



DEPARTMENT OF THE AIR FORCE
50TH SPACE WING (AFSPC)

JAN 21 2015

MEMORANDUM FOR ALL 50 SW PERSONNEL

FROM: 50 SW/CC

SUBJECT: Rules and Procedures for Unmanned Use of Schriever AFB Fitness Center

1. The guidance listed below is to ensure the safety of the members using the 24-hour fitness center to the maximum extent possible.

a. Only Active Duty, Reserve/Guard military members assigned to Schriever AFB, DoD civilians, NAF employees, contractors, retirees and dependents of Active Duty, Retirees and Reserve/Guard are authorized usage during unmanned hours. Dependents of Active Duty, Retirees and Reserve/Guard 16 years of age or older are authorized unaccompanied access during unmanned hours. Dependents of Active Duty, Retirees and Reserve/Guard under 16 years of age require "interactive supervision" and must be accompanied by their parent/legal guardian at all times. See attached AFI 34-266 Table 1.1 for age and room restrictions.

b. Use of the facility during unmanned hours requires prior registration. To register, members must sign a written notification acknowledging the rules and regulations, as well as an assumption of risk. All minors must receive permission from a parent or guardian.

c. Patrons 16 years of age and older will only be allowed access to their respective locker room, gymnasium and racquetball court, aerobic, cardiovascular, selectrolized, and weight rooms. No access is permitted behind the service counter or in any of the administrative areas except in the case of an emergency to access the telephone. See attached table for age and room restrictions if guardian is accompanying minor.

d. Entry into the facility requires wingman accompaniment. All registered patrons must swipe their CAC in order to enter the facility and must entry with at least one other authorized user.

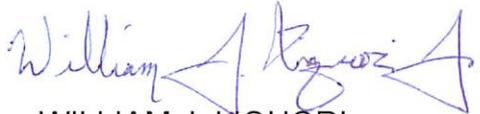
e. In case of an emergency, telephones are located in both the men's and women's locker rooms, the main hallway and behind the service counter. When calling from a cell phone, dial 567-3911. First-aid kits are available for use and will be left on the service counter nightly.

f. Cardiovascular and selectrolized equipment will be wiped down after each use.

g. Locks may be placed on lockers only during the user's workout and must be removed before leaving the facility. Locks remaining overnight will be removed by the fitness center staff the following day.

MASTER OF SPACE

- h. Patrons must follow clothing and appearance standards IAW AFI34-266.
2. Towel and equipment issue services will not be provided.
 3. Patrons must supply their own racquetball equipment and must wear protective eye wear at all times. Reservations will not be taken. The gymnasium and racquetball court are on a first come, first serve basis.
 4. The Force Support Squadron reserves the right to supplement the aforementioned guidelines, whenever deemed necessary, for the best interest of those concerned. The best possible facilities and equipment are provided for our customer's use and enjoyment. However, if patrons encounter difficulties, please contact the fitness center staff at 567-6628 Monday-Friday 0500-1930, Saturday-Sunday 0700-1500, or fill out an ICE comment card.
 5. Patrons will be monitored by surveillance cameras at all times. If patrons exhibit any unsafe/reckless behavior, enter unauthorized areas, or violate any rule they will lose their privilege to work out after hours and could face UCMJ action.
 6. For questions regarding this matter, please contact my POC, Mr. Seth Cannello, at DSN 560-6658 or by email at seth.cannello@us.af.mil.



WILLIAM J. LIQUORI
Colonel, USAF
Commander



DEPARTMENT OF THE AIR FORCE
50TH SPACE WING (AFSPC)

15 January 2015

MEMORANDUM FOR 50 SW/CC

FROM 50 SW/JA

SUBJECT: Legal Review of Proposed 24/7 Unmanned Fitness Center Operation Plan

1. HQ USAF/AIS has authorized Air Force installations to operate 24/7 unmanned fitness centers. Accordingly, you have full discretion to authorize a 24/7 fitness center here at Schriever AFB. The following is an assessment of the legal implications associated with operating a 24/7 fitness center, in consideration of the parameters set forth in the 50 FSS plan. The program as presented is legally sufficient; however, there are additional concerns about unsupervised minors having access after-hours to the facility.

2. **24/7 Unmanned Fitness Program Parameters:** Under the proposed plan, only personnel who have registered in advance will be able to use the fitness center during unmanned hours. In order to register, an individual will be required to: 1) sign a written notification that sets out the rules and regulations governing use of the fitness center, 2) sign a waiver certifying assumption of risk for using the facility during unmanned hours, and 3) receive an in-person briefing detailing rules and regulations, card swipe procedures, and expectations for use during unmanned hours. The registration form will also notify members that they may be prosecuted under the UCMJ or Colorado law for violating program policies. Access to the fitness center during unmanned hours will be strictly controlled; registered members will be required to "swipe in" using their common access cards (CAC). Due to the limited memory of the installed CAC reader, the number of members authorized to use the facility during unmanned hours will be limited. Specifically, only registered and verified members will have access to the fitness center during the unmanned hours. As a safety measure, authorized members who wish to use the facility will be required to use the "wingman system" – that is, each member must be accompanied by at least one other registered member. Members 15 years of age and under must be accompanied and supervised by an adult at all times. Additionally, no member shall escort anyone else into the facility that does not meet the above criteria. To help prevent unauthorized use of the facility, fitness center staff members will clear the facility at the end of normal operating hours. Once the facility is cleared, authorized individuals will be required to re-enter the building by swiping their CACs. Finally, the basketball and racquetball courts, the area behind the service counter, and all administrative offices will be closed during unmanned hours, and cameras will be in place to ensure compliance with rules, policies, and procedures.

3. **Legal Evaluation of Risks:** The risk management matrix compiled by 50 SW/ST, in collaboration with 50 FSS/FSVS, provides a detailed review of the risks involved in operating an unsupervised fitness center. From a legal perspective, these risks fall into three categories:

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This memorandum is intended solely for the above addressee. This memorandum is protected by the attorney-client and attorney-work-product privileges. You may release a copy or the content of this memorandum only to those making decisions in your name or those who are both senior to you and in your chain of command. Contact 50 SW/JA prior to any other release. If you are not the intended recipient, do not read, copy, use, or disclose the contents of this memorandum to others; if you possess this memorandum in error, please contact 50 SW/JA.

(a) personal injury/death, (b) property damage/loss, and (c) crime.

a. Personal injury/death: Generally speaking, the Government is not liable under the Federal Tort Claims Act (FTCA) for injuries (including injuries resulting in death) to members of the armed forces sustained while on active duty and resulting from the negligence of others in the armed forces.¹ Otherwise put, military members generally are barred from collecting damages from the Government for personal injuries suffered in the performance of their duties. As such, the Air Force's litigation risk exposure for potential injuries suffered by AD members working out at the fitness center after-hours is low.

b. If a non-military individual is injured while in the facility, he/she could file a claim for personal injury under the FTCA. Colorado state tort law would govern any such claims. Under Colorado law, the owner of a premises has a duty to exercise ordinary care to see that the premises are reasonably safe for the use of those lawfully on the property. By installing CAC readers to control entry to the facility, using video monitoring, and enforcing adherence to the above described policies and procedures, the Air Force will substantially reduce the risk that a court will find that the Government acted negligently or recklessly in operating the facility. Additionally, by having all individuals using the facility after-hours sign an accident waiver and release of liability forms, rules compliance forms, and register with the facility beforehand, the facility is better able to monitor lawful entrants to the premises. To further reduce the liability risk, we recommend that base personnel (commanders, first sergeants, FSS employees, and/or Security Forces) conduct periodic walk-throughs of the facility during the unmanned hours to ensure program compliance.

c. Minors, members under 18 years of age, do not possess the capability to sign a waiver in their own capacity. Any minors wishing to use the facility will need to have a parent or guardian sign all documents affirming that they will be assuming the risk presented by the minor's presence in the facility.

d. Property damage/loss: Property theft is a risk the fitness center encounters during normal operating hours. This risk will increase during unsupervised hours. On this front, the assigned equipment custodians for the property located in the fitness center could face monetary liability if equipment goes missing. Notably, AFMAN 23-220, paragraph 3.1.3, provides that a "[Report of Survey] is mandatory when...[t]here is evidence of...theft." We recommend that a partial solution to this is to make it known that due deference will be provided to equipment custodians for equipment deemed to have gone missing during unmanned hours. We also recommend equipment be checked each evening before unmanned operations begin and each morning as unmanned operations end. Such checks will determine if any theft has occurred and assist in identifying potential perpetrators.

e. Crime: Aside from the risk of theft, there is also the risk that personnel could be victimized by assaults, sexual assaults, or other crimes in a virtually empty, unsupervised fitness

¹ See *Feres v. United States*, 340 U.S. 145.

center. Of course, the same risk exists for personnel who work in or pass through other accessible, unsupervised buildings on base at night. Regular patrols or walk-throughs during unmanned hours should help reduce this risk.

4. **Assumption of the Risk**: The risk that an individual will injure himself/herself while in the facility after-hours is the primary liability concern associated with operating an unsupervised facility. Although a member would have a difficult time making a case against the Government (as discussed above), in order to further reduce the risk, we recommend that the base post a sign, with the following language, outside the fitness center:

All individuals entering the fitness center after-hours enter into an agreement to abide by the rules and regulations outlined in the After-hours Statement of Understanding and assume all risks associated therewith. ALL OTHERS ARE PROHIBITED FROM ENTERING. This includes dependents, civilians, and military members who have not been cleared for after-hour access.

While a warning sign will never completely absolve the Government from the risk of liability, it will help the Government to establish an assumption of risk defense.

5. **Recommendation**: While the program as outlined above is legally sufficient, we feel there are some additional concerns regarding the non-supervision of minors in the facilities after-hours. This being a new program, to date there are no AFIs or alternative instructions on how these programs will be run and under what parameters. However, across the Air Force, anytime there is a discussion concerning programs involving minors there is always an insert discussing the appropriate adult supervision. Allowing minors to use the facilities after-hours unsupervised would be going against general Air Force precedent. As long as you are willing to accept the additional risk posed by allowing 16- and 17-year-old children to have unsupervised access, we recommend approval of the program as outlined above.

6. Please contact me at 567-7003 if you have any questions or concerns.



A. SKYLAR STREETMAN, Capt, USAF
Chief, Civil Law

I concur.



SAMUEL T. MILLER, Maj, USAF
Deputy Staff Judge Advocate

**Schriever Air Force Base Fitness Center Statement of Understanding (SOU)
and Compliance of Rules During Unmanned Hours**

I understand and agree that my access to the Fitness Center during unmanned hours is a special privilege, which can be taken away for a violation of rules. Furthermore, I agree to abide by all rules stated in this SOU. This SOU may be amended from time to time at the sole discretion of the Fitness and Sports Manager.

Schriever AFB Fitness Center Rules during Unmanned Hours:

Only Active Duty, Retirees and Reserve/Guard military members assigned to Schriever AFB, DoD civilians, NAF employees, contractors, retirees and dependents of Active Duty, Retirees and Reserve/Guard, 16 years of age or older will have access to the Fitness Center during unmanned hours. Active Duty, Retirees and Reserve/Guard dependents less than 16 years of age will be accompanied by their parent/legal guardian. Active Duty, Retirees and Reserve/Guard dependents will also be registered with the Fitness Center. Active Duty, Retirees and Reserve/Guard dependents under 16 years of age will have restricted access. All authorized patrons must request access and be registered with the Fitness Center to obtain access. All patrons must be familiar with AFI 34-266 Table. 1.1.

- Patrons acknowledge there will be no supervision or assistance during unmanned hours and are expected to behave in accordance with good standards of conduct and discipline. Surveillance cameras will be recording activities within the Fitness Center during unmanned hours. Actions such as theft, defacement or intentional damage to government property, sexual assault, any inappropriate behavior, and violation of rules will not be tolerated and are subject to punishment under the Uniform Code of Military Justice (UCMJ).
- Authorized patrons will swipe once for entry at the main entrance. Patrons who are working out when the facility closes must exit the facility and swipe back in to continue their workout and must be accompanied by at least one other authorized member.
- Access card sharing is strictly prohibited and will result in the loss of privilege. Card sharing is viewed as theft of services and may be prosecuted in accordance with the UCMJ.
- For patron safety and security, ensure front doors close securely following entry. All other doors must remain closed except in the case of an emergency.
- Proper workout attire is mandatory. Wearing of military boots is strictly prohibited. Tennis shoes are required.
- Rooms available include the racquetball and basketball courts, aerobics, cardiovascular, selectrolized and weight room. Access to administrative offices and behind the service counter is strictly prohibited.
- Patrons acknowledge that there may not be anyone on site to respond to an emergency. However, in case of any emergency or need for assistance, emergency phones are located at the service counter, in the main hallway and in both locker rooms. If emergency services are need, dial 911 or if calling from a cell phone, call 719-567-3911.
- For minor injuries – a first aid kit will be available at the service counter.
- All patrons must use the wingman system. Single patron entry is not authorized during unmanned hours.
- The use of uncollared weight bar exercises is prohibited. Use of free weights without a partner is prohibited.
- Patrons acknowledge Schriever AFB is not responsible for protection of personal property.
- In the event of severe weather, patrons will Shelter-in-Place in the locker rooms away from mirrors until severe weather has passed.
- In the event of a power outage, all patrons will gather their belongings and exit the building promptly.
- Violation of the rules will result in the total loss of afterhours privileges and are subject to the UCMJ.

I certify that I have read and understand the rules during unmanned hours in the Schriever AFB Fitness Center, and I agree to abide by all of the terms of this statement of understanding.

Rank/Name: _____

Unit: _____

Signature: _____

Date: _____

Guardian Signature: _____

Date: _____

Table 1.1. AFI 34-266

Youth 16 years of age and over	Permitted in all areas of the FSC without a qualified adult*. (T-1)
Youth 13 - 15 years of age	Permitted in cardiovascular, weight equipment, group exercise rooms, locker rooms, saunas, etc., only under qualified adult interactive supervision. Interactive supervision requires qualified adult and child to participate in/perform activity together at all times. Permitted in other activity areas (i.e., basketball court, racquetball court, running track) only when a qualified adult is present in the facility at all times. Permitted to be a participant (participating in age appropriate programming) or spectator in a sport or special event when a qualified adult is present in the facility at all times. For FSC pools, use is permitted during instructional programs, or when a qualified adult is present in the facility at all times. (T-1)
Youth 6- 12 years of age	Not permitted in cardiovascular, sauna, weight equipment rooms, or group exercise rooms during scheduled adult exercise classes. Permitted in other activity areas (i.e., basketball court, racquetball courts, running track, locker room, Parent/Youth Area (PYA)) only under qualified adult interactive supervision. Interactive supervision requires qualified adult and child to participate in/perform activity to together at all times. Permitted to be a participant (participating in age appropriate programming) or spectator in a sport or special event only under qualified adult interactive supervision. For FSC pools, use is permitted during instructional programs, or when under qualified adult interactive supervision. (T-1)
Children under 6 years of age	Not allowed in FSCs except as follows. Permitted in FSC Parent (legal guardian)/Child Areas (PCAs) for supervised play. Permitted to be a participant (participating in age appropriate programming) or spectator in a sport or special event when a qualified adult is present in the facility at all times. For FSC pools, use is permitted during instructional programs, or when a qualified adult is present in the facility at all times. (T-1)

NOTES:

* For purposes of this Table, a “qualified adult” is a parent, legal guardian, qualified Family Member Program (FMP) staff member, FSC staff member conducting a program, or coach.

Appropriate clothing must be worn to maintain a proper image in a military and family fitness facility. Attire must be conservative and modest in nature. Obscene/offensive language or graphics are prohibited. Athletic attire and athletic-type shoes will be worn in all activity and equipment areas. *Military utility uniforms are authorized to be worn during workouts and members may remove their utility uniform coat (shirt); however, t-shirts must be worn. Only court shoes with non-marking soles will be worn on hardwood (basketball and racquetball floors); boots are not authorized on treadmills or hardwood floors.* Casual slacks/shorts and jeans are considered non-exercise attire and are not to be worn. Due to safety concerns (including an increased risk of dehydration and heat illness), garments made of plastic, rubber, nylon, etc. that are specifically designed to increase the amount of perspiration, are not authorized in any fitness facility, to include outdoor running tracks and fields. (T-1)

ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM

After hour use of Schriever AFB Fitness Center

I, _____,
Herby assume all risks for using the Schriever AFB Fitness Center after normal business hours. Including by way of example, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault.

I certify that I am physically fit and have not been advised to not participate in any form of exercise by a qualified medical professional. I certify that there are no health-related reasons or problems which preclude my active participation in a rigorous workout.

_____ I certify that I am at least sixteen (16) years of age. I acknowledge that I do NOT have the ability to escort anyone, regardless of age, into the facility after hours.

_____ I certify that I am at least eighteen (18) years of age. I acknowledge and accept full responsibility for any minor that I escort into the facility after hours.

Active Duty, Retirees and Reserve/Guard dependents under 16 years of age require "interactive supervision" and will be escorted by their parent/legal guardian when entering the facility after hours.

I acknowledge that this Accident Waiver and Release of Liability Form will be used by members of the 50th Space Wing, Schriever AFB Fitness Center employees, both civilian and military, who are responsible for the facility and equipment I will use when taking part in after-hours use of the Schriever AFB Fitness Center.

In consideration of my application and permitting me to participate, I hereby take action for myself, my executors, administrators, heirs, next of kin, and successors.

a. I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this facility, THE FOLLOWING ENTITIES OR PERSONS: The Department of Defense, the U.S. Air Force, the 50th Space Wing and/or their directors, officers, employees, volunteers, representatives, and agents.

b. I INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in sub-paragraph (A) above from any and all liabilities or claims made as a result of participation in this activity, whether caused by the negligence of release or otherwise. I acknowledge that the above-listed entities or persons are NOT

responsible for the errors, omissions, acts, or failure to act of any party or entity conducting a specific activity on behalf of the US Air Force.

c. I acknowledge that this activity may test a person's physical and mental limits and may carry with it the potential for death, serious injury, and property loss. The risks may include, but are not limited to, those caused by facilities, temperature, and weather, condition of participants, equipment, and actions of other people. I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during this activity.

I understand at the Schriever AFB Fitness Center, I will be monitored and recorded by a CCTV system at all times. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by the Department of Defense, the U.S. Air Force, the 50th Space Wing and/or their directors, officers, employees, volunteers, representatives, and agents. The accident waiver and release of liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I CERTIFY THAT I HAVE READ THIS DOCUMENT, AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

_____ Print Participant's Name

_____ Signature

_____ Age/DOB (mm/dd/yyyy)

_____ Date

Parent or Court Appointed Guardian (if participant is under 18 years of age).

Signature: _____

Date: _____

Phone Number & email address: _____

Attachment 2

GENERAL MWR PROGRAM ELIGIBILITY AND USE

A2.1. If FSS facilities cannot accommodate all authorized patrons, the installation commander determines specific use priorities based on Table A2.1. and A2.2.

A2.2. Family members include the spouse and the following people who receive more than 50 percent of their support from the sponsor:

A2.2.1. Parents (including adopted, stepparents, and parents-in-law).

A2.2.2. Unmarried children (including adopted, stepchildren, and wards) under 21 years old, unmarried children under 23 years old who are attending school full time, and unmarried children over 21 years old who have mental or physical disabilities.

Table A2.1. Unlimited Program Eligibility and Use Priority

CATEGORY	PRIORITY	AUTHORIZED GROUP	COMMENTS
Uniform Service members and their family members	1	<p>Member on active duty (Army, Navy, Air Force, Marine Corps, and Coast Guard).</p> <p>Members of the Reserve Components (Ready Reserve, National Guard; Reservists in training).</p> <p>Cadets of Service Academies and U.S. Merchant Marine Cadets.</p> <p>Members of the Commissioned Corps of the Public Health Service and the Commissioned Corps of the National Oceanic and Atmospheric Administration on active duty.</p> <p>Scholarship/Contract Reserve Officer Training Corp (ROTC) cadets.</p> <p>Delayed Entry Personnel (DEP) and their family members: officers and enlisted personnel who join the Armed Services that elect to delay entry into active duty.</p>	<p>Refer to <i>Note 1</i>.</p> <p>Child care priorities refer to DoDI 6060.2, <i>Child Development Programs</i>.</p> <p>ROTC cadets refer to <i>Note 2</i>.</p> <p>DEP personnel refer to <i>Note 3</i>.</p>

Service retirees and their family members	2	Retired from active duty.	
	3	Members of the Retired Reserve, and retired without pay (gray area including those who have qualified for retired pay at age 60 but have not yet reached age 60), and their family members.	Priority 3 for all category A & B activities. Have the same priority as retired from active duty, and their families, in category C activities.
CATEGORY	PRIORITY	AUTHORIZED GROUP	COMMENTS
Others separated from the Armed Forces and their family members	4	Honorably discharged veterans with 100 percent service-connected disability and involuntarily separated service members under the Transition Assistance Management Program. Personnel separated under the Voluntary Separation Incentive and Special Separation Benefit programs for two years after separation.	
	5	Medal of Honor recipients.	
Former and/or surviving spouses and family members	6	Un-remarried surviving spouses of personnel who died while on active duty or while in retired status.	
	7	Un-remarried former spouses who were married to military members for at least 20 years while the military member was on active duty in the Armed Forces.	
	8	Orphans of military members, when not adopted by new parents, and under 21 years old (can be over 21 if they are incapable of supporting themselves, or up to 23 years old if they are in full-time study).	
US DoD and Coast Guard civilians (including NAF employees) and their family members	9	When stationed outside the United States.	

Other supporters of DoD	10	US Federal employees when assigned in areas outside the US.	
	11	Medical personnel under contract to the military DoD Component during periods when they are residing on the installation.	
	12	Military personnel of foreign nations and their family members when on orders from the U.S. Armed Forces, or in overseas areas when the MAJCOM commander grants privileges in the best interest of the U.S.	
	13	Paid members of the American Red Cross, Young Men's Christian Association, United Services Organization and other Type 1 private organizations identified in DoDI 1000.15, <i>Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations</i> when assigned with US Armed Forces outside the US.	
	14	US employees of firms under contract to the DoD working on an installation when assigned in areas outside the US.	

Notes:

1. Installation Commanders may limit access among active duty members only when space is limited. Additionally, in situations where installations are collocated with or in close proximity to neighboring installations may establish arrangements that further subdivide the active duty categories into two categories (1) members assigned to or supported by the installation, and (2) members not assigned to or supported by the installation, etc.
2. ROTC Cadets on scholarship or contract are members of the Ready Reserve.
3. DEP are considered member of the individual ready reserve and may elect to delay entry into the military for as long as a year. DEP members and their families are authorized to utilize Force Support activities. However, only DEP members are authorized to purchase. DD Form 4, along with a photo ID will be used to gain access to Force Support activities. Eligibility expires one year from the date of entry which is reflected in block 8A of the DD Form 4. Purchase of alcohol is prohibited; however, DEP members and their families are authorized to utilize the respective officer, enlisted and collocated clubs except when the clubs are offering member-only functions. They are not eligible for club membership or check cashing. When members elect to terminate their enlistment and are discharged, recruiters will stamp "Services and MWR privileges revoked," on DD Form 4.

Table 1.1. AFI 34-266

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nylon, etc. that are specifically designed to increase the amount of perspiration, are not authorized in any fitness facility, to include outdoor running tracks and fields. (T-1)

ALL PURPOSE CHECKLIST		PAGE 1	OF 1	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR	DATE	
AFTER HOURS FACILITY USE - MAIN FITNESS CENTER, BLDG. 120		50 FSS FSVS	20141125	
NO.	ITEM	YES	NO	N/A
	<i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>			
1.	Ensure patron has eligible ID card.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Input data from ID card into Ocularis Client.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Show patron proper card swipe procedures for after normal business hours access.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Explain buddy system access procedures. Ensure patrons understand they will need to move away from entryway and wait for their buddy to swipe card.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Review emergency procedures to include medical, power outages, SIP, fire and tornado protocols. Show first aid kit location and where telephones are located.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Go over SOU line by line with patron.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Once patron has been briefed and has signed the SOU, print a copy and give to the patron. The original will be kept in a fitness center file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Have member review and sign liability waive, print a copy and give to the patron. The original will be stapled to SOU and kept in a fitness center file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Review fitness center rules and regulations poster with patron.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Inform patrons they must bring their own racquetballs, racquet AND eye protection. If patrons are seen not wearing eye protection, their supervisor(s) will be contacted and their ability to use the facility after hours will be in jeopardy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RISK MANAGEMENT ASSESSMENT
SCHRIEVER AFB, CO

<p align="center">REVIEW TEAM</p> <p>50 FSS/FSV, 50 FSS/FSVS, 50 FSS/CC, 50 FSS/CD, 50 SW/SE</p>	<p align="center">TYPE OF REVIEW</p> <p>24 hour fitness center operations</p>	<p align="center">DATE OF REVIEW</p> <p>6 Jan 2015</p>
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DESCRIPTION OF REQUIREMENT(S)

The AF has approved 24-hour unmanned operations at fitness centers. The 50 SW would like to have the Main Fitness Center equipped with security cameras and a card swipe system to allow access for military members to exercise after normal business hours.

STEP 1 – IDENTIFY THE HAZARDS

A hazard is any real or potential condition that can cause mission degradation; injury, illness or death to personnel; or damage to or loss of equipment or property.

- HAZARDS:**
1. Injuries while participating in activities in the basketball court. For example basketball, dodge ball, volleyball, etc.
 2. Injuries sustained while utilizing cardiovascular equipment
 3. Injuries sustained while utilizing free weights
 4. Injuries sustained while utilizing selectrolized machines
 5. Injuries sustained while utilizing the racquetball court
 6. Sexual Assault/Inappropriate Sexual Behavior
 7. Power outage/severe weather
 8. Nefarious behavior
 9. Theft
 10. Unauthorized users

STEP 2 – ASSESS THE RISK

The assessment step involves the application of quantitative and/or qualitative measures to determine the probability and severity of negative effects that may result from exposure to hazards/risks and directly affect mission or activity success.

LEGEND

PROBABILITY	SEVERITY	RISK
<p>A = Frequent B = Likely C = Occasional D = Seldom E = Unlikely</p>	<p>I = Catastrophic II = Critical III = Moderate IV = Negligible</p>	<p>EH = Extremely High H = High M = Medium L = Low</p>

HAZARD	PROBABILITY	SEVERITY	RISK	REMARKS
Injuries while participating in activities in the basketball and/or racquetball court.	A	II	EH	Most fitness center injuries occur in the gymnasium. Injuries are typically sprained/broken ankles, concussions and cuts requiring stitches. Patrons MUST wear eye protection when using racquetball court.
Injuries sustained while utilizing cardiovascular equipment	D	I	H	Individuals are more likely to suffer from cardiovascular accidents during or shortly after cardiovascular stress (working out). Working out can also aggravate other medical conditions, i.e. asthma
Injuries sustained while utilizing free weights	D	II	M	Participants can strain muscles, get trapped under heavy weights, pinch fingers on racks, drop weights on feet/toes and lose consciousness if they don't breathe properly.
Injuries sustained while utilizing selectrolized machines	D	III	L	Pinching fingers in weight stacks, straining muscles and losing consciousness if they don't breathe properly.
Injuries sustained while utilizing the racquetball court	A	II	EH	Members can strain or sprain ankles, knees, elbows and shoulders. Cuts requiring stitches are likely from players hitting each other or falling on their racquet. ***Recommend not allowing racquetball court access.
Sexual Assault/Inappropriate Sexual Behavior	E	II	L	To date, the Main Fitness Center has zero cases of sexual assault or inappropriate sexual behavior. The likelihood of inappropriate behavior is unlikely.
Power outage/severe weather	D	II	M	Power outages may happen and members should leave the building per SOU requirements. In the event of severe weather, patrons will follow proper procedures, which are outlined in the SOU.
Nefarious behavior	E	II	L	Nefarious behavior will not be tolerated and should be extremely rare. Anyone behaving poorly may lose their privileges
Theft	D	IV	L	Kettle bells, dumbbells, jump ropes, theraballs, and other small items may be stolen. Other fitness center items are too large to remove.
Unauthorized users	E	II	L	Security system should eliminate most of these individuals.

STEP 3 – DEVELOP CONTROLS AND MAKE DECISIONS

Step three involves the development and selection of specific strategies and controls that reduce or eliminate risk. Effective mitigation measures reduce one of the three components (Probability, Severity or Exposure) of risk.

The requirements of 50 FSS/CC are to assess the risk to ensure proper control measures are provided to eliminate, mitigate, or reduce the risk of each hazard. The risk control measures in Step 3 address the hazards identified in Step 1. The chart below lists risk control measures specific to each hazard.

HAZARD	RISK CONTROL MEASURE	ADJUSTED ASSESSMENT AFTER RISK CONTROL MEASURE IMPLEMENTED
Injuries while participating in activities in the basketball and/or racquetball court	Brief members on importance of stretching and encourage members to not participant in activities like basketball where the potential of injury is likely. Ensure patrons wear eye protection at all times on racquetball court.	With control measures, assessment adjusted from High to Low
Injuries sustained while utilizing cardiovascular equipment	Ensure wingman system is used during unmanned hours of operation.	With control measures, assessment adjusted from High to Low
Injuries sustained while utilizing free weights	Ensure wingman system is used during unmanned hours of operation. All participants MUST use a spotter if using free weights as well as collars.	With control measures, assessment adjusted from Medium to Low
Injuries sustained while utilizing selectrolized machines	Ensure wingman system is used during unmanned hours of operation. Periodic review of surveillance system will ensure authorized users are utilizing the equipment properly.	With control measures, assessment remains Low
Sexual Assault/ Inappropriate Sexual Behavior	Periodic review of surveillance recordings will ensure authorized users are following proper procedures. UCMJ action will be taken if inappropriate sexual behavior takes place.	With control measures, assessment remains Low
Power outage/severe weather	Authorized users must sign SOU before working out and posters will also be placed in facility to inform members of rules, policies, and procedures.	With control measures, assessment adjusted from Medium to Low
Nefarious behavior	Periodic review of surveillance recordings will ensure authorized users are following proper procedures.	With control measures, assessment remains Low
Theft	Patrons must sign SOU before being allowed to work out during unsupervised hours of operation. The SOU clearly states UCMJ action may be taken if patrons do not follow proper rules/regulations.	With control measures, assessment remains Low
Unauthorized users	The surveillance system will be used to monitor access into the facility. Periodic review of nightly recordings will curb unauthorized usage.	With control measures, assessment remains Low

MAKE CONTROL DECISIONS

After risk control measures were analyzed, the risk fell within tolerance for all listed hazards.
Overall risk level after control measures is determined to be MEDIUM

A CCTV system is in place and will be used to monitor and spot check patron use.

- a. Call Wing Safety (567-7233) with any questions regarding safety.

STEP 4 – IMPLEMENT CONTROLS

Once control measures have been selected, an implementation strategy must be developed and carried out. The strategy must identify the: who, what, when, where and cost(s) associated with the control measure. For mission-related controls, accountability must be emphasized across all levels of leadership and personnel associated with the action so that there is clear understanding of the risks and responsibilities of commanders and subordinates alike. There must always be accountability for acceptance of risk regardless of circumstances.

Make Implementation Clear: All participants will be briefed on safety hazards prior to being allowed unsupervised access.

Established Accountability: OPR is 50 FSS/FSVS

Risk Authority:

Extremely High – Wing Commander or specifically authorized designee

High – Group Commander or specifically authorized designee

Medium – Flight leader or senior leader on scene

Low – any person in a leadership role

Cost: Cost include surveillance and CAC swipe system, which is being paid for pay AFSVA. Other costs include the cost of replacing stolen or broken items and will vary based on usage.

STEP 5 – SUPERVISE AND EVALUATE

Supervision: 50 FSS Commander will ensure risk control measures are implemented.

Review: RM re-assessment will be completed with 50 FSS/FSVS at least once per year.

Feedback: Continue to monitor hazards and receive feedback from participants. Document lessons learned and provide them to 50 SW/SE for possible use in future revisions.

WING SAFETY ADVISOR

Name: Alejandro Torres	Rank: TSgt	Duty Title: Ground Safety Manager	Phone #: 567-2848	Signature:
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APPROVAL/DISAPPROVAL

Approved Disapproved	Name:	Rank:	Duty Title/Position:	Signature:
Approved	Seth CJ Cannello	NF-IV	Sports and Fitness Manager	
Date Evaluated	Karen A. Draper	GS-12	50 FSS Sustainment Services Flight Chief	
Date Evaluated	Justin L. Long	Major	50 FSS Commander	

Risk Assessment Matrix			PROBABILITY				
			Frequency of Occurrence Over Time				
			A Frequent <small>(Continuously experienced)</small>	B Likely <small>(Will occur frequently)</small>	C Occasional <small>(Will occur several times)</small>	D Seldom <small>(Unlikely; can be expected to occur)</small>	E Unlikely <small>(Improbable; but possible to occur)</small>
SEVERITY	I Catastrophic <small>(Death, Loss of Asset, Mission Capability or Unit Readiness)</small>	EH	EH	H	H	M	
	II Critical <small>(Severe Injury or Damage, Significantly Degraded Mission Capability or Unit Readiness)</small>	EH	H	H	M	L	
	III Moderate <small>(Minor Injury or Damage, Degraded Mission Capability or Unit Readiness)</small>	H	M	M	L	L	
	IV Negligible <small>(Minimal Injury or Damage, Little or No Impact to Mission Readiness or Unit Readiness)</small>	M	L	L	L	L	
Risk Assessment Levels			EH=Extremely High H=High M=Medium L=Low				