



DEPARTMENTS OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS WISCONSIN
WISCONSIN NATIONAL GUARD
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WING-Z

1 September 2007

MEMORANDUM All Department of Military Affairs Employees and Members of the Wisconsin Army and Air National Guard (Including Federal, State, AGR, and Guard Members on Active Duty

SUBJECT: Policy on Employee Physical Fitness Programs – TAG POLICY MEMORANDUM
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1. The Wisconsin National Guard's physical fitness program is intended for all Federal employees to provide an opportunity to improve individual physical fitness. The physical fitness program has been effective and has increased the physical conditioning and well being of all participants. The Chief, National Guard Bureau fully supports physical fitness programs on a strictly voluntary basis, using the military or other valid physical fitness programs as a guideline. ARNG Active Guard/Reserve (AGR) personnel are required to participate in physical fitness training at least three (3) times weekly (See NGR 600-5, para 4-5).

2. If employees are not already in a physical fitness program, it is recommended that they consult with a physician to obtain advice on an exercise program that will meet their personal goals and physical abilities.

Note: This program is on a voluntary basis and will not reflect unfavorably on those who choose not to participate. The employee's immediate supervisor will authorize participation provided the below conditions are met.

3. The following guidelines have been established for the use of official time for physical fitness exercise:

a. No more than three (3) hours of official time per week may be used for this program. Supervisors need not record any particular status on T&A reports other than normal duty for pay purposes.

b. Official time may be used in 1/2 to 1-hour increments, to include 45 minute intervals but only one increment per day is permitted. Break periods may not be combined to provide longer periods, but the lunch period may be added to workout time.

c. Shower or clean up time will be included as part of the official time authorized for exercise.

d. Descriptions of activities, which are authorized/ unauthorized, are as follows:

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(1) Type of Training Authorized: Calisthenics, aerobic exercise, weight training, stretching, push-ups, sit-ups, running, biking and walking may be conducted on an individual basis.

(2) Unauthorized Training: Team sports with intentional physical contact are not authorized. Federal Workman's Compensation may not cover injuries received from contact sports per this policy.

e. APFT Guidelines: The time allotted under this memorandum is not intended or authorized to be utilized for purposes of administering physical fitness testing.

f. Jogging, running, walking or bicycling, which starts and ends at the workplace, is authorized without any sign in/sign out requirement. Running, walking or biking to or from work at the beginning or end of the workday as part of the scheduled work hours is not authorized.

g. All off-premises fitness activities other than those described in paragraph 3d must be in accordance with instructions published by the local organization/base and approved by the HRO. When off-site fitness activities are approved, personnel must be able to provide documentation of attendance, if requested. Participants acknowledge this disclaimer:

“The Department of Military Affairs, State of Wisconsin, Wisconsin Army National Guard, Wisconsin Air National Guard and the National Guard Bureau do not control or regulate any aspect of the operations or activities of these health clubs. Membership is solely voluntary and up to the individual employee. Liability for any injuries incurred as a result of health club membership is the responsibility of individual employee and not the Department of Military Affairs, Wisconsin Army National Guard, Wisconsin Air National Guard or the National Guard Bureau. Federal employees may not be eligible for federal employees compensation, however, each case must be adjudicated by the U.S. Department of Labor.”

4. The individual's immediate supervisor must approve physical fitness periods. The use of official time for physical fitness is a privilege. The use of this official time should not impact negatively either the mission or our ability to provide good customer service. Employees violating the intent of this program will have their physical fitness privilege revoked. The simple rule is work first, workout second.

5. State employees are encouraged to participate in a physical fitness program. Although official time cannot be authorized for State Employees, they may exercise during the duty hours. Any official time used for a fitness program must be made-up by extending the duty day or by use of leave. If State employees elect to participate, they will abide by the guidelines of this policy. State employees should direct any questions to the State Personnel Office.

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6. A voluntary program using official time places technicians within the coverage of the Federal Employees Compensation Act (FECA), in the event of death or injury. However, there has been no precedent for a program of this kind and no definite ruling as to FECA coverage. The U.S. Department of Labor must adjudicate each case on an entirely individual basis.

///Signed\\
DONALD P. DUNBAR
Brig Gen (WI), WI ANG
The Adjutant General