This instruction implements AFPD 40-1, *Health Promotion*. It establishes the Health Promotion Program, assigns action responsibilities, and directs how the program will be conducted to promote and maintain the health and well-being of the Air Force community. It applies to all military personnel and retirees, their families, family members of deceased active duty members, and civilian employees.

**SUMMARY OF REVISIONS**

This revision aligns this instruction with AFPD 40-1, *Health Promotion*.

1. **References.**
   1.1. AFR 30-53, *US Air Force Health Promotion Program (PA).*
   1.2. AFI 40-102, *Tobacco Use in Air Force Facilities.*

2. **Purpose.** The purpose of health promotion is to improve the overall health and quality of life of the individual and the work force. An emphasis on healthy life styles is intended to improve military readiness and productivity, prevent disease and injury, reduce medical care expenditures, and promote positive psychological and social well-being.

3. **Philosophy.** Individuals can improve their health, performance, and quality of life by accepting responsibility for personal health- impacting behavior. Although the individual is ultimately responsible for personal health maintenance and for developing a healthy lifestyle, all organizations must provide opportunities which assist individuals’ endeavors.
4. Objectives.

4.1. Encourage people to modify their behavior and lifestyle toward optimal health by providing health education, assessments, screenings, and an environment conducive to overall wellness.

4.2. Enlist active participation in the Health Promotion Program by all Air Force organizations. Health promotion is NOT a Medical Treatment Facility (MTF) program. It is a Wing-wide health effort coordinated through the Patrick Health Council and the Health Promotion Working Group.

4.3. Encourage medical service personnel to expand and encompass health promotion and disease prevention when providing health care to beneficiaries.

4.4. Plan and work cooperatively with other federal, national, state and local health service agencies to develop, implement, and evaluate health promotion activities.

5. Membership.

5.1. Patrick Health Council Membership. The Patrick Health Council (PHC) is a combined meeting established because of the similar health related content and membership. The three major components of the PHC are the Wing level Health promotion Committee, the Health Care Consumer Advisory Council, and the Wing Fitness Program Monitors. Membership will include, but is not limited to:

5.1.1. Medical.

5.1.1.1. Commander, Medical Treatment Center; Chief, Hospital Services; Administrator; Chief, Aerospace Medicine; Base Dental Surgeon; Director, Patient Administrator; Health Benefits Advisor; Health Promotion Manager/Wing Fitness Program Administrator; and Medical Liaison/Wing Fitness Program Advisor.

5.1.2. Other Base Agencies.

5.1.2.1. Wing Fitness Program Trainer; Defense Commissary Agency (DECA); Army and Air Force Exchange Service (AAFES); Chaplain (45 SW/HC); Civilian Personnel (45 MSS/MSC); Family Support Center (45 MSS/MSF); Services Squadron (45 SVS); Retiree Activities (45 MSS/CCU); First Sergeants Group (advisory); Fire Department (45 CES/CEF) (advisory), and Officers’ Wives Club.

5.1.3. Others: Each group and tenant organization will identify primary and alternate members to the PHC. The primary member should be the designated unit fitness program manager who coordinates the cycle ergometry testing for their organization.

5.2. Medical Treatment Facility (MTF) Health Promotion Working Group Membership. The MTF working group consists of the Health Promotion Manager, plus the program managers of the six main health promotion areas: Nutrition, Smoking Prevention and Cessation, Physical Fitness, Stress Management, Alcohol and Drug Abuse Prevention, and Cancer and Cardiovascular Disease Prevention. Membership includes, but is not limited to, a medical advisor and the American Red Cross Coordinator.

6. Responsibilities. For the Health Promotion Program to be effective, there must be cooperation among several base services which have an impact on the health and well-being of the Patrick AFB community.
The principal force for the coordination of the Health Promotion Program is the Patrick Health Council. The responsibilities of the various services involved in the program are:

6.1. **Commander, 45th Space Wing.**

   6.1.1. Monitors the program to ensure a wide variety of high-quality programs are presented in each of the six main health promotion areas: Smoking Prevention and Cessation, Physical Fitness, Nutrition, Stress Management, Alcohol and Drug Abuse Prevention, Cancer and Cardiovascular Disease Prevention.

   6.1.2. After consultation with MTF Commander, will appoint a Health Promotion Program Manager to act as their representative in carrying out the program. A copy of the appointment letter is sent to HQ AFSPC/SGPM and to HQ USAF/SGPZ.

   6.1.3. Appoints the chairperson and all members of the Patrick Health Council and the MTF Working Group.

   6.1.4. Approves Patrick Health Council and Military Treatment Facility working group meeting minutes and reviews reports.

   6.1.5. Provides leadership and emphasis to the Health Promotion Program through restricting tobacco use, ensuring healthy food options, encouraging physical fitness, and promoting a healthy work environment.

   6.1.6. Meets at least quarterly with the MTF Commander and Health Promotion Program Manager to receive update on program focus and initiatives, and to review and approve the program goals and objectives.

   6.1.7. Ensures sufficient resources, in collaboration with the MTF Commander, to include a separate budget, identified administrative support, and office space.

   6.1.8. Reviews civilian employees' participation in health promotion programs and maximizes their involvement, if resources permit.

6.2. **Commander, 45th Support Group.** Provide 45 SUG resources to meet the objectives of the program.

6.3. **Commanders and Supervisors at All Levels.**

   6.3.1. Permit sufficient time, as mission needs permit, for military personnel to participate in health screenings and health and fitness activities or classes (smoking cessation, stress management, fitness exercise, cardiovascular risk reduction, nutrition). Attendance by civilian employees should be encouraged where resources, work hours, and regulatory requirements permit.

   6.3.2. Encourage the promotion and practice of healthy life style behaviors of subordinates and their families.

6.4. **Commander, 45th Medical Group.**

   6.4.1. Ensures a Health Promotion Program is offered as part of the health care delivery service and provide direct guidance for the program.

   6.4.2. Reviews and approves job descriptions, operating instructions, and goals and objectives of the 45 SW Health Promotion Program. Serves as the direct-line supervisor of the Health Promotion Program Manager.
6.4.3. Recommends clinic and base personnel, as appropriate, to the Wing Commander to serve on the Patrick Health Council.

6.4.4. Provides medical expertise and guidance to the Health Promotion Program. Assigns a medical provider to advise on clinical preventive medicine issues. Appoints medical providers in writing to provide health education programs regarding Tobacco Cessation, Back Injury Prevention, Cardiovascular and Cancer.

6.4.5. Ensures professional staff members refer all patients requiring health promotion intervention to the Health Promotion Program Manager for tracking and monitoring of program impact.

6.4.6. Meets at least quarterly with the Health Promotion Manager to keep abreast of current initiatives and program focus.

6.4.7. Reviews and approves quarterly health promotion activity reports, PHC meeting minutes and the MTF working group minutes forwarded by the Health Promotion Manager.

6.5. **Health Promotion Program Manager.**

6.5.1. Assists the chairperson of the Patrick Health Council.

6.5.2. Serves as chairperson of the MTF's Health Promotion Program Working Group.

6.5.3. Briefs the Wing Commander quarterly regarding the status of the Health Promotion Program.

6.5.4. Coordinates health promotion initiatives with the Wing Commander, 45 MDG Commander, and base services involved.

6.5.5. Serves as the focal point between the MTF and other base agencies in promoting healthy life-styles at the 45 SW and in the local community. Assists in development of programs and policies related to physical and mental health.

6.5.6. Maintains a file of health promotion literature, videos, and available programs.

6.5.7. Establishes liaisons with community health agencies and health educators, integrating their program resources into the Patrick Health Promotion Program.

6.5.8. Maintains standards of performance outlined in the Health Promotion Program Manager job description approved by the Hospital Commander.

6.5.9. Conducts an assessment of the community needs every two years through the use of a Health Promotion Needs Assessment, AF Form 1330, or a comparative form. Prior to issuance, all surveys involving civilian personnel will be coordinated with 45 MSS/MSC for appropriate notification of labor organizations. The results of the survey will be utilized for planning future programs and tracking community trends.

6.6. **Health Promotion Program Committees.**

6.6.1. Are multi-tiered in nature. Vision is provided by executive management (via 45 SW Commander and group commanders). Implementation is achieved via committee representatives with oversight of Health Promotion Manager.

6.6.2. Consist of an installation-level meeting (Patrick Health Council) and a Medical Treatment Facility Working Group.
6.6.3. Serve as the focal point for developing and coordinating a Wing Health Promotion Program which encourages healthy lifestyles through awareness, risk assessment, intervention, and supportive environment. As such, it will not only originate, plan, execute and evaluate initiatives of its own, but also those of its individual members.

6.6.4. All members serve at least one year to provide continuity. The designated person should attend all meetings. If absent, member must notify the Health Promotion Program Manager.

6.6.5. Mix and augment resources to present programs that have the maximum effect on the target population.

6.6.6. Work with the Health Promotion Program Manager to establish goals and objectives, coordinate programs and activities, distribute literature, identify resources, and brief organizations. Assess the health promotion needs of the Patrick community.

6.6.7. Provide support to the Health Promotion Manager by assisting with briefings to organizations and publicity.

7. Procedures and Reporting.

7.1. The Health Promotion Manager must provide a quarterly Health Promotion Activity report of any health promotion activities. Health promotion activities can be defined as any combination of health education and related organizational, social, economic, or health care interventions designed to cause behavioral and environmental alteration to improve or protect health. The unit for reporting these activities is a health promotion encounter. Each person participating in the activity is counted as a health promotion encounter. Participating base services will report the number of encounters to the manager quarterly. The report will be completed and forwarded to the MTF Commander for review and approval. Copies will be sent to the Wing Commander and HQ AFSPC/SGZ.

7.2. Health Promotion activities will focus on, but not be limited to, the six areas established by the Department of Defense, the United States Air Force, and Air Force Space Command:

7.2.1. Nutrition (including cholesterol control).
7.2.2. Stress Management.
7.2.3. Physical Fitness and Back Care.
7.2.4. Cancer and Cardiovascular Disease Prevention.
7.2.5. Drug and Alcohol Abuse Prevention.
7.2.6. Smoking/Tobacco Cessation.

7.3. Minutes of Health Promotion meetings are forwarded to the 45 SW Commander for review NLT 15 working days after holding a meeting. Once finalized and approved, they are filed at the 45th Medical Group Administrative Services. Copies of the minutes are distributed to each member and sent to HQ AFSPC/SGZ.
8. Documentation Disposition. Documentation created by this instruction is disposed of according to AFR 4-20, Volume II.

ROBERT S. DICKMAN, Brigadier General, USAF
Commander