



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE**  
**3312 A AVENUE, SUITE 208**  
**FORT LEE, VIRGINIA 23801**

REPLY TO  
ATTENTION OF

FORT LEE POLICY NO. 02-11

IMLE-ZA

FEB 6 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Civilian Fitness Program Policy Letter

1. References.

a. Civilian Personnel Employee Wellness Program, <http://cpol.army.mil/library/permis/593.html>.

b. AR 600-63, Army Health Promotion, 7 September 2010.

c. IMCOM Command Policy # 17 – Civilian Wellness, 17 June 2010.

d. Installation Management Campaign Plan v4, Line of Effort 3 – Leader and Workforce Development, November 2011.

2. Purpose. To encourage civilian employees to reach a state of good physical, mental, and emotional health by providing them resources to develop and maintain appropriate diet, exercise, and other lifestyle modifications.

3. Scope. This policy applies to all United States Army Garrison Fort Lee civilian employees.

4. Policy. This policy pertains to the physical fitness pillar of the Civilian Wellness Program. The Garrison's Civilian Fitness Program consists of two parts – diet and exercise – and is limited to a one-time, six month period.

a. Diet. Proper nutrition plays a vital role in maintaining total fitness. The Army developed and tailored the *MOVE!* program to meet individuals' needs. *MOVE!* provides guidance on nutrition and physical activity. Army *MOVE!* health care instructors provide continual support and follow-up. Participants should register for this free program at <https://www.us.army.mil/suite/page/294460>. The Civilian Wellness Program Coordinator will also provide other nutritional education information.

b. Exercise. Regular exercise supports physical and mental well-being. Civilian Fitness Program enrollees may participate in the one-time, six month program to jump start their exercise regimen; civilian employees may only participate once during their Government career. The program allows civilian employees to use up to three hours of administrative leave per week to participate in command sponsored physical exercise training, monitoring, and/or education. Participants and their supervisors sign a written contract which outlines the proposed exercise schedule and articulates the mutual agreement regarding participation; the time allotted for physical fitness is a privilege – not an entitlement – and an employees' abuse or breach of contract (i.e., not participating in an appropriate exercise activity during the allotted time) will result in immediate termination from the program.

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(1) Civilian Fitness Program participants will:

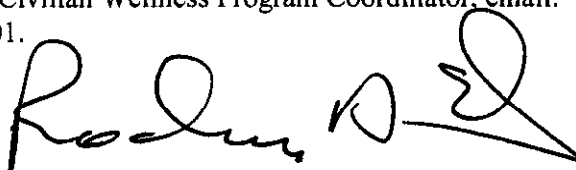
- (a) Contact the Civilian Wellness Program Coordinator to obtain an enrollment packet.
- (b) Submit the enrollment packet with proposed exercise schedule for consideration to their supervisor; supervisors annotate their approval on the enrollment approval form.
- (c) Complete an initial fitness assessment at Clark Fitness Center: [trainers@leemwr.com](mailto:trainers@leemwr.com).
- (d) Register for the *MOVE!* program and send the completed enrollment packet to the Civilian Wellness Program Coordinator who will reply with a written confirmation of enrollment.
- (e) Participate in the fitness program as outlined in the contract and enrollment packet; after six months, complete the final fitness assessment at Clark Fitness Center.

(2) Supervisors of Civilian employees will:

- (a) Encourage participation in a regular program of exercise and other positive health habits. For employees who request participation in the Civilian Fitness Program, approve or revise an exercise schedule which supports mission requirements and the employee's preferences.
- (b) Review the employee's enrollment packet to verify eligibility prior to approving participation in the program; receive enrollment confirmation from the Program Coordinator.
- (c) Monitor the employee's proper use of the allotted time and certify hours of participation in the timekeeping system (ATAAPS code: LN).

5. This policy letter supersedes Fort Lee Policy 02-11, President's Challenge for Physical Fitness and Employee Wellness Program Policy dated 4 May 2011.

6. Point of contact for this policy letter is the Civilian Wellness Program Coordinator, email: [carrie.e.meinzer.civ@mail.mil](mailto:carrie.e.meinzer.civ@mail.mil) or 804-765-7601.



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COL, LG  
Garrison Commander

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