

DEPARTMENT OF THE ARMY
Southwestern Division, U.S. Army Corps of Engineers
1100 Commerce Street
Dallas, Texas 75242-0216

SWDR 600-1-1

CESWD-HR

Regulation
No. SWDR 600-1-1

17 July 2012

Human Resources
SOUTHWESTERN DIVISION FITNESS AND HEALTH PROGRAM

1. Purpose: This memorandum establishes the Southwestern Division's (SWD) fitness and health program policy. The Fitness and Health Program is being established to foster an environment that will sustain the overall physical and mental health of our workforce. In addition, it is being implemented to ensure employees are able to maintain mission productivity and are better prepared to meet the challenges of our current and future Corps mission.
2. Applicability: This document applies to all SWD organizations.
3. Distribution. Approved for public release; distribution is unlimited.
4. References:
 - a. Memorandum, CERM-F, 17 March 2008, Fitness and Health Program Policy (Encl 1).
 - b. ER 690-1-710, Employee Assistance Program, 31 January 2006.
 - c. AR 600-63, Army Health Promotion, 7 May 2007.
 - d. Federal Employee Health Services Programs, 5 CFR 792.
5. Policy: SWD is committed to promoting and supporting the physical and mental fitness of our employees. Most illnesses can be avoided or minimized through preventive measures, early detection, health education, and physical exercise. Behavioral health and employee wellness are extremely important in enhancing job performance, reducing absenteeism and promoting the overall wellbeing of our workforce.
6. Responsibility:
 - a. Commanders:
 - (1) Implement a local Fitness and Health Program in accordance with Army and USACE guidance, encouraging all team members to participate in health and fitness events, health

screening, stress management, substance abuse prevention, nutrition programs, smoking cessation,

injury and disease prevention, behavioral health intervention activities, suicide prevention, and other such health, fitness and educational activities.

(2) To the extent possible and within budget constraints, will provide access to fitness facilities either on location or within a reasonable commuting distance (as determined by the command). As such, the financial impact should be assessed prior to making these accommodations available to employees. In accordance with USACE guidance, the use of physical fitness centers or fitness equipment will be made available to employees by (1) use of existing facilities on military installations within the local commuting area, (2) use of commercial facilities, contracted at an organizational rate as per reference 1.c. and at no residual cost to the employees, or (3) providing fitness equipment for personnel at remote locations. Additional procedural information and USACE guidance is available at reference 1.a.

(3) Commanders, at their discretion, may grant employees up to three hours of administrative leave per week (not to exceed one hour per day) to participate in a command-sponsored physical exercise/fitness training, provided the training is an integral part of the formally approved Civilian Fitness Program (CFP). Participation in this "once-in-a career CFP" is limited to a total period of not more than six months in an employee's Federal career. After completion of the six-month CFP, employees must use their own time/leave to continue with their fitness programs.

(4) Will make use of the Employee Assistance Program (EAP) to ensure topics such as smoking cessation, parenting, eldercare, anger and stress management, suicide prevention, and other behavioral issues that may be relevant to their workforce are addressed in venues such as townhalls, newsletters, brown bag lunches, and classroom seminars. Commanders should ensure EAP services and opportunities are available to all employees at all locations.

(5) In accordance with HQUSACE OPORD 2010-66, commanders will ensure that all USACE personnel returning from overseas contingency operations (OCO) are offered behavioral health screenings. Behavioral health screenings are mandated for returning active duty personnel. And, in keeping with HQUSACE OPORD 2010-26, commanders will ensure that all personnel returning from OCO deployments have access to EAP Counselors trained in Post Traumatic Stress Disorder.

(6) Will designate a Fitness Coordinator for their respective district/organization.

(7) When formulating their local CFPs, commanders will ensure coordination with Safety, Resource Management, Logistics, Contracting, CPAC, and the Office of Counsel to ensure program success.

b. Supervisors:

Supervisory support and commitment is essential to ensuring program success. Immediate supervisors should accommodate employee work schedules to allow employee participation in health and fitness activities whenever possible, provided there is no adverse impact on mission accomplishment or effectiveness. Supervisors will recommend to the next higher level supervisor approval/disapproval of an employee's request to participate in the six-month command-sponsored CFP. Once approval is granted, supervisors will inform the employee, timekeeper, and Fitness Coordinator using the notification form. They will also provide a copy of the CPF Supervisor and Employee Participation Agreement to the Fitness Coordinator. Additionally, they are responsible for monitoring the employee's participation to ensure conformity with the program's intended purpose and may terminate participation when there is mission impact or if an employee is improperly using the time allotted for the CFP fitness activities. Supervisors are granted the discretion to alter fitness schedules in order to ensure organizational mission requirements are met.

c. Employees are encouraged to take advantage of the SWD Fitness and Health Program by supporting a healthy lifestyle through exercise, practicing good nutritional habits, and reducing alcohol and tobacco use. Participation in local health and fitness activities serves as a means to improve job performance, minimize absenteeism, and promote overall fitness and good health.

(1) Employees may utilize non-duty time, lunch periods, flex-schedule, or annual leave when participating in fitness and health activities. When utilizing flexi-schedules or annual leave, employees must first request and obtain supervisory approval.

(2) If an employee desires to enroll in the six-month command-sponsored CFP, they must receive authorization from their supervisory chain of command. Once authorized, employees must comply with the participation agreement and document their CFP activities. To participate in the CFP employees must:

(a) Obtain the CFP Enrollment and Participant Packet (Encl 2) from their local Fitness Coordinator. The packet includes enrollment and participation procedures; responsibilities and conditions; employee acknowledgement; notification of CPF participation; supervisor and employee participation agreement; participant fitness log; and the post assessment survey. Employee will complete, sign and submit the employee acknowledgement and the supervisor and employee participation agreement to their immediate supervisor for their review, recommendation, and submission to the next level supervisor for approval.

(b) Maintain the participant fitness log to record their CFP activities (date, activity, time and location). This form tracks the fitness participation rate and is to be submitted to their supervisor monthly for review. Upon completion of the six-month CFP, employees are to complete the anonymous post assessment survey.

d. The Civilian Personnel Advisory Center (CPAC) is responsible for negotiating or consulting with union officials as described within the local district union contracts. In addition, the CPAC Specialist will provide assistance and guidance to commanders as needed to implement the program.

e. The Fitness Coordinator serves as the overall program administrator and is responsible for promoting health and fitness within their organization. The Fitness Coordinator assists employees with completing the CFP Enrollment and Participant Packet; is responsible for maintaining employee agreements; monitoring facility usage; collecting and reporting leave and other data associated with the CFP; promoting and tracking fitness and health education throughout the Division Office/District; and evaluating the program's overall effectiveness. Annually, on 1 November, the Fitness Coordinator will report the Division Office/District's CFP leave utilization rate, the cost for utilization of commercial fitness facilities, and cost of any physical fitness equipment purchased during the course of the previous fiscal year. The report will be submitted to SWD Human Resource and Resource Management (template at enclosure 3).

f. Timekeepers. When employees are granted the use of administrative leave in conjunction with the command-sponsored CFP as described in paragraph 5.a.(3), timekeepers shall enter the appropriate administrative leave code in CEFMS to document participation. On a quarterly basis they will provide a CFP leave utilization report to the local Fitness Coordinator.

7. Many leading causes of illness may be prevented through early detection, health education and attunement to an individual's physical, mental and spiritual needs. A behavioral health and wellness program is a step in the right direction to improve the overall health of our workforce.

I challenge our Pacesetter Team to stay healthy and get fit!

8. Questions may be directed to the SWD Human Resources Directorate.

3 Encls
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THOMAS W. KULA
Brigadier General, USA
Commanding

DISTRIBUTION:
SWD Directors
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DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
441 G STREET NW
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17 MAR 2008

CERM-F

MEMORANDUM FOR Commanders/Directors, U.S. Army Corps of Engineers (USACE)
Commands

SUBJECT: Fitness and Health Program Policy

1. References:

- a. Federal Acquisition Regulation Part 8.405-1.
- b. Army Regulation 600-63, dated 7 May 2007.
- c. AR 215-1, dated 31 July 2007.
- d. Property Accountability Regulation ER 700-1-1, dated 2 October 2000, AR 710-2, dated 8 July 2005 and AR 735-5, dated 28 February 2005.

2. Purpose: This memorandum updates the USACE fitness and health program policy.

3. Applicability: This document applies to all USACE Commands.

4. Policy:

a. USACE is fully committed to promoting and supporting the physical and mental fitness of all employees. Many leading causes of illness and death may be prevented through early detection, health education, and physical exercise. A fitness and health program is a step in the right direction to improve the overall health of our workforce. To sustain mission productivity, we seek to help all team members achieve and maintain optimal health and wellness.

b. To the extent possible, Commanders will implement a program within their commands to promote fitness events, health screening, stress management, nutrition programs, smoking cessation, etc. The standard is for all team members to have an opportunity to participate and take advantage of the options described in this memorandum.

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SUBJECT: Fitness and Health Program Policy

c. Organizational Membership. AR 600-63 provides that appropriated funds may only be used to fund "organizational memberships" in commercial or municipal fitness facilities. Although the Army regulations do not define the term "organizational membership," for purposes of this policy, USACE defines "organizational membership" as a negotiated agreement with a physical fitness facility by a contracting officer for the benefit of all USACE employees who may now or in the future take part in a fitness or health program at that facility. Reimbursement to the employee or payment to the facility for individual memberships is not authorized. In some cases, it may be necessary for the local facility to set up an individual membership so that they can track authorized members--this is permissible as long as USACE's relationship with the facility is organizational in nature and not on behalf of individuals. As an example, HQUSACE has negotiated one corporate rate for its employees with a facility and is billed for its collective share of dues for all employee members of that facility at the same time in arrears.

d. Good health and mental and physical fitness for employees is extremely important in enhancing job performance, minimizing absenteeism and promoting overall well-being. Employees are encouraged to participate in all health and fitness activities. Commanders, to the extent possible, shall make physical fitness centers or fitness equipment available to both Soldiers and Civilian employees by implementing one or more of the following:

(1) Use of existing fitness facilities on premises or military facilities within the local commuting area. Such facilities must be used if available. According to AR 600-63, if military facilities are available and adequate, contracting with local fitness centers is not permissible. This program is funded with appropriated funds with no residual costs due from the employee.

(2) Use of commercial facilities. AR 600-63 authorizes the use of appropriated funds to contract for organizational memberships in local commercial or municipal facilities if the requirements in AR 215-1, paragraph 8-20 are met. This option allows employees to use commercial and municipal fitness facilities through organizational memberships. Commanders may contract for organizational memberships in local facilities where military facilities are not available or adequate. In order to do so, the Commander must determine in writing that the commuting distance to the nearest military installation would cause unreasonable hardship on affected personnel and there are no free alternatives in the civilian community where assigned. These written determinations must be included in the official contract file.

(a) Contracting Officers must negotiate and execute any agreement/contract for organizational memberships in accordance with normal procurement laws and regulations. The contract period of performance should not exceed one calendar year.

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The contract must specifically state that it is for an organizational membership only. All applicable clauses should be included.

(b) Payments will be made by USACE directly to the facility in arrears. Advance payment is not allowed. Once the contract has been awarded, the Government Purchase Card can be used as a payment method.

(3) Providing fitness equipment to remote locations. In the event that a fitness facility or public health facility is not available in the local commuting area, specific fitness equipment acquired in accordance with normal procurement laws and regulations may be provided at a remote location. This option must be approved, in writing, by the activity Commander. The Commander, in conjunction with the Contracting Officer, will decide what equipment should be purchased. Documentation of these decisions should be included in the official contract file.

(a) All equipment should be purchased from the GSA schedule (GSA Advantage) in accordance with FAR Part 8.405-1 (Ordering procedures for supplies and services not requiring a statement of work). Warranty and maintenance information should be included in the rating criteria. Acquisition of fitness facility equipment should be coordinated with the activity's Property Book Officer to ensure compliance with applicable property accountability regulations.

(b) Funding for this option will be made available from the individual activity's operating budget. Employees using Government-acquired equipment are not eligible to use any organizational memberships that their activity has acquired.

5. Responsibilities:

a. Commanders.

(1) May authorize short periods of excused absences (not charged to leave) if physical fitness activity programs are being officially sponsored and administered by the command. Specifically, at the discretion of the Commander and individual supervisors, employees may be allowed up to three hours administrative leave per week to participate in command-sponsored physical exercise training on a one-time basis, provided the training is an integral part of a formal, approved, "total" fitness program and is limited to six months in duration. The granting of excused absences should not conflict with any laws, policies, or applicable collective bargaining agreements.

(2) Must designate someone to monitor facility use, leave data, and program effectiveness to ensure programs are designed to achieve health promotion and are

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being properly used. For example, HQUSACE requires that employees using the onsite facility use it a minimum of three times a week for twenty minutes each to continue receiving this benefit.

(3) Shall report the amount of funds expended annually by the activity on agreements with commercial fitness facilities and acquiring physical fitness equipment to HQUSACE, ATTN: CERM-F.

b. Supervisors. Should accommodate employee's requests for flexi-schedules and annual leave for personal health and fitness activities when possible and when there is no negative impact on mission accomplishment or effectiveness. Supervisory support and commitment are essential to ensure program success. While a formal, approved, total fitness program may recur at an activity, the employee will not be given administrative leave for physical exercise training once they have already participated in any such program. This administrative leave is limited to one time only throughout an employee's career and does not apply to other types of training or professional development.

c. Employees. Except as provided in paragraphs 5(a) and 5(b), shall use non-duty time when participating in health and fitness activities.

d. Contracting. Ensures the contractual agreement identifies a point of contact for the fitness facility and a contracting representative to address any payment or service issues. If an employee is deleted from the organizational membership, it will be the contracting representative's responsibility to notify the fitness facility of the change in membership. If this requires a modification to the contract, a copy of the modification should be given to the Commander.

e. HQUSACE Human Resources Office. Serves as the proponent for the USACE health promotion program policy and is responsible for any implementing policies or procedures needed to supplement the DA Health Promotion Regulation.

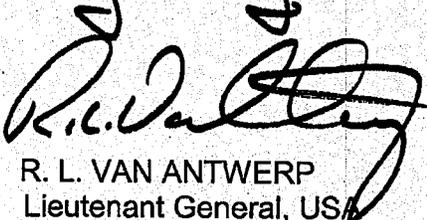
f. Civilian Personnel Advisory Center (CPAC). Responsible for negotiating or consulting with union officials as described within local district union contracts. In addition, CPAC specialists will provide assistance and guidance to commanders as needed to implement the program.

g. Timekeepers. When employees use administrative leave as described in paragraph 5 (a) (1), timekeepers shall enter administrative leave codes in CEFMS accordingly.

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6. Due to the complexity of the Fitness and Health Program procedural and fiscal requirements, commands will ensure coordination of implementation of these options with Safety, Resource Management, Logistics, Contracting, Human Resources, and Counsel to ensure program success.
7. Points of contact for this policy are JoAnn Evans, 202-761-8886, in the Directorate of Resource Management and Dawn Clapps, 718-765-7081, in the Directorate of Human Resources.

Stay healthy.



R. L. VAN ANTWERP
Lieutenant General, USA
Commanding

Southwestern Division

Civilian Fitness Program Enrollment and Participation Packet

Welcome to the Southwestern Division's Civilian Fitness Program!

We appreciate your interest in the Civilian Fitness Program (CFP) and hope to make enrollment and participation as simple as possible. Please take a few minutes to acquaint yourself with the CFP enrollment and participation procedures contained in this packet.

The CFP Enrollment and Participation Packet is designed to take you through all the necessary steps to enroll employees in the CFP Program, track participation and evaluate the program to assist us in making future improvements. Enrollment occurs twice a year, in June and December. Once approved, participation in this fitness program begins on the first of January or July, and runs consecutively for six months. You will be advised when approval for participation in the program has been granted. You will be provided with the Notification of CFP Participation signed by your immediate supervisor. You will be required to maintain a log of your fitness activities, report CFP administrative leave usage on your timesheet and complete a post assessment survey, upon completion of the program.

Your Civilian Fitness Coordinator at your District/Office will assist and guide you through the enrollment process.

Congratulations for taking the first step to getting fit and staying healthy!

Pacesetter's Strong!!

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I. ENROLLMENT AND PARTICIPATION PROCEDURES

Civilian Fitness Program enrollment and participation periods:

<u>Enrollment Periods</u>	<u>CFP Participation Periods</u>
1-15 June	Start date 1 July – End Date 31 December
1-15 December	Start date 1 January – End Date 30 June

a. The Civilian Fitness Coordinator

(1) Serves as the overall program coordinator. Announces the Civilian Fitness enrollment and participation periods to the workforce in line with the above enrollment schedule and provides interested personnel with enrollment information. Distributes the CFP Enrollment and Participation Packet to interested personnel

(2) Once approval is granted to an employee, maintains the Supervisor and Employee Participation Agreements and the CPF Employee Acknowledgment/Notification of CFP Participation sheet. Ensures CFP Post Assessment Surveys are completed by CFP participants. Reviews and makes improvement to the program, as appropriate.

(3) Tracks and monitors CFP utilization and prepares and submits the annual program report.

b. Employees complete and submit enrollment and participant packet during the enrollment window. The employee reviews the CFP Roles and Responsibilities / Conditions and acknowledges understanding, by signing Attachment 1. Additionally, the employee completes the CFP Supervisor and Employee Participation Agreement (Attachment 2) and submits both documents to the immediate supervisor for review and decision by the second level supervisor.

c. Upon approval, the CFP Supervisor and Employee Participation Agreement will be signed by the second level supervisor. The immediate supervisor notifies the employee of participation approval or disapproval by providing the employee with the Notification of CFP Participation (Attachment 1). A copy of the decision will also be furnished to the local Fitness Coordinator. Additionally, when participation is approved, the timekeeper will be furnished with a copy of the notification.

d. The employee begins fitness activities in line with the CFP participation period agreed upon/approved. The employee maintains the SWD CFP Fitness Log (Attachment 3) throughout the six-month fitness program. Each month (at the end of every month) s/he submits the Fitness Log to their immediate supervisor for review.

e. Time and attendance records must reflect time used in association with the CFP. Both employee and supervisor are responsible for ensuring proper entries have been annotated on the timesheets.

f. At the conclusion of the six month CFP participation period, the employee completes the CFP Post Assessment Survey (Attachment 4) and submits to the local Civilian Fitness Coordinator for future program improvements.

II. CFP ROLES AND RESPONSIBILITIES / CONDITIONS

1. Employee:

- a. Will start and finish each exercise session within the confines of the installation/designated fitness facility as identified in the Agreement.
- b. Will utilize the allotted three (3) hours of administrative leave per week. Fitness/exercise program will not exceed one (1) hour per day, to include preparation time. Participants may however, extend this time in conjunction with their lunch period or by exercising at the beginning or end of their duty shift.
- c. Any medical fees incurred and/or any fees associated with joining fitness programs, use of equipment, trainers, etc., are the expense and responsibility of the participant.
- d. Employees injured while engaged in the CFP have the right to file a claim under the Office of Workers Compensation.
- e. Exercise periods are official duty time. Failure to appear, inappropriate use of exercise time, or misconduct during these periods is considered a workplace infractions occurring during normal duty hours and is subject to appropriate disciplinary action.
- f. Employees must maintain the Participant Fitness Log, recording CFP activities to include date, day of the week, activity, start time, end time, and location. Employees must submit the fitness log to their supervisor at the end of each month for their review.
- g. At the end of the CFP six month period, employees complete the CFP Post Assessment Survey to assist in evaluating the program effectiveness. Employees are to submit the Post Assessment Survey to their local Civilian Fitness Coordinator.

2. Supervisor:

- a. Supervisors encourage employees to actively pursue healthy behaviors and begin and maintain fitness activities. Recommend approval/disapproval to second level supervisor. Notifies the employee of the decision to approve / disapprove program participation by returning a signed copy of the CFP Notification of CFP Participation to the employee. The supervisor retains the original Acknowledgement / Notification Sheet (Attachment 1) and provides a copy, along with a signed copy of the Supervisor and Employee Participant Agreement, to the local Civilian Fitness Coordinator. The timekeeper is also advised of the employee's program participation dates via Attachment 1.
- b. The supervisor coordinates a fitness schedule that designates the time during the work-week for program participation. Supervisors should consider mission requirements, along with employee preference, when determining the civilian fitness program schedule. A maximum of three (3) hours per week will be annotated as administrative leave on the timesheet during the six (6) month period of participation in the program.
- c. Supervisors monitors employee participation in the program to ensure that allotted time is being used properly. Supervisors have the discretion to terminate their employee's participation based upon a determination that the employee is not using the allotted time for the intended program purpose or to change the designated schedule as necessary to meet mission requirements.

III. CPF EMPLOYEE ACKNOWLEDGEMENT

Employee Name _____ Date: _____

Employee's Signature _____ Telephone: _____

Email Address: _____

I have read and understand the roles and responsibilities/conditions associated with the Civilian Fitness Program (CFP) contained in the enrollment and participation packet. I certify the enrollment documents I am submitting are complete and accurate. I understand that I will not be able to participate in the CFP until I have received participation approval. Notification will be provided to me by my immediate supervisor. My participation will be in line with the CFP participation schedule/location approved below.

IV. NOTIFICATION OF CFP PARTICIPATION

Date: _____

Above named employee is / is not authorized to participate in the command-sponsored Civilian Fitness Program. When approved, participation is granted for three one hour per day sessions each week, for six consecutive months, as noted below. If not approved, reasons are provided below:

1 January Through 30 June

1 July Through 31 December

LOCATION: The specified exercise location listed on the CFP Supervisory and Employee Agreement will be the place of duty during the authorized fitness / exercise periods.

FITNESS / EXERCISE TIME: A maximum of one hour per day (as noted below) is authorized.

FROM _____ TO _____

FITNESS / EXERCISE DAYS: A maximum of three days per week (as circled below) is authorized.

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Immediate Supervisor's Signature/Date:

Office Symbol

Date

MEMORANDUM FOR Commander, Southwestern Division (CESWD-HR/CESWD-RM)

SUBJECT: Southwestern Division Fitness and Health Program Report for FY20__

1. References.

a. Memorandum, HQUSACE, 17 March 2008, subject: Fitness and Health Program Policy, enclosure 1.

b. Memorandum, CESWD-HR, date_____, subject: Southwestern Division Fitness and Health Program Policy Guidance.

2. The Civilian Fitness Program (CFP) was established in _____(Month / Year) at _____ District. This memorandum transmits the FY20__ Annual Fitness and Health Program Report.

a. The workforce was informed of the CFP enrollment window on MM/DD/YY and on MM/DD/YY. Enrollment and participation are as follows:

(1) 1 – 15 June Enrollment Period:

- ___ Applications submitted
- ___ Applications approved
- ___ Participants utilizing commercial fitness facilities
- ___ Participants utilizing fitness facilities at military installations
- ___ Participants utilizing fitness equipment on site at remote locations
- ___ Applications denied

Reasons for denial included the following:

(2) 1 – 15 December Enrollment Period:

- ___ Applications submitted
- ___ Applications approved
- ___ Participants utilizing commercial fitness facilities
- ___ Participants utilizing fitness facilities at military installations
- ___ Participants utilizing fitness equipment on site at remote locations
- ___ Applications denied

Reasons for denial included the following:

b. The Quarterly Administrative Leave Utilization Information data is at enclosure 1.

Office Symbol

SUBJECT: Southwestern Division Fitness and Health Program Report for FY20__

c. Program costs incurred in FY__ are as follows:

(1) Contracted Organizational Rate was \$_____ for use of the fitness facility located at _____.

(2) Fitness equipment cost for equipment purchased for use by personnel at remote locations was \$_____. Equipment purchased included: (List)

d. Health and fitness events held included: (List health and fitness events and number of participants at events such as, health screening; nutrition programs; injury and disease prevention; behavioral health intervention activities; and other such health, fitness and educational activities conducted.)

e. Employee Assistance Program (EAP) events held included: (List any EAP related events, e.g. smoking cessation, parenting, care of elders, anger and stress management, suicide prevention, and other behavioral type topics presented; number of participants; and venues, e.g. townhalls, newsletters, brown bag lunches and classroom seminars where topics were discussed.)

f. CFP Program Participants and Post Assessment Survey.

(1) _____ Employees participated and completed the CFP during the period of 1 January through 30 June 20__. _____ Post Assessment Surveys were completed.

(2) _____ Employees participated and completed the CFP during the period of 1 July through 31 December 20__. _____ Post Assessment Surveys were completed.

3. Mr/s. _____ serves as the Fitness Program Coordinator for the _____ District/Office. S/he can be reached at (XXX) XXX-XXXX.

Encl
as

COMMANDER
Signature Block
Commanding