



Assistant Secretary for Health  
Office of Public Health and Science  
Washington D.C. 20201

OCT - 4 2004

**TO:** Surgeon General

**FROM:** Acting Assistant Secretary for Health

**SUBJECT:** **Commissioned Corps Personnel Policy Memorandum (PPM) 04-003**  
Clarifications and Supplemental Policies and Procedures for Manual  
Circular Public Health Service (PHS) No. 377, "Basic Level of Force  
Readiness Standards for the Commissioned Corps of the U.S. Public  
Health Service" (Service or Corps)

This PPM revises Manual Circular No. 377 and provides supplemental policies and procedures including the standards and procedures for conducting the Annual Physical Fitness Test (APFT).

The following clarifications and/or modifications to Manual Circular No. 377 are effective immediately:

1. Manual Circular No. 377 is not applicable to officers appointed under the Junior and Senior Commissioned Officer Student Training and Extern Programs (Subchapter CC25.2, INSTRUCTIONS 4 and 5, respectively). This modification is being made to ensure that the application of Section A.2.b of Subchapter CC26.1, INSTRUCTION 8, "PHS Readiness Standards," and Section 3.a of Manual Circular No. 377 are consistent.

### **Health and Safety Issues**

2. The required forms referenced in Section 5.a.(1) that must be completed and submitted to the Office of Commissioned Corps Support Services (OCCSS)/ Medical Affairs Branch (MAB) at least once every 5 years are: DD Form 2807-1, "Report of Medical History," and DD Form 2808, "Report of Medical Examination." These forms are available on the Commissioned Corps Management Information System Web site at <http://dcp.psc.gov/DCPForms.asp>.

*Note 1.* The mailing address for OCCSS/MAB is 5600 Fishers Lane, Room 4C-04, Rockville, MD 20857.

*Note 2.* Medical documentation may be attached to the forms listed above in lieu of filling out all the components of the forms.

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3. Section 5.a.(2)(b) requires that officers submit proof of immunization. Officers may meet this requirement by submitting any acceptable institutional documentation that provides the required information to OCCSS/MAB. This will serve as baseline immunization information and for many of the immunizations this will be a one time requirement. Officers are reminded they must also record their immunization data at <http://ccrf.hhs.gov/ccrf>.
4. Varicella (chickenpox), and measles, mumps, and rubella (MMR) immunity may be demonstrated by reliable, medically documented clinical history of infection. Documented evidence of a positive titer or completion of the vaccination series are also acceptable proof of immunity. See Section 5a.(2).b Note 1 of Subchapter CC26.1, INSTRUCTION 8, “PHS Readiness Standards.”

### **Physical Readiness Issues**

5. Section 5.b.(1)(c) requires officers who demonstrate their physical fitness by choosing to complete the President’s Challenge Physical Activity and Fitness Awards Program to submit a copy of their award certificate to OCCSS/MAB. Officers should submit a copy of their award certificate to OCCSS/MAB, 5600 Fishers Lane, Room 4C-04, Rockville, MD 20857.

In lieu of submitting an award certificate, officers may join and complete the President’s Challenge as a member of USPHS Group No.13537. This option allows officers to become part of an ongoing database that will track their participation in the President’s Challenge and eliminate the need to submit an award certificate as proof of completion.

When joining USPHS Group No.13537 of the President’s Challenge, officers should sign-up using their PHS Serial Number. If officers have already joined the USPHS Group not using their PHS Serial Number, they may correct this without losing any points or progress.

Complete the following steps.

- a. Log into the President’s Challenge at [www.presidentschallenge.org](http://www.presidentschallenge.org)
  - b. Click “Your Groups” tab
  - c. Click “Remove” checkbox next to USPHS Group
  - d. Click “update” button
  - e. Enter “13537” into the Group ID textbox
  - f. Enter your PHS Serial Number in the Group Member ID/Name textbox
  - g. Click ‘Add’
6. Section 5.b.(2) requires officers to submit their APFT to OCCSS/MAB. A form has been developed for this purpose and officers completing the APFT must submit this information to OCCSS/MAB using form PHS-7044, “Physical Readiness Standards Report.” This form can be found at <http://dcp.psc.gov/DCPForms.asp>. Officers must also record their APFT results at <http://ccrf.hhs.gov/ccrf>.


**Training and Professional Competency Issues**

7. Section 5.c.(1) requires officers to complete the specified 12 Web-based readiness training modules for the Basic level of force readiness. Officers are advised that this requirement must only be completed once and does not need to be repeated every 12 months.
  
8. Section 5.c.(3)(b)(i) states that officers must identify their deployment role on <http://ccrf.hhs.gov/ccrf> and officers may choose any role for which they qualify. However, officers who are in a clinical billet and engaged in direct patient care are expected to identify a primary clinical role for which they are eligible. Officers are advised to update their deployment role as circumstances change regarding training and competency. Future development of the Office of Force Readiness and Deployment (OFRD) web site will provide for primary and secondary roles to be identified.
  
9. Section 5.c.(3)(b)(ii) requires officers to submit proof of their clinical hours to the OFRD. Officers may meet this requirement by reporting their clinical hours on the OFRD Web Site at <http://ccrf.hhs.gov/ccrf>.
  
10. Officers assigned overseas to foreign countries will meet the Basic Life Support (BLS) certification requirement while serving in that assignment by completing a Basic Life Support course or equivalent within that country.

In addition, the Exhibits attached to this PPM also contain supplemental policies and procedures governing the Basic level of force readiness. The attached Exhibits that supplement Manual Circular No. 377 are:

1. Exhibit I, "*Annual Physical Fitness Test (APFT) Standards for Basic Level of Force Readiness*"
2. Exhibit II "*Procedures for Conducting the Annual Physical Fitness Test (APFT)*"
3. Exhibit III, "*Readiness Training - Modules Required for Basic Level of Readiness.*"

This PPM, including the attached policies and procedures contained in Exhibits I-III, are effective until June 30, 2006.

  
Cristina V. Beato, M.D.

Attachments

### Exhibit I, "APFT Standards for Basic Level of Force Readiness"

Officers may choose to meet the PHS Commissioned Corps Physical Readiness Standards by demonstrating physical fitness through the APFT every 12 months. Therefore, unless granted a waiver, officers must meet or exceed the Basic level, "Level 1," standards in each section below, i.e., the cardiovascular health, upper body strength, and core muscle strength events. The event tables listed below are modified from the U.S. Navy and U.S. Coast Guard physical fitness requirements (See OPNAVINST 6110.1F dated May 1, 2000.)

1. Cardiovascular Health Event

A. The 1.5 Mile Run Walk

Men				
Fitness Level	Age			
	20-29	30-39	40-49	50+
Level 4	≤ 8:13	≤ 8:44	≤ 9:30	≤ 10:40
Level 3	8:14-10:16	8:45-10:47	9:29-11:44	10:41-12:51
Level 2	10:17-12:51	10:48-13:36	11:45-14:29	12:52-15:26
Level 1	12:52-15:12	13:37-15:52	14:30-16:28	15:27-17:29

Women				
Fitness Level	Age			
	20-29	30-39	40-49	50+
Level 4	≤10:47	≤11:49	≤12:51	≤14:20
Level 3	10:48-12:51	11:50-13:43	12:52-14:31	14:21-15:57
Level 2	12:52-15:26	13:44-15:57	14:32-16:58	15:58-17:55
Level 1	15:27-17:21	15:58-18:00	16:59-18:31	17:56-19:30

B. The 500 Yard Swim

Men				
Fitness Level	Age			
	20-29	30-39	40-49	50+
Level 4	≤ 7:30	≤ 7:45	≤ 8:00	≤ 8:15
Level 3	7:31-8:45	7:46-9:00	8:01-9:15	8:16-9:30
Level 2	8:46-11:30	9:01-11:45	9:16-12:00	9:31-12:15
Level 1	11:31-13:00	11:46-13:15	12:01-13:30	12:16-13:45

Women				
Fitness Level	Age			
	20-29	30-39	40-49	50+
Level 4	≤8:45	≤9:15	≤9:45	≤10:00
Level 3	8:46-10:00	9:16-10:30	9:46-11:00	10:01-11:15
Level 2	10:01-13:15	10:31-13:45	11:01-14:15	11:16-14:45
Level 1	13:16-14:30	13:46-15:00	14:16-15:30	14:46-15:45

C. 450 Meter Swim

Men				
Fitness Level	Age			
	20-29	30-39	40-49	50+
Level 4	≤ 7:20	≤ 7:35	≤ 7:50	≤ 8:05
Level 3	7:21-8:35	7:36-8:50	7:51-9:05	8:06-9:20
Level 2	8:36-11:20	8:51-11:35	9:06-11:50	9:21-12:05
Level 1	11:21-12:50	11:36-13:05	11:51-13:20	12:06-13:35

Women				
Fitness Level	Age			
	20-29	30-39	40-49	50+
Level 4	≤ 8:35	≤ 9:05	≤ 9:35	≤ 9:50
Level 3	8:36-9:50	9:06-10:20	9:36-10:50	9:51-11:05
Level 2	9:51-13:05	10:21-13:35	10:51-14:05	11:06-14:35
Level 1	13:06-14:20	13:36-14:50	14:06-15:20	14:36-15:35

2. Upper Body Strength Event

The Push-Up

Men				
Fitness Level	Age			
	20-29	30-39	40-49	50+
Level 4	≥ 81	≥ 74	≥ 67	≥ 59
Level 3	71-80	64-73	56-66	49-58
Level 2	47-70	41-63	34-55	30-48
Level 1	37-46	31-40	24-33	19-29

Women				
Fitness Level	Age			
	20-29	30-39	40-49	50+
Level 4	≥ 44	≥ 41	≥ 37	≥ 33
Level 3	39-43	35-40	32-36	28-32
Level 2	21-38	17-34	12-31	10-27
Level 1	16-20	11-16	7-11	2-9

3. Core Muscle Strength Event

A. The Sit-Up

Men				
Fitness Level	Age			
	20-29	30-39	40-49	50+
Level 4	> 98	> 92	> 85	>78
Level 3	87-97	81-91	76-84	71-77
Level 2	58-86	51-80	44-75	37-70
Level 1	46-57	40-50	35-43	29-36

Women				
Fitness Level	Age			
	20-29	30-39	40-49	50+
Level 4	≥ 98	≥ 92	≥ 85	≥78
Level 3	87-97	81-91	76-84	71-77
Level 2	58-86	51-80	44-75	37-70
Level 1	46-57	40-50	35-43	29-36

B. The Side-Bridge Exercise

**MEN**

Fitness Level	Time
Level 4	≥ 163 seconds
Level 3	128 - 162 seconds
Level 2	60 - 128 seconds
Level 1	26 - 59 seconds

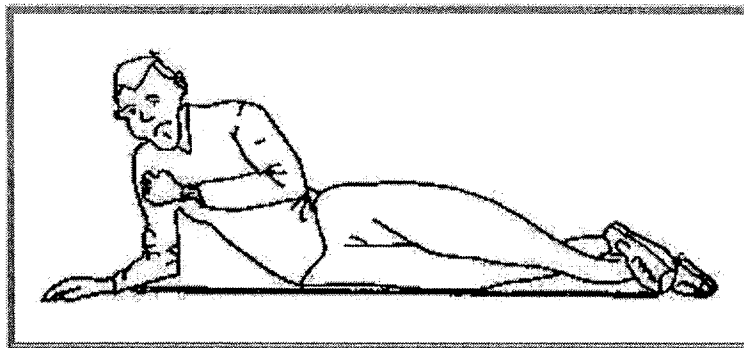
**WOMEN**

Fitness Level	Time
Level 4	≥ 135 seconds
Level 3	103 - 134 seconds
Level 2	41 - 102 seconds
Level 1	10 - 41 seconds

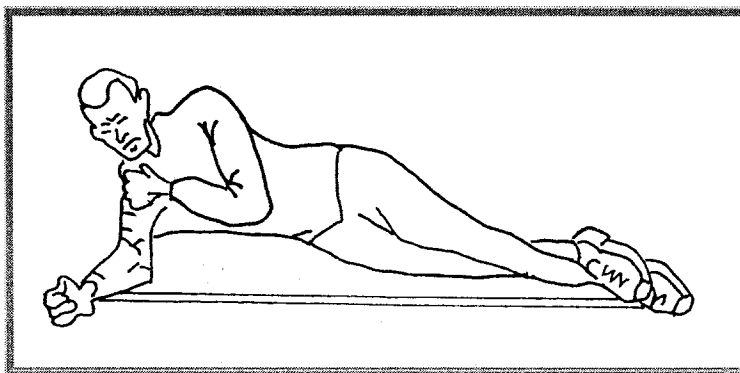
## Exhibit II, "Procedures for Conducting the APFT"

1. General APFT Procedures
  - A. Officers must be evaluated by an active-duty commissioned officer from the Corps or one of the other Uniformed Services.
  - B. Once an officer begins the first event of the APFT, the test must be completed within the 2-hours. For example, it is NOT acceptable to complete the run on one day and the push-ups and sit-ups on another day.
  - C. It is the responsibility of the evaluator to make certain that the participant properly performs the events.
  - D. The evaluator may spend as much time as necessary prior to the start of the APFT to review the proper technique for each event.
  - E. The evaluator must be careful to count only properly performed repetitions and to alert the participant to the count after each repetition.
2. Procedures for Conducting APFT Events
  - A. The Side-Bridge
    - (1) Participants shall start by moving to the side-lying position of their dominant side, supported by the elbow, forearm, fist and foot of the top leg. The foot of the bottom leg is wrapped around so as to be on top of the other foot. Firmly press into the ground with the supporting arm, then raise the trunk and pelvis straight upward until they form a straight line with the legs. Do not let the trunk rotate forward or back, nor should the hips move to the rear. Hold this position as long as possible while continuing to breathe.
    - (2) The timer shall signal the start for all participants and call out 15-second time intervals until the completion of the event.
    - (3) The event is completed when the member can no longer properly hold the position.
    - (4) Time is recorded with a stopwatch to the nearest second.

**-Side-Bridge starting position-**



**-Side-Bridge hold position-**



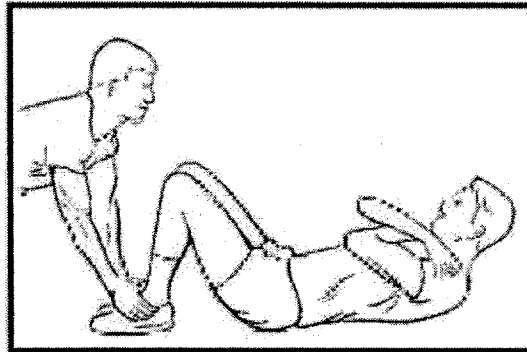
**B. Sit-ups**

- (1) The event shall be conducted with a partner on a level surface on a blanket, mat, or other suitable padding. Shoes are optional.
- (2) Sit-ups are conducted as follows:
  - a. Participants shall start by lying flat on their backs with knees bent, heels about 10 inches from buttocks. Arms shall be folded across and touching the chest, with hands touching upper chest or shoulders.
  - b. Feet shall be held to floor only by partner's hands.
  - c. The timer shall signal the start for all participants and call out 15-second time intervals until the completion of the event.
  - d. The participants curl their body up, touching elbows to thighs while keeping hands in contact with the chest or shoulders.
  - e. After touching elbows to thighs, the participants lie back, touching lower edge of shoulder blades to deck. This completes the repetition.

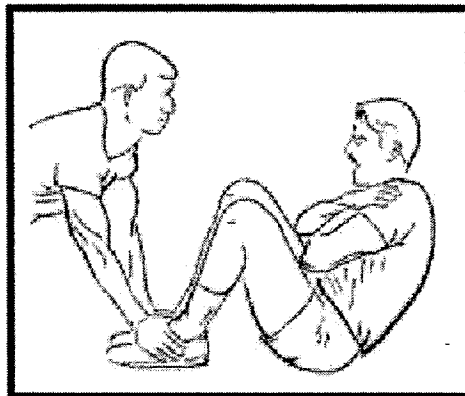


- f. Participants may rest in either the up or down position.
- (3) Sit-ups are repeated correctly as many times as possible in 2-minutes. The officer's partner monitors participant for correct form, and counts the number of correctly performed sit-ups. Incorrectly performed sit-ups shall not be counted.
- (4) The event is ended if participants:
- a. Lower legs;
  - b. Raise feet off the ground/floor;
  - c. Lift buttocks off the floor;
  - d. Fail to keep arms folded across and touching chest; or
  - e. Fail to keep hands in contact with chest or shoulders.

**-Curl-up down position-**



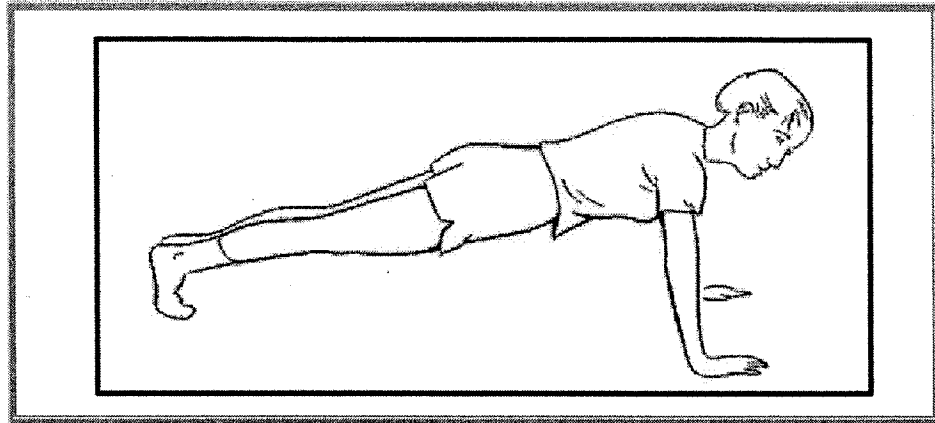
**-Curl-up up position-**



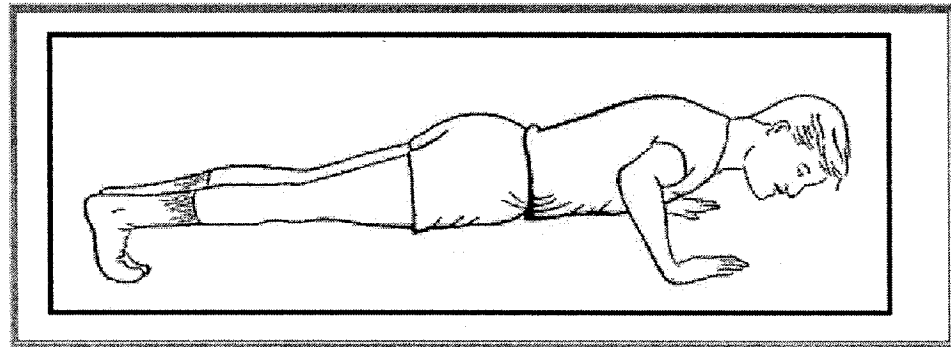
C. Push-ups

- (1) Push-ups shall be performed with a partner on a firm or suitably padded, level surface. Shoes are optional.
- (2) Push-ups shall be performed as follows:
  - a. The participants shall begin in the "front-leaning rest" position, hands placed on floor directly beneath the shoulders, both feet together on the floor.
  - b. The back, buttocks, and legs shall be straight from head to heels and must remain so throughout the test. Toes and hands shall remain in contact with the floor, not a wall or other vertical support surface.
  - c. The timer shall signal the start for all participants and call out 15-second time intervals until the completion of the test.
  - d. Participants shall lower the entire body as a single unit by bending the elbows until the upper arms, shoulders, and lower back are aligned and parallel to the deck.
  - e. Participants shall return to the starting position by extending the elbows, raising the body as a single-unit until the arms are straight. This completes the repetition.
  - f. Participants may rest only in the up position while maintaining the arms, back, buttocks, and legs in the straight position.
  - g. Push-ups are repeated correctly as many times as possible in 2-minutes. Partner monitors participant for correct form and counts the correctly performed push-ups. Incorrect push-ups shall not be counted
  - h. The event is ended if participants:
    - i. Touch the deck with any part of the body except hands and feet;
    - ii. Raise one or both feet or hands off the deck or ground; or
    - iii. Fail to maintain back, buttocks, and legs straight from head to heels.

**-Push-up up position-**



**-Push-up down position-**



**D. 1.5-mile run/walk**

- (1) The event consists of running or walking 1.5 miles as quickly as possible. Any combination of running or walking is allowed to complete the event.
- (2) Members may conduct the event on a track or outdoor course where he or she deems the surface to be flat and solid.
- (3) Members may conduct the event on a treadmill where appropriate facilities and equipment are reasonably available. The treadmill shall have the following features:
  - a. Motor-driven running surface belt with emergency stop button.
  - b. Adjustable speed displayed in miles per hour.
  - c. Inclination adjustment.

- d. Odometer that accurately measures distance traveled in miles.
  - e. Inclination and odometer have been calibrated immediately before the event.
- (4) The event shall be conducted on a track or outdoor course as follows:
- a. All participants shall stand at the start line.
  - b. The timer shall signal the start for all personnel being tested and call out time intervals until completion of the test.
  - c. Time is recorded with a stopwatch to the nearest second.
- (5) The event shall be conducted on a treadmill as follows:
- a. Participant straddles the treadmill belt with the treadmill inclination set to 1.0 percent.
  - b. The timer shall signal the start and the participant starts the treadmill at the desired rate.
  - c. The timer calls out time intervals until completion of the test.
  - d. Time is recorded with a stopwatch to the nearest second.
  - e. Treadmill speed may be adjusted to the participant's comfort anytime during the test.
- (6) The event is ended if the participant:
- a. Stops running or walking other than to retie a shoelace or remove a foreign object from the shoe.
  - b. Completes 1.5 miles; or
  - c. Changes the treadmill inclination from 1.0 percent.
- E. 500-yard or 450-meter swim
- (1) The event consists of swimming 500 yards or 450 meters in the fastest time possible. Any swim stroke and turn may be used.
  - (2) The event shall only be conducted in a standard 25 or 50 yard/meter swimming pool.
  - (3) Members may perform the swim event if facilities are reasonably available. Unless medically waived, members shall be required to participate in the 1.5 mile run/walk in instances where swimming facilities are not reasonably available.

- (4) The swim event shall be conducted as follows:
  - a. Swimmers begin the test in the water.
  - b. The timer shall signal the start for all personnel being tested and call out time intervals/lengths until completion of the test.
  - c. Time is recorded with a stopwatch to the nearest second.
  - d. Swimmers may push off from the sides with hands and feet after each pool length.
  - e. Resting is permitted by holding the side of the pool, standing, or treading water.
  - f. Swimmers may use goggles, facemasks, swim caps, and/or ear plugs. Fins, snorkels, flotation, wet suits, and propulsion devices are not allowed.
- (5) The event is ended if a participant:
  - a. Completes the prescribed distance; or
  - b. Moves forward while resting; or
  - c. Receives or requires assistance from a lifeguard or other person.

### 3. Grading the Exercise Events and Recognition

#### A. Pass

- (1) To receive a grade of "pass" on the APFT, an officer must meet or exceed the Level 1 performance standards for either the side-bridge or curl-ups, the push-ups, and one cardiorespiratory event (run/walk or swim).
- (2) A member's overall APFT score or categorization is the lowest category-level achieved on any single event.

#### B. Fail

Failure to meet Level 1 requirements in any event constitutes failure of the APFT, regardless of the level of performance on other events.

#### C. Recognition

- (1) Officers who annually meet Level 3 requirements in all events will be issued a letter of achievement from the Office of Force Readiness and Deployment (OFRD).
- (2) Officers who annually meet Level 4 requirements in all events will receive a Certificate of Achievement from OFRD.

### Exhibit III, "Readiness Training - Modules Required for Basic Level of Readiness"

To meet the Basic level of readiness, officers must complete 12 Web-based training Modules from the list below (9 are mandatory and 3 are elective from Group A or Group B).

#### Mandatory Modules

CCRF Overview  
PHS History  
Disaster Response  
Health Consequences and Response  
Disaster Triage  
Critical Incident Stress Management  
Infectious Disease Management  
Terrorism  
ABCs of Bio-Terrorism

PLUS three modules from Group A or three from Group B

#### Group A

Preventive Medicine for Field Operations  
Safety and Security Awareness  
Personal and Family Preparedness

#### Group B

DMS in Review  
DMAT Roles and Responsibilities  
Disaster Mortuary Operational  
Response Teams