

**BY ORDER OF THE  
THE COMMANDER SHAW AIR FORCE  
BASE**

**AIR FORCE INSTRUCTION 36-2905**

**SHAW AIR FORCE BASE**

**Supplement**

**4 JANUARY 2016**

**Personnel**

**FITNESS PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 36-2905, dated 21 October 2013, is supplemented as follows:** This supplement implements Air Force Instructions (AFI) 36-2905, *Fitness Program*. This supplement applies to all personnel attached or assigned to Shaw AFB, including the Air Force Reserve and Air National Guard members who are on extended duty at Shaw AFB that are serviced by the 20th Force Support Squadron (FSS). This Instruction requires collecting and maintaining information protected by the *Privacy Act of 1974*, System of Records Notices (SORN) F033 AF B, *Privacy Act Request File*, and F036 AF PC Q, *Personnel Data Systems (PDS)*, apply and are available at: <http://dpcl.o.defense.gov/Privacy/SORNs.aspx>. This instruction is subject to Health Insurance Portability and Accountability Act of 1996 (HIPAA). Privacy Act system of records notice F044 AF SG N, Physical Fitness Files applies. Ensure that all records created as a result of process prescribed in this publication are maintained in accordance with (IAW) AF Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management Systems (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rimc.cfm>. Contact supporting records managers as required. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation of Change of Publication*, route AF Forms 847 to 20 FSS/FSVS 428 Shaw Drive, Bldg 806, Shaw AFB SC 29152; route through your appropriate functional chain of command.

**2.12.3.1. (Added)** The 20 FW/CC directs unit commanders to appoint PTLs to administer FAs and augment the FAC.

2.12.5.3. **(Added)** 20 FW/CC designates 20 FW/CCC to approve manpower requirements for FAC and Fitness Program.

2.12.5.4. **(Added)** During FA testing, there will be no activity inside or outside the ¼ mile track.

2.22.4.3. **(Added)** Appoints the Fitness Center Director to manage and provide oversight of the AF Fitness program and the Fitness Assessment schedule at Shaw AFB.

**2.23.5.5. (Added) Prerequisites.**

2.23.5.5.1. **(Added)** Must be SrA or above. Rank requirement can be waived on a case by case basis by the 20 FSS Superintendent.

2.23.5.5.2. **(Added)** Must have current passing PT score through the length of rotation and must not be on a composite exemption.

2.23.5.5.3. **(Added)** Must not be pending administrative action(s).

2.23.5.5.4. **(Added)** Must not be deployed during their PTL rotation.

2.23.5.5.5. **(Added)** Must be at least three months from PCS departure date.

2.23.5.5.6. **(Added)** Must not have preapproved leave through the duration of their rotation; leave will be requested through the FCD. Approval of all leave requests will be based on mission requirements.

2.23.5.5.7. **(Added)** Must not be pregnant during the duration of their rotation.

2.23.5.5.8. **(Added)** Must be CPR/AED certified prior to reporting date and remain current through the time period they are assigned to the FAC.

**2.23.5.6. (Added) Responsibilities.**

2.23.5.6.1. **(Added)** PTLs will be detailed to the 20 FSS/FAC for the rotation period (refer to 2.23.5.7.1). Requests to shorten tour lengths (not less 45 than days) due to mission requirements will be considered, but units should minimize these requests as excessive turnover will impact continuity and efficiency of the FAC. If shortened tour lengths are approved, units are still responsible for fulfilling their respective FAC augmentee requirement throughout their assigned rotation period. Furthermore, if a FAC augmentee willfully violates Shaw AFB Supplement/AFI 36-2905 or has any negative performance issues, they will be sent back to their unit for disciplinary/administrative actions.

2.23.5.6.2. **(Added)** Conducts FAs during weekdays.

2.23.5.6.3. **(Added)** Oversees FAs during Unit Training Assessment (UTA) weekends.

**2.23.5.7. (Added) FAC PTL Rotation Plan.**

2.23.5.7.1. **(Added)** One FAC Manager and backup is assigned from the Fitness Center for a minimum of 120 days. The FAC at Shaw AFB will be augmented by

five PTLs. PTL augmentation is based on a fair share schedule for assigned units established and facilitated by 20 FSS Superintendent and approved by the 20 FW/CCC. PTLs will augment the FAC for a minimum of 45 days during the rotation period with an additional 5-day overlap of personnel not filling the 90-day requirement for continuity purposes. PTL augmentees will not oversee or conduct FAs for anyone in their unit. The 20 FSS Superintendent will provide the FAC with a list of assigned PTLs for the upcoming rotation NLT than one week prior to executing a new rotation. The 20 FSS Superintendent will coordinate the above process through respective Group CCC's and/or UFPMs.

**Table 2.1. (Added) FAC PTL Quarterly Rotation Plan.**

2.24.13. **(Added)** Provides Physical Training Leaders (PTLs) and augmentees authorization to access AFFMS and Balance Eating-Workout Effectively-Live Long (BE WELL) sites.

2.24.14. **(Added)** Provides bi-monthly FA Non-Current/Failure metric status updates, four failures by member within 24 month period for JA, and monthly slides for FW brief to the FCD.

2.24.15. **(Added)** Creates an organization UFPM e-mail box. This will be the primary communication tool through which the FAC will inform/update UFPMs/units.

**2.24.16. (Added) FAC Manager FM Prerequisites.**

2.24.16.1. **(Added)** Individuals must be SSgt or above due to the impact on evaluation reports and the ranks of the FAC augmentees. Rank may be waived on a case-by-case basis.

2.24.16.2. **(Added)** Must have a current passing score through the duration of the FM rotation and must be qualified in all Fitness Assessment components.

2.24.16.3. **(Added)** Must not be pending administrative action(s).

2.24.16.4. **(Added)** Must not be scheduled to deploy during their FM rotation.

2.24.16.5. **(Added)** Must be at least six months from PCS departure date.

2.24.16.6. **(Added)** Will receive initial and refresher FAC training.

2.24.16.7. **(Added)** Will receive rights to FAC group organizational box. Issues and deletes PTLs FAC group organizational box rights.

**2.24.17. (Added) FM Responsibilities.**

2.24.17.1. **(Added)** FMs will be detailed to 20 FSS/FAC for a minimum of 120 days. If FM willfully violates SAFB Supplement/AFI 36-2905 or has any negative performance issues, member will be returned to their assigned unit and will be replaced by another FM from that unit within 3 duty days.

2.24.17.2. **(Added)** Oversees FAC program and reports to the FCD.

2.24.17.3. **(Added)** Inputs FA scores in AFFMS. FMs will not input scores on personnel from their assigned squadron/directorate.

- 2.24.17.4. **(Added)** Reads and adheres to all fitness program AFIs/Handbooks/AFFMS program guide and other established policy.
- 2.24.17.5. **(Added)** Assigns work and creates work schedules for PTLs assigned to the FAC.
- 2.24.17.6. **(Added)** Conducts Fitness Assessments (FAs) during weekdays.
- 2.24.17.7. **(Added)** Oversees Fitness Assessments (FAs) during unit Training Assessment (UTA) weekends.
- 2.24.17.8. **(Added)** Examines PTL performance and provides feedback to members assigned unit upon tour completion.
- 2.25.12. **(Added)** Appoints PTLs to augment the FAC. FAC augmentees are now responsible for conducting FAs; therefore, units will maintain a ratio of one PTL to every 12 members. It is acceptable to have less than 12 members if that is all that is testing. However, the ratio cannot exceed more than 12 members. PTLs must first complete the initial Part A PTL training through ADLS. Part B PTL training is provided by the FAC manager upon FAC assignment. Each unit must maintain a minimum of two PTLs (1 male and 1 female).
- 2.25.13. **(Added)** Appoints PTLs in accordance with the FAC PTL Rotation Plan outlined in paragraph 2.23.5.7.1.
- 3.4.4.1. **(Added)** For members taking the run portion of the FA test, the FA will be administered as follows: check-in, height/weight, abdominal circumference, push-ups, crunches, and run.
- 3.4.4.2. **(Added)** For members taking the walk portion of the FA test, the FA will be administered as follows: check-in, walk, height/weight, abdominal circumference, push-ups and crunches.
- 3.4.4.3. The official 2K walk and 1.5 mile run testing site is located at the ¼ mile track behind the Education Center.
- 3.4.4.4. Testing materials will be provided by the FAC: stopwatches, counter indicators and number vests.
- 3.4.4.5. An AED will be provided by the FAC at the run site in case of emergency. An Emergency Response direct line to Medical Group is located at the ¼ mile track behind the Education Center.

3.4.4.6. AF Testing is accomplished April-October from 0530-1130 Monday-Friday and November-March from 0630-1100 and 1330-1430 Monday-Friday.

3.4.4.7. No runners other than testers and pacers are authorized on the track during test times. The pacers must be on the outer two lanes.

3.4.4.8. There will be no scheduled or unscheduled events taking place on the football/soccer field during any FA testing.

3.4.4.9. All FA testing (run/walk) on the ¼ mile track will take place counterclockwise.

STEPHEN F. JOST, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References (Added)***

AFMAN 33-363, *Management of Records*, 1 March 2008

***Prescribed Forms***

No prescribed forms are implemented by this publication.

***Adopted Forms***

None added.

***Acronyms (Added)***

**AFRIMS**—Air Force Records Information Management System

**FCD**—Fitness Center Director

**FM**—Fitness Manager

**RDS**—Records Disposition Schedule

**UTA**—Unit Training Assessment