



## Defense Human Resources Activity Headquarters

4040 Fairfax Drive, Suite 200  
Arlington, Virginia 22203-1613



### WELLNESS PROGRAM

MAY 12 2008

#### 1. REFERENCES

- a. DLAR 1330.7, "Health Facility Memberships for Active Duty Military Personnel"
- b. 70 Comp. Gen. 190, 1991 WL 72824 (C.G.), "Defense Medical Systems Support Center - Health and Fitness Program"

#### 2. PURPOSE

The Defense Human Resources Activity (DHRA) may provide subsidized health facility memberships for qualifying DHRA personnel with the Gold's Gym International Corporation.

#### 3. APPLICABILITY

This privilege applies to the following DHRA elements: The Office of the Executive Director (QA), Joint Advertising, Marketing & Research Studies Office (QD), Personnel and Readiness Information Management Office (QJ), Federal Voting Assistance Program Office (QV), Office of the Actuary (QT), Defense Advisory Committee on Women in the Services (QW), Defense Language Office (QF), Sexual Assault Prevention and Response Office (QH), Defense Travel Management Office (QPT), Per Diem, Travel and Transportation Allowance Committee Office (QPP), and National Security Education Program Office (QN).

#### 4. POLICY

It is the policy of DHRA to make available to qualifying DHRA personnel ready access to physical fitness facilities, and to share the cost of facility usage with employee members, who make adequate use of the facilities.

#### 5. RESPONSIBILITIES

- a. DHRA may provide the following membership subsidies:
  - (1) For employees in civilian positions that are the equivalent of grade level GS-8 and below or any Enlisted Military Member, DHRA may pay the full monthly membership costs of \$51.00. The DHRA Contract Administrator will need to verify eligibility with DHRA Human Resources Support Office.

(2) For employees in civilian positions that are the equivalent of grade level GS-9 and above or any Military Officer, DHRA may pay \$36.00 of the \$51.00 Monthly membership costs and employees are responsible for paying \$15.00 of these costs.

- b. Upon joining or renewing membership, it is the employee's responsibility to submit the endorsed membership application (Attachment 3) and pay the appropriate one-time set up and monthly fee (if applicable) directly to Gold's Gym. Each member is expected to enter into a contract with Gold's Gym and establish Electronic Funds Transfer to automatically pay monthly dues (if any) to Gold's Gym using credit cards, checking or savings accounts. Also, members are expected to settle any financial obligations owed to Gold's Gym in a timely manner. In the event a DHRA member does not resolve his/her account, Gold's Gym may exercise any lawful means of debt collection.

## **6. MEMBERSHIP**

- a. Individuals wishing to sign up for membership should contact the DHRA Wellness Program Administrator, who will provide a letter confirming eligibility for membership. This eligibility letter, in addition to a membership application, must be provided by the employee to Gold's Gym.
- b. DHRA employees are encouraged to take advantage of this program. It is recognized that regular exercise and physical fitness are integral parts of an overall occupational health program for personnel. Employees will use the Gold's Gym outside of regular duty hours; however, individual supervisors are authorized to approve reasonable requests for work schedule flexibility to accommodate physical fitness.
- c. It is further recognized that benefits will accrue in the form of reduced absenteeism, improved performance, higher levels of productivity, and lower incidence of early retirement due to avoidable disability through organizational sponsorship of a physical fitness program.

## **7. ENTITLEMENTS AND FEES**

- a. Subsidized membership entitles the member to use sixteen Gold's Gym locations in the Washington DC Metro Area (See Attachment 1). These facilities offer a variety of activities, exercise equipment, and services including: weight training equipment and related apparatus; cardio-fitness equipment; and fully appointed locker room facilities with showers. Membership also includes fitness assessments, one time general orientation with a personal trainer, free group exercise classes, nutritional advice, workshops and lectures on fitness topics, use of over 600 Gold's Gyms worldwide (while employee is TDY or on leave for up to 14 days per month), and discounted family memberships.
- c. Membership renewals may be offered annually on or about March 1. Members will be notified by Gold's Gym of the renewal period.

## 8. PROGRAM MONITORING

- a. A DHRA employee's continued participation in the Wellness Program is dependent on continuing adequate usage of the facilities. Member usage levels will be reviewed on a quarterly basis. (The member is responsible for scanning the membership card when entering the facility.) All local Gold's Gyms will be providing usage reports to DHRA quarterly. Members with inadequate usage rates (i.e., a weekly average of less than two visits, measured quarterly) will be notified in writing of failure to fulfill membership responsibilities and be given the opportunity to present their reasons for the inadequate usage (TDY, Medical, etc.) in writing to the Executive Director, DHRA.
- b. The Executive Director may terminate an employee's membership privilege for unjustified inadequate usage via email. Decisions of the Executive Director are not subject to appeal in any forum. Reconsideration requests based on new justification may be considered.

## 9. POINT OF CONTACT

Jim Herzog, DHRA Headquarters, james.herzog@osd.pentagon.mil, (703) 696-1072.



Sharon H. Cooper  
Executive Director

### Attachments:

- (1) Listing of Authorized Gold's Gym Locations
- (2) Statement of Understanding
- (3) Authorization Letter to Gold's Gym

**LISTING OF AUTHORIZED GOLD'S GYM LOCATIONS**  
**AS OF MARCH 1, 2008**

**Hours of Operation:**

Monday-Thursday 5am to 11pm | Friday 5am to 10pm

Saturday 7am to 8pm | Sunday 8am to 8pm

www.goldsgym.com

<p><b>Ballston</b> 3910 Wilson Boulevard Arlington, Virginia 22203 (703) 516-4653</p>	<p><b>Tyson's Corner</b> 8371 Leesburg Pike Vienna, Virginia 22182 (703) 893-4653</p>
<p><b>Rosslyn</b> 1830 North Nash Street Arlington, Virginia 22209 (703) 528-4653</p>	<p><b>Van Ness</b> 4310 Connecticut Avenue, NW Washington, DC 20008 (202) 364-4653</p>
<p><b>Clarendon</b> 1220 North Filmore Street Arlington, Virginia 22201 (703) 879-4200</p>	<p><b>Capitol Hill</b> 409 3rd Street, SW Washington, DC 20024 (202) 554-4653</p>
<p><b>Bailey's Crossroads</b> 3505 Carlin Springs Road Falls Church, Virginia 22041 (703) 820-4653</p>	<p><b>Midtown</b> 1120 20<sup>th</sup> Street, NW Washington, DC 20036 (202) 293-4200</p>
<p><b>South Arlington</b> 2955 South Glebe Road Arlington, Virginia 22206 (703) 683-4653</p>	<p><b>Greenbelt</b> 6222 Greenbelt Road Greenbelt, Maryland 20770 (301) 982-6700</p>
<p><b>Fairfax City</b> 10201 Main Street Fairfax, Virginia 22031 (703) 352-4653</p>	<p><b>Bel Air</b> 802 Baltimore Pike Bel Air, Maryland 21014 (410) 638-9394</p>
<p><b>Merrifield</b> 2982 Gallows Road Falls Church, Virginia 22043 (703) 208-4653</p>	<p><b>Owings Mills</b> 10221 South Dolfield Road Owings Mills, Maryland 21117 (410) 654-5522</p>
<p><b>Annandale/North Springfield</b> 6940-A Bradlick Shopping Center Annandale, Virginia 22003 (703) 941-4653</p>	<p><b>Rockville</b> 5620 Randolph Road Rockville, Maryland 20852 (240) 290-4653</p>



**STATEMENT OF UNDERSTANDING FOR MEMBERSHIP  
IN THE GOLD'S GYM INTERNATIONAL FITNESS PROGRAM**

1. My signature below certifies that I have read and understood the Defense Human Resources Activity (DHRA) Policy regarding the DHRA Wellness Program (Attached).
2. It is my responsibility to submit an application and pay the appropriate set up and membership fees directly to the Gold's Gym International upon joining or renewing membership. I am expected to establish Electronic Funds Transfer (EFT) to automatically pay monthly dues to Gold's Gym and am also expected to settle any financial obligations owed to the Gold's Gym International Corporation in a timely manner.
3. I am expected to use the Gold's Gym facilities a minimum of two (2) times per week (quarterly average). I understand that DHRA may not subsidize my membership if I fail to maintain the minimum average usage of two visits per week measured quarterly. DHRA will not reimburse any fees assessed by Gold's Gym if I fail to maintain this minimum requirement. I may not appeal this decision.
4. If my employment with DHRA Headquarters (any 'Q' code) is projected to end (transfer, termination, retirement), it is my responsibility to notify both the DHRA Wellness Program Administrator and Gold's Gym of that fact in writing or by e-mail, 30 days prior to the monthly billing date, which occurs on the 25<sup>th</sup> of each month, of the month before the employment will end. DHRA will not subsidize my membership after the month in which my employment in a DHRA Q code position ends. Any charges which are incurred after the month my employment ends will be my responsibility.

Print Name \_\_\_\_\_

Signature and Date \_\_\_\_\_

Copy to: (When signed)  
Gold's Gym International Liaison, Rosslyn location  
Employee



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**- SAMPLE LETTER -**

April 1, 2003

Gold's Gym International  
Director, Corporate and Government Sales  
1830 North Nash Street  
Arlington, Virginia 22209

To Whom It May Concern:

The following Defense Human Resources Activity (DHRA) employee is eligible and will be joining the Gold's Gym under Contract N01234-01-P-0001 effective on the date listed below.

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>
<div data-bbox="170 1186 1448 1276" data-label="Text"> <p>✓ This employee is responsible for \$15.00 per month membership fee. DHRA will pay \$36.00 monthly.</p> </div> <div data-bbox="170 1318 1448 1369" data-label="Text"> <p>DHRA will pay the entire \$51.00 monthly membership cost.</p> </div>		

The individual is responsible for signing a contract with Gold's Gym International in Ballston, Virginia covering the duration of its contract with DHRA.

Please contact the undersigned at (703) 696-1072/1036, if you have any questions.

Jim Herzog  
Wellness Program Coordinator