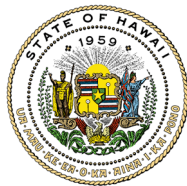


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**DEPARTMENT OF DEFENSE**  
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**MEMORANDUM FOR ALL HAWAII NATIONAL GUARD (HING) FULL-TIME FEDERAL TECHNICIANS**

**SUBJECT: Policy and Procedures for the HING Technician Physical Fitness Program**

**1. References:**

- a. AFI 40-501 (The Air Force Physical Fitness Program)
- b. AFI 40-502 (The Weight Management Program)
- c. AR 350-1 (Army Training and Leader Development)
- d. FM 7-22 (Holistic Health and Fitness)
- e. ATP 5-19 (Risk Management)
- f. CNGB Memorandum, National Guard Employee Physical Activity, 17 NOV23

**2. Applicability:** The HING Physical Fitness Program applies to all full-time HING Title 32 (T32) dual status military technicians and Title 5 (T5) National Guard employees.

**3. Purpose:** This policy establishes guidelines for technician participation in the duty hours Physical Fitness Program, allowing official time for physical training (PT) activities. The program aims to foster a healthier, more productive workforce while reducing sick leave usage. This policy supersedes Policy Memorandum 2011-02, Use of Official Time for Voluntary Physical Training (PT) Activities, dated 26 October 2011.

**4. Policy:**

a. **Voluntary Participation:** Supervisors will not mandate participation or retaliate against technicians for non-participation.

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b. Mission Priority: The HING's mission takes precedence over fitness schedules. Supervisors may suspend fitness activities to meet mission needs.

c. Technicians are not authorized to take military physical fitness tests while in a civilian status.

d. Fitness training during duty hours is a privilege. Using this time for non-fitness activities may impact performance evaluations and lead to disciplinary actions.

e. Authorized exercises include aerobic conditioning, strength training, functional fitness, mobility, flexibility, and High-Intensity Interval Training (HIIT). Refer to Enclosure 1 for details.

5. Responsibilities:

a. The Adjutant General (TAG): TAG oversees the HING mission and holds final decision authority regarding this policy. TAG reserves the right to modify, amend, or terminate this program at any time.

b. Human Resources Office (HRO): HRO will ensure policy alignment with federal guidelines. HRO will review exception to policy (ETP) requests on a case-by-case basis and submit to TAG for approval.

c. Commanders/Directors: Responsible for executing this policy and monitoring technician participation, ensuring appropriate risk management. Ensure supervisors or lower-level leaders responsible for implementing controls understand their responsibilities.

d. Supervisors:

(1) Review and approve all fitness activities and schedules before implementation.

(2) Balance work demands with fitness training time.

(3) Complete a Deliberate Risk Assessment Worksheet (DRAW) prior to implementing any fitness program, processed electronically via the Joint Risk Assessment Tool (JRAT). <https://jrat.safety.army.mil/login.aspx>

(4) Review the approved DRAW(s) before each event and update as necessary. Supervise and monitor controls. Ensure subordinates understand how, when, and where to implement controls.

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(5) Submit ETP requests to HRO via memorandum no later than 30 days before executing events with a residual risk level higher than "LOW". Requests must contain the following information: Directorate, Wing, MSC, or Unit/Facility; activity or event; purpose; participants; date(s); timeframe(s); and Point of Contact. Submit approved DRAWs with ETP requests.

e. Individual Responsibilities: Technicians must comply with this policy and manage their participation within the outlined guidelines. If applicable, T32 technicians must keep their Periodic Health Assessments (PHAs) current and if applicable, participate with the limitations outlined in their DA Form 3349, Physical Profile Form or AF Form 469, Duty Limiting Condition Report.

#### 6. Injury Reporting:

a. Report any injuries from approved exercise periods immediately through the supervisory chain. Technicians are covered for workers' compensation during duty hours.

b. The Federal Office of Workers' Compensation handles injury claims related to sanctioned exercise.

#### 7. Exercise Scheduling:

a. Maintain a standard exercise schedule that prioritizes mission obligations. Exercise periods should start and end at the worksite unless otherwise authorized by supervisors.

b. Fitness schedules are limited to a maximum of 90 minutes per day, 3 hours per week, and 3 days per week during duty hours. Combining break periods, except for lunch, to lengthen exercise sessions is not permitted. The exercise schedule includes time for personal hygiene.

8. Safety Protocol: All participants share responsibility for safety. Supervisors must monitor and report any safety issues or incidents.

9. Administration and Documentation: Before participating, technicians must complete the necessary forms (see Enclosures 2-6). Sign-out and sign-in procedures must be followed, with records maintained for three years. Signing out for the last hour of the day and signing back in the next workday is prohibited. Employees, supervisors, and time and attendance certifiers must account for fitness periods by entering Administrative Leave "LN-PF" (Type Hour Code "LN" with Environmental/Hazard/Other Code "PF") in the Automated Time and Attendance and Production System or using an equivalent code in other timekeeping systems.

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10. Office of Primary Responsibility: The HRO oversees this program. Direct inquiries to the Mrs. Pamela Ellison at (808) 672-1254 or [pamela.l.ellison10.civ@army.mil](mailto:pamela.l.ellison10.civ@army.mil).

6 Encls

1. Tech Authorized Exercises Categories
2. Tech Participation Form
3. Tech Informed Consent
4. Tech Readiness Questionnaire
5. Tech Physician Form
6. Sign-Out/Sign-In Form

STEPHEN F. LOGAN  
Major General, HING  
Adjutant General

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ENCLOSURE 1 - Hawaii National Guard Technician Physical Fitness Program Authorized  
Exercise Categories

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ENCLOSURE 2 - Hawaii National Guard Technician Physical Fitness Program Participation  
Form

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ENCLOSURE 3 - Hawaii National Guard Technician Physical Fitness Program Informed  
Consent

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ENCLOSURE 4 - Hawaii National Guard Technician Physical Fitness Program Physical  
Activity Readiness Questionnaire



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ENCLOSURE 5 - Hawaii National Guard Technician Physical Fitness Program Physician  
Form

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ENCLOSURE 6 - Hawaii National Guard Technician Physical Fitness Program Sign-Out/  
Sign-In Form