

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice PM-3022

For: FSA and RMA Employees

**Distributing FPAC Notice (FPAC-N) 4430-002,
Farm Production and Conservation (FPAC) Health and Wellness Program**

Approved by: Administrators, Farm Service Agency and Risk Management Agency



1 FPAC-N 4430-002

A Background

The Farm Production and Conservation Business Center provides services to the Farm Service Agency (FSA), Risk Management Agency (RMA), and Natural Resources Conservation Service (NRCS). Business Center guidance will be provided using FPAC directives. Until the FPAC directives program is fully implemented, FPAC directives will be distributed to FSA and RMA using the existing directives process.

B Purpose

This notice provides FPAC-N 4430-002, Farm Production and Conservation (FPAC) Health and Wellness Program.

C Contact

Direct questions about health and wellness to any of the following:

- Uretha Bostic by either of the following:
 - email to **uretha.bostic@usda.gov**
 - telephone at 352-338-9526
- Juliet McBride by either of the following:
 - email to **Juliet.mcbride@usda.gov**
 - telephone at 202-401-0683
- Count Branham by either of the following:
 - telephone at 202-401-0351
 - email to **count.branham@usda.gov**

Disposal Date	Distribution
October 1, 2019	All FSA and RMA Employees; State Offices relay to County Offices

**U.S. DEPARTMENT OF AGRICULTURE
FARM PRODUCTION AND CONSERVATION MISSION AREA
BUSINESS CENTER
WASHINGTON, DC 20250**

FPAC NOTICE	NUMBER: FPAC-N 4430-002
SUBJECT: Farm Production and Conservation (FPAC) Health and Wellness Program	DATE: May 17, 2019
APPROVING OFFICIAL: Thomas W. Christensen, Deputy Chief Operating Officer for Business Services	EXPIRATION DATE: September 30, 2019

1. PURPOSE

This notice provides FPAC mission area employees with resources, valuable information and educational materials on promoting health and well-being for all employees, and to help employees live healthy and work well.

2. BACKGROUND

- a. Federal agencies are required to engage in activities to support the priorities of 5 CFR 250 subpart B, Strategic Human Capital Management which requires the Office of Personnel Management (OPM) to issue the quadrennial Federal Workforce Priorities Report (the report). The report communicates key government-wide human capital strategies to support the Federal Workforce Priorities Report.
- b. In support of Priority 6: Enhancing Productivity Through a Focus on Employee Health in the report, federal agencies are encouraged to develop and sustain programs that address the current and future needs of employees to produce the healthiest possible workforce. The FPAC Business Center (FBC), Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS) and Risk Management Agency (RMA) are required to support worksite health and wellness programs in line with the Presidential memorandum of June 23, 2014, “Enhancing Workplace Flexibilities and Worklife Programs” (see Attachment A), and OPM guidance.

3. MESSAGE

- a. Agencies are responsible for promoting wellness in the workplace. Leaders should encourage employees to participate in at-work wellness activities, events, and programs. Employees spend a large portion of their day at work, and there are various ways during this time that aspects of wellness and/or fitness can be incorporated.

- b. Worksite health and wellness programs help employees modify their lifestyles and move toward an optimal state of wellness. They can also produce organizational and employee benefits, such as lower healthcare costs, increased productivity, improved recruitment and retention, reduced absenteeism and presentism, and enhanced employee engagement. Worksite health and wellness interventions include, but are not limited to, health education, nutrition services, lactation support, physical activity promotion, screenings, vaccinations, traditional occupational health and safety, disease management, and linkages to related employee services.

4. HEALTH AND WELLNESS GOALS AND ACCOUNTABILITY

Worklife Programs, Workforce Operations Branch, Human Resources Division will:

- a. schedule, hold, and promote wellness presentations, webinars, activities and programs as appropriate,
- b. assist offices with coordinating a wellness program for their locations,
- c. inform FPAC offices about new and/or changing policies available to assist employees with wellness activities, and
- d. report to OPM wellness accomplishments through their annual required reporting process.

5. ACTION

- a. Employees:
 - (1) are encouraged to participate in health and wellness activities and programs sponsored by FPAC, USDA, and the Organization of Professional Employees of the U.S. Department of Agriculture (OPEDA),
 - (2) must request supervisory approval to accommodate time away from the office to participate in a health activity or program during normal work hours, and
 - (3) should consult with their health care provider before participating in at-work physical activities and wellness programs (i.e. smoking, weight management).

Note: Participation in wellness activities and programs is voluntary.

b. FPAC leadership:

- (1) may solicit a volunteer to lead, coordinate and carryout annual wellness activities and events for their locations, and
- (2) when possible, and on a case-by-case basis, managers and supervisors shall allow employees reasonable time away from the office to participate in health activities (that is, health fair, preventive health screening, wellness lunch and learn, yoga, meditation, fitness) and wellness programs (that is, one-time smoking or weight management) sponsored by USDA agencies.

Note: Use code 66 (administrative leave) in WebTA to track approved time spent participating in official agency-sponsored health promotion activities and programs.

6. PROMOTING WORKSITE HEALTH AND WELLNESS

The following are examples of activities that can be used to promote worksite health and wellness at their locations:

- a. coordinate and hold activities and events (that is, February American Heart Month, March National Nutrition Month, June Wellness Month, October Breast Cancer Awareness Month, quarterly blood pressure checks, preventive health screenings),
- b. host quarterly wellness lunch and learns with an activity such as viewing a wellness video or inviting a speaker to present a wellness topic,
- c. schedule free EAP wellness presentations per fiscal year from the list in Attachment B (*example of completed wellness calendar*),
- d. encourage employee participation in health and wellness coordinated activities, and
- e. form a wellness forum to assist with wellness activities and events.

7. CONTACT

Direct questions about health and wellness programs to any of the following:

- a. Uretha Bostic by either of the following:
 - (1) email to **uretha.bostic@usda.gov**
 - (2) telephone at 352-338-9526
- b. Juliet McBride by either of the following:
 - (1) email to **Juliet.mcbride@usda.gov**
 - (2) telephone at 202-401-0683
- c. Count Branham by either of the following:
 - (1) telephone at 202-401-0351
 - (2) email to **count.branham@usda.gov**.

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Attachment A - Presidential Memorandum of June 23, 2014, "Enhancing Workplace Flexibilities and Worklife Programs

Attachment B – FPAC Wellness Calendar

Presidential Memorandum -- Enhancing Workplace Flexibilities and Work-Life Program

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Enhancing Workplace Flexibilities and Work-Life Programs

To attract, empower, and retain a talented and productive workforce in the 21st century, the Federal Government must continue to make progress in enabling employees to balance their responsibilities at work and at home. We should build on our record of leadership through better education and training, expanded availability of workplace flexibilities and work-life programs, as appropriate, and improved tracking of outcomes and accountability. In doing so, we can help ensure that the Federal workforce is engaged and empowered to deliver exceptional and efficient service to the American public while meeting family and other needs at home.

Therefore, it is the policy of the Federal Government to promote a culture in which managers and employees understand the workplace flexibilities and work-life programs available to them and how these measures can improve agency productivity and employee engagement. The Federal Government must also identify and eliminate any arbitrary or unnecessary barriers or limitations to the use of these flexibilities and develop new strategies consistent with statute and agency mission to foster a more balanced workplace.

By the authority vested in me as President by the Constitution and the laws of the United States of America, and in order to support executive departments and agencies (agencies) in their efforts to better utilize existing and develop new workplace flexibilities and work-life programs, I hereby direct as follows:

Section 1. Right to Request Work Schedule Flexibilities.

(a) Agencies shall make Federal employees aware, on a periodic basis, that they have the right to request work schedule flexibilities available to them under law, pursuant to an applicable collective bargaining agreement, or under agency policy, without fear of retaliation or adverse employment action as a consequence of making such a request.

(b) To facilitate conversations about work schedule flexibilities, each agency shall review, and if necessary amend or establish, procedures within 120 days of the date of this memorandum. Subject to collective bargaining agreements, agency procedures must provide:

- i. employees an ability to request work schedule flexibilities, including telework, part-time employment, or job sharing;
- ii. that, upon receipt of such requests, supervisors (or their designees) should meet or confer directly with the requesting employee as appropriate to understand fully the nature and need for the requested flexibility;
- iii. that supervisors must consider the request and supporting information carefully and respond within 20 business days of the initial request, or sooner if required by agency policy; and

iv. that the agency should remind employees on a periodic basis of the workplace flexibilities available to them.

(c) The Director of the Office of Personnel Management (OPM) shall issue guidance to Chief Human Capital Officers regarding the requirements set forth in this section within 60 days of the date of this memorandum, and shall assist agencies with implementation of this section.

(d) Nothing in this section shall be construed to impair or otherwise affect the discretion granted to an employee's supervisor in making a decision on the request for work schedule flexibilities, in accordance with the agency's mission-related requirements.

Sec. 2. Expanding Access to Workplace Flexibilities.

Agency heads shall ensure that the following workplace flexibilities are available to the maximum extent practicable, in accordance with the laws and regulations governing these programs and consistent with mission needs:

- (a) part-time employment and job sharing, including for temporary periods of time where appropriate;
- (b) alternative work schedules, including assurance that core hours are limited only to those hours that are necessary;
- (c) break times for nursing mothers and a private space to express milk;
- (d) telework;
- (e) annual leave and sick leave, including the advancement of leave for employee and family care situations;
- (f) sick leave for family care and bereavement;
- (g) sick leave to care for a family member with a serious health condition;
- (h) sick leave for adoption;
- (i) leave pursuant to the Family and Medical Leave Act (FMLA), including allowing employees to take their FMLA leave intermittently as allowed under the Act, including for childbirth, adoption, and foster care;
- (j) leave transfer programs, including leave banks;
- (k) bone marrow and organ donor leave; and
- (l) leave policies related to domestic violence, sexual assault, and stalking situations.

Sec. 3. Expanding Availability and Encouraging Use of Work-Life Programs.

Agency heads are encouraged to take steps to increase the availability and use of the following work-life programs to the maximum extent practicable:

- a. dependent care programs, including the availability of on-site child care, child care subsidies, emergency child care, and elder care;
- b. Employee Assistance Programs, including counseling, resources, and referrals;
- c. support for nursing mothers, including worksite lactation support programs and resources; and
- d. worksite health and wellness programs, and opportunities to utilize those resources.

Sec. 4. Helping Agencies Encourage the Use of Workplace Flexibilities and Work-Life Programs. The Director of OPM (Director) shall work with agencies to:

- a. provide appropriate education and guidance to all agency employees, including managers and supervisors, on the use of workplace flexibilities and work-life programs as strategic tools to assist with the recruitment and retention of employees, with an emphasis on furthering positive outcomes for employees and the agency that result from optimizing their use;
- b. support agencies in their efforts to develop training programs that educate employees, managers, and supervisors about the resources that are available to meet work-life needs;
- c. support agencies in promoting workplace cultures in which workplace flexibilities and work-life programs are a standard part of operating procedures, and identify any arbitrary, unnecessary, or cultural barriers limiting use;
- d. review the Federal Employee Viewpoint Survey data related to supervisor and senior leadership support for work-life, as well as use and satisfaction with alternative work schedules, telework, and work-life programs;
- e. implement the President's Management Agenda efforts in a manner that improves Senior Executive Service focus on creating inclusive work environments where workplace flexibilities and work-life programs are used effectively;
- f. create, annually update, and electronically publish a Workplace Flexibility Index using data from the Federal Employee Viewpoint Survey, reporting required by the Telework Enhancement Act of 2010, and other appropriate measures of agencies' effective use of workplace flexibilities;
- g. within 120 days from receipt of the agency reports submitted pursuant to section 5 of this memorandum, prepare a report to the President that includes information on agency best practices with regard to the use of workplace flexibilities, any barriers to or limitations that may unnecessarily restrict the use of existing workplace flexibilities and work-life programs, recommendations for addressing or eliminating such barriers or limitations, proposals for future data reporting, and metrics for tracking the use and cost-benefit of work-life programs; and

- h. review, for the purpose of identifying relevant trends related to workplace flexibility issues, the annual report that agencies provide to OPM under the No FEAR Act, which includes the agency's analysis of violations of antidiscrimination and whistleblower laws, an examination of trends, causal analysis, practical knowledge gained through experience, and any actions planned or taken to improve programs within the agency.

Sec. 5. Agency Review of Workplace Flexibilities and Work-Life Policies and Programs.

Within 120 days of the date of the issuance of guidance pursuant to section 1(c) of this memorandum, each agency shall review its workplace flexibilities and work-life policies and programs to assess whether they are being effectively used to the maximum extent practicable and submit a report to OPM that includes:

- a. any best practices the agency has employed to create a culture and work environment that supports the productive and efficient use of workplace flexibilities and work-life programs; and
- b. any barriers to or limitations that may unnecessarily restrict the use of existing workplace flexibilities and work-life programs and recommendations for addressing or eliminating such barriers or limitations.

Sec. 6. General Provisions.

- (a) Nothing in this memorandum shall be construed to impair or otherwise affect:
 - i. the authority granted by law or Executive Order to an agency, or the head thereof; or
 - ii. the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.
- b. This memorandum shall be implemented consistent with applicable law and subject to the availability of appropriations.
- c. This memorandum is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.
- d. The Director is hereby authorized and directed to publish this memorandum in the *Federal Register*.

BARACK OBAMA



FPAC WELLNESS calendar

Quarter 1		MONTH	TOPIC
		OCT	National Breast Cancer Awareness Month
			Domestic Violence Awareness Month
			National Mental Illness Awareness Day/Month
			Pre-Retirement Planning for Federal Employees; October 9, 2018
		NOV	American Diabetes Awareness Month
			Giving Thanks: An Asset to Well-Being; November 13, 2018
			Cancer Awareness (Lung, Pancreatic, etc.)
			Great American Smokeout; November 16, 2018
			National Family Caregivers Awareness Month
			Holiday Season Stress
			Collaborate with OPEDA and APHIS to host the “Work and Family Day” event in the back of the USDA South Building Cafeteria) November 27, 2018 from 11:00 a.m. to 2:00 p.m.
		DEC	Kick Off the New Year on a Healthy Note
			Managing in Difficult Situations; December 4, 2018
Using Emotional Intelligence In Decision-Making			

Quarter 2	Q2 Fitness Focus - National Walking Day	MONTH	TOPIC
		JAN	Mindfulness in Everyday Life: Jan. 9, 2019
			EAP Campaign (FOH Topics vary each month)
			National Stalking Awareness Month
			National Glaucoma Awareness Month
		FEB	<div><div>SAFETY TOPIC</div><div>Winter Weather</div></div> American Heart Month
			Teen Dating Violence Awareness Month
			Interacting with Intention: From Thoughts to Words; February 13, 2019
		MAR	Save Your Vision Month
			EAP Campaign (FOH Topics vary each month)
			Team Collaboration: Making Everyone Count; March 27, 2019
			National Nutrition Month

Quarter 3	Q3 Fitness Focus - National Jogging Day	MONTH	TOPIC
		APR	Alcohol Awareness Month
			EAP Campaign (FOH Topics vary each month)
			Stress Awareness Month
			10 Steps to Financial Freedom: April 10, 2019
		MAY	EAP Campaign (FOH Topics vary each month)
			Women’s Health Month
			National High Blood Pressure Education Month
			Pace Yourself for Productivity: May 15, 2019
		JUN	<div><div>SAFETY TOPIC</div><div>Heat Exposure</div></div> Men’s Health Month
			EAP Campaign (FOH Topics vary each month)
			Leading Starts with Emotional Intelligence: June 26, 2019
			National Safety Month
			Wellness Month

Quarter 4	Q4 Fitness Focus - National Yoga Awareness Month	MONTH	TOPIC
		JUL	<div><div>SAFETY TOPIC</div><div>Ergonomics</div></div> UV Safety Month
			Eye Injury Prevention Month
			Financial Protection, After a Security Breach: July 10, 2019
			EAP Campaign (FOH Topics vary each month)
		AUG	<div><div>SAFETY TOPIC</div><div>Sun Safety</div></div> Summer Hydration - Pass It On!
			EAP Campaign (FOH Topics vary each month)
			National Breastfeeding Month
			Establishing Equilibrium: Bridging the Work/Life Gap: August 14, 2019
		SEP	<div><div>SAFETY TOPIC</div><div>Mold</div></div> National Food Safety Education Month
			National Childhood Obesity Awareness Month
			EAP Campaign (FOH Topics vary each month)
			Suicide Prevention Month
			Personal Safety and Civility in the Workplace: September 25, 2019