



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON KAISERSLAUTERN
UNIT 23152
APO AE 09227-3152

REPLY TO
ATTENTION OF

NOV 03 2011

IMEU-KAI-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Kaiserslautern (USAGK) Command Policy Letter #26-Civilian Fitness Program

1. I fully support participation in the Civilian Fitness Program by all eligible USAGK employees.
2. The program optimizes organizational readiness and work performance. Army Regulation 600-63, Army Health Promotion, encourages US Army civilian employees to engage in a regular program of exercise and other positive health habits. This voluntary program is a one time opportunity for Department of the Army civilians and Local Nationals to exercise during their work day. Commanders and supervisors may approve and allow up to 3 one-hour excused absences per week for full-time employees for up to six months in duration for these activities.
3. Responsibilities and accountability:
 - a. The primary responsibility of accountability falls on the supervisor and the participant. We are encouraged to use the ROB, Miesau, Kleber, Landstuhl or Vogelweh gymnasiums. The employee is responsible for coordinating with his or her supervisor on appropriate dates, times, and specific locations for exercise. Participants **may not** exercise at home as a part of the program. We will handle violations of this program as a workplace infraction and can lead the individual's termination in the program.
 - b. Supervisors:
 - (1) Support and encourage the program.
 - (2) Sign the Supervisor/Employee Contract which establishes ground rules for each participant as to the date/time of absence, allowing flexibility based on workday schedule.
 - (3) Maintain accountability of participants while conducting exercise program.
 - (4) Assist employee with completion of required forms as necessary.

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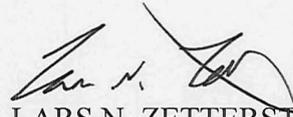
c. Participants:

(1) Make a commitment to the program. Actively seek health education by participating in classes offered and taking physical fitness seriously.

(2) Fill out all forms and attend initial and post-assessments.

4. This program is often the first step in providing our civilian employees the opportunity to increase their health status and quality of life. If you are just starting a fitness program, take it slow and **do not** be discouraged! Remember, it will take time for your body to adjust. For those of you who are already physically active, keep up the good work and challenge yourself every day.

5. Point of contact for the Civilian Fitness Program is the USAGK Health Promotion Coordinator at DSN 486-6238.



LARS N. ZETTERSTROM
LTC, EN
Commanding

DISTRIBUTION A