

**BY ORDER OF THE COMMANDER  
434TH AIR REFUELING WING**

**434TH AIR REFUELING WING  
INSTRUCTION 36-2905**



**30 JANUARY 2014**

**Personnel**

**FITNESS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil).

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 434 FSS/SVF

Certified by: 434 ARW/CC  
(Donald R. Buckley)

Pages: 7

---

This instruction implements Air Force Instruction (AFI) 36-2905, *Fitness Program*. This Wing Instruction outlines the programs available to squadron commanders to establish their fitness programs and the systems set in place to monitor participation in the program. This Wing Instruction applies to all personnel assigned to the 434<sup>th</sup> Air Refueling Wing (ARW), Grissom Air Reserve Base, Indiana. Refer any recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s directly to the 434 ARW/CCO, at Grissom Air Reserve Force Base, Indiana. 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 located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

This is the new publication of 434 ARWI36-2905, *Fitness Program*.

**1. PURPOSE:** To create a wing-wide awareness of the benefits of developing a healthy living, active lifestyle that extends beyond military requirements.

1.1. All members of the AF must be physically fit to support the AF mission. Health benefits from an active lifestyle will increase productivity, optimize health, and decrease absenteeism while maintaining a higher level of readiness. The goal and intent is to motivate all members to participate in a year-round physical conditioning program that emphasizes total fitness to include: aerobic conditioning, strength training flexibility, body composition and healthy eating. Commanders and supervisors must incorporate fitness into the AF culture to

establish and environment for members to maintain physical fitness and health to meet expeditionary mission requirements of delivering a fit and ready force. The annual fitness assessment provides commanders with a tool to assist in the determination of overall fitness of their military personnel.

**2. PROGRAM:** commander-driven physical fitness is the backbone of the - physical fitness program. The program promotes aerobic and muscular fitness, flexibility, and optimal body composition of each member. The program will consist of these types of sessions: Self-directed individual training, squadron training and fitness center sponsored training.

2.1. Self-directed individual training.

2.1.1. Incorporate aerobic, strength and flexibility training.

2.2. Squadron Training.

2.2.1. Lead by a trained Physical Training Leader (PTL).

2.2.2. Incorporates aerobic, strength and flexibility training.

2.2.3. Organize at least one activity per Unit Training Assembly (UTA) weekend to promote fitness, team building and spirit de corps within the unit.

2.2.3.1. SQ/CC may initiate activity prior to normal sign-in time, however members must be signed in prior to any physical training (PT).

2.2.4. AF PT uniform will be worn for squadron sponsored activities.

2.3. Fitness Center training UTA

2.3.1. Program developed and lead by a trained qualified member of the Fitness Center Staff.

2.3.2. Incorporates aerobic, strength and flexibility training.

### **3. RESPONSIBILITIES:**

3.1. 434 Air Refueling Wing Commander. Provide, promote support a physically fit environment that meets the CSAF AF's direction of the Fit to Fight Program within the facilities of Grissom ARB, IN.

3.1.1. Develops a recognition program for excellences.

3.1.2. Fitness coin issued to members scoring 100%

3.1.3. Certificated issued to members scoring in the excellent category.

3.2. Group Commanders. Ensure unit commanders are in compliance with the Fit to Fight Program and this instruction.

3.3. Squadron commanders.

3.3.1. Implements a unit PT program within their squadron which incorporates aerobic, strength and flexibility. Provides guidance to the Unit Fitness Program Managers (UFPM) and PTLs as to the desired times for fitness that will meet squadron's mission. Group-sponsored events such as volleyball, softball etc., may be considered for esprit de corps but not as a group PT program.

- 3.3.2. Participate/lead the unit fitness program.
  - 3.3.3. Appoint UFPMs and assign trained PTLs to lead unit physical training sessions and to augment fitness assessment testing sessions. Provides a copy of the appointment letter to the 434 Wing Fitness Program Manager.
  - 3.3.4. Ensures all members not within standards attend Fitness Improvement Program (FIP) Classes and meets all requirements IAW AFI 36-2905
  - 3.3.5. Ensures all members are tested as required and current. Makes best effort to get all members tested in a timely manner.
  - 3.3.6. Ensures members are exempted appropriately if necessary.
  - 3.3.7. Takes necessary action on members who fail to meet AF standards.
- 3.4. Unit Fitness Program Manager (UFPM)
- 3.4.1. Promotes the units fitness program. Posts unit's training sessions and schedules.
  - 3.4.2. Ensures all unit members get scheduled for their fitness assessment in a timely manner.
  - 3.4.3. Ensures PT uniform is worn for all squadron organized PT and for all official fitness assessments.
  - 3.4.4. Issues a Fitness Screening Questionnaire (FSQ) to all members at least 60 days prior to official fitness assessment
  - 3.4.5. Ensures all paperwork and Wing spreadsheets are current and up-to-date.
  - 3.4.6. Maintains all fitness folders and fitness case files
  - 3.4.7. Reports all unit members who fail to comply with fitness standards are reported to the squadron commander.
  - 3.4.8. Ensures all PTLs maintain current Basic Life Support (BLS) training and annual refresher PTL training
  - 3.4.9. Ensures PTLs are available to augment the Fitness Assessment Cell (FAC) on an established rotation.
- 3.5. PTL
- 3.5.1. Sets the example for Fit to Fight
  - 3.5.2. Facilitates and leads approved unit fitness program.
  - 3.5.3. Schedules fitness center use, as required for squadron sponsored fitness activities.
  - 3.5.4. Ensures compliance of safety guidelines for all people.
  - 3.5.5. Augments the FAC on an established rotation.
  - 3.5.6. Uses integrity and ensures all members are being tested IAW AFI 36-2905.
  - 3.5.7. Maintains currency in BLS.
- 3.6. Supervisor.

- 3.6.1. Sets the example for Fight to Fight.
- 3.6.2. Participate, support and promote an overall fit lifestyle. Ensures all subordinates are in compliance with the Fit to Fight Program.
- 3.6.3. Ensures members are seeking assistance if struggling with the Fit to Fight Program.
- 3.7. Fitness Center UTA
  - 3.7.1. Works with squadron commanders, UFPMs, PTLs, individuals, and the Wing Fitness Program Manger to develop fitness programs.
  - 3.7.2. Develop and advertise all fitness center sponsored activities.
  - 3.7.3. Maintain scheduling of fitness center facilities and equipment.
  - 3.7.4. Establish and lead FIP classes
  - 3.7.5. Augment the FAC as necessary.
- 3.8. FAC
  - 3.8.1. Sets the example for Fit to Fight.
  - 3.8.2. Ensures all members are tested IAW AFI 36-2905
  - 3.8.3. Ensures all paperwork is accurate and complete (FSQ, profiles, score sheet) prior to fitness assessment.
  - 3.8.4. Inputs all fitness assessment scores in the Air Force Fitness Management System (AFFMS)
  - 3.8.5. Maintains all fitness assessments records, calculates statistics, and sends out all No-shows to squadron commanders, 1<sup>st</sup> sergeants and UFPMs.
  - 3.8.6. Maintains fitness assessment testing schedule.
  - 3.8.7. Ensures squadrons augment FAC with trained PTLs on an established rotation.
  - 3.8.8. Enforces all fitness standards IAW AFI 36-2905 and the wear of the PT uniform IAW AFI 36-2903, Chapter 7.
- 3.9. Exercise Physiologist / Wing Fitness Program Manager.
  - 3.9.1. Sets example for Fit to Fight Program.
  - 3.9.2. Subject matter expert on all areas of exercise fitness, testing and health promotion.
  - 3.9.3. Ensures al official fitness assessments are conducted IAW AFI 35-2905.
  - 3.9.4. Works closely with medical to complete all AF Form 422s.
  - 3.9.5. Instructs Be Well classes for members who have scored unsatisfactory on their fitness assessments.
  - 3.9.6. Trains and certifies all PTLs and UFPMs. Maintains a database for all members trained.

3.9.7. Assists AF members with starting and maintaining a fitness program and healthy lifestyle.

3.9.8. Advises 434th Wing CC and Squadron CCs on all areas of the Fit to Fight Program and ensures all standards are maintained IAW Air Force Instructions.

3.9.9. Reports all fitness metrics on a monthly basis to the 434th Wing commander.

3.9.10. Keeps 434th Wing CC and Squadron CCs abreast of any changes with the AF Fit to Fight Program.

#### **4. TESTING.**

4.1.1. Official fitness assessments will be conducted at the Grissom Fitness Center.

4.1.2. Check-in for the fitness assessment, Height, weight, abdominal circumference, sit-ups and push-ups will be conducted inside the fitness center in a designated location. 1.5 mile run and the 1 mile rock port walk test will be conducted outside on the official designated track. 4 complete laps equal 1.5 miles from start to finish. 1 mile walk test will start at a designated location and finish at the normal finish point.

4.1.3. Alternate course, if necessary, will be for marked course on pavement around lodging parking lot and the fitness center.

4.1.4. All members taking an official fitness assessment must be in their AF PT gear IAW AFI 36-2903, chapter 7. If member is not within standards, they will be turned away for their official fitness assessment.

4.1.5. All members taking an official fitness assessment must complete all necessary paperwork (FSQ, profiles, and score sheet) prior to checking in for their fitness assessment and bring all documentation to their testing session.

4.2. Guidance for members not within fitness standards.

4.2.1. Members failing to maintain a fitness category of satisfactory will participate in a mandatory FIP class lead by a trained fitness center staff.

#### **5. MEDICAL PROFILE PROCESS.**

5.1. Members who think they need to seek medical attention must meet with their /SQ/CC first.

5.1.1. Members will report the medical clinic as directed by SQ/CC with medical letter and all medical documentation from civilian Primary Care Manager.

5.1.2. Military provider determines if member requires fitness profile. All members will have at least a waist measurement at a minimum.

5.1.3. Members will provide medical recommendations and limitations to SQ/CC or UFPM

5.1.4. Members will be scheduled for a fitness assessment based on profile limitations.

5.1.5. Members who are exempt from one component for one year will have their medical records reviewed by the Deployment Availability Working Group (DAWG)

5.1.6. Members who are exempt from four components in a 24 month time period will have their medical records reviewed at the DAWG.

5.1.7. DAWG will make a determination if member will require a Medical Evaluation Board or Physical Evaluation Board review.

DONALD R. BUCKLEY, Colonel, USAFR  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI 36-2905 Air Force Fitness Program, 1 July 2010

AFMAN 33-363, *Management of Records*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFFMS**—Air Force Fitness Management System

**ARW**—Air Refueling Wing

**BLS**—Basic Life Support

**CSAF**—Chief of Staff of the Air Force

**DAWG**—Deployment Availability Working Group

**EP**—Exercise Physiologist

**FAC**—Fitness Assessment Cell

**FIP**—Fitness Improvement Program

**FSQ**—Fitness Screening Questionnaire

**IAW**—In Accordance With

**OPR**—Office of Primary Responsibility

**PCM**—Primary Care Manager

**PT**—Physical Training

**PTL**—Physical Training Leader

**UFPM**—Unit Fitness Program Manager

**UTA**—Unit Training Assembly

**WFPM**—Wing Fitness Program Manager