



**DEPARTMENT OF THE AIR FORCE
UNITED STATES SPACE FORCE
SPACE LAUNCH DELTA 30**

28 June 2023

MEMORANDUM FOR 30 FSS/FSCA (CIVILIAN PERSONNEL)

FROM: SLD 30/CC

SUBJECT: Civilian Health and Wellness

1. In accordance with DODI1400.25V630_AFI36-815, *Leave*, Dated 14 November 2019, Enclosure 3, para 6.a (1), as part of a comprehensive employee health and wellness program, Installation Commanders or heads of serviced organizations may excuse civilian employees for health, wellness or physical fitness activities up to three hours per week based on mission and workload requirements. Participation is strictly voluntary.

a. Employees and supervisors will have a signed agreement regarding administrative time off for physical fitness activity in place prior to physical fitness or wellness activities being preformed. At a minimum the agreement will include self-certification of fitness to engage in physical fitness activities and describe the number of days per week and duration of absence, see Attachment 1. A copy of this agreement will be maintained in section 3 of the Supervisor's Employee Work Folder (SEWF) with reviews or updates occurring annually or upon change in supervision or medical concerns, normally this occurs at the beginning of the annual appraisal cycle.

b. Health and wellness activities may be events sponsored by installation Health and Wellness Centers (HAWCs), medical treatment facilities or other recognized organizations. These events include but are not limited to health fairs; alcohol and tobacco cessation programs; diet and nutrition classes; relaxation and stress management classes or seminars; lactation classes and seminars; and work-life programs.

c. Employees must notify supervisors in advance of the wellness/fitness events to ensure attendance does not conflict with work center requirements. For events exceeding three hours in a single week, the employee will submit a leave request for all time in excess of three hours spent at the event(s).

d. While participation in health and wellness activities is encouraged, it is important that employees understand it is not an entitlement. Consideration of mission impact is crucial in determining whether employees can be excused to participate in fitness activities during duty hours. Potential adverse impact on the mission is a valid reason to deny any individual or group of employees official duty time to participate in fitness activities.

e. Employees excused to participate in health and wellness activities remain in a duty status and are subject to being recalled to resume work activities, if needed.

f. Overtime and Compensatory Time

(1) May not be earned while an employee is actually performing health, wellness or fitness activities.

(2) Supervisors should not permit the use of health and wellness time during duty periods where an employee has approved overtime. Health and wellness time is subordinate to mission needs. The combination of health and wellness time with overtime interferes with the mission essential nature of overtime.

g. Employees may not be excused for more than one duty hour per day to participate in health and wellness activities. Duty hours authorized for health and wellness activities are not cumulative and may not be carried forward to subsequent weeks or used for other non-duty activities.

h. Employees participating in health and wellness activities during duty hours must do so on base and/or in base facilities (Private base family housing is not considered base facilities for the purpose of this program).

i. Supervisors must monitor employees participation in health and wellness activities to ensure excused absences are used for their intended purpose. Time sheets will be annotated with the appropriate number of hours of excused absence used during each pay period. Any verified abuse of time will be grounds for discontinuing the offending employee's participation in fitness activities during duty hours, and may also be the basis for disciplinary action.

j. Authorization to grant up to three hours per week of duty time applies only to those appropriated fund employees assigned to Space Launch Delta 30 units. Tenant organizations must continue to coordinate with their major command for guidance on implementing health and wellness programs for their employees.

k. A copy of this memo, initialed by the supervisor and employee, must be placed in the (SEWF), indicating a mutual understanding of the parameters for participating in health and wellness activities during duty hours.

2. I ask that supervisors and managers continue to monitor employees participation in health and wellness activities during duty hours, to ensure such participation does not adversely impact our mission, and to ensure official time is used for its intended purpose.

3. As we continue to emphasize the importance and value of a fit total force, it is important to me that our civilian members make and continue lifestyle choices which enhance their health and overall quality of their lives. I ask commanders and supervisors to encourage their appropriated fund civilian employees to participate in health and wellness activities.

4. My point of contact for this matter is the Civilian Personnel (CPO) office at DSN 276-5847.

LONG.ROBERT
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ROBERT A. LONG, Colonel, USSF
Commander

Attachment:

Memorandum of Agreement, 21 June 2023

MEMORANDUM OF AGREEMENT
Civilian Health and Fitness

This is a Memorandum of Agreement (MOA) between the employee [] and the supervisor [] and agree to the provisions of the aforementioned guidelines stated below.

1. Participation in fitness activities is totally voluntary on the part of employee.
2. Potential adverse impact on the mission is a valid reason to deny an individual or group of employees official duty time to participate in fitness activities.
3. Employee understands that, although excused to participate in fitness activities, they remain in a duty status and are subject to being recalled to resume work activities if needed.
4. Overtime and compensatory time may not be approved on days when employees are excused to participate in fitness activities during duty hours.
5. Timesheets will be annotated with the appropriate number of hours of Administrative Leave (LN/PF = 1). Any verified abuse of time will be grounds for discontinuing the employee's participation in fitness activities during duty hours and may also be the basis for disciplinary action.
6. Duty hours authorized for fitness activities are not cumulative and may not be carried forward to subsequent weeks or used for other non-duty activities. Hours not used during the week for which they are authorized will be forfeited.
7. I understand that fitness activities during duty hours must be performed on base and/or in base facilities.
8. I self-certify or have physician's approval of my fitness to participate/engage in physical fitness activities.
9. I understand that changes to the described number of days per week and/or duration of absences will be coordinated and approved in advance.

My planned schedule for physical fitness activity is: (add duration in the box below the planned participation day.)

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
| | | | | |

10. This agreement is now in effect and approved until which time the mission no longer allows.

Employee Signature (Date)

Supervisor Signature (Date)

This agreement should be filed in the Supervisory Employee Work Folder (SEWF), which is maintained in Section 3.