

Civilian Fitness Program

1. Resources:
 - a. Army Regulation 600-63 (Army Health Promotion), 14 April 2015
 - b. Army Directive 2021-03 (Army Civilian Fitness and Health Promotion Program), 18 January 2021
 - c. IMCOM Civilian Fitness Health Promotion Program Policy #17, 21 July 2021
 - d. USAREUR-AF Civilian Fitness Policy (AEA Cmd Memo 2021-008), 10 August 2021
2. All Army Civilians (to include NAF and AF employees) and Local National (LN) employees are encouraged to participate.
3. Participant may be granted up to 3 hours of administrative leave per week, not to exceed 1 hour per day, to do fitness activities. Part-time employees will have pro-rated administrative leave to correspond with the number of hours worked per pay period.
 - Employees must report to their workstations before and after each authorized fitness period.
 - Employees cannot accumulate fitness periods and carry them over to the next day or week so as to exceed the limitation described above.
 - Authorized fitness periods may be combined with regularly scheduled lunch periods with supervisory approval.
 - Physical fitness activities must be specifically targeted at improving fitness levels or body conditioning. Suitable activities may include those which address cardiovascular/aerobic endurance, flexibility, muscular strength and endurance, and body composition.
 - Participation is voluntary, is not an entitlement, and is subject to approval by supervisory officials. Participation may also be cancelled or amended by their supervisor as necessary, subject to workload and/or mission requirements.
 - Participating employees must complete the Civilian Fitness Program Enrollment Packet found on the USAG Italy Website and provide it to their supervisor before they are authorized to begin the program.
4. Employees, supervisors, and time and attendance certifiers must ensure fitness periods are accounted for by entering the appropriate leave code into time and attendance records:
 - Army Civilian personnel will document fitness periods as administrative leave "LNPF" (type hour code "LN" with environmental/hazard/other code "PF") in the Automated Time Attendance and Production System (or analogous code in other timekeeping systems).
 - LN personnel must obtain/provide an approved leave slip (OPM Form 71) each month indicating administrative leave for Army Fitness Program to include the actual dates of participation in the remarks section for record keeping purposes. Fitness periods will be documented using code "049" in the LN Time and Attendance Program.
5. Commanders and supervisors will maintain accountability over employees participating in the program and are responsible for ensuring compliance with program participation requirements.
6. Questions regarding this program should be directed to the Community Readiness and Resiliency Integrator at DSN 646-5665 or email usarmy.usag-italy.id-europe.list.CR2C-Civilian-Fitness-Program@mail.mil.