



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09154-0401

AMIM-SGH-H

MEMORANDUM FOR ALL SEE DISTRIBUTION

SUBJECT: USAG Stuttgart Command Policy Letter #25, Civilian Fitness Program

1. REFERENCES:

- a. AR 600-63 (Army Health Promotion).
- b. AE PAM 690-630 (Excused Absence).
- c. IMCOM Command Policy #17 – Civilian Wellness.

2. PURPOSE: Army Civilian Fitness Program (CFP) is a Department of the Army program intended to encourage and motivate civilian employees to develop healthy lifestyles and enhance their quality of life and productivity.

3. APPLICABILITY: This policy applies to all United States Army Garrison Stuttgart full-time Non-appropriated Fund (NAF), Appropriated Fund (AF) and Local National (LN) civilian employees. This policy does not apply to contractors assigned to USAG Stuttgart.

4. BACKGROUND: This policy encourages active participation in fitness activities to promote and maintain employee health, enhance quality of life, increase productivity and improve morale among participants. This CFP policy allows supervisors to authorize up to three hours of paid excused absence per week to participate in physical fitness activities.

5. POLICY:

a. Participation in the CFP established under this authority may include up to three hours of duty time per week. The three hours of excused absence per week includes total time away from the worksite to include time for changing clothes, showering and traveling to/from the fitness location.

b. Use of duty time (excused absence) for participation in the CFP must be approved by the first-level supervisor. Workload and mission impact are the key elements in making the approval decision.

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c. Excused absences for the CFP participation may be used at any time during the workday to include the beginning and end of the duty day or in conjunction with other forms of leave with supervisory approval.

d. Excused absences for the CFP participation may be combined with the regularly scheduled non-paid lunch period (usually one hour between 1100-1300 hrs.) with supervisory approval.

e. Unused time from a previous week may not be carried forward to subsequent weeks nor used for any other purpose.

f. Employees must certify that they have been cleared by a medical provider or other appropriate medical authority to participate in the CFP. See Enclosure A.

g. Employee participation in the CFP is not an entitlement and is strictly voluntary.

h. A CFP activity is any activity designed to improve or maintain an employee's cardiovascular endurance, muscular strength and endurance, flexibility, and body composition.

6. GENERAL RESPONSIBILITIES:

a. MANAGERS AND SUPERVISORS:

(1) Approve or disapprove their employees' CFP participation.

(2) Ensure employees provide the CFP Enrollment Packet (Enclosure A).

(3) Notify the employee whether the request for CFP participation is approved or disapproved. If CFP participation is disapproved, supervisors must document the reason for denial and communicate the reason to the employee.

(4) Maintain the CFP request in the employee folder.

(5) Will revoke authorization to participate in the CFP if the employee is found to be in violation of the CFP program (e.g., taking an excused absence without exercising).

(6) May require an employee to change or suspend participation in the fitness program because of mission requirements.

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(7) Ensure employees properly annotate CFP participation in the Automated Time, Attendance, and Production System (ATAAPS), BlueForce ePay and Local National Time and Attendance Program (LNTAP). See paragraph 7 below.

b. EMPLOYEES:

(1) Ensure their supervisor is provided a signed and completed Enrollment Packet (Enclosure A).

(2) Notify the supervisor if their ability to participate in the physical fitness activities becomes limited in any manner.

(3) Promptly report to their supervisor any injuries sustained while engaging in the CFP.

(4) Properly request and record excused absence for CFP participation in ATAAPS/ BlueForce ePay/LNTAP.

7. CFP TIMEKEEPING REQUIREMENTS:

a. AF EMPLOYEES: ATAAPS Users: Employees and time and attendance certifiers must ensure all weekly fitness time is captured in ATAAPS utilizing "Excused Absence" by entering LV in the "Type Hr" column. Employees must also complete a corresponding "Leave Request" in ATAAPS annotating "CFP participation" in the "Remarks" block.

b. NAF EMPLOYEES: Employees and Managers must accurately capture all weekly fitness time in ePay / Blueforce utilizing the "Presidential Fitness Program" dropdown code for employees who are enrolled in the CFP.

c. LN EMPLOYEES: Employees and Managers must accurately capture all weekly fitness time in Local National Time and Attendance Program utilizing Pay Code: 004 in conjunction with Reference Code: ADMLV5 Army Fitness Program for employees who are enrolled in the CFP.

8. PROCEDURE:

a. CFP Participants will:

(1) Contact the Workforce Development Coordinator (WDC) or the Community Readiness and Resilience Integrator (CR2I) to obtain an enrollment packet.

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(2) Submit the Enrollment Packet with proposed exercise schedule for consideration to their supervisor; supervisors annotate their approval on the enrollment approval form.

(3) Complete an initial fitness assessment at the Stuttgart Army Wellness Center (AWC). If any risk is identified, a physician's assessment will be required. LN's not eligible for the AWC services will require a medical clearance and pre and post biometric measurements (height, weight, blood pressure, etc.) from their physician's office.

(4) Participate in the fitness program as outlined in the contract and enrollment packet; after six months, complete the final fitness assessment at the Stuttgart Army Wellness Center.

9. Program specifics are outlined in the attached CFP Enrollment Packet, to include guidelines, applications, contract, waiver/liability, consent forms, and physical assessment.

10. Point of contact for this policy letter is Mr. Andrew Munsterman, CR2I, email: andrew.p.munsterman.civ@mail.mil, DSN: 596-3529.

Encl
CFP Enrollment Packet



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Commanding

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