



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE

1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

FEB 10 2011

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Civilian Fitness and Wellness Program (CFWP)

I am pleased to announce the CFWP for personnel working in the Office of Secretary of Defense, Joint Chiefs of Staff, and Washington Headquarters Services (WHS). This program authorizes organizations to offer administrative leave – paid, duty time – to its employees for the purpose of participating in a fitness or wellness activity covered by the program. With supervisory approval, subject to organizational mission and workload requirements, eligible employees may be granted up to 1 hour of administrative leave (wellness) per regularly scheduled workday (not to exceed 3 hours per week) to participate in a covered fitness or wellness activity.

The goals of our CFWP include the promotion of healthy lifestyles and enhancement of the employee worklife and organizational productivity. The CFWP also assists with recruitment and retention initiatives. Our CFWP opportunity aligns with what is being offered by other Pentagon organizations. We've worked the details of this program over the past year with representatives of your organizations. I encourage your organizations to review program goals, workforce benefits, and implementation requirements outlined in the attached CFWP guide and carefully consider program application within your workforce.

Please direct your questions concerning the CFWP to the WHS, Human Resources Directorate, Labor and Management Employee Relations office at (703) 699-1824.

A handwritten signature in black ink, appearing to read "Michael L. Rhodes", is positioned above the printed name.

Michael L. Rhodes
Director

Attachment:
As stated

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