



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON LIVORNO
UNIT 31301
APO AE 09613

IMEU-LIV-HP

23 September 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum 16, Civilian Fitness Program

1. References:

- a. AR 600-63, Army Health Promotion, 20 Sep.
- b. USACHPPMEUR Civilian Fitness Program Guide, 25 May 01.

2. Purpose: To provide guidance and establish procedures for the civilian fitness program within the USAG Livorno community. The program authorizes Department of the Army (DA) Civilians and Local National (LN) employees up to three hours of excused absence per week for up to six months to engage in a formal exercise program. DA Civilians and LN employees may participate in the program one time during their careers.

3. Objective: To establish a comprehensive fitness and wellness program ensuring a healthier overall workforce that is mentally and physically prepared to meet the challenges of current and future missions.

4. Applicability: All permanent and temporary appropriated and nonappropriated fund DA Civilians whose appointments are greater than 10 months, and permanent LN employees.

5. Procedures:

a. Supervisors of DA Civilians and LN Employees will:

- (1) Support the program by promoting healthy lifestyle behaviors.
- (2) Encourage maximum participation of all employees.
- (3) Coordinate a fitness schedule that designates the time during the workweek for program participation. Up to 3 hours per week will be annotated as administrative leave on the timesheet during the 6-month period of participation in the program. Supervisors should consider mission requirements, along with employee preference, when determining the Civilian Fitness Program schedule.
- (4) Verify employee is approved to begin the Civilian Fitness Program through the receipt of the Program Enrollment Approval Form.

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(5) Monitor employee participation in the program to ensure that allotted time is being used properly. Supervisors have absolute discretion to terminate their employee's participation based upon determination that the employee is not using the allotted time for program purpose and/or to change the designated schedule to meet mission requirements.

(6) Encourage employees to actively pursue healthy behaviors and maintain fitness schedules.

(7) Support the program by promoting healthy lifestyle behaviors.

(8) Encourage maximum participation of all employees.

b. Department of the Army Civilian Fitness Program participants (DACs and LNs) will:

(1) Obtain Civilian Fitness Enrollment Packet and Participant Packet from the USAG Vicenza and Livorno Health Promotion Officer by sending an e-mail to mary.yandura@eur.army.mil.

(2) Complete all steps in the directions for program enrollment in the Enrollment Packet. The participant will not be given an Enrollment Approval Form without completing all steps listed in the directions to start the program. LN employees will also include medical approval from their health care provider.

(3) Submit Enrollment Approval Form to their supervisor to insure that participant is approved to begin exercising in the Civilian Fitness Program.

(4) Maintain the Participant Packet fitness log to record Civilian Fitness Program activity obtained at the front desk of the Physical Fitness Center. These forms will be used to track Civilian Fitness participation and will be available for periodic review by supervisors.

(5) Complete the Civilian Fitness Program at the end of the six months by participating in a final assessment. Participants will not be recognized as completing the program without attending the final assessment.

c. Health Promotion Officer will:

(1) Write Commander's Policy Memorandum.

(2) Conduct Information Briefing.

(3) Coordinate Civilian Fitness Program Initial and Final Assessment for participants.

(4) Coordinate for reproduction of appropriate manuals.

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(5) Track program participants to ensure that their enrollment packets are completed and that participants complete the final program assessment.

(6) Coordinate with the Community Health Nurse (CHN) for dates/times of possible nutrition education classes for participants.

(7) Coordinate with CHNs to screen participants' packets for health risks and ensure the physician referral forms are completed as necessary.

(8) Establish and monitor data collection and publish outcomes.

(9) Send data and files to the Public Health Command Region-Europe HQ office at the completion of the participants' six-month program so that files may be stored for 2 years.

6. Program Criteria:

a. Civilian employee participants will start and finish each exercise session within the confines of the installation.

b. Exercising will be performed independently. Suggestions for execution of this program include walking, jogging, running, exercise classes and/or utilizing the fitness center equipment.

c. The allotted 3 hours of excused absence per week will not exceed 1 hour of exercise per day to include preparation time. Participants may extend this time in conjunction with lunch hour or by exercising at the beginning or end of their shift.

d. Any medical fees incurred and/or any fees associated with joining MWR Fitness Programs are the responsibility of the participant.

7. For additional information contact the USAG Vicenza and Livorno Health Promotion Officer at DSN 634-8828.



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Commanding

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