



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVAL EDUCATION AND TRAINING COMMAND  
250 DALLAS STREET  
PENSACOLA, FLORIDA 32508-5220

NETCINST 6100.2C  
N1  
02 Oct 2023

NETC INSTRUCTION 6100.2C

From: Commander, Naval Education and Training Command

Subj: CIVILIAN EMPLOYEE HEALTH AND WELLNESS PROGRAM

Ref: (a) OPNAVINST 6100.2A  
(b) DON Civilian Human Resources Manual, April 2005  
(c) DoD Instruction 1010.10 of 28 April 2014  
(d) DCPAS Message 2023053  
(e) 73 Comp. Gen. 169 No. B-256194 of 1 June 1994  
(f) OPNAVINST 5100.23H

1. Purpose. To establish a Health and Wellness (H&W) Program per Department of the Navy (DON) policy and guidance for all civilian personnel assigned to the Naval Education and Training Command (NETC). This program is established to improve the health and quality of life for employees assigned to NETC.

2. Cancellation. NETCINST 6100.2B.

3. Background. Civilian fitness and wellness programs are authorized by references (a) and (b) to improve and sustain health, fitness, and quality of life for civilian employees.

4. Scope. This instruction applies to all full-time appropriated fund civilian employees assigned to the NETC domain. Participation is on a voluntary basis. Participation is not an employee right.

5. Policy

a. References (a) and (b) provide the overall policy and procedures for the DON H&W Program. Reference (c) assigns responsibilities and establishes policy for Department of Defense (DoD) health promotion and disease prevention. Reference (d) includes the U.S. Office of Personnel Management "Employee Wellness Programs (EWP), a Guide for Agency Leaders," dated May 24, 2023 which establishes parameters for EWPs across the Federal Government, and to provide agency leaders with resources for themselves, coordinators, supervisors, and

employees. It is the policy of the DON to maximize individual performance through programs of physical fitness, maintenance of good health, and prevention of disease. To encourage NETC employees to adopt a healthy lifestyle, NETC's sponsored fitness program authorizes excused fitness time, coded in the Standard Labor Data Collection and Distribution Application as "LV", that consists of 59 minutes each exercise period, not to exceed 3 days per week. Excused absences will not exceed 2 hours and 57 minutes per week (59 minutes x 3 days a week) and may be granted to allow employee participation in fitness activities during duty hours for a duration not to exceed 3 months. Any unused time will not accrue; thus, there is no accumulation of excused duty time for fitness activities. Excused absences for this purpose cannot interfere with or impede NETC's mission.

b. It is at the discretion of the individual employee to combine excused fitness time with personal time. If additional time is desired and the employee chooses to use their designated lunch period for exercise purposes, they may do so.

c. Consecutive renewal is precluded. However, if the employee wishes to continue to participate in the fitness program after the 3 months of command sponsored time, they may combine their designated lunch period for meal purposes and add additional time onto the end of the day or leave time may be used at the discretion of the individual. The employee may choose to use leave time available including annual, leave without pay, credit hours, or previously earned compensatory time off.

d. The excused time includes travel to and from the fitness facility, changing clothes, and any showering and grooming needed upon completion of activity.

e. Employees participating in a fitness program remain accountable for their time spent engaged in a fitness activity. Supervisors may revoke participation if any abuses are not corrected immediately. It is at the discretion of the individual employee to choose the appropriate time that best fits their schedule, contingent upon supervisory approval, and as long as it does not interfere with the goals and mission of NETC. Use of excused time may only be exercised once in a business day. Additionally, each activity or supervisor within

the command may choose to designate specific core hours that all employees are required to be available for official business if deemed necessary (e.g., from 0900-1000 or 1400-1500).

f. The use of fitness facilities onboard the participant's duty station is highly encouraged. However, supervisors may approve the use of an offsite facility, such as a local, private gym. Costs associated with use of a private facility must be borne by the employee and travel to and from any offsite facility must be accomplished within the allotted time period.

g. The following activities are approved for participants in the H&W Program:

(1) Organized fitness activities conducted by Morale, Welfare, and Recreation (MWR) or by the command, including but not limited to: walking and jogging programs, aerobics, and aquatics.

(2) Individual exercise programs.

(3) MWR fitness assessments.

(4) Presentations on health and fitness topics.

(5) Nutrition or weight management programs.

(6) Smoking cessation programs.

6. Responsibilities. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) has overall responsibility for policies associated with the DON H&W Program. Commanders, commanding officers (CO), heads of activities, officers in charge (OIC), managers, and supervisors will ensure that programs are established in compliance with references (a) through (c) and with all other guidance and directives from higher-level authorities. COs, activity heads, or OICs should coordinate with base installation commanders to encourage them to open fitness facilities to civilian employees on a space-available basis. If such facilities are not available, commands may, but are not required to, review other opportunities within legal and funding constraints. Per reference (e), fees such as those incurred for external competitive opportunities, such as

registration fees for fitness events, are viewed as personal and must be paid by the employee and will not be reimbursed by the DON.

a. COs, Activity Heads, and OICs. The H&W Program is officially sponsored by the activity head or CO and is based on this instruction and mission requirements. If an echelon 3 commander appoints a H&W Program coordinator, the name, telephone number, and e-mail address of their appointee must be provided to NETC N1CP. COs, activity heads, and OICs will:

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

(2) Work with their management teams to develop a command H&W Program and establish command policy per NETC guidelines, including granting authority to supervisors and managers to approve employee participation.

(3) Ensure the purpose and duration of the H&W Program is documented in writing.

b. Managers and Supervisors

(1) Maintain a Civilian Employee Health and Wellness Program Voluntary Waiver for Participation and Consent Form (NETC 6100/3) and Civilian Employee Health and Wellness Program Record Sheet (NETC 6100/4) for each employee to document time used for physical fitness activities.

(2) Monitor employee adherence to the authorized time established for this program, and reschedule or cancel the time periods when necessary, such as 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) May revoke or cancel the privilege of participation in the program for employees who are found to be abusing program policies or for mission requirements.

(4) Are granted the authority to allow up to 59 minutes of command time per exercise period (up to 3 days per week) spread throughout a 5-day period during the week or other

approved alternate work schedules (e.g., regular day off, etc.) for a duration not to exceed 3 months per Subchapter 792.4 of reference (b).

(5) Ensure Enterprise Safety Application Management System (ESAMS) users log onto the following web link to report any injury, mishap, or near miss: [https://esams.cnmc.navy.mil/ESAMS GEN 2/Login](https://esams.cnmc.navy.mil/ESAMS_GEN_2/Login). If ESAMS is not used, refer to your base safety office and reference (f) for further guidance and clarification.

c. Employees

(1) May voluntarily participate in a H&W Program. Participants must complete and submit NETC 6100/3 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. NETC 6100/4 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 and 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) Are encouraged to use fitness facilities onboard the participant's duty station. Costs associated with use of a private facility must be borne by the employee and travel to and from any offsite facility must be accomplished within the allotted time period.

(5) 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.

d. Activity H&W Program Coordinator

(1) Provide advice and guidance to employees and supervisors which is consistent with this instruction.

(2) Administer, monitor, and, on a periodic basis, evaluate the H&W Program to determine if modifications are needed or if the program should be continued or discontinued.

(3) Make recommendations to the CO regarding findings and overall H&W Program improvements (e.g., resources, additional guidance).

7. Federal Employees Compensation Act (FECA) Claims. Per appendix A, subchapter 792.4 of reference (b), all FECA claims filed as a result of participation in a H&W program are subject to final adjudication regarding coverage and benefit amounts by the Office of Workers' Compensation Programs, U.S. Department of Labor.

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

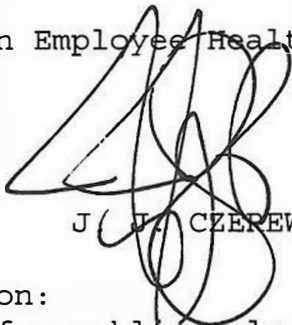
b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

9. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

10. Forms. The following forms may be obtained electronically on the NETC public web site ([www.netc.navy.mil](http://www.netc.navy.mil)) or by e-mail at [netc-directives@us.navy.mil](mailto:netc-directives@us.navy.mil):

a. NETC 6100/3 (Civilian Employee Health and Wellness Program Voluntary Waiver for Participation and Consent)

b. NETC 6100/4 (Civilian Employee Health and Wellness Program Record Sheet)



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Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site ([www.netc.navy.mil](http://www.netc.navy.mil)) or by e-mail at [netc-directives@us.navy.mil](mailto:netc-directives@us.navy.mil).