



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

24 JUN 2021

AMIM-DAG-ZA (600-63a)

MEMORANDUM FOR ALL US ARMY GARRISON DAEGU, CIVILIAN EMPLOYEES

SUBJECT: US Army Garrison Daegu Command Policy Letter 21-04 - Army Civilian Wellness Program (ACWP)

1. References:

a. DOD Instruction 1010.10 (Health Promotion and Disease Prevention), 28 Apr 2014, incorporating Change 2, effective 12 Jan 2018.

b. Army Regulation 600-63, Army Health Promotion, 14 Apr 2015.

c. Memorandum, Army Materiel Command (AMC), AMCPE-W, Headquarters AMC Civilian Fitness Program, 19 Sep 2011.

d. Memorandum, US Army Sustainment Command, AMSAS-CG, Community Health promotion Council –Senior commander Ploicy #690-26, 5 Feb 2016.

e. Army Directive 2021-03 (Army Civilian & Health Promotion Program), 18 Jan 2021

2. In an effort to facilitate a philosophy of wellness and health promotion, this policy establishes my ACWP. Physical fitness is defined as a set of attributes an individual must have or achieve that relates to the ability to perform physical activity. Likewise, my goals are to promote individual healthy lifestyles, work life balance, physical fitness, and overall well-being.

3. To further promote health and fitness, Army Civilian employees are permitted to engage in a regular program of exercise and in other positive healthy habits. The ACWP authorizes a maximum of one hour of excused absence per day for up to three hours per week. Participation in the program is not an employee entitlement and is contingent upon supervisory approval and subject to workload or mission requirements. The program is completely voluntary for Civilian employees. The three hour absence consists of the total time away from the worksite to include time for changing clothes, showering, and traveling to and from the physical fitness/wellness location; and may be combined with the regularly scheduled lunch period. However, if combined with the lunch period, the excused absence will not exceed thirty minutes, for a total absence of one hour and thirty minutes away from the worksite. Unused time from a previous week may not be carried over from week to week.

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4. Additionally, if an employee is unexpectedly away from the worksite for longer than the approved period of excused absence, they may request the use of an appropriate leave status subject to supervisory approval. If the employee does not request, or the supervisor denies the request for the use of leave, the employee will be charged absent without leave (AWOL). Individuals serving on a Performance Improvement Plan (PIP), who are subject to leave restrictions, or who have been formally disciplined for misconduct related to dishonesty or lack of candor, at any time while participating or within the past year, are ineligible to partake in the program.

5. Overtime and/or compensatory time may not be approved to allow for participation in the program. If work requirements do not allow for an employee to use excused absence during the workday, the use of alternative work schedules (AWS) is encouraged in accordance with the installation AWS guidance. This includes allowing the employee to participate in wellness/fitness activities before or after work in a nonpaid, nonduty status. For example, if a peak period of workload requires an employee to work for a full eight hour period, and cannot be spared for Excused Absence, the employee may be allowed to change their schedule from 0800-1630 to 0900-1730 to allow them to participate in a nonpaid, nonduty status.

6. Misuse of this program is a workplace infraction and subject to disciplinary actions. Supervisors are responsible for ensuring the program is not compromised or abused and have the authority to revoke privileges based on a finding of an employee's failure to comply with the terms of the program.

7. This policy will remain in effect until superseded or rescinded.

5 Encls
Tab A. Wellness/Fitness Program
Tab B. Enrollment Approval Form
Tab C. Participation Form
Tab D. Physician Release
Tab E. Daegu Civilian Information Paper



EDWARD J. BALLANCO
COL, AR
Commanding

TAB A: WELLNESS/FITNESS PROGRAM

1. PURPOSE. A fitness/wellness program enhances the well-being of Garrison employees and contributes to a healthy and productive workforce. Employees may voluntarily participate in fitness/activities during the workday for a maximum of 1 hour per day three times per week. The goal is to encourage and motivate employees to develop a healthy lifestyle and enhance the quality of work life.

A. The Agency and the Garrison recognize that employees are responsible for their own health and fitness. While all employees are encouraged to adopt healthy lifestyles and actively pursue fitness in coordination with their physician's advice and guidance, participation in any Agency-sponsored health promotion or activity is voluntary.

B. The Agency will publicize the availability of medical programs (such as education programs relating to health, diet and nutrition) that may be offered to employees as part of a Wellness Program. Participation in such programs is voluntary, is subject to availability of Agency funds, and may be done as a part of the Agency sponsored Wellness/Fitness Program.

C. The Agency and the Garrison agree that it is in the employees' best interest to consult with a medical professional prior to beginning any physical fitness program and encourage all employees to do so.

2. AUTHORIZED TIME FOR WELLNESS/FITNESS ACTIVITIES.

A. Employees may be granted a maximum of 1 hour per day three times per week of administrative leave during duty time for fitness/wellness activities. Part-time employees will be authorized a pro-rated amount of time based on the average number of hours worked during a pay period. Only one block of time per day is authorized under this program. Fitness activities suitable for administrative leave should address cardiovascular/aerobic endurance, muscular strength, flexibility and body conditioning. Wellness activities include, but are not limited to, on-site or agency-sponsored classes on health education, weight management, stress management, tobacco cessation and on-site health screenings.

B. Any unused periods of time cannot be banked and carried over to the next week. The three hours per week includes time for changing clothes, showering and traveling to/from the exercise location.

C. Wellness/fitness activities may be used in conjunction with the regularly scheduled lunch period or before or at the end of the day. Employees are responsible for keeping their supervisors advised of when and where they are participating in fitness/wellness activities.

D. Any periods of time over the 3-hour limit will be charged as annual leave, credit hours or compensatory time and is subject to supervisory/manager approval and leave and absence regulations.

E. On site facilities, such as the facility/base gym, on base running/walking tracks should be used if available. However, alternate arrangements may be approved for those employees not co-located with on-site facilities. Alternate arrangements are subject to negotiations between the parties at the local level and are authorized to be included in Local Agreements. Memberships to commercial fitness facilities are the responsibility of the individual employee and will not be paid by the Agency.

F. For production-oriented operations requiring minimum staffing levels for mission accomplishment, scheduling arrangements may be subject to negotiations between the parties at the local level and are authorized to be included in Local Agreements.

G. Supervisors/managers may cancel an employee's wellness/fitness administrative leave for wellness/fitness based on mission requirements (supervisors will describe the specific mission reason for canceling the wellness/fitness leave). Supervisors should try, whenever possible, to allow employees to reschedule the exercise time period (up to 1 hour per day, 3 days per week) for another time or day in the week.

H. Administrative Leave for wellness/fitness may not be granted during times of mandatory overtime.

3. PROCEDURES

A. Prior to beginning a physical fitness program employees must self-certify to the best of their knowledge that they have no medical conditions or limitations that would put them at risk of injury or harm to their health while participating in the fitness program.

B. Employees must submit the required form (to be agreed to with the Directorate) for requesting approval of administrative leave for wellness/fitness for physical fitness activities to their first level supervisor with a copy of their self-certification. This request must include the employee's projected times, location and nature of the fitness activities.

C. The supervisor/manager will approve/disapprove the request based on mission requirements. Supervisors/managers are encouraged to approve requests to the fullest extent possible.

4. ADDITIONAL CONDITIONS

A. Employees scheduled for Temporary Duty (TDY) or training must suspend their wellness leave arrangements during applicable days/weeks.

B. Participating employee's performance must be at the fully successful level.

C. Employees must not have a current leave restriction letter or written reprimand.

D. Employees who receive a suspension or demotion for misconduct or poor performance will be restricted from participation for a 15 months period from the effective date of the action.

E. Employees on light duty are not eligible to participate in fitness activities until cleared or full duty.

F. New employees are not eligible for the program during the first 90 days of employment with the agency

G. Employees or positions covered by an existing duty time-for-fitness provision (i.e., emergency essential employees, police officers and firefighters), are not entitled to additional administrative leave for fitness participation.

H. If there are more employees requesting a specific time and date for wellness/fitness participation that can be allowed, the employees will attempt to resolve the conflict. If the employees cannot resolve the conflict, the highest service computation date (SCD) will prevail.

I. Employees must maintain appropriate accountability of time and attendance while engaging in wellness/fitness activities and will report any administrative leave used for this purpose by entering "LN" in the ATAAPS system, with the appropriate reason code, for the dates and times they participate in the program.

J. An employee's participation in this program can be suspended at any time if abuse is suspected by the appropriate management representative.

5. ADDITIONAL INFORMATION. Upon expiration of the Master Labor Agreement, the parties agree to evaluate this article, including impact to mission and productivity, and make changes or modifications as appropriate.

[Signed with Appropriate Date]

[Signed with Appropriate Date]

Edward J. Ballanco, COL
Garrison Commander

Raymond S. Myers, GS-15
Deputy Garrison Commander

Tab B. PARTICIPANT ENROLLMENT APPROVAL FORM

This form authorizes participation in the civilian fitness program. During this program your time card will be annotated with three (3) hours (LN) administrative leave for exercise three times a week. You and your supervisor need to agree upon the days, time and location in Area IV that you will be exercising. Your supervisor will need to sign this form and a copy of this signed form needs to be given to your time keeper, so they can annotate "LN" on your time card for your allotted exercise periods as required.

YOU ARE ENCOURAGED TO KEEP A COPY OF THIS FORM FOR YOUR RECORDS.

THE PROGRAM STARTS FOR THE PARTICIPANT ON THE DAY OF THEIR INITIAL CIVILIAN FITNESS ASSESSMENT AND WILL END 12 MONTHS LATER.

_____ has applied to participate in the Civilian Fitness Program for twelve months.

FOR USE BY WELLNESS CENTER PERSONNEL ONLY: The Participant's application has been reviewed and is: (only circled letters apply)

1. Accepted into the Civilian Fitness Program starting today. All documentation has been received and is complete. TIME CARDS will be annotated with the Administrative code (LN) for 3 hours per week for 12 months during their participation in the Civilian Fitness Program. The employee's 3 hours/week must be participating in a fitness activity in Area IV.
2. Not approved to continue the program until the Civilian Fitness Coordinator receives the Supervisor's Signature on the Participation Agreement.
3. Not approved to continue the program until the Civilian Fitness Coordinator receives a signed Health Care Provider's Approval form.

-- INITIAL ASSESSMENT DATE _____

-- FINAL ASSESSMENT DATE _____

Within one month of your initial start date, you have the opportunity to **officially** drop enrollment notifying your supervisor. By doing so, you will maintain your eligibility to enroll at a later date.

DATE _____ PARTICIPANT'S SIGNATURE _____

DATE _____ SUPERVISOR'S SIGNATURE _____

Tab C. SUPERVISOR / EMPLOYEE PARTICIPATION FORM

***Make a copy for your records and a copy for your supervisor. You are not enrolled until you receive the completed Enrollment Approval Form and give it to your supervisor.**

Name of Employee: _____

Employees Phone #: _____ Employee's E-mail: _____

Worksite/Unit: _____ Work phone: _____ FAX : _____

Name of Supervisor: _____ Supervisor's Phone #: _____ E-mail: _____

AGREEMENT

1. We understand and agree that (employee's name) _____ will be participating in the command-sponsored Civilian Fitness Program. Up to 3 hours each week for a period of 12 consecutive months beginning _____ (Civilian Fitness Wellness Assessment Date) and ending _____ (12 months after Wellness Assessment Date). We understand and agree that the specified exercise location will be the place of duty during authorized exercise periods, as follows: exercise periods will be on the following days of the week _____ / _____ / _____, at the following inclusive time _____ to _____, and at the following location _____.

2. We also understand and agree that:

- You have the opportunity to discontinue this program within 1 month from your official start date and keep your eligibility to enroll at a later time.
- Participants will attend 3 wellness education classes offered during the 12 month period. Time allotted to attend classes is approved as additional training and charged to Administrative Leave.
- Exercise sessions will start and finish on the installation where the employee is located.
- Exercise days, times, and/or locations may be periodically amended only with prior approval of the supervisor, and amendment of this agreement.
- Unused exercise hours may not be carried forward to subsequent weeks.
- The program end date will not be extended to make up for exercise periods missed because of leave, temporary duty, or other reasons.
- No additional duty time is automatically authorized, as part of this Program, for pre-exercise preparation (e.g., changing clothes) prior to exercise periods, or for personal hygiene or "cooling down" following exercise periods.
- Specified exercise periods may not be used for any non-duty purpose. Any period or portion not used in actual fitness training and exercise will be spent in the normal duty workplace accomplishing normal duties.
- Exercise periods are official duty time. Failure to appear, inappropriate use of exercise time, or misconduct during these periods would be considered as workplace infractions occurring during normal duty hours, and would be subject to the same disciplinary actions.
- Employee understands that if he/she chooses to use Fitness Classes, Personal Trainers, Exercise Gear, etc. that the cost is his/her financial responsibility.
- Failure to complete the final assessment may result in an "Incomplete" notification to be forwarded to your supervisor. Supervisors may, at their discretion, request that the allotted "Administrative Leave" time for the program be replaced as "Annual Leave". Administrative leave should be coded in ATAAPS.

3. As a participant, I will sign in at the gym prior to my exercise session. I understand that I must complete the final wellness assessment to complete the program. My supervisor and I understand that I am not authorized to start the Civilian Fitness Program until I receive my Enrollment Approval Form stating that I have met all requirements to begin the program. I understand, that this is a once in a career opportunity, and certify that I have not been enrolled in the Civilian Fitness Program at any other location before.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____

Tab D. Physician Release For Activity/Exercise Program

Dear Dr. _____

The following individual has indicated that you are his/her primary physician. This individual has shown interest in beginning a moderate to vigorous activity/exercise program with the Civilian Fitness Program. Please provide us with your recommendations regarding activity/exercise prescription for this individual and any restrictions and/or limitations that would limit this individual's participation in an exercise program. Thank you for your cooperation.

Participant/Patient Name

Physicians Recommendation

Patient may participate in unrestricted physical activity.

Patient may participate in light to moderate physical activity.

Patient should not participate in activity at this time.

Patient may participate in the following activities:

Please specify any restrictions or limitations you feel appropriate.

Physician: _____ Telephone: _____

Signature: _____ Date: _____

Tab E. USAG-DAEGU CIVILIAN FITNESS PROGRAM INFORMATION PAPER

1. SUBJECT: The Civilian Fitness Program

2. REFERENCES:

- a. AR 600-63, Army Health Promotion, 14 April 2015
- b. Army Directive 2021-03 (Army Civilian and Health Promotion Program, 18 January 2021).
- c. DOD Instruction 1010.10 (Health Promotion and Disease Prevention), 20 April 2014, incorporating Change 2, effective 12 January 2018
- d. USAG Command Policy Letter, 21-04, TBD

3. MAJOR POINTS

a. The US Army affords full time civilian employees (full time GS employees, not contractors) the opportunity to sign up for a one time, twelve (12) month training program, called the Civilian Fitness Program (CFP). This program allows for employees to use up to three (3) hours of their forty (40) hour work week in paid time to complete physical training to improve their health and wellness with the supervisor's approval. This opportunity can only be completed once by the employee and is equal to seventy-two (72) hours of paid time off by the government. Further time off cannot be approved without congressional approval of the use of tax payer dollars. However, after completion of the program, with supervisor approval, employees may work a "flex-time" approach to incorporate their physical training or work out into their work day as long as mission essential requirements are not compromised and a forty (40) hour work week is completed by the employee.

b. The CFP is allowed for a one-time, twelve (12) month period. The evidence contained within the literature "Prochaska's Stages of Change Theory" supports that an individual who maintains a lifestyle habit for twelve months, will have incorporated that healthy behavior into their daily routine. Employees should be allowed, when approved for the program, every opportunity to use their approved time in physical training in order to create a long term life-style behavior change. Additionally, this program is time limited as supervisors do not have the authority to grant additional leave outside of this program as it is unauthorized to provide any additional time off from the forty (40) hour work week other than what is established in the regulation. Supervisors are responsible for ensuring that employees complete all aspects of the program requirements as provided by the local program administrators.

c. Research evidence suggests that employees who participate in fitness programs as a part of their work week have the following results: lower absentee rates, lower reports of stress, higher productivity, less sick time use and have higher levels of work force morale. Encouraging healthy behaviors in the work force is to the benefit of any supervisor and will enhance the health and fitness of the Army as a whole.

d. For civilians who are required to maintain a level of fitness for their job in accordance with AR 190-56 (fire fighters, police officers, security guards, etc.), the Army allows supervisors to establish local fitness programs or training regimens for these individuals so that they can maintain the desired level of fitness to complete these jobs. This fitness program is separate from the Civilian Fitness Program, and is specific to the indicated job series in the regulation, but may be administered in conjunction with a local Civilian Fitness Program as agreed upon by the supervisor and the CFP program manager.

4. POC for this document is your Supervisor.