



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BAVARIA
UNIT 28130
APO AE 09114

AMIM-BAH-S (100)

MEMORANDUM FOR USAG Bavaria Civilian Employees

SUBJECT: USAG Bavaria Policy Memorandum #28, Civilian Fitness and Health Promotion Program (CFHPP)

1. References

- a. United States Code, Title 5, Section 7901, Health Service Programs.
- b. United States Code, Title 5, Section 6329a, Administrative Leave.
- c. Army Regulation 600-63, Army Health Promotion.
- d. Army Directive 2021-03, Army Civilian Fitness and Health Promotion Program.
- e. Command Policy Memorandum, Installation Management Command Civilian Fitness and Health Promotion Program (CFHPP), 9 May 2023.
- f. Command Policy Memorandum, USAREUR-AF Civilian Fitness Policy (AEA Cmd Memo 2021-008), 3 October 2023.
- g. Command Policy Memorandum, IMCOM-Europe Policy Letter #10, Civilian Fitness Policy, 2 January 2024.

2. Purpose. The USAG Bavaria encourages all employees to participate in the Department of the Army CFHPP. The goal of the program is to enhance the health, fitness, and quality of life of Department of the Army Civilians and local national (LN) or host nation (HN) employees while increasing organizational wellness and mission productivity. Specific guidance and provisions of this memorandum are found in the enclosure.

4. POC for this policy is the USAG Bavaria Employee Assistance Program Coordinator at (314) 569-7900, 09641-70-569-7900, or usarmy.bavaria.id-europe.list.asap-eap@army.mil.

A handwritten signature in black ink, appearing to read "S. C. Flanagan".

STEPHEN C. FLANAGAN
COL, SF
Commanding

Encl

Enclosure

USAG Policy #28, Guidance and Provisions of the Civilian Fitness and Health Promotion Program

1. **Policy:** The implementation of the USAG Bavaria Civilian Fitness and Health Promotion Program will be consistent with the following provision:

a. Subject to governing laws, regulations, and policies, full-time United States civilian and LN or HN employees may be granted up to three (3) hours of administrative leave per week (no more than one (1) hour per day, and no more than 80 hours in a calendar year) to participate in a command-sponsored fitness promotion program, including physical fitness activities, preventative health events, education on health promotion topics (such as nutrition and exercise principles), and any other activities covered by the program. Administrative leave for part-time employees should be prorated to correspond with the number of hours worked per pay period.

(1) Employees in a Telework status are eligible to participate.

(2) Employees serving on performance improvement plans (PIP), who are subject to leave restrictions, or who have been formally disciplined within the previous 12 months are ineligible to participate.

(3) Employees who have physical fitness standards, i.e., police, firefighters, and security, or have a physical exercise program as part of their normal duties are ineligible to participate.

b. Employees participation in the program is voluntary. Program participation is not an entitlement nor is an employee right or benefit and is subject to supervisor approval for the first year in the program. Second year participation requires Director approval. Third year and beyond require approval of the Deputy to the Garrison Commander (DGC).

c. Prior to participation, employees must execute an annual written program participation agreement that aligns with the performance appraisal period. Employees must self-certify they are not aware of any medical conditions or limitations that would put them at risk of injury or illness while participating in the program. The supervisor will maintain the participation agreement.

d. Employees will specifically target physical fitness activities that improve fitness levels or body conditioning.

e. Employees, supervisors, and time and attendance certifiers must ensure that fitness periods are accounted for by entering the appropriate leave code into time and attendance records. Employees who do not adhere to these time and attendance reporting requirement will be dis-enrolled from the program.

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(1) APF personnel will document fitness periods as administrative leave "LNPF" (type hour code "LN" with environmental/hazard/other code "PF") in Automated Time Attendance and Production System (ATAAPS).

(2) NAF personnel will request PTO for Administrative Leave in WebPunch or on time clock. Supervisors will code approved Administrative Leave with secondary reporting category rate type – Civilian Fitness Program (FIT) in Blue Force.

(3) LN personnel will document fitness periods as "ADMLV5" Army Fitness Program in the LN Time and Attendance Program.

f. Supervisors retain authority to schedule and assign work and must balance mission requirements, workload, and personnel availability when authorizing program participation. Specific time periods for participation will be approved in advance, dictated by mission requirements and subject to cancellation at any time.

g. Employees must report to their workstations before and after each authorized fitness period.

h. Available installation or on-site fitness facilities should be used to the maximum extent possible. Fitness periods include the time used for travel to and from the exercise location, changing clothes, and showering.

i. Authorized fitness periods may be combined with regularly scheduled lunch periods and/or break times with supervisory approval.

j. Employees cannot accumulate fitness periods and carry them over to the next week to exceed the limitations described above.

k. Commanders and supervisors must maintain accountability of employees participating in the program and are responsible for ensuring compliance with program participation requirements.

l. Commanders will review their respective fitness and health promotion programs at least annually to determine how they affect productivity and whether they meet stated objectives. Supervisors will be prepared to report their participation rate to USAG Bavaria DHR upon request utilizing the following formula: $\text{Number of Employees Participating} / \text{Number of Employees} = \text{Participation Rate}$.

m. Subject to supervisory approval, employees may request annual leave, leave without pay, or sick leave (if applicable) to participate in fitness or health promotion activities.

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n. Supervisors should encourage employees to utilize the flexibilities of an alternate work schedule program, if available, to engage in fitness promotion activities during non-duty time

o. The Civilian Fitness Agreement should be revalidated once every 2 years.

2. Labor Relations Obligations. Management officials and supervisors will fulfill all statutory and contractual labor relations obligations in the implementation of this policy.