

**ORNGTPR 339
ORARNGR 600-8
ORANGI 10-248a**

Human Resources

**Full-Time
Personnel
Physical
Fitness
Training During
Scheduled
Work
Hours**

**Joint Force Headquarters
Oregon National Guard
1 March 2014**

UNCLASSIFIED

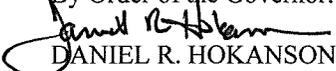
Joint Force Headquarters
Salem, OR
1 March 2014

Oregon National Guard
Technician Personnel
Regulation 339
ORARNGR 600-8
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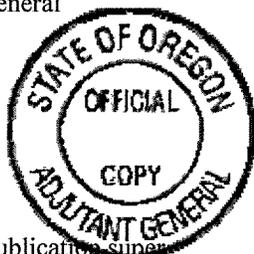
Human Resources

FULL-TIME PERSONNEL PHYSICAL FITNESS TRAINING DURING SCHEDULED WORK HOURS

By Order of the Governor:


DANIEL R. HOKANSON
Major General
The Adjutant General

Official:



History. This publication supersedes previous Oregon Army National Guard Regulation (ORARNGR) 600-8 / Oregon Air National Guard Instruction (ORANGI) 10-248a.

Summary. This regulation provides guidance for allocating regularly scheduled work time for physical fitness training to

full-time Federal and military personnel.

Full time personnel may exercise during scheduled work hours by following the instructions contained in this regulation.

Applicability. This regulation applies to all Oregon National Guard full-time Federal and military personnel. See Paragraph 1-5 for additional criteria.

Proponent and exception authority. The proponent for this regulation is the Director of Human Resources.

The Director has authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The Director may

delegate this approval authority in writing, to a branch chief or specialist in the proponent office.

Suggested Improvements.

Users are invited to send comments and suggested improvements to:

Joint Force Headquarters – Oregon
ATTN: Human Resources Office

PO Box 14350

Salem, OR 97309-5047.

Distribution. This publication is available through links on several Oregon National Guard (ORNG) web sites or in print media, through the Human Resources Office (HRO) at 503-584-3975

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Section 1

Introduction

1-1. Purpose

Individual soldier and airman physical conditioning is a key element in maintaining the mission readiness of the Oregon National Guard. This regulation is intended to promote and maintain employee health by encouraging physical exercise which in turn induces health consciousness at work and at home. It supports on-duty exercise periods specified for ARNG AGR soldiers in Army Regulation (AR) 350-1, Army Training and Education, and for ANG aircrew members in Air Force Instruction (AFI) 11-404, Centrifuge Training for High-G Aircrew, and it allows on-duty time for all soldiers and airmen to prepare for their military physical fitness evaluations.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A

1-3 Explanation of abbreviations and terms

Abbreviations and special terms used in the regulation are referenced in the glossary

1-4. Responsibility

- a.* The Adjutant General. TAG is responsible for the overall mission of the ORNG. TAG is the final decision authority for all matters relating to this regulation.
- b.* Director of Human Resources. DHR is responsible to TAG to ensure this regulation is within federal personnel (OPM) guidelines. DHR will update this regulation as required.
- c.* Commanders/Directors. Commanders and Directors are responsible for executing this regulation within prescribed guidelines. Furthermore, they are accountable for the monitoring and discipline of employees participating in this program.
- d.* Supervisor. Work section supervisors are responsible to ensure balance is maintained between work center demands and fitness training time.
- e.* Individual employees. Compliance with this regulation is mandatory. Employees are responsible for their participation in the program within the guidelines stated in this regulation.

1-5. Applicability

- a.* This regulation applies to all Title 32 USC, dual-status and non-dual status, permanent and indefinite Federal technicians as well as all military duty (AGR) personnel.
- b.* Temporary technicians, Air National Guard (ANG) temporary AGRs may also be allowed to participate at the supervisors' discretion.
- c.* Title 5 USC, Federal employees are not covered under the provisions of this regulation.
- d.* State employees may be authorized to participate in an exercise program as specified in guidance from the State Personnel Office.

1-6. Policy

The primary goal of allowing duty-time fitness training is to encourage employees to exercise. This will result in a workforce, which is healthier and better able to respond to the normal stresses of the workplace. It will aid AGR and dual-status employees to pass military physical fitness evaluations, decrease use of sick leave, and increase productivity.

- a.* All Oregon National Guard Federal Technicians and Military Duty Active Guard Reserve (AGR) personnel will be allowed time for physical fitness training during regularly scheduled duty hours.

b. The concept of the program is to permit employees to exercise up to one hour per day during scheduled duty time to facilitate a more complete individual exercise program. The on duty period is not intended to provide the total time required for a complete fitness program. This regulation contains on-duty activity limitations which minimize the risk of injury and time lost at the workplace.

c. Fitness training during scheduled duty is not a right, but a privilege that can be revoked at any time, if abused. An example of abuse would be using an approved physical fitness training period for other personal activities. Abuse of the privilege by any member may be reflected in performance evaluations and could result in disciplinary action.

d. The mission of the Oregon National Guard and emergency workload requirements will take precedence over individual duty-time fitness training. Exercise schedules will be established, adjusted, or if necessary, temporarily canceled to negate adverse mission impact.

e. Authorized duty time exercise should result in meaningful physical fitness training. Activities such as walking, jogging, bicycling, and swimming are the types of exercise that can contribute to cardiovascular fitness are authorized. Weight training increases individual fitness at minimum risk of injury and is allowed under this regulation. Members should consult medical personnel for advice on individualized fitness programs.

f. Recreational activities such as golf, bowling, and Frisbee are not considered aerobic in nature and are not authorized. Basketball, volleyball, football, soccer and other team sports significantly increase the potential for injury, so these activities are not authorized during scheduled work hours. Variations of these activities such as one-on-one basketball and flag football are also not authorized.

Section 2

On-The-Job Physical Fitness Training Injuries

2-1. Reporting Injuries and Compensation Coverage

Injuries suffered while exercising during scheduled work hours must be reported promptly through the supervisory chain. Military Duty (AGR) members are provided medical coverage regardless of their duty status at the time of an injury. Federal Technicians are provided workers' compensation injury protection only while on duty. Employees are required to make prompt notification to their supervisor to ensure timely documentation in the event of an injury during approved fitness time.

2-2. Federal Office of Workers' Compensation (Technician)

a. The Federal Office of Workers' Compensation adjudicates Technician injury and accidental death claims. It has held that injury or death of a civil service employee while participating in a sanctioned exercise program will be considered a part of employment requirements, provided that the death or injury occurred within guidelines specified by the employing agency. This regulation specifies the Oregon National Guard guidelines.

b. Technicians injured as a result of team sports activities are not covered under the Federal Workers' Compensations program.

2-3. League or Charity Sports Events

The Oregon National Guard does not authorize its members to participate in league or charity sporting events during duty hours. While command may encourage full-time members to participate in activities of this sort, participating members must be in a non-duty or appropriate leave status.

Section 3

Scheduling Exercise Periods

3-1. Mission Priority and Abuse of Privilege

a. Physical fitness is one element of the Oregon National Guard's mission. There are times when other mission elements have a higher priority. Common sense and judgment must prevail to provide a balance of time away from the primary workplace for a fitness program. Personnel will establish a standard exercise schedule and adhere to it so other day-to-day work processes are not negatively affected.

b. To save time and maximize exercise periods, all exercise periods must begin and end at the participant's work site unless participant is authorized to exercise at the beginning or end of the workday at an alternate location. Supervisors may authorize participants to begin their workday at the alternate exercise location then proceed to the work site after exercising. Supervisors may also authorize participants to end their workday at the alternate exercise location.

c. Commanders and supervisors are expected to maintain continuity of operations as well as control of personnel within their area of responsibility. Exercise is considered part of the member's official duties. Those who abuse the exercise policy are subject to revocation of exercise privileges and/or disciplinary action.

3-2. Designing an Exercise Schedule

a. With supervisory concurrence, members who choose to exercise while on duty time must establish a fitness schedule to exercise regularly, not to exceed 90 minutes in any one day, or a total of five hours in one week.

b. Members are not authorized to combine break periods other than lunch to provide a longer period of exercise. The daily exercise period includes time for changing and showering.

c. Exercise schedules will be the same each week or on a two week rotation to coincide with an approved alternate work schedule. Technician standard exercise schedules will coincide with the two-week pay period cycle.

Section 4.

Administration and Documentation

4-1. Statement of Understanding and Liability/Exercise Logs

a. Prior to being granted the on-duty time for exercise, members must complete and sign an AGO OR Form 339, Physical Fitness Training During Regular Work Hours Statement of Understanding and Liability, see Appendix A section III for example.

b. For Technician participants, supervisors will keep the original of the completed form for their files and forward a copy to the Joint Forces Headquarters (JFHQ)-J1/Human Resources Office Employee Relations Specialist (HR-ERS), for filing in the member's official personnel folder. For AGR participants, supervisors keep the original form for their files.

c. Supervisors are no longer required to maintain a sign-out/in roster at the work site.

Appendix A

References

Section I – Required Publications

AFI 11-404

Centrifuge Training for High-G Aircrew (Cited in para 1-1*a*)

AR 350-1

Army Training and Education (Cited in para 1-1*a*)

Title 5 USC

Government Organization and Employees (Cited in para 1-4*c*)

Title 32 USC

National Guard (Cited in para 1-5)

Section II - Related Publications

No entries in this section

Section III - Prescribed Forms

AGO-OR Form 399

Physical Fitness Training During Regular Work Hours Statement of Understanding and Liability
(Prescribed in para 4-1)

STATEMENT OF UNDERSTANDING AND LIABILITY FOR FULL-TIME STAFF PHYSICAL FITNESS TRAINING DURING REGULAR WORK HOURS For use of this form, see ORNGTPR 339.2 / ORARNR 600-4 / ORANGI 10-248a. The proponent is JFHQ-OR J1/HR.																													
The following constitutes an agreement between the parties signing the form who agree to the conditions of the ORNG Full-Time Personnel Physical Fitness Program contained in ORTPR 339.2 / ORARNR 600-8 / ORANGI 10-248a and terms if this agreement. This form must be completed prior to beginning any exercise program. Supervisors keep the original completed form for their files and, for technician participants, send a copy to JFHQ-OR/J1-HR/ERS.																													
SECTION I - PARTICIPANT AND SUPERVISOR INFORMATION																													
1. PT PROGRAM PARTICIPANT NAME <small>(Last, First MI.)</small>				2. STATUS																									
3. WORK SITE OR UNIT OF ASSIGNMENT				<input type="checkbox"/> a. AGR <input type="checkbox"/> b. TECHNICIAN																									
				4. SUPERVISOR'S NAME <small>(Last, First MI.)</small>																									
				5. SUPERVISOR'S TITLE																									
SECTION II - STATEMENT OF UNDERSTANDING																													
I, the undersigned participant and supervisor, acknowledge and agree that:																													
<ul style="list-style-type: none"> • I may exercise during my regularly scheduled work hours for a maximum of 90 Minutes per day and up to five hours per week • I will establish a standard exercise schedule with the approval of my immediate supervisor. • I will exercise at the beginning of my workday, before or after lunch, or at the end of my workday. • I will conduct my exercise activity within a reasonable vicinity of my assigned work site at an approved location. • I will begin and end my exercise activity, which includes travel time, changing clothes, and showering, within the 90-minute time limit or use personal time for these functions if I use a one-half hour exercise period. • I will take part in a type of exercise activity that complies the guidance in ORTPR 339.2/ORARNR 600-8/ORANGI 10-248a. • I will document participation for each exercise period by signing out and in on a roster supplied by my supervisor. • My supervisor has the authority to deny my participation in a scheduled exercise period based on mission requirements or emergency workload requirements. My supervisor and I will make every effort to reschedule any missed periods within the same workweek. • My immediate supervisor will keep a signed, record copy of this statement. • The Oregon National Guard does not supervise exercise periods authorized by this program. • The Oregon National Guard recommends participants consult with a physician prior to engaging in any exercise program. • If I abuse the program, I will be subject to having my exercise privileges revoked or further disciplinary action. 																													
And, if I am a Federal Technician, I further agree that:																													
<ul style="list-style-type: none"> • I am under no obligation to exercise during regularly scheduled work hours. • Should I incur injury or death as a result of my exercising during scheduled duty hours, the Federal Employees Compensation Act may cover me. • Should I incur injury or death as a result of exercising outside my normal workday hours or my participation in an unauthorized activity, the Federal Employees Compensation Act may not cover me. • My immediate supervisor will furnish a copy of this statement Human Resources Office to be filed with my official personnel file. 																													
My immediate supervisor and I have agreed on the following standard exercise schedule to includes the day of the week and time of each exercise period and which complies with ORTPR 339.2 / ORARNR 600-8 / ORANGI 10-248a. <i>(Use Week 2 for alternate week schedules.)</i>																													
<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td rowspan="3" style="width: 5%;">6.</td> <td style="width: 10%;">Week 1</td> <td style="width: 10%;">a. DAY 1</td> <td style="width: 10%;">b. DAY 2</td> <td style="width: 10%;">c. DAY 3</td> <td style="width: 10%;">d. DAY 4</td> <td style="width: 10%;">e. DAY 5</td> <td style="width: 10%;">f. TOTAL</td> </tr> <tr> <td>(1) Day</td> <td>Monday</td> <td>Tuesday</td> <td>Wednesday</td> <td>Thursday</td> <td>Friday</td> <td>HOURS</td> </tr> <tr> <td>(2) Time</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>5.00</td> </tr> </table>								6.	Week 1	a. DAY 1	b. DAY 2	c. DAY 3	d. DAY 4	e. DAY 5	f. TOTAL	(1) Day	Monday	Tuesday	Wednesday	Thursday	Friday	HOURS	(2) Time						5.00
6.	Week 1	a. DAY 1	b. DAY 2	c. DAY 3	d. DAY 4	e. DAY 5	f. TOTAL																						
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	(2) Time						5.00																						
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7.	Week 2	a. DAY 1	b. DAY 2	c. DAY 3	d. DAY 4	e. DAY 5	f. TOTAL																						
	(1) DAY	Monday	Tuesday	Wednesday	Thursday	Friday	HOURS																						
	(2) TIME						5.00																						
SECTION III - CERTIFICATION OF AGREEMENT																													
Signature certifies that I have read and understand this statement of understanding and liability concerning the ORNG Physical Fitness Training Program for full-time personnel and agree to the exercise schedule shown on this form.																													
8. PT PROGRAM PARTICIPANT SIGNATURE				a. DATE		9. SUPERVISOR SIGNATURE																							
						a. DATE																							

Section IV – Referenced Forms

No entries in this section

Glossary

Section I – Abbreviations

ADSW

Active Duty Special Work

AFI

Air Force Instruction

AGO

Adjutant Generals Office

AGR

Active Guard Reserve

ANG

Air National Guard

AR

Army Regulation

ARNG

Army National Guard

HR-ERS

Human Resource-Employee Relations Specialist

NDO

Normal Day Off

ORANGI

Oregon Air National Guard Instruction

ORARNGR

Oregon Army National Guard Regulation

ORNG

Oregon National Guard

TPR

Technician Personnel Regulation

USC

United States Code

Section II – Terms

Active Guard/Reserve

Army National Guard, Army National Guard of the United States and U.S. Army Reserve Military Personnel on full-time duty or on active duty (other than for training of active duty in the Active Component) for 180 days or more in support of a Reserve Component or the National Guard and paid from National Guard Personnel or Reserve Personnel, Army appropriations, except for personnel ordered to active duty as the Chief, Army Reserve (10 USC 3019); the chief, National Guard Bureau (10 USC 3015); as United States Property and Fiscal Officers (32 USC 708); those ordered to active duty under 10 USC 673 (b); those ordered to active duty under 10(b)(2) of the Military Selective Service Act (50 USC App. 460(b)(2) for the administration of the Selective Service System; and those ordered to active duty for membership on the Reserve Forces Policy Board (10 USC 175).

Air Force Instruction

The Air Force equivalent of an Army Regulation

Army Regulation

A directive that sets forth mission, responsibilities, and policies, delegates authority, sets objectives, and establishes procedures to ensure uniform compliance with those policies

Code of Federal Regulations:

The Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government. It is divided into 50 titles that represent broad areas subject to Federal regulation. Each volume of the CFR is updated once each calendar year and is issued on a quarterly basis

Technician (Reserve Component)

A full-time career civilian employee of the Army or Air National Guard or Army Reserve, normally a military member of the unit for which employed, who provide day-to-day continuity of operations. Technicians provide support in the performance of functions for the National Guard or Reserve commanders are responsible, but which cannot be performed by unit personnel during the regularly scheduled training periods.

United States Code

United States Code is the consolidation and codification by subject matter of the general and permanent laws of the United States

Section III – Special Abbreviations and Terms

This section contains no entries.