



SECRETARY OF THE ARMY
WASHINGTON

18 JAN 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive 2021-03 (Army Civilian Fitness and Health Promotion Program)

1. References.

- a. Title 5, U.S. Code, section 7901 (Health Service Programs)
- b. Title 5, U.S. Code, section 6329a (Administrative Leave)
- c. Department of Defense Instruction 1010.10 (Health Promotion and Disease Prevention), 28 April 2014, incorporating Change 2, effective 12 January 2018
- d. Army Regulation 600–63 (Army Health Promotion), 14 April 2015

2. Purpose. This directive revises policy for the Department of the Army Civilian Fitness and Health Promotion Program. The goal of the program is to enhance the health, fitness, and quality of life of Department of the Army Civilians while increasing organizational wellness and mission productivity. 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.

3. Applicability. This directive applies to the Regular Army, Army National Guard/Army National Guard of the United States, and U.S. Army Reserve, unless otherwise stated.

4. Policy.

a. The Department of the Army Civilian Fitness and Health Promotion Program applies to Army Civilian appropriated and nonappropriated fund employees. The program does not apply to Title 32, U.S. Code, Army National Guard technicians or to Title 5, U.S. Code, Civilians assigned to duty with the National Guard Bureau, Army National Guard, or their field operating locations.

b. 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 the Army's interest. The Administrative Assistant to the Secretary of the Army and the commanders of Army commands, Army service component commands, and direct reporting units are

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authorized, in their discretion, to implement and administer a fitness and health promotion program consistent with the following provisions:

(1) Subject to governing law, regulation, and policy, Civilian 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 and health 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.

(3) 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.

(4) Participating employees must execute a program participation agreement. 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.

(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 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.

(8) Specific times for participation will be dictated by mission requirements and approved in advance. Supervisors must retain 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 and health promotion activities under the program).

(9) Employees must report to their workstations before and after each authorized fitness period.

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(10) Employees serving on a performance improvement plan, who are subject to leave restrictions, or who have been formally disciplined for a lack of candor or 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 travel to and from the exercise location.

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

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

(14) In exercising their discretion to implement and administer a fitness and health promotion program, the Administrative Assistant to the Secretary of the Army and the commanders of Army commands, Army service component commands, and direct reporting units may also authorize Civilian employees who are teleworking to participate in the civilian fitness and health promotion program.

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

(16) The Administrative Assistant to the Secretary of the Army and the commanders of Army commands, Army service component commands, and direct reporting units should review their respective fitness and health promotion programs at least once annually to determine how they affect productivity and whether they meet their stated objectives.

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

d. 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.

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

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6. Proponent. The proponent for this directive is the Deputy Chief of Staff, G-1, who will incorporate its provisions into Army Regulation 600–63 within 2 years of the date of this directive.

7. Duration. This directive is rescinded on publication of the revised regulation.



Ryan D. McCarthy

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