209 for guidance on inventory control, and accounting for merchandise and equipment. The activity manager maintains the updated NAF and APF property control listing. Refer to AFIs 34-202, 34-209 and 204, *Property Management*, for property control procedures.

19. Using Facilities. Customers must not use arts and crafts facilities, equipment, tools, or supplies to manufacture products or provide services for personal monetary gain.

19.1. Customers have first claim on facilities use. Arts and crafts personnel must schedule building, repairing, and maintenance on Force Support Squadron equipment, furnishings, or vehicles so that customers can freely use facilities.

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

19.3. Charge using activities a service fee at cost for work on Force Support Squadron assets, such as golf carts, lodging vehicles, and so on.

20. Staffing. Vary the staffing of arts and crafts centers to match the variety and number of programs and services you provide. All personnel must fulfill the mission, meet set standards, and use information systems to accomplish program goals and objectives.

20.1. All assigned staff should have a working knowledge of the materials, techniques, and safety precautions of specialized activities.

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

20.2.1. Contract instructors.

20.2.2. Volunteers.

20.2.3. Federal or state employment training program personnel.

20.2.4. Work study interns.

20.2.5. Artists-in-residence.

20.2.6. College interns.

20.2.7. Students from apprentice programs.

21. Using Volunteers. You may draw volunteers from among off-duty military members, their families, retirees, and others. Recruit, train, and schedule volunteers to assist with general programming efforts. All offers of volunteer services must be accepted by the installation commander (AFI 34-262, para 5.1.1.).

22. Safety, Appearance and Environmental Standards. The arts and crafts director makes sure:

22.1. Equipment, facilities, and operating procedures meet all applicable Air Force Occupational Safety and Health (AFOSH) and Occupational Safety Health Act (OSHA) Standards.

22.1.1. Machines are inspected daily for safe operating conditions and maintained at the maximum mechanical condition.

22.1.2. Out-of-order signs are placed on nonoperational equipment, and electrical sources are isolated.

22.1.3. Equipment is disposed of that has deteriorated beyond safe operating limits.

22.1.4. A proper maintenance schedule is established for all shop equipment.

22.1.5. All hand tools, power tools, electrical cords, and plugs are inspected before use for safe condition.

22.2. Customers using hazardous equipment or operating machinery must be qualified to do so prior to use. It is the responsibility of the shop supervisor to ensure all customers receive equipment handling and safety training, and issue individual, locally devised operator cards. Each individual must be recertified annually. Due to unique and specific machinery, as well

as local installation requirements, personnel with a permanent change of station must be recertified at the new location before utilizing equipment or machinery. Customers must demonstrate safe operation of machines before certification is granted.

22.3. Conduct a safety check when issuing or renewing an equipment operator card.

22.4. Temporary duty customers must be certified before utilizing equipment or machinery.

22.5. The arts and crafts director determines age limits and guidelines for minors using hazardous equipment or materials. Make age limits and conditions of use a part of the shop OIs. Coordinate these guidelines with the installation safety office.

22.6. All users must know:

22.6.1. How to safely operate equipment.

22.6.2. What hazards exist.

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

22.7. Where additional protection of the operator is necessary, ensure the equipment (i.e., goggles at the grinder, face shield at the circular rip saw, lathe, etc.) is present and used by the operator.

22.8. Do not rely exclusively on machine guards to assure operator safety. Gloves, proper eye protection, and headgear must be used when necessary, for grinding, buffing, sawing with table saws, lathe work, welding, soldering, etc. In accordance with AFOSH Standard 91-501, *Consolidated Occupational Safety Standard*, and AFOSH Standard 48-137, *Respiratory Protection Program*, a respirator is *required* for spray painting and a face shield or eye protectors are required when using an air nozzle of any kind.

22.9. Kilns. Operate kilns with trained and experienced personnel only. Check kilns for safe condition before use. According to AFI 48-145, *Occupational and Environmental Health Program*, the installation bioenvironmental office evaluates the workplace and assigns a risk level. Most arts and crafts centers (except auto hobby if they do spray painting) are classified at Category 2 and surveyed every 2 years.

22.10. Handling materials. Instruct personnel and customers in the proper handling and disposal of hazardous materials, including ceramic supplies, wood sealers, adhesives, floor and other cleaners, paints, soldering materials, welding gases, fuels, oils, grease, and flammables.

22.10.1. If the project is too complex, do not permit bench, table, or work area to become cluttered. Remove excess trim, scrap, etc., to proper container periodically to prevent excessive accumulation.

22.10.2. Return tools to crib promptly when not in use.

22.10.3. Clean machines and floor area after use.

22.11. Fire prevention. Ensure approved fire extinguishers are readily accessible in work areas. All staff and customers must be familiar with each type of fire extinguisher and understand the usage of each.

22.11.1. Post “No Smoking” signs and enforce the rule, IAW the installation smoking policy.

22.11.2. Perform walk through fire inspections daily at the close of operations and maintain an inspection log as required by installation building custodian guidelines.

22.11.3. Store paints, thinners, rubber cement, acids, etc., in approved metal containers.

22.12. Shop layout. Cover floors with an antiskid material at all machinery operational points. Ensure machine tables and mountings are stable and secure. Do not block access to exits.

22.13. Safety education. Conduct continuous safety education programs for staff and customers in coordination with the installation ground safety office and the arts and crafts director. All staff and customers will have hazardous material (HAZMAT) training, regarding proper handling of HAZMAT in the workplace.

22.14. Storage of materials and supplies.

22.14.1. Lumber. Store in an ample, clean, properly ventilated and lighted place especially provided for such material.

22.14.2. Paints and thinners. Keep containers holding paint, varnish, lacquer, removers, thinners, cleaners, alcohols, ethers, chloroform, and such material for working with plastics tightly closed when not in actual use. Store in approved metal cabinets and be sure that adequate ventilation is provided in the cabinet design. Do not expose such materials to the direct rays of the sun. Store rags and waste used with paints and thinners in tightly closed metal containers and empty them at the end of the day. Use appropriate personal hygiene to prevent lead poisoning, skin irritations, and other disabling conditions.

22.14.3. Storage of tools should provide a place for each special tool. Provide racks for tools that will prevent them from falling, protect their cutting edges or parts from damage, and make their issue and inventory a simple process.

23. Planning Guidelines. Arts and Crafts directors must have:

23.1. A 5-year Facility and Equipment Requirements Plan.

23.2. A program training plan.

23.3. An approved APF and NAF financial plan/budget.

24. Program Planning.

24.1. Develop an annual program schedule publicizing classes, workshops, contests, and crafts fairs. Submit it through the flight chief for the squadron commander's/civilian leader's approval.

24.2. Evaluate all replies from student class evaluations and ensure customer complaints/comments are corrected or answered in a timely manner.

24.3. Establish an annual marketing and publicity plan for the selected courses to include presentations at a variety of outreach sources such as installation newspapers, posters, bulletin boards, websites, and through other media.

24.4. Announce a registration period to prospective students to allow sufficient time for advance payment of course fees.

24.5. Administer informal customer leisure needs surveys periodically to gather information to improve and enhance the instructional program.

24.6. Include work center personnel in the planning process.

24.7. Review input for mixture of classes, contests, demonstrations, and art fairs for a well-rounded program.

25. General Rules for Program.

25.1. Prominently post rules for operation of each shop.

25.2. Inform customers about their liability for negligent use of tools/equipment.

25.3. Inform customers safety rules are top priority; loss of privileges could result from noncompliance.

25.4. Establish a policy for incomplete/abandoned projects and their disposition.

25.5. Ensure customers are aware of all safety and fire prevention requirements.

25.6. Prohibit intoxicants.

25.7. Explain housekeeping requirements for areas used by all customers.

25.8. Handle fire, theft, or damage to projects IAW local OIs.

26. Financial Planning.

26.1. The arts and crafts director recommends fees and charges for approval by the installation commander.

26.2. Instructional (classes, individual, demonstrations, etc.) rates will be established to offset all direct NAF costs, such as personnel expenses, supplies, and instructor fees.

26.3. A maximum number of students will be established based on the instructor/facility capacity.

26.4. A refund will be made to all students if fees are collected and the course is canceled due to insufficient enrollment. A refund policy for students will be established and posted in the arts and crafts center.

26.5. Through the facilities of the retail sales store, starting kits and other class supplies required will be ordered at the lowest price possible.

26.6. The annual budget and subsequent quarterly revisions will reflect a need for all instructor fees in support of the instructional program.

26.7. All collections made from students are controlled. When a utilization form is used, stamp the form through the cash register and make it part of the daily activity report.

26.8. No collections will be made in the classroom by the instructor.

26.9. Instructors are paid by check or electronic funds transfer (EFT) with NAF funds.

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

27.1. Signage for the facility shall be in accordance with the “Air Force Services Visual Guidelines” design guide and shall post hours of operation as recommended within the design guide.

28. Implementing the Program. Manage the arts and crafts program as a single unit, including wood and industrial arts, multicrafts, auto hobby shops, and customer services. There are five core program groups: Instructional, Do-It-Yourself, Resale, Fee for Service, and Special Events. See [Attachment 2](#) for a list of activities that may be offered.

29. General Operating Procedures by Activity.

29.1. Arts and crafts sales store:

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

29.1.2. Sells consigned merchandise.

29.1.3. Obtains special order items upon customers’ request.

29.1.4. Uses the Air Force Nonappropriated Fund Office (AFNAFPO) CSBP as a guide in purchasing merchandise and equipment.

29.1.5. Works with Army and Air Force Exchange Service (AAFES). The arts and crafts director works with the installation exchange general manager to make sure resale activities operate in the best interest of the customer and resale items offered do not compete with those available from AAFES.

29.2. Tool room operation. The tool room is under the supervision of center personnel, who issue all tools using a control system. Use the Report of Survey process to charge for tools purchased with APFs lost or broken through negligence. Tools purchased with NAFs must be charged for if lost or broken through negligence. Do not charge for normal fair wear and tear.

29.3. Shop operation. Customers must clean their work area at the end of the day. Center personnel will inspect work areas prior to customers leaving. Approval to leave in progress projects intact must be obtained in advance.

29.3.1. Customers must report to the shop supervisor any breakage or malfunction of machinery or equipment.

29.3.2. Customers will immediately report injuries of any sort to the shop personnel.

29.3.3. Do not use arts and crafts center materials and equipment in the construction, repair, or maintenance of installation equipment and furnishings without charging appropriate fees.

29.3.4. Establish safe age limits for children when they use the arts and crafts center, unless they are in an organized class.

29.3.5. Each person using the shop is expected to do his or her own work. Center personnel may give advice, consultation, and instruction.

29.3.6. Hours of operation. Ensure hours of operation coincide with off-duty hours that best serve recreational needs of the majority of the installation population.

29.3.7. Shop supervision. Identify all assigned or part-time employees with distinctive clothing and name tags. Use qualified technical personnel to supervise work in all areas of the arts and crafts center. The center supervisor or designated personnel must be present during all open hours. The activity manager and center personnel enforce established fire and safety rules.

29.3.8. Shop fees and charges. Post fees and charges for use of equipment and instruction prominently within the center.

29.4. Wood and Industrial Hobby Shop.

29.4.1. Check out tools for shop use only. Special rental equipment may be available at a fee for customers who want to work at home.

29.4.2. The tool issue room is under the direction of center personnel who issue tools using a control system.

29.5. Fine Arts and Multicrafts.

29.5.1. Empty waste materials into large fireproof trash cans with lids.

29.5.2. Use separate receptacles for waste paper, oils, turpentine, clay, plaster, and the like.

29.5.3. Each customer will clean and return all shop tools, brushes, and equipment after use.

29.5.4. Charge customers for tools and equipment lost or broken through negligence. Normal breakage is allowed.

29.5.5. Special interest groups and clubs will make arrangements with the arts and crafts director for meetings, demonstrations, classes, etc.

29.5.6. Furnish supplies for customers to purchase IAW AFI 34-262, Services Programs Use and Eligibility, and AFMAN 34-214, Procedures for NAF Financial Management and Accounting.

29.5.7. Craft tools, books, and equipment are normally checked out for shop use only.

29.6. Auto Hobby Shop.

29.7. Scope of program.

29.7.1. The Auto Hobby Shop offers for instructional and self-help purposes major overhaul, minor repairs, and maintenance of privately owned automobiles, motorcycles, motor scooters, marine engines, hulls, or other components requiring a large enclosed area where workable space for several large pieces of machinery is needed. Make

available normal equipment and tools to self-help complete automotive repair and services.

29.7.2. Automotive Body Shop services include removing dents, straightening parts, sandblasting, sanding, painting, and other preparation for reconditioning a vehicle body. These services require an enclosed area for doing body work, rustproofing, and painting.

29.7.3. Other shop services may require workable space for large pieces of machinery and equipment. Assistance and instruction are provided.

29.8. Operating practices.

29.8.1. The auto hobby shop is not to be confused with repair shops operated as revenue producing activities by AAFES.

29.8.2. Customers will not use the shop as a source for producing personal income by doing work for others.

29.8.3. The director will assure the self-help intent of the shop is not violated.

29.8.4. Supervisory personnel are used for advice, consultation, and instruction.

29.8.5. Instruction may be offered in the following areas:

29.8.5.1. Basic auto mechanics to teach the customer to accomplish minor repairs, proper use of tools, and preventive maintenance.

29.8.5.2. Repairing and removing dents, sandblasting, rustproofing, and spray painting.

29.8.5.3. Air conditioning.

29.8.5.4. Wheel alignment.

29.8.5.5. Painting a car.

29.8.5.6. Auto body maintenance.

29.8.5.7. Oxyacetylene welding.

29.8.6. Repair time in the shop may be limited due to available space.

29.8.7. Auto shop personnel will inspect work areas prior to customers leaving the shop.

29.8.8. Any injuries will be reported to shop personnel immediately.

29.8.9. Shop customers will sign an AF Form 1047, Automotive Craft Center Work, Parking and Storage Permit, for vehicles that stay in the shop for more than one working day. (Contains a release statement permitting direct disposal of abandoned property.)

29.8.10. To control the parking area and appearance of the auto hobby area, no work will be permitted in the immediate vicinity of the shop unless the area has been designated as an authorized work area.

29.8.11. Vehicles must display valid state and installation tags before being admitted.

29.8.12. Post signs in the shop giving the time limit on projects. Those remaining in the shop after the time limit will be disposed of, unless prior arrangements are made with the shop supervisor.

29.9. Auto hobby activities. The following kinds of activities for instructional and self-help purposes may be included in the shop program:

- 29.9.1. Headlamp adjustment.
- 29.9.2. Brake shoe adjustment and replacement.
- 29.9.3. Light, horn, and electrical system repair.
- 29.9.4. Tire repair.
- 29.9.5. Glass replacement.
- 29.9.6. Body and fender repair.
- 29.9.7. Motor tune-up, carburetor, and timing adjustment.

29.9.8. Major repairs (rods, rings, pistons, bearings, clutch, and valves).

- 29.9.9. Undercoating.
- 29.9.10. Rustproofing.
- 29.9.11. Repair and service of ignition, fuel, lubrication, cooling systems, and turning gear systems.

29.10. Shop supervision. The shop supervisor:

- 29.10.1. Enforces all rules and procedures governed by pertinent OIs and instructions.
- 29.10.2. Establishes controls on all supplies, tools, and equipment.
- 29.10.3. Maintains a daily, weekly, and monthly inspection for safety, control, and maintenance of all equipment.
- 29.10.4. Screens excess and salvage materials and equipment located in Defense Reutilization and Marketing Service depots. The supervisor is responsible for maximum use of this supply source.
- 29.10.5. Ensures Do-It-Yourself patrons have mechanic's hand wash soap available at all times.
- 29.10.6. Ensures inoperable air compressors are buffered from customers' view and promptly disposed of IAW AFI 34-204.

29.11. Use of major repair stalls. Designate a portion of the repair stalls as major repair stalls, and identify these with appropriate signs. Maintain a waiting list to accommodate any excess demand for spaces.

29.12. Use of minor repair stalls.

29.12.1. Assign use of minor repair stalls on a first-come, first-served basis. Work in these stalls is to be completed in one day. Minor repair stalls are used primarily for tune-ups, installation of minor parts, wheel balance or rotation, battery charging, etc. A minimum of 70 percent of available stalls should be designated as minor repair stalls, and so designated with appropriate signage.

29.12.2. The fee for a minor repair stall should be nominal with an hourly rate and a maximum daily charge. Cars will be removed prior to closing time.

29.13. Use of welding stalls.

29.13.1. Assign use of welding stalls on a first-come, first-served basis. Limit the type of work in these stalls to the body and upper portion of the car. Allow no welding or cutting with the torch on or near gas tanks or underneath automobiles. Designate all welding stalls with appropriate signs.

29.13.2. Remove projects prior to closing time.

29.13.3. The installation fire department designates areas for welding performed in the auto hobby shop.

29.13.4. Prior to any welding being performed in the outside area of the shop, the fire department must be notified and a permit issued.

29.14. Vehicle maintenance, repair, and refinishing.

29.14.1. The auto hobby shop offers a wide variety of services for instructional purposes and to support do-it-yourself customers. Customers may receive as little or as much instruction and assistance as their experience requires. Basic services include:

29.14.2. Routine services:

29.14.2.1. Engine rebuilding.

29.14.2.2. Steering system cleaning.

29.14.2.3. Welding (gas and electric).

29.14.2.4. Diagnostic analysis and tune-up.

29.14.2.5. Tire inspection and rotation.

29.14.2.6. Undercoating.

29.14.2.7. Rustproofing of all inner body metal surfaces.

29.14.3. Special services:

29.14.3.1. General tune-up.

29.14.3.2. Wheel balancing.

29.14.3.3. Lubrication.

29.14.3.4. Armature turning.

29.14.3.5. Brake drum and rotor turning.

29.14.3.6. Body and paint work.

29.14.3.7. Valve grinding and reseating.

29.14.3.8. Other services in reconditioning vehicle parts.

29.15. Machine shop and engine booth.

29.15.1. Use parking storage permits (locally designed and controlled) to register and control storage of vehicles or vehicle parts. A duplicate copy will be prominently posted on the vehicle while parked or stored.

29.15.2. When a storage permit is used for storage of vehicle parts such as engine blocks, transmissions, etc., attach a control numbered tag to the stored part for easy identification.

29.15.3. Shop customers are required to register for use of the shop by completing an auto stall sheet (locally designed and controlled).

29.15.4. All engine parts are the responsibility of the owner. Engine booths will be cleaned by customers and the booth area checked by staff.

29.15.5. Use of shop equipment is by authorized shop personnel and trained customers only. No unauthorized personnel are permitted in the machine shop while equipment is in operation. Establish a system for checking personnel and customers for safe operation of equipment. Under no conditions will shop equipment be used without a qualified instructor on hand.

29.15.6. Engine booth fees will not be charged while machine shop work is being performed. All engine booths will be secured and available only to shop personnel.

29.15.7. A stall fee or an outside parking fee will be charged during the time an engine is under repair.

30. Operation of a Car Wash.

30.1. The auto hobby supervisor is responsible for monitoring the operation of the car wash and maintaining, servicing, inspecting, and repairing equipment. The supervisor conducts the training necessary for employees to maintain and service equipment.

30.2. General cleanliness around and in the car wash area and stalls is the responsibility of shop personnel.

30.3. Only washing will be permitted in car wash stalls. Chamoising, waxing, etc., is permitted only in designated areas of the car wash or auto hobby compound.

30.4. Make refunds to customers at the sales store.

30.5. Support car wash operations with nonappropriated funds.

31. Prescribed Forms:

AF Form 847: *Requesting Change to Publication*

AF Form 1047, *Automotive Craft Center Work, Parking and Storage Permit*

RICHARD Y. NEWTON III
Lieutenant General, USAF
DCS/Manpower and Personnel

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

AFI 34-202, *Protecting Nonappropriated Assets*, 27 Aug 02

AFI 34-204, *Property Management*, 27 Aug 04

AFI 34-209, *Nonappropriated Fund Financial Management and Accounting* 10 Jan 05

AFMAN 34-212, *Control Procedures for Protecting NAF Assets* 09 Sep 1995

AFI 34-262, *Services Programs and Use Eligibility* 27 Jun 02

AFI 48-145, *Occupational and Environmental Health Program* 05 Mar 08

AFMAN 34-214, *Procedures for NAF Financial Management and Accounting* 14 Feb 06

AFOOSH STANDARD 48-137, *Respiratory Protection Program* 10 Feb 08

AFOOSH STANDARD 91-501, *Consolidated Occupational Safety Standard* 07 Jul 04

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFNAFPO—Air Force Nonappropriated Funds Purchasing Office

AFOOSH—Air Force Occupational and Health

APF—Appropriated Fund

CSBP—Commander Smart Buy Program

HAZMAT—Hazardous Material

IAW—In Accordance With

NAF—Nonappropriated Fund

OI—Operating Instruction

OSHA—Occupational Safety and Health Administration

Attachment 2

ARTS AND CRAFTS CORE PROGRAM GROUPS

A2.1. Resale. Retail sales stores may include:

A2.1.1. Unique hobby or craft items.

A2.1.2. Displays and demonstrations.

A2.1.3. Special sales events.

A2.1.4. Special orders.

A2.1.5. Consignment items.

A2.1.6. Auto resale (limited resale and special service may be provided using NAF resources, including equipment rentals, used auto parts sales, auto parts sales, and special order service).

A2.2. Special Events. Sales galleries, exhibits, and displays may include:

A2.2.1. Crafts fairs.

A2.2.2. Special art sales, auctions and so on.

A2.2.3. Group arts or crafts shows.

A2.2.4. Arts and crafts contests.

A2.2.5. Photography contests.

A2.2.6. Artist in action exhibits.

A2.3. Do-It-Yourself (Self-Help). The following may be offered:

A2.3.1. Pottery and Ceramics (may include wheel-thrown, raku, porcelain, mold cast, glazing and decorating techniques, glaze formulation, mosaics, and tiles).

A2.3.2. Photography (may include portrait programs, photo tours, old time dress-up portrait gallery, comic arcade portrait gallery, black and white camera techniques, color photo techniques, photo greeting cards, darkroom techniques, fashion photography, photographic processing, photo engraving, slide shows or movies, video production, and digital photography).

A2.3.3. Fine Arts (may include oil painting, mixed media painting, watercolor, acrylics, sculpture modeling, metal sculpture, stone and wood carving, drawing, lithography, silk screening, calligraphy, wood block printing, graphic design, and theater crafts).

A2.3.4. Lapidary and Jewelry (may include glass and art metals, metal casting, welding and blacksmithing, stained glass, glass firing, glass blowing and lamp work, jewelry design and fabrication, electroplating and electroforming, mold making, metal spraying, enameling, stone cutting, polishing and faceting, and brass rubbing).

A2.3.5. Fabrics and Miscellaneous Crafts (may include tapestries and weaving, quilting, floral design, porcelain doll making, cake decorating, basket weaving, needlecraft, hook rug making, macramé, batiks and tie-dying, candle making, book binding, decoupage and paper mache, decorative painting and tole processes).

A2.3.6. Auto Hobby (may include engine rebuilding, road rallies, auto rustproofing, paint and body work, arc acetylene, and heliarc welding).

A2.3.7. Wood and Industrial Arts (may include furniture design and construction, cabinet making, carpentry, upholstery, plastics lamination and fabrication, antique restoration, furniture repair and refinishing, custom picture framing, matting, mounting and texturing art prints, mill work, leather craft, glasscutting, gunsmithing and knifemaking, wood carving [hand and machine]).

A2.4. Instructional. Classes, workshops, and seminars may be offered in any or all of the Do-It-Yourself programs outlined in [A2.3](#) above.

A2.5. Other popular items/classes under the arts and crafts umbrella may be offered as determined by installation community desires and annual surveys.

A2.6. Fee for Service. Areas include engraving, custom framing, embroidery services, automotive services (towing, drum and rotor turning, wheel alignment/tire balance and rotation, minor repair work as authorized, etc.), and all others as determined by local requirements and not in direct competition with AAFES facilities.