

**U.S. Navy Fitness**

**Commander, Navy Installations Command**

**Standard Operating Procedure**

**Facilitation of the Command Fitness Leader Certification Course**

**May 2016**

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 **Section 1 – General Information**

* 1. **Purpose**
1. These Standard Operating Procedures were developed to provide guidance on the facilitation and instruction of the Command Fitness Leader (CFL) Certification course by MWR Navy Fitness personnel.

* 1. **Background**
1. As of January 2009, MWR fitness professionals have been given the responsibility of delivering the Command Fitness Leader Certification Course to perspective CFLs and ACFLs. In an effort to decentralize the training of CFLs, certified CFL instructors, under the direction of OPNAV (N17) and CNIC N921, facilitate the five-day course to meet the needs of commands across the Navy enterprise. This five-day course covers information including the administrative actions and duties of a CFL, basic exercise physiology and nutrition, injury prevention, basic PRIMS training, along with daily physical workouts. Upon completion of the course, CFLs will be tested and certified to run the Physical Readiness Program for their respective command.

**1-3 References**

 OPNAVINST 6110.1 Series

 Physical Readiness Program Operating Manuals

 CFL Instructor Training Guide

 http://www.public.navy.mil/bupers-npc/support/physical/Pages/default2.aspx/

**1-4 Abbreviations and Acronyms**

ACFL - Assistant Command Fitness Leader

BCA - Body Composition Assessment

CFL - Command Fitness Leader

CNIC - Commander, Navy Installations Command

CO - Commanding Officer

CMC - Command Master Chief

MWR - Morale, Welfare, and Recreation

NKO - Navy Knowledge Online

OPNAV - Office of the Chief of Naval Operations

**Section 2 – Qualifications of CFL Instructors**

**2-1 Qualifications**

CFL instructors must have the following credentials to instruct the CFL certification course:

1. Must possess, at a minimum, a current fitness certification from such organizations as American College Sports Medicine (ACSM), Cooper Institute of Aerobic Research, National Strength and Conditioning Association (NSCA), American Exercise Council (ACE) or other NCCA or NOCA accredited agencies.
2. Current CPR/AED/First Aid certified
3. Must have completed and passed the CFL instructor course hosted by OPNAV (N17) and CNIC-N921, including the mock PFA conducted during the course.
4. Must be physically-able to instruct and participate in the physical activity labs conducted throughout the course.
5. Must have a clear understanding of OPNAVINST 6110.1 Series.

**Section 3 – Scheduling of Classes**

**3-1 Scheduling of Classes**

An official request and spreadsheet from CNIC will be sent to all Regional N92s to submit the dates for all courses scheduled for the next calendar year. When scheduling a CFL Course, consider the following:

1. Locality: All bases within a commutable radius should coordinate class schedules to minimize duplication and maximize opportunities for staff sharing where possible. Contact other regional Navy Fitness personnel to coordinate schedules prior to submitting final schedule.
2. Frequency of courses: The number of courses to host recommended by each installation for one calendar year are as follows:
3. Jumbo, Extra Large, Large and Medium bases: 4 classes annually, small and Extra-Small bases: 2 classes annually

Special Requests: CFL instructors may request to teach unscheduled courses if there is a demand. All requests must be forwarded the CFL course administrator. CNIC-N921 is the approving authority for all courses.

**3-2 Class Cancellation**

In the event that a class needs to be canceled, contact the CFL Course Administrator no later than two weeks prior to the start of the scheduled course. It is under the discretion of the CFL Course Administrator to cancel a course due to low attendance. Classes that do not meet the minimum of 8 students will be cancelled or rescheduled for a later date unless special considerations are made by the CFL Course Administrator.

**Section 4- Course Preparation**

**4-1 CFL Course Preparation**

 CFL instructors are responsible for the preparation of the CFL Course including:

1. Staffing: Minimum 2 certified CFL instructor per 25 students. If the class exceeds 25 students, contact the CFL Course Administrator at CNIC to arrange for additional assistance with the course. In locations that cannot meet this requirement, special consideration may be made.
2. Advertisement for course: Use local MWR marketing resources, contact the base CO/ CMC, Tenant Command CO/CMCs, and contact all area CFLs at least 4-6 months prior to course.
3. Registration: ALL registrations must be submitted and approved by the CFL Course Administrator at CNICN921
4. Initial rosters will be sent to the instructor two weeks prior to the course. It is the responsibility of the CFL instructor to contact all students via email and/or phone.
5. Provide course information via the standardized welcome letter (Enclosure 2). Information will include: course location, class times, instructor contact information, course attire and the agenda.
6. Final rosters are sent out the Friday before class begins. THIS IS A FINAL ROSTER. Walk-ins are not permitted. NO EXCEPTIONS.
7. Materials: All materials including CFL Student Activity Guides and myotapes will be sent to host installation two weeks prior to the course. Host site must provide name cards and writing materials.
8. Equipment: Ensure that any equipment that is needed for the mandatory workouts is available for use (i.e. tubing, exercise mats, AV equipment) and available for all students.
9. Facilities: Secure gym space and a classroom for the entire week at least 4-6 months prior to the course. If at all possible, secure a facility with wireless/Ethernet capabilities.
10. Instruction of classroom/gym sessions: It is the responsibility of the certified CFL instructor to teach the entire course. Using fitness staff to assist with the gym sessions is acceptable, but a certified CFL instructor must be readily available at all times. (Exception: The NOFFS gym session must be taught by the local certified NOFFS instructor.)
11. Course Agenda: There are two agendas available (Enclosure 4) to allow for morning or afternoon gym sessions. Choose the agenda that best fits the availability of facilities and is most conducive to the conditions (i.e. weather, location) to your installation.

**Section 5 - PFA**

**5-1 PFA**

The PFA encompasses the assessment of Body Composition and the PRT. Instructors will administer a mock PFA on the first day of class to determine that the CFL is qualified for the position. All components of the PFA will be administered in accordance with OPNAV (N17) regulation. If an individual arrives after the start of the administering of the PFA, he/she MUST be dismissed from the CFL course. All participants must complete the PFA on the first day and must score an Excellent or higher to proceed with the course. The use of a certified CFL to assist with the administration of the PFA is highly encouraged.

 The order of the PFA is as follows:

1. PARFQ/Pre-Physical Activity Questions
2. BCA Height/Weight
3. Standardized PRT Dynamic Warm-up
4. Curl-ups
5. Push-ups
6. 1.5 mile run/walk
7. Cool-down/Stretch

For individuals that fail to meet the minimum of Excellent, it is the responsibility of the lead instructor to dismiss the member from class and forward his/her information to the Physical Readiness Program office at prims@navy.mil. CFL Instructors do NOT have to contact the parent command of the failing members- that is the sole responsibility of OPNAV (N17).

**5-2 PARFQ**

All CFLs are required to fill out a PARFQ before the start of the PFA. If anyone answers

“Yes” to any of the questions, they must be cleared by medical to participate in the course. The five Pre- Physical Activity questions must be asked prior to the start of the PFA. If anyone responds with a “YES”, they must be sent to medical and cannot participate in the PRT.

**5-3 BCA Height/Weight**

All CFLs are required to take a BCA. Reference PRP Operating Guide 4: The Body Composition Assessment (BCA) for guidance on proper administration of the BCA. For larger classes of more than 25 participants, consider having two scales and myotapes available to conserve time. Ensure that all scales are calibrated and height scales are measured accurately before the start of the course.

**5-4 Standardized PRT Dynamic Warm-up**

Prior to conducting the PRT, a proper warm-up must be provided. Use the Standardized

 PRT Warm-up as provided in Encl. 3

**5-5 Curl-ups**

 Reference Operating Guide 5: Physical Readiness Test for guidance on proper administration of the Curl-up assessment.

**5-6 Push-ups**

Reference Operating Guide 5: Physical Readiness Test for guidance on proper administration of the Push-up assessment.

**5-7 1.5 mile run/walk**

 Reference Operating Guide 5: Physical Readiness Test for guidance on proper administration of the 1.5 Run/Walk.

1. Course: Use standard base PRT run course for the mock PRT. Have alternate route available in the event that the course is unavailable or in use by other commands. The use of alternative cardio is not an option unless authorized by OPNAV (N17).
2. Staffing: Have, at a minimum, two staff members present to record times and provide split times to runners. The use of local CFLs or staff members to assist with the monitoring of the run is authorized.
3. Large Classes: For classes with more than 20 students, consider breaking the class in half to have one group run and one group record times or use another acceptable tracking system to manage/record run times easily and correctly.

**5-8 PRT Restrictions**

PRT Restrictions include:

1. Pregnancy: In accordance with the OPNAV 6110.1 Series, members with confirmed pregnancy status are not permitted to attend or participate in the CFL course.
2. Medical Waivers: Medical waivers are not permitted in the CFL course. All members must participate fully in the PFA and all gym sessions to attain CFL certification.

**5-9 Cool-down**

 Upon the conclusion of the PRT, ensure that a proper cool down is provided.

Allow enough time to have the adequately recover before proceeding into the dynamic warm-up workout.

**Section 6 - Course Facilitation**

**6-1 Dress code**

Required attire for course instructors for the classroom instruction is khaki pants, capris, or Business-casual shorts and a Navy Fitness polo shirt. For gym instruction, instructors are to dress in appropriate and professional gym attire (shorts no higher than mid-thigh, no spaghetti strap tank tops or tops revealing mid-driff or excessive cleavage. Pro Navy gear is recommended.) This is a professional environment therefore it is imperative to look professional throughout the length of the course.

 CFLs/ACFLs are required to wear their working uniform for the classroom sessions and their PTU for all gym sessions.

**6-2 Classroom Instruction**

 Classroom instruction must be facilitated according to OPNAV (N17) direction.

1. Instructors must teach according to both the PowerPoint presentations and the CFL Instructor Training guide provided by OPNAV (N17) and CNIC. The inclusion of additional slides is not permitted. Instructors are required to stay on course and teach the curriculum provided by OPNAV (N17). Ensure that you read and understand all of the material before the start of the course. Expand on the material presented on the slides and refer any questions that you cannot answer confidently to OPNAV (N17) as soon as possible.
2. Guest Speakers: Guest speakers are not permitted. Only certified CFL instructors are allowed to teach the CFL course curriculum.
3. No additional presentations or handouts are allowed unless pre-approved by OPNAV (N17).
4. PRIMS training: Utilize the PRIMS online tool to become familiar with this application. When teaching this section, it is highly encouraged to have internet access to allow CFLs to work with this tool as well as a trained CFL/ACFL to assist with questions or concerns.
5. Breaks: In the event that a presentation may go long, ensure that a 10 minute break is afforded to the class at the end of every hour. Encourage CFLs to move, stretch, and refuel during the allotted breaks.

**6-3 Gym Instruction**

Gym instruction must be facilitated according to OPNAV (N17) direction. No additional classes or formats may be added to the course. The gyms sessions must be taught in accordance with the OPNAV (N17) approved curriculum including:

a. Dynamic Warm-up: Instructors must demonstrate all 24 exercises of the dynamic warm-up. All exercises will be used throughout the entirety of the course. Proper execution of each exercise must be observed for all course participants. It is imperative that all CFLs understand the purpose, execution, and proper instruction techniques of all dynamic warm-up exercises before the completion of the course.

b. Cool-down: Instructors must include a proper cool-down for each section of the gym instruction. Do not shorten or omit to make up for schedule delays.

c. Stretches: Instructors are required to teach the 12 static stretches provided in the instructor guide by OPNAV (N17). Ensure that only the approved stretches are used.

d. Strength: Use the Day 2: Strength Conditioning workout provided by OPNAV (N17).

e. Cardiovascular Conditioning: Use the Day 3: Cardio Conditioning workout provided by OPNAV (N17).

f. NOFFS: Use Submarine Series, Level 2 workout. Must be NOFFS certified to instruct.

g. Circuit: Use the workout provided by OPNAV (N17). Instructors may add additional circuits or exercises.

**6-4 End-of-Class Assignment: Program Design**

 CFLs will be required to complete an 8-week fitness program as a team project.

 Scenarios will be provided and handed out to teams assigned by the CFL instructor.

No more than 6 CFLs per team. Use the criteria sheet provided in the CFL Instructor Training Guides to evaluate their work; this is not a graded assignment. It is the instructor’s responsibility to ensure that all members are participating fully and equally.

Teams will be required to present to the class on the last day of the course. Instructors are required to provide constructive feedback for each presentation.

**6-5 Written Pre-Test/ Post-Test Facilitation**

1. Pre-test: The CFL course Pre-test (Open book only) is handed out immediately after the introduction. Allot 30 minutes for CFLs to take this exam. Once complete, instructors must pick up the tests immediately and grade. Do not give back or allow CFLs to see their tests until the conclusion of the Post-test.
2. Post-Test: Upon the conclusion of the course, students will be given a written exam (Open book and Closed book) to complete. Students will take Open book exam first; instructors will hand out Closed book exam once Open book exam is turned in. Once completed, grade immediately and staple to original pre-test. CFLs are permitted to look at their completed exams, but ensure that ALL tests are turned in. CFLs must score a minimum of 80% on the post-test to receive certification.
3. Pre- and Post- test scores are to be recorded on the final roster sheet and sent to the CNIC CFL Course Administrator within 5 working days after the completion of the course.

**Section 7 - Post-course Actions**

**7-1 Post Course Feedback and Evaluations**

Upon the conclusion of the course, CFLs must take a course evaluation. Please ensure that evaluations, along with an agenda with instructors’ names next to the lectures that he/she taught, are submitted to the CNIC CFL Course Administrator. Submit these items, as well as the final roster and After Action report, to the CNIC CFL Course Administrator no later than 5 working days after the conclusion of the course.

**Section 8 – OPNAV (N17) Quality Assurance**

**8-1 OPNAV (N17) Quality Assurance**

In an effort to ensure quality control with the instruction of the CFL course, OPNAV (N17) conducts Quality Assurance visits to select sites across the Navy enterprise. Sites are determined by OPNAV (N17). Generally, a one week notice is provided to Navy Fitness and the selected site. OPNAV (N17) will provide a final report to Navy Fitness upon the conclusion of the course. OPNAV (N17), as well as Navy Fitness, has the authority to suspend any instructor and/or require additional training if deemed necessary.

**Section 9 – Contacts**

Cheryl Hammond, CFL Course Administrator: 202-433-6525, cheryl.hammond@navy.mil

Vicki Teran, CFL Coordinator: 202-433-4367, vick.teran@navy.mil

Physical Readiness Program Support: prims@navy.mil

**CFL Instructor Check List**

4-6 Months Prior to Class Date

* Confirm Scheduled Class with CFL Coordinator
* Advertise Course
* Request teaching assistance if needed
* Schedule guest speakers if needed
* Reserve room block at NGIS or local approved lodging
* Locate and reserve classroom, gymnasium and PRT space

2-3 Weeks Prior to Class Date

* Confirm materials shipment
* Confirm Equipment – A/V equipment, seating, fitness tools, etc…
* Confirm Location and Facilities – Classroom, gymnasium, PRT course
* Send welcome letter to all registered participants

Less than 1 Week Prior

* Receive final roster (Friday prior to course)
* Room set-up
* Mark course if needed
* Follow-up on any adjustments required for this class

1 Week Post Class Completion

* Mail CFL course critiques to CNIC CFL Course Administrator

Email/fax course summary/class roster to CNIC CFL Course Administrator no later than

five working days after the conclusion of the course.

Enclosure 1

**Command Fitness Leader Certification Course**

Welcome to the Command Fitness Leader Course at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We would like to thank you for investing your time and energy in what we believe to be a crucial position in enhancing the quality of life of Sailors, as well as being a vital element in ensuring mission readiness across the Navy enterprise. Below you will find helpful information to better prepare you for the course and week ahead.

**Course Overview:**

Due to the requirements of this course, there will be a lot of material to cover in one week, therefore prior to coming to the course we ask you to become familiar with the 6110.1J and Operating Guides. The CFL Course Resource Binder provided are for classroom use only and students will not be allowed to take them at the end of the course. The Instruction and Guides can be downloaded from the NPC/PRP website.

Throughout the week, you will be learning material that will enable you to be an effective, successful, and motivational CFL. Topics include: Actions and Responsibilities of a CFL, fitness programming, injury prevention, basic nutrition and exercise physiology, Intro to PRIMS, as well as other administrative tasks and duties. Daily PT sessions are also included to provide you with the proper tools in reinvigorating your Command PT. Be prepared to sweat!

**How does it all begin?**

On day one, arrive in your NAVY PTU, as we will be conducting a PFA first thing in the morning. All CFLs are REQUIRED to be in height/weight BCA standards or circumference standards. Your overall PRT score must be Excellent or higher. ***\*\*The PFA held at this course can NO LONGER be counted as an official PFA regardless if administered by a certified CFL.\*\****

We will muster at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which is located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. After introductions, attendance, and the pre-screening process, we will dismiss to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to conduct your PFA.

We will begin with the BCA, then the PRT dynamic warm-up, curl-ups, push-ups and 1.5 mile run/walk only. NO alternative cardio options will be authorized (bike, swim and treadmill are not options for this course.) **If you do not meet the BCA and PRT requirements as stated above, you will be automatically removed from the course**. **No exceptions!**

M**edical waivers** will not be granted and/or accepted for the PRT or class PT sessions. You must be able to perform all aspects of the required exercises for the week.

After the PFA, you will be allotted time to shower and clean up then break for lunch. After class sessions on Monday, we will conclude with a PT session teaching the basic principles of a proper warm-up, cool-down and stretch. Please plan accordingly if needing another PTU for the afternoon PT session.

\*Due to the length of MONDAY’s PT session, please bring extra water and food for fueling and recovery.\*

**Class Schedule:**

Classes begin/end at the following times:

Monday 0700-1630

Tuesday 0700-1630

Wednesday 0700-1630

Thursday 0700-1630

Friday 0700-1200

*\*****Attendance is required every day. You must attend ALL sessions to receive the certification therefore it is imperative that arrangements are made to ensure full attendance.***

**\*\* *Please note: Failure to pass the Post Test with a minimum score of 80 at the end of the course will result in you not receiving your CFL Certification.***

**Uniform of the Day:**  Navy PTU for all gym sessions (service equivalent for USMC, USA, USAF), Working military uniform or PTU for classroom sessions. If wearing your PTU and if needing to wear pants and jacket over it, be sure to comply with the uniform requirements which only allow the Official NAVY blue sweat shirts and pants over the NAVY yellow shirts and blue shorts. The VIBRAM 5-finger shoes are authorized, however, you must wear socks per the Navy PTU instruction (socks are required). \*Civilian clothes are authorized ONLY on Friday for graduation.

**Items to Bring:** WATER, nutritious snacks, calculator, pen/pencil, highlighter, notebook, at least two sets of PTUs, MOTIVATION and INTEGRTY!

**Lodging:**  Applicants are responsible for making travel and lodging arrangements.

Below is general information you may need to make arrangements if you are coming from out of town.

Lodging reservations at the Navy Gateway Inns and Suites:

<http://dodlodging.net/>

We look forward to working with you and providing you with the tools and knowledge to enable you to be a successful CFL/ACFL. If you need additional information PLEASE do not hesitate to contact us! If you need immediate information or an emergency situation arises, please call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**ARE YOU READY?**

 Enclosure 2