

3 FAM 1970 PHYSICAL FITNESS PROGRAM FOR SPECIAL AGENTS AND CRIMINAL INVESTIGATORS IN THE DIPLOMATIC SECURITY SERVICE (DSS)

(TL:PER-449; 08-07-2002)

3 FAM 1971 AUTHORITY

(TL:PER-449; 08-07-2002)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

The authorities are found under:

- (1) *Public Law* 106-113 dated Nov. 29, 99; and
- (2) 22 U.S.C. 4823.

3 FAM 1972 PURPOSE

(TL:PER-449; 08-07-2002)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

These regulations establish a Physical Fitness Program for Special Agents (*2501 skill code*) and Criminal Investigators (*Occupational Job Series 1811*) in the Diplomatic Security Service (DSS). The Physical Fitness Program shall consist of physical fitness standards *and* mandatory annual testing. The goal in establishing this program is to ensure that DSS Special Agents and Criminal Investigators maintain good physical fitness in order to carry out all of their official responsibilities.

3 FAM 1973 APPLICABILITY

(TL:PER-388; 06-21-2000)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

These regulations apply to all Foreign Service Diplomatic Security Special Agents (*2501 skill code*) and Civil Service DS Criminal Investigators (*Occupational Job Series 1811*), referred to as employees in this subchapter.

3 FAM 1974 RESPONSIBILITIES

(TL:PER-449; 08-07-2002)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

a. By Delegation of Authority No. 221-3, dated June 12, 2000, the Under Secretary for Management delegated all functions under section 606(a)(5) of Public Law 106-113 to the Director General of the Foreign Service in consultation with the Assistant Secretary for Diplomatic Security.

b. The Assistant Secretary for Diplomatic Security shall be responsible for the overall administration of the Bureau's Physical Fitness Program.

c. The Director, Office of Professional Development (DS/EX/PLD), shall be responsible for implementing and managing the Physical Fitness Program for employees, including the evaluation of physical fitness standards and the development of testing procedures and guidelines.

d. The Fitness Coordinator (DS/EX/PLD) shall be responsible for conducting physical fitness tests and recommending exercise routines to improve the physical fitness of employees.

e. *The Medical Director (M/DGHR/MED)* shall be responsible for advising the Fitness Coordinator, pursuant to 3 FAM 1975.2.

3 FAM 1975 PHYSICAL FITNESS TESTING AND STANDARDS

3 FAM 1975.1 Testing and Standards

(TL:PER-449; 08-07-2002)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

a. All employees, except as noted in 3 FAM 1975.2, must be tested in all of the specified categories to determine their fitness level. Refusal to be tested may result in an admonishment or disciplinary action (see 3 FAM 4300 Foreign Service (FS) and 3 FAM 4500 Civil Service (CS)).

b. Testing shall take place at the DS Training Center (DS/EX/PLD) and be administered by the DS Fitness Coordinator. Employees not assigned permanently to the Washington, DC area may be tested upon return to the area as a result of reassignment or temporary duty (TDY). Employees may schedule to be tested if they are in the Washington, DC area for other reasons. Employees may also be tested in locations outside the Washington, DC area in accordance with the procedures and guidelines developed by DS/EX/PLD.

c. Initial testing shall commence within 12 months of the implementation date of these regulations, and employees shall be tested annually thereafter. DS/EX/PLD shall notify each employee of his or her annual test date. Subsequent annual testing shall occur within one month of the employee's anniversary date of the previous testing. If a work assignment, training, or leave precludes testing when scheduled, employees must contact DS/EX/PLD within 10 working days to *reschedule* an alternate date.

d. For those employees unable to meet the *average* physical fitness standards in one or more of the *following* categories, the DS Fitness Coordinator shall recommend an exercise program to help them improve their fitness level.

e. *Employees shall be tested in the following categories:*

- (1) *Muscular endurance (push ups) – number per minute;*
- (2) *Muscular endurance (sit ups) – number per minute; and*
- (3) *Aerobic capacity (run) – 1.5 mile run.*

DSS PHYSICAL FITNESS TEST
COMBINED AGE/GENDER – WELLNESS PROGRAM

| FITNESS LEVEL | PERCENTILE | PUSH-UPS | SIT-UPS | 1.5 MILE RUN |
|------------------|------------|--------------|--------------|--------------|
| | | # per minute | # per minute | min/sec |
| Excellent | 100 | >OR = 66 | >55 | <9:15 |
| | 95 | 66 | 53 | 9:47 |
| | 90 | 61 | 47 | 9:56 |
| Good | 85 | 57 | 46 | 10:07 |
| | 80 | 56 | 45 | 10:18 |
| Average | 75 | 51 | 44 | 10:45 |
| | 70 | 48 | 42 | 11:02 |
| | 65 | 47 | 40 | 11:59 |
| | 60 | 46 | 37 | 12:48 |
| Fair | 55 | 44 | 35 | 12:50 |
| | 50 | 43 | 34 | 12:54 |
| | 45 | 42 | 33 | 13:21 |
| | 40 | 41 | 32 | 13:30 |
| Poor | 35 | 40 | 31 | 13:47 |
| | 30 | 38 | 30 | 13:51 |
| | 25 | 37 | 28 | 14:04 |
| | 20 | 35 | 27 | 14:48 |
| | 15 | 29 | 25 | 15:53 |
| | 10 | 21 | 23 | 16:16 |
| | 5 | 15 | 16 | 17:30 |
| 0 | <7 | <7 | >20:06 | |

3 FAM 1975.2 Medical Exception

(TL:PER-449; 08-07-2002)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

a. *Employees physically unable to take the annual physical fitness test due to a medical condition or illness must request from the DS Fitness Coordinator a waiver from participation in the fitness exam. The DS Fitness Coordinator will instruct the employee to submit an application for a physical fitness waiver, including a signed medically confidential statement from the employee. The employee's physician must evaluate the medical condition and state why the medical condition prohibits the employee from undergoing fitness testing. The submitted medical documents will be reviewed by M/DGHR/MED who will then advise the DS Fitness Coordinator of the expected period of time for which a waiver of the annual test should be granted.*

b. *The employee, at the end of the recommended waiver, must report for physical fitness testing or apply for another waiver. Waivers may be granted for no longer than one year; extensions may be requested. In cases where permanent disability makes it impossible for an employee to undergo physical fitness testing, the employee must request a permanent exemption from physical fitness testing in the form of reasonable accommodation from HR/ER/WLP (Work Life Program).*

3 FAM 1976 PARTICIPATION IN AN EXERCISE PROGRAM

(TL:PER-449; 08-07-2002)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

a. *Employees are encouraged to engage in an exercise program in order to meet the average standards for each test. To that end, supervisors are authorized and encouraged to allow employees to use a maximum of three, non-consecutive hours during their regular 40-hour workweek, to pursue an exercise program. These hours are in addition to the employee's lunch period. Time allowed to pursue an exercise program is not cumulative from week to week.*

b. *Upon notification by DS/EX/PLD that an employee has not complied with requests to schedule his or her initial or annual test, the supervisor shall disallow further exercise time during regular work hours until the test has been completed. Supervisors are responsible for ensuring that employees use the time allowed to pursue an exercise program.*

c. Time spent engaged in an exercise program will not be credited towards an employee's Law Enforcement Availability Pay (LEAP) hours.

3 FAM 1977 INJURIES

(TL:PER-387; 06-16-2000)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

Injuries incurred while participating in an exercise program or testing during the regular hours of a workday may be compensable under the Federal Employee's Compensation Act (see 3 FAM 3630 and 3 FAH-1 H-3630) and 20 Code of Federal Regulations (CFR).

3 FAM 1978 PHYSICAL FITNESS TESTING REQUIREMENT

(TL:PER-449; 08-07-2002)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

Annual physical fitness testing is to be included as a continuing responsibility in employees' work requirements statements for special agents or as a separate job element for criminal investigators, unless there is an M/MDHR/MED certified medical exception to testing.

3 FAM 1979 PROCEDURES AND GUIDELINES

(TL:PER-449; 08-07-2002)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

For further guidance on procedures and guidelines that implement these regulations contact DS/EX/PLD.