



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE
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ATZT-CSW (1e)

13 SEP 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for Army Civilian Fitness and Health Promotion Program

1. References.

- a. Army Directive 2021-03 (Army Civilian Fitness and Health Promotion Program).
- b. Army Regulation (AR) 600-63 (Army Health Promotion).
- c. Memorandum, HQ TRADOC, ATBO-C, subject: TRADOC Supplement to Army Directive 2021-03 (Army Civilian Fitness and Health Promotion Program), 08 Aug 2023

2. Purpose: THIS MOI supplements the references above for Maneuver Support Center of Excellence (MSCoE), Training and Doctrine Command (TRADOC) organizations to allow Appropriated Fund Army Civilian Professionals (ACP) to participate in this command sponsored 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. Evidence indicates that ACPs afforded an opportunity to participate in fitness and health promotion programs experience increased readiness and resiliency, enhanced morale, increased productivity, reduced sick leave use, and improve work life balance.

3. Applicability: This MOI is applicable to MSCoE Fort Leonard Wood (FLW), TRADOC, appropriated fund ACPs. Approval or disapproval is without regard to race, color, gender, religion, national origin, marital status, age, disability, or sexual orientation.

4. Policy.

a. A fitness and health promotion program that balances support for ACP participation with the need to ensure ACP work requirements are fulfilled and agency operations remain efficient and effective is in MSCoE's interest. Commanders/Directors are authorized, at their discretion, to implement and administer a fitness and health promotion program consistent with the following provisions:

- (1) Subject to 5 U.S.C. § 6329a(b)(1), an employee may be granted no more

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than 10 total workdays (80 hours) of administrative leave per calendar year. Of which, Civilian employees may be granted up to three hours of administrative leave per week (no more than one hour per day) to participate in a fitness and health promotion program, including physical fitness activities, preventive health events, and education on health promotion topics (such as nutrition and exercise principles) and any other activities covered by the program. The 80 hours of administrative leave limitation shall be recorded separately from leave authorized under any other provision of law, for example, 5 U.S.C. §sections, 6329b. (Investigative Leave and Notice Leave) and 6329b. (Weather and Safety leave) or other specific provision provided by law.

(2) ACP participation in the program is voluntary. Participation in the program is not an entitlement and is subject to approval by supervisory officials. The program does not create an ACP right or benefit, substantive or procedural, enforceable at law by a party to litigation with the United States.

(3) ACPs who are teleworking are also authorized to participate in the Civilian Fitness and Health Promotion Program.

(4) ACPs serving on a performance improvement plan, who are subject to leave restrictions, or who have been formally disciplined for lack of candor, absent without official leave, excessive tardiness, or similar offenses within the previous year are ineligible to participate in the program.

(5) Participating ACPs must execute a program participation agreement. ACPs 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. Participants must notify their supervisor immediately if their status changes and they would be put at risk of injury or illness while participating in the program.

(6) Physical fitness activities must be specifically targeted at improving fitness levels or body conditioning.

(7) For ACPs in positions that have physical fitness standards (such as firefighters), a physical exercise program that is part of their normal duties is not covered by this program.

(8) ACPs, supervisors, and time and attendance certifiers must ensure that fitness periods are accounted for by entering Administrative Leave (Type Hour Code

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“LN” with Environmental/Hazard/Other Code “PF”) in the Automated Time Attendance and Production System (ATAAPS).

(9) Specific times for participation will be dictated by mission requirements and approved in advance. Supervisors will retain authority to schedule and assign work and will carefully balance mission requirements, workload, and personnel availability when authorizing fitness periods (that is, time for fitness and health promotion activities under the program).

(10) ACPs must report to their workstation before and after each authorized fitness period.

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

(12) Authorized fitness periods may be combined with regularly scheduled lunch periods with supervisory approval.

(13) ACPs cannot accumulate fitness periods and carry them over to the next day or week so as to exceed the limitations described above.

(14) Supervisors must maintain accountability over ACPs participating in the program and are responsible for ensuring compliance with program participation requirements.

b. Commanders/Directors will:

(1) Encourage ACPs to take advantage of the flexibilities of an alternate work schedule program, if available, to engage in fitness and health promotion activities during non-duty time.

(2) Review their participation at least once annually to determine how it affects productivity.

(3) Ensure that admin leave is used within the parameters of the 5 U.S.C. (Reports can be pulled by the certifier/timekeeper. See enclosure 3).

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c. Subject to normal approval processes, ACPs may request annual leave, leave without pay, or sick leave (as appropriate) to participate in fitness or health promotion activities.

5. Proponency: The proponent for this MOI is the MSCoE CIVPER.

Enclosures (2)

1. User Guide
2. Participation Agreement
3. Labor Charges Report for Admin Leave



AARON D. BOHRER
Colonel, GS
Chief of Staff

DISTRIBUTION:

All TRADOC Schools, Brigades,
Battalions, Companies, Directorates,
General and Personal Staff Offices

USER GUIDE

Participant's Responsibilities

- 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.
- Employees who do not adhere to the requirements of the policy may be subject to disenrollment from the program.

Supervisor's Responsibilities

- Supervisors will allow employee participation in the program as dictated by mission requirements.
- Supervisors will review and reconcile employee's 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 for LN/PF – Physical Fitness. See enclosure 3 for how to pull the admin leave report.
- Supervisors can approve authorized fitness periods to be combined with regularly scheduled lunch or break periods.
- 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.
- Supervisors must maintain accountability over employees participating in the program and are responsible for ensuring compliance with program participation requirements.

Permitted Command-Sponsored Activities

Health Promotion

- Health assessment or screenings such as those at installation wellness centers where available (such as body composition, metabolic testing, physical fitness assessment, biofeedback, and relaxation.)
- Health fairs.
- 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 this program.

Physical Fitness

- Employees participating in the program will use installation 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.
- Physical fitness activities must be specifically targeted at improving fitness levels or body conditioning.
 - 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.

Enclosure 1 – User Guide

- 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.
- 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.
- Activities such as golf, bowling, baseball, and softball are considered recreational activities and are not permitted.
- The Army Wellness Center is part of the application process and is standing by to assist with identifying activities to improve fitness levels and body conditioning.

Injury

- If an injury occurs during a fitness program activity while on administrative leave, the employee must immediately notify his/her supervisor and seek medical care if needed.
- All injuries must be documented in the Employees Compensation Operation and Management Portal (ECOMP) at <https://www.ecomp.dol.gov> within 30 days.

FREQUENTLY ASKED QUESTIONS

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.

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. Participants must notify their supervisor immediately if their status changes and they would be put at risk of injury or illness while participating in the program.

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 installation wellness center (i.e., body composition, metabolic testing, physical fitness assessment, biofeedback, and relaxation) are also acceptable.

Q: Can the fitness program administrative leave for fitness activities be used in conjunction with personal leave?

A: Yes, subject to supervisory approval.

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.

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

A: Yes, subject to supervisory approval.

Enclosure 1 – User Guide

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

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

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

A: No. An employee may not use fitness program 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.

Q: Can an employee carry over unused approved fitness program administrative leave from week to week?

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

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.

Q: Can fitness program administrative leave be used on telework days?

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

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 fitness program administrative leave may be used in any one day.

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.

Q: If an employee combines an hour of CFHPP with their lunch break, the fitness period ends when the combination of that time ends. If that is correct, is there a limitation on how much of that combination of time an employee can use to eat after exercising? Or is the expectation that the employee does not eat lunch when the lunch break combination occurs?

A: It is up to the employee as to how they use their lunch period. Combining the fitness program administrative leave with the lunch period incorporates travel time to and from, work out time, and eating lunch if desired. This program does not provide additional time for eating lunch.

Q: The program is voluntary. Does that mean the employee can exit the Program without supervisory approval? Or does the employee need to give the supervisor notice that they no longer intend to participate?

A: Employees can exit the program at any time. Supervisor notification is required when exiting.

FITNESS PROGRAM PARTICIPATION AGREEMENT

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

Employee Name: _____

Organization: _____

This is a request for approval to participate in the Civilian Fitness and Health Promotion Program as follows:

_____ I understand that my participation in the program is voluntary and subject to approval by my supervisor.

_____ I understand that physical fitness activities must be specifically targeted at improving fitness levels or body conditioning.

_____ I understand that specific times for participation will be dictated by mission requirements, approved in advance by my supervisor and must be accounted for by entering Administrative Leave “LNPF” (Type Hour Code “LN” with Environmental/Hazard/Other Code “PF”) in the Automated Time Attendance and Productions System.

_____ I understand I may be granted up to three hours per week (no more than 1 hour per day and not more than a total of 80 hours for all administrative leave in a calendar year for physical fitness (LN/PF – Physical Fitness) to participate in the program.

_____ I understand that available installation or on-site fitness facilities should be used to the maximum extent practicable.

_____ I understand my supervisor retains authority to schedule and assign work and will carefully balance mission requirements, workload and personnel availability.

_____ I understand I must report to my workstation before and after each authorized fitness period. If I am working from an alternate location, I must log in to the network prior to and after my fitness period and notify my supervisor of my status.

_____ I understand that fitness periods may be combined with regularly scheduled lunch periods with supervisory approval. If I am away from my workplace longer than the approved period of excused absence, I will request to be placed in an appropriate leave status. Fitness periods include the time used for changing clothes, showering, and travel to and from the exercise location.

_____ I understand fitness periods do not accumulate and do not carry over to the next day or week.

_____ I understand that failure to use fitness time appropriately or misconduct during these periods may be considered workplace infractions subject to disciplinary action.

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

Enclosure 2 – Program Participation Agreement

_____ I certify that 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 injuries occurring during fitness as part of this program must be promptly reported to my immediate supervisor.

Days and Times Requested: (Subject to change as necessary to meet the mission of the organization)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Day							
Time							

Employee's Printed Name and Signature

Date

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

_____ The employee's use of regularly scheduled Administrative Leave is APPROVED to participate in the program without modification. The employee will be limited to no more than a total of 80 hours of administrative leave per calendar year for physical fitness (LN/PF – Physical Fitness). 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. The employee will be limited to no more than a total of 80 hours of administrative leave per calendar year for any purpose (i.e. fitness, weather, voting, blood donation, etc.). 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 fitness program is currently DENIED for the following reason(s):

Supervisor's Name and Signature

Date

Step 1. Click the **Inquiries** link under the Utilities column on the ATAAPS Menu.

ATAAPS Menu			Notifications 
Timekeeping	Administration	Accounting	Utilities
Labor	Certification	Job Order	Inquiries
Labor/Leave Review	Personnel Management	Act Type	Defaults/Favorites Maintenance
Timekeeper Review	Roster Management	Cost Center	Change UIC - W0VLAA
Default Labor	Team Management	User Data	Reports
Leave Request	Employee Reopen	Sub Account	Change Password
Premium Request	Database		

Step 2. Click the **Labor Charges** link under the Manage column on the Inquires box.

Inquiries			
Review	Monitor	Manage	Processes
Employee Information	Uncertified Employees	Roster Information	Accounting Download
Timekeeper/Certifier Inquiry	RETRO Uncertified Employees	Labor Charges	Accounting Upload
Labor History	Non-Concurred Employees	Accounting Code Summary	Labor Interface Exceptions
Tour Rotations	Employees with Missing Time		Labor Interface Totals
	Flagged Timecard		
	Inactive Employees		
	Certifier Comments		

Step 3. Select the highlighted on the **Labor Charges Search** box & then click **Search**.
Certifiers will search by Roster & Timekeepers will search by Team.

Labor Charges Search	
Begin Date*	<input type="text" value="07/14/2024"/>
End Date*	<input type="text" value="07/27/2024"/>
Search By*	<input type="radio"/> UIC <input checked="" type="radio"/> Roster <input type="radio"/> Team
Rosters*	<ul style="list-style-type: none">MSCoE G8 ACCTMSCoE G8 AMOMSCoE G8 BUDGMSCoE G8 MANMSCoE G8 PAEMSCoE OPNS DIV
Filter By:	<ul style="list-style-type: none">Hazard/Reason (incl. FMLA)Injury ChargedNight DifferentialOvertime/PremiumPaid LeaveUnpaid Leave
Include Cost Center and Job Orders: <input type="checkbox"/>	
Include EDIPI: <input type="checkbox"/>	
Detail by Labor Date: <input checked="" type="checkbox"/>	
<input type="button" value="Search"/>	<input type="button" value="Clear Form"/> <input type="button" value="New Inquiry"/>

Step 4. The Labor Charges results screen displays the following for current and archived labor charges.

Export report to Excel to filter on Admin Leave Codes LV & LN.

Labor Charges -
 Date Range: 07/14/2024 - 07/27/2024
 77 items found, displaying 1 to 20.
 [First/Prev] 1 2 3 4 [Next/Last]

Employee Name	Roster	Team	Type Hour Category	Type Hours	Labor Date	Hours Charged	Hazard Reason	Hazard Hours
	MSCoE G8 BUDG	G8PB G8B	Leave Hours	LN	07/15/2024	1.0	PF	1.0
	MSCoE G8 BUDG	G8PB G8B	Leave Hours	LN	07/18/2024	1.0	PF	1.0
	MSCoE G8 BUDG	G8PB G8B	Leave Hours	LN	07/22/2024	1.0	PF	1.0
	MSCoE G8 BUDG	G8PB G8B	Leave Hours	LN	07/25/2024	1.0	PF	1.0
	MSCoE G8 BUDG	G8PB G8B	Leave Hours	LN	07/26/2024	1.0	PF	1.0
	MSCoE G8 BUDG	G8PB G8B	Regular Hours	RG	07/16/2024	8.0	TW	8.0
	MSCoE G8 BUDG	G8PB G8B	Regular Hours	RG	07/17/2024	9.0	TW	9.0
	MSCoE G8 BUDG	G8PB G8B	Regular Hours	RG	07/23/2024	8.0	TW	8.0
	MSCoE G8 BUDG	G8PB G8B	Regular Hours	RG	07/24/2024	9.0	TW	9.0
	MSCoE G8 BUDG	G8PB G8B	Regular Hours	RG	07/15/2024	9.0	TW	9.0
	MSCoE G8 BUDG	G8PB G8B	Regular Hours	RG	07/18/2024	9.0	TW	9.0
	MSCoE G8 BUDG	G8PB G8B	Regular Hours	RG	07/22/2024	9.0	TW	9.0
	MSCoE G8 BUDG	G8PB G8B	Regular Hours	RG	07/25/2024	9.0	TW	9.0
	MSCoE G8 BUDG	G8PB G8B	Regular Hours	RG	07/26/2024	8.0	TW	8.0
	MSCoE G8 BUDG	G8PB G8B	Regular Hours	RG	07/15/2024	8.0	TW	8.0
	MSCoE G8 BUDG	G8PB G8B	Regular Hours	RG	07/18/2024	8.0	TW	8.0
	MSCoE G8 BUDG	G8PB G8B	Regular Hours	RG	07/19/2024	4.0	TW	4.0
	MSCoE G8 BUDG	G8PB G8B	Regular Hours	RG	07/22/2024	8.0	TW	8.0
	MSCoE G8 BUDG	G8PB G8B	Regular Hours	RG	07/25/2024	8.0	TW	8.0
	MSCoE G8 BUDG	G8PB G8B	Regular Hours	RG	07/26/2024	4.0	TW	4.0
					Total	123.0		123.0

Export options: Excel | PDF
 [New Search] [New Inquiry]

Admin Leave Codes included in the 80-hour limit are:

- LV – Excused Absence (for example: blood donation, voting, excused absence for employees returning from active military duty, Employee Assistance Program (EAP), or other Agency-approved volunteer activities)
- LN/PF – Physical Fitness (fitness program, COVID vaccines)
- LN/PH – Preventive Health Screening (for employees with a sick leave balance of less than 80 hours and is limited to 4 hours in a calendar year)