



SUBJECT: Langley Research Center (LaRC) Physical Fitness Program

Responsible Office: Safety and Mission Assurance Office

1. POLICY

LaRC will:

- a. Provide a physical fitness program as part of its occupational health and employee wellness program.
- b. Adhere to the regulations stated in LPR 3630.1, "Absence and Leave," concerning charging leave for use of the Fitness Center during working hours.
- c. Develop procedural requirements necessary to ensure that the Fitness Center is operated in a safe and professional manner.
- d. Offer services like but not limited to aerobic exercise, pilates, yoga, and a variety of fitness lunch and learn sessions,
- e. Background
 - (1) The LaRC Physical Fitness Program is intended to promote the health and well being of its employees through both formal and informal conditioning programs. It is a strictly VOLUNTARY program, which requires only that participants meet the conditions established in the following sections. Participants are considered "members" of the Fitness Center and receive continuing personal assessment by a professional exercise physiologist as well as progress monitoring.
 - (2) These health services are convenient (accessible before, after, and during normal working hours). Rules and regulations and hours of operation are posted at the Fitness Center and are provided to all new members. To ensure the safety of all participants, the Fitness Center rules are followed strictly and unauthorized or unsafe use of the Fitness Center is prohibited.

2. APPLICABILITY

Eligible participants for the Center's Physical Fitness Program and the NASA Langley Fitness Center are:

- a. All NASA civil service and exchange employees including full-time permanent, part-time permanent, term, temporary, and Pathways students.

These NASA civil service employees are offered membership to the Fitness Center.

- b. All U.S. military and civil service employees of other U.S. agencies assigned to NASA LaRC. These employees are offered membership to the Fitness Center.
- c. Onsite contractors, NIFS students, and LaRC NASA Retiree personnel may purchase membership to the Fitness Center through the LaRC Exchange Shop.

3. AUTHORITY

- a. NPD 1800.2, NASA Occupational Health Program.
- b. NPR 1800.1, NASA Occupational Health Program Procedures.

4. APPLICABLE DOCUMENTS AND FORMS

- a. LPR 3630.1, Absence and Leave.
- b. LF 282, Physical Activity Readiness Questionnaire (PAR-Q) and You.

5. RESPONSIBILITIES

- a. General

Areas of operation and the implementation of the Physical Fitness Program are assigned to the Director, Safety and Mission Assurance Office (SMAO); Occupational Health Officer; and the Medical Director, LaRC Occupational Medical Center.

- b. SMAO Director

- (1) Ensure that the Physical Fitness Program is conducted according to prescribing NASA policy.
- (2) Implement the Physical Fitness Program and assess its effectiveness.

- c. Occupational Health Officer

- (1) Manage the Physical Fitness Program.
- (2) Ensure the Fitness Center is operated in a safe and business-like manner.

- (3) Review and resolve any issues presented by the Medical Director.
- (4) Make decisions involving usage of the Fitness Center including revocation of membership in cases where abuse poses a potential threat to participant safety.

d. Medical Director

- (1) Establish and implement procedures and policies regarding the Physical Fitness Program's operations and maintenance based on NPR 1800.1.
- (2) Establish and implement medical requirements to ensure the health and safety of Fitness Center participants, including conditions for eligibility.
- (3) Provide medical surveillance and examinations for LaRC civil servants as required to determine eligibility for participation in the Fitness Program.
- (4) Review, approve or disapprove, and process applications for use of the Fitness Center in a timely manner.
- (5) Determine such follow-up medical examinations that may be necessary to ensure safety after a member's prolonged absence from the Fitness Center.
- (6) Ensure there is a Coordinator/Exercise Physiologist and appropriate attendants in the Fitness Center to assist and monitor members' activities.
- (7) Supervise Coordinator/Exercise Physiologist regarding the operation of the Physical Fitness Program.
- (8) Recommend priority for use of the Fitness Center.
- (9) Implement requirements established by the Occupational Health Officer.

e. HRO/Exchange Operations Manager:

- (1) Provide Fitness Center memberships for sale to eligible non-federal employees.
- (2) Coordinate with the Safety and Mission Assurance Office (SMAO) concerning support of Fitness Center programs for employees purchasing memberships.

f. Civil Service and Uniformed Military Employees

- (1) Complete all application forms, including an LF 282, "Physical Activity Readiness Questionnaire (PAR-Q) and You," which can be obtained at the

Fitness Center or through Langley Management Systems forms, and if necessary, obtain medical clearance from the Center Medical Clinic or private physician.

- (2) Comply with all rules and regulations established for the Fitness Center.
- (3) Observe official leave procedures when using the Fitness Center during working hours (see LPR 3630.1).

g. Non-Civil Service Employees

- (1) Complete all application forms, including an LF 282, "Physical Activity Readiness Questionnaire (PAR-Q) and You," which can be obtained at the Fitness Center or through Langley Management Systems forms, and if necessary, obtain medical clearance from the Center's Medical Officer or private physician.
- (2) Pay all fees required for membership.
- (3) Comply with all rules and regulations established for the Fitness Center.

h. Civil Service Supervisors

- (1) Allow flexibility in employee schedules to permit use of the Fitness Center while ensuring that projects or scheduled work activities are being carried out efficiently and productively.
- (2) Monitor leave schedules for compliance with official leave regulations and procedures.

i. Non-Civil Service Supervisors and Mentors

- (1) Contractor supervisors are encouraged to allow their employees who wish to join the Fitness Center the flexibility to utilize the facility. Any such schedule accommodations should adhere to company leave policies and not adversely impact the safe and efficient completion of projects and work assignments.
- (2) Mentors and supervisors of NIFS students may permit their students to utilize the Fitness Center, provided that work assignments, projects, and other responsibilities associated with the NIFS program are not impacted. Mentors and supervisors should ensure that any such use is in accordance with official leave regulations and procedures.
- (3) Supervisors of LaRC Exchange personnel are encouraged to allow their employees who wish to join the Fitness Center the flexibility to utilize the facility. Any such schedule accommodations should adhere to company

leave policies and not adversely impact the safe and efficient completion of work assignments.

- j. Fitness Center Coordinator/Exercise Physiologist
 - (1) Operate the Fitness Center according to regulations and in compliance with health and safety standards.
 - (2) Develop an exercise program for each participant according to physical examination results.
 - (3) Supervise the exercise routines of participants and review progress records.
 - (4) Monitor usage of the Fitness Center to ensure only those authorized are using the Fitness Center.
 - (5) Issue Membership Cards.
 - (6) Advise the Medical Director and Occupational Health Officer of issues and problems related to the Fitness Center to ensure resolution.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENTS/VERIFICATION

None

8. CANCELLATION

LAPD 1800.2, dated, August 26, 2013.

Original signed on file

Clayton P. Turner
Director

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