



DEPARTMENT OF THE AIR FORCE
435TH AIR BASE WING (USAFE)

MEMORANDUM FOR DISTRIBUTION E

07 Jun 2006

FROM: 435 AW/CC

SUBJECT: Excused Absence for Physical Fitness Activities For Civilian US Appropriated Fund Employees

1. It's important to our mission to ensure the health and wellness of the Air Force's workforce and that we achieve a cohesive team, both military and civilian employees working together. Our deployment responsibilities take a toll on us all in loss of manpower, extended work hours, and stress. We need to be ready both physically and mentally at all times.

2. It is in the best interest of the Air Force to allow civilian employees the opportunity to participate in frequent and regular physical activities using excused absence. Therefore, effective immediately, all full-time permanent US appropriated fund are authorized time for physical fitness activities while in an official duty status. Use of this time is voluntary on the part of the employee. The following conditions will apply to the use of such time:

a. A maximum of three (3) hours per week may be used for the sole purpose of participating in physical fitness activities. The time may be used in three one-hour blocks and cannot be combined with authorized breaks, but may be in conjunction with an approved lunch period.

b. The physical fitness activities will be limited to running, walking, jogging, bicycle riding, weight training and structured exercises (i.e., push-ups, sit-ups, aerobics, etc.). Golfing, bowling, softball, and volleyball are examples of activities that do not fall within this program.

c. The three hours per week consists of total time away from the job and includes time for changing clothes, showering, traveling to the exercise location, etc. All physical fitness activities will originate and terminate at the work site. Use of on-base fitness facilities is required. It is both the first-level supervisor's and employee's responsibility to ensure that each absence is recorded on the employee's time sheet with the appropriate code for excused absence along with the remark "Physical Fitness".

d. Participation in this program must be approved by the first and second level supervisor and is contingent upon mission requirements. Supervisors will have the authority to revoke participation privileges if any abuse is identified and is not promptly corrected.

e. All employees requesting participation in the physical fitness program must complete the attached Physical Training Pre-Participation Screening Questionnaire Form. Employees

having a positive screening questionnaire must obtain clearance from their primary care provider/physician prior to participation in a physical fitness program.

3. Questions regarding the above policy and excused absence or leave issues may be referred to your Employee Management Specialist in the Civilian Personnel Flight at 480-2008. This letter supersedes Policy Letter #15 dated 15 Jul 2005.

//signed//

KURTIS D. LOHIDE
Colonel, USAF
Commander

3 Attachments

1. Civilian Physical Fitness Activity Criteria
2. Request for Approval
3. Physical Training Pre-Participation Screening Questionnaire