

16 FAM 600 DESIGNATED AGENCY SAFETY AND HEALTH OFFICIAL (DASHO)

16 FAM 610 OCCUPATIONAL HEALTH

*(CT:MED-4; 11-22-2006)
(Offices of Origin: M/MED and DS)*

16 FAM 611 THROUGH 618 RESERVED

*(CT:MED-3; 06-30-2005)
(State Only)
(Applies to Civil Service and Foreign Service Employees)*

16 FAM 619 PHYSICAL FITNESS PROGRAM FOR SPECIAL AGENTS AND CRIMINAL INVESTIGATORS IN THE DIPLOMATIC SECURITY SERVICE (DS/DSS)

16 FAM 619.1 Authority

*(CT:MED-4; 11-22-2006)
(State Only)
(Applies to Civil Service and Foreign Service Employees)*

Authorities are found under:

- (1) Public Law 106-113 dated 11-29-99; and
- (2) 22 U.S.C. [4865](#).

16 FAM 619.2 Purpose

(CT:MED-4; 11-22-2006)

(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 (DS/DSS). The Physical Fitness Program *will* consist of physical fitness standards and mandatory *quarterly* testing. The goal in establishing this program is to ensure that DSS special agents and criminal investigators *are prepared* to carry out all of their official responsibilities.

16 FAM 619.3 Applicability

(CT:MED-3; 06-30-2005)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

These regulations apply to all Foreign Service Diplomatic Security (DS) special agents (2501 skill code) and Civil Service DS criminal investigators (occupational job series 1811), referred to as employees in this subchapter.

16 FAM 619.4 Responsibilities

(CT:MED-4; 11-22-2006)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

- a. By Delegation of Authority No. 221-3, dated 6-12-2000, the Under Secretary for Management delegated all functions under section 606(a)(5) of Public Law 106-113 (22 U.S.C. 4865(a)(5)) 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 *Training and Performance Support (DS/T/TPS)*, *will* be responsible for implementing and managing the Physical Fitness Program for employees, including evaluation of physical fitness standards and development of testing procedures and guidelines.
- d. The fitness *coordinator(s)* *will* be responsible for conducting physical fitness tests and recommending exercise routines to improve the physical fitness of employees.
- e. The Director, Office of Medical Services (M/MED), *is* responsible for

advising the fitness *coordinator(s)*, pursuant to 16 FAM 619.5-2.

16 FAM 619.5 Physical Fitness Testing and Standards

16 FAM 619.5-1 Testing and Standards

(CT:MED-4; 11-22-2006)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

- a. All employees *designated under 16 FAM 619.3 are to* be tested in all of the specified categories to determine their fitness level. Refusal to be tested *or to obtain a valid waiver as provided in 16 FAM 619.5-2* may result in an admonishment or disciplinary action (see 3 FAM 4300 for Foreign Service employees and 3 FAM 4500 for Civil Service employees).
- b. Testing *will* take place at the Bureau of Diplomatic Security Training Center (*DS/T/TPS*) and be administered by the DS fitness *coordinator(s)*. 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 procedures and guidelines developed by *DS/T/TPS*.
- c. Initial testing *must* commence within *120 days* of the implementation date of these regulations, and employees *must* be tested *quarterly* thereafter. *Employees and their immediate supervisors are responsible for ensuring employees participate in quarterly testing.* If a work assignment, training, or leave precludes testing when scheduled, employees must contact *the appropriate fitness coordinator* within 10 working days to reschedule an alternate date.
- d. For those employees unable to meet the *Good (60-79%)* physical fitness standards in one or more of the physical fitness categories, *the employee may contact* the DS fitness *coordinator(s) who will* recommend an exercise program to help them improve their fitness level.
- e. Employees *must* be tested in the following physical fitness categories:
 - (1) Muscular endurance (push up)—number per minute;
 - (2) Muscular endurance (sit up)—number per minute; and
 - (3) Aerobic capacity (run)—1.5 mile run.

**DSS PHYSICAL FITNESS TEST
AGE/GENDER *DIFFERENTIATED* – WELLNESS PROGRAM**

Dynamic Strength Test (Push-ups)

%	Age 20-29		Age 30-39		Age 40-49		Age 50-59+	
	Female	Male	Female	Male	Female	Male	Female	Male
99	53	100	48	86	23	64	18	51
95	42	62	40	52	20	40	16	39
90	37	57	33	46	18	36	15	30
85	33	51	26	41	17	34	14	28
80	28	47	23	39	15	30	13	25
75	27	44	19	36	15	29	13	24
70	24	41	18	34	14	26	11	21
65	23	39	16	31	13	25	9	20
60	21	37	15	30	13	24	8	19
55	19	35	14	29	11	22	7	17
50	18	33	14	27	11	21	6	15
45	17	31	13	25	10	19	5	14
40	15	29	11	24	9	18	5	13
35	14	27	10	21	8	16	4	11
30	13	26	9	20	7	15	4	10
25	11	24	9	19	7	13	3	9
20	10	22	8	17	6	11	3	9
15	9	19	7	15	5	10	2	7
10	8	18	6	13	4	9	2	6
5	6	13	4	9	1	5	1	3
1	3	--	1	--	0	--	0	--

95 - 99% *Super*
 80 - 94% *Excellent*
 60 - 79% *Good*
 40 - 59% *Fair*
 20 - 39% *Poor*
 1 - 19% *Very Poor*

DSS PHYSICAL FITNESS TEST
AGE/GENDER *DIFFERENTIATED* – WELLNESS PROGRAM
Dynamic Strength Test (Sit-ups)

%	<i>Age 20-29</i>		<i>Age 30-39</i>		<i>Age 40-49</i>		<i>Age 50-59+</i>	
	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>
99	52	56	43	52	39	48	31	44
95	51	55	42	51	38	47	30	43
90	49	52	40	48	34	43	29	39
85	45	49	38	45	32	40	25	36
80	44	47	35	43	29	39	24	35
75	42	46	33	42	28	37	22	33
70	41	45	32	41	27	36	22	31
65	39	44	30	40	25	35	21	30
60	38	42	29	39	24	34	20	28
55	37	41	28	37	23	32	19	27
50	35	40	27	36	22	31	17	26
45	34	39	26	36	21	30	16	25
40	32	38	25	35	20	29	14	24
35	31	37	24	33	19	28	12	22
30	30	35	22	32	17	27	12	21
25	28	35	21	31	16	26	11	20
20	24	33	20	30	14	24	10	19
15	23	32	18	28	13	22	7	17
10	21	30	15	26	10	22	6	15
5	18	27	11	23	7	17	5	12
1	17	26	10	22	6	16	4	11

95 - 99% Super
80 - 94% Excellent
60 - 79% Good
40 - 59% Fair
20 - 39% Poor
1 - 19% Very Poor

DSS PHYSICAL FITNESS TEST
AGE/GENDER *DIFFERENTIATED* – WELLNESS PROGRAM
Cardiorespiratory Fitness Test (1.5 Mile Run)

%	Age 20-29		Age 30-39		Age 40-49		Age 50-59+	
	Female	Male	Female	Male	Female	Male	Female	Male
99	8:33	7:11	10:05	7:29	10:47	7:42	12:28	8:44
95	10:47	8:13	11:49	8:44	12:51	9:30	14:20	10:40
90	11:43	9:09	12:51	9:30	13:22	10:16	14:55	11:18
85	12:20	9:45	13:06	10:16	14:06	11:18	15:29	12:20
80	12:51	10:16	13:43	10:47	14:31	11:44	15:57	12:51
75	13:22	10:42	14:08	11:18	14:57	11:49	16:05	13:22
70	13:53	10:47	14:24	11:34	15:16	12:34	16:27	13:45
65	14:08	11:18	14:50	11:49	15:41	12:51	16:51	14:03
60	14:24	11:41	15:08	12:20	15:57	13:14	16:58	14:24
55	14:35	11:49	15:20	12:38	16:12	13:22	17:14	14:40
50	14:55	12:18	15:26	12:51	16:27	13:53	17:24	14:55
45	15:10	12:20	15:47	13:22	16:34	14:08	17:29	15:08
40	15:26	12:51	15:57	13:36	16:58	14:29	17:55	15:26
35	15:48	13:06	16:23	13:53	16:59	14:47	18:09	15:53
30	15:57	13:22	16:35	14:08	17:24	14:56	18:23	15:57
25	16:26	13:53	16:58	14:24	17:29	15:26	18:31	16:23
20	16:33	14:13	17:14	14:52	18:00	15:41	18:49	16:43
15	16:58	14:24	17:29	15:20	18:21	15:57	19:02	16:58
10	17:21	15:10	18:00	15:52	18:31	16:28	19:30	17:29
5	18:14	16:12	18:31	16:27	19:05	17:23	19:57	18:31
1	19:25	17:48	19:27	18:00	20:04	18:51	20:47	19:36

95 - 99% *Super*
 80 - 94% *Excellent*
 60 - 79% *Good*
 40 - 59% *Fair*
 20 - 39% *Poor*
 1 - 19% *Very Poor*

16 FAM 619.5-2 Medical Exception

(CT:MED-4; 11-22-2006)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

- a. Employees physically unable to take the *quarterly* physical fitness test

due to a medical condition or illness must request from the Diplomatic Security (DS) fitness coordinator, a waiver from participation in the fitness exam. The DS fitness coordinator will instruct the employee to submit *a Form DS-7634, Medical Questionnaire and Authorization for Release of Medical Information, to their physician, who will be asked to evaluate the medical condition and state why the medical condition prohibits the employee from undergoing fitness testing. Form DS-7634, in addition to a signed confidential statement, must be submitted to the Office of Medical Services (M/MED) who will then advise the appropriate DS fitness coordinator(s) of the expected period of time for which a waiver of the quarterly test should be granted. The maximum length of time a waiver can be granted is one year. After the one-year maximum, the employee must be medically re-evaluated to determine whether the employee remains eligible for waiver of the participation requirement. It is the sole responsibility of the employee to follow up with M/MED. The employee's immediate fitness coordinator(s) is responsible for providing the information regarding all waivers to the fitness coordinator at DS/T/TPS. The employee's immediate fitness coordinator must update the database to reflect the employee's current status.*

- 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* Programs, Office of Employee Relations, Bureau of Human Resources).

16 FAM 619.6 Participation in an Exercise Program

(CT:MED-4; 11-22-2006)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

- a. Employees are encouraged to engage in an exercise program in order to meet *or exceed* the *Good standard (60-79%)* for each test. To that end, supervisors are authorized and encouraged to allow employees to use a maximum of three, nonconsecutive 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 a Diplomatic Security (DS) fitness coordinator that an employee has not complied with requests to schedule his or her initial or *quarterly* test, the supervisor *must* disallow further exercise time 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.

16 FAM 619.7 Injuries

(CT:MED-3; 06-30-2005)

(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 Employees Compensation Act (see 3 FAM 3630 and 3 FAH-1 H-3630) and Title 20 of the Code of Federal Regulations (CFR).

16 FAM 619.8 Physical Fitness Testing Requirement

(CT:MED-4; 11-22-2006)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

Quarterly physical fitness testing *must* be included as a continuing responsibility in an employee's work requirement statement for special agents, or as a separate job element for criminal investigators, unless there is an Office of Medical Services (M/MED) certified medical exception to testing.

16 FAM 619.9 Procedures and Guidelines

(CT:MED-3; 06-30-2005)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

For further guidance on procedures and guidelines that implement these regulations, contact the Diplomatic Security (DS) fitness coordinator.