DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
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FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO
ATTENTION OF

IMBV-MW

17 August 2012

MEMORANDUM FOR US Army Fort Belvoir Garrison Civilian Personnel

SUBJECT: Fort Belvoir Policy Memorandum # 50, Commander's Civilian Health and Fitness Policy

1. REFERENCES.

a. AR 600-63, Army Health Promotion, 7 May 2007 (RAR 002, 7 September 2010).

b. Memorandum, HQ IMCOM, IMCG, 17 June 2010, subject: Command Policy #17 Civilian Wellness.

c. Installation Management Campaign Plan, Line of Effort 3 – Leader and Workforce Development, November 2011.

2. PURPOSE. To provide guidance and procedures for participation in an employee wellness program.

3. APPLICABILITY. This policy applies to all regular full-time and part-time Appropriated Fund (AF) and Non Appropriated Fund (NAF) civilian personnel assigned to the Fort Belvoir garrison except that employees already engaged in a formal physical exercise program as a requirement of their occupation (firefighter, etc.) may not participate in this program. This policy does not apply to contractors or NAF flexible employees.

4. POLICY. Army civilian employees are encouraged to engage in a regular program of exercise and in other positive health habits. On a one time basis, an employee may be authorized three hours of administrative leave per week to participate in a command-sponsored physical exercise training and education program for a period not to exceed six months from the start of the program. The three hours of administrative leave are limited to one hour per duty day. The six-month participation time may not be extended if the employee fails to use all of their administrative leave in any given week. Employees are encouraged to continue a personal fitness program after completing the command sponsored program to sustain their overall health and wellness.

5. PROCEDURES.

a. Participation.

(1) The Employee and Supervisor must enter into a written agreement and the participant must complete an enrollment packet obtained from the Sport and Fitness Civilian Health and Fitness program. Each participant is required to have a Micro-Fit Assessment conducted by a

certified personal trainer prior to starting the program, midway through the program, and at the conclusion of the program.

(2) Participating employees will document their program time in the Automated Time Attendance and Production System (ATAAPS) using code LN for paid administrative leave (or equivalent time code using applicable non-ATAAPS time and attendance procedures).

(3) Program participants will be entered in the Directorate of Family and Morale, Welfare and Recreation (DFMWR) RecTrac database. Participants' common access cards (CAC) will be linked to their RecTrac households to track program participation. The CAC must be used by the participant to scan in and out before and after workout sessions at Graves Fitness Center or the Body Shop. Participants utilizing the running/walking track located adjacent to Specker Field House must first scan their CACs before and after their workouts at the Body Shop. The information collected from the CAC will also assist with Common Levels of Support numbers and future funding to the fitness centers.

(4) Failure to use exercise time appropriately or misconduct during these periods, will be considered workplace infractions subject to disciplinary action.

(5) A participant may take one hour of administrative leave three times per week to participate in approved activities on Fort Belvoir. These one-hour increments may be taken at the end of the duty day, at the beginning of the duty day, or added to the approved 30-minute lunch period to enable a 90-minute, mid-day workout block. Employees may not adjust lunch periods to take 90 minutes at the beginning or end of the duty day.

b. Responsibilities.

(1) Supervisors of AF and NAF civilians will:

(a) Support the program by promoting healthy lifestyle behaviors.

(b) Encourage maximum participation of all employees.

(c) Coordinate a fitness schedule that designates the time during the work week for program participation based on the needs of the organization. Up to three hours per week, but not more than one hour per day, will be annotated as administrative leave on the timesheet during participation in the program. Supervisors will consider mission requirements, along with employee preference, when determining the Civilian Fitness Program schedule.

(d) Enter into a Fort Belvoir Commander's Civilian Health and Fitness Employee/Supervisor Agreement with each participant.

(e) Verify the employee is approved to begin the Civilian Health and Fitness Program through the receipt of the signed Supervisor/Employee agreement and informed consent form.

(f) Monitor employee participation in the program to ensure that allotted time is being used properly. Supervisors have absolute discretion to terminate their employee's participation based upon determination that the employee is not using the allotted time for the intended program purpose and/or to change the designated schedule to meet mission requirements.

(2) Department of the Army Civilian Health and Fitness Program participants will:

(a) Complete the enrollment packet and provide the appropriate forms to their supervisors.

(b) Participate in pre and post fitness assessments in order for the sports and fitness office to track program results.

(c) Utilize the administrative leave time provided for authorized fitness purposes only. Failure to utilize authorized time for fitness purposes may result in removal from the program or appropriate disciplinary action.

(3) The Sport and Fitness Civilian Health and Fitness program managers will:

(a) Conduct information briefings.

(b) Coordinate civilian health and fitness pre and post assessments for each participant.

(c) Coordinate the fitness program.

(d) Track program participants to ensure their enrollment packets are completed and they are eligible for the program.

(e) Maintain proper documentation and storage of all forms.

(f) Provide nutritional education pamphlets to interested participants during the program.

c. Authorized activities.

(1) Organized activities implemented by the Sports and Fitness team;

(2) Walking, jogging, or running outside or on a treadmill;

(3) Fun Walks/Runs;

(4) Cardio Equipment, elliptical/recumbent cycle/stepper;

(5) Weight Lifting;

(6) Open gym, basketball or volleyball;

(7) Fitness classes and workshops;

(8) Racquetball.

6. INJURY PREVENTION. Accidental and overuse injuries to the musculoskeletal system are the single leading cause of lost workdays and physical profiles in the Army and, as such, have a significant impact on the readiness of Fort Belvoir. All participants in this program will practice personal risk management and mitigation to reduce the occurrence of preventable injuries. Safety practices that will be followed include (but are not limited to) proper warm-up and cool-down exercises and using equipment in a manner consistent with posted instructions or DFMWR policies. Participants in this program who do not adhere to proper procedures or engage in unsafe practices will be removed from the program.

a. If physician clearance is required, the participant must register with the Fort Belvoir Community Hospital (FBCH) Occupational Health Clinic after receiving the clearance from their personal physician and prior to the initiation of program activities in the event medical consultation associated with the program is ever required.

b. Any injured participant who seeks care at a personal physician's office should be directed to visit the FBCH within 48 hours of seeing a personal physician and present a copy of DD Form 689 to the Occupational Health Clinic.

7. PROPONENT. The DFMWR is the proponent for this policy. The point of contact is the DFMWR Sports and Fitness Director at (703) 806-5369.

GREGORY D. GADSON
Colonel, FA
Commanding