



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT  
HAMILTON  
BROOKLYN, NY, 11252-5300

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Policy Letter# 25

14 July 2022

MEMORANDUM FOR All Members of the USAG Fort Hamilton Community

SUBJECT: POLICY LETTER FOR SPORTS & FITNESS CENTER AUTHORIZED PERSONNEL

1. IAW AR 215-1, Garrison commanders will ensure patrons are identified as authorized prior to using any FMWR activity. Identification cards for active, retired, and reserve/guard military personnel and their Family members; and DA civilian employees, including NAF civilian employees, and other authorized FMWR patrons as detailed in AR215-1 Table 7-1, utilizing Federal, City, or State issued identification cards.
2. The FMWR patronage authority and eligibility guidance as detailed in AR 215-1, table 7-1: chapter 7-2 and 7-3, usage by Local, State, and Federal Government is at the discretion of the command. The below agencies have been granted access to utilize the Fort Hamilton Sports and Fitness Center:
  - a. Veterans Administration Hospital Employees
  - b. BASOP Contractor Employees (DPW)
  - c. Active NYPD with ID and credentials
  - d. Active FDNY with ID and credentials
  - e. Active FBOP & MDC with ID and credentials
  - f. Future military enlistees under direct supervision of Recruiter.
  - g. New York City Office of Emergency Management Employees
3. Local organization under an established memorandum of understanding (MOU) or partnership agreements may be authorized Fitness Center use, subject to legal review and concurrence.
4. Children and Youth ages 14-17 are authorized to utilize the facility if accompanied by a parent or legal guardian when participating in the same fitness activity as the parent or legal guardian and under the direct supervision of a parent or legal guardian.
5. Children and Youth ages 13 and under are authorized use of the facility when:
  - a. participating in an authorized special program/ activity conducted as part of, or on behalf of installation Army Child and Youth Services (CYS). These include programs following CYS guidance for children and youth conducted by other MWR

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programs, community partners (e.g. youth organizations, associations and schools), and third party organizations.

b. utilizing the gymnasium, while participating in the same activity as the parent or legal guardian and under the direct supervision of a parent or legal guardian, (only authorized for youth age 8 years and older).

c. utilizing the gymnasium for weekly Sunday Youth Fitness from 1300-1500.

6. Active Duty Military have priority 0530-0830 hrs daily. The Fort Hamilton Fitness Center has authority to restrict access as deemed necessary.

7. Active Duty Military have priority for use of the Recreation Center facility/services and will not be displaced to make room for youth programs or participants.

8. Sauna, locker room and shower areas are strictly off limits to all children & youth under the age of 18. When viable, parent or legal guardian will escort youth to and from the restroom.

9. Those under the age of 18, who are employed by the Fitness Center, are not required to be accompanied by their legal guardian. Utilization of the equipment is required for the purpose of familiarity.

10. Service members and youth will not co-mingle when both are present in the facility, as co-mingling among service members and youth creates a climate of risk that is unacceptable.

11. Only DoD ID Card Authorized users are allowed to bring up to 2 guests. Guests must be accompanied with the authorized DoD ID card holder at all times. Guest privileges are not afforded to groups in paragraph 2. Youth DoD ID card holders may not bring guests. DoD ID Card Authorized users may not bring youth guest of any age into the Fitness Center, who they are not the parent or legal guardian. DoD ID Card Authorized users may not bring a child of a guest into the Fitness Center, even in the event the guest parent or legal guardian is present.

12. All users are required to register in the RecTrac system, and check-in upon each Fitness Center visit. All Fitness Center visitors must check-in via RecTrac or legibly in writing.

13. All DoD ID Card Authorized users requesting to bring a youth age 8 and up into the Sports and Fitness Center must provide proof of guardianship, youth DoD Dependent ID card, and must sign a waiver acknowledging adherence to the Policy

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Letter for Authorized Personnel, and the rules and regulation set forth in the Policy Letter For Authorized Personnel and wavier will result in the revocation of access to the Fitness Center for the DoD ID Card Authorized user and their youth DoD Dependent.

14. Patrons referenced in the Policy Letter For Authorized Personnel and AR 215-1, table 7-1, only, will be granted access to the Fort Hamilton Sports and Fitness Center.

15. Point of contact is Trevor Loew, DFMWR, Family & Morale, Welfare and Recreation, (718) 630-4771 or trevor.m.loew.naf@army.mil.

Encl  
AR 215-1



BRIAN A. JACOBS  
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Commanding

