

THE ADJUTANT GENERAL OF NEW HAMPSHIRE  
4 PEMBROKE ROAD  
STATE MILITARY RESERVATION  
CONCORD, NH 03301-5652

NHAG-HR

15 June 2004

MEMORANDUM FOR ALL NHNG FEDERAL EMPLOYEES

SUBJECT: Personal Physical Training (PT) Programs

1. This memorandum supersedes NHAG-HR Memorandum, dated 22 November 2000, Subject: Same as stated above.
2. Purpose: The purpose of this memorandum is to continue the authorization of the personal Physical Training Program for all Technicians and Active Guard/Reserve (AGR) personnel in the NHNG.
3. All NHNG technicians are authorized to participate in a Physical Training Program. AGR personnel are required to participate at a minimum of three times per week for sixty minutes per session. In no instance may anyone, AGR or technician, be granted more than five hours per week of official time for participation in his/her Physical Training Program. In managing the **five hours maximum** authorized per week, individuals can exercise a maximum of one time per workday and can use a maximum of 90 minutes during any one session. Official exercise time can be combined with lunch periods, but never with break time as break time is considered duty time. Two examples of a schedule meeting the intent of this policy are: 1) one hour five days a week, 2) a week which includes one and half hours two days and two days at one hour. Again five hours is the maximum allowed.
  - a. Individuals should be on a routine physical fitness schedule indicating what days and block of time they plan to participate in the program. Routine schedules must be approved by the supervisor prior to participating in the Physical Training Program. Supervisors are allowed to adjust the individual physical fitness days and times to insure the individual will be able to participate for five hours per week.
  - b. All physical training periods must start and end at the individual's workplace.
4. Participants may select the type of activity they wish to participate in within the guidelines provided. The Physical Training Program selected must be designed to increase cardio respiratory endurance as well as muscular strength. Examples of acceptable individual activities are listed below.

- a. Walking\*
- b. Running/jogging
- c. Stationary cycling/rowing
- d. Cycling\*
- e. Aerobics
- f. Weight & Nautilus training
- g. Swimming

\* Should not be casual/leisurely except at the beginning of the fitness program.

- 5. Due to the increased possibilities for injuries, competitive athletic events, while considered part of a Physical Training Program, will not be conducted during this authorized period. Specifically prohibited during duty day hours are “basketball, volleyball, tennis, racquetball, softball” or any other competitive sport where a score can be kept. These activities are considered high risk and are definitely not covered by worker’s compensation for technicians.
- 6. Technicians participating in the Physical Training Program acknowledge that injuries may not be covered by Worker’s Compensation (Federal Employees Compensation Act) – the Department of Labor makes that determination. Any injury must be reported to the supervisor immediately. Technicians must also complete and forward a Form CA-1 through their supervisory chain to the Human Resource Office within 24 hours.
- 7. For the protection of both the individual and the NHNG, an acknowledgment statement (Enclosure 1) must be completed and signed by both the employee and supervisor/commander. This provides descriptions of individual programs; times and locations for their performance, and insures mutual understanding of the rights and expectations of both management and employees. When the employee changes his/her usual program, time or location, a new form is required. The form will be maintained by the individual’s supervisor/commander.

FOR THE ADJUTANT GENERAL

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Encl  
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DEBORAH L. CARTER  
LTC, NHNG  
Human Resource Officer