

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Office of Fire and Aviation  
3833 South Development Avenue  
Boise, Idaho 83705-5354

January 19, 2006

In Reply Refer To:  
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EMS Transmission 01/19/06  
Instruction Memorandum No. FA IM-2006-010  
Expires: 09/30/07

To: All OF&A Employees

From: Director, Office of Fire and Aviation

Subject: Fitness Center Membership Fee Reimbursement Program

**Program Area:** Human Resources Management, Quality of Work life Programs

**Purpose:** The purpose of this Instruction Memorandum is to reissue the Office of Fire and Aviation Management policy on the fitness membership fee reimbursement program.

**Authority:** U.S.C. Section 7901, et seq.

**Policy/Action:** In an effort to promote and maintain employee physical fitness, this policy establishes a program to reimburse an employee up to 50 percent of an individual membership fee for a commercial, non-federally sponsored fitness center (not to exceed \$275.00 annually).

**Employee Eligibility:** Cost-shared participation in off-site commercial physical fitness facilities is limited to permanent full and part-time employees and employees on a one-year or more appointment. Participation is voluntary. To be eligible for reimbursement, employees must self certify participation in fitness activities at their facility for an average of two times per week for at least ½ hour per visit.

**Selection of Commercial Physical Fitness Facilities:** Employees should select fitness facilities which include a full complement of exercise equipment and programs for cardiovascular and body strengthening. The fitness facilities must be non-segregated wherein membership and use are not restricted by sex, race, national origin, color, religion, age, disability or sexual orientation.

Recreational activities such as baseball, softball, basketball, bowling, golf, tennis, or volleyball are not approved fitness activities for which OF&A will make reimbursement. Additionally,

weight loss programs, stress management programs, blood pressure testing, cholesterol screening, smoking cessation, substance abuse counseling, or other similar programs do not qualify for reimbursement under the fitness center membership reimbursement program.

**National Interagency Fire Fitness Center:** The facility is for use by all NIFC tenants. The center is open between the hours of 9:00 AM and 4:30 PM, Monday thru Friday. From 6:00 to 9:00 AM and 4:30 to 6:00 PM, entry to the facility can be obtained by calling security. From April 1 through September 30, the facility will be reserved daily for Smokejumper use during specified times. Reserved times will be posted on the main entrance to the facility.

**Individual Employee Contract:** Employees who elect to participate in the program individually contract for access to a private fitness center's exercise facilities. If the facilities meet the requirements identified above, employees will be eligible to be reimbursed for 50 percent of their individual membership fee, not to exceed \$275 per year.

**Informed Consent and Waiver Statement:** Prior to participation, the employee must complete and sign an Informed Consent and Waiver Form (Attachment 1) and obtain their supervisor's approval. The employee submits the original of the completed form to Human Resources Management where it is maintained on file.

**Reimbursement Procedures:** OF&A will not reimburse initiation fees. If an employee has a family membership, the employee must provide documentation of the cost for an individual membership. Proof of payment for membership fees must be provided before employees can receive reimbursement. Membership fee reimbursements are submitted annually after the end of the calendar year for which the fees were paid. To obtain reimbursement for the previous year's membership fees, the employee must provide the following documents to his/her supervisor between January 1 and January 31. This ensures the Taxable Fringe Benefit form submitted to Payroll operations is correct, and that reimbursements do not exceed the annual maximum.

To obtain reimbursement, employees must submit the following documents:

- Copy of contract or other documentation that provides information on the cost of an individual, annual membership at the fitness facility.
- Paid invoice(s) or other proof of payment for individual membership fees.
- Report of Taxable Fringe Benefit (Fitness Center Reimbursement Fees - Attachment 2).
- Fitness Center Membership Fee Reimbursement Program Self-Certification of Usage (Attachment 3).

Once approved by the supervisor, the above documents should be promptly forwarded to the National Business Center, Accounts Payable Branch, BC-622, for payment.

**Tax Liability:** Program cost-share reimbursement is made through the Federal Personnel and Payroll System (FPPS) and will be included with the employee's bi-weekly salary payment. The amount reimbursed is a taxable benefit reported as taxable income to the Internal Revenue Service, and is subject to Federal, FICA, Medicare, State, and local taxes.

**Termination of Participation:** An employee may terminate program participation at any time by informing their supervisor in writing.

**Timeframe:** This policy becomes effective the date of this Instruction Memorandum.

**Budget Impact:** The cost of this program is funded by the NIFC Safety Program within the set dollar limit for each employee.

**Background:** Fitness programs are widely recognized as creating positive impacts on employee health as it affects performance and productivity. Therefore, it is in the best interest of the OF&A to assist employees in achieving and maintaining good health by providing this program.

**Manual/Handbook Section Affected:** None.

**Contact:** If there are questions regarding this policy, please contact Gloria San Nicolas in Human Resources at 387-5518.

Signed by:  
Timothy M. Murphy  
Acting Director

Authenticated by:  
Pat Lewis  
Supervisory Mgmt. Asst.

Attachments:

- 1 - Informed Consent and Waiver Form (1p)
- 2 - Report of Taxable Fringe Benefit (Fitness Center Reimbursement Fees) (1p)
- 3 - Self-Certification of Usage (1p)

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