

APFT Event Leader Guide

Thank you for your interest in leading a group APFT event. Doing annual APFTs as a part of a group can be fun and motivating. The APFT can be conducted on any scale, ranging from conducting an event with just two officers, to leading a larger group. This guide is not intended to set requirements, but to provide guidance and ideas to leaders, who can modify as appropriate for their event.

How to Lead an APFT Event

1. Identify a leader, date and location.
2. Complete the Event Submission Form and email to the APFT team at apftrdwg@gmail.com at least 1 month in advance (earlier is better) for entry on the [JOAG event calendar](#).
3. Promote your event.

Event Checklist

Required:

1. Officer-in-Charge (OIC): This person will be responsible for the overall conduct of the event. This person should be familiar with APFT requirements and be able to answer questions. The OIC should bring a copy of the [APFT Procedures and Instructions](#) and be familiar with the protocol for each exercise.
2. Testing Official: These officers will score the officer(s) taking the APFT and they can be participants in the event as well. The OIC can also be a testing official. The testing official will ensure that the officer is completing each exercise correctly and count correct exercises (e.g. push-ups) for the officer doing the APFT. For a large group, it is easiest to pair up officers to be the participant and testing official. No officer should grade themselves.
3. Participants: These are the officers completing the APFT. They can also be Testing Officials, and/or the OIC. Encourage officers to wear PHS apparel to encourage esprit de corps and to promote PHS.
4. Copies of [Form PHS-7044](#) and pens.
5. Stopwatch/Timing Device.
6. A safe location to conduct the event, either inside or outdoors. If conducting an outdoors run, an accurately marked, safe, course.

Optional:

1. Treadmill, elliptical, stationary bike, or swimming pool measured in meters or yards. If using the elliptical or stationary bike to complete the cardiorespiratory event, the equipment must meet the requirements outlined in the [APFT Procedures & Instructions](#).
2. Lifeguards, if conducting swimming event. Lifeguards will likely be on-location if the pool is open, but confirm they will be present.
3. Road guards. These individuals can be posted at road intersections to warn participants of oncoming traffic. Participants should be advised if the course is open to traffic, and of areas of high traffic. All participants should be reminded that they are responsible for their own safety.
4. Water, sports drink, or other snacks.
5. Designated photographer.

6. Mat or towel to use for push-ups, plank, sit-ups, or side bridge.

Conducting the Event

The APFT will be conducted as required in the [APFT Instructions and Procedures](#). All events must be completed within 2 hours. It is recommended that the instructions for each event are read aloud, and the events are demonstrated to the participants immediately before conducting each portion of the APFT. Events including family members or friends are highly encouraged. These visitors may participate in individual events or the entire APFT.

After the Event

1. Determine APFT score. Remind participants to fill out [Form PHS-7044](#), and to have it signed by the testing official. Each participant is responsible for submitting his/her scores in Direct Access, and maintaining a copy of the form. This is NOT the event leader's responsibility.
2. Social time. Combining the APFT with a social event, such as a group breakfast, picnic, or other event is encouraged. Family participation at APFT events is highly encouraged.
3. Officer in Charge must complete the APFT Event Follow-up Form and email to both of the APFT team leaders (LCDR Hastings at dkh5@cdc.gov and LT Piercy at Katrina.Piercy@hhs.gov) within 1 week of completing the event. Feedback on the event, lessons learned and suggestions will help improve events, and is highly encouraged. Suggestions will be incorporated into revisions to this guide.
4. Submit photos to APFT team leaders.