DEPARTMENT OF THE ARMY
Headquarters, United States Army
Training Center and Fort Jackson
Fort Jackson, South Carolina 29207-5015

***USATC Memorandum 13**

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Civilian
Fitness and Health Promotion Program

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

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. 5 U.S.C. § 6329a, Administrative Leave, 2 August 2023

b. DODI 1010.10 (Health Promotion and Disease Prevention)

c. AD 2021-03 (Army Civilian Fitness and Health Promotion Program)

d. AR 600-63 (Army Health Promotion)

e. TRADOC Supplement to Army Directive 2021-03 (Army Civilian Fitness and Health Promotion Program), 8 August 2023.

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

DARYL O. HOOD
Major General, USA
Commanding

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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.

2. Policy

a. Participation in the CFHPP is voluntary. Army employees are encouraged to engage in a regular program of exercise and health promotion. Supervisors can authorize up to three 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. 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 to exceed the limitations described above.

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 program.

(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 program arrangements during applicable days, when scheduled for temporary duty (TDY) or training. No type of compensatory pay will be granted for fitness/ health 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. Non-eligible employees.

(1) On a performance improvement plan.

(2) Who are subject to leave restrictions.

(3) Who have been formally disciplined for a lack of candor, or similar offense within the previous year.

(4) Employees who have a physical fitness standard, i.e. police, firefighters, and security, or have a physical exercise program as part of their normal duties.

4. Reconsideration Requests

a. If an employee's participation request is denied or revoked, the employee may request reconsideration, in writing, by their higher-level reviewer, 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 higher-level reviewer, 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.

5. Responsibilities

a. G-8, MED is responsible for the oversight of the USATC CFHPP.

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 (time for fitness and health promotion activities under the program). Supervisors should try, whenever possible, to allow employees to reschedule the fitness activity (one hours 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 "LN/PF" (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 and B, for tracking purposes only, until the employee departs the organization.

6. Fitness and Wellness 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, weightlifting, 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 or by other on post service providers.

7. Participation Procedures and Agreement Process

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

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

(1) TRADOC Army Civilian Fitness and Health Promotion Program Agreement (Appendix A). Specific times for participation will be dictated by mission requirements.

(2) Physical Fitness Program Release/Waiver of Liability for self-certifying to the best of your knowledge and have no medical conditions or limitations causing risk of injury or harm to your health while participating in the CFHPP (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. Submit the completed Appendices A and B to the supervisor and provide a copy to the respective unit civilian liaison.

e. Supervisors will review their employee's respective fitness and health promotion program agreement annually to determine whether the program is meeting their health goals. The annual written program participation agreements are subject to periodic review for accuracy and compliance.

f. There is no end date to this program, therefore, the supervisor is responsible to monitor the participation in this program and sign all forms annually.

Appendix A

TRADOC Fitness and Health Promotion Program Agreement

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ARMY CIVILIAN FITNESS AND HEALTH PROMOTION PROGRAM AGREEMENT

In accordance with Army Directive 2021-03, Army Civilian Fitness and Health Promotion Program, senior leaders have the discretionary authority to implement and administer a fitness and health promotion program in their respective organizations. The goal of the program is to enhance the health, fitness, and quality of life of Department of the Army Civilian Professionals (ACPs) while increasing organizational wellness and mission productivity.

Subject to governing law, regulation, and policy, ACPs may be granted up to 3 hours of administrative leave per week (no more than 1 hour per day and not more than a total of 80 hours for all administrative leave 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 and any other activities covered by the program. 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.

I understand participation is voluntary and subject to approval by my supervisor.

I understand that physical fitness activities must be specifically targeted at improving fitness levels or body conditioning.

I understand that specific times for participation will be dictated by mission requirements, approved in advance by my supervisor and must be accounted for by entering Administrative Leave "LNPF" (Type Hour Code "LN" with Environmental/Hazard/Other Code "PF") in the Automated Time Attendance and Productions System.

I understand my supervisor retains authority to schedule and assign work and will carefully balance mission requirements, workload and personnel availability.

I understand I must report to my workstation before and after each authorized fitness period. If I am working from an alternate location, I must log in to the network prior to and after my fitness period and notify my supervisor of my status.

I understand that fitness periods may be combined with regularly scheduled lunch periods with supervisory approval. If I am away from my workplace longer than the approved period of excused absence, I will request to be placed in an appropriate leave status.

I understand fitness periods do not accumulate and do not carry over to the next day or week.

Appendix A
TRADOC Fitness and Health Promotion Program Agreement
Continued

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I understand that failure to use fitness time appropriately or misconduct during these periods may be considered workplace infractions subject to disciplinary action.

I certify that I am not aware of any medical conditions or limitations that would put me at risk of injury or illness while participating in this program. I understand that injuries occurring during fitness as part of this program must be promptly reported to my immediate supervisor.

Program

Program Duration

Fitness Program Days/Time

*** Subject to supervisory approval, fitness days/times may be modified***

Army Civilian Professional Date

Supervisor Date

Appendix B
Physical Fitness Program Release
Waiver of Liability

1. I know that participating in a physical fitness program can be a potentially hazardous activity. I will not enter this program unless I am medically fit. I assume all risks associated with participating in this program, including, but not limited to injuries related to falls, heart attack, stroke, heat related injuries, contact with other participants, infectious diseases, and equipment conditions.

2. In consideration of the opportunity to participate in the physical fitness program, I UNDERSTAND AND DO HEREBY AGREE TO ASSUME ALL OF THE ABOVE RISKS AND OTHER RELATED RISKS WHICH MAY BE ENCOUNTERED IN SAID PHYSICAL FITNESS PROGRAM. I do hereby agree to hold the United States Government, its officials, and personnel harmless from any and all liability, actions, cause of actions, claims, expenses, and damages on account of injury to my person or property, even injury resulting in death, which I now have or which may arise in the future in connection with my participation in any other associated activities of the Physical Fitness Program [release and waiver of liability does not prevent me from receiving available emergency medical care or medically-related entitlements routinely available to me if I am military/family member or federal employee.]

3. I expressly agree that this release, waiver and indemnity agreement is intended to be as broad and inclusive as permitted by the law of the applicable State, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This release contains the entire agreement between the two parties hereto and the terms of this release are contractual and not a mere recital.

4. I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELASE AS MY OWN FREE ACT. This is a legally binding document which I have read and understand.

Print Name: _____

Signature: _____

Date: _____