

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR FORCE INSTRUCTION 34-116
AIR EDUCATION AND TRAINING COMMAND
Supplement 1
5 APRIL 2004**

Services

AIR FORCE GOLF COURSE PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 34-116, 1 February 1996, is supplemented as follows:

This publication does not apply to the Air National Guard or the Air Force Reserve Command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with AFMAN 37-139, *Records Disposition Schedule* (projected to be the Air Force Records Disposition Schedule [RDS]).

SUMMARY OF REVISIONS

This revision changes the location of the green fee range chart to the secure AETC Services Web site (paragraph 3.1.4.). A bar (|) in the left margin indicates revision from the previous edition.

2.1.3. By 15 July of each year, send a copy of the annual merchandise (purchasing) plan to HQ AETC/SVPB. To help develop the plan, HQ AETC/SVPB has created and sent a package to each AETC golf course, which includes an instruction guide and a spreadsheet workbook.

2.2. In addition to the references in the basic AFI, managers will review AFI 34-219, *Alcoholic Beverage Program*, and AFMAN 34-228, *Air Force Club Program Procedures*. A sales mix analysis (SMA) must be completed any time food costs or sale prices change. Sound management practices dictate that an SMA should be completed monthly. At a minimum, each separate food activity must complete an SMA at least every 6 months. Food budgets will be updated to reflect changes in the SMA. Each snack bar operation with average monthly sales exceeding \$15,000 must use and maintain the MAJCOM-approved automated food database system.

2.5. (Added) **Participation in Golf Tournaments.** In addition to the guidance in AFI 34-262, *Services Programs and Use Eligibility*, and AFMAN 34-130, *Air Force Golf Program Management*, the sponsor or organizational representative requesting a golf tournament will provide the following in writing: what charity the fund-raising event is for, special course requirements, and how the money will be distributed (expenses and charity). In addition, the base or wing staff judge advocate's review and coordination are

required on all requests for golf tournaments (with or without a fund-raising requirement) that involve participation by non-DoD civilians.

3.1.4. A new green fee range chart has been established at the AETC Services secure Web site (<https://www.aetc.af.mil/AFSV>). The chart is located under Programs, Business Operations, Golf Programs, Golf Fee Reference Chart. Forward requirements to establish different rates to HQ AETC/SV for consideration.

3.6. To rent and/or operate a golf car, authorized customers must be 16 years of age and possess a valid state driver's license.

3.8. Bullet 3. Ensure drinking water is accessible no less than every three holes when the temperature exceeds 80 degrees Fahrenheit or when the heat index exceeds 90 degrees Fahrenheit.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 37-123, *Management of Records*

AFMAN 34-130, *Air Force Golf Program Management*

AFMAN 37-139, *Records Disposition Schedule (projected to be the Air Force Records Disposition Schedule [RDS])*

AFI 34-219, *Alcoholic Beverage Program*

AFMAN 34-228, *Air Force Club Program Procedures*

AFI 34-262, *Services Programs and Use Eligibility*

Abbreviations and Acronyms

SMA—sales mix analysis

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