

# COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

LAJESFIELDI 10-3

BY THE ORDER OF THE COMMANDER, 65TH AIR BASE WING (USAFE)

LAJES FIELD INSTRUCTION 10-3

14 NOVEMBER 2004

Operations

LAJES FIELD FITNESS PROGRAM

OPR: 65 MDG/SGOAZ (Captain Laurie Flagg)

Certified by: 65 ABW/CV (Colonel Danny L. Leonard)

Pages: 9/Distribution: F

---

This publication implements Air Force Instruction 10-248, *Fitness Program*, and out-lines Lajes Field procedures for conducting physical training and the Air Force fitness assessment. It applies to all personnel assigned to the 65th Air Base Wing. This publication should be reviewed in its entirety. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and dispose of in accordance with the Air Force Records Disposition Schedule (RDS).

## 1. RESPONSIBILITIES:

1.1. Wing Commander (65 ABW/CC).

1.1.1. Reviews wing fitness metrics, and reports metrics to HQ USAFE IAW USAFEI 10-203 “*Combat and Special Interest Programs*”.

1.1.1.1. A monthly metric will be generated from Fitlinxx to be reported to USAFE. This will be reported as the percentage of active duty personnel who log fitness activities at least 12 times per month.

1.1.2. Ensures that USAFE guidelines are followed IAW USAFEI 10-203.

1.2. Medical Group Commander (65 MDG/CC).

1.2.1. Ensures the medical facility is fully equipped and prepared to handle emergency cases resulting from strenuous physical activity.

1.3. Services Squadron Commander.

## COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

1.3.1. Ensures Fitlinxx or other USAFE-mandated fitness tracking systems are available and functional.

1.3.2. Provides 65 ABW/SE with a copy of the AEF Ramp running schedule.

1.4. Squadron Commanders.

1.4.1. Appoints in writing fitness program administrators [Physical Training leaders (PT leaders), Unit Fitness Program Managers (UFPM), Fitness Assessment Monitors (FAM), and abdominal circumference tapers] who meet the Air Force fitness standards. All appointees should be able to:

1.4.1.1. Participate in all four components of Air Force Fitness Assessment.

1.4.1.2. Obtain and maintain a composite fitness assessment score  $\geq 75$ . PT leaders must obtain and maintain a composite fitness assessment score  $\geq 80$ .

1.4.1.3. Achieve and maintain an abdominal circumference  $< 40$  (males) and  $< 35$  (females).

1.4.2. Appoints the number of PT leaders necessary to accomplish training and testing, based on unit needs (gender ratio, number assigned, duty location, duty hours, mission requirements).

1.4.2.1. Consultation with Fitness Program Manager (FPM) is recommended to assure adequate PT leaders are available for each unit.

1.4.3. Appoints at least 2 members of each gender to conduct body composition assessments.

1.4.3.1. If additional tapers are needed to meet requirements outlined in 1.4.3., CSS should be considered for training first.

1.5. UFPM.

1.5.1. Schedules use of Cycle Ergometry Assessment stations, for those members who require it, through Health and Wellness Center (HAWC) Information Manager.

1.5.2. Informs member that Physical Fitness education/intervention sessions are considered an alternate duty location, and member must therefore attend wearing Uniform of the Day (UOD).

1.5.3. Informs members scheduled to attend Fitness Improvement Program (FIP) they will be exercising and must wear appropriate PT gear.

1.5.4. Submits names of commander-appointed personnel to be trained for PT leader and FAM to the HAWC/FPM.

1.5.4.1. Notifies HAWC/FPM of PT leader and FAM training attendees within 14 days of scheduled class.

## **COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

1.5.5. Confirms all members assigned to Unit/Squadron have been entered into Fitlinxx Tracking system. Enters new squadron members into Fitlinxx database.

1.6. Physical Training (PT) Leader.

1.6.1. Leads unit PT program approved by the unit commander/agency chief and the FPM.

1.6.1.1. Submits group exercise programs in Lajes Field HAWC format to FPM for authorization prior to implementation.

1.6.2. Maintains personal fitness levels IAW AFI 10-248 PTL requirements.

1.6.3. Encourages unit and individuals to log workout sessions in Fitlinxx.

### **2. UNIT PHYSICAL TRAINING POLICY:**

2.1. Squadrons utilizing the AEF ramp will comply with the following guidelines:

2.1.1. Squadrons will make reservations by calling the fitness center (Atch 1).

2.1.2. Reservations can be made for Mondays and Fridays during daylight hours. Use of the AEF ramp on any other day of the week requires HAAZ approval.

2.1.3. Only commander-directed unit runs and annual testing are permitted.

2.2. Safety must be an overarching concern throughout PT and testing.

2.2.1. Reflective belts must be worn during any outdoor PT between dusk and dawn or during any periods of low-light or reduced visibility (e.g. fog, rain, smog, dust, etc).

2.2.2. Sidewalks will be used where available. Physical training along base roads will be against traffic when possible, not more than 2 members abreast. In addition to wearing reflective belts, personnel will wear high-visibility or high-contrast outer garments when using base roads for physical training between dusk and dawn.

2.2.3. Headphones will not be worn during PT activities utilizing base roads.

2.2.4. Any questions regarding weather safety will be addressed by PT leaders in coordination with SQ CC's and/or Agency Chiefs after consultation with the OSS Weather Flight.

### **3. USAF FITNESS ASSESSMENT:**

3.1. General. The unit will conduct annual PT assessments including all body composition, 1.5-mile timed run, pushups and crunch assessments.

3.2. Assessment procedures.

## **COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

3.2.1. Components of the fitness assessment (body composition, aerobic and muscular fitness assessments) must be completed on the same duty day. Under special circumstances, when approved by the squadron commander, aerobic and muscular fitness components can be completed on separate days, but all components must be completed within 5 duty days of initiation of the Air Force fitness assessment.

3.2.2. When completed on the same duty day:

3.2.2.1. The body composition assessment, to include height, weight, and abdominal circumference, is performed prior to the aerobic and muscular fitness assessments at the CSS by appointed unit members trained by Lajes HAWC staff.

3.2.2.2. The muscular fitness assessment (pushups then crunches) will be accomplished prior to the 1.5 mile run, or after the cycle ergometry test.

3.3. The Lajes Field AEF ramp is the only approved official run test course for the 65th ABW.

3.4. To assure safety of runners and to obtain accurate scores, fitness assessments should be performed IAW procedures outlined in Atch 2.

3.5 Individuals identified for AEF or contingency deployment whose fitness test will be due during deployment should complete an annual fitness test at least 21 days prior to deployment. Should an individual be tasked short notice for deployment, the fitness test may go overdue if the deployed location cannot administer the test. Individuals scoring marginal or poor on the fitness test will not be disqualified from deployment, but will complete the required physical fitness/education prior to departure when time permits. If time does not permit, the member will receive written approval from the commander for an excusal and will attend education within 15 duty days of return from deployment.

### **4. FITNESS ACTIVITY MONITORING:**

4.1. UFPMs will be responsible for overseeing their unit's PT activities and scheduling.

4.2. It is mandatory for all active-duty personnel to log their fitness activity into a monitoring program on a weekly basis.

4.2.1. Fitlinxx is the web-based fitness monitoring system members will use to track fitness activity at all USAFE bases.

4.3. All FIP members must document their exercise participation on AF Form 1975 or via Fitlinxx.

4.3.1. FIP members will have the AF Form 1975 or Fitlinxx printout signed by the FIP class instructor, PT leader, UFPM, or a Fitness Center or HAWC staff member at the end of each exercise session.

## **COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

4.3.2. The AF Form 1975, or printout of Fitlinxx activity log will be reviewed by the UFPM and FPM monthly to ensure participation/compliance with the prescribed exercise regimen.

4.4. At commanders' discretion, members who attain a composite fitness score  $\geq 90$  on their official annual fitness assessment may perform their own workout, utilizing base facilities, during scheduled unit PT time.

### **5. CIVILIAN PHYSICAL TRAINING POLICY:**

5.1. It is in the best interest of the Air Force to allow full time appropriated fund civilian employees the opportunity to participate in regular physical activities. AF/DPP revised policy letter of 23 June 2003 allows commanders local discretion in excusing up to 3 hours per week for physical activities.

5.2. Participation.

5.2.1. This program is for full-time US Civilian appropriated fund employees and does not include local nationals, temporary, part-time, or contract employees.

5.2.2. Participation in the program for eligible employees is strictly voluntary.

5.2.3. To use this time, eligible civilians must participate in their unit's weekly PT program.

5.3. Commanders will:

5.3.1. Be aware that the Air Force may be liable for injuries sustained while eligible civilian employees participate in the program, or for providing survivor benefits in the event of death-in-service while participating in the program.

5.3.2. Determine whether or not to grant official time for participation based on mission impact.

5.4. Supervisors will:

5.4.1. Be responsible for making sure the program is not compromised or abused.

5.4.2. First level supervisors will make recommendations regarding approval of official time after consulting with 65 MSS/DPC.

5.4.3. Second level supervisors will approve or disapprove the employees' request for excused absence for physical training, and will retain the right to cancel program participation.

## **COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

5.5. Employees will:

5.5.1. Fill out the Request for Approval of Excused Absence & Memorandum of Understanding for Physical Fitness Activities (Atch 3). This will be provided to their first level supervisor, with copy to the 65 MSS/DPC.

5.5.2. Obtain, and bear the cost of, a primary care provider/physician statement indicating that the employee is permitted to participate with or without limiting conditions.

5.5.3. Report to work prior to and after engaging in fitness activity.

5.6. Administration.

5.6.1. Employee time cards will reflect excused absence code "LN" with the remark, "Physical Fitness."

5.6.2. Overtime and compensatory time may not be approved or earned on days when use of duty time is approved under this program.

5.6.3. A copy of the approved/disapproved Request for Approval of Excused Absence & Memorandum of Understanding for Physical Fitness Activities, as well as the primary care provider/physician statement should be filed in the supervisor's Employee Record folder (AF 971 file) for the requesting employee.

BARBARA JACOBI, Colonel, USAF  
Commander, 65th Air Base Wing

# COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

## Attachment 1

### AEF RAMP CHECKLIST FOR PT MONITORS

PT Monitors: This is a checklist to help you during preparation and usage of the AEF ramp. By signing this document you acknowledge your unit/squadron's responsibilities while using the AEF ramp. Failure to comply with the base policy may result in your unit/squadron losing their AEF ramp privileges.

1. Reservations are made through the Fitness Center Director, NCOIC or Sports Director at extension 2-6126.
2. Pre-coordinate with 65 OSS/OSAA at extension 2-1361, 65 SFS/SDCC at extension 2-3222, and 65 ABW/SEW at extension 2-6214.
3. Checkout cones, AED and/or stop watch.
4. Smoking is PROHIBITED within 100 yards of AEF ramp.
5. Parking is only allowed at SFS ball field.
6. Police area and perform a Foreign Objects Elimination walk before leaving.
7. Before going out to AEF ramp and upon returning from ramp contact 65 OSS/OSAA at 2-1361.
8. Return any cones or equipment checked out from the Fitness Center.

\_\_\_\_\_  
PT MONITOR SIGNATURE/DATE

\_\_\_\_\_  
FITNESS CENTER SIGNATURE/DATE

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

**Attachment 2**

**TESTING REQUIREMENT GUIDELINES**

# of Members Testing	Time to Complete Testing (minutes)	# of Assessors	Ratio of PT leaders/FAM's	Timers/Recorders Needed	Total Staff Recommended
<b>10</b>	<b>60</b>	<b>5</b>	<b>3:2</b>	<b>1</b>	<b>6</b>
<b>20</b>	<b>60</b>	<b>10</b>	<b>5:5</b>	<b>2</b>	<b>12</b>
<b>30</b>	<b>60</b>	<b>15</b>	<b>10:5</b>	<b>3</b>	<b>18</b>

ACTIVITY	MINUTES	DIRECTIONS
Members warm up, stretch, and listen	5	Unit PT leader recites AF Push-up Instructions, AFI 10-248, A11.1
Group 1 completes push-ups	1	1 assessor per member to count push-ups and assure correct form is used
	3	Assessors record # of push-ups; members stretch, rest and listen as unit PT leader recites AF Crunch Instructions, AFI 10-248, A11.2
Group 1 completes crunches	1	1 assessor per member to count crunches and assure correct form is used
	3	Assessors record # of crunches; members stretch, rest and listen as unit PT leader recites AF Push-up Instructions for Group 2, AFI 10-248, A11.1
Group 2 completes push-ups	1	1 assessor per member to count push-ups and assure correct form is used
	3	Assessors record # of push-ups; members stretch, rest and listen as unit PT leader recites AF Crunch Instructions, AFI 10-248, A11.2
Group 2 completes crunches	1	1 assessor per member to count crunches and assure correct form is used
Transition to run	8	Assessors record # of crunches; members stretch and rest as unit PT leader recites AF Timed 1.5-mile run instructions, AFI 10-248, A8.4
Questions, delayed start, etc	4	
<b>TOTAL time to complete Muscular Strength Assessment portion of AF Fitness assessment</b>	<b>30</b>	

Mandatory Equipment List: First Aid Kit (Instant ice, bandages, etc)—Cellular phone—Water and cups—2 Stop watches—Cones to mark ends of track—AED 02/26/04 HAWC 2-3889

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

**Attachment 3**

**REQUEST FOR APPROVAL OF EXCUSED ABSENCE & MEMORANDUM OF UNDERSTANDING FOR PHYSICAL FITNESS ACTIVITIES**

**EMPLOYEE:** I, \_\_\_\_\_, request approval of excused absence, not to exceed three (3) hours per week, for the sole purpose of participating in physical fitness activities.

I understand (employee must initial each line):

\_\_\_\_ I may only utilize on-base facilities during any period of excused absence for physical fitness activities.

\_\_\_\_ my participation is subject to supervisory scheduling and second-line supervisory approval.

\_\_\_\_ if my request is not approved, or if my participation is limited by mission requirements, I may not challenge the decision unless the decision is arbitrary or capricious.

\_\_\_\_ I must record each absence on my time sheet with the appropriate code for excused absence (LN) along with the remark "Physical Fitness".

\_\_\_\_ that my 3 hours per week "on the clock" will be scheduled in conjunction with unit PT, that the time will not be accumulated, and the time includes time spent dressing/showering/cleaning up.

\_\_\_\_ I must report in to work before going to the exercise site and I must report back to work especially if the exercise is the last thing done in the afternoon.

\_\_\_\_ I must sign in and out at the appropriate level to record participation.

\_\_\_\_ that in order to enhance mission effectiveness, I must make every effort to improve my health and well being during any period of excused absence for the purpose of physical fitness.

\_\_\_\_ that this request must be accompanied by a doctor's statement, at my own expense, that physical fitness activities are permitted with or without limiting conditions.

\_\_\_\_ that should my ability to participate in physical fitness activities become limited in any manner, I will notify my supervisor immediately.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**SUPERVISOR:**

\_\_\_\_ This employee is assigned to me.                      \_\_\_\_ Enhancement of mission accomplishment considered.

\_\_\_\_ Excused absence recommended/not recommended.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**SECOND-LINE SUPERVISOR:**                      Approved/Disapproved

\_\_\_\_\_  
Second-Line Supervisor

\_\_\_\_\_  
Date

**Org (approved/disapprove): Supervisory Record (AF Form 971) with doctor's statement, cc: CPF**