

**BY ORDER OF THE COMMANDER
919TH SPECIAL OPERATIONS WING**

**919TH SPECIAL OPERATIONS WING
INSTRUCTION 34-101**



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Services

**UNIT PHYSICAL TRAINING FACILITY
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 34-1, *Air Force Services Combat Support Programs*. This instruction extends the guidance of AFI 34-266, *Air Force Reserve Command (AFRC) Supplement (SUP)*, *Air Force Fitness and Sports Programs*, AFI 36-2905, AFRC SUP, *Fitness Program*. It provides guidance and procedures for operating and using the Unit Physical Training Facility (UPTF) (formerly Mini Fitness Center) located at the 919th Special Operations Wing (919 SOW). It applies to all 919 SOW units and all personnel that utilize the UPTF. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

This is the initial publication of 919th Special Operations Wing Instruction (919SOWI) 34-101.

1. Operations.

1.1. 919 SOW Unit Physical Training Facility (UPTF) Priorities. The primary mission is to support unit commander fitness programs which entails liaison with unit Physical Training Leaders (PTLs), support the Fitness Improvement Program (FIP) and provide on-site, interactive customer service with equipment and facility orientations. The secondary mission is to provide core fitness and sports programs to all authorized users. The third mission is to

provide Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) training to wing personnel.

1.2. **Funding.** The 919 SOW UPTF is funded using AFRC and Unfunded Request (UFR) monies. Air Force Special Operations Command (AFSOC) funding is not authorized.

1.3. **Fitness Center Hours of Operation.** The UPTF is open daily for use from 0500-1700. Entrance is through the northern door in the central hallway of building 3053 between the Outpost and the UPTF. The door is set to open automatically during those times.

1.3.1. **After-Hour Use.** Door entry cards may be issued to shift workers and others on a case by case basis and approved by fitness center staff.

1.3.2. **Alternate Services Fitness Facilities.** Services facilities are located at Hurlburt Field and Eglin Air Force Base (AFB).

1.4. **Unit Physical Training Facility (UPTF)** The Installation commander authorizes UPTFs (unit owned, funded and maintained fitness areas not operated by the Services squadron/division) when he/she validates the installation's fitness facilities cannot meet the requesting unit's requirements. This documentation is located in the 919 SOW UPTF Continuity Book.

1.4.1. The 919 SOW has limited free weights that are not normally authorized in UPTF's. Signage is posted that limits personnel to use this equipment only when a spotter is available.

1.4.2. Rules and restrictions governing use of the UPTF have been developed and are posted at the sign in desk. Signage will include emergency phone numbers for medical assistance in the event of an emergency at each phone and on the UPTF bulletin board. These rules are in attachment 2.

1.4.3. This publication has been developed in accordance with (IAW) AFI 34-266, AFRC SUP. The publication will be maintained in the UPTF continuity book.

1.5. **Personnel Authorized to utilize the 919 SOW UPTF.** See Attachment 2, Personnel Authorized Use of the 919 SOW UPTF.

1.6. **Fitness Center Staff (FCS).** Personnel include: one full-time civil service position and volunteers that like to help assist when necessary. Training includes: Cardiopulmonary Resuscitation (CPR)/Basic Life Support (BLS), and Automated External Defibrillator (AED).

1.7. **Uniforms.** UPTF staff will wear appropriate civilian clothing or athletic attire and an athletic-type shoe may be worn.

1.8. **Customer Attire.** Appropriate clothing must be worn to maintain a proper image in a military and family fitness facility. Inappropriate language or graphics are prohibited. Athletic attire and an athletic-type shoe must be worn in all activity and equipment areas. Military uniforms, or part thereof, casual slacks/shorts, and jeans are considered non-exercise attire and are not to be worn. Plastic/rubber suits are not authorized in any fitness facility, to include outdoor running tracks and fields.

1.9. **Locker Rooms.** A small set of locker rooms are provided in both the male and female bathrooms. These are day use lockers only.

1.10. **Equipment and Supplies.** Some tennis, basketball, volleyball and other equipment is available for sign out with the UPTF staff.

1.11. **Equipment.** Ensure there is one foot between and two feet in front and behind all cardiovascular equipment pieces and two feet, all around, for selectorized/free weight equipment (an exception is specialty designs for programs such as a circuit format).

1.12. **Running Tracks.** A running track is provided and encircles the tennis/basketball courts just to the west of building 3053 and is approximately 1/2 of a mile for one lap. Bob Davis Way is also an approved road used for the 1.5 mile run and one mile walk. It is posted for slower speeds when vehicles are passing pedestrians.

1.13. **Continuity Folder.** Continuity binders will be maintained regarding UPTF Air Force Office of Safety and Health (AFOSH), Equipment, and UPTF programs.

1.14. **Lost and Found.** A lost and found box is located under the sign in table for non valuable items. Valuable items will be held by the UPTF staff.

2. Facility Maintenance and Housekeeping.

2.1. **Annual Maintenance Plans.** The UPTF Staff asks wing leadership for money annually to have equipment serviced and inspected.

2.2. **Cleaning and Appearance.** High traffic/use areas command more frequent attention and inspections, especially during peak hours. High traffic/use areas include restrooms, showers, saunas, steam rooms, spas, cardiovascular, weight rooms, and locker rooms. A contract with the host base has cleaning personnel assigned to assist to maintain UPTF cleanliness.

2.3. **Exercise Rooms and Court Floors.** Exercise rooms are used to conduct a variety of exercise classes. Keep the exercise area and all equipment clean and ready for use by disinfecting daily.

2.4. **Exercise Equipment.** The UPTF Staff will keep equipment records in continuity books.

2.4.1. Customer Cleaning. The UPTF Staff should encourage customers to clean equipment after each use to provide a clean surface for the next user. The UPTF Staff will provide towels and cleaning solutions to sanitize equipment after use.

2.4.2. Broken Equipment. When possible, the UPTF Staff should remove broken equipment from the area. If the equipment cannot be removed, an "Out of Order" sign should be placed on the machine. For equipment that is plugged into an electrical outlet "LOCK OUT TAG OUT" procedures are maintained in the AFOSH Binder.

2.5. **Laundry Rooms.** Washer and Dryer in the UPTF will be utilized to clean fitness center towels.

3. Safety.

3.1. **Safety.** Ensure that AFOSH and facility binders are maintained IAW wing procedures.

3.2. **Emergency Procedures.** Address the following areas when developing an emergency plan:

- 3.2.1. Emergency care personnel must have access to all areas of the facility.
- 3.2.2. Post emergency contact procedure near each telephone.
- 3.2.3. Post evacuation procedures throughout the facility.
- 3.2.4. Establish an effective communication system to contact emergency response personnel and post signs identifying locations throughout the facility.
- 3.3. **Incident reporting.** Accidents will be reported IAW the safety instructions on the fitness center bulletin board.
- 3.4. **First Aid Equipment.** The UPTF has a first aid kit and an AED. The UPTF Staff is AED/CPR/BLS certified.
- 3.5. **Personal Protective Equipment (PPE).** The UPTF staff will maintain PPE in accordance with requirements in the UPTF AFOSH plan.
- 3.6. **Customer Protection.** The UPTF has a monitoring system installed in UPTF areas where staff does not have direct line of sight. This does not apply to changing rooms, rest rooms or showers.

ANTHONY J. COMTOIS, Col, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-248, *Fitness Program*, 25 September 2006

AFI 34-266_AFRC SUP, *Air Force Fitness and Sports Programs*, 13 June 2008

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 34-1, *Air Force Services Combat Support Programs*, 1 November 1997

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AAFES—Army, Air Force Exchange Services

AED—Automatic External Defibrillator

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOSH—Air Force Office of Safety and Health

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFSOC—Air Force Special Operations Command

BLS—Basic Life Support

CES—Civil Engineer Squadron

CPR—Cardiopulmonary Resuscitation

FCS—Fitness Center Staff

FIP—Fitness Improvement Program

IAW—In Accordance With

ID—Identification

MSF—Mission Support Flight

NAF—Non-appropriated Fund

OPR—Officer of Primary Responsibility

PPE—Personal Protective Equipment

PTL—Physical Training Leader

RDS—Air Force Records Disposition Schedule

SFS—Security Forces Squadron

SOW—Special Operations Wing

SOWI—Special Operations Wing Instruction

SUP—Supplement

TDY—Temporary Duty

UFR—Unfunded Request

UPTF—Unit Physical Training Facility

Attachment 2

PERSONNEL AUTHORIZED USE OF THE 919 SOW UPTF

A2.1. All 919 SOW military, civil service, contractor, and Non-appropriated Fund (NAF) personnel.

A2.2. All 919 SOW dependents that are 18 years of age or older with a valid dependent identification (ID) card (Outdoor Recreation Services and Track use only, no indoor use of UPTF).

A2.3. All military, civil service, contractor, NAF, and Army, Air Force Exchange Services (AAFES) personnel assigned for duty on Duke Field.

A2.4. All personnel on orders for official business/temporary duty (TDY) to Duke Field residing in 919th Mission Support Flight (MSF) Lodging.

A2.5. All Host Base personnel (i.e. the 96th Security force Squadron (SFS) and 96th Civil Engineer Squadron (CES) Fire Department) that are at Duke working on a rotational basis (Only on the days that they are working officially at Duke Field).

Attachment 3**RULES FOR UPTF USE**

- A3.1.** All individuals must receive a UPTF orientation prior to use and sign in at sign in desk each time the facility is utilized.
- A3.2.** Individuals will obey these rules and listen to the UPTF staff.
- A3.3.** Remember: Safety First!
- A3.4.** Proper athletic attire only, no uniforms or civilian clothes authorized or clothing with zippers or other sharp objects.
- A3.5.** No equipment or training facility items will be removed from the UPTF.
- A3.6.** No personal athletic equipment will be brought into the fitness center.
- A3.7.** Lockers are for day use only. Do not leave personal items or soap and shampoo in the locker room. Pick up after yourselves.
- A3.8.** Individuals will carry a personal towel for wiping off personal perspiration.
- A3.9.** Fitness center towels and spray bottles will be used to wipe off equipment after each use on cardio equipment as well as strength training equipment.
- A3.10.** No eating or drinking is allowed in the UPTF. Water bottles and fitness drinks are authorized.
- A3.11.** Do not let weight stacks or other equipment slam down. No roughhousing or abuse of any equipment will be tolerated.
- A3.12.** After you are done working out on Hammer Strength and free weights you need to put the weights back on the storage spindles/racks.
- A3.13.** Do not tie up any of the strength training equipment, use it in rotations and share with others.
- A3.14.** Limit cardio equipment use to 30 minutes if all equipment is in use during peak periods.
- A3.15.** No Horseplay. Individuals are expected to maintain proper decorum and be responsible for all their actions.
- A3.16.** Televisions and Stereos will be maintained at tolerable levels so that everyone may enjoy their use.
- A3.17.** ID cards are required to be carried for identification as well as safety issues.
- A3.18.** Bring broken equipment and other concerns to the UPTF staff personnel or leave concerns in the suggestion box if after hours.