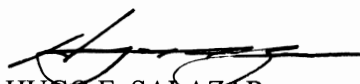


ARIZONA Department of Emergency and Military Affairs POLICY LETTER	POLICY LETTER NO. 20.11	
	DATE 1 June 2010	OPR AZAA-HRO DEMA/JP-P

SUBJECT: Use of DEMA Physical Fitness Facilities	REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)
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1. References: NFPA 1500 Chapter 10.3; NFPA 1583; Army FM 21-20; AFI 40-501; AFI 40-502.
2. This document describes the policy for use of DEMA physical fitness facilities and participation in a physical fitness training program **during regular vs. off-duty hours**.
3. Participation in physical fitness training **during regular duty hours** is voluntary and is limited to the following employees:
 - (a) Title 32 Federal Technician employees (dual status only)
 - (b) Title 32 AGR and ADOS personnel
 - (c) State employees whose positions require membership in the Arizona National Guard
 - (d) State employees classified as Security Officers
 - (e) State employees classified as Firefighters
4. The intent of this policy is to enable DEMA/AZNG full time employees who occupy positions which either require Arizona National Guard membership or function as our agency's emergency responders the opportunity to participate in physical fitness training while on duty. All other employees are permitted and encouraged to utilize fitness facilities on DEMA/AZNG installations **during off-duty hours**.
5. For those employees permitted to participate in physical fitness training **during regular duty hours**, the following program limitations must be adhered to:
 - (a) Employees are authorized up to three hours of duty time per week, but no more than one hour on any day.
 - (b) The employee must make a written request to his/her supervisor for permission to participate.
 - (c) The supervisor may approve participation provided all conditions of this policy are met. A supervisor's denial of an employee's request must be forwarded to the next higher level supervisor for review prior to notifying the employee of the final decision.
 - (d) On any given day, it is management's right to cancel participation based on mission requirements.
 - (e) Acceptable physical training programs are limited to the following:
 - Use of an on-base gym facility for resistance and/or cardio training.
 - A walking, jogging or running program that begins and ends at the work site of the participant.
 - A bicycling program that begins and ends at the work site.
 - An on-base swimming program, provided a safety supervisor is on duty and the employee returns to the work site.
 - (f) Title 32 personnel must have a current military periodic examination that does not restrict the requested physical fitness program.
6. Immediate family members of AZNG members and DEMA employees are permitted to use DEMA physical fitness facilities only when accompanied by the AZNG member or DEMA employee. Use of all physical fitness facilities are at the user's own risk.
7. Any physical activity performed outdoors on a DEMA/AZNG installation, whether in regular duty status or off-duty status, is to be performed using the buddy system when the temperature is 100°F or greater.


 HUGO E. SALAZAR
 Major General, AZ ARNG
 The Adjutant General