



ACRRO 2.0 REFERENCE DOCUMENT

Baseline Standards Resource Drivers

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Background

Headquarters, Family and Morale, Welfare, Business and Recreation (IMCOM G9) is responsible for ensuring Garrison Family and Morale, Welfare and Recreation (FMWR) Programs identify minimum Appropriated Fund (APF/UFM) requirements in order to provide baseline programs and services to Soldiers, Families, Retirees and DoD civilians. Program requirements are dependent upon resource drivers and quality standards established by DoD and DA. Resource drivers are variables that have a direct relationship to the APF resources a Program is authorized to provide a specified standard of service.

This document contains resource drivers for each of the Program Areas below:

- Physical Fitness Programs
- Intramural Sports / Outdoor Sports Fields and Complexes
- Aquatics Programs (Mission Training and Recreation Swimming)
- Library and Information Services
- Community and Recreation Programs and Services
- Better Opportunities for Single Soldiers (BOSS)
- Outdoor Recreation Program
- Automotive Skills Program
- Arts and Crafts Program
- Leisure Travel Services
- Entertainment (Music and Theater) Programs
- Garrison-wide Information

ACRRO 2.0 is a data-collection and reporting tool created to facilitate the consolidated input and real-time access to key Soldier and Community Recreation (S&CR) management data and supports the FMWR community - from Garrison to Headquarters. ACRRO 2.0 uses Army Stationing and Installation Plan (ASIP) data, Real Property Planning and Analysis System (RPLANS), and the General Information provided by Garrison Users in conjunction with the resource drivers to calculate the minimum amount of equipment, staffing, and other resources a Program Area is authorized. These quantities are aggregated across all Garrisons by IMCOM G9 to determine annual requirements for resources and funding distribution. It is important to note that established minimums may fluctuate as a result of changes in Garrison operational characteristics (e.g., declining troop strength).

Baseline Standard Scores are calculated by dividing the total of all staffing, training, equipment, and/or programming in all categories by the Baseline Standard for that program's staffing, training, equipment, and/or programming. There are two exceptions to this rule:

- **When the Equipment Standard is Modified:** Equipment standards can be modified downward, not upward. When the standard is modified, the Modified Standard becomes the "new" minimum standard, and it is used to determine the Baseline Standards Score, rather than the original Baseline Standard. If a standard is modified, the Quantity On-Hand value must be equal to or less than the Modified Standard value; it cannot be larger. Thus, Quantity On-Hand is divided by the Modified Standard to arrive at the Baseline Standards Score.
- **When the Baseline Standard is Zero:** Add one (1) to the quantity the Garrison has on hand and multiply by 100. Therefore, if a Garrison has a Baseline Standard of zero (0) and a quantity on hand of zero (0), its Baseline Standard Score will be 100%.

Scoring Calculations

ISR 253	CLS SSP	Program Area	Baseline Standard Score Calculation
01	A	Physical Fitness Programs	$((2 * \text{Staffing}) + \text{Equipment} + \text{Programming}) / 4$
07	B	Intramural Sports / Outdoor Sports Fields and Complexes	$((2 * \text{Staffing}) + \text{Equipment} + \text{Programming}) / 4$
03	D	Aquatics Programs - Mission Training and Recreation Swimming	$((2 * \text{Staffing}) + \text{Equipment} + \text{Programming}) / 4$
04	C	Library and Information Services	$((2 * \text{Staffing}) + \text{Equipment} + \text{Programming} + \text{Material Resources}) / 5$
06	E	Community and Recreation Programs and Services	$((2 * \text{Staffing}) + \text{Equipment} + \text{Programming}) / 4$
		Garrison-wide Information	$((2 * \text{Staffing}) + \text{Equipment}) / 3$
05	F	Outdoor Recreation Programs	$((2 * \text{Staffing}) + \text{Equipment} + \text{Programming}) / 4$
08	G	Automotive Skills Programs	$((2 * \text{Staffing}) + \text{Equipment} + \text{Programming}) / 4$
09	H	Arts and Crafts Programs	$((2 * \text{Staffing}) + \text{Equipment} + \text{Programming}) / 4$
11	J	Leisure Travel Services	$((2 * \text{Staffing}) + \text{Programming}) / 3$
10	K	Entertainment Programs	$((2 * \text{Staffing}) + \text{Equipment} + \text{Programming}) / 4$
		Better Opportunities for Single Soldiers (BOSS)	$((2 * \text{Staffing}) + \text{Programming}) / 3$

Table 1. Scoring Calculations revised as of Q1 FY18.

Staffing Standards

Staffing standards/authorizations vary by program area. The standard for each Program Area or Facility may be determined by FMWR ASIP, Facility Square Footage, Number of Bays, and/or Hours of Operation, depending on the Program Area. Garrison Program Managers are required to report staff on hand via ACRRO 2.0 which uses staffing data to calculate each Program Area's Baseline Standard Staffing Score as it pertains to APF/UFM funded positions. The hours per week entered for a position should be an average of hours per week worked during the quarter, not the high or low for the quarter. A Program Area's Staffing score is calculated by comparing the total number of APF/UFM Full-Time Equivalents (FTEs) on-hand to the total number of Baseline Standard FTEs authorized. **Baseline Standard Staffing Authorizations will be averaged over four quarters to determine resource requirements for the next fiscal year.**

Garrison FMWR programs are authorized a minimum number of APF/UFM FTEs to provide programs and services. ***An FTE should not be interpreted as a person.*** A Full-Time position, 40 hours per week, equates to one (1) FTE. Part-Time and Flex employee equivalents are determined by dividing the hours per week entered for that position by 40 hours. For instance, if 30 hours were entered, this would equate to 30 divided by 40, which equals $\frac{3}{4}$ FTE. Part-Time and Flex staff members can be entered as working 2-39 hours.

For Facility-based Program Areas (Physical Fitness Programs, Community and Recreation Programs and Services, Aquatics Programs, Library and Information Services, and Automotive Skills Program), the minimum APF/UFM staff authorized is determined for each Facility and then summed to create a Program Area Total.

The Staffing Resource Driver for each Program Area is below:

Program Area	Resource Drivers
Physical Fitness Programs	Facility Square Footage Hours of Operation, including a maximum of 30 minutes pre- and post- opening to the public
Intramural Sports / Outdoor Sports Fields and Complexes	FMWR ASIP Data
Aquatics Programs - Mission Training and Recreation Swimming	Bather Load or Pool Square Footage, greater of the two
Library and Information Services	Facility Square Footage Hours of Operation, including a maximum of 30 minutes pre- and post- opening to the public Library Specific Questions
Community and Recreation Programs and Services	Facility Square Footage Hours of Operation, including a maximum 30 minutes pre- and post- opening to the public Warrior Zone IT support, as applicable
Better Opportunities for Single Soldiers (BOSS)	Single Soldier population
Outdoor Recreation Programs	FMWR ASIP Data ODR Specific Questions
Automotive Skills Programs	Bays Per Facility
Arts and Crafts Programs	FMWR ASIP Data Arts and Crafts Specific Questions
Leisure Travel Services	FMWR ASIP Data
Entertainment Programs	FMWR ASIP Data
Garrison-wide Information	FMWR ASIP Data

Staffing options account for unique staff, such as Borrowed Military Manpower (BMM) and Volunteers, to provide a more complete picture of the extent to which operations are augmented beyond QDPC availability. On the Staffing/Training Worksheet, users can update, remove and/or add a staff member(s). Training is dependent on the selected Staffing options, as well as the staff member’s position. Pure APF and UFM (APF Reimbursed) employees - DoD Civilians, DoD Military, Contractors, and LNs - are counted towards the Staff On-Hand for the Baseline Standards Assessment. Pure NAF, BMM and Volunteers do not count towards the standard because there is no APF/UFM funding associated with their labor. All Non-U.S. personnel should be captured as LNs at OCONUS locations.

More details on the staffing standards for each program area are located within each program area’s respective section. There will be no additional APF/UFM FTE authorizations for operating hours in excess of those identified as the resource drivers allocate staffing based on minimum program requirements. **Local Garrison Requirements above the Army baseline authorizations (“floor”) are the responsibility of the Garrison to resource within annual operating budgets (“ceiling”).**

Training Standards

As of Q1 FY18, Garrison Program Managers are no longer required to *report* training compliance via ACRRO 2.0. The training data will not be used in the Program Area's Baseline Standard Score. However, ACRRO 2.0 still provides Program Managers the capability to select completed training if desired. See Appendix: A for historical training requirements.

Equipment Standards

Garrison FMWR programs are authorized a minimum amount of equipment to provide programs and services.

The standard for each Program Area or Facility is determined by FMWR ASIP, Facility Square Footage, Number of Bays, and/or Hours of Operation, depending on the Program Area. A Program Area's Equipment score is calculated by comparing the total amount of equipment on-hand to the total amount of equipment a Program Area is authorized.

Program Area	Resource Driver
Physical Fitness Programs	Facility Square Footage
Intramural Sports / Outdoor Sports Fields and Complexes	FMWR ASIP Data
Aquatics Programs - Mission Training and Recreation Swimming	Pool Length
Library and Information Services	Facility Square Footage
Community and Recreation Programs and Services	Facility Square Footage
Better Opportunities for Single Soldiers (BOSS)	N/A
Outdoor Recreation Programs	FMWR ASIP Data
Automotive Skills Programs	Bays Per Facility
Arts and Crafts Programs	FMWR ASIP Data
Leisure Travel Services	N/A
Entertainment Programs	FMWR ASIP Data
Garrison-wide Information	FMWR ASIP Data

Programming Standards *(New Q1 FY20)*

Garrison FMWR Programs are required to deliver a *minimum* number of programs and services per year. Most Garrison Program Areas are required to offer programming from a consolidated list of programming activities.

Standards are determined by the size of the Garrison or Facility, depending on the Program Area (refer to resource drivers as necessary) and reflect a **non-cumulative** quarterly requirement. A Program Area's programming score is calculated by comparing the total amount of programming conducted to the total amount of programming a Program Area is required to offer.

As of FY20 Q1, all programming is captured directly under each main Program Area in one full list; it is calculated using the total programming activities offered at a Program Area/Facility. For example, at a small location, if Pilates, Ab Labs, and Yoga are conducted, this would be a total of three programming activities. The standard for Physical Fitness Programs for this location is a total of four. The small Facility score would be calculated as overall 75% for Programming.

A drop-down menu provided within ACRRO 2.0, Programming Group and Programming Name for each Program Area that lists general title/description of the activity, but may not be the exact

programming name. General names are listed to standardize programming across all ACRRO locations. If a Garrison offers a programming activity that is not on the list, it should be reviewed by the Community Recreation Director (CRD), submitted as a request for an addition or change to ACRRO Administrators, and validated for approval by Community Recreation Headquarters.

The Programming Standards are located within each Program Area. *

** Garrison-wide Information offers programming, most often related to Special Events, but there is no baseline standard requirement established. All other programming menus have been consolidated and standardized for the remaining Program Areas (effective Q1 FY20).*

Programming: Group and Name Definitions

Field Name	Definition
Main Program Area	Each Program Area has a standardized list of programming. Programming names are listed under larger Programming groups; there are a variety of activities, classes, services, workshops, and support. Some general programming may be directed, self-directed and/or inclusive. Each descriptive programming menu depends solely upon the Program Area.
Programming Group	The Programming group is the primary drop-down menu or the parent grouping for each list of Programming names to choose from within the Baseline Standards programming worksheet. This drop-down will cascade into the appropriate programming name or activity list.
Programming Name	The Programming name or activity appears in the secondary drop-down menu which is available upon selecting the Programming group. The list of programming names will be appear accordingly based upon the selected group.
Other Programming	Other programming lists that could include operational programming efforts like “Unmanned Participation Hours” for Physical Fitness, or “Warrior Adventure Quest” for Outdoor Recreation. These do not count toward Programming requirements.

Physical Fitness Programs

Program Code HB; ISR 253-AC-01-01-A; CLS 253 SSP A

Program Summary

Provides Garrison capabilities to conduct fitness programs in support of FM 7-22 and TC 3-22-20, required to assist commanders in meeting the physical requirements of the Mission Essential Task List (METL). Provides authorized patrons opportunities to enhance individual readiness, comprehensive Physical Fitness Programs and overall wellness.

Functional Fitness, also known as functional training, involves movement patterns which develop strength, core and physical mobility, and simulate/mimic daily activities which require power, flexibility and muscular endurance to perform the task. Facilities consist of large open areas to conduct floor-based exercise classes, interval training instruction and bodyweight conditioning routines, and does not include general fitness exercise equipment (i.e. Treadmills, Elliptical, selectorized machines and plate loaded equipment).

If Functional Fitness is offered at a facility, the General Information “Is Functional Fitness offered?” must be answered “Yes”. A follow-on question will then appear to designate whether the facility is a stand-alone Functional Fitness center or to identify the range of square footage dedicated. These answers will trigger the Functional Fitness equipment category and standards to appear.

Goal: To meet DoD and DA Core Standards in fitness staffing, equipment, training, facilities, and programming.

Resource Drivers						
Facility Square Footage (sq/ft) ^{1,2}	10,000-27,770	27,771-44,346	44,347-64,798	64,799-89,447	89,448-120,124	120,125-150,801
Hours / Week ³	Minimum Staff (APF/UFM) Authorized Per Physical Fitness Facility (FTE) ^{4,6}					
0 - 40	2.0	3.0	4.0	5.0	6.0	7.0
41 - 60	3.0	4.0	5.0	6.0	7.0	8.0
61 - 80	4.0	5.0	6.0	7.0	8.0	9.0
81 - 100	5.0	6.0	7.0	8.0	9.0	10.0
Hours / Week ³	Minimum Staff (APF/UFM) Authorized Per Stand Alone Functional Fitness Facility (FTE) ^{5,6}					
0 - 40	2.0	3.0	3.0	3.0	3.0	3.0
41 - 60	3.0	4.0	4.0	4.0	4.0	4.0
61 - 80	4.0	5.0	5.0	5.0	5.0	5.0
<p>¹ Specification IAW TI 800-01. Facility with <10,000 sq/ft will be allocated resources as if it were 10,000 sq/ft.</p> <p>² Functional Fitness Facilities are considered to be CATCODE 74028 and should not exceed the garrisons' authorized sq/ft for Physical Fitness Centers.</p> <p>³ Hours of operation based on program/demand and may include a maximum of 30 minutes pre- and post- opening to the public. Minimum of two staff required to be on duty at all times (hour of operation * 2 FTE * 52 weeks/year divided by 1740). Authorizations above are inclusive of Facility/Program Manager.</p> <p>⁴ Authorized square footage on an installation should operate (e.g., hours per week) IAW DoD and DA standards.</p> <p>⁵ Authorized square footage on an installation is staffed to operate 70 hours/wk to meet community needs.</p> <p>⁶ Local Garrison Requirements above the identified Army baseline authorizations are the responsibility of the Garrison to resource within annual operating budgets. No additional APF/UFM will be authorized by IMCOM G9.</p>						

Quality Factors

Element	Factors	Regulatory Guidance
Facilities	<ul style="list-style-type: none"> ■ Fitness programs/facilities must be able to respond in a timely manner to any emergency event ■ Heating, air conditioning and ventilation systems comply with the current American College of Sports Medicine guidelines to ensure health, safety, and optimum exercise benefit ■ Minimum of 50 sq/ft for each piece of equipment 	DoD Core Standards Army Standards ADA Standards
Training	<ul style="list-style-type: none"> ■ Staff must be trained and certified in required courses deferring to industry standards and/or national governing bodies 	DoD Core Standards Army Standards
Programming	<ul style="list-style-type: none"> ■ Type and variety of programs are based on demand ■ Activities foster readiness, enhance community life, promote mental and physical fitness and deliver a quality working and living environment. ■ Documentation of deliverables in Family and MWR Program Share provides continuity 	Army Standards
Equipment	<ul style="list-style-type: none"> ■ Complement of equipment will be available to support cardiovascular, core strength and endurance, and flexibility training ■ Equipment type and quantity will be activity and use dependent ■ Purchase will be from APF where authorized (unless used in the direct support of resale) 	DoD Core Standards Army Standards
Automation	<ul style="list-style-type: none"> ■ Army standard Management Information Systems will be used, i.e., RecTrac, FMBS, SMIRF ■ RecTrac's Pass Management System is the required system to track program usage. Additional RecTrac functions should be used to document programming and usage such as activity/facility reservations and equipment/locker rentals. 	Army Standards

Staffing Standards

Staffing authorizations are determined using a combination of facility size and hours of operation. For example, a 27,771 - 44,436 sq/ft facility that is open 41-60 hours per week is authorized four (4) FTE. If the same size facility is open 90 hours per week, the authorized staff is six (6) FTE.

- **Facility Size:** Facility square footage and hours of operation will determine the staffing standard for that facility.
- **Hours of Operation:** Facilities that are open for business between 40 and 90 (or 70 depending on facility type) hours per week are required to have at least two staff members on duty at all times. Determine the minimum FTEs authorized for each facility using the Resource Drivers table above.

If a facility is designated as **unmanned**, staff will not be authorized and staffing will not count towards the Baseline Standards score.

Equipment Standards

As of FY17 Q1 the Capital Replacement Tool is primary point of data input for all Physical Fitness Equipment data. CRT Equipment data on-hand values will auto-populate in the Physical Fitness BSA Equipment tab. During the quarterly BSA entry, Equipment entries only need to be reviewed for accuracy prior to submitting the worksheet. Additionally, if CRT equipment values are updated after the BSA worksheet is submitted, the entry will not be counted towards the standard.

Equipment standards are based upon facility size. ACRRO 2.0 contains a list of equipment and amount of individual pieces for each facility size, including equipment from the Bulk Buy Program. If

the standard for an equipment item is not realistic for a facility, it may be modified downward with a justification of why the standard must be modified.

The functional fitness equipment category will only appear and be required for completion if functional fitness is offered. If it is not offered, the functional fitness equipment category will not appear and will not be required for completion. If a facility does not offer functional fitness, functional fitness equipment will not be factored into their Baseline Standards equipment score for that facility.

Programming Standards

Programming Standards are determined by Facility Size for each Facility and then totaled for scoring the overall Program Area, and reflect a **non-cumulative**, quarterly requirement.

Programming Category	Very Small <10,000- 27,770	Extra Small 27,771- 44,345	Small 44,346- 64,798	Medium 64,799- 89,446	Large 89,447- 120,124	X-Large 120,125- 150,801
Physical Fitness	6	7	8	9	12	12
Unmanned Hours Participation	Subject to Garrison Requirements					

Intramural Sports / Outdoor Sports Fields and Complexes

Program Code HH; ISR 253-AC-07-07-B; CLS 253 SSP B

Program Summary

Provides Garrison capabilities for sports and athletic events to enhance esprit de corps, morale and overall wellness. Equipment used for competitive athletic programs meets the standards as published by the respective US governing body. All personnel are trained on basic principles of fitness, event management, customer service and MWR business operations. Personnel that provide special services are certified by a nationally recognized organization. Provides authorized patrons opportunities to participate in intramural and community level sports that contribute to unit cohesion.

Goal: To meet DoD and DA Core Standards in sports, equipment, training, and programming.

Resource Drivers								
Population ¹	<1,000	1,001-5,000	5,001-10,000	10,001-15,000	15,001-22,500	22,501-30,000	30,001-37,500	≥37,501
Minimum Staff (APF/UFM) Authorized Per Installation (FTE)³								
Sports Maintenance	1	1	1	2	2	3	3	3
Programming and Management²	1	1	2	3	3	3	3	3
Minimum Staff Authorized	2	2	3	5	5	6	6	6
¹ Population is derived from the ASIP ISR-S Report and is calculated as: 100% Active Duty + 25% Family Members + 10% DoD civilians (if >60% of workforce) = CONUS FMWR ASIP; 100% Active Duty + 25% Family Members + 100% DoD civilians = OCONUS FMWR ASIP ² Recommended staff positions include Chief, Fitness Athletics & Aquatics; Garrison Fitness Program Manager; and Garrison Athletics & Intramural Program Coordinator. ³ Local Garrison Requirements above the identified Army baseline authorizations are the responsibility of the Garrison to resource within annual operating budgets. No additional APF/UFM will be authorized by IMCOM G9.								

Quality Factor

Element	Factors	Regulatory Guidance
Training	<ul style="list-style-type: none"> Staff must be trained and certified in required courses deferring to industry standards and/or national governing bodies 	DoD Core Standards Army Standards
Programming	<ul style="list-style-type: none"> Type and variety of programs are based on demand Activities foster readiness, enhance community life, promote mental and physical fitness and deliver a quality working and living environment Documentation of deliverables in Family and MWR Program Share provides continuity 	DoD Core Standards Army Standards
Equipment	<ul style="list-style-type: none"> Complement of equipment will be available to support Intramural and Community Level Sports Equipment type and quantity will be activity and use dependent Purchase will be from APF where authorized (unless used in the direct support of resale) 	DoD Core Standards Army Standards ADA Standards

Element	Factors	Regulatory Guidance
Automation	<ul style="list-style-type: none"> ■ Army standard Management Information Systems will be used, i.e., RecTrac, FMBS, SMIRF, SMIRF ■ RecTrac’s Pass Management System is the required system to track program usage. Additional RecTrac functions should be used to document programming and usage such as activity/facility reservations and equipment/locker rentals. 	Army Standards

Staffing Standards

Staffing authorizations are determined by Garrison size as shown in the Resource Drivers table above. For example, a Garrison with a population of 900 is authorized one (1) FTE for Sports Maintenance staff and one (1) FTE for Programming and Management staff.

Equipment Standards

Equipment standards are based upon Garrison size. ACRRO 2.0 contains a list of equipment for each Garrison size. If the standard for an equipment item is not realistic for a Garrison, it may be modified downward with a justification of why the standard must be modified.

Programming Standards

Programming Standards are determined by Garrison Size and then totaled for scoring the overall Program Area, and reflect a **non-cumulative**, quarterly requirement.

Programming Category	<1,000	1,001-5,000	5,001-10,000	10,001-15,000	15,001-22,500	22,501-30,000	30,001-37,500	≥37,501
Intramurals	2	3	3	4	6	6	6	6

Aquatics Programs (Mission Training and Recreation Swimming)

Program Code HJ and JF; ISR 253-AC-03-03-D; CLS 253 SSP D

Program Summary

Aquatic Facilities are a key component of mission readiness; Aquatic Mission Training Programs are required by the Army for unit water survival training, enhancing Soldier swimming skills, rehabilitation of wounded warriors and support the general health of the military community. The Army emphasizes the importance of a high level of physical capability for the occupational tasks that Soldiers are required to perform. Often the same facilities are utilized for Aquatic Recreation Swimming by providing authorized patrons swimming activities, promotes skill development and social interaction, and a sense of community.

Note: All utilities, to include filtration, chemicals, and facility maintenance should be provided/funded by Public Works.

Goal: Provides the opportunity for increased personal skill development, water survival training, mission fitness, social interaction and sense of community.

Resource Drivers	
Minimum Staff Authorized Per Pool¹	The greater value of Bather Load or pool square footage determines Lifeguard authorizations Plus one (1) FTE for Facility/Program Manager
¹ Aquatics certification/training required. Number of lifeguards must reflect AR-215 and TB MED 575 guidelines.	

Quality Factors

Element	Factors	Regulatory Guidance
Facilities	<ul style="list-style-type: none"> ■ Pools will be available based on CLS capability levels ■ Heating, air conditioning and ventilation systems comply with the current American College of Sports Medicine guidelines to ensure health, safety, and optimum exercise benefit ■ Drain covers meet federal safety standards per the Virginia Graeme Baker Pool and Spa Safety Act 	Army Standards ADA Standards
Training	<ul style="list-style-type: none"> ■ Staff must be trained and certified in all required courses deferring to industry standards and/or national governing bodies ■ View a detailed list of required courses on the ACRRO 2.0 Help page in the Reference Library 	Army Standards
Programming	<ul style="list-style-type: none"> ■ Type and variety of programs are based on demand ■ Activities foster readiness, enhance community life, promote mental and physical fitness and deliver a quality working and living environment ■ Documentation of deliverables in Family & MWR Program Share provides continuity 	Army Standards
Equipment	<ul style="list-style-type: none"> ■ Full complement of equipment will be available to support mission related Aquatics Training ■ Equipment type and quantity will be activity and use dependent ■ Purchase will be from APF where authorized (unless used in the direct support of resale) 	Army Standards

Element	Factors	Regulatory Guidance
Automation	<ul style="list-style-type: none"> ■ Army standard Management Information Systems will be used, i.e., RecTrac, FMBS, SMIRF ■ RecTrac's Pass Management System is the required system to track program usage. Additional RecTrac functions should be used to document programming and usage such as activity/facility reservations and equipment/locker rentals. 	Army Standards

Staffing Standards

Regardless of Hours of Operation, a pool is authorized FTEs based on the greater value of bather load or pool square footage as calculated per **TB Med 575** (paragraph 2-12 page 9) and AR 215-1 (paragraph 8-28). Bather load is determined based on the area of the pool; it is calculated against the length of the pool and the number of swim lanes. Per the Army Corps of Engineers Design Criteria (ACE TI 800-01), indoor pool lanes are measured at 2.5 meters and outdoor pool lanes are measured at 3 meters.

Where pools are attached to Physical Fitness Centers, it is assumed they will operate according to the Physical Fitness Center's Baseline Standard hours of operations. Outdoor pools predominantly provide recreational swimming; therefore, pool hours of operations are based on a number of local factors as well as the Garrison MWR's ability to fund lifeguards.

Equipment Standards

Equipment standards are based upon pool length, in meters. ACRRO 2.0 contains a list of equipment based on pool size. If the standard for an equipment item is not realistic, it may be modified down with a justification of why the standard must be modified.

Programming Standards

Programming standards are determined by Pool Size for each pool and then totaled for scoring and reflect a **non-cumulative**, quarterly requirement.

Programming Category	Small (21-30m)	Medium (31-40m)	Large (41-50m)	X-Large (51-60m)
Aquatics/Recreation Swimming	5	8	10	10

Library and Information Services

Program Code HA; ISR 253-AC-04-04-C; CLS 253 SSP C

Program Summary

Libraries encompass a variety of programs and services from life-long learning to educational support to cultural events. The program reaches out from facility to the Soldier in the barracks, at home or while deployed through hard copy materials as well as electronic (IT) and web-based programs and services. Libraries offer computers which provide Soldiers and Families opportunities to communicate on-line during deployments; they also provide sources for education opportunities (SAT/ACT) and database access to Soldiers and Families e.g., Car repair manuals, Tutor.Com, Ask-a-Librarian.

Goal: To provide quality Library Services and to meet DoD Core Library Standards.

Resource Drivers								
Main Library Square Footage (sq/ft)	<2,500	2,501-6,250	6,251-10,500	10,501-18,000	18,001-24,000	24,001-30,000	30,001-36,000	>36,000
Hours / Week ^{1,2}	Minimum Staff (APF/UFM) Authorized per Main Library (FTE) ^{3,4}							
0 - 40	3.5	5.0	5.0	5.0	6.0	6.0	7.0	7.0
41 - 60	4.5	6.0	6.0	6.0	7.0	7.0	8.0	8.0
61 - 80	5.5	7.0	7.0	7.0	8.0	8.0	9.0	9.0
Libraries with SF <10,501 and FMWR ASIP <15,001 = 75% of authorized FTEs. Libraries with SF >10,000 and FMWR ASIP >15,000 = 125% of authorized FTEs. Libraries with SF >15,001 and FMWR ASIP >45,000 = 175% of authorized FTEs.								
¹ 7-day a week service is recommended for populations >20,000. ² Hours of operation based on program/demand and may include a maximum of 30 minutes pre- and post- opening to the public. Minimum of two staff required to be on duty at all times (weekly hours of operation * 2 FTE * 52 weeks/year divided by 1740). ³ Minimum Staff per Main Library to include Supervisory Librarian, Circulation Desk, and Reference Support. Some locations may be authorized an Administrative Assistant and/or Computer Specialist. Branch Libraries authorized 2 FTEs. ⁴ Local Garrison Requirements above the identified Army baseline authorizations are the responsibility of the Garrison to resource within annual operating budgets. No additional APF/UFM will be authorized by IMCOM G9.								

- **Additional Services/Physical Layout:** Main Libraries, excluding Branch Libraries, that provide additional services or have a unique physical layout are authorized additional staff, as follows:
 - **Additional Floors or Annex:** One (1) FTE authorized for every public access floor above the first floor or annex as identified by IMCOM G9/DA.
 - **Library Service Centers:** FTEs authorized for each Library Service Center (collection management, acquisitions, cataloging, classification, property accountability control, technology) supporting a minimum of three FMWR libraries (inclusive of the Library Service Center) as identified by IMCOM G9/DA. Europe Regional Service Center six (6) FTE and Pacific Regional Service Center three (3) FTE.
 - **Regional Reference Centers:** One (1) FTE authorized per Regional Reference Center as identified by IMCOM G9/DA. Currently identified at Fort Drum, Schofield Barracks, Fort Campbell, Fort Hood and Joint Base Lewis-McChord.
 - **Undergraduate/Graduate Programs:** One (1) FTE authorized when providing support (bibliographic instruction, database instruction, reserve books, etc) in coordination with Army Continuing Education Services. Submit justification upon close of the second quarter Baseline Standards Assessment to IMCOM, G9, Library Program (usarmy.mwr.library@mail.mil) for authorization the following year. Justification must include detailed information on support provided to ACES and will be evaluated and approved on a case by case basis.

Quality Factors

Element	Factors	Regulatory Guidance
Facilities	<ul style="list-style-type: none"> Facilities have air conditioning, lighting, heating and humidity systems required for customer comfort and to avoid deterioration of library materials. Facilities are connected to both the commercial and military networks. 	DoD Core Library Standards Design Criteria, AEI ADA Standards
Training	<ul style="list-style-type: none"> Library staff receives training no less than twice yearly in library competencies. Libraries to provide one (1) 1410 series librarian (M LS degree) staff member to participate at either the Army Library Training Institute or the Military Librarian's Workshop. 	DoD Core Library Standards AR 215-1 Army Standards
Hours	<ul style="list-style-type: none"> Hours of operation support demand, including evenings and weekends. 	DoD Core Library Standards
Staff	<ul style="list-style-type: none"> Staff meets OPM qualification standards for GS series 1410 and 1411 positions. Main libraries must have a GS-1410 series professional librarian (MLS degree). 	DoD Core Library Standards
Equipment/Materials/ Services	<ul style="list-style-type: none"> Equipment (with corresponding electrical and network requirements) and maintenance adequate to support infrastructure; complete range of reference/research services and circulatory collections using print, non-print, office software, CD ROM/DVD, on-line services, DSN and commercial voice communications, inter-library loans and document delivery services. Information resources and services are to be current and include mission-sustaining publications, leisure needs materials/services, and other materials/services required for military continuing education programs and professional development. 	DoD Core Library Standards AR 215-1 ALA Standards Army Standards
Technology	<ul style="list-style-type: none"> Libraries operate with an integrated library system; libraries will adhere to national library NISO Z39.50 standards in automation systems for compatibility/connectivity. Computers are networked and include access to printers and the Internet. E-mail and photocopier service is available. Web access to automated catalog is available remotely. 	DoD Core Library Standards Army Standards
Location/Convenience	<ul style="list-style-type: none"> Easily accessible to majority of the serviced population and have adequate customer parking. 	ALA Standards DoD Core Library Standards

Staffing Standards

Staffing authorizations are determined using a combination of facility size, hours of operation, facility type (Main or Branch), population and additional services/physical layout. For example, a 6,251 - 10,500 sq/ft main library facility that is open 41-60 hours/week serving an FMWR ASIP population of 13,146 is limited to 75% of the authorized of six (6) FTE. Branch Libraries are authorized two (2) FTEs unless their ASIP population is separate from the Garrison population, in which case they may use their reported ASIP population for allocations.

- Facility Size:** Facility square footage and hours of operation will determine the staffing standard for that facility.
- Hours of Operation:** Facilities that are open for business between 40 and 90 hours per week are required to have at least two staff members on duty at all times. Determine the minimum FTEs authorized for each facility using the Library and Information Services Resource Drivers table.

Materials Resources Standards (Per Annum)

The amount allocated annually, within the aggregate QDPC MDEP, to sustain and modernize Library collections. Actual Material Resources figures expended are reported quarterly against the annual target in order to provide visibility on resource availability and impact on support to the mission.

- **Collections (e.g., books, magazines/newspapers, electronic media, etc):** Material Resources standards are based upon garrison population defined as 100% active duty, 40% family members and 10% DoD civilians, if DoD civilians are more than 60% of the Garrison population. Overseas Garrisons may include 100% DoD civilians. The resource drivers table below indicates by population range the minimum dollars per capita.

Material Resources							
Population	< 1,000	1,001-3,000	3,001-5,000	5,001-10,000	10,001-20,000	20,001-40,000	> 40,000
Minimum Authorized ¹	\$15,000	\$5,000 + \$8.50 per capita	\$9.00 per capita	\$8.50 per capita	\$8.00 per capita	\$7.00 per capita	\$5.50 per capita

- Libraries supporting academics require additional dollars. Requests for additional dollars must be justified by the Garrison to the IMCOM, G9, Library Program (usarmy.mwr.library@mail.mil) upon close of the Baseline Standards Assessment fourth quarter. Justifications will be evaluated and approved on a case-by-case basis.
- Paperback book kits and other library materials are funded and supplied centrally to support isolated Soldier populations, including deployments. Technology Infrastructure/Equipment Standards
- **Public Workstations with Internet Access:** Public Workstations with Internet Access are defined as library furnished workstations (computers with monitors networked to printers) used by patrons to access the Internet, Library Catalog, and/or Office automation software. The standard is determined by facility size. See below for the standard number of Public Workstations with Internet Access by facility size.

Public Work Stations								
Library Square Footage	< 2,500	2,501-6,250	6,251-10,500	10,501-18,000	18,001-24,000	24,001-30,000	30,001-36,000	>36,000
Minimum Authorized ¹	10	15	25	50	60	60	60	70

- **Smart Card Readers:** Smart Card Readers connected to the Public Workstations able to read Military CAC cards are required on at least 25% of Public Workstations to allow Soldiers access to CAC enabled sites. You may adjust the standard to 25% of the adjusted Public Workstation Standard.

Smart Card Readers								
Library Square Footage	< 2,500	2,501-6,250	6,251-10,500	10,501-18,000	18,001-24,000	24,001-30,000	30,001-36,000	>36,000
Minimum Authorized ¹	3	4	6	13	15	15	15	18

- Internet Access (hardwired or wireless) points:** The number of Internet access points can be a combination of hardwired access points and wireless access points. Hardwired access points are counted by the number of Public Workstations with Internet Access. Wireless access points are counted by the number of devices (computers/tablets/smart phones) that can be supported by the wireless router/s. If the library has Internet access, as a minimum, one half of the access points should be wireless. If you have wireless, check with local IT support to find the number of devices that can be supported. If the facility does not have the infrastructure needed, the standard can be lowered. Please be aware that ACRRO will generate a standard for both hardwired and wireless ports, it is up to the library to modify the standards down to the levels on-hand.

Public Work Stations with Hardwired Access Points								
Library Square Footage	< 2,500	2,501-6,250	6,251-10,500	10,501-18,000	18,001-24,000	24,001-30,000	30,001-36,000	>36,000
Minimum Authorized ¹	10	15	25	50	60	60	60	70
Public Work Stations with Wireless Access Points								
Minimum Authorized ¹	5	8	13	25	30	30	30	35

Enter the number of access points for both commercial hardwired and commercial wireless in the equipment section of the standards

- Each library is required to have the following quantities of items, based upon Library size:** PC reservation and print control software, color printer, photocopier, scanner/fax, network printer, external book drop, electronic patron counter, security system for library materials, access to data display projector and digital camera.

Library Equipment Minimum Authorizations									
Equipment	Library Square Footage	< 2,500	2,501-6,250	6,251-10,500	10,501-18,000	18,001-24,000	24,001-30,000	30,001-36,000	>36,000
PC Management Print Station / Self Reservation	Minimum Authorized ¹	1	1	1	2	2	2	2	2
Color Printer	Minimum Authorized ¹	1	1	1	1	2	2	2	2
Photocopier	Minimum Authorized ¹	1	1	1	2	2	2	2	2
Scanner / Fax	Minimum Authorized ¹	1	1	1	2	2	2	2	2
Network Printer	Minimum Authorized ¹	1	2	2	2	2	2	3	3
External Book Drop	Minimum Authorized ¹	1	1	1	1	1	1	1	1
Electronic Patron Counter	Minimum Authorized ¹	1	1	1	1	1	1	1	1
Security System (for library materials)	Minimum Authorized ¹	1	1	1	1	1	1	1	1

Data Display Projector	Minimum Authorized ¹	1	1	1	1	1	1	1	1
Digital Camera	Minimum Authorized ¹	1	1	1	1	1	1	1	1

Programming Standards

Programming Standards are determined by Facility Size for each Facility and then totaled for scoring, and reflect a **non-cumulative**, quarterly requirement.

Programming Category	< 2,501	2,501 - 6,250	6,251 - 10,500	10,501 - 18,000	18,001 - 24,000	24,001 - 30,000	30,001 - 36,000	>36,000
Library & Info Services	5	6	7	8	9	9	11	12

Community and Recreation Programs and Services

Program Codes HC and WZ; ISR 253-AC-06-06-E; CLS 253 SSP E

Program Summary

Program incorporates the tenants of the Recreation Delivery System to provide Recreation Center and/or Warrior Zone (WZ) services to authorized patrons. “**Warrior Zone**” is a high-energy entertainment and recreation facility designed to provide programs and services that meet the psychological and social needs of single and unaccompanied Soldiers. Includes state-of-the-art audio/visual capabilities and sound systems; high-tech Internet capabilities, Wi-Fi connectivity and video/arcade; provides administrative work space for BOSS. WZs are Soldier only recreation facilities.

Goal: To support and enhance community satisfaction and overall quality of life by providing services to the Army Family, while supporting the “social” component of Comprehensive Soldier Fitness.

Resource Drivers							
Facility Square Footage (sq/ft) ¹	<12,700	12,701 - 19,800	19,801 - 27,800	27,801 - 32,500	32,501 - 40,500	40,501 - 45,200	45,201 - 53,200
Hours / Week ²	Minimum Staff (APF/UFM) Authorized per Facility (FTE) ^{3,4}						
0 - 40	3.0	3.5	4.0	4.5	5.0	5.5	6.0
41 - 60	4.0	4.5	5.0	5.5	6.0	6.5	7.0
61 - 80	5.0	5.5	6.0	6.5	7.0	7.5	8.0
81 - 100	6.0	6.5	7.0	7.5	8.0	8.5	9.0

¹ Per ACE, Technical Instruction 800-01, this requirement should be accommodated in other facilities
² Hours of operation based on program/demand and may include a maximum of 30 minutes pre- and post-opening to the public. Minimum of two staff required to be on duty at all times (hour of operation * 2 FTE * 52 weeks/year divided by 1740). Authorizations above are inclusive of Facility/Program Manager.
³ Local Garrison Requirements above the identified Army baseline authorizations are the responsibility of the Garrison to resource within annual operating budgets. No additional APF/UFM will be authorized by IMCOM G9.
⁴ Warrior Zones are distinguished as Soldier-only recreation facilities and are authorized one (1) additional FTE for IT support.

Quality Factors

Element	Factors	Regulatory Guidance
Facilities	<ul style="list-style-type: none"> Facilities used to deliver multiple programs, plus specialty shops, snack bars, etc., to meet local demand Spaces will support classes, specific equipment safety requirements, and customer self-directed programs 	AR 215-1, Appx D and E AR 415-19 ADA Standards
Training	<ul style="list-style-type: none"> Staff must be trained and certified in all required courses deferring to industry standards and/or national governing bodies 	AR 215-1 Army Standards
Programming	<ul style="list-style-type: none"> Customer-driven programming combined with most effective use of facilities Type and variety of programs are based on demand Activities foster readiness, enhance community life, promote mental and physical fitness and deliver a quality working and living environment Documentation of deliverables in Family and MWR Program Share provides continuity 	Army Standards

Element	Factors	Regulatory Guidance
Equipment	<ul style="list-style-type: none"> Equipment type and quantity will be activity and use dependent Purchase will be from APF where authorized (unless used in the direct support of resale) Major items will have a maintenance plan 	AR 215-1 CTA 50-909 Army Standards
Automation	<ul style="list-style-type: none"> Army standard Management Information Systems will be used, i.e., RecTrac, FMBS, SMIRF LAN connectivity essential RecTrac's Pass Management System is the required system to track program usage. Additional RecTrac functions should be used to document programming and usage such as reservations and equipment/locker rentals. 	AR 215-1
Location/Convenience	<ul style="list-style-type: none"> Programs offered will meet customer needs and cover the range of leisure and skill development Non-facility based programs must be actively pursued Operating hours will be determined by demand 	

Staffing Standards

Staffing authorizations are determined using a combination of facility size and hours of operation. For example, a 19,801 - 27,800 sq/ft facility that is open 41 - 60 hours per week is authorized five (5) FTE. If the same facility is open 81 - 100 hours per week, the authorized staff is seven (7) FTE.

- **Facility Size:** Facility square footage and hours of operation will determine the staffing standard for that facility.
- **Hours of Operation:** Facilities that are open for business between 40 and 90 hours per week are required to have at least two staff members on duty at all times. Determine the minimum FTEs authorized for each facility using the Resource Drivers table above.

If a facility is designated as **unmanned**, staff will not be authorized and staffing will not count towards the Baseline Standards score.

Equipment Standards

Equipment standards are based upon facility size. ACRRO 2.0 contains a list of equipment for each facility size. If the standard for an equipment item is not realistic for a facility, it may be modified downward with a justification of why the standard must be modified.

Programming Standards

Programming Standards are determined by facility size for each facility and then totaled for scoring, and reflect a **non-cumulative**, quarterly requirement.

Programming Category	<12,700	12,701 - 19,800	19,801 - 27,800	27,801 - 32,500	32,501 - 40,500	40,501 - 45,200	45,201 - 53,200
Community and Recreation Programs and Services	2	3	4	4	5	6	6

Better Opportunities for Single Soldiers (BOSS)

Program Code QD

Program Summary

Program composition is represented by three pillars - Quality of Life (QOL), Community Service and Recreation and Leisure. BOSS supports the chain of command by identifying QOL issues and concerns, and by recommending QOL improvements. The BOSS program encourages and assists single Soldiers in identifying and planning recreation and leisure activities. It provides an opportunity for single Soldiers to participate in and contribute to their respective communities. The BOSS program is intended to enhance command authority, prerogative, and responsibility in maintaining standards of conduct, good order, and discipline.

Goal: To support the overall quality of life for single and unaccompanied Soldiers.

Resource Drivers				
Population ¹	<500	501-2,000	2,001-5,000	≥5,000
FMWR Advisor	1	1	1	1
Military Advisor ³	1	1	1	1
BOSS President ²	1	1	1	1
BOSS Vice President ²		1	1	1
BOSS Secretary ²			1	1
BOSS Treasurer ²				1

¹ Single Soldier Population is derived from the ASIP ISR-S Report and is calculated as: 100% Full Time Military * .516
² Soldiers should be captured on the staffing page as DoD Military instead of Borrowed Military Manpower.
³ Military Advisors should be entered as Full-Time.

Quality Factors

Element	Factors	Regulatory Guidance
Facilities	<ul style="list-style-type: none"> Dedicated space to execute program administration, typically found in Recreation Centers or Warrior Zones. 	AR 215-1 ADA Standards
Training	<ul style="list-style-type: none"> Staff must be trained and certified in all required courses deferring to industry standards and/or national governing bodies 	AR 215-1
Equipment	<ul style="list-style-type: none"> Equipment type and quantity will be activity and use dependent, typically found in the tenant program, i.e., Recreation Center or Warrior Zone Purchase will be from APF where authorized (unless used in the direct support of resale) Major items will have a maintenance plan 	AR 215-1 CTA 50-909 Army Standards
Automation	<ul style="list-style-type: none"> Army standard Management Information Systems will be used, i.e., RecTrac, VMIS, PRISM, SNACS, Rec Prog Share LAN connectivity essential Advanced systems may be required to execute most contemporary interactive gaming 	AR 215-1 Army Standards

Element	Factors	Regulatory Guidance
Programming	<ul style="list-style-type: none"> ■ Customer-driven programming utilizing most effective use of facilities and on/off post resources ■ Programs achieve integration of three pillars - Quality of Life, Community Service, and Recreation and Leisure ■ Recreation and Leisure deliverables result from partnerships with other FMWR programs and should not be a duplicative effort ■ Documentation of deliverables in Family and MWR Program Share provides continuity to incoming personnel ■ Activities foster readiness, enhance community life, promote mental and physical fitness and deliver a quality working and living environment 	AR 215-1
Location/Convenience	<ul style="list-style-type: none"> ■ Programs offered will meet customer needs and cover the range of leisure and skill development ■ Non-facility based programs must be actively pursued ■ Operating hours will be determined by demand 	

Staffing Standards

Individual Garrison BOSS programs, with exceptions for unique configurations and geographic proximity, shall have, at a minimum, a FMWR Advisor, Senior Military Advisor and BOSS President.

Equipment Standards

BOSS programs shall be co-located with FMWR programs wherever possible to maximize operational efficiencies. Refer to Recreation Center and WZ Resource Drivers in ACRRO to determine equipment standards available to the BOSS program.

Programming Standards

Programming Standards are determined by Garrison Single Soldier Population and reflect a **non-cumulative**, quarterly requirement.

As of FY16 Q4 the Program Share Tool is primary point of data input for all BOSS BSA Programming entries. BOSS Program Share entries will auto-populate in the BOSS BSA Programming tab. During the quarterly BSA entry, Programming entries only need to be reviewed for accuracy prior to submitting the worksheet. Additionally, if an entry is submitted in Program Share after the BSA worksheet is submitted, the entry will not be counted towards the standard.

Programming Category	<500	501-2,000	2,001-5,000	≥5,000
Quality of Life ¹	1	2	3	4
Community Service	2	3	4	5
Recreation and Leisure	4	6	8	10
Life Skills	0	0	0	0

Outdoor Recreation (ODR) Programs

Program Codes HF, JE, JK, KB, KC, KJ; ISR 253-AC-05-05-F; CLS 253 SSP F

Program Summary

Instructs and promotes outdoor oriented lifetime skills through the most diverse offering of programs within MWR, such as high ropes courses, climbing towers, mountain bike courses, equestrian centers, paintball venues, parks, trails and picnic areas at Army Garrisons world-wide. Provides authorized patrons with outdoor recreation opportunities, training, and venues including safety supervision and instruction.

Goal: Support and enhance community satisfaction and overall quality of life by providing services to the Army Family.

Primary ODR Operations			
Population ^{1,2}	<5,000	5,000-10,000	>10,000
Minimum Staff (APF/UFM) Authorized per ODR (FTE) (allocated per functional areas identified below)^{4,5}			
Program Director, Facility Manager, ODR Programmer, and/or Equipment C/O	3.0	4.0	5.0
Parks & Picnic Area Management (if applicable)	1.0		
Warrior Adventure Quest Program (if applicable) ³	1.0		
¹ Population is derived from the ASIP ISR-S Report and is calculated as: 100% Active Duty + 25% Family Members + 10% DoD civilians (if >60% of workforce) = CONUS FMWR ASIP; 100% Active Duty + 25% Family Members + 100% DoD civilians = OCONUS FMWR ASIP ² Hours of operation based on program/demand requirements and may include a maximum of 30 minutes pre- and post- opening to the public. Minimum of two staff required to be on duty at all times (hour of operation * 2 FTE * 52 weeks/year divided by 1740). ³ If a primary ODR operation provides WAQ programming as validated by IMCOM G9, an additional FTE is authorized. ⁴ If an installation has more than one ODR operation, the locations must present logistical challenges (time, distance, etc), as validated by IMCOM G9, to receive individual allocation of resources. ⁵ Local Garrison Requirements above the identified Army baseline authorizations are the responsibility of the Garrison to resource within annual operating budgets. No additional APF/UFM will be authorized by IMCOM G9.			
Additional ODR Functional Operations			
Minimum Staff (APF/UFM) Authorized (FTE) (allocated per functional areas identified below)¹			
Improved Campgrounds/RV Pads (min. of 20 spaces)	Marina (min. of 10 government owned boats)	Stables (min. of 20 government owned mounts)	
1.0	1.0	1.0	
¹ Local Garrison Requirements above the identified Army baseline authorizations are the responsibility of the Garrison to resource within annual operating budgets. No additional APF/UFM will be authorized by IMCOM G9.			
Secondary ODR Operations			
Minimum Staff (APF and/or UFM) Authorized per ODR (FTE) (allocated per functional areas identified below)^{1,2,3}			
Facility Manager, Programmer and/or Equipment C/O			2.0

<p>1 Hours of operation based on program/demand requirements and may include a maximum of 30 minutes pre- and post- opening to the public. Minimum of two staff required to be on duty at all times (hour of operation * 2 FTE * 52 weeks/year divided by 1740).</p> <p>2 If an installation has more than one ODR operation, the locations must present logistical challenges (time, distance, etc), as validated by IMCOM G9, to receive individual allocation of resources.</p> <p>3 Local Garrison Requirements above the identified Army baseline authorizations are the responsibility of the Garrison to resource within annual operating budgets. No additional APF/UFM will be authorized by IMCOMG9.</p>

Quality Factors

Element	Factors	Regulatory Guidance
Facilities	<ul style="list-style-type: none"> Facilities for use in delivery of multiple programs, plus specialty shops, resale, etc., to meet local demand Spaces will support classes, specific equipment safety requirements, and customer self-directed programs 	AR 215-1, Appx D and E AR 415-19 ADA Standards
Training	<ul style="list-style-type: none"> Staff must be trained and certified in all required courses deferring to industry standards and/or national governing bodies 	AR 215-1 Army Standards
Programming	<ul style="list-style-type: none"> Customer-driven programming utilizes most effective use of facilities, on/off post resources, etc. Programs offered will meet customer needs and cover the range of leisure and skill development Type and variety of programs are based on demand Activities foster readiness, enhance community life, promote mental and physical fitness and deliver a quality working and living environment Documentation of deliverables in Family and MWR Program Share provides continuity 	Army Standards
Equipment	<ul style="list-style-type: none"> Equipment type and quantity will be activity and use dependent Purchase will be from APF where authorized (unless used in the direct support of resale) Major items will have a maintenance plan 	AR 215-1 CTA 50-909 Army Standards
Automation	<ul style="list-style-type: none"> Army standard Management Information Systems will be used, i.e., RecTrac, FMBS, SMIRF LAN connectivity essential RecTrac’s Pass Management System is the required system to track program usage. Additional RecTrac functions should be used to document programming and usage such as reservations and equipment/locker rentals. 	AR 215-1

Staffing Standards

Staffing requirements are determined by Garrison size as shown in the Resource Drivers table above. For example, a Garrison with a population of 1,200 is authorized a minimum of three (3) FTEs for Program Manager, Facility Manager, ODR Programmer and/or Equipment C/O. One additional FTE may be authorized, as applicable, for Parks and Picnic Area Management staff, an active and approved Warrior Adventure Quest Program, and/or additional ODR functional operations.

Equipment Standards

Equipment standards are based upon Garrison population. ACRRO 2.0 contains a list of equipment for each Garrison size. If the standard for an equipment item is not realistic for a Garrison, it may be modified downward with a justification for the modification.

Programming Standards

Programming Standards are determined by Garrison Size and reflect a cumulative, quarterly requirement.

As of FY20 Q1, a “benefit-based recreation program survey” or “BAR Survey” was implemented to capture the direct feedback and positive outcomes for participants. The “BAR Score” will be calculated and required to submit for each programming activity in the BSA Programming Tab. BAR is a calculated score that will be an indicator for the positive impact of outdoor activities; providing metrics for ODR program managers.

Programming Category	<5,000	5,001-10,000	10,001-15,000	15,001-22,500	22,501-30,000	30,001-37,500	≥37,501
Outdoor Recreation	6	8	10	11	14	14	17
WAQ	Subject to Garrison Requirements						

Outdoor Recreation “BAR” Score

A measure of quality of performance for all programming items in Outdoor Recreation. The “BAR” Score is the summary of the metrics for quarterly programming requirements. The BAR Score is comprised of five parts, all of which must be scored individually: Readiness, Resiliency, Retention, Unit Cohesion Mission Score, & Overall Satisfaction scores.

Area of Measure	Description
Readiness	
Resiliency	Measures the quality of programming for the soldier staying mentally & physically fit. Provides outlets for stress release, improving the quality of life, and connecting military members with community.
Retention	
Unit Cohesion	Measures how well the programming fosters teamwork, pulling together to get the job done, & the importance of working well as a team.
Overall Satisfaction	

Automotive Skills Programs

Program Code JC; ISR 253-AC-08-08-G, CLS 253 SSP G

Program Summary

Provides Soldiers, retirees, DoD civilians and Family members a wide range of skill development activities to promote the enhancement of individual coping skills and self-reliance, reduce maintenance costs through self-help repairs, and improve fine motor skills (hand eye coordination skills).

Goal: To support and enhance the degree of community satisfaction and overall quality of life by providing services to the Army Family.

Resource Drivers							
Facility	1-10 Bays	11-15 Bays	16-20 Bays	21-25 Bays	26-30 Bays	31-35 Bays	36-40 Bays
Recommended Hours Per Week ³	40	40	40	40	40	40	40
Facility / Program Manager	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Instructor ²	1.0	1.0	2.0	2.0	3.0	3.0	3.0
Program Staff	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Minimum Staff (APF/UFM) Authorized	3	3	4	4	5	5	5
¹ Hours of operation based on program/demand and may include a maximum of 30 minutes pre- and post- opening to the public. Minimum of two staff required to be on duty at all times (hour of operation * 2 FTE * 52 weeks/year divided by 1740). ² One supervisor and one instructor for the first 10 bays, with one additional instructor for every additional 10 bays. ³ Local Garrison Requirements above the identified Army baseline authorizations are the responsibility of the Garrison to resource within annual operating budgets. No additional APF/UFM will be authorized by IMCOM G9.							

Quality Factors

Element	Factors	Regulatory Guidance
Facilities	<ul style="list-style-type: none"> Facilities for use in delivery of multiple programs, plus specialty shops, resale, etc., to meet local demand Spaces will support classes, specific equipment safety requirements, and customer self-directed programs 	AR 215-1, Appx D and E AR 415-19 ADA Standards
Training	<ul style="list-style-type: none"> Staff must be trained and certified in all required courses deferring to industry standards and/or national governing bodies 	AR 215-1 Army Standards

<p>Programming</p>	<ul style="list-style-type: none"> ■ Customer-driven programming utilizes most effective use of facilities ■ Programs offered will meet customer needs and cover the range of leisure and skill development ■ Type and variety of programs are based on demand ■ Activities foster readiness, enhance community life, promote mental and physical fitness and deliver a quality working and living environment ■ Documentation of deliverables in Family and MWR Program Share provides continuity 	<p>Army Standards</p>
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Element	Factors	Regulatory Guidance
Equipment	<ul style="list-style-type: none"> ■ Equipment type and quantity will be activity and use dependent ■ Purchase will be from APF where authorized (unless used in the direct support of resale) ■ Major items will have a maintenance plan 	AR 215-1 CTA 50-909 Army Standards
Automation	<ul style="list-style-type: none"> ■ Army standard Management Information Systems will be used, i.e., RecTrac, FMBS, SMIRF ■ LAN connectivity essential ■ RecTrac’s Pass Management System is the required system to track program usage. Additional RecTrac functions should be used to document programming and usage such as activity/facility reservations and equipment/locker rentals. 	AR 215-1

Staffing Standards

Staffing authorizations are determined using the number of bays and the Resource Drivers table above. For example, a Garrison with 13 bays is authorized three (3) FTEs.

Equipment Standards

Equipment standards use number of bays to determine Automotive Skills program size and the Resource Drivers table above. ACRRO 2.0 contains a list of equipment for each program size. If the standard for an equipment item is not realistic for a program, it may be modified downward with a justification of why the standard must be modified.

Programming Standards

Programming Standards are determined by facility size for each facility and then totaled for scoring, and reflect a **non-cumulative**, quarterly requirement.

Programming Category	Extra Small (1-10)	Small (11-15)	Medium (16 - 20)	Large (21 - 25)	X-Large (26 - 30)	XX-Large (31 - 35)	XXX-Large (36-40)
Automotive Skills	4	6	9	11	11	13	13

Arts and Crafts Programs

Program Code JB; ISR 253-AC-09-09-H; CLS 253 SSP H

Program Summary

Provides Soldiers, retirees, DoD civilians and Family members a wide range of skill development activities to promote the enhancement of individual coping skills and self-reliance, personal creativity, cultural awareness and improve fine motor skills (hand eye coordination skills).

Goal: Support and enhance community satisfaction and overall quality of life by providing services to the Army Family.

Resource Drivers							
Population ²	<1,000	1,001-5,000	5,001-10,000	10,001-15,000	15,001-22,500	22,501-30,000	>30,000
Recommended Hours Per Week ¹	40	40	40	40	40	40	40
Facility / Program Manager	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Fine Arts (if applicable) ³	N/A	0.5	0.5	0.5	0.5	1.0	1.0
Crafts (if applicable)	1.0	0.5	0.5	1.0	1.0	1.5	1.5
Industrial / Vocational (if applicable)	N/A	0.5	0.5	0.5	0.5	1.0	1.0

¹ Hours of operation based on program/demand and may include a maximum of 30 minutes pre- and post- opening to the public. Minimum of two staff required to be on duty at all times (hour of operation * 2 FTE * 52 weeks/year divided by 1740).

² Local Garrison Requirements above the identified Army baseline authorizations are the responsibility of the Garrison to resource within annual operating budgets. No additional APF/UFM will be authorized by IMCOM G9.

³ Staffing is authorized per functional area (fine arts, crafts, and/or industrial/vocational) operated

Quality Factors

Element	Factors	Regulatory Guidance
Facilities	<ul style="list-style-type: none"> Facilities for use in delivery of multiple programs, plus specialty shops to meet local demand Spaces will support classes, specific equipment safety requirements, and customer self-directed programs 	AR 215-1, Appx D and E AR 415-19 ADA Standards
Training	<ul style="list-style-type: none"> Staff must be trained and certified in all required courses deferring to industry standards and/or national governing bodies 	AR 215-1 Army Standards
Programming	<ul style="list-style-type: none"> Customer-driven programming utilizes most effective use of facilities Programs offered will meet customer needs and cover the range of leisure and skill development Type and variety of programs are based on demand Activities foster readiness, enhance community life, promote mental and physical fitness and deliver a quality working and living environment Documentation of deliverables in Recreation Program Share provides continuity 	Army Standards

Element	Factors	Regulatory Guidance
Equipment	<ul style="list-style-type: none"> ■ Equipment type and quantity will be activity and use dependent ■ Purchase will be from APF where authorized (unless used in the direct support of resale) ■ Major items will have a maintenance plan ■ ■ Waiting time or time limit on equipment varies by CLS capability 	AR 215-1 CTA 50-909 Army Standards
Automation	<ul style="list-style-type: none"> ■ Army standard Management Information Systems will be used, i.e., RecTrac, FMBS, SMIRF ■ LAN connectivity essential ■ RecTrac’s Pass Management System is the required system to track program usage. Additional RecTrac functions should be used to document programming and usage such as activity/facility reservations and equipment/locker rentals. 	AR 215-1

Staffing Standards

Staffing authorizations are determined by Garrison Size as shown in the Resource Drivers table above. For example, a Garrison with a population of 1,200 is authorized two and one half (2.5) FTEs based on the availability of a full spectrum of Arts and Crafts programs.

If a facility is designated as **unmanned**, staff will not be authorized and staffing will not count towards the Baseline Standards score.

Equipment Standards

Equipment standards are based upon Garrison Size. ACRRO 2.0 contains a list of equipment for each Garrison size. If the standard for an equipment item is not realistic for a Garrison, it may be modified downward with a justification of why the standard must be modified.

Programming Standards

Programming Standards are determined by facility size for each facility and then totaled for scoring, and reflect a **non-cumulative**, quarterly requirement.

Programming Category	<1,000	1,001-5,000	5,001-10,000	10,001-15,000	15,001-22,500	22,501-30,000	>30,000
Arts & Crafts	7	7	9	12	14	16	16

Leisure Travel Services

Program Code KD; ISR 253-AC-11-11-J; CLS 253 SSP J

Program Summary

Leisure Travel services provides off-post options to all MWR patrons for: discounted tickets nationwide to sports events, theme parks, concerts, movies, theaters, museums, and sightseeing tours; reduced cost lodging at popular USA destinations; best prices for cruises and vacations.

Goal: Support and enhance community satisfaction and overall quality of life by providing leisure destination personal travel services to the Army Family.

Resource Drivers							
Population ²	<1,000	1,001-5,000	5,001-10,000	10,001-15,000	15,001-22,500	22,501-30,000	>30,000
Hours /Week ¹	N/A	40	40	40	40	40	40
Minimum Staff (APF/UFM) Authorized (FTE) ³	N/A	1	1	1	1	1	1

¹ Population is derived from the ASIP ISR-S Report and is calculated as: 100% Active Duty + 25% Family Members + 10% DoD civilians (if >60% of workforce) = CONUS FMWR ASIP; 100% Active Duty + 25% Family Members + 100% DoD civilians = OCONUS FMWR ASIP

² Hours of operation based on program/demand and may include a maximum of 30 minutes pre- and post- opening to the public. Minimum of two staff required to be on duty at all times (hour of operation * 2 FTE * 52 weeks/year divided by 1740).

³ Local Garrison Requirements above the identified Army baseline authorizations are the responsibility of the Garrison to resource within annual operating budgets. No additional APF/UFM will be authorized by IMCOM G9.

Quality Factors

Element	Factors	Regulatory Guidance
Training	<ul style="list-style-type: none"> Staff must be trained and certified in all required courses deferring to industry standards and/or national governing bodies 	AR 215-1 Army Standards ADA Standards
Automation	<ul style="list-style-type: none"> Army standard Management Information Systems will be used, i.e., RecTrac, FMBS, SMIRF LAN and internet connectivity is mandatory for all locations and shall be used for systems used exclusively by employees and for those available at ITR/CTO for customer use RecTrac’s Pass Management System is the required system to track program usage. Additional RecTrac functions should be used to document programming and usage such as activity/facility reservations and equipment/locker rentals. 	AR 215-1

Staffing Standards

Staffing authorizations are determined using Garrison population only. Garrisons with a population of greater than 1,000 are authorized one staff member.

If a facility is designated as **unmanned**, staff will not be authorized and staffing will not count towards the Baseline Standards score.

Equipment Standards

No Leisure Travel Services equipment standards exist within ACRRO 2.0. However, ACRRO 2.0 contains a list of equipment available for Leisure Travel Services for each Garrison size. The standard for every piece of equipment is set to 0.

Equipment standards are based upon Garrison size and facility type. ACRRO 2.0 contains a list of equipment for each Garrison size and facility type. If the standard for an equipment item is not realistic for a Garrison, it may be modified downward with a justification of why the standard must be modified.

Programming Standards

Programming Standards are determined by facility size for each facility and then totaled for scoring, and reflect a **non-cumulative**, quarterly requirement.

Programming Category	<1,000	1,001-5,000	5,001-10,000	10,001-15,000	15,001-22,500	22,501-30,000	>30,000
Leisure Travel Services	3	4	5	6	7	8	9

Entertainment Programs

Program Code JD; ISR 253- AC-10-10-K; CLS 253 SSP K

Program Summary

Provides Soldiers, retirees, DoD civilians and Family members a range of skill development activities to promote the enhancement of individual coping skills and self-reliance, personal creativity, and cultural awareness through Entertainment Programs productions.

Goal: Support and enhance the degree of community satisfaction and overall quality of life by providing services to the Army Family.

Resource Drivers								
Population ¹	<1,000	1,001-5,000	5,001-10,000	10,001-15,000	15,001-22,500	22,501-30,000	30,001-37,500	≥37,501
Hours / Week ⁴	General Entertain. Program	40	40	40	40	40	40	40
Minimum Staff (APF/UFM) Authorized	N/A	1.0	1.0	1.0	1.0	1.0	1.0	1.0

¹ Population is derived from the ASIP ISR-S Report and is calculated as: 100% Active Duty + 25% Family Members + 10% DoD civilians (if >60% of workforce) = CONUS FMWR ASIP; 100% Active Duty + 25% Family Members + 100% DoD civilians = OCONUS FMWR ASIP

² Hours of operation based on program/demand and may include a maximum of 30 minutes pre- and post- opening to the public. Minimum of two staff required to be on duty at all times (hour of operation * 2 FTE * 52 weeks/year divided by 1740).

³ Non-Facility Based Programs utilize classrooms, common spaces, etc. as available and as-needed for facility space, instead of dedicated a program facility or space

⁴ Local Garrison Requirements above the identified Army baseline authorizations are the responsibility of the Garrison to resource within annual operating budgets. No additional APF/UFM will be authorized by IMCOM G9.

Quality Factors

Element	Factors	Regulatory Guidance
Facilities	<ul style="list-style-type: none"> Facilities for use in delivery of multiple programs, plus specialty shops/activity areas to meet local program demand Spaces will support classes, specific equipment, safety, storage, operational requirements, and customer self-directed programs 	AR 215-1, Appx D and E AR 415-19 ADA Standards
Training	<ul style="list-style-type: none"> Staff must be trained and certified in all required courses deferring to industry standards and/or national governing bodies 	AR 215-1 Army Standards
Programming	<ul style="list-style-type: none"> Customer-driven programming utilizes most effective use of facilities Non-facility based programs should be actively pursued Programs offered will meet customer needs and cover the range of leisure and skill development Type and variety of programs are based on demand Activities foster readiness, enhance community life, promote mental and physical fitness and deliver a quality working and living environment Documentation of deliverables in Family and MWR Program Share provides continuity 	Army Standards

Element	Factors	Regulatory Guidance
Equipment	<ul style="list-style-type: none"> ■ Equipment type and quantity will be activity and use dependent ■ Purchase will be from APF where authorized (unless used in the direct support of resale) ■ Major items will have a maintenance plan 	AR 215-1 CTA 50-909 Army Standards
Automation	<ul style="list-style-type: none"> ■ Army standard Management Information Systems will be used, i.e., RecTrac, FMBS, SMIRF ■ LAN connectivity essential ■ RecTrac’s Pass Management System is the required system to track program usage. Additional RecTrac functions should be used to document programming and usage such as activity/facility reservations and equipment/locker rentals. 	AR 215-1

Staffing Standards

Staffing authorizations are determined by Garrison size as shown in the Resource Drivers table above. For example, a Garrison with a population of 3,500 is authorized three (3) FTEs.

If a facility is designated as **unmanned**, staff will not be authorized and staffing will not count towards the Baseline Standards score.

Equipment Standards

Equipment standards are based upon Garrison size and facility type. ACRRO 2.0 contains a list of equipment for each Garrison size and facility type. If the standard for an equipment item is not realistic for a Garrison, it may be modified downward with a justification of why the standard must be modified.

Programming Standards

Programming Standards are determined by facility size for each facility and then totaled for scoring, and reflect a **non-cumulative**, quarterly requirement.

Programming Category	<1,000	1,001-5,000	5,001-10,000	10,001-15,000	15,001-22,500	22,501-30,000	30,001-37,500	≥37,501
Entertainment	8	8	8	8	8	8	8	8

Garrison-wide Information

Program Codes JQ and RS

Program incorporates the tenants of the Recreation Delivery System to provide Business and Recreation services to authorized patrons.

Resource Drivers								
Population ¹	<1,000	1,001-5,000	5,001-10,000	10,001-15,000	15,001-22,500	22,501-30,000	30,001-37,500	≥37,501
CRD	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Admin Staff	0.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0
RDS Staff	1.0	1.0	1.0	2.0	2.0	3.0	3.0	3.0
Minimum Staff (APF/UFM) Authorized ²	2	2	3	4	4	5	5	5

¹ Population is derived from the ASIP ISR-S Report and is calculated as: 100% Active Duty + 25% Family Members + 10% DoD civilians (if >60% of workforce) = CONUS FMWR ASIP; 100% Active Duty + 25% Family Members + 100% DoD civilians = OCONUS FMWR ASIP

² Local Garrison Requirements above the identified Army baseline authorizations are the responsibility of the Garrison to resource within annual operating budgets. No additional APF/UFM will be authorized by IMCOM G9.

Staffing Standards

Management staff, consisting of CRD, RDS, and Administrative/Support Staff, is determined based on population as shown in the Resource Drivers table above.

Equipment Standards

Equipment standards are based upon Garrison population. ACRRO 2.0 contains a list of equipment for each Garrison size. If the standard for an equipment item is not realistic for a Garrison, it may be modified downward with a justification.

Programming Standards

No programming standards exist within ACRRO 2.0. Programming within Garrison-wide Information typically consists of Special Events documented elsewhere.

Appendix A: Training

Garrison FMWR personnel should complete training *IAW the garrison's mission and program requirements as aligned to industry standards, national governing bodies and/or DoD/DA/IMCOM guidance*. ACRRO 2.0 allows Program Managers to monitor compliance with training requirements, however, reporting in ACRRO 2.0 is no longer required.

Recommended Training for All Program Areas

- CPR and AED or Military Equivalent
- First Aid or Military Equivalent
- Army Applied Financial Planning
- Family and MWR Delivery System
- Family and MWR Basic Management
- Family and MWR Orientation
- Operation Excellence - Customer Service Training
- RecTrac Training

Recommended Training for Specific Program Areas

Physical Fitness Programs

- Fitness Trainer Certification [Annual Continuing Education Units (CEUs) required]
- Nationally Recognized Accreditation (i.e. National Strength & Conditioning, Certified Strength & Conditioning Specialist, etc.)
- Sports Training

Intramural Sports / Outdoor Sports Fields and Complexes

- Fitness Trainer Certification [Annual Continuing Education Units (CEUs) required]

Aquatics Programs (Mission Training and Recreation Swimming)

- CPR Pro and AED or Military Equivalent
- Lifeguard and First Aid or Military Equivalent
- Hazmat
- Oxygen Administrator Certification with training/renewal training
- Prevention of Disease Transmission (PDT) with training/renewal training
- American Red Cross Lifeguarding Instructor or Water Safety Instructor
- National Recreation and Park Association Aquatic Facility Operator (AFO) Basic Course Certification
- National Swimming Pool Foundation Certified Pool Operator (CPO) Certification
- Adapted Aquatics Organization (AAO) Adapted Aquatics Instructor
- Aquatic Exercise Association (AEA) Aquatic Fitness Professional Certification Instructor
- SCUBA Instructor (PADI, NAUI, or YMCA) Certification

Library and Information Services

- Library Technology Related Training
- Training at National/Regional/State/Local Conference/Seminar/Workshop or ACTEDS training (or the equivalency in webinars/podcasts) (a minimum of three webinars or podcasts must be completed to qualify as one training session since they are usually short in duration)
- Training in Other Library Competencies (includes correspondence courses, computer-based training such as webinars or podcasts, college course, and in-house workshops)

Better Opportunities for Single Soldiers (BOSS)

- BOSS Training
- ServSafe® Alcohol Course

Outdoor Recreation (ODR) Programs

- American Red Cross Lifeguarding Instructor or Water Safety Instructor
- Alpine Skii Instructor Certification
- Anchor & Belay Instructor Certification (Professional Ski Instructors of America)
- Archery Instructor Certification (PCIA)
- ATV License Course (Specialty Vehicle Institute of America)
- Backpacking Skills Instructor Certification (National Outdoor Leadership School or Outward Bound)
- Bike Repair Certification (Park or Barnett Training Institute)
- Boating Motor Craft Safety Course (Local Authority)
- Camp Craft and Outdoor Cooking Instructor Certification (ServSafe®)
- Canoe/Kayak/Rafting/Stand Up Paddle Skills and Techniques Certification (American Canoe Association)
- Caving Certification (National Outdoor Leadership School)
- Equestrian Skills Instructor Certification (Certified Horsemanship Association or American Riding Institute)
- Fishing/Fly Fishing Permit (Local Authority)
- Geocaching Instructor Certification
- Hiking Techniques Instructor Certification (National Outdoor Leadership School)
- Hunting Safety Course (Local Authority)
- Kite Boarding Instructor Certification (International Kiteboard Federation or Professional Air Sports Association)
- Leave No Trace (National Outdoor Leadership School)
- Mountaineering (Rock, snow, ice) Instructor Certification (American Mountain Guide Association)
- Nordic Ski Instructor Certification (Professional Ski Instructors of America)
- Paintball Instructor Certification (Paintball Training Institute)
- Permanent Natural Resources Certification (Local Authority)
- Personal Watercraft Instructor Certification (PWPUK.ORG)
- Range Safety Certification (National Rifle Association)
- Rock Climb Instructor Certification (Professional Climbing Instructor Association)
- Sailing Techniques Instructor Certification (US Sailing)
- SCUBA Instructor (PADI or NAUI)
- Shotgun/Pistol/Rifle Safety (National Rifle Association)
- Ski/Snowboard Maintenance Certification (Manufacturer Specific)
- Snow Machine License Course (Local Authority)

- Snowboarding Instructor Certification (American Association of Snowboard Instructors)
- Snow Shoeing Instructor Certification (US Snow Shoe Association)
- Surfing Instructor Certification (National Surf School or International Surf Association)
- WAQ (Facilitation)
- WAQ (L-LAAD)

Leisure Travel Services

- Cruise Line International Association Training
- Local/Regional Familiarization Training
- National Travel Conference/Seminar/Workshop (i.e. Vacation.com)