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Army Training Center
Fort Jackson, South Carolina 29207-5015

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CIVILIAN FITNESS AND WELLNESS PROGRAM


Summary. This memorandum establishes policies and procedures for implementation of the U.S. Army Training Center (USATC) Civilian Fitness and Wellness Program (CFWP).

Applicability. This policy applies to all eligible employees whose performance level is at the “fully successful” level or equivalency, and their unit of assignment reports directly to this headquarters, to include directors, chiefs, and staff offices. Contractors are not eligible to participate in this program.

References.

- a. Army Regulation 600-63 (Army Health Promotion).
- b. Army Directive 2021-03, Army Civilian Fitness and Health Promotion Program, 18 January 2021.

Suggested Improvements. The proponent of this memorandum is the G-8, Manpower Division. Send comments and suggested improvements on a DA Form 2028 (Recommended Changes to Publications and Blank Forms).


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Contents

	Paragraph	Page
Civilian Fitness and Wellness		
Objective	1.1	2
Policy	1.2	2
Eligibility	1.3	3
Reconsideration Requests	1.4	3
Responsibilities	1.5	4
Fitness and Wellness Criteria	1.6	4
Participation Procedures and Agreement Process	1.7	4
Appendix A – SD Form 824 – Civilian Fitness Wellness Program Agreement		6
Appendix B – Physical Fitness Program Release/ Waiver of Liability Form		7
Appendix C – Personal Readiness Assessment Form		8
Appendix D – Medical Approval by Health Care Provider Form		9
Appendix E – Participation Enrollment Approval Form		10

Civilian Fitness and Wellness

1.1. Objective. The goal of the program is to enhance the health, fitness, and quality of life of the USATC civilian workforce while increasing organizational wellness and mission productivity. Evidence indicates that employees afforded an opportunity to participate in fitness and health program experiences increased readiness and resiliency, enhanced morale, increased productivity, reduced sick leave, and increased job and life satisfaction.

1.2. Policy.

a. CFWP participation is voluntary. Army employees are encouraged to engage in a regular program of exercise and health promotion. Supervisors can authorize up to three (3) hours of administrative leave per week for employees to participate in a command-sponsored physical exercise and health program including physical fitness activities, preventive health events, and education on health promotion topics (such as nutrition and exercise principles). The authorized dates and times for this program may be adjusted or curtailed based on mission requirements.

b. Available installation or on-site fitness facilities should 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. Any personalized fitness or wellness activity outside the installation will be the responsibility of the participant. USATC will not fund any portion of this fitness program.

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

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

1.3. Eligibility.

a. Eligible employees.

(1) All employees must wait 90 days from their entrance on duty date to USATC before requesting participation in the CFWP.

(2) Whose performance is at the “fully successful” level.

(3) Is not on light duty. Any employee formerly on light duty may participate when cleared by medical for no physical restrictions.

(4) Contractors are ineligible for this program.

b. Participation in this program is not an entitlement and is subject to approval by supervisory officials. Participation may be terminated by the supervisor or the employee, in writing, at any time.

c. Suspend CFWP arrangements during applicable days, when scheduled for temporary duty (TDY) or training. No type of compensatory pay will be granted for fitness/wellness activities while on TDY.

d. Participants may be removed from the program for engaging in misconduct during these periods, failure to use exercise time appropriately, and failure to adhere to the guidance outlined in this policy.

e. Employees serving on a performance improvement plan, who are subject to leave restrictions, who have been formally disciplined for a lack of candor, or similar offense within the previous year are ineligible to participate in the program.

1.4. Reconsideration Requests.

a. If an employee's CFWP participation request is denied or revoked, the employee may request reconsideration, in writing, by their second-line supervisor, within 15 calendar days of receiving written notification of the denial or revoked privileges. There is no additional right to file an administrative grievance.

b. The second-line supervisor, after reviewing the request for reconsideration, must provide the employee with a written decision on the request, within 20 calendar days from the date of the receipt of the request.

1.5. Responsibilities.

a. G-8, Manpower Division is responsible for the oversight of the USATC CFWP.

b. Commanders and supervisors must maintain accountability over employees participating in the program and are responsible for ensuring compliance with program participation requirements.

c. 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). Supervisors should try, whenever possible, to allow employees to reschedule the fitness activity (one hour per day, three days per week) for another time or day in the week.

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 Environmental/Hazard/Other Code "PF") in the Automated Time Attendance and Production System (ATAAPS).

e. The respective unit civilian liaison is responsible for assisting employees, supervisors, and maintaining a copy of the approved Appendices A, B, and E for tracking purposes only, until the employee departs the organization.

1.6. Wellness and Fitness Criteria.

a. Physical fitness activities must be specifically targeted at improving fitness levels or body conditioning. Fitness activities address cardiovascular/aerobic endurance, muscular strength, and endurance flexibility, such as walking, running, Zumba, spinning, weight lifting etc.

b. Wellness activities include, but not limited to, on-site health assessment screenings, metabolic testing, biometric screening, stress management education, and nutrition education provided by the Army Wellness Center.

1.7. Participation Procedures and Agreement Process.

a. Participation in this program requires both the employee and their supervisor to enter into a written agreement which will be part of the packet.

b. Before participating in the CFWP, individuals must submit a packet consisting of the following to their supervisor for approval:

(1) A SD 824 Form, Civilian Fitness Wellness Agreement (Appendix A) for review and approval. Specific times for participation will be dictated by mission requirements and approved in advance.

(2) Physical Fitness Program Release/ Waiver of Liability for self-certifying 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 CFWP. See Appendix B.

c. Within five working days of receipt of the participation request, the supervisor shall provide the employee a response, unless the supervisor is on leave or TDY.

d. Upon receiving supervisory approval, the employee will:

(1) Complete the Personal Readiness Assessment located at Appendix C. If any of the 10 questions are answered "yes", seek approval from your doctor (Appendix D) prior to you becoming more physically active.

(2) Call Fort Jackson Preventive Medicine, Moncrief Army Health Clinic (MAHC) at 803-751-5251 to obtain an initial screening appointment. Employee will take all documents mentioned above in paragraph 1.7 (b) to the appointment.

(3) At the conclusion of the preventive medicine appointment, the provider will fill out a participation enrollment approval form (Appendix E) based on the health assessment conducted.

e. Submit the completed Appendices A, B, and E to the supervisor and provide a copy to the respective unit civilian liaison.

f. The employee will schedule an assessment with a health care provider or health educator after starting the program. Utilization of the U.S. Army Wellness Center is recommended. Preventive Medicine will maintain contact through virtual means throughout the initial six month enrollment for follow-up of progress and other feedback regarding the program. The employee will schedule an appointment with Preventive Medicine at the end of the first six months to complete the initial phase of the program. After this, no further health appointments are required, but the employee has the option to make a follow-on appointment.

g. There is no end date to this program, therefore, the supervisor is responsible to monitor the participation in this program.