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

AMIM-BAH-S

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. Department of Defense Instruction (DoDI) 1010.10, Health Promotion and Disease Prevention

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

e. Army Directive 2021-03, Army Civilian Fitness and Health Promotion Program.

f. Command Policy Memorandum, Installation Management Command Civilian Fitness and Health Promotion Program (CFHPP), 9 May 2023.

g. Command Policy Memorandum, USAREUR-AF Civilian Fitness Policy (AEA Cmd Memo 2021-008), 3 October 2023.

h. Command Policy Memorandum, IMCOM-Europe Policy Letter #10, Civilian Fitness and Health Promotion Program Policy, 23 July 2025.

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. Specific guidance and provisions of this memorandum are found in the enclosure.

3. 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.

DEREK G. DROUIN
COL, AR
Commanding

Encl
1. Implementation Instructions
Appendix A – User Guide
Appendix B – Participation Agreement
Appendix C – Eligible Hours of Participation

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.

b. The following employees are ineligible to participate: Employees serving on performance improvement plans (PIP), employees who are subject to leave restrictions, and employees who have been formally disciplined within the previous 12 months. 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 also ineligible to participate.

c. Program participation is subject to supervisor approval.

d. Employee participation in the program is voluntary.

e. Program participation is not an entitlement. 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 of America.

f. Prior to participation, employees must execute an annual written program participation agreement that aligns with the performance appraisal period See Annex B to this Enclosure). 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 and will submit it to the Employee Assistance Program Coordinator (EAPC).

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

h. 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.

(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.

i. 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.

j. Employees must report to their workstations before and after each authorized fitness period either in person, by e-mail, or telephonically.

k. 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.

l. Authorized fitness periods may be combined with regularly scheduled lunch periods with supervisory approval.

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

n. Supervisors must maintain accountability of employees participating in the program and are responsible for ensuring compliance with program participation requirements.

o. Garrison 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 EAPC upon request utilizing the following formula: Number of Employees Participating/Number of Employees = Participation Rate.

p. Subject to supervisory approval, employees may request annual leave, leave without pay, or sick leave (as appropriate) to participate in fitness or health promotion activities.

(1) Supervisors should encourage employees to take advantage of the flexibilities of an alternate work schedule program, if available, to engage in fitness promotion activities during non-duty time.

(2) The Civilian Fitness Agreement should be revalidated at least once every 2 years and must be updated when supervisors change.

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

3. **Measure of Performance and Effectiveness.** In order to ensure that the USAG Bavaria Civilian Fitness and Health Promotion Program is focused on sustainable change in the health and well-being of program participants, supervisors will encourage participants to develop specific, measurable, achievable, realistic, and timely (SMART) fitness goals and to track and monitor those goals over time. One resource, if available, but not mandated for this purpose, is the Army Wellness Center. Additionally, USAG Bavaria may require participants to complete effectiveness surveys periodically.

4. **Effective.** This policy remains in effect until otherwise superseded, rescinded, or changed by this Command.

1. Participant's Responsibilities.

a. The employee must sign a written program participation agreement at least annually, or more frequently if deemed appropriate by the supervisor. Both employee and supervisor should retain a copy of the agreement for their records.

b. Employees who do not adhere to the policy will be disenrolled from the program.

2. Supervisor's Responsibilities.

a. Supervisors will allow employee participation in the program as dictated by mission requirements.

b. Supervisors will review and reconcile employees use of administrative leave in the appropriate payroll system at the end of each pay period. Supervisors will adhere to current administrative leave maximum limits which is not more than 80 hours in a calendar year.

c. Supervisors can approve authorized fitness periods to be combined with regularly scheduled lunch and/or break periods.

d. Supervisors of a newly assigned employee who are already participating in the program will require the employee to sign a new written program participation agreement. The ability to grant participation will be dictated by mission requirements.

e. Supervisors must maintain accountability over employees participating in the program and are responsible for ensuring compliance with program participation requirements.

3. Permitted Command-Sponsored Activities.

a. Health Promotion

(1) Health assessment or screenings such as those at garrison wellness centers where available (such as body composition, metabolic testing, physical fitness assessment, biofeedback, and relaxation).

(2) Health fairs.

(3) Holistic educational classes (such as nutrition, exercise principles, stress management, work-life balance, breast feeding, tobacco cessation, finances, resilience, retirement, caregiving, estate planning), and any other command-sponsored activity covered by the program.

4. Physical Fitness

a. Physical fitness activities must be specifically targeted at improving fitness levels or body conditioning.

b. Employees participating in the program will use garrison fitness facilities to the maximum extent possible. Supervisors may approve the use of an offsite fitness facility if the employee is working in a telework status.

c. Aerobic activities use large muscle groups, usually rhythmically, and maintain the activity level for a long period of time, such as 20-60 minutes. Activities may include brisk walking, jogging, floor aerobics, or lap swimming.

d. Flexibility exercises involve stretching all major muscles in the body to help reduce the risk of injury and promote flexibility and mobility of each joint. Stretching sequences at the beginning and end of exercise sessions promote this result.

e. Muscular strength/endurance and body composition increase lean body mass and increase the body's metabolism. Activities may include the use of weight equipment and free weights.

f. Activities such as golf, bowling, baseball, and softball are considered recreational activities and are not permitted.

5. Injury.

a. If an injury occurs during a CFHPP activity while on administrative leave, the employee must immediately notify his/her supervisor and seek medical care if needed.

b. APF employees: All injuries must be documented in the Employees Compensation Operation and Management Portal (ECOMP) at https://www.ecomp.dol.gov within 30 days.

c. NAF employees: Provide details of the injury, in detail, as soon as possible. The supervisor will file the workers' compensation claim.

6. Frequently Asked Questions:

Q: Who is covered by the program?

A: The program covers full-time and part-time appropriated fund and non-appropriated fund federal civilian employees.

Q: Must an employee provide a medical clearance certificate to participate in the program?

A: No. The employee must self-certify that 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,

Q: What are considered appropriate physical fitness or health promotion activities?

A: Activities suitable for physical fitness should address cardiovascular aerobic endurance, flexibility, muscular strength/ endurance, and body composition. Recreational activities such as golf, bowling, baseball and softball are not permitted. Health promotion activities include preventive health events and education on holistic health promotion topics. In addition, health assessments or screenings offered at the garrison wellness center (i.e., body composition, metabolic testing, physical fitness assessment, biofeedback, and relaxation) are also acceptable.

Q: Can CFHPP administrative leave for fitness activities be used in conjunction with personal leave?

A: Yes, subject to supervisory approval.

Q: Does the three (3) hours include travel time?

A: Yes. The three (3) hours per week includes ALL time away from the work area while in a paid work status. This includes changing clothes, showering, traveling to and from the activity, and exercise time.

Q: Can the three (3) hours be used in conjunction with lunch?

A: Yes, subject to supervisory approval.

Q: Can an employee use three (3) hours at one time?

A: No. No more than one (1) hour of CFHPP administrative leave may be used in any one day.

Q: Can an employee use less than one (1) hour more than three (3) days per week.

A: No. An employee may not use CFHPP administrative leave on more than 3 regularly scheduled work days per week, even if they do not use the full hour on a particular day.

Q: Can an employee carry over unused approved CFHPP administrative leave from week to week?

A: No. Unused time from a previous week cannot be carried over from week to week.

Q: Can the three (3) hours be used at the beginning or end of the day/shift?

A: No. An employee must report to their workstation before and after each authorized fitness period.

Q: Can CFHPP administrative leave be used on telework days?

A: Yes. Employees working in a telework status are eligible to participate in the CFHPP.

Q: If an employee goes to the gym and it is too crowded, does this count as part of the three (3) hours?

A: Yes. No more than one (1) hour of CFHPP administrative leave may be used in any one day.

Q: Can participation be denied by the supervisor?

A: Yes. Employees serving on a Performance Improvement Plan (PIP), who are subject to leave restrictions, or who have been disciplined within the previous year are ineligible to participate in the program. A supervisor can also deny participation based on workload or mission requirements.

USAG-BAVARIA CFHPP PARTICIPATION AGREEMENT

1. Employee Request

I (Name) _____ request approval to participate in the Civilian Fitness and Health Promotion Program (CFHPP) as follows:

☐ I agree to submit an Administrative Leave request to my supervisor for each fitness activity encounter in the appropriate time management system. I understand I may be granted up to three (3) hours per week (no more than one (1) hour per day, no more than 80 hours in a calendar year) to participate in the program. *Note: Part-time employee's hours will be prorated per the policy.

☐ I have read the USAG Bavaria Civilian Fitness and Health Promotion Program Policy and agree to comply with all requirements.

☐ I certify that I am not aware of any medical conditions or limitations that would put me at risk of injury or illness while participating in the program. I

☐ I understand that my participation in the program is voluntary. Participation is not an entitlement and is subject to approval by my supervisor as directed by mission requirements.

Fitness Schedule	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
End Time							

Desired Results / Goals: _____

_____

Employee Signature/Date: _____

2. **Supervisor Decision** (Mark one action below, complete and sign)

☐ The employee has been APPROVED to participate in the program without restriction. However, I retain the right to cancel or amend program participation as necessary, subject to workload and/or mission requirements.

☐ The employee's use of regularly scheduled Administrative Leave is APPROVED subject to the following modifications. However, I retain the right to cancel or amend program participation as necessary, subject to workload and/or mission requirements.
Modifications: _____
_____

☐ The request for participation in the CFHPP is currently DENIED for the following reason(s):_____
_____

Supervisor's Name/Signature and Date: _____

3. **Employee Assistance Program Acknowledgment**

EAPC Signature and Date:

_____acknowledge receipt of agreement.

The table below indicates the duration of administrative leave that may be granted in relation to hours worked. The hours are computed and rounded up to the nearest 15 minutes.

Weekly work hours hh:mm	Civilian Fitness hours rounded h:mm
≥ 36:30	3:00
33:00 – < 36:30	2:45
30:00 – < 33:00	2:30
26:30 – < 30:00	2:15
23:00 – < 26:30	2:00
20:00 – < 23.00	1:45
16:30 – < 20:00	1:30
< 16:30	0:00