



**DEPARTMENT OF THE NAVY**  
NAVAL SERVICE TRAINING COMMAND  
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NSTCINST 6100.1C  
N1  
1 Nov 22

NSTC INSTRUCTION 6100.1C

Subj: HEALTH AND WELLNESS FOR CIVILIAN EMPLOYEES

Ref: (a) NETCINST 6100.2B  
(b) OPNAVINST 6100.2A  
(c) DON Civilian Human Resource Manuals (CHRM), Subchapter 792.4  
(d) NSTCINST 12610.2 series

Encl: (1) Civilian Employee Health & Wellness Program Voluntary Waiver For participation and Consent

1. Purpose. To provide instructions for conducting a Health and Wellness (H&W) program for civilian employees of Naval Service Training Command (NSTC). NSTC activities are authorized to establish an H&W program for civilian employees in compliance with this instruction. NSTC activities are encouraged to also participate in any NSTC sponsored fitness programs/challenges.

2. Cancellation. CNSTCINST 6100.1B.

3. Background. References (a) through (c) provide the overall policy and procedures for the Department of the Navy (DON) H&W Program. It is the policy of the DON to maximize individual performance through programs of physical fitness, maintenance of good health, and prevention of disease. Reference (d) provides time and attendance policy regarding the NSTC H&W program.

4. Eligible Participants. The NSTC Health and Wellness (H&W) Program is limited to civilian personnel who have completed enclosure (1). Contractor employees are not eligible to participate.

5. Policy

a. It is the policy of the DON to maximize individual performance through programs of physical fitness, maintenance of good health, and prevention of disease.

b. To encourage NSTC employees to adopt a healthy lifestyle, excused fitness time may be granted for the initial 90 days of an employee's H&W program. The excused fitness time may consist of up to 59 minutes per exercise period, not to exceed three times per week. Excused absences will not exceed 2 hours and 57 minutes per week and will not exceed 3 months. Any unused time does not accrue; thus, there is no accumulation of excused duty time for fitness activities. Excused absences for this purpose cannot interfere with or impede NSTC's mission.

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

d. Employees participating in a fitness program remain accountable for their time spent engaged in a fitness activity. Supervisors may revoke participation if mission requirements are not being met or there are abuses that are not corrected immediately.

e. Employees may also choose to allocate fitness time at the beginning or end of the work day. If this option is chosen, the employee must check in with their supervisor/report to the command before proceeding to the fitness facility. If the employee decides to use time at the end of the day, they must report back to the command before leaving for the day entirely. This will assist with proper reporting of each employee's time spent participating in the H&W Program. Although times centered around the beginning/end of the day, as well as the middle of the day, are most typical, employees may also choose to step away from their duty to participate at any time during the day, with supervisor approval, and as long as it does not interfere with the goals and mission of NSTC. Use of excused time may only be exercised once in a business day. Each activity or supervisor within the command, however, may choose to designate specific core hours that all employees are required to be available for official business if deemed necessary (i.e., from 0900-1100 or 1300- 1500).

f. If the employee wishes to continue to participate after the initial 90 days, they may use leave and/or flexible hours to add time on to the end of their day (for employees on schedules which allow a flexible start and end time). Employees may choose to use annual leave, credit hours or previously earned compensatory time off, it is at the discretion of the employee.

## 6. Responsibilities:

### a. Chief of Staff:

- (1) Encourage supervisors to support employee participation in the H&W Program.
- (2) Designate the NSTC H&W Program Coordinator by NSTC collateral duties notice.

### b. NSTC H&W Program Coordinator:

- (1) Provide advice and guidance consistent with this instruction.
- (2) Administer, monitor, and on a periodic basis, evaluate H&W Program modifications.
- (3) Make recommendations to the Chief of Staff based on evaluation findings concerning the effectiveness of the H&W Program and the need to revise any H&W Program resources or Guidance.
- (4) Prepare and submit reports on the status of the H&W Program when requested by the Chief of Staff.

(5) Provide coordination for Commander, NSTC in developing and announcing command sponsored fitness programs.

c. Supervisors:

(1) Maintain a completed Civilian Employee Health & Welfare Program Voluntary Waiver for Participation and Consent Form, enclosure (1), for each employee participating in the H&W Program.

(2) Are encouraged to grant leave or, if practical, consider a flexible schedule to support an employee's participation in an exercise program or other physical fitness activity within the parameters set by reference (d).

(3) Monitor employee adherence to the authorized time established for this program, rescheduling or cancelling the time periods as necessary to meet mission requirements. Supervisors will work with the individual employee to determine the feasibility and extent of their program participation.

(4) 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.

(5) Ensure Enterprise Safety Application Management Systems (ESAMS) users log onto the following web link [https://esams.cniv.navy.mil/esams\\_gen\\_2/loginesams.aspx](https://esams.cniv.navy.mil/esams_gen_2/loginesams.aspx) to report any injury, mishap, or near miss incurred during participation in the H&W Program.

(6) 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 (i.e., regular day off, etc.) for a duration not to exceed 3 months per Subchapter 792.4 of reference (c).

d. Civilian employees:

(1) May voluntarily participate in the NSTC H&W Program. Participants must complete enclosure (1) and submit it to their immediate supervisor for approval prior to participation.

(2) May take part in one or more of the following activities: running, walking, swimming, strength training, biking, elliptical, rowing, stress reduction/relaxation exercises (yoga, meditation, Tai-chi), or any other similar activity approved by the supervisor that can be accomplished in compliance with reference (a) through (d). Employees are encouraged to adhere to the activities specifically identified in their approved exercise plan.

(3) Are encouraged to have a medical screening prior to the commencement of their physical fitness program. The cost of this screening is the responsibility of the employee and will not be reimbursed by NSTC.

(4) Will participate in exercise within the confines of the installation/campus on which they work.

(5) Must adhere to reference (d), NSTC timekeeping policy. If employees choose to exercise in the morning, they will report to their worksite and check-in following procedures in reference (d) prior to going to work out. If employees choose to exercise at the end of the day, they must return to their worksite to officially check out in accordance with reference (d).

(6) Must pay all fees incurred in participating in the NSTC H&W Program. These fees are deemed to be personal, must be paid by the employee, and will not be reimbursed by NSTC.

7. Approved Physical Activities. The program will be conducted using one or more of the following approved activities: running, walking, swimming, strength training, biking, elliptical, rowing, stress reduction/relaxation exercises (yoga, meditation, Tai-chi), or other activity as approved by the supervisor as prudent and can be accomplished within specific timeframes.

8. Additional Activities. Per reference (a), the NSTC H&W Program consists of awareness, education, motivation, intervention, and action activities. Subject to availability of funds, NSTC may also promote health and wellness by holding health fairs, health screenings, and similar events to increase employee awareness and motivation, thereby promoting a healthier workforce.

9. Command Sponsored Fitness Programs. Commander, NSTC may at times officially sponsor a command fitness program. These programs will be of a specific duration and will be documented in writing and published via email to all employees. These command sponsored fitness programs will be of a limited duration and will adhere to this instruction. Commander, NSTC may grant excused time to employee to allow them to participate in these programs regardless of whether they are in the first 90 days of a new H&W program. If employees haven't done so already, they will complete enclosure (1) if they wish to participate. Employee participation in any command sponsored fitness program is voluntary and open to all employees. Participation in these programs cannot interfere with or impede the progress of the command's mission and will be in conformance with this instruction.

10. Federal Employees Compensation Act (FECA) Claims. Per reference (c), all 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), U.S. Department of Labor.

11. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

12. Review and Effective Date. Per OPNAVINST 5215.17A, N1 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using

OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or cancelled prior to the 10-year anniversary date or an extension has been granted.

  
JENNIFER S. COUTURE

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy issuances Website, <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NSTC-Directive/>

**CIVILIAN EMPLOYEE HEALTH & WELLNESS PROGRAM  
VOLUNTARY WAIVER FOR PARTICIPATION AND CONSENT**

I, \_\_\_\_\_, wish to participate voluntarily in the NSTC Civilian Health & Wellness Program with effort to improve my general well-being in hopes of becoming a more productive, energetic, and supportive employee.

By signing this waiver, I understand that this program:

- Is completely voluntary and in no way required by NSTC.
- Presents me with the opportunity for exercise and health and wellness information.
- Gives me discretion, with the approval of my supervisor, to plan and manage my own exercise time around my daily work duties. I will properly manage my responsibilities and not steer away from the goals and mission of the NSTC command.
- Participation does not allow me to arrive late or depart early from my work place. I understand that if I choose to exercise at the beginning of the day, I must check in at work prior to going to work out. I further understand that if I choose to exercise at the end of the day, I must check in at work after I have completed my workout and prior to departing for home.
- I can be granted administrative leave (excused time) only for the first 90 days of my participation in the Health and Wellness Program. If I wish to continue my participation thereafter, I must use leave or work on a flexible work schedule that permits hours to vary to account for time spent in fitness activities.

I also understand that:

- My supervisor may revoke my participation if I fail to comply with program requirements, including timekeeping requirements, or if he/she determines that I am otherwise abusing this fitness program or its policies.
- I remain accountable to my supervisor for the time I spend engaging in this fitness program.
- I will be authorized to participate in this program only so long as I can also successfully and timely perform the duties of my position. I am responsible for managing my daily work activities and ensuring my assignments are completed in a timely manner.
- Consulting my physician before beginning any exercise program is a wise decision, and I am highly encouraged to do so.
- I agree it is my sole responsibility to determine whether I am sufficiently fit and healthy enough to continue to participate in the program.

• Participating in this program involves risk and dangers, and I expressly assume all risks associated with participating in the NSTC Health & Wellness Program including, but not limited to, bodily injury, permanent disability, illness, equipment failure, and other undefined harm or danger which may not be readily foreseeable.

• The command will grant me up to 59 minutes of excused command time per exercise day not to exceed THREE days spanning over a five-day work week or other approved alternate work schedule for a duration of three months. Any additional time taken will result in the use of my personal time including my lunch period or leave time.

• If I choose to continue to participate in a fitness program upon completion of the NSTC officially sponsored 3-month fitness program, that I adjust my schedule with my supervisor's approval or take my personal leave (annual, credit hours or previously earned compensatory time off) to account for the time engaged in a fitness program during my work schedule.

• I will comply with all the requirements set forth in the NSTC instruction, a copy of which has been provided to me.

• I understand that my participating in exercise programs will be done within the confines of the installation/campus on which I work. Locations such as the golf course are not authorized. The days and times per week, I choose to participate in fitness activities are:

Monday: \_\_\_\_\_ to \_\_\_\_\_                      Tuesday: \_\_\_\_\_ to \_\_\_\_\_  
Wednesday: \_\_\_\_\_ to \_\_\_\_\_                      Thursday: \_\_\_\_\_ to \_\_\_\_\_  
Friday: \_\_\_\_\_ to \_\_\_\_\_

Location of fitness activity: \_\_\_\_\_

Type of physical activity: \_\_\_\_\_

**Any changes to the above will require submittal of a new agreement and approval by my supervisor.**

\_\_\_\_\_  
**Participant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

This Agreement has been:  
( ) Approved  
( ) Disapproved

Comments: