



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:
5100
SAFETY
AUG 09 2017

MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 2-17

From: Commander
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS COMMAND HEALTH AND WELLNESS
PROGRAM POLICY

Ref: (a) DoD Directive 1010.10, "Health Promotion and Disease/Injury Prevention," August 22, 2003
(b) DoDI 1010.10, "Health Promotion and Disease Prevention," April 28, 2014
(c) OPNAVINST 6100.2A, "Health and Wellness Promotion Program," March 15, 2007
(d) DoN CHRM, Subchapter 792.4, "Work/Life Program"
(e) MCO 1700.29 Semper Fit Fitness and Health Promotion Policy
(f) National Prevention, Health Promotion and Public Health Council, "National Prevention Strategy: America's Plan for Better Health and Wellness," June 16, 2011
(g) Health People 2020 website, www.healthypeople.gov
(h) OPM Work/Life Handbook
(i) Health Insurance Portability and Accountability Act of 1996 (P.L. 104-91 5 U.S.C. 6122)

Encl: (1) Guidelines for Participation
(2) Health and Wellness Program Agreement
(3) Physician's Clearance Form

1. Purpose. To establish a voluntary Health and Wellness Program (HWP) in accordance with the references in order to encourage healthy lifestyles, increase productivity, reduce sick leave, and yield benefits for both the participants and the Marine Corps.

2. Applicability. This policy applies to all civilian personnel of Marine Corps Installations Command (MCICOM) Headquarters.

3. Background. The references promote and allow MCICOM civilian personnel the opportunity to improve health through wellness activities during the workday. As key representatives of the Marine Corps, health and wellness are emphasized for all civilian members of the Command. Extensive research has proven that improving health is as easy as making small adjustments and improvements in the activities of daily life. Additionally, research identifies that the cost of lost productivity due to poor health may be as much as three times the direct medical and disability costs. Healthy living and fitness

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foster physical and emotional well-being, improve physical and mental fitness, enhance quality of life, improve quality of work, and increase productivity. The Department of Navy, USMC, and MCICOM support participation in individual wellness programs.

4. Policy

a. The MCICOM HWP will maximize individual performance by encouraging and supporting health through the promotion of wellness. Fitness and exercise sessions will stress aerobic activity, but a well-balanced program including flexibility and muscular strength conditioning is also encouraged.

b. The program may include, but not be limited to, specific activities such as: walking, use of workplace facilities, stretching classes, sports days, strength training, nutritional awareness, lifestyle education and education on safe participation in fitness and other general recreational events (enclosure (1)).

c. Each employee's agreement (enclosure (2)) for program participation will be valid for up to one year or until the employee's supervisor changes, whichever comes first. It is the employee's responsibility to obtain their supervisor's approval prior to participation in the program, and to ensure that their participation agreement is valid.

d. Participation is not an entitlement and is contingent on the approval of first-level supervisors.

e. Participation in the program will not take precedence over the individual's work responsibilities or the Command's mission. Supervisors will be responsible for establishing employee participation schedules, adjusting pre-established schedules when necessary due to mission requirements, and accounting for the employee's time in the Standard Labor Data Collection and Distribution Application (SLDCADA).

f. No more than 59 minutes of excused time may be granted in a single day and no more than three hours may be granted per week for this program. Unused time may not be accumulated nor carried over into another week. Civilian employees participating in the HWP will record their time in SLDCADA using the Type Hour Code of "LV" for Excused Absence Leave.

g. Contingent upon their supervisor's approval, participants may combine approved administrative time for wellness and fitness with the meal period.

h. Excused time includes any travel to and from the exercise location and time used for personal grooming needs before and after

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exercise. No additional time will be granted for these purposes, except as specified in paragraph 5.g. above.

i. Participant's absence from the workplace for fitness must be scheduled with and approved by the supervisor. Supervisors will work with individuals to determine the feasibility and extent of an employee's participation.

j. If an individual engages in the program to exercise in the morning during work hours, they must report to work prior to commencing exercise. If the individual exercises before the end of their shift, they must report back to work before departing for the day. If an individual exercises in conjunction with lunch, they must return to work dressed and ready to report within the allotted time.

k. Employees may not perform work in exercise attire before or after any exercise period.

l. Individuals may use fitness facilities at the Pentagon; the Naval Support Facility, Arlington; or the Kansas City Information Technology Center. Use of private commercial fitness facilities off premises is not authorized during the individual's workday. If individuals choose to run, bike, or walk on roads and/or trails, they must comply with local regulations. Any associated costs will be paid in full by the individual.

m. Each participant takes full responsibility to ensure that their physician supports his/her health, wellness and fitness plan to include intensity level and type of activity. Participants must obtain their physician's clearance, with any specified limitations to participation, on enclosure (3) before participating in the program.

n. Approved employees are considered to be in a duty status during the official administrative time used to perform their chosen physical fitness activity(ies).

o. Employee participation is voluntary and should not negatively affect the individual's job performance.

p. Supervisors will not excuse an individual's absence for exercise on days when the participant is scheduled to earn credit hours or compensatory time. Supervisors may grant a participant credit hours or compensatory time if a mission critical requirement arises after the individual has used his/her scheduled administrative time.

q. Comments and concerns about the HWP should be brought to the attention of the Program Administrator. The Program Administrator, or a Program representative, will resolve all such concerns with the participant and / or participant's supervisor, as appropriate.

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r. This policy does not, is not intended to, nor may it be relied upon to, create a right of benefit, substantive or procedural, enforceable by law for a party to litigate with the United States.

5. Responsibilities

a. Directors, Branch Heads, and Supervisors:

- (1) Familiarize yourself with the contents of this policy.
- (2) Ensure that employee participation is voluntary.
- (3) Approve employee requests for participation using enclosure (2). Retain copies of both enclosures (2) and (3) for each of your subordinates who participates in the program.
- (4) Suspend participation and/or alter schedule when mission requirements dictate.
- (5) Revoke participation privileges for any employee who uses official administrative time for purposes not intended by the program. Such notice of revocation should be provided to the employee in writing.
- (6) Supervisors and employees participating in the HWP are required to review and renew the HWP Agreement, enclosure (2) on an annual basis or upon change of supervisor.

b. Director, MCICOM Safety Division:

- (1) Serve as Program Administrator.
- (2) Ensure that this policy complies with current Command guidance and intent.
- (3) Serve as the MCICOM Headquarters lead in resolving issues and concerns pertaining to the HWP.
- (4) Ensure that participants are aware of all available services within the parameters of the program.
- (5) Assist in coordinating logistics for guest speakers (room reservations, materials, etc.) as deemed necessary in support of the program.
- (6) Oversee distribution of program correspondence to participants.

c. MCICOM HWP Participants:

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(1) Obtain approval to participate in the program from his/her supervisor and physician. Provide a copy of enclosure (3) to your supervisor prior to participation.

(2) Develop a wellness and fitness plan of choice within the parameters and guidance provided by this policy. Participants are responsible for ensuring that their plan is safe and that they are medically cleared to engage in that activity. Persons not accustomed to a regular routine of aerobic exercise are cautioned to begin sensibly and slowly.

(3) Authorized activities shall directly relate to the four physical fitness activities identified and defined by the President's Council on Fitness, Sports, and Nutrition: (1) aerobic, (2) muscle strengthening, (3) bone strengthening, and (4) balance and stretching.

(a) Aerobic. Aerobic activities require moderate physical effort and include, but are not limited to: brisk walking, jogging, running, cycling, jumping rope, rowing, swimming, step and other aerobic exercise classes, and continuous action games.

(b) Muscle Strengthening. Strengthening activities work all of the body's major muscle groups - legs, hips, back, chest, stomach, shoulders, and arms. These activities include, but are not limited to: lifting weights, pull-ups, push-ups, sit-ups, and working with resistance bands.

(c) Bone Strengthening. Bone strengthening activities produce a force on the bones that promotes bone growth and strength. This force is commonly produced by impact with the ground. Bone strengthening activities can also be aerobic and muscle strengthening like running, jumping rope, basketball, volleyball and tennis.

(d) Balance and Stretching. These activities could include yoga, Tai Chi, and stretching classes.

6. Recommendations. Recommendations for changes or updates to this policy should be addressed to the MCICOM Headquarters HWP Administrator.



J. J. BROADMEADOW

DISTRIBUTION: A

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GUIDELINES FOR PARTICIPATION

Dear Prospective MCICOM Health and Wellness Program (HWP) Participant,

Thank you for your interest in the Marine Corps Installations Command (MCICOM) HWP which is guided by the MCICOM Policy 2-17. Studies show that improved overall health improves morale, productivity at work and home, and reduces stress and stress-related illness.

The Commander has authorized 59 minutes of administrative time, three times per week to encourage participation in health, wellness and physical fitness activities. Participation in this program is voluntary. The use of this administrative time for anything other than utilizing on-site facilities for exercise or attending health and fitness related classes/services is not be permitted. Upon approval from your supervisor, you will be authorized to participate in the MCICOM HWP.

Health education/training courses such as nutrition, stress management, health management, cardiovascular disease risks, diabetes management, weight management, smoking education and cessation, and physical activity are considered key elements of this program.

For most people, starting a very basic program is safe; however, a medical clearance is necessary and is particularly important if you have a pre-existing medical condition or are unsure of your medical status. Your physician must grant clearance for your participation in this program by completing enclosure (3).

To your health,

Participant's Supervisor

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MCICOM HEALTH AND WELLNESS PROGRAM AGREEMENT

I, _____, desire to voluntarily participate in the MCICOM Health and Wellness Program (HWP) as governed by MCICOM Policy 2-17.

_____ I understand that this program uses official work time to allow participation. As such, the rules of conduct while at work apply.

_____ I understand that participation in this program during the workday must be within the confines of the Pentagon or Naval Support Facility Arlington workplace.

_____ I understand that I am authorized to use up to three 59 minute periods during each workweek. Also, I understand that any unused time during the week may not be accumulated or carried over to another week.

_____ I understand that participation must be scheduled with, and approved by, my supervisor prior to starting the program.

_____ I understand that this time is not guaranteed, is subject to essential mission requirements, and that the time may be adjusted at my supervisor's discretion.

_____ I understand participation in this program does not give me permission to arrive late or depart early from my workplace.

_____ I understand that I must gain my physician's clearance to participate in the HWP and that this is my responsibility to coordinate.

_____ I understand that my participation in this program is voluntary, and I agree to hold harmless and release the United States Marine Corps and the United States Navy of all claims and demands resulting from any loss, damage, or injury to me or my property that may arise due to my participation in this program.

Requesting Participant's

Signature: _____ Date: _____

Approving Supervisor's

Signature: _____ Date: _____

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PHYSICIAN'S CLEARANCE FORM

_____ has medical clearance to
Patient's name

participate in a Health and Wellness Program (HWP) with the Marine Corps Installations Command (MCICOM). Participation in the program may include mild to moderate intensity exercise, may be conducted individually or in a group, and may be either supervised or unsupervised. Program participation is voluntary, allowing the participant to stop and rest at any time he/she desires.

The patient named above is cleared for participation in the HWP with these restrictions or if participation is advised without restrictions, so state:

Physician's Name: _____

Physician's Signature: _____

Telephone: _____

Date: _____

MEMORANDUM OF AGREEMENT


BETWEEN THE

MARINE CORPS INSTALLATIONS COMMAND

AND THE

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES, LOCAL 2904

1. The parties agree to the implementation of the Marine Corps Installations Command Health and Wellness Program Policy. This policy will apply to all bargaining unit employees of the Marine Corps Installations Command.



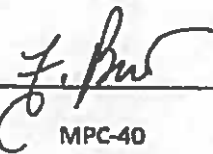
President, AFGE Local 2904

6-2-2017
Date

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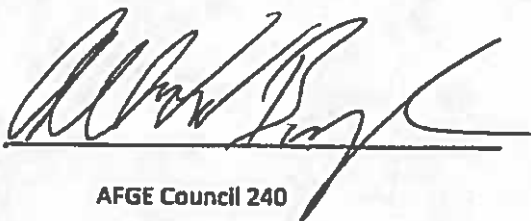
Marine Corps Installations Command

5 June 2017
Date



MPC-40

6-5-2017
Date



AFGE Council 240

6-19-2017
Date