



HEADQUARTERS, UNITED STATES FORCES KOREA

UNIT #15237
APO AP 96205-5237

FKCC

29 APR 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Forces Korea (USFK) Command Policy Letter # 13, Civilian Fitness and Wellness Program (CFWP)

1. References:

- a. Title 20, Federal Employees Compensation Program-FECA-Army, CFR, Parts 1-25, Office of Worker's Compensation Program, 1 April 1999.
- b. AR 600-63, (Army Health Promotion) 7 May 2007.
- c. Title 5, Code of Federal Regulations, Sec 610.404, "Requirement for time-accounting method," 1 January 2008
- d. US Army, Pacific (USARPAC) Civilian Fitness Program – Policy Memorandum 11-08, 17 July 2008.
- e. AK Regulation 690-610, (Excused Absences of Civilian Employees) 25 March 2009.
- f. DOD Administrative Instruction 67, "Leave Administration", dated December 30, 2011.
- g. DOD Directive 1010.10, "Health Promotion and Disease/Injury Prevention", dated April 28, 2014.

2. This policy letter applies to all USFK Staff Directorates and their Civilian employees.

3. USFK supports the initiatives of the Office of Personnel Management and the Department of Defense in their efforts of health, wellness and physical fitness programs for Federal employees. USFK promotes health and fitness programs for its civilian workforce and emergency essential personnel to support the war-fighter and be ready to fight tonight.

4. This program authorizes managers to approve a maximum of one (1) hour of Administrative Leave (Wellness) per day for up to three (3) hours per week for up to six (6) consecutive months to engage in a formal exercise program.

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5. Employees may participate in the program for one six month period during a fiscal year. After the six month period expires, managers can authorize a flexible work schedule that permits their employees to continue their fitness program following the same guidelines.
6. Managers may approve an employee request to extend the exercise time and extend his or her workday based on applicable regulations and mission requirements.
7. Employees who desire to enroll in the program must receive authorization from their supervisors using the guidelines for the Civilian Fitness Program Agreement (enclosed). Employees must submit approved requests to the ACofS, J1 Civilian HR Office for recordkeeping at the email listed in section 13 below. Onsite facilities are strongly encouraged; however, managers may approve the use of an offsite fitness facility at no cost to the Command.
8. Directors will adhere to the guidelines in Enclosure (1) and all referenced policies and regulations to include preventing compromise or abuse of the program.
9. Directors will be personally involved in the USFK Civilian Wellness Program and ensure proper use of allotted time. Managers should encourage employees to actively pursue healthy behaviors and maintain fitness schedules.
10. Managers must identify, maintain, and dispose of records created as a result of processes prescribed by this regulation in accordance with AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.
11. This policy is effective immediately and remains in effect until rescinded or superseded.
12. Point of contact for this memorandum is the USFK, J1 Civilian HR Division, pacom.yongsan.usfk.mbx.j1-civ-hr@mail.mil.

//ORIGINAL SIGNED//
CURTIS M. SCAPARROTTI
General, U.S. Army
Commander

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