



STATE OF VERMONT
OFFICE OF THE ADJUTANT GENERAL
789 Vermont National Guard Road
Colchester, Vermont 05446-3099

NGVT-HRO

10 August 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum (NGVT-HRO 2018-01), VTNG Physical Fitness Program Policy.

1. This Policy letter defines the physical fitness program for all Vermont Army and Air National Guard Federal Technician and Active Guard Reserve (AGR) Personnel (fully described in paragraph 4, below). This program is voluntary for all personnel unless otherwise mandated by applicable regulations. It is intended to promote and maintain employee health by encouraging physical exercise which in turn encourages health consciousness at work and at home.
2. This program permits employees to conduct an individual exercise and fitness program using no more than 5 hours of duty time per week. This allowance is a privilege granted as an incentive to maintain a high level of personal fitness. However, substandard work performance, misconduct and having any adverse action against you may result in loss of privilege.
3. This is not a competitive sports program. Employees will only conduct authorized sports, exercise, or fitness programs during duty hours. Participation by an employee in an unauthorized sport, exercise, or fitness program during duty hours is willful misconduct. Any Federal Employees' Compensation Act (FECA) injury claim resulting from a technician's participation in an unauthorized sport, exercise, or fitness program during duty hours will be annotated with the supervisor statement: "This injury was incurred as a result of willful employee misconduct". Any line-of-duty investigation resulting from an AGR employee's participation in an unauthorized sport, exercise, or fitness program during duty hours will be recommended "not in the line of duty due to willful misconduct". Appropriate disciplinary action may be taken against technician and AGR personnel that participate in any unauthorized sport, exercise, or fitness program during duty hours.
4. This policy applies to all Federal Service permanent, indefinite and temporary, AGR and FTNG-OS personnel.

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5. The primary goal of the physical fitness program is to encourage employees to exercise resulting in a healthier and happier workforce. It will help the employee maintain a high level of fitness, reduce stress levels, decrease use of sick leave and increase productivity. In cases where employees violate the spirit or intent of this program, privileges may be revoked. In all cases, the mission of the Vermont National Guard will take precedence, and employees will schedule their exercise periods accordingly.
6. Safety is a major consideration when planning and evaluating a physical training program due to diversity of sports, exercise, and fitness programs available and risk factors with each program. Members of the Vermont National Guard covered by this policy should obtain a physician's certification of their ability to participate prior to initiating a personal fitness program. Once that has been completed, moderation should be the rule until increased levels of fitness are attained.
7. Enclosure 1 (Authorized Sports, Exercise and Fitness Programs) to this policy lists sports, exercises and fitness programs which may be conducted during duty hours. The Federal Employees' Compensation Act (FECA) Council is responsible to recommend changes to this policy. Exceptions to Attachment 1 for defined time periods may be authorized for specific events.
8. The mission of the Vermont National Guard must remain the priority at all times. Physical fitness is a viable part of the military readiness; however, common sense and judgement must prevail to provide a balance of time away from the job for a fitness program. In no instance may anyone be granted more than 5 hours of duty time per week. This will include time for changing, showering and traveling to and from the exercise location. Supervisors and employees must work together to schedule exercise periods while accomplishing the assigned mission and duties. Exercise periods may be scheduled at any time during the duty day subject to supervisory approval.
9. Employees may combine break and lunch periods with their exercise periods. All programs must begin and end at the participant's worksite unless prior approval has been received from the supervisor.
10. Exercise periods may be conducted at any location coordinated with the employee's supervisor that meets the individual preference and is not specifically prohibited by this policy.
11. Supervisors are responsible to know the location of their employees while performing on the duty fitness program. A sign-in and sign-out board is a recommended tracking tool for supervisor use.

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13. Point of Contact for this policy is NGVT-HRO (802) 338-3140.

FOR THE ADJUTANT GENERAL:

Encl a/s

GREGORY C KNIGHT
Colonel, IN
Human Resource Officer

DISTRIBUTION:

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AUTHORIZED SPORTS, EXERCISE, AND FITNESS PROGRAMS

1. The following sports are authorized to be conducted within the scope of this policy:

- A. Running
- B. Rowing
- C. Jogging
- D. Walking
- E. Cross-Country Skiing/Snowshoeing
- F. Aerobics (exercising to music)
- G. Rope Skipping
- H. Bicycling (stationary, road, trail, or street)
- I. Swimming
- J. Stair Climbing
- K. Resistance training(using body weight, partner resistance, free weights, or machines)
- L. Ruck/Road March
- M. Racquetball

2. Any sport, exercise, or fitness program not specifically listed is unauthorized during duty hours.

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