



**Iowa Bulletin:** 360-23-5

**Date:** August 25, 2023

**Subject:** PER – NRCS Wellness Program-Process for Reimbursement

**Action Required By: September 14, 2023**

**Purpose.** To provide clarification and a locally established reimbursement process regarding the Wellness Program Components, Health-Based Incentives, as described in Title 360, General Manual (GM), Part 420, Subpart S, amended April 2023.

**Expiration Date.** September 30, 2024

**Background.** In April 2023, USDA-NRCS issued an updated Part 420-Safety and Health Management Program, Subpart S-Wellness Program, that provides employees with cost incentives. The cost incentive includes a reimbursement provided to employees for either onsite or offsite fitness activity participation in accordance with Office of Personnel Management requirements.

**Explanation.** This bulletin clarifies the process to be utilized for employees to receive the incentives and applies to reimbursements requested **April 25, 2023, or LATER**, date of published policy.

Employees should refer to 360-GM, Part 420, Subpart S, Section 420.224(2)(a) for details regarding the cost incentive requirements and must meet the criteria as described.

Employees may submit claims for reimbursement following this Iowa Process using Optional Form (OF)-1164, "Claim for Reimbursement for Expenditures on Official Business." Payments will be made via electronic funds transfer.

Required supporting documentation for reimbursement includes:

- 1) Self-Certification of Participation form.
- 2) **Paid** receipt to the fitness provider or facility.

Fitness Program Cost Incentive Reimbursement – Iowa Process:

- 1) Fitness Incentive Participant completes form OF-1164 and attaches receipt for the **paid** membership for the reimbursement period and certification form.
- 2) Participant's supervisor reviews OF-1164, paid receipt and certification form. If approved, supervisor submits to their respective Iowa Leadership Team representative.
- 3) Iowa Leadership Team representative reviews and forwards documentation via email to Nick Johnson, Financial Resources Specialist, and cc: Megan Trout, Management Analyst and respective AMA or AA.
- 4) Nick Johnson and/or Megan Trout will log the request and obtain the Allowance Holder's Signature or their Designee on the Self-Certification of Participation form.
- 5) Management and Strategy staff will submit to FPAC Accounts Payable for processing.

**Contact.** Megan Trout, Management Analyst, at [megan.trout@usda.gov](mailto:megan.trout@usda.gov) or 515-323-2254.

NEIL DOMINY  
Acting State Conservationist

Attachments: OF-1164 and Self-Certification of Participation Forms

**DIST: E**