

**Forest Service Manual
National Headquarters (Washington Office)
Washington, DC**

**Forest Service Manual 6700 – Safety and Health Program
Chapter 6750 – Employee Health and Work-Life Programs**

Amendment: 6700-2026-1

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Duration: This amendment is effective until superseded or removed.

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Superseded Document(s): 6760, Amendment 6700-2016-1, December 17, 2002

Digest: Establishes code, caption, and sets forth direction previously set out under chapter 60. Changes the chapter code from “6760” to “6750” to better align with directives formatting. Revises chapter content in its entirety.

The following is an explanation of the changes throughout the directive by section.

6751.04a – Adds responsibility of Washington Office, Work Environment Performance Office (WEPO), Director of Conflict Resolution and Employee Wellbeing (CREW).

6751.04b – Adds responsibility of National Employee Assistance Program Manager.

6751.04e – Adds responsibility of Regional Employee Assistance Program Coordinators.

6752.04a – Washington Office, Work Environment Performance Office (WEPO), Director of Conflict Resolution and Employee Wellbeing (CREW).

6752.04b – Adds responsibility of National Wellness Program Manager.

6752.04g – Updates title to Procurement and Property Services (PPS).

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6753.04a – Adds responsibility of Washington Office, Work Environment Performance Office (WEPO), Director of Conflict Resolution and Employee Wellbeing (CREW).

6753.04b – Adds responsibility of National Work-Life Program Manager.

6753.3 – Establishes code, caption, and sets forth direction on Work-Life Flexibilities and Work-Life Programs for Elder Care.

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6751 – Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) is designed to support and uplift the eight Dimensions of Wellness, (Swarbrick, M. 2006. A Wellness Approach. Psychiatric Rehabilitation Journal. 29(4): 311–31), which include emotional, physical, occupational, intellectual, financial, social, environmental and spiritual aspects. Prioritizing each dimension based on employees' individualized needs can lead to a healthier and more positive lifestyle and state of mind. For related direction, see FSM 6720, Occupational Health Program and FSH 6709.11, Health and Safety Code Handbook. Additional information on the EAP can be located in the Office of Personnel Management (OPM's) Employee Health Services Handbook and OPM's Employee Wellness Programs (EWP's): A Guide for Agency Leaders located on the OPM website.

6751.01 – Authority

1. *Title 5, United States Code, section 552a (5 U.S.C. 552a)*. Records maintained on Individuals safeguards an individual's right to privacy.
2. *Title 5, United States Code, sections 7361-7362 and 7904 (5 U.S.C. 7361-7362, 7904)*. Drug Abuse, Alcohol Abuse and Alcoholism, and Employee Assistance Programs Relating to Drug Abuse and Alcohol Abuse; requires Federal agencies to develop appropriate prevention, treatment, and rehabilitation programs and services for alcohol- and drug-related problems affecting employees.
3. *Title 5, United States Code, section 7901 (5 U.S.C. 7901)*. Health Service Programs, authorizes Federal agencies to establish health service programs to promote and maintain the physical and mental fitness of Federal Government employees.
4. *Title 21, United States Code, section 801 (21 U.S.C. 801)*. Congressional Findings and Declarations: Controlled Substances, authorizes the development and maintenance of prevention, treatment, and rehabilitation programs for alcohol and drug related problems affecting Federal employees.
5. *Title 5, Code of Federal Regulations, Part 792 (5 CFR Part 792)*. Federal Employees' Health and Counseling Programs, requires Federal agencies to provide prevention, treatment, and rehabilitation services to Federal civilian employees with alcohol- and drug-related problems, establish and administer short-term counseling and/or referral programs to assist civilian employees with alcohol and drug related problems, to issue internal program instructions.
6. *Title 41, Code of Federal Regulations, section 102-74.530 (41 CFR 102-74.430)*. Authorizes the use of public areas by permittees during or after regular working hours, provided that such uses will not interfere with Government business.
7. *Title 42, Code of Federal Regulations, Part 2 (42 CFR Part 2)*. Confidentiality of Alcohol and Drug Abuse Patient Records, prohibits disclosure of information without a patient's written permission.

8. *Executive Order 12564 (E.O. 12564)*. Drug Free Federal Workplace establishes the goal of a drug free workplace through education, training, drug testing, and employee counseling services programs.
9. *Comptroller General's Decision B-187074 (57 Comp. Gen. 62)*. Procurement of Psychological Counseling Services for Government Employees holds that, under 5 U.S.C. 7901, Public Law 91-616, and Public Law 92-255, an agency may expend appropriated funds for the procurement of diagnostic and preventive psychological counseling services.
10. *Comptroller General's Decision B-226569 (Comp. Gen. B-226569)*. Employee Assistance Program – Local Travel, allows reimbursement for local travel expenses incurred by employees for visits to the EAP counselor located at another agency, when an agency determines that the travel is advantageous to the Government.
11. *Departmental Regulation (DR) 4430-792-001*. Employee Assistance Program establishes requirements for Department of Agriculture agencies to develop and implement an EAP.
12. *Departmental Regulation (DR) 4430-792-2*. Drug-Free Federal Workplace Program establishes the policy and procedures for managing the Drug-Free Federal Workplace Program (DFWP) and identifies the vital role that the Employee Assistance Program plays in promoting a drug and alcohol-free Federal workplace.

6751.02 – Objective

The objective of the Employee Assistance Program (EAP) is to provide resources and support for employees, Supervisors, and leaders in developing and increasing the eight dimensions of wellness, which will optimize individual, team, and organizational success. A comprehensive program can help reduce absenteeism, low productivity, employee burnout, and other negative mental and physical health issues, health care costs, accidents and injuries, and grievances.

6751.03 – Policy

The Forest Service recognizes that a holistic and comprehensive EAP delivered through the hybrid model can significantly benefit employees, Supervisors, leaders, and the organization by providing resources, services, and supports to aid workers in caring for and prioritizing their personal well-being, and the well-being of their family members. The Forest Service strives to promote a culture that is psychologically safe for employees to seek assistance and to overcome stigma related to seeking support and services. Employees' privacy and confidentiality will be respected in all aspects of implementation of the EAP. For organized units in the Forest Service, aspects of the EAP may be covered by collective bargaining agreements and subject to local negotiations, please consult your applicable collective bargaining agreement.

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Some examples of EAP services available are:

1. Mental Health Counseling Services: Diagnostic and preventive counseling services including problem identification, referral for treatment, and supportive assistance. (5 U.S.C. 7901).
2. Proactive services to empower employee development such as health and wellness seminars, health coaching, life coaching and Mindfulness Based Stress Reduction.
3. Crisis Intervention Services will provide immediate short-term emergency response to traumatic events that can negatively impact an employee’s mental, emotional, or physical state.
4. Substance Use Treatment Services include referrals for employees who may be using substances other than intended or prescribed.
5. Financial, Legal and Dependent Care Referrals.
6. Physical and Mental Health and Resilience Trainings.
7. Referrals for employees experiencing personal difficulties to EAP for assistance on a voluntary basis to assist in overcoming problems that may contribute to poor job performance or conduct.
8. With supervisory approval, employees may be allowed up to 1 hour (or more as necessitated by travel) of excused absences (code 66) for each counseling session during the assessment/referral phase. Thereafter, absences during duty hours for rehabilitation or treatment must be charged to the appropriate leave category in accordance with law and regulations.

6751.04 – Responsibility

6751.04a – Washington Office, Work Environment Performance Office (WEPO), Director of Conflict Resolution and Employee Wellbeing (CREW)

It is the responsibility of the Washington Office, WEPO Director of CREW to:

Designate a National Employee Assistance Program Manager to oversee implementation and equitable access of EAP and employee support program consistency across the Agency in the Employee Support and Wellbeing Branch within the CREW Division.

6751.04b – National Employee Assistance Program Manager

It is the responsibility of the National EAP Manager to:

1. Ensure appropriate EAP implementation in accordance with policy and established authorities. Ensure appropriate clinical oversight and quality assurance programs are in place managing for risk and safety in the implementation of EAP and other behavioral health or employee support program delivery across the Agency providing national leadership and guidance.
2. Ensure that EAP services are available and accessible to all employees, including employees working at host units and/or sites (such as, detached, and remote employees), and assist in overcoming structural and attitudinal barriers to accessing services.
3. Ensure that training for Supervisors and Managers is provided in order to recognize, not diagnose, early signs of potential problems, which could involve alcohol or drug use or abuse, as well as other problems that adversely affect employee performance. This training shall include confrontation and referral procedures.
4. Ensure that contract counseling services offer short-term counseling and/or referral services for employees.
5. Oversee Behavioral Health Officers of the Public Health Service in coordination with the Forest Service Liaison and Senior Behavioral Health Consultant in the Forest Service
6. Ensure that all contracted EAP Services and providers are in compliance with the USDA Plan for a Drug-Free Workplace and USDA DR 4430-792-2.

6751.04c – Line Officers

Line Officers play a critical role in cultivating a culture of safe and healthy work environments and demonstrating agency values. It is the responsibility of Line Officers to:

1. Ensure that all employees, including employees working at host units and/or sites (such as, detached and remote employees), understand that EAP services are available and accessible and assist in overcoming structural and attitudinal barriers to accessing services.
2. Designate an EAP Coordinator for each Region, Station, and the Institute, as well as for Job Corps Civilian Conservation Center (JCCCC) offices. Also, designate and support the training of Collateral Duty forest or unit level coordinators, to ensure appropriate local program delivery and awareness.
3. Create a psychologically safe atmosphere that reduces stigma and normalizes conversations regarding mental health, respects and ensures employee privacy and encourages employees to voluntarily seek counseling and guidance through the EAP.

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4. Ensure that Supervisors and Managers attend EAP training for Supervisors within 1 year of appointment to a supervisory position.
5. Ensure that Forest Service employees only serve as a peer, in voluntary support roles, when they have been adequately trained in accordance with standards and are not appointed as counselors or advisors to other Forest Service employees.
6. Ensure that labor relations bargaining obligations for their unit are met and, that administration of the EAP on their unit is consistent with applicable collective bargaining agreements.
7. Assist management and supervisory personnel in ensuring that all employees are informed about the EAP.
8. Take firm, fair, and consistent action with employees whose conduct is inconsistent with policy and ensure that supervisory referrals are made to the EAP, and outside sources, as needed.
9. Ensure compliance with the EAP policy and take action in noncompliance situations.
10. Respect the needs and rights of employees to maintain confidentiality and to actively engage in an ongoing recovery or support program.

6751.04d – Management and Supervisors

Management and Supervisors play a critical role in cultivating a culture of safe and healthy work environments and demonstrating agency values. It is the responsibility of Management and supervisory personnel to:

1. Support the EAP by ensuring a work atmosphere that respects employee privacy and confidentiality; and facilitate an employee's voluntary use of the program.
2. Establish and maintain interpersonal skills and communication competencies to make compassionate and effective referrals to the EAP. This involves balancing concern for the employee with maintaining productivity and professionalism.
3. Participate in EAP training to ensure the ability to recognize, not diagnose, early signs of potential problems, which could involve mental health, alcohol or drug use or abuse, as well as other problems that adversely affect employee performance.
4. Identify employees for referral to the EAP through documentation of job performance difficulties or through indications of inappropriate use of alcohol or drugs while performing assigned duties, or substance abuse that negatively affects job performance.
5. Offer assistance to employees who are in noncompliance with Forest Service standards for conduct and behavior by making supervisory referrals to the EAP.

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6. Ensure that recovering employees receive fair and impartial consideration for job related opportunities, such as placement, promotion, and training.
7. Ensure that Forest Service employees only serve in voluntary peer support roles, when they have been adequately trained, and are not appointed as counselors or advisors to other Forest Service employees in accordance with EAP standards. Respect the needs and rights of employees to maintain confidentiality and to actively engage in an ongoing recovery or support program.

6751.04e – Regional Employee Assistance Program Coordinators

It is the responsibility of the Regional Employee Assistance Program (EAP) Coordinators to:

1. Support appropriate program implementation in accordance with established authorities and in alignment with national EAP guidance.
2. Provide or coordinate annual educational and awareness training programs according to EAP, to inform employees of the counseling and referral services available through the EAP and to emphasize prevention, early detection, and EAP treatment options.
3. Coordinate training for Supervisors and Managers to recognize, not diagnose, early signs of potential problems, which could involve alcohol or drug use or abuse, as well as other problems that adversely affect employee performance. This training shall include confrontation and referral procedures.
4. Provide information on alcohol and drug abuse prevention and education training to all employees. All alcohol and drug abuse prevention training modules for employees and Supervisors can be accessed through the AgLearn catalog under “6170 FS”. Additional onsite training sessions and resources are available through the internal and contracted EAP provider and will be provided in accordance with the USDA Plan for a Drug-Free Workplace.

6751.04f – Employees

It is the responsibility of employees to:

1. To contribute to organizational safety and health and reinforce a healthy working environment that fosters a positive atmosphere of cooperation and trust. Be informed, self-aware and take action or seek treatment necessary to maintain satisfactory job performance or conduct.
2. Pay the costs associated with treatment (beyond the assessment or treatment sessions provided by the contracted EAP counselor) that are the responsibility of the employee. Employees can use their Federal employee health benefits plan or local community based services for care needs in exceedance of what the EAP has authority to provide.

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3. Take advantage of information provided by the Forest Service and participate in trainings offered through the EAP, such as employee orientations, resiliency skill building and drug free workplace trainings online, in AgLearn and/or onsite, when available.
4. Assist in prevention of alcohol and/or drug problems and their adverse effects on employee health and safety by notifying management when the employee knows the drug and alcohol policy is violated at the worksite.
5. Respect the needs and rights of employees to maintain confidentiality and to actively engage in an ongoing recovery program.
6. Consult with an EAP counselor directly on alcohol and/or drug use or abuse questions.

6752 – Wellness Programs

Wellness refers to diverse and interconnected dimensions of physical, mental, and social wellbeing that extend beyond the traditional definition of health. A well-crafted and supported wellness program can help employees develop and maintain important skills to reduce injuries, improve and optimize personal health and well-being, and leads to many positive outcomes.

For related direction, see FSM 6751 for the EAP covering topics on alcohol and drug abuse; FSM 6720, Occupational Health Programs for topics on occupational health and safety; FSM 6181, Injury Compensation for compensation for injury; FSM 5375, Law Enforcement Health and Fitness Program for law enforcement physical fitness qualifications; and FSH 5109.17, Fire Aviation Management Qualifications Handbook for firefighter physical qualifications and fitness. For additional information on leave and related program areas, see FSH 6109.11, Pay Administration, Attendance, and Leave Handbook. Additional information on Wellness Programs can be located in OPM’s Employee Health Services Handbook located on the OPM website and your local collective bargaining agreement.

6752.01 – Authority

Title 5, United States Code, section 7901 (5 U.S.C. 7901) and Title 5, Code of Federal Regulations, Part 792 (5 CFR Part 792). Provides authority to establish preventive programs related to health and wellness. Authorized activities related to wellness include providing health services, health education, specific disease screening, encouraging health maintenance, and establishment and operation of physical fitness programs. Information can also be located on USDA Departmental Regulation 4430-002 on Wellness Programs. For additional information on wellness programs, refer to FSH 6109.11, chapter 30, Absence and Leave.

Comptroller General's Decision, volume 70, page 190 (70 Comp. Gen.190). Authorizes agencies, within available appropriations, "to provide access to private health and fitness facilities for its employees as part of its health service program."

Internal Revenue Service Private Letter Ruling 9029026 (April 20, 1990). States that amounts reimbursed by employers to employees for membership in an exercise or fitness facility are taxable fringe benefits to the recipients.

6752.02 – Objectives

Forest Service units (Region/Station/Northeastern Area and/or Forest/Lab) are encouraged to support employee Wellness Programs which promote active lifestyles to optimize mental and physical well-being, enhance an individual's ability to lead a satisfying and productive life both on and off the job, and reduce Forest Service costs by optimizing productivity and reducing illnesses and injuries.

In turn, the goal is to reduce Forest Service costs by optimizing productivity, improved recruitment and retention, reduced absenteeism, better employee engagement and reducing illnesses and injuries. Forest Service customers benefit from the effectiveness and efficiency of a healthy, engaged, and experienced workforce.

For organized units in the Forest Service, the establishment of a Wellness Program may be subject to local negotiations, please consult your applicable collective bargaining agreement.

6752.03 – Policy

It is Forest Service policy to encourage implementation of holistic employee wellness programs to enhance employees' ability to achieve work-life balance while reducing Forest Service costs through optimizing productivity and reduction of illness and injury.

6752.04 – Responsibility

6752.04a – Washington Office, Work Environment Performance Office (WEPO), Director of Conflict Resolution and Employee Wellbeing (CREW)

It is the responsibility of the Washington Office, WEPO Director of CREW to:

Designate a National Wellness Program Manager to in the Employee Support and Wellbeing Branch.

6752.04b – National Wellness Program Manager

It is the responsibility of the National Wellness Program Manager to:

1. Provide guidance for Wellness and employee support program development and delivery across the Agency.
2. Provide efficient and effective training and health promotion programs nationally in accordance with OPM guidelines and within Authority.
3. Provide support and guidance to local units in delivery of Wellness and other employee support programs.

6752.04c – Line Officers, Managers, and Supervisors

It is the responsibility of Line Officers, Managers, and Supervisors to:

1. Ensure that a wellness plan is established for their unit, or tier off an established plan existing at a higher level in the organization. Each wellness plan may list the wellness activities being authorized. Activities may include: health screenings, smoking cessation, and weight management programs, mental fitness, and physical fitness. In lieu of listing authorized activities, a unit should list activities that are unauthorized, while using risk based decision to determine authorized individual wellness activities.

Examples of unauthorized activities would include moderate or high risk activities such as SCUBA diving, high contact sports, downhill mountain biking, or other activities with a moderate or high risk of injury.

2. Ensure that information on Wellness Programs is available and accessible to all employees. This includes employees at all grades, appointments (permanent, part-time, temporary, detailed, intern, student), and schedules (remote, hosted, hybrid, in-person, fixed or flexible schedules). Employees that do not work year-round (Permanent Seasonal Employee, Temporary, Student) may only participate in this program while in pay status. Part time employees' benefits are reduced proportionally to their tour.
3. Ensure the labor relations bargaining obligations for their units are met and, that administration of the Wellness Program on their unit is consistent with applicable collective bargaining agreements.
4. Identify which of the following financial arrangements will apply to each activity:
 - a. Government Provided: The activity will be provided using a central procurement for the office as a whole, therefore no employee reimbursement is available for the activity; or,
 - b. Employee Reimbursement: Participation in individual health and wellness program tuitions and memberships must be on an employee reimbursement basis where the employee pays the participation fee, in full, then seeks allowed reimbursement at the end of the participation period, after the goods or services have been received.
 - c. When the Government provides equipment, purchase durable physical fitness and exercise equipment similar to that found in a physical fitness or exercise facility, such as a treadmill, stationary bicycle, or stair-stepper. Ensure that fitness equipment purchased complies with all published directives and guidelines. See restrictions in FSM 6414.2, Personal Property Management.

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- d. Establish a reasonable per-year/per-employee maximum dollar amount for reimbursements. Employee reimbursements are only for commercial programs, centers, and institutions; including both physical locations and/or online apps or services. The amount reimbursed may not exceed the cost of an individual tuition or membership, even if a family membership is purchased. Ensure that a participating employee and Supervisor have both signed the employee’s documented personal wellness agreement (PWA) which should be an individualized program dependent on the agreed-to wellness activity or activities.
5. Designate a Wellness Program Coordinator for each Region, Station, and the Institute, as well as for the Job Corps Civilian Conservation Centers (JCCCs) offices, Law Enforcement and Investigations (LE&I), Washington Office/Albuquerque Service Center, and other offices, when applicable. Collateral duty Forest or unit level coordinators can be designated and properly trained, when necessary, to ensure appropriate program coverage.

6752.04d – Supervisors

It is the responsibility of the Supervisor to:

1. Discuss a Personal Wellness Agreement (PWA) with each employee who participates in the wellness program.
2. Negotiate, Approve, and sign a Personal Wellness Agreement and participate in collaborative discussion with employee as conditions of the agreement or workload change.

6752.04e – Wellness Program Coordinators

It is the responsibility of Wellness Program Coordinators to:

1. Ensure appropriate program implementation in accordance with established authorities.
2. Provide information to employees on wellness concepts.

6752.04f – Budget and Finance (Miscellaneous Payments)

It is the responsibility of Budget and Finance (Miscellaneous Payments) to process employee reimbursements.

6752.04g – Procurement and Property Services (PPS)

It is the responsibility of Procurement and Property Services for procurement and management of Forest Service-owned physical fitness equipment and property.

6752.04h – Employees

It is the responsibility of employees to only participate in a Wellness Program under a signed personal wellness agreement aligned with the program allowances.

6752.1 – Health Risk Assessment

Employees who wish to engage in the Wellness Program are encouraged to first conduct a health risk assessment to ensure their health risks are understood and controlled as needed and appropriate activities are pursued.

An individual's personal wellness agreement should be based on a health risk assessment to identify areas for improvement which may include biometric markers, use of nicotine products, inability to cope with stress, inadequate nutrition, low activity or energy levels, or the inability to perform jobs safely and proficiently. Any assessment may prompt an employee to have a follow up discussion with a qualified medical professional, based on identified risks. The results of a health risk assessment and follow up with medical professional are for personal use in making responsible decisions on wellness activities. Supervisors must not ask for or collect risk assessment results or medical information from employees for purposes of engaging in approved wellness activities.

6752.2 – Wellness Activity

If employees enter a wellness program where Government time (excused leave, code 06/66) is involved (when allowed by law), units may consider developing a wellness plan that provides for:

1. Personal Health Risk Assessment to identify individuals in high-risk categories, indicated by biometrics such as blood cholesterol levels, blood pressure, blood sugar.
2. Developing an individualized PWA on physical, mental, and emotional fitness goals and benefits to the Forest Service.
3. Identifying sanctioned or unauthorized wellness activities that consider the potential for injuries and the image such activities present to the public, and program administration; Collaboration with employees and Supervisors using risk based decision making to monitor risks and benefits of participation.

Employees injured while participating in an agency approved physical fitness or wellness activity, may be eligible for workers' compensation benefits. Approved programs must be documented in PWA and incorporate safeguards to limit the potential for injury or illness (FSM 6181, Injury Compensation).

6752.3 – Nicotine and Tobacco Cessation Program

The Nicotine and Tobacco Cessation Program (also referred to as the Smoking Cessation Program) is designed to encourage Federal employees to make healthier lifestyle choices that also include the cessation of tobacco use. Smoking and smokeless tobacco are contributors to illnesses such as cancer, coronary disease, and emphysema. Therefore, Nicotine and Tobacco Cessation Programs are preventive in nature. Appropriated funds may be used to pay the costs of employees participating in agency-sponsored Nicotine and Tobacco Cessation Programs based on availability of funds. For additional information, see FSM 6443.8, Smoking Regulations and Departmental Regulation 4400-6 (DR 4400-6) for the policy on smoking.

6752.4 – Smoking Cessation Course

Appropriated funds, when available, may be used to pay costs incurred by employees participating in agency-authorized smoking cessation programs (5 U.S.C. 7901). The dollar amount to be spent for any employee shall be determined by the Line Officer (FSM 6510.42). The Forest Service may pay for subsequent smoking cessation programs for employees who find it difficult to break their addiction to tobacco and have a serious desire to try again. Payment for personalized medically supervised smoking cessation programs conducted in a hospital or under personal medical supervision is not authorized.

6753 – Work-Life Programs

Work-life Programs are designed to create flexible and responsible work environments supportive of employee's commitments to home, family, and community. Work-life Programs provide employees with information on but not limited to, child and elder care, nursing mothers program, parenting support groups, work schedules, transit, telecommuting, volunteerism and community involvement, and health promotion. For additional information on these and other potential components of Work-life Programs, please refer to the appropriate Forest Service or USDA policies (such as, FSM 6161 addresses agency telework policies and the USDA Commuter Transit Subsidy Benefits Program is addressed in USDA DR 4080-811-04).

6753.01 – Authority

The authority to share information on optional Work-life Programs was encouraged by two Presidential Memoranda dated July 11, 1994, and June 21, 1996, respectively. Additional guidance is located in the Presidential Memorandum dated June 23, 2014, entitled "Enhancing Workplace Flexibilities and Work-Life Program," provides policy on Work-life Programs. The above work-life policies can be located on the OPM website.

6753.02 – Objectives

Forest Service units at the local field offices are encouraged to establish employee Work-life Programs and to provide information to employees on balancing their work and lives.

6753.03 – Policy

The Forest Service is committed to the sharing of information and/or the implementation of Work-life Programs.

6753.04 – Responsibility

6753.04a – Washington Office, Work Environment Performance Office (WEPO), Director of Conflict Resolution and Employee Wellbeing (CREW)

It is the responsibility of the Washington Office, WEPO Director of CREW to:

Designate a National Work-Life Program Manager to the Employee Support and Wellbeing Branch.

6753.04b – National Work-Life Program Manager

It is the responsibility of the National Work-Life Program Manager to:

Ensure appropriate program implementation in accordance with established authorities.

6753.04c – Line Officers, Managers, and Supervisors

It is the responsibility of Line Officers, Managers, and Supervisors to:

1. Ensure that information on Work-life Programs is available and accessible to all employees, including employees working on host units and/or sites (such as detached and remote employees). The methods employed in the delivery of the information may be based on the availability of funds.
2. Designate a Work-life Program Coordinator for each Region, Station, and the Institute, as well as for Job Corps Civilian Conservation Center offices. Also, designate and train a collateral duty forest or unit level coordinator, where necessary, to ensure appropriate and successful program coverage.

6753.04d – Work-Life Coordinators

It is the responsibility of Work-Life Coordinators to:

1. Ensure that information shared with employees includes related provisions of any collective bargaining agreements.
2. Ensure appropriate program implementation in accordance with established authorities.
3. Share information to employees on the work-life issues.

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6753.1 – Leave Programs

For direction on leave policies, see FSH 6109.11, Pay Administration, Attendance, and Leave Handbook regarding various leave and schedule flexibilities. Unless otherwise stated, refer to the appropriate Forest Service policies.

6753.2 – Child Care Program

The Childcare Program is a component of the Work-Life Program. For direction on childcare policy, see FSM 6444, Government-Sponsored Childcare Facilities. Regional Foresters, Station Directors, the Institute Director, and the Area Director are authorized, but not required to, provide space for childcare facilities, subject to the direction in FSM 6444-6444.2. This authority may be redelegated. For information on childcare programs, consult your local line officer. The Forest Service does not have a Childcare Tuition Assistance program.

6753.3 – Work-Life Flexibilities and Work-Life Programs for Elder Care

The Federal Government offers a wide array of workplace flexibilities and work-life programs that can be combined in many ways to achieve the type of flexibility that allows employees time off for elder caregiving needs. Please see OPM Handbook on Workplace Flexibilities and Work-Life Programs for Elder Care.