



OUTDOOR RECREATION

EQUIPMENT RENTAL MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 11 FSS/FSWO

Certified by: 11 FSS/CC
Pages: 4

1. Purpose. The purpose of this instruction is to establish procedures for the issue of 11 FSS Outdoor Recreation Equipment Rental Program.

2. Scope. This instruction applies to all active duty and retired military, Department of Defense (DOD), and Non-appropriated Fund (NAF) civilian personnel and their dependents assigned to Joint Base Andrews and/or other groups authorized by the 11 FSS Commander to use 11 FSS Outdoor Recreation Programs.

3. Responsibilities. The Outdoor Recreation (ODR) Director is responsible for the overall compliance with this instruction. It is the responsibility of all ODR personnel to insure these provisions of the referenced regulations and manuals are followed.

4. Equipment Rental. Items may be reserved by payment in advance. Reservation for all items must be made in person and require payment in full.

5. Equipment Use by Private Organizations and Other Groups. Private organizations or other organizations, such as the Boy and Girl Scouts, pay the standard fees for any equipment items they use. APF equipment cannot be loaned or rented free of charge to private organizations or other groups. IAW AFI 34-101.

5.1. It is forbidden under AFI that NAF or APF equipment should be used for revenue generating purposes by the renter. Any request for payment for subsequent use of equipment from the renter either in the form of a formal transaction or voluntary donation is a violation of AFI.

6. Equipment Loan. Squadrons or units assigned to Joint Base Andrews are authorized one free APF Picnic Pack of equipment to support official functions IAW AFI 34-101.

6.1. Official functions are defined as: Any ceremony or event where senior leadership are operating in an official capacity with members under their command or as a host to outside

members. This includes, but is not limited to, official meetings and conferences, official promotions, reenlistment and retirement ceremonies, and changes of command.

6.1.1. Seasonal parties, BBQ's and morale events are not official events and therefore not authorized loan equipment.

6.2. Equipment available for squadron use is limited to "See List Below". All other equipment may be rented at normal fees and charges. (e.g. grills, popcorn machines, etc.).

- a. Tables, 6' 6 total
- b. Folding Chairs 36 total
- c. Knochel Ball (set of 6) 1 total
- d. Ice Chest 3 total
- e. Water Jug 1 total
- f. Sports Kit 1 total (Football, Soccer Ball and Horseshoe set)
- g. Canopy 10x20 3 total

6.3. Units may reserve the above items by providing a letter from the Squadron Commander or First Sergeant to the Equipment Rental staff. Please list the date of use, times and quantities required. Reservations can be made up to 60 days (2 calendar months) in advance. If the kit is already reserved, other equipment may be available, however, normal fees will apply. Squadrons will be permitted one free issue of approved equipment per-calendar year.

6.4. Joint Base Andrews Outdoor Recreation equipment is specifically for use by USAF personnel serving at Joint Base Andrews. It's NAF and APF equipment is NOT to be deployed down range in support of geographically separated units outside the United States. Units looking to send equipment out of country to support geographically separated units MWR programs will utilize their own funds for this purpose.

7. Checkout Procedures. A local form will be used to account for all equipment checked out. This form will be pre-numbered by the Funds Control Section in the Resource Management Flight and be prepared in the original and two copies. Retain the original and one copy in the section files and give the second copy to the customer at time of issue. Additionally, each item will be checked for serviceability at the time of issue. The condition of the equipment will be noted on the issue document. Equipment will be checked in the presence of the customer. Failure to note defects on the issuing form will indicate that the equipment was in good condition at check out.

7.1. Equipment rental staff will maintain a binder containing equipment operating instructions and safety information sheets for each piece of "HIGH RISK" rental equipment. Customers are required to read the information sheets and initial the rental contract as acknowledgement and acceptance of their responsibility for proper care and safe use. Hard copies of information sheets are to be provided to customers upon request.

7.2. If a rental receipt form is determined to be unusable by the clerk, the clerk will write void across the face of the form and initial. The original will be maintained in the section files. The

two copies will be attached to the activity cashier's report and turned into the funds control section.

8. Fees. Fees and charges are set IAW AFI 34-101, and are intended to cover NAF costs associated with repairing, cleaning, replacing, and updating equipment, and to satisfy current USAF and AFDW financial standards. All rental fees are brought before the Non-Appropriated Fund Council for approval.

8.1. Service fees begin on the day of equipment checkout. The day of return is not calculated as a chargeable day.

8.1.1. There is a minimum one day charge for any item issued.

8.1.2. A list of all applicable fees and charges will be clearly posted in the checkout area.

8.1.2. Late fee assessments will be charged for equipment not returned within the designated time period at one times the daily rental charge per day late. No added fees beyond the daily rate will be charged as penalty for late return.

8.2. All loan receipts will be reviewed daily. When an item is overdue, the following actions will be accomplished:

8.2.1. Contact the individual and notify them of the late/overdue item. Inform them of the late charges accruing.

8.2.2. If the individual has not returned the equipment within 24 hours of the attempt to contact, the supervisor or first sergeant will be contacted to gain assistance in recovering the equipment.

8.3. Payment is made at time of reservation for total amount due. Applicable late charges will be collected upon equipment return.

8.4. A Cleaning/Drying fee will be assessed on any item requiring more than routine maintenance to make the item available for rent. This will be calculated based on the estimated man hours required to return the item to a condition in which it is appropriate for rental use.

8.5. A replacement/maintenance fee will be paid for any missing/broken items. The fee will be the cost of parts or cost of replacement.

9. ODR Resale and Service Operations. Provide customers services and resale product directly related to ODR activities. Operations must comply with AFI 34-211, Army and Air Force Exchange Service General Policies.

9.1. ODR must consider which ODR services to offer, look for natural links to existing activities, loan and rental equipment, and resale merchandise.

9.2. Resale. Assessing the level of market demand is very important before establishing a resale program. Inventory level are set and approved by the RMFC. Product selection is to be reviewed and approved by the Community Services Flight Chief.

10. Outdoor Adventure Activities. ODR will offer a variety of off base Adventure Programs tying into resources available within the geographic region such as but not limited to Canoeing, Hiking, Biking and Camping. Additional less adventurous programs may also be established using local recreational resources.

10.1. ODR Manager will submit an annual Adventure Program list for FSS/CC review and approval.

10.1.1. ODR Programmer will ensure all trip leaders and guides possess all required training and certifications IAW AFI 34-101.

10.1.2. ODR Programmer may supplant staff with approved volunteers. All volunteers must possess required certifications. Each volunteer will be approved by the Flight and have a personal file established resume, experience, and certifications.

10.2. Volunteers may be issued ODR equipment and gear as required to train and perform approved guiding duties.

11. On-Base Recreation Areas. ODR Manager is responsible for establishing reservation procedures for designated parks.

11.1. Reservation procedures will be conducted through "RECTRAC" Point of Sale System.

11.2. ODR manager or representative is responsible for the submission of all AF 332's to have CE make needed repairs.

12. Resale Lot.

12.1. All vehicles placed on the resale lot must be registered through ODR.

12.2. Customers must be the owner of the vehicle. Proof of ownership, registration, insurance and approved ID card matching all documents. Exception: an approved ID card holder may sell a vehicle for another approved ID card holder with a Power of Attorney.

12.3. Vehicle must have current licensing, tags and insurance coverage.

12.4. Vehicle must remain in drivable condition while parked on the resale lot.

12.5. Resale lot fee is \$15.00 per space for 30 days or one calendar month. The vehicle may be re-registered for an additional 30 days or one calendar month not to exceed 60 days total to deter patrons from using the resale lot as cheap storage.

12.6. Customers must notify Outdoor Recreation when the vehicle is permanently removed from the resale lot.

12.7. Any damage to a vehicle while parked on the resale lot should be reported directly to Security Forces.

12.8. The 11th Force Support Squadron will not be responsible for any damages not directly caused by FSS employees while the vehicle/personal property is parked on the resale lot.

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