



DEPARTMENT OF THE AIR FORCE

AIR FORCE RESERVE COMMAND

908AWGM2016-36-01

5 August 2016

MEMORANDUM FOR 908th AIRLIFT WING

FROM: 908 AW/CC
401 West Maxwell Blvd
Maxwell AFB AL 36112-6501

SUBJECT: 908th Airlift Wing Guidance Memorandum, 908th Airlift Wing Fitness Program

ACCESSIBILITY: Publication is available for downloading on the e-Publishing web site at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

References: (a) AFI 36-2905, *Fitness Program*, 29 October 2013
(b) 908 AWI 36-2619, *Long Term Order Program Administration*, 1 February 2015

1. The purpose of this memorandum is to emphasize fitness as a readiness issue and to support the Air Force's emphasis on health and wellness. The goal of the Fitness Program (FP) is to motivate all members to participate in a year-round physical conditioning program that emphasizes total fitness, to include proper aerobic conditioning, strength/flexibility training and healthy eating. AFI 36-2905, *Fitness Program*, provides clear and direct guidance for Airmen to achieve and maintain physical fitness. Commanders and supervisors will ensure our Airmen adhere to the Fit to Fight (FTF) program, but ultimately it is the Airman's personal responsibility to maintain his/her own fitness. Compliance with the Air Force Fitness Program is mandatory.

2. Fitness Assessment (FA) performance can effect deployments, professional development schools, temporary duty (TDY), promotions, and numerous training opportunities. The following areas require additional emphasis with regard to the FTF Program:

Unit Fitness Program Managers (UFPMs): All squadron commanders will appoint by letter, two airmen to perform UFPM duties. It is recommended an ART/fulltimer as the primary; the alternate can be any status. The appointment letter will be sent to: 908AW.Fitness.Program@us.af.mil.

Physical Training Leaders (PTLs): The Commander of ASTS, AMXS, and MXS will appoint by letter, three airmen to perform PTL duties. All other squadrons must appoint two airmen. The appointment letter will be sent to: 908AW.Fitness.Program@us.af.mil.

Deployments: Commanders must ensure members meet the fitness requirements of the deployed location Commander. Review the Air Force Reporting Instructions Tool, AFRIT at <https://aef.afpc.randolph.af.mil/AFRIT/Afrit.aspx> for additional information.

RPA/MPA for non-deployment: Commanders and supervisors will normally restrict Airmen with a failing FA to perform only home station Unit Training Assemblies and Annual Tour. RPA/MPA orders requests for Airmen without a current or passing FA will not be forwarded for

approval. Exceptions: Unit Commanders are the authority for mission-critical TDY or local combat readiness training events, regardless of duration, when no other option exists. See also: 908 AWI 36-2619, *Long Term Order Program Administration*, 1 February 2015 (attachment #8).

Formal Schools: Air Force standards require individuals attending formal schools to have a current and passing FA score prior to and during attendance at the school in order to graduate. Applications for in-residence attendance to all enlisted and officer professional military education courses and schools now require a copy of the Airman's fitness history report as part of the application process.

Other: FA scores will be considered with each award and decoration package, position vacancy (PV), promotion, Performance Enhancement Program (PEP) promotion, and Deserving Airman candidacy.

3. Positive incentives are an integral motivator for our Airmen. Commanders can nominate members with a FA score in the "Excellent" category (with no exemptions) to the 908 AW/CCE to be presented a 908 AW Excellence in Fitness coin.

4. Commanders must ensure Airmen who fail a FA are managed IAW AFI 36-2905. Appropriate command responses to FA failures are outlined in Attachment 14 to AFI 36-2905 and might include the following:

- a. First Fail:
 1. Letter of Counseling (attachment #1)
 2. Enroll member in the BE WELL Program (<https://golearn.csd.disa.mil>)
 3. Complete AF Form 108, Sections I and II (attachment #2)
 4. Initiate use of AF IMT 1975 (attachment #3)
 5. Defer, withhold, or do not recommend promotion (enlisted)**

- b. Second fail:
 1. Letter of Admonishment (attachment #4)
 2. Re-enroll member in the BE WELL Program
 3. Refer to ASTS for medical review *
 4. Complete AF Form 108, Section III.
 5. Establish an Unfavorable Information File (UIF)
 6. Defer, withhold, or do not recommend promotion (enlisted) **

- c. Third fail:
 1. Letter of Reprimand (attachment #6)
 2. Re-enroll member in the BE WELL Program
 3. Administrative demotion
 4. Reassign to the inactive reserve (see FSS for guidance)
 5. Defer, withhold, or do not recommend promotion (enlisted) **

- d. Fourth fail:
 1. Administrative demotion
 2. Initiate Discharge Action (see FSS for guidance) or Retention Recommendation (attachment #7)
 3. Administer No Pay No Points letter (attachment #8), if applicable
 4. Refer to ASTS for medical review *
 5. Defer, withhold, or do not recommend promotion (enlisted) **

*Complete Medical Condition Determination for Fitness Assessment Test Failures (attachment #5)

** Mandatory (Change 1, 27 August 2015)

5. The 908 FSS/SVS element is our Fitness Assessment Cell (FAC). They are charged with running all FAs. FAs will be conducted by certified Physical Training Leaders (PTLs). PTLs will not oversee assessments of Airmen belonging to the same unit as those testing. FTF testing will be scheduled by the Unit Fitness Program Manager (UFPM) and FA scores will be properly documented. Although it is ultimately the member's responsibility to ensure that his/her FA is scheduled, UFPMs will notify individual Airmen of their FA test date, place, and time. It is the Airman's responsibility to show for this mandatory event. Commanders, First Sergeants, and individual Airmen will have access to FA scores. Commanders and supervisors are encouraged to discuss both the FTF program and FA progress with their Airmen.
6. Physical fitness is not an option—it's required and critical to our warrior culture. As commanders, we will ensure our Airmen are fit to fight. Ultimately, it is the member's overarching responsibility for his/her own fitness and compliance with AF fitness standards.
7. October-May testing times are 0600 and 0900; June-September times are 0530 and 0730.
8. This MFR supersedes all previous letters, same subject.
9. The guidance in this Memorandum becomes void after one year from the date of this Memorandum, or upon release of an Air Force publication incorporating the guidance, whichever is earlier. This GM supersedes all previous letters, same subject.

ADAM B. WILLIS, Colonel, USAFR
Commander

Attachments:

1. Letter of Counseling
2. AF Form 108, AF Fitness Education and Intervention Processing
3. AF IMT 1975, Fitness Improvement Activity Log
4. Letter of Admonishment
5. Medical Condition Determination for Fitness Assessment Test Failures
6. Letter of Reprimand
7. Retention Recommendation
8. No Pay No Points letter
9. 908 AWI 36-2619, Long Term Order Program Administration, 1 February 2015