

Ch-1 made 10/18/95 Jmf



DEPARTMENT OF THE NAVY

NAVAL EDUCATION AND TRAINING CENTER  
61 CAPODANNO DRIVE  
NEWPORT RHODE ISLAND 02841-1522

IN REPLY REFER TO:

NETCNPT/LOCAL AREA RI  
COORDINST 6100.3B  
Code 01  
24 Feb 95

NETCNPT/LOCAL AREA RHODE ISLAND COORDINATOR INSTRUCTION 6100.3B

From: Commander

Subj: NAVAL EDUCATION AND TRAINING CENTER (NETC) HEALTH  
PROMOTION PROGRAM

Ref: (a) DOD Directive 1010.10  
(b) SECNAVINST 6100.5  
(c) BUMEDINST 6110.13

Encl: (1) Guidelines for Health Promotion Events at NETC

1. Purpose. To provide policy and guidelines for the NETC Health Promotion Program. This instruction has been completely revised and should be read in its entirety.

2. Background. The goal of the Health Promotion Program is to increase public awareness, plan activities which encourage self-improvement, and enhance healthy life-style behaviors, thereby improving and maintaining high levels of unit readiness. Reference (a) defines health promotion as any combination of health education and related organizational, social, economic or health care interventions designed to facilitate behavioral and environmental alterations that will improve and protect health. The program will be based on the implementation and evaluation of measurable data collected through health-risk appraisals, wellness surveys, and input from the NETC Health Promotion Policy and Action Councils.

3. Cancellation. NETCNPT/LOCAL AREA RI COORDINST 6100.3A.

4. References (a) through (c) provide guidance concerning the establishment of Department of the Navy (DON) Health Promotion Programs.

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5. Responsibilities

a. Health Promotion Policy Council (HPPC)

(1) The council will be co-chaired by the Commander, NETC and Commanding Officer, Naval Hospital, Newport. Members of the Policy Council are:

Commanding Officer, Naval Dental Center  
Director, Family Service Center  
Director, Armed Services YMCA  
Deputy Director, Morale, Welfare and Recreation  
Department, NETC  
Public Affairs Officer  
Head, Health Education Department, Naval Hospital  
Representative, NETC Comptroller's Office  
*Director for Training (Code 30) Representative*

(2) The NETC Health Promotion Policy Council will meet on the first Tuesday of each fiscal quarter at 1330 in the MIC Room of Bldg. K-61.

(3) The focus of this council will be on:

(a) Planning and coordinating policy, as well as funding, for the NETC community-wide Health Promotion Program.

(b) Developing a plan for a Health Promotion Program which makes the most effective use of existing resources.

(c) Assessing the strengths and weaknesses of existing programs and direct corrective actions, as necessary.

b. Health Promotion Action Council

(1) The council will be chaired by Head, Health Education Department, Naval Hospital. Members of the Action Council are:

Representative, Family Service Center, NETC  
Representative, Naval Dental Center, Newport  
Representative, Mental Health Service, Naval Hospital

Representative, Physical Therapy Service, Naval  
Hospital  
Representative, Family Practice Department, Naval  
Hospital  
Representative, Occupational Health/Preventive  
Medicine Service, Naval Hospital  
Representative, Morale, Welfare and Recreation  
Department, NETC  
Representative, Public Affairs Office  
Representative, Ombudsman Council Chairperson  
Representatives, NETC Tenant Commands  
*Representative, Director for Training (Code 32)*

(2) The council will meet on the second Thursday of each month, at 1300, in Bldg. 38, Naval Hospital, Health Education Department Conference Room. Members will serve on the council for one year unless otherwise specified. If after serving on the council for a year the member wishes to resign, another member from his/her command will be appointed to serve on the council.

(3) All members will be responsible for planning and implementing activities to promote healthy lifestyle behavior. Members will be responsible for informing their individual commands of planned activities throughout the year.

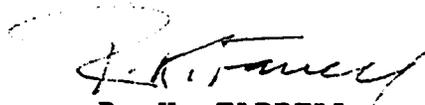
(4) The council will function as a coordinating body for those activities which provide direct services in support of the NETC Health Promotion Policy Council.

(5) When tenant commands, groups, or organizations wish to sponsor a health-related event, the HPAC will utilize enclosure (1) to review the proposal for the event and forward a reply indicating the HPAC approval and applicable recommendations.

c. NETC Area Tenant Commands. Notification of all health promotion events sponsored by NETC tenant commands will be

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presented for review no later than 30 days prior to the date of  
the event.



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## GUIDELINES FOR HEALTH-RELATED EVENTS AT NETC

An important function of the Health Promotion Action Council is to supervise the health-related events that take place at NETC. Our purpose is not to control the content of all health education at NETC, but rather to maintain a level of quality control over the events that are taking place.

In accordance with this objective, tenant commands, groups, and organizations at NETC will submit to the Health Promotion Action Council a description of their proposed health-related event not later than thirty (30) days prior to the date of that event. The council will review all events to assure that they are in compliance with the following guidelines:

1. Have precautions been taken to assure that this event is a safe activity for all participants?
2. Does the speaker, educator, or leader of this event possess credentials which would qualify him or her as an authority in the field?
3. Has the opportunity to participate in this event been granted to as many members of the NETC community as possible?
4. Is this event timely, or is it something that has been recently offered on base, and will just be repeated here?
5. Are there any suggestions that we might make, or expertise that we might offer, which would assist your organization in fulfilling the goals of this event?