



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK VA 23551-4615

COMNAVRESFORINST 12792.2A
N00CP
14 Jun 2018

COMNAVRESFOR INSTRUCTION 12792.2A

From: Commander, Navy Reserve Force

Subj: CIVILIAN EMPLOYEE FITNESS AND WELLNESS PROGRAM

Ref: (a) DON Civilian Human Resources Manual 792.4
(b) DoD Directive 1010.10 of 22 August 2003
(c) OPNAVINST 6100.2A
(d) Office of Personnel Management Employee Health Services Handbook
(e) DoD FMR 7000.14-R Volume 8
(f) 5 U.S.C. §7901
(g) COMNAVRESFORINST 12611.2B
(h) COMNAVRESFORINST 12630.3B

1. **Purpose.** To establish policy for Commander, Navy Reserve Force (COMNAVRESFOR) Civilian Employee Fitness and Wellness Program (CFWP) designed to encourage and motivate employees to develop healthy lifestyles and enhance the quality of work, life, and productivity consistent with the provisions of references (a) through (f).

2. **Cancellation.** COMNAVRESFORINST 12792.2.

3. **Collective Bargaining Agreements.** Provisions of an existing collective bargaining agreements (CBA), memorandum of understanding, and/or memorandum of agreement applicable to bargaining unit employees supersede the policies and procedures outlined herein, unless to do so would violate any applicable government-wide law, rule, or regulation.

4. **Policy.** COMNAVRESFOR policy is to promote good health and quality of life for all federal employees assigned to the command. COMNAVRESFOR supports health and physical fitness to enhance performance, minimize absenteeism and health related problems, maintain work, life balance, and strengthen our ability to recruit and retain a high performing workforce. Accordingly, COMNAVRESFOR policy is to encourage and support employee participation in health, wellness, and/or physical fitness activities. An employee's use of flexibilities such as annual leave or flexible work schedules in accordance with references (g) and (h) allow participation in such activities subject to workload and mission requirements. In addition, employees wishing to participate in a specific command-sponsored health, wellness, or fitness program, as defined in subparagraph 6b, may be granted excused absences to participate in such a program.

5. Employee Eligibility

a. All COMNAVRESFOR employees are encouraged to participate in health, wellness, and fitness activities. Use of annual leave, flexible work schedules, excused absence or other work place flexibilities to participate in such programs is subject to supervisory approval based on mission requirements, employee conduct, or performance issues. Part-time employees may not be granted excused absence to participate in command-sponsored health, wellness, and fitness programs. The use of flexibilities described in this paragraph is not an employee entitlement and participation is on a voluntary basis.

b. Employees serving on a Performance Improvement Plan, who are subject to leave restrictions, or who has been formally disciplined for misconduct related to dishonesty or lack of candor within the past 12 months are ineligible to participate in the program.

c. It is the responsibility of each participant to consult a physician before beginning any exercise program. Employees requesting excused absence to participate in a fitness/wellness program involving physical activity who are on officially approved light duty assignments or may be reasonably accommodated must submit the findings of a medical examination prior to supervisory approval of the request. The medical documents must be provided by a licensed medical practitioner.

6. Participation Ceilings

a. A full-time employee may be granted excused absence to participate in a specific command-sponsored health, wellness, and fitness program for up to three months or to participate in an individual command-sponsored event. Command-sponsored programs and events are defined in subparagraph 6b. For employees participating in a command-sponsored program, supervisors may approve a maximum of 59 minutes or less excused absence up to three times per week over a period of up to three months. With supervisory approval, excused absence may be combined with an employee's lunch period and annual leave. Excused absence may not be authorized beyond the three-month period to continue participation in the program. Annual leave, flexible work schedules, and other work place flexibilities may continue to be used. Paperwork must be routed every three months to participate in a fitness program.

b. Command-sponsored health, wellness, and fitness programs, events include physical fitness-related programs, and events that are sponsored or endorsed by the command, as well as individual fitness-related programs such as those offered at a nearby base fitness centers or gymnasiums. The programs and events must be located at or within close proximity to the command so as to limit the amount of excused time required away from the worksite. Command-sponsored programs and events may also include specific health and wellness programs tailored to an individual employee, such as smoking cessation and individually prescribed physical therapy programs. One-time command sponsored events may include command or installation fitness runs, national or local stop smoking events, on-site influenza

shots, and Office of Personnel Management-sponsored health, wellness, and fitness events open to all Federal employees. Command management officials must make a specific determination that a program or event meets the criteria identified within this paragraph.

c. Federal employees wishing to participate in non-command sponsored health, wellness, fitness programs, and events must request appropriate leave or work flexibilities, subject to supervisory approval.

d. The limits on excused absence three hours per week consist of the total time away from the worksite to include time for changing clothes, showering, and traveling to and from the fitness/wellness program location.

e. If the employee is unexpectedly away from the office for longer than the approved period, he or she may request additional annual leave, subject to supervisory approval. If the employee is delayed returning from an approved wellness program due to circumstances beyond the employees control (i.e. gate traffic, gate closure, etc.) the employee can be approved for administrative leave and not automatically charged with AWOL.

7. Procedures. Procedures for participation in the CFWP are as follows:

a. An employee and supervisor must sign reference (i) prior to an employee's participation in a continuing program. The supervisor must retain a copy of this agreement for record purposes. The employee will document participation on reference (j) and submit to the supervisor prior to completing employee verified time in their Standard Labor Data Collection and Distribution Application for each pay period.

b. After an employee submits a request for participation in the CFWP, the employee will be notified by the supervisor whether the request has been approved. See paragraph 8 for factors to be considered when approving or disapproving participation in the CFWP. If denied, the supervisor must document the reason for denying an employee's participation in the CFWP and communicate the reason to the employee verbally and in writing by email.

c. Employees using excused absence must physically report to work before going to their fitness/wellness activity and must physically report back to work following the activity. Therefore, the employee must report to work prior to the activity if it is scheduled at the beginning of the workday, and must report to the worksite after the activity if it is scheduled for the end of the workday.

8. Factors to Consider

a. When approving or disapproving participation, supervisors are encouraged to allow employee participation in the CFWP, when practicable.

b. If work requirements do not allow for an employee to participate in the CFWP during the work day, the use of an alternative work schedule (AWS)/flexible work schedule (FWS), otherwise known as maxi-flex, is encouraged in accordance with AWS/FWS program guidance. This includes allowing the employee to participate in wellness/fitness activities before or after work in a non-paid, non-duty status.

Note: Any change in work schedule is subject to supervisory approval.

c. Supervisors are responsible for ensuring the program is not compromised or abused and have the authority to revoke privileges based on findings such as an employee's failure to fully participate in the approved fitness/wellness program, or other valid basis.

d. Supervisors may cancel an employee's participation in the CFWP when required to accomplish the mission. This includes the right to cancel an employee's participation on a day where the employee has been approved the use of administrative, sick, annual leave, or leave without pay (unrelated to the CFWP) and the supervisors believe the combined time away from work would negatively impact the mission. However, whenever possible, supervisors should try to reschedule the participation for another time.

9. Program Oversight. COMNAVRESFOR Civilian Personnel (N00CP) will oversee the CFWP and appoint a CFWP program manager to administer the program and serve as the central point of contact for any CFWP issues.

10. Timekeeping Requirements. Civilian employees are encouraged to take advantage of flexible work schedules to allow sufficient time to maintain an effective personal wellness program. Time and attendance reporting for employees participating in the program shall be in compliance with reference (e). Employees and their supervisors must ensure that participation is accounted for in the timekeeping system.

11. Reporting Requirements. Copies of active CFWP agreements must be kept by the supervisor, if the employee is assigned to a Reserve Component Command (RCC) a copy must be forwarded to their respective RCC Assistant Chief Staff Officer (ACSO), or designated representative in his/her absence. Once approved or denied, a copy of all CFWP agreements must be provided to the CFWP program manager at N00CP.

12. Injury. If an injury occurs during a fitness/wellness activity while on excused absence, the employee must immediately notify his/her supervisor who must complete a mishap report. If the civilian employee files a workers' compensation claim, he or she must complete a Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation (Form CA-1) via Ecomp at <https://www.ecomp.dol.gov/#> and notify N00CP of the filing. All Federal Employees' Compensation Act claims filed as a result of participation in the CFWP are subject to final adjudication by the U. S. Department of Labor, Office of Workers' Compensation Program.

13. The goal of the CFWP is to provide COMNAVRESFOR civilian employees an avenue to achieve and maintain good health by maximizing the opportunity to engage in physical activity. Group and team participation is encouraged to the extent it does not conflict with mission accomplishment.

14. 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 January 2012.

15. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFOR 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 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

16. Forms:

- a. NAVRESFOR 12792/1 Civilian Fitness and Wellness Program Agreement
- b. NAVRESFOR 12792/2 Civilian Fitness and Wellness Program Record
- c. Forms are available for download on the COMNAVRESFOR website at https://private.navyreserve.navy.mil/cnr/c/Special_Assistants/N01A/Forms/Forms/AllItems.aspx


R. B. JOHNSON
By direction

Releasability and Distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, <http://www.public.navy.mil/nrh/Pages/instructions.aspx>