



DEPARTMENT OF THE ARMY
104TH AREA SUPPORT GROUP
UNIT 20193, BOX 0001
APO AE 09165-0001



AETV-HUG-HPD

12 August 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for the 104th Area Support Group (ASG) Civilian Fitness Program

1. PURPOSE: To provide guidance and establish procedures for the Civilian Fitness Program within the 104th ASG.
2. REFERENCES:
 - a. AR 600-63, 17 Nov. 87, Army Health Promotion.
 - b. USAREUR Pam 25-31, 11 Sep 97, Civilian Health Promotion Program Memorandum
 - c. CHPPM-EUR Civilian Fitness Program Guide, 25 SEP 97
3. OBJECTIVE: To establish a comprehensive civilian fitness program to promote a healthier workforce both physically and mentally to meet the challenges of current and future missions.
4. GENERAL: Commanders, supervisors, and leaders at all levels are encouraged to invite and support the civilian employees within the 104th ASG to take the opportunity to engage in regular programs of exercise and other positive health habits. This is a voluntary program in nature, but all eligible employees will be encouraged to participate. Exercise periods are official duty time. Failure to appear, inappropriate use of exercise time, or misconduct during these periods will be considered a workplace infraction occurring during normal duty hours, and would be subject to the same disciplinary action.
5. PROGRAM DESCRIPTION: IAW AR 600-63, Army Health Promotion, the program authorizes all Department of the Army **full-time** US civilians, Local Nationals, Appropriated or Non-appropriated fund employees, up to three hours of excused absence (administrative leave) per week for a limited time of six months to engage in a physical exercise program. This program is strictly voluntary. Enrollment is a one-time opportunity and may not be repeated or extended. Once enrolled, Participants who drop out will not be allowed to re-enroll.
6. PROCEDURES:
 - a. The CHPPM-EUR Health Promotion Coordinator/ASG Civilian Fitness Coordinator will:

(1) Have general oversight for the program, including program design, data collection and metrics.

(2) Announce the dates of the open enrollment, generally every six months (in March and September).

(3) Provide the participant packet (see Appendix A) and enrollment packet (see Appendix B) to the interested participants. Provide briefings as necessary.

(4) Coordinate with the BSB Sports and Fitness staff regarding marketing efforts and scheduling of the participants' fitness assessments.

(5) Provide fitness assessments at the start and at the completion of the program to measure program outcome. Fitness Assessments will include: blood pressure check, measurement of resting heart rate, cardio-respiratory endurance, weight, height, hip-to-waist ratio (body composition), Body Mass Index and flexibility.

(6) Ensure completion of the enrollment forms and fitness assessments.

(7) Provide general fitness and nutrition education at the start of the program and periodically, during the participants' enrollment period.

b. Supervisors of the DA civilian employees will:

(1) Encourage and support voluntary participation of the civilian employees in the program while considering employee preference and mission requirements.

(2) Monitor employee participation in the program to ensure that allotted exercise time is being used properly. Supervisors have absolute discretion to terminate the employee's participation or change the program schedule to meet mission requirements.

(3) Complete and sign supervisor's portion of the enrollment packet.

(4) Support and encourage the employee to maintain fitness schedule by allowing for flextime work schedule after program completion.

c. Participants will:

(1) Obtain the participant and enrollment packets from the Health Promotion Coordinator or the Installation Fitness Center.

(2) Obtain verbal and written approval to join the program from their supervisor.

(3) Establish a reasonable exercise schedule with their supervisor.

(4) Schedule an appointment with their medical provider to obtain medical clearance to start an exercise program if they answer “Yes” to any of the medical screening questionnaires or if they have significant medical problems such as high blood pressure, diabetes, recent surgery, pregnancy, at least 20 pounds over the ideal body weight and not accustomed to exercise, etc. Any medical expense is the responsibility of and will be borne by the participant.

(5) Contact the Health Promotion Coordinator or the Fitness Center staff to schedule their pre-program and post-program fitness assessments.

(6) Report to the scheduled initial fitness assessment with the completed and organized enrollment packet, with appropriate exercise clothing and shoes, and prepared to perform a light exercise. Incomplete enrollment packets will not be accepted. Program will officially start when fitness assessments are completed, and enrollment packet received and approved by the Health Promotion coordinator.

(7) Maintain the participant packet goal and activity sheets throughout the six-month program.

(8) Sign in and out of the installation fitness center and track exercise hours while enrolled in the program.

(9) Exercise independently and safely within the installation while utilizing the time allotted for the program per supervisor and participant’s agreement.

(10) Incur all expenses if they choose to hire an individual fitness trainer and/or attend any fitness classes offered by the fitness centers.

(11) One month before the end of the program, schedule the post-program fitness assessment with the Health Promotion Coordinator or the Fitness Center staff. Participants are expected to formally complete the program with an end of program fitness assessments to measure program outcome.

d. The Fitness Center Staff will:

(1) Conduct and/or assist with the Fitness Assessments.

(2) Provide general orientation of the fitness center and educate the participants regarding fitness plan of action, safe and proper use of exercise equipments in the gym, nutrition and healthy lifestyle habits.

(3) Provide information on fitness classes, schedules, fees, etc. that are available for the participants.

(4) Assist with marketing efforts as needed.

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7. POC for this MOI and the overall management of the program is the 104th ASG Health Promotion Coordinator at DSN: 322-9509 or CIV: 06181-88-9509. More information can be obtained from the respective BSB Fitness Centers.

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GEORGE A. LATHAM II
COL, SF
Commanding

APPENDIX A - Participant Package
B - Enrollment Package