

**Office of the Secretary of Defense (OSD)/Joint Chiefs of Staff (JCS)/Washington
Headquarters Services (WHS)
Civilian Fitness/Wellness Program (CFWP)**

1. **Purpose.** The CFWP is designed to encourage and motivate employees to develop healthy lifestyles and enhance the quality of worklife and productivity.
2. **Applicability.**
 - (a) This program applies to OSD, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Defense Agencies, and the DoD Field Activities that are serviced by WHS.
 - (b) Components may structure their own wellness program instruction in accordance with this Program, subject to approval by the WHS, Human Resources Directorate (HRD), Labor and Management Employee Relations (LMER) Division.
3. **Authority.** This program is published in accordance with the authority contained in DoD Directive 1010.10, Health Promotion and Disease/Injury Prevention, and amendments thereto.
4. **Employee Eligibility.**
 - (a) Participation in the CFWP is limited to full-time and part-time federal, civilian employees and is contingent upon supervisory approval and subject to workload or mission requirements. Participation in the CFWP is not an employee entitlement.
 - (b) Individuals serving on a Performance Improvement Plan (PIP), who are subject to leave restrictions, or who have been formally disciplinary for misconduct related to dishonesty or lack of candor within the past year are ineligible to participate in the program.
5. **Administrative Leave (Wellness) Ceilings.**
 - (a) Full-time employee ceilings: A supervisor may approve a maximum of one (1) hour of Administrative Leave (Wellness) per day for up to three (3) regularly scheduled work days per week. Unused time from a previous week may not be carried over from week to week. The three (3) hours per week consists of the total time away from the worksite to include time for changing clothes, showering, and traveling to and from the fitness/wellness program location. If an employee is unexpectedly away from the office for longer than the approved period of Administrative Leave (Wellness), he/she may request the use of annual leave subject to supervisory approval. If the employee does not request, or the supervisor denies the request for the use of annual leave, the employee should be charged absent without leave (AWOL).
 - (b) Part-time employee ceilings: A supervisor may approve a pro-rated amount of Administrative Leave (Wellness) based on the number of hours worked per pay period, applying the following formula:

Number of hours regularly scheduled to work bi-weekly (part-time schedule) divided by 80 hours (full-time schedule) = % of (maximum 3 hours per week) time allowed for the part-time employee. (All calculations should be rounded to the nearest timekeeping increment, i.e., 15 minutes.)

Example 1: A part-time employee working 32 hours per week/64 hours per pay period. $64/80 = 80\%$. 80% of 3 hours per week = 2.4 hours per week, rounded to the nearest timekeeping increment (15 minutes/.25hrs) = 2.5 hrs/week

Example 2: A part-time employee working 24 hours per week/48 hours per pay period. $48/80 = 60\%$. 60% of 3 hours per week = 1.8 hours per week, rounded to the nearest timekeeping increment (15 minutes/.25 hrs) = 1.75 hrs/week

6. Procedures. Procedures for participation in the CFWP are as follows:

- (a) An employee and his/her supervisor must establish a signed "OSD/JCS/WHS Civilian Fitness/Wellness Program Agreement" (attached), prior to an employee's participation in the CFWP. The employee and the supervisor should retain a copy of this Agreement for his/her records.
- (b) After an employee submits a request for Administrative Leave (Wellness), the employee will be notified by his/her supervisor whether the request has been approved. (See Section 7 (below) for factors to be considered when approving or disapproving Administrative Leave (Wellness). If denied, a supervisor must document the reason for denying an employee's participation in the CFWP or a specific request for Administrative Leave (Wellness) and communicate the reason to the employee.
- (c) Participants must physically report to work before going to their fitness/wellness activity and must physically report back to work if the fitness/wellness activity is the last thing done before the end of their work day.
- (d) The use of an onsite fitness facilities is encouraged, if available. However, supervisors may approve the use of an offsite fitness facility, such as a local private gym.

7. Factors to Consider in Approving or Disapproving Administrative Leave (Wellness).

- (a) Supervisors are encouraged to allow employee participation in the CFWP, when possible.
- (b) Overtime and/or compensatory time may not be approved to allow for participation in the CFWP.
- (c) If work requirements do not allow for an employee to use Administrative Leave (Wellness) during the work day, the use of alternative work schedules (AWS) is encouraged in accordance with AWS program guidance. This includes allowing the employee to participate in wellness/fitness activities before or after work in a non-paid,

non-duty status. (For example, if a peak period of workload requires an employee to work for a full 8 hour period, and, therefore, he/she cannot be spared for Administrative Leave (Wellness), the employee may be allowed to change his/her schedule from 8am–4:30pm to 9am–5:30pm to allow him/her to participate in a smoking cessation course at 8am in a non-paid, non-duty status.) Note: Any change in work schedule is subject to supervisory approval.

- (d) Administrative Leave (Wellness) can be combined with authorized breaks or in conjunction with the regularly scheduled lunch period with supervisory approval. Administrative Leave (Wellness) may not, however, be used before an employee reports for duty or to allow for an employee's early departure.
- (e) Supervisors of a newly assigned employee who is already participating in the CFWP should review an employee's scheduled participation to determine if there are any conflicts with the mission of the organization.
- (f) Supervisors are responsible for ensuring the program is not compromised or abused and have the authority to revoke privileges based on a finding of an employee's failure to fully participate in the approved fitness/wellness program, or subsequent to approval of the employee to participate in such program, the employee is placed on a PIP, a leave restriction plan, or is formally disciplined for misconduct related to dishonesty or lack of candor.
- (g) Supervisors may cancel an employee's Administrative Leave (Wellness) when required to accomplish the mission. (This includes the right to cancel an employee's use of Administrative Leave (Wellness) on a day where the employee has been approved the use of administrative, sick, or annual leave or leave without pay (unrelated to the CFWP) and the supervisors believes the combined time away from work would negatively impact the mission.) However, whenever possible, supervisors should try to reschedule the Administrative Leave (Wellness) for another time.

8. Request for Reconsideration. If an employee's request for Administrative Leave (Wellness) is denied or revoked, the employee may request reconsideration by his/her next level supervisor. There is no additional right to file an administrative grievance.

9. Program Oversight. The CFWP is administered by the WHS, HRD, LMER.

10. Fitness/Wellness Criteria. Fitness activities suitable for Administrative Leave (Wellness) address cardiovascular/aerobic endurance, muscular strength, endurance, flexibility, and body composition. Wellness program activities include, but are not limited to, classes in the following areas: health education, nutrition, stress management, weight management, and tobacco cessation or on-site Component sponsored health screenings. Services provided by the Pentagon Athletic Center, the Employee Assistance Program (EAP) (including counseling services provided by an EAP employee), or preventative services provided by the DiLorenzo TRICARE Health Clinic are also included.

- (a) Muscular strength and endurance exercises increase lean body mass and increase the body's metabolism. (Activities include the use of machines and free weights and general calisthenics.)
- (b) Flexibility exercises involve stretching all major muscles in the body to help reduce risk of injury and promote flexibility and mobility at each joint. Stretching sequences at the beginning and end of exercise sessions promote this result. (Activities include Yoga, Pilates, etc.)
- (c) Body composition relates to the amount of muscle tissue and fat tissue in the body.

11. **Timekeeping Requirements.**

- (a) Automated Time Attendance and Production System (ATAAPS) Users: Employees and time and attendance certifiers must ensure that Administrative Leave (Wellness) used is accounted for in the timekeeping system by entering "LN" in the "Type Hr" column and "WELLN" in the "Op Code" column in ATAAPS. (This data will be used to fulfill reporting requirements.)
- (b) Legacy system users: Employees, certifiers, and time and attendance keepers must ensure Administrative Leave (Wellness) that is used is accounted for in the timekeeping system by entering "WELLN" on the time sheet. (Organizations are responsible for tracking the amount of Administrative Leave (Wellness) used by each office. This data will be used to fulfill reporting requirements.)

12. **Reporting Requirements.**

- (a) Copies of all active "OSD/ JCS/ WHS Civilian Fitness/Wellness Program Agreements" must be kept by supervisors, and organizations are to provide copies to WHS LMER, upon request, to satisfy reporting requirements.
- (b) At the end of each fiscal quarter, organizations using legacy time and attendance systems must report to WHS LMER the number of Administrative Leave (Wellness) hours for that quarter.

13. **Injury.** If injury occurs during a fitness/wellness activity while on Administrative Leave (Wellness), the employee must immediately notify his/her supervisor and the WHS LMER Division at 703-699-1824. If the employee files an injury compensation claim, he/she must complete an OWCP Form CA-1 or CA-2. For additional information, visit <http://www.whs.mil/HRD/Civilian/LMER/WorkersCompensation1.cfm>

14. **Program Review.** The WHS, HRD, LMER, will assess the CFWP on an annual basis to determine its impact on productivity and whether the program is meeting the stated objectives.