



CALIFORNIA MILITARY DEPARTMENT INSTRUCTION

NGCA-JSD-MP
DISTRIBUTION: TA

CMDI 1419.01
08 July 2019

PHYSICAL FITNESS LEAVE TIME CARD CODES

References:

- a. NGB-J1-TN memorandum, 28 November 2018, "Administrative Leave Time Card Codes for Physical Fitness".
- b. CMDI 1700.02, 10 September 2015, "Physical Fitness Incentive Program (PFIP)"

1. Purpose. This CMDI notifies California National Guard Title 5 employees and Title 32 technicians of the requirement to input Physical Fitness leave in Automated Time Attendance and Production System (ATAAPS) for all approved Physical Fitness leave. This CMDI further serves as instructions on how to input Physical Fitness leave within ATAAPS.
2. Cancellation. None.
3. Applicability. This notice applies to California National Guard Title 5 employees and Title 32 technicians.
4. Background. In accordance with reference b, at management's discretion, Title 5 employees and Title 32 technicians may be permitted up to three (3) hours per week of duty time to participate in an individual fitness program.
5. Action or Procedure. Use the following enclosure for the steps on entering Physical Fitness leave within ATAAPS. Leave for Physical Fitness will be requested and processed into ATAAPS in the same manner as all other types of leave (e.g. sick leave, annual leave and so forth) as agreed upon between the supervisor and the employee. Time taken to document Physical Fitness leave in ATAAPS will not count against the actual physical fitness hour being used.
6. For assistance on ATAAPS time entry, contact your local Customer Service Representative (CSR). For assistance on this CMDI, contact Mr. Kenneth Cosgrove, Supervisory Human Resources Specialist, Human Resources Office, (916) 854-3122 or kenneth.j.cosgrove.civ@mail.mil

7. Releasability. This issuance is approved for public release; distribution is unlimited.

8. Effective Date. This instruction is effective upon publication.

A handwritten signature in black ink, appearing to read 'Barbara J. Beegles', with a long horizontal flourish extending to the right.

BARBARA J. BEEGLES
LTC, LG, CA ARNG
Director, Human Resources Office

Enclosure:

A – Physical Fitness Leave ATTAPS Entry

ENCLOSURE A

PHYSICAL FITNESS LEAVE ATTAPS ENTRY

1. When requesting leave, under ATAAPS Menu "Leave Request" use "LN – Administrative" for the Type Hours and "PF - Physical Fitness" for the Purpose.

New Leave Request

Status: Not Submitted

Type Hours: LN - Administrative

From Date: 02/04/2019

From Time: 15:00

To Date: 02/04/2019

To Time: 16:00

Total Hours: Hours 1 Minutes 00

Purpose: PF - Physical Fitness

Other:

2. When submitting time, under ATAAPS Menu "Labor":
 - a. Click on InsertRow
 - b. Select Job Order
 - c. Select "LN" for Type Hr
 - d. Enter the hour
 - e. Click on Save

Employee Hours

Work Center: 101000

Job Order: 129TH

Op Code: LN

Type Hr: LN

February 3 4 5

Sun Mon Tue W

Schedul Hours: 0.00 8.00 8.00 8.00

Reported to Scheduled Hours: 0.00 1.00 0.00 0.00

Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create

- f. Click on NtDiff/Haz/Oth
- g. Click on Add

Employee Hours

Work Center: 101000

Job Order: 129TH

Op Code: LN

Type Hr: LN

February 3 4 5

Sun Mon Tue W

Schedul Hours: 0.00 8.00 8.00 8.00

Reported to Scheduled Hours: 0.00 1.00 0.00 0.00

NtDiff: 0.00 0.00 0.00 0.00

Hz/Oth: 0.00 0.00 0.00 0.00

FLSA: 0.00 0.00 0.00 0.00

Add

Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create

- h. Select "PF" for the Reason
- i. On the day of Physical Fitness, check the box
- j. Click on Reason
- k. Click on Save

Date: 2/4/2019

Job Order: 129TH

OP Code: Admin

Type Hours: Admin

Reason: BK Grievance and Appeals

PF Physical Fitness

PH Preventive Health

PS Weather and Safety Leave

Reason Remove Cancel

February 3 4 5 6 7 8 9 10 11 12 13

Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed

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