



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT
COMMAND EUROPE
UNIT 23103
APO AE 09136-3103

AMIM-EUR-ZA

12 January 2022

MEMORANDUM FOR All IMCOM-Europe

SUBJECT: IMCOM-Europe Policy Letter #10, Civilian Fitness Policy

1. References.

- a. United States Code, Title 5, Section 7901, Health Service Programs
- b. United States Code, Title 5, Section 6329a, Administrative Leave
- c. Army Regulation 600-63, Army Health Promotion, 14 April 2015
- d. Command Policy Memorandum, Installation Management Command Civilian Fitness and Health Promotion Program (CFHPP) Policy #7, 21 July 2021
- e. Command Policy Memorandum, USAREUR-AF Civilian Fitness Policy (AEA Cmd Memo 2021-008), 10 August 2021

2. Purpose. Establish Installation Management Command-Europe (IMCOM-E) policy for implementing the Department of Army Civilian Fitness and Health Promotion Program. The goal of the program is to enhance the health, fitness, and quality of life of Department of the Army Civilians and local national (LN) or host nation (HN) employees while increasing organizational wellness and mission productivity.

3. Applicability. This policy applies to all IMCOM-E, Garrison Support Element (GSE) and garrison employees (APF, NAF and LN/HN).

4. Policy.

a. The implementation of the IMCOM-E Civilian Fitness and Health Promotion Program will be consistent with the following provision:

(1) Subject to governing laws, regulations and policies, full-time United States civilian and LN or HN employees may be granted up to three 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 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.

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

(b) Employees serving on a performance improvement plan (PIP), who are subject to leave restrictions, or who have been formally disciplined within the previous 12-months are ineligible to participate.

(c) Employees who have a physical fitness standards (e.g., police, firefighters and security) or have a physical exercise program as part of their normal duties are ineligible to participate.

(2) Employee participation in the program is voluntary. Program participation is not an entitlement nor is an employee right or benefit, and is subject to supervisor approval for the first year in the program. Second year participation requires Division Chief approval at the IMCOM Europe level and Director approval at the Garrison level. Third year and beyond require Chief of Staff (CoS) approval at the IMCOM Europe level and Deputy to the Garrison Commander (DGC) level at the Garrison.

(3) Prior to participation, employees must execute an annual written program participation agreement that aligns 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. The supervisor will maintain the participation agreement.

(4) Employees will specifically target physical fitness activities that improve fitness levels or body conditioning.

(5) Employees, supervisors and time and attendance certifiers must ensure that fitness periods are accounted for by entering the appropriate leave code into time and attendance records. Employees who do not adhere to these time and attendance reporting requirements will be dis-enrolled from the program.

(a) APF personnel will document fitness periods as administrative leave "LNPF" (type hour code "LN" with environmental/hazard/other code "PF") in Automated Time Attendance and Production System (ATAAPS).

(b) NAF personnel 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 Blue Force.

(c) LN personnel will document fitness periods as "ADMLV5" Army Fitness Program in the LN Time and Attendance Program.

(6) Supervisors retain authority to schedule and assign work and must balance mission requirements, workload and personnel availability when authorizing program participation. Specific time periods for participation will be approved in advance, dictated by mission requirements and subject to cancellation at any time.

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

(8) Available installation or on-site fitness facilities should be used to the maximum extent possible. Fitness periods include the time used for travel to and from the exercise location, changing clothes and showering.

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

(10) Employees cannot accumulate fitness periods and carry them over to the next week to exceed the limitations described above.

(11) Commanders and supervisors must maintain accountability of employees participating in the program and are responsible for ensuring compliance with program participation requirements.

(12) Commanders will review their respective fitness and health promotion programs at least annually to determine how they affect productivity and whether they meet stated objectives. Commanders will be prepared to report their participation rate to HQ IMCOM upon request utilizing the following formula: Number of employee participating/number of employees = participation rate.

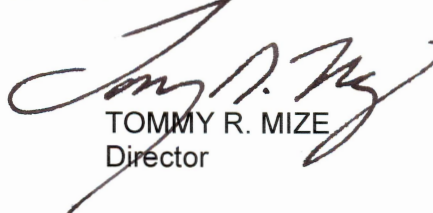
(13) Subject to supervisory approval, employees may request annual leave, leave without pay or sick leave (if applicable) to participate in fitness or health promotion activities.

b. Commanders and supervisors should encourage employees to utilize the flexibilities of an alternate work schedule program, if available, to engage in fitness promotion activities during non-duty time.

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

6. **Effective.** This policy remains in effect until otherwise superseded, rescinded or changed by this Command.

7. **Point of Contact.** Personnel with questions regarding this policy may contact IMCOM-E G1, Chief of Civilian Personnel at 314-544-1100



TOMMY R. MIZE
Director

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Annex A - IMCOM User Guide and FAQs

Annex B - IMCOM Program Participation Agreement