



DEPARTMENT OF THE ARMY
HEADQUARTERS, INSTALLATION MANAGEMENT COMMAND
2405 GUN SHED ROAD
JOINT BASE SAN ANTONIO FORT SAM HOUSTON, TX 78234-1223

AMIM-HRC-T (600-63a)

JUL 27 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum, Installation Management Command
Civilian Fitness and Health Promotion Program (CFHPP) Policy #17

1. References.

- a. Memorandum, Secretary of the Army, Army Directive 2021-03, Army Civilian Fitness and Health Promotion Program, 18 January 2021
- b. Title 5, U.S. Code, section 7901, Health Service Programs
- c. Title 5, U.S. Code, section 6329a, Administrative Leave
- d. Department of Defense Instruction 1010.10, Health Promotion and Disease Prevention, 28 April 2014, (incorporating Change 2, effective 12 January 2018)
- e. Army Regulation 600-63, Army Health Promotion, 14 April 2015
- f. Command Policy Memorandum, U.S. Army Materiel Command Civilian Fitness and Health Promotion Program Policy, 22 June 2021

2. Purpose. Establishes Installation Management Command's policy for implementing the Department of the Army Civilian Fitness and Health Promotion Program. The goal of the program is to enhance the health, fitness, and quality of life of Department of the Army Civilians while increasing organizational wellness and mission productivity.

3. Applicability. This policy applies to all Installation Management Command (IMCOM) locations, including HQ IMCOM, U.S. Army Environmental Command (AEC), IMCOM Directorates, and IMCOM Garrisons.

4. Policy.

- a This policy applies to Army Civilian appropriated and non-appropriated fund employees.

b. A fitness and health promotion program that balances support for employee participation with the need to ensure employee work requirements are fulfilled and agency operations remain efficient and effective is in the Army's best interest. I hereby authorize HQ IMCOM, USAEC, IMCOM Directorates, and IMCOM Garrisons to implement and administer a fitness and health promotion program at all locations consistent with the following provisions:

(1) Subject to governing law, regulation, and policy, full-time Civilian employees may be granted up to three (3) hours of administrative leave per week (no more than one (1) hour per day, and no more than 80 hours 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 (such as nutrition and exercise principles), and any other activities covered by the program. Administrative leave for part-time employees should be pro-rated to correspond with the number of hours worked per pay period.

(a) Employees in a Telework status are eligible to participate.

(b) Employees serving on performance improvement plans (PIP), who are subject to leave restrictions, or who have been formally disciplined within the previous 12 months are ineligible to participate.

(c) 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 are ineligible to participate.

(2) Employee participation in the program is voluntary. Program participation 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.

(3) Prior to participating, employees must execute an annual written program participation agreement that coincides with the performance appraisal period. Employees must self-certify 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. The supervisor will retain the participation agreement.

(4) Employees will specifically target physical fitness activities that improve, maintaining fitness levels, or body conditioning. Suitable activities may include those, which address cardiovascular/aerobic endurance, flexibility, muscular strength and endurance, and body composition.

(5) Employees, supervisors, and time and attendance certifiers must ensure that fitness periods are accounted for in their appropriate payroll management system. Employees who do not adhere to these time and attendance reporting requirements will be dis-enrolled from the program.

(a) APF employees: Enter Administrative Leave "LNPF" (Type Hour Code "LN" with Night Differential/Hazard/Other Code Physical Fitness "PF") in the Automated Time and Attendance Production System (ATAAPS), or analogous code in other timekeeping systems.

(b) NAF employees: Employees will request PTO for Administrative Leave in WebPunch or on time clock. Supervisors will code approved Administrative Leave with secondary reporting category rate type – Civilian Fitness Program (FIT) in Blueforce. Supervisors, super users, and local administrators have the capability to run a report in Blueforce to view the hours that are used over a certain period.

(6) Supervisors retain authority to schedule and assign work and must carefully balance mission requirements, workload, and personnel availability when authorizing program participation. Specific times for participation will be dictated by mission requirements, approved in advance, and may be cancelled at any time.

(7) Employees must report to their workstations before and after each authorized fitness period.

(8) Available installation or on-site fitness facilities should be used to the maximum extent practicable. Fitness periods include the time used for travel to and from the exercise location, changing clothes, and showering.

(9) Authorized fitness periods may be combined with regularly scheduled lunch periods and/or break times with supervisory approval.

(10) Employees cannot accumulate fitness periods and carry them over to the next week to exceed the limitations described above.

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

(12) Commanders will review their respective fitness and health promotion programs at least annually to determine how they affect productivity and whether they meet stated objectives. Utilizing the following formula, Commanders will be prepared to report their participation rate to Headquarters IMCOM upon request:

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Number of Employees Participating / Number of Employees = Participation Rate

(13) Subject to supervisory approval, employees may request annual leave, leave without pay, or sick leave (if applicable) to participate in fitness or health promotion activities.

5. Labor Relations Obligations. Management officials and supervisors will fulfill all statutory and contractual labor relations obligations in the implementation of this policy.

6. Effective. This policy remains in effect until otherwise superseded, rescinded, or change by this Command.

7. Point of contact for this policy memorandum is HQ IMCOM G1, Chief of Civilian Personnel, at (210) 466-0886 or DSN



DOUGLAS M. GABRAM
Lieutenant General, U.S. Army
Commanding

2 Encls

1- Annex A – User Guide and FAQs

2- Annex B – Participation Agreement

DISTRIBUTION:

HQ IMCOM

IMCOM Directorate-Europe

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U.S. Army Environmental Command

IMCOM Garrisons

ANNEX A – User Guide and Frequently Asked Questions (FAQs)

USER GUIDE

Participant's Responsibilities.

A. The employee must sign a written program participation agreement at least annually, or more frequently if deemed appropriate by the supervisor. Both employee and supervisor should retain a copy of the agreement for their records.

B. Employees who do not adhere to the policy will be disenrolled from the program.

Supervisor's Responsibilities.

A. Supervisors will allow employee participation in the program as dictated by mission requirements.

B. Supervisors will review and reconcile employees use of administrative leave in the appropriate payroll system at the end of each pay period. Supervisors will adhere to current administrative leave maximum limits which is not more than 80 hours in a calendar year.

C. Supervisors can approve authorized fitness periods to be combined with regularly scheduled lunch and/or break periods.

D. Supervisors of a newly assigned employee who are already participating in the program will require the employee to sign a new written program participation agreement. The ability to grant participation will be dictated by mission requirements.

E. Supervisors must maintain accountability over employees participating in the program and are responsible for ensuring compliance with program participation requirements.

Permitted Command-Sponsored Activities.

A. Health Promotion

1. Health assessment or screenings such as those at garrison wellness centers where available (such as body composition, metabolic testing, physical fitness assessment, biofeedback, and relaxation).

2. Health fairs.

3. Holistic educational classes (such as nutrition, exercise principles, stress management, work-life balance, breast feeding, tobacco cessation, finances, resilience, retirement, caregiving, estate planning), and any other command-sponsored activity covered by the program.

ANNEX A – User Guide and Frequently Asked Questions (FAQs)

B. Physical Fitness

1. Physical fitness activities must be specifically targeted at improving fitness levels or body conditioning.
2. Employees participating in the program will use garrison fitness facilities to the maximum extent possible. Supervisors may approve the use of an offsite fitness facility if the employee is working in a telework status.
3. Aerobic activities use large muscle groups, usually rhythmically, and maintain the activity level for a long period of time, such as 20-60 minutes. Activities may include brisk walking, jogging, floor aerobics, or lap swimming.
4. Flexibility exercises involve stretching all major muscles in the body to help reduce the risk of injury and promote flexibility and mobility of each joint. Stretching sequences at the beginning and end of exercise sessions promote this result.
5. Muscular strength/endurance and body composition increase lean body mass and increase the body's metabolism. Activities may include the use of weight equipment and free weights.
6. Activities such as golf, bowling, baseball, and softball are considered recreational activities and are not permitted.

Injury.

- A. If an injury occurs during a CFHPP activity while on administrative leave, the employee must immediately notify his/her supervisor and seek medical care if needed.
- B. APF employees: All injuries must be documented in the Employees Compensation Operation and Management Portal (ECOMP) at <https://www.ecomp.dol.gov> within 30 days.
- C. NAF employees: Provide details of the injury, in detail, as soon as possible. The supervisor will file the workers' compensation claim.

ANNEX A – User Guide and Frequently Asked Questions (FAQs)

FREQUENTLY ASKED QUESTIONS

1. Q: Who is covered by the program?

A: The program covers full-time and part-time appropriated fund and non-appropriated fund federal civilian employees.

2. Q: Must an employee provide a medical clearance certificate to participate in the program?

A: No. The employee must self-certify 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.

3. Q: What are considered appropriate physical fitness or health promotion activities?

A: Activities suitable for physical fitness should address cardiovascular aerobic endurance, flexibility, muscular strength / endurance, and body composition. Recreational activities such as golf, bowling, baseball and softball are not permitted. Health promotion activities include preventive health events and education on holistic health promotion topics. In addition, health assessments or screenings offered at the garrison wellness center (i.e., body composition, metabolic testing, physical fitness assessment, biofeedback, and relaxation) are also acceptable.

4. Q: Can CFHPP administrative leave for fitness activities be used in conjunction with personal leave?

A: Yes, subject to supervisory approval.

5. Q: Does the three (3) hours include travel time?

A: Yes. The three (3) hours per week includes ALL time away from the work area while in a paid work status. This includes changing clothes, showering, traveling to and from the activity, and exercise time.

6. Q: Can the three (3) hours be used in conjunction with lunch?

A: Yes, subject to supervisory approval.

7. Q: Can an employee use three (3) hours at one time?

A: No. No more than one (1) hour of CFHPP administrative leave may be used in any one day.

8. Q: Can an employee use less than one (1) hour more than three (3) days per week.

A: No. An employee may not use CFHPP administrative leave on more than 3 regularly scheduled work days per week, even if they do not use the full hour on a particular day.

9. Q: Can an employee carry over unused approved CFHPP administrative leave from week to week?

A: No. Unused time from a previous week cannot be carried over from week to week.

ANNEX A – User Guide and Frequently Asked Questions (FAQs)

10. Q: Can the three (3) hours be used at the beginning or end of the day/shift?

A: No. An employee must report to their workstation before and after each authorized fitness period.

11. Q: Can CFHPP administrative leave be used on telework days?

A: Yes. Employees working in a telework status are eligible to participate in the CFHPP.

12. Q: If an employee goes to the gym and it is too crowded, does this count as part of the three (3) hours?

A: Yes. No more than one (1) hour of CFHPP administrative leave may be used in any one day.

13. Q: Can participation be denied by the supervisor?

A: Yes. Employees serving on a Performance Improvement Plan (PIP), who are subject to leave restrictions, or who have been disciplined within the previous year are ineligible to participate in the program. A supervisor can also deny participation based on workload or mission requirements.

ANNEX B – Participation Agreement

IMCOM PROGRAM PARTICIPATION AGREEMENT

EMPLOYEE REQUEST: (Complete in entirety, sign, and provide to your supervisor)

I, _____ (name) request approval to participate in the Civilian Fitness and Health Promotion Program (CFHPP) as follows:

_____ I agree to submit an Administrative Leave request to my supervisor for each fitness activity encounter in the appropriate time management system. I understand I may be granted up to three (3) hours per week (no more than one (1) hour per day, no more than 80 hours in a calendar year) to participate in the program.

Note: Part-time employee's hours will be prorated per the policy.

_____ I have read the IMCOM Civilian Fitness and Health Promotion Program policy and agree to comply with all requirements.

_____ I certify that, to the best of my knowledge, 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 my participation in the program is voluntary. Participation is not an entitlement and is subject to approval by my supervisor as directed by mission requirements.

Employee's Name and Signature

Date

SUPERVISOR DECISION: (Mark one action below, complete, and sign)

_____ The employee has been APPROVED to participate in the program without restriction. However, I retain the right to cancel or amend program participation as necessary, subject to workload and / or mission requirements.

_____ The employee's use of regularly scheduled Administrative Leave is APPROVED subject to the following modifications. However, I retain the right to cancel or amend program participation as necessary, subject to workload and / or mission requirements. Modifications: _____

_____ The requested participation in the CFHPP is currently DENIED for the following reason(s): _____

Supervisor's Name and Signature

Date