

Physical Training Facilities Building Use Policy - TSTS 16

Fort Chaffee Arkansas

Review, Concurrence, & Approval

Original Signed

6-26-07

Mike Gillespie, Site Manager, TSTS
Office of Secure Transportation

Date

Original Signed

6-26-07

Mark Bradford, Fitness Program Manager, TSTS
Office of Secure Transportation

Date

Original Signed

6-26-07

Calvin Irvin, Director, Training and Logistics Division
Office of Secure Transportation

Date

Annual Review
Reviewed By: Date:
Reviewed By: Date:
Reviewed By: Date:
Reviewed By: Date:
Reviewed By: Date:
Reviewed By: Date:
Reviewed By: Date:
Reviewed By: Date:
Reviewed By: Date:
Reviewed By: Date:
Reviewed By: Date:
Reviewed By: Date:
Reviewed By: Date:
Reviewed By: Date:

Caveat: Procedures are internal to TSTS and do not impact other facilities, nor does procedure take precedence or become less restrictive than higher guidance from DOE, NNSA, OST, or other Federal directives.

PTF Building Use Policy

1.0 PURPOSE

This policy promulgates regulations concerning the Physical Training Facility (PTF) bldg 1779 at the Office of Secure Transportation (OST) Training Site at Fort Chaffee, Arkansas. This policy will be enforced by all personnel to ensure a safe training environment. This policy is designed to establish procedures that regulate the daily operation of the Physical Training Facility (PTF) and the individuals who participate in training activities within this complex.

2.0 SCOPE

This policy applies to all federal personnel utilizing the Physical Training Facility (PTF) at Fort Chaffee, Arkansas. The Department of Energy, National Nuclear Security Administration, Office of Secure Transportation (OST), Transportation Safeguards Training Site at Fort Chaffee, Arkansas, does not assume any liability or responsibility for contract personnel use the PTF.

Contract personnel use of the PTF facility is contingent upon development and submittal and approval of the TSTS Site Manager of a company-specific. Contractor policies/programs should address employer / employee responsibilities and controls for use of this facility (e.g., applicability, liability waivers, physical screening, injury reporting, worker compensation applicability). All controls will be consistent with those stated within this policy and will be in place prior to use.

3.0 POLICY

It is the policy of OST to operate the Physical Training Facility (PTF) in a manner to ensure accessibility and safety with a minimum of restrictive measures. This requires cooperation between staff personnel and their agencies. The following information provides guidance concerning utilization of the facility.

4.0 PROCEDURES:

A. Scheduling Responsibilities

- 4.1 The Physical Training committee has oversight of the PTF. The committee is comprised of a designated Chair and Branch Chiefs for each branch at TRACOM. The ECC is responsible for scheduling and coordinating the OST projected training workload. Assignment of lead instructors and back-up instructors to agency

specific training, i.e. ACT, SRF and ORT, is the responsibility of that particular unit.

- 4.2 The ECC will schedule use of the mat rooms, classrooms, and other training areas for each training program. The PTF can be scheduled by completing a 43 and turned in to the ECC.
- 4.3 The schedule will be made available to all staff via written means and will be posted in a designated location in the PTF and ECC.
- 4.4 Changes to the posted schedule will be made through the ECC. If last minute changes arise to the schedule, it is the responsibility of the ECC to notify the affected programs of the conflict and work to resolve the issue.
- 4.5 Scheduling Note: The PTF is located outside the fenced area and is not approved for any storage of classified materials or communications.

5.0 Physical Training Facility (PTF) - Rules and Regulations

- 5.1 Mat shoes or socks are required when utilizing the mats located in the PTF. General footwear can be worn in the common areas of the PTF. Shower shoes are to be worn when walking in and around the shower area.

Note: Clean shoes properly prior to entering the PTF complex as to minimize the amount of dirt and sand in the training areas.

- 5.2 All individuals shall wear proper dress that is non-offensive to others when utilizing the PTF. The removal of shirts is not permitted in the PTF except when required for training (i.e., skin fold measurements or body composition) or in the confines of the locker room.
- 5.3 Smoking and the use of other tobacco products are prohibited. Smoking is only authorized outside the building and material must be placed in the containers provided. Smoking is prohibited under the PTF canopy when classes are in session. Fire Safety precautions will be observed at all times.
- 5.4 All lockers are designated for day use only. Personal locks shall be removed once the workout is complete. Locks that remain after 24 hrs may be subject to removal by authorized facility personnel. For security purposes the TSTS reserves the right to enter any locker located within the

PTF complex. Permanent lockers are available in classroom 2 if needed.

NOTE: The use and consumption of alcoholic beverages on the PTF premises is prohibited.

- 5.5 Depending on the activity the weight training rooms and the gymnasium may be closed to students and staff when classes are in session.
- 5.6 A preventive maintenance program is in operation. Individuals should request any routine repairs or services by using the TSTS Maintenance form (sample attached). If a repair is not timely, please forward the request to the TSTS Site Manager for immediate assistance. Facility emergencies shall be reported to the maintenance supervisor by calling the emergency maintenance number at 479-462-2846 or ECC at 479-709-5302.
- 5.7 PTF users will ensure energy conservation. Lights, televisions, radios, coffee makers, etc., should be turned off when not in use. Water faucets and showers should be turned off when not in use. Windows must be closed when the air-conditioner/heater units are in operation in the rooms. Do not tamper with PTF thermostat settings.
- 5.8 Each individual is fully responsible for the proper care and accountability of the PTF and all equipment used during individual and group workout sessions. Fully return all equipment to its proper storage location i.e. dumbbells, plates, bars and so on. Any damaged, broken or missing items identified should be reported immediately or tagged out of service.
- 5.9 A microwave is provided in the break area for the purpose of re-heating items or cooking convenience foods. Storage of food in the refrigerator should be limited to non-perishable items only. Food items should be stored in appropriate containers and removed daily for hygiene purposes.
- 5.10 The volume of televisions, radios, etc., shall be kept at a low level not to disturb office personnel. An instructor or staff may request the building to become quiet, meaning turn off all devices. Scheduled training is paramount and should be given priority over all other activities. Failure to observe the quiet request from an instructor or staff may result in removal from the building.
- 5.11 The PTF use is restricted to only dormitory residents, OST personnel, participating organization representatives and contract personnel on official business. Normal hours of operation are from 0600-2000.

If you are working out after normal hours of operation or individually notify the ECC 479-709-5302 or 24 hr maintenance 479-462-2846 upon your arrival and departure of the PTF. At the conclusion of your workout call the ECC or 24 hr maintenance to report your departure along with the

status (locked/unlocked) of the PTF.

In addition to the precautions listed above telephones are located in the workout area. Should an emergency arise, dial the ECC 24 hr maintenance or dial 911. In case of fire activate the fire alarm pull station located next to the exits.

- 5.12 The use of firearms, explosives, ammunition, incendiary devices, and pyrotechnics are prohibited items.
- 5.13 Keys are maintained by the 24 hr maintenance person at 479-462-2846 and by the ECC 479-709-5302.
- 5.14 All injuries sustained in the PTF shall be reported immediately to the appropriate supervisor followed by proper documentation to the Site Manager or Safety Manager.

6.0 RESPONSIBILITY

6.1 Participants are required to comply with all instructions outlined in this policy. Depending on the circumstances, non-compliance is to be reported to the Site Manager or designee. The Site Manager will report the non-compliance to the proper supervisor for appropriate action.

TRANSPORTATION SAFEGUARDS TRAINING SITE

FACILITY MAINTENANCE REQUEST FORM

FIRST NAME: _____ LAST NAME: _____

PHONE #: _____ ORGANIZATION: _____ BLDG. #: _____

LOCATION (ROOM, FLOOR, ETC) _____

ALTERNATE POINT OF CONTACT (IF APPLICABLE): _____
(NAME: LAST, FIRST) (PHONE #)

DESCRIBE SERVICE REQUESTED

SERVICE LOCATION (IF DIFFERENT FROM 'LOCATION' IN FIRST BLOCK): _____

1 DESCRIBE WORK PERFORMED

SAFETY CONCERNS: _____

SECURITY CONCERNS: _____

RESTRICTIONS (TIME, DAY, ETC.): _____

REQUESTED COMPLETION DATE: ____/____/____
(YY) (MM) (DD)

SIGNATURE: _____ DATE: _____

SEND COMPLETED FORM TO _____