

Attachment 2 (Added)**COMMANDERS CHECKLIST FOR UNOFFICIAL ACTIVITIES**

A2.1. (Added) Commander's Checklist. This checklist is used annually to ensure compliance with regulatory guidance for unofficial activities.

Table A2.1. Commander's Checklist.

ACTION	YES	NO
1. Does the unofficial activity comply with the limitation on current monthly assets (cash, inventories, receivables, investments, etc. must not exceed a monthly average of \$1,000 over a 3-month period)? If not, the activity must become a private organization, discontinue on-base operations; or reduce its current assets. (AFI 34-223, Para 2.2)		
2. Does the unofficial activity engage in sales/services that duplicate or compete with Army and Air Force Exchange Service, Services activities or other on-base non-appropriated fund instrumentalities? (If yes, they must be discontinued.) (AFI 34-223, Para 10.8)		
3. Does the unofficial activity engage in frequent or continuous resale activities or operate amusement, slot machines, or any other games of chance? (If yes, they must be discontinued. Note: This prohibition does not preclude collective purchasing/sharing of purchased items consumed by members of the unofficial activity. A small mark-up of the items is authorized to support unofficial office purchases such as flowers, plaques, etc.) (AFI 34-223, Para 10.9-10.9.1)		
4. Are duties associated with Unofficial Activities assigned/detailed to military or civilian employees? (If yes, they must be discontinued and the duties/schedules conducted by volunteers.) (5 CFR 2635.702 and 5 CFR 2635.705(b) in the Joint Ethics Regulation and AFI 34-223, Para 1)		
5. Does the unofficial activity operating on Air Force installations engage in any conduct that has the effect of advertising for, making referrals to, or encouraging use of any commercial business concerns? (If yes, this must be discontinued.) (AFI 34-223, Para 10.9.3)		
6. Does the unofficial activity sell or serve alcoholic beverages? (If yes, it must be discontinued.) (AFI 34-223, Para 10.10)		
7. Does Services co-sponsor events with unofficial activities for the purpose of obtaining commercial sponsorship, contributions, donations, gifts, advertising or generating revenue for them? (If yes, this must be discontinued.) (AFI 34-223, Para 10.15.1.1)		

ACTION	YES	NO
8. Does the unofficial activity solicit commercial sponsorship? (If yes, it must be discontinued since Services is the only on-base function authorized to solicit and receive the benefit of commercial sponsorship donations.) (AFI 34-223, Para 10.15.1.2)		
9. Does the unofficial activity conduct games of chance, lotteries, raffles, or other gambling-type activities? (If yes, this must be discontinued.) (AFI 34-223, Para 10.15.2)		
10. Does the MSG/CC require all base unit commanders to certify compliance annually with regulatory guidance for their unofficial activities? (AFI 34-223_ACC SUP, Para 2.2.1)		