



DEPARTMENT OF DEFENSE
Defense Contract Management Agency

INSTRUCTION

Military Fitness

Chief of Staff
OPR: DCMA-DCM

DCMA-INST 1023
January 23, 2014

1. PURPOSE. This Instruction:

- a. Reissues DCMA Instructions (DCMA-INST) 1023, “Military Fitness Policy” (Reference (a)).
- b. Provides guidance for meeting minimum physical fitness standards and emphasizes the need for all military personnel to show concern for and participate in personal life style enhancing activities.
- c. Is established in compliance with DoD Directive 5105.64, “Defense Contract Management Agency (DCMA)” (Reference (b)).

2. APPLICABILITY. This Instruction applies to all military members.

3. MANAGERS’ INTERNAL CONTROL PROGRAM. In accordance with DCMA-INST 710, “Managers’ Internal Control Program” (Reference (c)), this Instruction is subject to evaluation and testing. The process flow is not applicable for this policy.

4. RELEASABILITY. This Instruction is approved for public release.

5. PLAS CODE. 223B – Personnel Management

6. POLICY RESOURCE WEB PAGE. <https://home.dcma.mil/policy/1023r>

7. EFFECTIVE DATE. By order of the Director, DCMA, this Instruction is effective January 23, 2014, and all applicable activities shall be fully compliance within 60 days from this date.


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REFERENCES

- (a) DCMA-INST 1023, "Military Fitness," June 25, 2012 (hereby canceled)
- (b) DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
- (c) DCMA-INST 710, "Managers' Internal Control Program," September 12, 2011
- (d) AR 350-1, "Army Training and Leader Development," December 18, 2009
- (e) TC 3-22.20, "Army Physical Readiness Training," August 2010
- (f) OPNAVINST 6110.1J, "Navy Physical Readiness Program," July 11, 2011
- (g) MCO6100.13 "Marine Corps Physical Fitness Program," August 1, 2008
- (h) AFI 36-2905, "Air Force Fitness Program," January 3, 2013

CHAPTER 1

POLICY

1.1. POLICY. It is DCMA policy that:

1.1.1. Military members assigned meet their respective Services' requirements for physical fitness standards as established by their parent service by completing an annual/semi-annual physical fitness assessment.

1.1.2. Each member is responsible for meeting their respective services' weight control program guidelines and if they fail to do so adverse administrative actions will be taken.

CHAPTER 2

ROLES AND RESPONSIBILITIES

2.1. DCMA MILITARY PERSONNEL DIVISION (DCM). DCM will:

2.1.1. Monitor all Air Force Active Duty members' Physical Fitness Assessments (FA) through utilization of the Air Force Fitness Management System (AFFMS). In accordance with Service directives, each member must complete a semi-annual or annual (based on score) FA.

2.1.2. Monitor all Army Active Duty members' Physical Fitness Test (APFT) through submission of the scorecard (DA Form 705) and maintain a copy in the member's record. In accordance with Service directives, each member must complete a semi-annual APFT within the current calendar year.

2.1.3. Monitor all Navy Active Duty members' Physical Fitness Assessments (PFA) through utilization of the Physical Readiness Information Management System (PRIMS). In accordance with Service directives, each member must complete a PFA for Cycle 1 and Cycle 2 each year.

2.1.4. Receive fitness scores for all Marine Active Duty members' Marine Physical Fitness Test (PFT)/Combat Fitness Test(CFT) from the military personnel liaison officer (LNO) as a matter of record for the validation of performance reports.

2.1.5. Track personnel status and publish a monthly report to the Region Directorates reflecting assigned personnel FA currency/status.

2.1.6. Validate FA when processing DCMA-assigned personnel evaluation reports.

2.1.7. Provide a semi-annual Fitness Summary Report to DCMA leadership.

2.2. CONTRACT MANAGEMENT OFFICE (CMO), COMMANDERS, AND COMPONENT HEADS. Commanders and Component Heads will:

2.2.1. Ensure that members maintain an effective year-round physical fitness program consistent with mission and operational requirements.

2.2.2. Ensure DCMA-assigned military personnel are afforded the access and opportunity to attend a quality fitness facility, in order to help meet their individual Services' physical fitness requirements.

2.3. SERVICE MEMBERS.

2.3.1. Air Force. Air Force Service Members will maintain individual year-round physical fitness through self-directed and/or unit-based fitness programs. FAs will be completed semi-annually or annually based on the score and previous assessment date in accordance with the Service directive. Validation of results will be acknowledged by signing the hard copy score

sheet and can be accessed directly from the AF Portal, then forward the scorecard to the LNO. The fitness categories consist of:

- Excellent = Composite score ≥ 90 , all component minimums met
- Satisfactory = Composite score of 75 – 89.99; all component minimums met
- Unsatisfactory = Composite score < 75 and/or one or more component minimums not met
- Exempt = All four components exempted

NOTE: All members must complete a Fitness Screening Questionnaire (FSQ) prior to the FA and must be completed no earlier than 30 calendar days, but no later than 7 days prior to FA to provide time for a medical evaluation, if necessary. Failure to complete the FSQ does not invalidate the FA.

2.3.1.1. Temporary and/or permanent medical profiles must be forwarded to the LNO who will forward to DCM for identifying members that require an FA exemption from any of the testing components or approved for an alternate FA.

2.3.2. Army. Army Service Members will maintain individual year-round physical fitness through self directed and/or unit-based fitness programs. In accordance with AR 350-1, “Army Training and Leader Development” (Reference (d)), the following Service requirement must be met: Soldiers assigned to DCMA are required to take an APFT at least semi-annually within a calendar year. Army personnel are required to complete all three APFT events consisting of push-ups, sit-ups, and a 2-mile run; completed in that exact order. A minimum of four soldiers are required to administer an APFT for accurate scoring in accordance with TC 3-22.20, “Army Physical Readiness Training” (Reference (e)).

2.3.2.1 Temporary and/or permanent medical profiles must be forwarded to the LNO, who will forward to DCM for identifying members that require an APFT exemption from any of the testing components or approved for an alternate APFT.

2.3.3. Navy. DCMA-assigned Navy personnel are required to be in compliance with OPNAVINST 6110.1J, “Navy Physical Readiness Program” (Reference (f)) and maintain the minimum physical fitness standards for continued Naval service. Responsibility of this physical training program must be shared with the commanders/directors, members, and the Command Fitness Leader (CFL). DCMA-assigned personnel are required to participate in one PFA per cycle and are defined as:

- Cycle 1 (1 January through 30 June)
- Cycle 2 (1 July through 31 December)

2.3.3.1. A Navy PFA consists of a medical screen, a body composition assessment, and physical readiness test (PRT). Scores will be calculated in the following:

- Outstanding = 90 to 100 points
- Excellent = 75 to 89 points
- Good = 60 to 74 points
- Satisfactory = 45 to 59 points
- Failure = 44 points or below

2.3.3.2. DCMA Headquarters (HQ) Navy personnel must be tested by the CFL at the Culinary School located on Fort Lee, Virginia. Non-DCMA HQ Navy personnel must be tested by a Navy unit near their current location. If there is no Navy unit available, the member must either be tested by another service fitness representative. In the event no PFT is taken a waiver will need to be completed. The Immediate Superior in Command must submit a memorandum to the Physical Readiness Program office, via e-mail (mil_prims@navy.mil) or fax (901-874-2054 (DSN: 882)) to request that the member's PFA record reflect "excused" for both the BCA and PRT. The request must include the member's first name, last name, rate, last four of social security number, location of assignment, reason for request and PFA cycle information.

2.3.3.3. Temporary and/or permanent medical profiles must be forwarded to the LNO, who will forward to DCM for identifying members that require a PFA exemption from any of the testing components or approved for an alternate PFA.

2.3.4. Marine Corps. DCMA-assigned Marine Corps personnel are required to be in compliance with MCO 6100.13, "Marine Corps Physical Fitness Program" (Reference (g)) through participation in an organizational and individual Combat Conditioning Program that consists of a PFT, CFT, and Remedial Conditioning Program, if needed.

2.3.4.1. Temporary and/or permanent medical profiles must be forwarded to the LNO, who will forward to DCM for identifying members that require a PFT exemption from any of the testing components or approved for an alternate PFT.

2.4. MILITARY PERSONNEL LIAISON (LNO). LNOs transmit members' fitness scores to HQ DCM as a matter of record for the validation of performance reports.

CHAPTER 3

PROCEDURES

3.1. AIR FORCE FITNESS.

3.1.1. Commanders/Directors are responsible for the administration of the Air Force Fitness Program in accordance with AFI 36-2905, "Air Force Fitness Program" (Reference (h)) utilizing the local base Physical Training Leaders to conduct FAs and must ensure all assigned or attached personnel are in compliance with all fitness program requirements (e.g., unit physical training , scheduled FAs, Health and Wellness Center classes and follow-up, and participation in Fitness Improvement Program (FIP)/Self-Paced FIP, Health Living Program/Health Living Program Reserves.).

3.1.2. DCMA-assigned Air Force personnel are required to complete all components of the Fitness Assessment consisting of 1.5 mile run, sit-ups, push-ups, and body composition (height, weight, and abdominal circumference). Each CMO should develop a rapport with the closest Air Force installation to ensure that all fitness assessment requirements are adhered to.

3.2. ARMY FITNESS.

3.2.1. Each CMO location should develop a rapport with the closest Army installation to ensure that APFT requirements are adhered to.

3.3. NAVY FITNESS.

3.3.1. Commanders/Directors are responsible to ensure that members maintain an effective year-round physical fitness program consistent with mission and operational requirements.

3.3.2. DCMA-assigned Navy personnel are required to be in compliance with OPNAVINST 6110.1J (Reference (f)) and participate in one PFA per cycle.

3.3.3. PFAs will be scheduled and coordinated through the appointed CFL who has sole ownership over the local Navy Fitness program.

3.3.4. CFL will use the Physical Performance Information management system (PRIMS) to manage PFA data and maintain responsibility by ensuring currency of assigned Navy personnel.

3.4. MARINE CORPS FITNESS.

3.4.1. Commanders/Directors are responsible to ensure that members maintain an effective year-round physical fitness program consistent with mission and operational requirements.

3.4.2. DCMA-assigned Marine personnel are required to be in compliance with MCO6100.13 (Reference (g)) and PFT/CFT will be assessed semi-annually by their Marine

Corps units. Individual scores must be recorded in the required Service system such as Marine-On-Line, etc.

GLOSSARY

ACRONYMS

AFFMS	Air Force Fitness Management System
AFI	Air Force instruction
APFT	Army physical fitness test
AR	Army regulation
CFL	command fitness leader
CFT	combat fitness test
CMO	contract management office
DCM	DCMA Military Personnel Division
DCMA-INST	DCMA Instruction
FA	fitness assessment
FIP	fitness improvement program
FSQ	fitness screening questionnaire
HQ	headquarters
LNO	Military personnel liaison officer
MCO	Marine Corps order
OPNAVIST	Chief of Naval Operations Instruction
OPR	office of primary responsibility
PFA	physical fitness assessment
PFT	physical fitness test
PLAS	performance labor accounting system
PRIMS	physical readiness information management system
PRT	physical readiness test
TC	training circular