

“Civilian Employee Fitness Program Enrollment Packet”

Welcome to the Fort Stewart/Hunter Army Airfield “Civilian Fitness Program!” We appreciate your interest in the Civilian Fitness Program and hope to make the process of enrolling in the program as simple as possible. Please take a few minutes to acquaint yourself with the Civilian Fitness Program Enrollment Packet.

The Civilian Fitness Enrollment Packet is designed to help you complete all the steps necessary to enroll in the Fitness Program. It is important to note that you will not be enrolled in the program unless all paperwork is complete and you have received an Enrollment Approval form.

Congratulations for taking the first step to getting fit and staying fit!

If you have any questions regarding the Civilian Fitness Program process please contact the Newman (Ft. Stewart), or Tominac (HAAF) Fitness Centers at 767-3031/315-5132.

Initial Fitness Assessment

Instructions & Checklist

Please follow the instructions carefully to ensure that your file is set up properly. Please complete these instructions BEFORE ATTENDING your Fitness Assessment.

1. Complete all the documents in the Civilian Fitness Enrollment Packet.
Be sure to complete the Civilian Fitness Participation Agreement to include:
 - Location of exercises , (Newman or Tominac Fitness Center)
 - Dates of program: 17 October -12 April 2012
 - Group classes and training will be scheduled on (Mon, Wed, and Thu), from 1500-1600 hours.
 - ***17 October is Fitness Assessment Day (1400-1600hrs.)**
2. Set-up your CIV FIT Manila File Folder. The file must be complete in order to be assessed. All documents are in a top to bottom order.

Please assemble your folder in the following order:

Written on the Label Side of the Folder:

_____ LAST NAME, FIRST NAME printed in CAPS

_____ Fitness Assessment Date (first day of each session)

Staple on Inside Left of Manila File Folder:

_____ Completed Participation Agreement signed by you and your supervisor.

Stapled on Inside Right of Manila Folder:

_____ Fitness Assessment Sheet (You will receive this at your Fitness Assessment.)

_____ Completed Medical Consideration Form

_____ Physician's Statement (if over the age of 40 (male), or 50 (female)).

Stapled on Outside of Manila File Folder:

_____ Initial Fitness Assessment Instructions & Check List as you complete them.

3. Check off items on Initial Fitness Assessment Check List as you complete them.

4. Attend the Fitness Assessment on specified date. Arrive at Fitness Assessment 15 minutes early to complete enrollment. Be dressed for light exercise.

I certify the documents identified above are completed and accurate to the best of my knowledge. I understand that I will not be enrolled into Civilian Fitness if the checklist above is not completed.

Participant Signature _____ Date: _____ Phone: _____

Supervisor Signature _____ Date: _____ Phone: _____