



Defense Human Resources Activity STANDARD OPERATING PROCEDURE

March 2013

DHRA

SUBJECT: DHRA Civilian Fitness and Wellness Program (CFWP)

Reference: (a) DoD Directive 1010.10, "Health Promotion and Disease/Injury Prevention,"
August 22, 2003

1. PURPOSE. This standing operating procedure (SOP) establishes guidance on the implementation of the Civilian Fitness and Wellness Program (CFWP) throughout the Defense Human Resources Activity (DHRA).

2. APPLICABILITY. This SOP applies to DHRA and its Components and is published in accordance with the authority outlined in DoD Directive (DoDD) 1010.10 (Reference (a)). The DHRA CFWP, hereon the CFWP, is designed to encourage and motivate employees to develop healthy lifestyles and enhance the quality of work-life and productivity.

3. RESPONSIBILITIES

a. Director, DHRA Policy and Program Support (P&P). The Director, DHRA P&P, shall:

(1) Implement and administer the CFWP in accordance with the guidelines set forth in Reference (a).

(2) Perform an annual review to determine impact on productivity and whether the program is meeting the stated objectives.

b. Directors, DHRA Components. The Directors, DHRA Components:

(1) May administer a CFWP, in accordance with DHRA published guidelines.

(2) May designate a CFWP coordinator to administer and oversee implementation of the CFWP within the Component, if participating.

(3) Shall issue Component specific guidelines to implement DHRA policy, if necessary.

(4) Shall report statistics on CFWP participation to Director, DHRA P&P, as required.

c. Supervisors, DHRA and DHRA Components. Supervisors in DHRA and its Components shall:

(1) Review and maintain employee requests for participation.

(2) Ensure the program is not compromised or abused.

(3) Revoke privileges if abuse is suspected or mission requirements do not support continued participation.

4. ELIGIBILITY

a. Participation in the CFWP is:

(1) Limited to full-time and part-time Federal civilian employees.

(2) Contingent upon supervisory approval and subject to workload or mission requirements.

(3) Not an employee entitlement. Supervisors may revoke employee CFWP privileges at any time with written notice to the employee stating the reason.

b. Administrative leave for CFWP activities for part-time civilian employees will be pro-rated. Example: A part-time employee working 32 hours per week/64 hour per pay period = 80% of 3 hours per week; or 2.4 hours per week/rounded to nearest timekeeping increment (15 min/.25 hrs.) = 2.5 hours per week.

c. Individuals serving on a Performance Improvement Plan, who are subject to leave restrictions, or who have been formally disciplined for misconduct related to dishonesty or lack of candor within the past year, are ineligible to participate.

5. FITNESS/WELLNESS CRITERIA

a. CFWP fitness activities address cardiovascular/aerobic endurance, muscular strength, endurance, flexibility, and body composition.

b. CFWP wellness activities include, but are not limited to, on-site Component-sponsored health screenings and classes in the following areas: health education, nutrition, stress management, weight management, and tobacco cessation.

c. Services provided by the Pentagon Athletic Center, the Employee Assistance Program (EAP), including counseling services provided by an EAP employee, or preventative services provided by the Di Lorenzo TRICARE Health Clinic are also included.

6. POLICY

a. CFWP is not an employee right and participation is subject to approval by supervisory officials. Participation in the program may be terminated by either the supervisor or by the employee, in writing, at any time.

b. Three hours per week are allocated for CFWP, in accordance with Reference (a).

(1) The 3 hours per week includes time for changing clothes, showering, and traveling to/from the exercise location.

(2) Any periods of time over the 3-hour limit will be charged as annual leave, credit hours, or compensatory time and are subject to applicable leave and absence regulations.

(a) If the employee is unexpectedly away from the office for longer than the approved period of Administrative (Wellness) leave, he/she may request the use of annual leave, credit hours, or compensatory time, subject to supervisory approval.

(b) Should the employee not request, or, the supervisor denies the request, for the use of leave, the employee may be charged Absence without Leave (AWOL).

(3) Any unused periods cannot be banked and carried over to the next week.

c. Although the use of on-site fitness facilities is encouraged, supervisors may approve an off-site fitness activity.

d. Participants must physically report to work before going to their fitness/wellness activity and must physically report back to work before leaving for the day.

e. DHRA will not pay any expenses related to gym membership fees or travel costs to/from alternate fitness sites, etc., for employees participating in the CFWP.

f. Supervisors retain authority to schedule and assign work to fulfill mission requirements and must carefully balance workload needs and availability of personnel when scheduling employee's duty time for CFWP activities.

(1) Supervisors may temporarily suspend employee CFWP participation when time-critical work must be completed and will describe the specific mission reason for suspending wellness/fitness leave.

(2) Supervisors should try, whenever possible, to allow employees to reschedule the fitness/wellness activity (up to 1 hour per day, 3 days per week) for another time or day in the week.

g. Premium type hours, including overtime, compensatory time, and credit hours, should not be approved to allow for participation in the CFWP. If a supervisor identifies a need for an employee to work “overtime” to complete unanticipated, time-critical work that same day, the supervisor should approve the premium hours, as appropriate, in accordance with applicable policy.

h. As conditions of CFWP participation, employees must:

(1) Suspend their CFWP arrangements during applicable days, when scheduled for Temporary Duty (TDY) or training. No type of compensatory pay will be granted for wellness/fitness activities while on TDY.

(2) Maintain work performance at a high and successful level.

(3) Be in good standing.

(a) Employees must not have a current leave restriction, or verbal or written reprimand within the past year.

(b) Employees who receive a suspension or demotion for misconduct or poor performance will be restricted from participation for a 15-month period from the effective date of action.

(c) New employees must wait 90 days from their entry on duty date in DHRA before requesting participation in the CFWP.

(d) Employees on light duty or just returning to work from a medical condition are not eligible to participate in the CFWP until medically cleared for full duty.

7. PROCEDURES

a. Before participating in the CFWP, individuals must submit the SD 824 to their first level supervisor for review and approval. Specific times for participation will be dictated by mission requirements and approved in advance.

b. Employees must self-certify to the best of their knowledge that they have no medical conditions or limitations that would put them at risk of injury or harm to their health while participating in the CFWP.

c. Within 5 work days of receipt of the request, the supervisor shall provide the employee a response, unless the supervisor is on leave or TDY.

d. Upon approval, employees may establish fitness/wellness periods at a set time within the workday. Administrative leave may be combined with regularly scheduled lunch periods with supervisory approval.

e. A supervisor for a newly assigned employee already participating in the CFWP should review the employee's schedule to determine if there are any conflicts with the mission of the organization. Employees selected for new positions must initiate a new request.

8. RECONSIDERATION REQUEST

a. If an employee's CFWP participation is denied or revoked, the employee may request reconsideration, in writing, by his/her next level supervisor, within 15 calendar days of receiving written notification of the denial or revoked privileges. There is no additional right to file an administrative grievance.

b. The next level supervisor, after reviewing the request for reconsideration, must provide the employee with a written decision on the request, within 20 calendar days from the date of receipt of the request.

9. RELEASABILITY. This SOP is approved for DHRA and its Components.

