



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO  
12000  
MPR  
23 JUN 2004

FORCE POLICY LETTER 6-04

From: Deputy Commander, Marine Forces Reserve  
To: Distribution List

Subj: HEADQUARTERS, MARINE FORCES RESERVE (MARFORRES) POLICY  
REGARDING THE PARTICIPATION OF FEDERAL CIVIL SERVICE  
EMPLOYEES IN VOLUNTARY PHYSICAL EXERCISE ACTIVITIES  
DURING THE LUNCH PERIOD

Ref: (a) 5 U.S.C. Part 551.411  
(b) ForO P12000.1

1. Purpose. To restate Marine Forces Reserve policy regarding the participation of federal civil service employees in voluntary physical exercise activities during the lunch period.

2. Background. Recently, the command has received inquiries from Civilian employees regarding their participation in voluntary physical exercise activities during the lunch period. In order to be responsive to those requests, and ensure that only the correct information is disseminated, those policies are restated below.

3. Definitions and Regulatory Information. Reference (a) provides the definitions and regulatory information regarding what constitutes workdays, lunch or other meal periods, and authorized rest periods for federal civil service personnel. That information is capsulated below:

a. Workdays. A workday is defined as a period between the commencement of the principal activities that an employee is engaged to perform on a given day, and the cessation of the principal activities for that day. All time spent by an employee in the performance of those activities is considered hours of work.

b. Rest Periods. An authorized rest period is considered part of the employee's compensable basic workday.

c. Lunch or other Meal Periods. A lunch or other meal period is an approved period of time in a non-pay and non-work status that interrupts a basic workday for the purpose of permitting employees to eat or engage in permitted personal activities.

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4. Policy. The current Headquarters, Marine Forces Reserve policy regarding approved rest periods, and lunch or other meal periods is stated below:

a. Two 15 minute rest periods with pay are authorized, one in the morning and one in the afternoon, for federal civil service employees at this Headquarters.

b. One 30-minute lunch or meal period per workday is authorized for federal civil service employees at this Headquarters.

c. However, because rest periods are part of the employee's compensable workday, and lunch or other meal periods are in a non-pay and non-work status, they cannot be combined.

5. Authority

a. All MARFORRES Headquarters federal civil service employees who desire to participate in voluntary physical exercise activities during their lunch periods are authorized and encouraged to do so provided those activities can be completed within the allotted 30 minutes.

b. In the event those voluntary physical exercise activities exceed the allotted 30-minute lunch period, and the employee has previously obtained Department Head approval:

(1) The work time lost must be made up by the employee on the same workday, either by coming in early or staying late, for a period equal to the time the 30-minute lunch period was exceeded.

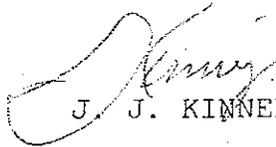
(2) The employee must take annual leave.

6. All federal civil service employees are reminded that no physical exercise program should be commenced without first obtaining proper medical clearance from their physician.

7. More information regarding this subject is available on the Office of Personnel Management (OPM) website at the following address: [www.opm.gov/oca/worksch/HTML/LUNCH.HTM](http://www.opm.gov/oca/worksch/HTML/LUNCH.HTM).

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8. This policy information will be incorporated into the next  
revision of reference (b).

  
J. J. KINNERUP

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