



COMDTINST 1710.2  
27 FEB 2013

COMMANDANT INSTRUCTION 1710.2

Subj: COAST GUARD MORALE, WELL-BEING, AND RECREATION PROGRAM BASELINE STANDARDS (PBS)

Ref: (a) Coast Guard Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series)

1. PURPOSE. This Instruction promulgates quantitative PBSs for certain Coast Guard Morale, Well-Being, and Recreation (MWR) programs that have the most impact on the health and well-being of military members and their families.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Instruction. Internet release authorized.
3. DIRECTIVES AFFECTED. None.
4. DATA. Quantitative PBS data are used by program managers to identify where scarce appropriated funds may be best utilized when such funding becomes available. This data may also be used by installation commands to build future years' funding requirements and/or determine where existing resources may be better employed.
5. DISCUSSION. Benchmarking with MWR standards developed in the other military services, these MWR PBSs provide commands with a planning document and quantifiable tool necessary to identify funding shortfalls or misalignments within local commands to maximize resource utilization with support of the most common MWR activities as defined in reference (a). These most common MWR activities have the greatest impact on the mission readiness and retention of our military members and their families. These standards represent minimum resource requirements, not ceilings. These standards are not based on licensing, certification, or statute, and where applicable, licensing, certification, or statute, will take precedence. These PBSs do not guarantee that additional funding will be provided in programs that have shortfalls identified; however, they provide

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quantifiable documentation to support resource requests within these programs. Additionally these PBSs will identify programs and activities that physically cannot be accommodated at many of our smaller field commands. The visibility of these programs and activities, and the value to mission readiness and retention of our military members and their families, will assist local commands in identifying similar programs with the local community or through the establishment of contracts for such services such as fitness centers. The long-term goal is to capture resource shortfalls through the Coast Guard Business Intelligence (CGBI) on-line technology for service wide consolidation and use as measures of human readiness and retention.

6. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
  - a. The development of this Instructions and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act (NEPA) Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Instruction contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.
  - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Instruction must be individually evaluated for compliance with the NEPA, DHS, and Coast Guard NEPA policy, and compliance with all other environmental mandates. Due to the administrative and procedural nature of this Instruction, and the environmental guidance provided within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Instruction.
8. FORMS/REPORTS. None.

9. DISCLAIMER. This document is intended to provide operational requirements for Coast Guard personnel and is not intended to, nor does it impose, legally-binding requirements on any party outside the Coast Guard.

D. A. NEPTUN /s/  
Rear Admiral, U. S. Coast Guard

Encl: (1) Coast Guard MWR Program Baseline Standards

# Coast Guard MWR Program Baseline Standards



Enclosure

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# Overview

The Coast Guard Morale, Well-Being, and Recreation (MWR) Program baseline Standards document provides the overall program standards developed by the Community Services Command (CSC) to establish a Coast Guard-wide measurement of MWR programs. These standards represent recommended *minimum* resource requirements, not ceilings. These standards are not based on licensing, certification, statute, or MWR requirements and where applicable licensing, certification, statute, or MWR requirements will take precedence. The desired outcome of the initiative is to help Coast Guard senior leadership make funding justifications, choices, and decisions about their locally owned and customer driven MWR programs. These following standards and program size categories were developed by benchmarking from the other Services to achieve a level of parity with DoD MWR programs. Industry standards were considered to develop these measurements to provide MWR programs similar to recreational programs in “any town” USA through the local city parks and recreation department. Primarily, the Navy and Army MWR programs were used to develop the measuring gauge to compare our programs. In the case of shipboard activities, the Navy standard was used to develop the Coast Guard measuring tool. The DoD “small program” population is the standard for the Coast Guard “large program” standard, and the DoD “extra small program” for the Coast Guard “medium program.” Coast Guard programs smaller than medium were developed from a reasonable percentage while not exceeding the DoD standard.

MWR program standards data may be used by program managers as a planning document and to build future years’ funding requirements. The MWR Director/Officer can use these standards to assess their MWR program shortfalls and resource needs in the MWR activities covered by these standards. This data will be useful to determine shortfalls, if any, in local resources necessary to provide MWR programs at an installation. It is not expected that all commands will meet these standards in all program areas. In such instances where resources/facilities do not exist, if customer demand warrants, there is opportunity to provide MWR programs/services through contracted arrangements, other Services, or the local economy.

MWR program standards have been developed to measure the elements of Personnel, Facilities, Programs, Equipment, and Administration for Gymnasium/Physical Fitness/Sports/Aquatic Training (GPFSAT), General Libraries, Recreation Centers/Rooms, Promoting Activities for Single Sailors (PASS), Shipboard Activities, Arts and Crafts, Automotive Hobby Shops, Bowling Centers (16 lanes or less), Outdoor Recreation (Includes Gear Checkout), Information, Tickets, and Tours, Recreational Swimming Pools, and Youth Activities. While there are many more MWR activities as defined in the Coast Guard Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13(series), standards have not currently been developed for all of them. The standards developed here are for those most popular category A and B activities that can be reasonably provided by Coast Guard commands, typically limited by space and resources.

Reference: (a) COMDTINST M1710.13(series)

# Population Definitions

Installation population is used to determine the installation category of measurement for the MWR program. When calculating the appropriate size of the population supported, the population of all tenant commands should be considered by the host unit. The population number for a unit is obtained from the personnel allowance list (PAL). Following are the populations to determine installation size:

Large: 1001 and higher active duty

Medium: 501-1000 active duty

Small: 101-500 active duty

Extra Small: 1-100 active duty

Cutter classes are used to determine the size measurement for shipboard MWR programs. The population number for a cutter is obtained from the personnel allowance list (PAL). Following are the populations to determine shipboard MWR program size:

Large: 101 and higher

Medium: 45-100

Small: 15-44

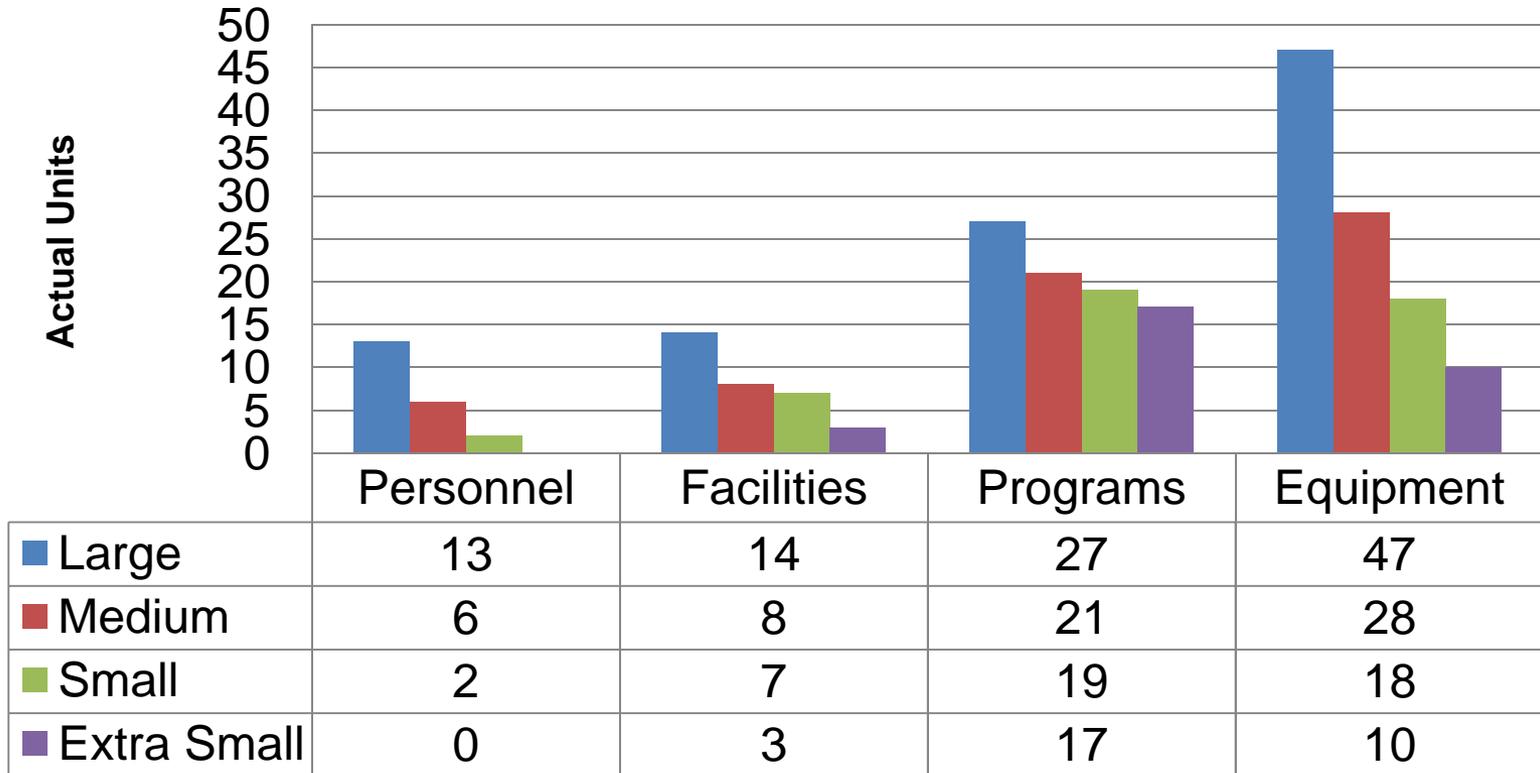
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Summary Page For Your Installation

Use this page to record any gaps in MWR program standards for category A programs.

<b>Personnel</b>	<b>Facilities</b>	<b>Programs</b>	<b>Equipment</b>	<b>Administration</b>

## Gymnasium, Physical Fitness, Sports, and Aquatic Training GPFSAT



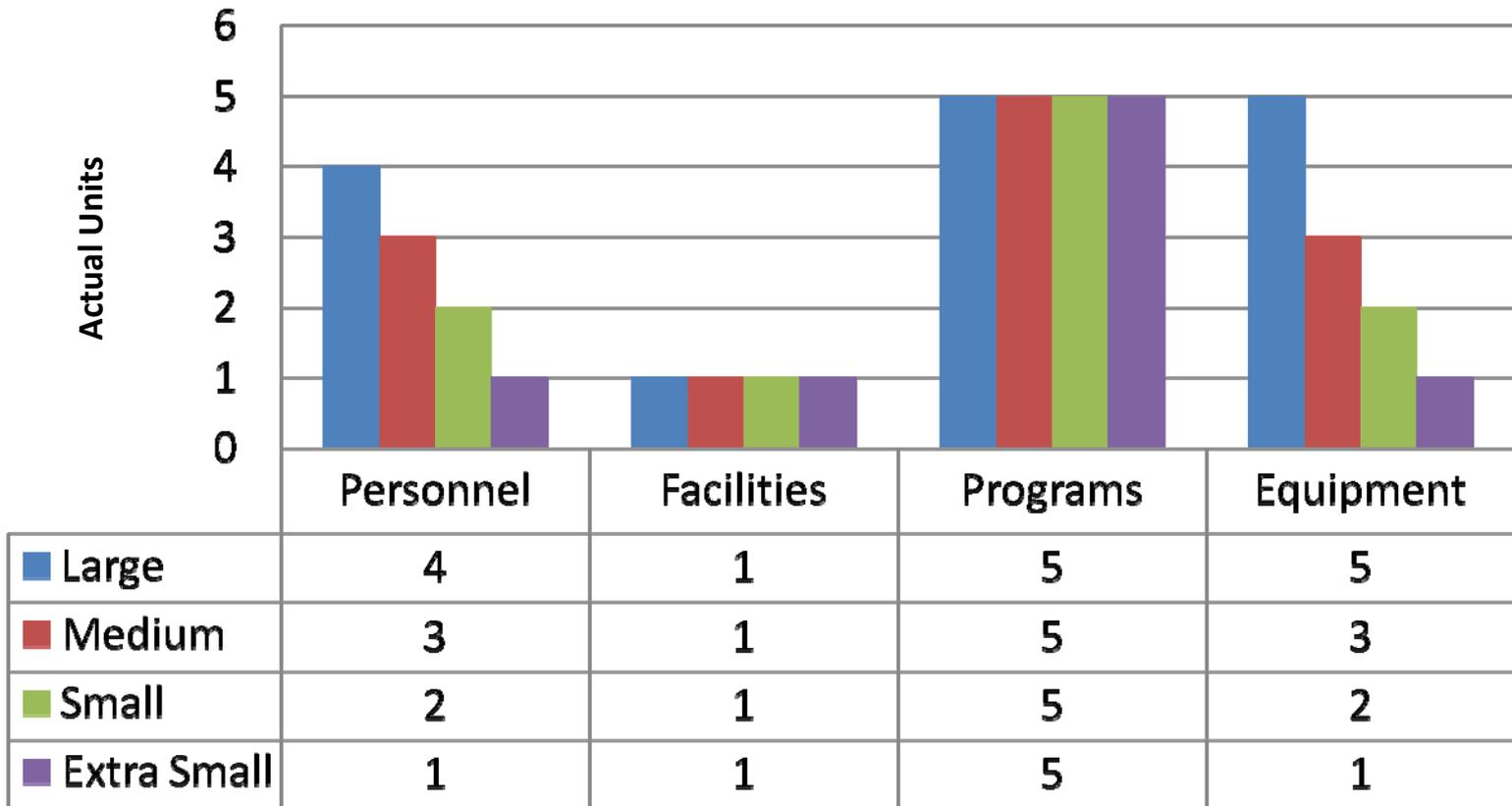
**Provides a side-by-side comparison for each installation category.**

## GPFSAT

Gymnasium, physical fitness, sports (self-directed, unit level, intramural), and aquatic training programs that develop the components of aerobic capacity, muscular strength, muscular endurance, and flexibility of military personnel are considered category A MWR activities and are authorized 100% support with appropriated funds.

Personnel	Facilities	Programs	Equipment	Administration
<p>1 (1) (1) (0) Fitness Dir. GS 7-9. Must have an undergraduate degree in related field and 3 years supervisory experience.</p> <p>1 (0) (0) (0) Sports Coord. GS 5-7. Must have an undergraduate degree in related field and 1 year supervisory experience.</p> <p>7 (1) (1) (0) Fitness Spec. GS 5-7, Individual &amp; Group. Current fitness certification from nationally recognized Health &amp; Fitness organization.</p> <p>3 (3) (0) (0) Fitness Asst. GS 3-4. Must be able to properly use fitness equipment and instruct patrons, able to conduct class on basic exercise guideline and safety procedures.</p> <p>1 (1) (0) (0) Maintenance Staff WG 4.</p> <p>All personnel shall meet classification and qualification standards for appropriate GS series.</p>	<p>2 (1) (1) (1) Softball Fields</p> <p>1 (1) (0) (0) Multi Purpose Field</p> <p>2 (1) (1) (0) Tennis Courts</p> <p>1 (0) (0) (0) Gymnasium</p> <p>2 (0) (0) (0) Racquetball Courts</p> <p>3,900 (3,150) (1,600) (500) Square Feet of Fitness Space</p> <p>1,680 (880) (440) (240) Square Feet of Locker Room Space</p> <p>844 (780) (390) (0) Square Feet of Administrative Space</p> <p>1,500 (0) (0) (0) Square Feet of Activity Area</p> <p>200 (200) (200) (0) Square Feet of Laundry Room</p> <p>574 (469) (235) (0) Square Feet of Equip Repair/Storage</p> <p>Pool facilities: When provided, see encl 7 of Ref (a) for specific standards.</p>	<p>Written annual schedule of events.</p> <p>Facilities open at least 90 (90) (90) (90) hours per week.</p> <p>Conduct at least 10 (6) (4) (2) group exercise classes weekly.</p> <p>Conduct at least 4 (4) (4) (4) special events annually.</p> <p>Conduct at least 1 (1) (1) (1) basic orientation class weekly.</p> <p>Minimum of 2 (2) (1) (1) staff on duty at all times.</p> <p>At least 4 (4) (4) (4) (4) individual/team sports offered annually.</p> <p>At least 4 (4) (4) (4) (4) team leagues offered annually from: Softball, Flag Football, Basketball, Volleyball, or Soccer</p> <p>Conduct at least 2 (2) (2) (2) sport meets each year.</p>	<p>1 (1) (1) (1) Set of Free Weights.</p> <p>1 (1) (1) (0) Set Strength/Circuit Training Machines.</p> <p>35 (20) (12) (6) Various Pieces of Cardio Equipment.</p> <p>2 (2) (2) (2) Basketball Backboards.</p> <p>1 (0) (0) (0) Electronic Scoreboard.</p> <p>1 (1) (1) (1) Volleyball Set.</p> <p>1 (0) (0) (0) Gym Floor Covering.</p> <p>1 (1) (0) (0) PA System.</p> <p>2 (0) (0) (0) Bleacher Sets.</p> <p>1 (1) (1) (0) Washer/Dryer</p> <p>1 (1) (0) (0) Ice Machine</p> <p>Adequate Ground Maintenance Equipment.</p> <p>20% Equipment Replaced annually due to Life-cycle Requirements.</p>	<p>Established local operating instruction including policy and procedures.</p> <p>Written evaluation for all programs/events within 30 days.</p> <p>Effective marketing.</p> <p>Adequate fiscal, accounting, and reporting management.</p> <p>No customers permitted unsupervised.</p> <p>All areas monitored for safety at least hourly.</p> <p>Maintain equipment usage data.</p> <p>Program compliant with all safety regulations.</p> <p>Procedures for issue and return of equipment.</p> <p>Adequate equipment inventory.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Color Code:  <span style="color: blue;">Blue Text – Large</span>  <span style="color: red;">Red Text – Medium</span>  <span style="color: green;">Green Text – Small</span>  <span style="color: purple;">Purple Text – Extra Small</span></p> </div>

## Libraries



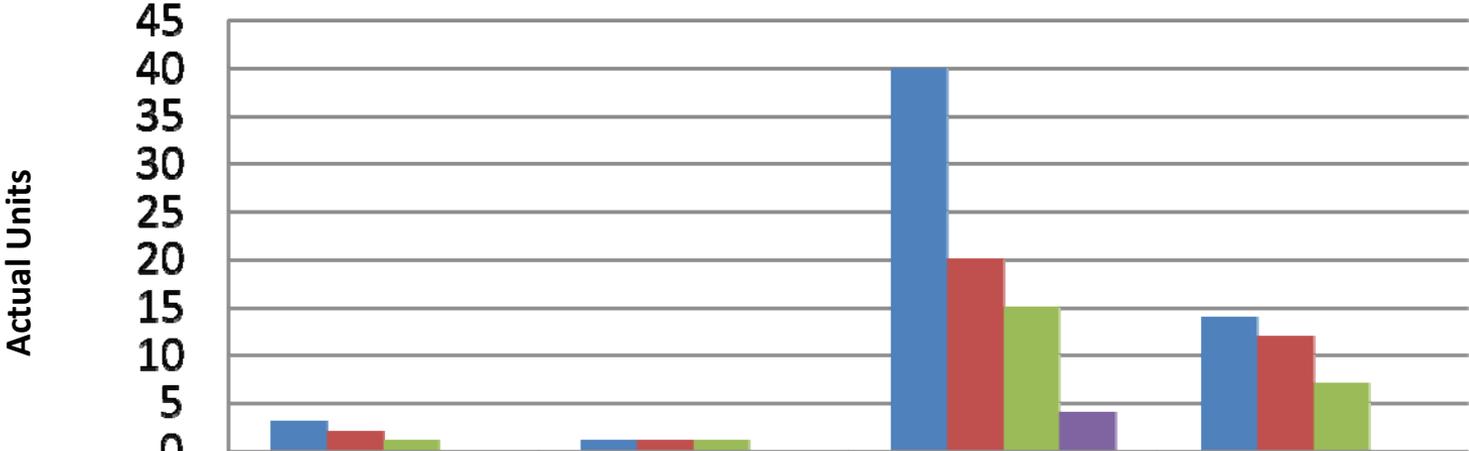
**Provides a side-by-side comparison for each installation category.**

## General Libraries

General library programs that support readiness and the military mission, quality of life voluntary education, professional and technical education and training, Internet access, lifelong learning, transition and career assistance, and the leisure needs of the military community are considered category A MWR activities and are authorized 100% support with appropriated funds.

Personnel	Facilities	Programs	Equipment	Administration
<p>1 (1) (1) (0) Director Librarian. GS-1410-9. Must have undergrad degree in library science from an American Library Assoc accredited school. Shall meet classification and qualification standards for GS series positions.</p> <p>1 (0) (0) (0) Library Tech. GS 5-7. Library staffing shall meet classification and qualification standards for GS series positions.</p> <p>2 (2) (2) (2*) Library Aides, GS 3-4. Library staffing shall meet classification and qualification standards for GS series positions.</p> <p>* Part Time</p>	<p>General Library programs will be a minimum size of 4,500 (2,500) (1,000) (500) square feet. Minimum hours of operation are 45 (35) (15) (local needs) hours per week, with the following collection:</p> <p>Books, 6,000 (1,500) (0) (0).</p> <p>Magazine/Newspaper, 50 (25) (12) (6).</p> <p>Electronic (CD-ROM), web based, online research), 75 (25) (0) (0).</p> <p>Audio Books, 250 (200) (100) (0).</p> <p>Video/DVD, 100 (50) (25) (10).</p> <p>Musical Recording, 250 (200) (100) (50).</p>	<p>At least 5 (5) (5) (5) programs are provided per year for adults, youth, family, and children as determined by local needs.</p>	<p>A minimum of one each of the following equipment for customer use: Telephone, Copier, Fax, TV/VCR/DVD, Audio Recorder, Lounge Furniture, Study Area, Table/Chair.</p> <p>A minimum of one each of the following equipment for staff use: Telephone, Fax, TV/VCR/DVD, Audio Recorder, Digital Camera. 5 (3) (2) (1) computers for library use.</p>	<p>Established local operating instruction including policy and procedures.</p> <p>Written evaluation for all programs/events within 30 days.</p> <p>Effective marketing.</p> <p>Adequate fiscal, accounting, and reporting management.</p> <p>No customers permitted unsupervised.</p> <p>All areas monitored for safety at least hourly.</p> <p>Maintain equipment usage data.</p> <p>Program compliant with all safety regulations.</p> <p>Procedures for issue and return of equipment.</p> <p>Adequate equipment inventory.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>Color Code:  <span style="color: blue;">Blue Text – Large</span>  <span style="color: red;">Red Text – Medium</span>  <span style="color: green;">Green Text – Small</span>  <span style="color: purple;">Purple Text – Extra Small</span></p> </div>

# Recreation Center/Rooms



	Personnel	Facilities	Programs	Equipment
Large	3	1	40	14
Medium	2	1	20	12
Small	1	1	15	7
Extra Small	0	0	4	0

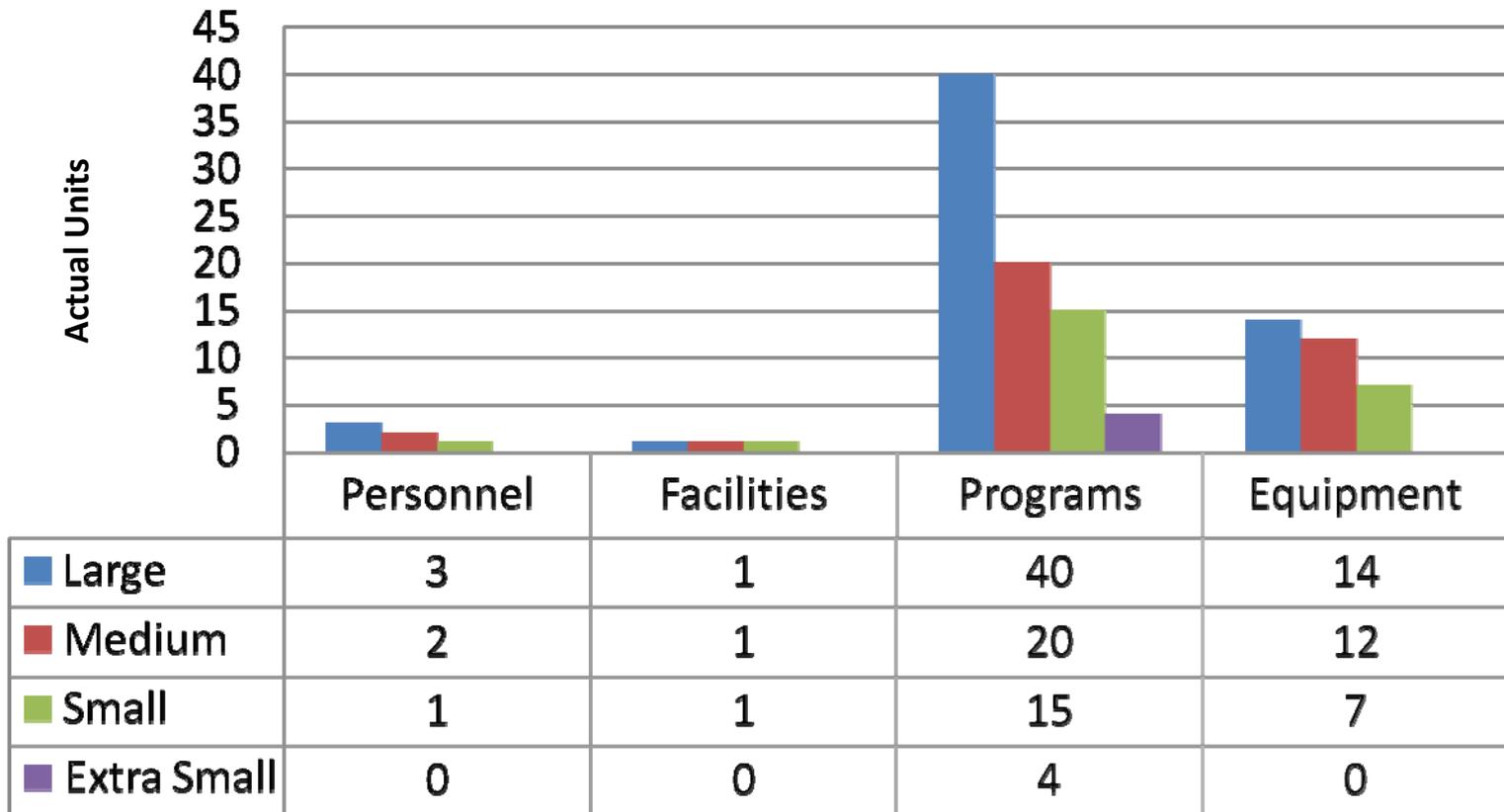
Provides a side-by-side comparison for each installation category.

## Recreation Centers/Rooms

Recreation centers/rooms that provide a comprehensive MWR program with both directed and self-directed individual and group activities, specifically targeted for the installation community as a whole, but with special emphasis on the military personnel are considered category A MWR activities and are authorized 100% support with appropriated funds.

Personnel	Facilities	Programs	Equipment	Administration
<p>1 (1) (1) (0) Program Coordinator, GS-5/7. Must have undergrad degree in recreation leisure or related field and at least 2 years of program experience.</p> <p>2 (2*) (0) (0) Recreation Assistants, GS 3/4. Recreation Assistants shall a high school diploma and at least one year of related experience.</p> <p><b>* Part Time</b></p> <p>All personnel shall meet classification and qualification standards for appropriate GS series.</p>	<p>2,000 to 3,000 (1,000 to 2,000) (local needs) (0) sq. foot.</p> <p>Minimum hours of operation are 60 (50) (40) (0) per week. Open all Saturdays and Sundays, and all Holidays.</p>	<p>Programs occurring at least monthly:</p> <p>12 (6) (6) (0) Directed activities.</p> <p>8 (4) (4) (0) Filler activities.</p> <p>8 (4) (2) (2) Special interest/Theme.</p> <p>4 (2) (1) (0) Skills classes.</p> <p>4 (2) (1) (1) Competitions.</p> <p>4 (2) (1) (1) Trips/Outings.</p> <p>At least one (one) (one) (one) community wide activity per quarter.</p>	<p>Recreation Center/Room shall contain the following:</p> <p>Computer Area with free internet and printers</p> <p>Video Games Area</p> <p>Table Gaming (Billiards, foosball, darts, etc...)</p> <p>TV Viewing Area</p> <p>Staff Counter/Check-Out</p> <p>Recreation Center/Room may contain the following:</p> <p>Board Games with Tables and Chairs</p> <p>Music/Band Room</p> <p>Outdoor Deck/Patio</p> <p>Laundry Facilities</p> <p>Phone Rooms</p> <p>Snack Resale Area</p> <p>Reading Room</p>	<p>Established local operating instruction including policy and procedures.</p> <p>Written evaluation for all programs/events within 30 days.</p> <p>Effective marketing.</p> <p>Adequate fiscal, accounting, and reporting management.</p> <p>No customers permitted unsupervised.</p> <p>All areas monitored for safety at least hourly.</p> <p>Maintain equipment usage data.</p> <p>Program compliant with all safety regulations.</p> <p>Procedures for issue and return of equipment.</p> <p>Adequate equipment inventory.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>Color Code:</p> <p>Blue Text – Large</p> <p>Red Text – Medium</p> <p>Green Text – Small</p> <p>Purple Text – Extra Small</p> </div>

## Promoting Activities for Single Sailors (PASS)



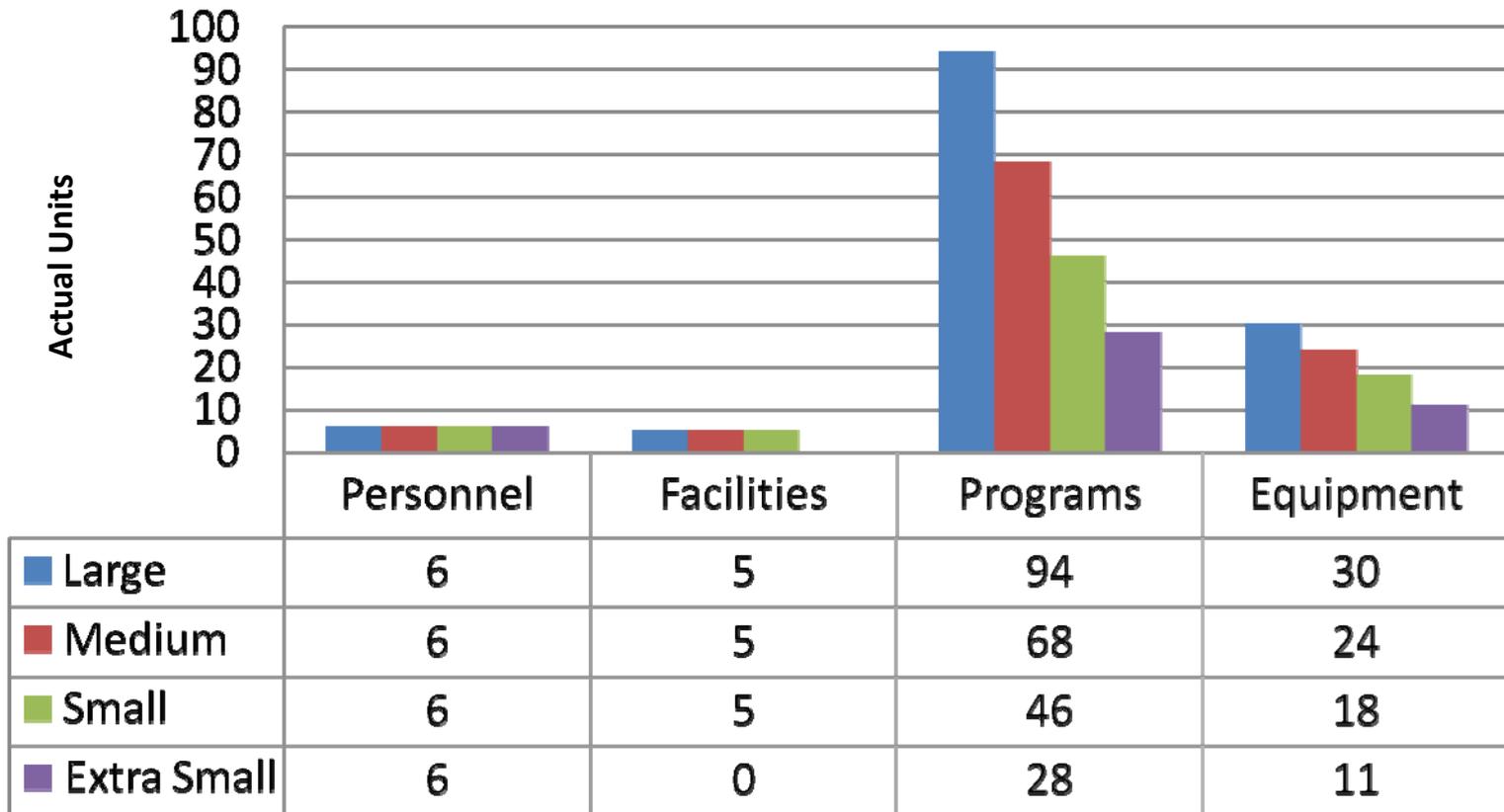
Provides a side-by-side comparison for each installation category.

## Promoting Activities for Single Sailors (PASS)

PASS programs address single Service member QOL issues and initiatives and support commanding officers by providing a forum through which single Service member QOL concerns are identified and recommendations for improvement are made. This forum provides a means to assess the interests and needs of single Service members. QOL for single Service members includes concerns that influence morale, living environment, personal growth, and development. PASS programs are considered category A MWR activities and are authorized 100% support with appropriated funds. (May be substituted/combined with recreation center/room resources).

Personnel	Facilities	Programs	Equipment	Administration
<p>1 (1) (1) (0) PASS Program Coordinator, GS-5/7. Must have undergrad degree in recreation leisure or related field and at least 2 years of program experience.</p> <p>2 (2*) (0) (0) Recreation Assistants, GS 3/4 Recreation Assistants shall a high school diploma and at least one year of related experience.</p> <p>•Part Time</p> <p>All personnel shall meet classification and qualification standards for appropriate GS series.</p> <p>Outreach: PASS Staff actively participates at unit/command functions. Meets at least once per quarter with designated senior enlisted POC that actively engages and is responsible to liaison with MWR staff. Meets at least monthly with all MWR Activity Managers.</p>	<p>2,000 to 3,000 (1,000 to 2,000) (local needs) (0) sq. foot.</p> <p>Minimum hours of operation are 60 (50) (40) (0) per week. Open all Saturdays and Sundays, and all Holidays.</p>	<p>Programs occurring at least monthly:</p> <p>12 (6) (6) (0) Directed activities.</p> <p>8 (4) (4) (0) Filler activities.</p> <p>8 (4) (2) (2) Special interest/Theme.</p> <p>4 (2) (1) (0) Skills classes.</p> <p>4 (2) (1) (1) Competitions.</p> <p>4 (2) (1) (1) Trips/Outings.</p> <p>At least one (one) (one) (one) community wide activity per quarter.</p> <p>Provides programming opportunities for single members at all tenant commands.</p>	<p>PASS Program facilities shall contain the following:</p> <p>Computer Area with free internet and printers</p> <p>Video Games Area</p> <p>Table Gaming (Billiards, foosball, darts, etc...)</p> <p>TV Viewing Area</p> <p>Staff Counter/Check-Out</p> <p>PASS Program facilities may contain the following:</p> <p>Board Games with Tables and Chairs</p> <p>Music/Band Room</p> <p>Outdoor Deck/Patio</p> <p>Laundry Facilities</p> <p>Phone Rooms</p> <p>Snack Resale Area</p> <p>Reading Room</p> <p>Passenger Van</p>	<p>Established local operating instruction including policy and procedures.</p> <p>Written evaluation for all programs/events within 30 days.</p> <p>Effective marketing.</p> <p>Adequate fiscal, accounting, and reporting management.</p> <p>No customers permitted unsupervised.</p> <p>All areas monitored for safety at least hourly.</p> <p>Maintain equipment usage data.</p> <p>Program compliant with all safety regulations.</p> <p>Procedures for issue and return of equipment.</p> <p>Adequate equipment inventory.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Color Code:</p> <p>Blue Text – Large</p> <p>Red Text – Medium</p> <p>Green Text – Small</p> <p>Purple Text – Extra Small</p> </div>

## Shipboard Activities



Provides a side-by-side comparison for each cutter category.

## Shipboard Activities

Shipboard activities that maintain mission readiness, improve unit teamwork, and create esprit de corps are considered category A MWR activities and are authorized 100% support with appropriated funds.

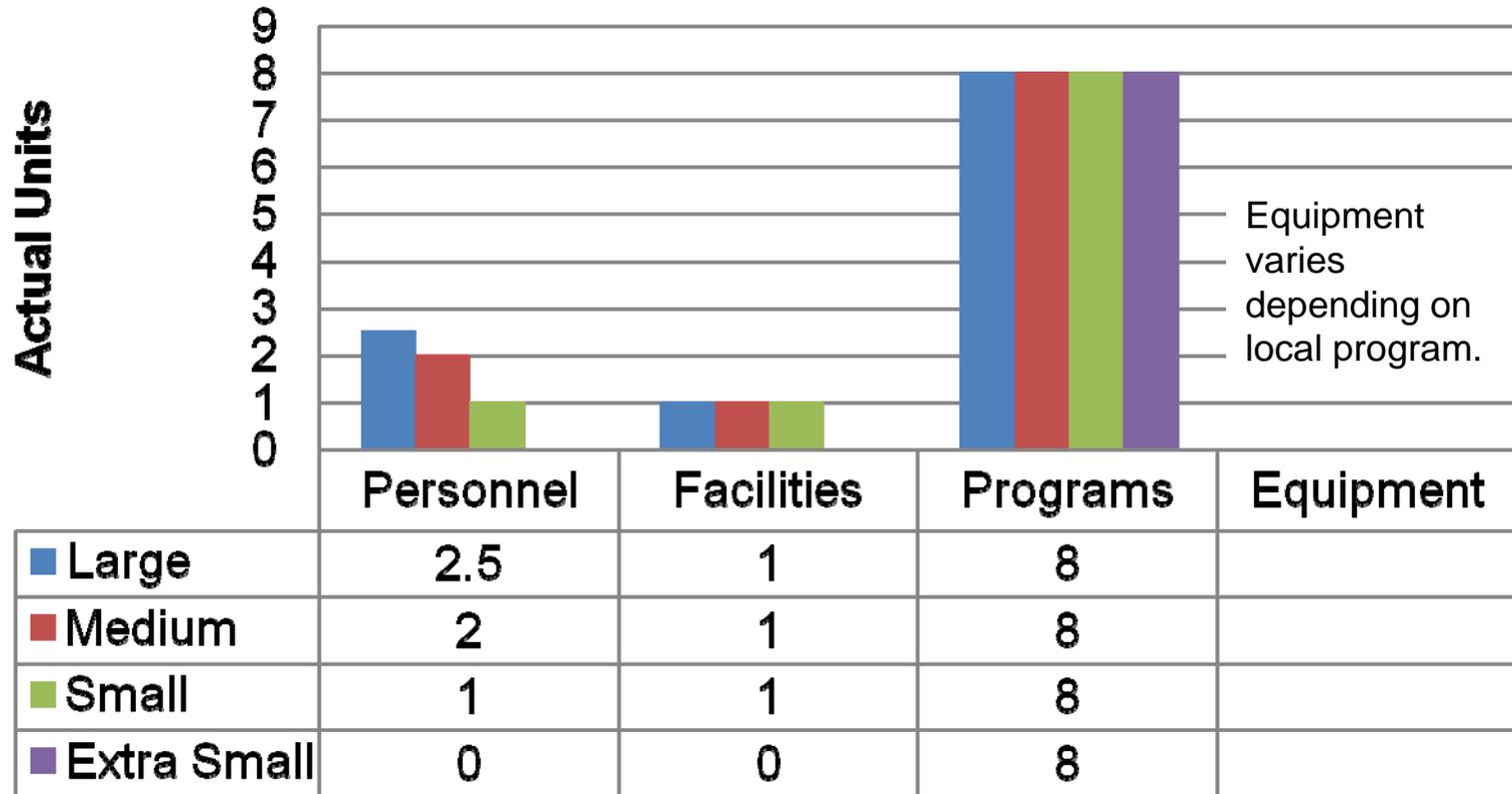
Personnel	Facilities	Programs	Equipment	Administration
<p>1 (1) (1) (1) MWR Officer, Collateral Duty.</p> <p>1 (1) (1) (1) Morale Fund Custodian, Collateral Duty.</p> <p>1 (1) (1) (1) Athletic Officer, Collateral Duty.</p> <p>3 (3) (3) (3) Recreation Assistants, Collateral Duty.</p>	<p>Library Resource Center, 60 (60) (24) (0) sq. ft.</p> <p>Recreation Gear Storage, 40 (10) (10) (0) sq. ft.</p> <p>Fitness Equipment Storage, 15 (10) (10) (0) sq. ft.</p> <p>Exercise Space, 1350 (600) (120) (0) sq. ft.</p> <p>Crew Lounge or Mess Deck, 1(1) (1) (0)</p> <p>(Note: Facility space is limited to availability constraints).</p>	<p>Monthly Recreation Programs:</p> <p>12 (8) (6) (4) Directed activities.</p> <p>8 (6) (4) (0) Filler activities.</p> <p>8 (6) (4) (4) Skills classes.</p> <p>8 (6) (4) (4) Competitions.</p> <p>1 (0) (0) (0) Special interest/Theme.</p> <p>Monthly Fitness Programs:</p> <p>48 (36) (24) (12) Directed activities.</p> <p>8 (6) (4) (4) Competitions.</p>	<p>Library:</p> <p>Computers, 4 (3) (2) (0) .</p> <p>Server/Printer/Scanner, 1 (1) (1) (0) .</p> <p>TV/VCR/DVD, 4 (3) (2) (0).</p> <p>Fitness (Consider crew size, interests, and length of deployments for stock of fitness equipment):</p> <p>Cardio Equipment, 2 (2) (1) (0).</p> <p>Weight Machine, 1 (1) (1) (0).</p> <p>Smith Machine with Benches, 2 (1) (0) (0).</p> <p>Benches for dumbbells, 2 (1) (0) (0).</p> <p>Dumbbells 5-80 lb, 2 (1) (0) (0) sets.</p> <p>Dumbbells 5-45 lb, 2 (1) (0) (0) sets.</p> <p>Recreation:</p> <p>At least \$21 (\$21) (\$21) (\$21) per crew member, including, but not limited to, the following to meet the diverse interests of crew:</p> <p>Board Games &amp; Cards</p> <p>Basketballs &amp; Footballs</p> <p>Horse Shoes</p> <p>Golf Clubs</p> <p>Fishing Rods/Reels/Equip</p> <p>Sound System</p> <p>Masks/Fins/Snorkels</p> <p>Dart Boards</p> <p>Video/Computer Games</p> <p>BBQ Equipment</p>	<p>Established local operating instruction including policy and procedures.</p> <p>Written evaluation for all programs/events within 30 days.</p> <p>Effective marketing.</p> <p>Adequate fiscal, accounting, and reporting management.</p> <p>No customers permitted unsupervised.</p> <p>All areas monitored for safety at least hourly.</p> <p>Maintain equipment usage data.</p> <p>Program compliant with all safety regulations.</p> <p>Procedures for issue and return of equipment.</p> <p>Adequate equipment inventory.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Color Code:</p> <p>Blue Text – Large</p> <p>Red Text – Medium</p> <p>Green Text – Small</p> <p>Purple Text – Extra Small</p> </div>

### Summary Page For Your Installation

Use this page to record any gaps in MWR program standards for category B programs.

<b>Personnel</b>	<b>Facilities</b>	<b>Programs</b>	<b>Equipment</b>	<b>Administration</b>

## Arts & Crafts Skills Development



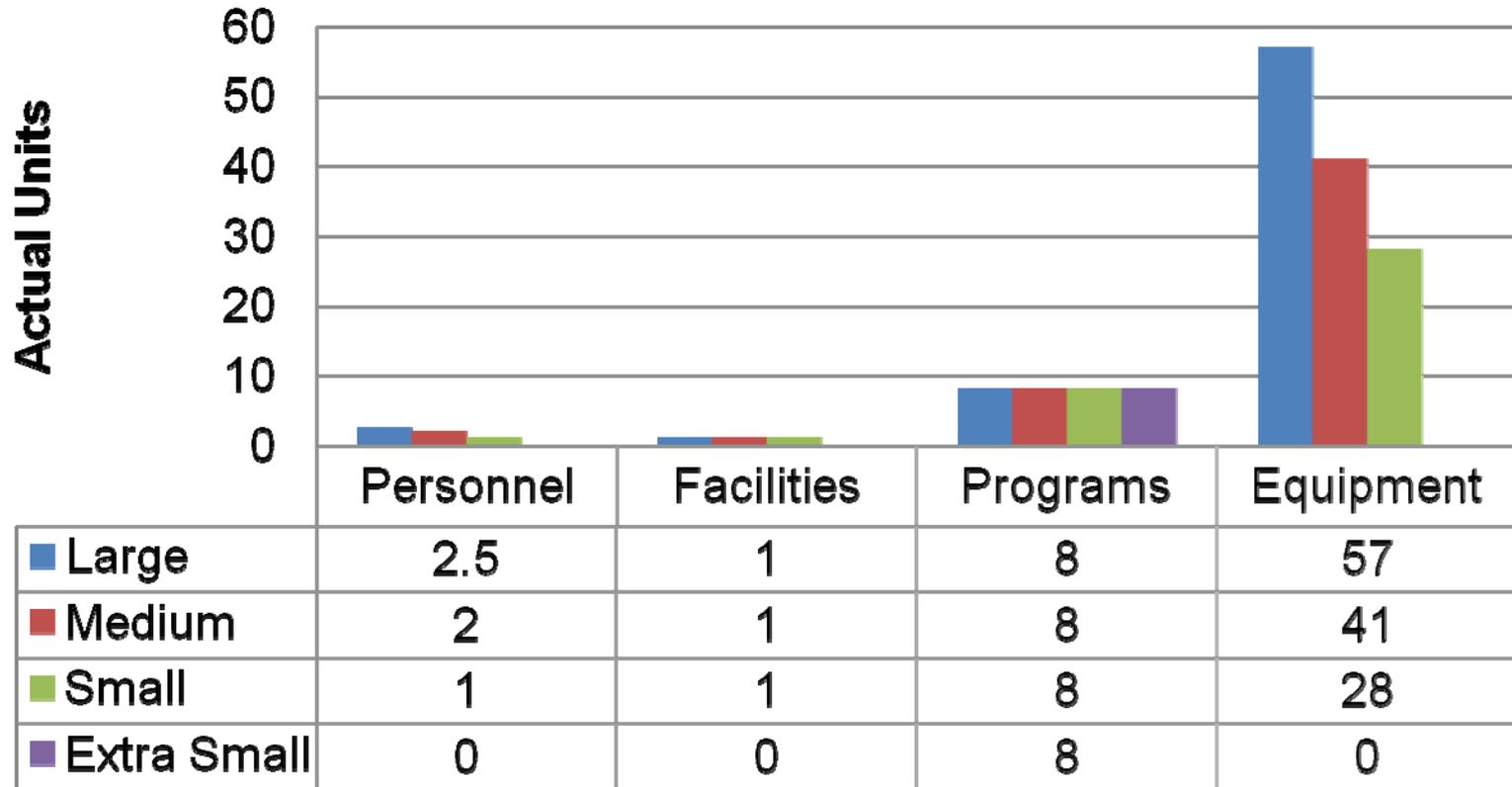
Provides a side-by-side comparison for each installation category.

## Arts and Crafts Skills Development

Arts and crafts skills development programs that emphasize learning by doing through formal and informal instruction are considered category B MWR activities and are closely related to those in category A in supporting the military mission.

Personnel	Facilities	Programs	Equipment	Administration
<p>1 (1) (1) (0) Facility Director, GS-7/9, or NAF equivalent. Must meet classification and qualification standards for GS series and 4 years experience in the arts industry.</p> <p>1.5 (1) (0) (0) Recreation Aides, GS 3-4, or NAF equivalent.</p>	<p>Facility size based on local needs. Minimum hours of operation are 40 (40) (40) (0) per week.</p>	<p>The following programs are core to Arts and Crafts Skills Development and classes meeting local customer demand should be offered on each program once per month:</p> <p>Wood Working Ceramics Picture Framing Photography Digital Photos Painting Sculpting Other depending on local demand</p> <p>Of the programs offered, 50% will be repeat, 30% will be seasonal, and 20% will be new.</p> <p>One special event per quarter.</p>	<p>Equipment type and quantity will be dependent on activity and local use.</p> <p>Major items will have a maintenance plan.</p>	<p>Established local operating instruction including policy and procedures.</p> <p>Written evaluation for all programs/events within 30 days.</p> <p>Effective marketing.</p> <p>Adequate fiscal, accounting, and reporting management.</p> <p>No customers permitted unsupervised.</p> <p>All areas monitored for safety at least hourly.</p> <p>Maintain equipment usage data.</p> <p>Program compliant with all safety regulations.</p> <p>Procedures for issue and return of equipment.</p> <p>Adequate equipment inventory.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Color Code:  <span style="color: blue;">Blue Text – Large</span>  <span style="color: red;">Red Text – Medium</span>  <span style="color: green;">Green Text – Small</span>  <span style="color: purple;">Purple Text – Extra Small</span></p> </div>

## Automotive Skills Development



Provides a side-by-side comparison for each installation category.

## Automotive Skills Development

Automotive skills development programs that emphasize learning by doing through formal and informal instruction are considered category B MWR activities and are closely related to those in category A in supporting the military mission.

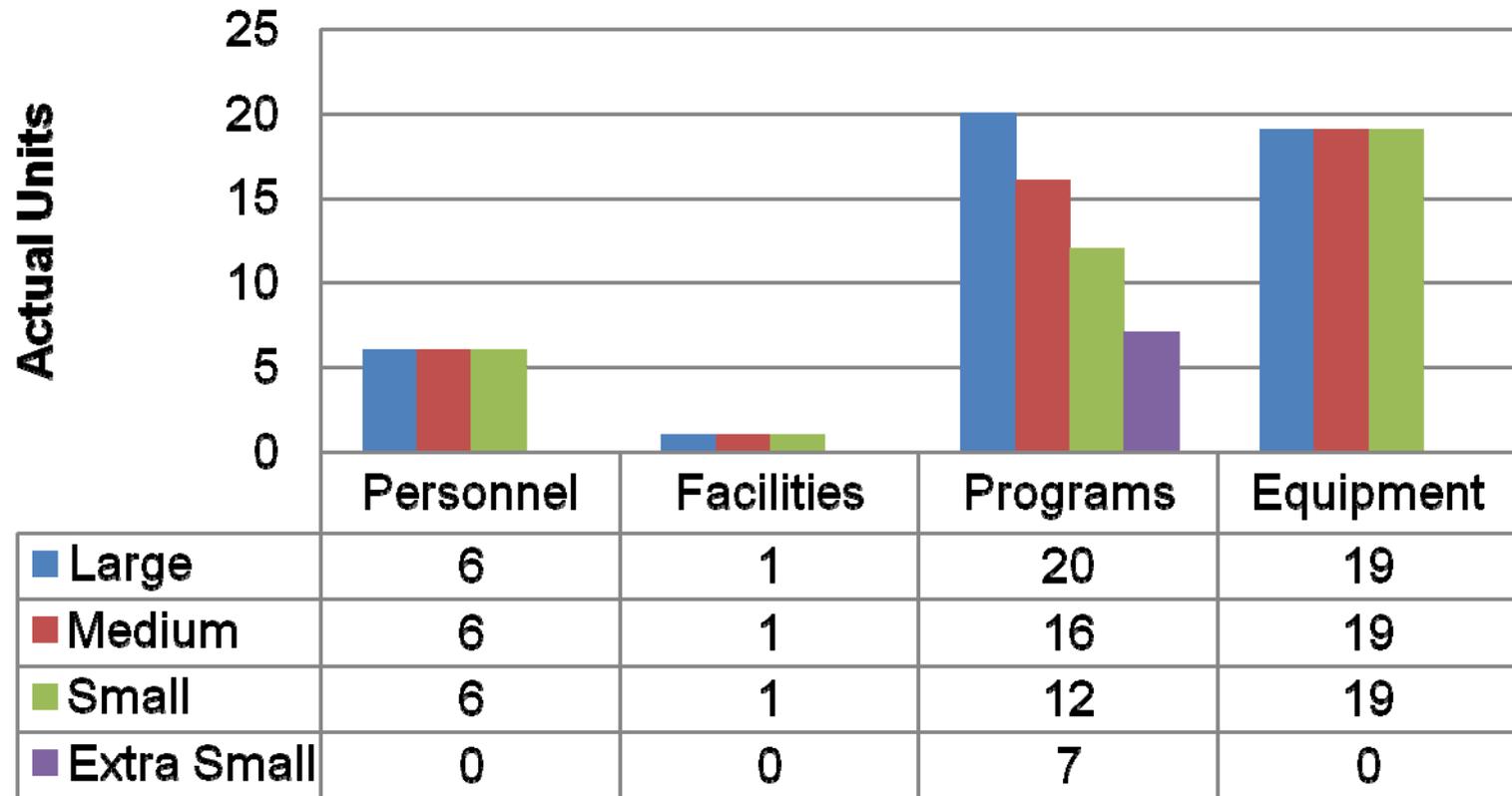
Personnel	Facilities	Programs	Equipment	Administration
<p>1 (1) (1) (0) Facility Director, GS-5/7, or NAF equivalent. Must have 4 years - perience in the auto maintenance/repair industry.</p> <p>1 (1) (0) (0) Auto Skills Worker, WG-7/8, or NAF equivalent. Must have 2 years experience in the auto maintenance/repair industry.</p> <p>1 (1) (0) (0) Auto Skills Helper, WG-4/5* or NAF equivalent. Must have 1 year experience in the auto maintenance/repair industry.</p> <p>* Part Time</p> <p>All personnel shall meet classification and qualification standards for appropriate GS series.</p>	<p>3,346 (1,926) (local needs) (0) sq. foot. Minimum hours of operation are 45 (45) (40) (0) per week. Hours of operation determined by local customer demand.</p> <p>4 (2) (local needs) (0) Auto skills bays. 2 (1) (local needs) (0) Vehicle lifts. Central storage area. Resale/Tool issue area. Machine shop. Welding area. Classroom area. Oil disposal system in compliance with state and local standards.</p> <p>All facilities will have adequate lighting and ventilation systems in place.</p>	<p>The following programs are core to Auto Skills Development and classes meeting local customer demand should be offered on each program once (once) (once) (once) per month:</p> <p>Brake repair. Minor engine tune up. Major engine overhaul. Oil and lube service. Emissions/Exhaust repair. Motorcycle repair. Engine diagnostics. Tire repair.</p> <p>One (One) (One) (One) special event per quarter.</p>	<p>Due to variety of equipment, items of less than \$300 are not provided. Replacement plan: 20% annually.</p> <p>1 (1) (0) (0) Computerized analyzer. 1 (1) (0) (0) Brake Lathe. 1 (1) (0) (0) Bearing Press. 1 (1) (0) (0) Parts Washer. 1 (1) (1) (0) Steam cleaner. 1 (1) (1) (0) Engine stand. 1 (1) (1) (0) Engine hoist. 1 (1) (0) (0) Welder. 4 (2) (2) (0) Floor jacks. 8 (4) (4) (0) Jack stands. 4 (2) (2) (0) Work benches. 4 (2) (1) (0) American tool sets. 4 (2) (1) (0) Metric tool sets. 1 (1) (1) (0) Tire changer/balancer. 1 (1) (1) (0) Transmission jack. 1 (1) (1) (0) Strut compressor. 1 (1) (1) (0) Drill press. 2 (2) (1) (0) Bench vises. 1 (1) (1) (0) Battery and Alternator tester. 2 (2) (1) (0) Battery Chargers. 1 (1) (0) (0) Oxy Acetylene torch.</p>	<p>Established local operating instruction including policy and procedures. Written evaluation for all programs/events within 30 days. Effective marketing. Adequate fiscal, accounting, and reporting management. No customers permitted unsupervised. All areas monitored for safety at least hourly. Maintain equipment usage data. Program compliant with all safety regulations. Procedures for issue and return of equipment. Adequate equipment inventory.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Color Code:  <span style="color: blue;">Blue Text – Large</span>  <span style="color: red;">Red Text – Medium</span>  <span style="color: green;">Green Text – Small</span>  <span style="color: purple;">Purple Text – Extra Small</span></p> </div>

### Automotive Skills Development Continued

Automotive skills development programs that emphasize learning by doing through formal and informal instruction are considered category B MWR activities and are closely related to those in category A in supporting the military mission.

Personnel	Facilities	Programs	Equipment	Administration
			1 (1) (0) (0) Hydraulic press. 2 (2) (0) (0) Screw jacks. 1 (1) (1) (0) Bench grinder. 1 (1) (1) (0) Shop vac. 1 (1) (1) (0) Air compressor. 1 (1) (1) (0) Tire changer. 8 (4) (4) (0) Wheel chocks.	Color Code: Blue Text – Large Red Text – Medium Green Text – Small Purple Text – Extra Small

## Bowling Centers (16 lanes or less)



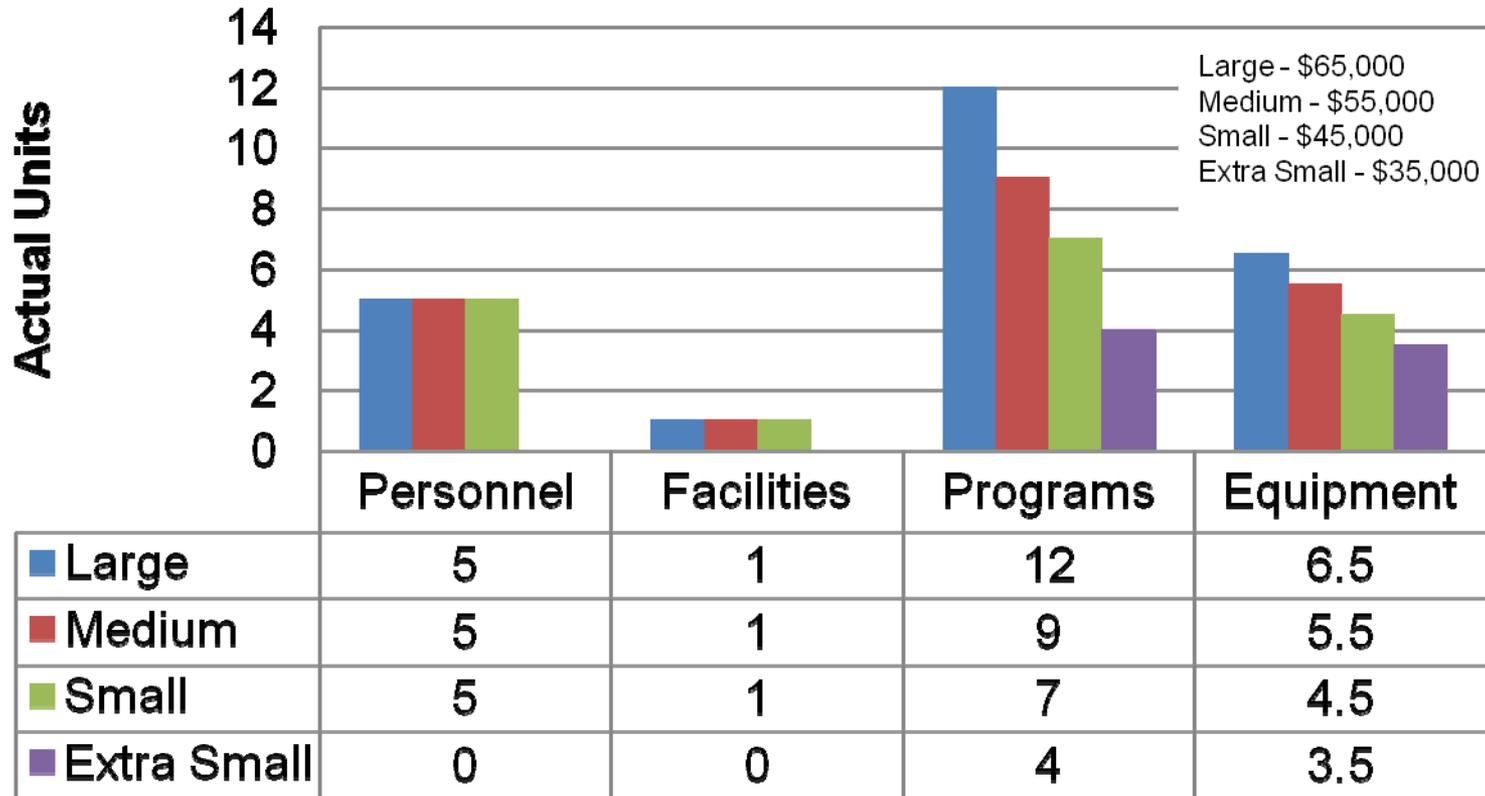
Provides a side-by-side comparison for each installation category.

## Bowling Centers (16 lanes or less)

Bowling programs having 16 lanes or less, offering services such as bowling resale, food and beverage, bowling instruction, and open/league play bowling are considered category B MWR activities and are closely related to those in category A in supporting the military mission.

Personnel	Facilities	Programs	Equipment	Administration
<p>1 (1) (1) (0) Facility Director, GS-5/7, or NAF equivalent. Must have 3 years related experience.</p> <p>1 (1) (1) (0) Equipment Repairer, WG-5/7, or NAF equivalent. Must have 2 years experience in bowling facility and equipment maintenance or educational training.</p> <p>2 (2) (2) (0) Maintenance Worker, WG-4/5, or NAF equivalent. Must have 1 year experience in bowling facility and equipment maintenance or educational training.</p> <p>2 (2) (2) (0) Recreation Aides, GS-3 or NAF equivalent.</p> <p>All personnel shall meet classification and qualification standards for appropriate GS series.</p>	<p>1,000 (1,000) (1,000) (0) sq. foot of area per lane. Minimum hours of operation are 70 (70) (70) (0) per week. Hours of operation determined by local customer demand.</p> <p>Reception desk easily accessible. Bowlers area at least 12 foot deep. Concourse aisle at least 12 foot wide. Clearly readable exterior signs. Facility cleanliness, safety, and operations evaluated daily. Sufficient lighting (indoor &amp; outdoor) and ventilation. Carpeting replaced at least every 5 years. Interior painted at least every 3 years. Ceiling tiles replaced at least every 3 years.</p>	<p>Monthly Programs: 3 (3) (3) (0) Directed Activities. 4 (3) (2) (0) Filler Activities. 4 (3) (2) (2) Special interest/Theme. 4 (3) (2) (2) Skills Classes. 4 (3) (2) (2) Competitions.</p> <p>Community-wide programs per quarter: 1 (1) (1) (1) Special Entertainment.</p>	<p>Pairs of lanes &amp; approaches appropriate for size of facility. Automatic ball returns. Automatic scoring system Bowling pins, 3 (3) (3) (0) set per lane. Bowling balls, 6 (6) (6) (0) per lane. Bowling shoes, 6 (6) (6) (0) pairs per lane. Bumpers, 1 (1) (1) (0) set per lane. Bowling ball racks. Office hardware &amp; bowling software systems Minimum 1 (1) (1) (0) computer. Phone, copier, fax, and control desk. PA and professional sound system. POS system. Bowling settee equipment Lockers, 3 (3) (3) (0) per lane. Automated lane conditioning equipment. Lane duster &amp; buffer. Equipment for bowling ball cleaning, polishing, and drilling. Tools for upkeep of pinsetters.</p>	<p>Established local operating instruction including policy and procedures. Written evaluation for all programs/events within 30 days. Effective marketing. Adequate fiscal, accounting, and reporting management. No customers permitted unsupervised. All areas monitored for safety at least hourly. Maintain equipment usage data. Program compliant with all safety regulations. Procedures for issue and return of equipment. Adequate equipment inventory.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Color Code:  <span style="color: blue;">Blue Text – Large</span>  <span style="color: red;">Red Text – Medium</span>  <span style="color: green;">Green Text – Small</span>  <span style="color: purple;">Purple Text – Extra Small</span></p> </div>

## Outdoor Recreation (Gear Checkout)



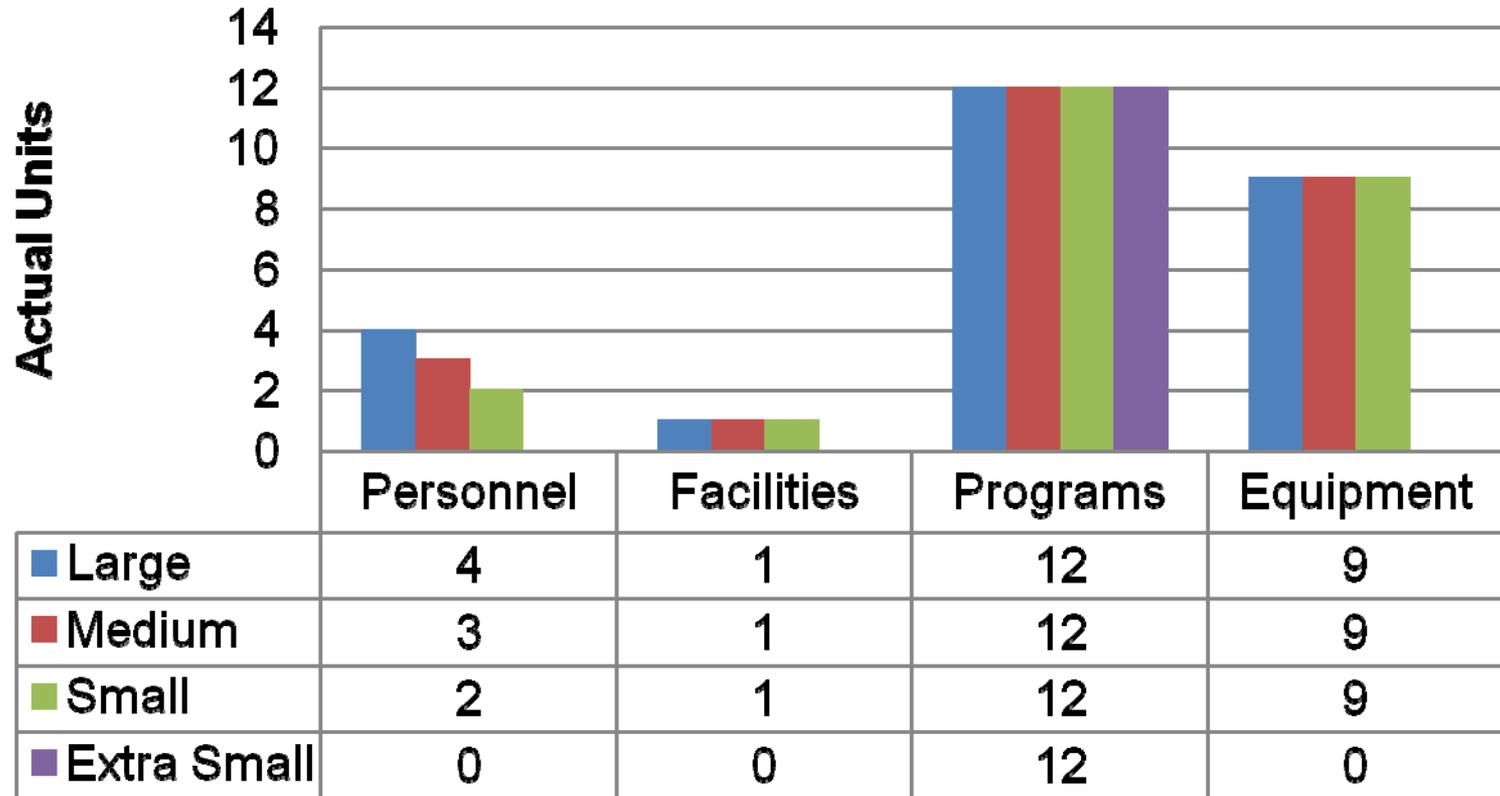
Provides a side-by-side comparison for each installation category.

## Outdoor Recreation (Includes Gear Checkout)

Outdoor recreation, including gear checkout, programs that provide instructional and structured outdoor recreational activities are considered category B MWR activities and are closely related to those in category A in supporting the military mission.

Personnel	Facilities	Programs	Equipment	Administration
<p>1 (1) (1) (0) Facility Director, GS-7, or NAF equivalent. Must have an undergrad degree in related field and 2 years related experience.</p> <p>1 (1) (1) (0) Equipment Staff, WG-4, or NAF equivalent. Must have HS diploma and 2 years experience in equipment maintenance and certification.*</p> <p>3 (3) (3) (0) Customer Service Staff, GS-5, or NAF equivalent.</p> <p># Guides, GS-5 or NAF equivalent. Number of guides and certification* is dependent on program demands and industry standard.</p> <p>* Certification required depends on activity and type of maintenance performed.</p> <p>All personnel shall meet classification and qualification standards for appropriate GS series.</p>	<p>5,000 (4,000) (4,000) (local needs) sq. ft. of area with visible exterior signage.</p> <p>Dedicated space for outdoor adventure programming.</p> <p>Outside area sufficient for washing gear.</p> <p>Inside gear cleaning area with washer, dryer, and sink.</p> <p>Equipment repair and inspection area well lighted and ventilated.</p> <p>Gear storage area secure and convenient to customer issue/return.</p> <p>Floor plan designed for grouping of activity/gear.</p> <p>Adequate size classroom.</p> <p>Customer service area with resource and information area and dedicated counter.</p> <p>Staff lockers, customer dressing area.</p> <p>Adequate HAZMAT storage area.</p> <p>Administrative space free from distraction.</p>	<p>Rental: Sufficient amount of high quality, reliable equipment, driven by patron demands, that meets current industry standards. Shall be maintained and tuned with certified technicians meeting manufacturer standards. Fees and charges are posted.</p> <p>Usage record for all items maintained.</p> <p>Sales: Resale to support the programs offered is based on patron demand.</p> <p>Repair: Certified staff technicians may offer repair services. Fee schedule will be posted.</p> <p>Instruction &amp; Trips: All include at least one staff member. Annually:                      Overnight Trips – 3 (2) (2) (1).                      Classroom Instruction – 4 (3) (2) (1).                      Outdoor Instruction – 4 (3) (2) (1).</p> <p>Information/Resources: Most offered at no cost will include brochures on local guides, events, parks, and outdoor trips.</p> <p>Competitions: Designed to enhance personal and team skills relevant to outdoor activities.</p> <p>Minimum of one (one) (one) (one) per year.</p>	<p>Outdoor recreation equipment inventory should be valued at a minimum of \$65,000 (\$55,000) (\$45,000) (\$35,000).</p> <p>Quantity and variety of equipment should be based on customer demand. Following are some items to consider:                      Kayaks &amp; safety gear and accessories.                      Canoes &amp; safety gear and accessories.                      Rafts &amp; safety gear and accessories.                      Bicycles &amp; safety gear and accessories.                      Skis &amp; safety gear and accessories.                      Camping gear.                      RVs, pop-up campers.                      Fishing gear.                      Morale boats.</p> <p>At least 40% of inventory is devoted to regionally appropriate equipment.</p> <p>At least 20% of the equipment is replaced annually.</p>	<p>Established local operating instruction including policy and procedures.</p> <p>Written evaluation for all programs/events within 30 days.</p> <p>Effective marketing.</p> <p>Adequate fiscal, accounting, and reporting management.</p> <p>No customers permitted unsupervised.</p> <p>All areas monitored for safety at least hourly.</p> <p>Maintain equipment usage data.</p> <p>Program compliant with all safety regulations.</p> <p>Procedures for issue and return of equipment.</p> <p>All hold harmless agreements are approved by local servicing legal.</p> <p>Adequate equipment inventory.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Color Code:                      Blue Text – Large                      Red Text – Medium                      Green Text – Small                      Purple Text – Extra Small</p> </div>

## ITT



Provides a side-by-side comparison for each installation category.

## ITT

ITT programs that provide informational services, ticket resale and reimbursement, and tour programming and services are considered category B MWR activities and are closely related to those in category A in supporting the military mission.

Personnel	Facilities	Programs	Equipment	Administration
<p>1 (1) (1) (0) ITT Manager GS-5/7, or NAF equivalent. Must have an undergrad degree in Recreation, Tourism, or a related field.</p> <p>3 (1) (1) (0) Recreation Aides, GS-2/3 or NAF equivalent. Number will vary based on sales and hours of operation. Must have HS diploma.</p> <p>All personnel shall meet classification and qualification standards for appropriate GS series.</p>	<p>300 (200) (200) (0) sq. ft. of area. Exterior signage readable from 200 ft. Service counter providing clear line of sight between customer and employee. Customer seating. Separate Manager office.</p>	<ul style="list-style-type: none"> <li>•Information: Provide base welcome packages, MWR facility info, Coast Guard lodging, base and region events, community activities, travel books and maps, local attractions, self-guided tours, base map with phone numbers, contacts for ITT world-wide, local car rental, restaurant, taxi, and hotel, web page IAW CG policy, and monthly schedules.</li> <li>•Tours: Two day trips per week, one guide per 50 customers. One overnight per month, one guide per 30 customers. Document customer emergency contact, pre tour brief, additional costs, Hold Harmless, identification requirements confirmed. Driver travel orders, emergency procedures, directions, risk management, manifest, itinerary, customer evaluation, and cell phone. Vehicle meets all safety standards.</li> <li>•Travel: Hold annual vendor fair, provide on-line travel agent, hotels, rental cars, package tours, and cruises.</li> <li>•Ticket: Local/Regional tickets, National tickets through Joint Service Programs.</li> </ul>	<p>Minimum of one computer with internet and email access.                      Adequate Point of Sales system.                      Access to printer, copier, and fax machine.                      Adequate safe.                      Phone with long distance capability.                      Sufficient brochure display.                      TV/VCR/DVD/CD system.                      Customer counter adequate for space and demand.                      On-line travel agent kiosk or contracted travel agent services.                      Staff desk.</p> <p>(N/A for extra small populations).</p> <p>Transportation needs will vary based on tours/trips provided by the program. Any drivers must have current valid driver's license and certification in compliance with local, state, and federal laws.</p>	<p>Established local operating instruction including policy and procedures.                      Written evaluation for all programs/events within 30 days.                      Effective marketing.                      Adequate fiscal, accounting, and reporting management.                      No customers permitted unsupervised.                      All areas monitored for safety at least hourly.                      Maintain facility/service usage data.                      Program compliant with all safety regulations.                      Adequate equipment and resale inventory.                      Offices selling cruises will meet the Cruise Line International Assoc. (CLIA) training and remain in good standing.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Color Code:                          Blue Text – Large                          Red Text – Medium                          Green Text – Small                          Purple Text – Extra Small</p> </div>

## Recreational Pools

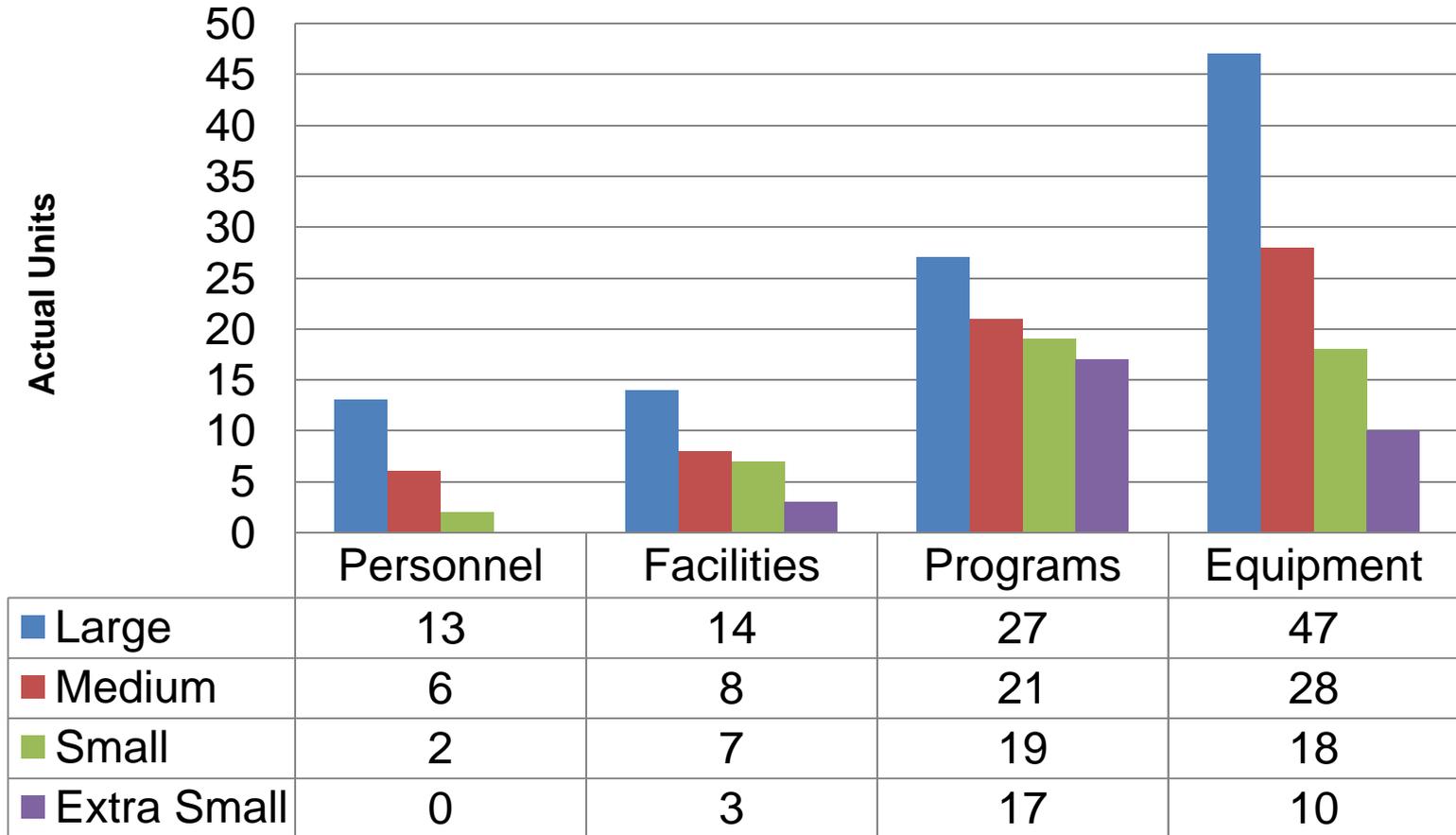
Standards for Recreational Pools are not dependent on installation population. Personnel, facilities, programs, and equipment standards are included in the resources contained in GPFSAT. See Enclosure 7 of reference (a) for specific standards.

## Recreational Pools – All Populations

Recreational swimming pools used in a recreational environment are considered category B MWR activities and are closely related to those in category A in supporting the military mission.

<b>Personnel</b>	<b>Facilities</b>	<b>Programs</b>	<b>Equipment</b>	<b>Administration</b>
<p>No additional resources beyond what is designated in GPFSAT.</p> <p>If recreational pool is operated, see GPFSAT for large populations.</p>	<p>No additional resources beyond what is designated in GPFSAT.</p> <p>If recreational pool is operated, see GPFSAT for large populations.</p>	<p>No additional resources beyond what is designated in GPFSAT.</p> <p>If recreational pool is operated, see GPFSAT for large populations.</p>	<p>No additional resources beyond what is designated in GPFSAT.</p> <p>If recreational pool is operated, see GPFSAT for large populations.</p>	<p>Established local operating instruction including policy and procedures.</p> <p>Written evaluation for all programs/events within 30 days.</p> <p>Effective marketing.</p> <p>Adequate fiscal, accounting, and reporting management.</p> <p>No customers permitted unsupervised.</p> <p>All areas monitored for safety at least hourly.</p> <p>Maintain equipment usage data.</p> <p>Program compliant with all safety regulations.</p> <p>Procedures for issue and return of equipment.</p> <p>Adequate equipment inventory.</p>

## Sports Programs



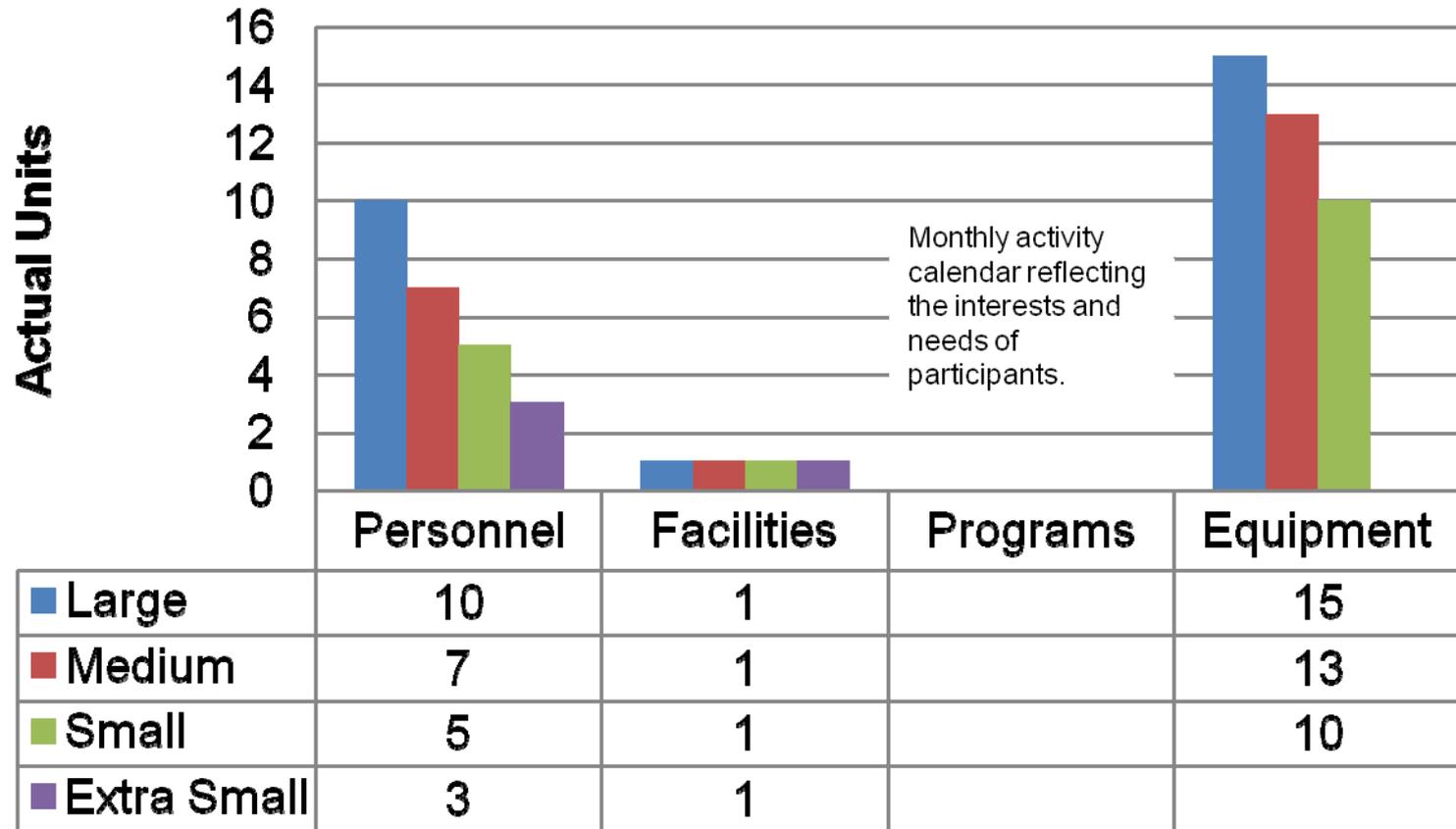
**Provides a side-by-side comparison for each installation category.**

## Sports Programs – All Populations

Competition by individuals or teams representing the unit or higher level, inter-Service sport competition events sanctioned by the Armed Forces Sports Council, as well as national and international sporting events such as the Pan American Games, Conseil International du Sport Militaire (CISM), and the Olympic Games are considered category B MWR activities and are closely related to those in category A in supporting the military mission.

<b>Personnel</b>	<b>Facilities</b>	<b>Programs</b>	<b>Equipment</b>	<b>Administration</b>
<p>No additional resources beyond what is designated in GPFSAT.</p> <p>See GPFSAT for large populations.</p>	<p>No additional resources beyond what is designated in GPFSAT.</p> <p>See GPFSAT for large populations.</p>	<p>No additional resources beyond what is designated in GPFSAT.</p> <p>See GPFSAT for large populations.</p>	<p>No additional resources beyond what is designated in GPFSAT.</p> <p>See GPFSAT for large populations.</p>	<p>Established local operating instruction including policy and procedures.</p> <p>Written evaluation for all programs/events within 30 days.</p> <p>Effective marketing.</p> <p>Adequate fiscal, accounting, and reporting management.</p> <p>No customers permitted unsupervised.</p> <p>All areas monitored for safety at least hourly.</p> <p>Maintain equipment usage data.</p> <p>Program compliant with all safety regulations.</p> <p>Procedures for issue and return of equipment.</p> <p>Adequate equipment inventory.</p>

## Youth Activities



**Provides a side-by-side comparison for each installation category.**

## Youth Activities

Planned and self-directed activities and events responding to the recreational, developmental, social, physiological, psychological, cultural, and educational needs of youth and a full range of community-based educational, social, cultural, recreational, and physical activities that promote healthy development and transition to adulthood of eligible patrons through the age of 18 years old are considered category B MWR activities and are closely related to those in category A in supporting the military mission.

Personnel	Facilities	Programs	Equipment	Administration
<p>1 (1) (1) (1) Youth Director, GS-5/7. Must have undergrad degree in related field and 3 years of program experience.</p> <p>1 (0) (0) (0) School Age, GS-5/7. Must have undergrad degree in related field and 2 years of program experience.</p> <p>1 (1) (0) (0) Youth Sports, GS-5/7. Must have undergrad degree in related field and 2 years of program experience.</p> <p>1 (1) (0) (0) Teen Program, GS-5/7. Must have undergrad degree in related field and 2 years of program experience.</p> <p>1 (1) (1) (1) Operations Clerk, GS-3.</p> <p>5 (3) (3) (1) Recreation Aides, GS-3.</p> <p>All personnel shall meet classification and qualification standards for appropriate GS series.</p>	<p>Indoor (sq. ft. per child):            Arts &amp; Crafts area, 35.            Drama/Music area, 20.            Game area, 30.            Gymnasium, 100.            Computer area, 20.            Teen area, 35.            Meeting area, 15.            Multipurpose area, 15.</p> <p>1 (1) (0) (0) Multipurpose field.            2 (1) (0) (0) Softball fields.            5,000 (5,000) (5,000) (5,000) sq. ft. outdoor court.            3,000 (3,000) (3,000) (3,000) sq. ft. playground.            400 (200) (200) (0) sq. ft. storage shed.</p> <p>All facilities are compliant with safety regulations.</p>	<p>Programs and trips to promote health, education, art, sports, and recreation are conducted and have written procedure to advertise, monitor, and evaluate.</p> <p>Monthly activity calendar is maintained.</p> <p>Youth action team is in place to involve participants.</p> <p>A written plan is in place to actively promote, maintain, and reward volunteers.</p> <p>Programs are constantly updated based on input and feedback received.</p> <p>Programs offered reflect the interests and needs of participants.</p>	<p>4 (3) (2) (1) Computers.            2 (1) (1) (1) Printers.            2 (2) (1) (1) Televisions for games.            2 (2) (1) (1) Video game stations.            1 (1) (1) (1) Large screen TV.            1 (1) (1) (1) VCR/DVD.            2 (2) (2) (1) Game tables such as pool, foosball, ping-pong.            1 (1) (1) (1) Stereo system.</p> <p>At least 20% of the equipment is replaced annually.</p>	<p>Established local operating instruction including policy and procedures.</p> <p>Written evaluation for all programs/events within 30 days.</p> <p>Effective marketing.</p> <p>Adequate fiscal, accounting, and reporting management.</p> <p>No customers permitted unsupervised.</p> <p>All areas monitored for safety at least hourly.</p> <p>Maintain equipment usage data.</p> <p>Program compliant with all safety regulations.</p> <p>Procedures for issue and return of equipment.</p> <p>Adequate equipment inventory.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Color Code:            Blue Text – Large            Red Text – Medium            Green Text – Small            Purple Text – Extra Small</p> </div>