



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HUNTINGTON DISTRICT, CORPS OF ENGINEERS
502 EIGHTH STREET
HUNTINGTON, WEST VIRGINIA 25701-2070

CELRH-HR

August 3, 2004

DISTRICT COMMANDER'S POLICY MEMORANDUM No. 11

SUBJECT: Physical Fitness Program Policy

1. This policy applies to all district employees except those represented by AFGE Local 3729. Management was unable to reach agreement on this policy with the representatives of the district office union. As a result, this program will be unavailable to those employees until an agreement is reached.
2. The Huntington District will subsidize membership in an approved commercial physical fitness establishment for permanent employees (including seasonal and co-ops). The cost for an employee's membership will be partially reimbursed to the fitness facility by the Huntington District in an amount of no more than \$200 annually. The payments will be made to the facility in \$50 increments at the end of each quarter, or in a single \$200 payment at the end of the membership year (according to the facility's preference). Membership subsidies for permanent part-time and seasonal employees will be pro-rated (See Attachment).
3. It is the responsibility of the employee to make arrangements for their fitness facility to bill the District at the end of the enrollment quarter or enrollment year:
 - a. Quarterly. The facility bills the District every three months for one-quarter of the approved amount (\$50) of annual reimbursement, or
 - b. Annually. The facility bills the District at the end of each membership year for the full amount (\$200).

The Huntington YMCA has agreed to bill our contracting office on a quarterly basis for employee memberships covered by this program. For all other facilities the bill must be provided to each employee's VISA card holder and must include the name of the employee, the fitness facility, address, phone number and billing period. Payments will be made to the fitness facility and only for services already provided. No payments will be made in advance of services provided.

4. The District will subsidize a membership for the employee only; any increased cost for a "family plan" will be borne by the employee. In cases where husband and wife both are District employees and wish to participate at the same or separate facilities, each is entitled to full benefits provided by the program.
5. The only fitness facility that has currently agreed to accept payment at the end of the enrollment period is the Huntington YMCA. A list of facilities that previously met the program requirements is attached for your information. If you choose to use one of these facilities you should make sure that they are willing to bill for and accept payment at the end of the enrollment period.
6. Individuals who seek membership in a physical fitness facility not listed on the attachment must provide the following information: Name of Facility, Address and Phone Number. In addition, please furnish available brochures or other information from the facility which outline the benefits available,

including physical facilities, hours of operation, programs and equipment. This information must be returned to the Huntington District Civilian Personnel Advisory Center (CPAC)/ Human Resources Office prior to membership approval to permit verification of eligibility and inclusion on the list of approved facilities. Facilities which are inappropriate for reimbursement include summer swim or tennis clubs, golf clubs, country clubs and any limited purpose, seasonal or social clubs.

7. Any questions about the program should be referred to Rita Smith, Ext 5661, or Randy McKenzie, Ext 5667, of the Huntington District CPAC.

1 Encl
as


WILLIAM E. BULEN
Colonel, Corps of Engineers
commanding

ATTACHMENT 1

PRORATA FORMULA

Annual subsidy = (#months worked per year/12)*(#hours worked per week/40)*\$200

LIST OF PHYSICAL FITNESS FACILITIES

As 03/19/02

1. Atwood Lake Resort & Conference Center
ATTN: Leslie Williams
P. O. Box 96
Dellroy, Ohio 44620
Phone: 330-735-2211
2. Beechmont Racquet & Fitness Club
ATTN: Brandon Atkins
435 Ohio Pike
Cincinnati, OH 45255-3133
Phone: 513-528-5700
Fax: 513-528-5704
3. Bethesda Health & Fitness Center
ATTN: Beth Chapman
3620 Court Drive, Building J
Zanesville, OH 43701
Phone: 740-454-4767
4. Braxton County Memorial Hospital
Wellness Center
ATTN: Connie Skidmore
295 Facemire Drive
Sutton, WV 26601-1135
Phone: 304-765-7106
5. Canton Community Jewish Center
ATTN: Neil Berro
2631 Harvard Avenue, NW
Canton, OH 44709
Phone: 330-453-0132
6. Columbus North Sports Club
ATTN: Rusty MacDonald
888 East Dublin-Grandville Road
Columbus, OH 43085-3581
Phone: 614-888-1565
7. Community Fitness Center
ATTN: Jane Bartley
12th Street and Poplar
Kenova, WV 25517
Phone: 304-453-2449

8. Contours Express
ATTN: Mary
209 N. 2nd Street
Ironton, OH 45638
Phone: 740-532-7150
9. Curves for Women
ATTN: Tina
Bonnie Boulevard #4
Huntington, WV 25705
Phone: 304-736-9188
10. Curves for Women
ATTN: Meredith Henderson
3743-C Teays Valley Road
Hurricane, WV 25526
Phone: 304 760-0160
Fax: 781- 207-6449
11. Deer Creek
ATTN: Tammy Dick & Hans Click
P. O. Box 127
22300 State Park Road #20
Mt. Sterling, OH 43143
Phone: 740-869-2020
Fax: 740-869-4059
12. Dominion Health and Fitness
ATTN: Lisa Owens
P. O. Box 1390 Hospital Drive
Clintwood, VA 24228
Phone: 540-926-4516
13. Downtown Athletics – Fitness for Women
ATTN: Natalie
509 Main Street
Coshocton, OH 43812
Phone: 740-622-9999
14. Dyna Body
ATTN: Jeff Brickett
48 West 2nd Avenue
Williamson, WV 25661
Phone: 304-235-5433
15. Family Health Club
ATTN: Paul David Brown
227 College Street
Paintsville, KY 41240
Phone: 606-789-3338
16. Field House
ATTN: Jennifer Casper
300 Sunrise Center
Zanesville, OH 43701
Phone: 740-454-2224
Fax: 740-454-1897

17. Fit for a Lady
ATTN: Patty Anderson
29th Street & 5th Avenue
Huntington, WV 25702
Phone: 304-523-3113
18. Fitness First
ATTN: Lori Holder
Rt 59 & AA Highway
Vanceburg, KY 41179
Phone: 606-796-0373
Fax: 606-796-7221
19. Fitness World
ATTN: Rina Angus
5615 Taylor Road
Huntington, WV
Phone: 304-733-1600
20. Fitness World (Flatwoods)
ATTN: Elli Swimm
900 Cherokee Road
Raceland, KY 41169
Phone: 606-836-0808
21. Fitness World (Grayson)
ATTN: Jim Henneman
102 East Main Street
Grayson, KY 41143
Phone: 606-474-8888
22. Fitness World (Westwood Club)
ATTN: Jim Henneman
1850 Dalton Avenue
Ashland, KY 41102
Phone: 606-324-2077
23. Fitness World (Wheelersburg Club)
ATTN: Pam Justice or Corky Salyer
9009 Ohio River Road
Wheelersburg, OH 45694
Phone: 740-574-5785
24. Hard Rock Gym
ATTN: Chris Hively
904 Park Avenue
Norton, VA 24273
Phone: 540-679-6160
Fax: 540-679-4203
25. Highlands Wellness
ATTN: Charlynn Davis-Hager
5032 Ky Route 321
P. O. Box 787
Prestonsburg, KY 41643
Phone: 606-886-7605
Fax: 606-886-0450

26. Huntington Physical Therapy Services, Inc.
ATTN: Denise Hogsett
2240 Fifth Avenue
Huntington, WV 25703
Phone: 304-525-4445
27. Holzer Health Center
Holzer Clinic, Sycamore Dr.
ATTN: Joe Duffield
90 Jackson Pike
Gallipolis, OH 45631
Phone: 740-446-5244
Fax: 740-446-5448
28. Jazzercise
ATTN: Mary Williams
2505 South 5th Street
Ironton, OH 45638
Phone: 740-532-7187 ext 336
740-867-6641 ext 336
29. Just for Women
ATTN: Jackie Britton
108 W. Madison
Louisa, KY 41230
Phone: 606-638-3488
30. Ladies' Preference Health Club
ATTN: Dixie Walker
214 Upper River Road
Gallipolis, OH 45631
Phone: 740-446-3401
Fax: Sue Lewis @
740-446-4804
31. McKenzie Student Life Center
ATTN: Kimberly Robinette
100 Academic Parkway
Grayson, KY 41143-3159
Phone: 606474-3144
32. Milton Athletic Club (The MAC)
1051 Main Street, Suite 100
Milton, WV 25541
Phone: 304-743-8617
Fax: 304-743-8618
33. Nautilus Fitness Center
ATTN: Bob White
P. O. Box 3303
Charleston, WV 25333
Phone: 304-343-4977
34. Nicholas Fitness Center, Inc.
ATTN: Coleman Murphy
1104 Broad Street
Summersville, WV 26651
Phone: 304-872-3023

35. NWC, Inc.
ATTN: Betty McGuire
1048 S. Main Street
Milton, WV 25541
Phone: 304-743-4016
36. Ohio University Eastern Fitness Center
Robert W. Ney Center
ATTN: E. J. Schoolzinski
45425 National Road
St. Clairsville, OH 43950
Phone: 740-695-7093 or
740-695-1720 Ext 239
Fax: 740-695-7092
37. Our Lady of Bellefonte Hospital, Inc.
The Vitality Center
ATTN: Joan Smith
Ashland, KY 41101
Phone: 606-833-3515
Fax: 606-833-3695
38. Parkersburg Family Fitness
ATTN: Judy Hushiln
2804 Birch Street
Parkersburg, WV 26101
Phone: 304-424-2348
39. Pleasant Valley Hospital
Wellness Center
ATTN: Jennifer Midkiff
2520 Valley Drive
Pt. Pleasant, WV 25550
Phone: 304-675-4340
40. Princeton Health & Fitness Center
Attention: Tammy S. Wolfe
321 Twelfth Street Extension
Princeton, WV 24740
Phone: 304-487-7876
Fax: 304-487-7879
41. Pro-Fitness Health & Wellness Center, Inc.
ATTN; Eric Martin
852 South Lake Drive
Prestonsburg, KY 41653
Phone: 304-675-4340
42. Results
ATTN: Chuck McDonald
296 St. Rt. 7 North
Gallipolis, OH 45619
Phone: 740-446-8446
43. Royal Oak Resort Club, Inc.
ATTN: Jack Paul, Park Manager
33429 Flatwoods Road
Racine, OH 45571
Phone: 740-992-6488

44. Sky and Sons "Evolving"
ATTN: Sky or Stephanie Fisher
803 8th Avenue
Huntington, WV 25701
Phone: 304-522-9823
45. Sports and Fitness Center
ATTN: Mike Carter
Route 2, Box 294-C
Delbarton, WV 25670
Phone: 304-426-8162
46. Stairway to Fitness, Inc.
ATTN: Pat or John Meechan
149 Stonecreek Road, NW
New Philadelphia, OH 44663
Phone: 330-339-8877
47. The Fitness Center
University of Rio Grande
ATTN: Tony Daniels
P. O. Box F34
Rio Grande, OH 45674
Phone: 740-245-7493
48. The Gym
ATTN: Jim Adkins
P. O. Box 97
Webster Place
Summersville, WV 26651
Phone: 304-872-0255
49. The Gym Down Under
ATTN: Trevor Carter
416 Eighth Street
Huntington, WV 25701
Phone: 304-522-4201
50. Trends Fitness Center
ATTN: Manager, Retia Bartruff
120 W. Court Street
Washington CH, OH 43160
Phone: 614-333-4247
51. Tri-State Video & Fitness
ATTN: Membership Department
P. O. Box 369
Wayne, WV 25570
Phone: 304-272-5555

52. Tuscarawas Recreation Complex
ATTN: Curtis Slemmer
142 24th Drive, NE
P. O. Box 363
New Philadelphia, OH 44663
Phone: 330-339-8030
53. Universal Health Club
ATTN: Loretta Tackett
808 B Street
St. Albans, WV 25177
Phone: 304-722-6341
54. Victory Fitness Center
Great Western Shopping Center
3427 South Boulevard
Columbus, OH
Phone: 614-351-1688
55. Victory Fitness Center
Graceland Shopping Center
50 Graceland Boulevard
Columbus, OH
Phone: 614-785-1577
56. Victory Fitness Center
Town and Country Shopping Center
3981 E. Broad
Columbus, OH
Phone: 614-236-1440
57. Vincent's Athletic Club
ATTN: Dave Vincent or James Cook
340 Oyler Avenue
Oak Hill, WV 25901
Phone: 304-465-3772
58. YMCA
ATTN: Pam McCarty or Rebecka Justin
3232 13th Street
Ashland, KY 41101
Phone: 606-324-6191
59. YMCA
ATTN: Toni
2075 Frontwheel Drive
Batavia, OH 45103
Phone: 513-724-9622
60. YMCA
ATTN: Sheila Lyons
300 Hillcrest Drive, E
Charleston, WV 25311
Phone: 304-340-3540

61. YWCA
ATTN: Sherry Rohan
1114 Quarrier Street
Charleston, WV 25301
Phone: 304-340-3550
62. YMCA OF Greater Cincinnati
M.E. Lyons Branch
ATTN: Nicole Gray
8108 Clough Pike
Cincinnati, OH 45244
Phone: 513-474-1400
Fax: 513-388-4154
63. YMCA
ATTN: Ann Crocker
440 Nicholas Drive
Circleville, OH 43113
Phone: 740-447-1661
64. YMCA (Tuscarawas County)
ATTN: Mary Dempster
600 Monroe Street
Dover, OH 44622
Phone: 330-364-5511
65. YMCA Larry Joe Harless Community Center
ATTN: John Pennington
P. O. Box 1987
Gilbert, WV 25621-1987
Phone: 304-664-2500
or 304-664-3260
Fax: 304-664-9635
66. YMCA Buchanan County
ATTN: Sharon Ward
P. O. Box 1450
Grundy, VA 24614
Phone: 540-935-997
67. YMCA
ATTN: Jack Jones
P. O. Box 1855
Huntington, WV 25719-1855
Phone: 304-525-8127
68. YMCA
ATTN: Membership Dept
455 Park Avenue West
Mansfield, OH 44906
Phone: 419-522-3511
69. YMCA
ATTN: Tracy Dutton
300 North Seventh Street
Marietta, OH 45750
Phone: 740-373-2250

70. YMCA
ATTN: Membership Office
193 E. Church Street
Marion, OH 43302
Phone: 740-387-9622
71. YMCA (Limestone Family)
ATTN: Tonya Wenz
1080 US 68
Maysville, KY 40105
Phone: 606-564-6772
72. YMCA (Mount Vernon)
ATTN: Sherry Rine
103 North Main Street
Mount Vernon, OH 43050
Phone: 740-392-9622
73. YMCA
ATTN: Mary Stewart
30th and Broad Street
Parkersburg, WV 26101
Phone: 304-485-5585
74. YMCA Pikeville
ATTN: Judy Wellman
740 Bob Amos Drive
Pikeville, KY
Phone: 606-433-9622
75. YMCA (Tri-County)
ATTN: Cathy Stark
P. O. Box 737
Scott Depot, WV 25561
Phone: 304-757-0016
76. YMCA
ATTN: Amy Erter
300 South Limestone Street
Springfield, OH 45505
Phone: 513-323-3781
Fax: 513-323-1319
77. YWCA
ATTN: Helen Douglas
2501 Dudley Avenue
Phone: 304-422-5465
78. Curves for Women
ATTN: Marsha Navy
8013 State Rt 7
Proctorsville, OH 45669
Phone: 740-886-7140