



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY AVIATION CENTER OF EXCELLENCE
2218 6TH AVENUE
FORT RUCKER ALABAMA 36362-5105

Policy Memo 15-14

ATZQ-CG

AUG 14 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Rucker Policy for the Civilian Fitness Program

1. References:

- a. Army Regulation 600-63, Army Health Promotion, 14 April 2015.
- b. Memorandum, US Army Installation Management Command, IMCG, 12 May 2014, subject: Command Policy #17 – Civilian Wellness.
- c. Department of Defense Instruction 1010.10, Health Promotion and Disease Prevention, 28 April 2014.
- d. USAACE and Fort Rucker Civilian Fitness Program Guide, 28 April 2015.

2. This memorandum provides guidance and establishes procedures for the Civilian Fitness Program within the Fort Rucker Civilian Community. The program authorizes Army Civilians up to 3 hours of excused absence per week for up to 6 months to engage in a formal exercise program.

3. The mission of this program is to take a holistic approach to fitness for all permanent appropriated and nonappropriated fund Army Civilians whose appointments are longer than 18 months, in order to enhance performance and build resilience.

4. Supervisors of Army Civilians will support the program by promoting and encouraging maximum participation of all employees; coordinate a fitness schedule that designates the time during the work week for program participation with consideration of mission requirements, employee preference, and the Civilian Fitness Program schedule; verify that employees are approved to begin the program through receipt of the program enrollment approval form; monitor employee participation in the program to ensure the allotted time is being used properly, and terminate participation approval if time is not being utilized according to the Civilian Fitness Program Guide.

5. Civilian Fitness Program participants will obtain an enrollment/participation packet and submit it to their supervisor for approval. Once approved, participants will follow participation verification procedures as stated in the Civilian Fitness Program Guide. After 6 months, the program will culminate with a final assessment and a brief survey as stated in the Civilian Fitness Program Guide.

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6. Participants may withdraw from the program at any time due to health reasons, pregnancy, or mission requirement by completing a withdrawal form. It is the responsibility of both the participant and the supervisor to sign the withdrawal form and submit it to the proper agency as stated in the Civilian Fitness Program Guide.

7. Program Criteria:

a. Participants will start and finish each exercise session within the confines of the installation. Only preapproved locations may be used for participation as stated in the Civilian Fitness Program Guide.

b. The allotted 3 hours of excused absence per week will not exceed 1 hour of exercise per day, to include preparation time. Participants may extend this time in conjunction with their lunch break or by exercising at the beginning or end of their duty shift.

c. Any medical fees incurred and/or any fees associated with joining Morale, Welfare, and Recreation programs are the responsibility of the participant.

d. Exercise periods are official duty time. Failure to appear, inappropriate use of exercise time, or misconduct during these periods will be considered workplace infractions occurring during normal duty hours and will be subject to the appropriate disciplinary actions.

8. Direct questions regarding this memorandum to the Health Promotion Operations Office, 255-0529/1150 or usarmy.rucker.avncoe.list.chpc@mail.mil.

9. This memorandum will remain in effect until changed or formally rescinded.

10. "Above the Best"



MICHAEL D. LUNDY
Major General, USA
Commanding

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