



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
BUMEDINST 12000.8
BUMED-M09
18 Apr 2012

BUMED INSTRUCTION 12000.8

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: USE OF OFFICIAL TIME FOR PHYSICAL FITNESS

Ref: (a) 5 USC 7901, Health Service Program
(b) OPM Employee Health Services Handbook
(c) DoDD 1010.10 of August 22, 2003
(d) 5 USC 8101, Federal Employee's Compensation Act
(e) Civilian Human Resources Manual, Subchapter 792.4, dated April 2005
(f) BUMEDINST 12000.1F

1. Purpose. To authorize and establish a physical fitness program for the Bureau of Medicine and Surgery (BUMED) Headquarters in accordance with references (a) through (f).

2. Cancellation. BUMEDINST 6100.8 and BUMED 6100/1 (4-2005), Acknowledgement of Terms for BUMED Voluntary Physical Fitness Program.

3. Applicability. This instruction applies to the BUMED Headquarters and all full-time BUMED Department of the Navy (DON) civilian personnel. This does not apply to part-time personnel, contractors, summer hires, or interns.

4. Background

a. Reference (a) states, "The head of each agency of the Government of the United States may establish, within limits of appropriations available, a health service program to promote and maintain the physical and mental fitness of employees under this jurisdiction."

b. Reference (b) provides that each department or agency has discretion to excuse employees from their duties without loss of pay or charge of leave, provided it is not specifically prohibited by law, is officially sponsored or sanctioned by the head of the department or agency and, if this instance involves participation in an officially sponsored and administered physical fitness program.

c. Reference (c) establishes the Department of Defense (DoD) requirement to implement health promotion, disease and injury prevention programs, and population health to improve and sustain military readiness and the health and fitness, and quality of life of military personnel, DoD personnel, and other beneficiaries.

d. Reference (d) provides compensation benefits to employees for disability or death due to personal injury or disease sustained while in the performance of duty. Employees injured while participating in agency approved physical fitness activities have the right to file a workers' compensation claim under the Federal Employee's Compensation Act.

e. BUMED supports physical fitness and a healthy lifestyle for all employees, military, and civilians. Exercise is outlined in the DON Work/Life Program as one of the measures commands can use to encourage employees to maintain balanced healthy lives.

4. Policy. BUMED recognizes the importance of maintaining a healthy and fit workforce. As such, eligible employees are authorized up to 3 hours of excused absence per week, with supervisory approval, to participate in physical fitness activities.

a. The physical fitness program is strictly voluntary and all eligible employees are encouraged to enroll.

b. Participation in the physical fitness program will not take precedence over the employee's work responsibilities. Ultimately, it is the responsibility of each supervisor to balance support for an employee's participation with efficient and effective operations.

c. This policy is not intended to, does not and may not be relied upon to, create a right or benefit, substantive or procedural, enforceable at law by a party to litigation with the United States.

5. Action.

a. First and second level supervisors shall approve or disapprove each request to enroll in the physical fitness program before the employee may begin participating. Disapproval to participate in the program, or removal from program, shall be justified in writing based on mission requirements, employee misconduct, and/or performance deficiencies.

b. Employees shall submit an enrollment package to their first-level supervisor. The enrollment package consists of four documents: BUMED 12000/1, BUMED Request for Approval of Excused Absence and Memorandum of Understanding for Physical Fitness Activities; BUMED 12000/2, BUMED Physical Fitness Program Agreement and Informed Consent Waiver; BUMED 12000/3, BUMED Physical Fitness Program Activity Plan; and an updated NAVMED 12600/2, Work Schedule.

6. Authorized Program Activities. Authorized activities shall directly relate to the four physical fitness components identified by the President's Council on Physical Fitness and Sports listed below:

- a. Cardio-Respiratory Endurance. Authorized activities related to this component would include aerobic activities such as brisk walking, jogging, running, cycling, rope jumping, rowing, swimming, step and other aerobic classes, and some continuous action games like racquetball and handball.
- b. Muscular Strength. Authorized activities related to this component would include weightlifting.
- c. Muscular Endurance. Authorized activities related to this component would include calisthenics, push-ups, sit-ups, pull-ups, and weight training for all the major muscle groups.
- d. Flexibility. Authorized activities related to this component would include yoga and stretching classes.

7. Medical Requirements

- a. The President's Council on Physical Fitness and Sports recommends that if you are over 35 and have been inactive for several years, you should consult a physician before beginning an exercise program. The Council also recommends that you seek medical clearance if you have high blood pressure; heart trouble; a family history of early stroke or heart attack deaths; frequent dizzy spells; extreme breathlessness after mild exertion; arthritis or other bone problems; severe muscular, ligament, or tendon problems; or other known or suspected disease.
- b. Employees are encouraged to avail themselves of the health screening services provided by their medical provider or other health unit. BUMED is not responsible for funding medical examinations to tests related to an employee's participation in this program.
- c. Employees who routinely exercise and are not aware of any medical reasons prohibiting their participation in the program may sign BUMED 12000/2.
- d. Employees who do not routinely exercise should use BUMED 12000/4, BUMED Physical Fitness Program Medical Self Assessment, as a guide to determine whether they should consult with a physician prior to signing BUMED 12000/2 and enrolling in the physical fitness program. This form is for personal use only and should not be submitted to the supervisor.
- e. Employees shall affirm either paragraph 8a or 8b of BUMED 12000/1, when requesting to participate in the physical fitness program.

8. Program Elements

- a. Participation in physical fitness activities is dictated by mission needs. First-level supervisors have the authority to stop participation for temporary periods or change the times the

employee participates due to mission requirements. The first-level supervisor, with concurrence of second-level supervisor, may cancel approval of this privilege if any abuse is identified and not promptly corrected.

b. A supervisor may require an employee to alter or suspend his or her physical fitness schedule due to work exigencies, travel, or training. Supervisors and employees should identify and plan for these special circumstances.

c. All employees participating in this program are authorized to request up to 3 hours of excused absence per week. The excused exercise period shall not exceed one and a half hours per day. Employees are encouraged to combine their physical fitness time with the meal period to extend their exercise time.

d. Employees must report to their work site before and after completion of physical fitness activity. Employees are not authorized excused absence to exercise on days they are scheduled to telework.

e. Time changing clothes, traveling to the gym or physical fitness activity site, and returning to work, showering, stretching, etc., is included in the allotted time for physical fitness.

f. Physical fitness activities should be done at areas conveniently located to the employee's work site such as, but not limited to: local running trails, tracks, or physical fitness facilities.

g. BUMED is not responsible for providing funding for gym membership or any other related cost. Expenses incurred traveling to and from exercise activities are not reimbursable.

9. Documenting and Reporting Physical Fitness Time

a. All physical fitness time shall be entered into Standard Labor Data Collection and Distribution Application using the code "LN/Administrative Leave." Employees using administrative leave will include a note in the remarks section reflecting "Physical Fitness."

b. The excused time for physical activities includes travel and personal hygiene time.

c. Exercise time cannot be accumulated or carried forward to another week.

d. Each employee's physical fitness activity plan will be submitted to the supervisor for approval and will indicated where and when the employee is participating in the program.

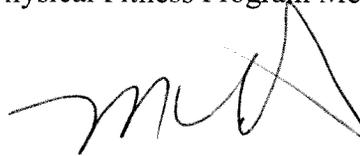
e. Supervisors should not excuse an employee's absence for exercise on days when an employee is schedule to work overtime or in cases when overtime, credit hours, or compensatory time hours would result from the employee using exercise time. Supervisors may excuse an

employee's absence for exercise if the employee has already taken the time to exercise and a situation arises where unscheduled overtime, credit hours, or compensatory time becomes necessary.

10. Injury Reporting. An employee shall immediately report to his or her supervisor any injury suffered while participating in the Physical Fitness Program.

11. Forms. The following forms are available electronically from Naval Forms Online at: <https://navalforms.daps.dla.mil/web/public/home>.

- a. NAVMED 12600/2, (Rev. 9-2010), Work Schedule.
- b. BUMED 12000/1 (4-2011), BUMED Physical Fitness Program Request for Approval of Excused Absence and Memorandum of Understanding for Physical Fitness Activities.
- c. BUMED 12000/2 (4-2011), BUMED Physical Fitness Program Agreement and Informed Consent Waiver.
- d. BUMED 12000/3 (4-2011), BUMED Physical Fitness Program Activity Plan.
- e. BUMED 12000/4 (4-2011), BUMED Physical Fitness Program Medical Self Assessment.



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