



National Capital Region  
Medical Directorate  
**IMPLEMENTATION GUIDANCE**



NOV 17 2015

PERS

SUBJECT: Civilian Fitness and Wellness Program

References: Enclosure 1

1. PURPOSE. This guidance is to implement a Defense Health Agency (DHA) National Capital Region Medical Directorate (NCR MD) 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 the DHA NCR MD, Walter Reed National Military Medical Center, to include the DiLorenzo Tricare Health Clinic and the Tri-Service Dental Clinic, Fort Belvoir Community Hospital, to include the Dumfries and Fairfax Clinics, and the Joint Pathology Center. Hereafter, these facilities are collectively referred to as Joint Medical Treatment Facilities (MTFs) and Centers.

3. DEFINITIONS. See Glossary

4. POLICY. See Enclosure 2

#### 5. RESPONSIBILITIES

a. Employees' Responsibilities. Before beginning any exercise or physical fitness program, it is recommended employees obtain approval from his/her personal healthcare provider. Eligible civilian employees seeking to participate in the NCR MD CFWP must:

(1) Receive prior authorization from his/her supervisor. Once authorized, employees must complete NCR MD CFWP Agreement (Enclosure 3), and obtain supervisor's signature. The employee shall maintain a copy of this agreement for his/her records and provide a copy to his/her supervisor.

(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 NCR MD CFWP 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 Performance Improvement Plan (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 NCR MD CFWP 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 NCR MD CFWP), and the supervisor 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 NCR MD CFWP 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 the NCR MD CFWP Agreement for his/her records.

6. PROCEDURES

7. INFORMATION REQUIREMENTS

8. RELEASABILITY. This guidance is available on the NCR MD website [www.capmed.mil](http://www.capmed.mil).

9. EFFECTIVE DATE. This guidance is effective immediately for non-bargaining employees.



SCOTT F. WARDELL  
Director for Business Operations  
By Direction of the Director

Enclosures:

1. References
2. Policy
3. NCR MD Civilian Fitness and Wellness Program Agreement
4. NCR MD Civilian Fitness and Wellness Program Frequently Asked Questions

Glossary

ENCLOSURE 1

REFERENCES

- (a) Deputy Secretary of Defense Action Memorandum, "Implementation of Military Health System Governance Reform," March 11, 2013
- (b) DoD Directive 5136.13, "Defense Health Agency (DHA)," September 30, 2013
- (c) National Capital Region (NCR) Medical Directorate Concept of Operations, September 10, 2013
- (d) DoD Instruction 5025.01, "DoD Issuances Program," June 6, 2014, as amended
- (e) Defense Health Agency, Administrative Instruction Number 27 "Defense Health Agency Civilian Fitness and Wellness Program," July 2, 2014
- (f) DoD Instruction 1010.10, "Health Promotion and Disease Prevention," April 28, 2014

ENCLOSURE 1

## ENCLOSURE 2

### POLICY

1. Policy. Eligible civilian employees are authorized excused absence to participate in the NCR 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 hours/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 hours/week.

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

b. Approving or Disapproving Administrative Leave

(1) Overtime and/or compensatory time may not be approved to allow for participation in the NCR MD CFWP.

ENCLOSURE 2

(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.

(4) 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.

c. 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 Joint MTFs and Centers.

d. Time Keeping Requirements. Employees and time and attendance certifiers must ensure that administrative leave used is accounted in the Automated Time Attendance Production System. The code to use for Administrative Leave is "LN."

e. Reporting Requirements. Copies of all active NCR MD CFWP Agreements must be kept by the employee and the supervisor, and a copy maintained by the MTFs /Centers Human Resources Liaisons to satisfy reporting requirements.

f. Injury. If injury occurs during a fitness/wellness activity while on administrative leave, the employee must immediately notify his/her supervisor and the Civilian Human Resources Center (CHRC), Labor Management Employee Relations.

g. Frequently Asked Questions. Enclosure 4 is a list of frequently asked questions regarding the NCR MD CFWP.

ENCLOSURE 2

ENCLOSURE 3

NCR MD CIVILIAN FITNESS AND WELLNESS PROGRAM AGREEMENT

EMPLOYEE REQUEST:

An employee requesting participation in the NCR MD 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 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 NCR MD CFWP.

\_\_\_ I understand that participation in the NCR MD 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

ENCLOSURE 3

\_\_\_ Participation in the NCR MD CFWP is denied for the following reasons:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

ENCLOSURE 3

ENCLOSURE 4

NCR MD 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, hospital 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 NCR MD 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 NCR MD 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 NCR MD 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.

ENCLOSURE 4

**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 NCR 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, by e-mail from their government laptop.

**13. Must an employee provide a doctor's certificate to participate in the NCR MD CFWP?**

An employee may self-certify his/her capacity to participate in the NCR MD CFWP. However, prior to approving the employee for the NCR MD CFWP, if a supervisor has a reasonable belief that an employee's participation in the NCR MD 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 NCR MD CFWP?**

ENCLOSURE 4

Overtime and/or compensatory time may not be approved to allow for participation in the NCR MD 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 should contact the CHRC if abuse is suspected to revoke privileges. 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 NCR MD 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 NCR MD 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 train

ENCLOSURE 4

GLOSSARY

ACRONYMS

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

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).

ENCLOSURE 5