



DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY MONTEREY
271 STONE ROAD
MONTEREY, CA 93943-5189

Canc frp: Dec 14

NSAMNOTE 12792

N01

SEP 12 2014

NSA MONTEREY NOTICE 12792

From: Commanding Officer, Naval Support Activity Monterey

Subj: HEALTH AND WELLNESS PROGRAM

Ref: (a) OPNAVINST 6100.2A, Health & Wellness Promotion Program
(b) Civilian Human Resource Manual, Subchapter 792.4, Work/Life Program
(c) COMNAVREGSWINST 12600.1A

Encl: (1) NSAM Staff Health and Wellness Program Agreement
(2) NSAM Health and Wellness Program Schedule

1. Purpose. This notice announces the NSAM staff health and wellness program. The program is designed to create a culture of wellness that fosters and encourages the workforce to participate in and to promote healthy living as a priority. Physical fitness and other wellness activities help with weight control; reduces the risk of cardiovascular disease, type II diabetes, metabolic syndrome and some cancers; strengthens bones and muscles; improves mental health and mood; improves the ability to do daily activities and prevents workplace and recreational injuries.

2. Background. Per references (a) and (b), the Department of Navy is committed to providing programs and initiatives that screen, educate, and manage medical and dental health concerns for the purposes of improving and sustaining military readiness, encouraging healthy lifestyles and overall wellness, maximizing individual fitness and performance, improving quality of life, and reducing healthcare expenses.

3. Policy. NSAM supports and encourages workforce participation in health and wellness activities. These activities include but are not limited to the following: physical exercise, smoking cessation, stress management, weight and nutrition management, back injury prevention, alcohol and drug abuse prevention, and health assessments and medical screenings. Because the command must follow guidance specific

to different sectors of the workforce, a single policy is not possible. Policy for each sector follows.

a. Military. Military personnel may be provided time during normal working hours, at the discretion of department leadership, to participate in health and wellness activities. Participation in such activities is allowable throughout the year, it will be balanced with workload and duty requirements, and it will not interfere with the ability of the work center to perform its mission.

b. Appropriated (APF) and Non-appropriated (NAF) fund U.S. Civilian Employees

(1) APF and NAF U.S. civilians may participate in health and wellness activities throughout the year. Supervisors are encouraged to support the use of flexible work hours, annual leave, sick leave, and compensatory time in combination with scheduled lunch breaks to facilitate employee participation.

(2) Employees must complete enclosure (1) and obtain approval from their supervisor prior to participating in the program. Supervisors will use administrative leave to record excused absence for the purpose of participating in health and wellness activities.

(3) Employee participation will be balanced with workload and duty requirements, and it will not interfere with the ability of the work center to perform its mission.

(4) Overtime or compensatory time will not be authorized during pay periods where administrative leave is granted/used for the purpose of participating in individual or group health and wellness activities. Employees are encouraged to use flexible scheduling as authorized in reference (c) to accommodate mission and health/fitness requirements as appropriate.

c. Contractors. This program does not apply to contractors.

4. Action. NSAM Administrative Officer will keep both military and civilian members apprised of command group exercise/fitness programs.

5. Cancellation Contingency. This notice is effective until 30 Nov 14.



T. C. FALLER

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NSAM STAFF HEALTH AND WELLNESS PROGRAM AGREEMENT

EMPLOYEE'S REQUEST

Employee's Name: _____

Day(s) of the week: _____ Time of day: _____

Employee Acknowledgement:

I understand that participation in the health and wellness program is strictly voluntary and a privilege. I understand that my supervisor has the authority to revoke privileges if abuse is suspected or to meet mission and workload requirements. I also understand that my supervisor may also reschedule my health and wellness activity participation for a different day of the week or time of day in order to meet the needs of the organization. I further understand that this program uses official work time to allow for participation in health and wellness activities, and I agree to adhere to the requirements of the program.

Employee's Signature

Date

SUPERVISOR'S ENDORSEMENT

___ Approved for the day(s) and time(s) requested.

___ Approved with the following changes to day(s) and time(s):

___ Disapproved for the following reason: _____

Supervisor's Signature

Date

NSAM Health and Wellness Program Schedule

Month	Program Event
September	Spiritual Health
October	Fitness Program Progressions
November	Smoking Cessation