

MEMORANDUM

From: Superintendent

To: Distribution

Subj: WELLNESS PROGRAM

Ref: (a) OCPMINST 12792.4

Encl: (1) Wellness Program Participant Application

(2) Wellness Program Process

(3) Wellness Program Safety Tips

1. Purpose: To establish the policy and procedures for implementing a Wellness Program with the objective of educating and encouraging the civilian workforce to actively pursue and sustain good physical and mental health.

2. Scope: This instruction applies to all excepted and competitive service employees of the Naval Postgraduate School (NPS) and tenant activities serviced by the NPS Human Resources Office.

3. Policy: Civilian employees of NPS and tenant commands are not required to participate in regular exercise programs. However, participation in the Command Wellness Program is highly encouraged. Supervisors and managers are authorized to grant up to two hours of excused absence per week without charge to leave to match a participant's personal time investment during lunch. Participation in the Wellness Program is not authorized to be used by an employee in place of sick or annual leave. Employees may choose to participate in a variety of individual wellness programs that focus on regular exercise (e.g.; walking, running, swimming, aerobics, weight training, etc.) or stress reduction/relaxation programs such as yoga, tai chi and massage therapy. Wellness training programs involving tobacco and smoking cessation, drug and alcohol abuse, and violence in the work place awareness are available by contacting the Employee Assistance Program at 1-800-222-0364.

4. Enrollment and Approval Authority: Procedures for enrollment and approval for participation in the Command Wellness Program have been identified as enclosure (2), Wellness Program Process. The Wellness Program participant and supervisor must discuss and document risk factors and control measures associated with each wellness program. Enclosure (3) provides risk factors and control measures for some Wellness Program activities. Wellness applications must be signed by your supervisor and the NPS OSH Manager prior to commencing any wellness activity. Applications are valid for a time period not to exceed six months at which time a new application must be generated if the employee desires to continue participating in the wellness program. Please note that medical and workers compensation benefits will only be considered for individuals that injure themselves during wellness activities; that have current (six months) applications on file.

5. Summary: A healthy workforce is essential to the successful accomplishment of the Naval Postgraduate School mission. This achievement will be better secured if we can provide every employee the opportunity to actively seek and sustain good physical and mental health.

ROGER L. BUSCHMANN
By direction

Distribution:
NAVPGSCOLINST 5605.2s, List 1

WELLNESS PROGRAM

Participant Application



Employee's Last Name/First Name/Middle Initial	
Organization Code	Phone Number
Supervisor's Last Name/First Name/Middle Initial	
Organization Code	Phone Number
Individual Wellness Program (specify)	Beginning Date
	Total Hours

	Mon	Tues	Wed	Thurs	Fri	Time Investment
						Employee's Signature
						Supervisor's Signature

Safety Briefing/Risk Assessment/Control Measures:

Please contact the OSH Manager in Rm. 023 of Herrmann Hall to obtain required approval signature prior to commencing wellness program activities.

Safety/Health Manager Approval: _____ Date: _____



Employees are encouraged to seek their physician's advice before commencing with any diet or exercise programs.



Application is valid for six (6) months.