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Services



AIR FORCE FITNESS AND SPORTS  
PROGRAMS

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This instruction implements AFD 34-1, *Air Force Services Combat Support Programs*. This publication implements the fitness improvement programs (AFI 40-501, *The Air Force Fitness Program*), and voluntary, leisure-time fitness and sports activities. Major commands (MAJCOM) may supplement this instruction with advance approval of the Commander, Air Force Services Agency. Send two copies of each proposed MAJCOM supplement to the Directorate of Programs, Headquarters Air Force Services Agency (HQ AFSVA/SVP), 10100 Reunion Place, Suite 402, San Antonio TX 78216-4138. Send copies of each published MAJCOM supplement to the Director of Services, Headquarters United States Air Force (HQ USAF/ILV), 1770 Air Force Pentagon, Washington DC 20330-1770 and to HQ AFSVA/SVP. **Records Disposition.** Maintain and dispose of all records created by processes prescribed in this publication IAW AFMAN 37-139, *Records Distribution Schedule*.

SUMMARY OF REVISIONS

This revision incorporates Interim Change IC 2001-1 and updates AFI-34-266, *Air Force Fitness and Sports*, to support the expanded fitness test. Toward this end, we developed the following policy guidelines to ensure our fitness staffs are providing the necessary aerobic and strength conditioning programs for our Air Force personnel. These Interim Policy Changes will be in effect until the AFI undergoes a comprehensive revision. A “|” indicates revised material since the last edition. The entire text of the IC is at Attachment 3.

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## Chapter 1

### OPERATIONS

**1.1. Air Force Fitness and Sports Program.** The Air Force Fitness and Sports Program contributes to readiness and improves productivity by promoting fitness, esprit de corps, and quality of life for Air Force people. Refer to AFI 34-262, *Services Programs and Use Eligibility* for program participation priorities. Where military facilities are not available, use appropriated funds (APF) to contract with specified local facilities (refer to AFI 65-106, *Appropriated Fund Support of Morale, Welfare and Recreation and Non-appropriated Fund Instrumentalities*, Chapter 9).

**1.1.1. Funding.** Fitness centers (FC) are Category A programs. The Air Force goal is 100 percent APF support where authorized in Category A activities. Revenue generating activities such as food and resale operations (Category C) must break even in FCs. Intramural sports and fitness events are Category A. Non-intramural sports (varsity, off base leagues, MAJCOM competitions, etc.) are Category B and are supported with APFs and nonappropriated funds (NAFs). NAF expenditures should be appropriate to the number of participants. Effective planning and budgeting are essential to ensure successful execution of activities and future projects. Fees and/or charges for enhanced instructional classes and special events are authorized only to offset verifiable NAF expenses for these services.

**1.2. Fitness Center Hours of Operation .** FCs will be open a minimum of 112 hours a week. Given the importance of fitness, it is imperative we provide our people maximum accessibility to our fitness centers. Hours should be predicated on the customers' needs and demands, not the convenience of the fitness center staffs. To ensure this, fitness centers should usually be open on federal holidays. This provides our people access to this important quality of life service when they most need it. However, recognizing the unique place Thanksgiving and Christmas hold in American family tradition, commanders may elect to close fitness centers on these days. Installation Commander has discretion to alter operation hours based on available Services squadron personnel and installation mission requirements.

**1.2.1. After-Hour Use.** After-hour use of fitness facilities is not encouraged. Today's FCs focus on weight resistance and cardiovascular training equipment that can pose significant physical risks if used unsupervised. As such, after-hour use without certified staff supervision promotes an unsafe environment and puts the customer in jeopardy. Further, the use of facilities after hours increases the opportunity for damage and theft and often interferes with custodial contract cleaning. If after-hour use is requested, recommend hours of operation be reviewed to determine if they can be adjusted to better meet the needs of all customers. The Installation Commander may approve after-hour use of the facility if base FC operating hours do not fully meet mission requirements. Recommend consultation with the base legal office on the liability issues.

**1.2.2. Mini-Fitness Centers.** The authorization for mini-fitness centers (unit owned, funded and maintained fitness areas not operated by the Services squadron) rests with the Installation Commander. The number of mini-fitness centers should be kept to a minimum, and approved only when circumstances warrant their existence. Mini-fitness centers may be appropriate in units with a large number of shift workers, and at facilities located outside a 15 minute driving distance from the base FC. Requests for mini-fitness centers are submitted by the unit squadron commander through the Services squadron commander/division chief. If the Services squadron commander/division chief cannot accommodate the unit's request by altering the base FC hours of operation, the Services commander/division chief forwards the request through the Support Group Commander to the Installation Com-

mander for approval. Mini-fitness centers should be equipped with quality equipment commensurate with that found at the base FC. Units purchase equipment for mini-fitness centers from Allowance Standard (AS) 410, Allowance ID: 410COOB, and should maintain equipment in accordance with (IAW) manufacturer's recommendations. For detailed procedures see AFMAN 23-110, *USAF Supply Manual*, Vol II, part 2, chapter 22 and AFI 34-204, *Air Force Services Logistics Support Program*.

**1.3. Minimum Age Limit.** Age limitations are established to ensure a safe environment for all FC customers. Medical organizations such as the American Academy of Pediatrics (AAP), American College of Sports Medicine (ACSM), and the National Strength and Conditioning Association (NSCA) provide specific guidelines for youth fitness programs. The Air Force standard has been developed to be consistent with these guidelines. Local base leadership should use caution when lowering the minimum age for unsupervised use of FCs. All deviations from the standard must be documented in a written base policy.

**Table 1.1. Age Restrictions.**

16 years of age and over	Unrestricted use of all FC facilities and equipment. Need not be accompanied by a parent or legal guardian.
14 and 15 years of age	<u>Cardiovascular Equipment and Weight Rooms</u> : Require interactive supervision from a parent, legal guardian, or Youth Program staff member/ coach. * <u>Other areas (basketball court, racquetball, etc.)</u> : Unrestricted use.
13 years of age and under	<u>Cardiovascular Equipment and Weight Rooms</u> : Access to these areas prohibited. ** <u>Other areas (basketball court, racquetball, etc.)</u> : Require interactive supervision from parent, legal guardian, or Youth Program staff member.

\* The AAP, ACSM, and NSCA each recognize that youths vary in their emotional and physical levels of maturity. Youths typically need more gradual, carefully organized training programs than adults. Caution is required while supervising youth in these areas.

\*\* AAP, ACSM, and NSCA guidelines point to clear and definite risks for youths in the cardiovascular and resistance training areas of FCs. Consult with Family Member Programs Flight Chief for details.

**1.3.1. Family Fitness Hours.** AFI 34-262 gives top priority to active duty members and their family members in all Services activities. FCs should consider offering "Family Hours" or "Family Events" during non-peak times to promote family fitness.

**1.4. Fitness Center Staff.** Personnel include active duty military, APF civilians, NAF civilians (resale operations), and volunteers. The organizational structure of the FC should be constructed to provide for the most efficient and economical use of resources.

1.4.1. Basic Staff Training. Staff members must maintain a working level of fitness and sports knowledge and expertise. All staff must complete basic first aid training and maintain either the Red Cross Cardiopulmonary Resuscitation (CPR) or American Heart Association Basic Life Support (BLS) certification within 30 days of assignment to the fitness center. The family member support flight training and curriculum specialists, base medical treatment facility, and local organizations are resources for providing CPR and first aid certification. A trained individual who can conduct equipment orientations (para 1.5.3.2.) must be on duty at all times. Additionally, these individuals must complete the

AETC Fitness Fundamentals Course (3AZR3M051) within 180 days of assignment to the fitness center. The Fitness Center Director (FCD) must attend the activity managers course (13OZR4M3001) at Lackland AFB with a follow-on at hq afsva within 1 year of assignment as facility director. Supplemental training from local experts, in-house, health and wellness centers (hawc), or other sources must be conducted to reinforce course principles and provide current fitness information and sports programming. Aerobics and other group exercise instructors will maintain current BLS or CPR certification. In addition, group exercise leaders will maintain national certification as an instructor.

**1.4.2. Advanced Staff Training.** A minimum of two individuals or 20 percent of the fitness staff and the FCD must successfully complete an enhanced (40 hr minimum) fitness course. This training should be reserved for noncommissioned officers (NCO) who have passed their 7-level Career Development Course (CDC) and APF civilians. Current FCDs must meet this requirement by 31 December 2000. Advanced training will be unit funded with APFs. Deviations from this requirement must be coordinated with Headquarters Air Force Services Agency, Fitness and Sports Branch (HQ AFSVA/SVPAF).

**1.4.2.1. Advanced Training Organizations.** Training must be obtained from an organization meeting the following Air Force standards.

1.4.2.1.1. Degreed (physical education, exercise science, or related field) professional staff and instructors.

1.4.2.1.2. Strong research base, contributing to the future of the fitness industry.

1.4.2.1.3. Provides fitness research and/or educational journals to enhance training.

**1.4.2.2. Advanced Training Sources.** Either of the following sources meets these standards and fulfills the advanced training requirement. Equivalent training sources requests must be forwarded to HQ AFSVA/SVPAF for approval or disapproval.

1.4.2.2.1. Cooper Institute for Aerobics Research (Physical Fitness Specialist)

1.4.2.2.2. American College of Sports Medicine (Exercise Leader and/or Health/Fitness Instructor)

**1.4.3. Air Force Exercise Specialist.** Recognition as an Air Force Exercise Specialist is reserved for individuals who have achieved basic and advanced training and have met additional experience requirements as outlined below and will result in award of a pin and certificate.

**1.4.3.1. Eligibility Criteria.** Air Force Exercise Specialist requires:

1.4.3.1.1. Meeting Basic Staff Training requirement (as described in para. **1.4.1.**).

1.4.3.1.2. Meeting Advanced Staff Training requirement (as described in para. **1.4.2.**).

1.4.3.1.3. Minimum of one year's work experience in the FC.

1.4.3.1.4. Documented 75 hours of individual personal training and/or group exercise leadership.

1.4.3.1.5. One additional continuing education course directly related to fitness intervention from any of the above organizations or Air Force courses (e.g. AFSVA Strength Conditioning Course).

1.4.3.2. Application Procedures. Applicants should forward copies of all training certificates and experience documentation along with the FCD's recommendation to the Services Commander or Director for signature. Packages will be sent through the MAJCOM to HQ AFSVA/SVPAF for coordination and to hq usaf/ilv for approval.

**1.5. Fitness Center Functional Areas.** FC functional areas include operations, fitness, and sports. The FCD assigns staff duties to accommodate the various areas of responsibility.

**1.5.1. Fitness Center Director.** The FCD develops and manages base fitness and sports programs, approves sports bylaws, helps base personnel establish clubs for specialized sports, and develops and maintains facility, personnel, program, and financial records. The FCD will ensure weekly inspections are conducted on fitness and sports equipment, fields, and facilities with discrepancies documented and forwarded to the appropriate office for correction. The FCD will develop and coordinate an emergency plan with Director of Base Medical Services (DBMS). Refer to paragraph 5.1.1. for guidelines to prepare an emergency plan. The FCD will identify, document, and execute training needs and ensure staff members meet the requirements for their position. The FCD will work with related base and community fitness organizations to provide a well-balanced and comprehensive program. The FCD will consult with ground safety office and civil engineers to report and correct any ground safety hazards. The FCD will develop an annual operations plan and forward it through the Combat Support Flight Commander (CSFC) to the Services commander or division chief for approval.

**1.5.2. Operations Function.** Manage outdoor maintenance, perform building manager functions, oversee custodial contract or service, and maintain equipment and supply accounts. Conduct and document weekly inspections of all operations areas assigned by the FCD. Coordinate safety inspection criteria with the Ground Safety Office.

1.5.3. Management Function. FCD designates a Fitness Program Director in writing to ensure the following functions are accomplished. Develop and monitor an annual fitness plan that includes all core and enhanced fitness programs as well as activities and programs implemented in coordination with other base organizations. Manage all fitness programs such as group exercise classes, equipment orientations, incentive programs, special events, fitness improvement programs, and fitness monitoring. Conduct a periodic review of programs to include fitness instructor qualifications and performance. Advertise monthly fitness activities. Provide ongoing staff fitness training to include education modules provided by the HAWC Fitness Program Manager (FPM). Provide fitness equipment room monitoring. Appoint a liaison to hawc for all fitness initiatives and a Representative to the Wing Health Promotion Working Group (HPWG). Manage all fitness personal service contracts as applicable. Ensure all fitness equipment in the strength, cardiovascular, and free weight areas are maintained and in safe working condition.

1.5.3.1. Fitness Equipment Room Monitor. A staff member must monitor fitness activity areas during peak hours and assist customers with equipment use.

1.5.3.2. Equipment Orientations. Staff members must be trained, within 30 days of assignment, to provide basic equipment orientations on proper equipment use (i.e. how to safely position and effectively use machines for exercising all of the major muscle groups). This involves basic equipment adjustments, safety considerations, and proper use of cardiovascular, selectorized, and free weight equipment. For example, training on the use of the treadmill would involve providing an understanding of the electronic keyboard, walking properly on the belt, and the use of handrails

for safety. Strength equipment training could include how to properly adjust seat and weights as well as proper body alignment and range of motion when executing exercises. Upon completion, the staff may monitor fitness equipment areas and provide equipment orientations. However, this training would not allow an individual to conduct personal training.

1.5.3.3. Fitness Improvement Programs (FIP's). Staff members completing basic staff training, to include supplemental training from HAWC personnel may deliver equipment-based FIPs or other classes for which they have been trained.

**1.5.4. Sports Function.** Manage all aspects of the base adult sports program (base youth sports program managed by the Family Member Support Flight) to include intramural, extramural, varsity and sports official contracts. Conduct and document weekly inspections of all adult sports equipment, fields, and facilities to ensure they are maintained in safe condition. Coordinate safety inspection criteria with the Ground Safety Office. Design and implement installation core sports programs to ensure the highest level of participation from squadrons, units and individuals. Consider these planning factors: customer needs, funds, facilities, staff, and environment. Develop the annual sports plan. Develop sports bylaws in coordination with the Fitness and Sports Advisory Council.

**1.6. Fitness Center Programs.** Design the activities at FCs to support the Core Programs and Services identified in paragraphs **1.8.1.** and **3.2.1.** of this document. The number of program offerings is contingent upon the size of the military installation. The criteria for determining whether a base is categorized as small, medium, or large is the total number of assigned military personnel (Air Force and other, to include Air Force Reserve and National Guard) and interservice support agreements with other services. For Air Education Training Command (AETC), authorized permanent change of station (PCS) students must be added to the permanent party figures for all bases. For Pacific Air Forces (PACAF) and United States Air Forces in Europe (USAFE), TDY personnel assigned for greater than 30 consecutive days may be added to the permanent party figures for all bases. Small bases have a total military population below 1,000; medium bases have 1,000 to 5,000; and large bases have over 5,000 military population). Reserve bases and munitions sites (MUNSS) will meet the programming according to their mission capabilities.

**1.7. Continuity Book.** Designed to assist FCS in the transition into the FC and provide an overall picture of the installation's fitness and sports program. Each FCD develops and maintains a current continuity book. Refer to AFMAN 34-137, *AF Fitness and Sports Operations*, (will convert to AFMAN 34-237) for information on continuity book contents.

**1.8. Fitness Center Customer Services.** FCs will provide select core services to their customers and where resources are available, provide enhanced services.

**1.8.1. Core Services.**

**Table 1.2. Core Services.**

1. Resale Operation	All FCs are to provide a resale operation to their customers. The scope of services provided is at the discretion of the base leadership.
2. Locker Service	All FCs will provide free daily use locker service. At least 25 percent of lockers in all locker rooms will be daily use. Remaining lockers may be assigned as permanent lockers on an annual basis to authorized users as prioritized in AFI 34-262. Establish local procedures to determine distribution. Bases should maintain a 95% occupancy rate for permanent lockers. An annual review should be conducted, and if the occupancy rate drops below 95%, the unused permanent lockers should be reassigned to daily use. *
3. Towel Service	All FCs will provide free towel service. Towels are an authorized APF expenditure. An appropriate inventory should be maintained to support the daily use of towels. APFs are authorized for towel laundry service.

\* Lockers are an authorized APF expenditure. Program now with APFs to replace all NAF lockers when they are fully depreciated. Do not charge any fees for lockers purchased with APFs, except fees to cover NAF costs associated with management and maintenance, as authorized by AFI 34-262. Nuisance fees, such as rental fees for daily use lockers are prohibited as outlined in the Services Policy Handbook (HQ USAF/ILV, July 1998).

**1.8.2. Enhanced Services.** Services that enhance core programs and services may be provided through contracts, on a fee basis, or by volunteers. Services may include, but are not limited to, Juice Bars, Massage Therapy, Distinguished Visitor Lockers, Personal Laundry, and Child Care areas. When Child Care areas are provided, coordination with the Family Member Support Flight Chief and approval by the Air Force Civil Engineer Support Agency is required prior to implementation to ensure facilities meet the requirements for short term care as outlined in AFI 34-701, *Child Development Programs* (will convert to AFI 34-248), Atch 3.

**1.9. Marketing and Promotions.** FCDs will use CORPORATE PRISM data to develop a comprehensive marketing plan. Complete local needs assessments and/or local surveys annually to determine customer needs and incorporate these findings into the annual program plan. Use customer feedback to promote program changes and justify expenditures. The FCD will work with the marketing staff to develop promotional, advertising, commercial sponsorship, and publicity strategies.

## Chapter 2

### FITNESS EQUIPMENT

**2.1. Cardiovascular (CV) Equipment Standard.** All FCs will have as a minimum the following CV equipment: treadmills, upright bikes, recumbent bikes, steppers, and elliptical/ total body conditioning machines. The quantities are dependent upon the size of the installation (ref. paragraph 1.6. above). A minimum of two pieces of each type of equipment should be on hand at remote sites not meeting the population requirement.

**Table 2.1. Cardiovascular Equipment Standards.**

Type Equipment	Small	Medium	Large
Treadmill	3	8	12
Upright Bike	2	5	8
Recumbent Bike	3	8	12
Stepper	2	5	8
Elliptical/Total Body	2	5	8

**2.2. Selectorized Resistance Training Equipment Standard.** All FCs will have as a minimum one complete line of the following selectorized resistance training equipment: leg press, leg curl, leg extension, seated/standing leg abduction, seated/standing leg adduction, standing/seated calf raise, bench press, overhead press, cable lat pulldown, compound row, pectoral fly, bicep curl, tricep press, crunch, back extension, cable crossover, high/low pull, and weight-assisted dip/chin. Medium and large bases should have a minimum of two lines of this equipment (with the exception of one cable crossover and one weight-assisted dip/chin machine).

**2.3. Free Weight Resistance Training Equipment Standard.** All FCs will have as a minimum one complete line of the following free weight resistance training equipment: power rack, smith machine, combination pull-up/dip, olympic bench, olympic incline, olympic decline, adjustable incline, incline leg press, hack squat, preacher curl, one set 5-100 lbs rubber/vinyl coated dumbbells, one set 5-50 lbs rubber/vinyl coated dumbbells, beauty bell dumbbells with rack, twin tiered dumbbell racks, E-Z curl, 5ft and 7ft olympic bars, weight plates up to 100 lbs, and one weight tree per 2 benches. Large bases are encouraged to have two lines of this equipment as necessary to meet customer demands.

## Chapter 3

### FITNESS PROGRAMS

**3.1. Readiness.** Fitness supports readiness. Fitness programs directly support the Air Force mission and readiness by offering unique and creative exercise opportunities that promote positive lifestyle behaviors through fitness and exercise activities.

**3.2. Core and Enhanced Fitness Programs.** FCs will provide select core programs at no cost to their customers and where resources are available, provide enhanced programs.

#### 3.2.1. Core Fitness Programs

**Table 3.1. Core Programs.**

1. Group Exercise Classes	A minimum of 10 offerings per week at small bases and 15 offerings per week at medium and large bases, e.g. step aerobics, body sculpture, low impact aerobics.*
2. Incentive Programs	4 per year, of which one should be family oriented, e.g. Cycle Across America, Swim the Yukon, Jog Club.
3. Special Events	4 per year, of which one should be family oriented, e.g. Monthly Walk/Run, Mini-triathlon.
4. Equipment Orientations	Staff members must provide equipment orientations on an appointment basis and/or through regularly scheduled classes.
5. Fitness Improvement Programs (FIPs)	Sufficient aerobic and strength improvement classes must be offered to accommodate individuals failing to meet AF fitness and weight standards. These classes are separate from, and may be in addition to, regular group exercise classes.

\* Classes should provide aerobic, strength, and flexibility conditioning appropriate for fitness development. Careful consideration should be given to providing classes meeting these requirements. Examples are hi/lo impact, cardio-kick boxing, "spinning", circuit training, "abs" class, and group strength training. Class offerings above the minimum requirement may be provided with NAFs and patrons charged a fee accordingly

**3.2.2. Enhanced Fitness Programs.** Programs that provide enhanced fitness opportunities may be offered at the discretion of base leadership. Enhanced programs may include, but are not limited to, group exercise classes beyond the core (e.g. spinning, TaiChi, yoga, Aquacise, etc.), fitness assessments, and one-on-one personal fitness training (i.e. specific, progressive instruction toward an individual's personal fitness goals).

**3.2.3.** If a personal service contract is used to provide group exercise classes, fitness assessments, or one-on-one personal fitness training, the contract must include an acknowledgment of personal liabil-

ity signed by the contractor and the contractor's signed agreement to compensate the government for any expenditures it incurs because of the contractor's conduct and activities.

**3.3. Group Exercise Instructors.** Group exercise instructors for core programs must be provided with APF.

3.3.1. All group exercise instructors will be trained by nationally recognized certifying organizations meeting the following Air Force standards.

3.3.1.1. National accreditation through an outside agency which assures the certifying organization has a standard by which exams are developed and monitored, and have current standards of practice within the discipline.

3.3.1.2. Professional, qualified staff.

3.3.1.3. Requirement for Continuing Education Credits.

3.3.1.4. Organizational exercise journal/publication to enhance training.

3.3.2. ACSM, American Council on Exercise (ACE), and the Aerobics and Fitness Association of America (AFAA) currently meet these standards. Other nationally recognized certifying organizations may apply to HQ AFSVA/SVPAF for equivalent recognition.

**3.4. Fitness Improvement Programs (FIPs).** These programs are the responsibility of the fitness center and target those who do not meet Air Force fitness, strength, and/or weight/body fat standards. These individuals must have priority for space in FIP classes. The fitness center must offer the appropriate number of FIP classes per week, as part of or in addition to the required core aerobics classes, as needed to fulfill the requirement. Schedules must accommodate day, swing, and midnight shift personnel. Both aerobic and strength classes must be offered as part of this program and be marketed as "FIPs". Recommendations for FIPs include, but are not limited to, monitored walking/jogging groups, aerobics classes, equipment-based classes, strength conditioning classes, "abs" classes, "spinning" classes, circuit training, or a combination of these. Use only APF's to support installation FIPs. Coordination with the HAWC FPM is recommended for development of program structure. Consider scheduling FIPs during non-peak hours.

## Chapter 4

### SPORTS PROGRAMS

**4.1. Core and Enhanced Sports Programs.** FCs will provide core programs for their customers and where resources are available, provide enhanced programs. Sports programs contribute to the overall fitness program of the Air Force and promote unit esprit de corps. Bases should consider implementing a Commander's Trophy initiative to promote participation in their sports program.

#### 4.1.1. Core Sports Programs.

**Table 4.1. Core Sports Programs.**

Intramural Sports	Provide 4 of 5 (softball, basketball, flag football, volleyball, soccer). Bowling and golf programs are not considered core sports programs.
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This Category A program, authorized 100 percent APF support, is designed to promote organized, competitive sports between units. The installation commander determines participation which may include active duty, reservists assigned to base units, adult family members, Department of Defense (DoD) civilians (including NAF employees), base contract personnel, and foreign nationals. Active duty and reservists assigned to base units have first priority in intramural sports participation. Do not deny active duty members participation in the intramural program to allow other categories of customers listed above to participate. However, other categories of customers may participate in the intramural program if their participation is needed to offer a particular program. Sports include team and individual in men's, women's, and coed programs. Refer to AFMAN 34-137 (will convert to AFMAN 34-237), for additional guidance.

#### 4.1.2. Enhanced Sports Programs

**Table 4.2. Enhanced Sports Programs.**

1. Extramural Sports	Type of sport locally determined by demand. Category B activity
2. Varsity Sports	Type of sport locally determined by demand. Category B activity
3. MAJCOM Sports Competitions	Type of sport determined by MAJCOM. Category B activity

These competitive sports programs supplement the intramural program. They provide opportunities for the base community to compete on base, with other bases, civilian communities, universities, clubs, etc. Financial guidance is provided in AFI 65-106, and AFI 34-201, *Use of Nonappropriated Funds* (will convert to AFI 34-403).

**4.1.3. Sports Bylaws.** Bylaws for all sports will be developed in coordination with the Fitness and Sports Advisory Council and approved by the FCD. Inform sports coaches of bylaws prior to the beginning of the season. These local rules supplement the playing rules established by the sport's National Governing Body (NGB) or any other recognized organization such as the National Collegiate Athletic Association, the National Intramural-Recreational Sports Association, or the United States Slow Pitch Association. Overseas MAJCOMs may use international rules, if appropriate.

**4.2. Officials.** Officials (umpires, referees, score keepers, and timers) impact the safety and quality of the sports program. Officials will be annually certified/trained by a certified rules clinician of the particular sport. Sports officials will be funded with APFs.

**4.3. Equipment and Supplies.** Sufficient equipment and supplies, e.g. balls, bats, jerseys, etc. must be available to provide a comprehensive program. Ensure all equipment and supplies are properly controlled, inventoried, and stored. The FCD will develop and implement a plan to replace or repair program equipment, uniforms, and supplies. Reference AFIs in paragraph [4.1.2](#).

**4.4. Higher Level Competition.** This program is designed to provide elite athletes an opportunity to participate in higher level competition including: varsity, MAJCOM, Air Force, armed forces, national, and international.

**4.4.1. Varsity.** The installation commander determines participation, which may include active duty, reservists assigned to base units, DoD civilians, and foreign nationals. Other categories of personnel (not listed above) may be used to augment a varsity team. At all times, active duty members must comprise at least two-thirds of the team composition. Reference AFIs in paragraph [4.1.2](#).

**4.4.2. Air Force, armed forces, national, international.** Active duty members and reservists are eligible based on skill and ability. Reservists are eligible if they are on active duty status through the dates of the competition. Air Force members assigned to non-Air Force installations must receive authorization from HQ AFSVA/SVPAF to compete in higher level competition conducted by another military department. Reservists may be placed on Active Duty Tour (ADT) with Air Force Reserve Command, AFRC/CV approval on AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**. All applicants must be amateurs as defined by the rules of the NGB for the sport. Exceptions are basketball, bowling, golf, and tennis, track and field, triathlon, cycling, and volleyball.

**4.4.2.1. Budget Allocation.** For installations hosting an Air Force Trial Camps and/or Armed Forces Championships, HQ AFSVA/SVPAF provides the host base with a budget allocation letter no later than 30 days prior to the start of an event outlining authorized expenditures. For information concerning disbursements and reimbursements refer to AFMAN 34-214, *Procedures for Non-appropriated Funds Financial Management and Accounting*. (will convert to AFMAN 34-414).

**4.4.2.2. Travel.** Request authorization for travel to and from sports events and competitions on DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**.

**4.4.2.3. Mode of Travel.** Orders must specifically authorize the mode of travel, e.g., military air, government-procured air, military motor vehicle, or privately owned vehicle. Reference AFIs in paragraph [4.1.2](#).

**4.4.2.4. Permissive TDY.** Unit commanders may authorize permissive TDY not to exceed 30 consecutive days to allow members to participate or train in sports events officially conducted or sponsored by elements of the Air Force, inter-service organizations, or DoD. This includes participation in local, regional, sectional, district, or state events. Unit commanders must coordinate with the local Services squadron or division before approving the request. HQ AFSVA/SVPAF must approve permissive TDY in excess of 30 days and for events of national or international prominence. Refer to AFI 36-3003, *Military Leave Program*, for additional information.

**4.4.2.5. Forms.** AF Form 303, **Request for USAF Specialized Sports Training**, is used for athletes, trainers, officials, and coaches applying for higher level sports competition, when requested by HQ AFSVA/SVPAF. The form includes sports experience in a specific sport and performances in the past three years. Athletes must receive the endorsement of their supervisor, unit commander, and installation FCD who forwards the request as directed by the MAJCOM to HQ AFSVA/SVPAF. Athletes selected to attend Air Force Trial Camps will compete for a position on the Air Force team.

**4.4.3. World Class Athlete Program (WCAP).** This program provides Air Force athletes of world class caliber the opportunity to participate in training for national and international sports competition leading to selection to United States national teams in their respective sports. This program includes training and competition leading to Pan American and Olympic games. Requests for inclusion in this program must include a completed AF Form 303 and must be directed to HQ AFSVA/SVPAF through their MAJCOM. Accepted WCAP personnel are assigned to HQ AFSVA/SVPAF with duty location at a base most conducive to their training.

**4.5. Fitness and Sports Advisory Council.** This mandatory council meets at least quarterly and functions as an advisory body to assist, coordinate, and assemble installation resources to support comprehensive fitness and sports programs. The chairperson will be the FCD (a non-voting member). The council should include the Command Chief Master Sergeant and at least one primary and one alternate representative from each unit or tenant of the installation. Commander's Trophy points should be earned through participation at the meetings. Coordinate the meeting minutes through the Services commander/division chief and the Support Group Commander. Provide a copy of the approved minutes to all council members.

## Chapter 5

### SAFETY

**5.1. Safety.** The Combat Support Flight Commander supports the FCD to ensure facilities and programs meet safety requirements. The FCD coordinates a medical emergency plan with the DBMS. Refer to AFI 91-202, *The U.S. Air Force Mishap Prevention Program*, AFI 91-204, *Safety Investigations and Reports*, and AFI 91-301, *Air Force Occupational Safety, Fire Protection, and Health (AFOSH) Program*.

**5.1.1. Emergency Procedures.** Ensure the following areas are addressed when developing a written emergency plan: 1) Emergency care personnel must have access to all areas of the facility, 2) Develop and use an incident report to document pertinent information as well for reference during follow-up by the FCD, 3) Establish a protocol for handling minor and major incidents considering local medical procedures and response times, 4) Establish a procedure for handling incidents involving blood IAW local policy, 5) Establish an effective communication system with emergency response personnel and post signs, as appropriate, to facilitate communication, 6) Establish a checklist detailing the specific duties of each staff member during an emergency, and 7) Practice the emergency plan and document at least annually, and as new staff is assigned. The details in each area will be developed by the FCD with guidance and recommendations from the DBMS.

**5.1.2. First Aid Kit.** The FCS may provide limited medical attention when participants suffer injuries or illness during FC programs. Coordinate these procedures with the DBMS to determine extent of assistance and proper training. First aid kits with limited supplies will be maintained in the FC. Contents will be determined by the DBMS. First aid kits will be purchased with APFs.

**5.2. Medical Considerations.** Participants in physical contact or collision sports, such as tackle football, boxing, and wrestling, must have medical clearance from a qualified health care provider prior to participating. The DBMS determines the medical evaluation.

**5.3. Racquetball/Squash/ Handball.** Eye protection for participants in racquetball, squash, and handball sports is mandatory. All eye protection must be impact resistant. This requirement applies to all FC customers regardless of status. Military and dress spectacles are not approved eyewear for racquet sports. Protective eyewear must be designed to withstand high impact, unlike everyday frames and lenses. FCs will have sufficient quantities of protective eyewear available for loan at no charge to customers. Consult with the base optometrist for further guidance or clarification. The following sign will be posted at court entrances: PLEASE USE IMPACT RESISTANT EYE PROTECTION AVAILABLE AT THE EQUIPMENT ISSUE DESK

**5.4. Sauna/Steam Room Alarm.** A duress system will be installed that alerts the FCS of emergency situations in these areas. Alarms will be easily accessible to customers in sauna baths and steam rooms to provide an emergency means to alert the FCS. Ensure the alarm will sound in an area constantly inhabited, i.e., front desk. Test the alarm daily prior to the opening of the facility, and document. Refer to AFMAN 34-137 (will convert to AFMAN 34-237), para. 8.2.4. and AFOSH Standard 48-14, *Swimming Pools, Spas and Hot Tubs, and Bathing Areas*, para. 2.2.1.1 for guidelines to establish rules for use of saunas and steam rooms.

**5.5. Tanning Beds/Booths .** Tanning beds/booths will not be installed or used in FCs as they produce high intensity, ultra violet light that may cause health problems.

**5.6. Form Prescribed.** AF Form 303, **Request for USAF Specialized Sports Training.**

MICHAEL E. ZETTLER, Lt General, USAF  
DCS/Installations & Logistics

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

AFPD 34-1, *Air Force Services Combat Support Programs*

AFI 34-201, *Use of Non-Appropriated Funds (NAF)*

AFI 34-204, *Air Force Services Logistics Support Program*

AFI 34-262, *Services Programs and Use Eligibility*

AFI 34-701, *Child Development Programs* (will convert to AFI 34-248)

AFI 36-3003, *Military Leave Program*

AFI 40-501, *The Air Force Fitness Program*

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*

AFI 91-202, *The U.S. Air Force Mishap Prevention Program*

AFI 91-204, *Safety Investigations and Reports*

AFI 91-301, *Air Force Occupational Safety, Fire Protection, and Health (AFOSH) Program*

AFMAN 23-110, Vol II, Pt 2, *USAF Supply Manual*

AFMAN 34-214, *Procedures for Nonappropriated Funds Financial Management and Accounting* (will convert to AFMAN 34-414)

AFMAN 34-137, *Air Force Fitness and Sports Operations* (will convert to AFMAN 34-237)

***Abbreviations and Acronyms***

**AAP**—American Academy of Pediatrics

**ACE**—American Council on Exercise

**ACMS**—American College of Sports Medicine

**ADT**—Active Duty Tour

**AETC**—Air Education Training Command

**AFAA**—Aerobics and Fitness Association of American

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**APF**—appropriated fund

**AS**—allowance standard

**BLS**—Basic Life Support

**CDC**—Career Development Course

**CPR**—cardiopulmonary resuscitation  
**CPT**—Certified Personal Trainer  
**CSCS**—Certified Strength and Conditioning Specialist  
**CSFC**—Combat Support Flight Commander  
**CV**—cardiovascular  
**DBMS**—Director, Base Medical Services  
**DOD**—Department of Defense  
**FC**—fitness center  
**FCD**—Fitness Center Director  
**FCS**—fitness center staff  
**FIP**—Fitness Improvement Program  
**FMP**—Fitness Program Manager  
**HAWC**—Health and Wellness Center  
**HPWG**—Health Promotion Working Group  
**HQ USAF/ILV**—Headquarters United States Air Force, Director of Services  
**HQ AFSVA/CC**—Headquarters Air Force Services Agency, Commander  
**HQ AFSVA/SVP**—Headquarters Air Force Services Agency, Directorate of Programs  
**HQ AFSVA/SVPAF**—Headquarters Air Force Services Agency, Fitness and Sports Branch  
**IAW**—in accordance with  
**MAJCOM**—major command  
**MUNSS**—munitions site  
**NAF**—nonappropriated fund  
**NCO**—noncommissioned officer  
**NGB**—National Governing Body  
**NSCA**—National Strength and Conditioning Association  
**PACAF**—Pacific Air Forces  
**PCS**—permanent change of station  
**USAFE**—United States Air Forces in Europe  
**WCAP**—World Class Athlete Program

## Attachment 2

### WHAT PEOPLE DO

#### **A2.1. Director of Services (HQ USAF/ILV).**

A2.1.1. Oversees the Air Force Fitness and Sports Program.

A2.1.2. Develops policies and procedures for the Air Force Fitness and Sports Program.

A2.1.3. Appoints Air Force representatives to the Armed Forces Sports Council and the Armed Forces Sports Council Working Group.

#### **A2.2. Headquarters Air Force Services Agency (HQ AFSVA).**

A2.2.1. Evaluates base-level facilities and programs and measures compliance with established standards.

A2.2.2. Publishes operating guidelines and standards, operates centrally managed and funded programs, and provides staff assistance.

A2.2.3. Offers personnel opportunities for worldwide competition in national and international sports activities.

A2.2.4. Develops interest and encourages participation in fitness and sports programs.

A2.2.5. Announces the yearly schedule of events.

A2.2.6. Plans a comprehensive program enhancing total fitness, esprit de corps, and quality of life of Air Force people.

A2.2.7. Prepares NAF and APF budgets for centralized funding.

A2.2.8. Makes recommendations for allocation of funds and equipment to MAJCOMs and installations.

A2.2.9. Assists in planning new FCs.

A2.2.10. Initiates and coordinates plans for Air Force, Armed Forces, national, and international trial camps and championships.

A2.2.11. Issues guidelines for completing travel orders.

A2.2.12. Develops and publishes program instructions, pamphlets, and other training aids.

A2.2.13. Develops and conducts Air Force-wide conferences, training sessions, clinics, and workshops.

#### **A2.3. MAJCOM/SV.**

A2.3.1. Unless otherwise arranged, collects and forwards AF Forms 303 to HQ AFSVA/SVPAF.

A2.3.2. Nominates bases to host Air Force Trial Camps and Armed Forces Championships.

A2.3.3. Oversees a comprehensive command FC program that meets or exceeds Air Force standards.

A2.3.4. Encourages and supports installation and athlete participation in Air Force, Armed Forces, national, and international training camps and championships.

A2.3.5. As appropriate, athletes coordinate with HQ AFSVA/SVPAF and the individual's unit, to transport participants to and from the events.

A2.3.6. May publish supplemental operating guidelines with HQ AFSVA/CC approval and provides staff assistance to installations.

A2.3.7. Encourages and supports installation participation in conferences, training sessions, clinics, and workshops.

A2.3.8. Review and coordinate construction designs with MAJCOM/CE.

#### **A2.4. Installation Commander.**

A2.4.1. Uses CORPORATE PRISM survey tool to assist with funding and resource decisions.

A2.4.2. Encourages and supports participation in the installation fitness and sports program.

A2.4.3. Ensures resources (funding, facilities, and manning) are available to conduct the installation fitness and sports programs.

A2.4.4. Authorizes installation to host higher level trial camps and championships.

A2.4.5. Presents the Commander's Trophy if applicable.

A2.4.6. Determines participation in intramural and extramural sports programs, which may include active duty, reservists, family members, DoD (including NAF employees), base contract personnel, and foreign nationals.

#### **A2.5. Services Commander or Division Chief.**

A2.5.1. Advocates for resources, funding, and facility improvements.

A2.5.2. Oversees the installation fitness and sports program.

A2.5.3. Appoints a project officer to host higher level trial camps, championships, and workshops.

A2.5.4. Reviews and approves the annual installation fitness and sports program plan, budget, and manning.

A2.5.5. Ensures the CSFC and FCD manage fitness and sports program funding and personnel. Ensures military staff members who complete supplemental training are assigned for at least 2 years.

A2.5.6. Ensures staff members receive fitness supplemental and specialized training in fitness and exercise.

#### **A2.6. CSFC.**

A2.6.1. Coordinates and evaluates all fitness and sports program activities.

A2.6.2. Identifies and fills operational and financial requirements.

A2.6.3. Serves as nonvoting member on the Fitness and Sports Advisory Council.

A2.6.4. Monitors training of FCS.

A2.6.5. Coordinates facility construction designs.

A2.6.6. Supports the FCD to ensure facilities and programs meet safety requirements.

A2.6.7. Coordinates with Health Promotion Manager in HAWC to determine best time for FCS to assist with providing body fat measurement.

## **A2.7. FCD.**

A2.7.1. Develops and manages base fitness and sports programs.

A2.7.2. Helps base personnel establish clubs for specialized sports.

A2.7.3. Develops and maintains facility, personnel, program, and financial records:

A2.7.3.1. Ensures weekly inspections are conducted and documented for all fitness and sports equipment, fields, and facilities.

A2.7.3.2. Develops an emergency medical plan.

A2.7.3.3. Ensures training needs are identified, documented, and executed.

A2.7.3.4. Ensures staff maintains current certification in CPR or BLS, first aid, and supplemental training.

A2.7.3.5. Works with related base and community fitness and sports organizations to provide a well-balanced and comprehensive program.

A2.7.3.6. Consults with ground-safety office and civil engineers to report and correct any ground hazards.

A2.7.3.7. Approves sports bylaws.

A2.7.4. The FCD will develop an annual operations plan and forward it through the CSFC to the Services commander or division chief for approval. The plan:

A2.7.4.1. Defines the organizational structure, sets staff duties and responsibilities, and establishes short and long-term goals and procedures.

A2.7.4.2. Extracts market demand information from CORPORATE PRISM.

A2.7.4.3. Establishes maintenance plans for facilities and equipment.

A2.7.4.4. Creates public relations programs to disseminate information about fitness and sports programs to encourage participation.

A2.7.4.5. Works with the marketing department to obtain adequate publicity, marketing, and commercial sponsorship support.

A2.7.4.6. Serves as the non-voting chairperson of the Fitness and Sports Advisory Council.

A2.7.4.7. Develops and conducts training programs for customer service, on-the-job training, etc., which employees must complete within 30 days of initial assignment.

A2.7.4.8. Establishes safety programs in accordance with applicable directives.

A2.7.5. Develop APF and NAF budgets.

A2.7.6. Coordinates with Health Promotion Manager at HAWC on topics to be taught at HAWC

led monthly training sessions.

**A2.8. Fitness and Sports Advisory Council .**

A2.8.1. Meets at least quarterly.

A2.8.2. Coordinates Sports bylaws.

A2.8.3. Serves as an advisory body.

A2.8.4. Assists, coordinates, and assembles installation resources to support comprehensive fitness and sports programs.

**A2.9. Athlete/Participant in Higher Level Competition.**

A2.9.1. Coordinates their AF Form 303 with their supervisor, unit commander, and installation FCD.

A2.9.2. Coordinates travel plans with HQ AFSVA/SVPAF (except MAJCOM sponsored events).

A2.9.3. Completes the DD Form 1610 in accordance with AFI 36-3003.

A2.9.4. Submits a "no cost" travel voucher to their base Accounting and Finance Office within 5 days after completing TDY.

**Attachment 3****IC 2001-01 TO AFI 34-266, AIR FORCE FITNESS AND SPORTS****12 OCTOBER 2001*****SUMMARY OF REVISIONS***

This change updates AFI-34-266, *Air Force Fitness and Sports*, to support the expanded fitness test. Toward this end, we developed the following policy guidelines to ensure our fitness staffs are providing the necessary aerobic and strength conditioning programs for our Air Force personnel. These Interim Policy Changes will be in effect until the AFI undergoes a comprehensive revision. A “[” indicates revised material since the last edition.

1.4.1. Basic Staff Training. Staff members must maintain a working level of fitness and sports knowledge and expertise. All staff must complete basic first aid training and maintain either the Red Cross Cardiopulmonary Resuscitation (CPR) or American Heart Association Basic Life Support (BLS) certification within 30 days of assignment to the fitness center. The family member support flight training and curriculum specialists, base medical treatment facility, and local organizations are resources for providing CPR and first aid certification. A trained individual who can conduct equipment orientations (para **1.5.3.2.**) must be on duty at all times. Additionally, these individuals must complete the AETC Fitness Fundamentals Course (3AZR3M051) within 180 days of assignment to the fitness center. The Fitness Center Director (FCD) must attend the activity managers course (13OZR4M3001) at Lackland AFB with a follow-on at hq afsva within 1 year of assignment as facility director. Supplemental training from local experts, in-house, health and wellness centers (hawc), or other sources must be conducted to reinforce course principles and provide current fitness information and sports programming. Aerobics and other group exercise instructors will maintain current BLS or CPR certification. In addition, group exercise leaders will maintain national certification as an instructor.

1.4.2.2.1. Cooper Institute for Aerobics Research (Physical Fitness Specialist)

1.4.2.2.2. American College of Sports Medicine (Exercise Leader and/or Health/Fitness Instructor)

1.4.3. Air Force Exercise Specialist. Recognition as an Air Force Exercise Specialist is reserved for individuals who have achieved basic and advanced training and have met additional experience requirements as outlined below and will result in award of a pin and certificate.

1.4.3.2. Application Procedures. Applicants should forward copies of all training certificates and experience documentation along with the FCD's recommendation to the Services Commander or Director for signature. Packages will be sent through the MAJCOM to HQ AFSVA/SVPAF for coordination and to hq usaf/ilv for approval.

1.5.3. Management Function. FCD designates a Fitness Program Director in writing to ensure the following functions are accomplished. Develop and monitor an annual fitness plan that includes all core and enhanced fitness programs as well as activities and programs implemented in coordination with other base organizations. Manage all fitness programs such as group exercise classes, equipment orientations,

incentive programs, special events, fitness improvement programs, and fitness monitoring. Conduct a periodic review of programs to include fitness instructor qualifications and performance. Advertise monthly fitness activities. Provide ongoing staff fitness training to include education modules provided by the HAWC Fitness Program Manager (FPM). Provide fitness equipment room monitoring. Appoint a liaison to hawc for all fitness initiatives and a Representative to the Wing Health Promotion Working Group (HPWG). Manage all fitness personal service contracts as applicable. Ensure all fitness equipment in the strength, cardiovascular, and free weight areas are maintained and in safe working condition.

1.5.3.1. Fitness Equipment Room Monitor. A staff member must monitor fitness activity areas during peak hours and assist customers with equipment use.

1.5.3.2. Equipment Orientations. Staff members must be trained, within 30 days of assignment, to provide basic equipment orientations on proper equipment use (i.e. how to safely position and effectively use machines for exercising all of the major muscle groups). This involves basic equipment adjustments, safety considerations, and proper use of cardiovascular, selectorized, and free weight equipment. For example, training on the use of the treadmill would involve providing an understanding of the electronic keyboard, walking properly on the belt, and the use of handrails for safety. Strength equipment training could include how to properly adjust seat and weights as well as proper body alignment and range of motion when executing exercises. Upon completion, the staff may monitor fitness equipment areas and provide equipment orientations. However, this training would not allow an individual to conduct personal training.

1.5.3.3. Fitness Improvement Programs (FIP's). Staff members completing basic staff training, to include supplemental training from HAWC personnel may deliver equipment-based FIPs or other classes for which they have been trained.

3.2.2. Enhanced Fitness Programs. Programs that provide enhanced fitness opportunities may be offered at the discretion of base leadership. Enhanced programs may include, but are not limited to, group exercise classes beyond the core (e.g. spinning, TaiChi, yoga, Aquacise, etc.), fitness assessments, and one-on-one personal fitness training (i.e. specific, progressive instruction toward an individual's personal fitness goals).

3.2.3. If a personal service contract is used to provide group exercise classes, fitness assessments, or one-on-one personal fitness training, the contract must include an acknowledgment of personal liability signed by the contractor and the contractor's signed agreement to compensate the government for any expenditures it incurs because of the contractor's conduct and activities.

3.4. Fitness Improvement Programs (FIPs). These programs are the responsibility of the fitness center and target those who do not meet Air Force fitness, strength, and/or weight/body fat standards. These individuals must have priority for space in FIP classes. The fitness center must offer the appropriate number of FIP classes per week, as part of or in addition to the required core aerobics classes, as needed to fulfill the requirement. Schedules must accommodate day, swing, and midnight shift personnel. Both aerobic and strength classes must be offered as part of this program and be marketed as "FIPs". Recommendations for FIPs include, but are not limited to, monitored walking/jogging groups, aerobics classes, equipment-based classes, strength conditioning classes, "abs" classes, "spinning" classes, circuit training, or a

combination of these. Use only APF's to support installation FIPs. Coordination with the HAWC FPM is recommended for development of program structure. Consider scheduling FIPs during non-peak hours.

**Table 3.1. Core Programs.**

1. Group Exercise Classes	A minimum of 10 offerings per week at small bases and 15 offerings per week at medium and large bases, e.g. step aerobics, body sculpture, low impact aerobics.*
2. Incentive Programs	4 per year, of which one should be family oriented, e.g. Cycle Across America, Swim the Yukon, Jog Club.
3. Special Events	4 per year, of which one should be family oriented, e.g. Monthly Walk/Run, Mini-triathlon.
4. Equipment Orientations	Staff members must provide equipment orientations on an appointment basis and/or through regularly scheduled classes.
5. Fitness Improvement Programs (FIPs)	Sufficient aerobic and strength improvement classes must be offered to accommodate individuals failing to meet AF fitness and weight standards. These classes are separate from, and may be in addition to, regular group exercise classes.

\* Classes should provide aerobic, strength, and flexibility conditioning appropriate for fitness development. Careful consideration should be given to providing classes meeting these requirements. Examples are hi/lo impact, cardio-kick boxing, "spinning", circuit training, "abs" class, and group strength training. Class offerings above the minimum requirement may be provided with NAFs and patrons charged a fee accordingly