DEPARTMENT OF THE NAVY
NAVY ENVIRONMENTAL HEALTH CENTER
2510 WALMER AVENUE
NORFOLK, VIRGINIA 23513-2617

NAVENVIRHLTHCENINST 6100.1A
OM
20 MAY 1996

NAVENVIRHLTHCEN INSTRUCTION 6100.1A

Subj: **HEALTH PROMOTION PROGRAM**

Ref: (a) DODINST 1010.10
(b) SECNAVINST 6100.5
(c) OPNAVINST 6100.2
(d) BUMEDINST 6110.13
(e) OPNAVINST 6110.D
(f) CNO Washington DC 291936Z Apr 93
(g) OCPMINST 12792.4

1. Purpose. To implement the Health Promotion Program of the Navy Environmental Health Center, Norfolk (NAVENVIRHLTHCEN).

2. Cancellation. NAVENVIRHLTHCENINST 6100.1

3. Background. Per references (a) through (d), half of all deaths and illnesses in the United States relate directly to unhealthy lifestyle habits, primarily poor diet, lack of exercise, alcohol abuse, smoking and unmanaged stress. The goal of the Health Promotion Program is to improve and maintain the highest levels of unit readiness by identifying and minimizing health risks and disabilities. NAVENVIRHLTHCEN will strive to achieve this goal through a customer-focused, scientifically-based, comprehensive Health Promotion Program available to all personnel. The Program is a multifaceted compilation of organizational, social, educational, and health care interventions designed to improve or protect health.

4. Policy. It is NAVENVIRHLTHCEN policy to maximize employee work performance by implementing a Program to provide each staff member the opportunity to assess his or her own health status, become knowledgeable in healthy lifestyle habits, and establish behaviors which improve or protect health. To effect this policy, NAVENVIRHLTHCEN will:

a. Establish a multidisciplinary Health Promotion Committee. The committee shall consist of, at a minimum, a representative from each directorate and the command suite, the Health Promotion Program Officer, the Command Fitness Coordinator, the Drug and Alcohol Program Advisor, and the Safety Officer.

b. Conduct a comprehensive Health Promotion Program to include, but not necessarily be limited to:

(1) Tobacco use prevention and cessation

(2) Physical fitness and sports

(3) Nutrition education and weight/cholesterol control

(4) Stress management and suicide prevention

(5) Alcohol/drug abuse prevention and control

(6) Hypertension screening, education and control

(7) Back injury prevention

R) c. Encourage all NAVENVIRHLTHCEN personnel to pursue a high level of personal fitness and general well-being. Military personnel are expected to meet established standards of physical fitness and body weight as delineated in references (e) and (f). Military members assigned to this command are authorized up to two hours per workday, exclusive of lunch periods, to pursue an optimal level of fitness through a progressive personal exercise program involving aerobic and strength conditioning, as well as flexibility exercises and sound dietary practices. In addition, NAVENVIRHLTHCEN military personnel are STRONGLY encouraged to participate in command-sponsored health promotion initiatives including smoking cessation, weight control and blood pressure screenings. NAVENVIRHLTHCEN civil service personnel are also encouraged to pursue an optimal level of physical fitness/general well-being and are authorized three hours a week (nonaccumulative) duty time, when requested by the employee, for

physical conditioning and participation in command health promotion initiatives. These hours are non-transferrable from week to week and include all related activities including exercise equipment preparation, changing clothes, showering, etc. Per reference (g), duty time allotted for conditioning may be "matched" with additional non-duty exercise time as part of civilian employees' exercise programs. During TAD periods, physical conditioning shall be performed in accordance with the guidance above and scheduled in such a manner that it does not conflict with the mission of the temporary duty. Any expenses associated with these TAD conditioning activities are the responsibility of the traveler.

d. For both uniformed and civil service personnel, health promotion activities scheduled during normal duty hours will be counted against authorized daily/weekly health promotion time quotas. Participation in health promotion initiatives scheduled during nonduty hours (e.g., "Lunch and Learns", Weight Watchers meetings, etc.) and those on a nonroutine basis (e.g., blood pressure or cholesterol screenings) will NOT be counted against employees' health promotion time quotas. (A

5. Responsibilities

a. The Commanding Officer shall appoint a Health Promotion Program Coordinator and a Health Promotion Officer.

b. The Health Promotion Program Coordinator shall:

(1) Coordinate a comprehensive, systematic approach to health promotion through state-of-the art, need-based health promotion initiatives developed through ongoing interactions with Health Promotion Committee members.

(2) Act as a liaison and/or facilitator between NAVENVIRHLTHCEN and other Medical Department personnel, as well as other health agencies and community resources, for issues related to the health of NAVENVIRHLTHCEN personnel.

(3) Assist the activities of the Command Fitness Coordinator and the NAVENVIRHLTHCEN Remedial Physical Readiness Training Program.

(4) Serve as the Chair of the NAVENVIRHLTHCEN Health Promotion Committee.

c. The Health Promotion Officer shall assist NAVENVIRHLTHCEN Echelon 4 activities in developing health promotion and risk reduction interventions targeted to minimize morbidity, decrease disability, and reduce mortality due to identified specific disease or injury risk in their employees.

d. Directors shall nominate a representative and an alternate for the Health Promotion Committee. Each nominee should be a committed, health-oriented individual. The Commanding Officer will appoint in writing all individuals selected for membership to the Health Promotion Committee.

e. Health Promotion Committee members shall:

(1) Attend (or send an alternate) to the monthly Health Promotion Committee meetings and those called by the chairman.

(2) Serve as liaisons between their directorate and the Health Promotion Committee for ongoing, two-way communication concerning the health promotion activities conducted at NAVENVIRHLTHCEN.

(3) Actively assist/participate in developing, executing, and assessing health promotion initiatives conducted at the command.

f. Supervisors shall:

(1) Ensure employees are allowed to participate in personal conditioning programs at a level commensurate with workload and staffing requirements.

(2) [Supervisors shall] review and endorse physical conditioning schedules for civil service employees prior to initiating physical conditioning programs. Per reference (g), supervisory and employees may considering combining periods of duty and non-duty conditioning times, thereby extending employees' approved weekly exercise time to up to six hours (i.e., three hours of non-accumulative duty time "matched" with three hours of non-duty exercise.) Duty and non-duty exercise times shall be identified in the civil service personnel's physical conditioning schedules. (R

(3) Administratively adjudicate Federal Employees' Compensation Act (FECA) claims filed by civil service employees injured as a result of an approved physical conditioning program in accordance with reference (g) and other applicable directives.

6. All personnel are ultimately responsible for their own lifestyle choices and physical fitness. All personnel shall be familiar with the provisions of this directive.

P. D. BARRY

Distribution: (NAVENVIRHLTHCENINST 5215.2N)
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