



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR  
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AMIM-BVG-ZA

8 August 2024

MEMORANDUM FOR U.S. Army Garrison Fort Belvoir Civilian Personnel

SUBJECT: Fort Belvoir Policy Memorandum #16, Commander's Civilian Health, and Fitness Policy

1. References.

- a. AR 600-63 (Army Health Promotion)
- b. Army Directive (AD) 2021-03, Army Civilian Fitness and Health Promotion Program, 18 January 2021
- c. Headquarters, Department of the Army Supplement to AD 2021-003, 11 March 2021
- d. Department of Defense Instruction (DoDI) 1010.10 (Health Promotion and Disease Promotion)
- e. Headquarters, Installation Management Command, Subject: Policy Memorandum – Installation Management Command Civilian Fitness and Health Promotion Program (CFHPP), 5 July 2022

2. Purpose. To provide guidance and procedures for participation in an employee wellness program.

3. Applicability. This policy applies to all regular full-time and part-time Appropriated Fund (AF) and Non-appropriated Fund (NAF) Civilian personnel assigned to the Fort Belvoir Garrison, except for employees already engaged in a formal physical exercise program during duty hours as a requirement of their occupation (e.g., firefighters). This policy does not apply to contractors. Employees of partner organizations are eligible to participate in this program with supervisory approval.

4. Policy. Army Civilian employees are encouraged to engage in a regular program of exercise and in other positive health habits. An employee may be authorized up to three (3) hours of administrative leave per week (no more than one hour per day) to participate in a physical fitness and health promotion program.

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5. Procedures and Responsibilities.

a. Participation in the program is voluntary and is not an entitlement and is subject to approval by supervisory officials.

b. Participating employees must complete and sign a Wellness Agreement (SD Form 824) and have it approved and signed by their supervisor. Employees who have an underlying medical condition or health limitation should consult with their health care provider before participating in the program.

c. Any documentation containing personal and health-related material must be appropriately stored pursuant to current laws, regulations, and other pertinent authorities (e.g., The Privacy Act of 1974, as amended, 5 U.S.C. § 552a, The Health Insurance Portability and Accountability Act of 1996, etc.).

d. Participating employees will document their program time in the Automated Time Attendance and Production System (ATAAPS) using paid Administrative Leave "LN PF" (Type Hour Code "LN" with Environmental/Hazard/Other Code "PF") in (or equivalent time code using applicable non-ATAAPS time and attendance procedures).

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

f. Failure to use exercise time appropriately or misconduct during these periods will be considered workplace infractions subject to disciplinary action.

g. A participant may take up to three (3) hours of administrative leave per week (not to exceed one (1) hour per day) and no more than 80 hours of administrative leave 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 approved fitness activities on Fort Belvoir. Administrative leave for fitness activities may be taken at the end of the duty day, at the beginning of the duty day, or added to the approved 30-minute lunch period to enable a 90-minute, mid-day workout block. Employees may not adjust lunch periods to take 90 minutes at the beginning or end of the duty day. Administrative leave for part-time employees should be pro-rated to correspond with the number of hours worked per pay period.

h. Specific times for participation will be dictated by mission requirements and approved in advance. Supervisors must retain authority to schedule and assign work and must carefully balance mission requirements, workload, and personnel availability when authorizing fitness periods (that is, time for fitness and health promotion activities under the program).

i. Employees who are serving on a performance improvement plan, who are subject to leave restrictions, or who have been formally disciplined for a lack of candor or similar offense within the previous year are ineligible to participate in the program.

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

k. When the participating employee's workplace is physically located on the installation, the employee's fitness activities should take place on the installation or at installation fitness facilities to the maximum extent practicable. Fitness periods include the time used for changing clothes, showering, and travel to and from the exercise location.

l. Civilian employees who are teleworking may be eligible to participate in the program subject to the approval of their supervisor.

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

n. Hours for civilian wellness program does not constitute comp time or over time.

o. Commanders and supervisors must maintain accountability over employees participating in the program and are responsible for ensuring compliance with the program. Failure to utilize authorized time for fitness purposes may result in removal from the program or appropriate disciplinary action.

p. Supervisors will coordinate a fitness schedule that designates the time during the workweek for program participation based on the needs of the organization. Supervisors may annotate up to three (3) hours per week, but not more than one (1) hour per day, as administrative leave on the timesheet during participation in the program. Supervisors will consider mission requirements, along with employee preference, when determining the Civilian Health and Fitness Program schedule.

q. Supervisors may have discretion to terminate their employee's participation and/or change the designated schedule to meet mission requirements if the supervisor determines that the employee is not using the allotted time for the intended program purpose.

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6. Proponent. The Directorate of Human Resources is the proponent for this policy. The point of contact is at (703) 805-1053.



DAVID J. STEWART  
COL, EN  
Commanding

Enclosure