



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
US ARMY GARRISON COMMAND, FORT KNOX
111 E. CHAFFEE AVENUE
FORT KNOX, KY 40121

AMIM-KNH-SC (600-63A)

15 December 2022

MEMORANDUM FOR

Commanders, All Units Reporting Directly to this Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Knox Policy Memo No. 36 – USAG-Fort Knox Healthy Worksite Policy

1. REFERENCES:

- a. Army Regulation (AR) 350-53, Comprehensive Soldier and Family Fitness
- b. AR 600-63, Army Health Promotion
- c. Army Directive 2021-03, Army Civilian Fitness and Health Promotion Program

2. PURPOSE: To establish a command policy promoting a healthy workforce and worksite.

3. INTENT: U.S. Army Garrison – Fort Knox (USAG-Knox) will improve readiness and resilience within our workforce to optimize personal health through the Five Dimensions of Strength and the promotion of safe and healthy working environments.

4. POLICY:

a. Actively improving a person's Five Dimensions of Strength (family, emotional / psychological, physical, spiritual, social) enables them to leverage intellectual and emotional skills and behaviors that promote enhanced performance and optimize their long-term health. Leaders must set the workplace conditions and lead by example through healthy decisions.

b. Physical health includes physical activity, nutrition, and sleep. Participation in the full range of programs and activities that are offered by the Directorate of Family and Morale, Welfare and Recreation can help with living an active lifestyle, such as fitness classes, nature walks, 5K run/walk, etc. To better understand personal physical health (complementary to personal medical care), all personnel are encouraged to participate in the programs offered through the Army Wellness Center and other eligible installation wellness assets.

c. Subject to mission requirements, supervisors may approve up to three hours of administrative leave per week (no more than 1 hour per day and 80 hours per calendar year) for employees to participate in a command-sponsored fitness and health promotion program. See Army Directive 2021-03 for more details.

d. It is also important for our work environments to encourage healthy food choices. All personnel are encouraged to regularly consider including healthy food options such as fruits, vegetables, whole grains, low-fat dairy, lean protein, low-calorie beverages and water during office celebrations, meetings and events. Vending machine points of contact and food facility managers are encouraged to contact the Physical Resilience Work Group for support in integrating healthy options.

e. It is Army policy to maintain a workplace free from alcohol or drug use. At no time may underage employees or SMs consume alcoholic beverages. Personnel are encouraged to follow 0-1-2-3 low-risk guidelines when choosing to consume alcoholic beverages. Federal employees are expected to follow all requirements of the Drug Free Workplace Act. SMs are prohibited to use products identified in Army Regulation 600-85 including those made or derived from hemp, including cannabidiol (CBD), regardless of the product's tetrahydrocannabinol (THC) concentration or if used under the laws applicable to the general public.

f. Healthy worksites also include maintaining a healthy organization culture. The Directorate of Human Resources regularly offers professional development opportunities for supervisors and employees. The Employee Assistance Program offers services for employees and management to mitigate and resolve work-related and non-work-related productivity concerns. Equal Employment Office (EEO) and Sexual Harassment/Assault Response and Prevention (SHARP) offices separately provide information, resources, and support pertaining to workplace discrimination. See SHARP Office for sexual assaults; EEO for sexual harassment. DACs who are victims of sexual assault have the option to file an unrestricted report.

g. Many community programs offer a plethora of information, resources, and activities to improve the Five Dimensions of Strength. Additional information may be provided by Army Community Service at (502) 624-8391 / 6291 or through the Community Resource Guide and Fort Knox website at <https://home.army.mil/knox>.

5. PROPONENT: Army Substance Abuse Program Manager, Mr. William K. Taylor, III, at (502) 624-7031 or william.k.taylor72.civ@army.mil.

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