

ROUTING AND RECORD SHE

SUBJECT: (Optional)

DDA 83-0311/24

Agency Physical Fitness Requirements

24 MAY 1983

FROM: James H. McDonald
 ADDA
 7D-18 Hqs.

EXTENSION

NO.

DDA 83-0311/24

DATE

24 MAY 1983

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. C/BPS/OL
 4E-50 Hqs.

2.

3.

4.

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13.

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15.

Larry _____
 Paul *PM* _____
 Pam *Pam* _____
 Gary *G* _____
 Bob *B* _____
~~Art~~ _____
 Imogene _____
 (cc) *pl. fitness* _____
 Action: _____
 Forward/Toss _____
 File: *✓* _____

CONFIDENTIAL

DDA 83-0311/24

24 MAY 1983

MEMORANDUM FOR: Chief, Building Planning Staff, OL

FROM: James H. McDonald
Associate Deputy Director for Administration

SUBJECT: Agency Physical Fitness Requirements

1. Attached herewith is a copy of a recent memorandum submitted to the Executive Director by the Director of Personnel regarding the physical fitness requirements of the Agency. You will note that there is detailed rationale which sustains the need for physical fitness facilities to support the official mission of the Agency.

2. In view of the attached, you should provide for a 5,000 square foot physical fitness room in the new building with separate shower facilities for men and women as well as an indoor running track, if at all feasible, similar to that which currently exists in this building.

3. You should also explore the possibility of converting one of the loading docks into handball/squash courts. This would be accomplished after the new loading docks are constructed.

4. After the construction of the new building is completed along with the parking areas and the grading of the entire area is finished, we will consider the possibility of establishing a Parcourse.

25X1

[Redacted Signature Box]

James H. McDonald

Attachment
DDA 83-0311/21

cc: D/OL w/att
D/OMS w/att

CONFIDENTIAL

This document becomes UNCLASSIFIED
when separated from attachment.

DD/A Registry

83-0311/21

13 MAY 1983

MEMORANDUM FOR: Executive Director

THROUGH: Deputy Director for Administration
Director of Medical Services

FROM: James N. Glerum
Director of Personnel

SUBJECT: Agency Physical Fitness Requirements

1. In recent months, we have reviewed a proposal to include a physical fitness center in the new building. During the course of the review, we have examined the physical fitness requirements for Agency personnel. Based upon that examination, I have determined that many Agency positions require personnel to maintain a high level of physical fitness to enable such personnel to perform their official duties, furthermore, existing fitness facilities are inadequate to allow such personnel to maintain the required level of physical conditioning.

2. In our review, we have examined the Factor Evaluation System (FES) insofar as it relates to determining the physical requirements of Agency positions. The FES system is a means by which PMCD evaluates nine factors that must be addressed in Agency position descriptions. One of the nine factors measured under FES is "physical demands." However, because this factor normally is the least significant of the nine factors used to determine position grade levels, position descriptions do not adequately address the full physical activity for Agency positions. For instance, a position may require significant amounts of physical activity, but because this one factor does not carry significant enough weight to add a grade to a position, the position description may not describe all of the physical activity inherent in that position.

3. Although position descriptions may not describe in full the nature of the physical activity required there are many positions which require that personnel filling these positions maintain a high level of physical fitness. Pursuant to my duties as Director of Personnel in the CIA, and after consulting with appropriate line managers and medical personnel, I have concluded that certain Agency positions require a high level of physical fitness: including positions which have paramilitary responsibilities; positions requiring operational training, including Career Trainees; positions which require the employee to be qualified for TDY standby; and positions on the DCI protective staff. Persons in each of these categories are required to maintain a high level of physical fitness. In the absence of such levels of physical fitness, the ability of these employees to perform their assigned duties could be seriously impaired.

25X1

CONFIDENTIAL

4. Persons engaged in paramilitary activities are required to perform activities similar to those performed by members of the U.S. Armed Forces, but very often under conditions which are even more adverse than those experienced by all but a very few of the elite combat forces. These activities can include parachute jumping, scuba diving, and evasive night maneuvers. Such activities can be undertaken only by persons who are in peak physical condition.

5. Persons who are engaged in operational training, including Career Trainees, similarly require a high level of physical fitness because such persons are required to be cross-trained in a wide variety of disciplines, often including paramilitary activities. The ability to perform a wide variety of operational activities requires that training be extremely rigorous and involve situations which, while not commonly experienced by all operational personnel, could require prolonged physical exertion at short notice.

25X1
25X1

[Redacted]

6. Persons who are on TDY standby must be available at a moment's notice to go to the four corners of the world. The Agency's travel requirements, particularly TDY travel requirements, are often of an emergency nature and can be in a wide variety of climates and terrains, often with limited available medical facilities.

25X1
25X1

[Redacted]

Obviously, these employees must be in top physical shape in order to carry out the diverse missions on which they are sent.

7. Persons assigned to the DCI protective staff, similar to members of the U.S. Secret Service, must be physically equipped to meet a wide array of possible threats to the life of the Director and Deputy Director. They must operate under enormous pressure for long periods of time at the utmost levels of alertness and vigilance. To sustain the strains involved, and to instantly react to threats in an effective and measured way requires personnel in peak physical condition.

8. In summary, personnel filling the positions described above must maintain a high level of physical fitness at all times to effectively perform their official duties. I have determined that fitness facilities currently available at Headquarters are inadequate to allow these personnel to maintain the required level of physical conditioning. Existing facilities are extremely overcrowded, making it inconvenient if not impossible for employees to rely in any great measure on the use of these facilities to remain physically fit. Therefore, I have concluded that physical fitness facilities should be constructed in the new building. The number of CIA jobs requiring high levels of physical conditions provides a more than sufficient basis to support construction of such facilities.

9. This issue has been discussed in detail with the DDA and he is prepared to assume responsibility for the physical fitness facilities within the Office of Medical Services.

25X1

[Redacted]

James N. Glerum

SUBJECT: Agency Physical Fitness Requirements

CONCUR:

[Redacted Signature]

Deputy Director for Administration

5/19/83
Date

Distribution:

- Original - Addressee
- 1 - Executive Registry
- 2 - DDA
- 1 - D/Pers
- 1 - DD/Pers/SP

25X1

C O N F I D E N T I A L

29 AUG 1983

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting to Discuss Concepts for the Exercise Room in the New Building - 17 August 1983 [redacted]

PARTICIPANTS:

[redacted]

Clinical Activities Division, OMS
Clinical Activities Division, OMS
New Building Project Office, OL
New Building Project Office, OL

1. The purpose of the meeting was to alert the Office of Medical Services (OMS) that they needed to develop some general concepts on the exercise facility for the new building so that the A&E firm could provide a preliminary design layout for our approval. Prior to the meeting, [redacted] met with [redacted] who is currently in charge of the exercise room. [redacted] provided the statistics on the use of the room. [redacted]

2. [redacted] provided the following general concepts that they would propose to implement in the New Building exercise room:

a. Staffing: OMS has budgeted for two additional slots for this activity and would hope to have one slot filled this fall. The two slots would be filled by fully qualified exercise physiologists. [redacted] would continue to staff the current exercise room and the two new slots would staff the new room.

b. There will be two major programs supported, one being a general exercise program for all employees and the other program will be to serve the unique needs of components (i.e. [redacted] and DCI Security), that have physical standards built into their job requirements.

c. With the exception of the shower and locker rooms, which will have separate men and women facilities, the entire exercise program will be coed operation.

d. We should plan on approximately [redacted] using both facilities (old and new) daily. We do not have a good forecast of the ratio of use between rooms.

e. There will not be a laundry service for towels.

OL 2088-83

WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

[redacted]

C O N F I D E N T I A L

C O N F I D E N T I A L

f. There should be 10 individual shower booths in each shower room and 100 lockers in each locker room.

g. An indoor jogging track is highly desirable if the space can be found. In any case, the current jogging track in the existing building will remain. A standard par course should be laid out on the grounds. The design team should explore the feasibility of substituting a jogging trail for some of the sidewalks currently in the layout. The par course should be a minimum of one mile, but the preference is for two miles.

25X1 h. The electric requirements in the exercise room are for standard service with the same ratio of outlets as in a normal office.

25X1 2. Budgeting for the exercise room will be from the NBPO for the standard building items, such as normal floor covering and wall finishes and the standard fixtures and amenities in the shower and locker rooms. Any special equipment or building materials required will be the responsibility of OMS. For example, OMS will budget for: mats or special floor material, exercise equipment, lockers, par course stations, and the track itself if it is additional to and cannot be substituted for currently planned sidewalks.

25X1 3. OMS will contact their consultant, who is a sports medical doctor, and solicit from him a conceptual layout which he has promised to provide to OMS. OMS will also arrange for members of the NBPO to accompany them on a tour of some existing modern exercise rooms.

New Building Project Office, OL

Distribution:

- 25X1 Orig - OL/NBPO (Official), w/atts
- 1 - OMS/CAD, w/o atts
- 1 - OMS/CAD, w/o atts
- 1 - D/OL, w/o atts

25X1 OL/NBPO, (25 Aug 83)

C O N F I D E N T I A L

MEN AND WOMEN:

Monday through Friday: 0600 to 1030 hours
1500 to 2000 hours

Monday-Wednesday-Friday: Women - 1030 to 1230 hours
Men - 1230 to 1500 hours

Tuesday-Thursday: Men - 1030 to 1300 hours
Women - 1300 to 1500 hours

CLOSED: 2000 hours
CLOSED MONDAY: 1500 to 1700 hours
CLOSED THURSDAY: 1800 to 2030 hours

STAT
STAT

MEN - Average Daily -

JAN
FEB
MAR
APR
MAY

WOMEN - Average Daily -

JAN
FEB
MAR
APR
MAY

Averages for Period 5 January 1981 to 6 May 1981:

Men: Mon-Wed-Fri - 138 Tues-Thurs - 134
Women: 47 42

STAT
STAT

Mon-Wed-Fri between 0630 and 1030 hours

MEN - Average

WOMEN - Average

*In past, hasn't been very conscientious about signing in.

STAT

Tues-Thurs

MEN - Average

WOMEN - Average

STAT

Averages in Time Slots:

Men Women

1500 - 1600 hours
1600 - 1700 hours
1700 - 1800 hours
after 1800 hours

<u>Year</u>	<u>Total</u>	<u>Men</u>	<u>Women</u>	<u>Average</u>
1978				
1979				
1980				
1981				
1982				

*closed April for repairs

 5 Year Average - 1978 to 1982

	<u>Monthly</u> <u>Ave</u>	<u>Daily</u> <u>Ave</u>
Men		
Women		
Total		

3.4 men x women

Gym

Lockers	60	40
Showers	4	3
Toilets	2 2 shared	2
	urinals	



1. Supervision

- 2 Exercise physiologists - new exercise room
1 - stay in existing facility

2. Two Different Programs

- a. Health
b. Cettain Directorates - SOG

3. Coed operation except for locker and shower facility

4. Jogging Trail - typical par course
and indoor track. Don't think there's a corridor available
to use as a track, except the existing one in Headquarters
Building.

5. people daily - total for both facilities

6. Electrical requirement in exercise area.

7. No laundry.

8. OMS budget
Special flooring, equipment, lockers, par course stations

9. Existing to remain in Headquarters.

10. 10 individual showers
100 lockers