



DEPARTMENT OF THE NAVY  
NAVAL CONSTRUCTION BATTALION CENTER  
4902 MARVIN SHIELDS BLVD  
GULFPORT MS 39501-5001  
AND  
TWENTIETH SEABEE READINESS GROUP  
4902 MARVIN SHIELDS BLVD  
GULFPORT MS 39501-5001

IN REPLY REFER TO:

NCBC/20THSRGINST 12000.1A  
N00/R00  
6 Apr 12

NCBC/20THSRG INSTRUCTION 12000.1A

Subj: CIVILIAN EMPLOYEE HEALTH AND WELLNESS PROGRAM

Ref: (a) OPNAVINST 6100.2A  
(b) COMFIRSTNCDINST 12000.1A

Encl: (1) NCBC/20THSRG Form 12000/1

1. Purpose. To establish a comprehensive Health and Wellness Program (HWP) per references (a) and (b) that will facilitate each employees potential to function at peak levels with a healthy body and alert mind. The purpose of this program is to increase the physical health of individuals and benefit the Department of the Navy by reducing the use of sick leave and increase productivity.

2. Scope. This instruction applies to all civil service staff employees of Naval Construction Battalion Center and TWENTIETH Seabee Readiness Group (NCBC/20THSRG).

3. Background

a. In 2010 and 2011, Mississippi ranked #1 of 50 states in adult obesity. It is estimated that 50 percent of all premature deaths and illnesses in the United States are related directly to unhealthy lifestyle; primarily lack of exercise, poor nutrition habits, alcohol abuse, smoking, stress and cumulative trauma to muscles. Attention to positive lifestyles can in fact reduce the toll of the most common diseases and improve the quality of life for our employees.

b. The HWP is a combination of health education and related organizational, social, economic and health care interventions designated to improve or protect health. Health and wellness promotion includes ergonomics, physical fitness, tobacco prevention/cessation, nutrition education, weight control, drug and alcohol abuse prevention and stress management.

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4. Policy. It is NCBC/20THSRG policy to maximize individuals on the job performance by implementing the HWP, which provides each staff member the opportunity to assess his or her own health and wellness and voluntarily participate in a fitness program. To accomplish this, NCBC/20THSRG will:

a. Support and encourage individuals in the management of their own healthy lifestyles.

b. Conduct a comprehensive HWP to include at a minimum the following elements:

- (1) Tobacco use and cessation training.
- (2) Physical fitness.
- (3) Nutrition and weight/fat control education.
- (4) Stress management and suicide prevention training.
- (5) Alcohol and drug abuse prevention training.
- (6) Hypertension screening and education.
- (7) Back injury control.

c. The Civilian HWP Coordinator will be a volunteer from staff personnel.

5. Responsibilities

a. Each HWP participant will obtain approval from their immediate Supervisor to participate and approval of workout schedule.

b. Each HWP participant must take responsibility to ensure a Medical Physician has authorized participation in a physical exercise program. Civilian employees engaging in the HWP must see their attending physician for medical clearance prior to participating in any physical fitness program. Additionally the following applies to civilian staff members injured while participating in the HWP:

(1) All Federal Employee's Compensation Act (FECA) claims filed as a result of participation in physical fitness activity are subject to final adjudication and decision as to

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coverage and benefit amounts by the Office of Worker's Compensation Program (OWCP) at the Department of Labor.

(2) An employee who is injured while engaged in an activity that is specifically identified in the employee's HWP is covered for all FECA benefits. Conversely, an employee who is injured that engaged in a physical fitness activity that is not part of the HWP, is not sponsored or supported by the employing activity is generally not covered under FECA. An exception to this rule is when the injury occurs on the premises of the employing activity during working hours or when the employer derives some tangible benefit from the employee participation in the fitness activities in a duty status and therefore covered by FECA benefits.

c. Supervisors shall maintain an accurate account of time away from work for HWP activities. To facilitate accountability the Civilian HWP Coordinator will make muster sheets available weekly on the command S: drive. For civil service employees, the command authorizes one hour, three times per week, for physical fitness training at the **Fitness Center, Bldg. 445**. This shall be documented and accounted for by the employees' supervisor.

6. Requirements. Because civil service rules and regulations differ from those of military personnel, the following requirements are provided as a guideline:

a. In addition to routine "All Hands" training sessions provided for the entire staff annually, (e.g. Suicide Prevention and Awareness Training) a civil service member desiring to participate in the HWP program will be authorized time off during normal work day. Training locations may vary with subject matter. Civil service employees are authorized to use the base gym.

b. All civil service personnel desiring to participate in the HWP must request authority via a written memorandum via their supervisor for approval by the cognizant Department Head. Approval of the request shall not be delegated and any changes to the approved program must be requested via a new memorandum.

c. Excused Absence. The supervisor shall determine situations wherein civil service members will be excused from duty without charge to leave. Authority is hereby delegated to supervisors to grant excused absences for participation in HWP activities only. Excused absences may be granted for brief

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periods to permit employees to participate in HWP physical fitness programs or other disease prevention/health improvement activities. The decision whether or not to grant excused absences should be made after careful consideration of mission requirements, objectives, the costs associated with granting the absence, the likely impact of the decision on human resource management priorities, the health needs of the employees and other factors considered important. At no time should the excused absence for physical training result in a requirement for overtime to fulfill normal workload requirements.

***Authorized participation in an HWP during normal work hours is a privilege and can be withdrawn at any time the supervisor deems appropriate. At no time shall participation in HWP supersede mission requirements or objectives.***

(1) There are two main categories of health/fitness activities for which excused absences may be granted.

(a) Special events such as health screening, health and fitness fairs and exhibits and trainings.

(b) Scheduled health improvement/disease prevention programs and activities such as classes on nutrition, smoking cessation, stress management and individual exercise programs which involve participation ranging from daily to several times per week or month for fixed or indefinite period of time.

(2) NCBC/20THSRG civil service employees that have approval from their department head to start an HWP will be authorized time off as follows:

(a) Flexible Scheduling. Supervisors are authorized to grant a maximum of 3 hours (3 hour periods per week) of excused absence that occurs during the employee's normal working hours. The excused absence will be in one-hour increments, with only one hour authorized on any given day. The one-hour excused absence may be used in conjunction with employees lunch period. Any unused time may not be accumulated. The Wellness Program may not be used as a means to arrive late or leave early from the workplace. Changing clothes, showering, grooming, driving to and from exercise area, etc., must be accomplished during these time limits. Personnel may be recalled to duty as required.

d. To ensure compliance with the applicable Federal Employee Compensation Act and Workmen's Compensation Program, employees who elect to exercise at the beginning or end of the

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workday MUST report to work prior to the beginning of their work-out and prior to departing for home. NO EXCEPTIONS! Employees will be authorized to, but not exceeding, one hour of work time (includes preparation, shower and dressing), three times per week to participate in the command sponsored HWP.

## 7. Procedures

a. Employee participation is completely voluntary. Due to its voluntary nature, personnel opting not to participate will not be allowed equal "time off".

b. Employees must complete enclosure (1), to participate in the HWP program.

c. Employees must document their participation. The record sheet will be submitted weekly and maintained by the supervisors. Time spent on program activities will be charged in Standard Labor Data Collection and Distribution Application to normal working hours.

d. All physical fitness activities covered under this HWP instruction is **limited** to activities sponsored by Morale, Welfare and Recreation (MWR) at the Fitness Center, Bldg. 445 and its outdoor facilities. This includes activities such as;

(1) Aerobic exercise by machine, instructor or outside running track.

(2) Weight training or core exercises.

(3) Cardiovascular exercises such as swimming, basketball, racquetball, running and walking or circuit training.

e. A medical screening is mandatory for each individual before commencement of the program. Medical screenings must be updated annually. The cost of the screening is the responsibility of the individual.

8. Action. All supervisors shall ensure all newly reported civilian personnel are provided Health and Wellness Program instructions and ensuring strict adherence to this HWP guidance.

  
F. F. BURGESS III

**CIVILIAN EMPLOYEE PHYSICAL FITNESS PROGRAM STATEMENT**

1. I understand the NCBC/20THSRG, Gulfport, MS Health and Wellness Program (HWP) are strictly voluntary. I also understand that this program uses official work time to allow participation in an exercise program. As such, the rules of conduct concerning work time apply.

2. I have read, understand and will comply with NCBC/20THSRGINST 12000.1A:

(        ) Initials

3. I understand that consulting my physician before beginning any exercise program is mandatory and must be update annually.

(        ) Initials

4. I have consulted with my physician and evidence of my physician's approval of my selected fitness activity/activities has been given to my supervisor. I understand this information will be maintained by my supervisor and will remain confidential and not be used for any other purpose.

5. My program will consist of:

DAY:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TIME:					
ACTIVITY:					
<b>Requested By:</b>					
<b>Employee Name:</b>					
<b>Org Code:</b>		<b>Phone Number:</b>			
<b>Employee Signature:</b>					<b>Date:</b>
<b>Approved By:</b>					
<b>Supervisors Name:</b>					
<b>Org Code:</b>		<b>Phone Number:</b>			
<b>Supervisor Signature:</b>					<b>Date:</b>