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MEMORANDUM FOR ALL TECHNICIANS AND AGR SUPERVISORS OF TECHNCIAINS IN THE NEW MEXICO ARMY AND AIR NATIONAL GUARD (EXCLUDING ONATE COMPLEX)

SUBJECT: Use of Official Time for Physical Training Activities

1. This memorandum supersedes all previous memoranda on this subject. All references to "employees" include military technicians and Non-Dual Status (competitive) technicians.

2. **Purpose**: The New Mexico National Guard supports a physical training (PT) program for all authorized employees during duty hours, with certain restrictions. The purpose of the PT program is to prepare soldiers and airmen for required military physical fitness tests, to maintain physical fitness necessary for military service, and to promote physical fitness of our non-military employees.

3. **Restrictions**: The PT program shall consist of not more than three (3) hours per week. Additional time is not allowed for activities such as changing clothes, warm-up, cool-down, showers, and travel to/from the work site. PT activities will be confined to areas immediately adjacent to the work site. All PT activities must begin and end at the work site, with the following exception: if PT time is attached to the lunch period, the member is not required to return to the work site between PT and lunch. Employees who work on Kirtland AFB may perform PT at either of the base gyms. Employees are not authorized to perform PT at home.

4. **Responsibilities**:

a. Supervisor: The supervisor has the primary responsibility for approving and monitoring the PT program. All requests to participate in the PT program must be approved by the supervisor prior to the member's participation. The supervisor has the authority and the responsibility to cancel an approved physical training request in two cases: i) to meet workload requirements, and ii) when the supervisor has reason to believe that the employee is misusing the program. Supervisors must maintain completed copies of subordinates' PT Self Assessment Questionnaires and Certificates of Training (see attachments).

b. Employees: Employees are to use approved PT time exclusively for physical training activities, and only for such activities as have been authorized and approved. An employee who misuses PT time will be prohibited from participating in this program and will be subject to disciplinary action. Personnel participating in the PT program must be knowledgeable of their individual health and physical limitations. All personnel are strongly encouraged to consult their physicians prior to beginning a new PT program or substantially altering current PT programs. Participants must complete a PT Self Assessment Questionnaire and a Certificate of Training (see attachments) prior to participation in the PT program. These documents will be kept on file by the immediate supervisor.

5. **Authorized PT Activities**:

a. Traditional PT Activities: Exercises that provide aerobic benefits such as running, rapid walking, swimming, bicycling, treadmills, stair climbers, and strength/toning activities such as resistance training and weightlifting.

b. Team Sports: Supervisors may allow team sports that provide aerobic benefits without risk of serious injury, such as tennis, handball, basketball, and racquetball, as long as those activities are conducted safely. It should be noted that some team sports are inherently more dangerous and should not be allowed. Extreme caution must be used when participating in team sports. Should a measurable increase in personal injuries occur due to team sports, these activities will be removed from the list of authorized activities.

6. **Conclusion**: This new Physical Training policy is intended to broaden the scope of PT activities for all employees to foster fitness, teamwork and esprit de corps. Supervisors are entrusted to ensure that this program is managed in accordance with this letter.

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2 Attachments:
PT Self-Assessment Questionnaire
Certificate of Training