

STATE OF WEST VIRGINIA
THE ADJUTANT GENERAL' S DEPARTMENT
CHARLESTON, WEST VIRGINIA 25311-1085

WV Human Resources Management Office Regulation
Number 990-1

1 February 1995

General and Miscellaneous

WEST VIRGINIA NATIONAL GUARD PHYSICAL
FITNESS PROGRAM

This regulation implements a Physical Fitness Program for all full-time personnel of the West Virginia National Guard on a permanent basis. It is applicable to all West Virginia National Guard Technicians, Excepted and Competitive and all Active Guard/Reserve (AGR), Army and Air.

CHAPTER 1

GENERAL

1-1. PURPOSE. This Physical Fitness program is established for the full-time work force of the West Virginia National Guard on a permanent basis. The goal of the program is to encourage full-time support personnel to participate in a physical fitness program which will promote better health and physical fitness, increase individual productivity, and decrease the use of sick leave.

1-2. PARTICIPATION: Participation in the Physical Fitness Program will be:

- a. West Virginia National Guard Technicians, excepted and competitive - Optional at all times.
- b. Active Guard/Reserve, Army - Mandatory.
- c. Active Guard/Reserve, Air - Optional.

1-3. DESIGNATION OF ACTIVITY HEADS. For the purpose of this regulation, Activity Heads are:

- a. Executive Support Staff Officer, HQ, WVANG
- b. Air Commander, 130th AG,
- c. Air Commander, 167th AG,

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Supersedes: WVSPMOR 990-1 dated 31 Jul 91

- d. Command Administrative Officer, WVARNG
- e. Surface Maintenance Manager
- f. Aircraft Pilot Supervisor, AASF
- g. United States Property and Fiscal Officer
- h. Human Resources Management Officer
- 1. Facility Manager, ATS
- j. All Administrative Officers

1-4. RESPONSIBILITIES

a. The Adjutant General (TAG) is responsible for the full-time support programs of the West Virginia National Guard.

b. The Human Resources Management Officer (ERMO) is designated as the individual to implement and monitor the Physical Fitness Program for all full-time personnel of the West Virginia National Guard.

CHAPTER 2

POLICY

2-1. LOCATION. Where possible, participation will be limited to the area and grounds of the normal duty station/facility to which the personnel are assigned. When the facility/duty station is not adequate for the selected exercise, the activity head may select areas outside the confines of the facility. All exercise activities will begin and end at the worksite.

2-2. EQUIPMENT. Other than the equipment which is currently available at most duty stations/facilities, the government will provide and maintain special exercise equipment at its own discretion. The individual is responsible for providing, maintaining, and securing all personal items or equipment.

2-3. PARTICIPATION. Individuals participating in the program will be authorized a maximum of one hour per day, three times per week. If a holiday falls on one of the scheduled days or an individual is absent, no other day will be authorized in lieu thereof.

2-4. NORMAL SCHEDULE. The normal schedule will be Monday, Wednesday and Friday of each week. The Supervisor will designate, in conjunction with the participant, an appropriate hour of the normal duty day. Individuals will participate during the normal scheduled hour, unless mission requirements dictate change. In such cases, supervisors are encouraged to authorize a_ alternate period for physical training.

2-5. ALTERNATE SCHEDULE. In those areas where the workload will not permit all individuals to participate at one time, Activity Heads may implement an alternate schedule. The first group will participate on Monday, Wednesday and Friday of the first week and Tuesday and Thursday of the second week on a rotating basis. The second group will begin on Tuesday and Thursday of the first week and Monday, Wednesday and Friday of the second week, again on a rotating basis.

2-6. MISSION DEMANDS. All supervisors will make every effort to permit individuals to participate in the Physical Fitness Program, however, the mission of the West Virginia National Guard is paramount. Participation for a specific individual on a specific day may be denied by their immediate supervisor, based on mission-requirements. Recall to the worksite may also be required at any time during the physical fitness period.

2-7. OTHER PHYSICAL ACTIVITIES. Due to the emphasis being placed by the Department of Defense on the reduction of Federal Workers' Compensation claims, any physical activity other than those listed in Paragraph 3-1 will not be sanctioned by The Adjutant General. Any injury occurring while participating in unsanctioned activities will not be covered by Federal Workers' Compensation.

2-8. FEDERAL WORKERS' COMPENSATION. West Virginia National Guard technicians will be covered by Federal Workers' Compensation while participating in the program, therefore, it is essential that individuals sign-out from their worksite and return to the worksite to sign-in.

CHAPTER 3

PROCEDURES

3-1. EXERCISE. The following exercises are approved under this program: Walking, running/jogging, skating, bicycling, swimming, calisthenics, aerobic dance, weight programs, and all facility exercise machines upon receiving a safety briefing and/or proper use of safety equipment. Individual or group participation is authorized. It is also recognized that individuals may be at different levels of fitness, therefore, the level of participation by individuals within the group may be different. Personnel are encouraged to participate in the appropriate military Physical Fitness Program requirements.

3-2. OVER AGE 40 INDIVIDUALS. All individuals over the age of 40 are encouraged to have a physical screening examination by their physician prior to participating in this or any physical fitness program.

3-3. PHYSICAL FITNESS MONITOR. Each Activity Head will appoint first line supervisors as Physical Fitness Monitors to oversee the Physical: Fitness Program. The individual will be responsible for ensuring participation is in compliance with this regulation.

3-4. INDIVIDUAL PARTICIPATION. Individual participation will be as outlined in Paragraph 2-3 of this regulation. To obtain the maximum benefits of the program, individuals are encouraged to participate on a regular basis. .

3-5. SIGN-OUT/SIGN-IN. Individuals will be required to sign-out from their respective worksite prior to participation and must return to the worksite upon completion of the activity to sign-in. This is mandatory to protect the individual and the agency in case of an injury. WVHRMO Form 26 will be used for this purpose.

3-6. ACKNOWLEDGMENT. To participate in the Physical Fitness Program, individuals must complete a WV BRMO Form 27 Physical Fitness Program Acknowledgment Statement. The statement will be retained by the Physical Fitness Monitor. This regulation supersedes WVSPMOR 990-1 dated 31 July 1991, same subject.

2 Encl

1. WVHRMO Form 26
2. WVHRMO Form 27

JOSEPH J. SKAFF
Major General, WVARNG
The Adjutant General

WEST VIRGINIA NATIONAL GUARD

PHYSICAL FITNESS PROGRAM - ACKNOWLEDGMENT STATEMENT

1. This statement will acknowledge my participation in the West Virginia National Guard Physical Fitness Program, as implemented by WVHRMO Regulation Number 990-1, dated 1 February 1995.
2. I understand that my participation in the program will be supervised. further understand that if I abuse the program I may be subject to appropriate disciplinary action and/or revocation of privileges.
3. I will conduct my exercise program within a reasonable vicinity of my worksite, as determined by my Supervisor. Times for participation will be approved by my Supervisor in consideration of mission requirements. Exercise sessions will begin and end at the worksite. I will sign out and sign in during each physical fitness session and understand that I am subject to recall to the worksite at any time during a physical fitness period .
4. I understand that the establishment of this program and any decision _de in regard to the program are decisions that rest with The Adjutant General.
5. This acknowledgment statement will be kept on file by the Physical Fitness Monitor.
6. I further understand that:
 - a. Participation in this program is mandatory for all West Virginia Army Active Guard/Reserve (AGR) personnel.
 - b. Participation in this program is strictly voluntary for all West Virginia Army and Air National Guard technician personnel, excepted and competitive, and Air National Guard AGR personnel.
7. In view of the foregoing, my participation in the West Virginia National Guard Physical Fitness Program is hereby acknowledged.

(TYPED/PRINTED INDIVIDUAL'S NAME)

(POSITION TITLE)

(INDIVIDUAL SIGN & DATE)

(UNIT/ACTIVITY)

AGR: ARNG ANG TECH: ANG ARNG
(CIRCLE ONE)

(SUPERVISOR SIGN & DATE)