SUBJECT: Defense Logistics Agency (DLA) Civilian Fitness and Wellness Program

(b) DLA Records Disposition Schedule

1. PURPOSE. This instruction establishes and implements policies, processes, and procedures necessary for the effective, efficient, and economical administration of a DLA civilian fitness/wellness program, which enhances the well-being of DLA employees and contributes to a healthy and productive workforce.

2. APPLICABILITY.
   a. This instruction applies to all eligible DLA employees.
   b. This instruction does not apply to employees or positions covered by an existing duty-time-for-fitness policy or provision (i.e., emergency essential employees, police officers, and firefighters are not covered under this policy).
   c. If there is an applicable bargaining unit agreement, and a conflict arises between this instruction and the agreement, the provisions of the agreement prevail.

3. DEFINITIONS.
   a. Eligible employee. Any full- or part-time DLA Federal employee:
      (1) whose performance is at the fully successful level; and
      (2) has been with DLA more than 90-days; and
(3) has no current leave restriction letter or written reprimand; and

(4) has not received a suspension or demotion for misconduct or poor performance in the preceding 15 months; and

(5) is not on light duty. Any employee formerly on light duty may participate when cleared for full duty.

b. Fitness. Activities suitable for administrative leave should address cardiovascular/aerobic endurance, muscular strength, endurance, flexibility, and body conditioning.

c. Wellness. Activities include, but are not limited to, onsite or Agency-sponsored classes on health education, weight management, stress management, tobacco cessation, and onsite health screenings.

4. POLICY. It is DLA policy to support the achievement of the Department of Health and Human Services' Healthy People Goals and Objectives throughout the Agency.

5. RESPONSIBILITIES.

a. The Staff Director, DLA Installation Support, Morale, Welfare and Recreation (DS-Q), under the authority, direction, and control of the Director, DLA Installation Support (DS-D), will administer the civilian fitness/wellness program and advise and assist the DLA Director and DLA Executive Board in building and sustaining exceptional MWR programs that enhance the work-life environment of the DLA community.

b. The Director, DLA Human Resources (J1) will support DS to assess the DLA Civilian Fitness/Wellness Program on an annual basis to determine impact on productivity and whether the program is meeting the stated objectives.

c. J code and D Staff Directors and PLFA Commanders will implement the policy and procedures contained in this issuance and will consult applicable collective bargaining agreements in so doing.

d. DLA Supervisors will schedule and assign work to fulfill mission requirements and must carefully balance workload needs and availability of personnel when scheduling employee's use of duty time for civilian fitness/wellness activities.

6. PROCEDURES. Procedures for participation in the fitness aspect of the Civilian Fitness/Wellness Program are detailed as follows:

a. Only eligible employees may participate in the fitness/wellness program.

b. Participation by employees is contingent upon supervisory approval and mission requirements.
c. Participation is not an employee entitlement; however, supervisors are encouraged to allow employee participation to the maximum extent practicable.

d. DLA will not pay any expenses related to gym membership fees or travel costs to/from alternate fitness sites, etc., for employees engaged in a civilian fitness/wellness program.

e. Participants should utilize on-base facilities such as the base gym or running/walking tracks. However, employees may request alternate arrangements if not co-located with onsite facilities.

f. Participants may combine civilian fitness/wellness periods with their regularly scheduled lunch period or before or at the end of the day subject to mission requirements and supervisory approval.

g. Participants scheduled for Temporary Duty (TDY) or training must suspend their civilian fitness/wellness program arrangements during applicable days. Administrative leave will not be granted for participation in the fitness/wellness activities while TDY.

h. Participants are protected under the Privacy Act of 1974, Health Insurance Portability and Accountability Act of 1996, and other applicable laws and implementing regulations.

i. Supervisors/Employees must record participation in the program:

(1) Administrative leave for eligible part-time civilian employee participation will be pro-rated. Example: a part-time employee working 32 hours per week/64 hours per pay period = 80 percent of 3 hours per week; or 2.4 hours per week/rounded to nearest timekeeping increment (15 minutes/.25 hours) = 2.5 hours per week.

(2) Full-time DLA civilian employees may be granted administrative leave during duty time for a maximum of 1 hour per day, three times per week, for civilian fitness/wellness activities. Only one block of time per day is authorized under this program.

(3) Unused time cannot be banked and carried over to the next week. The 3-hours per week includes time for changing clothes, showering, and traveling to/from the exercise location. Any period of time over the 3-hour limit will be charged as annual leave, credit hours, or compensatory time taken and is subject to applicable leave and absence regulations (refer to DLAI 7208, Leave). If the employee is unexpectedly away from the office for longer than the approved period of Administrative (Fitness/Wellness) Leave, he/she may request annual leave, credit hours, or compensatory time, subject to supervisory approval. Should the employee not request leave or if the supervisor denies the request, the employee may be charged with Absence Without Leave.

(4) Employees must complete DLA Form 1939, Request for Approval of Administrative Leave for Civilian Fitness Activities; a written request to the first level supervisor, including the employee's projected times, location, and nature of the fitness activity. Specific times for participation will be dictated by mission requirements and approved in advance.

(5) Within 3-work days of receiving the employee's request, the supervisor must provide the employee a response, unless the supervisor is on leave or TDY.
(6) With their supervisor’s approval, employees will establish fitness periods at set times within the workday. Administrative leave may be combined with regular lunch periods or before or at the end of the day.

(7) Employees must self-certify on the fitness agreement to their medical condition. If an employee is returning from a medical situation or deemed temporarily ineligible to participate in the program due to being on light duty with medical restrictions, they must provide supporting medical documentation from their health care provider verifying they can return to full duty, and will therefore be eligible for participation.

(8) Supervisors must keep copies of agreements to satisfy reporting requirements.

(9) Supervisors of newly assigned employees already participating in the program should review the employee's workout schedule to determine if there are any conflicts with the mission of the organization. If a conflict occurs, newly assigned employees may be required to initiate a new request.

(10) If an employee’s application is denied or approval revoked, they may request reconsideration by their next level supervisor.

(11) Participants are encouraged to maintain a diary of all activities, goals, and progress.

j. Supervisors may suspend employee participation in the program when time-critical work must be completed. However, supervisors must describe the specific mission reason for cancelling the fitness/wellness leave. Supervisors should try, whenever possible, to allow employees to reschedule the fitness/wellness leave time period for another time or day in the week. Premium-type hours, including overtime and/or compensatory time, should not be approved to allow for participation in the civilian fitness/wellness program. The only exception to this is when, on the same day, an employee had already participated in the fitness/wellness program and a supervisor identifies a need for the employee to work overtime to complete unanticipated, time-critical work. In that case, the supervisor should approve the premium hours, as appropriate, in accordance with applicable laws, rules and regulations.

k. Supervisors must ensure employees do not compromise or abuse the program, and may suspend privileges at any time if abuse is suspected.

7. INFORMATION REQUIREMENTS. DLA Form 1939 will be used by requesting employees to obtain approval for participation in the program. An electronic version of the form is available on the DLA Forms Management Program Web Site at http://www.dla.mil/officialforms/.

8. INTERNAL CONTROLS.

a. DS-Q, with J1 support, will assess the Fitness/Wellness Program annually to determine impact on productivity and whether the program is meets its objectives.

b. DLA supervisors must maintain time and attendance accountability to report participation and evaluate the DLA Civilian Fitness/Wellness Program. Accordingly, organizations must ensure employees and timekeepers enter "LN" in EAGLE along with the appropriate reason
codes, 11 for fitness and 12 for wellness, for the dates and times employees participate in the program.

9. RELEASEABILITY. UNLIMITED. This instruction is approved for public release and is available on the DLA Issuances Internet Website.

10. EFFECTIVE DATE. This Instruction:


b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DLAI 5025.01, DLA Issuance Program. If not, it will expire effective June 5, 2024 and be removed from the DLA Issuances Website.

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