



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON, ALASKA AND FORT RICHARDSON (PROV)  
724 POSTAL SERVICE LOOP #6000  
FORT RICHARDSON, ALASKA 99505-6000

IMPC-FRA-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Civilian Employee Fitness Program

1. Reference: DA Pam 600-63, Army Health Promotion, 28 Apr 96.
2. Purpose: To promote physical fitness among the civilian work force. US Army Garrison, Alaska & Ft Richardson (USAG-AK&FR) civilian employees are authorized to participate in an employee fitness program. The goal of this program is to promote the health of the work force through voluntary participation in health and fitness activities. This program only applies to USAG-AK&FR civilian employees.
3. Participation in the program is voluntary on the part of both employees and their supervisors and may be declined or denied due to mission requirements. Those employees who wish to participate will complete the participation agreement (enclosure 1) and the participant questionnaire (enclosure 2). Employees must also submit a completed physician's statement and clearance form (enclosure 3) prior to beginning this program. When completed, all three documents are submitted to the supervisor.
  - a. The duration of this program is limited to a maximum of eight weeks for any one employee. Employees will be evaluated at the conclusion of the program.
  - b. Program participation allows employees up to three hours of duty time per week to conduct fitness activities, which must be conducted at the Installation Fitness Center. Time-use conditions apply:
    - (1) The allowed fitness hours cannot be "banked" (i.e., unused hours saved for later use).
    - (2) Time taken during the normal tour of duty to participate in this program will be annotated as Administrative Leave time (LN) on the employee's time card.
    - (3) Employees who have previously received administrative leave to participate in fitness activities (e.g., in the prior "Fit to Win" or similar programs) are not eligible for additional administrative leave. However, work schedules should be adjusted to permit training and exercise where possible and where consistent with workload and mission.

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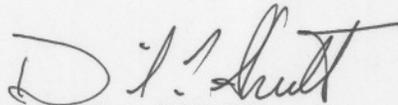
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c. Supervisors have the authority to terminate their employee's participation in this program at any time due to mission requirements or suspected abuse.

4. There are well-documented benefits from increased physical fitness to both employees and their organizations. I encourage leader support and civilian employee participation in achieving improved fitness among our work force.

5. POC is Pascal Lambert, Well-Being Coordinator at 384-3422/3430.

Encls  
as

  
DAVID L. SHUTT  
COL, AR  
Commanding

DISTRIBUTION:  
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CIVILIAN EMPLOYEE FITNESS PROGRAM QUESTIONNAIRE

Name:

Work Phone:

Section (Include Bldg #):

What are your health and or fitness goals or reasons for participating in this program?

Are you currently exercising?

If so, what are you doing and how often do you exercise?

Check below your preference for activity structure:

I prefer to use the Physical Fitness Center to structure my activities.

I prefer to be in a less structured program involving self-monitored activities.

\_\_\_\_\_ / \_\_\_\_\_  
*Print Name*

*Employee Signature*

*Date*

