

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

NGOH-HRO-Z

24 October 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Physical Fitness Program (PFP) (HRO Policy Letter)

1. Department of Defense Directive 1010.10 and Department of Defense Instruction 1308.3 authorize defense agencies to establish a voluntary Physical Fitness Program (PFP) for their federal civilian employees (technicians in the case of the National Guard) and military personnel, using limited excused absence. This memorandum clarifies the approved PFP for technician and Full-Time National Guard Duty (FTNGD), including but not limited to, AGR employees of the Ohio Army and Air National Guard.
2. The use of excused absence for PFP is a privilege. The purpose of a PFP is to promote and maintain individual health for readiness. Ongoing participation in a PFP during working hours is voluntary for full-time technicians and AGRs. With supervisory approval, technicians and FTNGD personnel who choose to participate may be allowed one hour of excused absence, 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 will maintain the productivity of the work center and ensure that mission requirements are accomplished. Supervisors are authorized to approve or disapprove work schedules including time for PFP activities. Supervisors should make every attempt to prepare work schedules that allow technician and FTNGD 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 non-compulsory group physical exercise, e.g., walking, jogging, aerobic exercise, bicycling, swimming, tennis, racquetball and volleyball. Contact and high risk sport 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 their physician prior to beginning a rigorous fitness program. Technicians and FTNGD personnel are obligated to inform their supervisory chain of command of any physical limitations that could limit their ability to participate in voluntary PFP. Avoidance of injury must be everyone's goal.

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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](http://www.cpms.osd.mil/icuc/EDI.aspx). If the injury occurs while in FTNGD status, the Line of Duty (LOD) process will be followed. If an injury occurs while not adhering to the policy guidelines the individual may be personally liable for their injuries.

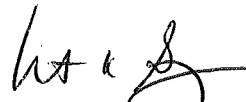
5. Due to limited facilities at most work sites, employees may be permitted to leave the work site to go to public or private physical fitness locations. Transportation time to and from such locations are included in the allotted hour of PFP. The PFP time may be combined with the scheduled lunch period. PFP activities do not include "field days" or "down days" regulated under other policies. PT performed at a personal residence may at the discretion of the supervisor be included within the scope of this policy but the supervisor and Technician must be prepared to accept risk regarding any OWCP claims.

6. Supervisors may take appropriate actions to include the suspension of this benefit for technicians or FTNGDs who abuse PFP time or who have other attendance or tardiness issues. The Adjutant General retains the right to discontinue the program entirely.

7. Technicians will not use PFP time to take required military physical fitness tests. These tests must be performed while the technician is in a military status.

8. Questions regarding these procedures should be directed to CPT Daryl Scott, Technician Program Manager, at 614-336-7121.

FOR THE ADJUTANT GENERAL:



WILLIAM K. GIEZIE, PE, Col, OHANG  
Director of Human Resources

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