



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON FORT HAMILTON
HEADQUARTERS, UNITES STATES ARMY GARRISON, FORT HAMILTON
BROOKLYN NEW YORK 11252-5300

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2 January 2018

MEMORANDUM FOR SEE DISTRIBUTION

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

1. PURPOSE: To provide guidance and establish procedures for the Fort Hamilton Civilian Fitness Program.
2. REFERENCES:
 - a. AR 600-63, Army Health Promotion, 14 April 2016.
 - b. IMCOM Command Policy #17, Civilian Wellness, 17 June 2010.
 - c. DoD Directive 1010.10 Health Promotion and Disease/Injury Prevention, July 12 2017.
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: IAW AR 600-63, Army Health Promotion, the program applies to all regular full-time Appropriated Fund (AF) and Non-Appropriated Fund (NAF) civilian employees assigned to Fort Hamilton, and authorizes up to three hours of excused absence (administrative leave) per week 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/Fitness Specialist will:
 - i. Promote awareness by developing a marketing campaign.
 - ii. Provide the enrollment packets (see Appendix A) to interested participants and provide briefings as necessary.

- iii. Coordinate with the Fort Hamilton Fitness Center to schedule participant's initial, mid-point, and final fitness assessments based on a six month schedule.
 - iv. Provide fitness assessments at the start, mid-point, and at the completion of the program, based on a six month schedule, to measure program progress and outcomes. Fitness assessments will include blood pressure measurement, body composition, cardio-respiratory fitness, strength, and flexibility.
 - v. Ensure completion of the enrollment forms.
 - vi. Provide general fitness and nutrition education at the start of the program and periodically, during the participant enrollment period.
- b. Supervisors of the civilian employees will:
- i. Encourage and support voluntary participation of the civilian employees in the program, while considering employee preference and mission requirement.
 - ii. 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.
 - iii. Complete and sign supervisor portion of the enrollment packet.
- c. Participants will:
- i. Obtain the participant and enrollment packets from the Sports and Fitness Director or Fitness Specialist.
 - ii. Obtain verbal and written approval from their supervisors.
 - iii. Establish an exercise schedule with their supervisors.
 - iv. Schedule an appointment with their medical provider to obtain a written approval if directed by the health history form included in the enrollment packet.
 - v. Contact the Sports and Fitness Director or Fitness Specialist to schedule the assessments.
 - vi. Attend the scheduled initial fitness assessment with the completed enrollment packet.
 - vii. Attend all fitness assessment with appropriate exercise clothing and shoes prepared to perform assessments.
 - viii. Track exercise hours and activities at the front desk of the Fort Hamilton Fitness Center.

- ix. Exercise independently within the installation while utilizing the time allotted for the program per supervisor and participant's agreement.
 - x. Incur all expenses if they choose to hire an individual fitness trainer and/or attend fitness classes.
 - xi. Schedule mid-point and final assessment at the 3 month and 6 month point.
- d. The Fitness Center staff will:
- i. Conduct and/or assist with fitness assessments.
 - ii. Provide general orientation of the fitness center and educate participants regarding safe and proper use of exercise equipment in the fitness center.
 - iii. Provide pricing and scheduling information for personal trainers and fitness classes to participants.
6. The point of contact for this memorandum and the overall management of the program is the Sports and Fitness Director or Fitness Specialist at DSN: 232-4935/4830/4793 or commercial 718-630-4935/4830/4793.

Encl

Michael C. Ingram
Director, Sports & Fitness