



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 HARDEE PLACE
WEST POINT, NY 10996

IMML-ZA

1 March 2019

U.S. ARMY GARRISON WEST POINT POLICY #23

SUBJECT: United States Army Garrison West Point (USAG WP) Civilian Fitness and Wellness Program

1. REFERENCES.

a. DEPSECDEF Memorandum, subject: DoD Employee Wellness, Satisfaction and Engagement Initiative, dated 4 January 2010.

b. Under Secretary of Defense Memorandum, subject: Department of Defense Employee Wellness Awareness Information Campaign, dated 11 January 2010.

c. Installation Management Campaign Plan, Line of Effort 3 – Leader and Workforce Development, dated March 2010.

d. Assistant Secretary of the Army (Manpower and Reserve Affairs) Memorandum, subject: DoD Employee, Wellness, Satisfaction and Engagement Initiative, dated 5 March 2010.

e. Installation Management Community Leader Handbook, Chapter 7 – Resiliency, dated June 2010.

f. AR 600-63, Army Health Promotion, Rapid Revision, dated 14 April 2015.

g. IMCOM Policy #17 – Civilian Wellness, dated 16 March 2012.

h. U.S. Army Garrison West Point Policy #21, subject: Protecting Personally Identifiable Information (PII) and PII Breach Notification Policy, dated 20 October 2014.

i. Negotiated Agreement Between United States Military Academy and American Federation of Government Employees West Point Local 2367, dated 3 May 2001.

2. APPLICABILITY. This policy applies to all full-time Department of the Army Civilian employees assigned to USAG WP. This is a one time enrollment in a career opportunity.

3. PURPOSE. The USAG WP Civilian Fitness and Wellness Program is a voluntary program designed to optimize organizational readiness and work performance for full-time Civilian employees by improving employee fitness.

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a. Open Season Enrollments: Open Season Enrollments for the Civilian Fitness and Wellness Program are as follows:

The month of June for July – December timeframe.

The month of December for January – June timeframe.

Notification of Open Season Enrollments will be done by e-mail and sent to the Directors and Administrative personnel in the Garrison workforce to disseminate to their employees.

b. Participation:

Subject to mission requirements and with written approval from the Director, employees may apply to use up to 3 hours administrative leave per week to engage in physical training for a six-month duration. (These must be non-consecutive days during normal duty hours in order to meet this requirement).

To comply with the non-consecutive days as noted above, the employee on an Alternate Work Schedule will only be able to exercise 3 days on a 5 day work-week and 2 days on a 4 day work-week.

Employees must be accountable for his or her actions, and the supervisor must ensure that the employees are using the specified time as approved.

Employees are required to attend the "Kick Off" Meeting for the Civilian Fitness and Wellness Program. If employees are unable to attend the meeting, they will not be enrolled in the program for that particular timeframe. Employees will have to wait to enroll in the program for the next Open Season opportunity.

It is highly recommended that supervisors of the employees that are participating in the Civilian Fitness and Wellness Program attend the "Kick Off" Meeting for the Civilian Fitness and Wellness Program to enhance their own knowledge and responsibilities about the Civilian Fitness and Wellness Program.

Employees must obtain and complete a Civilian Fitness and Wellness Enrollment Packet from the Civilian Fitness and Wellness Program Coordinator, Directorate of Human Resources, in Building 622. The completed packet, once approved by the director of the organization, will be submitted to the Civilian Fitness and Wellness Program Coordinator for final approval.

Participants are required to enroll online in the "SuperTracker" at <https://www.supertracker.usda.gov> and document a record of their participation. The employee must create an account and join the U.S. Army Garrison West Point group. The Access Code is B3MO09R. Failure to sign up and track activities on a weekly basis in the SuperTracker are grounds for removal in the Civilian Fitness and Wellness Program.

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c. Time and Attendance:

All employees and supervisors are responsible for ensuring the employee's timesheet is annotated properly in ATAAPS for the Civilian Fitness and Wellness Program. Under Nt/Diff/Haz/Other, the type of hour to be annotated is "LN". Type in "Wellness" in the "User Data" dialog box. Insert the number of hours taken for "Wellness" under the appropriate date category. Instructions are enclosed.

Scheduled overtime will not be granted or approved on days employees are participating in the Civilian Fitness and Wellness Program.

The hour of administrative leave granted to participate in the Civilian Fitness and Wellness Program includes: getting changed in appropriate gym apparel, driving to the DFMWR Fitness Center, located in Building 683 to check in with their CAC card on RECTRAC and exercise.

Your workout time cannot be rescheduled because the Garrison Commander granted 59 minutes or because the Installation has gone to a Code Red status.

d. Venue: All participants will be required to exercise at the DFMWR Fitness Center or Arvin Gym. Exceptions for the change of venue must be approved thru the employee's Chain of Command to the Deputy to the Garrison Commander. However, the hour of exercises must be conducted on the Installation; there is no exception to this policy.

Failure to comply with all the requirements of the program may be grounds for disciplinary action through MER, CPAC and removal from the Civilian Fitness and Wellness Program.

e. Incentives: Incentives for program participation are to improve overall health and wellness. This is a lifestyle behavior modification program.

4. This policy memorandum will remain in effect until superseded or rescinded.

5. Point of contact is the Garrison Civilian Fitness and Wellness Program Coordinator, Ms. Kathryn Ruggerio, Workforce Analyst, DHR at Kathryn.a.ruggerio.civ@mail.mil (845) 938-8431.

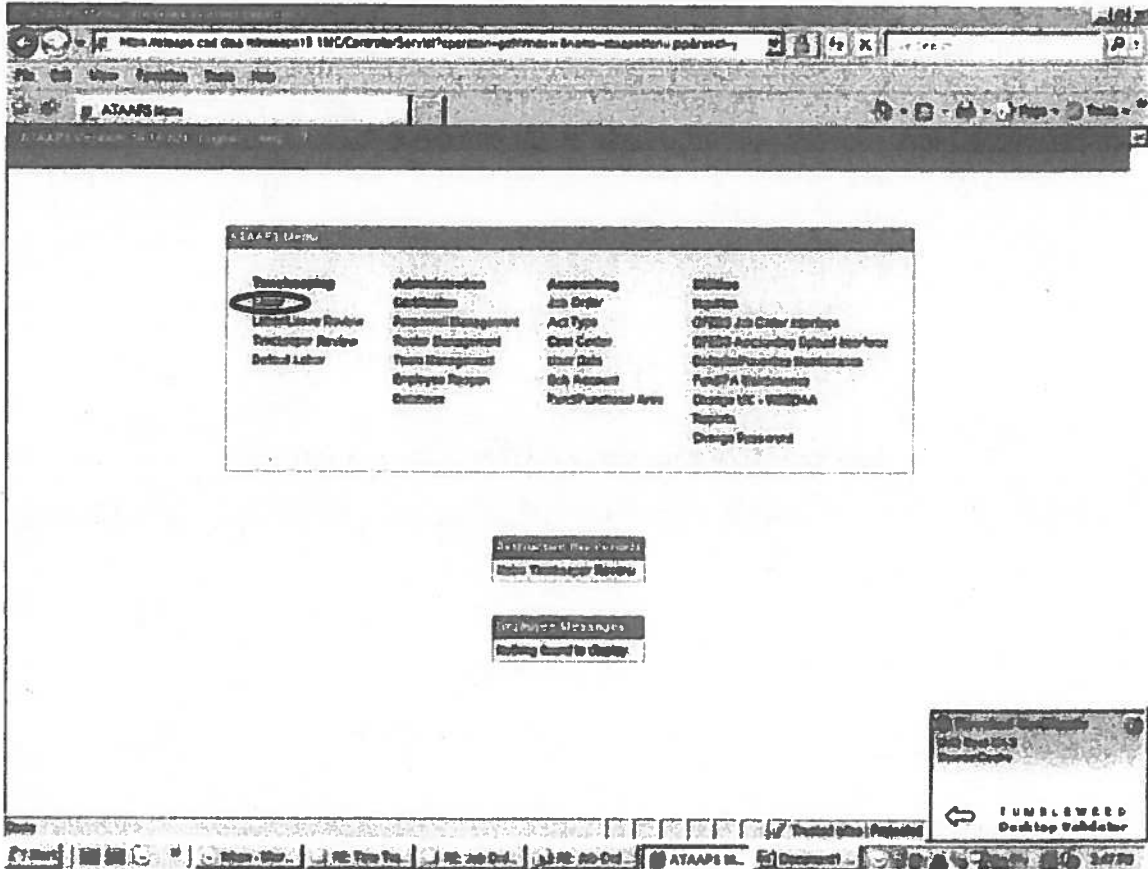
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HARRY C. MARSON V
COL, SF
Commanding

Step 1

From the main menu click on the "Labor" link under Timekeeping.



Step 2

Click on "Insert Row".

The screenshot shows the ATAAPS Labor system interface. At the top, there is a browser window with the URL `http://ataaps.cad.dsa.wisconsin.gov/ATAAPS/Server/...`. Below the browser window, the system displays employee information for MLLS, DESRA R. The interface includes several input fields and buttons for navigation and data management.

The main section displays the following information:

- Employee Information:** Agency: FEDERATION, SIC: WISDAA, Team: 2AAB0004 - MGO DS/EOR, Employee: MLLS, DESRA R, Dept Pay Period: 2011-Apr-24.
- Buttons:** Edit, Add, Team, Employee, PayPeriod.

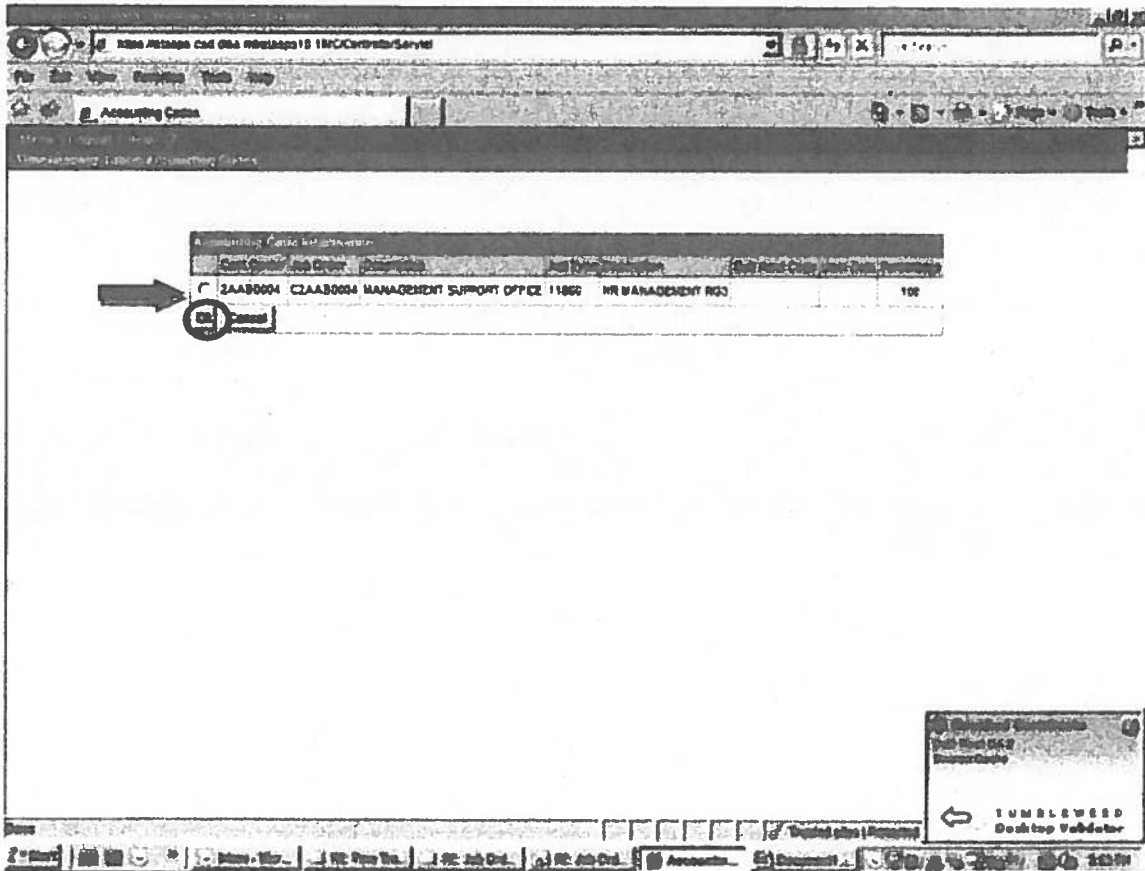
Below the employee information is a table showing the employee's schedule for the week of April 24 to April 30. The table has columns for days of the week and a 'Total' column. The 'Insert Row' button is circled in the table's action row.

Cost Center	Job Order	Act Type	Type N	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	1	2	3	4	5	6	7	Total
				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

At the bottom of the table, there are several buttons: **Delete Row**, **Copy Row**, **Insert Row** (circled), **Refresh**, **Summary**, and **Create LU**.

Step 3

Click on the "radio" button and then hit the "Ok" button.



Step 4

Click on "Insert Row"

The screenshot shows a web browser window with the URL 'http://ataaps.cad.dhs.mtstates101100/ControlServlet'. The page title is 'ATAAPS LEAVE'. The main content area is titled 'Employee Information' and contains the following fields:

- Agency: FTTHRECTORIA 4594
- Team: JAAB0004 - USD DIVISION
- Employee: WILLS, DEBRA R
- Begin Pay Period: 2011-Apr-24
- MCRT/Rest/Off: No Contact No
- Certified: No
- Send To Payroll: No

Below the information is a calendar grid for April 2011. The grid shows scheduled hours for each day. At the bottom of the grid, there are several buttons: 'Save', 'Delete Row', 'Copy Row', 'MED/PMAD/OT', 'Insert Row' (circled), 'Refresh', 'Summary', and 'Create LS'.

	April 24	25	26	27	28	29	30	1	2	3	4	5	6	7	Total
Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reported to Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Step 5

Click on the "NtDiff/Haz/Other" button.

The screenshot shows a web application interface for recording administrative leave. The main content area contains a form with the following fields:

- Job Info:** Job Code: 2AAB0004, Job Title: 11000
- Employee:** MILK, DEBRA R
- Begin Pay Period:** 2011-Apr-24
- End Pay Period:** 2011-May-01
- Confirmed By:** [User Name]

Below the form is a calendar grid showing the leave schedule for the period from April 24 to May 1, 2011. The calendar is organized by day of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat, Sun, Mon, Tue, Wed, Thu, Fri, Sat, Sun). The 'NtDiff/Haz/Other' button is circled in red.

Day	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reported to Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

At the bottom of the interface, there is a status bar with the text "Auto-updating to position 0" and a "FUNDLEWOOD Desktop Publisher" logo.

Step 6

Click on "Type Hour" and select "LN" from the drop-down list.

The screenshot shows a web-based HR system interface. At the top, there's a navigation bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below that is a menu bar with 'Menu', 'Language', and 'Help'. The main content area is titled 'ATAAPS Leave' and contains a form for recording leave. The form includes fields for 'Logged In As', 'Team', 'Employee', 'Begin Pay Period', and 'End Pay Period'. A dropdown menu is open over the 'Type Hour' field, with 'LN' selected and circled in red. Below the form is a table with columns for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat, Sun, Mon, Tue, Wed, Thu, Fri, Sat) and a 'Total' column. The table shows 'Scheduled Hours' and 'Reported to Scheduled Hours' for each day. At the bottom, there are buttons for 'Save', 'Delete Row', 'Copy Row', 'Refresh', 'Summary', and 'Create LU'.

Job Order	Job Order	ACS Type	24	25	26	27	28	29	1	2	3	4	5	6	7	Total
2AAB0004	C2AAB004	11001														0.00
																0.00
Scheduled Hours			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reported to Scheduled Hours			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Step 7

Type in "Wellness" in the "User Data" dialog box. Insert the number of hours taken for "Wellness" under the appropriate date category.

The screenshot shows a software interface with a 'User Data' dialog box and a grid of dates. The dialog box contains the following information:

- Employee Name: PERKINS, GUY
- Year: 2011
- Employer: ALLIANCE
- Start Pay Period: 2011-Apr-30

The grid below shows a calendar view with columns for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat, Sun) and rows for months (Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec). A circled entry in the 'Wellness' column for the date 4/30/11 shows a value of 0.00. The 'Total' column for the month of April shows a value of 0.00.

Year	Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
2011	Apr																0.00
Reported by Scheduled Hours: 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00																	
Reported by Wellness: 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00																	

Step 8

When you have finished your labor input, click on the "Save" button.

The screenshot shows a web browser window with the URL `http://ataaps.cad.daa.mhhs.af.mil/ATAAPS/Service`. The page title is `ATAAPS Labor`. The main content area is titled `Go to Screen` and contains the following information:

Employee Information
 Logged In As: FELTHERTON, JONAS USC, WESBAA
 Team: ZAAB0004 - BSO DT/AG/OD
 Employee: BELLE, DEBRA R
 Begin Pay Period: 2011-Apr-24
 REVENUE/ODs: No Occur: No Certified No: Sent To Payroll No: **Pay Period**

Employee Hours

Ctrl Center	Job Order	Acct Type	Type of	Apr 24	25	26	27	28	29	30	1	2	3	4	5	6	7	Total
<input checked="" type="checkbox"/>	ZAAB0004	CZAAB0004	1186C	LI														0.00
Sub Acct																		0.00
User Data/Wellness																		0.00
Scheduled Hours				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reported to Scheduled Hours				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Buttons at the bottom of the grid: **Save**, **Delete Row**, **Copy Row**, **REVENUE/ODs**, **Insert Row**, **Refresh**, **Summary**, **Create LU**

At the bottom of the browser window, the status bar shows: `Auto-scrolling to position 0`, `Trusted sites | Restricted Sites: 0/0`, `100%`, `Start`, `Home - Work`, `RE Type 7rs`, `RE Job Ord`, `RE Job Ord`, `Administrat`, `ATAAPS L`, `4:43 PM`