



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON-  
KWAJALEIN ATOLL  
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AMIM-KWG-ZA (690-300)

29-September-2023

MEMORANDUM FOR USAG-Kwajalein Atoll Civilian Personnel

SUBJECT: Policy# 2 - Implementation of IMCOM Civilian Fitness and Health Promotion Program (CFHPP) at USAG Kwajalein Atoll

1. Reference: HQ IMCOM, AMIM-HRC-T, Memorandum (Command Policy Memorandum, Installation Management Command Civilian Fitness and Health Promotion Program CFHPP) 9 May 2023.

2. LTG Jones's CFHPP offers resiliency opportunities for Civilian members of the Army team. I encourage everyone to take advantage of the health promotion program. The program allows a large interpretation of resiliency activities to maintain a healthy work/life balance. Employees are welcome to participate in this program during the ebb and flow of routine work. Employees should view participation as a benefit versus an entitlement.

3. Implementation and administration of the CFHPP is delegated to first line supervisors. The CSM is available to discuss all aspects of Army resiliency. He may, from time to time, schedule resiliency group activities during one of the allotted hours. The Deputy is delegated responsibility for oversight and compliance. The program's constraints and process are:

a. All participating Civilians and their supervisors must read the referenced material and execute accordingly.

b. Participation in the CFHPP will not be considered an excuse for missed deadlines, meetings, products and or result in premium pay requests or approvals.

c. Participation in the CFHPP will not be considered in performance elements or evaluations.

d. Employee activities are work dependent versus schedule dependent. Supervisors are cautioned not to approve blanket, enduring arrangements, e.g. every Tues, Thurs and Sat.

e. Employees that have physical fitness requirements as part of their employment obligations will remain on fitness requirements prescribed by the duty, and not additionally enrolled in CFHPP.

f. The Deputy must receive an employee's participation agreement before an employee is allowed to engage in CFHPP. Time and attendance reporting must indicate administrative leave for all CFHPP hours.

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g. Employees and/or supervisors found to abuse (or allow abuse) of the program may lose their benefit.

4. POC for this memorandum is Argelia Alvarez, 480-3252, [argelia.alvarez.civ@army.mil](mailto:argelia.alvarez.civ@army.mil).



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