

Administrative Changes to AFI 36-815_MAXWELLAFBSUP, *Absence and Leave*

OPR: 42 FSS/FSMC

OPR should be changed from 42 MSS/DPM to 42 FSS/FSMC; references to 42d Mission Support Squadron should be changed to 42d Force Support Squadron; references to Personnel Office or Personnel Flight should be changed to Personnel Section.

11 April 2011

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**

**AIR FORCE INSTRUCTION 36-815
MAXWELL AFB
Supplement**



27 SEPTEMBER 2005

Certified Current 13 February 2014

Personnel

ABSENCE AND LEAVE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 42 MSS/DPC (Mr. Dennis F. Paquette)

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AFI 36-815, 5 September 2002, is supplemented as follows:

This supplement implements AFI 36-815, *Leave and Absence*. It establishes the Maxwell AFB policy on the use of duty time for employees who want to voluntarily participate in physical fitness activities. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil/>. This supplement applies to all Appropriated Fund Civilian Employees employed by the Headquarters Air University, Air University Schools and Directorates, the 42d Air Base Wing and all other Air Force employees serviced by the Maxwell AFB Civilian Personnel Office, their supervisors and commanders.

SUMMARY OF CHANGES

This revision: Shifts responsibility from the Physical Training Leader to the employee's immediate supervisor for assuring commanders that duty time granted to civilian employees is used for the purposes approved (paragraph 8.15.2); updates paragraphs 1 and 2 in the *Example Letter of Notification to Employees* (Attachment 5); updates the Use of Duty Time and On-Base

Facilities paragraph and subparagraph 2 of the same in the *Example Information Sheet to Employees* (Attachment 6; updates paragraphs 1, 3, and 7 in the *Example Commander's Policy on Civilian Employees Physical Fitness Activities* (Attachment 7); updates the 2d Indorsement of the *Example Employee Request Memorandum* (Attachment 8); and removes references to the Civilian Personnel Flight maintaining copies of physician's statements in the Record Keeping section of the *Decision-Making Chart* (Attachment 9).

Section 8C – *Excused Absence for Physical Fitness Activities*

8.15. (Added) HQ USAF/DPP policy memo dated 23 Jun 03, allows civilian employees up to 3 hours of duty time per week to participate in voluntary regular physical fitness activity. This policy will be incorporated into the next revision of AFI 36-815.

8.15.1. (Added) Local commanders are authorized to fully implement this supplement, implement it in a limited version, e.g., less than 3 hours, decline to implement, or implement it with any combination of these three alternatives within their organizations. Supervisors are prohibited from altering established hours of work to encompass physical fitness activities that take place outside those hours. Absent extraordinary circumstances, overtime (or compensatory time) will not be assigned on a day when duty time for physical fitness activities is granted.

8.15.2. (Added) An employee must receive prior approval from the immediate supervisor in order to use duty time for physical fitness activities. The immediate supervisor must monitor the employee's use of duty time to identify and prevent abuse. The grant of duty time is only permitted for participation in physical training (PT) taking place on the installation. The immediate supervisor bears responsibility for assuring the commander that duty time granted to civilian employees is used for the purposes approved. The immediate supervisor must annotate time cards (or time sheets) to show duty time used for physical activities.

8.15.3. (Added) The grant of duty time is subject to mission requirements. Duty time is granted or denied at the discretion of the commander or other responsible management official. Grants of duty time are not and do not become entitlements and can be revoked solely at the election of the commander or other responsible management official without advance notice.

8.15.4. (Added) The following attachments provide guidance for commanders in implementing this publication: Example Letter of Notification to Employees (Attachment 5); Example Information Sheet to Employees (Attachment 6); an Example Commander's Policy on Civilian Employees Physical Fitness Activities (Attachment 7); an Example Employee Request Memorandum (Attachment 8); and a decision-making chart commanders may consider prior to deciding on implementation (Attachment 9).

12.4. (Added) Forms Adopted: AF Form 847, *Recommendation for Change of Publication*; AF Form 971, *Supervisor's Employee Brief*.

PAUL H. MCGILLICUDDY, Colonel, USAF
Commander

Attachment 5 (Added)**EXAMPLE LETTER OF NOTIFICATION TO EMPLOYEES**

(Date)

MEMORANDUM FOR APPROPRIATED FUND CIVILIAN EMPLOYEES AND THEIR
SUPERVISORS

FROM: Local Commander
Street Address
Maxwell AFB AL 36112-XXXX

SUBJECT: Civilian Participation in Physical Fitness Activities

1. There are occasions when civilians may be absent from their normal assignment to participate in activities supported by the Air Force. This policy permits appropriated fund civilian employees duty time to participate in physical training (PT) where such training takes place on the installation. It also holds the immediate supervisor responsible for assuring that duty time granted to civilian employees for physical fitness activities is used for the purpose granted.
2. The (name of organization) has supported a variety of events to benefit specific activities which may include intramural sports events, runs, sports days, and other general recreational events. Maxwell AFB Supplement 1 to AFI 36-815 now permits (name of organization) supervisors, at their option, to authorize duty time for physical fitness activities described in paragraph 1 above during duty hours without charge to the employee's leave. Employees may participate in activities taking place either before or after established hours of duty; however, a change of hours of duty to encompass these activities so that they then occur during duty time is prohibited.
3. Activities are specifically physical fitness in nature and are limited to a maximum of 3 hours per week using the procedures contained in the Maxwell AFB Supplement. Regular participation as a member of an intramural sports team could be considered a physical fitness activity.
4. Authorization to participate in activities not clearly defined within the Maxwell AFB Supplement should be examined by the supervisor in consultation with the Maxwell AFB Labor Relations Officer, who can be reached at 953-2995.
5. This policy remains in effect until superseded or revoked.

(Commander's signature element)

Attachment 6 (Added)**EXAMPLE INFORMATION SHEET TO EMPLOYEES***CIVILIAN HEALTH PROMOTION CRITERIA*

FITNESS EDUCATION ASSESSMENT: Civilian employees wishing to participate in a local program must get a fitness education assessment from their primary care provider/physician. Participants should maintain a log or record of their activities, goals, and progress

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

1. 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. Golfing, bowling and softball are examples that do not.

2. 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

3. Flexibility exercises involve stretching all major muscles in the body and 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.

4. Body composition relates to the amount of muscle tissue and fat tissue in the body. High level of body fat should be reduced through a combined program of aerobic activity and strength training.

USE OF DUTY TIME AND ON-BASE FACILITIES: Participation in a health promotion program established under this authority may include up to three hours of duty time per week and is restricted to use of facilities under the direct control of the installation commander. The use of duty time for this program is authorized under AFI 36-815, paragraph 8.1 and may be considered similar to other OPM-approved health promotion activities such as smoking cessation classes. The authority found in 5 U.S.C. 7901 permits the expenditure of appropriated funds on health facilities construction and maintenance allows the use of civilian pay (i.e., duty time) for the same purpose.

1. Use of duty time (excused absence) is appropriate only if approved by the first level supervisor in accordance with locally developed procedures. Mission impact is the key element in making the decision. Normally, overtime and compensatory time may not be approved nor earned on days when use of duty time is approved under this program.

2. In order to maintain the integrity of this program, fitness activities may only be performed using on-base facilities.

Attachment 7 (Added)**EXAMPLE COMMANDER'S POLICY ON CIVILIAN EMPLOYEES PHYSICAL FITNESS ACTIVITIES**

*42D MISSION SUPPORT SQUADRON
42D AIR BASE WING (AETC)
MAXWELL AFB AL 36112-XXXX*

*SOI 36-X
[DATE]*

Personnel

SQUADRON CIVILIAN EMPLOYEES PHYSICAL FITNESS ACTIVITIES**COMPLIANCE WITH THE PUBLICATION IS MANDATORY**

1. Excused absence, not to exceed three (3) hours per week, may be authorized for the sole purpose of participating in physical fitness activities on the installation.
2. Employees may only utilize on-base facilities during any period of excused absence for physical fitness activities.
3. Employee participation is subject to supervisory scheduling and chain of command approval.
4. If an employee's request is not approved or the employee cannot be released from work for physical fitness activities due to mission requirement, such disapproval is a function of the employer's discretion and the employee shall accept the decision.
5. Employees must record each absence on their time sheet with the appropriate code for excused absence (LV) along with the remark "Physical Fitness."
6. Employees' "on the clock" three hours per week will be spread throughout five days or used in three days; the time will not be accumulated; the time will include time spent dressing/showering/cleaning up.
7. Employees must report to work prior to going to the exercise site and must report back to work prior to the end of their duty day. Exercise in which they engage either before or after duty hours occur during their own time and their hours of work will not be altered to include those time periods.
8. Employees must sign in and out as directed at the appropriate level to record participation.
9. In order to enhance mission effectiveness, employees must make every effort to improve their health and well being during any periods of excused absence for the purpose of physical fitness.
10. Each employee's request (Attachment 1) must be accompanied by a doctor's statement, at the employee's expense, that physical fitness activities are permitted with or without limiting conditions.
11. Should the employee's ability to participate in physical fitness activities become limited in any manner, they will notify their supervisor immediately.

(Commander's signature element)

Attachment 8 (Added)

EXAMPLE EMPLOYEE REQUEST MEMORANDUM

(Date)

MEMORANDUM FOR (SUPERVISOR'S OFFICE SYMBOL)
(SECOND-LEVEL SUPERVISOR'S OFFICE SYMBOL)
IN TURN

FROM: Employee's Office Symbol
Street Address
Maxwell AFB AL 36112-XXXX

SUBJECT: Request to Participate in Physical Fitness Activities

I have read and understand the guidance in the 42d Mission Support Squadron SOI 36-X (use appropriate policy). I am requesting authority to participate in physical fitness activities as outlined in the SOI. Attached is the required medical clearance from my physician.

(Employee's signature element)

Attachment:
Physician's Statement

1st Ind, (Supervisors Office Symbol) (Date)

MEMORANDUM FOR (SECOND-LEVEL SUPERVISOR'S OFFICE SYMBOL)

I certify: 1) The requestor is assigned to me; 2) Enhancement of mission accomplishment considered; 3) Recommend approval/disapproval.

(Supervisor's signature element)

2d Ind, (Employees Office Symbol), (Date)

Approved/Disapproved. File this memorandum and the physician's statement in the employee's AF Form 971, *Supervisor's Employee Brief*.

(Second-level Supervisor's signature element)

Attachment 9 (Added)
DECISION-MAKING CHART

ISSUES/CONCERNS	OPINIONS/RECOMMENDATIONS
<p>- Productivity -- If every employee at _____ AFB participated, excused absences for physical fitness would equal approximately _____ man-years of lost time. Will the gain in health and wellness make up the difference? -- Should overtime be allowed for the organization that allows regularly scheduled physical fitness activities for civilian employees?</p>	<p>Those organizations that are paying overtime should carefully consider the return for their money.</p> <p>Health and Wellness activities have always been recognized as beneficial and supported by AF leadership. However, there has never been any mechanism to allow participation during duty time. This excused absence would enable civilian employees to work out at the gym and or participate in intramural sports teams.</p> <p>The Second-line Supervisor should be the approving official for excused absence for the purpose of physical fitness activities if the Installation Commander approves implementation.</p>
<p>- Liability -- If an employee requests the physical fitness time, how is management assured the employee is physically able to exercise? Most civilian employees do not pass physicals in order to perform the duties of their position. -- Any injury that occurs on official time is compensable through Worker's Compensation. The injury could be extremely expensive for the AF, up to paying all medical costs and or a tax-exempt compensation.</p>	<p>If the employee desires to participate, then the employee should also be responsible for providing the supervisor a doctor's statement that physical fitness activities are permitted with or without limiting conditions.</p>
<p>- Mission effectiveness: -- Does physical fitness contribute to mission effectiveness? -- Can the supervisor afford to allow the employee physical fitness time?</p>	<p>Established procedures should allow the supervisor to disallow participation for a short period of time due to mission requirements and for the second-line supervisor to cancel the approval in its entirety.</p> <p>RECOMMENDATION: The supervisor recommends/does not recommend approval</p>

	and the second-line supervisor approves/disapproves.
ISSUES/CONCERNS	OPINIONS/RECOMMENDATIONS
<p>- Participation:</p> <ul style="list-style-type: none"> -- What about those employees who do not choose to participate? -- Wing-wide or organization's choice? -- Can temporary employees participate as well as permanent employees? -- What options does an employee have if their request for physical fitness is disapproved? 	<p>Temporary employees should/should not be approved for excused absences for the purpose of physical exercise. These employees are short-term employees hired for a specific purpose.</p> <p>Employees should only be allowed to challenge decisions to deny the excused absence if the denial was either arbitrary or capricious.</p> <p>RECOMMENDATION: The participation by employees should be completely voluntary, but supported by the immediate supervisor/second-line supervisor. Further, the opportunity to participate should be encouraged wing-wide with the actual approval of individual requests being the responsibility of the second-line supervisor in the organization.</p>
<p>- Accountability</p> <ul style="list-style-type: none"> -- How can wing leadership be assured the AFB's mission is realizing a benefit? -- How can management be assured the employee is actually performing physical fitness activities? 	<p>The employee is required to show physical fitness time on the time card with appropriate time coding for excused absence, which requires both the employee and the supervisor's signature.</p> <p>Because the employee is on "official time", the supervisor must ensure the employee is where they are supposed to be and doing what they are supposed to be doing. No more, no less than when the employee is performing the official duties of their position. No excused absence may be authorized for employees not actively participating, e.g., going to the gym to stand around and visit.</p> <p>RECOMMENDATION: The program should be a constant theme on the commander's agenda and be subject to discussion at any time. The ability of the</p>

	second-line supervisor to cancel participation at any given time should help to ensure the program is not compromised.
ISSUES/CONCERNS	OPINIONS/RECOMMENDATIONS
- Record keeping -- Where are the records filed?	The actual request for physical fitness time should be filed in the employee's Supervisory Record (AF Form 971) whether approved or disapproved. The doctor's statement should be filed with the request.
- Where? -- Should the physical fitness activities as an excused absence be restricted to on-base facilities?	<p>If the employee is allowed to utilize an excused absence for one hour/3 times a week anytime during the day, on-base facilities should be available to them in line with the current policy, which is space-available.</p> <p>Due to the travel distance to other physical fitness facilities, it would not be reasonable to believe that any mission benefit would be derived from utilizing off-base facilities.</p>