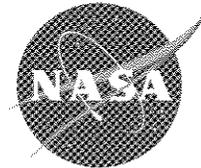


National Aeronautics and  
Space Administration

**Headquarters**

Washington, DC 20546-0001



July 23, 2009

Reply to Attn of:

Office of Human Capital Management (OHCM)  
Office of Chief Health and Medical Officer (OCHMO)

TO: NASA Center Directors  
Executive Director, Office of Headquarters Operations  
Executive Director, NASA Shared Services Center

FROM: Assistant Administrator for Human Capital Management  
Chief Health and Medical Officer

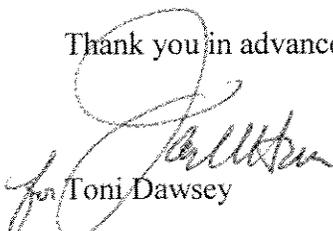
SUBJECT: Federal Agency Health and Wellness Reporting Requirements

To carry out the President's Work-Life initiative which includes improving employee wellness, the Office of Personnel Management (OPM), in collaboration with the Office of Management and Budget (OMB), has tasked agencies to submit an inventory of current wellness activities. It is important to note that the results of this FY 2011 inventory are to be included with the Agency's budget submission to OMB.

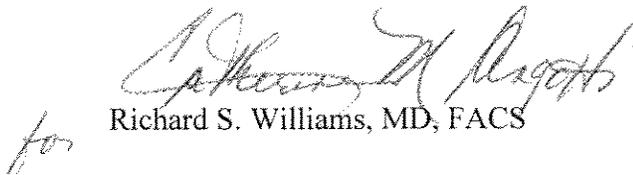
In addition to core demographic information (i.e., employee population numbers), examples of activities to be reported are wellness competitions, fitness facilities, cafeteria and vending machine promotion of healthful food choices, and health clinics. (See enclosed memo from the Director of OPM that addresses the types of data to be collected and provides a link to the detailed reporting requirements).

Cathy Dunwoody (OHCM) and Cathy Angotti (OCHMO) from our respective offices will be NASA's points of contact for the collection and submission of the required information. They will be working with their counterparts at your Centers to collect the requisite data and will be providing additional instructions for doing so in the next few days. We appreciate the tremendous workload you all have and every effort will be made to only request data from you that is not otherwise available.

Thank you in advance for your cooperation.

  
for Toni Dawsey

Enclosure

  
for Richard S. Williams, MD, FACS

cc:  
OHCM/Mr. Henn  
OHCM/WMDD/Ms. McGee  
Human Resources Directors  
Health Promotion Coordinators



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

JUL 14 2009

The Director

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

FROM: JOHN BERRY  
DIRECTOR

Subject: Federal Agency Health and Wellness Reporting Requirements

As announced in my June 18, 2009, memorandum, the Office of Personnel Management (OPM) has been tasked with collecting information on existing agency employee health and wellness programs. This memorandum provides additional details on what information agencies will need to submit and the methodology OPM will use to collect the information.

In addition to core demographic information such as employee population numbers, agencies will report:

- Number of worksites where specific programs/services are offered,
- Number of programs/services that are offered in coordination with other agencies,
- Number of employees with access to the programs/services,
- Number of employees using the programs/services,
- Cost of programs/services, and
- Metrics gathered on programs and services.

OPM will provide an automated on-line tool, "WellCheck," for your use in submitting the required information. Agency-designated Points of Contact (POC) will have access to the tool to report data about their health and wellness programs, services, policies, costs and metrics. Please provide the name, title, phone number(s) and email addresses of both the POC and senior policy official (e.g., Human Resources Officer) with overall health and wellness program authority to OPM at the email address [WellCheck@opm.gov](mailto:WellCheck@opm.gov) with a subject line of "WellCheck Designated POC, (Insert Name of Agency)" by August 10, 2009. Agency POC's will then be sent a log-in and password.

Detailed reporting requirements are listed on [www.opm.gov/Employment\\_and\\_Benefits/WorkLife/HealthWellness/wellnessresources/worksitewellnessprogram.asp](http://www.opm.gov/Employment_and_Benefits/WorkLife/HealthWellness/wellnessresources/worksitewellnessprogram.asp). In addition to these items, there may be other general questions relating to worksite wellness programs.

OMB and OPM will use these inventories to compile and promote best practices in Federal employee wellness. This first year of data will provide a baseline against which goals may be set and future improvements measured. Therefore, it is imperative that agencies' reports be accurate and thorough.

I look forward to working with you to make a meaningful difference in the health and well-being of Federal employees.

cc: Chief Human Capital Officers  
Directors of Human Resources