



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 HARDEE PLACE
WEST POINT, NY 10996

IMML-ZA

22 June 2016

U.S. ARMY GARRISON WEST POINT POLICY #23

SUBJECT: United States Army Garrison West Point (USAG WP) Civilian Fitness and Wellness Program

1. REFERENCES.

- a. DEPSECDEF Memorandum, subject: DoD Employee Wellness, Satisfaction and Engagement Initiative, dated 4 January 2010.
- b. Under Secretary of Defense Memorandum, subject: Department of Defense Employee Wellness Awareness Information Campaign, dated 11 January 2010.
- c. Installation Management Campaign Plan, Line of Effort 3 – Leader and Workforce Development, dated March 2010.
- d. Assistant Secretary of the Army (Manpower and Reserve Affairs) Memorandum, subject: DoD Employee, Wellness, Satisfaction and Engagement Initiative, dated 5 March 2010.
- e. Installation Management Community Leader Handbook, Chapter 7 – Resiliency, dated June 2010.
- f. AR 600-63, Army Health Promotion, Rapid Revision, dated 14 April 2015.
- g. IMCOM Policy #17 – Civilian Wellness, dated 16 March 2012.
- h. U.S. Army Garrison West Point Policy #21, subject: Protecting Personally Identifiable Information (PII) and PII Breach Notification Policy, dated 20 October 2014.
- i. Negotiated Agreement Between United States Military Academy and American Federation of Government Employees West Point Local 2367, dated 3 May 2001.

2. APPLICABILITY. This policy applies to all full-time Department of the Army Civilian employees assigned to USAG WP. This is a one time enrollment in a career opportunity.

3. PURPOSE. The USAG WP Civilian Fitness and Wellness Program is a voluntary program designed to optimize organizational readiness and work performance for full-time Civilian employees by improving employee fitness.

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a. Open Season Enrollments:

Open Season Enrollments for the Civilian Fitness and Wellness Program are as follows:

The month of June for July – December timeframe.

The month of December for January – June timeframe.

Notification of Open Season Enrollments will be done by e-mail and sent to the Directors and Administrative personnel in the Garrison workforce to disseminate to their employees.

b. Participation:

Subject to mission requirements and with written approval from the Director, employees may apply to use up to 3 hours administrative leave per week to engage in physical training for a six-month duration. (These must be non-consecutive days during normal duty hours in order to meet this requirement).

To comply with the non-consecutive days as noted above, the employee on an Alternate Work Schedule will only be able to exercise 3 days on a 5 day work-week and 2 days on a 4 day work-week.

Employees must be accountable for his or her actions, and the supervisor must ensure that the employees are using the specified time as approved.

Employees are required to attend the "Kick Off" Meeting for the Civilian Fitness and Wellness Program. If employees are unable to attend the meeting, they will not be enrolled in the program for that particular timeframe. Employees will have to wait to enroll in the program for the next Open Season opportunity.

It is highly recommended that supervisors of the employees that are participating in the Civilian Fitness and Wellness Program attend the "Kick Off" Meeting for the Civilian Fitness and Wellness Program to enhance their own knowledge and responsibilities about the Civilian Fitness and Wellness Program.

Employees must obtain and complete a Civilian Fitness and Wellness Enrollment Packet from the Civilian Fitness and Wellness Program Coordinator, Directorate of Human Resources, in Building 622. The completed packet, once approved by the director of the organization, will be submitted to the Civilian Fitness and Wellness Program Coordinator for final approval.

Participants are required to enroll online in the "The President's Challenge - Presidential Fitness Program" at <http://www.presidentschallenge.org> and document a record of their participation. The employee must create an account and join the U.S. Army Garrison West Point group. The code is 942888. Failure to sign up and track activities on a weekly basis in The President's Challenge Program are grounds for removal in the Civilian Fitness and Wellness Program.

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c. Time and Attendance:

All employees and supervisors are responsible for ensuring the employee's timesheet is annotated properly in ATAAPS for the Civilian Fitness and Wellness Program. Under Nt/Diff/Haz/Other, the type of hour to be annotated is "LN". Type in "Wellness" in the "User Data" dialog box. Insert the number of hours taken for "Wellness" under the appropriate date category. Instructions are enclosed.

Scheduled overtime will not be granted or approved on days employees are participating in the Civilian Fitness and Wellness Program.

The hour of administrative leave granted to participate in the Civilian Fitness and Wellness Program includes: getting changed in appropriate gym apparel, driving to the DFMWR Fitness Center, located in Building 683 to check in with their CAC card on RECTRAC and exercise.

Your workout time cannot be rescheduled because the Garrison Commander granted 59 minutes or because the Installation has gone to a Code Red status.

d. Venue: All participants will be required to exercise at the DFMWR Fitness Center. Exceptions for the change of venue must be approved thru the employee's Chain of Command to the Deputy to the Garrison Commander. However, the hour of exercises must be conducted on the Installation; there is no exception to this policy.

Failure to comply with all the requirements of the program may be grounds for disciplinary action through MER, CPAC and removal from the Civilian Fitness and Wellness Program.

e. Incentives: Incentives for program participation are to improve overall health and wellness, earn a USAG WP Certificate of Completion of the Civilian Fitness and Wellness Program and earn a Presidential Champion Award Certificate, medal and t-shirt or the Presidential Active Lifestyle Award certificate signed by the President of the United States. The awardees will be recognized at the Garrison Awards and Retirement Ceremony.

4. This policy memorandum will remain in effect until superseded or rescinded.

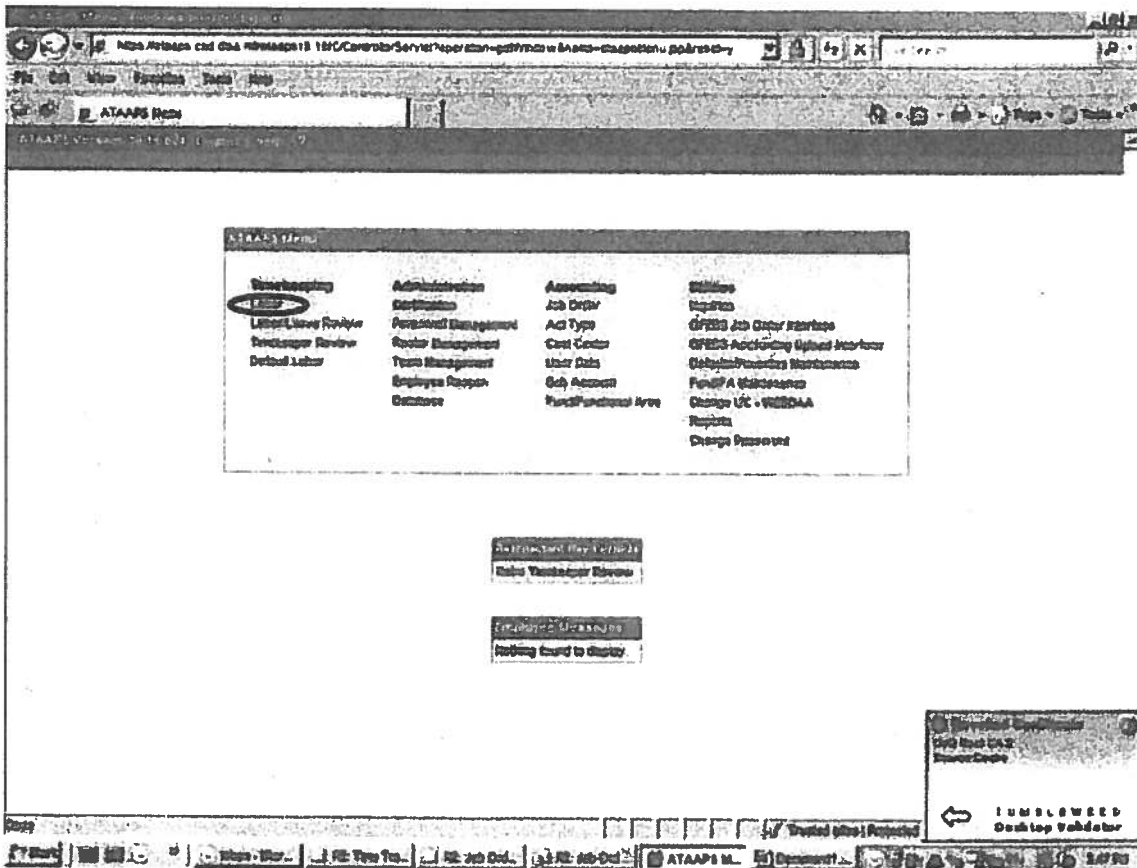
5. Point of contact is the Garrison Civilian Fitness and Wellness Program Coordinator, at (845) 938-8431.

Encl


ANDREW S. HANSON
COL, SF
Commanding

Step 1

From the main menu click on the "Labor" link under Timekeeping.



Step 2

Click on "Insert Row".

The screenshot shows a web browser window with the URL `https://ataaps.cad.cda.nv.state.nv.gov/ATAAPS/Server/...`. The page title is "ATAAPS Leave".

Employee Information:

- Agency: FEDERATION, JOHN
- Team: 2AABSDM - NSO DIVISION
- Employee: MLLS, DEBRA R
- Begin Pay Period: 2011-Apr-24
- Contact No: [Blank] Send To Payroll No: [Blank]

Calendar Grid:

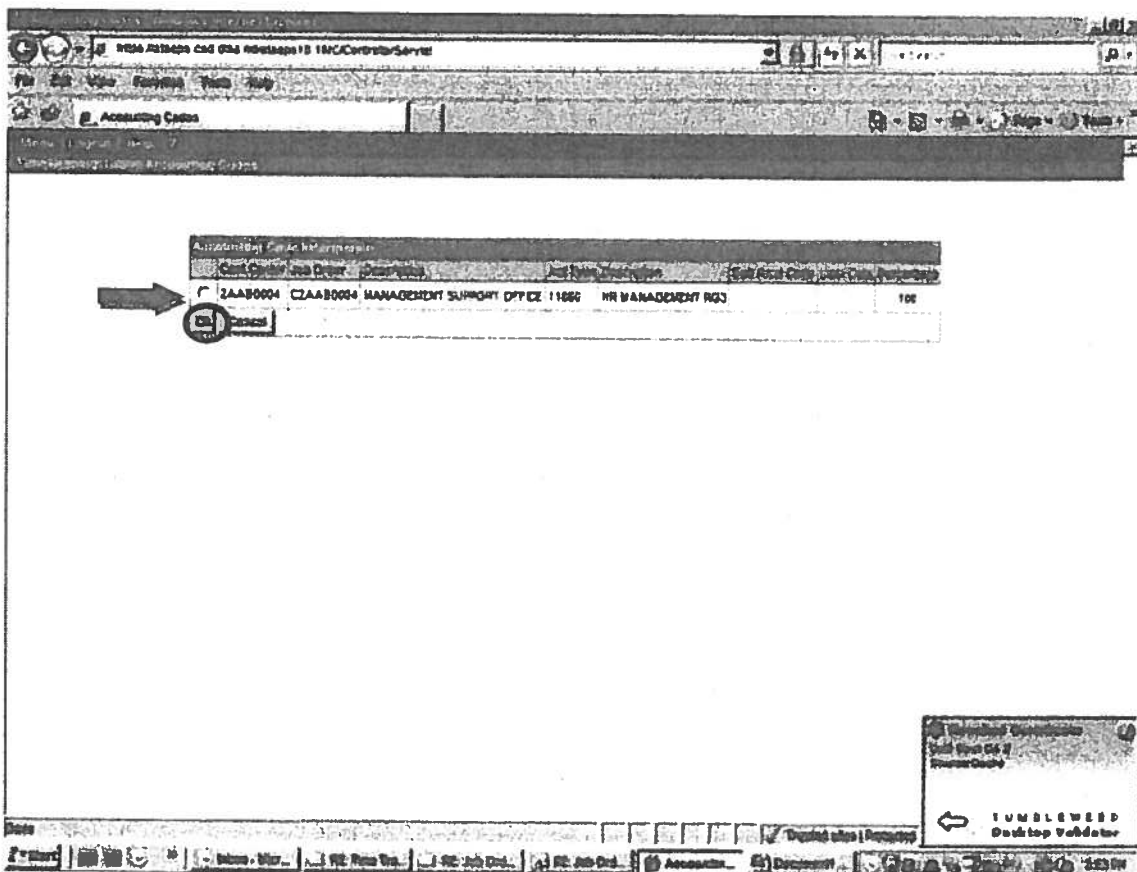
| Cont Code | Line Order | Act Type | Type 70 | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |
|-----------------------------|------------|-----------|------------|---------|---------|----------|------|------|------|------|------|------|------|------|------|------|------|-------|
| Scheduled Hours | | | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 80.00 |
| Reported to Scheduled Hours | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Insert Row | Copy Row | MIGRATION | Insert Row | Refresh | Summary | Close LU | | | | | | | | | | | | |

The "Insert Row" button in the last row of the calendar grid is circled in red.

At the bottom of the browser window, the system clock shows 3:59 PM.

Step 3

Click on the "radio" button and then hit the "Ok" button.



Step 4

Click on "Insert Row"

The screenshot shows a web browser window with the URL `https://ataps.cba.dca.mh.statepa.us/184/ControlServlet`. The page title is "ATAAPS LEBOR".

Employee Information:

- Assigned W/A: FIDELITY, CURE
- Year: 2011-2012
- Employee: WILLE, GEBRA II
- Begin Pay Period: 2011-Apr-24

Employee Hours Table:

| Cost Center | Job Order | Act Type | Type IV | Apr 24 | 25 | 26 | 27 | 28 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Total |
|-----------------------------|-----------|----------|---------|--------|------|------|------|------|------|------|------|------|------|------|------|------|------|-------|
| 2AAB0034 | C2AA0034 | 1100E | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Scheduled Hours | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Reported to Scheduled Hours | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Buttons at the bottom of the table: Save, DeleteRow, CopyRow, MDX/MAX/ON, **InsertRow** (circled), Refresh, Summary, Create LU.

Step 5

Click on the "NtDiff/Haz/Other" button.

Leave Information

Assigned to: [Field] [Go] [Cancel] [Save] [Print]

Type: [Field] [Go] [Cancel] [Save] [Print]

Employee: [Field] [Go] [Cancel] [Save] [Print]

Begin Pay Period: 2011-Apr-24 [Field] [Go] [Cancel] [Save] [Print]

End Date: [Field] [Go] [Cancel] [Save] [Print]

Leave Type

| Job Order | Job Order | Job Type | Type ID | Sch | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|------------------------------|-----------|----------|---------|-----|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| JAAD004 | CAAB004 | 1100 | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Scheduled Hours | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Reported to Scheduling Hours | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Buttons: Save, DeleteRow, CopyRow, **NtDiff/Haz/Other**, Interflow, Refresh, Summary, Create LI

Watermark: FUMBLEWOOD Desktop Validator

Step 6

Click on "Type Hour" and select "LN" from the drop-down list.

The screenshot shows the ATAAPS Labor system interface. The 'Type Hour' dropdown menu is open, and 'LN' is selected. The interface includes a menu bar, a toolbar, and a main data area with a table of employee hours.

Employee Information:

- Go to: Setup
- Employee Information
- Logged In As: FETTERSON, Dave
- Team: 2AAB0004 - NSG OF/DON
- Employee: DILLI, DEBRA R
- Begin Pay Period: 2511-Aug-24
- RENTMAS00: No Colour: No
- Certified: []
- Pay Period: []

Employee Hours Table:

| Class | Order | Job Order | Act Type | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Total |
|--|-------|-----------|----------|----|----|----|----|----|----|----|---|---|---|---|---|---|---|-------|
| 2AAB0004 | | 2AAB0004 | 1100 | | | | | | | | | | | | | | | 0.00 |
| Scheduled Hours: 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | | | | | | | | | | | | | | | | | | |
| Reported to Scheduled Hours: 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | | | | | | | | | | | | | | | | | | |

Buttons: Save, Database, CopyRow, RSHIFLASHON, InsertRow, Refresh, Summary, Create LU

Step 7

Type in "Wellness" in the "User Data" dialog box. Insert the number of hours taken for "Wellness" under the appropriate date category.

Employee Information

Employee Name: FLEMMING, JOHN Org: 90000000
 Year: 2011 Division: 00000000
 Employer: JILL, DEBRA R Employee:
 Start Pay Period: 2011-Apr-30 Pay Period:
 Workweek: 40 Hours Contract No: Start To Payroll No:

Time Sheet

| Job Center | Job Order | Job Type | Type | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |
|-----------------------------|-----------|----------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|-------|
| 2AAB0004 | C2AAB0004 | 11000 | LI | | | | | | | | | | | | | | 4.00 |
| Sub Total | | | | | | | | | | | | | | | | | 4.00 |
| User Data | | | | | | | | | | | | | | | | | |
| Scheduled Hours | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Reported by Scheduled Hours | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Buttons: Save, Estimate, CopyRow, PrintHeader, InsertRow, Refresh, Summary, Create LI

Step 8

When you have finished your labor input, click on the "Save" button.

The screenshot displays the ATAAPS Labor system interface. At the top, there is a navigation bar with 'File', 'View', 'Favorites', 'Tools', and 'Help' menus. Below this is a header area with 'ATAAPS Labor' and a 'Menu / Logout / Help' link.

The main content area is divided into two sections:

- Employee Information:** This section contains fields for 'Employee Information', 'Logged In To' (with a dropdown menu), 'Team' (with a dropdown menu), 'Employee' (with a dropdown menu), 'Range Pay Period' (with a date range selector), and 'NDW/Hours/On' (with a dropdown menu). There are also 'Certified' and 'Send To Payroll' buttons.
- Employee Activity:** This section features a grid for entering labor hours. The columns represent days of the week from April 24 to April 30. The rows include 'Cost Center', 'Job Order', 'Act Type', 'Type In', 'Sched', 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat', 'Sun', 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat', and 'Total'. A 'Sub Act' row is also present. Below the grid, there are 'Scheduled Hours' and 'Reported to Scheduled Hours' rows with numerical values.

At the bottom of the interface, there is a status bar with 'Auto-scrolling to position 0', 'Trusted sites | Suspended status Off', and a 'Start' button. The system name 'ATAAPS L' and the time '4:43 PM' are also visible.