



DEPARTMENT OF THE AIR FORCE  
460TH SPACE WING (AFSPC)

JUL 09 2019

MEMORANDUM FOR 460 SW PERSONNEL

FROM: 460 SW/CC

SUBJECT: Civilian Health and Fitness

References: U.S.C 7901, *Health Service Programs*  
AFI 36-815, *Absence and Leave*

1. The 460th Space Wing continues to support a healthy workforce through health and fitness programs for civilian employees. IAW U.S.C. 7901 and AFI 36-815, paragraph 10.13, civilians may be afforded the opportunity to participate in physical fitness activities while in duty status. This policy pertains to all appropriated fund federal civilian employees serviced by the 460 FSS Civilian Personnel Flight. This memorandum will ensure clarity of the rules and instructions which will provide for a safe civilian program without undue stress to our mission.
2. Supervisors may authorize civilian employees one hour per day and up to three hours per week of duty time (excused absence) to participate in a personal fitness program. Participation must be approved by the employee's first level supervisor who must take into consideration mission impact, including manning levels and workload, before approving excused absence for this purpose.
3. The following requirements must be observed to ensure appropriate use of duty time.
  - a. The three hours of duty time are for full-time, 40-hours-per-week scheduled employees, to include employees participating on Alternate Work Schedules. Part-time and flexible time employees who work a minimum of 20 hours, but no more than 39 hours per week can be approved for up to 1.5 hours of duty time per week to participate in a personal fitness program. This time is not cumulative from one week to the next.
  - b. Employees must be present prior to or following fitness time. In order to minimize travel time, employees will utilize fitness facilities on the installation or immediately adjacent to the installation or work center in which the employee works. For those employees whose duty location is off base, an alternate location for approved fitness may be approved by the immediate supervisor. Fitness time is normally approved in conjunction with the lunch break.
  - c. Fitness activities suitable for duty time should address cardiovascular/aerobic endurance (e.g. jogging, cycling, walking), muscular strength and endurance (e.g. weight training, calisthenics), and flexibility and body conditioning (e.g. stretching, yoga). General recreational activities such as golfing, bowling or softball do not provide these fitness results and are not appropriate for this program.

d. While fitness time falls under excused absence by regulation, due to system limitations within the ATAAPS system, employees must document physical fitness time with a code of administrative leave "LN" on their time and attendance record. A secondary code of "PF" should be added in ENV/HZ/OTH.

e. Scheduled overtime and compensatory time may not be approved, nor earned, on days when use of duty time is approved under this program.

f. Employees must complete the attached "Request for Approval of Administrative Leave and the Memorandum of Understanding for Physical Fitness Activities" and submit it to their supervisor. A signed copy of this memo must be placed in the employee's work folder.

4. Civilian employees wishing to participate in an exercise program during duty hours are encouraged to participate in a fitness assessment at the Health and Wellness Annex (HAWA). This analysis (Bod Pod, V0 2, RMR) establishes a baseline that can be used for setting up a healthy and injury free routine. A HAWA representative can be reached at 847-5569.

5. It is well documented that a healthy and fit work force is more productive, uses less sick leave, has lower overall health care costs and incurs fewer on-the-job injuries. While different laws and regulations govern civilian and military Airmen, we all need to be physically and mentally fit. This is truly an exceptional opportunity for our civilian employees and I encourage all to participate as mission permits.

6. If you have questions, please contact the Civilian Personnel Flight, 460 FSS/FSCA, at (720) 847-6191.



DEVIN R. PEPLER, Colonel, USAF  
Commander

4 Attachments:

1. Civilian Physical Fitness Program Criteria
2. Request for Approval of Administrative Leave
3. Memorandum of Understanding
4. ATAAPS Guidance