LANGLEY
POLICY
DIRECTIVE

Directive: LAPD 1800.2
Effective Date: August 26, 2013
Expiration Date: July 31, 2018

Responsible Office: Office of Human Capital Management

SUBJECT: Langley Research Center (LaRC) Physical Fitness Program

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, “Attendance and Leave,” concerning charging leave for use of the Fitness Center during working hours.

c. Develop procedural requirements necessary to assure that the Fitness Center is operated in a safe and professional manner.

d. 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 as summarized 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 assure 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, co-ops, and stay-in-school students. These NASA civil service employees are offered membership to the Fitness Center.

b. All civilian and uniformed military employees of the Department of Defense assigned to the NASA LaRC. These employees are offered membership to the Fitness Center.

c. Onsite contractors, LARSS students, and LaRC NASA Retiree personnel may purchase membership to the Fitness Center through the LaRC Exchange Shop.

d. Additional services offered include but not limited to aerobic exercise, pilates, yoga, and a variety of fitness lunch and learns sessions,

3. AUTHORITY

a. NPD 1800.2c, “NASA Occupational Health Program.”

b. NPR 1800.1C **“**NASA Occupational Health Program Procedures”

4. APPLICABLE DOCUMENTS AND FORMS

a. LPR 3630.1, “Attendance and Leave.”

b. LF 264, “NASA Langley Fitness Center Membership Card.”

c. 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, Office of Human Capital Management (OHCM); Occupational Health Officer; and the Medical Director, LaRC Occupational Medical Center.

b. Director, OHCM

(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) Assure the Fitness Center is operated in a safe and business-like manner.

(3) Review and resolve any issues presented by the Medical Director.

Verify the correct version before use by checking the LMS Web site.

(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 1800.1c.

(2) Establish and implement medical requirements to assure 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 assure 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. Civil Service Employee

(1) Complete all application forms, a Physical Activity Readiness Questionnaire, LF 282 (PAR-Q) 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) 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).

f. Non-Civil Service Employee

(1) Complete all application forms, a Physical Activity Readiness Questionnaire, LF 282 (PAR-Q) 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.

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(2) Pay all fees required for membership.

(3) Comply with all rules and regulations established for the Fitness Center.

g. Civil Service Supervisor

(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.

h. 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 LARSS Students may permit their student to utilize the fitness center, provided that work assignments, projects, and other responsibilities associated with the LARSS 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.

i. 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 assure only those authorized are using it and sign and issue Membership Cards, LF 264.

(5) Advise the Medical Director and Occupational Health Officer of issues and problems related to the Fitness Center to ensure resolution.

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6. DELEGATION OF AUTHORITY

None

7. MEASUREMENTS/VERIFICATION

None

8. CANCELLATION

LAPD 1800.2, dated, October 20, 2004.

Original signed on file

Lesa B Roe
Director

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