



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

AMIN-BVG-ZA

25 June 2021

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. Army Regulation (AR) 600-63, Army Health Promotion, 14 April 2015
- b. Army Directive (AD) 2021-03, Army Civilian Fitness and Health Promotion Program, 18 Jan 2021
- c. Headquarters, Department of the Army Supplement to AD 2021-003, 11 March 2021
- d. Department of Defense Instruction 1010.10 (Health Promotion and Disease Prevention), 28 April 2014, incorporating Change 2, effective 12 January 2018

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, etc.). 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 three hours of administrative leave per week to participate in a command-sponsored physical exercise training and education program. The three hours of administrative leave are limited to one hour per duty day.

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 and supervisors must sign a Civilian Health and Fitness Employee/Supervisor Agreement, an Informed Consent Form, and a Physical Activities Readiness Questionnaire. Employees who have an underlying medical condition or

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health limitation must also complete and return the Physician Approval Form to their supervisor before participating in the program (see enclosures).

c. All documentation containing personal and health-related 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 "LNPF" (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 one hour of administrative leave three times per week to participate in approved activities on Fort Belvoir. These one-hour increments 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.

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, available installation or on-site fitness facilities should be used to the

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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 so as to exceed the limitations described above.


n. 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.

o. 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 hours per week, but not more than one 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.

p. 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.

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

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JOSHUA P. SEGRAVES
COL, IN
Commanding



DEPARTMENT OF THE ARMY
ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY
105 ARMY PENTAGON
WASHINGTON DC 20310-0105

11 March 2021

**MEMORANDUM FOR HEADQUARTERS, DEPARTMENT OF THE ARMY
PRINCIPAL OFFICIALS**

**SUBJECT: Headquarters, Department of the Army Supplement to Army
Directive 2021-03 (Army Civilian Fitness and Health Promotion Program)**

1. References.

- a. Department of Defense Instruction 1010.10 (Health Promotion and Disease Prevention), 28 April 2014, incorporating Change 2, effective 12 January 2018
- b. Army Directive 2021-03 (Army Civilian Fitness and Health Promotion Program), 18 January 2021
- c. Army Regulation 600-63 (Army Health Promotion), 14 April 2015

2. Purpose. This memorandum supplements the references above for HQDA organizations to allow both appropriated and non-appropriated fund Civilian employees to participate in an organization-sponsored Civilian Fitness and Health Promotion Program. Evidence indicates that employees afforded an opportunity to participate in fitness and health promotion programs experience increased readiness and resiliency, enhanced morale, increased productivity, reduced sick leave use, and increased job and life satisfaction.

3. Policy. Principal officials are authorized, in their discretion, to implement and administer a fitness and health promotion program consistent with these provisions:

- a. Subject to governing law, regulation, and policy, Civilian employees may be granted up to 3 hours of administrative leave per week (no more than 1 hour per day) 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.
- b. Employee participation in the program is voluntary.
- c. Participation in the program is not an entitlement and is subject to approval by supervisory officials. The program does not create an employee right or benefit,

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substantive or procedural, enforceable at law by a party to litigation with the United States.

d. Before participating in a Civilian Fitness and Health Promotion Program, employees will—

(1) Execute a program participation agreement (enclosure 1).

(2) 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 (enclosure 2).

(3) Complete the Program Readiness Questionnaire (enclosure 3).

In addition to the requirements above, employees who have an underlying medical condition or health limitation must complete and return the form at enclosure 4 to their supervisor before participating in the program.

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

f. For employees in positions that have physical fitness standards (such as firefighters), a physical exercise program that is part of their normal duties is not covered by this program.

g. Employees, supervisors, and time and attendance certifiers must ensure that fitness periods are accounted for by entering Administrative Leave "LNPF" (Type Hour Code "LN" with Environmental/Hazard/Other Code "PF") in the Automated Time Attendance and Production System, or analogous code in other timekeeping systems.

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

j. Employees serving on a performance improvement plan, who are subject to leave restrictions, or who have been formally disciplined for a lack of candor, AWOL,

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excessive tardiness, or similar offenses within the previous year are ineligible to participate in the program.

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

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 day or week so as to exceed the limitations described above.

n. In exercising their discretion to implement and administer a fitness and health promotion program, principal officials may also authorize Civilian employees who are teleworking to participate in the civilian fitness and health promotion program.

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

p. Principal officials should review their respective fitness and health promotion programs at least once annually to determine how they affect productivity and whether they meet their stated objectives.

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

5. This policy will remain in effect until modified or rescinded. My point of contact is Ms. Monica Vazquez; Director, HRMD; at (703) 545-1273, DSN 865-1273, or monica.l.vazquez.civ@mail.mil.

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KATHLEEN S. MILLER

**CIVILIAN FITNESS AND HEALTH PROMOTION PROGRAM
EMPLOYEE-SUPERVISOR AGREEMENT**

Employee Name: _____

Supervisor Name: _____

I (employee), _____, understand that full participation in the Civilian Fitness and Health Promotion Program allows up to 3 hours of administrative leave per week (no more than 1 hour per day) unless illness, injury, or mission requirements dictate otherwise. I also understand the fitness periods are up to 1 hour of official time at the beginning of the duty day, up to 1 hour of official time at the end of the duty day, or up to 1 hour of official time taken adjacent to (before or after) my 30- or 60-minute lunch period. I understand that designated fitness hours cannot be banked, or carried over, to another week for future use. In addition, I understand that I may not adjust my lunch period to participate in the program at the beginning or end of the duty day to extend my fitness time. Further, I understand that participation in the approved activities will be at or near my place of duty. Failure to use fitness time appropriately or misconduct during these periods may be considered workplace infractions subject to disciplinary action. I understand that the program and times may be adjusted or curtailed based on mission needs. I further understand that I am required to ensure that fitness periods resulting from my participation in the Civilian Fitness and Health Promotion Program are accounted for by entering Administrative Leave "LNPF" (Type Hour Code "LN" with Environmental/Hazard/Other Code "PF") in the Automated Time Attendance and Production System, or analogous code in other timekeeping systems.

Start Date: _____

Days of the Week: Monday Tuesday Wednesday Thursday Friday

Fitness Location/Place of Duty: _____

Time of Day (Select One): Morning Lunch Afternoon

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

**INFORMED CONSENT FOR PARTICIPATION IN THE
CIVILIAN FITNESS AND HEALTH PROMOTION PROGRAM**

I desire to engage voluntarily in the Civilian Fitness and Health Promotion Program to attempt to improve my physical fitness and general health. I understand that the activities are designed to place a gradually increasing workload on the musculoskeletal, metabolic, and/or cardiorespiratory system and thereby attempt to improve function and overall health. The reaction of the cardiorespiratory system to such activities cannot be predicted with complete accuracy. Certain changes might occur during or after exercise. These changes might include abnormalities in blood pressure or heart rate.

I understand that the purpose of the fitness program is to develop and maintain cardiorespiratory fitness, body composition, flexibility, muscular strength, and/or endurance. I understand that fitness programs include warm-up, exercise, and cool-down activities and may include walking, aerobic exercise, and strength training. I understand that I am responsible for monitoring my own condition throughout my fitness program. If any unusual symptoms occur, I will stop my participation and seek immediate medical treatment, as needed.

In accordance with the guidelines for the Civilian Fitness and Health Promotion Program, if I must obtain a medical clearance before participating in the program, I agree to consult my medical provider and obtain practitioner approval before beginning the program.

In consideration for being allowed to participate in this program, I agree that I am voluntarily participating in this program and that I assume the risk of such exercise. I further agree to hold harmless my organization and the U.S. Army, and its employees and leaders, from any and all claims, suits, losses, or related causes of action for damages, including, but not limited to, such claims that may result in my injury or death, accidental or otherwise, during or arising in any way from the program. In signing this consent form, I affirm that I have read this form in its entirety and I understand the nature of the program in which I choose to participate.

I further acknowledge that I have read the enclosed physical activity readiness questionnaire and I (do) I (do not) require physician approval before starting a new fitness activity or dramatically increasing my activity level (duration, frequency, or intensity). I understand this is my responsibility to obtain medical approval before participating in the program.

Employee Name: _____

Organization: _____

Employee Signature _____ Date _____

PHYSICAL ACTIVITY READINESS QUESTIONNAIRE

This questionnaire is strictly for the employee's personal use and will not be collected.

Regular physical activity is fun and healthy, and more people are starting to increase their activity every day. Being more active is very safe for most people. However, some people should check with their doctor before they start efforts to become more physically active.

This questionnaire is designed to assist you in determining whether you should see a doctor before beginning any level of activity. It should not be considered a complete or exhaustive questionnaire to determine whether health problems exist. Notwithstanding your answers to these questions, if you believe you have any underlying health concerns, you should consult your doctor before beginning any physical activity program. If you are planning to increase your physical activity, answer these eight questions. If you are between the ages of 15 and 69, this questionnaire will assist you in determining whether you should check with your doctor before you start. If you are older than 69, and you are not used to being very active, check with your doctor.

Common sense is your best guide when you answer these questions. Please read the questions carefully and answer each one honestly: YES or NO.

1. Has your doctor said you have a heart condition and you should only do physical activity a doctor recommends?
2. Do you feel pain in your chest when you do physical activity?
3. Have you developed any chest pain in the past month?
4. Do you lose your balance because of dizziness or do you ever lose consciousness?
5. Do you have a bone or joint problem (for example, back, knee, or hip) that could be made worse by a change in your physical activity?
6. Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition?
7. Do you become extremely short of breath with mild exercise?
8. Do you feel frequent skipped heartbeats?
9. Have you been diagnosed with diabetes?
10. Do you know of any other reason you should not participate in physical activity?

If you answered "YES" to **any** of these questions, you should talk to your doctor **before** you become more active. If you answered "NO" to all of the questions, use your own discretion in talking to your doctor before participating in a fitness program. Delaying your participation in this program is recommended if you:

- are not feeling well because of a temporary illness, such as a cold or fever (Wait until you feel better.)
- are or may be pregnant (Talk to your doctor before you become more active.)

PHYSICIAN APPROVAL FORM

Physician Instructions: Your patient is asking to participate in a voluntary Civilian Fitness and Health Promotion Program. (Ask your patient for a copy of the program guidelines for your information.) Please complete this form and give a copy to your patient:

Patient Name: _____

Participation in the Civilian Fitness and Health Promotion Program is recommended as follows:

- Medical approval for full participation—no restrictions/limitations
- Medical approval with restrictions/limitations
- Not medically cleared

I understand that the program may include mild to moderate intensity exercise and is conducted in unsupervised groups or individually. The following restrictions apply: (provide restrictions only if the second option is selected):

Physician's Printed Name: _____

Physician's Signature: _____

Practice/Office Name: _____

Office Telephone Number: _____

Date: _____