

## Amendment to a Fish and Wildlife Service Manual Chapter

<b>Series:</b> Personnel
<b>Part 223:</b> Employment
<b>Chapter 8:</b> Health and Fitness Program for Law Enforcement Officers, dated 11/8/2000 and amended 1/29/2015
<b>Amendment Number:</b> 2
<b>Purpose:</b> Changes are necessary to the description of the frequency of physical examinations to differentiate requirements for National Wildlife Refuge System officers and OLE officers. We modified subsection 8.10B and added subsection C to address the issue. This amendment also makes other minor technical changes to the chapter.

### Actions:

#### *Change:*

#### **8.8 What are qualification standards for coordinators?**

A. National and Regional Health and Fitness Coordinators must be:

- (1) Non-tobacco users.
- (2) Active in all facets of the health and fitness program.
- (3) Graduates of the FLETC Physical Fitness Coordinator Training Program.

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#### *Change:*

**8.9 May I use official time to participate in health and fitness activities?** We will provide 3 hours per week of official duty time for Office of Law Enforcement Criminal Investigators and 1 hour per official duty day for Federal Wildlife Officers to help them

meet mandatory physical training (conditioning) requirements and the annual fitness assessments of the HFP.

**A.** If you schedule fitness time during duty hours, you must schedule it in reasonable blocks of time whenever possible. A 1-hour block three times per week is an example.

**To this:**

**8.9 May I use official time to participate in health and fitness activities?** We will provide 3 hours per week of official duty time for Office of Law Enforcement (OLE) Criminal Investigators and Conservation Law Enforcement Officers and 1 hour per official duty day for Federal Wildlife Officers (FWO) to help them meet mandatory physical training (conditioning) requirements and the annual fitness assessments of the HFP.

**A.** If you schedule fitness time during duty hours, you must schedule it in reasonable blocks of time whenever possible. A 1-hour block three times per week for an OLE employee or 1 hour daily for an FWO are examples.

**Change:**

#### **8.10 What are the fitness requirements?**

**A.** Applicants for law enforcement positions should be able to perform efficiently the rigorous duties required of a law enforcement position. Prior to appointment in a law enforcement position, applicants must pass the FLETC Physical Efficiency Battery.

**B.** Officers less than 40 years of age must have physical examinations biennially; officers 40 years of age and older must have annual examinations.

**C.** Law enforcement officers must participate in physical training (conditioning).

**D.** Law enforcement officers must participate in all HFP physical fitness goal assessments yearly unless medically waived. Coordinators will measure each activity objectively and conduct them according to HFP protocol. The physical fitness assessments consist of:

**(1)** 1.5-mile run, or 3-mile walk (firefighters may substitute the pack test or field test).

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#### **8.10 What are the fitness requirements?**

**A.** Applicants for law enforcement positions should be able to perform efficiently the rigorous duties required of a law enforcement position. Prior to appointment in a law enforcement position, applicants must pass the FLETC Physical Efficiency Battery.

**B.** National Wildlife Refuge System FWOs who are less than 40 years of age must have physical examinations every 2 years. FWOs 40 years of age and older must have annual examinations.

**C.** Employees with the Office of Law Enforcement must refer to guidance found in Chief's Directive A13 for information on the frequency of physical examinations.

**D.** Law enforcement officers must participate in physical training (conditioning).

**E.** Law enforcement officers must participate in all HFP physical fitness goal assessments yearly unless medically waived. Coordinators will measure each activity objectively and conduct them according to HFP protocol. The physical fitness assessments consist of:

**(1)** For employees of the Office of Law Enforcement, 1.5-mile run or walk. For National Wildlife Refuge System FWOs, 1.5-mile run or 3-mile walk (firefighters may substitute the pack test or field test).

### ***Change:***

**8.11 How are physical fitness assessments conducted?** Physical fitness assessments will be safe, accurate, and objective and the following conditions will apply.

**A.** Law enforcement officers must ensure that they have a physical examination and a doctor's approval before testing. We will defer testing if you obtain a medical waiver.

**B.** Individuals conducting the test must complete the Physical Fitness Coordinator Training Program conducted at the FLETC.

**C.** The tester must be trained in CPR.

**D.** Testers will interview each subject before testing and question him/her to determine general state of health and ability to safely complete the fitness assessment. The tester will take a blood pressure reading at this time.

**E.** Women in the first two trimesters of a pregnancy may elect, but are not required, to test. We will not permit those in the third trimester to test.

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/sgd/ Stephen Guertin  
DEPUTY DIRECTOR

Date: July 7, 2017