



DEPARTMENT OF THE NAVY
COMMANDER NAVY INSTALLATIONS COMMAND
716 SICARD STREET SE SUITE 100
WASHINGTON NAVY YARD DC 20374-5140

Canc: Mar 2025

CNICNOTE
6100 N9
8 Mar 2024

CNIC NOTICE 6100

From: Commander, Navy Installations Command

Subj: OPERATION OF UNSTAFFED MORALE WELFARE AND RECREATION FITNESS FACILITIES

Ref: (a) DoD MWR Fitness Center Standards Compliance Report
(b) OPNAVINST 6110.1K
(c) DoD Instruction 1015.10 of 6 July 2009
(d) CJCS Instruction 3405.01 of 1 September 2011
(e) CNICINST 1710.3
(f) CNICINST 6100.1

1. General. Unstaffed fitness facilities will be established and be provided to the Navy community in order to increase opportunities to engage in physical activity and promote and improve physical readiness.

a. All Commander, Navy Installations Command (CNIC) installations will provide 24/7 Morale, Welfare and Recreation (MWR) fitness facility access.

b. Per reference (a), unstaffed hours of operation do not alleviate MWR fitness operations from continuing their current staffed hours of operation.

2. Background. Per reference (a), CNIC is the approval authority for the operation of unstaffed MWR fitness facilities. Per reference (b), Commanding Officers are responsible for the establishment of an effective year-round physical readiness program (PRP). The command's PRP consists of the integration of physical fitness opportunities during the workweek, consistent with mission and operational requirement. MWR fitness facilities provide such support for Sailors to conduct PRP physical fitness activities: cardiorespiratory exercise, strength training, neuromuscular exercise, and flexibility. Access to MWR fitness facilities either staffed or unstaffed provides support to the Navy's efforts to optimize world-wide deployability, assignability, and overall health and well-being that contributes to the Sailor's quality of service.

3. Purpose. Per references (c), (d), and (e), the Fitness Program is essential to military readiness, contributes directly to the MWR mission, and positively affects Sailors' quality of life. The fitness program operates through command and self-directed participation in a variety of programs and services. Maximizing access to fitness facilities during times most convenient to Sailors constitutes a force multiplier.

4. Policy. Per references (a) and (e), MWR fitness facilities will provide a minimum 90 hours of staffed operation per week, including the accommodation of irregular duty hours. There is no limitation upon the maximum number of hours a fitness facility may be staffed if determined

feasible. However, current staffed hours will not be reduced. Furthermore, installations will maximize the availability of fitness centers as follows:

a. This instruction mandates all MWR Fitness facilities will be made available 24/7 through a combination of staffed and unstaffed hours of operation across the shore enterprise. During both staffed and unstaffed hours of operation, the MWR fitness program must comply with references (a) and (e). All installation commanding officers (ICO) must seek a waiver from this requirement and have a compelling reason to not operate a specific facility as a 24/7 MWR fitness location.

b. All unstaffed MWR fitness operations must comply with reference (f) unless indicated below:

(1) The equipment constraints identified in Section 4.1. of reference (f) are no longer applicable to MWR-operated fitness facilities, although ICOs have the authority to impose restrictions, as deemed necessary, on a case-by-case basis. All equipment should be available for patron usage with proper warning signage and precautions. All authorized equipment must be commercial grade.

(2) Unstaffed fitness facilities must track facility usage, with data entered in the Navy Fitness Director Management System.

(3) Primary fitness facilities that will operate in an unstaffed mode must have a facility access control system that ensures access only to authorized personnel and patrons (i.e., CAC enabled electronic swipe access).

(4) MWR patrons 18 and older (and Active Duty 17 years and older) are authorized access to facilities per references (a) and (f).

(a) Individuals under the age of 18 are permitted access when under the direct supervision of a parent or legal guardian who is a Navy MWR authorized patron after all such persons have completed an orientation and registration process.

(b) Patron guests are not permitted access to the fitness facility during unstaffed hours of operation.

(5) Access to saunas, steam rooms, whirlpools, and aquatic spaces is not permitted during unstaffed hours of operation and must be secured.

5. Action

a. CNIC will:

(1) Incorporate the expanded unstaffed operational guidance in this notice into reference (f).

(2) Standardize signage for use at all MWR fitness facilities operating both staffed and unstaffed 24/7 facilities.

(3) Issue access standards to include:

(a) Require all MWR fitness facilities that provide unstaffed facility access to comply with the applicable DoD MWR Fitness Center Standards.

(b) Require patrons to attend an after-hour access safety orientation for unstaffed MWR fitness facilities, to be conducted by MWR staff.

(c) Require primary MWR fitness facilities to have access controls (e.g., CAC swipe access) prior to operation. Where CAC swipe access is not feasible (e.g. small satellite facilities), installations must inform CNIC HQ N921 for record keeping purposes.

(d) Patron utilization of the “buddy system” will be encouraged with recommendations to restrict weight plate loaded machines or benches when working out solo.

b. Region Commanders will:

(1) Disseminate and ensure compliance with the guidance contained in this notice.

(2) Review and either deny/endorse and forward to CNIC HQ all waiver requests by an ICO to not offer a specific 24/7 fitness facility to MWR patrons.

c. Installation Commanding Officer will:

(1) Conduct an initial operational risk assessment that is certified by the installation’s Safety Office (ISO) prior to the operation of a new unstaffed MWR fitness facility per reference (a) and per OPNAVINST 3500.39D.

(2) Ensure the unstaffed MWR fitness facility is inspected annually per reference (a), using CNIC Form 6100/2, and ensure that patrons are following safety protocols.

(3) Establish standard operating procedures that consist of, at minimum, the following elements:

(a) Authorized equipment.

(b) Restricted areas.

(c) Appoint individual(s) responsible for the random inspections to promote rule enforcement during unstaffed hours of operation per reference (a).

(4) Notify CNIC HQ N921 regarding any changes to the operation of unstaffed facilities by emailing NavyMWRFitness.fct@navy.mil prior to the initiation of any such changes.

(5) Notify CNIC HQ N921 of any mishaps or incidents that occurred during unstaffed hours of operation by emailing NavyMWRFitness.fct@navy.mil within one business day of any such mishaps or incidents.

(6) If necessary, submit waiver requests to not provide 24/7 MWR fitness facility access using the Navy's tasker management system to the Region Commander for review, endorsement and forwarding to CNIC HQ.

(7) Eliminate tenant command unstaffed fitness spaces where possible, unless a compelling justification exists or MWR fitness facilities are more than 20 minutes from the command.

(8) Per Section 5.a.2. of this policy, installations will use the standardized signage provided by CNIC HQ N9 or must seek legal advice and guidance from Navy Office of the General Counsel for proposed variances from CNIC HQ approved warning and safety signage, as well as for any locally-developed liability disclaimers.

8. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for administration, Directive and Records Management Division portal page at <https://portal.secnave.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact your local records manager or the OPNAV Records Management Program (DNS-16).

9. Cancellation Contingency. This notice is in effect for one year until it is superseded by another notice, instruction, or termination of the pilot program, whichever occurs first.

10. Forms or Information Management Control. CNIC 6100/2, Unmanned Fitness Space Assessment, can be found on the CNIC Gateway 2.0 at <https://g2.cnic.navy.mil/Directives/CNIC%20Forms/Forms/AllItems.aspx>



C. S. GRAY

Releasability and distribution:

This notice is cleared for public release and is available electronically only via CNIC G2 <https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>