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14 AUG 1964

MEMORANDUM FOR : Executive Director-Comptroller  
Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy to the DCI for National Intelligence Programs  
Evaluation

DDI-3389-64

SUBJECT : Physical Fitness Room

1. On an experimental basis, a physical fitness room will be ready for use on 1 September 1964 in Room BE-48 in Headquarters Building. The room is comparatively small with limited equipment which can accommodate about 25 individuals at one time. Because of this and since we have no experience as to the extent to which the room will be used, I am using this memorandum to advise you of the opening of the facility rather than publishing an Agency-wide announcement.

2. Initially, the following principles will govern the operation of the physical fitness room on an experimental basis:

a. The room will be open 22 hours a day. It will be closed for cleaning from 9:30 p.m. until 11:30 p.m. Monday through Friday and from 6:00 a.m. until 8:00 a.m. on Saturday. On Sundays, it will be open 24 hours.

b. An attendant will be on duty from 0930 hours until 1800 hours Monday through Friday (These hours may be changed if we gain experience which will give us a better indication of the most advantageous times to have an attendant on duty).

c. Priority use will be given to individuals who are receiving medical therapy and physical conditioning related to official duty or standby TDY requirements. Such individuals may reserve the time for such exercises by calling extension 5676 any time the attendant is on duty.

d. On a space-available basis, the room will be available to all other male employees. When we have developed some experience in the operation of the room, a decision will be made as to whether it is practical for the facility to be made available to female employees.

e. Users of the facility will be charged 35¢ per visit for the use of the equipment, showers, soap, and towels. All users will be required

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to register by first name, badge number, and time of entry. However, payment will be on the honor system using a secure depository which will be placed at the entrance of the physical fitness room.

f. Initially, the users will be expected to bring their gym clothes and take them home with them each time they use the facility. Lockers will be furnished for street clothes while using the facility.

g. In general, regardless of the time of the day the employee uses the facility, he will be expected to put in an 8-hour work day. Exceptions may be made to this general rule on the advice of the Chief, Medical Staff in those circumstances where this is regarded by the Chief, Medical Staff as treatment or therapy which would normally be authorized during duty hours. It is anticipated, however, that this practice will be kept to an absolute minimum.

3. I have requested the Director of Personnel to maintain records of the attendance and income of the physical fitness room and to make specific recommendations to me by 1 December 1964 concerning more permanent arrangements which can become effective on 1 January 1965.

FOIA(b)(3)



L. K. White  
Deputy Director  
for Support

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