AZAA-ZB 13 September 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Physical Fitness Training Policy for Federal Technician Employees

1. This document supersedes the previous policy of the same subject dated 1 May 1998.

2. Purpose: This document describes the policy and procedures for the physical fitness training program during regular duty hours for Arizona National Guard Federal Technician employees and those State employees whose full-time job with this agency requires membership in the Arizona National Guard.

3. Policy:

a. All Federal Technician employees and State employees whose positions require membership in the Arizona National Guard will be afforded an opportunity to participate in physical fitness training program as described herein during duty hours. Title 32 Army AGR Personnel must comply with physical fitness requirements outlined in FM21-20 and AR 350-15. Title 32 Air AGR Personnel must comply with ANGI 40–501. Physical Fitness Training is strictly voluntary and will not reflect unfavorably on those who choose not to participate.

b. Employees are authorized up to one hour of duty time each day, on three different workdays per week, to participate in a physical fitness training program in accordance with this policy.

c. The employee, through their supervisor, must request participation in a physical fitness training program. The supervisor may approve participation provided the conditions outlined below are met.

d. Participation is limited to the following:

(1) A jogging or running physical fitness training program that begins and ends at the work site of the participant. Any jogging or running off the military installation must be done over a route normally used for that purpose.

(2) A spa-type physical fitness program whenever the supervisor verifies the site, equipment used, and its benefit to the participant's physical fitness.

(3) A bicycling program whenever it begins and ends at the work site.

(4) An on base swimming program provided a safety supervisor is on duty and the employee returns to the work site.

(5) Aerobics class when supervised by a qualified individual and the employee returns to the work site.

(6) A walking program whenever it begins and ends at the work site.

e. Title 32 Excepted Technicians must have a current military periodic examination that does not restrict the requested physical fitness program.

f. Denial by a supervisor of an employee's request to participate must be forwarded to the second level supervisor for review prior to notifying employee of the final decision.

g. On any given day, it is management's right to cancel physical fitness training for that day based on mission requirements.

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The Adjutant General

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