

CESAS-SO
DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
P.O. BOX 889
SAVANNAH, GEORGIA 31402-0889

DISTRICT SOP
NO. 600-1-1

26 September 2003

Safety & Occupational Health Office
FITNESS CENTER STANDING OPERATING PROCEDURES

1. This change to SOP 600-1-1, 7 April 1999, is issued to add Appendix D.
2. Substitute the enclosed pages as shown below:

Remove Page	Insert Pages
D-1 thru D-4	D-1 thru D-4
3. File this sheet in front of the publication for reference purposes.

Encl
Appendix D

/s/
ROGER A. GERBER
COL, EN
Commanding

DEPARTMENT OF THE ARMY
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CESAS-SO POST OFFICE BOX 889
SAVANNAH, GEORGIA 31402-0889

DISTRICT SOP
NO. 600-1-1

7 April 1999

SAFETY & OCCUPATIONAL HEALTH OFFICE
FITNESS CENTER STANDARD OPERATING PROCEDURES

1. Purpose. To provide guidance to Fitness Center participants on the procedures to be followed when using the facility.

2. Objectives. To provide District team members exercise equipment and facilities that will assist improvement of physical fitness, well-being, and reduce stress as part of the District's wellness program.

3. Registration Procedure for Authorized Participants. To be an authorized user of the Fitness Center, the following procedures must be followed.

a. Must be a U.S. Army Corps of Engineers team member, military service member, or a Federal employee of a participating agency.

b. Complete registration packet forms, and sign Consent and Waiver Form located at Appendix B.

4. Procedures for Use of the Facility.

a. Authorized users of the Fitness Center will adhere to the rules established in Appendix A of this regulation.

b. Participants using aerobic fitness equipment should bring towels to wipe off excess sweat after use of fitness equipment. After use of aerobic equipment, the machines must be turned off.

c. Registration packets can be found in the Fitness Center or the Safety Office. Upon completion of the registration packet, return to the Safety Office. One of the Fitness Committee members will be assigned to provide a Fitness Center

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Orientation. Upon review of the completed forms and orientation, the applicant shall be authorized to use the facility.

5. Facility Maintenance. Equipment needing maintenance should be reported to Logistic Management Division's Facility Manager, or a member of the Safety and Wellness Committee. No one is authorized to repair or tamper with Fitness Center equipment. Request for new equipment will be made through the Safety and Wellness Committee. The committee must approve procurement of new equipment. Damage to infrastructure or utilities such as showers, electricity, or janitorial services, will be reported to Logistics Management's Facilities Manager, x5192.

6. Security. Authorized users must have in their possession DoD or other Federal identification while using the Fitness Center. Security guards will periodically check Fitness Center patrons for proper identification.

7. Other DoD and Federal Agencies. All DoD and other Federal agencies requesting to use the Fitness Center must comply with registration procedures established in paragraph 3 above.

8. Point of contact for Fitness Center issues relating to its operation and use is the appointed Safety and Wellness Committee members.

	/s/
4 Appendixes	JOSEPH K. SCHMITT
App A - Fitness Center	COL, EN
Rules	Commanding
App B - Consent & Waiver	
Form	
App C - Health Risk	
App D - Field Office	
Fitness Program	

APPENDIX A

SAVANNAH DISTRICT FITNESS AND EXERCISE FACILITY RULES

Each user is asked to comply with the following rules and regulations in a professional manner:

1. Smoking and eating are prohibited in the Savannah District fitness and exercise facility.
2. At no time will an individual be allowed to participate in any activities while wearing street shoes. No bare feet are allowed. Users must wear shower shoes when showering.
3. Each user is required to be clothed in an appropriate manner, including proper shorts, leotards, tights, warms-ups, shirts, and footwear.
4. All users must bring a towel with them when using the facility. Users must clean or wipe down each machine or station after using it.
5. The Government is not responsible for personal belongings that are lost, stolen, or damaged while in the Savannah District fitness and exercise facility.
6. Only authorized personnel may use the Fitness Center.
7. Military, DoD, and other Federal agencies with approval may use the Fitness Center.
8. Upon leaving the Fitness Center to go jogging, participants must exit and reenter through the designated door at the York Street entrance. Government ID cards must be worn.
9. Lockers are to be used on a daily basis. Because of limited space, clothing is not permitted to be kept overnight in lockers. Locks are not permitted overnight, and will be subject to removal when left in place for consecutive days.

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10. Aerobic equipment will be turned off after each use.
11. Weight plates and dumb bells must be returned to the racks after use.
12. Authorized users must sign in and out at the front desk of the Fitness Center.

APPENDIX B

SAVANNAH DISTRICT U.S. ARMY CORPS OF ENGINEERS FITNESS CENTER

INFORMED CONSENT WAIVER

All individuals who plan to participate in any of the Fitness Center programs are encouraged to undergo a thorough physical examination by their physician before engaging in such a venture.

In the health/risk considerations located at Appendix C, one will discover that the existence of some physical conditions will require an individual to seek a physician's approval before using the Fitness Center.

RELEASE

I, the undersigned, wish to participate in the Fitness Center program as offered by the Savannah District U.S. Army Corps of Engineers.

I realize that any time one engages in physical activity there are inherent dangers. I therefore accept any and all responsibility and assume the risk of any and all injury or damage to my person which may arise, whether directly or indirectly as a result of the prescriptive advise I have received. I hereby release and hold harmless from any liability the U.S. Corps of Engineers, as well as its affiliates, directors, officers, employees, and representatives.

I also agree to abide by the Fitness Center rules and regulations with the understanding that violation of such rules may result in withdrawal of my privilege to utilize the fitness facility or engage in the prescribed fitness program.

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I certify that I have read the contents of this release and understand its contents.

READ AND AGREED TO:

NAME (PRINT) _____

SIGNATURE _____ **WITNESS** _____

DATE _____ **OFFICE** _____ **PHONE** _____

APPENDIX C

HEALTH RISK/CONSIDERATIONS

- _____History of heart disease
- _____Presence of an arrhythmia or history of angina,
myocardial infraction or congestive heart failure
- _____Evidence of an abnormal EKG
- _____Uncontrolled hypertension (150/90 or higher)
- _____Presently under any type of medication
- _____Over 45 years of age
- _____More than 35 pounds overweight
- _____Recent surgery
- _____Neurological complications including convulsive disorders
and intercranial bleeding
- _____Musculoskeletal complications including fractures,
dislocations, tendinitis and cartilaginous injuries
- _____Anemia
- _____Diabetes requiring insulin therapy
- _____Infectious illnesses during the acute or chronic states
- _____Lung disorders of an acute or chronic nature including
bronchial asthma
- _____Severe pulmonary insufficiency
- _____Any recent history of gastrointestinal bleeding
- _____Renal diseases or complications

APPENDIX D

FIELD OFFICE FITNESS PROGRAM

1. The U.S. Army Corps of Engineers, Savannah District, has implemented a program of partial payment of monthly membership fees to provide fitness facilities for Savannah District team members located at field offices within the District not on a military base with fitness equipment open to use by civilian employees. The USACE will pay 75% of monthly membership fees not to exceed \$36 per month, for an individual basic membership to fitness facilities of the team members' choice meeting minimum facility requirements. Team members are responsible for paying 25% of the monthly membership fee plus any portion of monthly membership fee in excess of \$36 a month, any "joining" fee, and any additional fees.

a. If a team member chooses a family membership, they must pay any additional fees associated with that option, as the Government's portion of the Field Office Fitness Program is limited to 75% of the cost of an individual basic membership not to exceed \$36 per month.

b. If a spouse is also employed by the Savannah District at a field office within the District not on a military base with fitness equipment open to use by civilian employees and both team members want to participate in this program using the same fitness facility, the USACE will pay 75% of the monthly family membership, not to exceed \$72 per month provided a family membership is equal to or less than the price of two individual memberships. Team members are responsible for paying 25% of the monthly membership fee plus any portion of monthly membership fee in excess of \$72 a month, any "joining" fee, and any additional fees.

2. Costs for the Field Office Fitness Program will be charged to Division or Project overhead. Fitness facilities used under this program must be willing to accept a Government purchase order for the Government's portion of the membership fee. Purchase orders with an estimated quantity will be issued each Fiscal Year to the fitness facilities that team members join. The purchase order will reflect the cost sharing agreement between the Government and the team member. The Government will pay its portion of membership fees for the specific number of team members participating in the program for any given month. The Government reserves the right to modify purchase orders to increase or decrease memberships for team members added or deleted from the program. The purchase order will be the contract between the Government and the fitness facility for the Government's portion to be paid for memberships. The Government will not sign any fitness facility contract. If a fitness facility requires a contract, the contract will be between the fitness facility and the team member regarding the team members' portion of fees (joining fee, 25% of monthly membership fee, any portion of monthly membership fee in excess of \$36 a month, and any additional fees).

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3. Fitness facilities will be paid monthly, at the end of the month after services have been received, by either credit card in conjunction with a purchase order, Electronic Funds Transfer, or check from the Finance Center.

4. A fitness facility is defined as a permanent organization with membership opened to the general public promoting muscular, cardiovascular, and aerobic fitness. Fitness facilities must be devoted primarily to providing a general means of exercise for its members comparable to what is provided at the Savannah District Office (weight equipment and aerobic exercise machines). At a minimum, a basic membership to a fitness facility selected by a team member for use in this program must include access to aerobic exercise machines and weight equipment. Participation in activities or programs not included in a basic membership is at the team member's expense. The Government will not pay any portion of fees for equipment, lessons, or participation in other activities, i.e. tennis, golf, martial arts, gymnastics, swimming, horseback riding, softball, soccer.

5. Participation is on a voluntary basis to all Savannah District team members while stationed at a Savannah District field office not located on a military base with fitness equipment open to use by civilian employees.
 - a. To participate in this program, team members must provide the Field Office Purchasing Agent with a copy of the fitness facility's contract, a letter, or joining paperwork stating the monthly membership fees and the amenities included for that fee. Documentation should be provided at least 30 days prior to beginning of FY or fitness facility billing cycle (usually the first of the month) when purchase order originates mid-FY.

 - b. Team members will pay their portion of membership fee directly to the fitness facility.

 - c. Participating employees must provide the Purchasing Agent with a completed CESAS FORM 1236 within 5 business days after each month ends. Participating team members are responsible for having an authorized fitness facility official complete a portion of CESAS Form 1236 monthly. Any fitness facility official with access to membership payment records that is able to verify a members status as "paid in full" is authorized to sign CESAS Form 1236.

 - d. Failure to properly complete CESAS FORM 1236 or to get it to the Purchasing Agent within 5 business days after each month ends will result in the employee being terminated from the program for the remainder of the FY. Any fees due after termination will become the responsibility of the team member. Consideration will be given to not terminate an employee from this program or to allow rejoining the program prior to the next FY on a case-by-case basis for situations involving TDY, serious debilitating disease/injury, or deployment for emergency operations (i.e. hurricane cleanup or FEST).

e. To end participation, team members must notify the Purchasing Agent at least 30 days prior to the end of the fitness facility billing cycle (usually the end of the month). If a team member joined a fitness facility requiring the team member to sign a contract for the team members' portion of fees, and chooses to terminate participation prior to completion of the contract, the team member is responsible for any fees owed the fitness facility.

f. The government will not reimburse team members for any membership fees they pay to a fitness facility.

6. Participation in the Field Office Fitness Program is limited to non-duty hours unless participation is in conjunction with the Health Promotion Program in which case participation during duty hours will be in accordance with Safety Information Bulletin 00-01.

Field Office Fitness Program

To Be Completed by Participant

FROM: _____ TO: _____ 20__

NAME: _____

FIELD OFFICE: _____

PHONE NUMBER: (____) ____ - ____ MEMBERSHIP ID #: _____

FITNESS FACILITY: _____

ADDRESS: _____

PHONE NUMBER: (____) ____ - ____

MONTH	# OF VISITS	75% OF MONTHLY MEMBERSHIP FEE	25% OF MONTHLY MEMBERSHIP FEE
_____	_____	_____	_____

I, the undersigned U.S. Army Corps of Engineers, Savannah District, Team Member, do hereby certify the above information as to my attendance at the fitness facility named, is true and accurate.

Team Member's Signature Date

To be Completed by Authorized Fitness Facility Official

The Corps Team Member named above was a member in good standing during the above time period with all membership fees paid in full.

Signature Date

Position Title

ALL DATA ON THIS FORM IS SUBJECT TO VERIFICATION!

The Government will pay 75% of the monthly membership fee for participation at a fitness facility, per Appendix D of Savannah District SOP 600-1-1.