



DCMA Manual 4201-04

WORK/LIFE PROGRAMS

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| Approved by: | David G. Bassett, LTG, USA, Director |

Purpose: This Manual, in accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," implements policy and assigns responsibility to establish Work/Life Programs to respond to employee needs by providing programs that support personal and family well-being, and aid in recruitment and retention.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Manual applies to all DCMA activities unless higher-level regulations, policy, guidance, or agreements take precedence. DCMA promotes a work-health balance for all DCMA employees.

1.2. POLICY. It is DCMA policy to:

a. Provide an environment that enhances employees' well-being to improve productivity and seeks to help employees balance their personal and work lives, as well as improve their health, fitness, and overall wellness.

b. Execute this Manual in a safe, efficient, effective, and ethical manner.

SECTION 2: RESPONSIBILITIES

2.1. DIRECTOR, LABOR AND EMPLOYEE RELATIONS (LER) DIVISION, TOTAL FORCE LABOR (TFL). The Director of LER is responsible for appointing a Work/Life Program Manager to determine appropriate wellness programs for employees use.

- a. Appoint a Work/Life Program Manager to determine appropriate wellness programs for employee use.
- b. Ensure funds are allocated for the Work/Life Program.
- c. Ensure appropriate use of Work/Life appropriated funds.

2.2. WORK/LIFE PROGRAM MANAGER (PM). The Work/Life PM will:

- a. Monitor the Agency's Wellness Program stateside and overseas.
- b. Approve requests from Work/Life Wellness and Fitness point of contacts (POC) for wellness seminars and programs.
- c. Monitor the Agency's Work/Life Appropriate Funds (APF).
- d. Approve and justify the Work/Life Funding Government Purchase Card (GPC) Pre-Approval Form to use allocated Work/Life funds.

2.3. WORK/LIFE WELLNESS AND FITNESS COORDINATOR (WFC). The WFC will:

- a. Determine the appropriate Work/Life Programs for each employee based on duty location.
- b. Provide individually tailored fitness programs, track participation, and provide follow-up guidance, motivation, and counseling.
- c. Receive completed Civilian Fitness Enrollment Report forms from Work/Life Wellness and Fitness POCs, and compile information to the Civilian Fitness Center Membership (CFCM) Agency Wide Enrollment Report. The enrollment form is located on the Resource Page for this Manual.
- d. Monitor the program usage throughout the Agency, track, and approve expenditure of APF earmarked for the entire Agency's use.
- e. Submit a completed CFCM Agency Wide Enrollment Report to Total Force Budget Management Analyst following the end of the open enrollment period for the CFCM Program.
- f. Coordinate seminars and health fair requests with Work/Life PM for approval.
- g. Determine acceptable activities for Authorized Time for Fitness (ATF).

h. Provide quarterly and annual operations report to document program participation and performance.

2.4. WORK/LIFE WELLNESS AND FITNESS POC: The Work/Life Wellness and Fitness POCs will:

a. Distribute information on Work/Life Programs.

b. Schedule programs/seminars.

c. Make logistical arrangements for Work/Life activities at their respective locations, including scheduling rooms, distributing marketing information about seminars, and assisting presenters with audio visual equipment or print reproduction.

d. Make reasonable accommodations for employees with disabilities. Questions regarding this area should be directed to the Headquarters (HQ) Equal Employment Opportunity, Disabilities Program Manager.

e. Identify new Work/Life program requirements in addition to the existing Agency programs as needed. Coordinate these requirements with the Work/Life Manager for approval and funding. Funding is requested by completing the Work/Life Funding GPC Pre-Approval Form located on the Resource Page for this Manual.

f. Contact the WFC to schedule on-site health screenings, including blood pressure checks, glucose, and cholesterol tests, or obtain information on local clinics where employees may receive these tests.

g. Receive approved Fitness Center Subsidy Request Forms from employees and enter employees' information (Name, Annual Subsidy Amount, Name of Fitness Center, etc.) into the Civilian Fitness Enrollment Report during the open enrollment period for the CFCM. The form is located on the Resource Page for this Manual.

h. Submit a completed Civilian Fitness Enrollment Report to the WFC following the end of the open enrollment period for the CFCM program.

i. Receive approved Optional Form (OF) 1164, "Claim for Reimbursement for Expenditures on Official Business," receipt(s) of payment, and fitness center attendance report from employees for funds obligation.

2.5. EMPLOYEES. Eligible employees who wish to participate in the ATF and/or CFCM will:

a. Request ATF:

(1) Initiate a written request to the first level supervisor, including the projected times, location, and nature of the fitness activity. Self-certify (prior to beginning and then on an annual basis in January) in writing to the best of their knowledge that they have no medical conditions

or limitations that would put them at risk of injury or harm to their health while participating in the program.

(2) Report physical fitness activities time using the appropriate labor and accounting system. Track all fitness activities, goals, and progress utilizing the Agency's online health tracking and management system, dcmawellness.com website.

b. CFCM:

(1) Submit a Fitness Center Subsidy Request Form and a copy of the gym contract or proof of individual membership fee to the first-level supervisor for approval.

(2) Submit the approved Fitness Center Subsidy Request Form and a copy of the gym contract or proof of individual membership fee to the local Work/Life Wellness and Fitness POC.

(3) Record fitness center usage in the Facility Visits log available on the dcmawellness.com website.

(4) Submit quarterly OF 1164, receipt of payment, and Facility Visits Attendance Report to the first-level supervisor for approval.

(5) Submit the approved OF 1164, receipt of payment, and Facility Visits Attendance Report to the local Work/Life Wellness and Fitness POC.

2.6. SUPERVISORS. Supervisors will:

a. Receive employee's written request to participate in ATF and signed self-certification clearing the employee for fitness activities and listing any restrictions/recommendations identified by the employee.

b. Use discretion to determine eligibility of employees who may participate in ATF due to cases of performance and/or misconduct issues.

c. Ensure employees are tracking all fitness activities, goals, and progress utilizing the Agency's online health tracking and management system, dcmawellness.com website.

d. Use discretion, along with guidance from the WFC, to determine acceptable fitness activities.

e. Revoke ATF privileges if mission requirements warrant or if abuse is identified.

f. Receive Fitness Center Subsidy Request Form and a copy of the employee's gym contract or proof of individual membership fee from employee who wishes to participate in CFCM, and approve if appropriate.

g. Receive OF 1164, receipt of payment and Facility Visits Attendance Report from employee who is participating in CFCM and approve, if appropriate.

SECTION 3: PROCEDURES

3.1. WORK/LIFE PROGRAM ADMINISTRATION.

a. The Director of LER, will identify a Work/Life PM to monitor this program for stateside and overseas locations.

b. DCMA HQ, Directorates, Contracting Management Offices, and subordinate offices will maintain a current list of Work/Life Wellness and Fitness POCs implementing Work/Life programs. Each location should identify a POC to facilitate the implementation of the program at the local level. All appointed Work/Life Wellness and Fitness POCs will notify the Work/Life PM with updates, as appropriate.

c. Work/Life Wellness and Fitness POCs will request seminars and programs offered at their site through the Work/Life WFC. The Work/Life WFC will obtain approval from the Work/Life PM and if approved, work with the site POCs to coordinate the offering of seminars and health fairs. Offices with video teleconference capability may consider using this media to share a presentation. On-site seminars, health screenings and health fairs are limited to stateside locations. Questions regarding on-site seminars, health screenings and health fairs for overseas locations should be addressed to the DCMA-TFL, Work/Life WFC.

d. Work/Life Wellness and Fitness POCs and WFC may schedule a seminar on a variety of health topics such as: tobacco use, prevention and cessation; physical fitness; nutrition; stress management; alcohol and drug abuse prevention; and early detection of hypertension. To do so, Work/Life Wellness and Fitness POCs should contact the DCMA WFC. Health fairs may be scheduled at locations with 200 employees or more. All health fairs must be coordinated with the DCMA-TFL WFC.

3.2. RESOURCING (FUNDS EXECUTION).

a. Work/Life APFs are centrally managed and distributed at the DCMA HQ level. Agency-wide programs are funded from DCMA-TFL (Work/Life) Resources. Work/Life APFs will be planned in advance through the planning and programming process and include submission of information to justify funding. The DCMA HQ Work/Life PM will track funds for the entire Agency.

b. DCMA HQ, Directorates, Contracting Management Offices, and subordinate offices are allocated allowances for civilian fitness memberships and other discretionary use. Work/Life funds are distributed to each location through a Funding Authorization Document. Work/Life WFC may request the use of these funds by completing the Work/Life Funding GPC Pre-Approval Form and submitting for approval by the DCMA-TFL Work/Life PM.

c. Expenditure of APFs must be justified and approved by the Work/Life PM before purchases are made. Purchases must be in compliance with regular Agency procurement procedures and in accordance with all laws and regulations governing the expenditure of APFs,

including any use of the GPC. Work/Life APFs should not be used for mission purposes, other than Work/Life Programs, without the prior approval of the DCMA Director.

(1) The purchase of equipment or supplies judged necessary to accomplish authorized Work/Life programs are permissible items. Examples of permissible items may include, but are not limited to:

- Health education materials (e.g., brochures, pamphlets)
- Wellness incentive items (e.g., stress balls, jump ropes)
- Blood pressure monitors

(2) Employees should seek the guidance of the DCMA-TFL Work/Life PM and/or assigned legal counsel when there is uncertainty as to whether a proposed expenditure of APFs is permissible.

(3) The purchase of equipment, such as refrigerators, coffee makers, and microwave ovens is not an authorized Work/Life expenditure. Examples of generally non-permissible items include, but are not limited to:

- Items of a personal nature, whether for mass distribution or for a single person (e.g., coffee mugs or T-shirts)
- Expenditures for social or recreational purposes
- Disposable goods such as paper products
- Food and beverages

(4) The Work/Life PM will authorize the use of discretionary funds for gym equipment purchase and/or repair only if the initial item was purchased with these funds.

3.3. WORK/LIFE PROGRAM EXECUTION.

a. DCMA's health and wellness program is administered as an Agency-wide contract. This program includes four major components: health risk assessments; health screenings; seminars and health fairs; and health promotion.

(1) DCMA's Information and Referral Service is provided through an agency-wide contract. The contract offers assistance in finding information and resources on family/personal, health, education, financial, legal, work, and daily life issues.

(2) These services may be accessed individually by calling a toll free number or by using the website. Information for the toll free number and the website is located on the Resource Page for this Manual. The first time an employee uses the website, they will be required to complete the registration page. The company code is "dcma." The Employee ID is the first part of the employee's DCMA e-mail address (i.e., John Doe). Part of the registration process includes the creation of an employee private screen name and password for future secure access. DCMA family members may also use the website. DCMA employees must establish separate accounts and provide account access information to their family member(s). The first time the

family member enters the website, they will be asked to change the password, thereby ensuring the privacy of their file.

(3) The Information and Referral Service offers a number of free on-site seminars annually on topics such as: Family; Health and Wellness; Personal and Professional Development; Professional Development for Managers; Financial/Legal; Emotional Well-being and Daily Life. Work/Life Wellness and Fitness POCs can request these seminars through the Work/Life PM or WFC.

b. The DCMA WFC may be contacted directly for a fitness plan. The WFC will provide employees with an individually tailored fitness program, track participation, and provide follow-up guidance, motivation and counseling. Work/Life Wellness and Fitness POCs may contact the WFC to establish a motivational fitness program at a particular location or schedule an on-site seminar.

(1) Employees may voluntarily complete the health risk assessment form on-line either on duty time, with their supervisor's approval, or from a home computer. An automated assessment and educational information will be provided electronically based on the individual's health issues. The Virtual Fitness website contains educational materials on a wide variety of health topics that may be downloaded by the employee.

(2) Health screenings, including blood pressure checks, glucose and cholesterol tests, are available at no cost to DCMA stateside employees when provided on-site. To schedule these screenings, HQ, Directorate, Center, and subordinate office Work/Life Wellness and Fitness POCs should contact the HQ Work/Life Wellness and Fitness POC to schedule an on-site visit. Employees may schedule participation with their supervisor's approval during work hours.

3.4. CIVILIAN FITNESS CENTER MEMBERSHIP ELIGIBILITY.

a. Only full-time DCMA civilian employees are eligible for this program. Eligibility of Local Nationals (LN) requires coordination with the assigned counsel for each overseas location. Assigned legal counsel at each overseas location will make the recommendation on whether LNs can participate in the program based on LN agreements.

b. Employees must be assigned to a DCMA work location where DoD/Military Fitness Centers are not reasonably available. The term "reasonably available" refers to a free fitness center near the work location that allows employees to commute to the facility, participate in 30 minutes of physical activity, shower/change, and return to the work location within 60 minutes.

c. Employees must have a membership at a multi-purpose health/fitness center which offers at a minimum, cardiovascular equipment and strength training equipment. Golf, bowling, pilates/yoga studios, martial arts facilities, CrossFit, rehabilitative and therapy centers, skeet shooting, and any other recreational activity will not qualify as a reimbursable expense.

d. The fitness center must offer membership to the general public to be eligible for reimbursement under this program. Facilities that are specifically designed to meet the unique

health and fitness needs may not discriminate against race, color, religion, gender, sexual orientation, national origin, age, political affiliation, marital status, or disabilities to be eligible for reimbursement under this program.

3.5. CIVILIAN FITNESS CENTER MEMBERSHIP ENROLLMENT.

a. The program runs on a fiscal year basis from October 1st through September 30th of each year. There is an annual open enrollment period that takes place during the month of September when eligible employees must enroll in the program for the upcoming fiscal year.

b. Both employees who are currently enrolled in the program (enrolled for the prior fiscal year) and employees who are enrolling in the program for the first time must complete the enrollment process for each fiscal year they wish to participate in the program.

c. Enrollments outside the open enrollment timeframe will not be accepted unless the employee who wishes to enroll is replacing (i.e. utilizing the remaining funds allotted for) a participant at their respective work location who enrolled during the open enrollment timeframe, but dropped out of the program before the end of the fiscal year. Additional funds will not be sent out to subsidize employees who enroll after the open enrollment timeframe. An employee that does not request reimbursement for two consecutive quarters will be disenrolled from the program.

d. Each employee who wishes to enroll in the program must complete a Fitness Center Subsidy Request Form and submit the completed form to their first-level supervisor for approval. Once approved and signed by their first-level supervisor, the employee must submit this form along with a copy of their fitness center contract, or proof of monthly fees, to their local Work/Life Wellness and Fitness POC. DCMA employees are prohibited from using a fitness center (obligating the payment of government funds) prior to approval of the membership and may not be reimbursed for out-of-pocket payments.

e. Once the Work/Life Wellness and Fitness POC receives an approved Fitness Center Subsidy Request Form from an employee, the Work/Life Wellness and Fitness POC must enter the employee's information into the Civilian Fitness Enrollment Report.

f. The Work/Life Fitness POC must submit a completed Civilian Fitness Enrollment Report to the Agency WFC following the end of the open enrollment period.

3.6. FITNESS CENTER ATTENDANCE.

a. Employees enrolled in the program are required to attend their respective fitness center an average of two times per week over the course of the reimbursement period in order to be eligible for reimbursement for that period.

b. In order to verify that they have satisfied this gym attendance requirement, participating employees are responsible for enrolling in, recording their usage, and obtaining their gym usage reports from the dcmawellness.com website.

c. If a participating employee encounters an extenuating circumstance (such as travel, training, illness, or some type of emergency) that prevents the employee from satisfying the gym usage requirement during a specific timeframe, the first-level supervisor may determine the employee's eligibility for reimbursement for that timeframe.

3.7. APPLYING FOR REIMBURSEMENT.

a. DCMA will subsidize fitness memberships at 50 percent up to a maximum of \$16.75 per month (\$50.25 per quarter). The maximum DCMA subsidy per employee is \$201.00 per fiscal year.

b. Reimbursement is based on the single membership rate only. The agency will not reimburse for taxes or facility fees, i.e. enrollment fees, towel services, pool access fees, annual membership fees in addition to the monthly cost of membership or late payment fees. Fees for specialty classes that are charged in addition to the monthly membership fee are not eligible for reimbursement, including, but not limited to, total body resistance exercise classes, karate classes, and zumbathons.

c. DCMA employees will pay their membership fees in full and seek reimbursement for DCMA's subsidy portion using the OF 1164 on a quarterly basis after services have been received. Prepayments are prohibited by law. The form is located on the Resource Page for this Manual.

d. In addition to the OF 1164, the DCMA employee must submit a receipt of payment (such as a membership agreement, contract, and/or credit card/debit card statement) and a Facility Visits Attendance Report printed from the dcmawellness.com website to the approving authority (first-level supervisor) when filing for reimbursement.

e. Upon supervisor/approving authority approval of the OF 1164 form, the employee will submit their signed OF 1164, receipt(s) of payment, and Facility Visits Attendance Report to their Work/Life Wellness and Fitness POC for funds obligation. If extenuating circumstances prevented an employee from attending the fitness center for less than the required average of 2 visits per week, the reason should be annotated on the Facility Visits Attendance Report and the first-level supervisor should verify and approve the exception.

3.8. AUTHORIZED TIME FOR FITNESS.

a. All full-time DCMA employees, including both bargaining unit and non-bargaining unit employees, are eligible for this benefit. Employees that are teleworking may use ATF during their duty hours. Part-time DCMA employees and contractors are not eligible. In addition, employees with performance and/or conduct issues may be ineligible (at management discretion).

b. Employees will be authorized a minimum of 30 minutes per day up to a maximum of 1 hour per day for fitness activities, not to exceed 3 hours per week per DCMA Collective Bargaining Agreement (CBA) dated August 1, 2019. ATF can be scheduled during the first or

last 30 minutes to 1 hour of the scheduled workday if approved by the first level supervisor. For example, an employee who normally works from 7:00 a.m. to 3:30 p.m. and is using 30 minutes per day for exercise, is allowed to utilize ATF from 7:00 to 7:30 a.m. or 3:00 to 3:30 p.m., or the time may be added to their lunch period.

c. Unused periods cannot be banked and carried over to the next week. The 3 hours per week includes time for changing clothes, showering and travel to/from the exercise location.

d. Management may revoke ATF privileges if mission requirements warrant or if abuse is identified.

e. Employees who wish to utilize ATF must submit a request to their first-level supervisor:

(1) A written request that includes the projected times/dates that will be utilized for fitness activities, the location of the fitness activities, and the nature of the fitness activities. The Authorized Time for Physical Fitness Request form is recommended for use, but not required. The form is located on the Resource Page for this Manual.

(2) A self-certification in writing stating to the best of their knowledge that they have no medical conditions or limitations that would put them at risk of injury or harm to their health while participating in the fitness program prior to beginning the program and then on an annual basis in January. The self-certification statement must be kept on file with both the employee and supervisor. The signed statement does not need to be submitted to the WFC.

(3) Employees must track all fitness activities, goals, and progress utilizing the Agency's online health tracking and management system on the dcmawellness.com website.

f. Physical fitness activity consists of aerobic endurance, muscular strength and endurance, and flexibility as indicated herein. Activities such as walking; jogging; running; using cardiovascular equipment (treadmill, stationary bike, elliptical trainer, arc trainer, stepping machines, etc.); resistance training (free weights, machines, calisthenics, resistance bands, etc.); group exercise classes (i.e. aerobics, kickboxing, tai chi, spinning, muscle conditioning, pilates, yoga etc.); and flexibility exercises (stretching) are all traditional forms of exercise that address cardiovascular/aerobic endurance, muscular strength/endurance, and/or flexibility.

g. Golfing, skiing, bowling, and any other forms of recreational exercise have been specifically identified as unacceptable activities for purposes of the Manual. However, the first level supervisor is responsible for ensuring the appropriateness of any activity. Mowing grass, chopping wood, house painting, and any other forms of household chores or activities of daily living have also been specifically identified as unacceptable activities for purposes of the Manual. In addition, physical therapy and/or any other form of physical rehabilitative treatment are not authorized types of physical activity.

GLOSSARY

G.1. DEFINITIONS.

Activities of Daily Living: Actions performed in the course of day-to-day self-care such as eating, bathing, dressing, grooming, work, homemaking, and leisure.

Fitness Activities: Modes of exercise intended to improve aerobic endurance, muscular strength and endurance, and/or flexibility such as those typically available in a multi-purpose health/fitness center.

Health Risk Assessment: A questionnaire designed to review lifestyle choices and health status with the purpose of identifying potential health risks and ways to limit them.

Reasonably Available: A free fitness center that possesses proximity relative to the work location that allows employees to commute to the facility, participate in 30 minutes of physical activity, shower/change, and return to the work location within a 60 minute timeframe.

Multi-Purpose Health/Fitness Center: A health/fitness center which offers, at a minimum, cardiovascular equipment and strength training equipment as well as a variety of exercise opportunities. Fitness centers which specialize in a particular workout are not considered multi-purpose (e.g., CrossFit, Orange Theory Fitness, 9 Round 30 minute Kickbox Fitness, etc.).

GLOSSARY

G.2. ACRONYMS.

| | |
|---------|---|
| APF | Appropriated Funds |
| ATF | Authorized Time for Fitness |
| CFCM | Civilian Fitness Center Membership |
| GPC | Government Purchase Card |
| HQ | Headquarters |
| LER | Labor and Employee Relations |
| LN | Local National |
| OF 1164 | Claim for Reimbursement for Expenditures on Official Business |
| PM | Program Manager |
| POC | Point of Contacts |
| TFL | Total Force Labor |
| WFC | Wellness/Fitness Coordinator |

REFERENCES

DCMA Collective Bargaining Agreement (CBA), August 1, 2019

DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013