

**BY ORDER OF THE COMMANDER  
HQ AIR FORCE PERSONNEL CENTER**

**AIR FORCE PERSONNEL CENTER  
INSTRUCTION 36-115**



**22 APRIL 2024**

**Personnel**

**FITNESS ASSESSMENT APPEALS  
BOARD**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication complements Department of the Air Force Manual (DAFMAN) 36-2905, *Department of the Air Force Physical Fitness Program*, and relates to Air Force Instruction (AFI) 48-133, *Duty Limiting Conditions*, Department of the Air Force Instruction (DAFI) 34-114, *Fitness, Sports, and World Class Athlete Program*, Department of Defense Instruction 1308.3, *DoD Physical Fitness and Body Composition Program*, AFI 48-103, *Health Promotion*, Department of the Air Force Policy Directive 10-2, *Readiness*, DAFI 36-2406, *Officer and Enlisted Evaluation Systems*, DAFI 36-2603, *Air Force Board for Correction of Military Records*. It details how to appeal fitness assessments and how the Fitness Assessment Appeals Board (FAAB) (the Board) considers applications. It implements the Board's statutory authority to act on applications.

Refer recommended changes and questions about this publication to [afpc.dp3sa.workflow@us.af.mil](mailto:afpc.dp3sa.workflow@us.af.mil) using the Department of the Air Force Form 847, *Recommendation for Change of Publication*. The Military Sustainment and Transition Operations Division (HQ AFPC/DPMS), the Military Sustainment and Transition Operations Branch (HQ AFPC/DPMSS) and the Military Sustainment Operations Section (HQ AFPC/DPMSSM) have reviewed and accepted the roles and responsibilities assigned to them by this publication. This instruction applies to uniformed members of the United States Air Force, Air Force Reserve, and Air National Guard. This publication does not apply to AF civilian employees. This publication may not be supplemented or further implemented/extended.

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## ***SUMMARY OF CHANGES***

This publication has been revised and should be completely reviewed. Changes include updates to the appeal routing process through myFitness and minor updates to roles and responsibilities. Lastly, changes were made to update office symbols, add form titles, update publication references in **attachment 1**, and to correct minor grammatical changes throughout.

**1. Overview.** The Fitness Assessment Appeals Board (FAAB) was established to provide an avenue for administrative relief to address injustices or errors derived from the administration and/or execution of the Air Force Fitness Program. It is the second-level adjudicating authority to appeal a decision made by a Wing Commander or equivalent. The FAAB establishes procedures only for the correction of fitness assessment records to provide relief for possible errors or injustices. The FAAB will not address matters related to the Air Force Evaluations Report Appeal Board, Supplemental Promotion Board, or Air Force Discharge Review Board. However, the FAAB may provide appropriate recommendations to address possible fitness-related errors and/or injustices. **Note:** *If the FAAB's decision impacts officer or enlisted performance reports, the member may request a review by the Air Force Evaluations Report Appeal Board pursuant to DAFI 36-2406, Chapter 10.*

## **2. Roles and Responsibilities.**

### 2.1. The Applicant.

2.1.1. Initiates and submits appeal requests for correction or removal of Fitness Assessments (FA) to the Unit Fitness Program Manager (UFPM) via myFitness.

2.1.2. Clearly and concisely states what he/she wants (e.g., "Request my FA taken on 15 May 23 be removed," or "Remove the push-ups from the FA taken on 15 May 23").

2.1.3. Provides strong and reliable evidence to support the appeal request (see also **paragraph 4.3** below).

### 2.2. The Fitness Assessment Center (FAC) or UFPM.

2.2.1. Liaisons between the applicant and the FAAB.

- 2.2.2. Reviews appeal request for accuracy and supporting documentation.
  - 2.2.3. Enters comments to the appeal within myFitness and routes through their chain of command to wing commander or equivalent (may be delegated no lower than squadron commander or equivalent).
  - 2.2.4. Approved Appeals: FAC or UFPM notifies FIM of approved fitness assessment removal or correction.
  - 2.2.5. Disapproved Appeals: Commander or equivalent will provide the member with disapproval rationale.
  - 2.2.6. Submits appeal to denied requests with complete package to the Fitness Assessment Appeals Board (FAAB) at HQ AFPC/DPMSM at [afpc.dpmssm.specialprograms@us.af.mil](mailto:afpc.dpmssm.specialprograms@us.af.mil).
  - 2.2.7. In appeals where a UFPM does not exist, the administering Physical Training Leader (PTL), or Airman may submit the request directly to the Fitness Information Manager for submission to HQ AFPC/DPMSM.
- 2.3. Wing Commander or equivalent.
- 2.3.1. Reviews appeal request for accuracy and supporting documentation.
  - 2.3.2. Approves or rejects the appeal and enters comments in myFitness.
- 2.4. Fitness Information Manager (FIM).
- 2.4.1. Updates myFitness with corrections for appeals approved through the appeal process.
  - 2.4.2. Corrects administrative corrections on Fitness Assessments.
- 2.5. HQ AFPC/DPMS Division Chief.
- 2.5.1. Appoints FAAB members.
  - 2.5.2. Oversees FAAB Staff members.
  - 2.5.3. Reviews and signs final board decision of all officer and enlisted board packages at conclusion of the board.
- 2.6. HQ AFPC/DPMSM, Special Programs.
- 2.6.1. Reviews all FAAB packages for compliance with this AFPCI.
  - 2.6.2. Processes all packages that meet the requirements for submitting a FAAB.
  - 2.6.3. Returns all packages that do not meet the requirements for submitting a FAAB, or that are missing documentation.
  - 2.6.4. Schedules and prepares FAAB packages for the appropriate board (officer/enlisted).
  - 2.6.5. Trains the board on how to review and document comments for the packages.
  - 2.6.6. Provides an advisory overview of the applicant's request for each board member/president to review and use in making a decision.

2.6.7. Upon completion of the FAAB, routes the final advisory on officer and enlisted board decisions to HQ AFPC/DPMS Division Chief for final coordination of board results.

2.6.8. When applicable, makes corrections to myFitness and forwards the corrected score report back to the FAC, or the appropriate agency, via email.

2.7. The FAAB President.

2.7.1. Reviews the applicant's request and provides the final decision for the appeal based on the votes of the board members.

2.7.2. Acts for the full Board on packages that require waiving the time limit for an appeal.

### 3. Program Elements.

3.1. Board Appointment. The Commander, Headquarters Air Force Personnel Center (HQ AFPC/CC) has delegated board member appointment authority to the Division Chief, (HQ AFPC/DPMS).

3.1.1. Board Composition. Each board will consist of three members. Members will be commissioned officers (Maj, Lt Col, or Colonel) or civilian equivalent (GS-13/14/15) and Senior NCOs in the grades of SMSgt or CMSgt. At least one member will be a commissioned officer or civilian equivalent. The senior ranking member will serve as the board president.

3.1.1.1. Appeals involving enlisted and officer members (AB – CMSgt and 2d Lt– Lt Col) will be reviewed by a board consisting of at least a Col or civilian equivalent (GS-15) as board president and one Field Grade Officer (Maj or Lt Col) or civilian equivalent (GS-13/14/15), and one enlisted member (SMSgt or CMSgt).

3.1.1.2. Appeals involving Colonels and above will be reviewed by a board consisting of two Colonels or civilian equivalents (GS-15) and one CMSgt. The FAAB will make a recommendation to HQ AFPC/DPMS for a final decision.

3.1.2. A medical advisor (military or civilian) may be designated by HQ AFPC/DPMS.

3.1.2.1. The medical advisor is designated only to provide medical consultation and is not a voting member.

3.1.2.2. Medical advisor must have a background in one of the following fields:

3.1.2.2.1. Physician Assistant (AFSC – 42GX).

3.1.2.2.2. Physician Utilization (AFSC – 44XX).

3.1.2.2.3. Surgery Utilization (AFSC – 45XX).

3.1.2.2.4. Clinical Nurse Utilization (AFSC – 46XX).

3.1.2.2.5. Aerospace Medicine Utilization (AFSC – 48XX).

3.2. Board Actions.

3.2.1. Will host an informal board.

3.2.2. Does not permit personal appearances. Neither applicants nor their representatives may appear before the FAAB.

3.2.3. Reviews appeals based on information provided in the package. The FAAB is not an investigative group and does not petition additional documentation from the applicant to support a package.

3.2.4. Directs removal of fitness assessments or portions of a fitness assessment. The FAAB is authorized to modify fitness assessments that contrast with the applicant's request, (e.g., the applicant requests the fitness assessment be removed because the pushups weren't administered correctly; the FAAB may deny removal of the fitness assessment and instead remove only the pushup assessment).

#### 4. Application Procedures.

4.1. Who May Apply: The following persons/entities are eligible to appeal Fitness Assessments:

4.1.1. Any Active, Guard, or Reserve member of the Air Force with a disapproved wing appeal decision may apply for FAAB consideration.

4.1.2. Former members of the Air Force may not apply to the FAAB for correction of fitness records; however, they may request relief via the AF Board for the Correction of Military Records (AFBCMR) by submitting a DD Form 149, *Application for Correction of Military Record*, to the Air Force Review Boards Office (SAF/MRBR).

4.2. Preparation. Before applying applicants should:

4.2.1. Review paragraph 8.2 and Table 8.1 of DAFMAN 36-2905.

4.2.2. Determine if request is to correct an administrative error. Administrative Errors on Fitness Assessment Scores are limited to the number of repetitions performed not matching the number submitted in myFitness; corrections to profile dates and exemption updates; deletion of score double entry; and fitness assessments taken while pregnant. Requests to correct administrative errors on fitness assessments should be routed through the FAC to their servicing FIM.

4.2.3. Exhaust all other available administrative remedies; Department of the Air Force authorized the delegation of appeal authority from wing commander to the unit commander. If the unit commander denies the appeal, the member may submit to the group commander and/or wing commander prior to sending the appeal to the FAAB.

4.3. Submitting the Application.

4.3.1. Requests for action by the FAAB are submitted with an official memorandum and must include:

4.3.1.1. Requested Action. Applicant must specifically identify what action they request to be taken. For example, "Request Fitness Assessment, dated 25 Oct 13, be removed from myFitness."

4.3.1.2. Basis for Request. Applicant must clearly state what they believe to be the injustice or material error on which their request is based. This will include all background information supporting their case and should include documents or other evidence to substantiate the request. For example, "My Fitness Assessment was invalid due to a pre-existing medical condition which was previously addressed by my Primary Care Manager. See attached medical documentation."

- 4.3.1.3. References. Where applicable, applicants must identify the reference on which their request is based. At a minimum, this should include DAFMAN 36-2905, paragraph, table, or figure number, and quote the reference in the memorandum. For example, “in accordance with DAFMAN 36-2905, paragraph 3.5.2.3, “Completing the minimum exercise repetition/duration in all fitness assessment components does not generate enough points to earn a composite of 75 or greater. Repetition below the required minimum receives a component score of zero.”
- 4.3.1.4. Applicants contact information.
- 4.3.1.4.1. Rank and Name.
  - 4.3.1.4.2. Organization/Office Symbol.
  - 4.3.1.4.3. Unit mailing address.
  - 4.3.1.4.4. Duty Phone: Commercial (with area code) and Defense Switch Network.
  - 4.3.1.4.5. Official e-mail address.
- 4.3.1.5. FAC contact information.
- 4.3.1.5.1. Organization/Office Symbol.
  - 4.3.1.5.2. Mailing address.
  - 4.3.1.5.3. Duty Phone: Commercial (with area code) and Defense Switch Network.
  - 4.3.1.5.4. Official e-mail address (organization or workflow only; no individual addresses).
- 4.3.1.6. Applicant must provide clear evidence sufficient to establish a material error or injustice that supports their request for action.
- 4.3.1.6.1. Examples of supporting evidence (list is not all-inclusive):
    - 4.3.1.6.1.1. AF Form 469, *Duty Limiting Condition Report*.
    - 4.3.1.6.1.2. DAF Form 108, *Department of the Air Force Fitness Education and Intervention Processing*.
    - 4.3.1.6.1.3. AF Fitness Assessment Score Sheet (provided by FAC).
    - 4.3.1.6.1.4. Official statements from FAC.
    - 4.3.1.6.1.5. Official statements from an applicant’s Primary Care Manager endorsed by the Chair, Deployment Availability Working Group located at the applicant’s Military Treatment Facility.
- 4.3.2. Application must be routed to the FAAB via the FAC or the Servicing Force Support Squadron FAC when a local FAC does not exist and includes documentation of the Wing Commander’s determination.
- 4.3.2.1. Members must file an application within two (2) years after the error or injustice was discovered, or with due diligence, *should have* been discovered. An application filed after the two-year time limitation is considered untimely and may be denied by the FAAB on that basis.

4.3.3. The FAAB may excuse untimely filing in the interest of justice.

4.3.4. If the application is filed late, members should explain why it would be in the interest of justice for the FAAB to waive the time limits.

4.3.5. Members may withdraw an application at any time before the FAAB's decision.

## 5. Board Actions.

5.1. Board Information Sources. The applicant has the burden of providing clear and sufficient information to determine if a preponderance of evidence establishes a material error or injustice, supporting their request for action. However, the FAAB may:

5.1.1. Request additional information and advisory opinions from appropriate offices. An advisory opinion will include an analysis of the facts of the case, the applicant's contentions, and a statement of whether the requested relief should be granted or denied.

5.2. Board Deliberations. Normally, only members of the FAAB, the medical advisor, and the FAAB staff (AFPC/DPMSSM) will be present during deliberations.

5.3. Board Decisions. The panel's majority vote constitutes the action of the FAAB. **Note:** *Appeals for Colonels and above will be submitted to AFPC/CC for review before the panel's majority vote.*

5.4. Record of Proceedings. The FAAB staff will prepare a record of proceedings following deliberations which will include:

5.4.1. The application.

5.4.2. Documentary evidence.

5.4.3. Advisory opinions and the applicant's related comments.

5.4.4. The findings, conclusions, and recommendations of the FAAB.

5.4.5. Other information necessary to show a true and complete history of the proceedings.

5.5. Final Action by the FAAB.

5.5.1. Decisions of the board are final when it:

5.5.1.1. Denies any application.

5.5.1.2. Grants any application in whole or part.

5.6. Appeal Decisions. See [paragraph 5.8.1.4](#) for instructions on how to appeal decisions to the AFBCMR.

5.7. Reconsideration of Applications. The FAAB may reconsider an application if the member submits newly discovered and/or relevant evidence not reasonably available when the application was previously considered. Applicants have one year from the date the FAAB published its original record to request reconsideration and submit new evidence. The Chief or Superintendent, Military Sustainment and Transition Operations Division (HQ AFPC/DPMSSM) will screen each request for reconsideration to determine whether it contains new and/or relevant evidence. New arguments about, or analysis of, evidence already considered, and additional statements which are cumulative to those already in the record of proceedings will not be considered new evidence.

5.7.1. If the request contains new evidence, the Chief or Superintendent, Military Sustainment and Transition Operations Division, will refer it to the FAAB for a decision. However, the FAAB may deny reconsideration if the request does not meet the criteria for reconsideration. Otherwise, the FAAB will reconsider the application and decide the case on merit as appropriate.

5.7.2. If the request does not contain new evidence, the Chief or Superintendent, Military Sustainment and Transition Operations Division will return it to the applicant without referral to the FAAB.

#### 5.8. Action After Final Decision.

##### 5.8.1. HQ AFPC/DPMSM.

5.8.1.1. Provides final board results to include advisory notices to HQ AFPC/DPMS for review.

5.8.1.2. Updates/corrects myFitness, as directed, when the FAAB grants relief.

5.8.1.3. Informs the applicant of the final decision and provides a copy of the written decision to the member.

5.8.1.4. If any requested relief is denied, the applicant will be advised that he/she can appeal the decision to the AFBCMR; reference DAFI 36-2603 for guidance on preparing DD Form 149.

**6. Miscellaneous Provisions.** At a minimum, the FAAB will convene during the months of January, April, July, and September. AFPC/DPMS Division Chief may hold additional FAABs when needed.

JEFFERSON J. O'DONNELL, Brig Gen, USAF  
Commander



**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDI 1308.3, *DoD Physical Fitness/Body Composition Program*, 10 March 2022  
DAFI 34-114, *Fitness, Sports, and World Class Athlete Program*, 15 December 2022  
DAFI 36-2406, *Officer and Enlisted Evaluation Systems*, 4 August 2023  
DAFI 36-2603, *Air Force Board for Correction of Military Records*, 4 October 2022  
DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*, 21 April 2022  
DAFPD 10-2, *Readiness*, 20 May 2021  
AFI 48-103, *Health Promotion*, 21 June 2019  
AFI 48-133, *Duty Limiting Conditions*, 7 August 2020  
AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

***Adopted Forms***

DD Form 149, *Application for Correction of Military Record*  
DAF Form 108, *Department of the Air Force Fitness Education, and Intervention Processing*  
DAF Form 847, *Recommendation for Change of Publication*  
AF Form 418, *Selective Reenlistment Program Consideration of Continued Service for Airmen*  
AF Form 469, *Duty Limiting Condition Report*

***Abbreviations and Acronyms***

**AFBCMR**—*AF Board for the Correction of Military Records*  
**FA**—*Fitness Assessment*  
**FAAB**—*Fitness Assessment Appeals Board*  
**FAC**—*Fitness Assessment Cell*  
**FIM**—*Fitness Information Manager*  
**PTL**—*Physical Training Leader*  
**UFPM**—*Unit Fitness Program Manager*

***Office Symbols***

**HQ AFPC/CC**—*AFPC Commander*  
**HQ AFPC/DP3**—*Directorate for Personnel Programs*  
**HQ AFPC/DP3SA**—*Airman Support Branch*  
**HQ AFPC/DPMS**—*Military Sustainment and Transition Operations Division*

**HQ AFPC/DPMSS**—Military Sustainment and Transition Operations Branch

**HQ AFPC/DPMSSM**—Military Sustainment Operations Section

**SAF/MRBR**—*Air Force Review Boards Agency*

### *Terms*

**Fitness Assessment (FA)**—The Air Force uses the 1.5-mile run, 20-meter-high aerobic multi-shuttle run, and 2.0-kilometer walk to provide an estimate of an individual's cardiorespiratory (aerobic) fitness. One-minute timed push-ups and two-minute hand release push-ups are used to assess muscular fitness. One-minute timed sit-ups, two-minute cross leg reverse crunch and timed forearm planks are used to measure core fitness. Personnel must complete a Fitness Screening Questionnaire prior to the assessment. FAs are used to measure compliance with military directives to maintain consistent and regular physical conditioning programs. Fitness standards are used to ensure a minimum level of fitness is maintained. Out-of-cycle unit-run FAs are not reported as official scores in myFitness but may be used as a commander's tool to evaluate fitness/readiness, dress, and appearance, etc. Commanders may refer and track members not meeting standards for the BE WELL Program.

**Fitness Assessment Cell (FAC)**—Centralized under the FSS and augmented by the installation PTLs/UFPMs. FAC members/augmentees should be role models and advocates for fitness. This team is aligned under the Sustainment Flight of the Force Support Squadron.

**Fitness Assessment Cell (FAC) Augmentee**—Military members trained to oversee and administer FAs. This is an additional duty and not a primary AFSC. Can be a Physical Training Leader or UFPM who has completed PTL-B training and certification.

**Fitness Assessment Cell (FAC) Manager**—Military members appointed to oversee installation FAC operations. This is an additional duty and not a primary AFSC. Maintains a minimum PTL-B certification and provides refresher training to FAC augmentees at the beginning of each FAC rotation.

**Fitness Assessment Record**—A fitness assessment record is defined as any fitness data maintained in myFitness, including scores and/or exemptions.

**Fitness Information Manager (FIM)**—Updates myFitness with corrections resulting from administrative errors and/or records approved through the appeal process.

**Preponderance of the Evidence**—The greater weight and quality of the credible evidence, meaning the evidence indicates that one position is more probable than the opposing position.

**Unit Fitness Program Manager (UFPM)**—A unit member responsible to the commander for the unit fitness program. Acts as a liaison between the Unit CC, the FAC, and the EP/FPM for matters related to the fitness program. This is an additional duty and not a primary AFSC. All UFPMs must be PTL-B certified to support FA administration. May be appointed as a FAC augmentee.