

Civilian PT Request

Description

A voluntary program to permit excused absence for physical activities for Goodfellow full-time, appropriated fund civilian employees serviced by the 17th Force Support Squadron, Civilian Personnel Section, Goodfellow AFB, TX.

An employee desiring to participate in the program must complete a "Request for Approval of Excused Absence" form OPM71 and "Memorandum of Understanding for Physical Fitness Activities". The first-level supervisor makes a recommendation and the second level supervisor approves or disapproves. The employee will also be required to provide a doctor's statement obtained at the employee's own expense that physical fitness activities are permitted with or without limiting conditions.

Exercise periods will be scheduled with advance approval of the supervisor to accommodate workload. The supervisor has the prerogative to modify or cancel any exercise period in order to satisfy operational requirements. If an employee's request is not approved or an employee cannot be released from work for physical fitness activities due to mission requirements, the employee may not challenge the decision unless the decision is arbitrary or capricious.

For more detailed information see:

[Goodfellow AFB Physical Fitness Policy](#)

Goodfellow AFB Request Process: Note - CPO does not approve/disapprove these requests

- 1) Complete the [Memorandum of Understanding for Physical Fitness](#).
- 2) Provide completed Memo of Understanding to your supervisor for approval/disapproval.
- 3) Retain a copy of the approved Memo of Understanding for your records.
- 4) Use ATAAPS to submit "Excused Absence" for the periods used for PT.
- 5) All excused absences approved for personal fitness activity must be recorded on the employees' timecards using code "LN" along with the remark "physical fitness."
- 6) End of process.