



**DEPARTMENT OF THE ARMY**  
**FORT BLISS NONCOMMISSIONED OFFICER ACADEMY**  
**BUILDING 2E SHERIDAN ROAD**  
**FORT BLISS, TEXAS 79916**

ATSS-CDA

30 May 2023

MEMORANDUM FOR ALL Assigned/Attached Personnel, NCO Academy, Fort Bliss, Texas 79916-6501

**SUBJECT: Policy Letter #19, The Noncommissioned Officer Academy (NCOA) Implementation Guidance – Army Directive 2021-03 (Army Civilian Fitness and Health Promotion)**

1. References:

- a. Title 5, U.S. Code Section 7901, Health Service Program.
- b. Title 5, U.S. Code Section 6329a, Administrative Leave.
- c. Department of Defense (DoD) Instruction 1010.10, Health Promotion and Disease Prevention, dated 28 April 2014, Change 2, dated 12 January 2018.
- d. Department of Defense (DoD) Instruction 1400.25, Volume 630 (DOD Civilian Personnel Management System: Leave), dated 19 March 2015, Change 2, dated 8 May 2015.
- e. Army Regulation 600-63, Army Health Promotion, dated 14 April 2015.

2. Purpose: To establish policy and guidance for implementing Army Directive 2021-03, Army Civilian Fitness and Health Promotion Program for the NCOA.

3. Applicability: The Department of the Army Civilian Fitness and Health Promotion Program and NCOA implementation guidance applies to all NCOA Army Civilian Professionals (ACP).

4. Policy:

- a. The goal of the program is to enhance the health, fitness, and quality of life of ACP while increasing organizational wellness and mission productivity.

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b. A fitness and health promotion program that balances support for NCOA ACP's participation with the need to ensure work requirements are fulfilled and agency operations remain efficient and effective is in the Army's and NCOA's interest.

(1) Subject to governing law, regulation, and policy, NCOA ACPs may be granted up to three (3) hours of administrative leave per week (no more than one (1) hour per day) to participate in a command-sponsored fitness and health promotion program, including physical fitness activities, preventative health events, educations on health promotion topics, (such as nutrition and exercise principles), and any other activities covered by the program.

(2) NCOA ACP participation in the program is voluntary.

(3) Participation in the program is not an entitlement and is subject to approval by the ACPs supervisor. The program does not create a right or benefit, substantive or procedural, enforceable at law by a party to litigation with the United States.

(4) Participating NCOA ACPs must execute a program participation agreement (Enclosure 1).

(5) NCOA ACPs must self-certify that they are not aware of an medical conditions or limitations that would put them at risk of injury or illness while participating in the program (Enclosure 2).

(6) Physical fitness activities must be specifically targeted at improving fitness levels or body conditioning.

(7) NCOA ACPs, supervisors, and time and attendance certifiers must ensure that fitness periods are accounted for by entering Administrative Leave "LNPF" (Type Hour Code "LN" with "Environmental/Hazard/Other Code "PF") in the Automated Time Attendance and Production System, or analogous code in other timekeeping systems.

(8) Specific times for participation will be dictated by mission requirements and approved in advance. Supervisors retain authority to schedule and assign work and must carefully balance mission requirements, workload, and personnel availability when authorizing fitness periods (that is, time for fitness and health promotion activities under the program).

(9) NCOA ACPs must report to their workstations before and after each authorized fitness period.

(10) NCOA ACPs serving on a performance improvement plan, who are subject to leave restrictions, or who have been formally disciplined for a lack of candor or similar offense within the previous year are ineligible to participate in the program.

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(11) Available installation or on-site fitness facilities should be used to the maximum extent practicable. Fitness periods include the time used for changing clothes, showering, and travel to and from the exercise location.

(12) Authorized fitness periods may be combined with regular scheduled lunch periods with supervisory approval.

(13) NCOA ACPs cannot accumulate fitness periods and carry them over to the next day or week so to exceed the limitations described above.

(14) NCOA ACPs in a telework status are also authorized to participate in the Civilian Fitness and Health Program.

(15) Supervisors must maintain accountability over NCOA ACPs participating in the program and are responsible for ensuring compliance with program participation requirements.

(16) Supervisors should encourage NCOA ACPs to take advantage of the flexibilities of an alternate work schedule program, if available, to engage in fitness and health promotion activities during non-duty time.

5. The point of contact for this memorandum is the undersigned at (915) 568-2440.



S. STEVE GIBBS  
CSM, USA  
Commandant