



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

IMHM-MW

17 March 2016

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Command Policy #81, Army Civilian Fitness Program (CFP)

1. The proponent for this policy is the Health Promotion Officer, Eighth U.S. Army-Area III
2. This policy memorandum is effective immediately/upon receipt and remains in effect until otherwise rescinded or superseded.
3. References:
 - a. AR 600-63, Army Health Promotion, 7 September 2010.
 - b. IMCOM Command Policy #17, Civilian Wellness, 17 June 2010.
 - c. Civilian Personnel On-line, Employee Wellness Program, 10 July 2009, <http://cpol.army.mil/library/permis/593.html>
 - d. DoD Directive 1010.10 Health Promotion and Disease/Injury Prevention, 24 November 2003.
4. Applicability: This policy applies to all regular full-time Appropriated Fund (AF) and Non-Appropriated Fund (NAF) civilian employees assigned to USAG Humphreys. This policy does not apply to invited contractors, KGS/KWG employees, part-time AF/NAF employees, or full-time employees assigned at locations other than Camp Humphreys.
5. Army CFP is a Department of the Army (DA) program intended to encourage civilian employees to improve their health and fitness through exercise and participation in other structured wellness activities. Program specifics are outlined in the attached Army CFP Participant's Guide, to include guidelines, applications, consent forms, medical warnings and Worker's Compensation disclaimer.
6. While Army policy generally places responsibility on civilian employees to use non-duty time to participate in health and fitness activities, the CFP provides Commanders the authority to approve up to three hours administrative leave per week for employees (with supervisory approval) to participate in command-sponsored physical exercise and training regime.
7. Basic elements and requirements of the CFP:

IMHM-MW

SUBJECT: Command Policy #81, Army Civilian Fitness Program (CFP)

a. The three hours of administrative leave per week, as defined, are limited to one hour per duty day.

b. Duration of the program is not to exceed six months.

c. Pre- and post-program participant evaluations are required.

d. Documentation of program attendance is required.

e. The program includes exercise and nutritional education.

f. The program is offered one time only per person per tenure with the US Army.

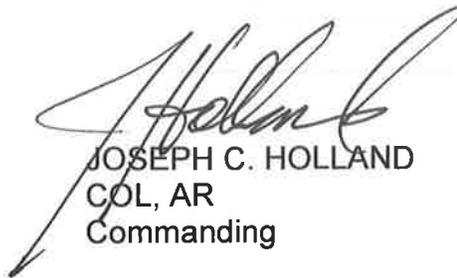
g. Participation requires Commander's/Supervisor's approval. Supervisors may adjust work schedules to permit training and exercise where possible and when it is consistent with the workload and mission.

i. Approval by a health care provider prior to participation in the program may be required if specific health concerns are present.

8. It is important to maintain a healthy civilian workforce; therefore supervisors at all levels should encourage all eligible subordinate civilians to participate and support a positive lifestyle change.

9. POC is the Health Promotion Officer at 753-3429 and the Directorate of Family, Morale, Welfare and Recreation for execution of the program at 753-8830.

Encl



JOSEPH C. HOLLAND
COL, AR
Commanding

DISTRIBUTION:
USAG Humphreys Website