



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL AIR TRAINING
CNATRA
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CNATRAININST 12792.1

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18 DEC 09

CNATRA INSTRUCTION 12792.1

Subj: NAVAL AIR TRAINING COMMAND CIVILIAN EMPLOYEE HEALTH AND WELLNESS PROMOTION PROGRAM

Ref: (a) DOD Directive 1010.10
(b) OPNAVINST 6100.2A
(c) COMNAVAIRPACINST 12792.1
(d) DON Civilian Human Resource Manual, Subchapter 792.4 (NOTAL)

Encl: (1) Civilian Employee Health and Wellness Program Agreement
(2) Civilian Employee Health and Wellness Program Sign-In/Sign-Out Sheet

1. Purpose. To provide policy and program guidance for implementing the Naval Air Training Command (NATRACOM) Civilian Employee Health and Wellness Program (EHWP).

2. Cancellation. CNATRAININST 6100.1

3. Scope. This instruction applies to all Department of Defense (DOD) civil service employees assigned to the NATRACOM. Participation is on a voluntary basis.

4. Background. Per references (a) and (b), all Department of the Navy (DON) commands have been delegated the authority to implement a Civilian EHWP. DON encourages employees to live healthy lives and maintain balance in their family and work life. This instruction establishes the NATRACOM Civilian EHWP pursuant to references (a) through (d).

5. Policy. The following policy guidelines are established for this Program.

a. Reference (d) includes guidelines on the use of approved excused absence (official time) for health and wellness activities. Reference (d) further recommends periodic review of the effectiveness of command-sponsored fitness programs.

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(1) Using excused absences, employees may use up to three hours a week, spread throughout the five day work week or used in as few as three days. Excused absences for participation in the EHWP may commence up to 59 minutes before or after the employee's established starting time, lunch break, or quitting time. Exercise time must be established as a set schedule approved by the immediate supervisor unless otherwise approved by the immediate supervisor for any given day. Participation will be confined to wellness programs aboard the official duty station. An excused absence will include the time when employees leave their workplace until the time they return to the workplace and encompasses actual exercise time, shower time, travel time and time to dress. Unused time may not be accumulated. Supervisors are responsible for disapproving an employee's excused absence to participate in the EHWP if the use of the excused absence will interfere or impede their activity's mission.

(2) Employees are encouraged to use the EHWP as a starting point in their personal health and wellness plan, off duty time should be used to supplement this plan in order to achieve personal fitness goals. Employees and supervisors are encouraged to use the flexibility in the timekeeping system to maximize benefits of the EHWP.

(3) Supervisors of employees in the program will determine and control employee participation and must account for the employee's time in the EHWP. Supervisors may revoke participation if any identified abuses are not corrected.

(4) NATRACOM activities may establish EHWP "blackout" periods for operational requirements or to encourage individual participation in health and wellness activities on non-official time in conjunction with the command sponsored EHWP.

(5) CNATRA will review the EHWP for effectiveness annually. If CNATRA finds that continuation of the program will effectively promote health and wellness, and that discontinuation of the EHWP may result in a decrement to the benefits attained, CNATRA may continue the EHWP subject to approvals as required.

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b. Flexible schedule employees who work 20 hours or more per week on a regular basis will be eligible for participation on a part time basis, i.e. if you work 20 hours per week, you will be authorized one and one half hours per week for fitness training.

c. Prior to participating in the EHWP, employees must complete enclosure (1).

d. Employees must record their participation using enclosure (2). The record sheets will be maintained in the work center. The time must be spent on the selected exercises/activities listed below. Time spent on the program activities will be charged to normal working hours and not annotated separately on time cards.

e. The EHWP will be conducted in one or more of the following wellness program health and fitness activities: Special events such as health screenings, health and fitness fairs, and exhibits; classes on nutrition, smoking cessation, and stress management; running, walking, swimming, weight training, cardiovascular machines, aerobics/exercise classes, tennis, biking, racquetball, handball, basketball or competitive volleyball. Selecting one particular health or fitness activity does not preclude a participant from changing to another at a later date or alternating among several.

f. Wellness Centers may provide limited wellness services to include health screenings and educational programs. Commanding Officers of activities are encouraged to contact their Health Clinics to ascertain the level of wellness services provided. Morale, Welfare and Recreation (MWR) Departments may provide the use of various health and wellness facilities on station (i.e. gym, fitness center, etc.) free to DOD civilians. Swimming pools and personal trainers may incur a fee at employee's expense.

g. Due to the voluntary nature of the program, personnel opting not to participate will not be allowed equal time off. Immediate supervisors are required to approve and monitor employee involvement and may limit participation in order to ensure organizational productivity is maintained. For example, employees may be required to alter their exercise schedules in

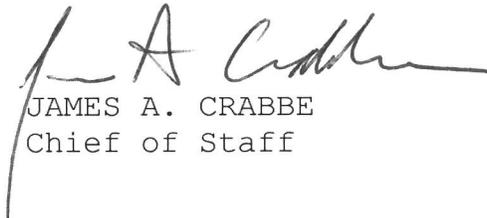
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order to attend required meetings or appointments. Documented abuse is sufficient for denial of future participation.

h. It is the responsibility of each participant to consult a physician prior to beginning any exercise program. Any employee on limited duty is required to present a release from his/her physician indicating which activities that employee may participate in.

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

j. During "black flag" times, excused absences for exercises except for swimming, will not be permitted outdoors.



JAMES A. CRABBE
Chief of Staff

Distribution:
CNATRAINST 5125.1S
List I

Civilian Employee Health and Wellness Program Agreement

I understand that the Civilian Employee Health and Wellness Program is strictly voluntary. I also understand this program uses official work time to allow participation in an exercise program. As such, the rules of conduct concerning work time apply.

- I plan to participate in the following activities:
- I plan to exercise at the following time of day:
- I understand consulting with my physician before beginning any exercise program is strongly recommended; however, it is my voluntary decision to make.
- I understand any Federal Employees' Compensation Act (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), the U.S. Department of Labor.

Employee's Signature/Date _____

Supervisor's Signature/Date _____

