



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, DC 20301-4000

FORCE MANAGEMENT
POLICY

MEMORANDUM FOR ACTING ASSISTANT SECRETARY OF DEFENSE
(FORCE MANAGEMENT POLICY)

FROM:

James M. Ellis 12.2.98
Acting DASD (PSF&E)

Prepared by: James M. Ellis, DASD(PSF&E)CSP, x4-3260

SUBJECT:

Department of Defense Physical Fitness Center Standards - ACTION
MEMORANDUM

PURPOSE:

To establish standards for the DoD MWR Physical Fitness Centers

DISCUSSION:

By signing the memorandum at **TAB A**, you will establish DoD standards for MWR Fitness Centers, to include facility, equipment, program and staff requirements. You will also direct that the Military Departments report annually on the status of progress in meeting the standards. The provisions of this policy will be incorporated in the next revision of DoDI 1015.10. The standards were developed through a joint effort between the Services, experts from the fitness industry and academia. In addition, by signing the attached memorandum, you will direct the Military Departments to forward a status report on progress in meeting the standards by January 31 of each year. The Secretaries of the Military Departments or the designee at the Service Headquarters may grant a temporary waiver to an installation not to exceed 2 years. They may also grant permanent waivers to those installations determined to be too small for full compliance with the standards. Standards regarding training or personnel qualifications, however, cannot be waived by the Military Departments.

COORDINATION(S):

OASA(M&RA), DASN(M&RA), SAF/MIM, OGC, CPP (TAB B)

RECOMMENDATION:

That the Acting ASD(FMP) review, approve and sign the attached memorandum.

ACTING ASSISTANT SECRETARY OF DEFENSE (FMP) DECISION:

Approved JAN 25 1999

Disapproved

Other (when appropriate)





FORCE MANAGEMENT
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ASSISTANT SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000



JAN 25 1999

MEMORANDUM FOR SECRETARY OF THE ARMY
SECRETARY OF THE NAVY
SECRETARY OF THE AIR FORCE

SUBJECT: Department of Defense Physical Fitness Center Standards

This policy memorandum establishes mandatory core standards for DoD Morale, Welfare and Recreation (MWR) Physical Fitness Centers. The core standards are established as minimums. The premier facility guidance establishes goals. The attached standards and goals were developed through a joint effort between the Military Services, experts from the fitness industry and academia. The Secretaries of the Military Departments or the designee at the Service Headquarters may grant a temporary waiver to an installation not to exceed two years. They may also grant permanent waivers to those installations determined to be too small for full compliance with the standards. Standards regarding training or personnel qualifications, however, cannot be waived by the Military Departments. These standards and goals will be reviewed every three years.

The Services are requested to submit a status report to the Deputy Assistant Secretary of Defense (Personnel Support, Families and Education), by January 31 of each year, consisting of the number of installations within each Military Service that have physical fitness facilities and a list of those installations which do not meet core standards. All reports will be current as of the previous September 30 report and will include a list of installations that were granted waivers, the reason for the waivers, and the duration.

This policy will be incorporated in the next revision of Department of Defense Instruction 1015.10, "Programs for Military Morale, Welfare and Recreation," November 3, 1995.


Francis M. Rush, Jr.
Acting Assistant Secretary

Attachments:
As stated



DoD PHYSICAL FITNESS CENTER PROGRAM

The DoD Physical Fitness Center Program is the combination of MWR facilities, equipment, and programs available on an installation that collectively contribute to individual cardiovascular, strength and endurance, and flexibility conditioning. It does not include sports or facilities, equipment, and programs generally considered within DoD to be recreation, such as bowling, outdoor recreation, etc. The DoD standards do not apply to afloat facilities.

CORE STANDARDS

Each installation shall have:

- Adequate area inside a facility devoted to group physical activities such as aerobics.
 - A swimming pool (weather permitting); running track or jogging trail; an adequate number of courts and fields to accommodate at least 85 percent (or comparable Service standard) of customer demand (including intramural); and at least one basketball court configured to allow quarter court play, with at least a six foot clearance on all sides. The Service headquarters may grant individual installation waivers for specific facilities or activities only if there is an alternate facility or activity off-installation: that is located adjacent to the installation or within close commute (e.g., lunch-time commute); that allows access to military community members on the same basis as for others in the civilian community; that charges fees comparable to those that would be charged for a similar activity on-installation; and where customer surveys indicate the arrangement is satisfactory.
 - A full complement of equipment on each installation that supports cardiovascular, strength and endurance, and flexibility conditioning to include the most popular cardiovascular machines as determined by customers, and strength equipment (selectorized/free weights) for each of the 11 muscle groups. The equipment program shall include comprehensive, effective and timely preventive maintenance and repair services to meet customer expectation.
A Senior Fitness Director who has an undergraduate degree in a health and fitness related specialty, is certified through a professional certifying body in areas appropriate to the position and scope of operations, and/or has demonstrated professional capability and expertise expected of managers of equivalent-sized private sector fitness operations.
 - Program instructors with demonstrated professional competence and experience in the area of instruction, who provide regularly scheduled instruction in these areas: individualized exercise program development to include a system for periodic review of client progress and fitness assessment; benefits of physical exercise and how to start and maintain an individual program; equipment and facility and program orientation and use; and group exercise.
 - An incentive and award program to motivate customers.
 - Customer access to facilities, equipment and staffing expertise cited in these standards at least 90 hours a week.
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Each fitness facility on the installation shall have:

- Adequate area devoted to warm-up, cool down and stretching.
- Separate men's and women's shower, locker, and rest rooms located in or adjacent to each facility.
- Heating, air conditioning and a ventilation system that complies with the current American College of Sports Medicine's guidelines and standards, or other Service-established standard supported by authoritative research designed to ensure health, safety and optimum exercise benefit.
- A plan for medical and facility emergencies, appropriate signage alerting customers of the risks of using the facility and equipment, a first aid kit, and a system of dispensing water in exercise areas.
- A staff-to-customer ratio established by the Military Services that maintains customer safety and provides adequate customer guidance, instruction and assistance to meet customer needs.
- Staff (at least one at all times) who interface with customers in exercise or sports areas of the facilities, are certified in CPR and first aid, are knowledgeable in the safe operation of fitness equipment and facility operations, and have currently demonstrated capability in fitness safety and first echelon fitness equipment maintenance and repair.
- A program to ensure patron surveys are conducted to determine physical activity patterns and customer satisfaction needs required to compliment the design and construction of fitness centers.
- Authorized customer demand accommodated in any new facility construction and design project.
- Comprehensive and prominently displayed information about civilian community fitness programs and facilities open to the public.

DoD PREMIER FACILITY

The following guidelines allow for a level of service and quality of programs within our fitness facilities commensurate with those found in excellent civilian community fitness facilities. Installations are encouraged to follow these guidelines. Those facilities that comply with all Core Standards and the following recommendations will be designated as a DoD Premier Fitness Facility and will be eligible for DoD recognition including a certificate of excellence. Eligibility will be validated and nominations for recognition submitted by the Service Headquarters to the Assistant Secretary of Defense for Force Management Policy. A Premier Facility shall have:

- A separate room exclusively devoted to group physical activity and similar activities, with 20-40 square feet available for each participant, to allow individual participation in full range of motion activities to be uninhibited.
 - A separate room devoted to stretching, warm-up, and cool down activities.
 - Surveillance cameras to view exercise activity areas that cannot be seen continuously by the staff.
 - At least five different modes of cardiovascular equipment.
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- **Both compound and isolation movement equipment for each major muscle group and combination muscle groups, to include a full range of selectorized and free weight resistance training equipment.**
- **Sufficient equipment so that customer waiting time for a desired piece of equipment is less than 10 minutes during normal peak customer use times.**
- **At least 20-40 square feet for each piece of equipment, depending on size and configuration.**
- **A staff-to-customer ratio of 1 to 50 or less.**