



DEFENSE HUMAN RESOURCES ACTIVITY  
HEADQUARTERS  
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ALEXANDRIA, VA 22350-4000

MEMORANDUM FOR DEFENSE HUMAN RESOURCES ACTIVITY

APR 23 2013

SUBJECT: Civilian Wellness and Fitness Program

Wellness and physical fitness activities contribute to a healthy and productive workforce and enhance the wellbeing of the Defense Human Resources Activity (DHRA) employees. Effective immediately, employees may, with their supervisor's permission and subject to workload or mission requirements, voluntarily participate in wellness/fitness activities during the work day for a maximum of 1 hour per day, 3 times per week, as part of the DHRA Civilian Wellness and Fitness Program (CFWP).

The goal of this program is to encourage and motivate employees to develop a healthy lifestyle and enhance the quality of work life. Studies have shown that a healthy, fit workforce is more productive and tends to need and use less sick leave. The CFWP standard operating procedures, including the participation request form, are attached.

All employees are encouraged to adopt a healthy lifestyle and actively pursue any fitness program in coordination with a physician's advice and guidance. Participation in any Agency-sponsored health promotion activity is voluntary.

This new program is open to DHRA full-time, temporary and term civilian employees, and part-time employees on a prorated basis. While supervisors' first priority is to the mission, I encourage participation in this program to the fullest extent possible.

Any questions on this new program should be directed to Ms. Heidi Boyd-Rice, [Heidi.Boyd@osd.pentagon.mil](mailto:Heidi.Boyd@osd.pentagon.mil), 571-372-1945.

  
Sharon H. Cooper  
Director