



DEPARTMENTS OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS WISCONSIN
WISCONSIN NATIONAL GUARD
2400 WRIGHT STREET
POST OFFICE BOX 8111
MADISON WISCONSIN 53708-8111

WIJS-J1/SHR

14 August 2020

MEMORANDUM FOR The Department of Military Affairs

SUBJECT: Employee Physical Fitness Programs – TAG POLICY MEMORANDUM 21

1. The Wisconsin National Guard's physical fitness program is intended to provide an opportunity to improve personal well-being, morale, and individual physical fitness for specific state, Title 5, Title 32 federal technicians, National Guard and Active Guard/Reserve (AGR) employees. The physical fitness program has been effective; it has improved and increased the physical conditioning and welfare of participants.
2. 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 are responsible for time and attendance to include permissible time for fitness.
 - 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. Personnel may work out longer provided the supervisor approves and time is made up each pay period.
 - 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:
 - (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 and State Worker's Compensation may not cover injuries received from contact sports per this policy.

e. Army/Air Physical Fitness Testing Guidelines: The time allotted under this memorandum is not intended nor authorized to be utilized for purposes of administering physical fitness testing.

3. 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.

4. State employees are encouraged to participate in a physical fitness program. With approval of the supervisor, state employees that have annual fitness standards as a condition of employment (e.g. Fire/Crash/Rescue Specialists/Supervisors, Military Affairs State Security Officers/Supervisors) will be allowed to participate in physical fitness training at least three (3) times weekly. Official time cannot be authorized for other state employees, but they may exercise during 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 Human Resources Office.

5. This voluntary program using official time places applicable federal and state employees within the coverage of the Federal Employees Compensation Act (FECA) or the Wisconsin Worker's Compensation Act (WCA) 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 or WCA coverage. The U.S. Department of Labor or the Department of Workforce Development must adjudicate each case on an entirely individual basis.



PAUL E. KNAPP
Maj Gen, Wisconsin National Guard
The Adjutant General