



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

COMNAVRESFORINST 12792.2B
N00CP
31 Jul 2026

COMNAVRESFOR INSTRUCTION 12792.2B

From: Commander, Navy Reserve Force

Subj: CIVILIAN EMPLOYEE FITNESS AND WELLNESS PROGRAM

Ref: (a) NAVRESFORM 12792/1
(b) NAVRESFORM 12792/2
(c) COMNAVRESFORINST 12611.2B
(d) COMNAVRESFORINST 12630.3B
(e) DoN Civilian Human Resources Manual 792.4
(f) DoD Instruction 1010.10 of 16 May 2016
(g) OPNAVINST 6100.2A
(h) Office of Personnel Management Employee Health Services Handbook

1. Purpose. To establish policy for Commander, Navy Reserve Force (COMNAVRESFOR) Civilian Employee Fitness and Wellness Program which is 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 12792.2A

3. Scope and Applicability. This instruction applies to all COMNAVRESFOR federal civilian employees.

4. Policy. To promote good health and quality of life for all federal employees assigned to COMNAVRESFOR. COMNAVRESFOR supports overall health and physical fitness to enhance performance, minimize absenteeism due to health-related problems, maintain work life balance, sustain mental resiliency, and strengthen the ability to recruit and retain a high performing workforce. Accordingly, COMNAVRESFOR policy is to encourage and support employee participation in health, wellness, and physical fitness activities sponsored by the Department of Navy (DON) or individuals' commands.

5. Collective Bargaining Agreements. Provisions of an existing collective bargaining agreement and memorandum of understanding or 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.

6. Program Oversight. COMNAVRESFOR Civilian Human Resource Office (N00CP) will oversee the Civilian Fitness and Wellness Program, and the workforce relations program manager will administer the program, work with various stakeholders, and serve as the central point of contact for any questions or issues.

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7. Health and Wellness Promotions. The primary source for civilian employees for health and wellness services is the Department of the Navy Civilian Employee Assistance Program (DONCEAP). DONCEAP provides virtual and onsite training to civilians on a range of topics from wellness to financial advice as well as work life referral and discounts services. In addition, DONCEAP also provides 24-hour confidential mental health counseling or workplace dispute counseling.

a. All employees are encouraged to participate in trainings offered and utilize the services provided by DONCEAP. Employees should work with their supervisor when attending training to ensure there are no competing mission requirements. Time attending routine DONCEAP trainings can be considered regular duty time; however, the duty day should not be extended so the employee can attend routine webinars.

b. Command leadership may request virtual or onsite health and wellness seminars via the workforce relations program manager. Such requests must meet the request timeline and participation requirement as set by DON and DONCEAP.

c. Supervisors may provide limited amounts of administrative leave to an employee for participation in DONCEAP for problem identification and referral to an outside resource (i.e. contacting DONCEAP to utilize its referral service under work life programs). Administrative leave may not be used to lengthen the employees' typical workday to utilize DONCEAP services.

8. Civilian Fitness Program

a. All employees are encouraged to participate in activities that promote their individual health and fitness. COMNAVRESFOR provides flexibility to civilian employees to participate in a command-sponsored fitness program during a period within their normal workday. The use of annual leave, flexible work schedules, excused absence, or other workplace flexibility to participate in such programs is subject to supervisory approval based on mission requirements, employee conduct, or performance concerns. The use of flexibility described in this paragraph is not employee entitlement and participation is on a voluntary basis. It is the responsibility of each participant to consult a health care provider before beginning any exercise program.

b. Command-sponsored health, wellness, and fitness programs and events include physical fitness-related programs and events sponsored or endorsed by the command as well as fitness-related programs offered at a nearby base fitness center or gymnasiums under the Morale, Welfare, and Recreation program. The programs and events must be located at or within proximity to the command 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 government-sponsored health, wellness, and fitness events open to all federal employees. Administrative leave may be approved for one-time command sponsored events and do not require a fitness agreement. Command management officials must make a specific determination that a program or event meets the criteria identified in this paragraph.

c. Employee Eligibility

(1) Part-time employees may not be granted excused absences to participate in command-sponsored health, wellness, and fitness programs.

(2) Employees serving on a performance improvement plan or opportunity period, subject to leave restrictions, or who have been formally disciplined for misconduct related to time and attendance, dishonesty, or lack of candor within the past 24 months are ineligible to participate in the program.

(3) Supervisors should give careful consideration to new employees or employees in training on whether participation in the fitness program would hinder or delay their progression or performance.

d. Procedures

(1) An employee and supervisor must complete reference (a) prior to an employee's participation in or continuation in the civilian fitness program. The supervisor must retain a copy of this agreement in the employee's local file for record purposes and provide a copy of the approved or denied agreement to the COMNAVRESFOR Civilian Human Resource Office (N00CP) and echelon 3 command, as applicable. The employee will document participation in the civilian fitness program using reference (b) and submit to the supervisor prior to completing the employee's timecard in the timekeeping system of record each pay period.

(2) After an employee submits a request for participation in the civilian fitness program, the employee will be notified by the supervisor whether the request has been approved. If denied, the supervisor must document the reason for denying an employee's participation and communicate the reason to the employee verbally and in writing by email.

(3) Day to day participation in the civilian fitness program may vary based on mission requirements. Employees must communicate any deviation in their normal program schedule to their supervisor as far in advance as possible. Supervisors should communicate to employees as soon as possible when their participation in the program cannot be supported due to mission requirements. If work requirements do not allow an employee to participate in the fitness program during the workday, the use of an alternative work schedule or flexible work schedule, otherwise known as maxi-flex, is encouraged per program guidance. This includes allowing the employee to participate in wellness and fitness activities before or after work in a non-paid, non-duty status.

(4) Employees will provide reference (b) to their immediate supervisor each pay period so the supervisor may accurately account for the employee's time. Civilian employees are encouraged to take advantage of flexible work schedules to allow sufficient time to maintain an effective personal wellness program. When excused leave has been authorized it should be accounted for using the environment hazard code "PF" and type hour code "LN." Time and attendance reporting for employees participating in the program must be in compliance with references (c) and (d). Employees and their supervisors must ensure that participation is accounted for in the timekeeping system.

e. Participation Limitations

(1) Per reference (e) participation in the civilian fitness program is approved for 3-month increments using reference (a). An eligible employee may be granted excused absence to participate in a specific command-sponsored fitness program for up to 3 months per calendar year. 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 3 months.

(2) Employees using excused absence must physically report to work before going to their fitness or 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. With supervisory approval, excused absence may be combined with employee's lunch and annual leave. Excused absence may not be authorized beyond the 3-month period; flexible work schedules and leave may be used in order to continue participation in the program.

(3) Federal employees wishing to participate in individual fitness programs or non-command sponsored health, wellness, fitness programs and events may request appropriate leave or work flexibility to participate; subject to supervisory approval.

(4) Time away from the worksite to include time for changing clothes, showering, and traveling to and from the fitness or wellness program location is considered non-duty time. 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 employee's control (i.e. gate traffic, gate closure, etc.) the employee can be approved for administrative leave and not automatically charged absent without leave.

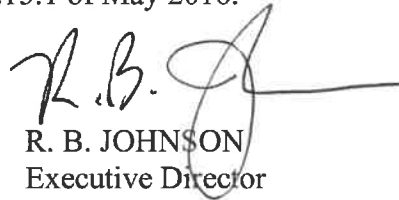
(5) Supervisors are responsible for ensuring the program is not compromised or abused and have the authority to revoke privileges based on findings of abuse or loss of eligibility. Supervisors may cancel an employee's participation when required to accomplish the mission. This includes the right to cancel an employee's participation on a day where the employee has been approved the use of administrative, sick, annual leave, or leave without pay and the supervisors believe the combined time away from work would negatively impact the mission. However, whenever possible, supervisors should try to reschedule participation for another time.

f. Injury. If an injury occurs during a fitness or wellness activity while on excused absence, the employee must immediately notify his or her supervisor who must complete a mishap report. If the civilian employee elects to file 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-I via Ecomp at <https://www.ecomp.dol.gov/#> and notify N00CP of the filing. All Federal Employees' Compensation Act claims filed because of participation in the civilian fitness program are subject to final adjudication by the U. S. Department of Labor, Office of Workers' Compensation Program.

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9. 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.

10. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFOR N00P will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, 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.



R. B. JOHNSON
Executive Director

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site at <https://www.navyreserve.navy.mil>