



**DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HAMILTON
BROOKLYN NEW YORK 11252-5300**

REPLY TO
ATTENTION OF:

IMHA-MW-G

12 February 2017

MEMORANDUM FOR CIVILIAN FITNESS PROGRAM

SUBJECT: SUPERVISOR / EMPLOYEE PARTICIPATION FORM

"Make a copy for your records and copy for your supervisor. You are not enrolled until you receive the Civilian Fitness Enrollment Approval Form and give it to your supervisor.

Name of employee: _____ Name of Supervisor: _____
 Unit: _____
 Work phone: _____ Fax Number: _____
 Supervisor's email: _____
 Employee's email: _____
 (needed to email the weekly fitness tips)

AGREEMENT

1 We understand and agree that (employee name) _____ will be participating the Command-sponsored Civilian Fitness Program up to 3 one-hour sessions per week and enrolled in a continuous program. There will be a three assessment process. We understand and agree that the specified exercise location will be the place of duty during authorized exercise periods, as follows: exercise periods will be on the following days of the week ____/____/____, at the following inclusive time _____ to _____, and at the following location _____.

2 We also understand and agree that:

- You have the opportunity to disenroll and re-enroll at a later time.
- Exercise sessions will start and finish on the installation where the employee is located unless the installation does not have a suitable environment in which to exercise. This determination will be made by the installation commander when questionable.
- Exercise days times, and/or locations may be periodically amended only with prior approval of the supervisor, and amendment of this agreement.
- Unused exercise hours may not be carried forward to subsequent weeks.
- The program end date is open and ongoing enrollment. Remember to exercise when on leave, temporary duty, or other reasons. No additional duty time is automatically authorized, (only if your supervisor approval) as part of this Program, or pre-exercise preparation (e.g. changing clothes) prior to exercise periods, or for personal hygiene or "cooling down" following exercise periods.
- Specified exercise periods may not be used for any non-duty purpose. Any period or portion not used in actual fitness training and exercise will be spent in the normal duty workplace accomplishing normal duties.
- Exercise periods are official duty time. Failure to appear, inappropriate use of exercise time, or misconduct during these periods would be considered as workplace infractions occurring during normal duty hours, and would be subject to the same disciplinary actions.
- Employee understands that if he/she chooses to use Fitness Classes, Personal Trainers, Exercise Gear, etc. that the cost is his/her financial responsibility.
- Failure to complete the final assessment may result in an "incomplete" notification to be forwarded to your supervisor. Supervisors may, at their discretion, request that the time allotted for the program use "Administrative Leave" be replaced as "Annual Leave" if time goes over.

3 As participant, I, the employee, will sign in and out from exercising at the gym or with my supervisor. I understand that I must complete the final wellness assessment to complete the program. My supervisor and I understand that I am not authorized to start the Civilian Fitness Program until I receive my Civilian Fitness Program Enrollment Approval Form stating that I have met all requirements to begin the program.

4 I understand, that this is a continuous enrollment program, and certify that I am enrolled in the Civilian Fitness Program at Fort Hamilton Army Garrison.

Signature of Employee: _____ Date: _____

Signature of Supervisor _____ Date: _____

Michael C. Ingram
Director, Sports and Fitness