



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON  
14000 MSCOE LOOP, SUITE 120  
FORT LEONARD WOOD, MISSOURI  
65473-8300

AMIM-LDG-W (1e)

10 March 2025

MEMORANDUM FOR All U.S. Army Garrison Personnel

SUBJECT: Garrison Guidance Civilian Fitness and Health Program

1. Purpose: Establishes U.S. Army Garrison Fort Leonard Wood (USAG, FLW) guidance for implementing the Department of the Army Civilian (DAC) Fitness and Health Promotion Program. The goal of the program is to provide guidance and procedures to enhance the health, fitness, and quality of life of DACs while increasing organizational wellness and mission productivity.

2. References:

a. Command Policy Memorandum, (Installation Management Command Civilian Fitness and Health Promotion Program (CFHPP), 9 May 2023.

b. Command Policy Memorandum, (U.S. Army Materiel Command (AMC) Civilian Fitness and Health Promotion Program), 17 April 2023.

c. Memorandum, Secretary of the Army, Army Directive 2021-03 (Army Civilian Fitness and Health Promotion Program), 18 January 2021.

d. Title 5, U.S. Code section 7901 (Health Service Programs).

e. Title 5, U.S. Code section 6329a (Administrative Leave).

f. Department of Defense Instruction 1010.10 (Health Promotion and Disease/Injury Prevention), 28 April 2014 (incorporating Change 3, effective 16 May 2022).

g. Army Regulation 600-63 (Army Health Program).

3. Applicability: This policy applies to all USAG, FLW Directorates and offices for appropriated and non-appropriated funded DACs.

4. Policy: A fitness and health promotion program that balances support for employee participation with the need to ensure employee work requirements are fulfilled and agency operations remain efficient and effective, is in USAG-FLW's best interest. I

AMIM-LDG-W (1e)

SUBJECT: Garrison Guidance Civilian Fitness and Health Program

hereby direct all USAG, FLW Directors/Leaders to implement and administer a fitness and health promotion program consistent with the following provisions:

a. Subject to governing law, regulation, and policy; DACs may be granted up to 3 hours of administrative leave per week (no more than 1 hour per day, and no more than 80 hours in a calendar year) to participate in a command-sponsored fitness and health promotion programs; including physical fitness activities, preventive health events, education on health promotion topics (such as nutrition and exercise principles), and any other activities covered by the program. Administrative leave for part-time employees should be pro-rated to correspond with the number of hours worked per pay period, applying the following formula: Number of hours worked bi-weekly (part-time schedule) divided by 80 hours (full-time schedule) = percent of the (maximum 3 hours per week) time allowed for part-time employees (see enclosure 1).

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

c. Employees serving on a performance improvement plan, are subject to leave restrictions, or have been formally disciplined for lack of candor or similar offense within the previous 12 months, are ineligible to participate in the program unless a waiver is obtained from the Director within each Directorate/Office.

d. Participating employees must execute a program participation agreement annually. Employees must self-certify that they are aware of their personal medical conditions, if any, and the limitations posed by those conditions, if any, when engaging in voluntary fitness program activities of their choice. Further, each employee who participates in the program understands that they each regulate the intensity and degree of their chosen fitness programs, within the parameters set forth by this policy, to achieve the most beneficial outcome for themselves (see enclosure 2). Supervisors should ensure this agreement is annotated on the participants Individual Development Plan (IDP).

e. Physical fitness activities must be specifically targeted at improving fitness levels or body conditioning. Suitable activities may include those which address cardiovascular/aerobic endurance, flexibility, muscular strength/endurance, and/or body composition. An initial check-in with the Armed Forces Wellness Center (AFWC) is required as a part of the application process. A list of available fitness and health resources will be

AMIM-LDG-W (1e)

SUBJECT: Garrison Guidance Civilian Fitness and Health Program

provided by the Armed Forces Wellness Center. If desired by applicant, AFWC can provide monitoring and fitness program suggestions.

f. For employees 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.

g. 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 subject to disenrollment from the program.

(1) APF employees: Enter Administrative Leave "LN-PF" (Type Hour Code "LN" with Night Differential/Hazard/Other Code Physical Fitness "PF") in the Defense Automated Time and Attendance Production System (DATAAPS), or analogous code in other timekeeping systems.

(2) NAF employees: employees will request PTO for Administrative Leave in WebPunch or on time clock. Supervisors will code approved Administrative Leave with secondary reporting category rate type -Civilian Fitness Program (FIT) in Blueforce. Supervisors, super users, and local administrators have the capability to run a report in Blueforce to view the hours that are used over a certain period.

h. Specific times for participation will be approved in advance. Supervisors and participating employees are required to balance mission requirements, workload, and personnel availability when authorizing fitness periods (that is, time for fitness and health promotion activities under the program).

i. Employees must report to their workstations before and after each authorized fitness period.

j. 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 (see enclosure 1).

k. Authorized fitness periods may be combined with regularly scheduled lunch periods with supervisory approval.

l. Employees cannot accumulate fitness periods and carry them over to the next day or week so as to exceed the limitations described above.

AMIM-LDG-W (1e)

SUBJECT: Garrison Guidance Civilian Fitness and Health Program

m. Directors/leaders and supervisors must maintain accountability over employees participating in the program and are responsible for ensuring compliance with program participation requirements.

n. Deputy Garrison Commander and directors/leaders will establish metrics and review their respective fitness and health promotion programs at least annually to determine how they affect productivity, whether they meet their stated objectives, and will brief the information to Garrison Commander upon request. Utilizing the following formula, directors/supervisors will be prepared to report their participation rate:  $\text{Number of Employees Participating} / \text{Number of Employees} = \text{Participation Rate}$ .

o. Subject to supervisory approval, employees may request, as appropriate, annual leave, leave without pay, sick leave, compensatory time off, or credit hours used to participate in fitness or health promotion activities.

p. Directors/leaders and supervisors should encourage employees to take advantage of flexible work schedule programs, if available, to engage in fitness and health promotion activities during non-duty hours.

5. Labor Relations Obligations: management officials and supervisors will fulfill all statutory and contractual labor relations obligations in the implementation of this policy.

6. Effective: This guidance remains in effect until otherwise superseded, rescinded, or changed by the Commander, USAG, FLW.

7. The point of contact for this policy is the Workforce Development Specialist at 573-596-4123.

Enclosures (2)

1. User Guide
2. Participation Agreement

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RENEA L. LAZZARINI  
Deputy to the Garrison Commander

## **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.
- 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 garrison 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.

## Enclosure 1 – User Guide

### Physical Fitness

- Employees participating in the program will use garrison fitness facilities to the maximum extent possible.
- 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.
- 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 Armed Forces 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 CFHPP activity while on administrative leave, the employee must immediately notify his/her supervisor and seek medical care if needed.
- APF employees: all injuries must be documented in the Employees Compensation Operation and Management Portal (ECOMP) at <https://www.ecomp.dol.gov> within 30 days.
- NAF employees: provide details of the injury, in detail, as soon as possible. The supervisor will file the workers' compensation claim.

### 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 aware of their personal medical conditions, if any, and the limitations posed by those conditions, if any, when engaging in voluntary fitness program activities of their choice. Further, each employee who participates in the program understands that they each regulate the intensity and degree of their chosen fitness programs, within the parameters set forth by this policy, so as to achieve the most beneficial outcome for themselves.

## Enclosure 1 – User Guide

**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.

**Q:** Can CFHPP 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.

**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.

**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 workdays per week, even if they do not use the full hour on a particular day.

**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.

**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:** 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.

## Enclosure 1 – User Guide

**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:** Are participants in CFHPP expected to visit the Armed Forces Wellness Center each year a new Program Participation Agreement is executed?

**A:** As it would just be extended and not a restart, a new visit would not be expected.

**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 CFHPP with the lunch period incorporates travel time to and from, work out time, and eating lunch if desired. This program does not provide addition 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.



## IMCOM 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 (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 hours per week (no more than one 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 USAG-FLW Civilian Fitness and Health Promotion Program policy and agree to comply with all requirements.

\_\_\_\_\_ I certify that, I am aware of my personal medical conditions, if any, and the limitations posed by those conditions, if any, when engaging in voluntary fitness program activities of my choice. Further, I understand as a participant in the program that I regulate the intensity and degree of my chosen fitness programs, within the parameters set forth by this policy, so as to achieve the most beneficial outcome for myself.

\_\_\_\_\_ 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. Due to this, I may need to alter or cancel my plans in order to ensure the mission is complete.

\_\_\_\_\_ I have visited the Armed Forces Wellness Center and received health and fitness program information associated with my goals. AFWC location: BLDG 350, Phone: (573) 596- 9677.

\_\_\_\_\_  
**AFWC Representative Name and Signature**

\_\_\_\_\_  
**Date**

**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 Name and Signature**

\_\_\_\_\_  
**Date**

Enclosure 2 – Participation Agreement

**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 I or mission requirements.

Modifications:

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The requested participation in the CFHPP is currently DENIED for the following reason(s):

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\_\_\_\_\_  
**Supervisor's Name and Signature**

\_\_\_\_\_  
**Date**