HUMAN RESOURCE OFFICE
TECHNICIAN/ AGR ADMINISTRATIVE INSTRUCTION

APR 1 1 2012

Number 11-002

West Virginia Army and Air National Guard Policy and Instructions for Physical Fitness

Purpose: To establish policies and procedures for the West Virginia National Guard's physical fitness program to increase productivity, optimize health, and decrease absenteeism while maintaining a higher level of efficiency and effectiveness for this organization.

References:

a. Air Force Instruction (AFI) 10-248 Fitness Program, 25 September 2006
b. Army Field Manual (FM) 21-20 Physical Fitness Training, 1 October 1998
c. Army Training Circular (TC) Army Physical Readiness Training, 20 August 2010

History: This policy memorandum supersedes West Virginia Physical Fitness Regulation 990-1, dated 1 February 1995

Applicability:

a. Active Guard/ Reserve (AGR) Army and Air: Mandatory Participation
b. Full Time National Guard Duty- Operational Support (FTNGD-OS) Army and Air: Mandatory Participation
c. Non-Dual Status and Dual-Status Federal Technicians: Optional Participation
d. Military Authority/ State Employees: Not Applicable- MilAuth/ State Employees must adhere to policies established by the State handbook
e. Contract Employees: Not Applicable- Contract Employees must abide by contract from their employers

Proponent and Exception Authority: The proponent for this policy is NGWV-HRO-Z (Human Resource Office) for Technicians and AGR personnel, and may approve exceptions to this policy when consistent with law and regulation.

Effective: This policy is effective immediately, and remains effective until rescinded or superseded.

1. Background

1-1. Introduction of AFI 10-248 Fitness Program

All members of the Air Force (AF) must be physically fit to support the AF mission. Health benefits from an active lifestyle will increase productivity, optimize health, and decrease

absenteeism while maintaining a higher level of readiness. The goal of the Fitness Program (FP) is to motivate all members to participate in a year-round physical conditioning program that emphasizes total fitness, to include proper aerobic conditioning, strength/ flexibility training, and healthy eating. Commanders and supervisors must incorporate fitness into the AF culture to establish an environment for members to maintain physical fitness and health to meet expeditionary mission requirements and deliver a fit and ready force.

1-2. Philosophy of TC 3-22.20 Army Physical Readiness Training
Military leaders have always recognized the effectiveness of Soldiers depends largely on their physical condition. Full spectrum operations place a premium on the Soldier's strength, stamina, agility, resiliency, and coordination. Victory—and even the Soldier's life—so often depend upon these factors. To march long distances in fighting load through rugged country, and to fight effectively upon arriving at the area of combat; to drive fast-moving tanks and motor vehicles over rough terrain; to assault; to run and crawl for long distances; to jump in and out of craters and trenches; and to jump over obstacles; to lift and carry heavy objects; to keep going for many hours without sleep or rest—all these activities of warfare and many others require superb physical conditioning.

1-3. Establishment
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 fulltime support personnel to participate in a physical fitness program which will promote healthier lifestyles, improved physical fitness, increased individual productivity, and decreased use of sick leave.

2. Policy

2-1. Implementation
a. The Adjutant General (TAG) directs implementation of this Physical Fitness program to provide an environment that supports and motivates a healthy lifestyle through optimal fitness and nutrition. The goal of the West Virginia National Guard Physical Fitness Program is to develop Soldiers and Airmen who are physically capable and ready to perform their duty assignments or combat roles.

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

c. Implementation of all training will be delegated down to the first O-3 (AGR/FTNGD-OS) in the chain of command/supervision, OR the first line supervisor for Technicians. These leaders will positively promote an effective Physical Fitness program for their staffs/sections, and encourage participation by all full-time employees of the West Virginia National Guard.

2-2. Conducting the Physical Training
a. Physical fitness training will be conducted using the following guidance:

(1) The allotted time for Physical fitness training will be one hour per day/five days per week. Preferred times for physical training are either the 1st hour of the duty day, or the last hour of the duty day. Depending upon mission requirements, supervisors may set aside a different

hour during the duty day; however, it is not intended the employee be allotted more than one hour per day for participation in physical fitness.

(2) On non-physical fitness days (e.g. holidays, weekends), it is still recommended all employees engage in fitness activities outside the workplace which will supplement the goals of this policy.

(3) In those sections or staff areas where the workload will not permit all individuals to participate at one time, the first O-3 (AGR/FTNGD-OS) in the chain of command/supervision, OR the first line supervisor for Technicians will develop an alternate training schedule, and maintain on file at the work site. Any alternate schedule must meet TAG's guidance and intent stated above.

(4) All physical fitness training will be IAW regulations applicable to the individual's branch of service. Any physical fitness training not covered in the referenced regulations (e.g. intramural sports, basketball, football) will not be conducted. A risk assessment (DA Form 7566 or like form) and a thru Memorandum (Enclosure 3) must be completed and signed by the appropriate level of Command/supervision, and forwarded to the Human Resource Office for approval. The first O-3 (AGR/FTNGD-OS) in the chain of command/supervision, OR the first line supervisor for Technicians will ensure reward for activity outweighs any risk involved, and all risks are mitigated by appropriate control measures. The HRO must approve plans prior to engaging in any fitness program not covered in this policy. All risk assessments and approvals from the HRO MUST be maintained on file in the supervisory record in case of an injury resulting from the activity.

(5) It is highly encouraged Commanders and Supervisors provide an opportunity for structured Physical Fitness Training at least once per week. There are Warrior Wellness Trained Instructors throughout the West Virginia National Guard who can help facilitate these activities. This training should be open to both Army and Air members should they wish to participate. This training must be IAW referenced regulations, and time and location of training should be announced in advance to maximize participation.

a. Other than the equipment which is currently available at most facilities/duty stations, the individual units may provide and maintain special exercise equipment at their own discretion. Commanders will ensure equipment is adequately maintained, and submit requests for any additional equipment through the proper service channels. Commanders/supervisors must also ensure cleaning supplies are readily available to employees for the proper disinfection of exercise equipment. The individual is responsible for the proper disinfection of equipment, and for providing, maintaining, and securing all personal items.

b. Where possible, participation will be limited to the area and grounds of the normal facility/duty station to which the personnel are assigned. When the facility/duty station is not adequate for the selected exercise, the first O-3 (AGR/FTNGD-OS) in the chain of command/supervision, OR the first line supervisor for Technicians may select areas outside the confines of the facility.

c. All exercise activities should begin and end at the worksite. If this is not practical, the first O-3s (AGR/FTNGD-OS) in the chain of command/supervision, OR the first line supervisors for Technicians are responsible for devising an accountability tracking method. Accountability is critical due to the possibility of a recall of employees to meet mission requirements. To this end, employees must utilize the Sign-In/ Out Form (Enclosure 2). This form is vital for Technicians in cases of a Federal Worker's Compensation Claim to substantiate the Physical Fitness activity and location where the injury occurred. Failure to properly annotate this prior to

the PT session may result in a denial of a claim by the Department of Labor. TAAI 11-002 does not apply to West Virginia National Guard members when TDY; however, it is encouraged they still engage in fitness activities at a fitness center and/or on an approved running/walking track.

d. The Adjutant General retains the authority to modify or cancel the program. The use of the Physical Fitness program during duty hours is a privilege, not a right. The first O-3 (AGR/FTNGD-OS) in the chain of command/supervision OR the first line supervisor for Technicians is responsible to ensure this program is not abused. Individuals who abuse this program may be disciplined or have their privileges revoked. If there is a pattern of injury regarding an employee's participation in the program, the employee may have his/her privilege denied.

3. Roles and Responsibilities

3-1. Warrior Wellness Trained Instructors

Warrior Wellness Trained Instructors may provide training, training schedules, and an organized training opportunity each week to assist members of the West Virginia National Guard in meeting their personal fitness goals. Warrior Wellness Trainers may also work with the Medical Command (MEDCOM) or Air Guard Clinics to help provide nutritional guidance at the request of personnel.

3-2. Army Medical Command (MEDCOM)/ Air Guard Clinics

The MEDCOM and Clinics will assist in providing any nutritional guidance requested by members of the West Virginia National Guard.

3-3. Supervisors and Leaders

Supervisors and leaders will promote and encourage healthy lifestyles for all full-time personnel of the West Virginia National Guard through fitness and nutrition. They will ensure all assigned full-time personnel of the West Virginia National Guard are in compliance with this policy. All supervisors will make every effort to permit individuals to participate in Physical Fitness Training; however, the mission of the West Virginia National Guard is paramount. Participation for a specific individual on a specific day may be denied/rescheduled by his/her immediate supervisor based on mission-requirements. A recall to the worksite may also be required at any time during the physical fitness period. If a Technician sustains an injury during the PT session, supervisors must initiate the proper incident report (CA-1). If an AGR/ FTNGD-OS sustains an injury, follow LOD procedures. Supervisors must also report the injury to the appropriate Safety office.

3-4. Individual Participants

Individuals, NCOICs, and Warrior Wellness trainers will ensure all training is conducted in a safe and effective manner. Individuals are highly encouraged to develop personal goals and improvement plans. All individuals should monitor and evaluate their physical fitness plans to ensure steady and deliberate physical fitness improvements. During organized PT sessions, the use of "ability groups" may be used to ensure overall success of this program. If an individual is injured during the PT session, the individual must report the injury to the first O-3 (AGR/FTNGD-OS) in the chain of command/supervision OR the first line supervisor for Technicians.

4. Administrative Considerations

4-1. Physical Fitness Agreement

Individuals must complete a Physical Fitness Agreement (Enclosure 1) to participate in the Physical Fitness Training Program. This agreement will be maintained in the supervisory record/workfolder.

4-2. Individual Screening

All individuals are encouraged to have a physical screening examination by their physicians prior to participating in this or any Physical Fitness Training.

4-3. Federal Workers Compensation

West Virginia National Guard Technicians will be covered by Federal Workers' Compensation while participating in the program; therefore, it is essential individuals follow all established guidance for this program. This includes, but not limited to, completing a sign in/out roster, and approval for any physical fitness conducted away from duty station.

5. Program Coordination:

For other inquiries, please contact the Employee Relations Specialist in the Human Resource Office, 1703 Coonskin Drive, Charleston WV 25311-1085; Commercial: (304) 561-6606 DSN: 623-6606.

JAMES A. HOYER
Major General, WVARNG
The Adjutant General

WEST VIRGINIA NATIONAL GUARD
Physical Fitness- Acknowledgement Statement

1. This statement acknowledges my participation in the West Virginia National Guard Physical Fitness Training, as implemented by TAAI 11-002.

2. I understand my participation in the program will be supervised. Further, I understand 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. I understand I am subject to recall to the worksite at any time during a physical fitness period.

4. I understand the establishment of the program, and any decision with regard to the program rests with the Adjutant General of West Virginia.

5. I further understand:

a. Participation in this program is mandatory for all West Virginia Active Guard/ Reserve (AGR) and FTNGD-OS personnel.

b. Participation in this program is strictly voluntary for all West Virginia National Guard Technician personnel, excepted and competitive.

c. Participation in this program is strictly voluntary for all West Virginia National Guard State, Military Authority employees, and Contract employees, who must adhere to the guidance and policies established by their respective employers.

6. This acknowledgement statement will be kept on file by my supervisor.

7. In view of the foregoing, my participation in the West Virginia National Guard Physical Fitness Training is hereby acknowledged.

Individual's Name (Printed)

ARNG ANG AGR FTNGD-OS TECH STATE MILITARY AUTHORITY CONTRACTOR
Circle Branch **Circle Status**

Unit/ Section

Individual's Signature
Date

Supervisor's Signature
Date

Enclosure 1

WEST VIRGINIA NATIONAL GUARD

Physical Fitness- Sign In/ Out Roster

Date	Time Out	Time In	Location	Type of Exercise	Remarks	Signature

Organizational Name/ Title
Street Address
City State and Zip

OFFICE SYMBOL DATE

MEMORANDUM THRU Chain of Command

FOR The Human Resource Office, Employee Relations Specialist, 1703 Coonskin Drive, Charleston, WV 25311

SUBJECT: Waiver for _____

1. I am requesting a waiver from the TAAI 11-002 (annotate in para1 the activity to be waived.)

2. The activity will be conducted at (Insert time/ duration of activity) in a controlled environment with a completed risk assessment. This activity consists of (provide all associated physical fitness categories with this activity- e.g. running, jumping, throwing).

3. The physical gain to the participant is (state the physical fitness improvements or sustainment's this activity will provide). If this activity is a morale builder, please annotate the circumstances and support in this paragraph.

4. Please see the enclosed DA 7566 (or like form) for the proper risk assessment. If this waiver is approved, the Risk Assessment will be read to all participants prior to the activity.

5. Point of contact for this memorandum is Rank, Name, number, email.

Encl

JOHN DOE
MAJ, EN, WVARNG
Commanding Officer/ Supervisor