



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
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AMIM-PMH (600-63A)

SEP 13 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #41, United States Army Garrison Presidio of Monterey (USAG-POM), Civilian Fitness and Health Promotion Program (CFHPP)

1. Resources.

- 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
- g. Command Policy Memorandum, U.S. Army Installation Command Civilian Fitness and Health Promotion Program Policy, 22 June 2021

2. Purpose. Establish USAG-POM implementation guidance for the Department of the Army Civilian Fitness and Health Promotion Program. The program's goal is to enhance the health, fitness, and quality of life for Department of the Army Civilians while increasing organizational wellness and mission productivity.

3. Applicability. Applies to all Department of the Army Civilians assigned to or under the operational control of the USAG, POM. Management officials and supervisors will fulfill all statutory and contractual labor relations obligations in the implementation of this policy.

4. Policy. I authorize supervisors to implement and administer a fitness and health promotion program at all locations consistent with the following provisions:

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a. 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, and any other activities covered by the program. Fitness periods include the time used for travel to and from the exercise location, changing clothes, and showering.

(1) Part-time employees should have administrative leave prorated to correspond with the number of hours worked per pay period. Three hours is 7.5% of 40 hours. To determine the prorated time, multiply 7.5% by number of hours worked.

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

(3) Employees ineligible to participate in the program include:

(a) Employees serving on performance improvement plans (PIP), who are subject to leave restrictions, or who have received a letter of reprimand or similar offense within the previous 12 months are ineligible to participate.

(b) 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.

b. Employee participation in the program is voluntary and not an entitlement. 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.

c. Prior to participating:

(1) Employees and Supervisors must execute an annual written program participation agreement that coincides with the performance appraisal period.

(2) 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. Supervisors will submit medical clearance forms to the California Medical Detachment Wellness Center for review prior to final approval.

d. While enrolled in the program:

(1) 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.

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(2) 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.

(3) Employees must depart from and return to their regular workspace for each authorized fitness period.

(4) 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.

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

(6) Employees are prohibited from accumulating fitness periods and carrying them over to the next week to exceed the limitations described above.

(7) Supervisors may approve employees requests for annual leave, leave without pay, or sick leave (if applicable) to participate in fitness or health promotion activities.

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

(9) Directors will review their respective fitness and health promotion programs at least annually to determine how they affect productivity and whether they meet stated objectives. Directors will include a sample audit of participants' time and attendance records to assess compliance.

5. **Effective.** This policy remains in effect until otherwise superseded, rescinded, or changed.

6. Point of contact for this policy memorandum is the Director, Directorate of Human Resources, at (831) 242-7099.

2 Encls
1- Annex A- User Guide and FAQs
2- Annex B - Participation Agreement



Varman S. Chhoeung
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Commanding

DISTRIBUTION: A

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