



U.S. Department of  
Transportation

Office of the Secretary  
of Transportation

# ORDER

DOT 3960.2A

11-2-90

Subject: **DEPARTMENT OF TRANSPORTATION EMPLOYEE HEALTH AND FITNESS PROGRAM**

1. PURPOSE. This Order identifies the goals and objectives of the Department of Transportation (DOT) Employee Health and Fitness Program and describes its various training facilities and activities.
2. CANCELLATION. DOT 3960.2, Department of Transportation Employee Fitness Center, dated 12/21/79.
3. REFERENCES.
  - a. Public Law 79-658 (5 U.S.C. 7901) - This law provides general authority for Federal departments and agencies to establish health service programs to promote and maintain the physical and mental fitness of their employees.
  - b. Federal Personnel Manual (FPM) Letter 792-15 dated April 14, 1986 - This Office of Personnel Management revision of FPM Chapter 792 clarifies Federal agency authority to use appropriated funds to start or expand exercise and fitness facilities, where appropriations allow.
  - c. Federal Property Management Regulation Temporary Regulation A-29, 52 F.R. 2528 (1987), 41 CFR Part 101-5 Appendix to Subchapter A (7-1-89 edition). This General Services Administration issuance establishes procedures for the establishment and installation of physical fitness facilities.
4. ORGANIZATION. The DOT Employee Health and Fitness Program is an element of the Office of the Assistant Secretary for Administration. Specific management responsibility is assigned to the Office of Administrative Services and Property Management (M-40) as a function of the Working Capital Fund.
5. GOALS AND OBJECTIVES. The DOT Employee Health and Fitness Program is a health maintenance program designed to prevent health problems by improving employees' physical fitness. In doing so, the intent is to reduce the risk of coronary disease, lower back disorders and other associated disabling conditions.
6. NATURE OF PROGRAMS AND FACILITIES.
  - a. The Fitness Program is the major activity at the center. Details of the Program are contained in a brochure titled "Employee Health and Fitness Program," which can be obtained from the fitness center staff.

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and Property Management

- b. The Program begins with a screening test to determine the participant's tolerance for exercise. The test results are integrated by the resident fitness staff and a meeting is held with the participant to prescribe a fitness training schedule. The fitness staff demonstrates particular exercises and provides specific instructions on how to operate the exercise equipment. This is done to promote safety and maximum effectiveness during workouts.
- c. Throughout the screening process, the fitness center staff is alert to obvious indications of any risk involving participation in the Fitness Program's training activities. Whenever such an indication arises, the participant is referred to his/her personal physician and cannot re-enter fitness training activities until appropriate clearance is obtained from that physician.
- d. Fitness records of tested personnel are maintained in a confidential manner in accordance with the Privacy Act of 1974, P.L. 93-579, 88 Stat. 1896, 5 U.S.C. 552a (1988).
- e. Other training based on participant interest is offered which is appropriate to the prevention of illness/disease and the attainment of physical and mental fitness. Stress management and smoking cessation training is conducted on a regular basis, and cardiopulmonary resuscitation (CPR) training is offered upon request.
- f. The DOT Employee Health and Fitness Program facilities include a testing lab to conduct exercise tolerance testing and a fitness center to conduct exercise training activities. A variety of exercise classes are offered and a good selection of training equipment is available such as:
  - (1) rowing machines, stationary exercise bicycles, stairmasters and strength training apparatus;
  - (2) supervised exercise classes focusing on cardiovascular fitness, strength and flexibility;
  - (3) an outdoor track and exercise platform; and
  - (4) access to outdoor jogging routes of various distance.
- g. The fitness center offers no sports or recreational training, but instead defers to the respective Employee Recreation Association and others to promote and support such activities.
- h. The fitness center does not offer health treatment facilities; all employees in need of medical counseling or treatment are referred to their personal physician for



medical care. In case of an emergency, employees may be referred to the U.S. Coast Guard or Federal Aviation Administration Health Clinics. Continuous close coordination is maintained with these organizations to assure prompt reaction in case of medical emergencies at any of the Program's training areas.

7. CRITERIA FOR PARTICIPATION.

- a. All DOT employees are eligible to utilize the services and facilities of the DOT Employee Health and Fitness Program. To be admitted to the fitness center, the individual will be asked to show an official Federal identification card. From time to time, non-DOT Federal employees may be allowed to use the fitness center facilities. However, the fitness center staff reserves the right to prohibit non-DOT Federal employees from using the fitness center if their usage in any way inhibits the availability of facilities and equipment for DOT employees.
- b. Dependents, contractors and other non-Federal personnel are prohibited from taking part in any activities at the center.
- c. Because of space and time limitations, some programs, such as CPR training and exercise tolerance testing are provided on a priority basis. Those applying for first time training will be scheduled before those applying for refresher training.
- d. Participation in all fitness training activities is voluntary. Supervisors are urged to cooperate with employees in permitting them time to participate in the activities of the Employee Health and Fitness Program. This, however, should be done using prudence and good judgement by both the supervisor and the employee, in accordance with applicable Department regulations regarding hours of duty. Most training is designed for structured group participation, but individual instruction may be requested by those who desire to work out on their own.
- e. Appropriate running/fitness shoes must be worn in the fitness center at all times.
- f. Program management is not responsible for the loss of personal items. Personnel using the facility are encouraged not to bring money or other valuables with them.

8. LOCATION AND HOURS OF OPERATION.

- a. The fitness center is located on the rooftop level of the Nassif Building. The women's entrance is located at the southeast quadrant stairwell number one on the 10th floor adjacent to room 10230.

- b. The fitness center's hours are from 7:00 a.m. to 7:00 p.m. Monday through Friday. Most structured and supervised programs are scheduled during early morning hours, midday hours and after work hours.
- c. Further information regarding the DOT Employee Health and Fitness Program may be acquired by calling the fitness center staff at 366-9732.

FOR THE SECRETARY OF TRANSPORTATION:



Melissa J. Allen  
For the Assistant Secretary  
for Administration