

APPENDIX H
DEPARTMENT OF CORRECTIONS



EDDIE BAZA CALVO
GOVERNOR

RAY TENORIO
LIEUTENANT GOVERNOR

DEPARTMENT OF CORRECTIONS
DEPATTAMENTON MANGNGURIHI
GOVERNMENT OF GUAM

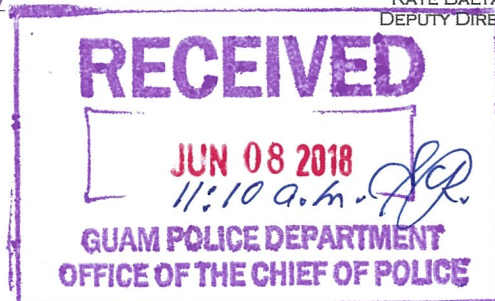


ALBERTO "TONY" LAMORENA
DIRECTOR

KATE BALTAZAR
DEPUTY DIRECTOR

P.O. Box 3236 HAGATNA, GUAM 96932
#1 MASHBURN LANE DAIRY ROAD, MANGILAO, GUAM 96913
TELEPHONE NO.: (671) 735-5170/5176
FAX NO.: (671) 734-4051
WEBSITE: WWW.DOC.GUAM.GOV

Chief of Police Joseph I. Cruz
Chairman
Peace Officer Standards & Training Commission
P.O. Box 23069 GMF, Barrigada, Guam 96921
1 Sesame Street, Mangilao, Guam



Subject: Guam Department of Corrections
RE: Agency Specific Physical Fitness Qualifications Test

Dear Chief Cruz,

Buenas yan Hafa Adai! The Guam Department of Corrections has completed it's draft policy into the formualtion of the Agency Specific Physical Fitness Qualifications Test (APFQT) as mandated by Public Law 34-49.

The Department of Corrections physical fitness policy comprises of three key components; 1) a **Physical Fitness Program**, 2) a **Health and Nutrition Program**, and 3) an annual **Agency Physical Fitness Qualification Test (APFQT)**. The development of these programs are in accordance with acceptable principles of physical conditioning that enhances an individual's fitness and general health and wellness.

This policy includes a phase-in process for the newly developed agency-specific Annual Physical Fitness Qualification (APFQT) and phase-out of the current Physical Fitness Qualification Test (PFQT) "Interim Fitness Standards" as described in Public Law 34-49.

I will make time at your convenience to further discuss this policy should you feel the need to do so. Otherwise, the designated point of contact will be Corrections Officer I Faye D. Sanchez, Officer-in-Charge of the Training & Staff Development Section, who may be reached via my office at 735-5170/76 or mobile phone at 687-6052.

Senseramente,

ALBERTO A. LAMORENA V
Director
Guam Department of Corrections

Enclosure



**Physical Fitness
Qualification Test**



EDDIE BAZA CALVO
GOVERNOR

RAY TENORIO
LIEUTENANT GOVERNOR

DEPARTMENT OF CORRECTIONS
DEPARTAMENTON MANGNGURIHI
GOVERNMENT OF GUAM

P.O. Box 3236 HAGATNA, GUAM 96932
#1 MASHBURN LANE DAIRY ROAD, MANGILAO, GUAM 96913
TELEPHONE NO.: (671) 735-5170/5176
FAX NO.: (671) 734-4051
WEBSITE: WWW.DOC.GUAM.GOV



ALBERTO "TONY" LAMORENA
DIRECTOR

KATE BALTAZAR
DEPUTY DIRECTOR

GENERAL ORDER NUMBER 10.06		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 11
ORDER TITLE PHYSICAL FITNESS POLICY	SERIES NO. 10	SERIES TITLE/SUBJECT: Employee Regulations and Discipline	
Topics/Reference: Title 17 Guam Code Annotated; Chapter 51, §5114 (b); Public Law 34-49, Government of Guam Worksite Wellness; Governor's Executive Order 2012-17; GPD G.O. 15-001			APPENDICES
ORIGINAL ISSUE/EFFECTIVE DATE December 30, 2014	REISSUE/EFFECTIVE DATE January 01, 2020	EXPIRATION DATE This order remains in effect until revised or rescinded	

SUBJECT: PHYSICAL FITNESS POLICY

PURPOSE: To establish a physical fitness program and fitness test for sworn officers of the Department of Corrections.

THIS ORDER CONSISTS OF THE FOLLOWING NUMBERED SECTIONS:

- 10.06.01 OBJECTIVE
- 10.06.02 POLICY
- 10.06.03 ADMINISTRATION
- 10.06.04 HEALTH AND WELLNESS MANAGEMENT
- 10.06.05 DUTIES AND RESPONSIBILITIES
- 10.06.06 PHYSICAL FITNESS PROGRAM
- 10.06.07 HEALTH AND NUTRITION PROGRAM
- 10.06.08 ANNUAL AGENCY PHYSICAL FITNESS QUALIFICATION TEST
- 10.06.09 FITNESS ASSESSMENT REQUIREMENTS
- 10.06.10 ASSESSMENT PROCEDURES
- 10.06.11 EXEMPTIONS
- 10.06.12 PHYSICAL FITNESS UNIFORM
- 10.06.13 EQUIPMENT
- 10.06.14 MEDICAL EMERGENCY ASSISTANCE
- 10.06.15 SAFETY CONCERNS AND ENVIRONMENTAL CONDITIONS
- 10.06.16 INJURY REPORTING

10.06.01 OBJECTIVE

The principal objective of the Physical Fitness Policy is to create a culture of physical fitness to enhance the correctional officer's ability to complete tasks that supports the Department of Correction's mission. The nature of the profession often requires making split-second, lifesaving decisions; facing inherent dangers; shiftwork and long hours; and constantly interacting with people who are upset, angry, or uncooperative – all of which expose the officers to increase levels of stress. Job-related stress is a major health concern for the law enforcement community because it can affect the physical, emotional, and mental well-being of officers.

This policy will provide guidelines and procedures to maintain a standard level of physical fitness and wellness for all sworn officers of the Department of Corrections (DOC).

10.06.02 POLICY

It is the policy of the Department of Corrections (DOC) that all sworn officers maintain a standard of physical fitness and wellness acceptable to the law enforcement profession, in conformance with Chapter 3, Title 27, Guam Peace Officers Standards and Training (P.O.S.T.) Commission Administration Rules and Regulations. The policy requires that all sworn law enforcement officers maintain an acceptable level of physical fitness and wellness through physical fitness exercises, a sensible health and nutrition program and fit for duty testing.

Every Correctional Officer must be physically fit, regardless of age, gender, rank, or duty assignment. The Physical Fitness Qualification Test (PFQT) emphasizes the requirement for all sworn officers to adopt a healthy lifestyle and a lifelong commitment to fitness. This combination has a direct and positive impact on job performance and mission capability. The PFQT, combined with a Physical Fitness Program, along with a Health and Nutrition Program are a means to assess general and occupational fitness of all sworn officers of the Government of Guam.

10.06.03 ADMINISTRATION

The Department of Corrections shall design a physical fitness training program that will comprise of three key components; 1) a **Physical Fitness Program**, 2) a **Health and Nutrition Program**, and 3) an annual **Agency Physical Fitness Qualification Test (APFQT)**. The development of these programs will be in accordance with acceptable principles of physical conditioning that enhances fitness and general health and wellness.

- A. This policy shall include a phase-in process for the newly developed agency-specific Annual Physical Fitness Qualification (APFQT) and phase-out of the current Physical Fitness Qualification Test (PFQT) "Interim Fitness Standards" as described in Public Law 34-49.
- B. Phase-in: This process will begin upon implementation of this policy. It will include diagnostic testing and an educational component to familiarize and prepare employees for the new standard of this Department. Full compliance with the new standards will be effective January 1, 2020.
- C. Within the first year (December 2018 to December 2019), the Department will ensure that the Physical Fitness Program is operational. All Commanders along with the Training & Staff Development Section (T&SDS) will ensure roll call training is conducted for all sworn personnel under their commands regarding the APFQT. On or before December 21, 2020, the Department will officially begin testing sworn personnel on an annual basis.
- D. Phase-out: This process will involve the gradual elimination of the current PFQT (Interim Standards). The Department realizes the effort put in by officers who have trained for the last few years to meet or exceed the past/former PFQT standards – Air Force Instruction (AFI)

36-2905 and the current PFQT (Interim Standards). Officers will continue to participate in the PFQT Interim Standards until December 21, 2019, after which the new APFQT standards take effect.

- E. A sworn officer is deemed to have failed to comply with this policy when that officer's performance in an APFQT is below the standard as established by record and as defined and/or referenced herein after the officer has been previously tested, given the requisite conditioning period, retested, and still been unable to meet the expectation based on the standard.
- F. Sworn officers must retest within 90 days following an unsatisfactory APFQT. Re-testing within the first 42 days after an unsatisfactory PFQT requires agency head's approval since recognized medical guidelines recommend 42 days as the minimum timeframe to recondition from an unsatisfactory to satisfactory status in a manner that reduces risk of injury. It is the sworn officer's responsibility to ensure he/she retests before the 90-day reconditioning period expires (non-compliance begins on the 91st day).
- G. Sworn officers receiving an unsatisfactory APFQT result will be required to undergo organized remedial fitness training during the 90-day reconditioning period. Organized remedial fitness will be limited to exercises described in Section 10.06.07, at a time and place determined by the OIC T&SDS or Section Supervisor.
- H. When an officer receives an unsatisfactory APFQT result and a medical record review by a health care provider has ruled out medical conditions precluding the peace officer from achieving a passing score, the officer will receive counselling, in violation of Chapter 3, Title 27, Guam Peace Officers Standards and Training (P.O.S.T.) Commission Administration Rules and Regulations.
- I. All personnel are required to meet the physical fitness standards set forth by the Guam Peace Officers Standards and Training (P.O.S.T.) Commission. Officers who are unable to meet PFQT standards will be subject to administrative action;
 - (1) **First Unsatisfactory** - A written warning is issued. The peace officer must retest within ninety (90) days.
 - (2) **Second Unsatisfactory** - A second written warning is issued. The peace officer must retest within ninety (90) days.
 - (3) **Third Unsatisfactory**- A third written warning is issued. The peace officer must retest within ninety (90) days. The peace officer shall receive counseling from the agency head or an individual whom the agency head designates.
 - (4) **Fourth Unsatisfactory**- The peace officer's certification shall be temporarily suspended until a determination is made by the Guam POST Commission. The peace officer shall be assigned to administrative duties. Agency heads shall make a recommendation that the POST Commission revoke the peace officer's certification upon review. The peace officer shall not be allowed to carry a firearm. Hazardous and increment pay may be denied. The employer shall take administrative action in accordance with Department of Administration's rules and regulations or applicable autonomous agency personnel rules and the Fair Labor Standards Act.
- J. Failure (defined): §3105(f) Title 27, G.C.A.; A Peace Officer is deemed to have failed to comply with this policy when that officer's performance in a Department-sanctioned PFQT is below the standard officially established by this Department and as defined and/or referenced herein after the officer has been previously tested, given the requisite conditioning period, retested, and is still unable to meet the minimum standard. When an officer receives four (4) Unsatisfactory PFQT results within a twelve (12) month period and a Guam licensed health care provider has ruled out medical conditions precluding the officer from achieving a

passing score, the POST Commission shall deny, suspend or revoke the individual's certification. All PFQT results shall be provided to the Executive Director (of the POST Commission) within fifteen (15) calendar days after the completion of the PFQT.

- K. Based on the definitions posited by the Office the Chief of Police and the Office of the Attorney General, police officers who performed "Unsatisfactory" in the first PFQT administered during the week of December 20-23, 2017, would in fact constitute an "Unsatisfactory" Performance for the PFQT Test, as prescribed under Section 3 (§ 3105. Establishment of Physical Fitness Qualification Test), but would not constitute a "Failure" until they performed "Unsatisfactory" in the next scheduled PFQT. Then that second (2nd) "Unsatisfactory" Performance in the second administered PFQT would constitute their first (1st) "Failure." We further recommend that the following application of progressive discipline as reflected in the table below is the most appropriate course of action to follow:

1 st PFQT Test	First Unsatisfactory	Advisement and recommendation to improve (No warning issued).	Retest within 90 days
2 nd PFQT Test	Second Unsatisfactory	1 st Warning Issued	Retest within 90 days
3 rd PFQT Test	Third Unsatisfactory	2 nd Warning Issued	Retest within 90 days
4 th PFQT Test	Fourth Unsatisfactory	3 rd Warning Issued	Retest within 90 days
5 th PFQT Test	Fifth Unsatisfactory	Temporary suspension of certification, No LE duties, No Firearm, Hazardous Pay and increment may be denied	Agency shall take administrative action in accordance with DOA Rules and Regulations.

(Attachment "A"): Advisement of Unsatisfactory Performance

(Attachment "B"): Written Warning (PFQT Failure 1, 2, 3, 4)

(Attachment "C"): Interpretation of Law, Re: Public Law 34-49 POST Commission's Physical Fitness Qualifications Test Advisement of Unsatisfactory Performance

10.06.04 HEALTH AND WELLNESS MANAGEMENT

- A. The Department of Corrections, through the Government of Guam Worksite Wellness Program, requires that all sworn officers receive a health screening through their licensed primary physician or at a DOC sponsored event prior to participation in the Department Physical Fitness Program. The Guam P.O.S.T. Commission Fitness Screening Questionnaire form (Attachment "D") will be the standard form used to verify that a valid health screening was conducted. This standard for is to be utilized during any DOC Health and Wellness sponsored event or a health screening with a licenses primary physician.
- B. Furthermore, pursuant to 17 G.C.A., §51104(b)(7), it shall be incumbent upon the individual peace officer or recruit/trainee to receive a health screening from a licenses health professional prior to undergoing their fitness assessment. If a peace officer experiences a change in his or her health, it is the sole responsibility of the peace officer to obtain an updated health screening.
- C. In addition to the Physical Fitness Assessment Form, a certification by a primary physician indicating a limited fitness profile is acceptable. Sworn officers who have a medical condition report indicating that they are not physically capable of performing at the minimum

standard shall be placed on an adjusted fitness program in full consideration of limitations set forth in the medical condition report.

- D. Sworn officers shall only be allowed a waiver of their fitness test if deemed appropriate by a person licensed to practice medicine; they are considered disabled under the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA); or via court case decisions.
- E. Each sworn officer is solely responsible for compliance with this policy. Nothing herein shall be construed to exempt each sworn officer or place responsibility on any person or entity. Moreover, if a sworn officer experiences a change in his or her health, it is the sole responsibility of the officer to obtain an updated health screening.

10.06.05 DUTIES AND RESPONSIBILITIES

- A. The Primary Fitness and wellness Coordinator shall be the Officer-in-Charge (OIC), Training & Staff Development Section (T&SDS). The Alternate Fitness and Wellness Coordinator shall be designated by the T&SDS OIC.
- B. The OIC T&SDS and Alternate Fitness and Wellness Coordinator shall be responsible for the maintenance of the physical fitness program of the Department of Corrections.
- C. The T&SDS shall be responsible for maintaining the Physical Fitness File for all sworn officers and provide pertinent documents to Health Coaches and/or APFQT Proctors for the administration and scoring of personnel. The Fitness and Wellness Coordinator and T&SDS will be responsible for the administration and supervision of the APFT and retesting set forth by this policy and to ensure agency personnel are informed of all department-wide physical fitness events, including DOC sponsored Government of Guam Worksite Wellness Program events and the Physical Fitness Qualification Test.
- D. The OIC shall designate Health Coaches in writing and approved by the Director. Health Coaches shall assist the Fitness and Wellness Coordinator with the Physical Fitness Program through the administration of roll call training, unit progress reports, and access to Government of Guam Wide Worksite Wellness Program events.
- E. A prerequisite for identifying a Health Coach is that the individual be trained and current in certification in Emergency Cardio Pulmonary Resuscitation (CPR) and basic first aid through recognized institutions like the American Red Cross or American Heart. Certificate of CPR certification shall be placed in the Health Coach's personal Jacket. Coaches shall also serve as APFQT Test Proctors and play an important role in conducting physical fitness testing events, scoring, documenting participation, and monitoring progress.

10.06.06 PHYSICAL FITNESS PROGRAM

- A. A comprehensive physical fitness program includes many aspects of a healthy lifestyle like stress management and regular exercise. There are many fitness resources available in print form and internet websites to assist with fitness enhancement of a sworn officer that stresses the benefits of appropriate physical activity and nutrition in maintaining or enhancing health, safety, and injury prevention. This resource has been developed to assist commands in conducting a safe effective fitness program.
- B. The Department of Correction's Physical Fitness Program Manual (Attachment "E") is founded upon compiled military physical fitness training exercises and related physical activities that are consistent with established scientific principles of physical conditioning that enhance fitness and general health essential to job performance. All sworn officers must

possess the cardio-respiratory endurance, muscular strength and muscular endurance to successfully perform in accordance with their position duties and responsibilities.

10.06.07 HEALTH AND NUTRITION PROGRAM

- A. Sworn officers of this Department will have immediate access to health and nutrition information by way of the Guam Peace Officer Standards and Training (P.O.S.T.) Commission's "Health and Nutrition Program Guidebook" (Attachment "F").
- B. Health and Nutrition go hand in hand with physical fitness along with supportive environment essential to maintain health and fitness. Educational health and nutritional information will be made readily available to officers so they may incorporate with their respective training program.
- C. The OIC and Health Coaches must have a basic understanding of general nutrition resources to only provide general guidance to members. The OIC and proctors do not provide diets, recommend calorie intakes or provide nutrition counseling. The Health and Nutrition Program Guidebook provides available and credible nutrition resources for members to utilize to develop their individual plan.

10.06.08 ANNUAL AGENCY PHYSICAL FITNESS QUALIFICATION TEST

- A. The APFQT is a collective measure of a sworn officer's general health and physical fitness. The physical fitness test is specifically designed to be agency-specific for DOC and tests the strength and stamina of the upper body, midsection, and lower body, as well as efficiency of the cardiovascular and respiratory systems (Attachment "G").
- B. The APFQT is a scored, calendar year annual requirement for all sworn correctional officers, regardless of age, gender, grade, or duty assignment. The T&SDS along with support staff will conduct and administer the FA for all designated officers on an annual basis prior to December 31 of each year in accordance in Public Law 34-49.
- C. Fitness components of the DOC PFQT compromise of two (2) categories:
 - 1) Aerobic component: Consist of a 300 meter run.
 - 2) Muscular Fitness Component: Consist of eleven (11) obstacles;
 - 1. 300 meter run**
 - 2. Stair Climb (Ascend/Descend)**
 - 3. Plyometric tire run**
 - 4. Serpentine/Zig-Zag Obstacle**
 - 5. Tunnel Crawl**
 - 6. Balance Beam**
 - 7. Over and Under Obstacle**
 - 8. Tire Flip**
 - 9. 4 Foot Leap**
 - 10. Wall Climb/Jump**
 - 11. Apprehension and Arrest**
 - 12. Rescue Carry/Drag**
- D. Exception: Officers not medically cleared to complete the 300 meter run and Muscular Fitness Component (11 Obstacles), as determined by a licensed physician and by submitting a Medical Evaluation Physical Fitness Exemption Form.

10.06.09 FITNESS ASSESSMENT REQUIREMENTS

- A. Prior to the physical fitness qualification testing, all officers must first complete the Guam P.O.S.T. Commission Fitness Screening Questionnaire form (Attachment "D") and provide it to their PFQT Fitness and Wellness Coordinators for review.
- B. If any item on the questionnaire indicates a condition which might limit performance of any component of the fitness assessment, the PFQT Fitness and Wellness Coordinators will refer the officer for medical evaluation with their respective health care provider. The officer must carry the questionnaire form to their medical evaluation and have a licensed physician complete and sign the appropriate signature and stamp block. The officer must then return the questionnaire to the PFQT Fitness and Wellness Coordinator.

10.06.10 FITNESS ASSESSMENT PROCEDURES

- A. All components of the physical fitness qualification testing must be completed within a 2-hour window on the same day. Should extenuating circumstances prevent completion of the test (e.g. severe weather conditions, emergencies, injury during fitness assessment, or travel time needed to complete other components at alternate locations, etc.) then all components must be rescheduled and completed at the earliest opportunity, but not to exceed ten (10) working days.
- B. Officers only have one (1) opportunity to complete each of the components of the physical fitness qualification test. If an officer refuses to complete the fitness assessment, their incomplete fitness assessment will be officially recorded.
- C. If an officer becomes injured or ill during the fitness assessment, he/she will have the option of being evaluated by their respective health care provider, whether they complete the fitness assessment or not. The officer is responsible to ensure a licensed physician completes and signs the appropriate place on the Fitness Screening Questionnaire and returns the questionnaire to the PFQT Fitness and Wellness Coordinators for record purposes.

10.06.11 EXEMPTIONS

- A. Exemptions are designed to categorize an officer as unable or unavailable to conduct the fitness assessment for a limited time period. Exemptions for medical reason must be recorded on the medical Evaluation Physical Fitness Exemption Form and signed by a licensed physician.

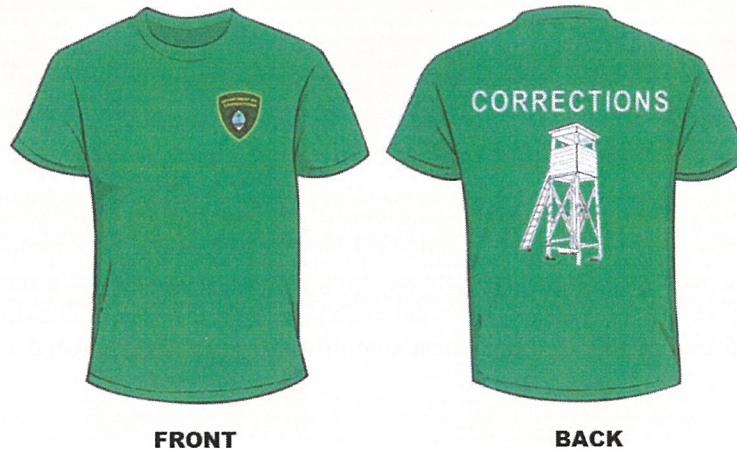
NOTE: Permanent medical profile shall be reviewed annually by the DOC Human Resources Section to determine if they are still valid or whether a Special Medical Evaluation (SME) is necessary, in accordance with the Government of Guam Personnel Rules and Regulations.

- B. The expiration date on the Medical Evaluation Physical Fitness Exemption Form represents the date the officer is medically cleared to resume physical activities previously restricted. To allow an officer time to recondition following a medical exemption, the officer is eligible to complete the fitness assessment forty-two (42) work days after the expiration date of physical limitation.
- C. Officers with chronic medical issues preventing them from performing one or more components of the FA will be referred to the DOC Human Resources Section for evaluation as appropriate in accordance with the Government of Guam Personnel Rules and Regulations.

10.06.12 PHYSICAL FITNESS UNIFORM

A. Sworn officers are required to obtain the approved DOC physical fitness uniform consisting of a T-shirt, mesh shorts, and running shoes. The uniform will consist of:

- 1) T-shirt –Nylon, Olive Drab, moisture wick material
 - Front: 3 inch DOC printed logo on the left chest
 - Back: CORRECTIONS back shoulder back, 4 inch white letters with Watchtower printing.



- 2) Shorts: Black Mesh polyester moisture wick material.
 - 4 inch DOC logo printed on left pant leg.



- 3) Shoes: Appropriate athletic footwear specifically designed for running.



Running shoes should fit comfortably and support the planned exercise. Athletic socks must be worn and shall not extend above mid-calf. Low cut socks are permitted.

- 4) Reflective waist belt; Fluorescent orange.



B. Physical fitness attire A, B, C, and D listed in this section is the only authorized uniform when participating in Department organized Physical fitness events and the PFQT. The uniform

shall not be altered or worn by any other person without the Director's authorization.

EXAMPLE:



10.06.13 PFQT UNIFORM

The Department requires the use of Class "C" uniform with duty belt equipped with limited duty gear and Department approved footwear in the performance of the annual PFQT. This requirement ensures practical application of the test. (Refer to General Order Policy #97-008)



10.06.14 EQUIPMENT

- A. The APFQT will be conducted at the “Every Day Heroes Fitness Park” Obstacle Course located at the Dededo Precinct Command. The course contains the twelve (12) stage obstacles outlined in the agency-specific physical fitness qualifications test.
- B. Portable emergency first aid kit.
- C. A timepiece (digital or stopwatch) that accurately measures time to the second is required for testing.
- D. A human form mannequin or similar object weighing between 100-150 pounds is required to simulate a suspect.
- E. Reflective traffic vests.
- F. Portable hand-held radios for test proctors. Radios must have channel capability to communicate with 911 emergency or police dispatch.
- G. Traffic cones (if needed).

10.06.15 MEDICAL EMERGENCY ASSISTANCE

- A. Prior to any fitness assessment or training, the OIC T&SDS shall ensure that a written safety plan is in place for summoning emergency medical or police assistance. The test site must be accessible to emergency vehicles and provide for telephone access for notification of emergency services if needed. Cellular phones, walkie-talkies, and other two-way communication devices are required.
- B. At a minimum, the plan will include telephone numbers for police and fire stations, hospitals and clinics, the location of nearest AED, as well outlines procedures for summoning aid and clear directions for emergency response personnel to avoid confusion and ensure their prompt arrival. The OIC shall consult local medical facilities for guidance.
- C. Request for Guam Fire Department medic support at the fitness assessment site can be requested via an interdepartmental memorandum letter. A template of the interdepartmental letter is provided herein (Attachment “H”).
- D. The OIC T&SDS will ensure at least one CPR certified test proctor is present for every 25 members participating in a fitness assessment. Proctors cannot be test participants and do not have to be members of the medical staff.

10.06.16 SAFETY CONCERNS AND ENVIRONMENTAL CONDITIONS

- A. There is a natural risk of injury for all personnel participating in physical activity, even those related to improving health. The environment and the characteristics of the officers also contribute to the overall injury risk. The OIC T&SDS shall ensure that officers be informed of these risks and taught how to minimize the possibility of injury. T&SDS shall eliminate all known risks to the maximum extent possible at the training or test site.
- B. The PFQT is not to be conducted under harsh environmental conditions. Specifically, the fitness assessment should not be conducted outdoors when hot weather “black flag” conditions exist (wet bulb globe temperature) of 90 degrees Fahrenheit or higher. If an officer experiences any of the signs and symptoms of Heat Injuries such as heat cramps, heat exhaustion, or heatstroke, the officer must immediately stop his/her physical activity. Health

Coaches should exercise constant vigilance in identifying heat injuries of the participants.

- C. Officers should avoid exercising near heavily traveled streets and highways during peak traffic hours. The use of a waterproof or sweat proof sunblock is recommended when exercising in warm weather to avoid sunburn. Follow the instructions on the bottle for proper use. Headphones or earpieces along with any form of electronic music devices are not authorized during the fitness assessment for safety concerns.
- D. Hydration and adequate fluid intake is vital to safe participation in the PFQT and physical exercise. Members are encouraged to drink water before and after the PRT and physical activity, especially in hot weather. Members are responsible for providing their own source of hydration.

10.06.17 INJURY REPORTING

- A. When members are injured during a PFQT or any other authorized physical training event, the OIC T&SDS shall document and report injuries to the Guam Workman's Compensation Commission, Guam Department of Labor in accordance with established policies and procedures.
- B. The OIC T&SDS shall also ensure that an injury report be provided to the Director and Human Resource Section. The report will be filed in the employee's training jacket.

For Compliance.



ALBERTO A. LAMORENA V
Director
Guam Department of Corrections

ATTACHMENTS

- Attachment A: Advisement of Unsatisfactory Performance
- Attachment B: Written Warning (PFQT Failure 1, 2, 3, 4)
- Attachment C: Interpretation of Law, Re: Public Law 34-49 POST Commission's Physical Fitness Qualifications Test
Advisement of Unsatisfactory Performance
- Attachment D: Guam POST Commission Health Screening Questionnaire
- Attachment E: DOC Physical Fitness Program Manual
- Attachment F: POST Health and Nutrition Guidebook
- Attachment G: Annual Agency Physical Fitness Qualification Test (APFQT)
- Attachment H: GFD Medic Support Interagency Letter

ATTACHMENTS:

Attachment A: Advisement of Unsatisfactory Performance

Attachment B: Written Warning (PFQT Failure 1, 2, 3, 4)

**Attachment C: Interpretation of Public Law 34-49; POST
Commission Physical Fitness Qualification Test**

**Attachment D: Guam POST Commission Health Screening
Questionnaire**



GOVERNMENT OF GUAM
HAGĀTÑA, GUAM 96932

Date

To: Employee's Rank and Name

From: Supervisor's Rank and Name

Subject: **Version 2.1 Interim Standard PFQT**
Re: Advisement

1. As per **(Special Order No and Title)**, you performed the Version 2.1 Interim Standard of the P.O.S.T. Physical Fitness Qualification (PFQT) Test as mandated by Public Law 34-49.
2. The Version 2.1 Interim Standard has Age/Gender specific scores that you are required to meet in order to perform the PFQT satisfactorily.
3. As reflected in the table below, are the results of your performance for your age and gender, the time the test was administered to you:

Male/Female Age Group

Push Ups		Sit Ups		1 Mile Run		1 Mile Walk	
Required	Performed	Required	Performed	Required	Performed	Required	Performed

4. Be aware of what you are required to perform in order to meet the minimum standards of your age and gender.

Supervisor's name & Signature

My signature acknowledges that I received and read this document.

Acknowledged:

Employee's Signature

Date

cc: Training, Staff & Development Section
Command Employee Personnel Jacket



GOVERNMENT OF GUAM
HAGÅTÑA, GUAM 96932

Date

To: Employee's Rank and Name

From: Supervisor's Rank and Name

Subject: **(1st, 2nd, 3rd, 4th) WRITTEN WARNING**
(The above heading will depend upon how many the officer unsatisfactorily performs the PFQT)

Re: Unsatisfactory Performance (Version 2.1 Interim Standard PFQT Test)

1. As per (Special Order No and Title), you performed the Version 2.1 Interim Standard of the P.O.S.T. Physical Fitness Qualification (PFQT) as mandated by Public law 34-49.
2. The Version 2.1 Interim Standard has Age/Gender specific scores that you are required to meet in order to perform the PFQT satisfactory.
3. As reflected in the table below, you did not meet the standard scores established for your age and gender:

Male/Female Age Group

Push Ups		Sit Ups		1 Mile Run		1 Mile Walk	
Required	Performed	Required	Performed	Required	Performed	Required	Performed

The following examples shall be used for the first through third PFQT Tests, if failed.

4. In accordance with Public Law 34-49, this is your (first time), (second time), (third time) Unsatisfactory performance in the Version 2.1 Interim Standard PFQT.

I am required to document your Unsatisfactory performance and advise you of the consequences (as reflected in the table below) if you to do improve your performance in your next scheduled PFQT.

1 st Unsatisfactory	1 st Written Warning Issued
2 nd Unsatisfactory	2 nd Written Warning Issued
3 rd Unsatisfactory	3 rd Written Warning Issued
4 th Unsatisfactory	Temporary Suspension of POST Certification pending determination by the POST Commission

5. You **must** increase your efforts in the PFQT and score the required standards of your age and gender. Failure to improve and meet the fitness standards is a serious condition that will immediately affect your peace officer certification with the Guam P.O.S.T. Commission, pursuant to **Public Law 34-49**, and your status as a Corrections Officer with the Guam Department of Corrections.
6. Please be advised, pursuant to **Public Law 34-49 (§ 3105 (e) 4 of Chapter 3, Title 27, and Guam Administrative Rules and Regulations**: "The peace officer's certification shall be temporarily suspended until a determination is made by the POST Commission. The peace officer shall be assigned to administrative duties. Agency heads shall make a recommendation that the POST Commission revoke the peace officer's certification upon review. The peace officer shall not be allowed to carry a firearm. **Hazardous pay and increment pay may be denied.** The employer shall take administrative action in accordance with Department of Administration's rules and regulations or applicable autonomous agency personnel rules and the "Fair Labor Standards Act."
7. The issuance of this Written Warning to you serves to memorialize this action as a record of **progressive discipline** in accordance with the Public Law 34-49 and the Department of Administration's Rules and Regulations.

Supervisor's name & Signature

I have received and read this document; my signature acknowledges understanding of responsibilities for non-compliance.

Acknowledged:

Employee's Signature

Date

cc: Human Resources Section
Training & Staff Development Section
Office of Professional Standards
Command Employee Personnel Jacket



GOVERNMENT OF GUAM
HAGĀTÑA, GUAM 96932

ATTACHMENT "C"

January 10, 2018

To: Personnel Concerned

From: Chief of Police

Subject: **INTERPRETATION OF LAW**
Re: Public Law 34-49 P.O.S.T. Commissions Physical Fitness Qualifications Test

The following information contains an interpretation of Public Law 34-49 and a means to providing you an understanding of its application with the Version 2.1 Interim Standard Physical Fitness Qualification Test, as reviewed by the Office of Professional Standards.

- 1). During the week of December 20-23, 2017 (as per Special Order 17-138: Subject: Physical Fitness Qualification (PFQT) Test. Version 2.1 Interim Standard), the Guam Police Department started the "twelve" (12) month period as per § 3105 (g) (1), of Chapter 3, Title 27, Guam Administrative Rules and Regulations.

This would make December 20-23, 2018 as the end of this twelve (12) month period and ample time to meet all the milestones identified within § 3105 (a).

- 2). According to § 3105 (b) No peace officer may have their certification revoked or placed on probation or other adverse action on the basis of their physical fitness until January 1, 2018. The PFQT will be administered and the results will be used by the Executive Director to determine whether a peace officer's certification should be maintained, denied, suspended, or revoked in compliance with § 3105 (e) of Chapter 3, Title 27, Guam Administrative Rules and Regulations.
- 3). § 3105 (e) of Chapter 3, Title 27, Guam Administrative Rules and Regulations as amended reads:
 - a. Peace officers must retest within ninety (90) days following an Unsatisfactory PFQT.
 - b. Agencies may not mandate peace officers to retest any sooner than the end of the forty-two (42) day reconditioning period; however a peace officer may volunteer to do so.
 - c. Retesting in the first forty-two (42) days after an Unsatisfactory PFQT requires agency head approval.
 - d. It is the Peace officers responsibility to ensure he/she retests before the (90) day reconditioning period expires.

- e. Based on this section, the progressive discipline process upon "Failure" would be as follows:

First Unsatisfactory	A written warning is Issued.	Retest within 90 days
Second Unsatisfactory	A second written warning is issued.	Retest within 90 days
Third Unsatisfactory	A third written warning is issued. The peace officer shall receive counseling from the agency head or an individual whom the agency head designates.	Retest within 90 days
Fourth Unsatisfactory	Temporary suspension of certification, No LE duties, No Firearm, Hazardous Pay and pay increment may be denied.	Agency shall take administrative action in accordance with DOA Rules and Regulations.

- 4). § 3105 (f) defines "Failure" as: "A peace officer is deemed to have failed to comply with this policy when that officer's performance in a PFQT test is below the standard adopted by the Guam Legislature, and as defined and/or reference herein after the officer has been previously tested, given the requisite conditioning period, retested, and is still unable to meet the minimum standard. When a peace officer receives four (4) Unsatisfactory PFQT results within a (12) month period and a Guam licensed health care provided has ruled out medical conditions precluding the peace officer from achieving a passing score, the POST commission shall deny, suspend, or revoke the individual's certification."

Based on the definitions posited by the Office the Chief of Police and the Office of the Attorney General, police officers who performed "Unsatisfactory" in the first PFQT administered during the week of December 20-23, 2017, would in fact constitute an "Unsatisfactory" Performance for the PFQT Test, as prescribed under Section 3 (§ 3105. Establishment of Physical Fitness Qualification Test), but would not constitute a "Failure" until they performed "Unsatisfactory" in the next scheduled PFQT. Then that second (2nd) "Unsatisfactory" Performance in the second administered PFQT would constitute their first (1st) "Failure." We further recommend that the following application of progressive discipline as reflected in the table below is the most appropriate course of action to follow:

1 st PFQT Test	First Unsatisfactory	Advisement and recommendation to improve (No warning issued).	Retest within 90 days
2 nd PFQT Test	Second Unsatisfactory	1 st Warning Issued	Retest within 90 days
3 rd PFQT Test	Third Unsatisfactory	2 nd Warning Issued	Retest within 90 days
4 th PFQT	Fourth Unsatisfactory	3 rd Warning Issued	Retest within 90 days
5 th PFQT	Fifth Unsatisfactory	Temporary suspension of certification, No LE duties, No Firearm, Hazardous Pay and pay increment may be denied.	Agency shall take administrative action in accordance with DOA Rules and Regulations.

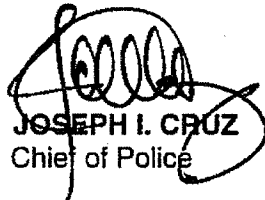
Memorandum: From the Chief of Police
Subject: Interpretation of Law
Re: Public Law 34-49 P.O.S.T. Commissions Physical Fitness Qualifications Test
Pages 3 of 3

As a guide for measurement for the 12 month period, the following Table reflects the dates utilizing a 42 day and 90 day time frame that will complete the 12-month period.

12 Month Period	
42 Days	90 Days
December 20, 2017	December 20, 2017
February 21, 2018	March 23, 2018
April 22, 2018	June 21, 2018
June 21, 2018	September 19, 2018
August 22, 2018	December 18, 2018
December 31, 2018 (End of 12 Month Period)	

Currently, as of the last PFQT, we are looking at over a 70% pass rate. I am confident that with your continued efforts and support, we can attain 100% pass rate by December 31, 2018. In ending, I thank you, the men and women of this Department, for the remarkable professional police service that you provide our citizens. Keep up the great work.

Disseminated for your guidance and compliance.


JOSEPH I. CRUZ
Chief of Police

**GUAM POST COMMISSION
FITNESS SCREENING QUESTIONNAIRE**

Printed Name: _____ Rank: _____ Age: _____

Signature: _____ Date: _____

Contact #: _____ Section: _____

You are being asked these questions for your safety and health. The Guam P.O.S.T. Commission Fitness Assessment (FA) is a maximum-effort test. Peace Officers who have not been exercising regularly and/or have other risk factors for a heart attack (increasing age, smoking, diabetes, high blood pressure, etc.) are at increased risk of injury or death during the test. Answering these questions honestly is in your best interest.

1. Have you experienced any of the symptoms/problems listed below and not been medically evaluated and cleared for unrestricted participation in a physical training program?

- Unexplained chest discomfort with or without exertion
- Unusual or unexplained shortness of breath
- Dizziness, fainting, or blackouts associated with exertion
- Other medical problems that have not been evaluated, optimally treated, or not already addressed that may prevent you from safely participating in this test (e.g. heart disease, sickle cell trait, asthma, etc.).
- Family history of sudden death before the age of 50 years

☐ **YES:** Stop. Notify your Fitness Program Manager and contact your Personal Care Provider for evaluation/recommendations. Hand carries this form to medical evaluation.

☐ **NO:** Proceed to next question.

2. Are you 35 years of age or older?

☐ **YES:** Proceed to next question.

☐ **No:** Stop. Sign form and return to your Fitness Program Manager. Member may take the Fitness Assessment.

3. Have you engaged in vigorous physical activity (i.e., activity causing sweating and moderate to marked increases in breathing and heart rate) averaging at least 30 minutes per session, 3 days per week, over the last 2 months?

☐ **YES:** Stop. Sign form and return to your Fitness Program Manager. Member may take the Fitness Assessment.

☐ **NO:** Proceed to next question.

4. Does one (1) or more of the following risk factors apply to you?

- Smoked tobacco products in the last 30 days
- Diabetes
- High blood pressure that is not controlled
- High cholesterol that is not controlled
- Family history of heart disease (developed in father/brother before age 55 or mother/sister before age 65) Age >45 years for males; >55 years for females

☐ **YES:** Stop and notify Fitness Program Manager

☐ **NO:** Stop. Sign Form and return to your Fitness Program Manager. Member will take the Fitness Assessment.

**GUAM POST COMMISSION
FITNESS SCREENING QUESTIONNAIRE**

If member experiences any of the symptoms listed in Question #1 during the fitness assessment, he/she should stop the test immediately and seek medical attention immediately.

Signature: _____ Date: _____

Printed Name: _____ Rank: _____

Duty Phone #: _____

Medical Evaluation (Only applicable if member marked Yes on Question 1; provider answers all 4 statements)

If medical evaluation is required IAW this FSQ, the provider will complete the following.

I medically evaluated _____ on _____. Medical recommendations are:
(NAME) (DATE)

Member (is / is not) medically cleared for the maximal effort 300 meters run.

Member (is / is not) medically cleared for the maximal effort 20 stair climb ascent/descent.

Member (is / is not) medically cleared for Tire Run.

Member (is / is not) medically cleared for Serpentine.

Member (is / is not) medically cleared for tunnel.

Member (is / is not) medically cleared for balance beam.

Member (is / is not) medically cleared for push-ups.

Member (is / is not) medically cleared for over and under.

Member (is / is not) medically cleared for Tire Flip.

Member (is / is not) medically cleared for leap across 4 feet.

Member (is / is not) medically cleared for leap across climb/jump over 4 foot wall.

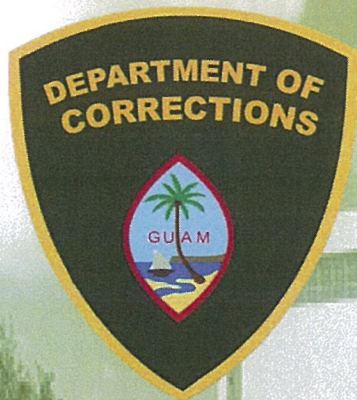
Member (is / is not) medically cleared for leap across apprehension and restraint.

Member (is / is not) medically cleared for leap across rescue carry/drag.

(Signature / Date / Stamp of Provider)

ATTACHMENTS:

Attachment E: DOC Physical Fitness Program Manual



ATTACHMENT "E"

GUAM DEPARTMENT OF CORRECTIONS

PHYSICAL FITNESS PROGRAM MANUAL

D.O.C. TRAINING & STAFF DEVELOPMENT SECTION

D.O.C. PHYSICAL FITNESS PROGRAM MANUAL

1. Overview

The Department of Correction's Physical Fitness Maintenance Program is the departmental policy and action plan to maintain and/or improve the overall fitness and health of every Correctional Officer. This resource has been developed to assist commands in conducting a safe effective fitness program.

2. Program Strategies

Key program strategies outlines in this program are designed to enhance opportunities for physical activity, increase knowledge, increase availability/access to nutritious foods. There are many fitness resources available to assist with fitness enhancement to have one single fitness program for everyone. Therefore, only broad categories of programs and general considerations are covered here. Physical fitness is an important component of the general health of the individual. Comprehensive fitness includes many aspects of a healthy lifestyle. At a minimum, it encompasses tobacco cessation, balanced nutrition, the responsible use of alcohol, the elimination of illegal drug use, stress management, and regular exercise.

3. Program Management

The Officer-in-Charge, Training & Staff Development Section (OIC T&SDS) shall be responsible for the maintenance of the Physical Fitness Program of the Department of Corrections. The Alternate Fitness and Wellness Coordinator (AFWC) shall be designated by the T&SDS OIC. The CFL is responsible for administering all aspects of the program. The AFWC play an important role in assisting the OIC in conducting physical fitness activities, documenting participation, and monitoring progress.

3. Program Hours

Unless otherwise directed by mission requirements or duty commitments, PT sessions are to be conducted during normal working hours (a maximum of 3 times per week, maximum 1 hour training sessions).

4. Medical Screening

- A. All sworn officers must complete required medical screening to monitor their health status and screen for risks factors. The Department of Corrections, through the Government of Guam Worksite Wellness Program, requires that all sworn officers receive a health screening through their licensed primary physician or at a DOC sponsored event prior to participation in the Department Physical Fitness Program.
- B. Pursuant to 17 G.C.A., §51104(b)(7), it shall be incumbent upon the individual peace officer or recruit/trainee to receive a health screening from a licensed health professional prior to undergoing their fitness assessment. If a peace officer experiences a change in his or her health, it is the sole responsibility of the peace officer to obtain an updated health screening.
- C. In addition to the Physical Fitness Assessment Form, a certification by a primary physician indicating a limited fitness profile is acceptable. Sworn officers who have a medical condition report indicating that they are not physically capable of performing at the minimum standard shall be placed on an adjusted fitness program in full consideration of limitations set forth in the medical condition report.

5. Departmental / Unit Physical Training

The Officer-in-Charge, Training & Staff Development Section (OIC T&SDS) shall be responsible developing, coordinating, and implementing all physical fitness training events and assisted by the AFWC.

The OIC shall all be responsible for maintaining the Physical Fitness File for all sworn officers and to ensure agency personnel are informed of all department-wide physical fitness events, including DOC sponsored Government of Guam Worksite Wellness Program events and the Physical Fitness Qualification Test. All participants must wear the DOC physical fitness uniform.

6. Physical Training Procedures

Follow the below are the procedures for an effective PT session:

- a. Schedule a location and time for command members to meet.
- b. Publish location and time to all participants.
- c. Instruct all participants to bring water (if water is not readily available).
- d. Always have a plan. Know in advance what exercises will be used in the PT session.
- e. Ensure Alternate Fitness and Wellness Coordinators know their role during the sessions.
- f. Take muster before and after.
- g. Start with a 5-10 minute dynamic warm-up exercise.
- h. Provide directions on alternate options for personnel with limited exercise capabilities.
- i. End the session with a cool down and stretches for 5-10 minutes (see recommended stretches).

7. Quality Over Quantity

Monitor participants during activity. Perform movements in a controlled manner. Remember quality over quantity. When form declines (to the point of volatile fatigue), it is time to stop the movement.

8. Components of Fitness

Physical fitness is the ability to function effectively in physical work, training, and other activities and still have enough energy left over to handle any emergencies which may arise.

A. The components of physical fitness are as follows:

- Cardio Respiratory (CR) endurance the efficiency with which the body delivers oxygen and nutrients needed for muscular activity and transports waste products from the cells.
- Muscular strength - the greatest amount of force a muscle or muscle group can exert in a single effort.
- Muscular endurance - the ability of a muscle or muscle group to perform repeated movements with a sub-maximal force for extended periods of times.
- Flexibility-the ability to move the joints (for example, elbow, knee) or any group of joints through an entire, normal range of motion.
- Body composition-the amount of body fat a soldier has in comparison to his total body mass.

B. Improving the first three components of fitness listed above will have a positive impact on body composition and will result in less fat. Excessive body fat detracts from the other fitness components, reduces performance, detracts from appearance, and negatively affects one's health.

- C. Factors such as speed, agility, muscle power, eye-hand coordination, and eye-foot coordination are classified as components of “motor” fitness. These factors affect an officer’s overall production and job performance.
- D. DOCs physical fitness program seeks to improve or maintain all the components of physical and motor fitness through sound, progressive, mission specific physical training for its sworn officers.
- E. Adherence to certain basic exercise principles is important for developing an effective program. The principles of exercise apply to everyone at all levels of physical training, from the Olympic-caliber athlete to the weekend jogger. They also apply to fitness training for correctional personnel.

1) These basic principles of exercise must be followed:

- Regularity: To achieve a training effect, a person must exercise of ten. One should strive to exercise each of the first four fitness components at least three times a week. Infrequent exercise can do more harm than good. Regularity is also important in resting, sleeping, and following a good diet.
- Progression: The intensity (how hard) and/or duration (how long) of exercise must gradually increase to improve the level of fitness.
- Balance: To be effective, a program should include activities that address all the fitness components, since overemphasizing any one of them may hurt the others.
- Variety: Providing a variety of activities reduces boredom and increases motivation and progress.
- Specificity: Training must be geared toward specific goals. For example, officers become better runners if their training emphasizes running. Although swimming is great exercise, it does not improve a 2-mile-run time as much as a running program does.
- Recovery: A hard day of training for a given component of fitness should be followed by an easier training day or rest day for that component and/or muscle group(s) to help permit recovery. Another way to allow recovery is to alternate the muscle groups exercised every other day, especially when training for strength and/or muscle endurance.
- Overload: The work load of each exercise session must exceed the normal demands placed on the body in order to bring about a training effect.

9. Principles of Exercise

The FITT Principle (Frequency, Intensity, Time and Type) is the basis for fitness program design.

- A. **Frequency:** the number of training sessions conducted per week. The frequency of sessions is largely dependent upon the intensity exerted (i.e. higher intensity is performed less frequent than lower intensity)

- (1) Cardio respiratory training may be conducted for at least 30 minutes at a moderate intensity, 5 days a week or 25 minutes at a high intensity 3 days per week.

- (a) Examples of moderate intensity activities include: brisk walk (3 mph or faster), bicycling (slower than 10 mph), and water aerobics.
 - (b) Examples of high intensity activities include: jogging/running, swimming laps, jumping rope, and circuit training.
- (2) In addition to cardio respiratory training, perform strength training consisting of 8 to 10 exercises, focusing on major muscle groups, 2 or more days per week.
- (a) Strength training can be conducted using free weights/machines or using body weight, resistance bands or body bars.
 - (b) A sample circuit training plan is provided in Appendix A.
- B. Intensity:** The level of physical effort required to perform an activity at any given time. There are several ways to measure intensity: Target Heart Rate Training Zones, Borg Rate of Perceived Exertion (RPE), or the talk test.
- (1) Target Heart Rate. Calculate maximum heart rate ($220 - \text{age} = \text{beats per minute (bpm)}$). Target heart rate training zone is 50-85% of the maximum heart rate.

Determining Training Heart Rate Zones Based on Age and Exercise Intensity					
Age in years	Maximum Heart Rate (bpm)	Target Heart Rate for Moderate Intensity (50-70% of max)	Moderate Intensity (10 sec count)	Target Heart Rate for Vigorous Intensity (70-85% of max)	Vigorous Intensity (10-sec count)
20	200	100-140	17-23	141-170	23-28
25	195	98-136	16-23	137-166	23-28
30	190	95-133	16-22	134-162	22-27
35	185	93-129	16-22	130-157	22-26
40	180	90-126	15-21	127-153	21-26
45	175	88-122	15-20	123-149	20-25
50	170	85-119	14-20	120-145	20-24
55	165	83-115	14-19	116-140	19-23
60	160	80-112	13-19	113-136	19-23

- (2) The Borg RPE scale ranges from 1 to 10, with a score of “1” representing very light exertion and a score of “10” representing maximum effort. Members should be exercising between an RPE of 4-6 during low to moderate intensity training sessions and 8–9 during high intensity training sessions.

Rate of Perceived Exertion (RPE) Chart	
1	Very Light Activity (Anything other than sleeping, e.g., watching TV, riding in a car, etc.)
2-3	Light Activity (Feels like you can maintain for hours, e.g., easy to breathe and have a conversation)
4-6	Moderate Activity (Feels like you can exercise for hours, e.g., breathing heavily, can hold a short conversation)
7-8	Vigorous Activity (On the verge of becoming uncomfortable, e.g, short of breath, can speak a sentence)
9	Very Hard Activity (Very difficult to maintain exercise intensity, e.g., can barely breathe or speak a single word)
10	Max Effort Activity (Feels almost impossible to keep going, e.g, completely out of breath and unable to speak)

- (3) Talk Test. The simplest way to measure relative intensity. As a rule of thumb, if you're doing moderate-intensity activity you can talk, but not sing during the activity. If you're doing a vigorous-intensity activity, you will not be able to say more than a few words without pausing for a breath.

C. Time: The number of minutes of activity.

- (1) The amount of time depends on the intensity. The more intense the exercise, the shorter the time may be.
- (2) Consistent, daily exercises is required to maintain a healthy weight, consistent daily exercise is required to lose body fat. All members should strive to increase activity outside of FEP. The recommended minutes of moderate activity per week for different levels of weight loss are provided:
- (a) 150 min for minimal weight loss (<5 lbs)
 - (b) 150-225 min for moderate weight loss (5-10 lbs)
 - (c) 225-420 min for significant weight loss (11-20+ lbs)

Examples of training types and duration:

	Intensity Level (High/Moderate/Low)	Recommended Duration	Recommended Rest
Interval	High	20-30 min	3-5 min between intervals
Circuit Training	Moderate to High	20-30 min	30 sec – 90 sec min between sets
Strength Training	Moderate	30 min	30 sec - 2 min between sets

D. Type. The actual activity performed.

- (1) To prevent boredom and injuries associated with overtraining, use a variety of exercises throughout the week.
- (2) Be creative, use team competitions that challenge members to increase intensity.

Examples of cardiorespiratory and strength training exercises:

	Aerobic	Strength Training Circuit w/o Resistance	Strength Training Circuit w/ Resistance	Calisthenics
Total Body Exercises	Running Elliptical Rower Swimming Metabolic Circuit	Plyometrics Plank	Squats Deadlifts Powercleans Push Press	Jumping Jacks Grapevine Steam Engines Knee Blocks
Upper Body Exercises	Speed Bag Jabs Hooks Uppercuts	Push up Dips	Chest Press Seated Row Overhead Press Bicep Curl Triceps Extension	Straight Jabs Hooks Uppercuts
Lower Body Exercises	Cycling	Squat Glute Bridge Lunge	Squat Lunge Side Lunge	Split Squats Alternate Lunge High Knees Box Step

10. Warm-Up and Cool-down

Each PT session shall begin with a warm-up and end with a cool-down period.

- A. **Dynamic Warm-up.** The purpose of the warm-up is to adequately prepare the body for physical activity. The activities performed in the warm-up routine should mimic the activities that will be performed during the exercise session. Warm-up period lasts between 5-10 minutes, starting with low intensity and gradually increasing in intensity as the warm-up progresses. Eliminating the cool down can lead to increased wear and tear on muscles, increased risk for injury, and decreased performance. Take time to warm-up. Benefits include:

- (1) Reducing the potential for muscle and connective injuries.
- (2) Increasing blood flow to exercising muscles. The more blood that reaches the muscles, the easier the delivery of nutrients required for energy production.
- (3) Increasing oxygen delivery to the muscle, crucial during a workout.
- (4) Increasing blood flow to the heart which leads to reduced risk for exercise- induced cardiovascular events.

B. **Cool-down**. The purpose of the cool-down period is to gradually lower the heart rate and respiratory rate to pre-activity levels. Eliminating the cool-down (dropping to the deck after cardio) can cause blood to pool in the lower extremities decreasing the body's ability to return blood to the heart and brain. This can cause an irregular heart- beat, dizziness, nausea and fainting. Using the last 3 to 5 minutes of the workout, gradually reduce the intensity to lower the heart rate, followed by stretching.

11. **Recommended Stretches**

- a. Flexibility is an important but often overlooked component of exercise. Include exercises geared towards improving flexibility into each PT session.
- b. A static stretching exercise session will be led after the PT session because muscles are warmer and more pliable after exercise.
- c. Use static (slow and controlled) stretches instead of ballistic (fast and/or bouncing) stretches. The optimal hold time for static stretches is 15-30 seconds (8-15 echo count).

12. **Overload**

In order to make improvements in fitness, you must physically work at a level beyond what you are accustomed to. The three factors that are manipulated to induce exercise overload, frequency, intensity, and time.

13. **Progression**

- a. The rule of progression is to gradually implement an exercise program. Avoid doing too much, too soon or too fast, to minimize set-backs and injuries.
- b. Pay specific attention to time and intensity when starting a workout program.
 - (1) Initial intensity and time should reflect the beginning fitness level of the individual. The average aerobic intensity should be that which can be maintained for 15 minutes. For some, this may be a walking, walk/run, or alternate cardio program.
 - (2) Always increase time first when increasing overload, then increase intensity (e.g. a member able to jog for 15 minutes per session should increase the time gradually to 30 minutes before increasing speed).

- (3) Increase in 5-10% increments per week. For example, if a member is running 1 mile, do not increase above 1.1 miles the following week or if jogging 15 minutes, do not increase the following week to 16.5 minutes.
- (4) More is not always better. After a certain weekly amount of exercise, fitness improvements are negligible and the potential for injury increases. Members exhibiting signs of tendonitis, continuous ankle, knee, or other pain, and feel fatigued on a regular basis, may be exercising too much and should seek medical advice.

14. Assessment of Progress

There are three levels of progression for fitness.

- a. Phase 1: Initial Stage. The goal of the initial stage is to adapt the body to exercise and focus on proper form. Typically consists of lower intensity activity for shorter duration (e.g., run/walk). Programs initiated too aggressively may result in increased injuries. If a member is actively participating in activity three or more times per week without progress, refer to medical for evaluation.
- b. Phase 2: Improvement Stage. The goal of the improvement stage is to increase overall exercise stimulus, following the FITT principles, to allow for significant improvements. Individuals may progress quickly during this phase with solid preparation in phase 1.
- c. Phase 3: Maintenance Stage. The goal is to maintain achieved levels of fitness once goals are achieved. Re-evaluate fitness goals at this time. Diversification in training is important for long term success to prevent overuse injuries and maintain members' interest in activity.

The chart below provides guidelines for progression for frequency, intensity and duration of PT sessions for sedentary members.

Training Progression for Sedentary Individuals

Program Stage	Week	Exercise Frequency	Exercise Intensity (%HRR)	Exercise Duration (min)*
Initial Stage	1	3	40-50	15-20
	2	3-4	40-50	20-25
	3	3-4	50-60	20-25
	4	3-4	50-60	25-30
Improvement	5-7	3-4	60-70	25-30
	8-10	3-4	60-70	30-35
	11-13	3-4	65-75	30-35
	14-16	3-5	65-75	30-35
	17-20	3-5	70-85	35-40
	21-24	3-5	70-85	35-40
	24+	3-5	70-85	20-60
Maintenance	24+	3-5	70-85	20-60

ACSM, Guidelines for Exercise Testing and Prescription ,8th Edition

* Pre-planned PT session not including time for warm-up, cool down and stretching.

15. Recovery

The recommended time to work out is 3-4 times per week with light activity days to rest and recover. Common mistakes in fitness programs include:

- a. Participating in the same work out. For example: exercising on the stationary bike or elliptical for 20 minutes 3 times per week. The body will adapt and you will not see improvements. Vary workouts and continue to challenge the body with increased intensity to see improvements in fitness.
- b. Failing to prepare for PFA. Participating in cardio and strength workouts at least 3 times per week is adequate to prepare most members to pass the PFA.
- c. Only participating in running, crunches, and sit ups. There are more effective ways to improve your PRT score without overusing the same muscles.

16. Overcoming Obstacles to Physical Activity

The following tips are provided for assisting with PT obstacles.

Obstacle	Strategy
I do not have time (work, family)	Plan ahead. Make time and mark it on your calendar. Aim for earlier in the day to prevent last minute commitments from becoming an excuse.
I do not have anyone to go with	Develop a buddy system. Members are more likely to PT on off days if someone else is waiting for them.
I am so tired after work	Schedule activity early in the day. Look at eating patterns. Have you fueled properly during the day to give you consistent energy? Look at sleep habits as well. Can you go to bed one hour earlier?
I have small children that I have to get home to	Trade babysitting with a friend. Do exercises with your children – walking with a stroller, have them ride a bike while you walk or jog.
The weather...	Use the confined spaces workout indoors.
I do not have access to a gym	A gym is not required. Body weight, resistance bands and work out videos can be used.
I have to.....	Lose the excuses! This is a priority. Rate it that way in your day. Once a routine is established, it becomes second nature like brushing teeth and getting dressed in the morning.

17. Dynamic Exercise Illustrations

This Dynamic Exercise Illustrations outlined in Appendix A is designed to target all the muscles used during the physical fitness training. If performed correctly, it will prepare the muscles for the training and testing by increasing the range of motion, temperature, and blood flow to the muscles. This standardized warm-up should NOT fatigue the individual and will actually improve his/her performance. (Refer to Appendix A)

18. Circuit Training

Circuit training is a term associated with specific training routines. It describes callisthenic exercises for developing strength, endurance, coordination, and flexibility. It also describes grass drills and guerilla

exercises which are closely related to officers' skills and should be regularly included in the unit's physical fitness program.

- A. A circuit is a group of stations or areas where specific tasks or exercises are performed. The task or exercise selected for each station and the arrangement of the stations is determined by the objective of the circuit. Circuits are designed to provide exercise to groups of officers at intensities which suit each person's fitness level. Circuits can promote fitness in a broad range of physical and motor fitness areas.
- B. Circuits include CR endurance, muscular endurance, strength, flexibility, and speed. Circuits can also be designed to concentrate on sports skills, officers' common tasks, or any combination of these. In addition, circuits can be organized to exercise all the fitness components in a short period of time. A little imagination can make circuit training an excellent addition to a unit's total physical fitness program. At the same time, it can provide both fun and a challenge to officers' physical and mental abilities. Almost any area can be used, and any number of officers can exercise for various lengths of time.

19. Types of Circuits

The two basic types of circuits are the free circuit and the fixed circuit. Each has distinct advantages.

A. Free Circuit

In a free circuit, there is no set time for staying at each station, and no signal is given to move from one station to the next. Officers work at their own pace, doing a fixed number of repetitions at each station. Progress is measured by the time needed to complete a circuit. Because officers may do incomplete or fewer repetitions than called for to reduce this time, the quality and number of the repetitions done should be monitored. Aside from this, the free circuit requires little supervision.

B. Fixed Circuit

In a fixed circuit, a specific length of time is set for each station. The time is monitored with a stopwatch, and officers rotate through the stations on command. There are three basic ways to increase the intensity or difficulty of a fixed circuit:

- Keep the time for completion the same, but increase the number of repetitions.
- Increase the time per station along with the number of repetitions.
- Increase the number of times officers go through the circuit.

20. Variables in Circuit Training

Several variables in circuit training must be considered. These include the time, number of stations, number of time, number of stations, number of officers, number of times the circuit is completed, and sequence of stations. These are discussed below.

A. Time

One of the first things to consider is how long it should take to complete the circuit. When a fixed circuit is run, the time at each station should always be the same to avoid confusion and help maintain control. Consider also the time it takes to move from one station to the next. Further, allow from five to seven minutes both before and after running a circuit for warming up and cooling down, respectively.

B. Number of Stations

The objective of the circuit and time and equipment available strongly influence the number of stations. A circuit geared for a limited objective (for example, developing lower-body strength) needs as few as six to eight stations. On the other hand, circuits to develop both strength and CR fitness may have as many as 20 stations.

C. Number of Officers

If there are 10 stations and 40 officers to be trained, the officers should be divided into 10 groups of four each. Each station must then be equipped to handle four officers. For example, in this instance a rope jumping station must have at least four jump ropes. It is vital in a free circuit that no officers stand around waiting for equipment. Having enough equipment reduces bottlenecks, slowdowns, and poor results.

D. Number of Times a Circuit is Completed

To achieve the desired training effect, officers may have to repeat the same circuit several times. For example, a circuit may have ten stations. Officers may run through the circuit three times, exercising for 30 seconds at each station, and taking 15 seconds to move between stations. The exercise time at each station may be reduced to 20 seconds the second and third time through. The whole workout takes less than 45 minutes including warm-up and cool-down. As officers become better conditioned, exercise periods may be increased to 30 seconds or longer for all three rotations. Another option is to have four rotations of the circuit.

21. Sequence of Stations

Stations should be arranged in a sequence that allows officers some recovery time after exercising at strenuous stations. Difficult exercises can be alternated with less difficult ones. After the warm-up, officers can start a circuit at any station and still achieve the objective by completing the full circuit.

22. Designing a Circuit

The designer of a circuit must consider many factors. The six steps below cover the most important aspects of circuit development.

A. Determine Objectives

The designer must consider specific parts of the body and as the components of fitness on which officers need to concentrate. For example, increasing muscular strength may be the primary objective, while muscular endurance work may be secondary. On the other hand, improving cardio respiratory endurance may be the top priority. The designer must first identify the training objective in order to choose the appropriate exercises.

B. Select the Activities

The circuit designer should list all the exercises or activities that can help meet the objectives. Then he should look at each item on the list and ask the following questions:

- Will equipment be needed? Is it available?
- Will supervision be needed? Is it available?
- Are there safety factors to consider?

Answering these questions helps the designer decide which exercises to use. He can choose from the exercises, calisthenics, conditioning drills, grass drills, and guerrilla drills described in this chapter. However, he should not limit the circuit to only these activities. Imagination and field expediency are important elements in developing circuits that hold the interest of officers.

C. Arrange the Stations

A circuit usually has 8 to 12 stations, but it may have as many as 20. After deciding how many stations to include, the designer must decide how to arrange them. For example, in a circuit for strength training, the same muscle group should not be exercised at consecutive stations. One approach is to alternate pushing exercises with "pulling" exercises which involve movement at the same joint(s). For example, in a strength training circuit, exercisers may follow the pushing motion of a bench press with the pulling motion of the seated row.

This could be followed by the pushing motion of the overhead press which could be followed by the pulling motion of the lat pull-down. Another approach might be to alternate between upper and lower body exercises. By not exercising the same muscle group twice in a row, each muscle has a chance to recover before it is used in another exercise. If some exercises are harder than others, officers can alternate hard exercises with easier ones. The choice of exercises depends on the objectives of the circuit.

D. Select the Training Sites

Circuits may be conducted outdoors or indoors. If the designer wants to include running or jogging a certain distance between stations, he may do this in several ways. In the gymnasium, officers may run five laps or for 20 to 40 seconds between stations. Outdoors, they may run laps or run between spread-out stations if space is available. However, spreading the stations too far apart may cause problems with control and supervision.

E. Prepare a Sketch

The designer should draw a simple sketch that shows the location of each station in the training area. The sketch should include the activity and length of time at each station, the number of stations, and all other useful information.

F. Lay Out the Stations

The final step is to lay out the stations which should be numbered and clearly marked by signs or cards. In some cases, instructions for the stations are written on the signs. The necessary equipment is placed at each station.

23. Sample Conditioning Circuits

Figures 1-3 show different types of conditioning circuits. Officers should work at each station 45 seconds and have 15 seconds to rotate to the next station.

24. Phases of Fitness Conditioning

The physical fitness training program is divided into three phases: Preparatory, Conditioning, and Maintenance.

The starting phases for different units or individuals vary depending on their age, fitness levels, and previous physical activity. Young, healthy persons may be able to start with the conditioning phase, while those who

have been exercising regularly may already be in the maintenance phase. Factors such as extended field training, leave time, and illness can cause officers to drop from a maintenance to a conditioning phase.

Persons who have not been active, especially if they are age 40 or older, should start with the preparatory phase. Many officers who fall into this category may be recovering from illness or injury, or they may be just out of high school. Most units will have officers in all three phases of training at the same time.

A. Preparatory Phase

1) The preparatory phase helps both the cardiorespiratory and muscular systems get used to exercise, preparing the body to handle the conditioning phase. The work load in the beginning must be moderate. Progression from a lower to a higher level of fitness should be achieved by gradual, planned increases in frequency, intensity, and time. Initially, poorly conditioned officers should run, or walk if need be, three times a week at a comfortable pace that elevates their heart rate to about 60 percent HRR for 10 to 15 minutes. Recovery days should be evenly distributed throughout the week, and training should progress slowly.

2) Officers should continue at this or an appropriate level until they have no undue fatigue or muscle soreness the day following the exercise. They should then lengthen their exercise session to 16 to 20 minutes and/or elevate their heart rate to about 70 percent HRR by increasing their pace.

3) To be sure their pace is faster, they should run a known distance and try to cover it in less time. Those who feel breathless or whose heart rate rises beyond their training heart rate (THR) while running should resume walking until the heart rate returns to the correct training level. When they can handle an intensity of 70 percent HRR for 20 to 25 minutes, they should be ready for the next phase.

4) The preparatory phase for improving muscular endurance and strength through weight training should start easily and progress gradually. Beginning weight trainers should select about 8 to 12 exercises that work all the body's major muscle groups. They should use only very light weights the first week (that is, the first two to three workouts). This is very important, as they must first learn the proper form for each exercise. Light weights will also help minimize muscle soreness and decrease the likelihood of injury to the muscles, joints, and ligaments. During the second week, they should use progressively heavier weights on each resistance exercise. By the end of the second week (four to six workouts), they should know how much weight will let them do 8 to 12 repetitions to muscle failure for each exercise. At this point the conditioning phase begins.

B. Conditioning Phase

1) To reach the desired level of fitness, officers must increase the amount of exercise and/or the workout intensity as their strength and/or endurance increases. To improve cardiorespiratory endurance, for example, they must increase the length of time they run. They should start with the preparatory phase and gradually increase the running time by one or two minutes each week until they can run continuously for 20 to 30 minutes. At this point, they can increase the intensity until they reach the desired level of fitness.

2) They should train at least three times a week and take no more than two days between workouts. For weight trainers, the conditioning phase normally begins during the third week. They should do one set of 8 to 12 repetitions for each of the selected resistance exercises. When they can do more than 12

repetitions of any exercise, they should increase the weight used on that exercise by about five percent so they can again do only 8 to 12 repetitions.

- 3) This process continues throughout the conditioning phase. As long as they continue to progress and get stronger while doing only one set of each exercise, it is not necessary for them to do more than one set per exercise. When they stop making progress with one set, they should add another set on those exercises in which progress has slowed. As training progresses, they may want to increase the sets to three to help promote further increases in strength and/or muscle mass.
- 4) For maximum benefit, officers should do strength training three times a week with 48 hours of rest between workouts for any given muscle group. It helps to periodically do a different type of exercise for a given muscle or muscle group. This adds variety and ensures better strength development.
- 5) The conditioning phase ends when a soldier is physically mission-capable and all personal, strength-related goals and unit-fitness goals have been met.

C. Maintenance Phase

- 1) The maintenance phase sustains the high level of fitness achieved in the conditioning phase. The emphasis here is no longer on progression. A well-designed, 45- to 60-minute workout (including warm-up and cool-down) at the right intensity three times a week is enough to maintain almost any appropriate level of physical fitness. These workouts give officers time to stabilize their flexibility, CR endurance, and muscular endurance and strength. However, more frequent training may be needed to reach and maintain peak fitness levels.
- 2) Officers and units should always be encouraged to progress beyond minimum requirements. Maintaining an optimal level of fitness should become part of every officer's life-style and should be continued throughout his life.
- 3) An effective program uses a variety of activities to develop muscular endurance and strength, CR endurance, and flexibility, and to achieve good body composition. It should also promote the development of coordination as well as basic physical skills. (See Chapter 10 for guidance in constructing a unit program.)

25. Emergency Response Plan

A safety plan must be in place for summoning emergency assistance. Consult local medical facilities for guidance. At a minimum, the plan will include telephone numbers, location of nearest AED and procedures for summoning aid and clear directions for emergency response personnel to avoid confusion and ensure their prompt arrival. Include guidance for contacting base security personnel to assist with rapid access of emergency personnel to test site.

26. Injury Prevention

There is a natural risk of injury for all personnel participating in physical activity, even those related to improving health. The environment and the characteristics of the officers also contribute to the overall injury risk. The OIC T&SDS shall ensure that officers be informed of these risks and taught how to minimize the possibility of injury. T&SDS shall eliminate all known risks to the maximum extent possible at the training or test site.

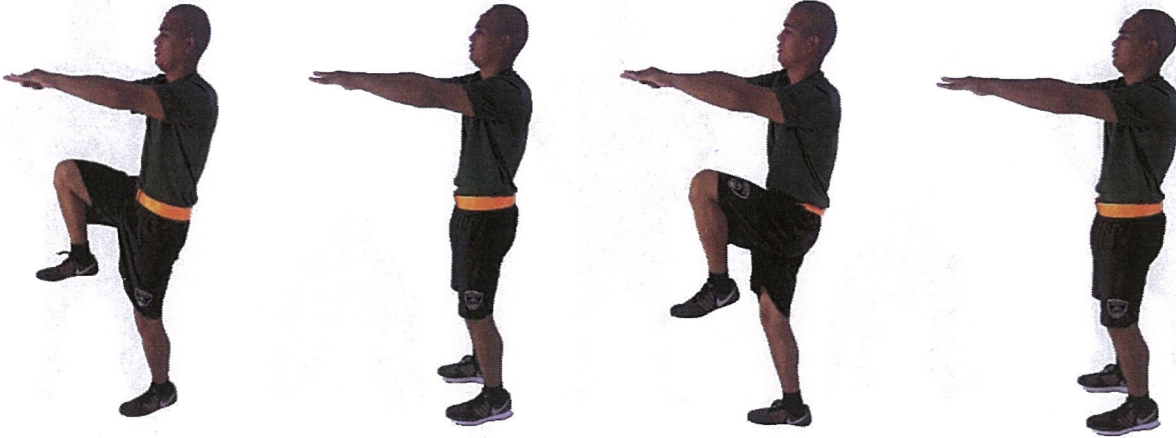
- A. The PFQT is not to be conducted under harsh environmental conditions. Specifically, the fitness assessment should not be conducted outdoors when hot weather "black flag" conditions exist (wet bulb globe temperature) of 90 degrees Fahrenheit or higher. If an officer experiences any of the signs and symptoms of Heat Injuries such as heat cramps, heat exhaustion, or heatstroke, the officer must immediately stop his/her physical activity. Health Coaches should exercise constant vigilance in identifying and preventing heat related injuries.
- B. Officers should avoid exercising near heavily traveled streets and highways during peak traffic hours. The use a waterproof or sweat proof sunblock is recommended when exercising in warm weather to avoid sunburn. Follow the instructions on the bottle for proper use. Headphones or earpieces along with any form of electronic music devices are not authorized during the fitness assessment for safety concerns.
- C. Hydration and adequate fluid intake is vital to safe participation in the PFQT and physical exercise. Members are encouraged to drink water before and after the PRT and physical activity, especially in hot weather. Members are responsible for providing their own source of hydration.
- D. Water is the preferred hydration fluid before, during and after physical training activities.
- Drink 13 to 20 ounces of cool water at least 30-60 minutes before beginning exercise (approximately 2 glasses of water).
 - After the activity, drink to satisfy thirst, then drink a little more.
 - After exercise, avoid alcoholic beverages and soft drinks because they are not suitable for proper hydration and recovery. Sports drinks may be consumed, but are not required and contain a considerable number of additional calories.
 - It is also possible to drink too much water. Be sure to limit intake to NO MORE THAN 1 1/2 quarts per hour (48 oz.) during heavy exertion.

For Compliance.



ALBERTO A. LAMORENA V
Director
Guam Department of Corrections

THE ENGINE (HIGH KNEES)



Position: Stand with arms straight and in front of body. The arms should be parallel to the ground with the palms facing downward.

Action: (1) Bring the left knee upward to the left elbow. (2) Return to the start position. (3) Touch the right knee to the right elbow. (4) Recover to the start position. Be sure to keep the arms parallel to the ground thorough out the exercise. Use a moderate cadence.

SUPINE (BICYCLE)



Position: Assume a supine position with the hips and knees flexed. Placed the palms directly on top of the head with the fingers interlaced.

Action: (1) Bring the left knee upward while curling the trunk upward, and touch the right elbow with the left knee. (2) Repeat action 1 with the other leg and elbow. (3) Repeat action 1. (4) Repeat action 2. Use a moderate cadence.

KNEE BENDER

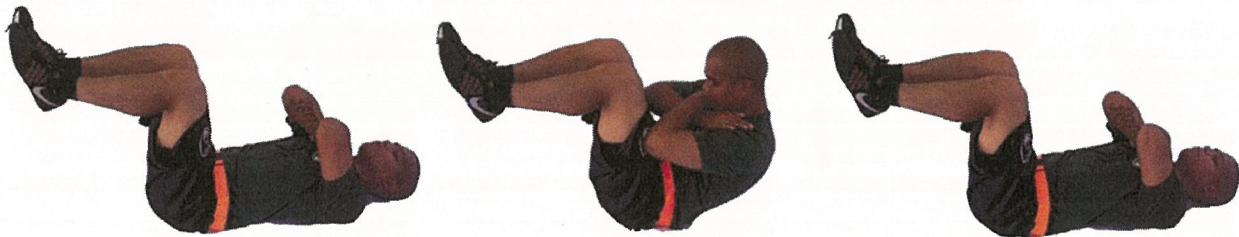


Position: Stand with the feet shoulder-width apart, hands on the hips, the thumbs in the small of the back, and the elbows back.

Action: Bend at the knees, lean slightly forward at the waist with the head up, and slide the hands along the outside of the legs until the extended fingers reach the top of the boots or the middle of the lower leg. (2) Recover to the start position. (3) Repeat action 1. (4) Repeat action 2. Use a moderate cadence.

ABDOMINAL CRUNCH

This exercise is for the rectus abdominis and external and internal oblique muscles.



Position: Lie down with your arms crossed over your chest, and your upper legs placed at right angles to the floor.

Action: Curl your neck off the ground, and curl your upper body up toward your knees. (Progressively lift your shoulders, upper back, and finally, lower back off the ground.) Hold this position briefly while forcefully tensing your abdominal muscles. Return slowly to the starting position and repeat.

HIGH JUMPER



Position: Place the feet about shoulder-width apart with the knees flexed. Bend forward at the waist, aligning the arms with the trunk and hips. Keep the arms straight at all times during the exercise. Keep the palms facing each other with the head and eyes initially to the front.

Action: (1) Take a slight jump into the air while swinging the arms forward and up to shoulder level. (2) Take a slight jump while swinging the arms backward, returning to the start position. (3) Jump strongly upward while swinging the arms forward and up to the overhead position; at the same time, briefly look skyward. While descending, return the head and eyes to the front, and flex the knees. (4) Repeat action 2.

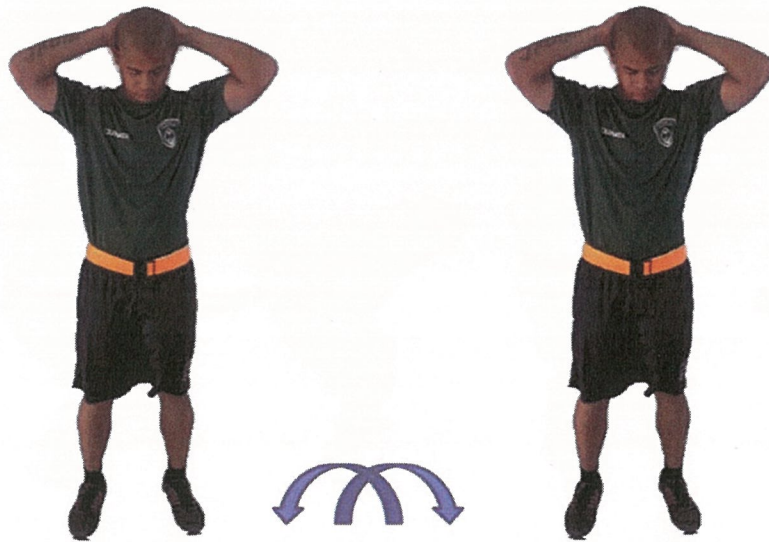
CROSS COUNTRY SKIER



Position: Assume a position of attention.

Action: Jump slightly into air, and move the left foot forward and the right foot backward, landing with both knees slightly bent. At the same time, move the right arm upward and forward to shoulder height and the left arm as far back as possible, always keeping the arms straight and the palms facing each other. (2) Jump slightly into the air, and move the right foot forward and the left foot backward. At the same time move the left arm upward and forward to shoulder height and the right arm as far back as possible. (3) Repeat action 1. (4) Repeat action 2. Use a moderate cadence.

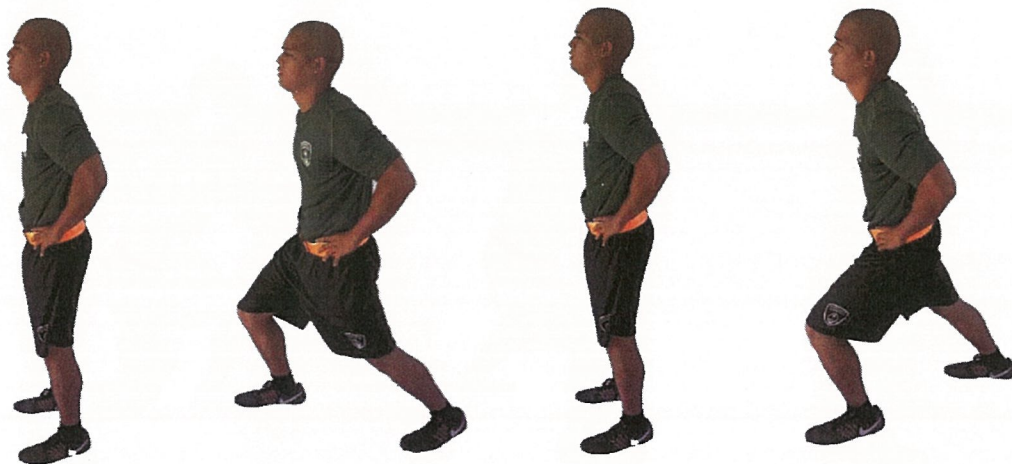
SKI JUMP



Position: Stand with the feet together, the hands placed behind the head with the fingers interlaced.

Action: (1) Keeping the feet together, jump sideways to the left. (2) Keeping the feet together, jump sideways to the right. (3) Repeat the action 1. (4) Repeat action 2.

REAR LUNGE



Position: Straddle stance with hands on hips.

Action: (1) Take an exaggerated step backward with the left leg, touching down with the ball of the foot. (2) Return to the starting position. (3) Repeat count one with the right leg. (4) Return to the starting position. Use a moderate cadence.

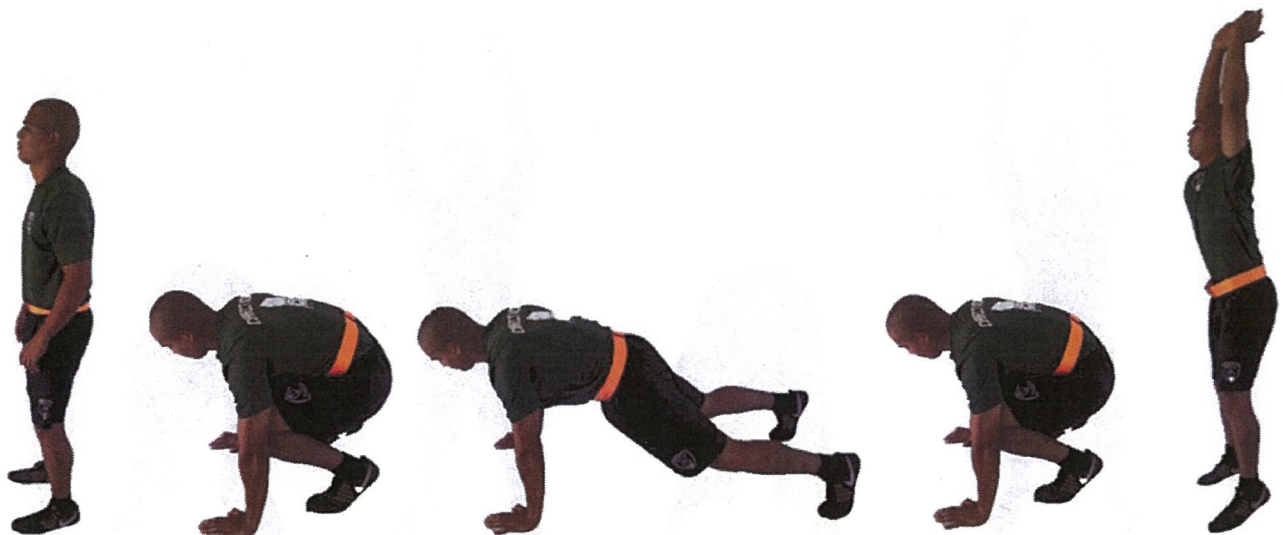
SIDE STRADDLE HOP



Position: Assume the position of attention.

Action: (1) Jump slightly into the air while moving the legs more than shoulder-width apart, swinging the arms overhead, and clapping the palms together. (2) Jump slightly into the air while swinging the arms sideward and downward and returning to the position of attention. (3) Repeat action 1. (4) Repeat action 2.

BURPEES



Position: Begin in a standing position.

Action: Move into a squat position with your hands on the ground. (count 1) Kick your feet back into a plank position, while keeping your arms extended. (count 2) Immediately return your feet into squat position. (count 3) Stand up and jump from the squat position (count 4)

FLUTTER KICKS



Position: Lie on your back with the hands beneath your buttocks, the head raised, and the knees slightly bent.

Action: Alternately raise and lower the legs, keeping the knees slightly bent and the feet elevated 6 to 18 inches above the floor.

BEND AND REACH



Position: Stand in a wide, side-straddle position with the palms facing each other and the arms overhead and straight.

Action: (1) Bend at the knees and waist. Slowly bring the arms down, and reach between the legs as far as possible. Make sure the angle formed by the upper and lower leg is never less than 90 degrees. (2) Recover slowly to the start position. (3) Repeat action 1. (4) Repeat action 2.

THE FORWARD LUNGE



Position: Stand at ready position.

Action: 1. Stand tall with feet hip-width apart. Engage core. 2. Take a big step forward with right leg and start to shift weight forward so heel hits the floor first. 3. Lower body until right thigh is parallel to floor and right shin is vertical (it's okay if knee shifts forward a little as long as it doesn't go past right toe). If mobility allows, lightly tap left knee to ground while keeping weight in right heel. 4. Press into right heel to drive back up to starting position. 5. Repeat on the other side.

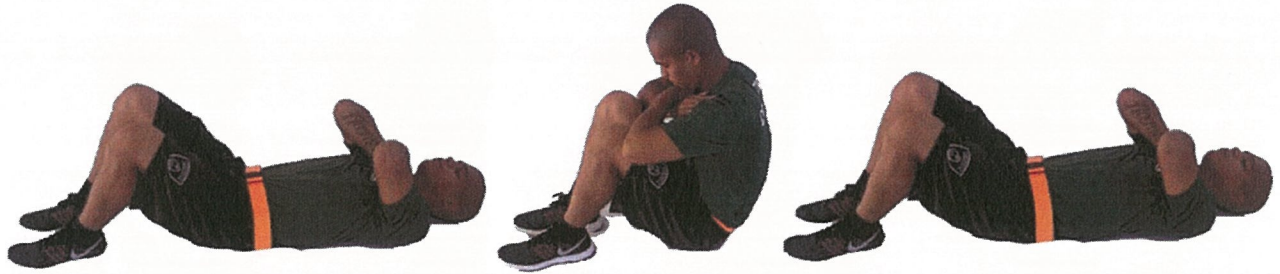
PUSH UPS



Position: Assume the front-leaning rest position with the hands placed comfortably apart, the feet together or up to 12 inches apart, and the body forming a generally straight line from the shoulders to the ankles.

Action: Keeping the body straight throughout the exercise, lower the body until the upper arms are at least parallel to the ground. Then, push yourself up to the initial position by completely straightening the arms.

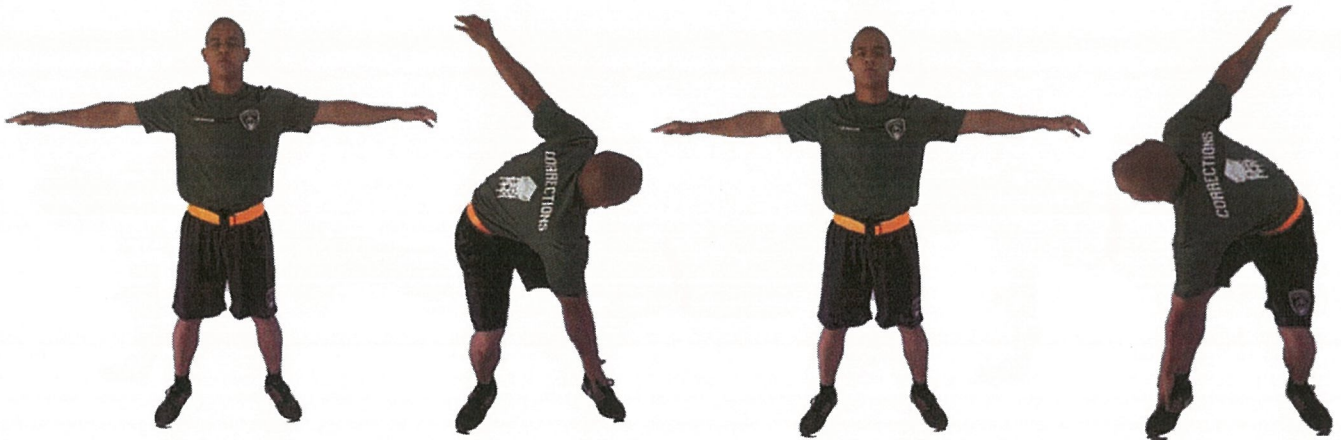
SIT-UPS



Position: Lie on your back with the feet together or up to 12 inches apart, the knees bent so an angle of 90 degrees is formed by the upper and lower legs. Cross your arms over your chest

Action: Raise your upper body to a vertical position so that the neck is above the base of the spine. Lower your back until your shoulder blades touch the ground. Repeat.

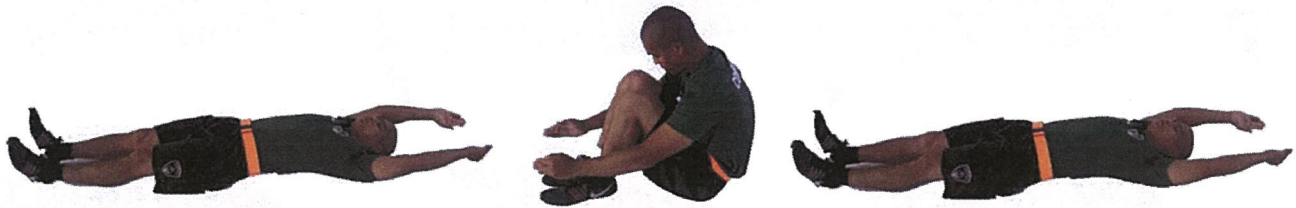
THE WINDMILL



Position: Stand with the back straight and feet shoulder width apart. Extend the arms outward to shoulder height.

Action: Bend the hips and knees while rotating to the left. Reach down and touch the outside of the left foot with the right hand and look toward the rear. The left arm is pulled rearward to maintain a straight line with the right arm. Return to the starting position. Repeat exercise to the right. Return to the starting position.

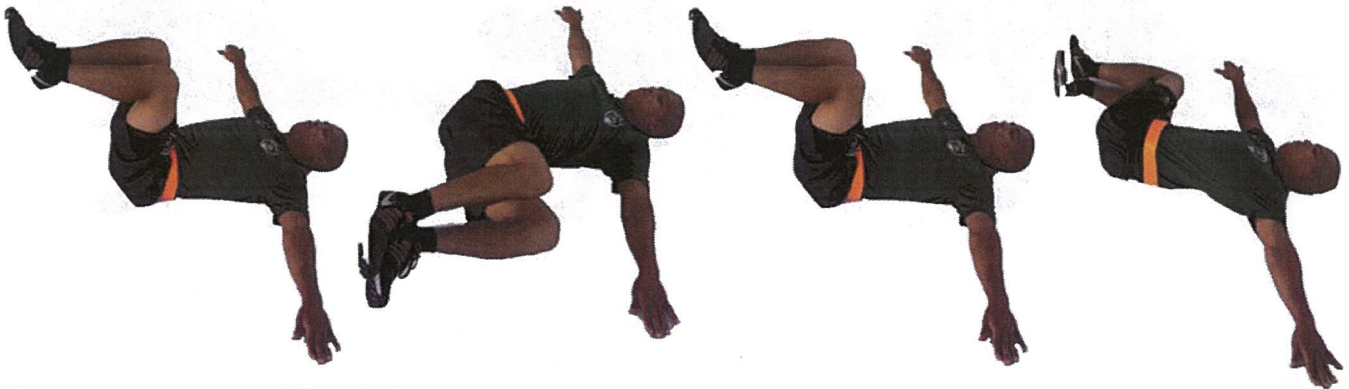
THE ROWER



Position: Lie on back with arms extended overhead, palms facing inward, legs straight and feet touching.

Action: In one motion, bring feet toward body while sitting up and swinging arms forward. In final position, extend arms next to knees parallel to ground with hands slightly past feet. Return to start position; repeat sequence.

THE BENT LEG BODY TWIST



Position: Assume the supine position with the arms sideward or at 45 degrees to the body (according to profile limitations). Palms should face downward and knees bent at 90 degrees. The head may be on the ground or elevated 1-2 inches depending on profile limitations.

Action: Rotate both legs from the start position to the left. Return to the start position. Rotate both legs to the right. Return to the start position. Repeat exercise.

SIDE PLANKS



Position: Start on your side with your feet together and one forearm directly below your shoulder.

Action: Contract your core and raise your hips until your body is in a straight line from head to feet. Hold the position without letting your hips drop for the allotted time for each set, then repeat on the other side.

MOUNTAIN CLIMBERS

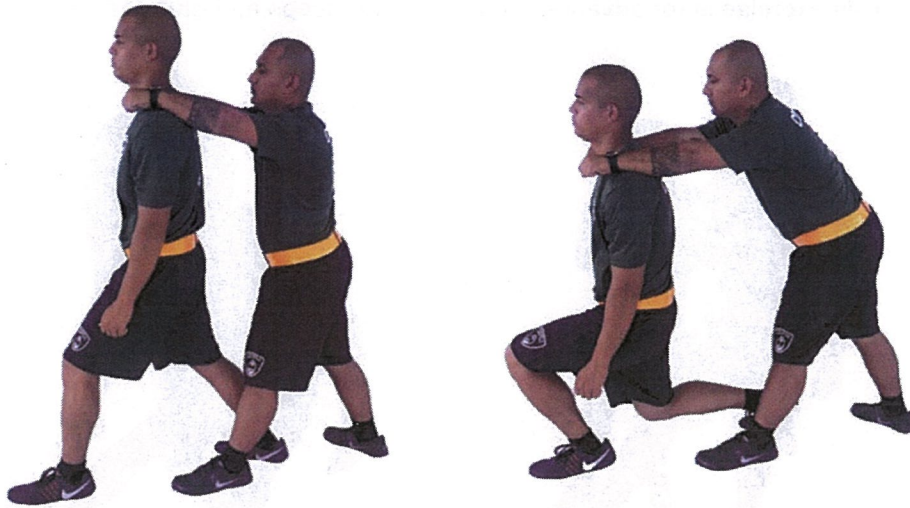


Position: Start in a plank position with arms and legs long.

Action: Keep your abs pulled in and your body straight. Squeeze your glutes and pull your shoulders away from your ears. Pull your right knee into your chest. As the knee draws to the chest, pull your abs in even tighter to be sure your body doesn't sag or come out of its plank position. Quickly switch and pull the left knee in to the chest using the same form. Continue to switch knees. Pull the knees in right, left, right, left—always switching simultaneously so that you are using a “running” motion. As you begin to move more quickly be in constant awareness of your body position and be sure to keep a straight line in your spine and don't let your head droop.

SPLIT SQUAT

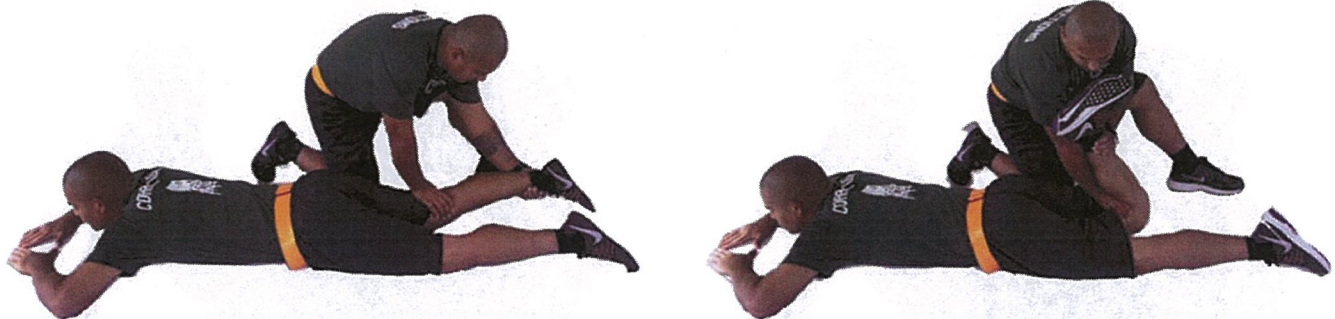
This exercise is for beginning trainees' quadriceps and gluteal muscles



Position: Stand erect with both feet pointed straight ahead, the left foot placed in a forward position and the right foot placed about 2.5 feet behind the left foot.

Action: Keeping the back straight and the head up, bend both legs at the same time, and lower yourself slowly until the right knee barely touches the floor. Return to the starting position. This is one repetition.

LEG CURL

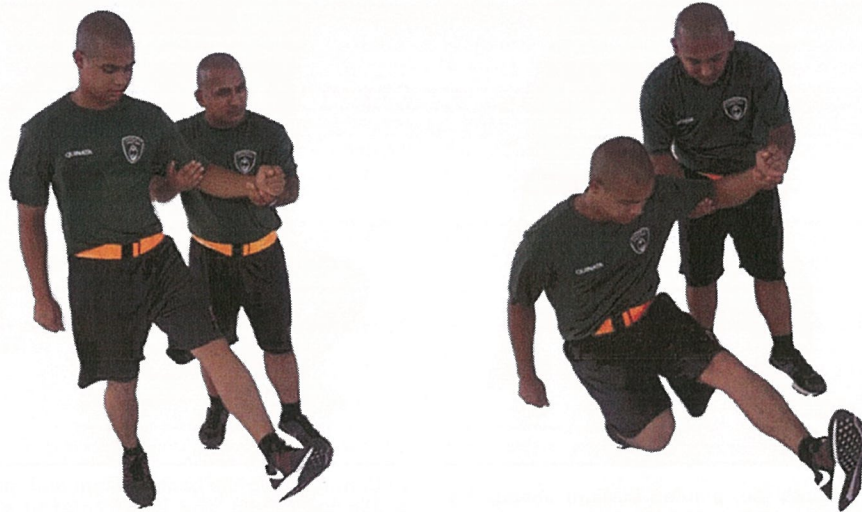


Position: Lie face down with your legs extended.

Action: Flex one leg against your partner's resistance until your heel is as close to your buttocks as possible. Next, resist your partner's efforts as he returns you to the starting position.

SINGLE LEG SQUAT

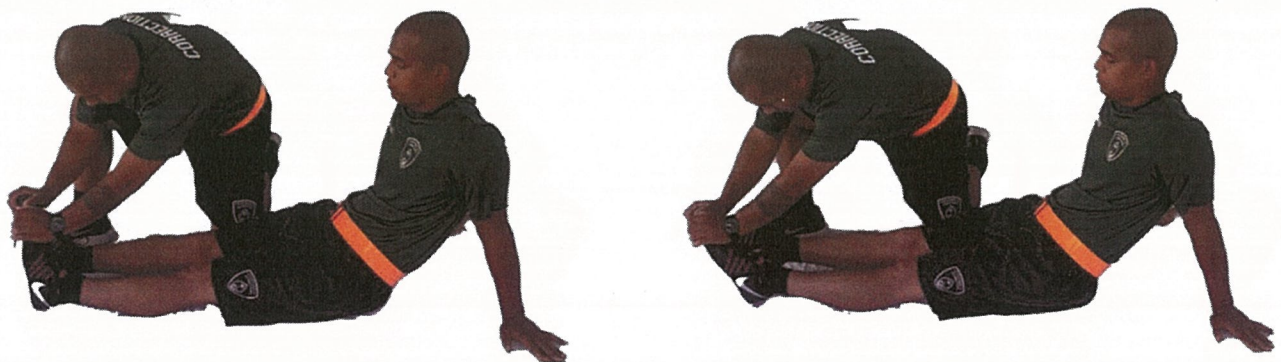
This exercise is for advanced trainees' quadriceps and gluteal muscles



Position: Face your partner and grasp his wrists. Extend your left leg in front; keep it straight but do not let it contact your partner.

Action: Lower yourself in a controlled manner. Next, return to the upright position.

TOE RAISE



Position: Sit on the floor with your legs together, knees straight, and feet fully extended.

Action: Against the resister's efforts, move your toes toward the knees; then have the resister pull your toes back to the starting position while you resist.

SEATED ROW

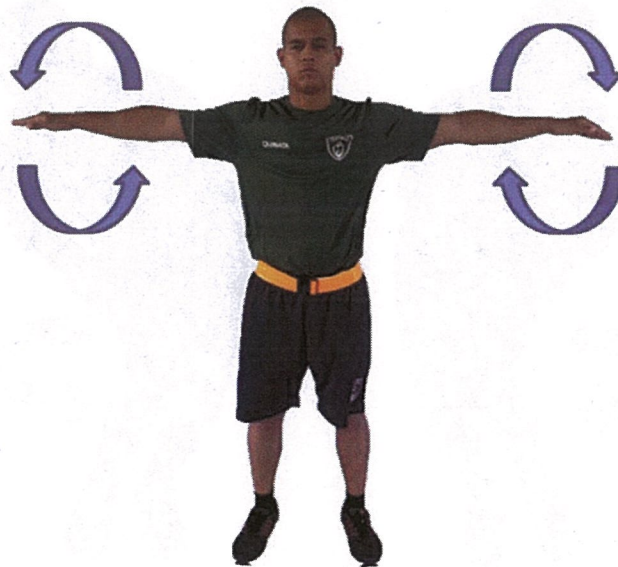
This exercise is for the biceps, latissimus dorsi, and rhomboid muscles.



Position: Sit facing the resister. Overlap your legs with the resister's, being sure to place your legs on top. Establish a good grip by interlocking your hands with the resister's or by firmly grasping his wrists. The exerciser's palms should be facing downward.

Action: Pull the resister toward you with a rowing motion while keeping your elbows elevated. Be sure to keep your back straight, and move only the arms. Next, slowly return to the starting position as the resister pulls your arms forward.

ARMS AND SHOULDERS



Position: Stand with the back straight and feet shoulder width apart. Extend the arms outward to shoulder height.

Action: Rotate the shoulders forward, and make a large circular motion with the arms. Repeat the action in the opposite direction.

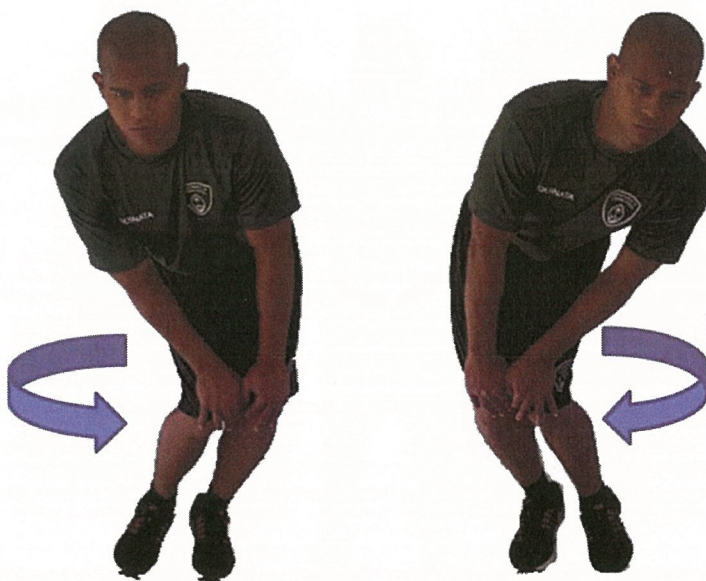
HIPS



Position: Stand up straight.

Action: Rotate the hips clockwise while keeping the back straight. Repeat the action in a counterclockwise direction.

KNEES AND ANKLES

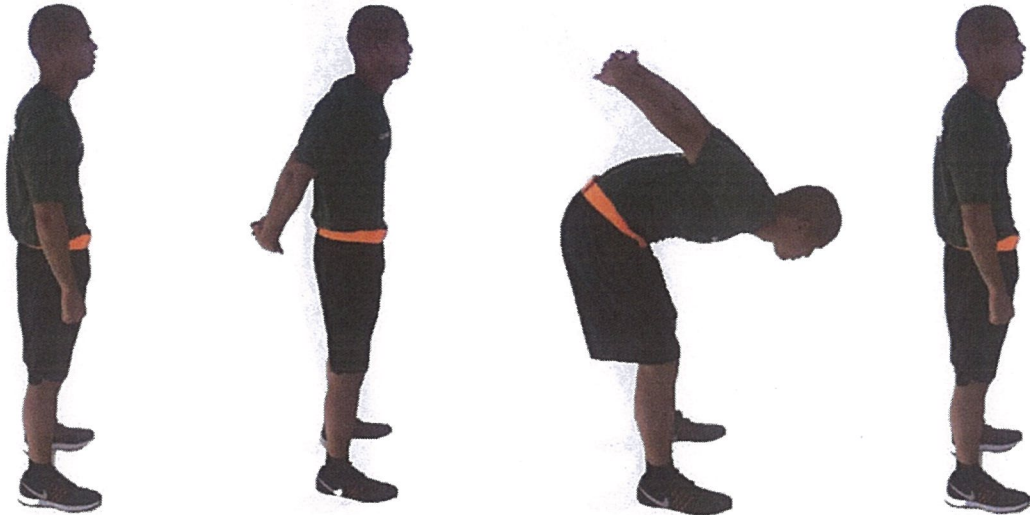


Position: Stand with the feet together, and bend at the waist with the knees slightly bent.

Action: Place the hands above the knees, and rotate the legs in a clockwise direction. Repeat the action in a counterclockwise direction.

CHEST STRETCH

This stretches the pectoralis major, deltoids, and biceps muscle groups.



Position: Stand and interlace the fingers behind the back.

Action: Lift the arms behind the back so that they move out-ward and away from the body. Lean forward from the waist. Hold this position for 10 to 15 seconds. Bend the knees before moving to the upright position. Return to the starting position.

UPPER BACK STRETCH

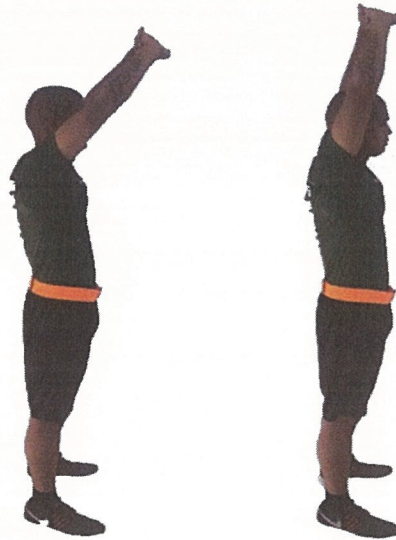


Position: Stand with the arms extended to the front at shoulder height with the fingers interlaced and palms facing outward.

Action: Extend the arms and shoulders forward. Hold this position for 10 to 15 seconds. Return to the starting position.

ABDOMINAL STRETCH

This stretches the abdominals, obliques, latissimus dorsi, and biceps.

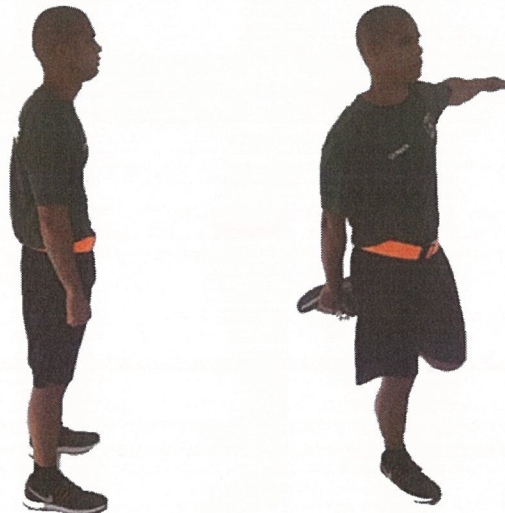


Position: Stand and extend the arms upward and over the head. Interlace the fingers with the palms turned upward.

Action: Stretch the arms up and slightly back. Hold this position for 10 to 15 seconds.

THIGH STRETCH

This stretches the quadriceps and anterior tibialis.

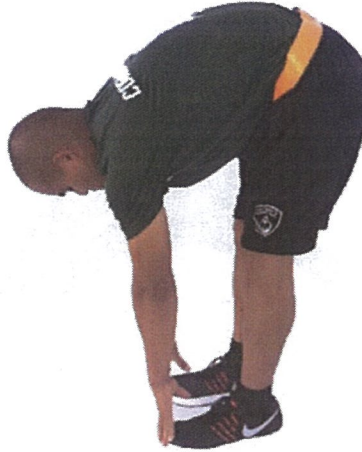


Position: Stand.

Action: Bend the left leg up toward the buttocks. Grasp the toes of the left foot with the right hand, and pull the heel to the left buttocks. Extend the left arm to the side for balance. Hold this position for 10 to 15 seconds. Return to the starting position. Bend the right leg, grasp the toes of the right foot with the left hand, and pull the heel to the right buttock. Extend the right arm for balance. Hold this position for 10 to 15 seconds. Return to the starting position.

HAMSTRING STRETCH (STANDING)

This stretches the hamstrings, erector spinae, and gluteal muscles.



Position: Stand with the knees slightly bent.

Action: Bend forward keeping the head up, and reach toward the toes. Straighten the legs, and hold this position for 10 to 15 seconds.

OVERHEAD ARM PULL

This stretches the external and internal obliques, latissimus dorsi, and triceps.



Position: Stand with the feet shoulder width apart. Raise the left arm, bending the left elbow and touching the left hand to the back of the neck.

Action: Grab the left elbow with the right hand, and pull to the right. Hold this position for 10-15 seconds. Return to the starting position and rotate.

GROIN STRETCH (SEATED STRADDLE)

This stretches the hip adductor (on the inside of the upper leg), gluteals, erector spinae, and hamstring muscles.

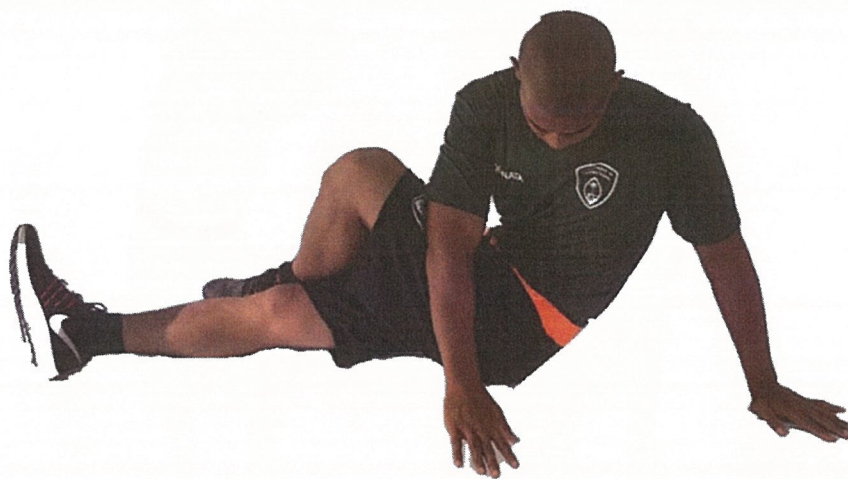


Position: Sit on the ground with the legs straight and spread as far apart as possible.

Action: Bend forward at the hips, and reach toward the feet. Hold this position for 10 to 15 seconds. Next stretch to the other side.

HIP AND BACK STRETCH (SEATED)

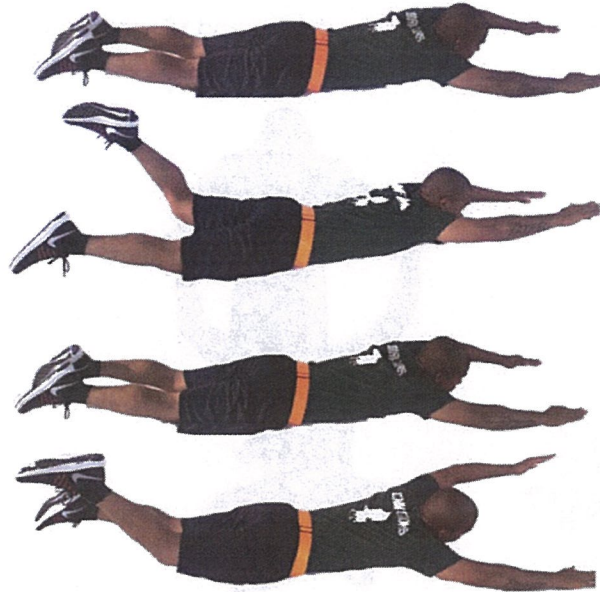
This stretches the hip abductors, erector spinae, latissimus dorsi, and oblique muscle groups.



Position: Sit on the ground with the right leg forward, and straight. Cross the left leg over the right while sitting erect. Keep the heels of both feet in contact with the ground.

Action: Slowly rotate the upper body to the left and look over. Reach across the left leg with the right arm and push the left leg to your right. Use the left hand for support by placing it on the ground. Hold this position for 10 to 15 seconds. Repeat this stretch for the other side by crossing and turning in the opposite direction.

THE SWIMMER

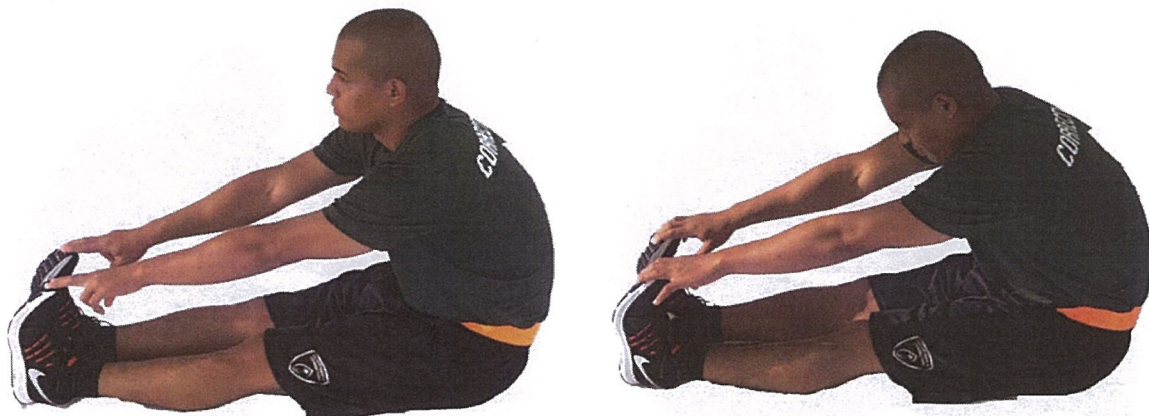


Position: Lie prone with the feet together and with the arms together and extended forward in front of the body. Keep the arms and legs straight at all times during the exercise.

Action: (1) Move the right arm and the left leg up. (2) Return to the start position. (3) Move the left arm and the right leg up. Continue in an alternating manner.

HAMSTRING STRETCH (SEATED)

In addition to the muscles mentioned in the standing hamstring stretch, this stretches the calf.



Position: Sit on the ground with both legs straight and extended forward with the feet upright about six inches apart. Put the hands on the ankles or toes.

Action: Bend from the hips, keeping the back and head in a comfortable, straight line. Hold this position for 10 to 15 seconds.

OVERHEAD PRESS

This exercise is for the deltoid and triceps muscles.

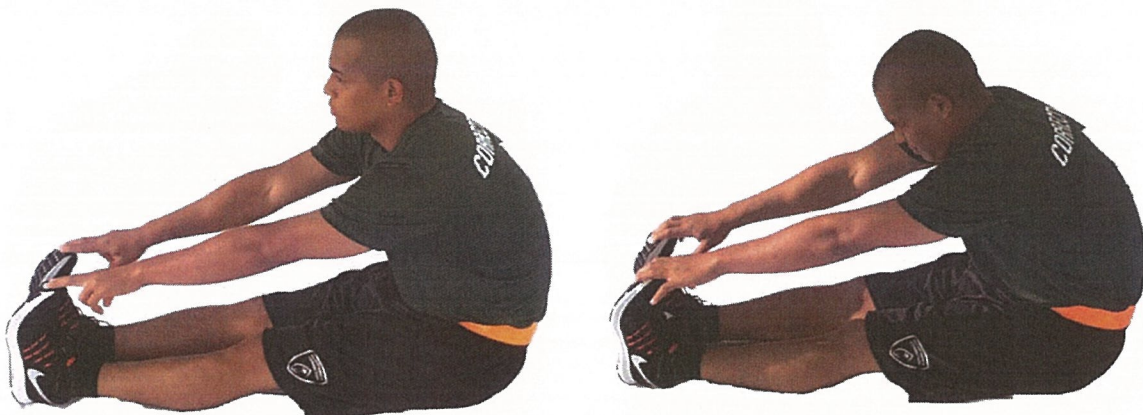


Position: Sit with your legs crossed and your back straight. Raise your hands to shoulder height with your palms flat and facing upward.

Action: Move your arms slowly upward to full extension against your partner's resistance. Next, slowly return to the starting position as the resister applies downward pressure.

HAMSTRING STRETCH (SEATED)

In addition to the muscles mentioned in the standing hamstring stretch, this stretches the calf.



Position: Sit on the ground with both legs straight and extended forward with the feet upright about six inches apart. Put the hands on the ankles or toes.

Action: Bend from the hips, keeping the back and head in a comfortable, straight line. Hold this position for 10 to 15 seconds.

ATTACHMENTS:

Attachment F: POST Health and Nutrition Guidebook



GUAM PEACE OFFICER STANDARDS AND TRAINING COMMISSION

HEALTH AND NUTRITION PROGRAM GUIDEBOOK

Disclaimer

You should consult your physician or other health care professional before starting this or any other nutrition and diet program to determine if it is right for your needs. This guidebook offers health, fitness and nutritional information and is designed for educational purposes only. The information is not intended as a substitute for consultation, evaluation or treatment by a medical professional and/or registered dietitian or nutritionist.

There are many other health and nutrition programs available to the end user. Therefore, participation in this health and nutrition program is completely voluntary and the member is free to seek a program that they feel is right for them.

The reader assumes full responsibility for consulting a qualified health professional regarding health conditions or concerns, and before starting a new diet or health program.

Table of Contents

1. Introduction: Understanding the Fueling Series
2. Performance Nutrition Fundamentals + Rules to Live By
3. The Big Three: Carbohydrate, Protein, Fat
4. Eat the Rainbow
5. Fuel Up “Three Every Three”
6. Hydrate
7. Recovery Nutrition: “Don’t Waste Your Workout”
8. Meal Builder

Introduction

We need a new paradigm for the food we eat. We need to view food as nourishment to our body as opposed to solely calorie units. We need to consider what that food represents in terms of energy and nutrients. Just one food or one nutrient is not the answer to more energy, an optimal weight, better health, and improved performance. The key to success lies in the collection of our habits that fuel our bodies, activities, minds, performance, and most importantly our lives.

There are 5 areas of nutrition focus in the Fueling Series. You will find that the handout series and builder systems revolve around these 5 areas.

Eat Clean Eat Often Hydrate Recover Mindset

1. EAT CLEAN

Eating clean means trying to choose the least processed types of foods most of the time. Typically, the closer the food is to its original form (from the earth or the animal); the better it is for you.

Simply put: Try to eat foods in the most natural form possible.

Nutrient density plays a large role in the mentality of eating clean. Nutrient density is the relationship of the amount of nutrients that a food has to amount of calories. It is critical to try to choose nutrient dense foods as often as we can to ensure we get the nutrients we need. Focus on trying to choose the types of foods that have the highest amount of nutrients for the calories within the foods.

The 3 macronutrients:

Carbohydrate = Fuel

Protein = Build

Fat = Energy Density

2. EAT OFTEN

The key to energy and sustainability (beyond the types of foods you choose) is how often you eat. By eating mini-meals every 2-3 hours, your body is given a steady flow of fuel. The goal here is to maintain blood glucose (fuel) in an optimal range. This will help maintain focus and keep your metabolism roaring all day long. We find that those who eat more frequently have better energy and prevent becoming overly hungry, which can help us make better choices.

3. HYDRATE

It is vital to stay hydrated because the body is 60-65% water which performs numerous vital functions including:

- Providing life and shape to every cell
- Delivery of fuel to muscles
- Lubrication and cushioning of joints
- Aiding in muscle contraction & tone
- Aiding in metabolism and digestion
- Brain function
- Shock absorption for the spine and brain
- Regulating temperature

Consequently, dehydration causes these functions to suffer impairing your health, ability to recover from illness, and athletic performance. As little as a 2% decrease in weight, due to fluid loss, can impair both physical and mental performance.

4. RECOVER

Nutrition can help to speed the recovery process. After a workout your body has emptied its fuel stores and the muscle has been broken down. To gain the most out of your workout and perform at high levels, you need to repair the muscle and replace your fuel stores as quickly as possible.

Getting a combination of carbohydrates and proteins within 30 minutes of your training session will ensure that you are recovering as quickly and efficiently as possible, which will minimize the time needed between sessions and decrease the risk of injury.

Carbohydrate = Re-Fuel

Protein = Re-Build

5. MINDSET

The final piece of optimizing nutrition is focusing on mindset and behavior. All of the education in the world does not matter if it doesn't lead to behavior change. Providing simple lists of the "best" foods to choose, easy guides on portion size, and presenting material in a concise and action-based way will help to give you the tools to immediately start making changes.

As a society we have become enamored with diets. The word diet has many different definitions and is typically associated with managing the calories that you consume or eating in a prescribed or particular way. The word nutrition has a more positive connotation and is typically associated with nourishing the body. The goal of the Fueling Series is not to give out a diet plan. It is to help you focus on your habitual intake and the results of your nutrition habits.

The 80/20 rule promotes balance and the inclusion of all foods. We recommend that you try to consume foods you know will give you the nutrients and sustainable energy you need 80% of the time and then consume whatever it is you want the other 20% of the time. Everything can fit into your daily "diet," your habitual intake. Just keep yourself in check.

THE MEAL BUILDER SYSTEM

The meal builder is an easy way to understand both what and how much to eat at each meal. The essence of the system is for weight control, but we like to think of it more as a fueling strategy to get you to your goals. There are meal builders in the handout series that will assign both males and females to their particular calorie zone. The recommendations in the zones provide a better idea of the amount of food that should be eaten to achieve your goals.

PARTING THOUGHTS

How you eat and what you eat are essential to your daily performance. Having sustainable energy is a function of your commitment to making smart nutrition decisions and fueling your body optimally.

The content of this manual is designed to help Guam Peace Officers achieve their goals by giving them the tools needed to make the choices that will result in the energy they need to perform their duties on a daily basis.

Eat Clean. Eat Often. Hydrate. Recover. Mindset.



Master these 5 fundamentals and enjoy new found physical and mental performance through nutrition.

SOURCE: WWW.NAVYFITNESS.ORG

EatCleanEatOftenHydrateRecoverMindset

THE 10 NUTRITION RULES TO LIVE BY

1. COME BACK TO EARTH.

Choose the least processed forms of food such as; Fruits, veggies, whole grains, and high fiber carbohydrates.

2. EAT A RAINBOW OFTEN.

Eat fruits or vegetables with each meal. Choose a wide variety of colors for the biggest benefit.

3. THE LESS LEGS THE BETTER.

Include a LEAN protein source with each meal.

4. EAT HEALTHY FATS.

Include healthy fats in your diet like olive oil, nuts, natural nut butters, seeds, avocado, fish, flaxseed, and flaxseed oil.

5. EAT BREAKFAST EVERY DAY.

When you eat within 30 minutes of waking up, you jump start your metabolism. This gives you more energy to get your day going.

6. THREE FOR THREE.

Eat smaller portions more often, spread evenly across the day. No excuses – you should be eating 4-6 meals/day! Aim for all three macronutrients (carbs, protein, and fat) every three hours for optimal fueling.

7. STAY HYDRATED.

Dehydration = Decreased Performance. Drink at least 3 liters of non-caloric beverages (water/green tea) every day.

8. DON'T WASTE YOUR WORKOUT.

Have a post-workout recovery meal or shake that combines both carbs and protein immediately after your training.

9. SUPPLEMENT WISELY.

Fuel first and supplement second. If you are not getting what you need through food, add a multivitamin supplement into your daily routine. Create a smart supplementation program that improves your performance without compromising your health or draining your wallet. Before you take any type of supplement, make sure to check in with your doctor or registered dietitian.

10. SLEEP.

Aim for 8 hours of sleep. If you can't get 8 hours daily, consider power naps when you can. The body recovers and repairs best when it is sleeping.

The 80/20 Rule.

Each meal and snack is an opportunity to fuel your body optimally. Choose the foods that are best for you
80% of the time and incorporate some of those foods that may not be the best,
but are your favorites, 20% of the time!

SOURCE: WWW.NAVYFITNESS.ORG

FUELING SERIES

THE BIG THREE: CARBOHYDRATE, PROTEIN, FAT

Grains: "Come Back to Earth" • Carbohydrate = FUEL for the brain & muscles

- Main sources are: Breads, cereals, grains, beans, fruits, and vegetables.
- What to look for in a grain: The least processed forms of grain you can find.
- Think brown and found close to the ground!
- The best choices will have more than 3g of FIBER per serving.

The Top 5 Grains



Oatmeal



Brown Rice



High Fiber Cereal



Quinoa



100% Whole Wheat Bread



1 Serving Size
= Your Fist

Protein: "The Less Legs the Better" • Protein = Building blocks for our bodies

- Protein builds muscle and maintains the immune system.
- Main sources are: Lean Meats, Low Fat Dairy, Eggs, and Beans/Legumes.
- What to look for: Lean protein sources. Typically the less legs on the animal the protein came from, the better it is for you.
- Try to include a lean protein source with every meal.
- Protein needs increase with activity. Intake ranges from 0.5g (recreational exerciser) to 0.8g (building muscle mass) of protein per pound of body weight. You will never need more than 1g per pound for health or muscle mass gains. The palm of your hand equals about 30-40g of protein.

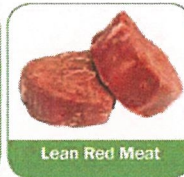
The Top 5 Proteins



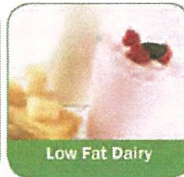
Tuna/Fish



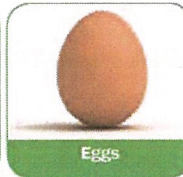
Chicken/Turkey Breast



Lean Red Meat



Low Fat Dairy



Eggs



1 Serving Size
= The Palm of Your Hand

Fats: "Eat Healthy Fat " • Healthy Fats = Energy Density

- Healthy Fats provide energy, help to regulate blood sugar, improve cholesterol, and keep you feeling full.
- Omega-3 fatty acids improve cognition, decrease inflammation, and enhance heart health. They are considered essential because your body cannot make them, you must get them through food. Omega-3's are found in fatty fish like salmon, trout, and tuna, as well as flaxseed, walnuts, and omega-3 fortified foods.
- Try to get one serving of healthy fat per meal (2 total servings of fatty fish per week).

The Top 5 Fats



Nut Butter



Oils: Fish, Flax, Olive



Flax Seed Products



Avocado



Pecans, Walnuts & Almonds



1 Serving Size
= The Tip of Your Thumb

SOURCE: WWW.NAVYFITNESS.ORG

EatCleanEatOftenHydrateRecoverMindset

FUELING SERIES

CHOOSE YOUR FUEL

EAT CLEAN

CARBS (GRAINS)

PROTEIN

FAT

HIGH OCTANE FUEL: 91

Beans (black, kidney, navy)
Chickpeas
Black eyed-peas
Brown rice
Corn
Green peas
High fiber crackers
Lentil, black bean and pea soup
Low-fat refried beans
Sweet potato/yam
Whole grain bread
Whole grain bagels
Whole grain cereal
Whole grain tortillas
Whole grain waffles

95% Ground beef or turkey
Beans & peas
Chicken, white meat/skinless
Deli meat (turkey, ham, beef)
Eggs (especially omega 3 eggs)
Egg whites
Lean beef steak
Lean ham steak
Lean jerky
Low-fat cottage cheese
Yogurt
Milk: Non-fat and 1%
Nut butters: Almond/peanut
Non-fried fish
Tofu
Trimmed pork chops
Tuna (in-water)
Turkey, white meat/skinless

Avocado
Flax seed and flax oil
Natural almond butter
Natural peanut butter
Olive oil
Canola oil
Peanuts
Pumpkin seeds
Raw almonds
Raw cashews
Raw pecans
Raw pistachios
Raw walnuts
Sunflower seeds

REGULAR OCTANE FUEL: 89

Baked beans
Baked chips
Boiled new potatoes
Cereal bars
Corn tortillas
Cornmeal/cornbread
Crackers
Cream of wheat
Flour tortillas
French bread
French toast
Hamburger/hot dog buns
Macaroni
Pancakes
Pasta
Pita bread
Pretzels
Ravioli
Rice cakes
Spaghetti
Waffles
White bread
White rice

85% Ground beef/turkey
Chicken, dark/skinless
Milk: 2% and low-fat flavored
Turkey, skinless/dark
Turkey bacon
Turkey sausage

Butter (in small amounts)
Dry roasted nuts/seeds
Reduced fat mayonnaise
Reduced fat salad dressing
Reduced fat sour cream
Reduced fat cheese
Regular peanut butter

LOW OCTANE FUEL: 87

Biscuits
Croissants
Doughnuts
Fettuccini alfredo
French fries
Hash browns
Mashed potatoes
Muffins
Pop tarts
Refried beans
Sugary cereals

75% Ground beef/turkey
Bacon
Beef or pork ribs
Bratwurst
Chicken, with skin
Fried chicken
Fried fish/seafood
Frozen pizza
Ham on bone
Regular cottage cheese low-fat
Whole milk/chocolate milk

Fried foods
Honey roasted nuts/seeds
Margarine
Mayonnaise
Ranch & other salad dressing
Regular cheese
Sour cream
Coconut oil

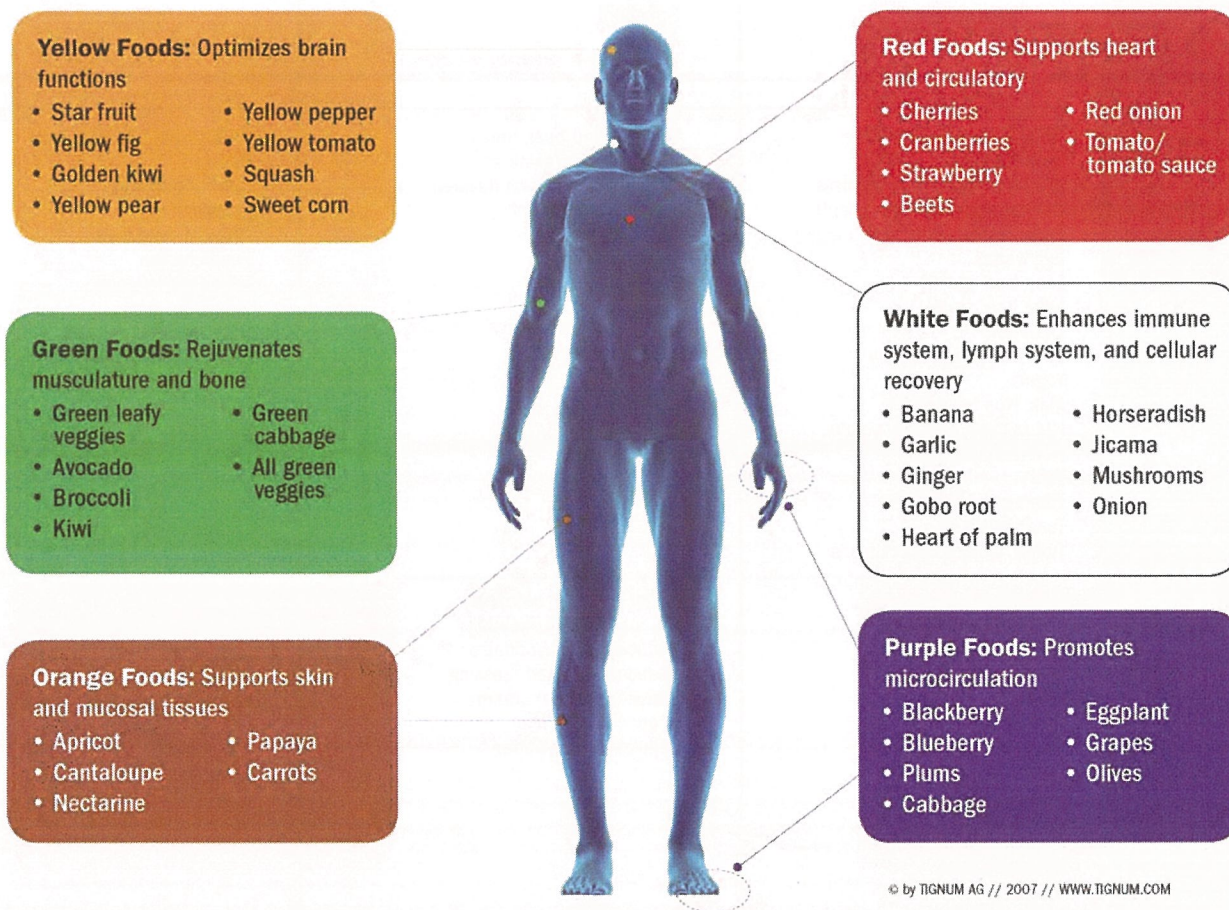
SOURCE: WWW.NAVYFITNESS.ORG

EatCleanEatOftenHydrateRecoverMindset

Fruits and Vegetables

- Fruits and vegetables are a great source of high fiber carbohydrates.
- Fruits and vegetables provide our body with a combination of vitamins that cannot be replicated in a supplement.
- Different colors serve different roles in the body.
- Aim for at least 3 colors at every meal.
- Over the course of the day strive to eat 2 servings of fruit and 3 servings of vegetables.
- Whole fruits and vegetables are best.
- Canned and frozen fruits and vegetables can also offer healthy alternatives at a lower cost. When choosing canned fruits make sure to choose them in their own juice or water.
- Drink fruit juice in moderation and make sure it is 100% juice. One serving of juice is equal to 4-6 oz.

COLOR CODE OF RESTORATIVE NUTRITION



FUELING SERIES

FUEL UP: "THREE EVERY THREE"

EAT OFTEN

Set the Tone! • "Break" – the – "Fast"

Eat breakfast every day:

- Breakfast: Increases Metabolism
Fuels the Brain
Increases Energy Levels
- Don't substitute coffee, soda and energy drinks for food or lack of sleep.
- Skipping breakfast leads to eating more calories through the day and later at night. Don't play catch up!

Breakfast should include:

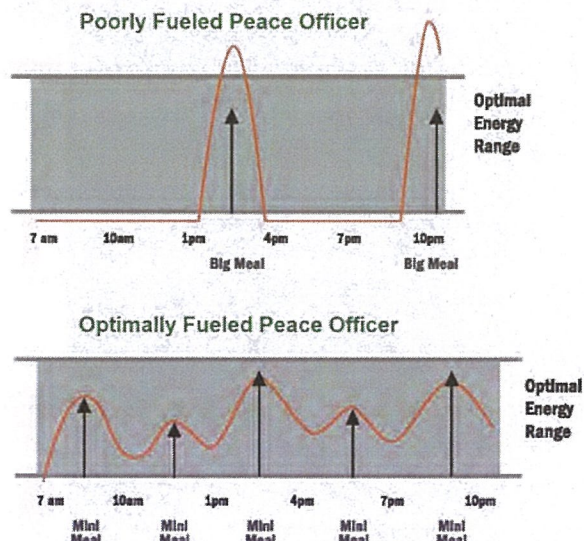
Protein: Eggs, egg whites, ham, beans, yogurt, or low-fat milk

High Fiber Carbohydrate: Whole wheat bread, high fiber cereal, oatmeal, or beans

Color: Fruit in cereal, oatmeal, or yogurt / Veggies in eggs or omelets

Continue to give the body steady fuel:

Eating smaller meals, more often will help to provide stable energy throughout the day. Fuel up with the 3 macronutrients (carbs, protein, fat) every 3 hours. Skipping meals will not lead to weight loss. It will lead to lower energy and decreased physical and mental performance.

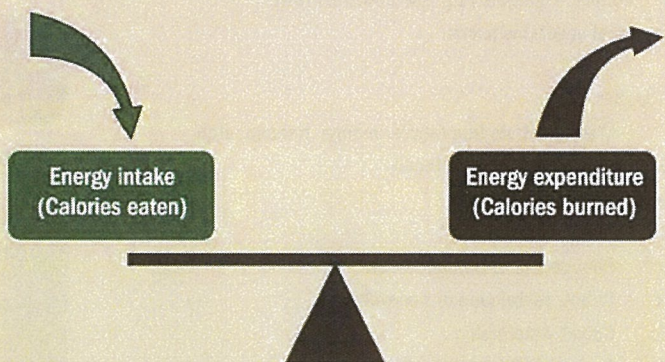


© by TIGNUM AG // 2007 // WWW.TIGNUM.COM

Energy Balance:

Both the quality and the quantity of the food you consume is important to consider in order to maximize your performance and achieve your body composition goals. Energy is another word for calories and your energy balance is represented by your energy in (what you eat and drink) and energy out (what you burn through daily living and physical activity). Daily balance is important, but you should not scrutinize your daily intake. Changes in body composition will be a result of your consistent changes over time; therefore, aim for balance over the course of each week.

This guide provides the information you need to maximize your nutrient QUALITY and energy QUANTITY. Check out the Meal Builder to get an estimate of how many calories you should consume and how to build a day of meals that will provide you with the correct blend of nutrients to help you reach your goals. Keep in mind that the meal builder recommendations are designed for use with workouts or exercises of similar intensity and duration.



THE SAME AMOUNT OF QUALITY ENERGY IN & ENERGY OUT OVER TIME = WEIGHT STAYS THE SAME

More IN than OUT over time = WEIGHT GAIN

More OUT than IN over time = WEIGHT LOSS

LIFESTYLE **ACTIVITY** + STRUCTURED **WORKOUTS** + QUALITY **FUELING** = **SUCCESS**

SOURCE: WWW.NAVYFITNESS.ORG

EatCleanEatOftenHydrateRecoverMindset

FUELING SERIES

FUEL UP: "THREE EVERY THREE"

EAT OFTEN

Portion Control: What is a serving size?

Choosing great foods is only half the battle to optimizing nutrition. Make sure to choose portion sizes that fit your needs.

BREADS:

- 1 Slice 100% whole wheat, rye, white, pumpernickel bread
- 2 Slices reduced calorie bread
- 1 Hot dog bun
- ½ English muffin
- ½ Bagel (3 inches)
- 1 Roll (small)
- 6" diameter pita bread
- 6" diameter corn or flour tortilla

VEGETABLES:

- 1c Raw vegetables
- 1c Cooked vegetable (e.g. see above for raw)
- 6oz Most vegetable juices

FRUITS:

- 1 Medium whole fruit (apple, orange, banana, etc)
- ½c Applesauce, unsweetened
- ¾c Blueberries
- 1-½c Whole strawberries
- 1c Raspberries or boysenberries
- 1c Cubed cantaloupe or honeydew
- ½c Cubed watermelon
- ½c Canned fruit (canned in water or juice)
- 12-15 Grapes
- 12 Cherries
- 2 Small plums
- 3 Dried prunes (also called "dried plums")
- 2Tbsp Raisins or other dried fruit
- 4-6oz. 100% fruit juice

CEREALS AND GRAINS:

- 1oz Most cold cereals (1/4 - 1c)
- 1-½c Puffed cereals (e.g. puffed rice)
- ½c Cooked cereal (e.g. oatmeal, oat bran, cream of wheat)
- ½c Cooked brown or white rice
- ½c Cooked enriched or whole-wheat pasta

MILK AND DAIRY

- 8oz (1c.) Nonfat or 1% milk, low fat or 1% fat chocolate milk
- 8oz (1c.) Calcium-fortified light or reduced fat soy milk
- 8oz (1c.) Nonfat or 1% plain or fruited yogurt
- ½c Nonfat frozen yogurt

MEAT AND PROTEIN

- 8oz (1c.) Nonfat or 1% milk, low fat or 1% fat 3 - 4oz meat
- ½c Beans
- 2Tbsp Peanut butter
- 2 Eggs
- ½c Cottage cheese

1tsp = 1 Teaspoon
1Tbsp = 1 Tablespoon
1c = 1 Cup
1oz = 1 Ounce

QUICK TIPS:

- 3-4oz. of meat is about the size and thickness of a deck of playing cards.
- A medium sized piece of fruit is the size of a tennis ball.
- 1oz of cheese is about the size of four stacked dice.
- ½c of ice cream is the size of a tennis ball.
- 1c of mashed potatoes is the size of your fist (depending on your size; commonly the size of a female fist).
- 1oz of nuts should fit into the small of your hand.
- 1tsp of margarine or butter is about the size of the tip of your thumb.



SOURCE: WWW.NAVYFITNESS.ORG

EatCleanEatOftenHydrateRecoverMindset

DAILY HYDRATION NEEDS

- Water should be your main source of hydration.
- Avoid drinking soda, energy drinks, and fruit drinks. These beverages provide a lot of calories with very little nutritional value.
- Limit sweetened teas and coffee drinks with added sugar and cream.
- Only choose sports drinks before, during, and after intense exercise.

Are you hydrated?

- If you are thirsty, it is too late.
- Evaluate your urine. It should be light in color and resemble pale lemonade.

To maintain hydration drink water:

- 0.5 - 1oz fluid per pound per day [There are about 33oz in a liter (L)].

BODY WEIGHT	OUNCES OF FLUID PER DAY	LITERS NEEDED PER DAY
120 pounds	60 – 120 oz	2 – 4 liters/day
150 pounds	75 – 150 oz	2.5 – 5 liters/day
175 pounds	90 – 175 oz	3 – 6 liters/day
200 pounds	100 – 200 oz	3.5 – 7 liters/day
225 pounds	115 – 225 oz	4 – 8 liters/day
250 pounds	125 – 200 oz	4.5 – 9 liters/day

HYDRATION CONSIDERATIONS IN EXTREME ENVIRONMENTS

In extreme environments it is even more important to be aware of your fluid intake, fluid loss and electrolyte needs.

Key Nutrition Tips for Extreme Environments:

- Do not skip meals.
- Take time to drink.
- Maximize taste/palatability (temperature, sweetness) of your beverage. If it tastes great, you are more likely to drink it.
- Minimize body water losses.
- Consider engineered food products when cramping risks are high, if you are a salty sweater, or if you are sweating more than usual. Choose sports drinks with at least 110mg sodium and 30mg potassium per 8oz/250ml. These are ideal for replacing electrolytes lost in sweat.
- If you are an excessively salty sweater (salty skin), then 200mg sodium per 8oz or added electrolytes should be considered. (Nuun Tablets, Gator-Lytes, etc...)
- Include whole foods in your meals that are higher in sodium. Good options are V8 Juice, pickles, pretzels, adding a little extra salt to your meals.

ENVIRONMENT	CONSIDERATION	HYDRATION RECOMMENDATIONS
Dry Extreme Heat	The extreme dry heat greatly increase the risk for dehydration and heat injury.	Suggested Fluid Intake: 5-12 Liters/day Tips: Sweating rates can be reduced by working at night. During daylight hours, sweating rates can be reduced by covering the skin with light, vapor-permeable clothing. If and when possible, drink COLD water and sports drink.
Hot and Humid	Relative humidity can increase water requirements independent of temperature. The humidity makes the evaporation of sweat off the skin difficult, which decreases the body's ability to cool itself. This increases the risk for dehydration and heat exhaustion. Excessive sweating can also cause a large loss of electrolytes, specifically sodium and potassium.	Suggested Fluid Intake: Up to 2x needs of Extreme Dry Heat Tips: If and when possible drink COLD water and sports drink.
Altitude	Altitude puts us at greater risk of dehydration. More fluid is lost through our urine and breathing. Layers of clothes may cause us to sweat more with little evaporation. The elevation also causes us to not feel as thirsty.	Suggested Fluid Intake: 4-6 Liters/day Tips: Drinking small quantities of fluid frequently results in less urine production than drinking large quantities of fluid less frequently.
Altitude and Cold	The addition of cold to altitude can cause greater risk for dehydration because of the sweat losses that occur in insulated clothing, low rates of fluid ingestion, and concern of having to remove clothing to urinate.	Suggested Fluid Intake: 5.5-7.5 Liters/day Tips: Make sure to consider the ventilation for your clothing to allow for sweating to dissipate heat. Drinking small quantities of fluid frequently results in less urine production than drinking large quantities of fluid less frequently. If and when possible consume hot fluids, tea, chicken/vegetable broth.

FUELING SERIES

HYDRATION URINE CHART

HYDRATE

Check the color of your urine
as a good indicator of your
hydration status.

Hydrated

Dehydrated

**Extremely
Dehydrated**
(consult a doctor)

Recovery in 3's: Pre, During, and Post-Workout

Pre Workout

Don't go into your workout on an empty stomach.

Top off your fuel tank with a small balanced snack containing carbohydrate, fluid, and a small amount of protein approximately; 1 – 2 hours before your workout.

Going into a workout properly fueled will improve performance and jump start recovery.

Great pre-workout snacks include:

- 1 Yogurt with $\frac{1}{2}$ cup berries and $\frac{3}{4}$ cup high fiber cereal
- Small bowl of cereal with a banana
- $\frac{1}{2}$ turkey sandwich and fruit
- $\frac{1}{2}$ peanut butter & jelly sandwich and fruit
- Homemade trail mix: (1c high fiber cereal, 2 Tablespoons dried fruit, 2 Tablespoons nuts)

Make sure to hydrate with 16-20 oz of water too.

During Workout

It is important to stay hydrated during exercise.

How much do you need to drink?

- Losing 2% or more of your body weight due to sweating can decrease your performance and put you at greater risk for heat illness.
- A good way to monitor how well you are hydrating is to weigh yourself before and after training.

Do you need a sports drink?

NO, If...

- Training for less than 1 hour
- Weight loss is the goal of the training session

YES, If...

- Training for over an hour
- Training in extreme environments
- Lean body mass gain is the goal
- You enter the workout without any fuel
- You have a short but extremely intense workout

GENERAL HYDRATION GUIDELINES DURING WORKOUTS:

Maintain Hydration

- Keep weight loss to less than 2% during the workout.
- Take 4-6 gulps of fluid about every 15 minutes.
- Pay extra attention to your hydration when you are sweating more than usual or in an extreme environment.

Maintain Fuel and Electrolytes

- When you need something more than water, choose a sports drink with at least 110mg of sodium per 8 ounces to help prevent cramping and maintain electrolytes.
- When your exercise level warrants the consumption of a sports drink, 20-32oz an hour is all you will need to keep you fueled. Balance the rest of your hydration needs with water.

Hydration Example: 150 pound Peace Officer

- 2% of their body weight is 3 pounds.
- If this Officer loses more than 3 pounds during their training, they are not hydrating effectively.

SOURCE: WWW.NAVYFITNESS.ORG

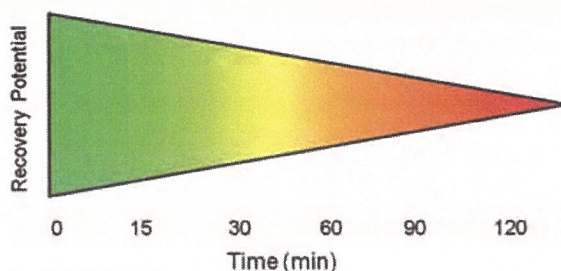


Recovery in 3's: Pre, During, and Post-Workout

Post Workout

- The sooner you get your post workout nutrition, the quicker you recover.
- Your recovery snack or meal – such as a granola bar with at least 5g of protein or a fruit smoothie – makes up one of your 5 - 6 meals per day.

THE OPEN WINDOW OF OPPORTUNITY TO GET YOUR BODY THE NUTRIENTS IT NEEDS FOR RECOVERY.



• Re-Fuel

• Re-Build

• Re-Hydrate

Within 10 minutes of training:

1. Refuel with carbohydrate

The more intense the training, the more carbohydrate you need.

2. Rebuild with protein

Protein needs post workout are based on body weight.

3. Rehydrate with fluid

Drink 20-24oz of fluid for each pound lost during training.

What do you need to recover?

BODY WEIGHT (POUNDS)	GRAMS OF PROTEIN	GRAMS OF CARBOHYDRATE
120 - 150	15 - 20	30 - 60
150 - 180	20 - 25	40 - 75
181 - 215	25 - 30	50 - 90
215 - 245	30 - 35	60 - 105

Examples:

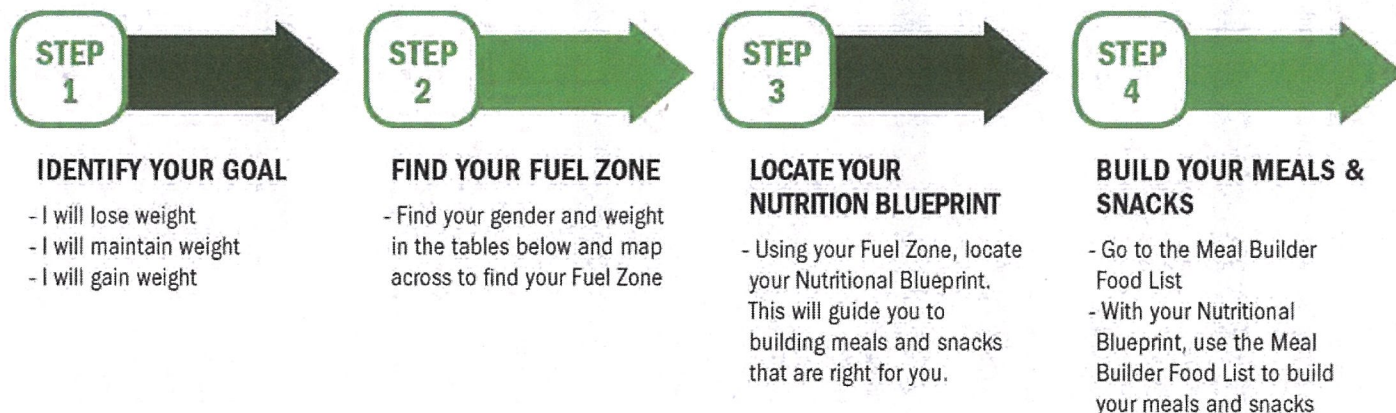
- 20oz low-fat chocolate milk + banana
- Turkey and pasta salad
- Tuna sandwich w/baked chips
- Meal replacement bar + 20oz sports drink
- Scrambled eggs or egg whites with whole wheat toast and 6oz juice
- Turkey sandwich + yogurt
- Spaghetti and meatballs
- Fruit smoothie blended with yogurt or whey protein

FUELING SERIES

STRENGTH SERIES | ENDURANCE SERIES | SANDBAG TRAINING SERIES

The biggest barriers to great nutrition are poor planning and poor implementation. The nutrition blueprint and meal builder make it easy to build meals and snacks that will keep you fueled and help you reach your goals. This tool will help you stay organized and create an environment for success. Always remember the 80/20 rule as you look to sustainably upgrade your nutrition. Choose high octane fuel 80% of the time and lower octane fuel that you really enjoy 20% of the time.

BUILD YOUR MEAL IN 4 SIMPLE STEPS



SET YOUR GOAL, FIND YOUR FUEL ZONE

I WILL FUEL TO...

STEP 1	LOSE WEIGHT		MAINTAIN WEIGHT		GAIN WEIGHT	
	CURRENT WEIGHT	FUEL ZONE	CURRENT WEIGHT	FUEL ZONE	CURRENT WEIGHT	FUEL ZONE
FEMALE	100 - 125	1400 - 1600	Under 105	2000 - 2200	100 - 110	2800 - 3000
	125 - 150	1600 - 1800	105 - 130	2200 - 2400	110 - 140	3000 - 3200
	150 - 180	1800 - 2000	130 - 160	2400 - 2600	140 - 165	3200 - 3400
	180 - 205	2000 - 2200	160 - 185	2600 - 2800	165 - 195	3400 - 3600
	205 - 235	2200 - 2400	185 - 210	2800 - 3000	195 - 220	3600 - 3800
	235 - 260	2400 - 2600				
MALE	Under 140	1800 - 2000	Under 140	2600 - 2800	Under 140	3400 - 3600
	140 - 155	2000 - 2200	140 - 160	2800 - 3000	145 - 165	3600 - 3800
	155 - 175	2200 - 2400	160 - 180	3000 - 3200	165 - 185	3800 - 4000
	175 - 190	2400 - 2600	180 - 195	3200 - 3400	185 - 205	4000 - 4200
	190 - 210	2600 - 2800	195 - 215	3400 - 3600	205 - 220	4200 - 4400
	210 - 230	2800 - 3000	215 - 235	3600 - 3800	220 - 240	4400 - 4600
	230 - 250	3000 - 3200	235 - 255	3800 - 4000		
	250 - 265	3200 - 3400	255 - 275	4000 - 4200		
	265 - 285	3400 - 3600				
	285 - 305	3600 - 3800				

SOURCE: WWW.NAVYFITNESS.ORG

EatCleanEatOftenHydrateRecoverMindset

STEP 3

Locate Your Nutrition Blueprint - Strength, Endurance, Sandbag Series

Using the Fuel Zone you identified in Steps 1 & 2, locate your personal Nutritional Blueprint to fit your caloric needs. Your blueprint has six columns across the top that represent meal times, or "fueling times". The food groups are represented along the left hand side, and the numbers located within the zone are the recommended number of servings from each food group at each fueling time.

1400 - 1600	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	2	1	1 to 2	1	1 to 2	
Proteins	1		1		1	1
Fruits	0 to 1	1	1	1	1	1
Vegetables	∞	∞	∞	∞	∞	∞
Fats	1	1	1	1	1	0 to 1
Calorie Range	350 - 400	175-200	280 - 320	175 - 200	280 - 320	140 - 160
*Meal Replacement Shake or Bar		1		1+ fruit		1

1600 - 1800	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	2	1 to 2	2	1 to 2	2	
Proteins	1		1		1	1
Fruits	1	1	1	1	1	1
Vegetables	∞	∞	∞	∞	∞	∞
Fats	1	1	1	1	1	1
Calorie Range	400 - 450	200 - 225	320 - 360	200 - 225	320 - 360	160 - 180
*Meal Replacement Shake or Bar		1		1+ fruit		1

1800 - 2000	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	2 to 3	1 to 2	2	1 to 2	2	
Proteins	1	0 to 1	1	0 to 1	1	1
Fruits	1 to 2	1	1 to 2	1	1	1
Vegetables	∞	∞	∞	∞	∞	∞
Fats	1	1	1	1	1	1
Calorie Range	450 - 500	225 - 250	360 - 400	225 - 250	360 - 400	180 - 200
*Meal Replacement Shake or Bar		1+ fruit		1+ 2 fruit		1

2000 - 2200	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	3	2	2	2	2	0 to 1
Proteins	1	0 to 1	1	0 to 1	1	1
Fruits	2	1	2	1	2	1
Vegetables	∞	∞	∞	∞	∞	∞
Fats	1	1	1	1	1	1
Calorie Range	500 - 550	250 - 275	400 - 440	250 - 275	400 - 440	200 - 220
*Meal Replacement Shake or Bar		1+ fruit		1+ 2 fruit		1+ fruit

2200 - 2400	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	3	2	2 to 3	2	2 to 3	1
Proteins	1 to 2	1	1	1	1	1
Fruits	2	1	2	1	2	1
Vegetables	∞	∞	∞	∞	∞	∞
Fats	1	1	1	1	1	1
Calorie Range	550 - 600	275 - 300	440 - 480	275 - 300	400 - 440	200 - 220
*Meal Replacement Shake or Bar		1+ fruit		1+2 fruit		1+ fruit

2400 - 2600	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	3	2	3	2	3	1
Proteins	2	1	1	1	1	1
Fruits	2	1	2	1	1 to 2	1
Vegetables	∞	∞	∞	∞	∞	∞
Fats	1	1 to 2	1	1 to 2	1	1
Calorie Range	600 - 650	300 - 325	480 - 520	300 - 325	480 - 520	240 - 260
*Meal Replacement Shake or Bar		1+ fruit +1 fat		1+2 fruit +1 fat		1+ fruit +1 fat

2600 - 2800	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	3	2	3	2	3	1
Proteins	2	1	1	1	1 to 2	1
Fruits	2	1	2	1	2	1 to 2
Vegetables	∞	∞	∞	∞	∞	∞
Fats	1 to 2	1 to 2	1 to 2	1 to 2	1	1
Calorie Range	650 - 700	325 - 350	520 - 560	325 - 350	520 - 560	260 - 280
*Meal Replacement Shake or Bar		1+ fruit +1 fat		1+2 fruit +1 fat		1+ fruit +1 fat

2800 - 3000	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	3	2	3	2	3	1
Proteins	2	1	1	1	2	1
Fruits	2 to 3	1	2	1	1 to 2	2
Vegetables	∞	∞	∞	∞	∞	∞
Fats	2	1 to 2	2	1 to 2	1	1
Calorie Range	700 - 750	350 - 375	560 - 600	350 - 375	560 - 600	280 - 300
*Meal Replacement Shake or Bar		1+ fruit +1 fat		1+2 fruit +1 fat		1+ fruit +1 fat

3000 - 3200	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	3	2	3	2	3	1 to 2
Proteins	2	1	1 to 2	1	2	1
Fruits	3	1	2	1	2	2
Vegetables	∞	∞	∞	∞	∞	∞
Fats	2	1 to 2	2	1 to 2	1 to 2	1
Calorie Range	750 - 800	375 - 400	600 - 640	375 - 400	600 - 640	300 - 320
*Meal Replacement Shake or Bar		1+ fruit +1 fat		1+2 fruit +1 fat		1+ fruit +1 fat

3200 - 3400	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	3 to 4	2	3	2	3	2
Proteins	2	1	2	1	2	1
Fruits	3	1	2	1	2	2
Vegetables	∞	∞	∞	∞	∞	∞
Fats	2	1 to 2	2	1 to 2	2	1
Calorie Range	800 - 850	400 - 425	640 - 680	400 - 425	640 - 680	320 - 340
*Meal Replacement Shake or Bar		1+2 fruit +1 fat		1+2 fruit +1 fat		1+2 fruit +1 fat

3400 - 3600	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	4	2 to 3	3	2 to 3	3 to 4	2
Proteins	2	1	2	1	2	1
Fruits	3 to 4	1	2	1	2	2
Vegetables	∞	∞	∞	∞	∞	∞
Fats	2	1 to 2	2 to 3	1 to 2	2	1 to 2
Calorie Range	850 - 900	425 - 450	680 - 720	425 - 450	680 - 720	340 - 360
*Meal Replacement Shake or Bar		1+2 fruit +1 fat		1+2 fruit +2 fat		1+2 fruit +1 fat

3600 - 3800	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	4	2 to 3	3 to 4	2 to 3	4	2
Proteins	2	1	2	1	2	1
Fruits	4	1	2	1	2	2
Vegetables	∞	∞	∞	∞	∞	∞
Fats	2 to 3	1 to 2	3	1 to 2	2	1
Calorie Range	900 - 950	450 - 475	720 - 760	450 - 475	720 - 760	360 - 380
*Meal Replacement Shake or Bar		1+2 fruit +1 fat		1+2 fruit +2 fat		1+2 fruit +1 fat

COACH TIP:

Remember, the biggest barriers to great nutrition are poor planning and poor implementation. Stay organized and do what you can to create an environment for success. To get you started, make a copy of your Nutrition Blueprint and put it somewhere you'll have easy access to when making fueling decisions, like in your wallet or on your fridge.

3800 - 4000	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	4	3	4	3	4 to 5	2
Proteins	2	1	2	1	2	1
Fruits	4	1	2	1	2	2
Vegetables	∞	∞	∞	∞	∞	∞
Fats	3	1 to 2	3	1 to 2	2	1 to 2
Calorie Range	950 - 1000	475 - 500	760 - 800	475 - 500	760 - 800	380 - 400
*Meal Replacement Shake or Bar		1+2 fruit +1 fat		1+2 fruit +2 fat		1+2 fruit +1 fat

4000 - 4200	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	4	3	4	3	4 to 5	2
Proteins	2	1	2	1	2	1
Fruits	4	1	2	1	2	2
Vegetables	∞	∞	∞	∞	∞	∞
Fats	3	2	3	2	2	1 to 2
Calorie Range	1000 - 1050	500 - 525	800 - 840	500 - 525	800 - 840	400 - 420
*Meal Replacement Shake or Bar		1+2 fruit +2 fat		1+2 fruit +2 fat		1+2 fruit +2 fat

4200 - 4400	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	4	3	4	3	5	2
Proteins	2	1	2	1	2	1
Fruits	4	1	2	1	2	2
Vegetables	∞	∞	∞	∞	∞	∞
Fats	3	2 to 3	3	2 to 3	2	1 to 2
Calorie Range	1050 - 1100	525 - 550	840 - 880	525 - 550	840 - 880	420 - 440
*Meal Replacement Shake or Bar		1+2 fruit +2 fat		1+2 fruit +2 fat		1+2 fruit +2 fat

4400 - 4600	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	4	3	4 to 5	3	5	2
Proteins	2	1	2	1	2	1
Fruits	4	1	2	1	2	2
Vegetables	∞	∞	∞	∞	∞	∞
Fats	3	2 to 3	3	2 to 3	2	1 to 2
Calorie Range	1100 - 1150	550 - 575	880 - 920	550 - 575	880 - 920	440 - 460
*Meal Replacement Shake or Bar		1+2 fruit +2 fat		1+2 fruit +2 fat		1+2 fruit +2 fat

*When choosing meal replacements:

1. Make sure it fits within your calorie recommendations
2. Should have at least 3g of fiber
3. Should have 10 - 30g of protein for women
4. Should have 15 - 42g of protein for men

FUELING SERIES

STRENGTH SERIES | ENDURANCE SERIES | SANDBAG TRAINING SERIES

STEP
4

Build Your Meals & Snacks

Using your Nutritional Blueprint, follow the directions below to start filling your day with meals and snacks designed to help you with your goals.

Map Your Blueprint

The food list below has foods from each of the categories found in your Nutrition Blueprint.

Size Up Your Servings

The number to the left of each food item equals one serving (eg, 1 slice of whole wheat bread = 1 grain serving).

Mix It Up

Each serving may be used interchangeably. For example, if you tire of whole wheat toast at breakfast you can replace it with any of the foods listed in the grain column. If you have more than one serving suggested, you can double up on the same food (eg, 2 slices of whole wheat toast) or mix and match (eg, 1 slice of whole wheat toast and 3/4c Multi grain Cheerios). You are limited only by your creativity!

You are now prepared to build customized meals and snacks to help you meet your goals. These meals and snacks will provide you with sustainable fuel throughout the day as well as the energy you need for your workouts. Remember, to maximize your energy and reach your body composition goals, think about both quality and quantity of your food choices.

GRAINS / STARCHES:

Pasta/Rice

- 1/2c Brown Rice (cooked)
- 1/2c Whole Wheat Cous Cous (cooked)
- 1/2c Whole Wheat Pasta (cooked)
- 1/2c Risotto, Quinoa (cooked)

Breads/Tortillas/Rolls

- 1slice Bread (100% Whole Wheat)
- 1/2 Pita Bread (6" diameter each)
- 1/4 Whole Wheat Bagel
- 1/2 English Muffin
- 1/2 Whole Wheat Hamburger/Hot dog Bun
- 1/2 Sub Bread (6" each)
- 1 Whole Wheat Tortilla
- 2 Corn Tortillas
- 1sm. Whole Wheat Roll (1oz each)

Cold Cereals

- 1/2c All Bran Cereal
- 1/2c Cheerios Cereal
- 1/2c Cheerios MultiGrain Cereal
- 1/2c Cracklin Oat Bran Cereal
- 1/2c Frosted Mini Wheats Cereal
- 1/2c Grape Nuts Cereal
- 1/2c Kashi Go Lean Cereal
- 1/2c Kashi Go Lean Crunch Cereal
- 1/2c Kashi Go Lean Honey
- 1/2c Almond Flax
- 1/2c Muesli Cereal
- 1/2c Raisin Bran Cereal
- 1/2c Smart Start Cereal
- 1/2c Special K Cereal
- 1/2c Whole Wheat Total Cereal

Hot Cereals

- 1/2c Cream of Wheat (cooked)
- 1 Instant Grits
- 1/2 Packet Kashi Instant Oatmeal
- 1/2 Packet Quaker Instant Oatmeal
- 1/2c Slow Cooked Oatmeal

Veggies, Beans, Potatoes

- 1/2c Soy Beans (cooked)
- 1/2c Split Peas (cooked)
- 1c Squash (winter, acorn, butternut)
- 1/2c Peas (cooked)
- 1/2sm Baked Potato
- 1/2c Beans: Black, Kidney, Pinto, Lima, Lentils (cooked/canned)
- 1/2c Corn (cooked)
- 1 Ear of corn
- 1/2c Sweet Potato (cooked)
- 1/2c Yam (cooked)
- 1/2c Mashed Potatoes

Snacks/Crackers/Granola Bars

- 1 Kashi Granola Bar
- 2 Graham Crackers
- 5 Whole Wheat Crackers (baked)
- 4 Whole Wheat Melba Toast
- 1 Nature Valley Granola Bar
- 8 Animal Crackers
- 3c Light Popcorn (popped)

- 3/4c Pretzels
- 2 Rice Cakes (4" diameter each)
- 4 Reduced Fat Triscuits
- 1 Whole Grain Fig Newton

PROTEINS / DAIRY:

Fish/Seafood

- 3oz Fish
- 3oz Cod
- 3oz Flounder
- 3oz Haddock
- 3oz Halibut
- 3oz Salmon
- 3oz Shrimp
- 3oz Trout
- 3oz Tuna

Poultry

- 3oz Chicken (lunch meat)
- 3oz Chicken breast
- 3oz Ground turkey (cooked)
- 3oz Turkey (lunch meat)
- 3oz Turkey breast

Beef/Pork

- 3oz Beef (96% lean ground chuck)
- 1.5oz Beef jerky
- 3oz Beef tenderloin
- 3oz London broil
- 3oz Pork (grilled)
- 3oz Roast beef (lunch meat)

Dairy

- 8oz 1% or non-fat regular milk or chocolate milk
- 1/2c Non-fat or low fat cottage cheese
- 1/2c Non-fat frozen yogurt
- 1c Non-fat or low fat greek yogurt
- 8oz Reduced-fat soy milk
- 1 2% String cheese

Eggs

- 1/4c Egg Substitute
- 4 Egg Whites
- 2 Eggs
- 2 Omega-3 Eggs

Legumes

- 1/2c Beans: Black, Kidney, Pinto, Lima, Lentils (cooked/canned)
- 8oz Calcium-fortified light soy milk
- 2T Hummus
- 1/2c Soy beans (cooked)
- 1/2c Split peas
- 1T Almond butter
- 1T Peanut butter (natural)
- 10-15 Raw nuts

MEAL REPLACEMENTS/PROTEIN

POWDERS:

- 1-2 scoop Whey Protein*
- 1 Bar
- 1 Shake

*Make sure to choose protein powders that are certified safe and reliable. Check out www.nfsport.com for a complete list.

Meal replacement considerations:

- Make sure it fits within your calorie recommendations
- Should have at least 3g of fiber
- Double check the protein level
 - Women need 10-30g
 - Men need 15-42g

VEGETABLES:

Green

- 1c Arugula
- 1/2c Asparagus (cooked)
- 1c Asparagus (raw)
- 1/2c Broccoli (cooked)
- 1c Broccoli (raw)
- 1c Brussel sprouts
- 1/2c Celery (cooked)
- 1c Celery (raw)
- 1c Collards (cooked)
- 1c Cucumber (raw)
- 1/2c Green beans (cooked)
- 1c Green beans (raw)
- 1c Green veggie salad
- 1c Kale (raw)
- 1c Lettuce (all)
- 1c Spinach (raw)

White

- 1/2c Cabbage (cooked)
- 1c Cabbage (raw)
- 1/2c Cauliflower (cooked)
- 1c Cauliflower (raw)
- 1/2c Onions (cooked)
- 1c Onions (raw)
- 1/2c Water chestnuts (cooked)
- 1c Water chestnuts (raw)

Red

- 1/2c Tomato, beets
- 1/2c Salsa, tomato sauce

Orange

- 1/2c Carrots (cooked)
- 1c Carrots (raw)

Mixed Colors

- 1/2c Peppers (cooked)
- 1c Peppers (raw)
- 1/2c Stir fry vegetables (cooked)
- 1c Stir fry vegetables (raw/frozen)
- 6oz Vegetable juice
- 1/2c Zucchini (cooked)
- 1c Zucchini (raw)

FRUITS:

Red

- 1sm. Apple
- 1/2c Applesauce (unsweetened)
- 12 Cherries
- 1c Raspberries
- 1/4c Strawberries (whole)
- 1/4c Watermelon (cubed)
- 1/2m. Grapefruit

Orange

- 1c Cantaloupe (cubed)
- 1m. Orange, nectarine or peach
- 1lg. Tangerine

Yellow

- 1/2lg. Banana(s)
- 3/4c Pineapple chunks (in own juice)

Blue/Purple

- 1c Blackberries or boysenberries
- 3/4c Blueberries
- 14 Grapes
- 2sm. Plums
- 3 Prunes (dried plums)
- 2T Raisins

Green

- 1c Honeydew melon (cubed)
- 1sm. Kiwi fruit
- 1sm. Pear

Mixed Colors

- 2T Dried fruit
- 1/2c Fresh fruit salad
- 1/2c Fruit cocktail (own juice)
- 6oz Fruit juice (100% juice)
- 1c Mixed berries (fresh/frozen)

FATS (CHOOSE OFTEN):

- 1T Nut butters: Almond, peanut, etc...
- 10-15 Nuts: Almonds, walnuts, pecans
- 1/4 Avocado
- 12lg. Black or green olives
- 1.5t Plant oils: olive, canola, flax
- 2t Flax seeds
- 2t Hummus
- 2t Seeds: Pumpkin, sesame, sunflower
- 3t Guacamole
- 2t Smart Balance, Benecol

FATS (CHOOSE LESS OFTEN):

- 2t Butter (stick)
- 1oz Cheese
- 1slice Cheese
- 2t Cream cheese
- 4t Half & Half
- 2t Mayonnaise
- 3t Reduced-fat cream cheese
- 4t Reduced-fat sour cream
- 2t Sour cream
- 1 2% String cheese
- 2 Turkey bacon slice
- 1 Turkey sausage link
- 1t Commercial salad dressings

1t = 1 Teaspoon
1T = 1 Tablespoon
1c = 1 Cup
1oz = 1 Ounce

sm. = Small
med. = Medium
lg. = Large

SOURCE: WWW.NAVYFITNESS.ORG

Eat Often with Recover

END OF PAGE

ATTACHMENTS:

**Attachment G: Annual Agency Physical Fitness
Qualification Test (APFQT)**



DEPARTMENT OF CORRECTIONS AGENCY PHYSICAL FITNESS QUALIFICATIONS TEST (APFQT):

INTRODUCTION:

The Department of Corrections Agency Physical Fitness Qualifications Test (APFQT) is consistent with national models and industry standards and is locally validated based on statewide statistics. Components of the test were designed to simulate actual tasks and essential knowledge, skills and abilities required of a Peace Officer. These skills were identified through job task analysis and a review of critical job responsibilities requiring physical proficiency.

The APFQT was developed to test range of physical abilities. Successful completion demands a significant physical effort. The results of your test will reflect your overall physical abilities and training for the above addressed areas (specifically strength and stamina) is recommended. Participants should come to the test wearing Class "C" attire. It is suggested that participants come to the session fully rested and hydrated.

To help reduce unnecessary injury and determine if you can safely perform all of the required tasks it is **recommended** that you consult with a physician prior to participating in the physical abilities test.

AGENCY PHYSICAL FITNESS QUALIFICATIONS TEST (APFQT):

Upon arrival to the scheduled session there will be a check in, orientation period, and a walk through of the Physical Fitness Qualifications Test (PFQT). Participants will be allowed to ask any questions related to the test and procedures during this period.

A warm up period will be allotted. The PFQT is a measure of a participant's best effort (completion should result in a near maximal to maximal effort) and fatigue will result. The running of the course will be timed to evaluate performance. Premature fatigue resulting in a lower score (longer time to complete) may be avoided by choosing the appropriate pace to maximize the rate at which the course is completed.

To achieve a passing score for the test, the participant must complete the entire PFQT within 7 minutes, 30 seconds. Any time exceeding the 7 minutes, 30 seconds cut off time is considered a failed test.

COURSE DESIGN AND COMPONENTS:

The APFQT was designed to assess physical attributes that reflect core enabling knowledge, skills and abilities and essential tasks common for law enforcement, corrections and correctional probation officers. The PFQT test is to be conducted in a continuous flow manner that is time-dependent in order to determine the participant's level of physical condition and aerobic capacity. The APFQT measures specific physical abilities through a series of tasks that are listed as follows:

- | | |
|---------------------------------|-----------------------------|
| 1. 300 meter run | 7. Over and Under Obstacle |
| 2. Stair Climb (Ascend/Descend) | 8. Tire Flip |
| 3. Tire Run | 9. 4 Foot Leap |
| 4. Serpentine/Zig-Zag Obstacle | 10. Wall Climb/Jump |
| 5. Tunnel Crawl | 11. Apprehension and Arrest |
| 6. Balance Beam | 12. Rescue Carry/Drag |

COURSE STAGES AND DESCRIPTION:

STAGE 1: 300 METER RUN

DESCRIPTION:

The 300 meter run starts off the twelve (12) stages of the Department of Corrections' Physical Fitness Qualification Test (PFQT). From a standing position the officer will be given the order to start the run. The officer will come off the standing position and begin running the marked track. The officer will continue until he/she reaches the designated obstacle course and shall immediately start to negotiate the second of the ten obstacles.

JUSTIFICATION / HEALTH RATIONALE:

Running builds upon the officer's aerobic base, improves aerobic power and enhances anaerobic metabolism and heart function. Substantially improves insulin levels and reduce metabolic syndrome risk factors that include high cholesterol, high blood pressure, high blood sugar, and abdominal body fat.

The course simulates a Corrections Officer walking within the housing unit while making rounds and cell room checks, when suddenly the officer hears of call over the radio for a disturbance or escape requiring immediate response for backup. The officer runs out of the unit to provide assistance.



Officer positioned at 300 meter run start



Stage 1: 300 meter run course layout

STAGE 2: STAIR CLIMB (ASCEND / DESCEND)

DESCRIPTION:

Immediately completing the 300 meter run, the officer will engage the stair climb. Starting from either foot followed by the other, the officer will step up (ascent) unto the single star step obstacle. The officer will then with either foot followed by the other step back off the stair to the original position. This will complete one (1) repetition. The officer will continue the stair climb until completing twenty (20) repetitions.

JUSTIFICATION / HEALTH RATIONALE:

Stair climbing improves aerobic and anaerobic systems and improves endurance and sprint performance. It raises your heart rate immediately thus maximizing cardio benefits. Builds core muscle strength – glutes, hamstrings, quadriceps, abs and calves to exercise and thus tone the body. Climbing stairs burns calories and is a recommended weight loss strategy.

Often while en route to assist another officer, an officer will have to run up or down flights of stairs to his destination. The purpose of this event is to expose the officer to the reality of the physical exertion required to negotiate the flights of stairs located within the various housing units within the correctional compound facility.



Officer performing Stage 2 Course: Stair climb 20 Repetitions

STAGE 3: TIRE RUN

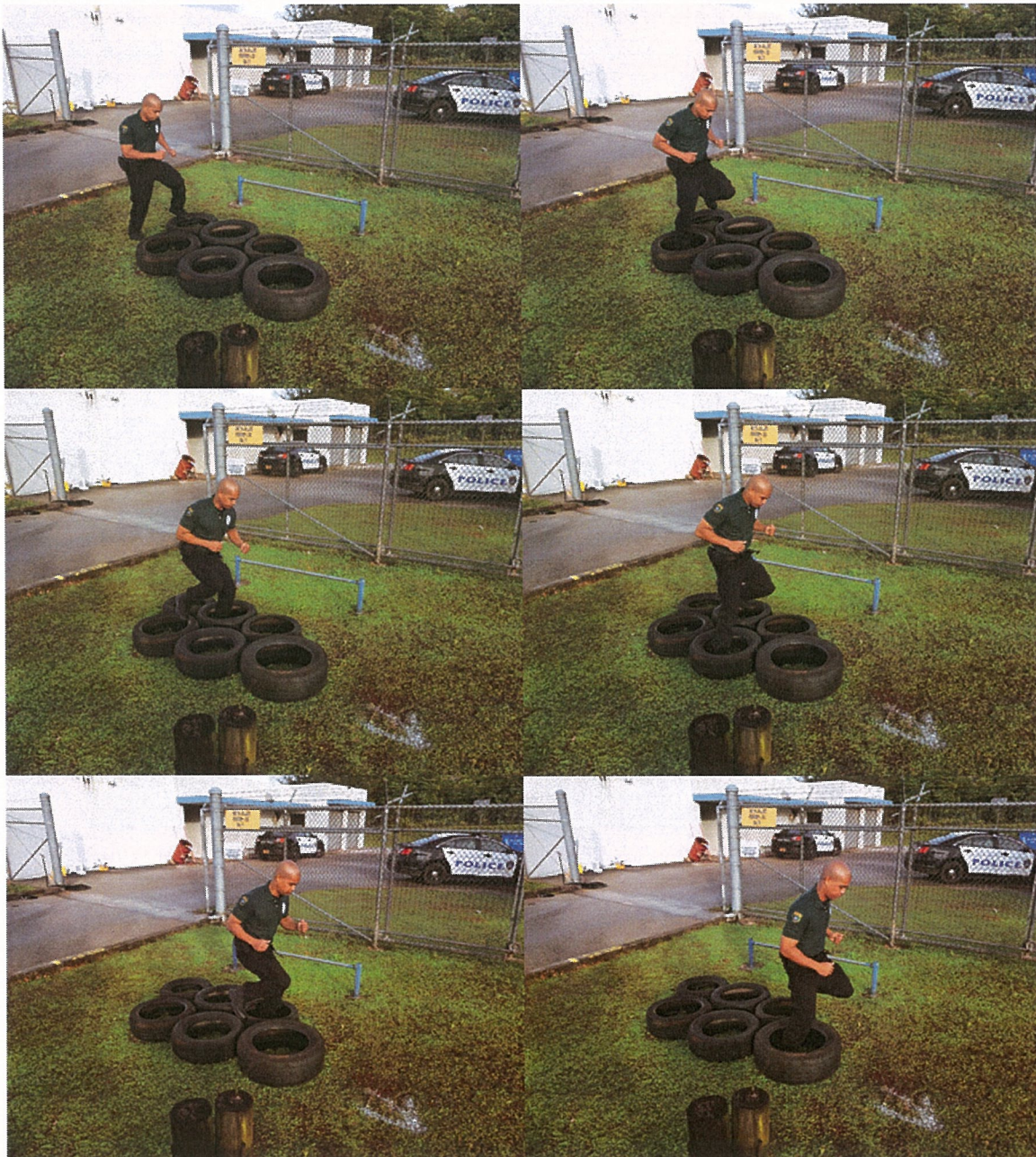
DESCRIPTION:

This obstacle consists of six (6) tires laid side by side offset to each other in a zig-zag pattern makes up the exercise. The officer will begin at one end of the tires, and step into each tire with one foot, one at a time and run through each tire as quickly as possible, making sure to lift your knee up high after stepping out of each tire to avoid tripping.

JUSTIFICATION / HEALTH RATIONALE:

Improves physical coordination, muscular balance, and mental focus. Helps increase speed, agility, cardio, endurance & leg strength.

In the event of a foot chase in pursuit of an inmate or responding to a call for assistance, the officer may have to quickly negotiate hazards or obstacles on the ground that require the quick reaction and agile footwork. The zigzag obstacle is a bona fide test of the officer's mental focus and physical agility.



Officer performing Stage 3 obstacle: Tire Run

STAGE 4: SERPENTINE / ZIGZAG

DESCRIPTION:

This obstacle consists of five (5) knee high poles that are staggered three (3) feet apart and offset to the right and left of each other. The officer will come upon the first pole nearest him/her and execute a half-circle to the outside of the pole and then back inside making his/her way to the next pole. This obstacle simulates running through crowds, etc.. The officer will execute the same motion around each pole until overcoming the last of the five poles.

JUSTIFICATION / HEALTH RATIONALE:

Improves physical coordination, muscular balance, and mental focus; Tones the muscle, builds strength and endurance while burning fat and calories.

After running some distance and negotiating a stairwell, another very common obstacle while en route to assist fellow officer is having to negotiate (design of the building) obstacles that force the require the quick and rapid left and right body movements. The zigzag obstacle is a bona fide test of the officer's mental focus and physical agility.



Officer performing Stage 4 course: Serpentine

STAGE 5: TUNNEL

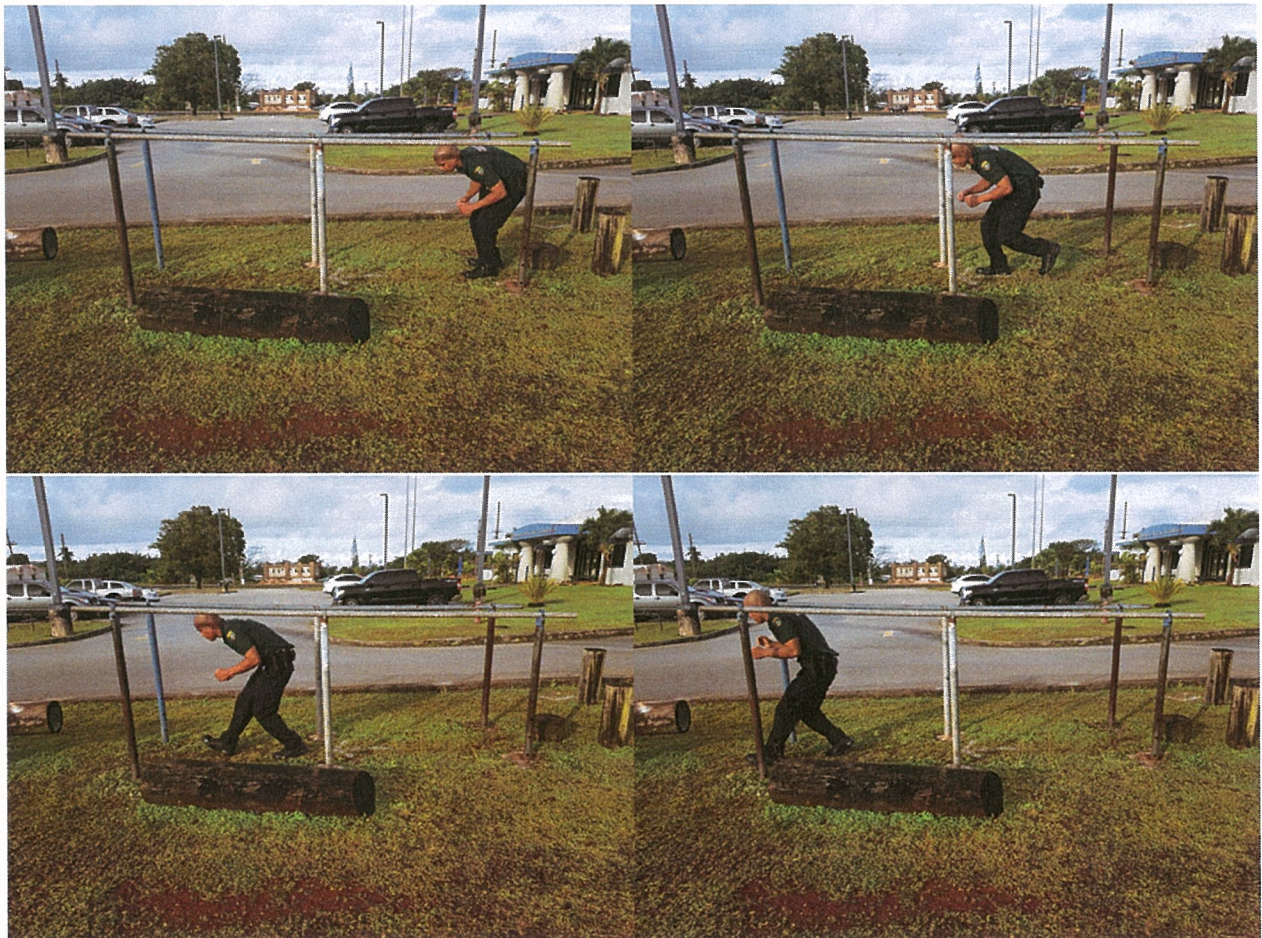
DESCRIPTION:

The tunnel obstacle is ten (10) feet in length with the entry point four (4) feet in height which is the tunnel's lowest point. Once entered and proceeding through the tunnel the height gradually increases to as much as five (5) feet at its exit. Upon approach, the officer must safely duck low enough to gain entry into the tunnel and continue through the tunnel and exit out the opposite end.

JUSTIFICATION / HEALTH RATIONALE:

Improves aerobic and anaerobic systems, improves endurance and sprint performance. It raises your heart rate immediately thus maximizing cardio benefits; Builds upper body and core muscle strength.

The obstacle simulates running through storm drains, bridges, etc.. A prisoner will do most anything to avoid capture if the possibility of an escape exists. Having to squat under low lying roofs and overhangs, tree branches or clothes lines are very common obstacles. Having to crouch in low or tight spaces to extract a suspect are very common experiences of a Corrections Officer.



Officer performing Stage 5 Course: Tunnel

STAGE 6: BALANCE BEAM

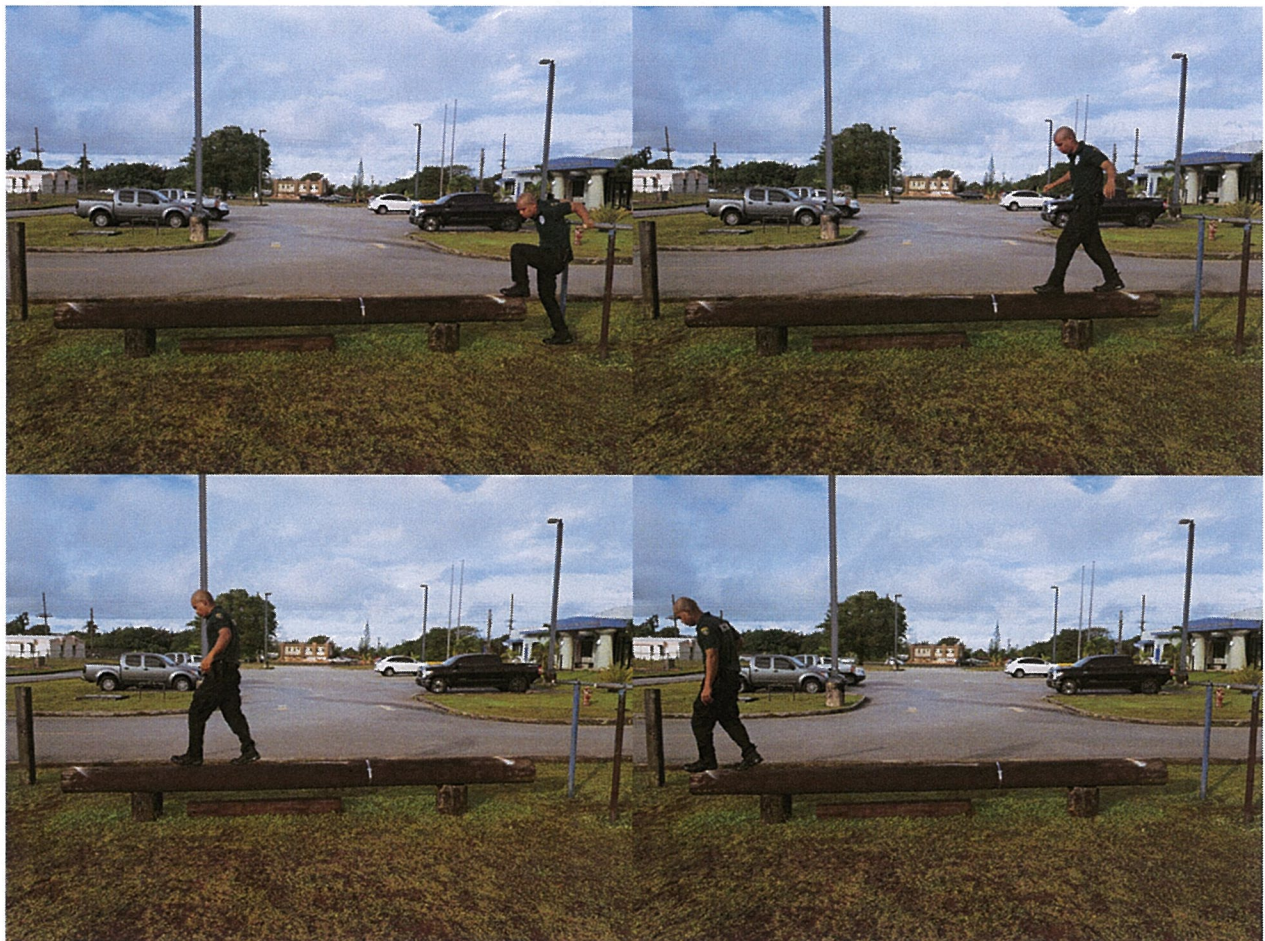
DESCRIPTION:

At four (4) inches thick by ten (10) inches wide, stretched across twelve (12) feet in length and eighteen (18) inches off the ground creates a plank (Balance Beam). Once successfully clearing the previous tunnel stage, the officer will approach the balance beam at its closest point and step up onto the obstacle with either foot followed by the other. The officer will make his/her way across the full length of the balance beam stepping off at the opposite end.

JUSTIFICATION / HEALTH RATIONALE:

Improves physical coordination, muscular balance, and mental focus; Tones the muscle, builds strength and endurance while burning fat and calories.

During a foot chase or pursuit, an officer may have to negotiate an obstacle that requires careful coordination of balance in an effort to successfully advance in a particular direction.



Officer performing Stage 6: Balance Beam

STAGE 7: OVER AND UNDER

DESCRIPTION:

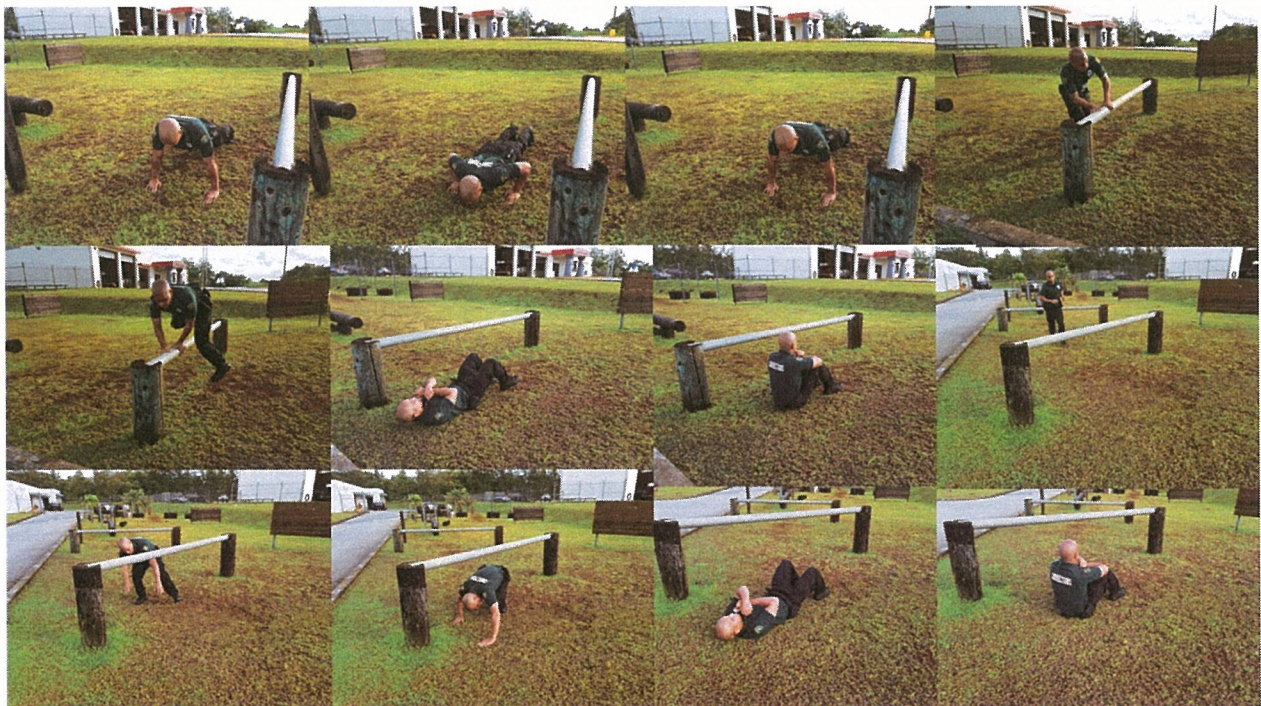
A combination of two (2) hurdles comprises this obstacle, both identical in design. A “U” shaped metal pole ten (10) feet in length is supported into the ground at three (3) feet in height. The second hurdle is placed in the same fashion yet spaced ten (10) feet apart and parallel to the first.

As the officer approaches the first hurdle he/she must stop short of the hurdle and demonstrate five (5) complete pushups. The officer then gets up off the ground, unsupported and negotiates the first hurdle by going over the metal bar. Once on the other end, the officer performs one (1) unassisted sit-up. Immediately thereafter, the officer gets back on his/her feet unsupported. The officer then makes way his/her way to the second hurdle and slides or crawls under the metal bar and through hurdle. Once on the other side, the officer again performs one (1) unassisted sit-up and returns back to a standing position unsupported. The officer then proceeds to the next obstacle.

JUSTIFICATION / HEALTH RATIONALE:

Improves aerobic and anaerobic systems, improves endurance and sprint performance. It raises your heart rate immediately thus maximizing cardio benefits; Builds upper body and core muscle strength.

An officer may have to push himself/herself back up after taking a fall or exert upper body (push) force in the apprehension or pursuit of a suspect. The pushup repetitions demonstrate upper body strength and explosive exertion immediately after a cardiovascular event. The officer would then use upper body strength to overcome an obstacle that is clearly in the way. An officer may also have to quickly recover from a supine, back flat on ground or other position after falling. During a pursuit an officer may have to duck or go or go under a low level obstacle in an effort to advance towards the suspect.



Officer performing Stage 7 course: Over and Under Beam

STAGE 8: TIRE FLIP

DESCRIPTION:

An exercise often seen in strongman events, the tire flip, is a great exercise to improve muscle strength and anaerobic conditioning. As the name suggests, a large tire often from a tractor or other big truck weighing from 50-100 pounds is lifted up and flipped over.

Starting with the tire flat on the ground, the Officer places his/her fingers under the tire while it is in this position. The hands and feet should be shoulder-width apart. Squat down deep, bending at the knees. As you return to a standing position, pull the tire up making sure to use your whole body - especially the legs to avoid lifting solely with the back. The momentum created allows the officer to change hand position from a pull to a push. Push the tire forward. The Officer will perform two (2) tire flips.

JUSTIFICATION / HEALTH RATIONALE:

Tire flips cover all the bases – core muscles, back, legs, arms, and shoulders. Improves aerobic & anaerobic systems, improves strength and endurance.

This is one of the best exercises for athletes and others such as in law enforcement who need to exert force quickly to move heavy opponents. Tire training can add a new dimension to any fitness conditioning program, regardless of age, gender, athletic ability, or fitness conditioning level.



Officer performing Stage 8: Tire Flip

STAGE 9: 4 FOOT LEAP

DESCRIPTION:

The Leap Across is established with two (2) parallel lines as markers placed four (4) feet apart and flat to ground level. It simulates jumping over a small ditch or low-lying object on the ground. While in a running stride the officer without stepping on either line will in a single leap go over and across both lines. The officer then continues running to the next obstacle.

JUSTIFICATION / HEALTH RATIONALE:

This is a great exercise to develop explosive power and improve the fast-twitch muscle fiber reaction; it requires your leg and core muscles to quickly contract to create maximum force with each jump. Improves physical coordination, muscular balance, and mental focus; Tones the muscle, builds strength and endurance while burning fat and calories.

An officer may have to jump over an obstacle during a pursuit and land properly so that he/she can continue without injury or loss of time.



Officer performing Stage 9: 4 foot leap / Jump over Ditch

STAGE 10: CLIMB/JUMP OVER 4 FEET WALL

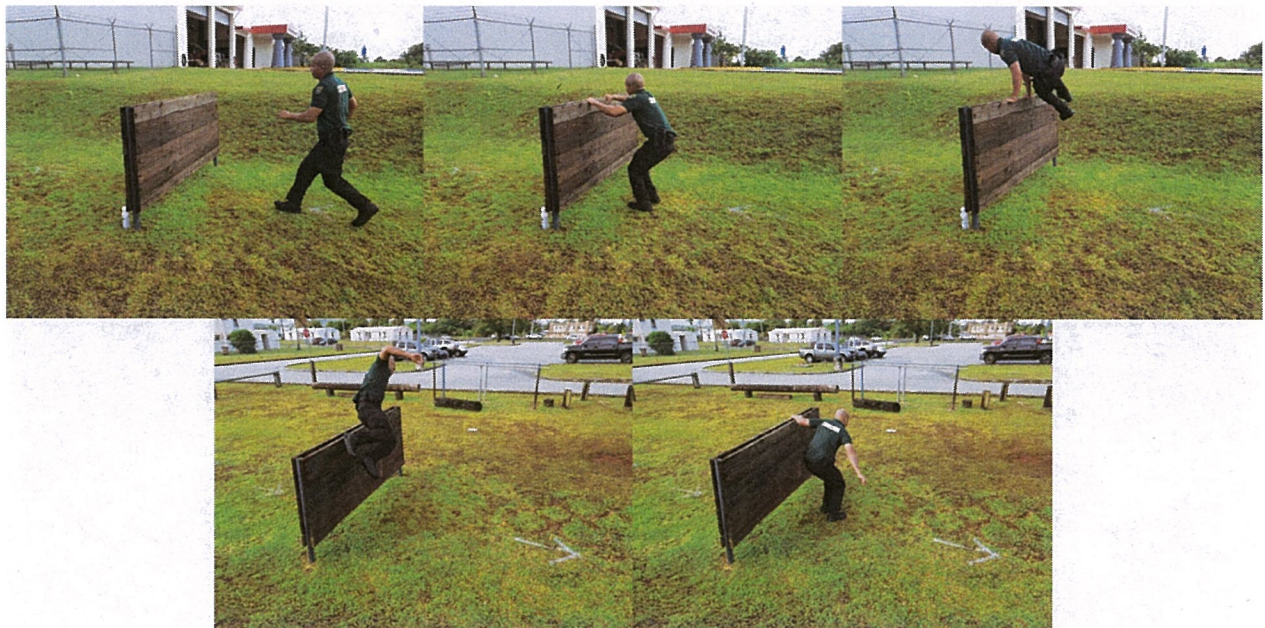
DESCRIPTION:

A wall set eight (8) feet in length and four (4) feet high is the makeup of this obstacle. The wall simulates chain link fences, loading docks, etc.. The officer approaches the wall from a running stride. Supported by any part of the body, the officer must make his/her way over the wall to the opposite side. The officer then continues running to the next obstacle.

JUSTIFICATION / HEALTH RATIONALE:

Improves aerobic and anaerobic systems, improves endurance and sprint performance. It raises your heart rate immediately thus maximizing cardio benefits; Builds upper body and core muscle strength.

An officer should be able to pull himself/herself up or climb over a solid obstacle in the pursuit of a suspect. Climbing walls test the officer's strength abilities and coordination. The officer must land safely so as to avoid injury and continue the pursuit.



Officer performing Stage 10 Course: Climb/Jump over 4 foot

STAGE 11: APPREHENSION AND RESTRAINT

DESCRIPTION:

In this event, a human form mannequin or similar object weighing between 100-150 pounds will be used to simulate a suspect that is positioned in a sitting position in a chair. The officer swiftly confronts the suspect and physically places the suspect face down on the ground. Using a set of handcuffs which is placed at the same location, the officer proceeds to restrain the suspect's wrists and hands. This completes this obstacle.

JUSTIFICATION / HEALTH RATIONALE:

Improves aerobic and anaerobic systems, improves endurance and sprint performance. It raises your heart rate immediately thus maximizing cardio benefits; Builds upper body and core muscle strength.

After a foot chase, an officer's ability to exert explosive physical action is paramount in order to overcome resistance from the suspect. The officer, although exhausted at this point should demonstrate his/her ability to properly subdue and restrain the suspect.



Officer performing Stage 11 course: Apprehension & Arrest

STAGE 12: RESCUE CARRY / DRAG

DESCRIPTION:

Using the dummy or mannequin from the previous obstacle, the officer will lift and carry or drag the mannequin fifty (50) feet to a designated safe location. This completes the obstacle ten (10) stage obstacle course of the Physical Fitness Qualifications Test.

JUSTIFICATION / HEALTH RATIONALE:

Improves aerobic and anaerobic systems, improves endurance and sprint performance. It raises your heart rate immediately thus maximizing cardio benefits; Builds upper body and core muscle strength.

It is possible that after apprehending a suspect, an officer may have to remove the person, whether conscious or unconscious, from a potentially hazardous situation or dangerous location. The officer also may at some point be in a position to rescue a fellow officer or citizen from potential dangers. The ability to do that while experiencing physical and emotional exhaustion is a critical capability as a peace officer.



Officer performing Stage 12: Rescue Drag (shown)



END OF FITNESS ASSESSMENT

TIMING AND SCORING:

The stop watch is stopped upon the participant's completion of the final obstacle. To achieve a passing score for the test an applicant must complete the entire PFQT Obstacle Course within 7 minutes, 30 seconds. Any time exceeding the 7 minutes, 30 seconds cut off time is considered a failed test.

DEPARTMENT OF CORRECTIONS PHYSICAL FITNESS QUALIFICATION TEST (PFQT) OBSTACLE COURSE LAYOUT



STAGE 1: 300 METER RUN

The 300 meter run starts off the ten (10) stages of the Department of Corrections' Physical Fitness Qualification Test (PFQT). From a standing position the officer will be given the order to start the run. The officer will run the marked track until he/she reaches the next obstacle.

STAGE 2: STAIR CLIMB (ASCEND / DESCEND)

Starting from either foot followed by the other, the officer will step up (ascent) onto the single star step obstacle. The officer will then with either foot followed by the other step back off the stair to the original position. This will complete one (1) repetition. The officer will continue the stair climb until completing twenty (20) repetitions.

STAGE 3: TIRE RUN

This obstacle consists of six (6) tires laid side by side offset to each other in a zig-zag pattern makes up the exercise. The officer will begin at one end of the tires, and step into each tire with one foot, one at a time and run through each tire as quickly as possible, making sure to lift your knee up high after stepping out of each tire to avoid tripping.

STAGE 4: SERPENTINE / ZIGZAG

There are five (5) knee high poles that are staggered three (3) feet apart and offset to the right and left of each other. The officer will come upon the first pole nearest him/her and execute a half-circle to the outside of the pole and then back inside making his/her way to the next pole. The officer will execute the same motion around each pole until overcoming the last of the five poles.

STAGE 5: TUNNEL

The tunnel obstacle is ten (10) feet in length with the entry point four (4) feet in height. Proceeding through the tunnel the height gradually increases to as much as five (5) feet at its exit. Upon approach, the officer must safely duck low enough to gain entry into the tunnel and continue through the tunnel and exit out the opposite end.

STAGE 6: BALANCE BEAM

Stretched across twelve (12) feet in length, ten (10) inches wide, eighteen (18) inches off the ground is the Balance Beam. The officer will approach the balance beam at its closest point and step up onto the obstacle with either foot followed by the other. The officer will make his/her way across the full length of the balance beam stepping off at the opposite end.

STAGE 7: OVER AND UNDER

Two (2) hurdles comprise this obstacle, both identical in design. A "U" shaped metal pole ten (10) feet in length is supported into the ground at three (3) feet in height. The second hurdle is spaced ten (10) feet apart and parallel. Upon approach of the first hurdle, the officer stops and performs five (5) complete pushups. The officer then gets up off the ground, unsupported and negotiates the first hurdle by going over the metal bar. Once on the other end, the officer performs one (1) unassisted sit-up. Immediately thereafter, the officer gets back on his/her feet unsupported. The officer then makes way his/her way under the metal bar and through the second hurdle. Once on the other side, the officer again performs one (1) unassisted sit-up and returns back to a standing position unsupported. The officer then proceeds to the next obstacle.

STAGE 8: TIRE FLIP

With the tire flat on the ground, the officer places his/her fingers under the tire, hands and feet should be shoulder-width apart. Squat down deep, bending at the knees. Return to a standing position, pulling the tire up making sure to use your whole body - especially the legs to avoid lifting solely with the back. Push the tire forward. The officer will perform two (2) tire flips.

STAGE 9: 4 FOOT LEAP

The Leap Across is established with two (2) parallel lines as markers placed four (4) feet apart and flat to ground level. It simulates jumping over a small ditch or low-lying object on the ground. While in a running stride the officer without stepping on either line will in a single leap go over and across both lines. The officer then continues running to the next obstacle.

STAGE 10: CLIMB/JUMP OVER 4 FEET WALL

A wall set eight (8) feet in length and four (4) feet high simulates chain link fences, loading docks, etc... The officer approaches the wall from a running stride. Supported by any part of the body, the officer must make his/her way over the wall to the opposite side. The officer then continues running to the next obstacle.

STAGE 11: APPREHENSION AND RESTRAINT

A human form mannequin or similar object weighing between 100-150 pounds is used to simulate a suspect that is in a seated position in a chair. The officer swiftly confronts the suspect and physically places the suspect face down on the ground. Using a set of handcuffs which is placed at the same location, the officer proceeds to restrain the suspect's wrists and hands.

STAGE 12: RESCUE CARRY / DRAG

Using the dummy or mannequin from the previous obstacle, the officer will lift and carry or drag the mannequin fifty (50) feet to a designated safe location. This completes the obstacle twelve (12) stage obstacle course of the Physical Fitness Qualifications Test.



ATTACHMENTS:

Attachment H: GFD Medic Support Interagency Letter



EDDIE BAZA CALVO
GOVERNOR

RAY TENORIO
LIEUTENANT GOVERNOR

DEPARTMENT OF CORRECTIONS
DEPATTAMENTON MANGNGURIHI
GOVERNMENT OF GUAM



ALBERTO "TONY" LAMORENA
DIRECTOR

KATE BALTAZAR
DEPUTY DIRECTOR

P.O. Box 3236 HAGATNA, GUAM 96932
#1 MASHBURN LANE DAIRY ROAD, MANGILAO, GUAM 96913
TELEPHONE No.: (671) 735-5170/5176
FAX No.: (671) 734-4051
WEBSITE: WWW.DOC.GUAM.GOV

[Insert Date]

Fire Chief [insert name]
Guam Fire Department
Suite 1001 DNA Building
Archbishop Flores Street
Hagåtña, GU 96928

Subject: Request for Assistance
Medic Support for Department of Corrections Physical Fitness Qualifications Test

Dear Chief [insert name],

Buenas yan Hafa Adai! The Department of Corrections request your support in our compliance with the Guam Peace Officer Standards & Training (POST) Commission's physical fitness requirements. We will be conducting our fitness assessment this entire week between the hours of [insert dates & time]. The assessment will be conducted at the Dededo Police Precinct Obstacle Course. Having a medic unit/team on standby for emergency and non-emergency matters will support our mission and will be greatly appreciated.

I will make time at your convenience to further discuss this request should you feel the need to do so. Otherwise, the designated point of contact will be [insert name of OIC T&SDS], who may be reached via my office at 735-5170/76 or mobile phone at [insert cell number]. Again, thank you for your time and attention to consider this request.

Senseramnente,

[insert name Agency Head]

END OF PAGE

