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USAG Fort Hood
Fort Hood, TX 76544
051330 Aug 13

OPERATION ORDER 13-024 (EMPLOYEE WELLNESS AND CIVILIAN FITNESS
/USAG FIT TO LIVE PROGRAM)

References:

- a. AR 600-63, Army Health Promotion, dated 7 Sep 10.
- b. Memorandum, HQ IMCOM IMCG, Subject: Command Policy 17 - Civilian Wellness, dated 13 Sep 10.
- c. Garrison Policy DHR-05, Subject: Employee Wellness and Civilian Fitness, dated 5 Apr 11.

Time Zone Used Throughout Order: Local.

Task Organization: Omitted.

1. **SITUATION.** Fort Hood Garrison conducts an Employee Fitness Program to promote health and wellness throughout the civilian workforce. There are two components of this program.

Component 1 - Employee Wellness and Civilian Fitness Program.

Component 2 - USAG Fit to Live.

2. **MISSION.** Fort Hood Garrison provides support for the Employee Wellness and Civilian Fitness Program (Component 1), and the Fit to Live Program (Component 2) in order to promote Civilian health and wellness. See **Enclosure 1** for timelines and schedule.

3. **EXECUTION.**

a. **Commander's Intent**

Purpose. All Supervisors 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. Component (1) is the ongoing wellness program (Garrison Policy DHR-05). Component (2) The Fit to Live Program is the Garrison's auxiliary program to provide managers and employees the maximum

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opportunity to engage in health and fitness. This component (2) is accomplished through continuous enrollment periods, and monthly assessment opportunities.

Key Tasks.

- Ensure all Fort Hood employees are aware of the US Army Garrison's Employee Fitness Programs.
- Maximum participation in the program.
- Ensure safe operations from start to finish.

Endstate. Establish and sustain a command climate that promotes and reinforces health and wellness. Raise awareness of the programs available on Fort Hood that support a holistic approach to wellness.

b. **Concept of Operations.** Directorate of Human Resources (DHR), Workforce Development Office (WFD) will coordinate with MEDCEN to oversee and manage the program for Fort Hood Civilian employees. Participation in the program is voluntary. Employees must complete all program requirements in order to satisfy the program agreement. Directorate and employee will identify which component of the program the program for participation: **Enclosure 1** for timelines and schedule.

(1) Component 1 - Employee Wellness and Civilian Fitness Program

(2) Component 2 - USAG Fit to Live

c. **Tasks to Garrison.**

(1) **Directorate of Human Resources (Workforce Development Office [WFD]):**

(a) Manage Components 1 and 2 of the Garrison Employee Fitness Programs.

(b) Coordinate with MEDCEN to conduct assessments and medical screening support.

(c) Process all Garrison Civilian enrollment packages into the program.

(d) Maintain a database of all Garrison participants, to include their individual pre and post assessment results.

(e) Implement a marketing strategy to inform all Fort Hood Civilian employees of wellness program opportunities.

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(f) Conduct a semi-annual orientation and assessment for enrollment into the Employee Wellness and Civilian Fitness Program (Component 1).

(g) Manage employee enrollments of a one-time 6 month opportunity into the Employee Wellness and Civilian Fitness Program (Component 1).

(h) Conduct monthly wellness orientation and assessments for employees enrolling into the USAG Fit to Live Program (Component 2).

(i) Establish location, date, and time for monthly orientation and assessments.

(2) Directorate of Family, Morale, Welfare and Recreation:

(a) Provide a minimum of two employees to support monthly orientation and assessment.

(b) Conduct Cardio-Respiratory Endurance Test.

(c) Conduct Flexibility Assessment.

(d) Provide assessment results to employees and Program Coordinator.

d. Tasks to All Installation Support Directorates and Installation Support Offices (ISD/ISOs):

(1) Appoint a Wellness Coordinator.

(2) Process all Employee Fitness Programs packets and submit to WFD.

(3) Identify which Program Component employee will participate (Employee Wellness and Civilian Fitness Program - Component 1 or Fit to Live Program - Component 2).

(4) Verify employees enroll into the Employee Wellness and Civilian Fitness Program only one time (Component 1).

(5) Maintain ATAAPS accountability of employees provided admin time for the Employee Wellness and Civilian Fitness Program (Component 1) for no longer than a 6 month period.

(6) Provide three hours of admin time per week for the Employee Wellness and Fitness Program (Component 1).

(7) Ensure employees utilize Fort Hood installation establishments for wellness activities while enrolled in Employee Wellness and Civilian Fitness Program

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(Component 1).

(8) Ensure employees participating in the USAG Fit to Live Program (Component 2) are not provided Admin Leave for wellness activities.

(9) Provide medical approval letters on all required participants.

(10) Adjust work schedules to permit exercise where possible and when it is consistent with the workload and the mission.

e. Coordinating Instructions.

(1) Request MEDCEN:

(a) Provide two medical personnel (APN) to assist with the monthly Medical Screening assessments.

(b) Coordinate with Garrison DHR for program promotion, requirements and monthly enrollments.

(2) Program requirements for Employee Fitness Program (Component 1 and 2):

(a) Must be a full time employee.

(b) Must have approval from supervisor and director to enroll in the program.

(c) Must complete the orientation and assessment for enrollment in the Employee Fitness Program (Component 1 and 2).

(d) Failure to complete all of the program requirements for the Employee Wellness and Civilian Fitness Program (Component 2) will result in the previously approved administrative leave being converted to annual leave or leave without pay.

(3) Supervisor requirements:

(a) Specify restrictions to when employees may take the administrative leave due to mission requirements (Component 1).

(b) Approve enrollment form and forward to director for final approval.

(c) Ensure employee is actively engaged in the Employee Fitness activities during the agreed upon dates and times.

(d) Inform respective Program Coordinator of employees who withdraw or are terminated from the Employee Fitness Programs.

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(e) Participants are encouraged to maintain a log of program activities by joining the President's Challenge at <http://www.presidentschallenge.org/> (IMCOM Code 90878) or by keeping a manual log.

(f) Timesheets will be coded for administrative leave (Component 1).

4. **SUSTAINMENT:** Fort Hood is a Net Zero Waste (NZW) installation. Leaders will ensure NZW initiatives are fully incorporated into the planning and implementation phases of all operations. To the maximum extent possible, all activity | event | operation coordination will promote an acquisition and usage strategy that considers the full waste cycle, to include reduced usage, repurposing of serviceable materials, and recycling of reclaimable items.

5. **COMMAND AND SIGNAL.**

a. Command. Omitted.

b. Signal. Tasked organizations will make direct coordination with Program Manager, Mr. Mike Berry at (254) 287-0516 or michael.berry7.civ@mail.mil upon receipt of this order.

ACKNOWLEDGE:

ELLEGE
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OFFICIAL:


GOGAS
DPTMS

ENCLOSURE(s):

- 1-ENROLLMENT SCHEDULE.
- 2-EMPLOYEE WELLNESS AND CIVILIAN FITNESS ENROLLMENT.
- 3-USAG FIT TO LIVE ENROLLMENT.

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Garrison CSM
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