



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON, FORT CAVAZOS
1001 761ST TANK BATTALION AVENUE
FORT CAVAZOS, TEXAS 76544-5002

AMIM-CAH-W

11 July 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Civilian Fitness and Health Promotion Program (CFHPP)

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

2. Purpose. Establishes United States Army Garrison (USAG) Fort Cavazos's program and procedures 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 the Army Civilians while increasing organizational wellness and mission productivity.

3. Applicability. This policy applies to all USAG civilian appropriated and non-appropriated fund teammates working on the Fort Cavazos, Texas installation.

4. Policy.

- a. A fitness and health promotion program that balances support for teammate participation with the need to ensure teammate work requirements are fulfilled and agency operations remain efficient and effective is in the best interest of the Army and

USAG Fort Cavazos. All IMCOM installations are authorized to implement and administer a fitness and health promotion program.

b. Full-time Civilian teammates 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. Administrative leave for part-time teammates should be pro-rated to correspond with the number of hours worked per pay period. Command-sponsored fitness and health promotion programs may include:

(1) Physical Fitness activities which improve, maintain, fitness levels/body conditioning (such as: cardio, aerobic endurance, flexibility, strength, endurance, body composition);

(2) Preventive health events;

(3) Education on health promotion topics (i.e., nutrition, exercise, etc.); and

(4) Any other activities covered by the program.

5. Eligibility.

a. All full-time AF and NAF teammates.

b. Part time teammates may receive pro-rated administrative leave to correspond with the number of hours worked in a pay period to participate in the program.

c. Teammates in a Telework status are eligible to participate.

d. The following teammates are ineligible to participate:

(1) Teammates serving on performance improvement plans (PIP);

(2) Teammates subject to leave restrictions;

(3) Teammates who have been formally disciplined within the previous 12 months;

(4) Teammates who have a physical fitness standard (i.e., police, firefighters, and security guards), or have a physical exercise program as part of their normal duties.

6. Procedures.

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

b. Prior to participating, teammates must execute an annual written program participation agreement that coincides with the performance appraisal period. Teammates 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.

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

d. Teammates, supervisors, and time and attendance certifiers must ensure that fitness periods are accounted for in their appropriate payroll management system. Teammates who do not adhere to these time and attendance reporting requirements will be disenrolled from the program.

(1) APF teammates: Enter Administrative Leave "LN/PF" (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.

(2) NAF teammates: Teammates 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.

e. 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.

f. Teammates must report to their workstations before and after each authorized fitness period. Therefore, the three (3) hours may not be used at the beginning or end of the duty/shift.

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g. Available installation or on-site fitness facilities should be used to the maximum extent practicable.

h. Fitness periods include the time used for travel to and from the exercise location, changing clothes, and showering.

i. Subject to supervisory approval, teammates may request annual leave, leave without pay, or sick leave (if applicable) to participate in fitness and health promotion activities.

7. Reporting. Upon request, Directors and Office Chiefs will provide their directorate's participation rate (number of teammates participating/number of teammates) and effectiveness of the program to the Garrison Commander who is required to review the program annually.

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

9. Proponent. Directorate of Human Resources.

10. Expiration. This SOP remains in effect until superseded or rescinded.

11. Point of Contact. Workforce Development at (254) 553-3700.

3 Encls

1. User Guide and FAQs
2. Participation Agreement
3. ATAAPS Instructions

LORRI A. GOLYA
Director, Human Resources

DISTRIBUTION:

IAW FC Form 1853: A

Enclosure 1 – User Guide and Frequently Asked Questions

USER GUIDE

Participant's Responsibilities.

1. 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.
2. Employees who do not adhere to the policy will be disenrolled from the program.

Supervisor's Responsibilities.

1. Supervisors will allow employee participation in the program as dictated by mission requirements.
2. Supervisors will review and reconcile employee's 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.
3. Supervisors can approve authorized fitness periods to be combined with regularly scheduled lunch and/or break periods.
4. 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.
5. Supervisors must maintain accountability over employees participating in the program and are responsible for ensuring compliance with program participation requirements.

Permitted Command-Sponsored Activities.

1. Health Promotion

- (a) 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).
- (b) Health fairs.
- (c) 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.

Enclosure 1 – User Guide and Frequently Asked Questions

2. 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.

Injury.

1. 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.
2. 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.
3. 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

FREQUENTLY ASKED QUESTIONS

1. Q: Who is covered by the program?

A: The program covers full-time and part-time appropriated 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: Can CFHPP administrative leave for fitness activities be used in conjunction with personal leave?

A: Yes, subject to supervisory approval.

5. 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.

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

A: Yes, subject to supervisory approval.

7. 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.

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

Enclosure 1 – User Guide and Frequently Asked Questions

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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

IMCOM CFHPP 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's 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): _____

Supervisor's Name and Signature

Date

Please annotate days/times and duration the employee will participate in the civilian fitness program. *Note: No more than 3 hours per week/80 hours per calendar year, employees must report to workstation before and after each period. (3 hours a week limits participation to 26 weeks). Employee understands that fitness period includes the time used for travel to and from the exercise location, changing clothes and showering.*

	Day 1	Day 2	Day 3
Day			
Time			
Start (Day/Mo)			End (Day/Mo)



ATAAPS

Recording Administrative Leave for Wellness/Physical Fitness

IMCOM – Readiness HR

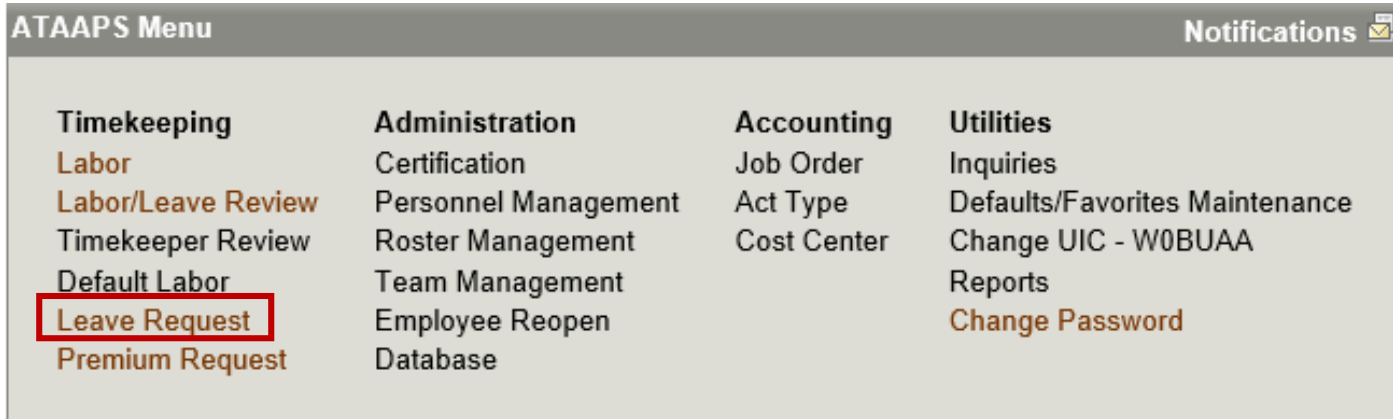
Version Number 1
As of 8 Feb 2021





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.





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

Timekeeping	Administration	Accounting	Utilities
Labor	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	Total
	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			RG		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		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	Total
	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			RG		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			LN		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													

- Click "Save"





Recording Administrative Leave for Wellness/Physical Fitness

- Click the “NtDiff/Haz/Oth” button.

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

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

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





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





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																	Total	
		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		
<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		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
Save	DeleteRow	CopyRow	NtDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU													

