



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BLISS**  
**1741 MARSHALL ROAD**  
**FORT BLISS, TX 79916-3803**

AMIM-BLG-ZA (600-63a)

28 October 2022

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: United States Army Garrison Fort Bliss Policy Memorandum, Civilian Fitness and Health Promotion Program**

**1. References.**

- a. Memorandum, Secretary of the Army, Army Directive 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, 28 April 2014, (incorporating Change 2, effective 12 January 2018)
- e. Army Regulation 600-63, Army Health Promotion, 14 April 2015
- f. Command Policy Memorandum, U.S. Army Materiel Command Civilian Fitness and Health Promotion Program Policy, 22 June 2021
- g. IMCOM Policy Memorandum, Civilian Fitness Health Promotion Program Policy, 5 July 2022
- h. Army Regulation 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004
- i. Army Regulation 600-7, Unlawful Discrimination on the Basis of Disability in Programs and Activities Receiving Federal Financial Assistance from or Conducted by the Department of the Army, 10 March 2020

**2. Purpose.** Establishes United States Army Garrison (USAG) Fort Bliss policy for implementing the Department of the Army Civilian Fitness and Health Promotion Program. The goal of the program is to enhance the health, fitness, and quality of life of Department of the Army Civilians while increasing organizational wellness and mission productivity.

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3. Applicability. This policy applies to all full-time USAG Fort Bliss Army Civilian competitive and excepted service Appropriated Fund (APF) and Non-Appropriated Fund (NAF) positions within the USAG Fort Bliss and its directorates.

4. Policy.

a. The USAG Fort Bliss Army Civilian Fitness Promotion program will utilize a holistic approach to enhance Civilian wellness. A fitness and health promotion program that balances support for employee participation with the need to ensure employee work requirements are fulfilled and agency operations remain efficient and effective, is vital to our workforce and in Army's best interest.

b. I hereby authorize USAG Fort Bliss agencies to utilize the Civilian fitness and health promotion program with the following provisions:

(1) Subject to governing law, regulation, and policy, full-time Civilian 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 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 (Enclosure 1).

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

(b) Employees are ineligible to participate in the program if one of the following criteria is met:

i. Received an unsuccessful rating for the prior performance period.

ii. Serving on performance improvement plan.

iii. Subject to leave restrictions.

iv. Been formally disciplined within the previous 12 months.

(c) Employees who have a 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. Program participation is not an entitlement and is subject to approval by supervisory officials. The program does

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not create an employee right or benefit, substantive or procedural, enforceable at law by a party to litigation with the United States.

(3) Prior to participating, employees execute an annual USAG Fort Bliss Written Program Participation Agreement (Enclosure 2) coinciding with the performance appraisal period. Employees 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. Supervisors retain the participation agreement.

(4) It is highly encouraged that participants obtain a medical physical by a physician prior to starting any physical fitness program.

(5) Employees are encouraged to complete a Health Assessment Review through the Fort Bliss Army Wellness Center (FBAWC) to assist in identifying wellness goals. Please refer to the FBAWC Tri-Fold (Enclosure 3) for additional information on available resources.

(6) Employees specifically target physical fitness activities that improve, maintaining fitness levels, or body conditioning. Suitable activities address cardiovascular/aerobic endurance, flexibility, muscular strength and endurance, and body composition.

(7) Employees, supervisors, and time and attendance certifiers 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: In accordance with the Automated Time and Attendance Production System (ATAAPS) Recording Guidance (Enclosure 4) enter Administrative Leave "LNPF" (Type Hour Code "LN" with Night Differential/Hazard/Other Code Physical Fitness "PF") in ATAAPS, or analogous code in other timekeeping systems.

(b) NAF employees: Employees request PTO for Administrative Leave in WebPunch or on time clock. Supervisors 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.

(8) 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.

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(9) Employees are required to report to their workstations before and after each authorized fitness period.

(10) 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.

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

(12) Employees are not authorized to split the one (1) hour fitness period into multiple periods throughout the day.

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

(14) Supervisors must maintain accountability of employees participating in the program and are responsible for ensuring compliance with program participation requirements. The use of a Civilian Fitness Health Promotion Program tracking system (Enclosure 5) to log progress and assist employees with reaching overall wellness goal(s) is highly encouraged.

(15) 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.

(16) Directorates/ Support Offices will track participants internally and update the USAG Fort Bliss Civilian Fitness Health Promotion Program tracker located on the Workforce Development TEAMS Channel under files;  
<https://dod.teams.microsoft.us/l/channel/19%3adod%3aae800e3f1512423fa3f015133a3626a7%40thread.tacv2/Civilian%2520Fitness%2520Health%2520Promotion%2520Program?groupId=cdda53ce-435b-41f4-8e6f-2d222cf4ff46&tenantId=fae6d70f-954b-4811-92b6-0530d6f84c43> with the total number of current employees and total number of program participants by the first Friday of each quarter.

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

6. Equal Employment Opportunity. It is the policy of the Department of the Army (DA) to provide equal opportunity in employment for all people, and prohibit discrimination in employment because of race, color, religion, sex (Gender, sexual orientation, gender identity, sexual harassment), national origin, age, genetic information, reprisal, or disability. It is also the policy of the DA that no qualified person with a Disability (PWD),

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will on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that is conducted by the DA or that receives or benefits from federal financial assistance disbursed by the DA. Furthermore, it is also the goal of the DA to provide disability reasonable accommodations for employees, applicants, and visitors when applicable. (See reference 1.h., 1.i.).

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

8. Point of contact for this policy memorandum is the Directorate of Human Resources, Workforce Development Office at (915) 568-5574.

5 Encls

1. User Guide and FAQ

2. USAG Fort Bliss Written Program  
Participation Agreement

3. Fort Bliss Army Wellness  
Center Trifold

4. ATAAPS Recording Guidance

5. Civilian Wellness Program Employee Tracker

//Original Signed//

JAMES A. BRADY

COL, IN

Commanding

CF:

DES

DFMWR

DHR

DPTMS

DPW

EEO

RSG

HHC

Garrison

ILO

ISO

PAIO

PAO

RMO

RSO

## **Enclosure 1 - User Guide and Frequently Asked Questions (FAQs)**

### **USER GUIDE**

#### **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.

#### **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.

#### **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.

## **Enclosure 1 - User Guide and Frequently Asked Questions (FAQs)**

(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.

### **b. Physical Fitness**

(1) Physical fitness activities must be specifically targeted at improving fitness levels or body conditioning.

(2) 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.

(3) 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.

(4) 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.

(5) 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.

(6) Employees are encouraged to participate in the Civilian Employee Fitness Program (CEFP). Information on the CEFP can be found at Group Fitness (<https://bliss.armymwr.com/programs/civilian-employee-fitness-program-cefp>), packets are available online or at the front desk of Stout Physical Fitness Center and the Tennis Club.

(Please Note: acceptance and participation in the CEFP is subject to their guidelines and hours, which overrides the stated guiding principles to include hours of participation of the USAG Fort Bliss Civilian Fitness and Health Promotion Program Policy. Personnel may not attend both programs simultaneously.)

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

### **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.

## **Enclosure 1 - User Guide and Frequently Asked Questions (FAQs)**

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.



## **Enclosure 1 - User Guide and Frequently Asked Questions (FAQs)**

### **FREQUENTLY ASKED QUESTIONS**

1. 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.

2. 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.

3. 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.

4. Q: Is the program only for individual activities or can employees form groups?

A: Employees are required to sign up for the CFHPP individually. Once an employee's application is approved, program participants may form groups and join in approved command sponsored activities together, as each individual employee's mission permits.

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

A: Yes, subject to supervisory approval.

6. 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.

## **Enclosure 1 - User Guide and Frequently Asked Questions (FAQs)**

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

A: Yes, subject to supervisory approval.

8. 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.

9. 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 workdays per week, even if they do not use the full hour on a particular day.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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

## **Enclosure 1 - User Guide and Frequently Asked Questions (FAQs)**

deny participation based on workload or mission requirements.

15. Q: Are supervisors limited to utilizing Enclosure 5, Civilian Wellness Program Employee Tracker or can they develop their own method of accountability for employees participating in the program?

A: The Civilian Wellness Program Employee Tracker is optional but highly encouraged and can be utilized by employees and supervisors as a method of accountability. However, each Directorate/Support Office has the flexibility to create and utilize their own internal method of accountability for employees participating in the program.

## Enclosure 2 – Participation Agreement

### USAG FORT BLISS PROGRAM PARTICIPATION AGREEMENT

**EMPLOYEE REQUEST:** (Complete in entirety, sign, and provide to your supervisor)

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 IMCOM Civilian Fitness and Health Promotion Program policy and agree to comply with all requirements.

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

☐ 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.

\_\_\_\_\_  
Employee Name and Signature

\_\_\_\_\_  
Date

**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 requested participation in the CFHPP is currently DENIED for the following reason(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employee Name and Signature

\_\_\_\_\_  
Date

# Core Programs

## Health Assessment Review

An analysis of a person's health status, risk for disease, and ability to increase physical activity safely.



## Physical Fitness

Using state-of-the-art equipment, physical fitness level is assessed (VO<sub>2</sub>max, strength, and flexibility) and used to create an individual exercise prescription.

## Healthy Nutrition

Use of metabolic testing that synchronizes an individual's resting metabolic rate to provide tailored strategies for weight loss, gain or maintenance.

## Stress Management

Education in biofeedback and stress relief techniques, positive coping skills and good sleep habits.

## General Wellness Education

Health Coaching Classes on topics such as healthy lifestyles, increased resiliency, preventing chronic disease through healthy living habits and self-care.

## Tobacco Education

An assessment of an individual's readiness to change, a discussion of possible options for becoming tobacco-free and provision of the appropriate tobacco cessation education.

# Mission

## ♦ Building health with the AWC

Army Wellness Centers (AWC) provide standardized primary prevention programs and services designed to build and sustain good health and improve the overall healthy lifestyles of Soldiers, Family Members, Retirees, and DA Civilians

## ♦ AWC & Army units

Improve unit readiness and support physical fitness standards by targeting the physical fitness and performance of Soldiers

Help avoid overtraining and related injuries – the right amount of time exercising yields optimal results

Reduce lost and limited-duty time due to injury

## ♦ AWC & Medical Providers

Provide a tool to address lifestyle behaviors holistically and over time

Programs are evidence-based and leverage technology to help clients succeed

Allow for medical provider direction and oversight of patient progress through AHLTA documentation and PCMH integration

## All Services are FREE!

Who do we serve? U.S. Army Soldier, Family  
Member, Retiree, DA Civilian



**Sleep, Activity, and Nutrition**

**2415 Carrington Rd.**

**Ft. Bliss, TX.**

**(915)742-9566**



## Health Assessment Review

Please complete the online Health Questionnaire prior to your appointment

<https://awc.army.mil/>

**\*\*if you are unable to complete please arrive 20 minutes early to allow time to complete\*\***

## General Wellness Education

30 Minute health coaching session where Health educator and client cover topics that include: upping your metabolism, meals in minutes, fueling for health to preventing chronic disease through a healthy living habits and self care.

## Body Composition

**Includes:** Body composition analysis which measures the percentage of body mass to include fat and fat free tissue



**You will Receive:** Body Fat Percentage baseline

**Test Preparation:** Wear form Fitting Clothes (men: Speedos or compression shorts without padding. Women: Sports bras and spandex shorts)

**No** physical Activity, food (including gum and candy)

over the counter medications (including vitamins or supplements) drink, or tobacco products **2 Hours** prior

## Stress management

**Includes:** Introductory class about stress relief techniques, positive coping skills, and obstacles to self motivation

Five individual bio-feedback sessions practicing different stress management techniques such as deep breathing, progressive muscle relaxation guided imagery and much more!



## Physical Fitness Assessment

**Includes:**

- **VO2 Sub-Max testing:** Treadmill or cycle test to measure cardiovascular fitness level.



- 2 tests to measure muscular fitness and flexibility

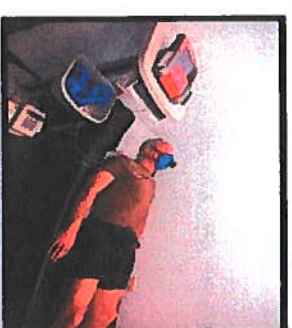
**You will Receive:** An exercise prescription based on your fitness goals.

**Test preparation:** Wear comfortable workout clothing, no underwire bras, no physical activity, food (including gum and candy) over the counter medications (including vitamins or supplements) drink, or tobacco products **5 Hours** prior

## Metabolic testing

**Includes:**

1. Metabolic test that will determine your individual calorie needs at rest. Values are used to determine how many calories you need on a daily basis to reach your goal.
2. A class about strategies in upping you metabolism.



**\*\* Results will be received in this class\*\***

**You will receive:** Individual results and a suggested pre-designed meal plan (When appropriate.)

**Test preparation:** No physical activity, food (including gum and candy,) over the counter medication (including vitamins or supplements, drink (except water) or tobacco **5 Hours** Prior to test.

## Sleep Education

**Includes:** Discussion on the importance of sleep, Examine the science of sleep, Explore methods and resources for achieving better quality of sleep and Develop positive action steps to improve sleep.

## Tobacco Education

**Includes:** Discuss the benefits of quitting, health Risks of tobacco, and tips to stop smoking







# ATAAPS

## Recording Administrative Leave for Wellness/Physical Fitness

USAG Fort Bliss

Version Number 1

as of 10 AUG 22YY

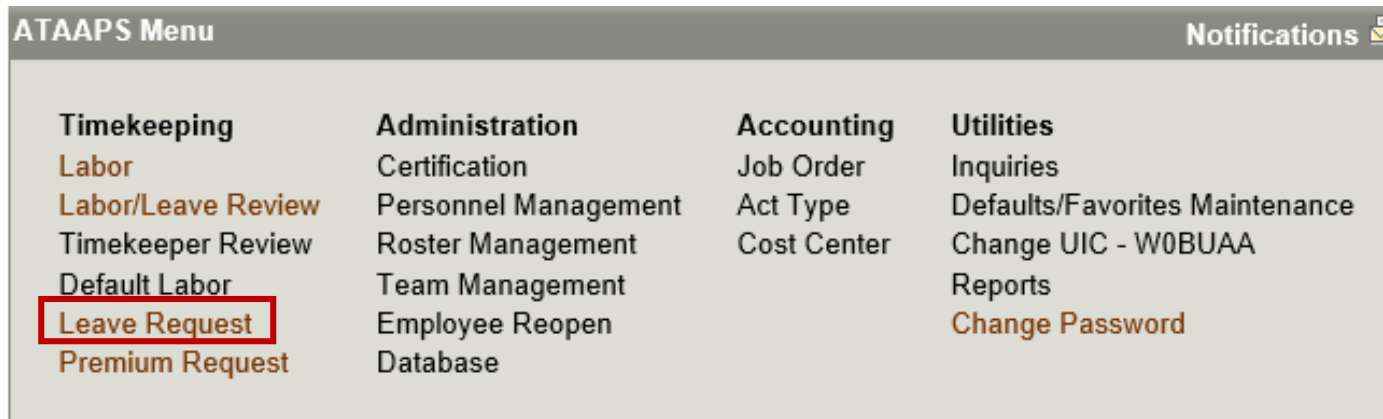




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# Recording Administrative Leave for Wellness/Physical Fitness

- Log in to ATAAPS: <https://ataaps.csd.disa.mil/>
- Submit leave request for each day of admin leave.



- Select “Leave Request”, click “New Leave Request”
- Select “LN – Administrative” from the type hours dropdown and complete the from date/time and to date/time (total hours 1) and select “PF – Physical Fitness” from the Purpose dropdown. Select certifier and check the requestor certification block and click “Submit”
- A new leave form is required for each day of admin leave.








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# Recording Administrative Leave for Wellness/Physical Fitness

- Once a leave form is submitted for each day of admin leave, click the “Labor” link under “Timekeeping.”

**ATAAPS Menu**Notifications 

<b>Timekeeping</b>	<b>Administration</b>	<b>Accounting</b>	<b>Utilities</b>
<b>Labor</b>	Certification	Job Order	Inquiries
Labor/Leave Review	Personnel Management	Act Type	Defaults/Favorites Maintenance
Timekeeper Review	Roster Management	Cost Center	Change UIC - W0BUAA
Default Labor	Team Management		Reports
Leave Request	Employee Reopen		Change Password
Premium Request	Database		





# Recording Administrative Leave for Wellness/Physical Fitness

- Click the “InsertRow” button and add standard labor (RG) hours.

Employee Hours																						
						January/February		31	1	2	3	4	5	6	7	8	9	10	11	12	13	
			Cost Center	Job Order	Act Type	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
<input type="checkbox"/>			<input type="text" value="40934223"/>	<input type="text"/>	<input type="text" value="C40934223"/>	<input type="text"/>	<input type="text" value="RG"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="80.00"/>	
Scheduled Hours							0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00	
Reported to Scheduled Hours							0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00	
Save	DeleteRow	CopyRow	NtDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU															

- Click the “InsertRow” button again.
- On the new row, select the job order and select LN from the “Type Hr” dropdown.
- Enter 1 hour into each of the three days on which admin leave is scheduled and adjust RG hours for those days.

Employee Hours																						
						January/February		31	1	2	3	4	5	6	7	8	9	10	11	12	13	
		Cost Center	Job Order	Act Type	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total		
<input type="checkbox"/>			40934223	<input type="checkbox"/>	C40934223	<input type="checkbox"/>	RG	<input type="checkbox"/>	7.00	8.00	7.00	8.00	7.00	<input type="checkbox"/>	<input type="checkbox"/>	8.00	8.00	8.00	8.00	8.00	80.00	
<input type="checkbox"/>			40934223	<input type="checkbox"/>	C40934223	<input type="checkbox"/>	LN	<input type="checkbox"/>	1	<input type="checkbox"/>	1	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	
Scheduled Hours						0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00	
Reported to Scheduled Hours						0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00	
Save	DeleteRow	CopyRow	NtDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU															

- Click “Save”





# Recording Administrative Leave for Wellness/Physical Fitness

- Click the “NtDiff/Haz/Oth” button.

Employee Hours																						
January/February							31	1	2	3	4	5	6	7	8	9	10	11	12	13		
			Cost Center	Job Order	Act Type	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
<input type="checkbox"/>			40934223		C40934223			7.00	8.00	7.00	8.00	7.00			8.00	8.00	8.00	8.00	8.00		80.00	
<input type="checkbox"/>			40934223		C40934223			1		1		1									0.00	
Scheduled Hours							0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00	
Reported to Scheduled Hours							0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00	
Save	DeleteRow	CopyRow	NtDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU															

- Select the “Add” link in the “Hz/Oth” row under the first admin

Employee Hours																				January/February		31	1	2	3	4	5	6	7	8	9	10	11	12	13	Total
<input type="checkbox"/>			Cost Center	Job Order	Act Type	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total															
<input type="checkbox"/>			40934223	C40934223		RG		7.00	8.00	7.00	8.00	7.00			8.00	8.00	8.00	8.00	8.00		77.00															
Sub Acct					NtDiff																0.00															
User Data					Hz/Oth			TS	TS	TS	TS	TS			TS	TS	TS	TS	TS																	
					FLSA			Add	Add	Add	Add	Add			Add	Add	Add	Add	Add																	
<input type="checkbox"/>			40934223	C40934223		LN		1.00		1.00		1.00									3.00															
Sub Acct					NtDiff																0.00															
User Data					Hz/Oth			Add		Add		Add																								
					FLSA			Add		Add		Add																								
Scheduled Hours							0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00															
Reported to Scheduled Hours							0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00															
Save	DeleteRow	CopyRow	NtDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU																													





U.S. ARMY

# Recording Administrative Leave for Wellness/Physical Fitness

- Scroll down and select “PF – Physical Fitness” from the Reason list. Check the block for all the days to which this reason code applies and click the “Reason” button to save.

**Employee Information**

Employee:  
Date: 2/1/2021  
Job Order: C40934223  
OP Code:  
Type Hours: Admin

Reason: BK Grievance and Appeals  
PF **Physical Fitness**  
PH Preventative Health  
PS Weather and Safety Leave 1

3 Reason Remove Cancel

January/February	31	1	2	3	4	5	6	7	8	9	10	11	12	13
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		✓		✓		✓								

2



U.S. ARMY

# Recording Administrative Leave for Wellness/Physical Fitness

- Once the PF code is added to each LN day, click the “Save” button and concur your timecard.

## Employee Hours

January/February						31	1	2	3	4	5	6	7	8	9	10	11	12	13	Total
	Cost Center	Job Order	Act Type	Type Hr		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
<input type="checkbox"/>	40934223		C40934223		RG		7.00	8.00	7.00	8.00	7.00			8.00	8.00	8.00	8.00	8.00		77.00
Sub Acct																				0.00
User Data							TS	TS	TS	TS	TS			TS	TS	TS	TS	TS		
FLSA							Add	Add	Add	Add	Add			Add	Add	Add	Add	Add		
<input type="checkbox"/>	40934223		C40934223		LN		1.00		1.00		1.00									3.00
Sub Acct																				0.00
User Data							PF		PF		PF									
FLSA							Add		Add		Add									
Scheduled Hours						0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
Reported to Scheduled Hours						0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00



# Civilian Wellness Tracker

Employee Name:

Army Wellness Center Health Assessment Completed?

Yes

No

Directorate:

Division:

Supervisor:

Goals:

*Supervisors have the capability to electronically sign off next to each activity logged by employee. Once 80 hours has been completed, the employee's supervisor can also sign off at the bottom of the log sheet acknowledging completion of the program for that Fiscal Year (FY).*

	COMMAND SPONSORED ACTIVITY	LOCATION	DATE	START TIME	DURATION IN HOURS	END TIME	TOTAL HOURS	SUPERVISOR SIGNATURE
1	Strength Tng	Soto Fitness Ctr Fort Bliss	08-Aug-22	1200	1	1300	1	
2								
3								
4								
5								
6								
7								
8								

	ACTIVITY	LOCATION	DATE	START TIME	DURATION IN HOURS	END TIME	TOTAL HOURS	SUPERVISOR SIGNATURE
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								

	ACTIVITY	LOCATION	DATE	START TIME	DURATION IN HOURS	END TIME	TOTAL HOURS	SUPERVISOR SIGNATURE
24								
25								
26								
27								
28								
29								
30								
31								
32								
33								
34								
35								
36								
37								
38								



	ACTIVITY	LOCATION	DATE	START TIME	DURATION IN HOURS	END TIME	TOTAL HOURS	SUPERVISOR SIGNATURE
39								
40								
41								
42								
43								
44								
45								
46								
47								
48								
49								
50								
51								
52								
53								

	ACTIVITY	LOCATION	DATE	START TIME	DURATION IN HOURS	END TIME	TOTAL HOURS	SUPERVISOR SIGNATURE
54								
55								
56								
57								
58								
59								
60								
61								
62								
63								
64								
65								
66								
67								
68								

	ACTIVITY	LOCATION	DATE	START TIME	DURATION IN HOURS	END TIME	TOTAL HOURS	SUPERVISOR SIGNATURE
69								
70								
71								
72								
73								
74								
75								
76								
77								
78								
79								
80								
<b>Total Program Hours Completed</b>								

Tracker is for internal purposes only and is a tool for supervisor and employee to assess goal completion. There is NO requirement to submit this form to DHR-WASSD upon completion.