



## DCMA Manual 4202-02

### Military Fitness

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| <b>Office of Primary Responsibility</b> | <b>Talent Management Capability</b>   |
| <b>Effective:</b>                       | February 3, 2020  |
| <b>Releasability:</b>                   | Cleared for public release  |
| <b>Implements:</b>                      | DCMA-INST 4202, "Military Personnel," February 14, 2019   |
| <b>Incorporates and Cancels:</b>        | DCMA-INST 1023, "Military Fitness," January 23, 2014<br>DCMA-INST 1062, "Military Membership," November 18, 2013  |
| <b>Internal Control:</b>                | Process flow and key controls are located on the Resource Page  |
| <b>Labor Codes:</b>                     | Located on the Resource Page  |
| <b>Resource Page Link:</b>              | <a href="https://360.intranet.dcmamilitaryfitness.com/Sites/Policy/TM/SitePages/4202-02r.aspx">https://360.intranet.dcmamilitaryfitness.com/Sites/Policy/TM/SitePages/4202-02r.aspx</a> |
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**Purpose:** This issuance, in accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," implements policy, assigns responsibility and prescribes general principles associated with Talent Management capability framework and military personnel management in accordance with applicable DoD issuances.

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

**1.1. APPLICABILITY.** This issuance applies to all DCMA organizational elements with military personnel.

**1.2. POLICY.** It is DCMA policy to:

a. Manage the integration, performance, and recognition of military personnel in accordance with (IAW) Service and DoD applicable guidance.

b. Provide military personnel a safe and healthful workplace, work, operations and comply with federal Occupational Safety and Health Administration regulatory standards.

c. Execute this Manual in a safe, efficient, effective, and ethical manner.

## **SECTION 2: RESPONSIBILITIES**

**2.1. DIRECTOR, DCMA.** The DCMA Director will be responsible for oversight and management of military personnel programs.

**2.2. DIRECTOR, DCMA MILITARY PERSONNEL OFFICE.** The Director, Military Personnel (TFM) will execute military personnel programs in accordance with applicable DCMA Manuals on military personnel.

**2.3. TALENT MANAGEMENT CAPABILITY MANAGER.** The Talent Management (TM) Capability Manager provides strategic guidance, advice, and decisions related to TM of military personnel. This may include policy management, monitoring performance management and metrics, inter-agency coordination, agency level issues, strategic planning and programming, budget and finance decisions, and resource allocations.

**2.4. OFFICE OF GENERAL COUNSEL.** The Office of General Counsel (GC) will provide legal advice to the Director and DCMA Component Heads on the investigation and disposition of allegations of DCMA military member misconduct.

## SECTION 3: MILITARY FITNESS

### 3.1. REQUIREMENTS.

a. Military members must meet their respective Services' requirements for physical fitness standards as established by their parent Service by completing an annual/semi-annual physical fitness assessment.

b. Each member is responsible for meeting their respective Services' weight control program guidelines.

### 3.2. CONTRACT MANAGEMENT OFFICE, COMMANDERS/DIRECTORS AND COMPONENT HEADS. Contract Management Office (CMO) Commanders/Directors and Component Heads will:

a. Ensure that military members maintain an effective year-round physical fitness program and conduct fitness assessments as required by Service guidelines.

b. Ensure DCMA assigned military personnel are afforded the access and opportunity to utilize a quality fitness facility in order to help meet their individual Services' physical fitness requirements.

c. Active duty personnel may be authorized worklife funds to meet their fitness needs. When a member is assigned to a DCMA work location at which free DoD/military fitness centers are not reasonably available, then the member will be provided entitlement to use DCMA WorkLife funds. The term "reasonably available" refers to a fitness center that possesses proximity relative to the work location that allows members to commute to the facility, participate in at least 30 minutes of physical activity, shower/change, and return to work location within a 90-minute timeframe. In those cases, the following guidance must be adhered to:

(1) Select a facility based on proximity to the worksite. The selected facility must have a shorter commute time than to the military fitness center.

(2) Ensure membership is in a multi-purpose health/fitness facility.

(3) Members working on a military installation must use the military fitness center.

(4) IAW paragraph 3.3.e, a new fitness membership requirement must be completed and submitted to TFM each FY.

d. Applying for memberships.

(1) Memberships must be purchased IAW applicable contracting laws and regulations.

(2) Memberships are based on 100 percent of the single membership rate only and includes enrollment and/or administrative fees. Fees for specialty classes or services that are

charged in addition to monthly membership fees are not eligible for reimbursement, including but not limited to Total Body Resistance Exercise classes, karate classes, zumbathons, towel services and pool access. Additionally, memberships must be suspended during deployments if possible.

(3) Submit approved OF 1164 and receipt(s) of payment from members for funds obligation.

e. Ensure WorkLife Fitness POCs report memberships to their Military Personnel Liaison Officer (MILPERS LNO) using the health club spreadsheet by 1 August of each year.

### **3.3. MILITARY PERSONNEL DIVISION (TFM). TFM will:**

a. Monitor the physical Fitness Assessments (FA) for all DCMA assigned service members IAW their Service's directives.

b. Update Service systems for Air Force and Army personnel. Approved command fitness leaders will update Service systems for Navy and Marine Corps personnel.

c. Track fitness status and report monthly to the Region Commanders.

d. Validate FA when processing DCMA assigned personnel evaluation reports.

e. Directorates/Region Commanders will submit region fitness membership requirements to TFM by 1 September each year. TFM will consolidate all of the requests and submit them to the Total Force Worklife office.

### **3.4. SERVICE MEMBERS.**

a. Service Members will maintain individual year-round physical fitness through self-directed and/or unit-based fitness programs. FAs will be completed semiannually or annually based on the score and previous assessment date in accordance with the appropriate Service directive.

b. Temporary and/or permanent medical profiles must be forwarded to the Commander/Director and MILPERS LNO.

c. Forward their score card to the MILPERS LNO for update in the appropriate Service systems.

## GLOSSARY

### G.1. ACRONYMS.

|         |   |
|---------|---|
| CMO     | Contract Management Office                                    |
| FA      | Fitness Assessment  |
| FY      | Fiscal Year   |
| GC      | General Counsel   |
| IAW     | In accordance with  |
| LNO     | Liaison Officer   |
| MILPERS | Military Personnel  |
| OF 1164 | Claim for Reimbursement for Expenditures on Official Business |
| POC     | Point of Contact  |
| TFM     | Military Personnel Office                                     |
| TM      | Talent Management   |

## **REFERENCES**

DoD Directive 4715.1E, "Environment, Safety, and Occupational Health," March 19, 2005  
DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013