STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789

NGOH-HRO-Z 1 April 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Use of Official Time for Physical Fitness Program (PFP) (HRO Policy Letter 12-03)

1. The Department of Defense Directive 1010.10 and Department of Defense Instruction 1308.3 authorize agencies to establish a voluntary Physical Fitness Program (PFP) for their federal civilian employees (technicians) and military personnel, using limited official time. This memorandum provides clarification of the approved physical fitness program for technician and AGR employees of the Ohio Army and Air National Guard.

2. The use of official time for PFP is a privilege. The purpose of an ongoing PFP is to promote and maintain individual health for readiness. Participation in an on-going PFP, during working hours, is voluntary for full-time technicians and AGRs. With supervisory approval, technicians and AGRs who choose to participate may be allowed one hour of official duty time, three to five days per workweek for authorized PFP activities. Unused time cannot be accumulated for future use. Shower and clean-up time is included in the allotted hour of PFP.

3. Supervisors are charged with the responsibility to maintain the productivity of the work center and ensure that mission requirements are accomplished. Supervisors are authorized to approve or disapprove work schedules that include time for PFP activities. Supervisors should make every attempt to prepare work schedules that allow technician and AGR employees to participate in a PFP, upon request. Supervisors should also be willing to consider rescheduling PFP times due to operational requirements or inclement weather.

4. Authorized voluntary PFP activities include individual or group physical exercise, e.g., walking, jogging, aerobic exercise, bicycling, swimming, tennis, racquetball, volleyball, etc. Contact and high risk sports activities such as football and basketball are prohibited due to the high number of injuries that have occurred in the past. Individuals unsure of their fitness levels should consult with a physician prior to beginning a rigorous fitness program. Technicians and AGRs are obligated to inform their supervisory chain of command of any physical limitation that could impact the ability to participate in voluntary PFP. Prevention of injury must be everyone's goal. In case of an injury, after appropriate medical attention has been received, the employee must report the injury to his or her supervisor. If an injury occurs while in a technician status, the supervisor will electronically file an Office of Workers' Compensation Program (OWCP) claim at www.cpms.osd.mil/icuc/EDI.aspx. If the injury occurs while in an AGR or military status, the Line of Duty (LOD) process will be followed.

5. Due to limited facilities at most work sites, employees may be permitted to leave the work site to go to public or private physical fitness locations. The PFP time may be combined before or after the scheduled lunch period.

6. Supervisors may take appropriate disciplinary actions to include the suspension of this benefit for technicians or AGRs who abuse it. The Adjutant General retains the right to discontinue the program.

7. Technicians are prohibited from using time allotted for PFP to take required military physical fitness tests. These tests must be performed while the technician is in a military status.

8. The leadership of AFGE Local #3970 has been consulted and fully supports this voluntary Physical Fitness Program.

9. Questions regarding these procedures should be directed to Major Dan Roche, Technician Program Manager, at 614-336-7269.

FOR THE ADJUTANT GENERAL:

HOMER C. ROGERS, JR.
COL, FA, OHARNG
Director of Human Resources

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