



**IDAHO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
HUMAN RESOURCE OFFICE**
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Boise, Idaho 83705-5004



NGID-HRO

12 June 2026

MEMORANDUM FOR All Members and Employees of the Idaho Military Division

SUBJECT: HR Policy 027; Physical Fitness Program

1. References.

a. DoD Directive 1308.3, 10 March 2022, DoD Physical Fitness/Body Composition Program

b. Department of Labor (DOL) Federal Employee Compensation Act (FECA) Procedure Manual (PM) Part 2-0804-18, Performance of Duty

c. NGB Memorandum, 17 November 23, National Guard Employee Physical Activity

2. Summary of Changes: This policy supersedes IDNG 47 – Physical Fitness Program dated February 2019. This policy requires that all IDNG employees, supervisors and time and attendance certifiers of federal employees ensure fitness periods are accounted for in ATAAPS. In addition, new supporting documents and attachments are provided and must be completed and turned into their supervisors prior to participating in the physical fitness program.

3. Purpose. Physical fitness is both a personal and military responsibility, serving as a cornerstone of combat readiness for the Idaho Military Division (IMD). This policy is designed to enhance the readiness of all deployable formations within the Idaho National Guard by ensuring uniformed and dual-status members have access to physical fitness training. Additionally, recognizing the benefits of physical fitness in promoting health, morale, and productivity, this program encourages all full-time IMD employees, regardless of status, to participate in voluntary fitness activities during duty hours. The policy establishes a structured, work-related Physical Fitness Program (PFP) to support the well-being and effectiveness of IMD personnel.

4. Applicability. This policy is applicable to all Federal and State employees of the IMD. This policy is not intended to restrict a commander's authority to authorize military physical fitness for AGRs or during drilling and annual training periods.

5. Responsibility/Liability.

a. Supervisors are encouraged to promote participation in a PFP as part of their mission responsibilities. Participation in this program is voluntary and must be approved by the immediate supervisor.

b. Supervisors and program participants will maintain both continuity of work and control of the program. Supervisors will ensure that all sections remain operational during established duty hours, while encouraging maximum participation based on existing workload. Mission requirements will always take priority over participation in the PFP, but supervisors are encouraged to make reasonable and routine duty accommodations to allow employees to exercise the privileges of this policy.

c. Supervisors may suspend exercise schedules to accommodate any conflicting mission requirements.

d. Dual-status employee supervisors should make themselves aware of the Physical Fitness testing results of their respective service employees to ensure the program is being used as intended. Supervisors may suspend employee PFP if the employee does not pass their Physical Fitness exam despite daily use of the physical fitness hour.

e. Medical coverage for injuries sustained while participating in the Physical Fitness Program (PFP) will be subject to evaluation and determination by the appropriate investigative authority in accordance with Workers' Compensation guidelines and regulations.

f. The PFP is a benefit and shall not be considered an entitlement. Supervisors may suspend, restrict or revoke eligibility to participate in the PFP if they suspect or determine employees are noncompliant with any portion of this policy.

6. Participation Requirements for the Physical Fitness Program (PFP)

a. All Federal and State employees who wish to participate in the Physical Fitness Program (PFP) must complete the Civilian Fitness and Health Promotion Program Employee-Supervisor Agreement (ID HRO Form 027A) prior to enrollment.

b. Title 5 employees and State employees must complete the following additional forms before starting the program:

1. Enclosure 2: Informed Consent for Participation in the Civilian Fitness and Health Promotion Program (ID HRO FORM 027B)

2. Enclosure 3: Physician Approval Form (ID HRO FORM 027C)

c. Supervisors are responsible for maintaining the completed forms in the employee's personnel file.

d. No official military physical training tests may occur when the employee is in their civilian status to avoid interference with a servicemember's entitlement to military compensation IAW 37 USC 204.

e. State employees who participate in an approved PFP plan will code time used for PFP under ACT on normal workdays within their normal schedule IAW ID HRO FORM 027A.

f. PFP Coding- Federal Employees. Supervisors must ensure they enter the appropriate physical fitness codes for their employees' hours in the Automated Time Attendance and Production System (ATAAPS).

1. The supervisor and employees will use the following codes to record PFP time: "LN" for Leave Administrative.

2. The correct procedure for coding physical fitness time is as follows: Employees will code their regular hours minus the hour for Physical Fitness in ATAAPS and hit save. The employee will then hit insert row, use code "LN", record 1 hour and then hit save. Then select the NtDiff/Haz/Oth tab. The employee will then select "Hz/Oth: add" and then choose under reason "PF". Then, select the "Reason" button to accept the selection.

7. Physical Fitness Clothing. Personnel who are militarily affiliated may wear the approved military Physical Training uniform during physical fitness activities, in accordance with applicable military regulations and guidelines (AR 670-1 and DAFI36-2903). Alternatively, civilian attire appropriate for physical fitness activities may be worn, ensuring it is suitable, functional, and professional.

8. Time Allotment.

a. The intent of this policy is to authorize access to physical training for approximately 1 hour per duty day and is subject to supervisor discretion. Normal paid break periods will not be used to provide longer PFP periods. The standard unpaid lunch break may be used to extend the maximum allowable PFP session—generally not to exceed 1.5 hours.

b. Employees conducting physical training in compliance with this policy are considered "on duty." Use of PFP time should be purposeful and include any time required to change clothes, warm-up, cool-down, personal hygiene, and travel.

9. AUTHORIZED ACTIVITIES. While participation in physical training activities is voluntary, uniformed and dual-status employees are strongly encouraged to engage in

physical fitness activities that align with their military physical fitness training and readiness objectives, supporting the principal purpose of this policy to enhance combat readiness and overall health.

a. **Recommended Activities:** Aerobic exercises and strength/toning activities are highly encouraged as they contribute to improved endurance, physical resilience, and overall fitness. Employees are encouraged to tailor their fitness routines to meet personal goals while maintaining alignment with military readiness standards.

b. **Team Building Activities:** Supervisors may approve activities that combine physical conditioning and team building benefits, such as basketball, volleyball, soccer, or off-site hiking, biking or running, provided these activities are conducted safely, responsibly, and with minimal risk of serious injury.

c. All physical fitness activities should be performed with proper safety precautions and restraint to ensure the well-being of participants and the continuity of mission readiness. Supervisors are encouraged to support employees in selecting activities that promote both individual fitness and organizational objectives.

10. **Authorized Location.** The Physical Fitness Program (PFP) is designed to maximize the use of physical fitness facilities at or near an employee's duty location, ensuring accessibility and alignment with organizational goals.

a. **Primary Locations.** Employees are encouraged to utilize physical fitness facilities located at or nearest their duty location, such as Gowen Field, Mountain Home AFB, or local armories.

b. **Alternate locations.** Supervisors may approve participation in the PFP at alternate locations on a case-by-case basis. However, employees should be aware that Workers' Compensation coverage for injuries incurred during physical fitness activities outside the installation is not guaranteed. Supervisors may require employees to provide documentation verifying their participation in PFP activities at approved alternate locations.

c. **Commercial and Local Facilities.** With prior approval from their immediate supervisor, employees may conduct physical fitness activities at commercial fitness facilities (at their own personal expense) or local areas such as roads, parks, or trails for running, walking, or biking.

d. **Travel Restrictions.** The use of government vehicles for travel to and from commercial fitness facilities or local areas is not authorized under this policy.

11. **Exceptions.** Any exceptions to this policy must be requested through supervisory channels to the Director HRO with appeal authority at the ATAG or IMD Chief of Staff level.

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12. POC is the Supervisory Human Resource Specialist, 520-853-7866.

FOR THE ADJUTANT GENERAL

Encls.

1. ID HRO Form 027A
2. ID HRO Form 027B
3. ID HRO Form 027C

JAMES W. HICKS
COL, GS, IDNG
Director, Human Resource Office