SUBJECT: Defense Health Agency Civilian Fitness and Wellness Program

References: (a) Department of Defense Directive 1010.10, Health Promotion and Disease/Injury Prevention, August 22, 2003
(b) Defense Health Agency Administrative Instruction No.30, Performance Appraisal Program for General Schedule, Federal Wage System, and Certain Other Employees, April 27, 2010

1. PURPOSE. This Administrative Instruction (AI) is to implement a Defense Health Agency (DHA) Civilian Fitness and Wellness Program (CFWP), which encourages civilian employees to develop healthier lifestyles in nutritional habits, exercising, and ultimately enhance quality of life and organizational wellness, while increasing mission productivity.

2. APPLICABILITY. This guidance applies to eligible DHA civilian employees, including temporary hires, interns, and student-hires.
   a. Employees on a Performance Improvement Plan (PIP) who are subject to leave restriction, or who have been formally disciplined for any misconduct (e.g. AWOL, Insubordination, threatening, hitting, use of illegal drugs, gambling, etc.) related to dishonesty or lack of candor within the past year, are ineligible to participate in the program.
   b. The DHA CFWP is established in accordance with the authority contained in the Department of Defense Directive 1010.10, Health Promotion and Disease/Injury Prevention, dated August 22, 2003 (Reference a).

3. DEFINITIONS. See Glossary.

4. POLICY. See Enclosure 1.

5. RESPONSIBILITIES.
a. Employees’ Responsibilities. Before beginning any exercise or physical fitness program, it is recommended employees obtain approval from his/her personal health care provider. Eligible civilian employees seeking to participate in the DHA CFPW must:

(1) Receive prior authorization from his/her supervisor. Once authorized, employees must complete DHA Form No. 24, DHA CFPW Agreement (Enclosure 1), and obtain supervisor’s signature. The employee shall maintain a copy of this agreement for his/her records and e-mail a copy to the DHAgetfit@DHA.mil.

(2) Physically report to work before going to his/her fitness/wellness activity, and must physically report back to work if the fitness/wellness activity is the last thing done before the end of the work day. The use of onsite fitness facilities is encouraged, if available; however, supervisors may approve the use of an offsite fitness facility, such as a local private gym.

b. Supervisors’ Responsibilities.

(1) Supervisors are encouraged to adjust work schedules to permit participation in the DHA CFPW where possible and consistent with the workload and mission.

(2) Supervisors are responsible for ensuring the program is not compromised or abused and have the authority to revoke privileges based on a finding of an employee’s failure to fully participate in the approved fitness/wellness program, or subsequent to approval of the employee to participate in such programs, the employee is placed on a PIP, a leave restriction plan, or is formally disciplined for any misconduct (e.g. AWOL, Insubordination, threatening, hitting, use of illegal drugs, gambling, etc.) related to dishonesty or lack of candor.

(3) Supervisors may cancel an employee’s administrative leave when required to accomplish the mission. This includes the right to cancel an employee’s use of administrative leave on a day where the employee has been approved the use of administrative, sick, annual leave, or leave without pay (unrelated to the DHA CFPW), and the supervisors believe the combined time away from work would negatively impact the mission. However, whenever possible supervisors should try to reschedule the administrative leave for another time.

(4) Supervisors of a newly assigned employee who is already participating in the DHA CFPW should review the employee’s scheduled participation to determine if there are any conflicts with the mission of the organization.

(5) The supervisor shall maintain a copy of DHA Form No. 24 for his/her records.

6. PROCEDURES. N/A

7. INFORMATION REQUIREMENTS. N/A
8. **RELEASABILITY. UNLIMITED.** This AI is approved for public release and is available on the DHA Intranet.

9. **EFFECTIVE DATE.** This AI is effective immediately.

Enclosures:

1. Policy
2. DHA Form 24, DHA Civilian Fitness and Wellness Program Agreement
3. DHA Civilian Fitness and Wellness Program Frequently Asked Questions

Glossary
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ENCLOSURE 1

POLICY

1. Policy. Eligible civilian employees are authorized excused absence to participate in the DHA CFWP in accordance with the following guidelines:

a. Administrative Leave Ceilings.

   (1) Full-time employee ceilings: A supervisor may approve a maximum of 1 hour of Administrative Leave per day for up to 3 regularly scheduled work days per week. Unused exercise hours may not be carried forward to subsequent weeks. The 3 hours per week consist of the total time away from the work site, to include time for changing clothes, showering, and traveling to and from the fitness/wellness program location. If an employee is unexpectedly away from the office for longer than the approved period of administrative leave, he/she may request the use of annual leave, subject to supervisory approval. If the employee does not request, or the supervisor denies the request for the use of annual leave, the employee should be charged absent without leave.

   (2) Part-time employee ceilings: A supervisor may approve a pro-rated amount of administrative leave based on the number of hours worked per pay period, applying the following formula:

   Number of hours regularly scheduled to work bi-weekly (part-time schedule) divided by 80 hours (full-time schedule) = % of (maximum 3 hours per week) time allowed for the part-time employee. (All calculations should be rounded to the nearest timekeeping increment, i.e., 15 minutes).

   Example 1: A part-time employee working 32 hours per week/64 hours per pay period. 64/80 = 80%. 80% of 3 hours per week = 2.4 hours per week, rounded to the nearest timekeeping increment (15 minutes/.25hrs) = 2.5 hrs/week.

   Example 2: A part-time employee working 24 hours per week/48 hours per pay period. 48/80 = 60%. 60% of 3 hours per week = 1.8 hours per week, rounded to the nearest timekeeping increment (15 minutes/.25 hours) = 1.75 hrs/week.

   (3) Up to 3 hours per week will be annotated as administrative leave on the timesheet for the time participating in the CFWP.

b. Approving or Disapproving Administrative Leave.

   (1) Overtime and/or compensatory time may not be approved to allow for participation in the DHA CFWP.
(2) If work requirements do not allow for an employee to use administrative leave during the work day, the use of Alternative Work Schedules (AWS) is encouraged in accordance with AWS program guidance. This includes allowing the employee to participate in fitness activities before or after work in a non-paid, non-duty status. (For example, if a peak period of workload requires an employee to work for a full 8-hour period, and, therefore, he/she cannot be spared for administrative leave, the employee may be allowed to change his/her schedule from 8:00 a.m.–4:30 p.m. to 9:00 a.m.–5:30 p.m. to allow him/her to participate in a smoking cessation course at 8:00 a.m. in a non-paid, non-duty status.) Note: Any change in work schedule is subject to supervisory approval.

(3) Administrative leave can be combined with authorized breaks or in conjunction with the regularly scheduled lunch period with supervisory approval. Administrative leave may not, however, be used before an employee reports for duty or to allow for an employee’s early departure.

c. Request for Reconsideration. If an employee’s request for administrative leave to participate in the fitness program is denied or revoked, the employee may request reconsideration by his/her next level supervisor. There is no additional right to file an administrative grievance.

d. Fitness and Wellness Criteria. Fitness activities suitable for approval under this policy address cardiovascular/aerobic endurance, muscular strength, endurance, flexibility, and body composition. Wellness program activities include, but are not limited to, classes in the following areas: health education, nutrition, stress management, weight management, and tobacco cessation, or on-site DHA sponsored health screenings.

e. Time Keeping Requirements. Employees and time and attendance certifiers must ensure that administrative leave used is accounted for in the Defense Agencies Initiative timekeeping system. The code to use for Administrative Leave is “LN.”

f. Reporting Requirements. Copies of all active DHA CFWP Agreements must be kept by the employee and the supervisor, and a copy emailed to the DHAgetfit@DHA.mil to satisfy reporting requirements.

g. Injury. If injury occurs during a fitness/wellness activity while on administrative leave, the employee must immediately notify his/her supervisor and the DHA Human Resource Division, Employee Relations Branch at (703) 681-6909.

h. Program Review. The Director, Infrastructure Support, will assess the DHA CFWP on an annual basis to determine its impact on productivity and whether the program is meeting the stated objectives.

i. Frequently Asked Questions. Enclosure 3 is a list of frequently asked questions regarding the DHA CFWP.
ENCLOSURE 2

DHA CIVILIAN FITNESS AND WELLNESS PROGRAM AGREEMENT

EMPLOYEE REQUEST:

An employee requesting participation in the DHA Civilian Fitness and Wellness Program (CFWP) must complete the following Agreement in its entirety to be eligible for participation:

I, ___________________________ (print name), request approval to participate in the CFWP as follows:

___ I request the use of a regularly scheduled Administrative Leave on:
   ___________ (day of week) between the hours of _____ and _____.
   ___________ (day of week) between the hours of _____ and _____.
   ___________ (day of week) between the hours of _____ and ______.

___ I request the use of intermittent Administrative Leave. (I understand that I must obtain supervisory approval for each requested use of the Administrative Leave prior to using).

___ I have read the DHA Administrative Instruction No. 27 and agree to comply with all requirements.

___ I certify that, to the best of my knowledge, I have no medical limitations or conditions that would put me at risk of injury or risk of harm to my health if I participate in the DHA CFWP.

___ I understand that participation in the DHA CFWP is not an entitlement and subject to supervisory approval.

________________________________________________________________________
Employee Signature Date

SUPERVISOR DECISION:

___ The use of regularly scheduled Administrative Leave is approved as requested. However, I retain the right to cancel or amend as necessary, subject to workload and/or mission requirements; or

___ The use of regularly scheduled Administrative Leave is approved with the change(s) below. However, I retain the right to cancel or amend as necessary, subject to workload and/or mission requirements

   Change(s): ___________ (day of week) between the hours of _____ and ______; or
The use of intermittent Administrative Leave is approved, with the understanding that the employee must request supervisory approval prior to each use of Administrative Leave. I retain the right to disapprove as necessary, subject to workload and/or mission requirements; or

Participation in the DHA CFWP is denied for the following reasons:

____________________  ______________________  ______________________
Supervisor Signature  Date

DHA Form 24
September 27, 2013
ENCLOSURE 3

DEFENSE HEALTH AGENCY CIVILIAN FITNESS AND WELLNESS PROGRAM
FREQUENTLY ASKED QUESTIONS

1. What is considered an appropriate fitness and wellness activity?

Activities suitable for approval of administrative leave to participate in the fitness program should address cardiovascular and aerobic endurance, muscular strength, flexibility, and body composition. Wellness activities include, but are not limited to, health education classes for nutrition, exercise, stress and weight management, tobacco cessation, Defense Health Agency (DHA) Health Fairs, and Employee Assistance Program (including counseling services by the Federal Occupational Health and the DiLorenzo TRICARE Health Clinic). Sleeping, reading, eating, and relaxation activities not specifically provided for by the DHA Civilian Fitness and Wellness Program (CFWP) are not authorized activities.

2. May administrative leave be used in lieu of sick leave?

No, administrative leave is not intended to be used in lieu of sick leave. Administrative leave may only be used for covered DHA CFWP activities.

3. Who is covered by this program?

The program covers full-time, part-time, and temporary civilian employees only. Contractors are not covered by this program. Part-time employees’ time should be pro-rated to correspond with the number of hours worked per pay period, by applying the formula outlined in the DHA CFWP.

4. Under this program can administrative leave be used for fitness activities in conjunction with personal leave?

Yes, subject to supervisory approval you may use both types of leave in one day as long as you are in a duty status for a portion of the day.

5. Does the 3 hours include travel time?

Yes, the 3 hours per week includes ALL time away from the work area. This includes changing clothes, showering, travel to and from the activity site, and exercise time, etc.

6. If an employee goes to the gym and it is too crowded, does this count as part of the 3 hours?

Yes, the 3 hours include ALL time away from the work area.
7. Can an employee use 3 hours at one time?

No. No more than 1 hour of administrative leave may be used in any one day for DHA CFWP.

8. Can an employee use less than 1 hour more than 3 days a week?

No. An employee may not use administrative leave authorized under CFWP on more than 3 regularly scheduled work days per week, even if he/she does not use the full hour on a particular day.

9. Can an employee carry over unused approved administrative leave authorized under CFWP from week to week?

No. Unused time from a previous week cannot be carried over from week to week.

10. Can the 3 hours be used in conjunction with lunch and breaks?

Yes, CFWP administrative leave can be used in conjunction with lunch and breaks subject to supervisory approval.

11. Can the 3 hours be used at the beginning or end of the day/shift?

No. An employee may not use administrative leave to arrive late or depart early. The employee must report for duty before and after the use of administrative leave.

12. Can administrative leave be used on telecommuting days?

Yes, subject to supervisory approval. However, the employee must report to his/her supervisor for duty before and after the use of administrative leave.

13. Must an employee provide a doctor’s certificate to participate in the DHA CFWP?

An employee may self-certify his/her capacity to participate the DHA CFWP. However, prior to approving the employee for the DHA CFWP, if a supervisor has a reasonable belief that an employee’s participation in the DHA CFWP may cause physical harm despite his/her self-certification, the supervisor may recommend to the employee that he/she should consider a medical checkup prior to participating in the program.

14. Can an employee earn overtime or compensatory time on days when he/she uses administrative leave for the DHA CFWP?

Overtime and/or compensatory time may not be approved to allow for participation in the DHA CFWP. However, if administrative leave for CFWP is used earlier in the day and a supervisor later identifies a need for an employee to work “overtime” to complete unanticipated, time critical work that same day, the supervisor should approve overtime or
compensatory time, as appropriate, in accordance with applicable laws, rules, and regulations.

15. Can participation be denied for abuse/disciplinary reasons?

Management may revoke participation privileges if abuse is suspected. Also, employees with formal disciplinary action(s) on file for any misconduct (e.g. AWOL, Insubordination, threatening, hitting, use of illegal drugs, gambling, etc.) related to dishonesty or lack of candor within the past year are ineligible to participate in the program.

16. Can an employee participate in the DHA CFWP if he/she is on a Performance Improvement Plan (PIP) or leave restriction?

No. Employees on a PIP or leave restriction are excluded from participating in the DHA CFWP.

17. Can an employee use administrative leave if he/she is in a training class for an entire day/shift or full time class for a week?

No. Training classes are structured time designated for skill building; missing a class or portion of a class may have a detrimental impact on the success of the training.
GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AI  Administrative Instruction
AWS  Alternate Work Schedule
CFWP  Civilian Fitness & Wellness Program
DHA  Defense Health Agency
PIP  Performance Improvement Plan

PART II. DEFINITIONS

Performance Improvement Plan. A document used to provide employees who have been rated “Unacceptable” in one or more critical elements an opportunity to demonstrate acceptable performance in the critical element(s) at issue. The minimum duration of an opportunity period to demonstrate “Acceptable” performance is 30 days (Reference b).