



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
950 JEFFERSON AVENUE
FORT EUSTIS, VIRGINIA 23604-5700

ATBO-C (25-30i2)

08 AUG 2023

MEMORANDUM FOR SEE DISTRIBUTION

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

1. References:

- a. 5 U.S.C. § 6329a, Administrative Leave, 2 August 2023.
- b. DODI 1010.10 (Health Promotion and Disease Prevention).
- c. AD 2021-03 (Army Civilian Fitness and Health Promotion Program).
- d. AR 600-63 (Army Health Promotion).

2. Purpose. This memorandum supplements the references above for TRADOC organizations to allow Appropriated Fund Army Civilian Professionals (ACP) to participate in an organization-sponsored Civilian Fitness and Health Promotion Program. Evidence indicates that ACPs afforded an opportunity to participate in fitness and health promotion programs experience increased readiness and resilience, enhanced morale, increased productivity, reduced sick leave use, and improved work life balance.

3. Policy. Commanders are authorized to implement and administer a fitness and health promotion program consistent with these provisions:

a. 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, preventative health events, education on health promotion topics (such as nutrition and exercise principles), and any other activities covered by the program.

b. ACP participation in the program is voluntary.

c. Participation in the program is not an entitlement and is subject to approval by supervisory officials. The program does not create an ACP's right or benefit, substantive or procedural, enforceable at law by a party to litigation with the United States.

d. Before participating in a Civilian Fitness and Health Promotion Program, ACPs will:

(1) Self-certify that they are not aware of any medical conditions or limitations that would put the ACP at risk of injury or illness while participating in the program.

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(2) Execute a program participation agreement (enclosed).

e. Physical fitness activities must be specifically targeted at improving fitness levels or body conditioning.

f. For ACPs 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.

g. ACPs, supervisors, and time 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 Productions System, or analogous code in other timekeeping systems.

h. Specific time 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).

i. ACPs must report to their workstations before and after each authorized fitness period.

j. ACPs serving on a performance improvement plan, who are subject to leave restrictions, or who have been formally disciplined for lack of candor, absent without official leave, excessive tardiness, or similar offenses within the previous year are ineligible to participate in the program.

k. 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.

l. Authorized fitness periods may be combined with regularly scheduled lunch periods with supervisory approval.

m. ACPs cannot accumulate fitness periods and carry them over to the next day or week so as to exceed the limitations described above.

n. In exercising their discretion to implement and administer a fitness and health promotion program, commanders may also authorize ACPs who are teleworking to participate in the civilian fitness and health promotion program.

o. Subject to supervisory approval, ACPs may request annual leave, leave without pay, or sick leave (as appropriate) to participate in the fitness or health promotion program.

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p. Commanders and supervisors must maintain accountability over ACPs' participation in the program and are responsible for ensuring compliance with program participation requirements.

q. Principle officials 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.

4. This policy will remain in effect until modified or rescinded.

5. Labor relation obligations must be met prior to implementation of this policy.

Encl



MICHAEL D. FORMICA
Executive Deputy to the
Commanding General

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