BY ORDER OF THE COMMANDER
514TH AIR MOBILITY WING

514th AIR MOBILITY WING INSTRUCTION
36-2905

23 APRIL 2014

Personnel

FITNESS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 514 AMW/FPM
Certified by: 514 AMW/CC
(Col. Michael J. Underkofler)
Pages: 35

This Instruction implements 514 AMW specific procedures in addition to the following: Air Force Instruction (AFI) 36-2905 Fitness Program. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at https://www.my.af.mil/afrims/afrims/afrims/rims.cfm. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR).

Commander’s Intent:

Physical fitness is an important aspect of our readiness. The Fitness Assessment (FA) is the method we use to measure our members’ fitness. The FA is used to ensure Airmen are prepared to meet the demanding physical challenges of today’s mission. The FA is designed to test the body composition, muscular strength/endurance, and cardiovascular respiratory fitness of our Airmen. A passing score signifies an Airman is Fit to Fight. The FA is merely a measurement of fitness, not in itself a fitness program. I encourage every Airman in our wing to adopt a personal fitness program. Doing so will dramatically improve a member’s FA scores, stamina, and their capability to accomplish their mission. Additionally and more importantly, adherence to a physical fitness regimen will result in a healthier member enjoying a better quality of life and increased longevity.

Our wing’s fitness program is governed by AFI 36-2905. To ensure compliance with this instruction, I have established this Wing Instruction. Its purpose is to provide guidance with the
administration and management of our wing’s fitness program. The ultimate goal of our fitness program is to encourage and produce healthy and fit Airmen. There are multiple resources available to assist those members struggling with their fitness assessments. Unit Fitness Program Managers (UFPM) and Physical Training Leaders (PTL) should encourage these members and help them achieve their physical fitness goals. The base’s Health and Wellness Center (HAWC) also has resources available for our members. I encourage all members to take advantage of what the HAWC has to offer, not just those struggling with their FAs.

The bottom line of the AF Fitness Program is that AFI 36-2905 dictates standards, and it is every Airman’s responsibility to meet or exceed those standards. FA scores affect proficiency reports, deployments, schools, TDYs, and numerous training opportunities. In order to enforce these fitness standards, commanders may have to exercise adverse personnel action in the event of failure. The harshness of any adverse actions will escalate with each subsequent failure up to a recommendation for involuntary separation for four or more failures in a 24-month period. This instruction should provide the necessary guidance to ensure all adverse actions are standardized across the wing and dispensed fairly. Our objective, though, is to have all our members achieve passing FA scores, not to discharge them any of them.

1. General. .................................................................................................................... 3
2. Responsibilities. ........................................................................................................... 3
3. Fitness Assessment Testing. ........................................................................................ 8
4. Safety Equipment and Weather Considerations. ....................................................... 8
5. Fitness Review Board. .................................................................................................. 9
6. Addressing Fitness Assessment Failures. ................................................................. 9
7. Addressing Non-Current Fitness Status. ................................................................. 11

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 13
Attachment 2—FITNESS PROGRAM MANAGER ORGANIZATIONAL CHART 16
Attachment 3—FITNESS PROGRAM CASE FILE FORMAT, IAW AFI 36-2905 17
Attachment 4—EXAMPLES OF LETTERS OF COUNSELING/REPRIMAND 18
Attachment 5—MEMORANDUM FOR CIVILIAN MEDICAL PROVIDER 22
Attachment 6—APPROVED WEATHER WAIVER 23
Attachment 7—SAMPLE RETENTION RECOMMENDATION LETTER 24
Attachment 8—SAMPLE MEMORANDUM FOR SEPARATION RECOMMENDATION 26 (AFI 36-3209)
1. General.

1.1. This Instruction is designed to provide assistance with the management and administration of the Fit to Fight program across all groups and squadrons within the 514th Air Mobility Wing (AMW). Additionally, this instruction provides guidance to unit commanders in addressing their members with multiple fitness assessment failures and those who fail to maintain currency. This guidance ensures that the unique nature of the Joint Base McGuire-Dix-Lakehurst/Associate Unit construct is addressed in the Fit to Fight program processes as necessary for compliance with AFI 36-2905. Assigned responsibilities for the effective management of this program will be structured in accordance with the 514 AMW Fitness Organizational chart as referenced in Attachment 1 of this instruction. The main objective of this wing’s fitness program is to encourage its members to adopt a healthy lifestyle complete with a proper nutritional diet and effective regular exercise.

2. Responsibilities.

2.1. **Wing Commander (514 AMW/CC) will:**

2.1.1. Execute and enforce the Fitness Program for the 514 AMW and ensure compliance with appropriate administrative action in cases of non-compliance.

2.1.2. Provides an environment that supports and motivates a healthy lifestyle through optimal fitness and nutrition.

2.1.3. Appoints Wing Fitness Program Manager (WFPM).

2.1.4. Provides an environment for the Squadron Commander to have the authority and confidence to act swiftly with any fitness related issues.

2.1.5. Provides wing guidance for consistent adverse actions for members who do not meet the standards.

2.1.6. May provide input on administrative actions taken against a member for a fourth subsequent Fitness Assessment (FA) failure.

2.1.7. Develops a Wing Fitness Publication to give guidance to Units, Groups and Tenants assigned to the 514 AMW.
2.1.8. Coordinates with Host Base Leadership to ensure level of support provided is IAW AF Directives and Host Tenant Agreement.

2.1.9. Establishes a policy for subordinate unit commanders regarding the use of duty time for Physical Training (PT) during Unit Training Assemblies (UTA), Annual Tours (AT) and Special Tours. Note this is required per Management Internal Control Toolset Compliance Inspection (MICT CI) checklist for Wing Fitness Program.

2.1.10. Designates approved testing facilities / locations.

2.1.11. Submits waivers to Major Command (MAJCOM) to adjust scheduling of FA based on extreme seasonal weather conditions.

2.2. **Wing Fitness Program Manager (WFPM) will:**

2.2.1. Be appointed by the wing commander, should be a full time member of the 514 AMW. Must be a Senior Noncommissioned Officer (SNCO) or a company grade officer or above. The WFPM must be able to maintain a passing score on the FA and should be a fitness example to the wing, promoting fitness and a healthy lifestyle throughout the wing.

2.2.2. Develop a fitness assessment schedule for each day of every Unit Training Assembly (UTA), both “A” and “B” weekends. Offer enough sessions to ensure the demand for fitness assessments from across the wing are met. To the maximum extent possible, utilize PTLs who are not performing their regularly scheduled UTA. This will prevent PTLs from testing members in their unit. If PTLs are used during their regularly scheduled UTA periods, ensure they do not perform assessment duties that involve directly scoring members from their unit. Acting as a spotter during the run portion is not an active scoring duty and is allowed when members from the PTL’s unit are running/walking.

2.2.3. Maintain wing-wide fitness statistics that include unit currency/non-currency levels, exemptions, never-tested totals, and recognition for excellent fitness scores data.

2.2.4. Conducts and documents an annual audit of each UFPM’s fitness program to ensure compliance and standardization to AFI 36-2905 and 514 AWI 36-2905 across the wing. The audit includes a thorough review of files, forms, continuity binders, and the manner of how the MPTL conducts a fitness assessment.

2.2.5. When possible, complete the American College of Sports Medicine (ACSM) Certified Personal Trainer and ACSM Group Exercise Instructor Courses or the National Academy of Sports Medicine (NASM) Health Fitness Specialist certification (or equivalent certification) within 12 months of appointment.

2.2.6. Consist of a primary, assigned as an officer, and an alternate, assigned as an officer or NCO. This is to ensure coverage for all UTAs, “A” and “B” weekends and necessary preparation for assessments, data entry and compilations, and ensure program/scheduling continuity.

2.2.7. Conduct initial PTL-Basic, PTL-Advanced, and UFPM training. Train PTLs to lead unit Physical Training (PT) and conduct wing FAs as required, including proper equipment procurement, maintenance, and use. Ensure PTLs are trained for Basic Life Support (BLS) and in the use of an Automated External Defibrillator (AED). Ensure that
a minimum of 4 PTLs (2 male and 2 female) are trained to conduct the Body Fat Assessment (BFA).

2.2.8. Maintains current appointment letters, Cardio Pulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certifications, and documentation of training requirements for all WFPMs and PTLs, in the WFPM continuity binder.

2.2.9. Manages base AFFMS users, granting access to commanders and UFPMs only after a letter of appointment is generated.

2.2.10. Attends Monthly Deployment Activity Working Group (DAWG) meetings and provides fitness inputs for members on profile for same component for greater than 12 months or exempt for more than 4 components within 24 months.

2.2.11. Manages base AFFMS users, granting access to commanders and UFPMs only after a letter of appointment is generated.

2.3. **Group Commanders will:**

2.3.1. Appoint a primary and alternate group fitness program manager (GFPM), assigned as either an officer or NCO. This is to ensure coverage for all UTAs of which the group’s squadrons participate, both “A” and “B” weekends and conduct any necessary administrative functions in managing the fitness program at the group level.

2.4. **Group Fitness Program Managers (GFPMs) will:**

2.4.1. Be appointed by the group commander. It is highly recommended that they be a full time member of the 514 AMW and available for at least a year after appointment.

2.4.2. Maintain group-wide fitness metrics to include unit currency/non-currency levels, exemptions, never-tested totals and recognition for excellent fitness scores data.

2.4.3. Conduct FAs on rotation based upon the WFPM annual schedule. Ensure that set up, administration of the FA, and tear down is accomplished.

2.4.4. Communicate with the UFPMs to ensure that PTLs will be available to assess the FA (in accordance with the Wing FA schedule) the UTA prior. (e.g. The GFPM will contact the UFPM on the April A UTA to ensure that a PTL will be available to assess the FA on the A UTA in May).

2.4.5. Will not enter scores or exemptions for anyone in the groups they themselves are assigned to. To do so, will be grounds for immediate removal from the GFPM position by the WFPM.

2.5. Unit/Squadron Commanders (CCs) will:

2.5.1. Appoint primary and alternate UFPMs, assigned as either an officer or NCO. Ensure their appointees have the availability to provide for program/scheduling continuity.

2.5.2. Appoint PTLs IAW AFI 36-2905. As a minimum, designate two members as PTLs.

2.5.3. Use any of the administrative and personnel actions listed in AFI 36-2905, attachment 14, as they deem appropriate to address multiple fitness failures. Actions may
include denial from attending schools, TDYs, deployments, denial of re-enlistment, and a referral performance report.

2.5.4. Document all actions and correspondence relating to members with failing FA scores and provide this documentation to the UFPM for inclusion in the member’s Fitness Program Case File. This documentation must include a completed AF Form 108, PHYSICAL FITNESS EDUCATION AND INTERVENTION PROCESSING. The AF Form 108 documents all of the steps that a CC has made to ensure the member does not have a medical condition precluding them from passing their fitness assessment. CCs should document all verbal counseling using an AF Form 174, Record of Individual Counseling.

2.6. **Unit Fitness Program Managers (UFPMs) will:**

2.6.1. Manage the squadron’s fitness program for the CC and maintain squadron fitness statistics which will include unit currency/non-currency levels, exemptions, never-tested totals and recognition for excellent fitness scores data. Provide unit fitness metrics to the CC.

2.6.2. Provide the GFPM with the required fitness metrics used during the pre-UTA meetings NLT Tuesday prior to the UTA.

2.6.3. Schedule members for FAs utilizing the 514 AMW Fitness SharePoint site [https://eim.amc.af.mil/org/514amw/514_WFPM/default.aspx](https://eim.amc.af.mil/org/514amw/514_WFPM/default.aspx)

2.6.4. Provide members with the Fitness Screening Questionnaire (FSQ) for completion no earlier than 90 days and no later than 7 days prior to the fitness assessment. Retain a current copy of the FSQ for each member. The FSQ will be reviewed along with the member’s AF Form 469, Duty Limiting Condition Report, (when applicable) prior to a member taking the FA. Any member demonstrating high-risk responses will be referred to the Medical Liaison Officer.

2.6.5. Notify CC of failures.

2.6.6. Create and maintain case files on members having failing FA scores (FSQs, fitness scores, letters, e-mails, copies of administrative actions taken, etc.). Use format described in **Attachment 2** for organizing Fitness Program Case Files. Ensure case files are maintained in a secured location. Refer members with failing scores to complete Balance Eating –Workout Effectively-Live Long (BE WELL) course online through ADLS (see 6.1.14). Additionally, refer these members to see the Health and Wellness Center (HAWC) if they have availability during the week.

2.6.7. Identify Airmen who have been exempted from one or more of the four components of the fitness test for a continuous 12-month period or have four component exemptions in a 24-month period and notify the Unit CC. Note: If a member completes the 2 km walk instead of the run, it is not considered a component exemption.

2.6.8. Produces Self Pace Fitness Improvement (SFIP) documentation for those who do not pass the assessment by the first UTA following the failed assessment. Obtains all required signatures on the SFIP documents. Manages those members enrolled in SFIP, and assists in completing the Be Well (BW) program, answering any FIP/fitness related
questions. Members must complete the BW program within 60 days of the unsatisfactory FA.

2.6.9. Conducts monthly meetings with all members enrolled in SFIP and reviews their current fitness status.

2.6.10. Identify Airmen who are in a “Not Participating” status and provide a list to the WFPM in a Memorandum for Record (MFR) (see attachment 10). “Not Participating” members will be exempt in Air Force Fitness Management System (AFFMS) by the WFPM. “Not Participating” lists will be updated every 6 months or more frequently as needed.

2.6.11. Identify Airmen who are in a “No Pay No Points” status and provide an MFR for each individual to the WFPM (see attachment 11). “No Pay No Points” members will be exempt in AFFMS via a “Commander’s” exemption (AFI36-2905, Table 5.1. Exemption Categories). “No Pay No Points” MFRs will be updated every quarter. (See 2.8.8. for further exemption guidance).

2.7. **Squadron Physical Training Leaders (PTLs) will:**

- 2.7.1. Complete PTL-Basic (PTL-B) certification or PTL-Advanced (PTL-A) and recurring training.
- 2.7.2. Assist the WFPM in the administration of the FA.
- 2.7.3. Be available upon request by the WFPM to assist with FAs.
- 2.7.4. Not directly score members of their unit on the fitness assessment.
- 2.7.5. PTL-A certified members will plan and lead squadron members in unit physical training activities.

2.8. **Squadron Members will:**

- 2.8.1. Inform their UFPM no later than thirty days prior to their fitness assessment due date to schedule their test and complete the Fitness Screening Questionnaire.
- 2.8.2. Inform their UFPM of any medical condition that may exist or arise which would restrict the completion of their fitness requirements. Upon completing the FSQ, if a medical condition exists or arises prior to the scheduled FA which would restrict the completion of their fitness requirements, the service member will notify their UFPM. The UFPM will provide the service member with the Civilian Medical Evaluation letter/Civilian Medical checklist (Attachment 4). Members will remain in a noncurrent status until they supply the AMDS with the necessary medical documentation from their civilian primary care provider supporting their current illness/injury. A copy of this documentation is returned to the UFPM and a copy is given to the 514 AMDS. The completion of the FA will be dependent upon the outcome of the military medical provider review. If the member notifies their UFPM, GFPM, or the WFPM of a medical condition that exists or arises on the day of the scheduled FA which would restrict the completion of their fitness requirements, the member will be considered non-current once past their FA due date until the member can provide medical documentation from their civilian primary care physician supporting their current illness/injury, or until they complete their FA.
2.8.3. Ensure their fitness profile is accurately annotated on their AF Form 469, Duty Profile.

2.8.4. Remain current as defined in AFI 36-2905, para. 3.12. Failing to remain current, as well as failing to attain a passing score on the fitness assessment will result in a “DOES NOT MEET STANDARDS” rating on the member’s performance report if the member is non-current or has failed fitness assessment status as of the closeout date.

2.8.5. Report to their scheduled FA with a completed FSQ, their Common Access Card (CAC), and AF Form 469, if applicable.

2.8.6. Complete their portion of the AF Form 4446 Score Card. Due to identity theft concerns, members will leave the block requiring their full Social Security number blank. Upon completion of the FA, the members will sign the bottom portion of the score sheet and place their full Social Security number in the appropriate block. This will ensure their Social Security numbers are secure throughout the entire FA.

2.8.7. Members whose fitness currency expires within 180 months of an approved retirement are not required to test.

2.8.8. Members must provide documentation to the GFPM or WFPM in order to be put in an exempt status in AFFMS under the “Deployed” or “Commander’s” (see Attachment 12).

3. Fitness Assessment Testing.

3.1. Each unit will be responsible to supply PTLs to conduct FAs during UTAs as scheduled by WFPMs and GFPMs. To eliminate the appearance of impropriety, PTLs will not test members from their own unit. If there is a shortage of PTL(s), the WFPM will visually assist performing the testing to reduce the appearance of impropriety.

3.2. The FAs will be conducted at the McGuire Fitness Center.

3.3. Members will test in the following order: (1) height, (2) weight, (3) abdominal circumference, (4) push-ups, (5) sit-ups, (6) run/walk, and, if necessary, (7) Body Mass Index Screen and (8) BFA.

3.4. A member may count another member's sit-ups/push-ups if the PTL is a witness to ensure the member performing the test is correctly doing the procedure.

3.5. After completion of the six FA components, the member and/or PTL must review the AF 4446 score card for completeness (name, social security number, signatures).

3.6. The AF 4446 and FSQ must be turned-in to the GFPM or WFPM at the end of the FA to be entered into AFFMS. Both sheets will be returned to the squadron UFPM to be filed.

3.7. The wing’s medical units (AMDS, ASTS, and AES) will provide a medical professional (e.g. doctor, nurse or Emergency Medical Technician (EMT)) to be on scene in case of any medical emergency that may arise due to physical exertion.

4. Safety Equipment and Weather Considerations.

4.1. AEDs and first-aid supplies are available at the Fitness Center. WFPM, GFPM, or a PTL will check out an AED and have a cell phone available during the FA.
4.2. The 87 ABW Command Post will be the source for all weather-related information. This data will be the basis for determining if environmental conditions are conducive for conducting the run/walk portion of the FA.

4.3. Prior to the aerobic portion of the FA, PTLs will complete a visual inspection of outdoor track surface for accumulation of water and/or ice that cannot be easily observed and avoided, or standing water that a large group cannot easily avoid.

4.4. In accordance with the Fitness Testing Weather Waiver Memorandum from AFRC/CV, dated 23 November 2011 (Attachment 5), the run component of the FA may be exempted by the WFPM or GFPM during inclement weather. The Griffith Field House indoor track is not to be utilized as an alternative to running outdoors.

5. **Fitness Review Board.**

5.1. Performs an advisory role only. The FRB will meet at least quarterly, or as requested by the wing commander or designated representative, to review all personnel identified as having at least four FA failures within a 24-month period.

5.2. The FRB should consist of the WFPM, medical review officer, and career advisor. The affected member’s commander and/or first sergeant, as well as a fitness monitor from the affected member’s squadron, should also attend the FRB.

5.3. The FRB will advise, provide input, or make suggestions for members identified to the FRB, prior to a final discharge or retention recommendation being made. It is not necessary, however, that the FRB meet prior to a discharge or retention recommendation being made. No input, advice, or suggestions from the FRB are binding on the wing commander, or unit commanders.

6. **Addressing Fitness Assessment Failures.**

6.1. If a member fails a fitness assessment, the UFPM will generate a case file with the below listed documents:

6.1.1. Table of Contents
6.1.2. Checklist
6.1.3. A copy of the member’s AFFMS *Individual Fitness Report.*
6.1.4. Most recent FSQ/Score Sheet with *AFFMS Individual Fitness Report* placed on top.
6.1.5. Copies of all fitness related medical forms. (see Attachment 9)
6.1.6. Fitness-related administrative action(s).
6.1.7. SFIP Letter signed by the commander
6.1.8. Selective reenlistment Program Consideration, AF Form 418
6.1.9. Unfavorable Information File (UIF), AF Form 1058
6.1.10. Wing Commander endorsement letter for discharge or retention
6.1.11. Administrative retention or discharge letter from the unit commander
6.1.12. Copy of Notice to Stop Participation in Reserve Activities (no pay/no points) letter from unit commander

6.1.13. Letter of options from unit commander (IRR, Retirement, Expiration of ETS, etc.)


   6.1.14.1. Section II, the BW Date/Time is the completion date from Advance Distance Learning System (ADLS), the Location is ‘Online,’ the BW Core Session is checked ‘No,’ and the Approved by Unit Commander to Complete On-line Course is checked ‘Yes.’ The unit commander signs both signature blocks, and the UFPM signs and checks off when the member submits the ADLS certificate.

   6.1.14.2. The UFPM tracks and documents a member’s completion of the Be Well by clicking the “Education and Intervention.” tab in AFFMS, entering the date in the “Attendance Date” column, and then clicking Submit.

6.2. FA failures will result in administrative action IAW AFI 36-2905. These actions will escalate in severity in accordance with AFI 36-2905, attachment 19.

6.3. Commanders may, but are not required to, use any of the administrative and personnel actions listed in AFI 36-2905, Attachment 14, Table A14.1 as they deem appropriate.

6.4. Commanders should consult with 514 AMW/JA before administering any action.

6.5. Commanders/supervisors must take appropriate action to address every FA failure to enforce Air Force fitness standards. Generally, this means taking escalated action for every successive FA failure.

6.6. Commanders should weigh any extenuating circumstances and any significant improvement in test scores prior to taking any adverse administrative action. Commanders may grant the member a reprieve from escalating administrative action based on contributing factors such as verifiable diligence in pursuing a prescribed fitness plan or continued significant improvement in test scores.

6.7. Commanders should clearly document all factors in their decision and place all documentation in the member’s fitness program case file. Barring any extenuating circumstances, at minimum, commanders/supervisors should proceed with the following administrative actions.

   6.7.1. First failure should result in individual counseling by the member’s immediate supervisor using AF IMT 174.

   6.7.2. Second failure should result in a Letter of Counseling given by the unit commander/designated officer. Additionally, the 514 AMDS will review the member’s medical records to determine if an underlying medical condition is hindering his/her ability to pass the test. The 514 AMDS medical records review will be documented in a Memorandum for Medical Evaluation Following Multiple Unsatisfactory Fitness Assessments (see attachment 9). A personal interview with the member may also be requested if deemed necessary by the records review.
6.7.3. Third failure should result in a Letter of Reprimand given by the unit commander/designated officer, and the start of an Unfavorable Information File (UIF), which will prohibit opportunities for promotion, TDY, schools, etc.

6.7.4. Fourth (and any subsequent) failure should result in one or more actions listed in Attachment 14 of AFI 36-2905. In addition, the fourth and any subsequent failure must be addressed in accordance to section 6.2 and may result in retention, administrative separation, or mandatory retirement.

6.8. When a member fails a FA four times within a 24-month period, unit commanders will submit retention or discharge recommendation to the 514 AMW/CC. Note: The 24-month period is calculated from the most recent Unsatisfactory FA and is measured in months, not days, including the month of the most recent failure. For example, if the most recent failure is 8 Feb 14, then count the failures in the previous 23 months plus the month of the most recent failure (Feb 14). In this example, the inclusive months in which you must count FA failures are Jan 12 through Feb 14. Four FA 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 him/her from achieving a passing score. A recommendation for discharge or retention will be made regardless of an Airman’s achieving one or multiple passing FAs in between the four failures.

6.9. If a unit commander recommends discharge, the unit commander must submit a Memorandum Requesting Separation (attachment 7). It is imperative that all copies of communication (letters, email, etc.) between the member and the unit commander/supervisor are included in the recommendation package to fully support the discharge recommendation. The AF Form 108 and Physical Fitness Education and Intervention Processing must also be included. The commander must also ensure the member’s completed Memorandum for Medical Evaluation Following Multiple Unsatisfactory Fitness Assessments (see attachment 9) is included.

6.10. If recommending retention, the unit commander must submit a letter of retention (Attachment 6). The letter needs to justify the retention recommendation. The commander needs to include all supporting documentation. A medical evaluation is not required.

6.11. If the member is retained, every subsequent FA failure requires the Unit Commander to submit another discharge or retention recommendation.

7. **Addressing Non-Current Fitness Status.**

7.1. Commanders should ensure that appropriate administrative action is taken in all cases where members are non-current in their fitness status. Generally, members who are non-current may not be excused from UTAs or rescheduled for any reason other than to accomplish the FA prior to the next scheduled UTA. However, commanders may use discretion if the member is needed in another capacity or required for an infrequent training event. Non-current members will conduct their FAs at their very next opportunity. Commanders may take more severe UCMJ action that they deem necessary.

7.2. Successive months of non-current status should result in successively more severe administrative action. Barring any extenuating circumstances, at a minimum, the following indicates the sequence of adverse actions to be taken upon failure to attain a current fitness status within a three-month period.
7.2.1. First month should result in a record of individual counseling (AF IMT 174) by the member’s immediate supervisor.

7.2.2. Second month should result in a Letter of Counseling given by the unit commander.

7.2.3. Third month should result in a Letter of Reprimand given by the unit commander, and the start of an UIF which will prohibit opportunities for promotion, TDY, schools, etc.

7.2.4. Subsequent months should result in progressively more severe action. Consult with 514 AMW/JA for guidance.

MICHAEL J. UNDERKOFLER, Col, USAFR
Commander, 514th Air Mobility Wing
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
AFI 10-203, Duty Limiting Conditions, 25 June 2010
AFMAN 33-363, Management of Records, 1 March 2008
AFI 36-2406, Officer and Enlisted Evaluation Systems, 02 January 2013
AFPD 36-29, Military Standards, 29 October 2009
AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, 18 July 2011
AFI 36-2905, Fitness Program, 1 July 2010

 Adopted Forms
AF Form 847, Recommendation for Change of Publication
AF Form 108, Physical Fitness Education and Intervention Processing
AF Form 422, Notification of Air Force Member’s Qualification Status
AF Form 469, Duty Limiting Condition Report
AF Form 1288, Application for Ready Reserve Assignment
AF Form 1297, Temporary Issue Receipt

 Abbreviations and Acronyms
AC—Abdominal Circumference
ADLS—Advanced Distributed Learning Service
AED—Automated External Defibrillator
AF—Air Force
AFB—Air Force Base
AFFMS—Air Force Fitness Management System
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AMDS—Aerospace Medicine Squadron
ARC—Air Reserve Component
ARPC—Air Force Reserve Command
AT—Annual Tour
AW—Airlift Wing
AWI—Airlift Wing Instruction
BMT—Basic Military Training
BW—Be Well program
CC—Commander
CI—Compliance inspection
COB—Close of Business
CPR—Cardio Pulmonary Resuscitation
CRO—Change in Reporting Official
DAWG—Deployment Activity Working Group
DLC—Duty Limiting Condition
EAD—Earliest Arrival Date
EPR—Enlisted Performance Report
ETS—Enlisted Term of Service
FA—Fitness Assessment
FAC—Fitness Assessment Cell
FIP—Fitness Improvement Program
FPM—Fitness Program Manager
FRP—Fitness Review Panel
FSS—Force Support Squadron
FSQ—Fitness Screening Questionnaire
FSVS—Flight Services
GPFM—Group Fitness Program Manager
HIPAA—Health Insurance Portability and Accountability Act
IAW—In Accordance With
IRR—Individual Ready Reserve
LMR—Land Mobile Radio
MAJCOM—Major Command
MEB—Medical Evaluation Board
MED—Medical
MDG—Medical Group
MICT—Management Internal Control Toolset
MLO—Medical Liaison Officer
MSG—Mission Support Group
MXG—Maintenance Group
NPNP—No pay, No Points
OG—Operations Group
OPR—Office of Primary Responsibility
OPR—Officer Performance Report
OPS—Operations
PCM—Primary Care Provider
PME—Professional Military Education
PT—Physical Training
PTL—Physical Training Leader
RDS—Records Disposition Schedule
SAV—Staff Assistance Visit
SFIP—Self Paced Fitness Improvement Program
SNCO—Senior Noncommissioned Officer
SSN—Social Security Number
TDY—Temporary Duty
UCI—Unit Compliance Inspection
UDM—Unit Deployment Manager
UFPM—Unit Fitness Program Manager
UHM—Unit Health Monitor
UTA—Unit Training Assembly
UTAPS—Unit Training Assembly Processing System
WBGT—Wet Bulb Globe Temperature
WFPM—Wing Fitness Program Manager
WWD—World Wide Duty
Attachment 2

FITNESS PROGRAM MANAGER ORGANIZATIONAL CHART
Attachment 3

FITNESS PROGRAM CASE FILE FORMAT, IAW AFI 36-2905

TAB 1

Fitness Case File Table of Contents
Fitness Case File Checklist

TAB 2

Individual Fitness Assessment History
Current AF Form 4446 Scorecard
Fitness Screening Questionnaire

TAB 3

AF Form 422 and AF Form 469 (if applicable)
Medical Clearance Letter (Attachment 11) - (If applicable)
ARC Fitness Test Deferral Guidance (Attachment 5) - (If applicable)
ARC Fitness Deferral Follow-up Questionnaire (Attachment 6) - (If required)
Military Medical Evaluation letter

TAB 4

Administrative Actions
Self-Paced Fitness Improvement Plan (FIP) Memorandum - Signed by
Commander and Member
Memorandum for Records
Administrative Letters/LOC/LOA/LOR
Other documentation of administrative action not listed in other sections

TAB 5

Selective Reenlistment Program Consideration, AF Form 418 - (If required)
Unfavorable Information File (UIF), AF Form 1058 - (If required)
Wing Commander’s endorsement letter for discharge or retention Administrative
retention or discharge letter from the unit commander
Copy of Notice to Stop Participating in Reserve Activities (no points/no pay)
letter from unit commander
Letter of options from unit commander (IRR, Retirement, Expiration of ETS, etc.)

TAB 6

Physical Fitness Education and Intervention Processing, AF Form 108
Attachment 4

EXAMPLES OF LETTERS OF COUNSELING/REPRIMAND

MEMORANDUM FOR MEMBER’S RANK & NAME, UNIT, XX-XXX-LAST 4

FROM: UNIT CC

SUBJECT: Letter of Counseling

1. On or about DATE at Joint Base McGuire-Dix-Lakehurst, New Jersey, you received an unsatisfactory fitness assessment score of SCORE. This is your NUMBER unsatisfactory score within a 24 month period.

2. You are hereby counseled. It is every Airman’s responsibility to maintain the standards set forth AFI 36-2905, Fitness Program. This is a daily responsibility imposed on all military members, whether active duty or reserve. As a reservist, it is your duty to maintain physical fitness standards on a year-round basis through participation in a regular fitness program and proper nutrition. Being physically fit is necessary to properly support the Air Force mission. By failing to maintain Air Force physical fitness standards, you are jeopardizing the successful accomplishment of our mission. Subsequent failure to meet the standards set forth in AFI 36-2905 will result in progressively more severe action.

3. PRIVACY ACT STATEMENT: AUTHORITY: 10 U.S.C. § 8013. PURPOSE: To obtain any comments or documents you desire to submit (on a voluntary basis) for consideration concerning this action. ROUTINE USES: Provides you an opportunity to submit comments or documents for consideration. If provided, the comments and documents you submit become a part of the action. DISCLOSURE: Your written acknowledgment of receipt and signature are mandatory. Any other comments or documents you provide are voluntary.

4. Acknowledge receipt and return this letter to me within 30 days of receipt. Any comments or documents you wish to be considered concerning this letter must be submitted at that time.

CC’S NAME, RANK, USAFR
Commander
1st Ind. MEMBER’S RANK & NAME

MEMORANDUM FOR UNIT CC

I acknowledge receipt and understanding of this letter on DATE. I understand that I have 30 days from receipt of this letter to provide a response and that I must include in my response any comments or documents I wish to be considered concerning this letter.

I (will) (will not) provide written matters.

MEMBER’S NAME, RANK, USAFR

2nd Ind. UNIT CC

MEMORANDUM FOR MEMBER’S RANK & NAME

Member (did) (did not) provide written matters in response to this letter. After consideration of all matters, I have decided the Letter of Counseling (remains in effect) (to withdraw the Letter of Counseling). I (do) (do not) intend to file this Letter of Counseling in an unfavorable information file.

CC’S NAME, RANK, USAFR

Commander
MEMORANDUM FOR: MEMBER'S RANK & NAME, UNIT, XX-XXX-LAST 4

FROM: UNIT/CC

SUBJECT: Letter of Reprimand

1. On DATE at Joint Base McGuire-Dix-Lakehurst, New Jersey, you received an unsatisfactory fitness assessment score of SCORE. This is your NUMBER unsatisfactory score within a 24 month period.

2. You are hereby reprimanded. It is every Airman’s responsibility to maintain the standards set forth AFI 36-2905, Fitness Program. This is a daily responsibility imposed on all military members, whether active duty or reserve. As a reservist, it is your duty to maintain physical fitness standards on a year-round basis through participation in a regular fitness program and proper nutrition. By failing to maintain Air Force physical fitness standards, you are jeopardizing the successful accomplishment of our mission.

3. As the commander, I am responsible for ensuring that this unit is able to meet mission requirements levied on it. Your continued failure to maintain currency with the Air Force Fitness Program requirements is unacceptable. Subsequent failure to meet the standards set forth in AFI 36-2905 will result in progressively more severe action, including a administrative discharge.

4. PRIVACY ACT STATEMENT: AUTHORITY: 10 U.S.C. § 8013. PURPOSE: To obtain any comments or documents you desire to submit (on a voluntary basis) for consideration concerning this action. ROUTINE USES: Provides you an opportunity to submit comments or documents for consideration. If provided, the comments and documents you submit become a part of the action. DISCLOSURE: Your written acknowledgment of receipt and signature are mandatory. Any other comments or documents you provide are voluntary.

5. Acknowledge receipt and return this letter to me within 30 days of receipt. Any comments or documents you wish to be considered concerning this letter must be submitted at that time.

CC'S NAME RANK, USAFR
Commander
1st ind. MEMBER’S RANK & NAME

MEMORANDUM FOR UNIT/CC

1. I acknowledge receipt and understanding of this letter on DATE. I understand that I have thirty (30) days from receipt of this letter to provide a response and that I must include in my response any comments or documents I wish to be considered concerning this letter.

2. I (will) (will not) provide written matters.

MEMBER’S NAME, RANK, USAFR

2nd ind. UNIT/CC

MEMORANDUM FOR MEMBER’S RANK & NAME

Member (did) (did not) provide written matters in response to this letter. After consideration of all matters, I have decided the Letter of Reprimand (remains in effect) (to withdraw the Letter of Reprimand). I (do) (do not) intend to file this Letter of Reprimand in an unfavorable information file.

CC’S NAME, RANK, USAFR
Commander
MEMORANDUM FOR CIVILIAN MEDICAL PROVIDER

FROM: 514th Aerospace Medicine Squadron
3466 Neely Rd
JBMDL, NJ 08641

SUBJECT: Civilian Medical Evaluation

1. Please evaluate MEMBER’S RANK & NAME for medical clearance to undergo physical fitness assessment and for enrollment into an exercise program. Please include any supporting documentation, along with a timeline for any restrictions.

   FLIGHTDOC, RANK, USAFR, SFS, MC
   Chief, Aerospace Medicine

Attachment:
1. Checklist

Medical Provider: Please complete checklist and include any documentation/narrative.

1. I medically evaluated ________________ (name) on ________________ (date).
   a. Diagnosis: ____________________________
   b. Treatment Plan: ____________________________
      ____________________________
   c. Member (is / is not) medically cleared for the maximal effort 1.5 mile run.
   d. Member (is / is not) medically cleared for the maximal effort 1.0 mile walk.
   e. Member (is / is not) medically cleared for push-ups.
   f. Member (is / is not) medically cleared for sit-ups.
   g. Member (is / is not) medically cleared for participation in all unit physical conditioning programs.
   h. Duration of any restriction(s) listed above ________________

Physician signature: ____________________________

Physician printed name or stamp: ____________________________

Address and Phone Number: ____________________________
Attachment 6

APPROVED WEATHER WAIVER

MEMORANDUM FOR 4 AF/CC

FROM: AFRC/CV
155 Richard Ray Boulevard
Robins AFB, GA 31098-0357

SUBJECT: Fitness Testing Weather Waiver

1. Fitness testing weather waiver request submitted by the 4th Air Force is approved.

2. Waiver approval is effective from 1 October through 31 March on a yearly basis to waive the aerobic portion of the fitness assessment due to extreme cold weather conditions as outlined in AFI 36-2905, Fitness Program, attachment 8, prohibiting outdoor testing of the aerobic component. Members due for fitness testing during this time period must continue to be scheduled for testing. The decision to execute the weather waiver will be made only by respective wing commanders or their designated representative at the time of testing, should weather conditions not be permissible for the aerobic component of the assessment.

3. At the time when/if this weather waiver is executed, members testing must still complete all other assessment components, to include body composition, push-ups, and sit-ups; and be scored with information documented in the Air Force Fitness Management System (AFFMS) IAW AFI 36-2905, paragraph 2.10, to receive a “satisfactory” or “unsatisfactory” score. Additionally all members must be tested on the aerobic portion of the fitness test at least one time yearly.

4. In order to effectively monitor the impact of adverse weather on AFRC fitness testing, all wings implementing waivers for A and B UTA periods will submit the following metric documentation to NAF/A1 Fitness Program Managers and in turn, AFRC/A1S Fitness Program Managers: 1) weather and course conditions that precluded aerobic testing, and 2) number of personnel impacted.

5. Please direct any questions about the Fitness Testing Program to Ms. Lauren Antufermo, HQ AFRC/A1SPF, DSN 497-1318, or email lauren.antufermo.1@us.af.mil

CRAIG GOURLEY, Maj Gen, USAF
Vice Commander

cc:
HQ AFRC/A1SP
4 AF/A1
SAMPLE RETENTION RECOMMENDATION LETTER

DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

MEMORANDUM FOR 514 AMW/CC

FROM: UNIT / CC

SUBJECT: Fitness Program Retention Recommendation

MEMBER'S RANK AND NAME, UNIT XXX-XX-LAST4

1. Pursuant to AFI 36-2905, Fitness Program, I recommend that MEMBER'S RANK AND NAME, UNIT XXX-XX-LAST4 be retained as a member of the U.S. Air Force Reserves for the reasons outlined below.

2. SUMMARY OF PERFORMANCE DURING 24-MONTH PERIOD.

   First unsatisfactory FA score: DATE AND SCORE
   Second unsatisfactory FA score: DATE AND SCORE
   Third unsatisfactory FA score: DATE AND SCORE
   Forth unsatisfactory FA score: DATE AND SCORE

   (List all unsatisfactory FA scores within the current 24-month period)

2. I recommend this action because (state in concise but explicit terms the reasons for recommending action).

3. I have attached all documentary evidence available to support this recommendation (attach all documentary evidence, including a current Report of Individual Fitness, all AF Forms 422, all AF Forms 174, LOCs, LORs, and other administrative actions, and the member's responses).

   CC’S NAME, RANK, USAFR
   Commander

4 Attachments:
   1. Report of Individual Fitness
   2. AF Form 174
   3. LOC
   4. LOR
1st Ind. 514 AMW/CC

Concur/Non-concur

MICHAEL J. UNDERKOFLER, Col, USAFR
Commander
Attachment 8

SAMPLE MEMORANDUM FOR SEPARATION RECOMMENDATION (AFI 36-3209)

DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

DATE

MEMORANDUM FOR 514 AMW/CC

FROM: UNIT CC

SUBJECT: Fitness Program Separation Recommendation

MEMBER'S RANK AND NAME, UNIT, XXX-XX-LAST4

1. I recommend that MEMBER RANK, NAME, LAST 4 be separated under AFI 36-3209, Chapter 2 for Substandard Performance: Failure to Meet Fitness Standards. MEMBER RANK & NAME does not have the requisite time in service to qualify for retirement.

2. I recommend this action because MEMBER RANK & NAME has had 4 FA failures within the last 24 months. MEMBER RANK & NAME is not currently on medical profile or otherwise disabled. Administrative actions to date, IAW with AFI 36-2905 include:

   a. Record of Individual Counseling on DDMONYEAR(AF IMT 174)
   b. Letter of Counseling by CC on DDMONYEAR
   c. Letter of Reprimand on DDMONYEAR
   d. Letter of Reprimand or other Admin Action DDMONYEAR

3. MEMBER RANK & NAME current status is (i.e., No Pay No Points, RPA, MPA on Annual Tour, EAD or Non-EAD) He is a Regular/non-regular Officer or (NCO-SNCO or as appropriate).

   CC'S NAME, RANK, USAFR
   Commander, UNIT

5 Attachments:
1. Ind Counseling
2. LOC
3. LOR
4. LOR
5. Report of Individual Fitness
1st Ind, 514 AMW CC

Concur/Non-concur

MICHAEL J. UNDERKOFLER, Col, US Air Force
Commander
Attachment 9

SAMPLE SELF PACED FITNESS IMPROVEMENT PROGRAM MEMORANDUM

MEMORANDUM FOR: MEMBER RANK, FULL NAME

FROM: UNIT/CC

SUBJECT: Entry into the Self-Paced Fitness Improvement Program (SFIP)

1. Based on your recent fitness assessment results, your fitness is below minimum standards. You are entered into the SFIP program effective DATE. You should consult your personal health care provider prior to beginning any remedial exercise program.

2. It is your responsibility to meet and maintain AFRC fitness standards consistently throughout your military career. You are encouraged to use educational assets available to you through the USAF Fit to Fight website: [http://www.AFPC.randolph.af.mil/fitnessprogram/index.asp](http://www.AFPC.randolph.af.mil/fitnessprogram/index.asp). You can also voluntarily participate in the 87 ABW HAWC programs. Failure to meet fitness standards after 90 days will lead to administrative action.

3. You will be reevaluated no later than 90 days after the date of your fitness assessment failure. You should make the personal commitment necessary to exercise regularly and meet the fitness standards during the first 42-day period. If you have not reached minimum fitness standards, you will continue in the SFIP. If you remain in the unsatisfactory fitness category for a continuous 12-month period or receive four unsatisfactory Fitness Assessment scores in a 24-month period, you may be subject to more adverse administrative action such as denial of promotion or reenlistment or a administrative discharge. Your reevaluation date must occur no later than NEW TESTING DATE (FAILURE TEST DATE + 90 DAYS).

4. If you have questions concerning your enrollment in the SFIP, you may contact your supervisor, the UFP, the first sergeant, or the undersigned. Acknowledge receipt and understanding by signing the endorsement on the next page.

CC'S NAME, RANK, USAFR
Commander
MEMORANDUM FOR UNIT/CC

1. I have read the letter dated [_________] placing me in the SFIP. I understand my responsibility to maintain a level of fitness that allows me to successfully complete the AF fitness assessment. I understand I should consult my personal health care provider prior to beginning any exercise program.

2. I also acknowledge that fitness improvement advice given to me by the Wing Fitness Program Manager or my Unit Fitness Program Manager is advisory, not compulsory, and if I fail to meet AF fitness standards after 90 days, I may be subject to adverse administrative action(s).

MEMBER'S NAME, RANK, USAFR
MEMORANDUM FOR 514 AMDS

FROM: UNIT/CC

SUBJECT: Medical Condition Determination for Fitness Assessment (FA) Test Failures

1. Please determine whether there was a medical condition that precluded MEMBER RANK & NAME from achieving a passing score on the FA tests identified in the table below. Please contact me at DSN with any questions.

CC’S NAME, RANK, USAFR
Commander
1st Ind, 514 AMDS

TO: UNIT/CC

1. I have reviewed the member's medical record for each of the following FA tests as indicated by my initials below. For further questions, I may be reached at DSN__________________.

<table>
<thead>
<tr>
<th>Fill in by Unit (CC, CCF, or UFFM)</th>
<th>Completed by Medical Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA tests dates:</td>
<td></td>
</tr>
<tr>
<td>For this test, member was:</td>
<td></td>
</tr>
<tr>
<td>For this test, member:</td>
<td></td>
</tr>
<tr>
<td>Fill in FA failures below for which a medical determination is required. If there is already a medical opinion or partial failure, do NOT request another medical determination for that test.</td>
<td></td>
</tr>
<tr>
<td>Not Exempt from any portion of FA</td>
<td></td>
</tr>
<tr>
<td>Exempt Run/Walk</td>
<td></td>
</tr>
<tr>
<td>Exempt Sit-ups</td>
<td></td>
</tr>
<tr>
<td>Exempt push-ups</td>
<td></td>
</tr>
<tr>
<td>Exempt from abdominal circumference measurement</td>
<td></td>
</tr>
<tr>
<td>Contained a documented medical condition that precluded subject from achieving passing score on non-exempt components of FA</td>
<td></td>
</tr>
<tr>
<td>Did not contain a documented medical condition that precluded subject from achieving passing score on non-exempt components of FA</td>
<td></td>
</tr>
</tbody>
</table>

___/___/____

___/___/____

___/___/____

___/___/____

___/___/____

FLIGHT DOC, RANK, USAFR, SFS, MC
Chief, Aerospace Medicine
Attachment 11

SAMPLE MEMORANDUM FOR NOT PARTICIPATING MEMBERS

DATE
(Date should be the first day of the 1st and 3rd Quarter)

MEMORANDUM FOR 514 AMW FFM

FROM: 514 XXX / XX

SUBJECT: Not Participating Members List

1. The below personnel are Not Participating and need to be exempt in AFFMS.

   RANK/NAME

2. This letter supersedes all previous letters same subject. If you have any questions, please call (UFPF and contact information).

   CC’S NAME, RANK, USAFR
   Commander
Attachment 12

SAMPLE MEMORANDUM FOR NO PAY NO POINTS MEMBERS

DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

DATE
(Date should be the first day of every Quarter)

MEMORANDUM FOR 514 AMW FPM

FROM: 514 XXX/ XX

SUBJECT: No Pay No Point Member

1. The below personnel are in No Pay No Points status and need to be exempt in AFFMS.
   RANK/NAME

2. This letter supersedes all previous letters same subject. If you have any questions, please call
   (UFPF contact information).

CC'S NAME, RANK, USAFR
Commander
## REQUIRED SOURCE DOCUMENTATION FOR EXEMPTIONS IN AFFMS

<table>
<thead>
<tr>
<th>Reason</th>
<th>Source Documentation</th>
<th>Exemption Type</th>
<th>Maximum Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retirement</td>
<td>Retirement Order</td>
<td>Commander</td>
<td>180 Days</td>
</tr>
<tr>
<td>Transferring to IRR</td>
<td>Unit/CC signed AF 1288</td>
<td>Commander</td>
<td>90 Days</td>
</tr>
<tr>
<td>Pending Discharge <strong>Unexcused Absences</strong></td>
<td>Unit/CC signed Reserve Participation Notice to Career Enhancement, indicating: Involuntary Discharge Action&quot;</td>
<td>Commander</td>
<td>90 Days</td>
</tr>
<tr>
<td>Pending Discharge <strong>For Cause - Other</strong></td>
<td>Unit/CC signed letter addressed to member instructing not to participate</td>
<td>Commander</td>
<td>90 Days</td>
</tr>
<tr>
<td>Not Current Prior Service</td>
<td>Email from Unit/CC with name and full SSN</td>
<td>Commander</td>
<td>90 Days</td>
</tr>
<tr>
<td>Newcomers that have not in processed into the Wing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pregnancy</td>
<td>AF Form 469</td>
<td>Pregnancy</td>
<td>As stated on 469</td>
</tr>
<tr>
<td>Medically disqualified from pay or point gaining (NPNP) activity</td>
<td>AF Form 469</td>
<td>Non Participating</td>
<td>As stated on 469</td>
</tr>
</tbody>
</table>