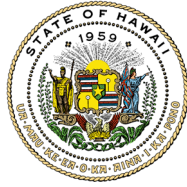


**JOSH GREEN, M.D.**  
GOVERNOR  
KE KIA'ĀINA



STATE OF HAWAI'I  
KA MOKU'ĀINA O HAWAI'I  
**DEPARTMENT OF DEFENSE**  
**KA 'OIHANA PILI KAUA**  
OFFICE OF THE ADJUTANT GENERAL  
3949 DIAMOND HEAD ROAD  
HONOLULU, HAWAI'I 96816-4495

**STEPHEN F. LOGAN**  
MAJOR GENERAL  
ADJUTANT GENERAL  
KA 'AKUKANA KENELALA

**PHILLIP L. MALLORY III**  
BRIGADIER GENERAL  
DEPUTY ADJUTANT GENERAL  
KA HOPE 'AKUKANA KENELALA

NGHI-HRO

MEMORANDUM FOR FULL-TIME HAWAII NATIONAL GUARD (HING) ACTIVE GUARD/RESERVE (AGR), ACTIVE-DUTY OPERATIONAL SUPPORT (ADOS), AND ONE-TIME OCCASIONAL TOUR (OTOT) PERSONNEL

SUBJECT: Policy and Procedures for the HING AGR/ADOS/OTOT Personnel Physical Fitness Program

1. References:

- a. AFI 40-501 (The Air Force Physical Fitness Program)
- b. AFI 40-502 (The Weight Management Program)
- c. AR 350-1 (Army Training and Leader Development)
- d. FM 7-22 (Holistic Health and Fitness)
- e. ATP 5-19 (Risk Management)

2. Applicability: The HING Physical Fitness Program applies to all full-time AGR, ADOS, and OTOT personnel, collectively referred to as service members (SM). All other full-time military personnel will follow physical training (PT) guidance from their immediate supervisors.

3. Purpose: This policy establishes guidelines for SM participation in the duty hours Physical Fitness Program, allowing official time for PT activities. The program aims to foster a healthier, more productive workforce while reducing sick call and/or medical leave usage.

4. Policy:

a. Voluntary Participation: Participation is voluntary unless SMs do not meet height/weight and/or fitness standards, in which case participation may be mandated.

NGHI-HRO

SUBJECT: Policy and Procedures for the HING AGR/ADOS/OTOT Personnel Physical Fitness Program

b. Mission Priority: The HING's mission takes precedence. Supervisors may suspend fitness activities as needed.

c. Misuse: Misuse of this time for non-fitness activities may affect performance evaluations and lead to disciplinary action.

d. Authorized Activities: Approved exercises include aerobic conditioning, strength training, functional fitness, mobility, flexibility, High-Intensity Interval Training (HIIT), and team-based activities. See Enclosure 1 for details.

5. Responsibilities:

a. The Adjutant General (TAG): TAG oversees the HING mission and holds final decision authority regarding this policy. TAG reserves the right to modify, amend, or terminate this program at any time.

b. Human Resources Office (HRO): HRO will ensure policy alignment with federal guidelines. HRO will review exception to policy (ETP) requests on a case-by-case basis and submit to TAG for approval.

c. Commanders/Directors: Responsible for executing this policy and monitoring SM participation, ensuring appropriate risk management. Ensure supervisors or lower-level leaders responsible for implementing controls understand their responsibilities.

d. Supervisors:

(1) Review and approve all fitness activities and schedules before implementation.

(2) Balance work demands with fitness training time.

(3) Complete a Deliberate Risk Assessment Worksheet (DRAW) prior to implementing any fitness program, processed electronically via the Joint Risk Assessment Tool (JRAT). <https://jrat.safety.army.mil/login.aspx>

(4) Review the approved DRAW(s) before each event and update as necessary. Supervise and monitor controls. Ensure subordinates understand how, when, and where to implement controls.

(5) Submit ETP requests to HRO via memorandum no later than 30 days before executing events with a residual risk higher than "LOW". Requests must contain the

NGHI-HRO

SUBJECT: Policy and Procedures for the HING AGR/ADOS/OTOT Personnel Physical Fitness Program

following information: Directorate, Wing, MSC, or Unit/Facility; activity or event; purpose; participants; date(s); timeframe(s); and Point of Contact. Submit approved DRAWs with ETP requests.

e. Individual Responsibilities: SMs must follow this policy and manage their participation according to the guidelines. SMs must keep their Periodic Health Assessments (PHAs) current and if applicable, participate with the limitations outlined in their DA Form 3349, Physical Profile Form or AF Form 469, Duty Limiting Condition Report.

6. Injury Reporting: Report any injuries from approved exercise periods immediately through the supervisory chain.

7. Exercise Scheduling:

a. Maintain a standard exercise schedule that prioritizes mission obligations. Exercise periods should start and end at the worksite unless otherwise authorized by supervisors.

b. Fitness schedules must not exceed 90 minutes per day. Combining break periods, except for lunch, to extend exercise sessions is prohibited. The exercise schedule includes time for personal hygiene.

8. Safety Protocol: All participants share responsibility for safety. Supervisors must monitor and report any safety issues or incidents.

9. Administration and Documentation: Before participating, SMs must complete the necessary forms (see Enclosures 2 and 3).

10. Office of Primary Responsibility: The HRO oversees this program. Direct inquiries to the MAJ Lora-Jan Kaonohi at (808) 672-1321 or [lora-jan.b.kaonohi.mil@army.mil](mailto:lora-jan.b.kaonohi.mil@army.mil).

STEPHEN F. LOGAN  
Major General, HING  
Adjutant General

3 Encls

1. AGR Authorized Exercises Categories
2. AGR Participation Form
3. AGR Hold Harmless Agreement

NGHI-HRO

SUBJECT: Policy and Procedures for the HING AGR/ADOS/OTOT Personnel Physical Fitness Program

ENCLOSURE 1 - Hawaii National Guard AGR/ADOS/OTOT Personnel Physical Fitness Program Authorized Exercise Categories

NGHI-HRO

SUBJECT: Policy and Procedures for the HING AGR/ADOS/OTOT Personnel Physical Fitness Program

ENCLOSURE 2 - Hawaii National Guard AGR/ADOS/OTOT Personnel Physical Fitness Program Participation Form

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SUBJECT: Policy and Procedures for the HING AGR/ADOS/OTOT Personnel Physical Fitness Program

ENCLOSURE 3 - Hawaii National Guard AGR/ADOS/OTOT Personnel Physical Fitness Program Hold Harmless Agreement / Indemnification / Waiver of Liability