



# STATE OF NEVADA OFFICE OF THE MILITARY

OFFICE OF THE ADJUTANT GENERAL

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Major General  
The Adjutant General

NVMD-AG 690-300

27 January 2004

MEMORANDUM FOR: All full-time AGR and Technician personnel in the Nevada National Guard

Subject: The Nevada National Guard Physical Fitness Policy

1. This letter defines the policy for physical fitness activities during duty hours for the full-time workforce of the Nevada National Guard and supersedes all previous policy letters regarding this subject. Furthermore, the Adjutant General may revise or revoke this policy at any time.
2. Supervisors are responsible for administering and monitoring the Physical Training (PT) program in accordance with this policy.
3. Full-time AGR and technician personnel may participate in an approved physical fitness program during duty hours for a maximum of three hours per week, not to exceed one hour on a given day. These periods are not cumulative and do not carry over to subsequent days.
4. Authorized time for PT will be in accordance with the following schedule and subject to the following conditions:
  - a. Supervisors may authorize PT during normal duty hours only.
  - b. PT injuries will only be considered "on duty" injuries if they occur during duty hours. (Examples: A technician whose normal work day begins at 0730 and who is injured at 0645 is not "on duty." A person whose normal work day ends at 1700, and who is injured at 1715, is not "on duty.") If you are injured while not "on duty," you will not be covered under Office of Workers Compensation Program (OWCP). AGR medical coverage is not affected by this policy.
  - c. All changing, showering, and other activity associated with PT must take place during the one hour authorized for PT. (Examples: a person planning to perform PT at 1600 will not dress or otherwise prepare for PT until 1600. A person whose duty day begins at 0730 and who performs PT in the morning, will be showered, properly dressed, and at work by 0830).
  - d. PT time in excess of one hour of duty time will be charged to annual leave or absence without leave, as appropriate.

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e. There will be no degradation of mission accomplishment or customer service due to the PT program. (Example: Customers will not be “put off” by people on their way out of the door to PT. All sections will be “open for business” throughout the entire duty day.)

f. Approved PT activities include walking, running, working out on fitness machines, weight lifting and other aerobics or strength-building activities.

g. PT must **begin and end** at the work place.

h. Any change to normal duty hours must be submitted in writing and approved by the HRO.

5. Units that desire to participate as a group may submit a request to the Army Chief of Staff, the Chief of the Joint Forces HQ, or the Air Commander as appropriate for approval.

6. Before engaging in a program, participants must submit a Physical Fitness Program Acknowledgement form (attached) to their supervisor for approval. Supervisors will maintain approved forms in their supervisory records and forward a copy to the Employee Relations Specialist at the HRO. Individuals injured while participating in an authorized activity with no acknowledgment on file may not be covered under OWCP. Those with health problems and those embarking on a new program after a period of inactivity should consult with their physician before engaging in strenuous activity.

7. Competitive technicians must submit a doctor’s certificate to the supervisor showing they are physically able to participate in their chosen program. The supervisor will forward the certificate to the Employee Relations Specialist at the HRO. Individuals injured while participating in an authorized activity with no certificate on file may not be covered under OWCP.

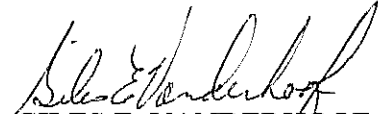
8. The PT program is a privilege, and is under constant scrutiny by the Office of Personnel Management and the National Guard Bureau. In order to protect this privilege, we must insure our program does not adversely affect our mission either in reality or in perception. Therefore, abuse of the physical fitness program will result in individual or organizational revocation of the right to participate, individual disciplinary action, or complete elimination of the program.

9. I encourage all full-time personnel to take advantage of this program in order to enhance their physical and mental well being.

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10. Questions regarding the physical fitness program can be directed to the Human Resources Office at 887-7377 or 887-7376.



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Major General, NVMD  
The Adjutant General