



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT NC 28533-0003

ASO 6000.1
MNPR
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AIR STATION ORDER 6000.1

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: CIVILIAN HEALTH AND WELLNESS PROGRAM

Ref: (a) DoDI 1010.10, Health Promotion and Disease/Injury Prevention
(b) Marine Corps Installations Command Policy Letter 3-19
(c) Marine Corps Installations East-Marine Corps Base Camp Lejeune Order 6000.1

Encl: (1) Guidelines for Participation
(2) MCAS Cherry Point Health and Wellness Program Agreement

1. Situation. To establish a voluntary Health and Wellness Program (HWP) at Marine Corps Air Station Cherry Point (MCAS CHERPT) in accordance with the references, to encourage healthy lifestyles, increase productivity, reduce sick leave, and yield benefits for both the participants and the Marine Corps.

2. Mission. This order establishes policy, procedures, and responsibility for administration of the Civilian HWP for MCAS CHERPT appropriated fund (APF) and non-appropriated fund (NAF) employees.

3. Execution.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Within the authority and guidelines provided by the references, this order establishes policy and procedures for administration of an HWP for civilian employees. The purpose and goal are to increase productivity, improve recruitment and retention, reduce absenteeism, and enhance employee engagement - incidentally the HWP may lower employee borne healthcare costs. The references promote and allow MCAS CHERPT civilian personnel the opportunity to improve health through wellness activities during the workday.

(2) Concept of Operations

(a) The MCAS CHERPT HWP will maximize individual performance by encouraging and supporting health through the promotion of wellness. Fitness and exercise participants are encouraged to engage in a well-balanced program including flexibility, muscular strength conditioning, and aerobic activity.

(b) The program may include, but is not 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.

(3) HWP Program Policy and Parameters

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(a) The HWP is workload and mission permitting only and does not guarantee an individual's ability to participate. Therefore, the employee's supervisor may grant time, as described in paragraph (g) below, to MCAS CHERPT civilian employees for participation in the program. As the workload and mission of employees throughout the Air Station differ, supervisors will decide whether their section or individuals are eligible for the HWP. If employee participation clearly interferes with the ability to staff the section and accomplish the mission, personnel will not be authorized to participate. If such supervisory determination is made, it will impact all employees in that section.

(b) A prospective participant in the HWP will request authorization from the first-level supervisor and will be provided with a signed copy of Enclosure (1).

(c) Eligibility. APF and NAF employees may be eligible, workload and mission accomplishment permitting. Employees must have been on duty in their current position for at least 90 days before they are eligible to request participation in the HWP. In addition, to start or continue the program, the employee must have evaluation scores indicating they are fully successful in performing their position duties. Employees who have not yet received an evaluation are eligible to request permission to use the HWP after 90 days on duty.

(1) Overtime. At no time will HWP participation be authorized if it creates a situation where the employee would then be authorized overtime to conduct work outside of their regular hours. Employees (such as Fire and Law Enforcement employees on shift) may not be able to utilize the HWP if it will interfere with appropriate staffing, response times, or mission accomplishment. Employees with fitness facilities/equipment in their workspaces may be required to use those facilities during normal duty hours vice being granted permission to participate in the HWP.

(d) 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 and up to date.

(e) Participation is not an entitlement and is contingent on the approval of first-level supervisor, but if a higher-level supervisor prohibits the entire section from participation, that decision is applicable to all employees under the supervisor making such decision.

(f) 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 official time keeping system.

(g) 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 will not be accumulated nor carried over into another week. Civilian employees participating in the HWP will appropriately record their time in Defense Agencies Initiative (DAI) Oracle Time and Labor (OTL) using the leave code LN (Admin Leave) and EHO Code PF (Administrative Leave for Physical Fitness).

(h) Contingent upon supervisor's approval, participants may combine approved administrative time for wellness and fitness with the 30-minute meal period for a maximum amount of 89 minutes per day.

(h) Excused time includes any travel to and from the exercise location and time used for personal grooming needs before and after exercise. No additional time will be granted for these purposes, except as specified in paragraph (g.) above.

(i) The availability of running/walking paths, fitness centers, track, etc., eliminate the need to leave the installation; therefore, an employee may not leave the installation to participate in the HWP.

(1) Any wellness activities identified in enclosure (1) that are only available off the installation, may be approved on a case-by-case basis by the first level supervisor, but are still restricted to the allowed time off.

(k) Active-Duty members have priority at the fitness centers between 1100-1300. Use of installation fitness trails and outdoor sports facilities is authorized. If individuals choose to run, bike, or walk on installation roads and/or trails, they must comply with all regulations. Any associated costs with use of the fitness facilities on base will be paid in full by the individual.

(l) 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 period, they must return to work dressed and ready to report within the allotted time and may not perform work in exercise attire before or after any exercise period. Morning or afternoon participation may not be combined with the meal period.

(m) Approved employees are in an administrative leave status and/or unpaid status (meal breaks) during their participation in the HWP and are therefore NOT considered to be in a duty status during the official administrative time used to perform their chosen physical fitness activities. Employees that are injured during wellness activities will not be eligible for worker's compensation.

(n) Employee participation is voluntary and should not negatively affect the individual's job performance. Supervisors may revoke permission if participation negatively impacts an employee's job performance.

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

(p) This order does not, is not intended to, nor may it be relied upon to, create a right or benefit, substantive or procedural, enforceable by law for a party to litigate with the United States. This order does not create a past practice and no supervisory decision in accordance with this order will create a past practice for purposes of union grievances. Participation in the HWP is voluntary and is a privilege. Participation is not a term or condition of employment and is not, nor will it create a performance requirement. Therefore, employees assume the risk of any injury sustained during HWP participation.

(q) Authorized exercise activities shall directly relate to a wellness activity as identified in enclosure (1) or 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.

(1) 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.

(2) Muscle Strengthening. Strengthening activities work all 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.

(3) 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.


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

4. Administration and Logistics. Recommendations for changes or updates to this policy should be addressed to the MCAS Cherry Point HWP Administrator in the Manpower Directorate.

5. Command and Signal

a. Command. This Order is applicable to all approved civilian personnel assigned to MCAS CHERPT, both APF and NAF, as deemed appropriate by their supervisory chain.

b. Signal. This Order is effective the date signed.



B. C. BURKS

DISTRIBUTION: A

GUIDELINES FOR MCAS CHERPT HEALTH AND WELLNESS PROGRAM PARTICIPATION

Dear Prospective MCAS CHERPT Health and Wellness Program (HWP) Participant,

Thank you for your interest in the Marine Corps Air Station Cherry Point (MCAS CHERPT) HWP which is guided by the ASO 6000.1. 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 permitted. Upon approval from your supervisor, you will be authorized to participate in the MCAS CHERPT 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 and are authorized activities under this program.

For most people, starting a very basic program is safe; however, a medical clearance is highly advised. This is particularly important if you have a pre-existing medical condition or are unsure of your medical status. If applicable, you are strongly advised to get your physician's approval before participating in the program.

Upon approval for participation in the program, you will be authorized to use the available time for (check one):

 89 minutes total (59 minutes in conjunction with meal period) on the following 3 days:

 Mon. Tue. Wed. Thu. Fri.

 59 minutes total (Morning or Afternoon) not in conjunction with meal period on the following 3 days:

 Mon. Tue. Wed. Thu. Fri.

These dates and times are subject to mission requirements and appropriate staffing levels and may be changed or canceled if needed.

To your health,

Participant's Supervisor

MCAS CHERRY POINT HEALTH AND WELLNESS PROGRAM AGREEMENT

I, _____, desire to voluntarily participate in the MCAS CHERPT Health and Wellness Program (HWP) as governed by ASO 6000.1.

_____ 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 MCAS Cherry Point or my assigned outlying airfield.

_____ I understand that I am authorized to use time as stated in the policy each workweek, but I am limited to a maximum of 89 minutes on any given day (if used in conjunction with my 30-minute meal period). I understand that I am limited 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 workload and mission requirements, and that the time may be adjusted at my supervisor's discretion.

_____ I understand this agreement is subject to review and modification or cancellation by my supervisor. I further understand that this program requires personal participation and adherence to the MCAS CHERPT HWP policies and procedures provided in the order.

_____ I understand participation in this program does not give me permission to arrive late or depart early from my workplace or to wear exercise attire during duty time, as the order states.

_____ I understand that I am advised to gain my physician's clearance to participate in the HWP, especially if I have any medical conditions as indicated on enclosure (3) 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.

_____ I understand that I am in a non-duty status when participating in the HWP and that if I am injured, I will not be eligible for Worker's Compensation.

Requesting Employee Signature: _____ Date: _____

Requesting Employee Printed Name: _____

Approving Supervisor Signature: _____ Date: _____

Approving Supervisor Printed Name: _____