DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BAVARIA
UNIT 28130
APO AE 09114-8130

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MEMORANDUM FOR USAG Bavaria Civilian Employees

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

1. References.

a. Memorandum, Secretary of the Army, Army Directives 2021-03, Army Civilian Fitness and Health Promotion Program, 18 January 2021.

b. Title 5, U.S. Code, section 7901, Health Service Programs.

c. Title 5, U.S. Code, section 6329a, Administrative Leave.

d. Department of Defense Instruction 1010.10, Health Promotion and Disease Prevention.

e. Army Regulation 600-63, Army Health Promotion.

f. Command Policy Memorandum, U.S. Army Materiel Command Civilian Fitness and Health Promotion Program Policy, 22 June 2021.

g. Command Policy Memorandum, Installation Management Command Civilian Fitness and Health Promotion Program, (CFHPP) Policy #17, 21 July 2021.

h. United States Army Europe, and Africa (USAREUR-AF) Civilian Fitness Policy (AE Cmd Memo 2021-08), 10 August 2021.

2. Purpose**.** Establishes USAG Bavaria Command policy for implementing the Department of the Army Civilian Fitness and Health Promotion Program (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. This policy establishes the enrollment process, participation requirements, and oversight of the USAG Bavaria CFHPP.

3. Applicability. This policy applies to all United States appropriated fund (APF) and nonappropirated fund (NAF) civilian employees as well as LN or HN employees at all USAG Bavaria locations.

4. Policy.

a. The implementation and administration of the USAG Bavaria CFHPP will be consistent with the following provisions:

(1) Subject to governing law, regulation, and policy, full-time United States civilian and LN or HN employees may be granted up to 3 hours of administrative leave per week (no more than 1 hour per day, and no more than 80 hours in a calendar year) to participate in a command-sponsored fitness and health promotion program, including physical fitness activities, preventive health events, education on health promotion topics (such as nutrition and exercise principles), and any other activities covered by the program.

(a) Employees in a telework status are eligible to participate.

(b) Employees serving on performance improvement plans, who are subject to leave restrictions, or who have been formally disciplined for a lack of candor or similar offense within the previous 12 months are ineligible to participate.

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

(2) Employee participation in the program is voluntary.

(3) Program participation is not an entitlement and is subject to approval by supervisory officials. The program does not create an employee right or benefit, substantive or procedural, enforceable at law by a party to litigation with the United States.

(4) Prior to participating, employees must execute an annual written program participation agreement that coincides with the performance appraisal period (1 April – 31 March). 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 retain the participation agreement and will submit to higher Headquarters if requested.

(5) Employees will specifically target physical fitness activities that improve fitness levels, or body conditioning. Suitable activities may include those, which address cardiovascular/aerobic endurance, flexibility, muscular strength and endurance, and body composition.

(6) Employees, supervisors, and time and attendance certifiers must ensure that fitness periods are accounted for in their appropriate payroll management system. Employees who do not adhere to these time and attendance reporting requirements will be dis-enrolled from the program.

(a) APF employees: Enter Administrative Leave “LNPF” (Type Hour Code “LN” with Night Differential/Hazard/Other Code Physical Fitness “PF”) in the automated Time and Attendance Production System (ATAAPS), or analogous code in other timekeeping systems.

(b) NAF employees: Employees 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 Blueforce. Supervisors, super users, and local administrators have the capability to run a report in Blueforce to view the hours that are used over a certain period.

(c) HN personnel will document fitness periods as “ADMLV5” Army Civilian Fitness Program in the HN Time and Attendance Program (HN TAP)

(7) Supervisors retain authority to schedule and assign work and must carefully balance mission requirements, workload, and personnel availability when authorizing program participation. Specific times for participation will be dictated by mission requirements, approved in advance, and may be cancelled at any time.

(8) Employees must report to their workstations before and after each authorized fitness period.

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

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

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

(12) Commanders and supervisors will maintain accountability of employees participating in the program and are responsible for ensuring compliance with program participation requirements.

b. Commanders and supervisors should encourage employees to take advantage of the flexibilities of an alternative work schedule program, if available, to engage in fitness promotion activities during non-duty time.

c. 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.

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

6. Measure of Performance and Effectiveness. In order to ensure that the USAG Bavaria CFHPP is focused on sustainable change in the health and well-being of program participants, commanders and supervisors will encourage participants to develop specific, measurable, achievable, realistic, and timely (SMART) goals for their desired outcomes and encourage them to track and monitor those goals over time. Commanders and supervisors will require participants to complete an effectiveness survey annually.

7. Effective**.** This policy remains in effect until otherwise superseded, rescinded, or changed by this command up to a period of 2 years.

7. POC for this policy memorandum is USAG Bavaria, DHR, ASAP, Employee Assistance Program Coordinator (EAPC) at DSN: (314) 569-7900 or COML: 09641-70-569-7900/7907.

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3 Encls
1. Users Guide and FAQs
2. Participation Agreement
3. CFHPP Participant Survey

CHRISTOPHER R. DANBECK
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