



Current as of: 22 Nov 10

CIVILIAN HR FLIGHT FACT SHEET

CIVILIAN PHYSICAL FITNESS ACTIVITY CRITERIA

PURPOSE: It is in the best interest of the Air Force to allow civilian US appropriated fund employees the opportunity to participate in regular physical activities using excused absence. The Civilian Physical Fitness Program is designed to encourage all civilian employees to become physically active and promote a healthier workforce. This program offers an opportunity for civilians to make a lifestyle change and incorporate health and fitness into their day. Studies have shown that employees who exercise on a regular basis are more productive in their duties and use less sick leave.

PARTICIPATION AND ACCOUNTABILITY: This guidance provides Commanders the discretion to implement the policy based upon mission requirements. Participation is strictly voluntary and supervisors will have the authority to revoke participation privileges if any abuse is identified and is not promptly corrected. The supervisor/timekeeper is required to show physical fitness time on the attendance sheets with appropriate coding (LN) for excused absence, which requires the supervisor's signature. Because the employee is on "official time", it is the supervisor's responsibility to ensure the employee is where they agreed to be and doing what they agreed to be doing.

ELIGIBILITY: Open to all full time, civilian US appropriated fund employees on other than temporary appointment (i.e. permanent and Term). Employees on temporary appointments are excluded, as they are short-term employees hired for a specific purpose where no long-term benefit to the Air Force could be realized. Participants must complete a "Request For Approval of Excused Absence" and "Memorandum of Understanding For Participation in the Civilian Physical Fitness Program Form" and obtain approval through the second-level supervisor.

HEALTH AND FITNESS ASSESSMENT: Each participant is required to obtain clearance from his/her health care provider/physician prior to being considered for the Civilian Physical Fitness Program.

FITNESS FUNDAMENTALS: A complete fitness program should address cardiovascular/aerobic endurance, muscular strength and endurance, flexibility, and body composition.

- For an activity to be considered aerobic, the heart rate should be elevated into the training zone specific for the age and physical condition for at least 20 minutes. Walking, jogging, and biking are examples of activities that give this result. Golfing, bowling, volleyball, and softball are examples of activities that do not meet aerobic criteria.

- Muscular strength and endurance exercises increase lean body mass, protect joints, and increase the body's metabolism. Machines, free weights, and general calisthenics are activities that provide these results.
- Flexibility exercises involve stretching all major muscles in the body and help reduce injury risk and promote flexibility and mobility at each joint. Stretching sequences at the beginning and end of exercise sessions promote this result. Body composition relates to the amount of muscle tissue and fat tissue in the body. High levels of body fat should be reduced through a combined program of aerobic activity and strength training.

USE OF DUTY TIME AND ON-BASE FACILITIES: Participation in the Civilian Physical Fitness Program established under this authority may include up to three, one hour periods of duty time per week and is restricted to the use of base facilities under the direct control of the Installation Commander. The use of duty time for this program is authorized under AFI 36-815, paragraph 8.1 and may be considered similar to other OPM approved health promotion activities such as smoking cessation classes for US employees.

- Use of duty time (excused absence) is appropriate only if approved by the second level supervisor in accordance with procedures. Mission impact is the key element in making this decision. Normally, overtime, compensatory time, and credit hours may not be approved nor earned on days when use of duty time is authorized under this program.
- In order to maintain the integrity of this program, fitness activities may only be performed on base or in base facilities. Base facilities will be available to employees in accordance with the current installation policy. Use of duty time cannot be granted for activities such as golf or bowling because they do not meet the Fitness Fundamentals outlined above (*i.e.*, cardiovascular/aerobic endurance, muscular strength and endurance, flexibility, and body composition.)

ON-THE-JOB INJURY: An injury that occurs while participating in the Civilian Physical Fitness Program on duty time is compensable through Worker's Compensation. The US employee and/or his/her supervisor will complete a form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation at the time of the injury. In addition, the employee will be provided a CA-16, Authorization for Examination and/or Treatment, CA-17, Duty Status Report, and a CA-91 5, Claimant Medical Reimbursement Form.