



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, WOODFILL HALL
FORT POLK, LA 71459-3908

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NOV 21 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Readiness Training Center (JRTC) and Fort Polk Policy 20 - Civilian Fitness and Health Promotion Program

1. I highly encourage leaders at all levels to allow maximum participation in the Civilian Fitness and Health Promotion Program in accordance with Army Directive 2021-03. Commanders and supervisors are encouraged to promote healthy lifestyles for our entire workforce and consider flexible work schedules, within mission constraints, so employees can continue with their physical fitness routines, as it has been proven that leading a healthy lifestyle can make employees more productive with less lost duty time, and allow us to focus on our mission.
2. Purpose. To implement and provide guidance on execution of the JRTC and Fort Polk Department of the Army (DA) Civilian Fitness and Health Promotion Program. The goal of this program is to enhance the health, fitness, and quality of life for our DA Civilians, while increasing organizational wellness and mission productivity. Evidence indicates that providing employees with an opportunity to participate in fitness and health promotion programs increases readiness and resiliency, morale, productivity, reduces sick leave, and increases job and life satisfaction.
3. Applicability. This policy applies to all Department of the Army Civilians assigned to JRTC and Fort Polk.
4. Policy.
 - a. The DA Civilian Fitness and Health Promotion Program applies to Army Civilian appropriated and non-appropriated fund employees. The program does not apply to Title 32, U.S. Code, Army National Guard technicians or to Title 5, U.S. Code, Civilians assigned to duty with the National Guard Bureau, Army National Guard, or their field operating locations.
 - b. Commanders and supervisors are authorized, in their discretion, to implement and administer a fitness and health promotion program consist with the following provisions:

AFZX-CG

SUBJECT: Joint Readiness Training Center (JRTC) and Fort Polk Policy 20- Civilian Fitness and Health Promotion Program

- (1) Employee participation in the program is voluntary.
- (2) Subject to governing law, regulation, and policy, Civilian employees may be granted up to 3 hours of administrative leave per week (no more than 1 hour per day) to participate in a command-sponsored fitness and health 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.
- (3) Participation in the program is not an entitlement and is subject to approval by supervisory officials. The program does not create an employee right or benefit, substantive or procedural, enforceable at law by a party to litigation with the United States.
- (4) Participating employees must complete the enclosed Civilian Fitness and Health Promotion Program Employee and Supervisor Participation Agreement. Employees must self-certify with their initials and signature, 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.
- (5) Physical fitness activities must be specifically targeted at improving fitness levels or body conditioning.
- (6) For employees in positions that have physical fitness standards (such as firefighters), a physical exercise program that is part of their normal duties is not covered by this program.
- (7) 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), or analogous code in other timekeeping systems.
- (8) Specific times for participation will be dictated by mission requirements and approved in advance. Supervisors must 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).
- (9) Employees must report to their workstations before and after each authorized fitness period.

AFZX-CG

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

(11) 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.

(12) Authorized fitness periods may be combined with regularly scheduled lunch periods with supervisory approval.

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

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

(15) Commanders and supervisors should review their respective fitness and health promotion programs at least once annually to determine how they affect productivity and whether they meet their stated objectives.

5. The point of contact for this memorandum is the JRTC and Fort Polk Community Ready and Resilient Integrator (CR2I) at 337-531-1191/337-353-5382.



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Brigadier General, USA
Commanding

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