

**DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT**

Military Bureau

Joint Force Headquarters, Maine National Guard  
Camp Keyes, Augusta, Maine 04333-0033

MENG-HRO

12 Oct 2010  
TAG 11-03

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Employee Exercise Program

1. This policy memorandum supersedes policy memorandum TAG 08-10, dated 10 Sept 2008, subject as above. Unless sooner rescinded or superseded, this policy will expire 11 Oct 2012.
  
2. The Department realizes the multitude of benefits our organization derives from maintaining a healthy and physically fit workforce. Military organizations have been long time supporters of individuals participating in physical conditioning programs. Most recently, civilian organizations have adopted similar work place wellness programs for their employees. The dual status nature of our military technicians, the wellness benefit to our civilian technicians, and the military readiness requirements of our AGR and uniformed technician workforce lends itself to supporting and encouraging a well-designed employee exercise program. Therefore, military/federal civilian technicians and AGRs are authorized time during duty hours to participate in the Department Employee Exercise Program. NOTE: Successful completion of either an Army or Air physical fitness test is required of all AGRs and military technicians. Failure to pass the physical fitness test will jeopardize full-time employment.
  
3. The Department also realizes that risk of personal injury and organizational liability come with participation in certain competitive activities, such as basketball, volleyball, racquetball, etc. To reduce this risk, those individuals participating in such events, will do an informal risk assessment each and every time prior to commencing. The informal risk assessment will be based on the following factors:
  - a. **Personal Safety** – Each individual participating must have the correct footwear, eye protection, pads, helmets, etc., commensurate with the respective event. Removal of jewelry, familiarity with activity site rules, and personal conditioning will also ensure that the potential for injuries are mitigated.
  
  - b. **Site Safety** – Condition of all surfaces to include removal of foreign materials, integrity of surface, adequate lighting, specific equipment condition and security.

All employees may participate in these competitive activities when it has been determined by the informal risk assessment that all factors have been evaluated, all participants understand their responsibilities for a safe exercise program and the activity site are considered to be in a safe condition.

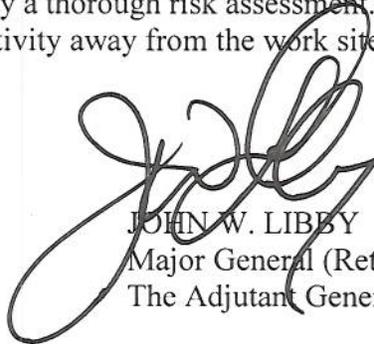
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4. A maximum of three (3) hours per week will be granted to participate in this program. Entitlements for part-time employees will be prorated based on the number of hours worked. Preparation for participation in the exercise program and for return to work is included in the three hour allotment. Supervisors may require exercise to begin and end at the work site.

5. Mission or department work priorities will take precedence in the scheduling of personnel who elect to participate in the exercise program. Supervisors should consider all reasonable requests from employees to utilize the program and should encourage all employees to participate in some form of exercise.

6. Activities on or off the work site may include, but are not limited to calisthenics, weight lifting, aerobics, isometrics, walking, jogging, roller blading, and cross country skiing. Other activities considered to be of an aggressive competitive nature (i.e. basketball, racquetball, volleyball, softball) will only be allowed when it can be demonstrated that risks associated with the activity have been minimized by a thorough risk assessment. Personal identification will be carried when participating in an activity away from the work site.

A large, stylized handwritten signature in black ink, appearing to read 'J. W. Libby', is positioned over the typed name and title.

JOHN W. LIBBY  
Major General (Retired), MENG  
The Adjutant General

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