



DEPARTMENT OF DEFENSE
Defense Contract Management Agency

INSTRUCTION

Military Fitness Membership

Chief of Staff
OPR: DCMA-DCM

DCMA-INST 1062
November 18, 2013

1. PURPOSE. This Instruction:

- a. Reissues DCMA Instruction (DCMA-INST) 1062, "Military Fitness Membership Policy" (Reference (a)).
- b. Outlines policy for the purchase of memberships in commercial fitness facilities for DCMA active duty and reserve personnel.
- c. Is established in compliance with DoD Directive 5105.64. "Defense Contract Management Agency (DCMA)" (Reference (b)).

2. APPLICABILITY. This Instruction applies to all military members.

3. MANAGERS' INTERNAL CONTROL PROGRAM. In accordance with (IAW) DCMA-INST 710, "Managers' Internal Control Program" (Reference (c)), this Instruction is subject to evaluation and testing. The process flow is not applicable for this policy.

4. RELEASABILITY. This Instruction is approved for public release.

5. PLAS CODE. 223B – Personnel Management

6. POLICY RESOURCE WEB PAGE. <https://home.dcma.mil/policy/1062r>

7. EFFECTIVE DATE. By order of the Director, DCMA this Instruction is effective November 18, 2013, and all applicable activities shall be fully compliant within 60 days from this date.

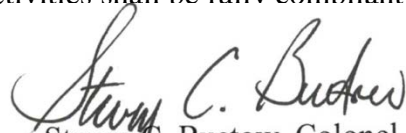

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TABLE OF CONTENTS

REFERENCES.....3

CHAPTER 1 – POLICY

 1.1. Policy4

CHAPTER 2 – ROLES AND RESPONSIBILITIES

 2.1. DCMA Military Personnel Division (DCM)5

 2.2. Contract Management Office (CMO), Commander, and Component Heads.....5

 2.3. Service Members6

 2.4. Military Personnel Liaison (LNO).....6

CHAPTER 3 – PROCEDURES

 3.1. Military Fitness Memberships7

GLOSSARY

 Acronyms8

REFERENCES

- (a) DCMA-INST 1062, "Military Fitness Membership," August 17, 2012 (hereby canceled)
- (b) DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
- (c) DCMA-INST 710, "Managers' Internal Control Program," September 12, 2011
- (d) Government Accountability Office, B-288013, "Defense Television-Audio Support Activity – Advance Payments," December 11, 2001

CHAPTER 1

POLICY

1.1. POLICY. It is DCMA policy that:

1.1.1. The necessary physical fitness training areas and facilities for military personnel are provided to maintain the required level of fitness to accomplish their assigned mission.

1.1.2. The Comptroller General (Decision No. B-288013) (Reference (d)) has determined that prepayment for fitness memberships may not exceed 15 percent of the total contract; e.g., contracts may not be prepaid on an annual basis. The contract should include a provision for adequate security for the government in case of default on the part of the provider. Contracting procedures must be IAW applicable law and regulations and a government procurement process used to purchase the membership; e.g., government purchase card, contract. Individuals must not purchase the membership and request reimbursement.

1.1.3. Before authorizing Work/Life funds for this purpose, a determination must be made whether DoD physical fitness facilities are reasonably available. DCMA defines reasonably available as those facilities within a driving distance of 20 miles or 30 minutes from the DCMA worksite.

CHAPTER 2

ROLES AND RESPONSIBILITIES

2.1. DCMA MILITARY PERSONNEL DIVISION (DCM) . DCM will monitor Military Fitness Membership program execution and provide program oversight in coordination with each Region Military Fitness Manager.

2.2. CONTRACT MANAGEMENT OFFICE (CMO), COMMANDERS, AND COMPONENT HEADS. Commanders and Component Heads will:

2.2.1. Ensure DCMA-assigned military personnel are afforded the access and opportunity to attend a quality fitness facility, in order to help meet their individual Services' physical fitness requirements.

2.2.2. Report memberships to their military personnel liaison officer (LNO) using the Health Club Spreadsheet.

2.2.3. Review requests to ensure sound stewardship of the Agency's funds and that requests are within the spirit and intent and parameters outlined below:

2.2.3.1. Ensure commuting to the nearest military facility is truly a hardship for assigned military personnel.

2.2.3.2. Ensure DoD fitness facilities are not reasonably available within the established time and distance of 20 miles or 30 minutes from the DCMA worksite.

2.2.3.3. Determine that free, adequate, and suitable fitness facilities are not available in the civilian community.

2.2.3.4. Ensure membership is in a multi-purpose health/fitness facility.

2.2.3.5. Ensure the fitness facility does not discriminate in any way.

2.2.3.6. Establish the membership is in the name of the organization and transferable to any member of that organization.

2.2.3.7. Suspend memberships for deployed personnel.

2.2.3.8. Select a facility based on the proximity to the worksite, not the individual's home.

2.2.3.9. Regions will be accountable/responsible for managing their Military Fitness Membership Program within their allocated, designated military fitness funds. Region requirements will be submitted to the DCMA/DCM Fitness Program Manager by 1 September each year.

2.3. SERVICE MEMBERS. Military personnel who wish to use a commercial health facility must use the Request to Obtain Fitness Facility Membership form and submit it to his or her commander for review and approval. Once approved, organizational memberships must be purchased IAW applicable contracting laws and regulations. Military members are prohibited from using a fitness center (obligating the payment of government funds) prior to approval of the membership and may not be reimbursed for out-of-pocket payments. The Request to Obtain Fitness Facility Membership forms will be kept on file for the fiscal year.

2.5. MILITARY PERSONNEL LIAISON (LNO). LNOs will report membership information to the DCMA Military Fitness Program Manager.

CHAPTER 3
PROCEDURES

3.1. MILITARY FITNESS MEMBERSHIPS.

3.1.1. CMOs must submit membership requests to DCM through the regions and directorates.

3.1.2. DCM consolidates the membership requests and submits them to Human Capital Work Life office.

GLOSSARY

ACRONYMS

CMO	contract management office
DCM	DCMA Military Personnel Division
DCMA-INST	DCMA Instruction
IAW	in accordance with
LNO	military personnel liaison officer
OPR	office of primary responsibility
PLAS	Performance Labor Accounting System