



DEPARTMENT OF THE NAVY

NAVAL POSTGRADUATE SCHOOL

1 UNIVERSITY CIR

MONTEREY, CA 93943-5000

IN REPLY REFER TO:

NAVPGSCOLINST 5100.14A

002

10 Feb 09

NAVPGSCOL INSTRUCTION 5100.14A

Subj: NAVAL POSTGRADUATE SCHOOL HEALTH AND EDUCATIONAL  
WELLNESS PROGRAM

Ref: (a) Department of Navy Civilian Human Resources Manual  
Subchapter 792.4

Encl: (1) Wellness Program Process  
(2) Wellness Program Safety Tips  
(3) Participant Application (Health)  
(4) Participant Application (Educational)

1. Purpose. To establish the policy and procedures for implementing a Wellness Program with the objective of strongly encouraging the civilian workforce to actively pursue and participate in activities to promote a healthier lifestyle and/or sustain a higher education, thereby promoting the efficiency of both the employee, Naval Postgraduate School (NPS) and its tenants.

2. Cancellation. NSDMINST 5100.14A. This instruction has been completely revised and should be read in its entirety.

3. Scope. This instruction applies to all full time excepted and competitive service employees of NPS and its tenants.

4. Policy. Eligible Naval Postgraduate School civilian employees are encouraged to participate in this program. Supervisors and managers are authorized to grant up to two hours of excused absence per week without charge to leave to match a participant's personal time investment. Employees choosing to participate in the "Health Wellness" program (typically in conjunction with their lunch time) may choose from a variety of activities that focus on regular exercise (e.g., walking, running, swimming, aerobics, weight training, etc.) or stress reduction/relaxation programs such as yoga, Tai Chi, and massage therapy. Employees choosing to participate in the "Educational Wellness" program may take classes/courses at most local educational facilities to include NPS, Monterey Peninsula College, California State University Monterey Bay, Hartnell College, Golden Gate University, Heald College, Chapman

University, or other adult schools. Employees may only be enrolled in either a Health or Educational Wellness Program at one time. These programs do not include any financial reimbursements.

5. Enrollment and Approval Authority. Procedures for enrollment and approval for participation in the Command Wellness Program have been identified in enclosure (1), Wellness Program Process. The Wellness Program participant and supervisor must meet and discuss terms of participation prior to any enrollment to ensure mission success. For Health Wellness Program participants, this discussion should include risk factors and control measures associated with the activity as illustrated in enclosure (2). For Educational Wellness program participants, expectations in regard to course term, completion and certifications should be determined. The Wellness application, enclosure (3), must be signed by the participant's supervisor prior to commencing any wellness program. Applications are valid for a time period not to exceed six months or the duration of the class, at which time a new application must be submitted, if the employee desires to continue participation in the Wellness Program.

6. Summary. A healthy and educated workforce is essential to the successful accomplishment of the NPS mission. This goal will be better achieved if we can provide every employee the opportunity to actively seek and sustain good physical and mental health.

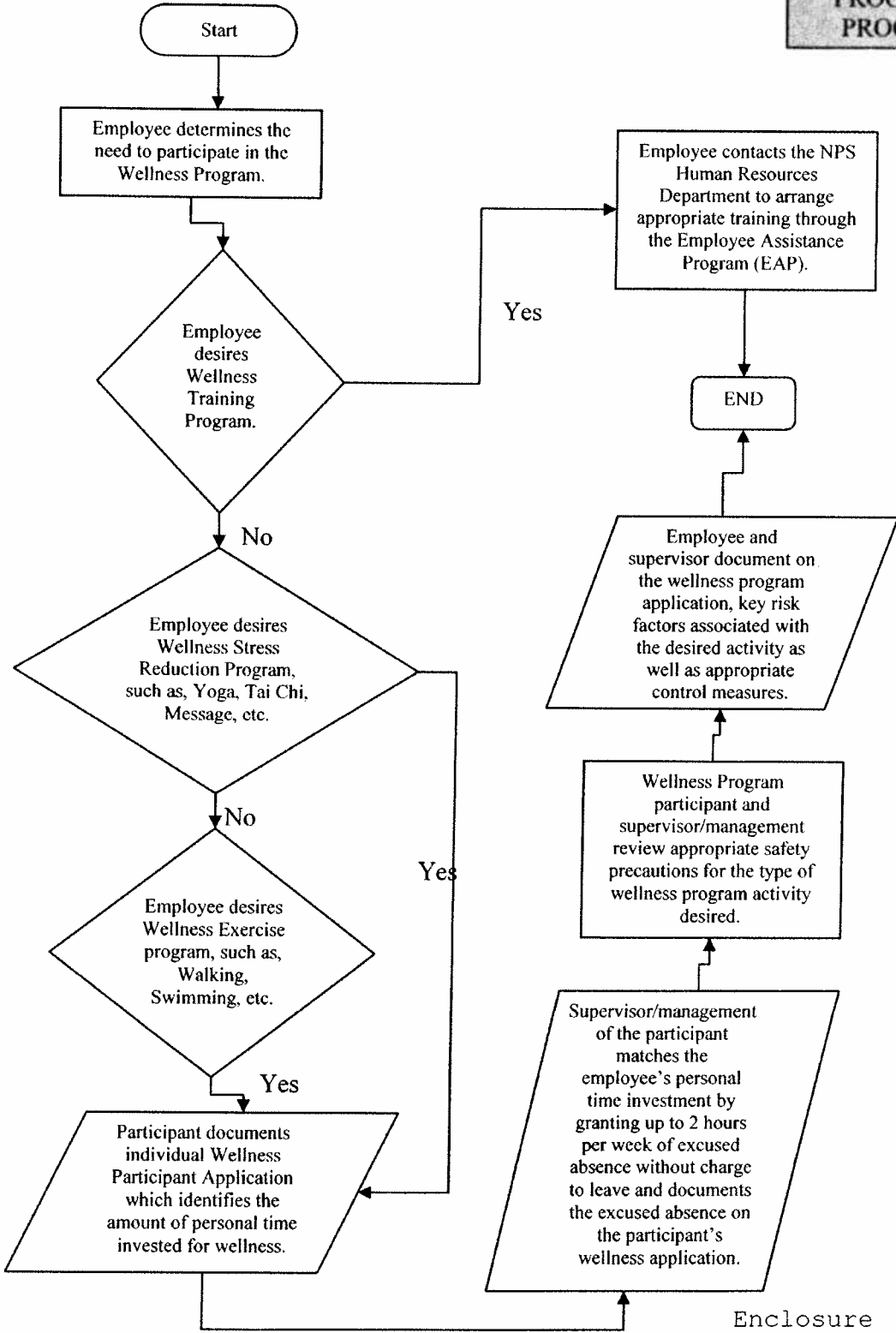


DAVID A. SMARSH  
CHIEF OF STAFF

Distribution:

<http://intranet.nps.navy.mil/code00/Instructions/index2.html>

**WELLNESS PROGRAM PROCESS**



Enclosure (1)

**WELLNESS PROGRAM SAFETY TIPS - WALKING****Risks/Control Measures**

**Slipping & Tripping:** Step down with your heel so your foot rolls forward. Watch where you are going, and do not read while walking. Do not walk with your hands in your pockets so that it is easier to maintain your balance. Avoiding long strides and sharp turns reduces the risk of slipping. Walk on flat surfaces such as sidewalks to avoid tripping on roots and other objects. When walking on concrete or other hard surfaces, control the risk of slipping by avoiding sand, seeds, pollen and other substances that may be found on a sidewalk. Avoid walking at night and in dark/shady areas. Use appropriate footwear; sweat-absorbent socks and soft rubber-soled shoes usually work best. Avoid walking in the rain.





**Violence:** Use the buddy system when taking walks. Wear a whistle or a lanyard around your neck. Walk in well-traveled areas, clearly visible to others. Avoid scary people and places. Again, only walk in broad daylight and well-lit areas. Avoid blind turns, doorways, and dense vegetation growth. Vary your route. Do not use headsets as it diminishes your ability to hear approaching strangers.

**Dog Attacks:** Never approach a dog you don't know or a dog that is alone without their owner, especially if the dog is confined behind a fence, within a car, or on a chain. Don't disturb a dog that is sleeping, eating, or caring for puppies. Don't pet a dog without letting them see and sniff you first. When approached by a dog you don't know, don't run or scream. Instead, stand still with your hands at your sides, and do not make eye contact with or speak to the dog. If you are knocked to the ground, curl into a ball with your hands over your ears, lie still, and keep quiet until the dog goes away.

**Traffic:** Wear brightly colored clothing so that you are highly visible. Again, do not wear a headset since it prohibits your ability to listen for approaching bicycles and vehicles. Cross streets at crosswalks or where you can easily be seen and visibility is good. Even though some traffic signals are lengthy, it's important that you wait for the light to change before crossing the street. Walk on sidewalks or road shoulder facing traffic.

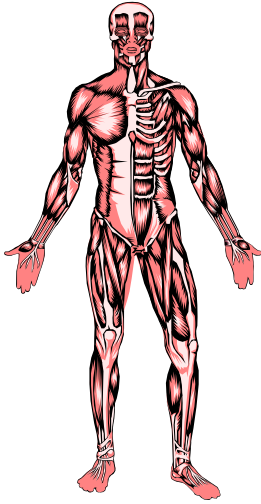
# Wellness Program

## Safety Tips

 <b>PHYSICAL FITNESS</b>	 <b>BICYCLING</b>	 <b>SWIMMING</b>	 <b>SPORTS</b>
<ul style="list-style-type: none"> <li>✓ Get a medical check-up if you have not been exercising regularly.</li> <li>✓ Start slowly and gradually build up to a sustained level of performance.</li> <li>✓ Warm-up and stretch for 10 to 15 minutes before and after each vigorous workout to prevent strains and sprains.</li> <li>✓ Drink plenty of cool water to prevent dehydration. When it's hot, schedule your activity during the coolest part of the day or exercise indoors.</li> <li>✓ Run, walk or skate on established paths. When jogging on the street, run against the traffic flow. Do not skate or rollerblade in traffic.</li> <li>✓ Wear clothing and equipment appropriate to the activity (e.g. helmet, gloves and elbow and knee pads for rollerblading).</li> <li>✓ Wear bright and light colored clothing. During reduced visibility conditions, wear reflective clothing.</li> <li>✓ Follow the rules that pertain to your choice of workout. For example, if you are working with free weights, be sure you have a spotter and follow the safety guidelines for weight lifting. Use of collars and a weight belt are recommended.</li> <li>✓ Listen to your body during a strenuous work-out. If you feel pain, shortness of breath, etc., take a break and check it out. If the discomfort or pain persists, get medical attention.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Wear an American National Standards Institute (ANSI) or Snell Memorial Foundation approved bicycle helmet!</li> <li>✓ Dress for the weather. In cold weather, it's better to wear several layers of clothing than one bulky item.</li> <li>✓ Wear bright or light colors, and at night, wear reflective clothing.</li> <li>✓ Use clips or rubber bands to keep long pants out of the chain.</li> <li>✓ Wear comfortable, lightweight low cut shoes with firm soles to protect your feet.</li> <li>✓ Check for proper air pressure and tire tread. Adjust the seat and handlebars to fit and tighten loose parts. Check the brakes – they should allow you to make a quick, smooth stop.</li> <li>✓ Obey all traffic signals, signs and pavement markings.</li> <li>✓ Ride on the right side of the road, close to the edge. If in a group, ride single file at least one bike length apart.</li> <li>✓ Do not carry passengers on a one-person bicycle.</li> <li>✓ Be alert. Give pedestrians and vehicles the right of way. Walk your bicycle across busy streets.</li> <li>✓ During low visibility make sure you have a working headlight visible for 500 feet, a red rear reflector and side reflectors.</li> <li>✓ Stop before entering a roadway from a sidewalk or driveway.</li> <li>✓ Stay on authorized streets or highways or use bicycle paths.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Always swim with a buddy who has the ability to help you in an emergency.</li> <li>✓ Swim only in supervised areas.</li> <li>✓ Follow the safety rules for the particular pool or beach area you are using. Pay attention to warnings about local hazards such as currents.</li> <li>✓ Know your limitations and don't overestimate your ability.</li> <li>✓ Stay out of the water when overheated, immediately after eating, and during an electrical storm.</li> <li>✓ Check the water depth before diving into the water.</li> <li>✓ Keep a safe distance from diving boards and platforms.</li> <li>✓ Don't substitute inflated tubes, air mattresses or other artificial supports for swimming ability. If a flotation device is needed as a safety aid, use a U.S. Coast Guard approved personal flotation device.</li> <li>✓ Take instruction from qualified instructors before scuba diving. Remember open water scuba diving certification does not qualify you for cave/cavern diving.</li> <li>✓ Only certified lifeguards should dive in to rescue a drowning victim.</li> <li>✓ Learn the simple and safe reaching-rescue techniques. The American Red Cross offers courses in water rescue.</li> <li>✓ Avoid overexposure to the sun. Use plenty of sun screen lotion.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Stay in shape, not only during basketball, softball, soccer, etc., season, but also after the sporting event or season ends.</li> <li>✓ Wear shoes and clothing appropriate to the sport and the playing surface. For example, when playing tennis or basketball, running shoes should not be worn. The soles are not designed for quick turning, stopping and jumping.</li> <li>✓ Taped ankles or ankle supports with high-top shoes will reduce the severity of ankle injuries.</li> <li>✓ Wear pads to protect the knees and elbows from bruises and burns.</li> <li>✓ Wear a mouth guard when you participate in contact sports. This device will not only protect your teeth from being chipped or knocked out but will protect your tongue as well.</li> <li>✓ Don't wear chains, rings, or metal wrist bands. If you wear glasses, they should be secured and have shatter-proof lenses.</li> <li>✓ Do 10 to 15 minutes of warm-ups before and after play.</li> <li>✓ During non-league basketball games use the "no-dunk" rule. Glass backboards and rims can be broken if too much stress is placed on them and the change in momentum can cause you to lose your balance and fall.</li> </ul>
<p>✓ Remember the acronym "RICE" when an injury occurs: <u>R</u>est the sprain, put <u>I</u>ce on it, <u>C</u>ompress it by wrapping something around the injury and <u>E</u>levate that part of the body.</p> <p>✓ Seek medical attention if you experience any of the following symptoms: inability to move your arm or leg, a locked joint, persistent swelling, or a grinding feeling.</p>			

# WELLNESS PROGRAM

## Participant Application



Employee's Last Name/First Name/Middle Initial	
Organization Code	Phone Number
Supervisor's Last Name/First Name/Middle Initial	
Organization Code	Phone Number
Individual Wellness Program (specify)	Beginning Date
	Total Hours

	Mon	Tues	Wed	Thurs	Fri	Time Investment
						Employee's Signature
						Supervisor's Signature

**Safety Briefing/Risk Assessment/Control Measures:**



Employees are encouraged to seek their physician's advice before commencing with any diet or exercise programs.



Application is valid for six (6) months.

# EDUCATIONAL WELLNESS PROGRAM

## Participant Application

Employees Last Name/First Name/Middle Initial

Organization Code/Phone Number

Supervisor's Last Name/First name/Middle Initial

Organization Code/Phone Number

Course/ Class Title and Number if applicable

Course Start and Completion Date

# of hours per week to be used:

Please Enter Hours away for each workday:

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>

Please provide a brief description of the class or course that you will be enrolled in.

Location of training/Name of provider:

Will you be earning or working toward a degree or certification?

*Application is valid for duration of course. A new application must be submitted with any course changes or additions.*

Copy to: Staff Development Program Manager