DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5000

REPLY TO
ATTENTION OF

IMWE-HOD-HR

GARRISON POLICY
DHR – 05

5 APR 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Employee Wellness and Civilian Fitness Program

1. References.

a. AR 600-63, Army Health Promotion, 7 Sep 10

b. Memorandum, HQ IMCOM IMCG, 13 Sep 10, subject: Command Policy #17 - Civilian Wellness

c. Memorandum, III Corps, Command Policy HP-01, 31 Jan 11, subject: III Corps and Fort Hood Civilian Fitness Program

d. Installation Management Campaign Plan, Line of Effort 3 – Leader and Workforce Development, March 2010.

2. Applicability. This policy applies to all full time USAG civilian employees working on Fort Hood, Texas.

3. Purpose. All leaders in the Garrison must make employee wellness a priority. The resilience and fitness of our Soldiers and Civilians are what enables them to thrive in an era of high operational tempo. By promoting healthier lifestyles, we can enhance morale, increase productivity, increase loyalty, increase performance, reduce sick leave, and increase job satisfaction. Physical fitness is a key ingredient to wellness and plays an important part in emotional well being.

4. The Employee Wellness and Civilian Fitness Program is a holistic approach to wellness incorporating both a civilian fitness program, existing wellness classes and health programs on Fort Hood. The program is voluntary and employees must have approval from their supervisor and Director. The employee may use up to three hours of administrative leave per week to engage in physical training and wellness classes for a six month duration. The specific schedule of work, administrative leave, and personal time will be agreed to between the employee and supervisor as part of the enrollment process. Supervisors will ascertain restrictions as to when the employee may take the administrative leave. The employee must be accountable for his or her actions and the supervisor must ensure that the employee is actually engaged in Employee Wellness and Civilian Fitness Program activities during the agreed upon dates and times.

a. Reporting: A pre and post assessment will be conducted. The employee must complete the pre-assessment to be enrolled in the Employee Wellness and Civilian Fitness Program and the final assessment to be considered as satisfying the requirements of the program. Failure to complete all of the program requirements, including the final assessment, may result in the previously approved administrative leave being converted to annual leave.

b. Participation: Employee must obtain a Civilian Fitness Enrollment packet and registration information online at www.hood.army.mil/dhr/wellness.htm or from the Garrison Wellness Coordinator, DHR/Workforce Development Office (WFD), Soldier Development Center, room G224B.

5. I highly encourage supervisors to promote employee participation in wellness activities and to make it possible for employees to continue their commitment to fitness using flexible work schedules. I expect supervisors to inform their employees about the physical fitness facilities, existing wellness classes and programs available on Fort Hood and to take advantage of the civilian global self-assessment tool of the Comprehensive Soldier Fitness Program to assess dimensions of the employee's emotional, social, spiritual and family fitness at http://www.army.mil/csf/.

6. The Employee Wellness and Civilian Fitness Program supports IMCOM's commitment to employee wellness by establishing and sustaining a command climate that promotes and reinforces health and wellness.

7. Point of contact for this action is Benjamin Lyons, Directorate of Human Resources, Workforce Development Office, at hood.dhr.wfd.gcwp@conus.army.mil or (254) 285-5698.

MARK A. FREITAG
COL, AR
Commanding

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