



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT #15228  
APO AP 96271-5228

AMIM-HMH (1oo)

24 APRIL 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #35, Civilian Fitness and Wellness Program

1. REFERENCES:

- a. AR 600-20, Army Command Policy, 24 July 2020.
- b. AR 600-63, Army Health Promotion, 14 April 2015.
- c. Army Directive 2021-03, Army Civilian Fitness and Health Promotion Program, 18 January 2021.
- d. HQ, Department of the Army Memorandum (Army Directive 2021-03, Army Civilian Fitness and Health Promotion Program), 18 January 2021.
- e. HQ, Department of the Army Distribution, FM 7-22, Holistic Health and Fitness, 26 October 2012.
- f. H2F Operating Concept, The U.S. Army's System for Enhancing Soldier Readiness and Lethality in the 21<sup>st</sup> Century, 01 October 2020.

2. PURPOSE: To establish and implement policies, processes, and procedures necessary for the effective, efficient, and economical administration of a US Army Garrison Humphreys civilian fitness/wellness program, which enhances the well-being of USG Humphreys employee and contributes to a healthy and productive workforce.

3. APPLICABILITY:

- a. This policy does not apply to Contractors. This policy applies to all eligible appropriated and non-appropriated fund employees including both full time and part time whose performance is at the "Fully Successful" level.
- b. This policy does not apply to employees or positions covered by an existing duty time-for-fitness policy provision (i.e., firefighters are not covered under this policy).
- c. If there is an applicable bargaining unit agreement and a conflict arises between this policy and the agreement, the provisions of the agreement prevail.

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4. PROPONENT: Workforce Development Division, Directorate of Human Resources, USAG Humphreys.

5. DEFINITIONS:

a. Eligible employee. Any full or part time appropriated and non-appropriated and non-appropriated funded employee:

(1) Whose Performance is at the "Fully Successful" level; and

(2) Has been with the organization more than 90 days; and

(3) Is not on light duty. Any employee formerly on light duty may participate when cleared for full duty.

b. Fitness. Activities suitable for participating in this program will address cardiovascular/aerobic endurance, muscular strength, endurance, flexibility, and body conditioning.

c. Wellness. Activities include, but are not limited to, onsite or organization-sponsored classes on health education, wight management, stress management, tobacco cessation, and onsite health screening.

6. POLICY:

a. Army appropriated and non-appropriated fund employees are encouraged to engage in a regular program of exercise and health promotion. The Garrison Commander, Deputy to the Garrison Commander, Directors, and First-Line Supervisors can authorized up to three 3 hours of administrative leave per week for full time employees (40 hours), 2.25 hours for part time employees (30 hours) or 1.5 hours for part time employees (20 hours) to participate in a command-sponsored physical exercise and health program. The authorized dates and times for this program may be adjusted or curtailed based on the mission and needs of USAG Humphreys. DHR workforce Development Division will manage and emplace internal controls for this program.

b. Employee must report to their workstations before and after each authorized fitness period. Authorized fitness periods may be combined with regularly scheduled lunch period with supervisory approval.

c. Participation in this program is not an entitlement and is subject to approval by supervisory officials. Participation in this program requires both the employee and their

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supervisor to enter into a written agreement which will be part of the packet and a copy of the approved packet will be submitted to the WFD, DHR office for tracking purposed only.

d. 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 Nt Diff/Hazard/Other Code "PF") in the Automated Time, Attendance, and Production System (ATAAPS) or FIT-Fitness in the NAF e-Pay Blue Force System.

e. If there is an applicable bargaining unit agreement and a conflict arises between this policy and the agreement, the provisions of the agreement prevail.

f. Participating 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.

g. Participants may be removed from the program prior to the end of their enrollment period for engaging in misconduct during these periods, failure to use exercise time appropriately, and failure to adhere to the guidance outlined in the Army Directive 2021-03, Army Civilian Fitness and Health Promotion Program.

h. Any personalized fitness or wellness activity outside the installation will be the responsibility of the participant. USAG Humphreys will not fund any portion of this fitness program.

i. In the military community, civilian fitness and wellness activities are essential for maintaining physical health, mental well-being, and overall resilience. Activities that are commonly associated with civilian fitness and wellness in the military community include:

(1) Group Fitness Classes: Military bases often offer a variety of group fitness classes such as yoga, Pilates, spinning, HIIT (High-Intensity Interval Training), and Zumba. These classes encourage camaraderie and provide structured workouts for participants.

(2) Gym Facilities: Most military installations have well-equipped fitness centers with weight rooms, cardio equipment, and functional training areas. These facilities cater to a wide range of fitness levels and interests.

(3) Nutrition Programs: Nutrition education and cooking classes teach participants about making healthy food choices and preparing balanced meals.

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(4) **Martial Arts and Self-Defense Classes:** Programs like martial arts, Krav Maga, and self-defense classes promote physical fitness while also providing valuable self-defense skills.

j. In addition to physical fitness activities, the military community also emphasizes mental health and resiliency. Here are activities and options related to mental health and resiliency in the military community.

(1) **Mindfulness and Meditation:** Mindfulness programs and meditation classes teach techniques to manage stress, improve focus, and cultivate mental clarity.

(2) **Counseling Services:** Access to licensed therapists and counselors, either on base or through partnerships with civilian providers, helps individuals address personal and mental health challenges.

(3) **Support Groups:** Peer-led support groups provide a safe space for individuals to share experiences, receive validation, and learn from others facing similar challenges.

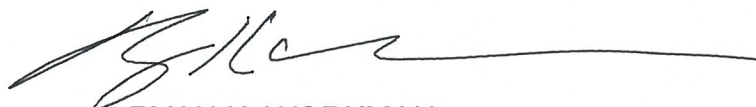
(4) **Resiliency Training & Workshops:** Programs like the U.S. Army's Comprehensive Soldier and Family Fitness (CSF2) program offer resilience training, teaching skills to enhance emotional strength, communication, and problem-solving.

(5) **Chaplain Services:** Military chaplains offer spiritual guidance, counseling, and support to address emotional and moral concerns.

(6) **Art and Expressive Therapies:** Art, music, and other expressive therapies provide creative outlets for individuals to process emotions and improve mental well-being.

(7) **Volunteering:** Programs that include community emphasize the importance of resilience, healthy communication, and mutual support.

7. Point of Contact for this policy is the Directorate of Human Resources ant DSN 757-2094 or email at [renee.tucker2.civ@army.mil](mailto:renee.tucker2.civ@army.mil).



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