



U.S. TRAINING AND DOCTRINE COMMAND

ARMY CIVILIAN FITNESS AND HEALTH PROMOTION PROGRAM AGREEMENT

In accordance with Army Directive 2021-03, Army Civilian Fitness and Health Promotion Program, senior leaders have the discretionary authority to implement and administer a fitness and health promotion program in their respective organizations. The goal of the program is to enhance the health, fitness, and quality of life of Department of the Army Civilian Professionals (ACPs) while increasing organizational wellness and mission productivity.

Subject to governing law, regulation, and policy, ACPs may be granted up to 3 hours of administrative leave per week (no more than 1 hour per day and not more than a total of 80 hours for all administrative leave in a calendar year) to participate in a command-sponsored fitness and health promotion program, including physical fitness activities, preventive health events, education on health promotion topics and any other activities covered by the program. 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.

I understand participation is voluntary and subject to approval by my supervisor.

I understand that physical fitness activities must be specifically targeted at improving fitness levels or body conditioning.

I understand that specific times for participation will be dictated by mission requirements, approved in advance by my supervisor and must be accounted for by entering Administrative Leave "LNPF" (Type Hour Code "LN" with Environmental/Hazard/Other Code "PF") in the Automated Time Attendance and Productions System.

I understand my supervisor retains authority to schedule and assign work and will carefully balance mission requirements, workload and personnel availability.

I understand I must report to my workstation before and after each authorized fitness period. If I am working from an alternate location, I must log in to the network prior to and after my fitness period and notify my supervisor of my status.

I understand that fitness periods may be combined with regularly scheduled lunch periods with supervisory approval. If I am away from my workplace longer than the approved period of excused absence, I will request to be placed in an appropriate leave status.

I understand fitness periods do not accumulate and do not carry over to the next day or week.



I understand that failure to use fitness time appropriately or misconduct during these periods may be considered workplace infractions subject to disciplinary action.

I certify that I am not aware of any medical conditions or limitations that would put me at risk of injury or illness while participating in this program. I understand that injuries occurring during fitness as part of this program must be promptly reported to my immediate supervisor.

Program

Program Duration

Fitness Program Days/Time

***** Subject to supervisory approval, fitness days/times may be modified*****

Army Civilian Professional

Date

Supervisor

Date