SUBJECT: Fort Knox Garrison Business Rules to support IMCOM Command Policy #17- IMCOM Civilian Fitness and Health Promotion Program

Garrison Business Rules:

1. This is a voluntary program that must be approved by the Supervisor.  This is not an entitlement and can be ended at any time by either the employee or supervisor.
2. In addition to the IMCOM Participation Agreement the employee and supervisor must sign a DA Form 4856 Counseling statement that highlights the following:

* Employee statement that highlights they are in reasonable health condition to meet their fitness objectives.
* Agreed upon days/hours of the work week in which the employee will participate.
* Employee fitness goals/objectives.
* Location where the employee will execute their fitness objectives.
* Approved ATAAP code for proper time keeping.
* The counseling statement and IMCOM Agreement Form will be maintained by the Supervisor and subject to inspection and auditability.

1. The supervisor is responsible for developing a schedule that allows for execution of fitness objectives by the employee(s) along with directed break/lunch periods and mission accomplishment within their Division/Directorate.  The overall schedule of the Division is approved by the Director.
2. An approved fitness program must be done within the employee’s approved work schedule.  An employee must start the day and end the day within their work area.
3. An employee is authorized only 3-hours of Admin Leave per work week.  An employee with supervisor approval decides those 3-hours of Admin Leave for fitness.
4. Fitness period includes travel time and personal hygiene if applicable.  Fitness period can be combined with lunch period if supervisor approved.
5. Employees cannot accumulate hours.  One-hour per day, no more than 3x/per week.  No carry overs.
6. Employee newly assigned (first 30-days) cannot participate.  Employee can request after their first month in their new position.
7. Employee on PIP cannot participate.
8. Employee on Telework can participate.
9. Supervisor, Division Chief, and Director must weigh their workload, schedule, and usage of OT before making decisions.