



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON FORT HAMILTON  
BROOKLYN, NY 11252

REPLY TO  
ATTENTION OF:

IMHA MW G

2 February 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (M0I) for the Fort Hamilton Community Civilian Fitness Program

1. PURPOSE: To provide guidance and establish procedures for the Civilian Fitness Program within Fort Hamilton.
2. REFERENCES:
  - a. AR 600-63, 17 Nov 87, Army Health Promotion.
  - b. Pam 25-31, 11 Sep 97, Civilian Health Promotion Program Memorandum
  - c. Civilian Fitness Program Guide, 25 Sep 97
3. OBJECTIVE: To establish a comprehensive Civilian Fitness Program to promote a healthier workforce, both physically and mentally, to meet the challenges of current and future missions.
4. PROGRAM DESCRIPTION: 1AW AR 600-63, Army Health Promotion, the program authorizes all Departments of the Army full-time US civilians, appropriated or non-appropriated fund employees, up to three hours of excused absence (administrative leave) per week for a unlimited time to engage in a physical exercise program. This program is strictly voluntary. Enrollment is a continuous opportunity and may be repeated.
5. PROCEDURE:
  - a. The Sports and Fitness Director/Civilian Fitness Coordinator will:
  - b. Poster/Flyers are a form of awareness for enrollment.
  - c. Provide the participant packet (see Appendix A) and enrollment packet (see Appendix B) to the interested participants. Provide briefings as necessary.

- d. Coordinate with the Fort Hamilton Fitness Center to schedule the participant's initial and final fitness assessments.
- e. Provide fitness assessments at the start and at the completion of the program to measure program outcome. Fitness assessments will include: blood pressure check, measuring resting heart rate, cardio-respiratory endurance, weight, hip-to-waist ratio and flexibility.
- f. Ensure completion of the enrollment forms.
- g. Provide general fitness and nutrition education at the start of the program and periodically, during the participant enrollment period.
- h. Supervisors of the civilian employees will:
  - a. Encourage and support voluntary participation of the civilian employees in the program, while considering employee preference and mission requirements.
  - b. Monitor employee participation in the program to ensure that allotted exercise time is being used properly. (Supervisors have absolute discretion to terminate the employee's participation or change the program schedule to meet mission requirements.)
  - c. Complete and sign supervisor's portion of the enrollment packet.
  - d. Support and encourage employee to maintain fitness schedule by allowing for Flextime work and schedule after program completion.

6. Participants will:

- a. Obtain the participant and enrollment packets from the Sports and Fitness Director or the Fitness Specialist.
- b. Obtain verbal and written approval from their supervisors.
- c. Establish an exercise schedule with their supervisors.
- d. Schedule an appointment with their medical provider to obtain a written approval (at own expense) if they have significant medical problems such as high blood pressure, diabetes, recent surgery, pregnancy, pounds over the ideal body weight and not accustomed to exercise, etc.
- e. Contact the Sports and Fitness Director or the Fitness Center staff to schedule their initial and final fitness assessments.

- f. Come to the scheduled initial fitness assessment with the completed and organized enrollment packet, with appropriate exercise clothing and shoes, and prepared to perform a light exercise.
- g. Maintain the participant packet goal and activity sheets throughout the program.
- h. Sign in and out of the Fitness Center and track their exercise hours.
- i. Exercise independently within the installation while utilizing the time allotted for the program per supervisor and participant's agreement.
- j. Incur all expenses if they choose to hire an individual fitness trainer and/or attend fitness classes. One can schedule a staff trainer for assistant.
- k. One month before the end of the program, schedule the final fitness assessment with the Sports and Fitness Director or the Fitness Staff.
- l. Come to the scheduled final fitness assessment with appropriate clothing and shoes, and prepared to perform a light exercise.

7. The Fitness Center staff will:

- a. Conduct and/or assist with the Fitness Assessments by coordinating with the Sports and Fitness Director and Fitness Specialist.
- b. Provide general orientation of the fitness center and educate the participants regarding fitness, safe and proper use of exercise equipment in the gym, nutrition and healthy lifestyle habits.
- c. Provide information on fitness classes, schedules, fees, etc. that are available for the participants.
- d. POC for this MOI and the overall management of the program is the Sports and Fitness Director at DSN: 232-4830/4793 or Commercial 718 630-4830/4793.

Michael C. Ingram  
Director, Sports & Fitness