



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON, FORT GORDON
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FORT GORDON, GEORGIA 30905-5730

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AUG 01 2025

MEMORANDUM FOR All USAG Fort Gordon Civilian Personnel

SUBJECT: Garrison Commander's Policy Memorandum No. 24- Civilian Fitness and Health Promotion Program (CFHPP)

1. References:

- a. Title 5, U.S. Code, section 7901 (Health Service Programs).
- b. Title 5, U.S. Code, section 6329a (Administrative Leave).
- c. Department of Defense Instruction 1010.10 (Health Promotion and Disease Prevention), 28 April 2014, incorporating Change 2, effective 12 January 2018.
- d. Army Regulation 600-63 (Army Health Promotion), 14 April 2015.
- e. Army Directive 2021-03 (Army Civilian Fitness and Health Promotion Program), 18 January 2021.
- 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 Policy, 22 June 2021.
- h. U.S. Office of Personnel Management, (OPM), Employee Wellness Programs (EWPs), May 2023.

2. Purpose: This policy provides guidance for USAG Fort Gordon Civilian employees to participate in the Garrison Civilian Fitness and Health Promotion Program. The goal of the program is to enhance the health, fitness, and quality of life of Garrison Civilians while increasing organizational wellness and mission productivity. 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. Applicability: This policy applies to all Garrison Civilian Appropriated and Non-Appropriated Fund employees.

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4. Policy:

a. Garrison-wide 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 in the Army's interest. All Garrison Directorates and Special Staff Sections are to implement and administer a fitness and health promotion program consistent with the following provisions:

(1) Subject to governing law, regulation, and policy, full-time Civilian employees may be granted up to 3 hours of administrative leave per week (no more than 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. Administrative leave for part-time employees should be pro-rated to correspond with the number of hours worked per pay period.

(2) Employee participation in the program is voluntary.

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

(4) Participating employees must execute an annual written program participation agreement that coincides with the performance appraisal period. Employees 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.

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

(6) For employees in positions that have physical fitness standards (such as firefighters), a physical exercise program that is part of their normal duties are ineligible to participate.

(7) Time and Attendance:

(a) Night Differential/Hazard/Other Code Physical Fitness "PF") in the Automated Time Attendance and Production System, or analogous code in other timekeeping systems.

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(b) NAF Employees: Employees 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. 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) Specific times for participation will be dictated by mission requirements and approved in advance. Supervisors 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).

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

(10) Employees 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.

(11) Available installation fitness facilities will 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.

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

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

(14) Employees in a Telework status are eligible to participate.

(15) Supervisors must maintain accountability over employees participating in the program and are responsible for ensuring compliance with program participation requirements.

(16) The Garrison Civilian Fitness and Health Promotion Program will be reviewed annually to determine how the program affects productivity and whether the program is meeting objectives.

b. All supervisors should encourage employees to take advantage of the flexibilities of an alternative work schedule program, if available, to engage in fitness and health promotion activities during non-duty time.

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c. Subject to supervisory approval, employees may request annual leave, leave without pay, or sick leave (as appropriate) to participate in fitness or health promotion activities.

5. Labor Relations Obligations: Directors and Special Staff Section supervisors will fulfill all statutory and contractual labor relations obligations in the implementation of this policy.

6. Point of contact is the Garrison Director, Human Resources at (706) 791-3965.

A handwritten signature in black ink, appearing to read 'Anthony J. Kazor', with a long horizontal flourish extending to the right.

ANTHONY J. KAZOR
COL, CM
Commanding