Afloat Recreation Program Management

NAVY AFLOAT RECREATION & FITNESS (SHIPBOARD) STANDARDS

AFLOAT RECREATION & FITNESS (SHIPBOARD) STANDARDS FOR AN LHA

Metric 1.1 Percent Compliance with Staffing Standards

- CNICINST 1710.3, Operation of Morale, Welfare and Recreation (MWR) Programs
- CNICINST 1710.5, Administration of Afloat Recreation Programs

Position Title	Compliance	Possible Points	Actual Points
LHA MWR DIVISION			
Afloat Fitness Specialist NF 4 or Afloat Recreation		10	
Specialist NF 4			
Recreation Services LCPO (E7 or above)		8	
Recreation Assistant (YN)		4	
Recreation Assistant (ET/MM E5 or above)		6	
Recreation Assistant (ET/MM E5 or above)		6	
Recreation Assistant		5	
Recreation Assistant		5	
Recreation Assistant		5	
LHA/LHD COLLATERAL DUTY POSITIONS			
Recreation Services Officer		8	
Recreation Fund Custodian		8	
Command Fitness Leader		6	
Athletics Officer	Recommended	0	
Library Officer	Recommended	0	
Movie Officer	Recommended	0	
Fitness Equipment Officer	Recommended	0	
Percent compliance with this metric		71	

Metric 1.2 Percent Compliance with Staff Qualification Standards

- CNICINST 1710.3, Operation of Morale, Welfare and Recreation (MWR) Programs
- CNICINST 1710.5, Administration of Afloat Recreation Programs

Metric		Meet	Possible	Actual
		Standard	Score	Score
1.2.1	Civilian Afloat Recreation Specialist has 4-year degree in Recreation Administration or related subject.		10	
1.2.2	Civilian Afloat Recreation Specialist has at least one full year of work experience in a recreation setting.		8	
1.2.3	Civilian Afloat Fitness Specialist has 4-year degree in Health, Fitness or related subject area.		10	
1.2.4	Civilian Afloat Fitness Specialist at least two full years of work experience in a related fitness and health setting.		8	
1.2.5	Civilian Afloat Fitness Specialist has a current fitness certification from an accredited national fitness organization.		10	
	Fitness Specialist position not filled.			
1.2.6	Personnel assigned to the MWR Division have been interviewed and approved by the Afloat Recreation or Fitness Specialist or the Recreation LCPO.		8	
1.2.7	Recreation Services Officer is an E7 or above.		5	
1.2.8	Athletics Officer is an E7 or above.	Recommended	0	
1.2.9	Command Fitness Leader is an E6 or above.		5	
1.2.10	Recreation Fund Custodian is an E7 or above.		5	
1.2.11	Fitness Equipment Officer is an E7 or above.	Recommended	0	
	Percent compliance with this metric		69	

Metric 1.3 Percent Compliance with Staff Training Standards

- CNICINST 1710.3, Operation of Morale, Welfare and Recreation (MWR) Programs
- CNICINST 1710.5, Administration of Afloat Recreation Programs

Metric		Meet	Possible	Actual
		Standard	Score	Score
	at Specialist Employees have completed the following:	1		1
1.3.1	N9/Fleet and Family Readiness orientation		3	
1.3.2	Star Service: Creating Stellar Customer Relations		5	
1.3.3	Stellar Service Sells		1	
Afloat Pro	gram Specific Events	1		1
1.3.4	CPR/First Aid		8	
1.3.5	CNIC Afloat Recreation Program Management		10	
1.3.6	Cash Handling Series		1	
FFR Learn	ing Events			
1.3.7	Identifying Work Priorities and Setting Verifiable Goals		1	
1.3.8	Coaching for Extraordinary Service		2	
1.3.9	Addressing Emotions at Work		1	
1.3.10	Resolving Conflicts with your Peers		1	
FFR Profe	ssional Development Events			
1.3.11	At least one FFR <i>Deliver</i> or <i>Develop</i> event in the past year (until all have been completed.)		1	
Shin's Cor	mpany has completed the following training			
1.3.12	Recreation Services Officer has completed the required CNIC Afloat Recreation Program Management learning event, (Should be completed prior to put no later than one month after assumption of duties.)		10	
1.3.13	Recreation Fund Custodian has completed the required CNIC Afloat Recreation Program Management learning event (Should be completed prior to but no later than one month after assumption of duties)		10	
1.3.14	At least two ship's company personnel have completed vendor provided maintenance and repair training for exercise equipment.		8	
	Percent compliance with this metric		62	

Metric 2.1 Percent Compliance with Facility Square Footage Requirements

References/Sources

- CNICINST 1710.3, Operation of Morale, Welfare and Recreation (MWR) Programs
- CNICINST 1710.5, Administration of Afloat Recreation Programs

Metric		Square	Meet	Possible	Actual
wethic		Feet	Standard	Score	Score
	Calculate the number of square feet utilized for each space requirement. Check the box for each space that meets at least 100% of the requirement.				
2.1.1	Library Multimedia Resource Center	150		5	
2.1.2	Recreation Gear Storage	95		8	
2.1.3	Fitness Equipment Gear Storage	25		8	
2.1.4	Fitness Space	4288		10	
2.1.5	Staff Office (Not a stateroom)	100		10	
Pero	cent compliance with this metric			41	

Metric 2.2 Percent Compliance with Qualitative Facility Standards

- CNICINST 1710.3, Operation of Morale, Welfare and Recreation (MWR) Programs
- CNICINST 1710.5, Administration of Afloat Recreation Programs

Matria		Meet	Possible	Actual
Metric		Standard	Score	Score
Library M	edia Resource Center (LMRC)			
2.2.1	Contains adequate lighting, electrical power and ventilation to support personnel and office equipment.		10	
2.2.2	Internet connections are provided for each PC.		8	
2.2.3	Sound levels are under 84 decibels.		1	
2.2.4	Adequate furnishings (shelves, desks, chairs) are provided.		5	

Recreation	on Gear Storage	
2.2.5	There are adequate shelving, bins, and open-end cubicles for storage of equipment and supplies.	8
2.2.6	Storage space can be secured.	8
2.2.7	Space has adequate lighting and is climate controlled for temperature and humidity.	10
Fitness e	quipment parts storage	
2.2.8	There are adequate shelving, bins, and open-end cubicles for storage of equipment and supplies.	8
2.2.9	Storage space can be secured.	8
2.2.10	Space has adequate lighting and is climate controlled for temperature and humidity.	10
Exercise S	Space	·
2.2.11	20 amp 115-120 volts dedicated circuit is provided for each treadmill.	10
2.2.12	Adequate power is provided for all other electrical equipment.	2
2.2.13	Resilient rubber flooring is provided in all strength equipment areas.	7
2.2.14	All exercise equipment is safely secured for sea.	3
2.2.15	Air circulation levels are maintained at a minimum of 10 air exchanges per hour.	8
2.2.16	Sound levels are under 84 decibels. Sound sources include exercise equipment in use, stereo sound system, conversation, etc.	1
2.2.17	Space is well lit in order to ensure the proper use and the safety of personnel using the equipment.	10
2.2.18	The floor is designed to bear the load of weight machines and equipment (minimum 45.36 kilograms per .1 square meter or 100 pounds per square foot).	3
2.2.19	A water fountain or cooler (either portable or permanent) is available within or adjacent to the fitness activity areas.	5
2.2.20	Fitness spaces have hygienic cleaning supplies for sanitizing fitness equipment.	8
Staff office	ce	<u>.</u>
2.2.21	Contains adequate lighting, electrical power and ventilation to support personnel and office equipment.	10
2.2.22	Minimum of 2 internet connections are provided.	10
2.2.23	Minimum of 2 telephone connections are provided (one with direct access to outside lines, DSN and commercial incoming and outgoing).	7
2.2.24	Located near crew gathering area.	5
2.2.25	Office spaces are not located in state rooms.	10
2.2.26	Office space can be secured	10
	Percent compliance with this metric	185

3.1 Percent of Programs Offered in Compliance with Standards

References/Sources

- CNICINST 1710.3, Operation of Morale, Welfare and Recreation (MWR) Programs
- CNICINST 1710.5, Administration of Afloat Recreation Programs

Find the appropriate condition for this ship (Underway, In Homeport or in the Yards). To receive a correct score, make sure the boxes are checked for only one ship condition. See Introduction for explanations about program types and examples.

Under way		Activities/ Month	Meet Standard	Possible Score	Actual Score
	the average number of times each e box in the section that is the close			ted per mon	th.
<u> </u>		30		10	
3.1.1	Directed/Filler Activities	20		8.5	
		16		7.5	
		3		10	
3.1.2	Skill/Knowledge	2		8.5	
		1		7.5	
		2		10	
3.1.3	Command-wide Event	1		8.5	
		-		7.5	
	Competitions	10		10	
3.1.4		6		8.5	
		6		7.5	
3.1.5	An LMRC is available to the crew.			8	
3.1.7	A recreation gear locker is available to the crew at least 10 hours per day.			8	
3.1.8	MWR Division publishes a schedule of trips/tours/outings available in advance of liberty port visits.			7	
3.1.9	MWR Division provides information on tours and points of interest in advance of liberty port visits.			6	

LHA Standards

3.1.10	MWR Division provides an opportunity for the crew to sign up for trips/tours/outings in advance of liberty port visits.		10	
Per	cent compliance with this metric		79	

Home		Activities/ Month	Meet	Possible	Actual
port	The second secon		Standard	Score	Score
	the average number of times each e box in the section that is the close			ted per mon	tn.
CHECK III	e box in the section that is the close	2	over.	10	
3.1.11		1		8.5	
5.1.11	Directed/Filler Activities				
		-		7.5	
		4		10	
3.1.12	Skill/Knowledge	3		8.5	
		2		7.5	
	Command-wide Event	1		10	
3.1.13		-		8.5	
		-		7.5	
	Competitions	4		10	
3.1.14		2		8.5	
		1		7.5	
	Trips/Tours	6		10	
3.1.15		4		8.5	
		1		7.5	
3.1.16	An LMRC is available to the crew.			8	
3.1.18	A recreation gear locker is available to least 10 hours per day.	the crew at		8	
3.1.19	MWR Division publishes a schedule of trips/tours/outings available.	f		7	
3.1.20	MWR Division provides information on tours and points of interest.			6	
3.1.21	MWR Division provides an opportunity for the crew to sign up for trips/tours/outings.			10	
3.1.22	3.1.22 MWR Division offers tickets for local and regional attractions (e.g. movies, sporting events, concerts, theme parks, etc.)				
	Percent compliance with this metric			98	

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In the		Activities/	Meet	Possible	Actual
Yards		Month	Standard	Score	Score
	the average number of times each			ted per mont	th.
Check th	e box in the section that is the close	2	over.	10	
3.1.23		1		8.5	
3.1.23	Directed/Filler Activities	1			
		-		7.5	
		6		10	
3.1.24	Skill/Knowledge	4		8.5	
		2		7.5	
		1		10	
3.1.25	Command-wide Event	-		8.5	
		-		7.5	
	Competitions	4		10	
3.1.26		2		8.5	
		1		7.5	
	Trips/Tours	10		10	
3.1.27		8		8.5	
		6		7.5	
3.1.28	An LMRC is available to the crew.			8	
3.1.29	A recreation gear locker is available to on request.	the crew		8	
3.1.30	MWR Division publishes a schedule of trips/tours/outings available.	F		8	
3.1.31	MWR Division provides information on tours and points of interest.			8	
3.1.32	MWR Division provides an opportunity for the crew to sign up for trips/tours/outings.			10	
3.1.33	MWR Division provides an opportunity for the crew to sign up for trips/tours/outings.			10	
	Percent compliance with this metric			102	
	Total Percent Compliance with this me Underway, Home Port, In the Yards:				

3.2 Percent of Fitness Activities Offered in Compliance with Standards

- CNICINST 1710.3, Operation of Morale, Welfare and Recreation (MWR) Programs
- CNICINST 1710.5, Administration of Afloat Recreation Programs

		A . 1 /			
Under		Activities/	Meet	Possible	Actual
way		Month	Standard	Score	Score
Calculate	the average number of times each	type of progi	ram is conduc	cted per mon	th.
Check th	e box in the section that is the close	est with going	over.		
		20		10	
3.2.1	Skill/Knowledge	15		8.5	
		10		7.5	
		1		10	
3.2.2	Command-wide Events	-		8.5	
		-		7.5	
	Competitions/Tournament	3		10	
3.2.3		2		8.5	
		1		7.5	
		120		10	
3.2.4	Directed Activities	90		8.5	
		70		7.5	
		At least 4 sports/yr		10	
3.2.5	Intramural Sports (Captain's Cup)	At least 3 sports/yr		8.5	
		At least 2 sports/yr		7.5	
Perd	cent compliance with this metric			50	

Home		Activities/	Meet	Possible	Actual
port		Month	Standard	Score	Score
•	the average number of times each				
	e the average number of times each e box in the section that is the close			tea per mon	un.
CHECK III	e box in the section that is the close	10	over.	10	
		10		10	
3.2.6	Skill/Knowledge	8		8.5	
		6		7.5	
		1		10	
3.2.7	Command-wide Events	-		8.5	
		-		7.5	
	Competitions/Tournament	3		10	
3.2.8		2		8.5	
		1		7.5	
		48		10	
3.2.9	Directed Activities	40		8.5	
		30		7.5	
		At least 4		10	
		sports/yr			
3.2.10	Intramural Sports (Captain's Cup)	At least 3		8.5	
		sports/yr At least 2			
		sports/yr		7.5	
Pero	cent compliance with this metric	F =1 1.		50	

		T			1	
In the		Activities/	Meet	Possible	Actual	
Yards		Month	Standard	Score	Score	
Calculate the average number of times each type of program is conducted per month.						
Check the	e box in the section that is the close	est with going	over.			
		2		10		
3.2.11	Skill/Knowledge	1		8.5		
		-		7.5		
		2		10		
3.2.12	Command-wide Events	1-		8.5		
		-		7.5		
	Competitions/Tournament	3		10		
3.2.13		2		8.5		
		1		7.5		
		40		10		
3.2.14	Directed Activities	30		8.5		
		20		7.5		
	Intramural Sports (Captain's Cup)	At least 4 sports/yr		10		
3.2.15		At least 3 sports/yr		8.5		
		At least 2 sports/yr		7.5		
Pero	cent compliance with this metric	3,5 2 : 27, 7 :		50		

4.1 Percent Recreation Equipment in Compliance with Standards

- CNICINST 1710.3, Operation of Morale, Welfare and Recreation (MWR) Programs
- CNICINST 1710.5, Administration of Recreation Programs Afloat

Metric		Meet Standard	Possible Score	Actual Score			
Recreation	n Gear Locker						
	The ship's gear locker contains a variety of recreation						
4.1.1	equipment to support the ship's recreation program.						
	Equipment includes but is not limited to the following:						
	Gear should include a wide variety of equipment to meet the d	liverse recreati	onal interests	of the			
	crew.						
	Picnic Bags (bats, bases, balls, catcher equip., softball gloves	, Frisbees, squi	irt guns, volley	ball			
	equipment, horseshoes)						
	Box/board games (such as Risk, Chess, Checkers, Dominos, G	Cribbage, Battle	eship, Trivial P	ursuit,			
	Backgammon)						
	Playing cards						
	Basketball, Footballs, Soccer balls						
	Fishing rods w/reels						
	Water coolers						
	Ice chests						
	Dart boards						
	Video game players						
	Computer games						
	Hand held video games						
	Cornhole equipment						
	Gear should include a wide variety of equipment to meet the d	liverse recreati	onal interests	of the			
	crew.						
Recreation	l n Program Equipment (for ship wide events)						
recication	The ship's recreation programming equipment includes a						
4.1.2	variety of gear to support the ship's intended program.						
	Equipment includes but is not limited to the following:						
	All ships	1					
	Bingo equipment						
	Karaoke machine						
	Movie equipment						
	Portable PA system						
	BBQ equipment (all but subs)						
	Large deck						
	Band equipment						
	Basketball system						
	Inflatables						

4.1.3	Ship's recreation equipment has been evaluated for replacement by the DFS staff within the last 6 months.	10
Library N	Iultimedia Resource Center (LMRC) Equipment	
4.1.4	Shelving for paperback books	3
4.1.5	Computer station (s)	5
Movie Eq	uipment	
The ship	has the following equipment to show movies:	
4.1.6	Site TV System	5
4.1.7	Navy Digital Video Disk (NDVD) Player	5
4.1.8	Cinema at Sea Initiative (CASI) System	10
4.1.9	Navy Digital Video Disk (NDVD)Player for CASI System	10
Staff Offi	ce R Division staff office is equipped as follows:	•
4.1.10	At least 2-3 Computer workstations with office chairs	10
4.1.11	At least 1 laptop computer with docking station	6
4.1.12	Safe with multiple locking compartments	8
4.1.13	All in one color printer/scanner/copier	8
4.1.14	POS Device	6
4.1.15	Telephones with voicemail capability	6
4.1.16	TV with DVD player	4
4.1.17	At least 2 four drawer filing cabinets	4
4.1.18	Appropriate bookcases/shelving	4
	Percent compliance with this metric	124

4.2 Percent Correct Type of Fitness Equipment in Compliance with Standards

- CNICINST 1710.3, Operation of Morale, Welfare and Recreation (MWR) Programs
- CNICINST 1710.5, Administration of Afloat Recreation Programs

		Quantity	Meet Standard	Possible Score	Actual Score		
Required	Cardio Machines						
	The ship has at least this total number of pieces of required cardio equipment from the types listed below:						
	Treadmills						
	Spinning Cycles						
4.2.1	Elliptical Trainer	51		10			
	Upright Cycle						
	Concept II Rower						
	Versa Climber						
Required	Strength Machines	•	•				
	The ship has at least the following number and types of strength equipment:						
	Bench Flat/Incline/Decline	6					
	Dumbbells 12-Sided Urethane 5- 100 St W/Rack	3					
4.2.2	Adj Weight Stack Corner Cable Cross	1		9			
	Plate Loaded Smith Machine	1					
	NOFFS Resistance Band Kits	50					
	Suspension Training Kits	20					
Required	Adjustable Weight Stack Machines	•	•				
	The ship has at least this TOTAL num machines (4.4.2 included):	ber of pieces o	f required adju	stable weight	stack		
	Adj Weight Stack Single Hi / Lo Pulley						
	Adj Weight Stack Corner Cable Cross						
4.2.3	Adj Weight Stack Kneeling Chin / Dip Assist	8		7			
	Adj Weight Stack Leg Press / Calf Raise						
	Adj Weight Stack Mid Row / Lat Pulldown						
	Adj Weight Stack Multi-Press			_			

	Adj Weight Stack Pec / Rear Delt							
	Adj Weight Stack Rope Pull							
	Adj Weight Stack Seated Leg							
	Extension / Leg Curl							
	Adj Weight Stack Standing Bicep							
	Tricep							
Required	d Plate Loaded Machines							
	The ship has at least this TOTAL number of pieces of required plate loaded machines with							
	listed weight plates (4.2.2 included).	T		T	T			
	Plate Loaded 3 Way Olympic Bench							
	(Weight Plates Ea Machine) 45Lb-4,							
	35Lb-2, 25Lb-4, 10Lb-4, 5Lb-4,							
	2.5Lb-2							
	Plate Loaded Bench (Any Style)							
	Plate Loaded Iso Lat Chest/Back							
	(Weight Plates Ea Machine) 45Lb-4,							
	35Lb-2, 25Lb-4, 10Lb-4, 5Lb-2							
	Plate Loaded Iso Lat Front Lat Pull							
	Down (Weight Plates Ea Machine)							
	45Lb-4, 35Lb-2, 25Lb-4, 10Lb-4,							
	5Lb-2, 2.5Lb-2							
	Plate Loaded Iso Lat Incline Press							
	(Weight Plates Ea Machine) 45Lb-4,							
	35Lb-2, 25Lb-4, 10Lb-4, 5Lb-4,							
	Plate Loaded Iso Lat Low Row							
	(Weight Plates Ea Machine) 45Lb-4,							
	35Lb-2, 25Lb-4, 10Lb-2, 5Lb-2,							
4.2.4	2.5Lb-2							
4.2.4	Plate Loaded Iso Lat Shoulder Press			8				
	(Weight Plates Ea Machine) 45Lb-4,	18		0				
	35Lb-2, 25Lb-4, 10Lb-2, 5Lb-2,							
	2.5Lb-2							
	Plate Loaded Iso Lateral Bench							
	Press (Weight Plates Ea Machine)							
	45Lb-4, 35Lb-2, 25Lb-4, 10Lb-4,							
	5Lb-2,]				
	Plate Loaded Iso Lateral Leg Curl							
	(Weight Plates Ea Machine) 45Lb-2,							
	35Lb-2, 25Lb-2, 10Lb-2, 5Lb-2							
	Plate Loaded Iso Lateral Leg							
	Extension (Weight Plates Ea							
	Machine) 45Lb-2, 35Lb-2, 25Lb-2,							
	10Lb-2, 5Lb-2,							
	Plate Loaded Iso Lateral Raise							
	(Weight Plates Ea Machine) 45Lb-2,							
	35Lb-2, 25Lb-2, 10Lb-2, 5Lb-2,							
	2.5Lb-2							
	Plate Loaded Leg Press (Weight							
	Plates Ea Machine) 45Lb-8, 35Lb-4,							
	25Lb-8, 10Lb-4,							

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5.1 Percent Compliance with Administrative Requirements

- CNICINST 1710.3, Operation of Morale, Welfare and Recreation (MWR) Programs
- CNICINST 1710.5, Administration of Afloat Recreation Programs
- Encrypted DVD (NDVD) Movie Program Management Guide, 2014

Metric		Meet Standard	Possible Score	Actual Score
Movie Pro	ogram			
5.1.1	No movies other than those provided by Navy Motion Picture Service or Armed Forces Radio and Television Service (AFRTS) are shown on SITE-CCTV or CASI System.		10	
Inspectio	ns			
5.1.2	Internal fiscal oversight was conducted by the ship's Fiscal Oversight Board in March and September of the last fiscal year.		8	
5.1.3	The ship's financial statement was submitted to CNIC no later than 1 December of the previous year.		8	
All Ships				
5.1.4	The ship received an overall outstanding score on the last CNIC Afloat Recreation Fund Program Inspection (90-100 score)		10	
3.1.4	The ship received an overall satisfactory score on the last CNIC Afloat Recreation Fund Program Inspection (75-89 score).		7.5	
For Ships	without a ship's store			
5.1.5	The ship received an overall satisfactory for resale for ships without a ship's store.		5	
Recreation	n Admin			
5.1.6	Trips/tours/outings are offered at cost or discounted.		5	
5.1.7	An after-action file is maintained on each trip/tour/outing.		7	
5.1.8	A monthly activity calendar is prepared and publicized to the crew.		7	
5.1.9	A program plan is prepared for every event.		7	
5.1.10	An after action report is prepared for every large events.		6	
5.1.11	A library of information, resources and points of contact for each Port of Call is maintained.		5	
5.1.12	Afloat Monthly Metrics report is submitted to CNIC monthly		7	

Fitness Admin				
5.1.13	A monthly activity calendar is prepared and publicized to the crew.	7		
5.1.14	A program plan is prepared for command wide fitness events.	7		
5.1.15	An after action report is written for command wide fitness events.	7		
5.1.16	Each type of fitness class has a written curriculum/ activity plan.	8		
5.1.17	Afloat Monthly Metrics report is submitted to CNIC monthly	7		
Percent compliance with this metric		121		











