IDAHO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
HUMAN RESOURCE OFFICE
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BOISE, IDAHO 83705-8112

JFHQ-ID/J1HR

MEMORANDUM FOR RECORD Idaho Military Division Employees

SUBJECT: Physical Fitness Alternate Location – Employee

1. This memorandum is to provide more information in regard to Employee's Approved Fitness Plan at an alternate location during approved telework.

2. Employee has a clubhouse gym located within their neighborhood and will use the HOA gym everyday they are approved to telework. They will work out at the Gowen gym when working on base, in office. The workout, at a minimum, will consist of cardio on the treadmill for one hour starting at 1530.

3. POC for this memorandum is undersigned at Phone or Email

IM SUPERVISOR
RANK, BR, IDNG
SUPERVISOR