



PSSUCLEVEINST 1750.1

JAN - 6 2010

PERSONNEL SERVICES AND SUPPORT UNIT CLEVELAND INSTRUCTION 1750.1

Subj: PSSU CLEVELAND PHYSICAL FITNESS PROGRAM

- Ref: (a) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)
 (b) Coast Guard Health Promotion Manual, COMDTINST M6200.1(series)
 (c) Compressed Work Schedules (CWS) for Coast Guard Members, COMDTINST M5330.9

1. **PURPOSE.** This instruction establishes guidelines for voluntary participation in physical fitness activities for military and civilian Coast Guard members of Personnel Services and Support Unit (PSSU) Cleveland.
2. **ACTION.** All PSSU Cleveland personnel shall comply with this instruction.
3. **DIRECTIVES AFFECTED.** None.
4. **BACKGROUND.** A healthy lifestyle reduces the risk of injuries and illness, enhances quality of life, and improves Coast Guard readiness. The American Council of Exercise (ACE) recommends a fitness program that includes four components: cardio-respiratory activity, muscular strength, endurance, and flexibility. At a minimum, each workout should include a 5-minute warm-up with stretching, a 20-30 minute exercise session, and a 5-minute cool-down period.
5. **DISCUSSION.**
 - a. All PSSU Cleveland personnel are encouraged to adopt a healthier lifestyle and engage in regular fitness activity. For military members, a regular fitness program will ensure that you comply with Coast Guard weight standards under reference (a) and present a proper appearance in uniform. Civilian employees are also encouraged to participate in fitness activities. As discussed further below, several fitness facilities are available at no cost to all PSSU Cleveland

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PSSUCLEVEINST 1750.1

personnel. However, because of their status, different rules apply to military members and to civilian employees.

b. Regular Fitness Activity:

(1) Military Members. Under reference (b), supervisors shall allow each military member a minimum of three hours per week to engage in regular fitness activity during normal duty hours. Supervisors may include a member's normal lunch period as part of the authorized fitness time.

(2) Civilian Employees. Civilian employees are encouraged to use the available fitness facilities at no cost before or after their regular work hours. Supervisors are also encouraged to allow civilian employees on regular or flexible hours to extend their workday by starting earlier or working later if they want to engage in regular fitness activity during the workday. The employee may also use his or her scheduled lunch period as part of the time used for fitness activities. Under reference (c), work hours are fixed for employees on the Compressed Work Schedule, so they are not permitted to engage in regular fitness activity during the workday except during their scheduled lunch period.

c. Special Wellness Activities: The PSSU Cleveland MWR Committee may occasionally conduct special wellness activities, such as fitness screenings, command wellness events, or smoking cessation classes. Military members may be required to participate in such activities. On an event-by-event basis, supervisors may be authorized to grant excused absences so that civilian employees may voluntarily participate.

d. Personnel are also reminded that they can engage in fitness activity almost anywhere. Exercise doesn't have to occur only in specialized fitness facilities. According to ACE a brisk 20-30 minute walk is a valuable aerobic conditioning activity with low risk of injury. Walking and other activities can be made a part of any busy schedule.

e. All PSSU Cleveland personnel are strongly encouraged to stop all tobacco use, whether smoking or chewing, use alcohol responsibly and in moderation, if at all, practice positive stress management techniques, and make healthy nutritional choices. All military members and civilian employees are encouraged to consult with the HSWL Cleveland Health Promotions Manager for advice on developing a personal fitness program or for assistance in any wellness-related area.

6. **FACILITIES AVAILABLE.** The following facilities are available at no cost to all Coast Guard military members and civilian employees:

a. The Health Improvement Center (HIC), located in the subbasement of the Federal Building, is open from 0630 to 1830, Monday through Friday, except on Federal holidays. The HIC has workout videotapes and strength and cardiovascular equipment. The combination to the cipher lock on the door to the HIC may be obtained from HSWLFO Cleveland's Health Promotions

PSSUCLEVEINST 1750.1

Manager. All users are asked to sign a liability release form, which may be obtained from the HIC.

- b. The Cleveland Moorings Fitness Center, co-located with MSU Cleveland, has strength training equipment and cardiovascular machines. The security access code for the center may be obtained from Station Cleveland Harbor or MSU Cleveland.
- c. Budget permitting, the Coast Guard contracts with a local fitness facility in downtown Cleveland. Contact the Health Promotions Manager or a member of the Wellness Committee for information on use of contract fitness facilities.

7. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** Environmental considerations were examined in the development of this Instruction, and have been determined to be not applicable.

8. **FORMS/REPORTS.** None.


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