

CUI

FSS Utilization Rate Interview

Pre-visit Questionnaire

FSC

How many HR staff (APF and NAF) work directly with clients where sensitive conversations are required?

How many just conduct the normal HR admin?

Is there a waiting area (if yes, how many seats)?

FSD

Which PME (excluding FTEC) functions are assigned? i.e. ALS, NCOA, SNCOA

How many Instructors are assigned to each PME function? (not including the Commandant)

Is the base library a full, hybrid, or digital library?

How many of the assigned Education Center personnel are counselors?

How many of the assigned Education Center personnel are full-time Customer Service?

How many and which Universities are assigned space in the Education Center?

Controlled by: USAF Controlled by: AFCEC/CIP CUI Category: OPSEC Limited Dissemination Control: NONE POC:

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Number of seats in the waiting area?

How many computers in the DRC or available for public use?

Any sign in terminals?

How many staff are assigned as reception?

Please Complete the following

Position	Building Number	Number of Personnel Assigned
Career Focus/Spouse Employment		
Transition Assistance		
Personal Financial Management		
Air Force Aid Society		
Personal & Work Life		
Survivor Benefits Program		
Casualty Assistance		
School Liaison		
Special Needs Advocacy		
Training Kitchen		
Relocation Assistance-Loan Closet		
Relocation Assistance-Food Pantry		
Relocation Assistance-Amn's Attic		
Red Cross Program		

*Do not fill out the table if FSS is not providing space or managing the program directly or through a contract.

FSK

Does Marketing have a Print Shop/Lamination area for creating advertising media?

FSM

Does FSM have a classroom? If yes, how many seats?

FSQ

List all NAF Employees in FSS

Building	Flight	Number of Employees
Example: 123	FSW	39

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FSP

Is IPR sitting with the Log Planners in the IDRC?

How many seats in the waiting area?

How many sign-in kiosks?

How many DEERS terminals are available?

Do you provide space for Reserve Recruiters? If so, where?

If known, how many retirees are supported?

FSR

Where is the Cashier cage located?

Does FSR have a document storage requirement (retention for a period of time by regulation? If yes, where are the documents stored?

Does FSRI have a designated work area with workbenches for reimaging and repair? Where?

How many spare PCs are stored by FSRI at peak?

FSV

Does FSV have a Flight Kitchen? If yes, how many meals on average are served per month?

Where are MREs stored? How many are required?

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Do you have cold storage requirements? If yes, where?

Does FSS run Org Mail and PSC? If yes, where?

Does FSS augment USPS or other agency for mail distribution?

If mail is a contracted function, does FSS manage the mail contract?

Does FSVP augment its manpower from within the squadron or externally via the Wing?

FSW

Do you have an AERO Club? If yes, how many aircraft are assigned

How many Lanes does the Bowling Center have?

How many seats does the base theatre have?

Where does ITT reside?

Where does the UNITE Coordinator sit?

What are your CAT C Functions?

Flight	Building	Function	Notes
Ex.FSW	123	Golf Clubhouse	ITT located in room 5

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Any coffee bars, snack bars, vending machines maintained by FSS either through contract or direct manpower? If yes, where?

Building Number	Function (i.e. juice bar-vending)	Floor/Room Number (if known)

FSY

CDC Enrollment Data								
Building Number	Infants <u>6 Wks - 12 Mos</u> , enrolled	Infants <u>6 Wks - 12 Mos</u> , waitlist	Pre-Toddlers <u>13 Mos - 24 Mos</u> , enrolled	Pre-Toddlers <u>13 Mos - 24 Mos</u> , waitlist	Toddlers <u>25 Mos - 36 Mos</u> , enrolled	Toddlers <u>25 Mos - 36 Mos</u> , waitlist	Pre-Schoolers <u>3 Yrs - 5 Yrs</u> , enrolled	Pre-Schoolers <u>3 Yrs - 5 Yrs</u> , waitlist
Ex. 123	15	22	9	21	32	15	8	39

*If you do not have waitlist numbers for each CDC facility, put all waitlist numbers under the main CDC.

* Do not include CDC Support/Storage buildings. Only record buildings where children are enrolled.

Youth Center Enrollment Data						
Building Number	6 Yrs - 8 Yrs, enrolled	6 Yrs - 8 Yrs, waitlist	9 Yrs - 12 Yrs, enrolled	9 Yrs - 12 Yrs, waitlist	13 Yrs - 18 Yrs, enrolled	13 Yrs - 18 Yrs, waitlist

Do you operate an FCC Program? If yes, where and what is the function? (i.e. FCC Training, FCC Lending Library)

Does the Youth Center have a full court gymnasium with bleachers, half-court with bleachers, half-court w/o bleachers, or other?

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Does the YC have a Music Room?

Does the YC have a Laundry? If yes, how many washers?

Does the YC have a kitchen? If yes, is the kitchen for small, ad-hoc meals or does it provide a planned full meal service?

Does the YC have a separate Parent Waiting Area (distinct from the lobby)?

Where does the SLO sit?

FSZ

How many people are assigned to Honor Guard from across the Wing?

How many computer terminals are available to personnel assigned to HG?

Is there an Armory/Weapons Storage Area?

Is the training area indoors or outdoors?

What are your storage requirements? (ex. Flags, casket lowering device, Hurst Simulator, etc)