



**DEPARTMENT OF THE ARMY  
TACOM LIFE CYCLE MANAGEMENT COMMAND  
6501 EAST 11 MILE ROAD  
WARREN, MICHIGAN 48397-5000**

IMNE-MIG-FMWR

MEMORANDUM FOR TACOM Life Cycle Management Command (LCMC) and US Army Garrison –Detroit Arsenal (USAG-DTA) Department of the Army (DA) Civilian Employees

SUBJECT: Community Health Promotion Program

1. References:

- a. AR 600-63, Community Health Promotion Program, 7 May 07
- b. AR 350-1, Army Training and Leader Development, 3 August 07
- c. AR 40-501, Standards of Medical Fitness, 10 September 08

2. Purpose. To establish guidance for implementing a health promotion and wellness program.

3. Policy. The Community Health Promotion Program (CHPP) encourages members of the Total Army Family to engage in a program of consistent exercise and other positive health habits. Through increased activity, the CHPP yields participating DA civilians employees lower health risks and increase emotional and spiritual well-being.

4. Applicability. This memorandum applies to all DA civilian employees assigned to TACOM LCMC at Detroit Arsenal and USAG-DTA.

5. Eligibility. Department of Defense civilian employees who have met the following requirements are eligible for the program:

- a. Complete a Health Risk Appraisal, the Health Risk Appraisal process consists of approximately forty-three (43) questions and should take no longer than ten (10) minutes.
- b. Complete a Fitness Assessment (available by appointment at the Fitness Center).
- c. Submit a SF 182 (Authorization, Agreement and Certification of Training) to the Family and Morale, Welfare and Recreation Fitness Center Staff or email to Fitness mailbox at DAMI\_FMWRFitness@conus.army.mil.

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6. I encourage employee to take advantage of this program which will include both a health risk assessment and a fitness assessment. In addition, to facilitate the wellness education program, there will be wellness seminars and workshops to promote and inspire positive health habits.

7. First line supervisors may approve up to three (3) hours administrative leave per week for a period of time not to exceed six months. This will allow employees to participate in command sponsored physical exercise training, monitoring, and/or education program.

8. After six months, I encourage managers to remain supportive of their civilians incorporating fitness time into and around the regular work day. Physical activity promotes good health, morale, productivity and energy. Not only do participants benefit; so does the Army.

9. Local Commanders are encouraged to establish local policies IAW procedures outlined in this memorandum.

SCOTT G. WEST  
Major General, USA  
Commanding

## ARMY INFORMATION PAPER

IMNE-MIG-ZA  
28 April 2009

SUBJECT: Civilian Health Promotion Program

1. Purpose. To provide background and guidelines for the Civilian Health Promotion Program
2. Facts.

a. The Civilian Health Promotion Program (hereinafter, the "Program") is a Department of the Army program intended to encourage civilian employees to improve their health and fitness by engaging in regular programs of exercise and other positive health habits. It is authorized through AR 600-63.

b. The basic elements and requirements of the program are:

- Civilians are authorized up to three hours per week excused absence to participate in a Command sponsored formal physical exercise training program.
- Duration of program is up to six months.
- Pre- and Post-program participant evaluation required.
- Participants are monitored continuously during the program.
- Program must include exercise and nutritional education.
- Program offered one time only per person.

c. The Army recognizes and supports the health and welfare of our civilian employees. This Program is evidence of such support. As a Commander or business group leader, this can be a valuable tool to assist in adding a new dimension to improving the health of your command. In fact, past participants have reported achieving heightened levels of health as well as a boost in morale.

d. The Program at the Detroit Arsenal is designed by the Health Promotion Council to accommodate two hundred participants bi-annually and will arrange for mandatory and periodic supplementary classes on health topics. They will also be responsible to keep health promotion visible during the program, distributing health-related messages and handouts, as well as soliciting and disseminating statements by participants regarding the positive impacts of the program.

e. The participants will be taken on the first come, first serve basis once the Program is announced. We will maintain a list for future classes of all applicants that apply and contact them in advance of the session they are selected for. The tentative start dates are July and January of each year.

f. Consistent with mission requirements, supervisors should allow duty time for employees' participation in training and exercise. If possible, allow participants to combine their exercise hour with either their lunch hour or their morning or afternoon break. This allows the participant time for "cool down" and personal hygiene.

g. The Program has been organized and the necessary resources put in place. The next critical step is to get your support of and promotion for the Program.

h. Physically fit employees are more energetic, experience less stress, and enjoy a better quality of life. Regular participation in physical fitness activities also lowers sick leave usage, and increases morale and productivity. I expect all Commanders, directors, and supervisors to fully support this program which will be implemented in accordance with the enclosed guidelines

i. For additional information concerning this policy, contact the Chief, Community Recreation, Family and Morale, Welfare and Recreation Division, US Army Garrison-Detroit Arsenal, 586-239-6366 or DSN 273-6366.

  
BRENDA LEE MCCULLOUGH  
Garrison Manager

CONCUR / NONCONCUR

SCOTT G. WEST  
Major General, USA  
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COORDINATION:

AMSTA-LA/CONCUR /S/ BRAD JAN

29 April 2009

AMSCC-TAC-ATB/CONCUR /S/ MARY JO WINFIELD

29 April 2009