



STATE OF GEORGIA
GEORGIA DEPARTMENT OF DEFENSE
1000 HALSEY AVE SE, BUILDING 447
MARIETTA, GEORGIA 30060

NGGA-TAG

4 May 2024

MEMORANDUM FOR RECORD

Subject: GA DOD Physical Fitness Policy

1. The health of our employees is of utmost importance. Therefore, all full-time personnel (AGR, Title 32 technicians, Title 5 employees, and state employees) are authorized official time for physical fitness activities while in a work (paid status).
2. The primary goal of physical fitness program is a healthier and more physically fit workforce. It will assist employees in maintaining a high level of fitness, reduce stress levels, minimize use of sick leave, and increase productivity. In cases where employees violate the spirit of intent of this program, privileges may be revoked. In all cases, the mission of the Georgia Department of Defense will take precedence, and employees will schedule their exercise periods accordingly.
3. Fitness training will consist only of the following exercises: running, walking, push-ups, sit-ups, strength training, exercise classes, and aerobics.
4. A maximum of one hour per work day of official time may be used for physical fitness training. This is a privilege granted as an incentive to maintain a high level of personnel fitness.
 - a. Whenever used, Title 32 Technicians and Title 5 employees will annotate physical fitness time in the Automated Time Attendance and Production System (ATAAPS) using the time code "PF" (Physical Fitness).
 - b. The physical training period includes total time away from work location, to include time for changing clothes, showers, warm-up and cool down, etc.
 - c. Time for physical fitness training must be approved by the employee's supervisor and will be dictated by work and mission requirements.
 - d. Supervisors/Managers are responsible for their employees during the work day and periods of physical fitness training should also be monitored to ensure employee health and safety.
 - e. Employees injured while engaging in the Physical Fitness program have the right to file a claim under the Office of Workers Compensation.

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f. Exercise periods are official duty time. Failure to appear, inappropriate use of exercise time, or misconduct during these periods would be considered as workplace infractions occurring during normal duty hours and would be subject to the appropriate disciplinary actions.

5. This policy is effective immediately and replaces all previous policies on this subject. Questions and/or suggestions concerning this program should be addressed to the Human Resources Office at (678) 569-5710.

A handwritten signature in black ink, appearing to read 'R.D. Wilson', with a stylized flourish at the end.

RICHARD D. WILSON
Major General, GANG
The Adjutant General