

COMOMAGINST 12790.1
01
2 May 03

COMOMAG INSTRUCTION 12790.1

Subj: CIVILIAN EMPLOYEE WELLNESS PROGRAM

Encl: (1) COMOMAG Wellness Program Log, COMOMAG 12790/1 (5-03)

1. Purpose. To establish and provide guidance for the implementation of a command Civilian Employee Wellness Program.

2. Scope. This instruction applies to all Department of the Navy (DON) full-time civilian Government Service (GS) employees assigned to Commander, Mobile Mine Assembly Group (COMOMAG).

3. Background. This program is being established to provide time for civilian GS employees to participate in a fitness program. The goal of the program is to increase the wellness and health of individuals, thereby enhancing the employee's overall quality of life. An added benefit could be a reduction in the number of sick leave days the employee may need to take, which would benefit the employee and the command.

4. Policy

a. The wellness program allows civilian GS employees one-half hour, a maximum of three days a week, of "on the clock" time to participate in the approved physical fitness activities identified in paragraph 4d.

b. Employees must coordinate participation with their immediate supervisor prior to commencing the wellness program.

c. Employees must record their hours of participation on enclosure (1), COMOMAG Wellness Program Log, COMOMAG 12790/1 (5-03).

d. The authorized physical fitness activities are running, walking, swimming, weight training, aerobic activities, tennis, biking, racquetball, basketball, volleyball, and any physical fitness activities approved by the fitness center or gym, excluding organized activities.

e. If Morale, Welfare and Recreation (MWR) facilities are used, membership may be required.

f. All activities will take place aboard NAS Corpus Christi.

g. Participation in the wellness program is in addition to and independent of any command sponsored sporting activities and DON sanctioned Captain's Cup competitions, i.e., golf, bowling, racquetball, sports day, etc.

h. Although participation in the program is voluntary, the program is based on active participation and will be reviewed yearly for continuation.

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5. Procedures. Individuals participating in the wellness program are advised of the following:

a. Employee participation is voluntary.

b. The one-half hour may be combined with the employee's normal lunch break or may be used one-half hour prior to the beginning or the ending the normal workday. With the employee's supervisor's permission, the employee may be authorized to take a late lunch period and combine the lunch period with the time allotted for participation in the wellness program, e.g., work through the "normal" lunch period, 1100-1200 or 1130-1230, take a late lunch, 1430-1530, and add an additional 30 minutes for participation in the wellness program.

c. Employees will coordinate their fitness activity days and times with their immediate supervisor as not to interfere with work requirements.

d. Enclosure (1) will be distributed to each department that has civilian GS employees. Participating employees will log their times and the employee's supervisor will sign the log on a bi-weekly basis.

e. The employee will be responsible for maintaining his/her COMOMAG Wellness Program Log for daily notation. At the end of each two-week period, the log will be forwarded to the Financial Management Supervisor (N42) to determine the effectiveness of the program.

f. The Financial Management Supervisor (N42) will retain the Wellness Program Logs for one year.

6. Responsibilities

a. Supervisors are responsible for ensuring employees are aware of the program.

b. A medical screening is strongly recommended for each employee prior to commencing any exercise program.

c. Employees who choose to participate will negotiate with their supervisor(s) and come to an agreement regarding a time that is mutually beneficial.

7. Form. The COMOMAG Wellness Program Log, COMOMAG 12790/1 (5-03), may be reproduced locally.

/s/
T. W. AUBERRY

Distribution:
COMOMAGINST 5216.1T
List I
List II (Case A, Case B (COMINEWARCOM only))

COMOMAG WELLNESS PROGRAM LOG

EMPLOYEE'S NAME :		EMPLOYEE'S CODE :	
EMPLOYEE'S DEPARTMENT :		SUPERVISOR'S NAME :	
DAY OF WEEK	DATE	HOURS	
		FROM	TO
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
DAY OF WEEK	DATE	HOURS	
		FROM	TO
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
DATE (1ST WEEK)	EMPLOYEE'S SIGNATURE	DATE	SUPERVISOR'S SIGNATURE
DATE (2ND WEEK)	EMPLOYEE'S SIGNATURE	DATE	SUPERVISOR'S SIGNATURE