




**U.S. Customs and  
Border Protection**

HQBOR 130/8.1

**JUN 23 2021**

MEMORANDUM FOR: All Directorate Chiefs  
All Chief Patrol Agents

FROM: Rodney S. Scott   
Chief  
U.S. Border Patrol

SUBJECT: U.S. Border Patrol Internal Operating Procedure: Physical Fitness Program

The long-term physical and mental wellness of all U.S. Border Patrol (USBP) personnel is our priority. Under the auspices of the attached Internal Operating Procedure (IOP) for the USBP Physical Fitness Program (PFP), leadership is authorized, where operationally feasible, to approve up to 90-minutes of physical fitness per workday, not to exceed five 5 hours per work week for each employee who participates in the PFP. Leadership is encouraged to maximize the authorization of alternate physical fitness/workout locations. This includes but is not limited to non-traditional gyms, commercial gyms, and home gyms and allows for scheduling flexibilities.

The attached IOP for the USBP PFP establishes procedures for the implementation of health, fitness, and wellness for all employees who voluntarily participate. This IOP provides interim guidance on registration, program use, and reporting requirements until an agency physical fitness evaluation is conducted in conjunction with U.S. Customs and Border Protection (CBP) Human Resource Management Occupational Safety and Health and the CBP Personnel Research and Assessment Division.

PFP activities may be scheduled at any time during the regular tour of duty to include the first and last hours of the shift, which includes regularly scheduled Border Patrol Agent Pay Reform Act hours. Agents must record all participation in Border Patrol Enforcement Tracking System using code, "BPFIT", and maintain an electronic log of all activities. Employees who participate during the first or last hour of their shift, at an offsite location, must code the workout as being contiguous with the rest of the shift. Donning and doffing of uniform and showering time must be included in the employees authorized hours of PFP. Employees who workout in the first or last hour at an offsite location shall code the workout and the unpaid break as being contiguous with the rest of the shift.

If you have additional questions, please contact Strategic Planning and Analysis Policy and Compliance Division or Acting Assistant Chief Manuel Cruz at [manuel.r.cruz2@cbp.dhs.gov](mailto:manuel.r.cruz2@cbp.dhs.gov).

Attachment

## **INTERNAL OPERATING PROCEDURE PHYSICAL FITNESS PROGRAM**

**SHORT TITLE:** Physical Fitness Program

**EFFECTIVE DATE:** June 23, 2021

**RESPONSIBLE OFFICE:** Strategic Planning and Analysis Directorate, Policy and Compliance Division

**SUPERSEDES:** U.S. Border Patrol Memorandum, Management Guidance for Implementing the Physical Fitness Program, July 8, 2015; CBP Directive No. 51410-23, U.S. Customs and Border Protection, Physical Fitness Program (Pilot), October 2, 2012; and the U.S. Border Patrol Memorandum of Understanding between U.S. Customs and Border Protection and the National Border Patrol Council, April 28, 2015.

### **1. PURPOSE.**

1.1. This Internal Operating Procedure (IOP) establishes guidelines for managers to approve all U.S. Border Patrol (USBP) employee requests to participate in health, fitness, wellness, and resiliency activities. Fitness Programs should be designed to help lower the government's health costs, better recruit and retain employees, increase productivity, and improve employee resiliency.

1.2. This IOP will provide interim guidance on registration, program use, and reporting requirements until an agency physical fitness evaluation has been conducted in conjunction with U.S. Customs and Border Protection (CBP) Human Resources Management Occupational Safety and Health and the Personnel Research and Assessment Division. The information gathered through the agency physical fitness evaluation will modify future voluntary fitness progress assessments, Physical Fitness Program (PFP) administration, and information campaigns.

1.3. An employee's participation in the PFP is voluntary. Employees can remove themselves from the program at any time. There will be no disciplinary action for participants who do not improve or discontinue participation in the program.

**2. POLICY.** The USBP supports the implementation of health and wellness programs that assist in the improvement of employee health, morale, resilience, and productivity. The USBP PFP will help identify lifestyle traits that can improve overall health. The overall goal of the PFP is to create and support a culture within USBP where physical fitness is embraced and practiced under the guidance of trained personnel. USBP's physical demands while performing operational tasks in the field are unique. Identifying the proper alignment of physical training with our unique operational requirements should include a broad spectrum of natural or realistic physical work.

### **3. AUTHORITIES AND REFERENCES.**

- 3.1. 5 U.S. Code § 7901(a), *Health Service Programs*.
- 3.2. 5 CFR Part 339.203, Physical Requirements. Executive Order 13545, *President's Council on Fitness, Sports, and Nutrition*.
- 3.3. Division of Federal Employees' Compensation (DFEC) Procedure Manual, Part 2, Chapter 0804-18, *Employing Agency Physical Fitness Programs*.
- 3.4. Executive Order 13266, *Activities to Promote Personal Fitness*.
- 3.5. Department of Homeland Security Strategic Plan 2012-2016, February 2012.
- 3.6. USBP Memorandum, Diversity and Inclusion Strategic Plan, July 14, 2016.
- 3.7. CBPs Diversity and Inclusion Strategic Plan-Fiscal Years 2016-2020, "Goal 2: Priority 2.2.
- 3.8. CBP Directive No. 51550-005, U.S. Customs and Border Protection Border Patrol Agent Pay Reform Act, January 6, 2016.

### **4. BACKGROUND AND SCOPE.**

- 4.1. This IOP applies to all USBP personnel, professional and uniformed. Where there are differences in this directive and a negotiated union agreement, the negotiated union agreement shall govern over those matters concerning bargaining unit employees.
- 4.2. The long-term physical and mental wellness of USBP personnel is our priority. This guidance will permanently modify the USBP PFP to allow for 5 hours of Physical Training (PT) activity per work week.
- 4.3. USBP Headquarters (HQ) Leadership and Sector Chiefs are authorized, where operationally feasible, to approve up to 90 minutes of PFP per workday (5-hours weekly in total) for each USBP employee. They are directed to maximize the authorization of alternate physical fitness/workout locations. This includes, but is not limited to non-traditional gyms, commercial gyms, and home gyms and allows for scheduling in any hour of the shift, including the first and last hours. Offsite workout locations must be submitted for supervisory approval. Once sites are approved, duty time for offsite fitness must be requested, approved, and scheduled in advance. Employees must provide a reliable telephone number to supervisors and be prepared for calls and report for duty, if operational changes arise that require it.

## **5. DEFINITIONS.**

- 5.1. Health is a state of being associated with freedom from disease and illness which also includes a positive component (wellness) associated with a quality of life and positive well-being.
- 5.2. Physical fitness is a state of well-being with low risk of premature health problems and energy to participate in a variety of physical activities.
- 5.3. Wellness is a state of positive health in an individual, comprising biological and psychological well-being as exemplified by quality of life and a sense of well-being.
- 5.4. Resilience refers to the ability of employees to cope with ongoing disruptive change, sustain good physical and emotional health when under constant pressure, bounce back easily from setbacks, overcome adversities, change to a new way of working and living when an old way is no longer possible and do this without acting in a dysfunctional or harmful manner.

## **6. RESPONSIBILITIES.**

### **6.1. USBP Chief or designee:**

- 6.1.1. Retains operational control of the PFP implementation and overall management within their office; and
- 6.1.2. Designates a fitness program manager to administer the fitness program within their office.

### **6.2. HQ Fitness Program Managers must:**

- 6.2.1. Identify and delegate to the appropriate level of Agency authority to review, modify, approve, or terminate an employee's participation in the PFP;
- 6.2.2. Administer the fitness program within their office;
- 6.2.3. Assist in the development and administration of the PFP;
- 6.2.4. Coordinate the staffing of all sectors and field offices with fitness coordinator
- 6.2.5. Act as a primary point of contact for program.

### **6.3. Sector Chief Patrol Agents must:**

- 6.3.1. Oversee the implementation and overall direction of the sector PFP;

- 6.3.2. Develop local standard operating procedures and guidance as necessary to implement their PFP; and
- 6.3.3. Appoint officials to have Operational and Programmatic oversight at the sector level.

**6.4. Sector Fitness Coordinators must:**

- 6.4.1. Ensure all participants register and complete a policy notification, Employee Medical Self-Certification, Informed Consent Certification and provide documentation of physician's clearance (if applicable) (See Attachment 2)
- 6.4.2. Oversee the PFP program and ensure certified physical training instructors are available;
- 6.4.3. Maintain PFP records (e.g., class attendance, trends and patterns, medical clearance, release of liability forms, equipment purchases and allocations);
- 6.4.4. Assist participants through goal setting and respond to program requirements;
- 6.4.5. Provide participants with a variety of general fitness, nutrition, and program design information (e.g., conditioning, high-intensity training, low-impact training, weight training, walking, running);
- 6.4.6. Provide appropriate instructions on the proper use of fitness equipment and workout performance;
- 6.4.7. Ensure that any physical training provided is scalable to individual level and be progressive;
- 6.4.8. Regularly inspect Agency-controlled fitness equipment for wear and tear;
- 6.4.9. Emphasize on "injury proofing" techniques/practices and active recovery;
- 6.4.10. Make appropriate notifications or arrangements for equipment in need of repair;
- 6.4.11. Regularly meet with fitness coaches and evaluate PFP operations; and
- 6.4.12. Identify training needs for the sector related to health, wellness, and resiliency.

**6.5. Supervisors must:**

- 6.5.1. Approve and schedule employees' participation when operational demands permit;

- 6.5.2. Monitor employees' compliance with this IOP and other applicable policies and directives;
  - 6.5.3. Report PFP violations to the appropriate management official;
  - 6.5.4. Assist employees in filing a Notice of Traumatic Injury (Office of Workers' Compensation Programs Form CA-1) if an injury occurs while participating in the PFP; and
  - 6.5.5. Ensure that a government vehicle is not used to travel to off-site fitness facilities.
- 6.6. Participants must:
- 6.6.1. Adhere to the provisions of the sector PFP;
  - 6.6.2. Register, complete the Employee Medical Self Certification form, and Informed Consent Agreement for the program (See Attachment 2) prior to participation;
  - 6.6.3. Acknowledge that any medical expenses that may be incurred by the employee to qualify for the program participation are the full responsibility of the employee;
  - 6.6.4. Record all PFP participation in Border Patrol Enforcement Tracking System using PTFIT code;
  - 6.6.5. Maintain a log of activities and submit as required (See Attachment 2);
  - 6.6.6. Conduct a self-assessment at the beginning of the program and every six months;
  - 6.6.7. Select a minimum of one physical task each from the categories listed in Attachment 3;
  - 6.6.8. Request approval via memo to the employees' respective chain of command for off-site participation;
  - 6.6.9. Acknowledge cost associated with off-site fitness facilities will be the responsibility of the PFP participant; and
  - 6.6.10. Validate their fitness activity through a verifiable source. Examples of verifiable sources include an electronic logbook, personal fitness device, a fitness application, or similar technology, or through verification from a USBP Fitness Program coordinator, if available. This data will be used to validate the participant's self-assessment related to the physical fitness activities for both the individual and the agency. This validated fitness activity will be submitted via a National Physical Fitness Standard Initiative mailbox at [USBP\\_PFSI@cbp.dhs.gov](mailto:USBP_PFSI@cbp.dhs.gov).

## **7. PROGRAM SCHEDULING.**

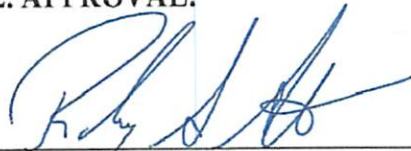
- 7.1. Authorization of duty time remains contingent upon operational demands and is subject to supervisory approval.
- 7.2. Full-time employees may be authorized up to five hours per week during regularly scheduled work hours to participate in the PFP. Donning and doffing of uniform and showering time must be included in the employees authorized hours of PFP.
- 7.3. PFP may be scheduled at any time during the regular tour of duty to include the first and last hours of the shift, including during regular Border Patrol Agent Pay Reform Act (BPAPRA) hours. Supervisors may also consider employee requests of up one hour of unpaid break, either immediately before or immediately after their PFP activities for those employees approved to workout at an offsite location. The intent of this unpaid break time is to allow an employee to commute to and from work in connection with their physical fitness activities. Employees who workout in the first or last hour at an offsite location shall code the workout and the unpaid break as being contiguous with the rest of the shift.
- 7.4. PFP may be conducted during scheduled obligated overtime hours as defined in the CBP BPAPRA Directive under Section 7.1 of this IOP.
- 7.5. Travel time between workout locations and duty stations will not be compensated.
- 7.6. Hours of participation in the program are not cumulative. Unused hours will not be carried to the subsequent week.

## **8. FITNESS COORDINATOR SELECTION AND TRAINING.**

- 8.1. Fitness Coordinators must possess excellent verbal communication skills and have experience with instruction-based training and presentations on a variety of exercises and nutrition. They must have a working knowledge of health screening programs, monitoring, test administration, corrective actions, resources, advance guidance, and safety pertaining to health and fitness. HQ will fund initial training to new Fitness Coordinators as needed.
- 8.2. Required training for Fitness Coordinators include the following:
  - 8.2.1. The Cooper Institute Health Promotion Course and Health Coaching Technique Course;
  - 8.2.2. USBP/OTD Physical Fitness Certification Class; and
  - 8.2.3. Cardiopulmonary resuscitation and first aid certified responsibilities.

9. **EXEMPTIONS.** There are no exemptions to this IOP.
10. **CANCELLATION/DISTRIBUTION.** This IOP applies to all USBP personnel and will remain in effect until an agency physical fitness evaluation is completed, or four years after the implementation of this IOP. Based on the results of the physical fitness evaluation or at the end of the four-year trial period, this IOP may be renewed, modified, or rescinded.
11. **NO PRIVATE RIGHTS CREATED.** This is an internal USBP operating procedure. This document does not create any right or benefit, substantive or procedural, enforceable in law or in equity, against the United States, its departments, agencies, or other entities, its officers, employees, or any other person.

12. **APPROVAL.**



Rodney S. Scott  
Chief  
U.S. Border Patrol

JUN 23 2021

Date



## **ATTACHMENT 1: ACRONYMS**

**BPAPRA- Border Patrol Agent Pay Reform Act**

**BPETS– Border Patrol Enforcement Tracking System**

**CBP – U.S. Customs and Border Protection**

**CPA – Chief Patrol Agent**

**FC – Fitness Coordinator**

**FECA – Federal Employees' Compensation Act**

**FEPA – Federal Employee Pay Act**

**FLSA – Federal Labor Standards Act**

**NBPC – National Border Patrol Council**

**OWCP – Office of Workers' Compensation Programs**

**PAIC – Patrol Agent in Charge.**

**PFP – Physical Fitness Program**

**R/O – Responsible Office**

## **ATTACHMENT 2: REQUIRED FORMS**

**Register into program**

<https://cbpgov.sharepoint.com/sites/hrm/bmw/Prg/AWFP/Pages/Registration.aspx>

**Employee Medical Self Certification Form via CBP FIT Web Page**

<https://cbpgov.sharepoint.com/sites/hrm/bmw/Prg/AWFP/Pages/Registration.aspx>

**Informed Consent Agreement**

<https://cbpgov.sharepoint.com/sites/hrm/bmw/Prg/AWFP/Pages/Registration.aspx>

**PFP Activity Log available via CBP FIT Web Page**

<https://cbpgov.sharepoint.com/sites/hrm/bmw/Prg/AWFP/Pages/Registration.aspx>

### **ATTACHMENT 3: SELF ASSESSMENT EXERCISES**

#### **Aerobic Endurance Test Options (Choose 1)**

- 1.5 Mile Run
- 3 Mile Walk
- 2000 Meter Row

#### **Anaerobic Power Test (Choose 1)**

- 220 Yard Sprint
- 500 Meter Row

#### **Muscular Strength and Endurance (Choose at least 1)**

- Max Push-up (1 minute, traditional)
- Max Pull-up (1 minute, traditional)
- Plank for Time (not to exceed 3 minutes)

#### **Body Composition (Choose at least 1)**

- Height/Weight (Body Mass Index) or Waist to Hip Ratio or % Body Fat (3-site Jackson Pollock)