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TAG POLICY LETTER
NO. 24-004

15 November 2024

NEW JERSEY NATIONAL GUARD (NJNG) PHYSICAL FITNESS PROGRAM

1. **Purpose.** Physical Fitness is an important part of ones' overall health, both physically and mentally. Those who maintain an active lifestyle tend to remain productive and focused, improve overall quality of work, and are better prepared to manage everyday stressors at work and home. The NJNG is committed to reducing barriers for personal fitness and providing program opportunities for employees to improve their overall wellness.

2. **Applicability.** This policy applies to all NJNG Title 32 Dual-Status Military Technicians (T32) and Title 5 National Guard Employees (T5) participating in the NJNG Physical Fitness Program during regular work schedules.

3. **General Information.**

a. Eligible employees are authorized and encouraged to take up to three (3) hours of physical fitness time per week, not to exceed more than one (1) hour per workday. Section supervisors are responsible for managing the physical fitness program based on their individual section's needs and requirements. No employee shall be permitted to carry over any unused physical fitness time to the following week nor pay periods, i.e., take four (4) hours of physical fitness time during one (1) work week.

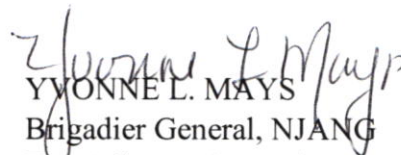
b. Each member must complete and sign the Employee-Supervisor Agreement prior to beginning the program. Any physical fitness time taken during the pay period must be properly accounted for within the Automated Time and Attendance Pay System (ATAAPS), as outlined within NGB Policy Memorandum – "National Guard Employee Physical Activity", dated 17 Nov 2023.

c. Acceptable activities during physical fitness time include running, jogging, walking, swimming, weight training, and fitness classes (i.e., spin class, yoga, aerobics). To mitigate risk of injury during physical fitness time, contact sports and team sport activities (i.e., basketball, football, soccer, combative, and football) are not authorized. Exercises in support of the Army Combat Fitness Test are authorized for Title 32 Dual Status Technicians.

d. Injury or death of a National Guard employee is only covered through the workers' compensation program if the employee is performing work-related duties at the time of the injury or death. Activities performed while participating in the NJNG Physical Fitness Program are not considered duty related and all physical fitness activities are considered voluntary.

e. Directors and supervisors may revoke privileges if they deem an employee is abusing this benefit or is not fully abiding by the Physical Fitness Policy and/or Employee-Supervisor Agreement. No employee shall be forced, nor required, to participate in the NJNG Physical Fitness Program.

4. **Point of Contact.** This policy memorandum supersedes and replaces all previous versions and related policies as of 15 November 2024. Please direct any questions to the Human Resources Office – J1, (609) 562-0872.


YVONNE L. MAYS
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