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Services

FACILITY UTILIZATION

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This instruction implements AFD 34-1, *Air Force Services Combat Support Programs*. It is intended to coordinate the utilization of available Services facilities on Westover and to ensure the safety of all users. It establishes requirements for the scheduling of group activities, and outlines safety requirements in the conduct of fitness assessments (all services). It defines authorized guest privileges and places responsibility for delayed entry and “perspective” applicants on their Department of Defense recruiters. It applies to all units assigned or attached to Westover ARB.

1. General. Services facilities on Westover include the Fitness Center, Westover Club, Lodging, Dining Hall, Bowling Center, Equipment Checkout/Rental, Base Swimming Pool, and all outdoor recreational facilities on base. To avoid scheduling conflicts, advance coordination must be instituted with the facility manager of these functions prior to utilization of these facilities by groups of authorized customers. Services facilities are managed and operated by members of the 439th (AW) Services Division. While these facilities may be utilized by authorized tenants for training and recreational use, the responsibility for operation will remain with the Services Division and will not be turned over to a tenant activity.

2. Responsibilities of the Westover Fitness Center Staff.

2.1. Establish a schedule of recreational activities for all branches of service. When a conflict arises, the Fitness Center staff will immediately notify requesting activities and resolve the conflict. 439th AW units will have precedence over tenant units and other groups requesting use of Westover facilities.

2.2. Maintain a separate folder for each individual recreational activity and area.

2.3. Be responsible for all organizations walking or running groups of people on the marked mile road beginning directly outside of the Fitness Center. Provide cold water and cups to fitness monitors at a strategic location to ensure proper hydration of walkers and runners.

- 2.4. Ensure that a certified Cardio Pulmonary Resuscitations (CPR) monitor is available for all 439th AW fitness assessments.
- 2.5. Ensure notification of the Base Fire Department advising that fitness assessments are being conducted by calling (413) 557-3818.
- 2.6. Ensure that cell phones or walkie-talkies are utilized (provided by using organization) and inform fitness monitors of the emergency phone number of the Base Fire Department (413)557-1117.
- 2.7. The Westover Fitness Center is responsible for 439th AW fitness assessment program and will provide guidance, assistance and reporting to the 439 AW commander for all elements of the 439th AW.

3. Requesting Activities.

- 3.1. Must schedule fitness assessments and group activities in writing to the Westover Fitness Center a minimum of five days in advance of the planned event.. Memo must include a point of contact for the event, phone number, date and time of the activity, type of activity, number of participants, and all equipment and assistance required by the Fitness Center staff. Confirmation will be obtained by calling (413) 557-3958 or DSN: 589-3958 prior to the scheduled activity.
- 3.2. A minimum of one water point will be set up along the walking, marching, running, or exercise area, trail or path.
- 3.3. Communications to the Fire Department will be established ensuring the ability to communicate to the rescue squad, if necessary. A cell phone can accomplish this with an emergency number (413-557-1117) pre-programmed. If cell phones are not available, two-way radios may be requested from the Fire Department.
- 3.4. Provide two monitors (must have current CPR certification) for all fitness assessments involving aerobic activity; i.e., walking, running, jogging and marching. The monitors are responsible to lead or follow the group in vehicles. This procedure ensures visual contact with everyone in the group.
- 3.5. All leaders of units, groups, organizations or parties will ensure that the rules of the facility, area, or grounds of which they are using are followed.
- 3.6. At no time will a group, unit, organization or party be left alone without proper supervision from an officer, non-commissioned officer, group leader or supervisor for that group. **NOTE:** Military recruiters, (all services) are responsible for the conduct and safety of individual applicants, "PLEEBS," delayed entry personnel, young marines and potential recruits, and therefore, must be present at all times during their utilization of facilities and grounds.

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