DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(MANPOWER AND RESERVE AFFAIRS)
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

NOV 14 2005

MEMORANDUM FOR COMMANDER, NAVY INSTALLATIONS COMMAND
DIRECTOR, PERSONAL AND FAMILY READINESS DIVISION, HQMC

SUBJECT: Department of Defense Morale, Welfare and Recreation (MWR) Physical Fitness Center Standards

The Deputy Under Secretary of Defense (Military Community and Family Policy) on October 24, 2005 issued a policy memorandum updating mandatory core standards for DoD MWR physical fitness centers. The policy established by the DUSD (MC&FP) memorandum, a copy of which is attached, supersedes the DoD policy memorandum issued January 25, 1999.

Beginning in 2006, the Services shall submit a status report to the DUSD (MC&FP) by September 30th of each year. Additionally, the Services' 2005 annual fitness center standards report shall be submitted to DUSD (MC&FP) by January 31, 2006, using the revised standards provided at the attachment. Report worksheets have been provided to the Joint Services Fitness Working Group representatives.

My point of contact for this issue is Ed Pratt, who can be contacted at (703) 614-3572 or edwin.pratt@navy.mil.

William W. Tate
Director, Personnel Readiness
and Community Support

Attachment:
As stated

OFFICE OF THE UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

PERSONNEL AND
READINESS

OCT 24 2005

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE ARMY
(HUMAN RESOURCES)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(MILITARY PERSONNEL POLICY)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(FORCE MANAGEMENT INTEGRATION)

SUBJECT: Department of Defense Morale, Welfare and Recreation Physical Fitness Center Standards

This policy memorandum updates the attached established mandatory core standards for DoD Morale, Welfare and Recreation (MWR) Physical Fitness Centers. The previous policy memorandum on this same subject, dated January 25, 1999, is hereby rescinded. The core standards are established as minimums and are effective immediately. 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. The standards will be reviewed every three years.

Beginning in 2006, the Services are requested to submit a status report to the Deputy Under Secretary of Defense (Military Community and Family Policy) by September 30th of each year, consisting of the number of installations and fitness facilities within each Military Service that meet core standards and those that do not. All data reported shall be current as of the previous June 30th and will include a list of installations that were granted a waiver, the reason for the waiver, and the duration.

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

John M. Molino
Deputy Under Secretary of Defense
(Military Community and Family Policy)

Attachment:
As stated

DoD PHYSICAL FITNESS CENTER PROGRAM

The DoD Physical Fitness Center Program is the combination of MWR facilities, equipment, fitness staff, and programs available on an installation that collectively contribute to individual cardiovascular, muscular strength and muscular endurance, and flexibility conditioning. The standards address each of the following components: Programs, Facilities, Equipment, and Staffing. The DoD standards do not apply to afloat facilities.

CORE STANDARDS

INSTALLATION: The following shall be available on the installation and does not include annexes, satellite, or non-primary locations:

- Provide fitness assessments, group exercise, equipment orientation programs, and recreational sports (Intramural) offerings.
- A fitness center that has all components of the DoD Physical Fitness Center Program available a minimum of 90 hours a week.
- A customer feedback system (e.g., comment cards, annual customer survey) in each facility to determine physical activity patterns and customer satisfaction.
- An incentive and award program to promote regular physical fitness activity.
- At least one basketball court configured to allow quarter court play, with at least a six foot clearance on all sides from walls and obstructions. If walls are within six feet of court, they shall be covered with appropriate safety materials to prevent injuries.
- Adequate space devoted to group exercise classes that comply with the American College of Sports Medicine's guidelines and standards, or Service-established standard that is established through research and is designed to ensure health, safety, and optimum exercise benefit.
- A swimming pool on the installation or off-installation within a 15 minute commute.
- A running track or jogging trail on the installation or off-installation within a 15 minute commute.
- An adequate number of courts and fields to accommodate at least 85% of customer demand (including intramural) on the installation or off-installation within a 15 minute commute.
- A full complement of fitness equipment (selectorized/free weights) that supports cardiovascular, muscular strength and muscular endurance, and flexibility conditioning as determined by Service and fitness industry standards.
- A comprehensive, effective, and timely equipment preventive maintenance and repair service for all fitness equipment.

- A Fitness Director who has either an undergraduate degree in a health and fitness related specialty or has equivalent professional experience and is certified through a professionally accredited body in areas appropriate to the position and scope of operation.

FACILITY: The following shall be available at each fitness facility on the installation that is actively operated by the Service MWR program as a fitness facility. It does not include areas such as bachelor quarters or building space where some fitness equipment may be provided for convenience:

- Men's and Women's locker rooms, restrooms, and showers.
- A posted plan for medical and facility emergencies with regularly scheduled emergency training for the entire facility staff.
- Heating, air conditioning and/or a ventilation system, that complies with the American College of Sports Medicine's guidelines and standards, or Service established standard research designed to ensure health, safety, and optimum exercise benefit.
- Appropriate signage prominently displayed alerting customers of the risks of using the facility, the programs, and equipment.
- Staff-to-customer ratio established by the Military Services that maintains customer safety and provides adequate customer guidance and instruction.
- A minimum of two staff on duty during all hours of operation for emergency response capabilities.
- All staff members must possess current certification in CPR and first aid.
- At least one fitness staff member during all hours of operation, who interfaces with customers in the fitness area, is knowledgeable in the safe operation of fitness equipment and facility operation and is current in fitness safety and basic equipment maintenance and repair.
- A first aid kit.
- A system for dispensing water near exercise areas.

DoD PREMIER FACILITY GOALS

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 Under Secretary of Defense for Personnel and Readiness.

A premier facility shall have:

- A separate room exclusively devoted for group exercise classes that allow participants a full range of motion (20-40 sq ft per person).
- A separate room devoted to stretching, warm-up, cool down.
- Surveillance cameras to view exercise areas that cannot be seen continuously by the staff.
- At least 20-40 sq ft for each piece of exercise equipment.

WAIVERS: 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 within a 15 minute commute that allows access to military community members on the same basis as for others in the civilian community and where customer surveys indicate the arrangement is satisfactory.