



## USAFE Fitness Management Tips

As of 21 October 2007

### USAFE Fitness Metrics:

- 01. Meets Air Force Standards, Goal:  $\geq 95\%$ 
  - Numerator: # of Airmen with a fitness score of Excellent or Good (Excellent + Good)
  - Denominator: # of Non-exempt Airmen (Total Population - # with Composite Exemption)
- 02. Annual Fitness 5-Star Rating (for Fitness Center Programs), Goal:  $\geq 4$  Stars

**Meets Air Force Standards:** Airmen who are current with a score of Good or Excellent.

### Does Not Meet Air Force Standards:

- Never Tested -- Airmen who have never received a fitness test or have never been placed on exemption (no FMS action of any kind has ever been taken on this person)
  - The two choices are to exempt (guidance below) or test
- Not Current -- Airmen who have expired currency on their fitness test or who have not met Education and Intervention (E/I) requirements after a Poor score
  - Test due date after today = Not Current due to E/I – schedule for required E/I immediately
  - Test due date in the past = Test and then proceed to E/I requirements, if applicable
- Test currency is administrative; with proper management, rate should be close to zero

### Guidance on Exemptions:

NOTE FOR ALL EXEMPTIONS: Never overwrite a current score with an exemption. Use exemptions only when the "test due date" is reached.

- **If the member is deployed:** They should have had a test prior to deployment that is current through the deployment period but, if that didn't happen and the person is currently deployed, a Deployment Exemption is appropriate, with the UFPM entering an "end date" for the exemption as the day after the reconstitution period. FMS will build in an additional 6 weeks of training time before the test is due.
- **If the member has a duty-limiting condition (DLC) that prevents training for >30 days or if due to test during the period of the DLC:** The member must present the UFPM with an AF Form 469 *Duty Limiting Conditions*. The UFPM notifies the FPM via email to the HAWC organizational box. The FPM will recommend a training plan and approve testing components, as necessary. Medical exemptions and component exemptions may be granted by the FPM only! The AF Form 422, completed by the FPM, will specify the end date for entry into FMS. If the member tests without the aerobic component, then the member must be scheduled for a complete assessment 42 days after the profile expires (release date) -- this requirement is not managed by FMS (change to FMS expected soon) and must be managed by the UFPM.
- **If the member is pregnant:** A Pregnancy Exemption is appropriate, with the "end date" set as the day the baby is expected to be born. FMS will build in an additional 180 days of training time before the test is due
- **If the member just arrived in (or is en route to) your unit and is in Not Current status:** A Commander Exemption is appropriate, set with an "end date" as the member's Date Arrived Station (DAS). FMS will build in an additional 6 weeks of training time before the test is due.

### Useful Information on PCS, Deployments, etc.:

- **An outbound Airman belongs to your unit until they sign into their gaining unit.** Test prior to PCS to ensure the member will remain current through 6 weeks after their RNLTD so a Commander Exemption won't be required by their gaining unit. This requires planning to ensure they do not become Delinquent while still on your record, especially if they are taking leave en route. IAW 10-248, Fitness Program, Table 3.1, "*Exemptions are not granted for members in outbound status; members that are due to test prior to the RNLTD must be tested prior to PCS.*"
- **Members who are nearing retirement must remain current until the beginning of terminal leave.** Although not an AFI requirement, it would be best to ensure member is current throughout the entire period of terminal leave. **Members on PTDY in conjunction with terminal leave and/or on terminal leave** may be exempt [Commander Exemption] until the member is removed from active status, if member's currency expires within the terminal leave period.

- We continue to get **Airmen from other commands who have Never Tested or who are Not Current**. The Commander Exemption can be used for this purpose. IAW 10-248, Fitness Program, Table 3.1, members in inbound status are exempt up to the DAS and given 42 days of training time before testing.
- For **Airmen scheduled for deployment**, IAW 10-248, Fitness Program, Table 3.1, If a member's currency will expire prior to or during projected deployment, the member will complete an assessment prior to deployment. Member on 365-day TDY will test prior to departure. If this is not possible due to extenuating circumstances or the deployment is unexpectedly extended beyond the member's currency, the commander may grant a Deployment Exemption. Recommend testing at least one month prior to scheduled deployment to allow member to meet E/I requirements at home station, if necessary.

#### **Education and Intervention (E/I) requirements to retain Fitness Management System (FMS) currency:**

- **For Airmen testing Poor after a previous Good or Excellent:** Healthy Living Program (HLP) with the HAWC must be completed within 10 duty days of fitness assessment and attendance date entered into FMS within 14 calendar days of the test date. Additionally, Fitness Improvement Program (FIP) must be initiated and entered into FMS within 28 calendar days of the test date. FIP enrollment is within the unit, not with the HAWC.
- **For Airmen testing Poor AND have an abdominal circumference >35" for women and >40" for men:** Body Composition Improvement Program (BCIP) I and II (two initial enrollment sessions) must be completed with the HAWC within 10 duty days of completing HLP and entered into FMS within 28 calendar days of the test date (only BCIP II date is entered [into FMS] as enrollment date).
- **For each retest that results in a repeated Poor score:** A Fitness Review Panel (FRP) convenes with the member, supervisor and HAWC. If the score is improved, this intervention might be accomplished via telephone or simply a records review by the HAWC staff. If the score is not improved, then a live FRP is warranted. Contact the servicing HAWC for procedures and process to follow.
- **For all of the above:** If these requirements are not met within the specified time period, the status of the Airman will change to Not Current until the requirement is met. Once met, the status will return to current at the appropriate test category.

#### **Updating Information in the Fitness Management System:**

- FMS updates are instantaneous – if a record has been updated but remains Not Current, there is some other requirement that has not been met
- If the UFPM makes a data entry error, a correction is possible. The key to editing is within the Input Scores tab, toggling the entry method to "Individual Entry", and then clicking on the date of the entry that needs edited. This is also a useful tool to update the birth date for a pregnancy exemption.

#### **Summary of Interim Change 2007-1 to the AFI 10-248, Fitness Program (effective 14 August 2007):**

- Marginal category is now eliminated; Poor category now includes all scores from 0.00 to 74.99
- Individual test component restrictions are now provided by the Fitness Program Manager (Exercise Physiologist) at HAWC through AF Form 422A *Physical Profile Serial Report*, upon unit forwarding the AF Form 469 *Duty Limiting Conditions*, which is provided by the member's medical provider
- 3-mile walk added as an alternate submaximal aerobic component for those whom FPM (Exercise Physiologist at the HAWC) determines are medically exempted for both the run and cycle ergometry
- The new process of Duty Limiting Conditions (DLC) that replaces the profile system is rolling out to USAFE bases. Presently, the HAWCs at Aviano AB, Spangdahlem AB and Ramstein AB are operating under this new system with the units they serve. RAF Lakenheath and RAF Mildenhall HAWCs will begin in Nov 2007, Incirlik AB in Dec 2007 and Lajes Field in Jan 2008.

#### **Upcoming changes to the Fitness Management System:**

- Enforcement of the 42-day retest after cardio exemption
- Marginal category elimination