**STATE OF OHIO**
**ADJUTANT GENERAL'S DEPARTMENT**
**2825 West Dublin Granville Road**
**Columbus, Ohio 43235-2789**

AGOH-HRO-TN 1 June 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Clarification of Use of Official Time for Physical Fitness

1. The Department of Defense Directive 1010.10 and Department of Defense Instruction 1308.3 authorizes agencies to establish a Voluntary Physical Fitness Program for their federal civilian employees (technicians) and military personnel using limited official time. This memorandum provides clarification of the approved physical fitness program for technician and AGR employees of the Ohio Army and Air National Guard.

2. The purpose of an ongoing Physical Fitness Program is to promote and maintain individual health. Participation in an on going Physical Fitness Program during working hours is voluntary for full-time technician and AGR employees. Those employees who choose to participate may be allowed a maximum of one hour of official duty time during a workday for a period of three to five times per week. Unused time cannot be accumulated for future use. Shower and clean up time will be included as part of the official time.

3. Scheduling of physical fitness time will be with the concurrence of the first line supervisor. Supervisors should make every attempt to prepare work schedules that allow technician and AGR employees to participate in a fitness program upon request. Rescheduling around inclement weather conditions should also be considered by supervisors to ensure that the technicians are given the opportunity to use three to five one-hour increments per week. The use of official time for physical fitness is a privilege. Management retains the right to maintain the productivity of the work center and ensure that the immediate mission requirements be accomplished. Fitness activities should not compromise the ability of a work center to remain operational during duty hours.

4. The Voluntary Physical Fitness Program may be an individual or group physical exercise activity, e.g., walking, jogging, aerobic exercise, bicycling, swimming, tennis, racquetball, volleyball, etc. There are *no* contact sports activities permitted. Football and basketball are specifically prohibited due to the high number of injuries incurred in the past. Individuals unsure of their fitness levels should consult with their physicians prior to beginning a rigorous fitness program. Prevention of injury must be everyone's goal. In case of an injury, the employee must report the injury to his or her supervisor. Injuries to technician employees require the

immediate supervisor to initiate an Office of Workers' Compensation Program (OWCP) Incident Report on a Form CA-1.

5. Due to limited facilities at most work sites, employees may be permitted to leave the work site to go to public or private physical fitness locations. Physical fitness may be combined before or after the scheduled lunch period.

6. Supervisors may take appropriate disciplinary actions to include the suspension of this benefit for those technician or AGR employees who abuse it. The Adjutant General retains the right to discontinue the program.

7. Disagreements on the administration of this program are grievable under provisions of the respective Labor-Management Agreements by bargaining unit technicians and provisions of AGOH-HRO Memorandum dated 8 March 2000 (Technician Administrative Grievance Plan) by non-bargaining unit technicians. The AFGE Local #3970 has been consulted and fully supports this Voluntary Physical Fitness Program.

8. This memorandum expands information contained in the Technician and AGR Handbook on Physical Fitness. Questions regarding these procedures should be directed to Capt Dan Roche at DSN: 346-7269, commercial 614-336-7269.

MICHAEL ORE
COL, MP, OHARNG
Director, Human Resource Officer

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