

Amendment to Service Manual Chapter

Series: Personnel
Part 228: Insurance and Annuities
Chapter 3: Fitness Center Membership Fees
Amendment Number: 1
Purpose: The purpose of this amendment is to increase the maximum amount allowable for reimbursement of membership fees. The reimbursement rate remains 50%, but the dollar amount increases from \$275 to \$300.

Action:

Change section 3.2 from:

“3.2 What is the policy on reimbursement of fitness center membership fees? If you are a permanent Service employee, we will reimburse 50 percent of your individual membership fee for a commercial, non-federally sponsored, fitness center, up to **\$275.00 per year**. Permanent employees include full-time, part-time, and permanent intermittent employees.”

To:

“3.2 What is the policy on reimbursement of fitness center membership fees? If you are a permanent Service employee, we will reimburse 50 percent of your individual membership fee for a commercial, non-federally sponsored, fitness center, up to **\$300.00 per year**. Permanent employees include full-time, part-time, and permanent intermittent employees.”



Acting DIRECTOR

Date: January 7, 2008