

## Chapter 1

### GENERAL INFORMATION

**1.1. Overview.** The goal of the Physical Fitness Program (PFP) is to motivate all members to participate in a year-round physical conditioning program that emphasizes total fitness, to include proper cardiorespiratory conditioning, muscular endurance training, and healthy eating. An active lifestyle increases productivity, optimizes health, and decreases absenteeism while maintaining a higher level of readiness. All references to United States Air Force (USAF) terminology, units, grades, and positions will also apply to the equivalent in USSF, as appropriate, until such time as the USSF provides its own independent guidance. For example, references to Airmen or RegAF members will apply to Guardians. References to a major command (MAJCOM) or numbered air force (NAF) will apply to field commands. References to wings will apply to deltas/garrisons. Air Staff roles and responsibilities (e.g., AF/A1) will apply to the Office of the Chief of Space Operations (Space Staff) equivalent (e.g., SF/S1), as appropriate.

1.1.1. Commanders at all levels must incorporate physical fitness into their culture and establish an environment for members to maintain physical fitness, health, and performance to meet expeditionary mission requirements. **(T-1)**. The PFP promotes the primary physical fitness elements of cardiorespiratory fitness, muscular strength, muscular endurance, body composition, and flexibility of each member. In conjunction with a consistent unit physical fitness training program and individual fitness training, the Physical Fitness Assessment (PFA) provides commanders with a tool to assist in the determination of overall physical fitness of their members.

1.1.2. It is every member's responsibility to maintain the standards set forth in this DAFMAN 365 days a year. Every member should be physically fit, regardless of age, grade, gender, or duty assignment. Physical fitness directly and positively impacts health, general fitness, duty performance, and mission readiness.

**1.2. Department of Air Force Physical Fitness Assessments.** For the purpose of PFP, the following terms apply.

1.2.1. **Physical Fitness Assessment (PFA).** The Department of the Air Force PFA consists of cardiorespiratory fitness, muscular strength, and core endurance components. This general assessment is gender and age specific and occupationally independent with science-based, health, and general fitness standards.

1.2.2. **Occupationally Specific Physical Fitness Assessment (OSPFA).** The OSPFA is an Air Force Specialty Code (AFSC) occupationally specific, operationally-relevant physical fitness assessment with broader physical fitness component requirements. This specific assessment is independent of gender, age, and rank with science-based, criterion performance fitness standards. For detailed instructions, see [Attachment 8](#).

## Chapter 2

### ROLES AND RESPONSIBILITIES

**2.1. Chief of Staff of the Air Force.** Directs implementation of the Physical Fitness Program (PFP) and renders final decision on all policy proposals pertaining to this DAFMAN.

**2.2. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR).**

2.2.1. Provides policy oversight, advocacy of the physical fitness and body composition programs, and the health promotion program as it relates to physical fitness.

2.2.2. Reviews and coordinates on all fitness-related policy proposals.

2.2.3. **Deputy Assistant Secretary of the Air Force for Force Management Integration (SAF/MRM).** Oversees the PFP and ensures compliance with existing legislation and policies.

2.2.4. **Deputy Assistant Secretary for Reserve Affairs and Member Readiness (SAF/MRR).** Oversees the health promotion and body composition programs and ensures compliance with existing legislation and policies.

**2.3. Air Force Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1).**

2.3.1. Establishes, develops, coordinates, and executes physical fitness policies and guidance through the Director of Military Force Management Policy (AF/A1P).

2.3.2. Consults with SAF/MR and the Air Force Surgeon General (AF/SG) for medically related physical fitness issues and body composition standards.

2.3.3. Directs research and studies to assess physical fitness methods and standards.

2.3.4. Approves all new or altered PFAs.

2.3.5. Collaborates with AF/SG, Directorate of Services (AF/A1S), Office of The Judge Advocate General (AF/JA), and Chief Master Sergeant of the Air Force (CMSAF) on matters related to physical fitness policy.

2.3.6. Director of Military Force Management Policy (AF/A1P).

2.3.6.1. Develops and maintains guidance regarding implementation and administration of the PFP.

2.3.6.2. Coordinates on all Tier 1 waiver requests.

2.3.6.3. Coordinates with internal and external organizations as required.

2.3.6.4. Oversees the Air Force Physical Fitness Working Group.

2.3.7. **Director of Air Force Services (AF/A1S).** Advocates for availability of base-level physical fitness resources, such as facilities and equipment.

2.3.8. **Director of Plans and Integration (AF/A1X).** Provides software development and administration for the PFP, through the A1 Digital Transmission Activity.

2.3.9. **Air Force Personnel Center (AFPC).**

2.3.9.1. Serves as the execution authority for this publication; implements and disseminates guidance and procedures.

2.3.9.2. Advises AF/A1P on the execution of physical fitness matters.

2.3.9.3. Collaborates with AF/A1P on process matters and changes that may impact the overall PFP and provides program metrics as required. Evaluates annual physical fitness reports and submits findings with a recommendation to AF/A1P.

2.3.9.4. Manages the Fitness Assessment Appeals Board process.

2.3.9.5. Provides physical fitness related advisories to the Air Force Board for the Correction of Military Records.

2.3.9.6. Collaborates with the A1 Digital Transformation Activity on software updates and issues pertaining to the PFP.

2.3.9.7. Renders decision on RegAF user access requests to myFitness in conjunction with Air Force Services Center (AFSVC). Provides Senior Management User roles to authorized personnel.

2.3.9.8. Provides updates to AFPC Public Affairs (AFPC/PA) on PFP information.

2.3.9.9. Special Programs (AFPC/DP3SA) processes and approves non-tiered items.

2.3.9.10. Provides inputs for Systems Management (e.g., myFitness) user and user guides as needed in conjunction with AFRC, ANG, and AFSVC for Physical Fitness Program (PFP) and this DAFMAN.

## **2.4. Air Force Deputy Chief of Staff for Operations, Plans and Requirements (AF/A3).**

2.4.1. Ensures Special Warfare Airmen, who are required to take the OSPFA, adhere to the requirements in this DAFMAN and their AFSC specific manual (as required).

2.4.2. Coordinates OSPFA guidance with AF/A1P.

## **2.5. Air Force Deputy Chief of Staff for Logistics, Engineering, and Force Protection (AF/A4).**

2.5.1. Ensures members in specific AFSCs required to take the OSPFA, adhere to the requirements in this DAFMAN and their AFSC specific manual (as required).

2.5.2. Coordinates OSPFA guidance with AF/A1P.

## **2.6. Air Force Surgeon General (AF/SG).**

2.6.1. Develops intervention training policy and guidance related to the medical aspects of the PFP.

2.6.2. Coordinates with AF/A1 on policies and programs that promote physical fitness.

## **2.7. Air Force Physical Fitness Working Group.**

2.7.1. Air Force Physical Fitness Working Group convenes (as needed) with direction from AF/A1P, either in person or virtually, and reports findings and/or recommendations to the AF/A1. (T-1).

2.7.2. Provides Air Force leaders recommendations on matters related to the PFP. (T-1).

2.7.3. Reviews the PFP and presents innovative and effective solutions for consideration in order to improve overall Department of the Air Force physical fitness readiness.

2.7.4. Utilizes a cooperative approach to adapt to changing requirements by linking fitness resources, emerging technologies, and exploring current integrated solutions across physical fitness training and education organizations.

## **2.8. National Guard Bureau Force Management, Customer Support Policy Branch (NGB/A1PS).**

2.8.1. Provides policy oversight and advocacy of the physical fitness health awareness program as it relates to physical fitness for the Air National Guard.

2.8.2. Provides physical fitness related advisories to the Air Force Board for the Correction of Military Records (BCMR) affecting ANG members.

## **2.9. National Guard Bureau, Personnel Readiness and Mobilization Branch: ANG Services (NGB/A1XR).**

2.9.1. Assists in developing training materials in consultation with the Air Force Physical Fitness Working Group as well as all health, fitness, and exercise professionals.

2.9.2. Renders decisions on ANG user access requests to myFitness. Provides Fitness Information Manager (FIM) user roles to authorized base personnel. **(T-1)**. (**Note:** Only two FIMs per ANG Wing authorized.)

2.9.3. Provisions ANG access within myFitness upon receipt of the DD Form 2875, *System Authorization Access Request*, written order (**Attachment 4**), user agreement, and signed FIM appointment letter. **(T-2)**.

2.9.4. Provides inputs for Systems Management (e.g., myFitness) user and user guides as needed in conjunction with AFRC, AFPC, and AFSVC for Physical Fitness Program and this DAFMAN.

2.9.5. Provides subject matter expertise to the Air Force FIMs, Fitness Program Managers, and Fitness Assessment Cells (FAC) on physical fitness guidelines outlined in this DAFMAN.

2.9.6. Ensures exercise, nutrition, and behavioral health education programs are incorporated into required program education and implements Air Force Medical Readiness Agency Health Promotion Operations (AFMRA/HPO) approved Fitness Improvement Program (FIP). **(T-2)**.

2.9.7. Reviews unit Management Internal Control Toolset (MICT) to ensure compliance with the physical fitness guidance as outlined in this DAFMAN.

2.9.8. Conducts Staff Assistance Visits (SAVs) on the unit program at the request of the commander (or equivalent). **(T-2)**.

## **2.10. Air Force Reserve Command (AFRC) Fitness and Health Promotion Program Manager.**

2.10.1. Must be appointed by the AFRC/CC or AFRC/CV. **(T-2)**. Must be a SNCO, officer, or civilian equivalent.

2.10.2. Reports fitness related matters and fitness participation to AFRC/Surgeon General and AFRC/A1. **(T-2)**.

2.10.3. Renders decision on AFR user access requests to myFitness. Provides Air Staff, MAJCOM, and FIM user roles to authorized base personnel. (T-1).

2.10.4. Provisions Air Force Reserve FIM access within myFitness upon reception of the DD Form 2875, written order ([Attachment 4](#)), user agreement, and signed FIM appointment letter. (T-2).

2.10.5. Ensures exercise, nutrition, and behavioral health education programs are incorporated into required program education and implements Air Force Medical Readiness Agency Health Promotion Operations (AFMRA/HPO) approved Fitness Improvement Program (FIP). (T-2).

2.10.6. Conducts SAVs on the installation program(s) at the request of the commander (or equivalent). (T-2).

2.10.7. Provides inputs for Systems Management (e.g., myFitness) user and user guides as needed in conjunction with ANG, AFPC, and AFSVC for Physical Fitness Program and this DAFMAN.

2.10.8. Reviews unit MICT to ensure compliance with physical fitness guidance as outlined in this DAFMAN.

## **2.11. Air Force Services Center Fitness and Sports (AFSVC/VMS).**

2.11.1. Assists in developing training materials in consultation with the Air Force Physical Fitness Working Group as well as all health, fitness, and exercise professionals.

2.11.2. Collaborates with the A1 Digital Transformation Activity on software updates and issues pertaining to the PFP.

2.11.3. Renders decision on RegAF user access requests to myFitness in conjunction with AFPC. Provides Senior Manager and FIM user roles to authorized personnel Provisions RegAF FIM upon reception of the DD Form 2875, written order ([Attachment 4](#)), user agreement, and signed FIM appointment letter. (T-2). Must maintain documentation for all appointed positions. (T-2).

2.11.4. Provides inputs for Systems Management (e.g., myFitness) user and user guides as needed in conjunction with AFRC, AFPC, and NGB for Physical Fitness Program and this DAFMAN.

2.11.5. Provides subject matter expertise with AFPC/DP3 to the Air Force FIMs, Fitness Program Managers, and Fitness Assessment Cells on physical fitness guidelines outlined in this DAFMAN.

2.11.6. Reviews unit MICT to ensure compliance with physical fitness guidance as outlined in this DAFMAN.

## **2.12. Installation/Wing Commander (or equivalent).**

2.12.1. Oversees the installation/base Physical Fitness Program (PFP) and ensures compliance with this DAFMAN.

2.12.2. Provides an environment that supports and motivates a healthy lifestyle through optimal physical fitness and nutrition in accordance with AFI 48-103, *Health Promotion*. (T-2).

- 2.12.3. Ensures subordinate commanders implement and maintain unit PFPs. **(T-2)**.
- 2.12.4. Establishes local guidance for subordinate unit commanders that utilize the installation Fitness Assessment Cell (FAC) to appoint Physical Training Leaders (PTL) to augment the FAC for the purpose of conducting PFAs.
- 2.12.5. Oversees the appeals process of fitness assessments in accordance with **paragraph 8.2. (T-2)**.
- 2.12.6. Provides appropriate manpower, safe facilities, equipment, resources, and funding to support the Force Support Squadron (FSS) in support of the PFP and where applicable to the FAC. **(T-2)**.
- 2.12.7. Renders final decision on plans to appoint certified PTL and Unit Fitness Program Managers (UFPM), to augment the FAC. **(T-2)**.
- 2.12.8. Periodically reviews FAC operations to ensure augmented personnel are used in a manner that minimizes undue burden on units. **(T-2)**.
- 2.12.9. Renders decisions on all cardiorespiratory assessment courses (1.5-mile run, 20-meter HAMR, and 2 kilometer walk) after collaboration with the local Civil Engineering Squadron (CES), Force Support Squadron (FSS), and Wing Safety; and files approval memorandum with the FAC. **(T-2)**. **Note:** Tracks/Courses remain certified until superseded.
- 2.12.10. Implements certification and recertification of cardiorespiratory component tracks or courses. Certification and recertification must be in conjunction with local CES, FSS, and Wing Safety established procedures. **(T-2)**.
- 2.12.11. Plans, programs, and budgets training to support the installation programs, to include Unit Fitness Assessment Cell (UFAC), Unit Fitness Program Manager (UFPM) and Physical Training Leader (PTL) training and the Fitness Improvement Program (FIP) education and intervention program. **(T-2)**.
- 2.12.12. Establishes local guidance for subordinate unit commanders regarding use of duty time for physical training. **(T-3)**. ARC includes unit training assemblies, regularly scheduled drills, annual tours, and special tours.
- 2.12.13. Coordinates with the host Military Treatment Facility (MTF) to establish medical support for the PFP, to include space-available access to FIP, UFAC, UFPM, and PTL training. **(T-2)**.

## **2.13. Medical Group Commander.**

- 2.13.1. Provides medical support for the installation PFP. **(T-3)**.
- 2.13.2. Plans, programs, and budgets for medically-related intervention and training programs, such as CPR and AED certifications. **(T-3)**.
- 2.13.3. Ensures Military Treatment Facility (MTF), Guard Medical Unit (GMU), or Reserve Medical Unit (RMU) providers receive initial and annual refresher training on the PFP, duty limiting conditions procedures, medical conditions, and medications that may affect fitness assessments. **(T-3)**.

2.13.4. The ARC medical unit commander responsible for health service support to the wing or group shall appoint a credentialed provider as Medical Liaison Officer to serve as the program's consultant to all other medical providers and support staff.

**2.14. Chief, Aerospace Medicine or Equivalent.**

2.14.1. Ensures all AF Form 469, *Duty Limiting Condition Report*, related to fitness restrictions, fitness assessment restrictions are in compliance with AFI 48-133, *Duty Limiting Conditions*. (T-2).

2.14.2. Provides medical oversight for medical reporting guidance for any injury sustained during fitness assessments. Educates and ensures the Primary Care Manager initiates appropriate referral, line-of duty determination, and profiling actions as appropriate. (T-3).

2.14.3. Ensures members with risk factors identified on DAF Form 4446A, *Air Force Physical Fitness Screening Questionnaire (FSQ)* are reviewed and dispositioned by MTF medical providers consistent with current medical practice standards. (T-3).

**2.15. Military Treatment Facility (MTF), Guard Medical Unit (GMU), or Reserve Medical Unit (RMU) Provider.**

2.15.1. Stays up to date on PFP policy, FSQ guidance, and medical conditions affecting Physical Fitness Assessments (PFA) and AF Form 469 procedures as it pertains to policy. (T-2).

2.15.2. Makes a determination at all patient encounters in which the medical condition impacts physical fitness activity (to include assessment and training). Documents limitations and Fitness Assessment exemptions on AF Form 469 in accordance with AFI 48-133. (T-2).

2.15.3. Provides risk assessment and recommendations for members with a high-risk response on the FSQ. (T-2).

2.15.4. Evaluates members to determine whether a medical condition precludes the member from completing the PFA. (T-2).

2.15.5. Must evaluate all members with risk factors identified on the FSQ prior to the fitness assessment. (T-1). If any item on the FSQ indicates a condition, which might limit performance of any component of the fitness assessment, and there is not an accompanying current AF Form 469, the member must provide the FSQ for a medical evaluation. (T-1). A provider will complete and sign the appropriate place on the FSQ, and complete an AF Form 469, if applicable, and the member will return the FSQ to the UFPM. (T-1).

**2.16. Medical Liaison Officer (ARC only).** Ensures all medical providers receive adequate training on the PFP procedures. (T-2). Training should include program policies, medical conditions, medications affecting assessments, and duty limiting conditions procedures.

**2.17. Force Support Squadron.**

2.17.1. Oversees the function and management of the Fitness and Sport Center and the FAC. (T-3). Executes plans, programs, budgets, and funds for safe and effective fitness operations within the FAC. (T-3).

2.17.2. Ensures FAC staff are fully trained and possess the capabilities to train PTLs, UFPs, and UFACs conducting PFAs. **(T-2)**. Special populations such as GSUs, Detachments, etc. will ensure that UFP and UFACs are fully trained and possess the capabilities to train PTLs. **(T-2)**.

2.17.3. Ensures adequate facilities and other resources are available to support physical fitness operations at home station and at deployed locations. **(T-2)**.

2.17.4. Ensures the Fitness Center Manager and staff are trained and prepared to support the PFP at home station and at deployed locations. **(T-1)**. **Note:** Non-Appropriated Funded (NAF) employees and Non-Appropriated Funded (NAF) contractors are not authorized to support PFP. **(T-0)**.

2.17.5. Ensures Fitness Center staff are trained (as required) to support the program, e.g., training courses in accordance with DAF Fitness Standards, developing and leading group exercises. **(T-1)**.

2.17.6. Provides fitness metrics and unit status reports to the wing commander and other leaders monthly. **(T-2)**. Reports the following current statistical data in accordance with DoDI 1308.03 on PFAs. **(T-2)**. **Note:** Report generated by Installation FIM.

2.17.6.1. Number of personnel administered PFA.

2.17.6.2. Number of personnel who received an Unsatisfactory PFA.

2.17.6.3. Number of personnel who received a Satisfactory PFA.

2.17.6.4. Number of personnel who received an Excellent PFA.

2.17.6.5. Number of personnel who are Composite Exempt.

2.17.6.6. Number of personnel in the Fitness Improvement Program (FIP).

2.17.6.7. Number of personnel successfully completing FIP.

2.17.7. **ARC only.** Will appoint NCOs (ANG: SNCOs) or above (including Appropriated Funds [APF]-funded civilian equivalents) as Wing Fitness Program Managers. **(T-2)**. **Note:** When FSS is not available, appointment authority will be the Mission Support Group Commander. **(T-2)**.

2.17.8. Will appoint NCOs or above (including APF-funded civilian equivalents) as FIMs. **(T-2)**. **Note:** When FSS is not available, appointment authority will be the Mission Support Group Commander. **(T-2)**.

2.17.9. Will appoint NCOs or above (including APF-funded civilian equivalents) as Fitness Assessment Cell (FAC) Managers. **(T-2)**. **Note:** When FSS is not available, appointment authority will be the Mission Support Group Commander. **(T-2)**.

2.17.10. Appoints representative to attend Installation Deployment Availability Working Group (DAWG) meetings.



**2.18. Fitness Information Manager (FIM).**

2.18.1. FIMs are appointed by the Force Support Squadron Commander and must be NCOs or above (including APF-funded civilian equivalents) as Fitness Information Managers (FIM). **(T-2). Note:** Non-Appropriated Funded (NAF) employees and Non-Appropriated Funded (NAF) contractors are not authorized to support PFP. **(T-0).**

2.18.2. Provides respective myFitness System Admin (AFSVC/VMS, NGB/A1XR, or AFRC/A1Z) with a DD Form 2875, written order ([Attachment 4](#)), user agreement, and signed FIM appointment letter to gain access to myFitness.

2.18.3. Updates myFitness with corrections resulting from administrative errors and/or records approved through the appeal process in accordance with [paragraph 8.2](#).

2.18.4. Provisions FAC access within myFitness upon reception of the DD Form 2875, written order ([Attachment 4](#)), user agreement, and signed FAC appointment letter. Must maintain documentation for all appointed positions. **(T-2).**

**2.19. ARC ONLY. Wing Fitness Program Manager (WFPM).**

2.19.1. AWFPs are appointed by (ARC) Force Support Squadron Commander and must be an NCO or above (including APF-funded civilian equivalents). **(T-2). Note:** Non-Appropriated Funded (NAF) employees and Non-Appropriated Funded (NAF) contractors are not authorized to support PFP. **(T-0).**

2.19.2. The WFPM will serve as the PFP contact for AFR units. **(T-2).** Provides overall guidance and recommendations on unit physical training program as requested by the unit commander. **(T-2).**

2.19.3. Ensures FAC, UFACs, UFPs and PTLs are trained to lead unit physical training and conduct PFAs, if not collocated with a base. **(T-2).** Secures training and certification at specified locations on base, or utilizes remote or online training options if space is unavailable. **(T-2).** Ensures all PTLs are trained for Basic Life Support (or equivalent training). **(T-2).**

2.19.4. Conducts SAVs on unit fitness program at the request of the commander (or equivalent). **(T-2).**

2.19.5. Provides initial and refresher training for Air Force Reserve Fitness Program Medical Liaison Officer regarding program policies and procedures. **(T-2).**

2.19.6. Coordinates with Air Force Reserve Command Fitness and Health Promotion Program Manager to report adverse events related to fitness participation. The report is provided to AFRC/SGPH and AFRC/A1. **(T-2).**

2.19.7. Attends the Installation Deployment Availability Working Group (DAWG). **(T-2).**

**2.20. AFR ONLY. Exercise Physiologist (EP).**

2.20.1. Serves as the AFR stand-alone Installation Fitness and Health Promotion Manager and is the subject matter expert for Fitness and Health Promotion.

2.20.2. Designs, implements, and reports a comprehensive physical fitness/sports medicine program, fitness and health assessment, education, and intervention program aimed at enhancing combat readiness of AFR members to include IMAs, active duty assigned, dependents, and retirees of the installation. **(T-1).**

2.20.3. Provides physical fitness recommendations in accordance with functional limitations provided on AF Form 469. **(T-2)**.

2.20.4. Serves as a subject matter expert/consultant to commanders, medical providers, FAC, and individuals regarding physical fitness activity. **(T-2)**.

2.20.5. Attends the Installation Deployment Availability Working Group (DAWG).

2.20.6. Obtains (within 1 year of hire) and maintains the Certified Exercise Physiologist certification from the American College of Sports Medicine (ACSM) or Certified Strength and Conditioning Specialist certification from the National Strength and Conditioning Association (NSCA) as a condition of employment. **(T-1)**.

2.20.7. Must obtain and maintain CPR/AED certification. **(T-1)**.

## **2.21. Fitness Assessment Cell (FAC) Manager.**

2.21.1. Appointed by the FSS Commander. Must be an NCO or above (including APF-funded civilian equivalents). **(T-2)**. FAC staff may be of lower grade than E-5 if they are working under the supervision of an NCO FAC Manager. **(T-2)**. **Note:** Non-Appropriated Funded (NAF) employees and Non-Appropriated Funded (NAF) contractors are not authorized to support PFP. **(T-0)**.

2.21.2. At installations where the Fitness Center is operated under a Non-Appropriated Fund Instrumentality memorandum of agreement or contract and there are no 3F1X1 (Services) noncommissioned officers, the Force Support Squadron Commander (FSS/CC), in conjunction with installation leadership, will identify NCOs or above (including APF-funded civilians), from anywhere across the installation to perform FAC Manager duties. **(T-2)**. Members assigned as the FAC Manager will report to and elevate FAC issues and concerns to the Sustainment Services Flight Chief (FSS/FSV). **(T-2)**.

2.21.3. Maintains PTL training in accordance with [paragraph 5.2](#) and provides the following documents to the FIM: DD Form 2875, written order ([Attachment 4](#)), user agreement, and appointment letter. **(T-2)**.

2.21.4. Oversees the operation of the installation FAC and ensures all procedures are in compliance with this DAFMAN. **(T-2)**. **Note:** The FAC is centralized under the FSS and augmented by installation PTLs that utilize the FAC for assessments. The FAC conducts PFAs and inputs scores in myFitness for units that do not conduct internal assessments.

2.21.5. Trains UFACs, UFPMs, and PTLs on their responsibilities, PFA procedures, and myFitness usage. **(T-2)**. Maintains records for all trained personnel and their positions for validation of PFA administration and inspection purposes.

2.21.6. Provisions UFPM, UFAC, and Commander access within myFitness upon reception of the DD Form 2875, written order ([Attachment 4](#)), user agreement, and signed FAC appointment letter. Must maintain documentation for all appointed positions.

2.21.7. Provides PFA refresher training to all FAC augmentees as necessary and prior to administering PFAs. The refresher training includes an overview of proper assessment procedures as well as local assessment instruction and has to be completed prior to administering any PFAs. **(T-2)**. Files proof of PTL training, written order, and current CPR training for FAC augmentees. **(T-2)**.

2.21.8. Publishes PFA assessment dates and times within myFitness. (T-2).

2.21.9. Ensures all PFAs are administered in accordance with [Chapter 3](#).

2.21.10. Ensures PFA scores are entered into myFitness within five (5) duty days. The completed FSQ, DAF Form 4446, *Air Force Fitness Assessment Scorecard*, and AF Form 469 (if applicable) will be uploaded into myFitness. (T-2).

2.21.11. Supervises installation UFACs and trains UFACs how to properly administer and document PFAs in accordance with [Chapter 3](#). Processes all PFA appeals for subordinate UFACs.

2.21.12. Conducts inspections on units (UFACs) performing internal PFAs annually or at the request of commanders (or equivalent). (T-2).

2.21.13. Ensures PFA Administrators are informed on local PFA processes and procedures. (T-2).

2.21.14. **ARC ONLY.** Conducts weekday PFAs and manages UTA PFA assessment schedule utilizing FAC/PTL augmentees.

2.21.15. At locations not collocated at a major AF installation (e.g., geographically separated units, detachments), UFACs will fulfill the roles of the FAC. (T-2). Fitness assessments will be conducted by a trained PTL and ensure all portions of the assessment are administered in accordance with [Chapter 3](#). (T-2).

## **2.22. Fitness Assessment Cell (FAC) Augmentee.**

2.22.1. PTLs selected to augment the FAC in the administration of fitness assessments are known as FAC augmentees. Any PTL may augment the FAC if appointed to do so. **Note:** Non-Appropriated Funded (NAF) employees and Non-Appropriated Funded (NAF) contractors are not authorized to support PFP. (T-0).

2.22.2. Maintains PTL training in accordance with [paragraph 5.2](#) and provides the following documents to the FAC: Proof of PTL training, written order ([Attachment 4](#)), and current CPR training.

2.22.3. Completes refresher training on PFA procedures at the beginning of their FAC augmentee assignment. (T-2). The refresher training includes an overview of proper assessment procedures as well as local assessment instruction and has to be completed prior to administering any PFAs. (T-2). Administers all portions of the fitness assessment in accordance with [Chapter 3](#). (T-2).

## **2.23. Unit Commanders.**

2.23.1. Establish an environment that supports, encourages, and motivates a healthy lifestyle through optimal physical fitness and nutrition and ensures compliance with this DAFMAN. (T-1).

2.23.2. Establish and enforce a unit PFP and ensure appropriate administrative action is taken in cases of non-compliance. (T-1).

2.23.3. Determine if PFAs for their members will be conducted internally with a UFAC, or with the installation FAC. Officially notify local FSS/FAC, and MAJCOM/A1 of decision in accordance with locally set procedures. Units that choose to internally conduct assessments are not required to provide augmentees to the FAC. **(T-2)**.

2.23.4. **RESERVE.** Determine if PFAs for their members will be conducted internally with a UFAC. Officially notify local FSS/FAC and AFRC/A1 or NGB/A1 with a memorandum indicating intent to assess internally. Units that choose to conduct internal assessments are still required to augment the installation FAC during UTAs. **(T-2)**.

2.23.5. At installations/GSUs where no FAC exists or where no host-tenant agreement allows for PFA administration, commanders must establish a UFAC. **(T-2)**.

2.23.6. Appoint individuals in writing to the following positions:

2.23.6.1. FAC Augmentee in accordance with [paragraph 2.22](#) (if required).

2.23.6.2. Physical Training Leader (PTL) in accordance with [paragraph 2.26](#).

2.23.6.3. Unit Fitness Program Managers (UFPM) in accordance with [paragraph 2.25](#).

2.23.6.4. Unit Fitness Assessment Cell (UFAC) in accordance with [paragraph 2.24](#) (if applicable).

2.23.7. Ensure members enrolled in FIP continue to meet program requirements, or document when they are not able to complete those requirements. **(T-2)**.

2.23.8. Refer any members who have had four temporary component exemptions in one or more components within a 24-month period to the Deployment Availability Working Group (DAWG) or Airman Medical Readiness Optimization Board (AMRO).

## **2.24. Unit Fitness Assessment Cell (UFAC).**

2.24.1. Appointed by a unit commander that has opted to perform PFAs internally. At locations where an installation FAC does not exist (such as a geographically separated units), UFACs must conduct PFAs and input scores in myFitness. **(T-2)**. Must be an NCO or above (including APF-funded civilian equivalents). **(T-2)**. **Note:** Non-Appropriated Funded (NAF) employees and NAF contractors are not authorized to support PFP. **(T-0)**.

2.24.2. Must maintain UFAC training in accordance with [paragraph 5.3](#) and provide the following documents to the FAC: DD Form 2875, written order ([Attachment 4](#)), user agreement, and appointment letter. **(T-2)**.

2.24.3. Oversees the operation of the unit PFP and ensures all procedures are in compliance with this DAFMAN. **(T-2)**.

2.24.4. Assigns myFitness UFPF user roles and privileges to properly appointed UFPFs, and oversees their use of the system upon receipt of a DD Form 2875, written order ([Attachment 4](#)), user agreement, and appointment letter. Must maintain documentation for all appointed positions. **(T-2)**.

2.24.5. Ensures all PTLs and UFPFs are trained by the installation FAC. **(T-2)**.

2.24.6. Publishes PFA assessment dates and times within myFitness. **(T-2)**.

2.24.7. Ensures all portions of the PFAs are administered in accordance with [Chapter 3](#). (T-1).

2.24.8. Ensures PFA scores are entered into myFitness within five (5) duty days. (T-2). The completed FSQ, DAF Form 4446, and AF Form 469 (if applicable) will be uploaded into myFitness. (T-2).

2.24.9. Files completed written orders ([Attachment 4](#)) for all PTLs that are administering PFAs. (T-2).

2.24.10. Ensures only individuals appointed as a UFAC administer PFAs. (T-2).

2.24.11. Unit commanders may coordinate with other commanders to coordinate a multi-unit UFAC. (e.g., Small units may form one UFAC that assesses multiple PAS Codes).

2.24.12. Responsible to the installation FAC for proper implementation of the internal PFA procedures.

## **2.25. Unit Fitness Program Manager (UFPM).**

2.25.1. Appointed by unit commander. Must be NCO or above (including APF-funded civilian equivalents) and trained in accordance with [paragraph 5.1](#). (T-3). Additional UFPMs may be of lower grade if they are working under the supervision of an NCO. **Note:** Non-Appropriated Funded (NAF) employees and NAF contractors are not authorized to support PFP. (T-0). The UFPM is responsible to the unit commander for the unit PFP and serves as the liaison between the unit commander, UFAC, or FAC.

2.25.2. Requirements: Must provide the following documents to the FAC/UFAC: DD Form 2875, written order ([Attachment 4](#)), user agreement, and appointment letter. (T-2).

2.25.3. Reviews PFA scheduling requests in myFitness and validates FSQ, AF Form 469 status, and enters exemptions (if needed) into myFitness. Refers members with high-risk responses on the FSQ to an appropriate provider for assistance. (T-2).

2.25.4. Ensures unit members are scheduled for PFAs.

2.25.5. Informs members of FIP requirements and records counselling in myFitness. (T-2). Notifies unit commander of members failing to show for any FIP appointments. (T-2).

2.25.6. If a unit member received an unsatisfactory PFA, UFPM must initiate DAF Form 108, *Department of the Air Force Fitness Education and Intervention Processing*, in myFitness to include mandatory FIP option(s) and FIP appointment date, time, and location. (T-2).

2.25.7. UFPMs will inform their commander if any members have had four temporary component exemptions in one or more components within a 24-month period. (T-1).

## **2.26. Physical Training Leaders (PTL).**

2.26.1. Appointed by unit commander. May be any rank (including APF-funded civilian equivalents). (T-2). The PTL reports to the UFPM for the unit PFP. **Note:** Non-Appropriated Funded (NAF) employees and Non-Appropriated Funded (NAF) contractors are not authorized to support PFP. (T-0).

2.26.2. Must provide the following documents to the UFPM: written order (if conducting PFAs), appointment letter, and proof of training in accordance with [paragraph 5.2.1](#) (T-3).

2.26.3. Are trained in accordance with [paragraph 5.2](#) to lead unit physical training exercises and administer PFAs. Will maintain a fitness assessment score of 75 or higher. **(T-2)**. If, at any time, a PTL's fitness assessment score drops below 75 or becomes noncurrent, the appointment will be voided. **(T-2)**. For commanders to reinstate a PTL, the member must achieve a passing score and re-accomplish necessary training to be reinstated. **(T-2)**. **Note:** Civilian appointed PTLs are not required to take a PFA.

2.26.4. May be appointed as a FAC augmentee to administer PFAs at the FAC. May also administer PFAs if appointed as a UFAC. **Note:** PTLs are only authorized to be PFA Administrators if appointed to do so in accordance with [paragraph 3.2.2](#) **(T-2)**.

## **2.27. Member.**

2.27.1. Maintains individual year-round physical fitness through self-directed and unit-based PFPs. Members must know when their assessment is due in order to remain current in accordance with [Chapter 3](#). **(T-2)**. Members are responsible for maintaining their PFA currency.

2.27.2. Seeks medical evaluation or intervention if a medical condition is believed to impact their ability to complete the PFA. **(T-3)**.

2.27.3. Monitors any personal PFA exemptions, schedules all necessary medical appointments, and initiates PFA arrangements in a timely manner.

2.27.4. Signs up for PFAs in myFitness. **(T-2)**. If unable to find available PFA options in myFitness, the member must contact their UFPM for assistance. **(T-1)**.

2.27.5. Completes FSQ in myFitness in accordance with [Chapter 3](#). **(T-2)**. If walking in for an unscheduled assessment, member must complete FSQ prior to PFA. If a member identifies a medical condition on the FSQ that would limit the member from completing all components of the assessment and the member does not have a current AF Form 469 documenting exemptions, the member must notify their UFPM and schedule an appointment with their MTF as soon as possible.

2.27.6. Informs FAC/UFAC of any updates needed to be made to the FSQ between scheduling and administration of PFA.

2.27.7. If entered into FIP, completes all program requirements and if appropriate, provides documentation of compliance in accordance with [Chapter 6](#). **(T-2)**.

2.27.8. Accesses individual fitness reports directly from the myFitness website.

2.27.9. Acknowledges assessment component results by signing DAF Form 4446 following completion of the assessment. **(T-2)**. Refusal to sign the scorecard does not invalidate the assessment results.

2.27.10. Wears the authorized physical training gear to complete cardio, strength, and endurance components of the assessment in accordance with DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*. **(T-2)**.

2.27.11. Promptly reports any medical condition (e.g., disease, injury, operative procedure or hospitalization) that might impact their utilization and readiness to their commander, supervisor, or supporting military medical treatment facility personnel. **(T-1)**. Each commander and supervisor must notify the servicing medical treatment facility when they become aware of any changes in a member's medical status including any medical condition that occurred during the fitness assessment and/or prevented the member from completing the fitness assessment. **(T-1)**.

2.27.12. Notifies UFPM upon receiving an AF Form 469 from healthcare provider with fitness restrictions and or PFA exemptions in accordance with AFI 48-133. Uploads a copy of the AF Form 469 in myFitness when scheduling assessment.

2.27.13. ARC members will ensure they are in a qualified duty status for assessments. **(T-0)**. Assessments can be performed in the following statuses: active duty status (Annual Tour, Initial Active Duty Training, Proficiency Training, Reserve Personnel Appropriation, Military Personnel Appropriation, Reserve Management Period, and School Tour) or inactive duty status (Inactive Duty Training, Regularly Scheduled Drills, and Unit Training Assemblies).

2.27.14. No other duty status, i.e., Equivalent Reserve Instruction, Equivalent Training, Additional Training Period, Additional Flying Training Period, Ground Training Period, is an appropriate status to be used for the performance of the assessment requirement.



## Chapter 3

### OFFICIAL FITNESS ASSESSMENT

**3.1. General.** In conjunction with a consistent unit physical fitness training program and individual fitness training, the Physical Fitness Assessment (PFA) provides commanders with a tool to assist in the determination of overall fitness of their members. The Department of the Air Force assesses cardiorespiratory fitness and muscular fitness elements. Members taking the PFA must achieve a minimum score in each component as well as an overall composite score of  $\geq 75$  to remain current. **(T-1)**. The Department of the Air Force PFA scores are based on age and gender. **Note:** Members are subject to the component scores based on their gender reflected in the Military Personnel Data System. **(T-1)**.

3.1.1. The components of the PFA are Cardiorespiratory Fitness, Muscular Strength, and Core Endurance. Members may choose any combination (1 per component) for their PFA. The components are measured by the following assessments:

3.1.1.1. Muscular Strength: 1-minute push-ups, or 2-minute hand release push-ups (HRPU).

3.1.1.2. Core Endurance: 1-minute sit-ups, 2-minute cross leg reverse crunch (CLRC), or timed forearm plank.

3.1.1.3. Cardiorespiratory Fitness: 1.5 mile run, 20 meter High Aerobic Multi-shuttle Run (HAMR) or the 2 kilometer walk (if not medically cleared to run).

3.1.2. Mission-specific physical fitness elements are used in the OSPFA. Details for the OSPFA are located at **Attachment 8**. Functional authorities are responsible for drafting and coordinating any Department of the Air Force Manual pertaining to the Department of the Air Force PFA. Refer to AFPC website, physical fitness page, for other OSPFA guidance and updates.

### **3.2. Physical Fitness Assessment (PFA) Administration.**

3.2.1. Installations will develop a local plan, signed by the wing or installation commander or equivalent, for unit commanders to appoint PTLs to augment the FAC for the purpose of administering PFAs. Non-appropriated funded Fitness Center staff will not be used to augment the FAC to conduct fitness assessments. **(T-0)**.

3.2.2. PFA Administrators. The following officials are authorized to conduct PFAs if they are PTL trained and properly appointed to one of the following positions:

3.2.2.1. Fitness Assessment Cell Manager.

3.2.2.2. Fitness Assessment Cell Staff.

3.2.2.3. Fitness Assessment Cell Augmentee.

3.2.2.4. Unit Fitness Assessment Cell.

3.2.2.5. Wing Fitness Program Managers (ARC).

3.2.2.6. AFR Exercise Physiologists (Stand-alone Installations).



3.2.3. PFA Administrators wear the uniform of the day or physical training gear when administering PFAs. **(T-3)**. Local leadership will establish which uniform (uniform of the day or physical training gear) that must be worn in the performance of this duty. **(T-3)**.

3.2.4. Assessment Administrators will never conduct a PFA alone, and they will ensure there is a non-assessment taking member in addition to the assessment taking member when conducting PFAs. **(T-1)**.

3.2.5. Members must take the PFA at a FAC/UFAC authorized to conduct assessments at their PASCODE. **(T-2)**. If a member requests to take their PFA at an alternate location, it must be approved by their UFPM (or supervisor for IMAs) and coordinated with their home station FIM **(T-2)**. If approved to take assessment at the alternate location, the home station FIM must give temporary UFAC access to the FAC administering the PFA to input the scores in myFitness. **(T-3)**. **Note:** Only installation FACs may administer PFAs for individuals not at their home station.

3.2.6. PFAs must be administered by PFA Administrators assigned at Installation FACs and/or Unit FACs (UFACs). **(T-2)**. Appointed PTLs will conduct PFAs and the designated FAC/UFAC will provide oversight. **(T-2)**. PFA scores will be updated in myFitness by the FAC/UFAC. **(T-2)**. **Exception:** Special populations in accordance with [Chapter 6](#).

3.2.7. The Installation FAC may support PFAs for ARC tenant units at RegAF installations to include Unit Training Assembly (UTA) weekends, as requested or provided for in their host-tenant agreements. **(T-1)**. **Note:** During these UTAs, there must be FAC Augmentation in accordance with the host-tenant agreement.

3.2.8. Member must wear the authorized physical training gear to complete cardio, strength, and endurance components of the assessment in accordance with DAFI 36-2903. **(T-2)**.

3.2.9. PFA Administrators will conduct official PFAs with an Automated External Defibrillator (AED) present (within the building, or within 100 feet). **(T-1)**. AEDs will remain onsite until all PFA participants leave the area. **(T-1)**.

**3.3. Fitness Screening Questionnaire (FSQ).** Members must complete the FSQ prior to their PFA. **(T-1)**. If any item on the FSQ indicates a condition, which may limit performance of any component of the fitness assessment, and there is not an accompanying current AF Form 469, the member must provide the FSQ for a medical evaluation. **(T-1)**. A medical provider will complete and sign the appropriate place on the FSQ, and complete an AF Form 469, if applicable, and the member will return the FSQ to the UFPM. **(T-1)**. The member must provide their completed and signed AF Form 469 (working copies not permitted) for the next scheduled PFA. **(T-1)**. Member must inform PFA Administrator if FSQ responses have changed between original submission of FSQ and execution of PFA. **(T-1)**.

**3.4. Extenuating Circumstances.** If FAC/UFAC staff determine extenuating circumstances prevent completion of the PFA, (e.g., rapidly changing or severe weather conditions, emergencies, injury, or travel time needed to complete other components at alternate location) then all components must be rescheduled and completed at the earliest opportunity. **(T-2).** **Note:** Reserve members will be required to complete the indoor 20m HAMR when weather conditions prohibit outdoor assessments and no indoor running track is available for the 1.5 mile run. **(T-2).** For members on an AF Form 469 authorizing the 2 kilometer walk (exempting 1.5 mile run and 20-meter HAMR), member will be required to complete a reassessment no later than the next UTA. **(T-2).** ANG members will be required to complete a reassessment no later than the next UTA and when official fitness assessment are being conducted. **(T-2).**

### 3.5. Fitness Assessment Composite Score.

3.5.1. The categories of PFA scores are: Excellent ( $\geq 90$ ), Satisfactory (75 - 89.9), Unsatisfactory ( $\leq 74.9$  and/or any component minimum not met), and Composite Exempt. **Note:** Members must be exempt in all three components to be entered as composite exempt in myFitness. **(T-1).**

#### 3.5.2. Scoring.

3.5.2.1. Members receive a composite score from 0 to 100 based on the following maximum component scores: 60 points for Cardiorespiratory, 20 points for Muscular Strength, and 20 points for Core Endurance.

3.5.2.2. The 2 kilometer walk is a pass or fail assessment. No points are awarded for successful completion. If a member passes the assessment, the member will have a composite score calculated based on the assessed components in the same way the score will be calculated if the member were exempt from the cardiorespiratory component in accordance with [paragraph 3.5.3.](#) **(T-1).**

**Table 3.1. Walk Standards (2 Kilometer).**

Male Standards		Female Standards	
Age (yrs)	Maximum Time (mins:secs)	Age (yrs)	Maximum Time (mins:secs)
< 30	16:16	<30	17:22
30-39	16:18	30-39	17:28
40-49	16:23	40-49	17:49
50-59	16:40	50-59	18:11
60+	16:58	60+	18:53

3.5.2.3. Completing the minimum exercise repetition/duration in all fitness assessment components does not generate enough points to earn a composite score of 75 or greater. Repetition/durations below the required minimum receive a component score of zero.

3.5.2.4. Composite scores are official when entered into myFitness. Any disagreements with results must be addressed in accordance with [paragraph 8.2](#) **(T-1).**

3.5.2.5. All PFAs that are administered before the 16<sup>th</sup> day of the calendar month the member is due, may be counted as a Diagnostic Physical Fitness Assessment (DPFA). After completion of the PFA and receiving the composite score from the PFA Administrator, the member may elect to accept the result, or decline results to make the PFA a DPFA. DPFA is a non-attribution assessment aimed to provide feedback and help members identify and improve any problem areas. **Note:** Traditional Reservists, IMAs, and Drill Status Guardsman are eligible for DPFAs if the PFA attempt is administered no later than the calendar month prior to when the member is due.

3.5.2.5.1. A member will have no more than three (3) DPFA logged within a 365-day period. **(T-2)**. If a member has logged three (3) DPFAs within 365 days, this option is not available and they must accept the results of the PFA. **(T-2)**.

3.5.2.5.2. If a member declines the results, the DPFA must still be entered into myFitness, but without the results. **(T-3)**. Only after a member elects to count the PFA as official will the results be recorded in MyFitness. **(T-3)**.

3.5.3. Scoring for members with exemptions. Members with an AF Form 469 exempting them from performing one or more components of the PFA will have a composite score calculated only on the assessed components. **(T-2)**. **Note:** Members assessed on the 2 kilometer walk are not considered exempt and will fall under frequency standards in accordance with [paragraph 3.6](#) (e.g., A member has a AF Form 469 exempting them from the 1.5 mile and 20-meter HAMR run but authorizes the 2 kilometer walk; if the member passes the walk assessment, receives 18.7 points for Strength and 17.7 points for Core Endurance; the total component points achieved = 36.4. Total possible points = 40 points. Composite score is:  $(36.4/40) \times 100 = 91$ . Since the member scored above a 90 (Excellent), they will assessment annually.)

### 3.6. Frequency of Physical Fitness Assessments.

3.6.1. The required frequency of an official PFA is based on the current fitness score and are synced to a calendar month, not a specific day. Members must take PFAs before the last day of the due month to remain current in accordance with [paragraph 3.7](#). **(T-3)**. Members may volunteer to perform a PFAs in earlier months provided they meet exemption requirements in [Chapter 4](#) (if applicable). **(T-1)**. Commanders will not direct members to take their PFAs prior to their due month. **(T-1)**.

3.6.1.1. Excellent. All members scoring Excellent will be due again in 12 months. **(T-1)**. (e.g., if member receives an Excellent on 15 April, then member's next due month is April of the following year). **Note:** Members who meet the 2 kilometer walk standard in [Table 3.1](#), may receive an Excellent.

3.6.1.2. Satisfactory. All members scoring Satisfactory will be due again in 6 months (e.g., if member receives a Satisfactory on 15 April, then member's due month is October of the same year). **(T-1)**. **Note:** ANG Title 32 Drill Status Guardsmen will assessed again by 12th calendar month following the PFA.

3.6.1.3. Unsatisfactory. All members scoring Unsatisfactory will be due again in 3 months (e.g., if member receives an Unsatisfactory on 15 April, then member's due month is July of the same year). **(T-1)**. It is the member's responsibility to ensure they retest before the end of the 3rd month as non-currency begins on 1st calendar day of the 4th month. **Note:** ANG Title 32 Drill Status Guardsmen will be due again in 6 months

3.6.1.3.1. Members require commander's approval to test earlier than the 3rd calendar month. **(T-3)**.

3.6.1.4. Component Exemptions. All members who receive a Satisfactory or Excellent score that have any component exemptions in accordance with [paragraph 4.1.1.1](#), will retest after the expiration of the exemption, plus the *Acclimatization Period* in accordance with [paragraph 3.6.2](#), or based on the Satisfactory/Excellent result, whichever comes earlier. (e.g., if member received a Satisfactory or Excellent result on 15 April with a component exemption that expires on 2 May, and they then member's due month is July). **Note:** If member scores an Unsatisfactory with a Component Exemption, their next assessment is based in accordance to 3.6.1.3.

3.6.1.4.1. If any member is exempted for a component that is properly documented as a *Permanent Duty Limiting Condition*, they do not need to retest after the exemption expires. These PFAs will be scored in accordance with [paragraph 3.5.3](#), and have their next PFA frequency will be scheduled based on the Excellent/Satisfactory/Unsatisfactory results.

3.6.1.5. Composite Exemptions. Members that are on a composite exemption will have their PFA due date set to the month after the *Acclimatization Period* in accordance with [paragraph 3.6.2](#) after the expiration of the AF Form 469. **(T-1)**. **Note:** Members in this exemption status must still have their height and weight taken and entered into myFitness.

3.6.2. *Acclimatization Period*. This time period is to ensure members safely adjust to a change in environmental or physical conditions. Acclimatization periods are granted after member is away from their Home Station for more than 21 consecutive days (e.g., travel, leave), and/or after exemptions types listed in [Chapter 4](#). During this time, members may not be mandated to take a PFA but may volunteer to do so. Calculation of the Acclimatization period is determined by counting the 3 calendar months from the day *after* returning to duty/from restrictions. **(T-2)**. **Note:** ARC personnel may only receive an Acclimatization Period for 21 consecutive days away from Home Station only at the discretion of their commander. If ARC members have a large elevation change from their residence to their PFA location, refer to [paragraph 3.11.12.2](#).

3.6.2.1. *Example 1:* Member's exemption expires (or returns to area after 21 days away) on 31 January. Calculate from 1 February, so *Acclimatization Period* would be February & March and member's due month would be April.

3.6.2.2. *Example 2:* Member's exemption expires (or returns to area after 21 days away) on 30 January. Calculate from 31 January, so *Acclimatization Period* would be January & February and member's due month would be March.

**Table 3.2. PFA Frequency.**

Type	Next PFA due	Paragrap
Excellent	12 months	<b>3.6.1.1.</b>
Satisfactory	6 months	<b>3.6.1.2.</b>
Unsatisfactory	3 months	<b>3.6.1.3.</b>
Component Exemptions	After the expiration of exemption, plus <i>Acclimatization Period</i>	<b>3.6.1.4.</b>
Composite Exemptions	After the expiration of exemption, plus <i>Acclimatization Period</i>	<b>3.6.1.5.</b>

**3.7. Currency.** Currency is established by the member's most recent PFA. A member is current when they fall in one of the below categories. If member does not meet the criteria in the below categories, the member is not current. **Note:** ANG Title 32 Drill Status Guardsmen Satisfactory assessments are valid for 12 months.

- 3.7.1. Performed an Excellent PFA within the last 12 months.
- 3.7.2. Performed a Satisfactory PFA within the last 6 months.
- 3.7.3. Performed an Unsatisfactory PFA within the last 90 days.
- 3.7.4. Presently under a Composite Exemption.

### **3.8. Illness or Injury.**

3.8.1. If during or after the PFA, the member experiences unusual shortness of breath, chest pain, dizziness or lightheadedness, any other unusual symptoms, or injury, they should notify PFA Administrator immediately. The member has the option to be evaluated at the MTF whether or not the member completes the PFA; however, the unit commander may only invalidate the PFA after an evaluation from the MTF. Before departing the assessment location, members must notify PFA Administrator of the presence of illness or injury, and the PFA Administrator will indicate it on the DAF Form 4446.

3.8.2. Members will inform their chain of command regarding the injury or illness immediately after the fitness assessment. This is to ensure communication between the unit commander and FAC/UFAC staff occurs prior to score entry into myFitness. **(T-1)**. If the illness or injury block of the DAF Form 4446 is marked, the FAC/UFAC staff will sign the form acknowledging that they will hold scores to allow for medical evaluation and the unit commander's review. **(T-1)**.

3.8.3. FAC/UFAC staff, will transmit a copy of the DAF Form 4446 indicating injury/illness to the UFPM for the unit commander's review within two duty days. **(T-2)**.

3.8.4. FAC/UFAC will enter the PFA results in myFitness on the 6th duty day if the member does not seek a MTF evaluation. **(T-2)**. If the injured/ill member has a pending MTF appointment, FAC/UFAC will wait to enter the PFA results until the 6th duty day after the appointment.

3.8.5. For Title-32 Drill Status Guardsmen and Traditional Reserve members, the FAC will enter scores into myFitness at the conclusion of the next unit training assembly if the commander does not invalidate the assessment results or if the FAC does not receive a response from the commander. (T-2).

3.8.6. If the medical evaluation validates the illness or injury, the Unit Commander may invalidate the fitness assessment results by checking the "I render this assessment invalid" block of the DAF Form 4446, signing, and returning the form to the FAC/UFAC.

3.8.7. If the fitness assessment is invalidated, the member's new due month will be the following calendar month. (T-2). **Note:** ARC members must be reassessed at the next available Unit Training Assembly. (T-2).

### **3.9. Course Requirements for 1.5 Mile Run, 2 Kilometer Walk, and 20 Meter High Aerobic Multi-Shuttle Run (HAMR).**

3.9.1. Establish standard courses of accurate distance that are as level and even as possible. All courses and tracks may be used at the discretion of Installation Commander, however they must be certified in accordance with USA Track & Field guidelines and in conjunction with local CES, FSS, and Wing Safety established procedures in addition to the requirements in this chapter. (T-2). The installation commander (or GSU equivalent) will recertify running surfaces after damage, modification, or repair. (T-2). **Note:** Tracks/Courses remain certified until superseded.

3.9.2. If a standardized 400 meter track is used for:

3.9.2.1. The 1.5 mile run: Six laps plus 46 feet.

3.9.2.2. The 2 kilometer walk: Five laps.

3.9.3. If non-standardized 400 meter track or alternative route is used for:

3.9.3.1. The 1.5 mile timed run will be 2640 yards or 2414 meters.

3.9.3.2. The 2 kilometer timed walk should be 2187 yards or 2000 meters.

3.9.3.3. Course should have limited exposure to traffic, should not have a continuous incline or decline or rolling hills; and avoid slopes exceeding two degrees.

3.9.3.4. If using a road course, where possible, start and finish should be at the same location. Clearly mark the start and finish lines (and half-way point for road courses).

3.9.3.5. Basketball courts are not authorized for 1.5 mile run and 2 kilometer walk assessments. (T-2).

3.9.4. 20-meter HAMR Course Requirements.

3.9.4.1. Two lines, measured 20 meters apart at both end points of the lines with enough room for the member to safely slow down. The lines may be permanently or temporarily marked.

3.9.4.2. Surface must be flat, dry, slip resistant, and free of trip hazards. (T-1). **Note:** Grass/gravel surfaces are not authorized.

3.9.4.3. Indoor court surfaces are authorized and only need to be measured by FAC/UFAC staff.

3.9.4.4. Any alternative location (e.g., Tennis court, hangar, etc.) outside of indoor courts or approved 1.5 miles/2 kilometer walk course/track must be approved by the Installation Commander in conjunction with local CES, FSS, and Wing Safety's established procedures in addition to the requirements in this chapter. **(T-2)**.

3.9.4.5. Must use Air Force approved audio file. PFA Administrator is responsible for ensuring the sound is sufficient for all runners to hear, and that the audio device used cannot be disrupted during the assessment.

3.9.5. Trained personnel will monitor participants, ensuring all members complete entire course and are continuously observed for course completion, safety, counting laps or shuttles, and recording results. **(T-1)**.

3.9.6. Indoor tracks may be used at the discretion of installation leadership, however the track must be certified with the same standards within this chapter. **(T-1)**.

### **3.10. Course and Track Safety and Environmental Conditions.**

3.10.1. Snow: No snow/ice accumulation on the running surface.

3.10.2. Water (surface): No standing water that a large group cannot easily avoid on the running surface.

3.10.3. Mud: No mud on the running surface that cannot be easily avoided.

3.10.4. Light: Reflective belts or vests are required if running near traffic from one hour before sunset to one hour after sunrise.

3.10.5. Intersections: Crossing guards with reflective safety vests and/or lights must be positioned at all active intersections. **(T-2)**.

3.10.6. Medical: An Automated External Defibrillator (AED) present (within the building, or within 100 feet). **(T-2)**. AEDs will remain onsite until all PFA participants leave the area. **(T-1)**.

3.10.7. Each installation will establish and ensure all sites conducting PFAs have ability to contact emergency services or call 911.

3.10.8. Consult with base environmental engineering, base weather, or civilian agencies to determine the following environmental conditions before beginning any component assessment outdoors. **Note:** Devices used to measure wet bulb globe temperature must be certified by bio environmental or civilian agencies. **(T-3)**.

3.10.8.1. Rain: No significant rain. Significant rain is defined as measurable 0.10 of inch per hour or more.

3.10.8.2. Lightning: No lightning within five nautical miles and wait at least 30 minutes after the last observed lightning.

3.10.8.3. Hail: No hail forecasted or reported within 25 miles.

3.10.8.4. Wind Speed: Max wind allowed  $\leq 15$  mph sustained, or  $\leq 20$  mph gusting.

3.10.8.5. Cold Stress: Air temperatures must be  $> 34$  degrees Fahrenheit, including wind chill. **(T-3)**.

3.10.8.6. Heat Stress: Wet bulb globe temperature must be used at the start of the fitness assessment, but even more importantly during the aerobic component (should be  $\leq 86$  degrees Fahrenheit). (T-1).

3.10.8.7. Visibility: Must be greater than  $\frac{3}{4}$  mile if near vehicular traffic. (T-1).

### 3.11. Official Physical Fitness Assessment Procedures.

3.11.1. Prior to all PFAs an FSQ must be completed and reviewed by UFPM. (T-1). The PFA Administrator will not assess anyone without required FSQ documentation. (T-1). Member must inform PFA Administrator if FSQ responses have changed between original submission of FSQ and execution of PFA. If a member is a walk-in (unscheduled assessment), the FAC/UFAC Staff reviews FSQs completed the day of the assessment and notifies the UFPM of any member with high-risk responses for referral to a health care provider. (T-2).

3.11.2. Height and weight will be obtained in accordance with DoDI 1308.03. (T-0). The member must have height and weight accomplished prior to their FA. (T-3). These measurements are taken prior to the scored components of the PFA; however they are not factored into the composite score. The measurements will be logged on the DAF Form 4446 and entered into myFitness. (T-1).

3.11.2.1. Height will be measured with the FAC/UFAC at an approved designated location on a calibrated stadiometer or wall mounted measuring device. (T-1).

3.11.2.1.1. Members will remove shoes and stand on a flat surface with the head held horizontal looking directly forward, and the chin parallel with the floor. (T-2). The body should be straight, but not rigid, similar to the body position when at attention.

3.11.2.1.2. Member's height measurement will be recorded to the nearest  $\frac{1}{2}$  inch. (T-1).

3.11.2.2. Weight will be measured with the FAC/UFAC at an approved designated location on a scale calibrated in accordance with Section 3 of Technical Order 33K-1-100-1, *Calibration Procedure for Maintenance Data Collection Codes and Calibration Measurement Summaries*, and recorded to the nearest pound with the following guidance: (T-1). Members will remove shoes to stand on the scale. Two pounds will be subtracted for clothing. (T-1).

3.11.3. Official assessment component order: Muscular Strength, Core Endurance, and then Cardiorespiratory. (T-3). Assessment procedures and techniques are outlined in [Attachment 2](#). PFA Administrators will read verbal instructions in [Attachment 2](#) and demonstrate proper exercises prior to administering the PFA unless an instructional video is shown, if available. (T-2).

3.11.4. Timing Devices. PFA Administrator is responsible for operating two timing devices (one primary, one back-up—cell phones not authorized). The PFA Administrator will start the timing device when the member is instructed to begin and observe the component. PFA Administrators may notify the member how much time is remaining or has elapsed at appropriate intervals.

3.11.5. Counting and Monitoring. PFA Administrators will never conduct PFAs alone, and they will ensure there is a non-assessment taking member in addition to the assessment taking member when conducting PFAs. (T-1).



3.11.5.1. PFA Administrators will supervise members conducting all components of the PFA at a ratio of no more than 12 members for every one PFA Administrator. **(T-2)**. When multiple members are performing assessments, the PFA Administrator may pair them off and use them as PFA Monitors. PFA Administrator will oversee and spot-check technique to ensure accurate and safe assessment. **(T-2)**. **Note:** ARC may deviate from 12:1 ratio when weekend assessments require a ratio greater than 12:1, but will not exceed a ratio greater than 24:1.

3.11.5.2. PFA Monitors will count the number of successful repetitions out loud. If the member breaks correct form, the PFA Monitors repeat the last correct number (e.g., one, two, three, three, four), as well as gives instruction on what was done incorrectly. **(T-1)**.

3.11.5.3. At the conclusion of each component exercise, the PFA Administrator will inform the member of the number of repetitions or time accomplished for the component. If the member would like to dispute the result, they must inform the Assessment Administrator prior to proceeding to the subsequent component. **(T-3)**. If no resolution is made, member should indicate they dispute the result on the DAF Form 4446. Disputing of one component will not stop additional components from being assessed.

3.11.6. Completion and Recording. Upon completion of the assessment, PFA Administrator will record the total number of correct repetitions performed or time completed. **(T-1)**.

3.11.7. Members will complete one option from all three components (Cardiorespiratory Fitness, Muscular Strength, and Core Endurance), unless medically exempt on a current AF Form 469. **(T-1)**.

3.11.8. All PFA components must be completed within a 3-hour window from start of first component until final component completion. **(T-1)**.

3.11.9. A minimum five (5) minute rest period is required between components. **(T-2)**.

3.11.10. Muscular Strength Component. Muscular Strength is measured with a one minute timed push-up or two minute hand release push-ups.

3.11.11. Core Endurance Component. Core Endurance is measured with a one minute timed sit-up, two minute cross leg reverse crunch or timed forearm plank.

3.11.12. Cardiorespiratory Component. Cardiorespiratory fitness is measured with 1.5 mile run or 20-meter HAMR on a certified track or course which has been established in accordance with [paragraph 3.9](#). **(T-1)**. The 2 kilometer walk is only authorized if medically indicated on an AF Form 469. **(T-1)**.

3.11.12.1. Members should warm-up prior to beginning the assessment.

3.11.12.2. When performed at elevation levels of 5,250 feet or higher, refer to the altitude adjustment chart at [Attachment 3](#). ARC members who commute from a lower altitude to perform duty at their assigned/attached unit at a location where the altitude  $\geq$  5,250 feet, may perform fitness assessment with a local AF unit in accordance with the procedures outlined in [paragraph 3.2.5](#).

3.11.12.3. Pacers are permitted during the Cardiorespiratory Components if they are requested by the member and there is no physical contact with the member or hindrance to other runners.

3.11.13. Members have one opportunity to complete each of the PFA components per fitness assessment. **(T-1)**. If a member refuses to complete their PFA due to failing to meet the minimum in one or multiple components, their incomplete PFA will be recorded as a “Did Not Finish” PFA. **(T-1)**.

3.11.14. If during or after the assessment, the Member experiences unusual shortness of breath, chest pain, dizziness or lightheadedness, or any other unusual symptoms, notify PFA Administrator immediately.

3.11.15. After completion of the PFA, Assessment Administrator must document and sign fitness assessment results on the DAF Form 4446, and obtain member’s signature to ensure it is completed correctly. **(T-2)**. PFA Administrator provides a copy of the results to the member for their personal records. **(T-2)**. If the member disputes the recorded results, they should mark the “Dispute results” section, but that does not stop the PFA results from being entered into myFitness. Members may appeal results in accordance with [paragraph 8.2](#). **Note:** Use of the DAF Form 4446 is mandatory. Locally-produced scorecards cannot be used.

3.11.16. Guardians are only authorized to be assessed on the 1.5 Mile Run, 2 Kilometer Walk (with AF Form 469), Push-ups and Sit-ups.

## Chapter 4

### EXEMPTIONS

**4.1. Exemptions.** Exemptions are categorized as Composite or Component Exemptions for a limited time period in accordance with [Table 4.1](#).

4.1.1. Component Exemption. A member is exempt from one or more components of the PFA, but will be assessed on remaining components. Component Exemptions are for medical reasons only and are documented on an AF Form 469.

4.1.1.1. Medical. Component Exemptions may be given for a PFA category (Strength/Core Endurance/Cardiorespiratory) and/or a specific PFA exercise (Push-up/HRPU/Sit-up/CLRC/Timed Plank/1.5 Mile Run/20-meter HAMR).

4.1.1.1.1. If a Component Exemption is given for a specific exercise, the member must choose a different exercise from the same category if the member is cleared to be assessed on them (e.g., If member has a AF Form 469 exempting them from the sit-up but clears them for the CLRC and/or Timed Plank, the member must select the CLRC or Timed Plank exercise). **(T-1)**. If the member is able to be assessed on one exercise per component, the next PFA frequency will be scheduled based on the Excellent/Satisfactory/Unsatisfactory results.

4.1.1.1.2. The 2 kilometer walk assessment is only authorized if stated on the AF Form 469. **Note:** If member is assessed on the 2 kilometer walk, they may receive either Satisfactory/6 month or Excellent/12 month frequency requirements.

4.1.2. Composite Exemption. A member is exempt from all components of the fitness assessment.

4.1.2.1. Medical. Members that are prohibited from completing all physical components (Strength/Core Endurance/Cardiorespiratory) of the PFA. Set the next PFA due date to the month after the *Acclimatization Period* in accordance with [paragraph 3.6.2](#) after the expiration of the AF Form 469. **(T-1)**. **Note:** Members in this exemption status must still have their height and weight taken and entered into myFitness.

4.1.2.2. Pregnancy. Members are prohibited from completing PFAs while pregnant, but are encouraged to maintain a physical fitness routine. Post-pregnancy PFA will be due the 13th month after delivery for a pregnancy lasting 20 weeks or more. **(T-1)**. Medical Providers will make a determination recommendation for pregnancies fewer than 20 weeks. **(T-1)**.

4.1.2.3. Deployment. Members deployed on a contingency or exercise deployment or on military personnel appropriation orders in direct support of a contingency operation will have their home station UFPD enter this exemption into myFitness when their current PFA expires. The exemption will be valid for the remaining duration of the deployment, and set the next PFA due date to the month after the *Acclimatization Period* in accordance with [paragraph 3.6.2](#) after arriving back to their home station. In deployed/TDY locations where there is an established installation FAC, the member is authorized to voluntarily conduct a PFA. Members may volunteer to be assessed during either the post-deployment or *Acclimatization Period* but cannot be directed to do so.

4.1.2.4. Extended TDY. Members sent on TDY for greater than 21 days outside the local area and are unavailable to conduct their PFA prior to departure will have their home station UFPF enter this exemption into myFitness when their current PFA expires. The exemption will be valid for the remaining duration of the extended TDY, and set the next PFA due date to the month after the *Acclimatization Period* in accordance with [paragraph 3.6.2](#) after arriving back to their home station. In TDY locations where there is an established installation FAC, the member is authorized to voluntarily conduct a PFA. Members may also volunteer to be assessed during *Acclimatization Period* but cannot be directed to do so.

4.1.2.5. Commander (Other). Member is unable to complete an assessment for a time-limited, unforeseen event that precludes training and assessments for greater than 30 calendar days (e.g., bereavement, emergency leave, hardships, etc.), and/or for approved separations and retirements. Commanders will exempt members who are incarcerated or on appellate or excess leave pending separation. (T-1). UFPF will enter this exemption into myFitness when their current PFA expires. The exemption will be valid for the remaining duration of the event, and set the next PFA due date to the month after the *Acclimatization Period* in accordance with [paragraph 3.6.2](#) after situation has resolved. In locations where there is an established installation FAC, the member is authorized to voluntarily conduct a PFA. Members may also volunteer to be assessed during *Acclimatization Period* but cannot be directed to do so.

4.1.2.6. Non-Participation (ARC). Member is placed in a voluntary or non-voluntary (no pay/no points) Inactive Ready Reserve (IRR) status. UFPF will enter this exemption into myFitness when their current PFA expires. The exemption will be valid for the remaining duration of the status, and set the next PFA due date to the month after the *Acclimatization Period* in accordance with [paragraph 3.6.2](#) after return from IRR status. (T-1). In locations where there is an established installation FAC, the member is authorized to voluntarily conduct a PFA if in a qualified duty status. Members may also volunteer to be assessed during *Acclimatization Period* but cannot be directed to do so.

#### 4.1.3. Medical Exemption Documentation: AF Form 469.

4.1.3.1. Providers will list physical limitations and PFA exemptions on the AF Form 469. (T-1). When providers list which PFA exercises the member cannot perform, they must also list which PFA exercises members are authorized to be assessed on. (T-1). Unless given a composite exemption, a member will continue to prepare for and be assessed on the non-exempt component(s) of the fitness assessment.

4.1.3.2. Only MTF/RMU/GMU providers will make the final disposition for any physical limitations. (T-1). Members who receive medical care from an outside source must provide documentation to MTF/RMU/GMU for consideration for an AF Form 469 in accordance with AFI 48-133. (T-1).

4.1.3.3. A member with an AF Form 469, lasting any length of time, must maintain PFA currency standards. (T-1). If a member is due to be assessed during the AF Form 469 effective dates or the *Acclimatization Period* in accordance with [paragraph 3.6.2](#), the member will complete the PFA components that are cleared on the AF Form 469. (T-1). If the member has an unsatisfactory assessment, they shall not volunteer to be assessed early or before the end of their *Acclimatization Period*. (T-2).

4.1.3.4. The provider will determine the expiration date on the AF Form 469. (T-1). This date is when the member is medically cleared to begin an unrestricted physical training program. The date after the AF Form 469 expires is the date used to compute the *Acclimatization Period*.

**4.2. Retirements and Separations.** All members are exempt from taking any additional PFAs when the member has an approved separation or retirement date. If the retirement or separation date is cancelled, members will complete the fitness assessment in accordance with their original fitness assessment cycle (e.g., 6 or 12 months) or, if the original cycle month has passed the due month will be after an *Acclimatization Period* in accordance with [paragraph 3.6.2](#) after the cancellation. (T-2).

**4.3. Permanent Duty Limiting Conditions.** Members unable to perform one or more components of the PFA will be medically reviewed during the annual Physical Health Assessment, at a minimum, and referred to the Deployment Availability Working Group (DAWG) or Airman Medical Readiness Optimization Board (AMRO) for evaluation as appropriate in accordance with AFI 48-133. (T-1).

**4.4. Deployment Availability Working Group (DAWG) or Airman Medical Readiness Optimization Board (AMRO).** UFPs will identify members who have had four PFAs with any non-permanent component exemptions (Strength/Core Endurance/Cardiorespiratory) within a 24-month period. (T-1). The UFP will notify the unit commander, who will, in turn, request the Chief of Aerospace Medicine or ARC Medical Liaison Officer review the case at the DAWG/AMRO. (T-1). The DAWG/AMRO will review and evaluate the member's medical history and determine the best course of action in accordance with AFI 48-133. (T-1). **Note:** If member is able to complete an assessment in the component, this does not need to be counted for DAWG/AMRO referral (e.g., A member who had a component exemption for Core Endurance during April 2019 PFA; component exemptions for Core Endurance and Muscular Strength in July 2019 PFA; component exemption for Cardiorespiratory in November 2019; component exemption for Core Endurance during a April 2020 PFA. This member has a total of 4 Component Exemption PFAs in 13 months and must be recommended by the unit commander for review at the DAWG/AMRO). (T-1).

**4.5. Permanent Change of Station (PCS).**

4.5.1. PCSing members must have a current PFA that does not expire through the report not later than date (RNLTD). (T-2). If the current PFA expires prior to the member's RNLTD, the member must complete a PFA before departing their losing duty station. (T-2). Commander Composite Exemptions will not be granted for the purposes of meeting this requirement. (T-3).

4.5.2. Members are allowed the *Acclimatization Period* in accordance with [paragraph 3.6.2](#) from the date they arrived on station to complete a PFA.

4.5.3. If a member is PCSing during an *Acclimatization Period*, the existing composite exemption will be extend thru another *Acclimatization Period* from the day after they arrived on station.

**Table 4.1. Exemptions.**

Type	Definition	Paragraph
Medical (Component)	Component Exemptions may be given for a PFA category (Strength/Core Endurance/Cardiorespiratory) and/or a specific PFA exercise (Push-up/HRPU/Sit-up/CLRC/Timed Plank/1.5 Mile Run/20-meter HAMR).	<b>4.1.1</b>
Medical (Composite)	Members that are prohibited from completing all physical components (Strength/Core Endurance/Cardiorespiratory) of the PFA. <b>Note:</b> Members in this exemption status must still have their height and weight taken and entered into myFitness. <b>(T-1)</b> .	<b>4.1.2.1</b>
Pregnancy (Composite)	Members are prohibited from completing PFAs while in this status, but are encouraged to maintain a physical fitness routine.	<b>4.1.2.2</b>
Deployment (Composite)	Members deployed for less than one year on contingency exercise deployment or military personnel appropriation orders in direct support of a contingency operation.	<b>4.1.2.3</b>
Extended TDY (Composite)	Members sent on TDY for greater than 21 days outside the local area and are unavailable to conduct their PFA prior to departure.	<b>4.1.2.4</b>
Commander (Composite)	Member is unable to complete an assessment for a time-limited, unforeseen event that precludes training and assessments for greater than 30 calendar days (e.g., bereavement, emergency leave, hardships, etc.), and/or for approved separations and retirements.	<b>4.1.2.5</b>
Non-Participation (Composite)	(ARC Only) Member is placed in a voluntary or non-voluntary (no pay/no points) Inactive Ready Reserve (IRR) status.	<b>4.1.2.6</b>
<b>Note:</b> Commanders should document all non-medical exemptions by e-mail or memorandum and forward to the UFPM for action.		

**4.6. Installation/GSU/Detachments PFA Waivers.**

4.6.1. Temperature. During periods of continuous extreme temperature conditions, the Installation/GSU/Detachment commanders may authorize a waiver to exempt outdoor cardiorespiratory assessments if an appropriate indoor facility is not available. This waiver will not apply to Muscular Strength and Core Endurance Components.

4.6.1.1. Commanders must specify the period of time their location is unable to complete the outdoor assessment safely. **(T-2)**. Any approved installation waiver will be extended to all tenant units physically located on the installation. **(T-2)**.

4.6.1.2. When waiver is in effect, all assigned members must be assessed on the 20-meter HAMR Cardiorespiratory component if an indoor course is certified in accordance with [paragraph 3.9](#) (unless exempt on AF Form 469).

4.6.1.3. This will be executed as a permanent component exemption to allow members to receive PFA frequency in accordance with [paragraph 3.6](#).

4.6.1.4. Approved waivers must be sent to MAJCOM/A1s (or equivalent), AFPC/DP3SA, and AFSVC/VMS. (T-1).

4.6.2. Unique circumstances. In the event PFAs cannot or should not be accomplished due to unexpected unique circumstances (e.g., air quality, wildfires, natural disasters, pandemic, etc.), commanders should suspend PFAs.

4.6.2.1. Commanders must specify the period of time their location will not conduct PFAs and establish new due months for members that were due during that period. (T-2).

4.6.2.2. Approved waivers must be sent to MAJCOM/A1s (or equivalent), AFPC/DP3SA and AFSVC/VMS. (T-1).

4.6.2.3. The exemption type for these waivers will be input by the applicable UFPM as a Commander (other) exemption in accordance with [paragraph 4.1.2.5](#).



## Chapter 5

### EDUCATION, IMPROVEMENT AND INTERVENTION

**5.1. Unit Fitness Program Manager (UFP) Training.** UFP is a position appointed by unit commanders in accordance with [paragraph 2.25](#). The role is administrative and does not require Physical Training Leader training. Training consists of:

5.1.1. Completion of UFP training is provided by installation Fitness Information Manager (FIM), Fitness Assessment Cell (FAC), Wing Fitness Program Manager (ARC), or Installation Exercise Physiologist (AFR).

5.1.2. UFP Training templates are provided by AFSVC/VSM and NGB/A1XR.

**5.2. Physical Training Leader (PTL) Training.**

5.2.1. PTL is a position appointed by the unit commander in accordance with [paragraph 2.26](#). The role can be an exercise leader role that prepares members to lead group exercises and/or become a PFA Administrator if appointed to do so in accordance with [paragraph 3.2.2](#). PTL Training consists of:

5.2.1.1. Current certification of Hands-on Basic Life Support (or equivalent) and CPR/AED from a nationally certified source. (T-1).

5.2.1.2. Completion of PFA training is provided by installation Fitness Information Manager (FIM), Fitness Assessment Cell (FAC), Wing Fitness Program Manager (ARC), or Installation Exercise Physiologist (AFR).

5.2.1.3. PFA training templates are provided by AFSVC/VSM and NGB/A1XR.

5.2.2. PTLs must attend annual refresher training on PFA procedures and must reaccomplish Hands-on Basic Life Support (or equivalent) and/or CPR/AED training before certification expires. (T-1).

**5.3. Unit Fitness Assessment Cell (UFAC) Training.**

5.3.1. UFAC is position appointed by unit commanders in accordance with [paragraph 2.24](#). The role is both an administrative and a PFA Administrator role in accordance with [paragraph 3.2.2](#).

5.3.2. UFACs must be UFP trained in accordance with [paragraph 5.1](#) and PTL trained in accordance with [paragraph 5.2](#) (T-1).

**5.4. Fitness Improvement Program (FIP).**

5.4.1. Members must be enrolled in FIP if they receive an Unsatisfactory PFA. This program targets exercise behavior and nutritional habits necessary to improve a member's health and fitness utilizing targeted intervention options. Enrollment must start within 10 duty days after receiving an Unsatisfactory PFA. (T-2). Title 32 Drill Status Guardsman, Traditional Reservist, and IMA personnel are required to enroll within 60 calendar days. (T-2).



5.4.2. UFPm will inform members of FIP requirements and document the FIP start date in myFitness. Members and their UFPms select appropriate option(s) on DAF Form 108 to align their education goals with areas of improvement. UFPms must initiate and annotate mandatory FIP option(s) and appointments on DAF Form 108 to include date, time, and location. **(T-2)**. FIP options are mostly determined by locally developed courses. Available FIP educational goals include, but are not limited to:

5.4.2.1. Military One Source Health Coaching.

5.4.2.2. Fitness Center exercise classes that meet requirements of AFI 34-266, *Fitness, Sports, and World Class Athletes Program*.

5.4.2.3. Medically approved nutritional courses.

5.4.2.4. Locally developed FIP classes.

5.4.3. Members are ultimately responsible for improving their fitness level to achieve a minimum Satisfactory PFA score, and if appropriate, provide documentation of compliance with FIP to their leadership.

5.4.4. Unit commander or equivalent will use the DAF Form 108 as a tool to document mandatory education and intervention requirements.

5.4.5. The facilitator signs the DAF Form 108 upon the member's completion of the education or intervention program. Facilitator signature on DAF Form 108 is not required for virtual FIP. Annotations can be made on the back of the DAF Form 108 for programs requiring multiple attendances.

5.4.6. Commanders or First Sergeants may request a clinical case review on members with Unsatisfactory score(s) to determine if there are documented medical conditions that prohibit program success ([Attachment 7](#)). This does not require a face to face encounter with the member unless determined by the healthcare provider to be clinically indicated. For purposes of the Physical Fitness Program, obesity will not be used as a diagnosis prohibiting program success.

5.4.7. Commanders sending members enrolled in the FIP to a training TDY that exceeds six weeks must send the gaining commander or equivalent a memorandum explaining the required intervention, follow-up, and assessment at least two weeks prior to TDY. **(T-2)**.

## Chapter 6

### SPECIAL POPULATIONS

#### 6.1. Students and Accessions.

6.1.1. All Airmen will have their first PFA due month set to the 6th month after arrival at their first duty station.

6.1.2. New accessions to the Department of the Air Force (e.g., Basic Military Training, Technical School, Officer Training School, United States Air Force Academy, Commissioned Officer Training, etc.) must complete fitness programs and standards of their school/program via training cadre PTLs. (T-1). However, the first official PFA will be administered by their first duty station in accordance with [paragraph 6.1.1](#).

6.1.3. Members participating in international programs are exempt from mandatory fitness requirements when the unit commander deems it cost prohibitive to travel to the nearest assessment facility (e.g., Military Personnel Exchange Program (MPEP), Embassy Attaché and Security Cooperation positions, International Professional Military Education programs, Olmsted Scholar/Mansfield programs, AFIT-managed foreign university graduate degree programs at foreign universities, and foreign assessment pilot schools). This will be a Commander Composite exemption in accordance with [paragraph 4.1.2.5](#). Members are encouraged to take advantage of any opportunity to accomplish a Fitness Assessment during their OCONUS assignment (e.g., if TDY to a location with a Fitness Assessment Cell, during an annual command site visit, MPEP Forums, etc.).

**6.2. Geographically Separated Unit or Member.** For the purposes of this DAFMAN, a geographically separated unit is defined as a unit that is separated from a host or main operating base that provides support. The host or main operating base is defined as the base where the member's military personnel flight is located.

6.2.1. Members will complete all components of the PFA in accordance with [Chapter 3](#) of this DAFMAN. (T-1).

6.2.2. At GSUs where no FAC exists, unit commanders must establish a UFAC in accordance with [paragraph 2.24](#) (T-3). Unit TDY funds may be used to obtain appropriate training. In unique circumstances (e.g., only one member at a location), the unit commander may authorize non-Department of the Air Force individuals (Sister Service) to conduct PFAs. This individual must be PTL trained in accordance with [paragraph 5.2](#) to conduct the PFA. (T-1). A commander may coordinate with the nearest Air Force/Space Force base's FSS to train and certify non-AF personnel to become PTL certified.

6.2.3. If member has exhausted the authorized alternatives to accomplish their PFAs a waiver may be submitted for AF/A1P consideration, through their MAJCOM to AFPC/DP3SA, requesting an exemption from PFAs for the duration of that assignment.

#### 6.3. Individual Mobilized Augmentees (IMA).

6.3.1. The attached or assigned RegAF unit will manage the physical fitness program for IMAs. (T-2). Members must be in a qualified duty status during assessment. (T-0).

6.3.2. Readiness Integration Organization (RIO) Detachment Commanders and program managers will monitor the timely completion of Physical Fitness Program requirements with the attached or assigned RegAF unit and the IMA.

6.3.3. Members will be assessed with the same requirements as the attached or assigned RegAF unit during the member's annual tour, if possible, or during an inactive duty training period. **(T-3)**. Members will coordinate with RegAF UFPM to schedule PFAs.

6.3.4. IMAs who perform duty at locations outside their commuting area may perform their fitness assessment with an Air Force unit at or near their home, with RegAF commander's approval.

6.3.5. The member's RegAF UFPM/UFAC/FAC will coordinate an assessment date and time with the FAC at the Air Force location that will be conducting the assessment in accordance with [paragraph 3.2.5](#). **(T-2)**.

6.3.6. IMAs shall not perform personal physical fitness activities for the purpose of obtaining participation credit for annual training, UTA, inactive duty training, or additional training periods. **(T-2)**.

6.3.7. When an IMA member is the only member assigned to a location and has exhausted the authorized alternatives to accomplish their PFAs, a waiver may be submitted for AF/A1P consideration, through their owning MAJCOM to AFPC/DP3SA, requesting an exemption from PFAs for the duration of that assignment. IMA member must inform HQ RIO Det of waiver request and/or decision.

#### **6.4. Air Reserve Component (ARC) Tenant Support at RegAF/USSF Installations.**

6.4.1. ARC tenants may utilize host FAC to support PFAs at collocated installations. FACs must coordinate and provide support for ARC tenant units to conduct PFAs on UTA weekends, as well as support other ARC members who are available for assessment during the week as outlined in their Host Tenant Agreement. **(T-2)**.

6.4.2. ARC tenant wings at RegAF/USSF bases may conduct their own PFAs on UTA weekends contingent upon agreement between Host Installation Commander and ARC Wing Commander. If approved, fitness program manager will oversee assessment. **(T-2)**.

## Chapter 7

### SYSTEMS MANAGEMENT

**7.1. myFitness.** myFitness is accessible through myFSS. myFitness is the only authorized system to schedule and score PFAs. The PFA calculator within myFitness is the official repository for Fitness Scoring Charts.

7.1.1. myFitness User Groups. Specific privileges to enter data, view, retrieve and print reports, conduct audits, and correct data entries are granted by the preceding user group. Members must submit all requests for specific user privileges in writing to the designated office of assignment authority as written in [Chapter 2](#) and apply using the appropriate user role or privilege descriptions. (T-1).

7.1.1.1. Admin: Access granted by myFSS Admins. Maintained at AFSVC and AFPC.

7.1.1.2. Senior Management: Access granted by myFitness Admin. Appointed by O-6 or above assigned to a MAJCOM/A1 or equivalent. Senior Management Access allows the user to view fitness records for all DAF personnel.

7.1.1.3. Fitness Information Manager (FIM): Access granted by myFitness Admin. Appointed by FSS Commander. Assigned provisions by MPF-ID for each installation under their purview. FIM Access allows the user to:

7.1.1.3.1. View all fitness records within their MPF-ID.

7.1.1.3.2. Edit PFA scores within their MPF-ID.

7.1.1.3.3. Assign FAC roles.

7.1.1.4. Fitness Assessment Cell (FAC): Access granted by FIM to FAC managers and FAC staff. Appointed by FSS Commander. Assigned provisions by MPF-ID for each installation under their purview. FAC Access allows the user to:

7.1.1.4.1. View all records within their MPF-ID.

7.1.1.4.2. Create PFA schedules for units that perform assessments at their FAC.

7.1.1.4.3. Enter PFA scores within their MPF-ID.

7.1.1.4.4. Assign UFAC roles.

7.1.1.4.5. Assign UFPM roles.

7.1.1.5. Commander: Access granted by FAC. Assigned provisions by PAS Code.

7.1.1.6. Unit Fitness Assessment Cell (UFAC): Assigned provision by PAS Code for units that are internally conducting PFAs. Appointed by unit commander that has elected to conduct PFAs internally. UFAC Access allows the user to:

7.1.1.6.1. View all records within their PAS code.

7.1.1.6.2. Create PFA schedules for their units.

7.1.1.6.3. Enter PFA scores within their PAS code.

7.1.1.6.4. Assign UFPM roles.

**7.2. Schedules.** FACs and UFACs must create schedules for their authorized PAS codes within myFitness. Members must use myFitness to sign up for PFAs. **(T-2).** **Note:** ARC organizations are authorized to use the mass schedule function in myFitness.

## Chapter 8

### ADMINISTRATIVE AND PERSONNEL ACTIONS

**8.1. Adverse Personnel Actions.** Members are expected to be in compliance with Air Force fitness standards at all times. Members with an unsatisfactory fitness assessment render themselves potentially subject to adverse actions. Commanders may consult with their servicing Staff Judge Advocate before taking such action.

#### 8.1.1. Prohibited Actions.

8.1.1.1. Commanders shall not impose non judicial punishment (Article 15, Uniform Code of Military Justice) solely for failing to achieve a satisfactory or excellent fitness score. **(T-1)**.

8.1.1.2. A member shall not be subject to adverse personnel action for inability to take the fitness assessment if the member is on an exemption that has been validated by the MTF/RMU/GMU Deployment Availability Working Group or Airman Medical Readiness Optimization Board. **(T-1)**.

#### 8.1.2. Authorized Actions.

8.1.2.1. Unit commanders or equivalent will consider adverse administrative action upon a member's unsatisfactory fitness score on an official fitness assessment. **(T-2)**.

8.1.2.2. If adverse administrative action is not taken in response to an unsatisfactory fitness score on an official fitness assessment, unit commander will document in the member's fitness case file the reason no action is being taken. **(T-2)**. Absence of commander documentation does not discount the assessment, failure as a basis in support of administrative discharge action.

8.1.2.3. Commanders may use administrative action to correct a member's failure to maintain currency. Unit commanders will document and take corrective action for a member's unexcused failures to participate in the physical fitness program such as failing to accomplish a scheduled fitness assessment, failing to attend a scheduled fitness appointment, or failing to complete mandatory educational intervention. **(T-2)**.

8.1.2.4. For standards and requirements relating to performance report documentation of fitness, consult DAFI 36-2406, *Officer and Enlisted Evaluation Systems*, and other official guidance specifically addressing performance reports.

8.1.3. Administrative Separations. Refer to AFI 36-3208 *Administrative Separation of Airmen*, AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, for Regular Air Force (RegAF) officers, and AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, for all ARC members.

8.1.3.1. Unit commanders must make a discharge or retention recommendation to the separation authority for enlisted members, show cause authority for officers, or appropriate discharge authority for ARC members once they receive four unsatisfactory fitness assessment scores in a 24-month period and a military medical provider has reviewed the member's medical records to rule out medical conditions precluding the member from achieving a passing score. **(T-1)**. If appropriate authority non-concurs with the unit commander's retention recommendation, discharge action is initiated pursuant to applicable discharge instruction.

8.1.3.2. If a member is retained and a subsequent fitness assessment failure re-establishes the basis for discharge (e.g., four failures in 24 months based on most recent failure date), the unit commander must initiate a medical records review and submit another discharge or retention recommendation. **(T-1)**.

8.1.3.2.1. Retention does not prevent previous failures from being included in the most recent 24-month period for fitness assessment failure count.

8.1.3.2.2. Retention decision memorandums will be filed in the member's physical fitness program case file. **(T-1)**.

8.1.3.3. The 24-month period for discharge or retention recommendation is calculated from the most recent unsatisfactory fitness assessment and is measured in months, not days, including the month of the most recent failure. For example, if the most recent failure is 15 June 2020, then count the failures in the previous 23 months plus the month of the most recent failure (June 2020). In this example, the inclusive months in which fitness assessment failures must be counted are July 2018 through June 2020. **(T-1)**. Four fitness assessment failures anytime in those 24-months meets the criteria and would require the unit commander to make a discharge or retention recommendation, provided the member does not have a medical condition to preclude them from achieving a passing score. Even when a member receives one or more multiple passing fitness assessment scores within that 24-month period, the commander must still make a recommendation for discharge or retention. **(T-1)**.

8.1.3.3.1. Drill Status Guardsmen have a limited number of duty days to complete their fitness assessment and many members may not have the opportunity to be assessed four times within a 24-month period. Unit commanders must make a discharge or retention recommendation to the appropriate discharge authority for an ANG Title 32 member receiving four unsatisfactory fitness assessment scores within a 36-month period. **(T-1)**. A military medical provider must have reviewed the member's medical record to rule out medical conditions precluding the member from achieving a passing score. **(T-1)**.

8.1.3.3.2. Unit commanders may initiate an enlisted member's or recommend an officer's administrative discharge only after the member has: received four unsatisfactory fitness assessment scores in a 24-month period (36 months for DSG); failed to demonstrate improvement (as determined by the commander); and a MTF medical provider has reviewed the member's medical records to rule out medical conditions precluding the member from achieving a passing score.

**8.2. Fitness Appeals.** If a member believes the administration of their fitness assessment or their fitness assessment score was in error or unjust, the member may submit an appeal to the installation commander, or equivalent, as described in **Table 8.1** (**Note:** Information pertaining to the wing-level process and procedure and Fitness Assessment Appeals Board supplemental review can be found within AFPCI 36-115, *Fitness Assessment Appeals Board*, or at: <https://www.afpc.af.mil/Career-Management/Fitness-Program> .At installations with multiple wings or tenant organizations, the installation commander may delegate this action to the respective wing commander or equivalent.

**Table 8.1. Fitness Assessment Appeals Process.**

STEP	ACTION
1	Member Submits an Appeal Request through myFitness and sends it to their UFPM. <b>Note:</b> Member may add any supporting documentation to the request prior to submitting to their UFPM.
2	UFPM will review the Appeal Request within myFitness and ensure a memorandum for record from the member is submitted that includes <ol style="list-style-type: none"> <li>1. Requested Action; applicant must identify what action they request to be taken. <b>(T-1)</b>.</li> <li>2. Basis for request: applicant must be clear what they believe to be an injustice or error. <b>(T-1)</b>.</li> <li>3. References or supporting documentation.</li> <li>4. Applicant information to include name, organization/office symbol, unit address, contact phone number, email address, and signature.</li> </ol>
3	UFPM enters comments to the Appeal within myFitness and routes through chain of command to wing commander or equivalent (may be delegated no lower than squadron commander or equivalent).
4	Wing commander or equivalent (may be delegated no lower than squadron commander or equivalent) will review the Appeal Request and select Approve or Reject, and enter comments. If the wing commander or equivalent (see step 3) approves removal, UFPM or FAC notifies FIM of approved fitness assessment removal or correction. For disapproved requests, the commander or equivalent will provide the member with disapproval rationale.
5	For approval, FIMs will update the member's record.
6	If the member wants to appeal the denied request, UFPM or FAC must submit the complete package to Fitness Assessment Appeals Board at AFPC/DP2SSM via myPers (or equivalent) Incident or email the package to: <a href="mailto:_afpc.dp2ssm.specialprograms@us.af.mil">_afpc.dp2ssm.specialprograms@us.af.mil</a> . <b>(T-1)</b> . If needed, the Air Force Board for Correction of Military Records will be the final decision authority. <p>Required documents are:</p> <ol style="list-style-type: none"> <li>1. Disapproved memorandum from the member signed by the wing commander, or equivalent</li> </ol>



	(should include reason for disapproval).
	2. FSQ.
	3. The completed and signed fitness assessment score sheet.
	4. Any additional supporting documentation, i.e., AF Form 469, Official statements from the Primary Care Manager (PCM), Medical documents, and/or witness letters.

**8.3. Correcting Administrative Errors on Fitness Assessment Scores in myFitness.** Administrative errors are limited to: number of repetitions performed does not match number submitted in myFitness; corrections to profile dates and exemption updates; deletion of score double entry; and fitness assessment taken while pregnant. FAC will submit requests for administrative corrections to their servicing FIM.

JOHN A. FEDRIGO  
Acting Assistant Secretary of the Air Force  
(Manpower and Reserve Affairs)

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDD 5400.11, *DoD Privacy and Civil Liberties Programs*, 29 January 2019

DoDI 1308.03, *DoD Physical Fitness/Body Composition Program*, 10 March 2022

AFPD 36-29, *Military Standards*, 11 April 2019

DAFI 33-360, *Publications and Forms Management*, 1 December 2015

DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 7 February 2020

DAFI 36-2406, *Officer and Enlisted Evaluation Systems*, 14 November 2019

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020

AFI 34-266, *Fitness, Sports, and World Class Athletes Program*, 25 September 2018

AFI 36-2501, *Officer Promotions and Selective Continuation*, 16 June 2004

AFI 36-2504, *Officer Promotion, Continuation, and Selective Early Removal in the Reserve of the Air Force*, 9 January 2003

AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, 9 June 2004

AFI 36-3208, *Administrative Separation of Airmen*, 9 July 2004

AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, 14 April 2005

AFI 48-103, *Health Promotion*, 21 June 2019

AFI 48-133, *Duty Limiting Conditions*, 7 August 2020

DAFMAN 48-123, *Medical Examinations and Standards*, 8 December 2020

AFMAN 41-210, *Tricare Operations and Patient Administration*, 10 September 2019

AFPCI 36-115, *Fitness Assessment Appeals Board*, 23 May 2019

*MyFitness User Guide*

Technical Order 33K-1-100-1, *Calibration Procedure for Maintenance Data Collection Codes and Calibration Measurement Summaries*, 30 November 2015

***Prescribed Forms***

DAF Form 108, *Department of the Air Force Fitness Education and Intervention Processing*

DAF Form 4446, *Air Force Fitness Assessment Scorecard*

DAF Form 4446A, *Air Force Physical Fitness Screening Questionnaire (FSQ)*

***Adopted Forms***

AF Form 418, *Selective Reenlistment Program (SRP) Consideration/Denial of Continued Service for Airman*

AF Form 469, *Duty Limiting Condition Report*

AF Form 847, *Recommendation for Change of Publication*

DD Form 2870, *Authorization for Disclosure of Medical or Dental Information*

DD Form 2875, *System Authorization Access Request*

***Abbreviations and Acronyms***

**AED**—Automated External Defibrillator

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPC**—Air Force Personnel Center

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFR**—Air Force Reserve

**AGR**—Active Guard/Reserve

**ANG**—Air National Guard

**ARC**—Air Reserve Component

**CES**—Civil Engineer Squadron

**DoD**—Department of Defense

**DoDI**—Department of Defense Instruction

**DoDM**—Department of Defense Manual

**DPFA**—Diagnostic Physical Fitness Assessment

**DSG**—Drill Status Guardsman

**EAD**—Extended Active Duty

**EO**—Executive Order

**FAC**—Fitness Assessment Cell

**FHD**—Funeral Honors Duty

**FLDCOM**—Field Command

**GMU**—Guard Medical Unit

**FIP**—Fitness Improvement Program

**FSQ**—Air Force Physical Fitness Screening Questionnaire

**FSS**—Force Support Squadron

**HAMR**—High Aerobic Multi-Shuttle Run

**MAJCOM**—Major Command

**MTF**—Military Treatment Facility

**MTP**—Medical Treatment Plan

**OSPFA**—Occupationally Specific Physical Fitness Assessment

**PCS**—Permanent Change of Station

**PFA**—Physical Fitness Assessment

**PFP**—Physical Fitness Program

**PTL**—Physical Training Leader

**RegAF**—Regular Air Force

**RMU**—Reserve Medical Unit

**RNLTD**—Report Not Later Than Date

**TDY**—Temporary Duty Assignment

**THMEU**—Transgender Health Medical Evaluation Unit

**SCCC**—Service Central Coordination Cell

**UFPM**—Unit Fitness Program Manager

**UFAC**—Unit Fitness Assessment Cell

### *Terms*

**Air Reserve Component**—Component consisting of all ANG and AF Reserve personnel.

**Automated External Defibrillator**—A device approved by the Federal Drug Administration for the purpose of administering an electric shock of preset voltage to the heart through the chest wall in an attempt to restore the normal rhythm of the heart during a life-threatening arrhythmia.

**Basic Life Support Training**—Includes Cardio Pulmonary Resuscitation and Automated External Defibrillator certification.

**Chronic/Permanent Medical Condition**—A medical condition that active medical treatment cannot cure or control. Chronic conditions may involve periodic acute episodes and may require intermittent inpatient care. Sometimes medical treatment may control a chronic medical condition sufficiently to permit continuation of daily living activities such as work, or school. (Defined in AFMAN 41-210)

**Current**—Currency is established based on completion month and fitness level of last assessment. Members go non-current when they haven't been assessed within that timeframe. **Note:** Being “current” does not necessarily constitute meeting standards.

**Diagnostic Physical Fitness Assessment**—An unofficial physical fitness assessment conducted under official conditions.

**Fitness Assessment Cell**—Operated in the Fitness and Sports Section as part of the Sustainment Services Flight within the FSS.

**Fitness Improvement Program (FIP)**—A remedial intervention program for non-AGR ARC members identified with a composite unsatisfactory fitness score.

**High Risk**—Members who have not been exercising regularly and or have other risk factors for heart attack (increasing age, smoking, diabetes, high blood pressure) are at increased risk of injury or death during the assessment. **Note:** This information is annotated on the FSQ.

**Occupationally Specific Physical Fitness Assessment**—Performance based fitness assessment that are occupationally specific, operationally-relevant and independent of age and gender.

**Primary Care Manager**—For RegAF, the individual's primary medical care manager. In most cases, a military practitioner.

**Physical Fitness Assessment**—Fitness assessment that indicates health and general fitness for total force consisting of the following components: Muscular Strength, Core Endurance, and Cardiorespiratory.

**Qualified Duty Status**—The period in which an RC Service member is: On Active Duty (AD) or full-time National Guard duty (FTNGD) for more than 30 calendar days; Performing AD or FTNGD for 30 calendar days or less; Performing IDT; Performing funeral honors duty (FHD); Traveling to or from the place where he or she is to perform or has performed AD or FTNGD as provided in this definition, IDT, or FHD; Remaining overnight immediately before the commencement of, or between successive periods of IDT at or in the vicinity of the site of the IDT; or Remaining overnight immediately before serving on FHD, at or in the vicinity of the place where the Reserve Component Service member was to so serve, if the place is outside reasonable commuting distance from his or her residence.

**Special Warfare Airmen**—Formally known as Battlefield Airmen. Special Warfare Airmen include operators with a 1ZXXX or 19ZXX duty AFSC. Specialties include: pararescue (PJ), combat control (CCT), special reconnaissance (SR), tactical air control party (TACP), special tactics officer (STO), TACP officer (TACPO), and combat rescue officer (CRO).

**Title 10 (Federal Status)**—Includes RegAF Members, ANG Statutory Tour, AFR AGRs, AFR Air Reserve Technicians, Individual Mobilization Augmentees, Traditional Reservists, and Members of the Individual Ready Reserve.

**Title 32 (State Status)**—Includes ANG Technicians, ANG Drill Status Guardsmen, and ANG permanent AGRs serving at the state level. Includes Members performing active or inactive duty outside of the National Guard Bureau's statutory tour program (i.e., Active Duty for Operational Support, AGR, Annual Tour, Inactive Duty Training, Military Personnel Appropriation).

**Title 32 Active Guard Reserve (AGR)**—Air Reserve Component (ARC) Members on AGR duty to support the National Guard and Reserve, who are paid from the Reserve Personnel Appropriations of a military department. This includes all personnel of the National Guard and Reserve Forces serving on active duty under Title 10 United States Code Sections 10301, 10211, 12301(d), 12310, 10502, 102356, 10505 and 10506, 10305, or 12402; or Title 32 United States Code Section 502(f) in order to organize, administer, recruit, instruct, or train Members of the Reserve components.

**Title 32 Drill Status Guardsman (DSG)**—Members who participate in Unit Training Assembly, traditionally one weekend per month and a two-week annual training period. Also known as Traditional Guardsman. It includes Dual Status Technicians. For the purpose of this DAFMAN, this includes Members serving on Active Duty for Operational Support orders.

**Wet Bulb Globe Temperature**—A composite temperature used to estimate the effect of temperature, humidity, wind speed and solar radiation on humans. Industrial hygienists and athletes have used it to determine appropriate exposure levels to high temperatures.

## Attachment 2

### PHYSICAL FITNESS ASSESSMENT VERBAL INSTRUCTIONS

**A2.1. Verbal Air Force Fitness Assessment Instructions.** Assessment Administrator state: *You are about to complete the fitness assessment. You are presumed fit to participate based on your completion of the FSQ. You may re-accomplish the FSQ if medical concerns have developed since completion, but must do so prior to beginning the fitness assessment. If you experience injury or illness during the fitness assessment, you will have the option of being evaluated at the Military Treatment Facility, but your assessment may still count. If the medical evaluation validates your illness or injury your commander may invalidate the assessment results. If the assessment is invalidated, you will be required to reassessment within five days. At no time will a back-dated AF 469 (fitness exemption) be accepted. Each component requires minimum performance. If for any reason you do not meet the minimum requirements you are expected to complete the remaining components. Scores for all components are final.*

**A2.2. One Minute Push-Up Verbal Instructions.** The Assessment Administrator reads the following instructions to all members and demonstrates the proper technique.

A2.2.1. *The one minute push-up is an assessment of muscular strength. Place your palms or fists on the floor, hands will be slightly wider than shoulder width apart with your elbows fully extended. Your feet may be no more than 12 inches apart and should not be supported, braced or crossed. Your body should maintain a rigid head to heel form. This is the up or starting position.*

A2.2.2. *Begin by lowering your body to the ground until your upper arms are at least parallel to the floor (elbows bent at 90 degrees) then return to the up position (arms fully extended but not locked). This is one repetition.*

A2.2.3. *Your chest may touch, but not rest or bounce on the floor. If you do not come down parallel to the floor, the push-up will not count. Resting can only be done in the up position. You may remove your hands or feet from the floor or bridge or bow your back, but only in the up or rest position, resting any other body part on the floor is not allowed. If resting occurs in the down position, the push-up portion of assessment will be terminated and your score will be based on the correct number of push-ups performed up to that point.*

A2.2.4. *Your breathing should be as normal as possible. Make sure you do not hold your breath. You have one minute to perform as many correct push-ups as you are able. Your counter will count the correct number of push-ups aloud. Your counter will not count incorrect push-ups. Your counter will tell you what you are doing wrong and will repeat the last number of correct push-ups in one minute is recorded as your score.*

**A2.3. Two Minute Hand Release Push-Up Verbal Instructions.** The Assessment Administrator reads the following instructions to all members and demonstrate the proper technique.

A2.3.1. *The two minute hand release push-up is an assessment of muscular strength. You will begin in the prone position and must ensure your hands are flat on the ground with the index fingers inside the outer edges of the shoulders. This is the starting position.*

A2.3.2. *You will push your whole body up from the ground as a single unit to the up position by fully extending the elbows. You will maintain a generally straight body alignment from the top of the head to the ankles. This generally straight position will be maintained for the duration of the exercise.*

A2.3.3. *You will bend your elbows to lower the body back to the ground. The chest, hips and thighs should touch down at the same time. Your head or face do not have to contact the ground. Without moving your head, body, or legs, you will extend both hands out from the body until your arms are fully extended forming a 90-degree angle between your arms and trunk at the shoulders. Hands must be off the ground. After reaching this position, your elbows bend to move the hands back under your shoulder. You must ensure your hands are flat on the ground with your index fingers inside the outer edges of the shoulders and push your whole body back to the starting position. This completes one repetition.*

A2.3.4. *Resting can only be done in the up position. You may remove your hands or feet from the floor or bridge or bow your back, but only in the up or rest position, resting any other body part on the floor is not allowed. If resting occurs in the down position, the hands release push-up portion of test will be terminated and your score will be based on the correct number of hands release push-ups performed up to that point. The number of successfully completed repetitions in two minutes will be recorded as the raw score.*

**A2.4. One Minute Sit-Up Verbal Instructions.** The Assessment Administrator reads the following instructions to all members and demonstrate the proper technique.

A2.4.1. *The one minute sit-up is an assessment of core endurance. Begin by laying face up on the floor or mat. Your feet may extend off the floor or mat, but your buttocks, shoulders, and head must not extend beyond the mat. Bend your knees at 90 degrees, with your feet or heels in contact with the floor at all times. Cross your arms over your chest with your open hands or fingers at your shoulders or resting on your upper chest. This is the starting position. When conducting sit-ups, any part of the hands or fingers remain in contact with the shoulders or upper chest at all times.*

A2.4.2. *If a bolted non-portable toe hold bar is used: Anchor your feet to the ground by hooking your feet or toes under the bar. Your heels must remain in contact with the ground at all times and the bar cannot move while you perform the assessment.*

A2.4.3. *If a toe hold bar is NOT used: You may request the assessor to hold your feet with their hands or by putting their knees on your feet. The assessor may not anchor you by holding behind the calves or by standing on your feet during the assessment as they could lose balance and step off. You may request a member of the same gender to hold your feet and that request must be granted. Let your monitor know if you need your feet held differently prior to beginning the assessment. (e.g., "You are holding my ankles or feet too tight or not enough.").*

A2.4.4. *From the starting position, raise your upper torso until your elbows touch your knees or thighs. Then, lower your upper torso until your shoulder blades contact the floor. This is one repetition. Your elbows must touch your knees or thighs at the top of the sit-up, and your shoulder blades must contact the floor or mat at the bottom of the sit-up (keeping any part of your hands or fingers in contact with your shoulder or upper chest at all times).*



A2.4.5. *The repetition will not count if your hands or fingers come completely away from the chest or shoulder or if your buttocks or heels leave the ground. Additionally, you may not grab onto your shirt as it makes it difficult to determine if you are maintaining proper contact. Any resting must be done in the up position. While resting, you may not use knees or any object to support yourself. If there is any resting other than in the up position, the sit-up portion of the assessment is terminated and your score will be based on the correct number of sit-ups performed up to that point.*

A2.4.6. *You have one minute to perform as many correct sit-ups as you are able. Your counter will count the correct number of sit-ups aloud. Your counter will not count incorrect sit-ups. Your counter will tell you what you are doing wrong and will repeat the last number of correct sit-ups until you correct the error. The total number of correct sit-ups in one minute is recorded as your score.*

**A2.5. Two Minute Cross Leg Reverse Crunch Verbal Instructions.** The Assessment Administrator reads the following instructions to all members and demonstrate the proper technique.

A2.5.1. *The two minute cross leg reverse crunch is an assessment of core endurance. You will lie on your back on a flat, level surface, legs straight, and feet on the ground. Arms are crossed over the chest with open hands or fingers touching the shoulders or upper chest. Hands can't grab the shirt. The use of an exercise mat is optional for this exercise.*

A2.5.2. *While keeping the lower back on the floor, bring both legs toward the chest while reaching your left elbow across your body to touch your right thigh. Then return to the starting position. This is counted as repetition number one.*

A2.5.3. *While keeping the lower back on the floor, bring both legs toward the chest while reaching your right elbow across your body to touch your left thigh. Then return to the starting position. This is counted as repetition number two.*

A2.5.4. *The repetition will not count if your hands or fingers do not remain in contact with the shoulders or upper chest throughout the assessment, including the rest position. Additionally, the repetition will not count if your lower back lifts off the ground, elbow does not touch the opposite thigh, or legs do not fully extend when returning to the starting position. The resting position will be the same as the starting position. **Note:** while performing this exercise your head does not need to touch the ground. If you move out of place greater than a foot you will be warned and if it continues those repetitions will not count. Your final score is the correct repetitions completed at 2 minutes.*

**A2.6. Forearm Plank Verbal Instructions.** The Assessment Administrator reads the following instructions to all members and demonstrate the proper technique.

A2.6.1. *The forearm plank is an assessment of core endurance. It will be performed on a flat, level surface. An exercise mat may be used. You must be entirely on or off the exercise mat, (i.e., upper body cannot be on the exercise mat with feet off). The event will consist of maintaining a proper forearm plank position for the maximum time allowed.*

A2.6.2. *The PTL will record time with a stopwatch to the nearest second and will announce "START", as well as 15-second intervals.*

A2.6.3. *You will begin face down on the floor with elbows bent, forearms flat on the floor/mat, with the body in a straight line through the head, shoulders, back, buttocks and legs.*

A2.6.4. *Elbows must be aligned directly below the shoulders at a 90-degree angle between the forearm and upper arm. Hands will either be in fists with the pinky side of the hand touching the floor or lying flat with palms touching the floor. Forearms may be parallel or angled inward, but the hands cannot be clasped together.*

A2.6.5. *Feet should be placed hip-width apart. Hips must be lifted off the ground with only the forearms, hands and toes on the floor. Knees are straight, pelvis in a neutral position and back flat. The back, buttocks and legs must be straight from head to heels and must remain so throughout the assessment. The back, buttocks and legs must be straight from head to heels and must remain so throughout the test.*

A2.6.6. *Toes, forearms and fists or palms must remain in contact with the floor/mat at all times and folding of hands is not permitted. No other part of the body may contact the vertical support surface.*

A2.6.7. *Involuntary muscle spasms (e.g., shaking, trembling, or quivering) resulting from maximum exertion during the exercise is anticipated and permitted as long as the proper forearm plank position is maintained.*

A2.6.8. *Forearm plank ends when maximum time for the forearm plank has elapsed or until the last participant stops prior to the maximum time allowed, any part of the body other than hands (fists/palms) forearms, or feet touch the floor, member lowers head to hands, member lifts hands, forearms or feet off the floor, member does not maintain 90 degrees at the elbow (i.e., shifting weight forward or back on forearms/toes decreasing or increasing the 90-degree bend).*

A2.6.9. *If you receive more than two corrections on form. The third correction will stop the assessment and the time will be recorded. This will be your official forearm plank time (score).*

**A2.7. 1.5-Mile Timed Run Verbal Instructions.** The Assessment Administrator reads the following instructions to all members and demonstrate the proper technique.

A2.7.1. *This 1.5-mile timed run is used to measure cardiorespiratory fitness. Prior to beginning the 1.5-mile run, you may complete up to a three-minute warm up. You will line up behind the starting line and will be instructed to begin running as I start the stopwatch. No physical assistance from anyone or anything is permitted. Pacing is permitted if there is no physical contact and is not a hindrance to other runners. You are required to stay on and complete the entire marked course. Leaving the course is disqualifying and terminates the assessment. Your completion time will be recorded when you cross the finish line and you are required to complete a cool down for approximately five minutes. If at any time you are feeling in poor health, you are to stop running immediately and you will be given assistance.*

**A2.8. 20-Meter High Aerobic Multi-Shuttle Run (HAMR) Verbal Instructions.** The Assessment Administrator reads the following instructions to all members.

A2.8.1. *The 20-meter HAMR is used to measure cardiorespiratory fitness. Prior to beginning the 20-meter HAMR, you may complete up to a three-minute warm-up.*

A2.8.2. *You will run between two lines 20 meters apart, at a progressively faster pace, to the tempo of a recorded beep.*

A2.8.3. *You will start behind the first line and begin jogging to the opposite line when instructed by the recording. You will leave the line when you hear the beep, and should arrive at the opposite line just before the next beep. You must touch the line with one foot before the beep sounds. If you get to the line early, do not begin running back before the beep sounds.*

A2.8.4. *Failure to reach the line before the beep, or leaving the line too early, will result in a warning. Three consecutive warnings will result in termination of the assessment. If you receive a warning, but successfully reach the line on the next shuttle, the warning count will start back at zero.*

A2.8.5. *You must reach the opposite line on every shuttle. If the beep sounds prior to reaching the line, you must complete the shuttle before you can turn and attempt the next shuttle. Failure to reach the opposite line will result in a warning. However, stopping before the line and returning to the opposite line will result in the termination of your assessment. Failure to attempt a shuttle (i.e. resting or skipping shuttles) will result in the termination of your assessment, as well. You must maintain cadence with the beep sequence at all times.*

A2.8.6. *After each level the time between beeps will become shorter, requiring you to run faster. You are encouraged to keep going until you are no longer able to keep the pace. If at any point you feel unable continue, you may stop the assessment and step off the court. Your score will be the last successful shuttle completed before three consecutive warnings or when you voluntarily terminate your assessment.*

**A2.9. 2 Kilometer Walk Verbal Instructions.** The Assessment Administrator reads the following instructions to all Members and demonstrate the proper technique.

A2.9.1. *This assessment measures cardiorespiratory fitness. Prior to beginning the 2 kilometer walk, you may complete up to a three-minute warm-up. You will be directed to line up behind the starting line and instructed to begin walking as I start the stopwatch. You are to walk the 2 kilometer course as quickly as you can. You must not run, keeping at least one foot in contact with the ground at all times. No physical assistance from anyone or anything is permitted. Pacing is permitted if there is no physical contact and is not a hindrance to others. You are required to stay on and complete the entire marked course. Leaving the course is disqualifying and terminates the assessment. Your completion time will be recorded when you cross the finish line and you are required to complete a cool-down for approximately five minutes. If at any time you are feeling in poor health, you are to stop immediately and you will be given assistance.*

## Attachment 3

## ALTITUDE TIME CORRECTION FOR 1.5 MILE RUN, 2.0 KILOMETER WALK, AND 20-METER HAMR

Table A3.1. Altitude Time Correction for 1.5. Mile Run.

	Group 1	Group 2	Group 3	Group 4
	Test altitude	Test altitude	Test altitude	Test altitude
	between	between	between	at or greater than
	5250 ft - 5499 ft	5500 ft - 5999 ft	6000 ft - 6599 ft	6600 ft
1.5-Mile Run Time	Altitude correction	Altitude correction	Altitude correction	Altitude correction
(min:sec)	(sec)	(sec)	(sec)	(sec)
≤ 9:12	0:02	0:06	0:11	0:18
9:13 - 9:22	0:02	0:06	0:11	0:18
9:23 - 9:34	0:02	0:06	0:11	0:19
9:35 - 9:45	0:02	0:07	0:12	0:20
9:46 - 9:58	0:02	0:07	0:12	0:20
9:59 - 10:10	0:02	0:07	0:12	0:20
10:11 - 10:23	0:02	0:07	0:12	0:21
10:24 - 10:37	0:02	0:07	0:12	0:21
10:38 - 10:51	0:02	0:08	0:13	0:22
10:52 - 11:06	0:02	0:08	0:13	0:22
11:07 - 11:22	0:02	0:08	0:13	0:22
11:23 - 11:38	0:03	0:08	0:14	0:23
11:39 - 11:56	0:03	0:09	0:15	0:24
11:57 - 12:14	0:03	0:09	0:15	0:25
12:15 - 12:33	0:03	0:09	0:15	0:26
12:34 - 12:53	0:03	0:09	0:16	0:26
12:54 - 13:14	0:03	0:09	0:16	0:27
13:15 - 13:36	0:03	0:10	0:16	0:28
13:37 - 14:00	0:03	0:10	0:17	0:28
14:01 - 14:25	0:03	0:10	0:17	0:29
14:26 - 14:52	0:03	0:11	0:18	0:31
14:53 - 15:20	0:03	0:11	0:18	0:31
15:21 - 15:50	0:04	0:11	0:19	0:32
15:51 - 16:22	0:04	0:12	0:20	0:34
16:23 - 16:57	0:05	0:13	0:21	0:36
16:58 - 17:34	0:05	0:13	0:22	0:37
17:35 - 18:14	0:05	0:14	0:23	0:38
18:15 - 18:56	0:05	0:14	0:24	0:40
18:57 - 19:43	0:05	0:15	0:25	0:42
19:44 - 20:33	0:05	0:15	0:26	0:43
20:34 - 21:28	0:06	0:17	0:28	0:46
21:29 - 22:28	0:06	0:18	0:29	0:49
22:29 - 23:34	0:06	0:18	0:31	0:51
23:35 - 24:46	0:06	0:19	0:32	0:54
24:47 - 26:06	0:07	0:20	0:34	0:57
≥ 26:07	0:08	0:22	0:37	1:02

**Table A3.2. Altitude Time Correction for 2.0 Kilometer Walk (Male).**

Age (yrs)	2.0 km Maximum Walk Time (min:secs)	Group 1	Group 2	Group 3	Group 4
		5250 ft – 5500 ft 2.0 km Maximum Walk Time (min:secs)	5500 ft – 6000 ft 2.0 km Maximum Walk Time (min:secs)	6000 ft – 6600 ft 2.0 km Maximum Walk Time (min:secs)	> 6600 ft 2.0 km Maximum Walk Time (min:secs)
< 30	16:16	16:18	16:22	16:25	16:31
30 - 39	16:18	16:20	16:24	16:27	16:33
40 - 49	16:23	16:25	16:28	16:31	16:37
50 - 59	16:40	16:42	16:45	16:48	16:53
60 +	16:58	16:59	17:02	17:05	17:10

**Table A3.3. Altitude Time Correction for 2.0 Kilometer Walk (Female).**

Age (yrs)	2.0 km Maximum Walk Time (min:secs)	Group 1	Group 2	Group 3	Group 4
		5250 ft – 5500 ft 2.0 km Maximum Walk Time (min:secs)	5500 ft – 6000 ft 2.0 km Maximum Walk Time (min:secs)	6000 ft – 6600 ft 2.0 km Maximum Walk Time (min:secs)	> 6600 ft 2.0 km Maximum Walk Time (min:secs)
< 30	17:22	17:25	17:30	17:34	17:42
30 - 39	17:28	17:30	17:35	17:40	17:47
40 - 49	17:49	17:52	17:56	18:00	18:07
50 - 59	18:11	18:13	18:17	18:21	18:28
60 +	18:53	18:54	18:58	19:02	19:08

**Table A3.4. Altitude Time Correction for HAMR.**

Group 1	Group 2	Group 3	Group 4
5250 ft – 5500 ft	5500 ft – 6000 ft	6000 ft – 6600 ft	> 6600 ft
Add 1 Shuttle	Add 2 Shuttles	Add 3 Shuttles	Add 4 Shuttles

**Attachment 4****WRITTEN ORDER PFA ADMINISTRATORS****Figure A4.1. Sample Order.**

## MEMORANDUM FOR PHYSICAL FITNESS ASSESSMENT ADMINISTRATORS

FROM: (Installation Commander - highly recommended)

SUBJECT: Written Order – Duties Associated with Department of the Air Force Physical Fitness Program and/or Access to the myFitness System.

Part of your duties in the Department of the Air Force Physical Fitness Program will require you to have access to sensitive and protected Privacy Act information regarding members. That information includes, but is not limited to, PFA scores, Department of Defense Identification number (DoD ID), age, and medical information.

You are hereby ordered to correctly record all fitness assessment results as required as part of your duties. You will not alter or change a member's fitness assessment results. You are ordered not to release, reveal, or disclose any member's fitness scores, DoD IDs, medical information or other information received as part of your duties associated with the Air Force Physical Fitness Program.

Violations of this order may subject you to administrative and or disciplinary action under the Uniform Code of Military Justice.

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(Commander's Signature)

1st Ind, (Member's name and office symbol) MEMORANDUM FOR

I hereby acknowledge understanding and receipt of this order.

Date:

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(Member's Signature)

## Attachment 5

### FITNESS PROCEDURES FOR PERSONS IDENTIFYING AS TRANSGENDER

**A5.1. Accommodations for Transitioning Service Member.** In cases where transitioning Service members may require accommodation in regard to fitness standards, the Service member should submit requests through their unit commander. Upon receiving any request, recommendation, or dispute on a Service member's ETP under this issuance, a commander or director must approve the member's request or forward the disapproval recommendation to the next higher authority within 30 calendar days for Regular DAF Active Duty and no later than 90 calendar days for Guard and Reserve.

**A5.2.** Service members must adhere to applicable Fitness standards of the gender reflected in DEERS as outlined in this publication. However, Service members undergoing cross-sex hormone treatment as a component of a Medical Treatment Plan (MTP), validated and approved by the Transgender Health Medical Evaluation Unit (THMEU), may request an exemption from taking the Physical Fitness Assessment (PFA) during their period of transition, prior to a gender marker change in MilPDS to flow to DEERS. Military medical providers may enter profiles for components of the fitness assessment as appropriate.

#### **A5.3. Fitness Exemptions After Fitness Failure.**

A5.3.1. For cases in which members have failed the fitness assessment due to treatment for gender dysphoria, a fitness exemption may be requested by the member in accordance with this publication.

A5.3.2. The following are required for fitness assessment exemption consideration:

A5.3.2.1. A memorandum from the service member requesting the AF exemption.

A5.3.2.2. A signed DD Form 2870, *Authorization for Disclosure of Medical or Dental Information*.

A5.3.2.3. An MTP signed by the THMEU that shows evidence of: a medical diagnosis of gender dysphoria from a military medical provider confirmed by the THMEU (or the diagnosis of a civilian provider validated by a military medical provider and the THMEU), confirmation of ongoing cross-sex hormone treatment as part of a gender transition plan, and an estimated gender marker change date that has not yet expired.

A5.3.2.4. Unit commander, or equivalent, certification that the service member made a full and clear effort to meet the PFA standards of their current gender.

#### **A5.4. Fitness Exemptions for Transitioning Members.**

A5.4.1. AF/A1 is the approval authority for exemption requests as outlined in this publication. For service members who are transitioning and have an approved MTP, authority to approve fitness exemptions is delegated to the wing commander or equivalent.

A5.4.2. The service member's immediate commander, or equivalent, will recommend approval or disapproval and forward the request through their chain of command to the wing commander for approval. Any disapproval will follow the process below:

A5.4.2.1. Any commander recommending disapproval, after Staff Judge Advocate review, will forward the request to the appropriate MAJCOM, FLDCOM, FOA or DRU A1.



A5.4.2.2. The MAJCOM, FLDCOM, FOA, DRU A1 recommends approval or disapproval and forwards the request, to the commander or director for approval or to recommend disapproval. Any MAJCOM, FLDCOM, FOA, DRU commander or director recommending disapproval, after Staff Judge Advocate review, forwards the request to the Service Central Coordination Cell (SCCC) to route for AF/A1 decision.

A5.4.3. AF/A1 retains the disapproval authority for such fitness exemptions.

**A5.5. Approved Exemptions.** If the fitness exemption is approved,

A5.5.1. The unit commander, or equivalent, will sign a memo authorizing the exemption.

A5.5.2. Unit Fitness Program Managers (UFPM) will document the exemption in myFitness using the commander's composite exemption. Initial FA exemptions will be for a period of six (6) months. To receive a new exemption, the Service member will provide the previously approved FA exemption memo and updated medical documentation showing proof of continued cross-sex hormone treatment to their current unit commander, who may approve or deny any additional 6-month period exemptions.

A5.5.3. Upon approval of a fitness exemption, the Installation Commander, or delegate for fitness appeals under this manual, may approve the removal of failing fitness assessment scores due to gender transition.

A5.5.4. Wing Commanders or DAF, MAJCOM, FLDCOM, NAF, FOA and DRU Directors or USSF equivalents receiving a request for fitness exemption will provide a completed, approved request package to the SCCC at [usaf.pentagon.saf-mr.mbx.af-central-coordination-cell@mail.mil](mailto:usaf.pentagon.saf-mr.mbx.af-central-coordination-cell@mail.mil).

A5.5.5. A service member who receives a fitness exemption will be expected to maintain a healthy lifestyle, participate in unit physical fitness, and work with their unit commander to ensure they are maintaining an active fitness regimen. Members are ultimately responsible for maintaining a healthy lifestyle which incorporates fitness. Unit commanders may use current United States Air Force Fitness Improvement Program options, such as BE WELL online, a Healthy Weight program, or Military OneSource Health Coaching to assist in formally monitoring members' fitness levels. Service members diagnosed with gender dysphoria should provide their unit commander a Fitness Maintenance Plan to ensure they have a verifiable plan to remain physically fit during their gender transition.

A5.5.6. The fitness assessment exemption will apply at current and future duty locations but will need to be re-evaluated by the unit commander when the exemption expires.

## Attachment 6

## ADMINISTRATIVE AND PERSONNEL ACTIONS

**A6.1. General.** This attachment provides optional administrative and personnel actions ([Table A6.1](#)) for PFA failures.

**Table A6.1. Optional Administrative and Personnel Actions (See notes).**

Unsatisfactory Fitness Score by PECD or SCOD				
Defer, Withhold Promotion, or Not Recommend (Enlisted)	X	X	X	X
Unsatisfactory Fitness Score	1st Fail	2nd Fail	3rd Fail	4th+ Fail
Verbal Counseling	Use anytime and as often as needed and in conjunction with other options below			
Letter of Counseling	X	X		
Letter of Admonishment	X	X		
Limit Supervisory Responsibilities	X	X	X	X
Letter of Reprimand	X	X	X	X
Referral Evaluation	X	X	X	X
Delay Promotion (RegAF/USSF Officer) see AFI 36-2501, <i>Officer Promotions and Selective Continuation</i>				
Delay Promotion (ARC Officer) see AFI 36-2504, <i>Officer Promotion, Continuation, and Selective Early Removal in the Reserve of the Air Force.</i>	X	X	X	X
Establish Unfavorable Information File		X	X	X
Reenlistment Ineligibility (see <b>Note 2</b> )		X	X	X
Remove Supervisory Responsibilities			X	X
Deny Voluntary Retraining			X	X
Deny Formal Training			X	X
Placement on Control Roster			X	X
Reenlistment Non-selection (see <b>Note 2</b> )			X	X
Remove Promotion (Officer)			X	X
Administrative Demotion (Enlisted)			X	X
Administrative Separation				X

Air Reserve Component only. Transfer to Obligated Reserve Section or Non-obligated, Non-participating Ready Personnel Section.				X
<p><b>Notes:</b></p> <p>1. This is illustrative and not binding. Unit commanders exercise discretion when selecting optional command action(s) keeping in consideration the need for progressive discipline and the requirement for a separation package to be processed after the 4th failure in 24 months (or 36 months). Commanders may use more than one action per failure. Recommend commanders consult with their local Staff Judge Advocate. Refer to the governing instructions to determine the correct form and procedures for each action.</p> <p>2. Commanders may render a member ineligible for reenlistment rather than denying reenlistment by specifying ineligibility versus non-selection on the AF Form 418, <i>Selective Reenlistment Program Consideration/Denial of Continued Service for Airmen</i>. This allows the flexibility of authorizing Members to extend their reenlistment for either 4 or 7 months (7 or 12 for ARC) to improve their fitness level. Members non-selected for reenlistment are not allowed to extend for any reason and will separate on the date of separation. Commanders may complete a second AF Form 418 changing the member's ineligibility or non-selection status at any time.</p> <p>3. For ARC, the use of this option should be weighed against use of administrative separation and is applicable where recall of this member would not jeopardize mission readiness.</p> <p>4. If a member has a history of fitness assessment failures, then passes, only to fail again – commanders should consider a more aggressive approach for optional actions.</p>				

## Attachment 7

**SAMPLE MEMORANDUM FOR MEDICAL EVALUATION FOLLOWING  
MULTIPLE UNSATISFACTORY FITNESS ASSESSMENTS****Figure A7.1. Sample Memorandum.**

MEMORANDUM FOR MILITARY TREATMENT FACILITY MEDICAL PROVIDER

FROM: \_\_\_\_\_/CC(F)

SUBJECT: Medical Condition Determination for Fitness Assessment Failures

Please determine whether there was a medical condition that precluded (*Rank, First and Last Name*) from achieving a passing score on the fitness assessment identified in the table below.

Please contact me at DSN \_\_\_\_\_ with any questions.

\_\_\_\_\_, \_\_\_\_\_, USAF

(*Name*) (*Rank*)

Commander or First Sergeant

1st Ind, MILITARY TREATMENT FACILITY MEDICAL PROVIDER

TO: UNIT/CC(F)

I have reviewed the member's medical record for each of the following fitness assessment as indicated by my initials below. I may be reached at DSN\_\_\_\_\_.

**Table A7.1. Military Treatment Facility Medical Provider.**

<i>Filled in by Unit (CC, CCF or UFPM)</i>						<i>Completed by MTF Medical Provider</i>	
Member took fitness assessment on:	For this assessment, the member was:					For this assessment, the member:	
<i>(Fill in fitness assessment failure dates for which a medical determination is required. If there is already a medical opinion on past failure, do NOT request another medical determination for that assessment.)</i>	<b>not exempt</b> from any portion of the fitness assessment	<b>exempt</b> from Cardiorespiratory	<b>exempt</b> from Core Endurance.	<b>exempt</b> from Muscular Strength.		<b>had a</b> documented medical condition that precluded them from achieving a passing score in a non-exempt portion of the fitness assessment.	<b>did not</b> have a documented medical condition that precluded them from achieving a passing score in a non-exempt portion of the fitness assessment.
____/____/____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
____/____/____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
____/____/____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
____/____/____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

---

Signature & Stamp of Military Treatment Facility Medical Provider and Date

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Signature & Stamp of Senior Profiling Officer and Date

**This document contains CONTROLLED UNCLASSIFIED INFORMATION (CUI) which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a), in addition to DoDI 5400.11 and AFI 33-332. RECIPIENT IS RESPONSIBLE FOR SAFEGUARDING AND MAINTAINING THIS PRODUCT in accordance with the aforementioned regulations and DoDI 5200.48.**

## Attachment 8

### OCCUPATIONALLY SPECIFIC PHYSICAL FITNESS ASSESSMENT ESTABLISHMENT PROCEDURES

**A8.1. This attachment establishes.** The process for creating an occupationally specific physical fitness assessment (OSPFA). OSPFAs may be necessary for career fields with occupationally-specific and operationally relevant fitness requirements not adequately assessed using the Air Force's standard physical fitness assessment (PFA).

**A8.2. Approval.** Functional authorities who desire the establishment of an OSPFA will request approval to conduct an OSPFA study from the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1). If approved, directorates within the Headquarters Air Force or Major Commands fund the study and must work with the Air Force Exercise Science Unit (AFPC/DSYX) or research task force procured by MAJCOMs or lead agents. **(T-1).** Collaboration with the Exercise Science Unit or research task force ensures all physical fitness assessment components are essential to combat readiness and align with the needs and mission of the Department of Defense and the Air Force. **Note:** For the purposes of this publication AFPC/DSYX or the research task force will be referred to as the Development Team.

A8.2.1. The purpose of a Development Team is to establish an OSPFA standard for communities with requirements above the Air Force fitness standard.

A8.2.2. The Development Team will, at a minimum, consist of one professional with a background in research and statistical analysis, one exercise physiologist, and one representative from each career field participating in the OSPFA assessment at the rank of E-8/O-5 or above.

A8.2.3. The Development Team will use scientific principles of physical conditioning outlined in the American College of Sports Medicine guidelines for exercise assessment and prescription.

**A8.3. After conditions outlined in paragraph A8.2 have been met, career field managers may initiate the process below.**

**A8.3.1. Step 1 – Identify Physical Job Demands.** Career field managers work with exercise experts in the Development Team to analyze job demands and requirements. In this step, duty tasks that are both physically demanding and critical to mission success are identified. Physical job demands are derived from CFETPs, occupational standards, MISCAPs, DOC statements, and historical mission data. **Note:** Input - Career Field Education and Training Plans (CFETPs), occupational standards, mission capability statement (MISCAPs), designed operational capability (DOC) statements, and historical mission data. Output - list of physical job demands.

**A8.3.2. Step 2 – Develop Physical Task Simulations.** The Development Team uses the physical job demands from Step 1 to develop physical task simulations, which are used to replicate an Airman's performance of physical job demands. A minimum passing score must be assigned to each physical task simulation. **Note:** At this point in the process, there may be more than one physical task simulation aligned to a physical job demand. **Note 2:** Input - list of physical job demands. Output - list of physical task simulations.

**A8.3.3. Step 3 – Evaluate Physical Task Simulations.** The Development Team works with the Career Field Manager (CFM) to evaluate the ability of each physical task simulation to meet physical job demands; standards for gender neutrality, in accordance with DoDI 1308.03, *DoD Physical Fitness/Body Composition Program*; and at least one of the following: aerobic capacity, muscular strength, muscular endurance. The results are compiled into a weighted list of physical task simulations that are scored based on how well each task meets the assessment criteria below; applicability to physical job demands, compliance with DoD standards, and mitigation of injury based on a risk assessment. **Note:** Input - list of physical task simulations. Output - weighted list of physical task simulations.

**A8.3.4. Step 4 – Develop Prototype Assessments.** The Development Team uses the weighted list of physical task simulations to develop prototype assessments. A prototype assessment is a collection of physical task simulations (referred to as events from this point forward) that meet all the assessment criteria defined in Step 3. **Note:** Input - weighted list of physical task simulations. Output - prototype Assessments.

**A8.3.5. Step 5 – Execute and Evaluate Prototype Assessments.** The Development Team executes the prototype assessments in a controlled environment with assessment subjects from the relevant career field(s). **Note:** Assessment subjects are selected, in coordination with the CFM, to ensure an accurate representation of the career field. Upon completion of each prototype assessment, The Development Team will administer a survey to assessment subjects. Surveys should request feedback on the safety of implementing the assessment and assessment procedures. A single assessment will be selected and used during the field testing outlined in Step 6. Prototype assessments are scored based on survey feedback and how well each assessment meets the assessment criteria below; operational relevance, ease of administration, and required resources (time, equipment, manpower). **Note 2:** Input - prototype assessments. Output - selected prototype assessment for field testing.

**A8.3.6. Step 6 – Develop Prototype Scoring Standards.** The Development Team aligns the minimum physical task simulation performance (Step 2) to a point value for each event. A score matrix is created for each event that assigns point values to event performance levels. The Development Team will define the minimum passing composite score for the prototype assessment. The minimum passing composite score should take into account the following criteria below; operational requirements, mitigation of injury, and career field performance. **Note:** Input - selected prototype assessment for field testing. Output - prototype assessment with scoring standards.

**A8.3.7. Step 7 – Initiate Field Testing.** The Development Team teaches the exercise principles and methods to the career field exercise experts conducting the assessment. Exercise experts consist of exercise physiologists or strength and conditioning specialists assigned to operational units. The Development Team assesses the prototype and scoring standards in operational units. Upon completion of assessments, surveys are distributed to physical training leaders, exercise physiologists, strength and conditioning specialists, and assessment subjects. Surveys should request feedback on the ease of administration, assessment procedures, and safety of implementing the assessment. **Note:** Input - prototype assessment with scoring standards. Output – data and feedback on the prototype assessment and scoring standard.



**A8.3.8. Step 8 – Request PFA Exemption.** Steps 8 and 9 should be performed concurrently so the PFA exemption and OSPFA PFA guidance are distributed to the force together. The PFA exemption prevents Airmen from having duplicate fitness assessment requirements. The Functional Authority requests approval from AF/A1P to exempt subjects from performing the Air Force PFA. **Note:** Input – PFA exemption memorandum. Output – signed PFA exemption memorandum.

**A8.3.9. Step 9 – Develop OSPFA Forms and Guidance.** The Development Team analyzes data and feedback to make necessary adjustments to the prototype assessment and scoring standards. This analysis is used to develop or update OSPFA forms and guidance that is distributed to the community by the CFM and/or Functional Manager. Guidance will include the signed PFA exemption memorandum. **Note:** Input – data and feedback on the prototype assessment and scoring standard. Output – OSPFA forms and guidance (e.g., user score form, data collection spreadsheet, written guidance).

**A8.3.10. Step 10 – Execute Adaptation Period.** The CFM or Functional Authority initiates the 1-year adaptation period, provides guidance, user score form, and data collection spreadsheet to users. During the 1-year adaptation period, the Development Team collects feedback and assessment scores from physical training leaders, exercise physiologists, strength and conditioning specialists, and assessment subjects' survey data, assessment feedback to assist in developing final OSPFA guidance. During the adaptation period, units will allow Airmen to acclimate to the assessment and acquire necessary equipment for assessment execution. AF/A1P shares the report with AF/SE and AF/SG then staffs to AF/A1 for approval. **Note:** Input – OSPFA forms and guidance, signed PFA exemption memorandum. Output – adaptation period report and feedback.

**A8.3.11. Step 11 – AFMAN Development.** The Development Team and CFM review adaptation period data to amend assessment guidance or requirements as needed. The assigned action officer develops an AFMAN outlining OSPFA guidance and applicable forms. The CFM works in conjunction with AF/A1P and AFPC/DP3 to incorporate assessment components and scores into the USAF Fitness Data Repository System (e.g., myFitness). The draft AFMAN is coordinated in accordance with DAFI 33-360. **Note:** AF/A1P is required formal coordination for all OSPFA guidance. The publication will fall under the authority of AFPD 36-29, *Military Standards*. SAF/MR is the approval authority for all 36-29 series publications. **Note 2:** Input – adaptation period completion data (e.g., scores and feedback). Output – OSPFA AFMAN.

**A8.3.12. Step 12 – Notify Relevant Stakeholders.** The CFM or Functional authority notifies the career field of the new OSPFA. Notification should occur from Headquarters Air Force and notify all MAJCOMs of user application. AF/A1 informs AF/CC and AF/CCC of the new OSPFA physical fitness assessment. **Note:** Input – OSPFA AFMAN. Output – formal notification of new OSPFA.

**A8.4. Exceptions or deviations from this process will be submitted in writing to AF/A1P for decision.**

**A8.5. Questions pertaining to this Attachment can be addressed to AF/A1PPP at .**