



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT, PORTLAND

7028 N.E. 79TH COURT

PORTLAND, OREGON 97218-2813

NAVCRUITDISTPORTLANDINST 12792.1

Admin

27 Nov 13

NAVCRUITDIST PORTLAND INSTRUCTION 12792.1

Subj: CIVILIAN EMPLOYEE HEALTH AND WELLNESS PROMOTION PROGRAM

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

Encl: (1) Voluntary Waiver for Participation
(2) Informed Consent for Participation

1. Purpose. To establish a health and wellness policy for Navy Recruiting District (NRD) Portland federal service employees.

2. Background. References (a) and (b) provide policy and procedures for the Health and Wellness Promotion Program. It is the policy of the Department of the Navy to maximize individual performance through programs of physical fitness, the maintenance of good health, and the prevention of disease.

3. Policy. Consistent with reference (b), NRD Portland federal service employees are authorized up to three hours per week of excused absence for participation in physical fitness activities. These periods must conform to time periods established by the immediate supervisor and may not be combined on the same day.

4. Responsibilities

a. The NRD Portland Health and Wellness Promotion Program Coordinator:

(1) Shall be designated in writing by the commanding officer.

(2) Shall provide advice and guidance to employees and managers consistent with this instruction.

(3) Shall administer, monitor, and evaluate the NRD Portland Health and Wellness Promotion Program.

(4) Shall maintain copies on file of enclosures (1) and (2) from all participating employees, as well as notices of termination from the program and all other pertinent correspondence.

b. Immediate supervisors:

(1) Shall encourage employee participation in the Health and Wellness Promotion Program, consistent with mission requirements.

(2) Shall provide final approval of the time frames allowed for physical training.

(3) Shall monitor employees' adherence to the authorized times established for physical fitness activities.

(4) Shall reschedule the physical fitness activity to another time/day within the same week, or cancel the activity if absolutely necessary, when high-priority work requirements emerge.

(5) Shall revoke the privilege of participation in the program for employees who are found abusing that privilege by not adhering to the program (i.e., using the time for purposes other than physical fitness).

(6) Shall provide signed copies of enclosures (1) and (2), as well as termination notices, to the Health and Wellness Promotion Program Coordinator.

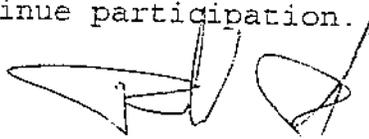
c. Each employee:

(1) May participate in a self-administered health and wellness program on a voluntary basis.

(2) Shall submit enclosures (1) and (2) to his/her immediate supervisor for approval prior to participation in the program.

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(3) Shall send an email to his/her approving official (immediate supervisor) stating he/she is no longer participating in the program and the effective date of termination, if the employee chooses not to continue participation.

A handwritten signature in black ink, appearing to be 'T. D. Bode', written over a horizontal line.

T. D. BODE

Copy to:
NAVCRUITDISTPORTLANDINST 5216.1U
Lists A and D

Voluntary Waiver for Participation

I, _____, request permission to participate in the Civilian Employee Health and Wellness Promotion Program at my own risk. In consideration of my acceptance as a participant, I, for myself, my heirs, executors and administrators, waive and release any and all claims and rights for damages I may have or hereafter may accrue against the U.S. Navy, except for benefits normally accrued under Workmen's Compensation.

I attest and verify that I am physically able to take part in this program. I am aware that I should consult a physician prior to undertaking any physical fitness program.

Employee _____ Date _____

Supervisor _____ Date _____

Informed Consent for Participation

I, _____, desire to participate voluntarily in the Civilian Employee Health and Wellness Promotion program to improve my general well-being to become a more productive, energetic, and supportive employee. I request participation to be effective _____.

I understand that this program:

1. Is voluntary.
2. Provides me an opportunity for exercise.
3. Allows me up to three hours per week, to include workout and clean-up time.
4. Allows me to plan, execute, and manage my own exercise options within the imposed constraints listed above and my job workload.
5. Empowers my supervisor to know my exercise options and hold me to them.

The periods I plan to use to "workout" are as follows:

Monday Tuesday Wednesday Thursday Friday
(Circle the appropriate periods.)

During the hours of: _____ - _____

I further understand that I must report promptly to my supervisor any problems or constraints associated with my ability to participate in this program. I will work closely with my supervisor to ensure my full understanding of my exercise options.

I have read and understand the entire contents of this consent form. My questions have been answered to my satisfaction.

Employee: _____ Date: _____
Supervisor: _____ Date: _____

Approved

Denied