



CALIFORNIA MILITARY DEPARTMENT INSTRUCTION

NGCA-JSD-MP
DISTRIBUTION: TA

CMDI 1700.02
10 September 2015

PHYSICAL FITNESS INCENTIVE PROGRAM (PFIP)

References:

- a. Executive Order 13266, June 20, 2002, "Activities to Promote, Personal Fitness"
- b. California National Guard (CNG) Federal Personnel Regulation (FPR) 203, 19 June 2006, "Physical Fitness Incentive Program"

1. Purpose. This California Military Department Instruction (CMDI) establishes a voluntary physical fitness program for service members and employees of the California Military Department (CMD) by providing policy and guidance to be used in the execution of the program.
2. Cancellation. This CMDI rescinds California National Guard (CNG) Federal Personnel Regulation (FPR) 203; Physical Fitness Incentive Program dated 19 June 2006. There is no previous version of this instruction nor is there previous regulatory guidance.
3. Applicability. This instruction applies to all CMD Full-time employees to include Dual Status (DS) and Non-dual Status (NDS) Technicians, State Active Duty (SAD), and State Civil Service (SCS).
4. Policy. The Physical Fitness Incentive Program (PFIP) is meant to foster health and wellness amongst service members and employees of the CMD. This program is voluntary and is not an "entitlement" rather, this program shall be used as an incentive to promote health and wellness throughout the organization. At management's discretion, participants may be permitted up to, (not to exceed) three (3) hours per week of duty time to participate in an individual fitness program. The program is designed to provide supervisors, service members, and employees maximum flexibility in determining participation in the program and in supporting and completing mission requirements.
5. Definitions. None.
6. Responsibilities. Commanders, directors, and supervisors provide oversight of the program for all of their participants while ensuring proper coverage for

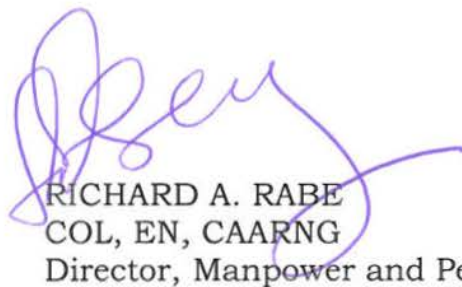
all mission related tasks. Supervisors are responsible for ensuring participants understand the expectations and program guidelines.

7. Summary of Changes. This is the initial publication of CMDI 1700.02.

8. Releasability. This instruction is approved for public release; distribution is unlimited.

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

FOR THE ADJUTANT GENERAL:



RICHARD A. RABE
COL, EN, CAARNG
Director, Manpower and Personnel

Enclosures:

A – Tenets of the Program
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ENCLOSURE A

TENETS OF THE PROGRAM

1. Program. Participation in this program is open to service members and employees, as long as mission requirements are met, participant's liabilities are understood, and the program is not abused. Participants may be permitted up to, but not to exceed, three (3) hours per week of duty time to participate in an individual fitness program. Scheduling must be worked out individually between supervisors and participants. The time allotted includes time for travel and personal hygiene. The three (3) hours authorized for physical training will not be deducted or taken in conjunction with authorized rest or lunch periods. The following is additional guidance and consideration for the program:

a. The program will not exceed one (1) hour per day on three (3) separate days for a maximum of three (3) hours per week. If additional time is required for travel and/or hygiene, supervisors may make work hour adjustments, extending the duty day to compensate for the added time.

b. Part-time and temporary employees may be permitted to participate on a case-by-case basis; with each situation being evaluated independently. Workloads justifying part-time or temporary employees must be taken into full consideration.

c. Supervisors will ensure that mission essential activities remain operational during normal duty hours. Mission accomplishment will take precedence over program participation. Supervisors are authorized to cancel or temporarily suspend participation in the program if required by the mission, if there are performance problems, or exceptionally heavy workloads. The Adjutant General may modify or cancel this program at anytime.

d. Normally, PFIP activities shall start and stop at the duty reporting site. However, supervisors may authorize exceptions to origination or termination points on a case-by-case basis. Supervisors who exercise this option must have employees go directly to and from authorized destinations without deviating. This requirement is necessary to ensure accountability for Workers Compensation Program determinations in the event of injury or death. Approved time periods will not be exceeded.

e. Education and safety is a must for program participation. Before starting an exercise program, it is critical that the individual be well-informed on the proper nutrition, the fundamentals of physical conditioning,

injury prevention, safety, and proper clothing. The importance of warm-up and cool-down periods, breathing techniques, exercise intensity, and the various aspects of muscle soreness must also be understood to maximize the benefits and minimize the health risk. The participant's personal physician can provide literature and stress tests, as well as advice on a fitness program to meet personal goals and physical abilities. Any costs must be borne by the participant. Information on physical conditioning programs and procedures may also be found in military publications. The following are limitations on exercises used in conjunction with the program:

(1) Supervisors must approve orally or in writing exercise locations, times and activities.

(2) Contact sports are not permitted. The risk of incidental injury from competitive contact outweighs any health benefit which might be derived.

(3) As a general rule, team sports are not permitted. The group competitive spirit encourages participants to push performance beyond their level of conditioning, endurance, and state of health. On a case-by-case basis, tennis, racquet ball, handball, and similar individual competitions may be permitted. Examples of typical programs are:

a. A jogging, running or bicycling program that originates and/or terminates at the work-site. Care should be taken in the selection of routes for jogging or running, taking into account terrain, traffic, and other environmental or safety considerations.

b. Strength training program using equipment such as weights or Nautilus type machines. Equipment must be of commercial grade construction (not home fabricated) and the employee must be instructed in the proper use of equipment by a qualified instructor.

c. Swimming programs are acceptable, as long as a qualified lifeguard is present and a progressive program is used. Swimming must not be limited to casual paddling except at the beginning of a total fitness program. The program must show progression in distance and/or laps, and be physically demanding as demonstrated by elapsed time for the distance.

(4) The following administrative requirements will be adhered to:

a. Participants must be screened and/or receive medical documentation clearing them to engage in a physical fitness program. Documentation **MUST** be maintained by the participant and made available

for review by the supervisor, if requested. Any medical costs will be borne by the participant. If a participant is declared medically non-deployable by the State's Surgeon's Office or otherwise determined to be unable to participate in the program, they MUST disclose that information to the supervisor immediately upon notification.

b. The intent of the program is to maximize flexibility for supervisors, service members, and employees and to avoid cumbersome procedures for record keeping. However, time periods must be approved in advance by the supervisor and may be cancelled or adjusted by the supervisor if workloads require it. Supervisors may require a locally developed roster at the workplace to be utilized to sign out and sign in at the beginning and end of each exercise period.

c. Equipment beyond that normally available at CMD facilities will not be provided at the employer's expense. Individual clothing and equipment are the employee's responsibility.

d. Participants shall sign or initial a statement that (1) the program is voluntary and there is no obligation to participate, (2) injuries or death occurring as a result of participating may or may (see Appendix A to Enclosure A – CMD Form 1700) not be covered by the FECA or SCIF (3) medical coverage for injuries incurred will depend on rulings made by the appropriate authority, (4) physical exertion without proper physical conditioning can be physically damaging and could impact upon any claim determinations made as a result of program connected injuries.

APPENDIX A TO ENCLOSURE A

STATEMENT OF UNDERSTANDING FOR PFIP

**STATEMENT OF UNDERSTANDING FOR VOLUNTARY PARTICIPATION
IN CMD PHYSICAL FITNESS INCENTIVE PROGRAM (PFIP)**

I, _____, request to participate in the California Military Department (CMD) Physical Fitness Incentive Program (PFIP) in accordance with CMDI 1700.02. I am requesting the following days and times to participate in an individual program:

Day: _____ Time: _____

Day: _____ Time: _____

Day: _____ Time: _____

Location: _____

Type(s) of activities: _____

I further agree to the following guidelines (initial each):

_____ 1. This program is voluntary and not a right or entitlement.

_____ 2. My supervisor must approve my exercise location(s), time(s), day(s), and activities. My supervisor may cancel or change my requested location(s), time(s), day(s), and activities based on mission needs and workload at any time.

_____ 3. Contact sports are not permitted. I understand the allowable activities outlined in CMDI 1700.02.

_____ 4. I have been screened and have medical documentation clearing me to engage in a physical fitness program. I understand that I must have this medical documentation available in case it is requested by my supervisor. Any medical cost is solely my responsibility. If I am declared medically non-deployable or otherwise determined to be unable to participate in the program, I will notify/disclose that information to my supervisor immediately.

_____ 5. I understand that physical exertion without proper conditioning can be physically damaging and could impact upon any claim determination(s) made as a result of program connected injuries.

_____ 6. Injuries or death occurring as a result of participation in this program may not be covered by the Federal Employee Compensation Act (FECA) or the State Insurance Compensation Fund (SCIF). Medical coverage for injuries incurred will depend on rulings made by appropriate authority.

Additional guidance and instructions from supervisor: _____

(Initial)

Participant Signature and Date

Supervisor Signature and Date

CMD Form 1700

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AGR	Active Guard Reserve
CMD	California Military Department
CNG	California National Guard
DS	Dual Status
FECA	Federal Employees Compensation Act
FPR	Federal Personnel Regulation
NDS	Non-Dual Status
PFIP	Physical Fitness Incentive Program
PULHES	Physical Upper Lower Hearing Eyes Psychiatric
SAD	State Active Duty
SCIF	State Compensation Insurance Fund
SCS	State Civil Service