



UNITED STATES MARINE CORPS

MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO VIRGINIA 22134 5001

MCBO 12792.4A
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18 Apr 13

MARINE CORPS BASE ORDER 12792.4A

From: Commander

To: Distribution List

Subj: CIVILIAN EMPLOYEE HEALTH AND WELLNESS PROGRAM

Ref: (a) OPNAVINST 6100.2

(b) DoN CHRM, Subchapter 792.4, Work/Life Program

Encl: (1) Civilian Employee Exercise Program Agreement

(2) Civilian Employee Exercise Record

1. Purpose. To establish a voluntary civilian employee exercise program which encourages healthy lifestyles, increases productivity, reduces the use of sick leave, and benefits individuals and the Marine Corps.

2. Applicability. This Order applies to all appropriated fund civilian employees working for Marine Corps Base Quantico (MCBQ).

3. Background. The references promote and allow civilian personnel the opportunity to improve health through physical fitness during the workday. 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 employee health may be as much as three times the cost of direct medical and disability expenses. Healthy living and exercise fosters physical and emotional well-being, improves physical and mental fitness, enhances quality of life, improves quality of work, and increases productivity.

4. Policy

a. Maximize individual performance by encouraging and supporting employee health promotion through physical fitness. Exercise sessions should stress aerobic activity, but a well-balanced program including flexibility and muscular strength conditioning is also encouraged.

b. Each agreement for program participation will be limited to 12 months in duration or until their supervisor changes, whichever come first. However, employees may immediately

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complete a new application for continued participation upon completion of their previous agreement or with their new supervisor.

c. Employees are authorized to use a total of three hours per week for participation in this program. With supervisory approval, the time may be broken up and spread throughout the week. Absence from work will be limited to one hour on any given day, or one hour plus lunchtime if combined with lunch. Unused time cannot be accumulated.

d. Employee absence from the workplace to exercise must be scheduled with and approved by their supervisor prior to the beginning of each pay period. Supervisors will work jointly with individuals to determine the feasibility and extent of their participation.

e. If employees engage in the program to exercise in the morning during work hours, they must report to work prior to commencing exercise or must call from a government phone (as long as the supervisor can see the number they are calling from) to report they are at work. If they exercise before the end of their shift they must report back to work before departing for the day or must call from a government phone to report they are leaving for the day. If an employee exercises in conjunction with lunch, they must return to work dressed and ready to report within one hour of exercise time plus lunchtime.

f. Employees may use fitness facilities on Marine Corps Base Quantico. Use of private commercial fitness facilities off base are not authorized during the employee workday. If employees choose to run, bike or walk on roads and/or trails they must comply with local regulations.

g. Each participant takes full responsibility to ensure a physician supports their exercise plan, to include level of intensity.

h. An employee who has been granted official time to participate in a physical fitness activity on the employers premises is in a duty status.

i. Employee participation is completely voluntary and should not impact the employee's job performance either negatively or positively. Personnel not participating in this program will be treated with the same respect and afforded the same opportunities as any other employee.

j. Personnel opting not to participate will not be allowed equal "time off".

5. Action

a. Directors, Branch Heads, and Supervisors

(1) Ensure employees are aware of the contents of this Order.

(2) Approve requests for participation that do not impede the mission using enclosure (1), and assist and support individuals in the scheduling of an effective exercise plan, enclosure (2).

(3) Ensure participation is voluntary and enforce equal treatment of all employees whether or not an employee is interested in participating.

(4) Maintain copies of completed Civilian Employee Exercise Record Sheets. Time spent participating in the program will be charged as normal working hours.

(5) Revoke the privilege of participation if abuse of the program is identified and not promptly corrected. Suspend participation during times when mission requirements demand.

(6) Ensure that any employee requesting to participate will be given the full opportunity to participate. Management does not have the right to deny participation as punishment for an unrelated issue.

b. Employees

(1) Employees who wish to participate in the program must request approval from their supervisor using enclosure (1).

(2) Employees must submit to their supervisor a proposed exercise plan, enclosure (2), prior to starting the program.

(3) Within the guidelines discussed herein, employees are encouraged to develop a fitness plan of their own choosing; however, each employee is responsible for ensuring their exercise plan is safe and he/she is medically cleared to engage in that activity. Persons not accustomed to a regular routine of aerobic exercise are cautioned to begin sensibly and slowly.

6. Recommendations. Recommendations for changes or updates to this order should be addressed to the Civilian Manpower Branch Head, Assistant Chief of Staff, G-1.

/s/
DAVID W. MAXWELL

DISTRIBUTION: A

Civilian Employee Exercise Program Agreement

I, _____, desire to participate in the Civilian Employee Health And Wellness Program.

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

_____ I understand participation in this program during the workday must be within the confines of Marine Corps Base Quantico.

_____ I understand this agreement is limited to 12 months in duration or until my supervisor changes, whichever comes first.

_____ I understand I am authorized to use up to three hours each workweek, but I am limited to one hour on any given day (unless in conjunction with my lunch, then it's one-hour exercise time plus lunchtime). Also, I understand any unused time during the week may not be accumulated, or carried over to another week.

_____ I understand participation must be scheduled with and approved using the Civilian Employee Exercise Program, Enclosure (2) of the Order, by my supervisor prior to starting the program.

_____ I understand participation in this program does not give me permission to arrive late or depart early from my work place except with the limitations of this Order.

_____ I understand that consulting my physician before beginning any exercise program is recommended.

Employee Request Signature: _____ Date: _____

Supervisor's Approval Signature: _____ Date: _____

Civilian Employee Exercise Record

Employee Printed Name: _____

Beginning Date: _____ Ending Date: _____

<i>Complete and obtain approval prior commencing</i>					
Date or Day	Time	Activity	Location	Start Time	End Time

Employee Request Signature: _____ Date: _____

Supervisor's Approval Signature: _____ Date: _____