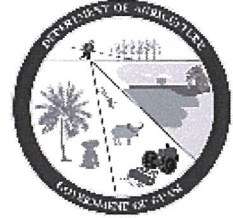


APPENDIX G
DEPARTMENT OF AGRICULTURE



Department of Agriculture Dipattamenton Agrikottura

163 Dairy Road, Mangilao, Guam 96913



Edward B. Calvo
Governor

Ray S. Tenorio
Lt. Governor

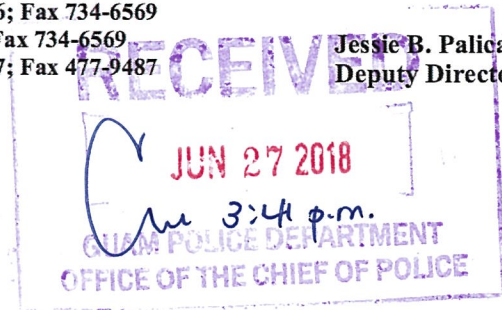
Director's Office
Agricultural Dev. Services
Animal Health
Aquatic & Wildlife Resources
Forestry & Soil Resources
Plant Nursery
Plant Inspection Facility

300-7964/65/66; Fax 734-6569
300-7972/73/67; Fax 734-6569
300-7965/66; Fax 734-6569
735-3955/56; Fax 734-6570
300-7975/76; Fax 734-6569
300-7974; Fax 734-6569
475-1426/27; Fax 477-9487

Matthew L.G. Sablan
Director

Jessie B. Palican
Deputy Director

June 26, 2018



Memorandum:

To: Chief of Police Joseph I. Cruz
Chairman
Peace Officer Standards & Training Commission

From: Director, Department of Agriculture

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

Buenas Yan Hafa Adai,

The Guam Department of Agriculture has completed its draft policy into the formulation of the Agency Specific Physical Fitness Qualifications Test (APFQT) as mandated by public Law 34-39.

The Department of Agriculture 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 is in accordance with acceptable principles of physical conditioning that enhances an individual's fitness and general health and wellness.

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 Conservation Officer I Gage Michael F. Santos, Officer-in-Charge of Creating and Composing the Agency Specific Annual Physical Fitness Qualification Test, who may be reached via my office at 300-7970 or mobile phone at 685-3301.

Matthew L.G. Sablan
Director, Guam Department of Agriculture



**DEPARTMENT OF AGRICULTURE
LAW ENFORCEMENT SECTION
PHISICAL FITNESS QUALIFICATION TEST
(PFQT)
POLICY AND STANDARD OPERATING
PROCEDURES**



Edward B. Calvo
Governor

Ray S. Tenorio
Lt. Governor

Department of Agriculture Dipattamenton Agrikottura

163 Dairy Road, Mangilao, Guam 96913

Director's Office
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300-7975/76; Fax 734-6569
300-7974; Fax 734-6569
475-1426/27; Fax 477-9487



Matthew L.G. Sablan
Director

Jessie B. Palican
Deputy Director

June 06, 2018

Intra- Departmental Memorandum:

To: Law Enforcement Section Personnel

Via: Channels

From: Director, Department of Agriculture

**Subject: Physical Fitness Qualification Course Test (PFQT)
Standard Operation Procedures and Policy.**

Buenas Yan Hafa Adai,

Attached is the; Law Enforcement Section; Physical Fitness Qualification Course Test (PFQT) Standard Operation Procedures (SOP) and Policy. I am requiring all personnel, to review the (PFQT / SOP) and Policy and become familiar with the requirements, mandated under; **PL-32-232 Title 17 GCA Ch. 51** as well as **PL 34-49**.

Matthew L.G. Sablan

cc:
LE File
Admin



DEPARTMENT OF AGRICULTURE DIRECTOR'S OFFICE LAW ENFORCEMENT SECTION



Physical Fitness Policy and Standard Operating Procedures

- PURPOSE:** To establish Departmental Physical Fitness, Health & Nutrition and Physical Fitness Qualification testing standards for all Deputy Conservation Officers, Civilian Volunteer Conservation Officer Reserves (CVCOR) and Limited Term Appointees (LTA) in accordance with Public Law 32-232, Title 17 Guam Code Annotated Chapter 51 as well as Public Law No. 34-49.
- OBJECTIVE:** To establish a uniform policy regarding the Physical Fitness Standards that all Deputy Conservation Officers, CVCOR Officers and LTA Officers must abide by.
- POLICY:** This is the policy of the Department of Agriculture's Law Enforcement Section regarding the Physical Fitness Standards that all Deputy Conservation Officers, CVCOR Officers and LTA Officers must abide by. Sworn officers must maintain a standard of physical fitness and wellness acceptable to the law enforcement profession and in compliance with Chapter 3, Title 27, Guam P.O.S.T (Peace Officer Standards and Training) Commission Administration Rules. The nature of the profession often requires making split-second, lifesaving decisions; facing inherent dangers; shift work and long hours; and constantly interacting with people who are upset, angry, or uncooperative – all of which expose officers to increased 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. Furthermore, the Department's policy requires that all sworn 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. A fit force encourages a higher level of morale and effectively promotes a better image to the community we are sworn to Protect and Serve.

THIS POLICY CONSISTS OF THE FOLLOWING, AS LABELED

- I. Administration
- II. Health & Nutrition
- III. Fitness & Health Coordinator/Alternate
- IV. Annual Physical Fitness Test
- V. Accountability
- VI. Employee Responsibility
- VII. Exercises
- VIII. Attachments

ADMINISTRATION

- A. The Department of Agriculture will ensure that this Policy is complied with in accordance with Public Law 32-232. A Physical Fitness Coordinator and Alternate shall be appointed by the Director. The Law Enforcement Section will begin testing all sworn Department Officers on an annual basis. This policy shall be implemented in accordance with Public Law 32-232.
- B. The standards that will be placed upon each Officer shall directly relate to the Officer's Job duties and shall include Individual fitness goals specific to the Officer's rank.
- C. A violation / failure to comply with the adopted standards is just cause for adverse action administered by the Director and Post Commission. The Officer may be transferred or assigned work outside of Conservation Enforcement duties as well as outside of Sworn Peace Officer duties.
- D. The Director of the Department may exempt an Officer from participating in the PFQT or from a specific test of the PFQT based on the facts and circumstances of the individual case, including those in which an Officer was injured in the line of duty.

SAFETY

- A. The Department of Agriculture, will ensure that an MOU with the Guam Fire Department will be established, to provide emergency services should the need arise before any testing.
- B. All testing events will be coordinated with the availability of Guam Fire EMS
- C. Should the Guam Fire Department is not available the department will ensure that a certified First Aid Technician is on-hand before any testing as an alternate for safety purposes.

HEALTH & NUTRITION

- A. The purpose of this section is to assist the Officer in addressing and maintaining good health through good nutrition and physical conditioning.
- B. The implementation of an annual PFQT is also to provide the Officer with a periodic physical fitness evaluation.
- C. This Policy is also designed to assist and support Officers in establishing and executing a good Health and Nutrition plan.
- D. With the implementation of a good Health and Nutrition plan, Officers will be able to see results such as but not limited to; better work performance, less work related stress and a more productive and positive family life.
- E. 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 they are not physically able to perform to the minimum standard shall be placed on an adjusted fitness program in full consideration of limitation set forth in the medical condition report. 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 disable under the Americans with Disabilities Act (ADA) and Fair Labor Standards Act (FLSA); or court case decisions.
- F. Each individual sworn officer is solely responsible for compliance with this policy. Nothing herein shall be construed to exempt each individual sworn officer or place responsibility on any other person or entity. It shall be incumbent upon the individual sworn officer to receive a health screening from a licensed health professional prior to participation in the Department Physical Fitness Program. 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.
- G. An officer seeking diet planning and understanding can log on to www.navyfitness.org.

FITNESS & HEALTH COORDINATOR AND ALTERNATE:

The Director shall designate a Fitness & Health Coordinator and Alternate as required by the POST Commission. The Coordinator and the Alternates must ensure the Sections Compliance with POST PFQT requirements as outlined in the POST Administrative Rules. Both the Coordinator and the Alternate will serve as the liaison between the Department and the POST Commission. The Coordinator and Alternate must keep records of each individual Officers test results, a copy of a medical waiver form and fitness screening questionnaire.

ANNUAL PHYSICAL FITNESS TEST:

All sworn officers will be required to perform an Annual Physical Fitness Qualification Test (PFQT) in accordance with the following standards:

- A. Annual Physical Fitness Qualification Test or Re-Test will be completed every year as reasonably scheduled by the primary and/or Alternate PFQT Fitness and Wellness Coordinator. If the Officer fails the 1st test he/she will be given a written Advisement. On the Officers 2nd, 3rd and 4th failed attempts the Officer will be given written warnings for each failed attempt. On the 5th failed attempt the Officer will have Temporary Suspension of POST Certification, pending determination by the POST Commission.
- B. The Fitness Screening Questionnaire (FSQ), will be the standard form used to verify that PFQT participants are screened on the date of the test and before the performance of any of the test events.
- C. Annual PFQT testing periods will be held from January 1st through January 31st.
- D. The PFQT will be based on a pass or fail type system. **The Officer will have the option to choose between Formats A or Format B.** Once the Officer has chosen a Format the Officer must stick to that Format for the calendar year and cannot switch between formats for that calendar year.
- E. Fitness Requirements for tests will be based on two (2) Officer Categories
 - a. Conservation Captain, Conservation Lieutenant and Conservation Sergeant
 - b. Conservation Recruit, Conservation Officers I, II and III.
- F. The PFQT will be offered in ~~two~~ (2) formats:
 - a. Push-ups, Sit-ups, Run, Swim and Water Tread (Format A)
 - i. One Minute Push-ups
 - ii. One Minute Sit-ups
 - iii. One mile run (a)16:10 (b)14:31
 - iv. 100 Meter Swim
 - v. Water Tread (a) 2 min (b) 2 min
 - b. Run, Push-ups, Sit-ups, Hike, Swim and Water Tread (Format B)
 - i. One Minute Push-ups
 - ii. One Minute Sit-ups
 - iii. 300 Meter Run
 - iv. One mile hike
 - v. 100 meter swim
 - vi. Water Tread (a) 5 min (b) 10 min

ACCOUNTABILITY:

All Officers are expected to fully comply with the guidelines and timelines set forth in this policy. Failure to comply will result in appropriate corrective action. Responsibility rests with the Section Leader as well as the Director of the Department to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

EMPLOYEE RESPONSIBILITIES:

- A. All Officers are required to have a physical health screening conducted by a licensed Physician prior to participation in the PFQT or have filled out the Fitness Screening Questionnaire (FSQ) and will be the standard form used to verify that PFQT participants are screened on the date of the test and before the performance of any of the test.
- B. Immediately Inform the Health and Wellness Coordinator/ Alternate of any possible medical condition and/or physical limitation that will prevent, inhibit, or limit participation in activities under this program. Under these circumstances, the affected employee will not be allowed to continue participation until written clearance is obtained from a licensed physician.
- C. If an Officer's physician does not recommend participation in the PFQT, the Officer will not be allowed to test during the testing period.
- D. Medical Waivers, it is the responsibility of the Officer to report to his/her immediate supervisor any medical condition that could affect the Officer's ability to perform all assigned task and responsibilities, including participation in the PFQT, all medical waiver request must be accompanied by a letter from a physician describing the physical condition that prohibits participation in the PFQT. All medical Waiver Forms must be submitted no later than the day of the scheduled PFQT.
- E. Officers are given a maximum of three (3) hours weekly (up to one hour per day but no more than three hours a week) to perform their choice of physical fitness activity. However, the activity cannot conflict with day to day operations and may only be taken if time and duties permit.
- F. Officers are responsible for keeping track of their PFQT re-test dates. Officers are allowed to re-test after the 42 calendar day and before the 90 day. Re-test may be given before the 42 day upon the Director of Agriculture's approval.

EXERCISES:

The following types of exercises are examples of suitable exercises for Deputy Conservation Officers or Section officer in charge to implement as part of the administration of this policy:

- 1. Swimming
- 2. Hiking
- 3. Running
- 4. Calisthenics/Aerobics
- 5. Cross Fit Training
- 6. Circuit Training
- 7. Participation in Organized sports
- 8. Martial Arts; Jiu jitsu, Judo, Karate, Taekwondo etc.

Format A

TEST	REQUIREMENT
Push-Ups	20 (one min.)
Sit-Ups	29 (one min.)
One Mile Run	16:10 / (b) 14:31
100 Meter Swim Test	No Time Limit
Tread Water	2 min.

Format B

TEST	REQUIREMENT
Push-Ups	25 (one min.)
Sit-Ups	25 (one min.)
300 Meter Run	Must run entire length or fail
One Mile Hike	20 min.
100 Meter Swim Test	No Time Limit
Tread Water	(a) 5 min. / (b) 10 min.

100 Meter Swim Test

STROKE	DISTANCE	INTERMISSION
Free Style	25 meters	10 Sec.
Back Stroke	25 meters	10 Sec.
Breast Stroke	25 meters	10 Sec.
Swimmer's Choice	25 meters	

1. Sit-ups:

- a. Sit-ups measure trunk endurance which is necessary to lift and to perform manual material and equipment handling tasks.
- b. Method:
 - i. Start Position: Officer will lay flat on his/her back with knees bent at a 90 degree angle. Feet may be together or apart. Partner will hold ankles. Hands will be in front across the chest.
 - ii. In Motion: At the command to begin, officer will lift upper body off the ground (head and torso) bending at the waist. Elbow must make contact with any area of the thigh and then return to the start position to complete one repetition.

2. Push-ups:

- a. Push-ups will measure the capacity to exert muscular effort repeatedly or continuously over a period of time.
- b. Method:
 - i. Start Position: starting from the up position (elbows fully extended), body must be kept in a straight line from the shoulders to the ankles at all times.

- ii. In Motion: at the command to begin, officer will lower body towards the ground bending at the elbows. Back and back of the arms will come to a parallel position. Push back up to starting position for one repetition.

3. 1 mile hike:

- a. The hike measures cardiovascular endurance and is related to the ability to perform strenuous work for long periods with minimum decrease in performance. This exercise must be administered in a rural environment consistent with terrain that the officers perform duty tasks.

4. 300 meter run:

- a. This is a test for anaerobic capacity which is important for performing short intense bursts of effort such as pursuits

5. Swim test:

This test is to ensure the officer maintains the basic swimming skill, an essential skill for self-rescue or rescue of another in the water.

- a. Free Style stroke: Officer must demonstrate a free style/front crawl stroke without stopping, and officer must maintain forward progression until lap is complete. Officer must maintain proper stroke.
- b. Back Stroke: Officer must demonstrate an elementary back stroke without stopping, and officer must maintain forward progression until lap is complete.
- c. Breast Stroke: Officer must demonstrate the breast stroke without stopping, and officer must maintain forward progression until lap is complete. During this stroke, Officer must maintain correct stroke and not a doggy paddle.
- d. Officers will have 10 seconds at the end of each stroke to prepare for the next stroke. If an Officer holds on to the wall for more than 10 sec. in-between strokes the Officer will have failed the swim test.
- e. This swim test is a pass or fail event.
- f. Officers will not be allowed to use goggles, fins or any swimming aids.
- g. The start position for this exercise will begin in the water

6. Tread Water test:

- a. This test is to ensure that the officer maintains the basic water treading skill, an essential for self-rescue or the rescue of another.
- b. Officers will not be allowed to use goggles, swim fins or any swimming aids.
- c. The Officer must maintain his position in the water, while not exhausting him/herself for a period of time as stated on test Formats A or B. The officer performs this test by maintain an up-right position in deep water, by moving the feet with a walking movement, and the hands with a downward circular motion.

Attire:

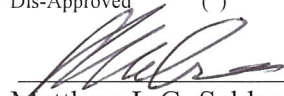
Format A: Running shoes, shirt and shorts or sweat pants for exercise events. Swim event will consist of shirt and shorts.

Format B: Running shoes, Class "C" pants for push-up and sit-up events. **Duty belt will be worn for the 300 meter run and 1 mile hike. (No Firearm or Ammunition)**

Attachments:

Attachment A: Fitness Screening Questionnaire
Attachment B: Health and Nutrition Hand Book
Attachment C: Advisement Form
Attachment D: Written Warning Form
Attachment E: MOU with Parks and Recreation
Attachment F: Request for Assistance ref; Guam Fire EMS

Approve ()
Dis-Approved ()



Matthew L.G. Sablan
Director, Department of Agriculture

 6/7/18

Lt. Mark J.D. Aguon LES OIC

 6/7/18

COI GageMichael F. Santos
PFQT Project Coordinator / Proctor

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)

Comment(s)

(Signature / Date / Stamp of Provider)



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

SOURCE: WWW.NAVYFITNESS.ORG

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.

SOURCE: WWW.NAVYFITNESS.ORG

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.

SOURCE: WWW.NAVYFITNESS.ORG



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



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



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



SOURCE: WWW.NAVYFITNESS.ORG

FUELING SERIES

CHOOSE YOUR FUEL

EAT CLEAN

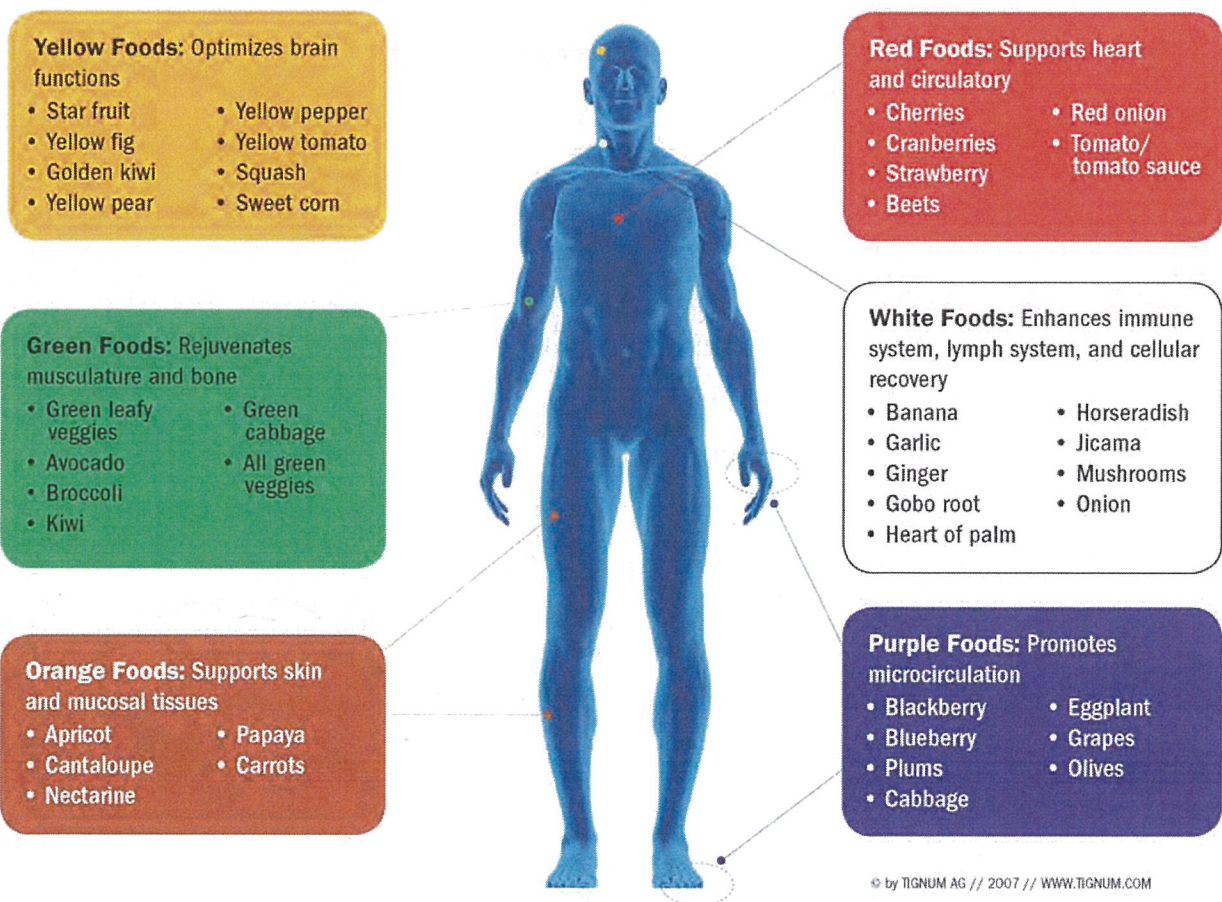
	HIGH OCTANE FUEL: 91	REGULAR OCTANE FUEL: 89	LOW OCTANE FUEL: 87
CARBS (GRAINS)	Beans (black, kidney, navy) Chickpeas Black eyed-peas Brown rice Corn Green peas High fiber crackers Lentil, black bean and pea soup Low-fat refried beans Sweet potato/yam Whole grain bread Whole grain bagels Whole grain cereal Whole grain tortillas Whole grain waffles	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	Biscuits Croissants Doughnuts Fettuccini alfredo French fries Hash browns Mashed potatoes Muffins Pop tarts Refried beans Sugary cereals
PROTEIN	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	85% Ground beef/turkey Chicken, dark/skinless Milk: 2% and low-fat flavored Turkey, skinless/dark Turkey bacon Turkey sausage	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
FAT	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	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	Fried foods Honey roasted nuts/seeds Margarine Mayonnaise Ranch & other salad dressing Regular cheese Sour cream Coconut oil

SOURCE: WWW.NAVYFITNESS.ORG

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



SOURCE: WWW.NAVYFITNESS.ORG

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:

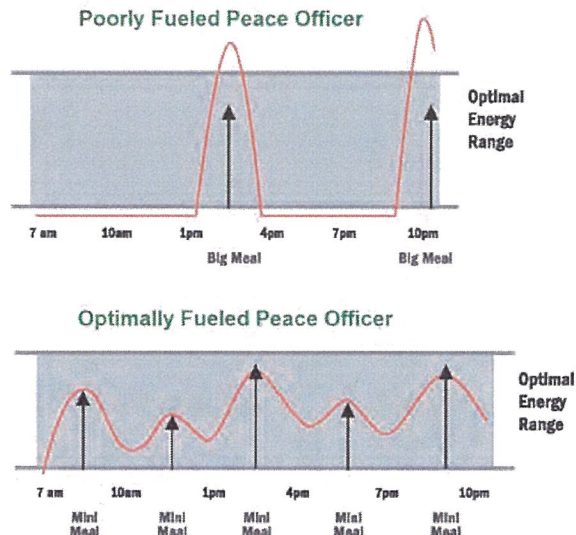
Protein: Eggs, egg whites, ham, beans, yogurt, or low-fat milk

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.

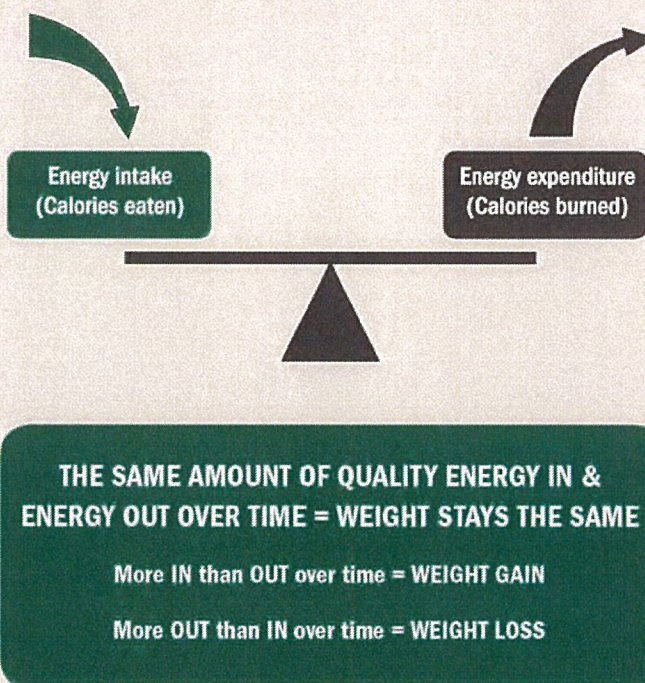


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Energy Balance:

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.



LIFESTYLE ACTIVITY + STRUCTURED WORKOUTS + QUALITY FUELING = SUCCESS

SOURCE: WWW.NAVYFITNESS.ORG

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, pumpnickel 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
- ¼c 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.



FUELING SERIES

HYDRATION NEEDS

HYDRATE

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.

SOURCE: WWW.NAVYFITNESS.ORG

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

Hydrated

Dehydrated

***Extremely
Dehydrated
(consult a doctor)***

SOURCE: WWW.NAVYFITNESS.ORG

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 $\frac{1}{4}$ 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.

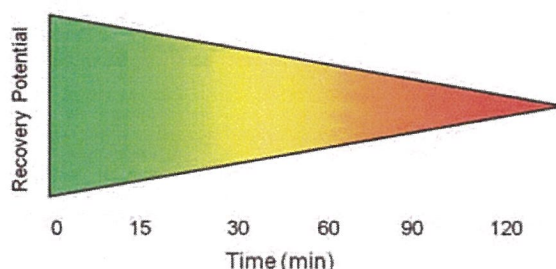
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Recovery in 3's: Pre, During, and Post-Workout

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

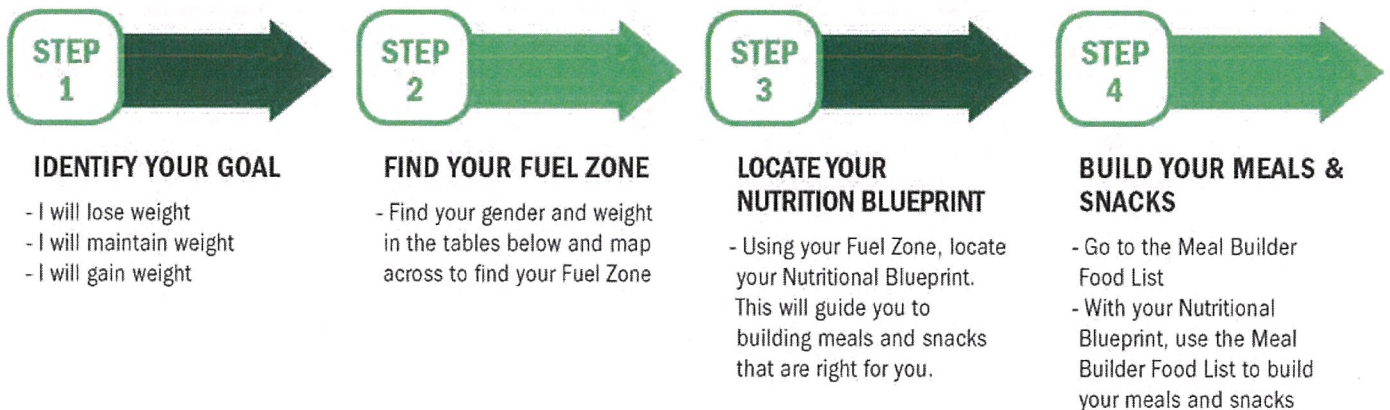
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FUELING SERIES

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

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

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)

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

- 1/2c 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.nsfport.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)
- 1c 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
- 1/2c Strawberries (whole)
- 1/2c Watermelon (cubed)
- 1/2sm. Grapefruit

Orange

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

Yellow

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

Blue/Purple

- 1c Blackberries or boysenberries
- 1/2c 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

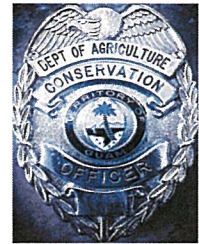
1t = 1 Teaspoon
1T = 1 Tablespoon
1c = 1 Cup
1oz = 1 Ounce

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

SOURCE: WWW.NAVYFITNESS.ORG



DEPARTMENT OF AGRICULTURE
DIRECTOR'S OFFICE
LAW ENFORCEMENT SECTION



Date

To: Employee's Rank and Name

From: Supervisor's Rank and Name

Subject: PFQT Advisement

1. As per (Special Order No and Title), you performed (Format of PFQT) of the Department's P.O.S.T. Physical Fitness Qualification Test (PFQT), mandated by Public Law 34-49.
2. The Format in which you chose to test has Rank specific standards 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 Rank, the time the test was administered to you:

Rank Group
FORMAT A

Push-Ups		Sit-Ups		1 Mile Run		2 min. tread		100mtr Swim	
Required	Performed	Required	Performed	Required	Performed	Pass	Fail	Pass	Fail

FORMAT B

Push- Ups		Sit-Ups		300Meter Run		1 Mile Hike		5-10 min tread		100mtr Swim	
Required	Performed	Required	Performed	Required	Performed	Required	Performed	Pass	Fail	Pass	Fail

4. Be aware that of what you are required to perform in order to meet the minimum standards of your Rank.

Supervisor's Name & Signature

My signature indicates that I acknowledge that I received and read this document.

Acknowledged:

Officer's Signature

Date



DEPARTMENT OF AGRICULTURE
DIRECTOR'S OFFICE
LAW ENFORCEMENT SECTION



Date

To: Employee's Rank and Name
From: Supervisor's Rank and Name
Subject: (1st, 2ND 3RD) **WRITTEN WARNING**

Re: Unsatisfactory Performance (PFQT Test)

1. As per (Special Order No and Title), you performed the (PFQT Standard) of the P.O.S.T. Physical Fitness Qualification (PFQT) and mandated by Public law 34-49.
2. The PFQT Format A or Format B is a pass or fail, 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 rank (as reflected below):

**Rank Group
FORMAT A**

Push-Ups		Sit-Ups		1 Mile Run		2 min. tread		100mtr Swim	
Required	Performed	Required	Performed	Required	Performed	Pass	Fail	Pass	Fail

FORMAT B

Push- Ups		Sit-Ups		300Meter Run		1 Mile Hike		5-10 min tread		100mtr Swim	
Required	Performed	Required	Performed	Required	Performed	Required	Performed	Pass	Fail	Pass	Fail

4. In accordance with Public Law 34-49, this is your (first time), (second time), (third time) Unsatisfactory performance in the Format A or Format B 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 standards required of your age and gender. Failure to improve and meet 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 a Conservation officer with the Department of Agriculture.
6. Please be advised pursuant to Public Law 34-49 (§ 3105 (e) 4 of Chapter 3, Title 27, 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's Standard 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 general orders of this Department and the Department of Administration's Rules and Regulations and Public Law 34-49.

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



Department of Agriculture Dipattamenton Agrikottura

163 Dairy Road, Mangilao, Guam 96913



Edward B. Calvo
Governor

Ray S. Tenorio
Lt. Governor

Director's Office
Agricultural Dev. Services
Animal Health
Aquatic & Wildlife Resources
Forestry & Soil Resources
Plant Nursery
Plant Inspection Facility

300-7964/65/66; Fax 734-6569
300-7972/73/67; Fax 734-6569
300-7965/66; Fax 734-6569
735-3955/56; Fax 734-6570
300-7975/76; Fax 734-6569
300-7974; Fax 734-6569
475-1426/27; Fax 477-9487

Matthew L.G. Sablan
Director

Jessie B. Palican
Deputy Director

December 00, 2018

Memorandum:

To: Director, Department of Parks and Recreations

From: Director, Department of Agriculture

Subject: Request for assistance ref; Hagatna Pool access.

Buenas Yan Hafa Adai Director,

I am requesting your assistance, for the use of the Hagatna Pool, on December 00, 2018 at 6:00 am. My officers need to conduct their annual; Physical Fitness Qualification Test (PFQT) swim event to complete the P.O.S.T. requirement. Your favorable action would be greatly appreciated.

Matthew L.G. Sablan

cc:
LE File



Edward B. Calvo
Governor

Ray S. Tenorio
Lt. Governor

Department of Agriculture Dipattamenton Agrikottura

163 Dairy Road, Mangilao, Guam 96913

Director's Office
Agricultural Dev. Services
Animal Health
Aquatic & Wildlife Resources
Forestry & Soil Resources
Plant Nursery
Plant Inspection Facility

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300-7974; Fax 734-6569
475-1426/27; Fax 477-9487



Matthew L.G. Sablan
Director

Jessie B. Palican
Deputy Director

December 00, 2018

Memorandum:

To: Chief, Guam Fire

From: Director, Department of Agriculture

Subject: Request for assistance ref; PFQT EMS Support.

Buenas Yan Hafa Adai Chief,

My officers will be conducting their annual; Physical Fitness Qualification Test (PFQT) as per P.O.S.T. requirements on December 00, 2018 at 6:00 am. I am requesting your assistance in providing EMS support for safety purposes. Your favorable action would be greatly appreciated.

Matthew L.G. Sablan

cc:
LE File

