

**United States Transportation Command
(USTRANSCOM)**

Policy Directive 90-3

7 January 2010

Command Policy

Physical Fitness Program

REFERENCES: USTRANSCOM Policy Directive 36-27, Air Force Fitness Program Implementation, 15 February 2005, is rescinded and USTRANSCOM Policy Directive 90-3, USTRANSCOM Op Tempo and Physical Fitness, 23 October 2000, is significantly revised and renamed.

- (a) Army Regulation (AR) 350-1, *Army Training & Leader Development*
- (b) Army Field Manual (FM) 21-20, *Physical Fitness Training*
- (c) Chief of Naval Operations Instruction (OPNAVIST) 6110.1H, *Physical Readiness Program*
- (d) Marine Corps Order (MCO) 6100.13 W/CH 1, *Marine Corps Physical Fitness Program*
- (e) Air Force Instruction (AFI) 10-248, *Fitness Program*
- (f) Air Force Instruction (AFI) 36-815, *Absence and Leave*

A. PURPOSE: To enforce Service prescribed standards of physical fitness at USTRANSCOM, Scott AFB, Illinois and USTRANSCOM geographically separated units. Also, provides guidance to directorates regarding when they may authorize eligible USTRANSCOM civilian employees time to participate in physical training activities.

B. APPLICABILITY: This policy directive applies to all military personnel, active or reserve and full-time US civilian appropriated fund employees assigned to USTRANSCOM. This directive does not apply to temporary, part-time, or contract civilian employees.

C. POLICY:

1. All military personnel are required to meet and maintain the standards of fitness as prescribed by their individual Service regulations references (a) through (e).
2. All military personnel are required to participate in a year-round physical training program consistent with their Service's requirements for physical fitness testing. Such programs should emphasize total fitness, to include proper aerobic conditioning, strength/flexibility training, and healthy eating.
3. Full time appropriated fund U.S. civilian employees may be authorized by their directorates

time to participate in physical fitness activities during their regular duty hours.

3.1. Directors at their discretion when it is commensurate with the directorate's mission and workload requirements may excuse eligible USTRANSCOM civilian employees up to 3 hours per week for physical fitness activities.

3.2. Participation in this program for eligible USTRANSCOM employees is strictly voluntary.

4. All military personnel with medical conditions which preclude their participation in physical fitness programs will be referred to their servicing military treatment facility for evaluation and recommendation.

5. All military personnel who fail to achieve minimum Service standards on physical fitness tests are subject to administrative actions as outlined by their Service regulations and will participate in remedial physical training programs as administered by their Service Element Commander.

D. RESPONSIBILITIES:

1. Military members will:

1.1. Maintain their personal fitness and physical readiness in compliance with their Service regulations at all times. This includes providing their chain of command and Service Element Commander copies of profiles which prevent them from maintaining physical readiness standards and/or participating in physical training for medical reasons.

1.2. Meet physical screening requirements prescribed by their Service regulations prior to participating in Physical Fitness Testing.

1.3. Participate, unless medically excluded, in Physical Fitness Testing as prescribed by their Service regulations.

2. Directorates will:

2.1. Follow Service Element-specific guidance and whenever permitted by mission and workload requirements **allow** military members reasonable time during assigned duty hours to participate with their respective directorates and/or Service Element physical fitness program. Accommodation may have to be made for shift-workers.

2.2. Ensure all individuals review current Service specific guidance available on the TCJ1-P SharePoint site.

2.3. Ensure USTRANSCOM civilian employees eligible to participate in physical fitness activities during regular duty hours in accordance with reference (f) follow appropriate procedures to request and receive authorization from their Director prior to any excused absence for physical fitness activities (see Attachment 1).

3. Service Elements will:

3.1. Manage their Services fitness programs and ensure these programs follow their Service's regulations.

3.2. Coordinate with TCJ1 reporting Service's program status and issues.

3.3. Provide TCJ1-P Service-specific guidance for posting on the TCJ1-P (Services Pages) SharePoint sites.

3.4. Take appropriate administrative action(s) in cases of noncompliance with the established Service standards.

4. TCJ1 will:

4.1. Act as the single focal point for USTRANSCOM's active-duty military fitness program through (TCJ1-P) and civilian authorized absence for physical activities through (TCJ1-C).

4.2. Provide USTRANSCOM Commander and Command leadership visibility of the fitness program across Services and Directorates through various methods as required.

4.3. Provide and assist Service Element Commanders and Deputy Commanders with program management through their appointed Service Element Fitness Program Managers.

5. TCJ9 will:

5.1. Act as the single focal point for USTRANSCOM's reserve military fitness program management.

5.2. Provide TCJ1 with reserve military fitness program updates as required (usually annually) for a consolidated report to USTRANSCOM Commander and Command leadership.

E. EFFECTIVE DATE AND IMPLEMENTATION. This directive is effective immediately.

Mark D. Harnitchek
Vice Admiral, U.S. Navy
Deputy Commander

OPR: TCJ1-P

CIVILIAN EMPLOYEE PHYSICAL FITNESS GUIDELINES

USE OF DUTY TIME AND ON-BASE FACILITIES: As workload permits, managers and supervisors can approve participation in a health promotion fitness program, to include up to three hours of duty time per week, restricted to the use of in or on-base facilities. Use of duty time (excused absence) is appropriate only if recommended by the first-level supervisor and approved by the second-level supervisor using the attached request form. Individual requests may be tried/approved on a temporary basis first (i.e., for 3 months) to assess continuation of the program. Mission impact is the key element in making the decision. Overtime and compensatory time may not be approved nor earned on days when use of duty time is approved under this program except in emergency situations.

SUPERVISOR RESPONSIBILITIES:

1. Participation by appropriated funds employee is voluntary.
2. Time spent in fitness activity must be shown on the time card with the appropriate coding for excused absence (LN), along with the remark "Physical Fitness" and the employee's initials.
2. Actual request for physical fitness time and required doctor's statement will be filed in the Supervisor's Record of Employee, AF Form 971.
3. 1st level supervisor can disallow participation for short periods of time due to mission requirements and 2nd level supervisor can cancel the approval in its entirety to ensure the program is not compromised.
4. Temporary employees may not be granted excused absence for participation in fitness activities.
5. Because the employee is on "official time", it is the supervisor's responsibility to ensure employee's whereabouts and accountability. No excused absence may be granted for employees not actively participating.
6. The Air Force may be liable for injuries sustained while employees are participating in a program. If an injury should occur, supervisor should notify the employee to complete a CA-1, Notice of Traumatic Injury, and forward to the Civilian Personnel Flight.

CIVILIAN HEALTH PROMOTION CRITERIA: Appropriated fund, permanent, full-time, civilian employees wishing to participate in a physical fitness program during duty hours must obtain a doctor's statement (at their own expense), that fitness activities are permitted, with or without limiting conditions. A complete fitness program should address cardiovascular/aerobic endurance, muscular strength and endurance, flexibility and body composition.

1. For an activity to be considered aerobic, the heart rate should be elevated into the age and physical condition-specific training zone for at least 20 minutes. Walking, jogging and biking are examples of activities that give this result. Individual participation in sports such as golfing, bowling and softball are examples of activities that **do not** give this result.
2. Muscular strength and endurance exercises increase lean body mass, protect joints and increase the body's metabolism. Machines, free weights and general calisthenics are activities that provide these results.
3. Flexibility exercises involve stretching all major muscles in the body and help reduce injury risk and promote flexibility and mobility at each joint. Stretching sequences in the beginning and end of exercise promote this result.
4. Body composition relates to the amount of muscle tissue and fat tissue in the body. High levels of body fat should be reduced through a combined program of aerobic activity and strength training.

**REQUEST FOR APPROVAL OF EXCUSED ABSENCE & MEMORANDUM OF
UNDERSTANDING FOR PHYSICAL FITNESS ACTIVITIES**

EMPLOYEE:

I, _____, request approval of excused absence, not to exceed three (3) hours per week, for the sole purpose of participating in physical activities. I understand (**employee must initial each line**):

_____ I may only utilize on-base facilities during any period of excused absence for physical fitness activities.

_____ My participation is subject to supervisory scheduling and second-level supervisory approval.

_____ If my request is not approved or I cannot be released from work for physical fitness activities due to mission requirements, I may not challenge the decision unless the decision is arbitrary or capricious.

_____ Overtime and compensatory time **may not be approved nor earned** on days when use of duty time is approved under this program except in emergency situations.

_____ I must record each absence on my time sheet/card with the appropriate code for excused absence (LN) along with the remark "Physical Fitness".

_____ My 3 hours per week "on the clock" will be spread throughout five days or used in 3 days, that the time will not be accumulated and that the time spent will include dressing/showering/cleaning up, etc.

_____ I must report in to work before going to the exercise site and I must report back to work especially if the exercise is the last thing done in the afternoon.

_____ I must sign in and out at the appropriate level to record participation.

_____ That in order to enhance mission effectiveness, I must make every effort to improve my health and well being during any period of excused absence for the purpose of physical fitness.

_____ That this request must be accompanied by a doctor's statement, at my own expense, that physical fitness activities are permitted with or without limiting conditions, and

_____ Should my ability to participate in physical fitness activities become limited in any manner; I will notify my supervisor immediately.

Employee Signature

Date

FIRST LEVEL SUPERVISOR:

_____ The above named employee is assigned to me.

_____ Enhancement of mission accomplishment has been considered.

_____ Excused absence is recommended / not recommended.

1st Level Supervisor Signature

Date

SECOND LEVEL SUPERVISOR:

Above request for excused absence for physical fitness activities is _____ approved _____ disapproved.

2nd Level Supervisor Signature

Date

(FILE ORIGINAL OF THIS FORM AND DOCTOR'S STATEMENT IN SUPERVISOR'S RECORD OF EMPLOYEE (AF FORM 971))

