



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND
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GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 6100.1A
N00
28 Mar 11

NSTC INSTRUCTION 6100.1A

Subj: HEALTH AND WELLNESS FOR CIVILIAN EMPLOYEES

Ref: (a) NETCINST 6100.2
(b) OPNAVINST 6100.2A

Encl: (1) Civilian Employee Health & Wellness Program Voluntary Waiver for Participation and Consent
(2) Civilian Employee Health & Wellness Program Record Sheet

1. Purpose. To establish, implement and provide instructions for conducting a Health and Wellness (H&W) program for civilian employees of Naval Service Training Command (NSTC). NSTC activities are hereby authorized to establish a H&W program for civilian employees.

2. Cancellation. CNSTCINST 6100.1.

3. Background. References (a) and (b) provide guidance and procedures for implementing a civilian employee H&W program and delegates authority for establishing a civilian employee H&W program.

4. Policy.

a. References (a) and (b) provide the overall policy and procedures for the DON H&W Program. It is the policy of the DON to maximize individual performance through programs of physical fitness, maintenance of good health, and prevention of disease. Excused fitness time on behalf of NSTC may not exceed 59 minutes for each exercise period and cannot exceed 3 days a week. Excused absences, not to exceed 2 hours and 57 minutes a week (59 minutes x 3 days/wk), may be granted to allow employee participation in fitness activities during duty hours. Use of excused time may only be exercised once in a business day. Any unused time will not accrue; thus, there is no accumulation of excused duty time for fitness activities. The excused time does include travel to and from the fitness facility, changing clothes, and any showering/grooming needed upon completion of activity.

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b. It is at the discretion of the individual to choose the appropriate time that best fits his or her schedule, contingent upon supervisory approval. Employees may choose to allocate fitness time at the beginning or end of the work day. If this option is chosen, the employee must check in with his or her supervisor before proceeding to the fitness facility. Likewise, if the employee decides to use time at the end of the day, he or she must report back to the command before leaving for the day entirely. This policy will assist with proper reporting of each employee's time spent participating in the H&W Program. Alternatively, the individual employee may combine excused fitness time with their designated lunch period. The employee may also choose to combine excused fitness time with available leave time, including annual, credit hours, or previously earned compensatory time off. Although times centered around the beginning/end of the day, as well as the middle of the day, are most typical, employees may also choose to step away from their duty to participate at any time during the day, with supervisor approval, and as long as it does not interfere with the goals and mission of NSTC. Each activity or supervisor within the command, however, may choose to designate specific core hours that all employees are required to be available for official business if deemed necessary, i.e., from 0900-1000 or 1400-1500.

c. Per reference (a), the program intends to include multiple levels of health and wellness. These stages for change include awareness activities, education/motivation, and intervention/action activities. Awareness activities include but are not limited to, health fairs, posters, newsletters, etc. Education and motivation aid in increasing knowledge and interest in creating a healthier lifestyle. These activities may include health screenings, seminars, etc. Intervention/action is intended to put the interest and knowledge an individual has learned to use and for participation in fitness activities. Dependent upon command funds, health fairs and health screenings and other similar activities may be arranged to increase awareness and motivation to promote a healthier lifestyle.

5. Responsibilities:

a. Chief of Staff:

(1) Encourages supervisors to support employee participation in the H&W Program.

(2) Reports to NETC on the status of the H&W Program on an annual basis by 1 October of each year, per guidance in reference (a).

(3) Designates the NSTC H&W program coordinator by NSTC collateral duties notice.

b. NSTC H&W Program Coordinator:

(1) Provides advice and guidance consistent with this instruction. The H&W Program Coordinator will provide the format for reporting.

(2) Administers, monitors, and, on a periodic basis, evaluates the H&W Program to determine if modifications are needed or if the program should be discontinued.

(3) Makes recommendations to the Chief of Staff regarding findings and overall H&W Program improvements, i.e., resources, additional guidance, etc.

(4) Prepares and submits reports on the status of the H&W Program when requested by the Chief of Staff, and on an annual basis by 1 September of each year.

c. Supervisors:

(1) Maintain a Civilian Employee Health & Welfare Program Voluntary Waiver for Participation and Consent Form enclosure (1), and a Civilian Employee Health & Wellness Program Record Sheet, enclosure (2), for each employee for the periods used for physical fitness activities.

(2) Monitor employee adherence to the authorized time established for this program, rescheduling or cancelling the time periods when necessary and when workload priorities require the employee support. Supervisors will work with the individual employee to determine the feasibility and extent of their program participation.

(3) Have the authority to revoke or cancel the privilege of participation in the program for employees who are found to be abusing program policies.

(4) Are granted the authority to allow up to, but not exceed, 59 minutes of command time per exercise period (up to 3 times per week) spread throughout a 5-day period during the week or other approved alternate work schedules (i.e., regular day off (RDO), etc.) per reference (a).

(5) Ensure Enterprise Safety Application Management Systems (ESAMS) users log onto the following web link to report any injury, mishap, or near miss:
https://esams.cnmc.navy.mil/esams_gen_2/loginesams.aspx.

d. Civilian Employees:

(1) May voluntarily participate in an H&W Program. Participants must complete and submit enclosure (1) to their immediate supervisor for approval prior to participation.

(2) Are encouraged to execute their program at the start of the work day, in the middle of the day, or prior to leaving at the end of the work period. Enclosure (2) shall be used to track time expended for the approved exercise program. Any unused time will not be accumulated. It is understood that time includes all travel to/from the fitness activity, changing clothes, and any personal grooming time.

(3) Are encouraged to adhere to the activities that were specifically identified in that employee's approved exercise program.

(4) Will participate in exercise programs within the confines of the installation on which they work. If such facilities are not available, commands may review other opportunities within legal and funding constraints.

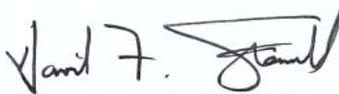
(5) Fees such as those incurred for external competitive opportunities, such as registration fees for fitness events, etc., are viewed as personal and must be paid by the employee and will not be reimbursed by the DON.

(6) Are encouraged to have a medical screening prior to the commencement of their exercise program. The cost of the screening is the responsibility of the employee and will not be reimbursed by the DON.

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6. Approved Physical Activities: The program will be conducted using one or more of the following approved activities: running, walking, swimming, weight training, aerobics, biking, stress reduction/relaxation exercises (yoga, meditation, Tai-chi), or any other activity as approved by the supervisor as prudent and can be accomplished within specific timeframes.

7. Federal Employees Compensation Act (FECA) Claims: Per reference (a), all FECA claims filed as a result of participation in a health and wellness program are subject to final adjudication regarding coverage and benefit amounts by the Office of Workers' Compensation Programs (OWCP), U.S. Department of Labor.


DAVID F. STEINDL

**CIVILIAN EMPLOYEE HEALTH & WELLNESS PROGRAM
VOLUNTARY WAIVER FOR PARTICIPATION AND CONSENT**

I, _____, wish to participate voluntarily in the NSTC Civilian Health & Wellness Program with effort to improve my general well-being in hopes of becoming a more productive, energetic, and supportive employee.

By signing this waiver, I understand that this program:

- Is completely voluntary and in no way required.
- Presents me with the opportunity for exercise and health and wellness information.
- Authorizes my supervisor to hold me responsible for the exercise periods agreed upon.
- Empowers my supervisor to revoke my exercise options if any abuse of the program is detected.
- Gives me discretion to plan and manage my own exercise time around my daily work duties. I will properly manage my responsibilities and not steer away from the goals and mission of the NSTC command.
- Participation does not allow me to arrive late or depart early from my work place. I understand that if I choose to exercise at the beginning of the day, I must check in at work prior to going to work out. I further understand that if I choose to exercise at the end of the day, I must check in at work after I have completed my workout prior to departing for home.

I also understand that:

- **Consulting my physician before beginning any exercise program is a wise decision, and I am highly encouraged to do so.**
- I agree it is my sole responsibility to determine whether I am sufficiently fit and healthy enough to participate in the program.

- Participating in this program involves risks and dangers, and I expressly assume all risks associated with participating in the NSTC Health & Wellness Program including, but not limited to, bodily injury, permanent disability, illness, equipment failure, and other undefined harm or danger which may not be readily foreseeable.
- The command will grant me up to 59 minutes per exercise day and cannot exceed 3 days, spanning over a 5-day work week or other approved alternate work schedules (i.e., RDO, etc.). Any additional time taken will result in use of personal time including my lunch period, leave time, or an extension of my day.
- Employees who participate in exercise programs will do so within the confines of the installation on which they work.

The days and times per week I choose to participate in fitness activities are:

Monday: _____ to _____ Tuesday: _____ to _____

Wednesday: _____ to _____ Thursday: _____ to _____

Friday: _____ to _____

Location of fitness activity: _____

Any changes to the above schedule will require submittal of a new agreement and approval by my supervisor.

Participant's signature

Date

Supervisor's signature

Date

This Agreement has been:

() **Approved**

() **Disapproved**

Comments:

