

**MEMORANDUM OF AGREEMENT COVERING  
AIR FORCE BRAC TRANSFEREES AT  
WARNER ROBINS, TINKER AND HILL AFB**

The Defense Logistics Agency (hereinafter referred to as DLA) and the American Federation of Government Employees Council 169 (hereinafter referred to as the Council) hereby agree to the following concerning Air Force employees transferring to DLA at Warner Robins, Tinker and Hill AFB as a result of BRAC 2005:

The terms of the DLA Master Labor Agreement (MLA) will govern the employees transferred from Air Force to DLA as a result of BRAC 2005. The provisions of the MLA will be in effect at the time of transfer. In order to ease the transition to DLA, the parties agree to the following additional provisions:

Existing practices regarding matters subject to Locally Negotiated Operating Procedures (LOCNOPS) will be followed unless they are in conflict with the provisions of the DLA MLA or other arrangements are negotiated with the affected Local. Any such agreements with the Local will be forwarded to Headquarters DLA and AFGE Council 169 for review in accordance with Article 38 of the DLA MLA.

The MOA dated October 17, 2005 negotiated by AFMC and AFGE Council 214 concerning the Physical Fitness Program will be honored for the former Air Force employees transferred to DLA for a 12 month period following assignment of the employees to DLA. A copy of the MOA to be followed by said employees is attached. In October 2008, the parties will revisit the issue of use of government time for fitness activities.

Air Force employees transferred to DLA in October 2007 will be placed on DLA performance standards and will receive their annual performance rating covering the period October 2007 through March 31, 2008. Subsequent to the March 2008 rating, the employees will be placed on the DLA performance appraisal cycle which ends December 31, 2008.

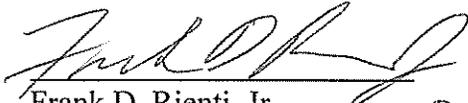
If an ALC grants a "Goal Day" time off award to its employees, DSCR employees at the applicable ALC site will be permitted to receive the time off award as long as it does not replicate a holiday. Time-off awards shall not be granted to create the effect of a holiday or treated as administrative excusals or leave; i.e. they shall not be granted in conjunction with a military "down" or "training" day or the like, which would grant the entire civilian employee population, or a majority of the civilian population, a time-off award to be used on a specified day. At the DSCR Commander's discretion and consistent with OPM and DoD regulations and DLA Incentive Awards policies, the Commander of DSCR may also grant a "Goal Day" time off award to DSCR employees at other sites based upon achievement of high levels of performance in



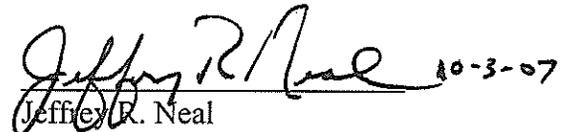
key mission metrics. The parties will revisit this issue in October 2008. Any negotiations for "Goal Day" awards will be conducted at the Agency/Council 169 level and not at the local level.

Transferring employees on Alternate Work Schedules at the time of their transfer to DLA will remain on such schedules as long as such schedules do not interfere with the mission. Changes necessitated by mission requirements are subject to the provisions of the MLA, LOCNOPS, and DLA policies. Other employees who want to work an Alternate Work Schedule, transferring employees who wish to change their work schedules, and management initiated work schedule changes will be subject to the provisions of the MLA, LOCNOPS and DLA policies.

For the Council:

  
Frank D. Rienti, Jr.  
AFGE, Council 169 10-3-07

For DLA:

  
Jeffrey R. Neal 10-3-07  
Director, Human Resources

## MEMORANDUM OF AGREEMENT

### On Physical Fitness

1. The American Federation of Government Employees (AFGE) Council 214 and Air Force Materiel Command (AFMC), hereafter referred to as the Union and Management, hereby enter into this Memorandum of Agreement regarding physical fitness as it applies to bargaining unit members covered by the Master Labor Agreement (MLA) between the parties.

2. In accordance with the Air Force directed fitness initiative, Air Force full- and part-time civilian employees will be allowed to voluntarily participate in physical fitness programs. Fitness activities suitable for excused absence should address cardiovascular/aerobic endurance, muscular strength, endurance, flexibility and body conditioning. Full-time employees will be excused with no charge to leave, for up to 3 hours (recommend 1 hour minimum to 1½ maximum per session) per week, for exercise activities. However, the supervisor may make the ultimate determination as far as the minimum and maximum per session. Use of time for physical fitness activities by part-time employees should be pro-rated to correspond with the number of hours worked per pay period, applying the following formula:

- Number of hours worked bi-weekly (part-time schedule) divided by 80 hours (full-time schedule) = % of (maximum 3 hours per week) time allowed for part-time employees
- Example 1: part-time employee working 32 hours per week/64 hours per pay period  
 $64 / 80 = 80\%$       80% of 3 hours per week = 2.4 hours per week,  
Rounded to the nearest timekeeping increment (15 minutes/.25 hrs) = up to 2.5 hrs/week
- Example 2: part time employee working 24 hours per week/48 hours per pay period  
 $48 / 80 = 60\%$       60% of 3 hours per week = 1.8 hours per week,  
Rounded to the nearest timekeeping increment (15 minutes/.25 hrs) = up to 1.75 hrs/week

3. Unused periods cannot be banked and carried over to the next week. Periods used per week include time for changing clothes, showering and travel to/from the exercise location. On base facilities should be utilized. However, alternate arrangements may be worked at the local level for employees located off the installation. Physical fitness periods can be combined with authorized breaks or in conjunction with the regularly scheduled lunch period.

4. Employee must initiate a request sheet to the first level supervisor containing the doctor's certificate from his/her primary care provider/physician certifying which physical fitness activities are permitted and there exists no limiting physical conditions unless otherwise noted on the doctor's certificate (Atch). Request sheets must be filed in the employee's Supervisory Record (AF Form 971). Individuals serving in Performance Improvement Periods (PIP) or identified with sick leave abuse (IAW MLA 24.03) are ineligible to participate in the program. Scheduling for participation in the fitness program must be accomplished through the employee's first level supervisor. Participation for short periods of time may be disallowed by the Wing CC/Director or two digit staff director during workload surges to include periods of mandatory overtime. Specific times for participation will be dictated by mission requirements and approved in advance. Management may revoke participation privileges if abuse is identified.



5. Employee must maintain a diary of all activities goals and progress. Employee must provide time keeper and/or supervisor with information necessary to appropriately code timesheets for excused absence ("LN") along with remark "Physical Fitness."

6. The parties agree that local agreements on compensated fitness time are null and void.

7. In the spirit of partnership, the Union and Management agree to keep each other informed and to work together to address unforeseen issues that may arise during implementation or concerns over compliance with this MOA. Either party may open this agreement for clarification or modification by written notice to the other party no later than thirty days prior to the anniversary date of the agreement. Either party may terminate the agreement by providing the other party with a thirty day notice after the initial 6 month period. All remedies available under the MLA or 5 U.S.C. 71 will remain available to the Parties if concerns cannot be cooperatively resolved.

**NOTES:**

1. This agreement supersedes MOA, Physical Fitness, signed 14 Jan 05
2. This agreement supersedes paragraph #2 of the 6 Nov, 2003, Physical Fitness Activities and Compressed Work Schedules MOA. Paragraph #2 prohibited physical fitness on compensated time, which is now allowed by this MOA.
3. The "disallowance" provision in paragraph 4 could be satisfied by the Group or Squadron CC/Director if they are a direct report to the Center CC.

/S/ Scott Blanch 17 Oct 05  
For the Union                      Date

/S/ Raymond Rush 17 Oct 05  
For Management                      Date

/S/ Tom Robinson 17 Oct 05  
For the Union                      Date

/S/ Randy Shaw 17 Oct 05  
For Management                      Date

Atch: Request Sheet/Doctor's Certificate

**REQUEST FOR APPROVAL OF EXCUSED ABSENCE  
FOR PHYSICAL FITNESS ACTIVITIES**

**EMPLOYEE:**

I, \_\_\_\_\_, request approval of excused absence, not to exceed three (3) hours per week, for the sole purpose of participating in physical fitness activities.

I understand (employee must initial each line):

\_\_\_\_\_ I may only participate in physical fitness activities using base facilities during any period of excused absence for such activities.

\_\_\_\_\_ My participation is subject to supervisory scheduling and approval. I understand that periods of participation for short periods of time may be disallowed by the Wing CC/Director or two digit staff director during workload surges to include periods of mandatory overtime.

\_\_\_\_\_ I must provide time keeper and/or supervisor with information necessary to appropriately code timesheets for excused absence ("LN") along with remark "Physical Fitness."

\_\_\_\_\_ That in order to enhance mission effectiveness, I must make every effort to improve my health and well-being during any period of excused absence for the purpose of physical fitness.

\_\_\_\_\_ That I am responsible for any expenses required to obtain a doctor's statement (below) certifying that physical fitness activities are permitted and any limiting conditions are identified.

\_\_\_\_\_ That should my ability to participate in physical fitness activities become limited in any manner, I will notify my supervisor immediately.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

.....  
**PHYSICIAN CERTIFICATION:** I certify the above named employee has received a physical fitness assessment and is fit and able to participate in an **UNRESTRICTED/RESTRICTED** (circle one) physical fitness program. Any restrictions are documented below.

Employee Restrictions
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\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

.....  
**FIRST LEVEL SUPERVISOR:**

\_\_\_\_\_ Excused absence is **Approved/Disapproved** (circle one).

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date





DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS WARNER ROBINS AIR LOGISTICS CENTER (AFMC)

19 January 2006

MEMORANDUM FOR WINGS, STAFF OFFICES, AND HOSTED ORGANIZATIONS

FROM: WR-ALC/CC

SUBJECT: Civilian Fitness Program (S/S WR-ALC/CC Memo, 14 Mar 05)

1. During 2005, most of us began hearing about the Civilian Fitness Program and its goal of improving the physical and emotional health of our civilian workforce. Both military and civilian personnel must be resilient to the stresses resulting from daily demands associated with our personal, work and family lives. A healthy mind and body can help enhance our ability to deal with these stresses. As such, numerous efforts are being implemented to encourage physical wellness for our civilians as well as our military. This is evidenced by the implementation of both the AFMC Civilian Fitness Program and the AFMC Civilian Wellness Program on 3 January 2005.

2. The AFMC Civilian Fitness Program provides all appropriated funded civilians the opportunity to voluntarily participate in a physical fitness activity for up to 3 hours per week while in an official duty status. Suitable physical fitness activities include those which address cardiovascular/aerobic endurance, flexibility, muscular strength/endurance, and body composition. To provide the maximum benefit, an effective individual fitness program should address as many of these areas as possible. Sports or games not specifically targeting improved fitness levels and/or body conditioning are not suitable activities and would include golf, bowling and softball as examples.

3. Examples of on-base fitness options that currently support activities suitable for this excused absence include use of the 5K jogging trail adjacent to the fitness center; walking track locations around buildings 300/301, 640/645, 321, 91, and 47/48; Health and Wellness Center sponsored walks and runs, etc. Civilian employees holding memberships to the base fitness center may also participate in those activities and/or classes held there as long as the involved activity conforms to the program inclusion guidelines. Those guidelines are attached, incorporating a newly modified stipulation for inclusion of part-time employees in the program. In review of the guidance, be cognizant of your responsibilities whether as a supervisor and/or a participating employee.

4. The Civilian Fitness Program directly supports our AFMC-wide goal of sustaining a safe, healthy, fit, and ready workforce. Because of my strong belief in the benefits of this program, I have established a goal of increasing participation of our civilian employees by 25 percent during the coming year. I encourage each WR-ALC civilian employee to take advantage of the physical fitness and wellness opportunities available to you at Robins Air Force Base. In addition, I expect all supervisors who manage civilian employees to actively promote participation by all eligible personnel within their organization and to set the example by personal participation, if eligible.



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Two handwritten signatures in black ink are located in the bottom right corner of the page.

5. If you have any questions concerning the attached guidance, please contact your servicing Employee Relations Specialist at extension 65802/0677. Questions concerning available physical fitness activities should be addressed to Mr. John Enterman at the Robins Fitness Center at extension 62129.

*Michael A. Collings*  
MICHAEL A. COLLINGS  
Major General, USAF  
Commander

Attachment:  
Program Guidance and Promotion Criteria

*gr*  
*10/12*

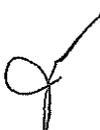
## CIVILIAN FITNESS PROGRAM GUIDANCE and PROMOTION CRITERIA

### 1. GUIDANCE:

It is important to our mission that we achieve a cohesive team, both military and AF Civilians working together. It is in the best interest of AFMC to allow appropriated fund AF Civilians the opportunity to participate in frequent, regular and/or routine physical activities using excused absence. To that end, AF Civilians, both full time and part time will now be allowed to voluntarily participate in physical fitness activities for up to 3 hours per week during duty time. Activities suitable for this excused absence should address cardiovascular/aerobic endurance, muscular strength, flexibility and body conditioning. It will be the responsibility of every supervisor to ensure this program is not compromised or abused.

The goal is to ensure the health and wellness of AFMC's workforce, both military and AF Civilian. To that end, the following provisions apply:

- Appropriated fund Civilian employees may be granted a maximum of 3 hours per week of duty time for physical fitness activities. It is recommended that a 1 hour minimum to 1.5 hour maximum be used per session. However, the supervisor may make the ultimate determination as far as the minimum and maximum per session. Only one block of time per day is authorized under this program. Unused time from previous periods cannot be banked. The 3 hours per week consists of total time away from the job and includes time for changing clothes, showering, travel to and from the exercise location, etc. Physical fitness periods may be combined with authorized breaks or in conjunction with the regularly scheduled lunch period.
- Part-time employees are authorized use of civilian fitness leave on a pro-rated basis corresponding with the number of hours worked per pay period, as described below.
  - Number of hours worked bi-weekly (part-time schedule) divided by 80 hours (full-time schedule) = % of maximum (3 hours per week) time allowed for part-time employees.
  - Example: Employee works 30 hours per week or 60 hours per pay period, using the formula we get the following;  $60/80 = .75 \times 3\text{hrs} = 2.25 \text{ hrs}$  or 2 hrs 15 min fitness leave per week.
- On-base facilities should be used for participation in this program. For employees whose normal duty station is not on the base-proper, first-level supervisors may approve alternate arrangements on a case-by-case basis.
- Individuals participating in this program must initiate a request sheet to their first level supervisor containing a certificate from his/her primary physician certifying which physical activities are permitted and that there are no limiting physical conditions unless otherwise noted on the doctor's statement. Scheduling for participation in the fitness program must be accomplished through the employee's first-level supervisor. Participation for short periods of time may be disallowed by the Wing CC/Director or two-letter staff director during workload surges to include periods of mandatory overtime. Specific times for participation will be dictated by mission requirements and approved in advance. Management may revoke participation privileges if abuse is identified.
- Participants should maintain a diary of all activities, goals and progress. Participants must also provide timekeeper and/or supervisor with information necessary to appropriately code timesheets for excused absence ("LN") along with the remark "Physical Fitness."

  
(Revised Jan 06)



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## CIVILIAN FITNESS PROGRAM GUIDANCE and PROMOTION CRITERIA

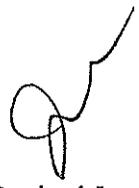
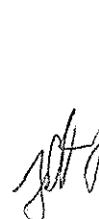
### 2. CIVILIAN FITNESS PROMOTION CRITERIA

Fitness fundamentals: A complete fitness program should address cardiovascular/aerobic endurance, muscular strength/endurance, flexibility, and body composition.

- For an activity to be considered aerobic, the heart rate should be elevated into the age and physical condition-specific training zone for at least 20 minutes. Walking, jogging, and biking are examples of activities that give this result.
- Muscular strength and endurance exercises increase lean body mass, protect joints, and increase the body's metabolism. Machines, free weights, and general calisthenics are activities that provide these results.
- Flexibility exercises involve stretching all major muscles in the body, help reduce injury risk, and promote flexibility and mobility at each joint. Stretching sequences at the beginning and end of exercise sessions promote this result.
- Body composition relates to the amount of muscle and fat tissue in the body. High levels of body fat should be reduced through a program of aerobic activity and strength training combined with proper nutritional intake.

There are many helpful web sites sponsored by government agencies and non-profit organizations. The following are examples of sites which can be counted on to provide unbiased guidance for fitness activities/programs:

- To start an exercise program:  
<http://www.cdc.gov/nccdphp/dnpa/physical/starting/index.htm>  
<http://www.americanheart.org/presenter.jhtml?identifier=528>
- To start a walking program:  
<http://www.pbs.org/americaswalking>
- Dietary Guidelines  
<http://www.health.gov/dietaryguidelines/dga2005/document/default.htm>  
<http://www.mypyramid.gov/>
- For Monitoring individual progress:  
<http://www.opm.gov/healthierfeds/>  
<http://www.healthierus.gov/>  
<http://health.nih.gov/result.asp/245>



(Revised Jan 06)



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR FORCE MATERIEL COMMAND  
WRIGHT-PATTERSON AIR FORCE BASE OHIO

NOV 21 2005

MEMORANDUM FOR ALHQCTR/CC  
ALINST/CC  
ALHQSTAFF

FROM: AFMC/CC  
4375 Chidlaw Road  
Wright-Patterson AFB OH 45433-5001

SUBJECT: Revised AFMC Civilian Fitness Program Policy

1. I am very pleased with the interest shown in the AFMC Civilian Fitness Program. This program, along with the Civilian Health Promotion Services initiative, encourages health and well-being for AF Civilians. To that end, the fitness program is being extended to include those AF Civilians who are on a part-time schedule.
2. Effective immediately, all appropriated fund AF Civilians, both full- and part-time, may be authorized time for structured physical fitness activity while in an official duty status. Use of time for physical fitness activities by part-time employees should be pro-rated to correspond with the number of hours worked per pay period, as described in Attachment 1. Participation in this program is voluntary on the part of the employee. Other than this change, guidance for participation in physical fitness activities remains the same as that issued on 11 Feb 05.
3. Bargaining obligations have been satisfied with AFGE Council 214 at the Command level for the revised fitness program. The Fitness Memorandum of Agreement (MOA) signed on 17 Oct 05 is at Attachment 1. Activities with local bargaining obligations should proceed with local negotiations as appropriate.
4. The health and fitness of everyone in this Command is a top priority. We will continue our efforts to make fitness a part of our total force culture in AFMC. Questions regarding this policy may be referred to Ms. Jane Hostler, HQ AFMC/A1SL, DSN 986-2822, jane.hostler@wpafb.af.mil. Labor issues may be referred to Mr. Randy Shaw, HQ AFMC/A1SL, DSN 787-2382, randy.shaw@wpafb.af.mil.

  
BRUCE CARLSON  
General, USAF  
Commander

Attachment:  
MOA on Physical Fitness, 17 Oct 05  
w/Atch

*War-winning capabilities ... on time, on cost*

