



DEPARTMENT OF THE ARMY
UNITED STATES ARMY EUROPE AND AFRICA
UNIT 29351
APO AE 09014-9351

AEPE-C

3 October 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAREUR-AF Civilian Fitness Policy (AEA Cmd Memo 2023-019)

USAREUR-AF Civilian Fitness Policy (AEA Cmd Memo 2023-019)

This memorandum expires in 2 years.

1. Supersession. This memorandum supersedes USAREUR-AF, AEPE-C memorandum (USAREUR-AF Civilian Fitness Policy (AEA Cmd Memo 2021-008)), 10 August 2021.

2. References.

- a. Title 5, United States Code, section 7901 (Health Service Programs).
- b. Title 5, United States Code, section 6329a (Administrative Leave).
- c. Department of Defense Instruction (DODI) 1010.10 (Health Promotion and Disease Prevention), incorporating change 3.
- d. AR 600–63 (Army Health Promotion).
- e. Army Directive 2021-03 (Army Civilian Fitness and Health Promotion Program).

3. Purpose. The goal of the United States Army Europe and Africa (USAREUR-AF) Command's Civilian Fitness Policy is to enhance the health, fitness, and quality of life of Department of the Army Civilians (U.S. and local national (LN) or host nation (HN) employees) while increasing organizational wellness and mission productivity. This policy establishes the enrollment process, participation requirements, and oversight for the USAREUR-AF Civilian Fitness Promotion Program. It encourages leaders to emphasize health and fitness for civilian employees at Army agencies within USAREUR-AF. Evidence indicates that employees 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 increased job and life satisfaction.

4. Applicability. This policy applies to all United States appropriated fund (APF) and nonappropriated fund (NAF) civilian employees assigned to USAREUR-AF and subordinate commands as well as to direct-hire LN or HN employees throughout the USAREUR-AF

This memorandum is available at
<https://intranet.eur.army.mil/aepubs/SitePages/HomeNew.aspx>

AEPE-C

SUBJECT: USAREUR-AF Civilian Fitness Policy (AEA Cmd Memo 2023-019)

area of operations. This policy applies to full-time as well as part-time employees. For part-time employees, the duration of administrative leave will be computed in relation to the hours worked and rounded up to the nearest 15 minutes. Enclosure 1 provides a table indicating the authorized civilian fitness hours for part-time and full-time employees.

5. Policy.

a. The implementation and administration of the USAREUR-AF Civilian Fitness Promotion Program will be consistent with the following provisions:

(1) Subject to governing laws, regulations, and policies, U.S. civilian employees and LN or HN employees may be granted up to 3 hours of administrative leave per week (no more than 1 hour per day) to participate in a command-sponsored fitness promotion program, 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.

(2) Employee participation in the program is voluntary. All eligible APF, NAF, LN and HN employees are encouraged to participate in the program and must adhere to all requirements for enrollment.

(3) Participation in the program is not an entitlement and is subject to approval by supervisory officials. The program does not create any substantial or procedural employee privilege or benefit that would be enforceable at law by a party to litigation with the United States of America.

(4) Participating employees must execute a program participation agreement (encl 2). Employees 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. The President's Council on Physical Fitness and Sports recommends that personnel over 35 years of age who have been inactive for several years consult a physician before beginning an exercise program. Supervisors will maintain a copy of the agreement and will submit it to higher headquarters if requested.

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

(6) 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.

(7) Employees, supervisors, and time and attendance certifiers must ensure that fitness periods are accounted for by entering the appropriate leave code into time and

AEPE-C

SUBJECT: USAREUR-AF Civilian Fitness Policy (AEA Cmd Memo 2023-019)

attendance records. APF and NAF personnel will document fitness periods as administrative leave "LNPF" (type hour code "LN" with environmental/hazard/other code "PF") in the Automated Time Attendance and Production System (or analogous code in other timekeeping systems). LN personnel will document fitness periods as "ADMLV5" (Army Fitness Program) in the LN Time and Attendance Program.

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

(9) Employees must report to their workstations before and after each authorized fitness period either in person, by email, or telephonically.

(10) Employees who are serving on a performance improvement plan, who are subject to leave restrictions, or who have been formally disciplined for a lack of candor or any similar offense within the previous year are ineligible to participate in the program.

(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 traveling to and from the exercise location.

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

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

(14) U.S. civilian employees and LN or HN employees who are teleworking are also authorized to participate in the Civilian Fitness Promotion Program.

(15) Commanders and supervisors will maintain accountability over their employees participating in the program and are responsible for ensuring compliance with program participation requirements.

(16) USAREUR-AF will review the respective fitness promotion programs at least annually to determine how they affect productivity and whether they meet their stated objectives.

b. Commanders and supervisors should encourage employees to take advantage of the flexibilities of an alternative work schedule program, if available, to engage in fitness promotion activities during nonduty time.

AEPE-C

SUBJECT: USAREUR-AF Civilian Fitness Policy (AEA Cmd Memo 2023-019)

c. Alternatively, and subject to supervisory approval, employees may request annual leave, leave without pay, or sick leave (as appropriate) to participate in fitness or health promotion activities.

d. The Civilian Fitness Agreement should be revalidated at least once every 2 years.

6. Labor Relations Obligations. Management officials and supervisors will meet all statutory and contractual labor relations obligations in the implementation of this policy.

7. Measure of Performance and Effectiveness. In order to ensure that the USAREUR-AF Civilian Fitness Promotion Program is focused on sustainable change in the health and well-being of program participants, commanders and supervisors will encourage participants to develop specific, measurable, achievable, realistic, and timely (SMART) fitness goals and to track and monitor those goals over time. One resource, if available, but not mandated for this purpose, is the Army Wellness Center. Additionally, USAREUR-AF may require participants to complete effectiveness surveys periodically.

8. Point of Contact. Personnel with questions regarding the USAREUR-AF Civilian Fitness Promotion Program may contact the Civilian Personnel Division, Office of the Deputy Chief of Staff, G1, HQ USAREUR-AF, at military 314-537-1518, or the Ready and Resilient Branch, Office of the Deputy Chief of Staff, G1, HQ USAREUR-AF, at military 314-537-1202.

Encls



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AEPE-C

SUBJECT: USAREUR-AF Civilian Fitness Policy (AEA Cmd Memo 2023-019)

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Civilian Fitness Hours for Part-Time and Full-Time Employees

The table below indicates the duration of administrative leave that may be granted in relation to hours worked. The hours are computed and rounded up to the nearest 15 minutes.

Weekly work hours hh:mm	Civilian Fitness hours rounded h:mm
≥ 36:30	3:00
33:00 – < 36:30	2:45
30:00 – < 33:00	2:30
26:30 – < 30:00	2:15
23:00 – < 26:30	2:00
20:00 – < 23:00	1:45
16:30 – < 20:00	1:30
< 16:30	0:00

Civilian Fitness Agreement

I, _____, have volunteered to participate in a ___-hour-per-week Civilian Fitness Program (CFP) in accordance with the USAREUR-AF Civilian Fitness Program guidelines. The program may consist of 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.

I understand that participation in the CFP is subject to mission requirements and may be interrupted, suspended, or canceled by my supervisor or commander.

I understand that I am self-certifying that I am not aware of any medical conditions or limitations that would put me at risk of injury or illness while participating in the program. I will notify my supervisor if my ability to participate in physical fitness activities becomes limited in any manner. I will promptly notify my supervisor of any injury I sustain while engaged in the CFP.

I understand that I am required to answer the USAREUR-AF Civilian Fitness Program survey when it is administered.

Program start date: _____

Civilian Fitness Participation Tracker	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time					
End Time					

Participant's Name (Please Print): _____
 Participant's Signature: _____ Date: _____

I agree to and approve the above named employee's participation in the Civilian Fitness Program in accordance with the USAREUR-AF Civilian Fitness Program policy.

Supervisor's Name (Please Print): _____
 Supervisor's Signature: _____ Date: _____

This agreement will be maintained by the supervisor. There is no requirement, unless otherwise directed, to submit the agreement to higher headquarters.

The point of contact is the Civilian Personnel Division, Office of the Deputy Chief of Staff, G1, HQ USAREUR-AF at military 314-537-1518, or the Ready and Resilient Branch, Office of the Deputy Chief of Staff, G1, HQ USAREUR-AF, at military 314-537-1202.