STATE MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS ALABAMA ARMY NATIONAL GUARD
1720 CONGRESSMAN WILLIAM L. DICKINSON DRIVE
P. O. BOX 3711
MONTGOMERY, ALABAMA 36109-0711

ALJ1-HRO 22 February 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Use of Official Time for Physical Fitness

1. The purpose of this letter is to outline the policy regarding the use of official time for physical fitness training. The policy for technicians is as follows:

a. All technicians will be provided an opportunity to further their physical fitness during duty hours under conditions prescribed below. Any program must be voluntary and approved by the supervisor. No employee will be required to participate in a fitness program, nor will any reprisals be taken against an employee for participation or non-participation.

b. In no instance may anyone be granted more than one hour per day, or a total of three hours per week of duty status time for a personal fitness program. This includes time used in changing to and from PT clothing and time for personal hygiene. Time for any missed periods **will not** be cumulative and roll over to the next week.

c. As long as an employee does not exceed one hour of duty status time per day or three hours per week, and all other guidelines in this policy memorandum are met, scheduling of this time is completely at the discretion of the supervisor and the employee. In order to insure daily work requirements are met, final approval and scheduling determinations shall remain at the discretion of the supervisor.

d. Technicians who participate in the physical fitness program must begin and terminate at the work site. Physical fitness training can be conducted at locations away from the duty assignment if approved by the supervisor. Training at a remote site will not exceed the one hour limit, and will not result in late arrival or early departure from the duty location. Scheduling flexibility does not allow personnel to report later or leave earlier than their established duty hours.

e. Approved activities include walking, jogging, running, bicycling, weight training, aerobics, and any exercise included as part of either the Army or Air Force Physical Fitness Programs. Competitive team sports are not authorized during duty hours.

f. Each Technician must complete a Liability Agreement (Enclosure #1) prior to participating in the program. Supervisors must maintain the signed agreements.

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2. Physical fitness for AGR personnel is mandatory. They are required to pass annual physical fitness evaluations in accordance with governing Army or Air Force/Air National Guard regulations. Successive failures can be cause for separation from the AGR program. Preparatory training and conduction of the physical fitness evaluation must be done in accordance with governing regulations and the following guidelines:

a. AGR personnel are authorized to perform three hours of physical fitness training per week in a duty status. Increments must not exceed one hour of duty status time per day. AGR personnel not participating in an active physical fitness program should be on valid physical profiles in accordance with Army or Air Force/Air National Guard regulations.

b. Supervisors have the flexibility to schedule physical fitness training based on daily duty requirements and the needs of their AGR personnel; however, participation must begin and terminate at the work site. Scheduling flexibility does not allow AGR personnel to report later or leave earlier than their established duty hours. Physical fitness training can be conducted at locations away from the duty assignment if approved by the supervisor. Training at a remote site will not exceed the one hour limit and will not result in late arrival or early departure from the duty location.

c. Approved activities include walking, jogging, running, bicycling, weight training, aerobics, and any exercise included as part of either the Army or Air Force Physical Fitness Programs. Competitive team sports are not authorized during duty hours.

3. Physical fitness is an important part of maintaining a healthy workforce; therefore, I highly encourage each full-time employee to participate in a conditioning program within the guidelines stated above.

ABNER C. BLALOCK
Major General, ALARNG
The Adjutant General

Encl
Liability Agreement

DISTRIBUTION:
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LIABILITY AGREEMENT
ALABAMA NATIONAL GUARD EMPLOYEE VOLUNTARY PHYSICAL FITNESS PROGRAM

I, _____, acknowledge and agree that:

a. I may voluntarily take part in a fitness program during duty hours for a maximum of three hours per week.

b. As a technician, I am under no National Guard obligation or duty to become involved. This program is mandatory for AGR Personnel.

c. It is recommended that I consult with a physician prior to engaging in this exercise program.

d. Should I incur injury or death as a result of my participation in this voluntary exercise program, I may be covered under the Federal Employees Compensation Act if I am employed as a technician, or may be considered in the line of duty if I am employed as an AGR soldier.

e. I will conduct my exercise program within the work area and if engaged in jogging, cycling, walking or working out, I will begin and end my program at my work site.

f. I will use primarily my own equipment and clothing.

g. Times for exercise must be approved by my immediate supervisor in consideration of mission requirements.

h. A signed copy of this agreement will be kept on file by my supervisor.

_____ (Signature of Employee)

_____ (Date)

_____ (Job Title)