

*APPENDIX C*  
*CUSTOMS AND QUARANTINE AGENCY*

# **CUSTOMS & QUARANTINE AGENCY**



## **GENERAL ORDER 34**

**Physical Fitness Qualification Test  
(PFQT) Policy**



# CUSTOMS & QUARANTINE AGENCY, GUAM

Guam's First Line of Defense | Protecting Our Island, Our People, and Our Resources

Director's Office

Acting Director of Customs – Eric M. Palacios  
Chief of Customs – Vincent S.N. Perez

**Doc.Ref.No.: CQA-DIR-199-18**

**June 27, 2018**

**Chief Joseph I. Cruz**  
**Chairman**  
**Peace Officers Standards & Training Commission**  
*P. O. Box 23069 GMF Barrigada, Guam 96921*  
*1 Sesame Street Mangilao, Guam*

**Subject: Guam Customs & Quarantine Agency Physical Fitness Qualification Test Policy**  
**RE: Proposed Agency Specific Physical Fitness Qualification Test**

Hafa Adai Chief Cruz,

Submitted is the Guam Customs & Quarantine Agency (CQA) Physical Fitness Qualification Test (PFQT) Policy as mandated by Public Law 34-49.

The CQA PFQT Policy addresses three key components:

- 1. Physical Fitness Program*
- 2. Health and Nutrition Program*
- 3. Annual Agency Physical Fitness Qualification Test*

This policy was developed in accordance with acceptable principles and standards of physical conditioning and nutrition all intended to provide guidance for enhancing overall health and wellness. All components work in conjunction with each other in order to maintain and sustain a fit and capable public service agency.

Should you have any questions or would like to discuss to discuss this policy further, please feel free to contact me at 475-6202. Si Yu'us Ma'åse'.

**ERIC M. PALACIOS**  
Acting Director  
Guam Customs & Quarantine Agency

Attachments: CQA General Order 34 – PFQT Policy

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# **CUSTOMS AND QUARANTINE AGENCY**

## **General Order 34 PHYSICAL FITNESS QUALIFICATION TEST (PFQT) POLICY**

- I. PURPOSE**
- II. OBJECTIVE**
- III. SCOPE**
- IV. ADMINISTRATION**
- V. DUTIES AND RESPONSIBILITIES**
- VI. PHYSICAL FITNESS PROGRAM**
- VII. PHYSICAL FITNESS QUALIFICATION TEST**
- VIII. CQPAT ASSESSMENT PROCEDURES**
- IX. CQPAT INJURIES, ILLNESS, MEDICAL EMERGENCY PROCEDURES**
- X. SAFETY CONCERNS AND ENVIRONMENTAL CONSIDERATIONS**
- XI. EXEMPTIONS**
- XII. HEALTH AND NUTRITION**
- XIII. OFFICE OF PRIMARY RESPONSIBILITY**

Director's Approval

Appendix A – Amendments, Additions, Deletions

Appendix B – Attachments

- 1. Guam POST Commission Fitness Screening Questionnaire**
- 2. CQPAT**
- 3. CQA Advisement Form**
- 4. CQA Unsatisfactory Performance Counseling Form**
- 5. Guam POST Commission Health and Nutrition Program Guidebook**

**CUSTOMS AND QUARANTINE AGENCY**  
**General Order 34**  
**PHYSICAL FITNESS QUALIFICATION TEST (PFQT) POLICY**

**I. PURPOSE**

The intent of this policy is to set forth standards for employees who hold a law enforcement position and who are mandated by law to undergo Physical Fitness Qualification Testing (PFQT) by the Peace Officer Standards and Training (POST) Commission.

The Physical Fitness Qualification Test Policy exists to encourage officers to participate in a year-round physical conditioning program that emphasizes total fitness, to include proper aerobic conditioning, muscular fitness training, and healthy eating. An active lifestyle will optimize health, enhance productivity, curtail absenteeism, and increase capacity for readiness and performance.

The nature of work for a sworn officer often requires making split-second, lifesaving decisions; facing inherent dangers; shift work and long hours; and frequent encounters with people who are distressed by a law enforcement action all of which expose officers to increased levels of stress.

Job-related stress is a major health concern for the law enforcement community because it can affect the physical, emotional, and mental well-being of officers. The Agency's policy requires that all sworn officers maintain an acceptable level of physical fitness and wellness by adopting an active lifestyle that includes physical fitness and conditioning activities, a sensible health and nutrition program and fit-for duty testing. A fit force encourages a higher level of morale and effectively promotes a better image to the community we are sworn to protect and serve.

**II. OBJECTIVE**

The POST Commission directs implementation of the PFQT in accordance with Public Law 34-49 enacted on October 13, 2017. The PFQT was adopted by the Customs and Quarantine Agency (CQA) to comply with the foregoing law and adopted to provide CQA with a tool to assist in determination of overall fitness and performance of personnel with respect to the ability to safely and effectively accomplish job tasks.

**III. SCOPE**

This policy shall be applicable to all sworn officers of the Customs and Quarantine Agency as indicated by the POST Commission.

#### **IV. ADMINISTRATION**

- A. This policy shall include a phase-in process for the newly developed agency-specific annual Physical Fitness Qualification Test (PFQT) and phase-out process of the current Physical Fitness Qualification Test (PFQT) “Interim Standards” as described in Public Law 34-49.
- B. Phase-in: This process will begin upon implementation of this policy. It will include diagnostic testing and an educational component to familiarize and prepare employees for the new standard of this Agency. Full compliance with the new standards will be effective January 01, 2020.
- C. During the first year (December 2018 to December 2019), CQA will execute the Physical Fitness Program. Division Managers, Supervisors along with the Training Section will ensure education briefings are conducted for all sworn personnel under their respective command regarding the PFQT. On or before December 31, 2020, the Agency will officially begin testing sworn personnel on an annual basis. For the purposes of this policy, a “Test Year” is defined as the twelve (12) month period, or a one (1) year period from a test week in December of one year to the appropriate/corresponding test week in December of the following year.
- D. Phase-out: This process will involve the gradual elimination of the current PFQT (Interim Standards). Officers will continue to participate in the PFQT Interim Standards events until December 31, 2019, after which the new PFQT standards take effect.
- E. The Guam P.O.S.T. (Peace Officer Standards and Training) Commission Fitness Screening Questionnaire (Attachment 1) will be the standard form used to verify that PFQT participants are screened on the date of the test and prior to the performance of any of the test events.
  - 1. If an officer is unable to perform the PFQT or stops during the performance of the PFQT for reasons indicated on the Fitness Screening Questionnaire (FSQ), the officer will not be allowed to complete the test.
  - 2. A subsequent test or retest will be scheduled upon completion of the FSQ by a licensed health professional. The updated FSQ must be submitted by the officer to the Training Section within twenty-four (24) hours of the incomplete test event. This process will ensure timely and adequate preparation for the officer and Agency resources before his/her next PFQT. Failure to provide this information within the required time frame will result in disciplinary action.

3. A licensed health professional's recommendation(s) determines whether or not the officer will participate in a PFQT. A valid waiver of the PFQT by the subject officer's licensed health professional will be applicable for the period indicated in the FSQ, in some instances this may extend to the officer's next PFQT in the subsequent test year.
- F. Officers who participate and do not complete the PFQT within the established time limit must retest within ninety (90) days following an "Unsatisfactory PFQT." The Agency may not mandate officers to retest any sooner than the end of the forty-two (42) day reconditioning period; however, an officer may volunteer to do so. Retesting in the first forty-two (42) days after an Unsatisfactory PFQT requires agency head approval since recognized medical guidelines recommend forty-two (42) days as the minimum timeframe to recondition from Unsatisfactory to Satisfactory status in a manner that reduces risk of injury. It is the officer's responsibility to ensure he/she retests before the ninety (90) day reconditioning period expires (non-currency begins on the ninety-first (91st) day).
1. First Unsatisfactory – A written warning is issued. The officer must retest within ninety (90) days.
  2. Second Unsatisfactory – A second written warning is issued. The officer must retest within ninety (90) days.
  3. Third Unsatisfactory - A third written warning is issued. The officer must retest within ninety (90) days. The officer shall receive counseling from the Director or designee.
  4. Fourth Unsatisfactory – The officer's certification shall be temporarily suspended until a determination is made by the POST Commission. The officer shall be assigned to administrative duties. The Director shall make a recommendation that the POST Commission revoke the officer's certification upon review. The officer shall not be allowed to carry a firearm. Hazardous and increment pay may be denied. The Director shall take administrative action in accordance with Department of Administration's rules and regulations or applicable autonomous agency personnel rules and the Fair Labor Standards Act.
- G. Failure (defined): An officer is deemed to have failed to comply with this policy when that officer's performance in an Agency-sanctioned PFQT is below the standard officially established by this Agency and as defined and/or referenced herein after the officer has been previously tested,

given the requisite conditioning period, retested, and is still unable to meet the minimum standard. When an officer receives four (4) Unsatisfactory PFQT results within a twelve (12) month period and a Guam licensed health care provider has ruled out medical conditions precluding the officer from achieving a passing score, the POST Commission shall deny, suspend or revoke the individual's certification. All PFQT results shall be provided to the Executive Director (of the POST Commission) within fifteen (15) calendar days after completion of the PFQT.

- H. The CQA Director shall initiate or recommend administrative action only after the officer has:
  - 1. Received four (4) Unsatisfactory PFQT scores in a twelve (12) month period;
  - 2. Failed to demonstrate significant improvement (as determined by the Director) despite the reconditioning period; and
  - 3. Has had his/her medical records reviewed by a Guam licensed health care provider to rule out medical conditions precluding the officer from achieving a passing score.
- I. An officer who fails to meet the PFQT fitness standards after full mandatory implementation shall be eligible for intra-departmental or inter-departmental transfer pursuant to the Department of Administration Rule 9.100 or applicable Government of Guam personnel rules.
- J. Officers shall only be allowed a waiver of their fitness test if deemed appropriate by a person licensed to practice medicine; they are considered disabled under the Americans with Disabilities Act (ADA) and Fair Labor Standards Act (FLSA); or via court case decision(s).
- K. No Show - Progressive disciplinary action shall apply to officers not on an approved leave of absence who fail to attend and participate in an Agency scheduled PFTQ.
  - 1. Oral admonishments shall be filed in the officer's training file with the Training Section
  - 2. Letters of counseling and written reprimands shall be filed in the officer's official personnel jacket maintained at the Administrative Office.
- L. Officers on approved leave of absence who do not attend and participate in an Agency scheduled PFTQ shall be rescheduled and tested on the first



Friday of the following month after their return to duty. Furthermore, officers not in attendance at a scheduled PFQT and on sick leave status must provide a doctor's certification upon their return to duty.

- M. Officers who report for the Agency scheduled PFQT but are unable to participate in the assessment due to physical limitations or medical conditions are required to provide a doctor's certification to the Training Section within 24 hours of the scheduled PFQT.

## **V. DUTIES & RESPONSIBILITIES**

- A. The Training Section supervisor shall be the Primary Fitness and Wellness Coordinator and may designate an Alternate Fitness and Wellness Coordinator.
- B. The Agency will execute and enforce the Physical Fitness Policy and ensure compliance with appropriate administrative action in cases of non-compliance. The Agency will provide an environment that supports an active and healthy lifestyle through emphasis on sworn officer physical fitness, ongoing health and physical fitness education and nutrition.
- C. The Director shall designate Health Coaches to administer the PFQT with assistance of trained and designated Test Proctors. These assigned personnel shall properly document official PFQT scores and ensure submission to the POST Commission. Original documents will be secured, filed and maintained by the Logistics and Support Division.
- D. Officers are responsible for maintaining the standards covered by this general order.

## **VI. PHYSICAL FITNESS PROGRAM**

- A. A comprehensive physical fitness program includes many aspects of a healthy lifestyle like stress management and regular exercise. There are many health and fitness resources available in print form and internet websites that can assist an officer in need of improving his/her overall health, wellness and fitness level. This is crucial at preparing for the PFQT and shall serve as a reference for officers to utilize in developing a fitness plan or program.
- B. In addition, the following types of exercises or workouts are examples of alternative exercises or exercise programs for CQA Shift Supervisor/Division heads to consider as part of the administration of this policy.

1. Running in Place (Stationary Running)
2. Running
3. Brisk Walking
4. Swimming
5. Calisthenics/Aerobics
6. Cycling
7. Weight Training
8. Circuit Training
9. Cross Fit Training
10. High Intensity Interval Training (HIIT)
11. Tire Drill Workouts and/or similar programs
12. Stretching Activities

- C. CQA officers are encouraged to read the comprehensive 2008 Physical Activity Guidelines for Americans to develop a deeper understanding of the rationale and science behind physical activity. A short summary of the guidelines can be found in Executive Order 2012-17, the 2012 Government of Guam Worksite Wellness Program Policies, Procedures and Guidelines. The website for the 2008 Physical Activity Guidelines for Americans is: <http://www.health.gov/paguidelines>.

## **VII. ANNUAL PHYSICAL FITNESS QUALIFICATION TEST**

Overall fitness is directly related to health risks, including risk of disease and death; however, health and readiness increase with improved aerobic (i.e. cardiovascular) fitness and muscular fitness. Fitness not only positively impacts physical wellness but also mental wellness.

All CQA officers will be required to perform an annual Physical Fitness Qualification Test (PFQT) in accordance with the following requirements and standards:

- A. Prior to the PFQT, all officers must complete the Fitness Screening Questionnaire (FSQ) and submit it to Training Section.
- B. If any item on the FSQ indicates a condition which might limit performance of any component of the PFQT, the Fitness and Wellness Coordinator will refer the officer for a medical evaluation with their respective health care provider. The officer must carry the FSQ to their medical evaluation and have a licensed physician complete and sign the appropriate place on the FSQ indicating any possible limitations or restrictions to performing the PFQT. The officer must then return the FSQ to the Fitness and Wellness Coach within 10 working days.

- C. The Physical Fitness Qualification Test will be administered annually before December 31, of each year, and shall be coordinated by the Training Section.
- D. After the dissolution of the Interim Standards on December 31, 2019, the sole PFQT will be the Customs and Quarantine Agency Physical Abilities Test (CQPAT) – (Attachment 2).
- E. The CQPAT is a non-discriminatory physical fitness assessment. In order to gain a **SATISFACTORY** score, all officers regardless of age, gender, rank, duty assignment, or seniority must complete the CQPAT unassisted within the established time of **seven minutes and twenty seconds (7:20)**. An officer whose time exceeds the established time or does not complete all of the obstacles/stages within the established time will be recorded as **“UNSATISFACTORY.”**
- F. The CQPAT consists of a series of obstacles most likely to be encountered by an officer in the course of his/her duties in or out of uniform. Thus, its design appropriately tests an officer’s ability to pursue, maneuver, overcome and react to realistic situations and conditions and will test an officer’s physical strength, stamina, coordination and agility. The CQPAT will be comprised of fourteen (14) aerobic and muscular fitness components in an obstacle course type assessment.

## VIII. CQPAT ASSESSMENT PROCEDURES

The CQPAT is a physical readiness test that measures the underlying and predictive physical fitness factors necessary to perform the job tasks of Customs Officers.

- A. All components of the established CQPAT must be completed the same day. An officer may not elect to test in part – it must be done in its entirety.
- B. Should extenuating circumstances prevent completion of scheduled testing (i.e. medical situation, injury during fitness assessment, severe weather conditions, emergencies, or other unforeseeable factor) then testing shall be rescheduled and announced to establish the date(s) and time(s) to complete the CQPAT.
- C. Officers have only one (1) opportunity to complete the CQPAT in its entirety. Should an officer refuse to complete any part of the test for reasons not consistent with extenuating circumstances (i.e. medical situation, injury during fitness assessment, severe weather conditions, emergencies, or other unforeseeable factor) then that officer’s test will be recorded “Unsatisfactory.”

- D. Officers must complete each obstacle/stage unassisted before progressing to the next. If an officer fails to complete an obstacle/stage he or she must return to the start point of that particular obstacle or stage and make another attempt to complete it - e.g. if an officer inadvertently bypasses an obstacle/stage, then he/she must return to the start of that obstacle/stage and negotiate it successfully. The official clock time for the officer must be allowed to run continuously without interruption until the course is completed.
  
- E. If an officer becomes injured or ill during the CQPAT, he/she shall immediately stop the CQPAT and must be evaluated by their respective health care provider. The officer is responsible to ensure a licensed physician completes and signs the appropriate place on the FSQ prior to the next scheduled CQPAT and must return said form to the Fitness and Wellness Coordinator.
  
- F. The designated attire for officers undergoing the CQPAT shall be the Class C uniform or the uniform of the day for their respective assigned section. Officers are also required to use their standard duty equipment worn on a regular basis (i.e. duty belt, holster, handcuff, mag pouch, etc.) with the exception of firearms, magazines and ammunition. Wearing apparel or equipment that may pose an unnecessary safety risk may result in the officer not being allowed to test. The decision to deny an officer to test rests with the Fitness and Wellness Coordinator.

## **IX. CQPAT INJURY, ILLNESS, MEDICAL EMERGENCY PROCEDURES**

- A. Prior to any CQPAT event, CQPAT Fitness and Wellness Coordinators and/or designated personnel shall ensure a written safety plan is in place for summoning emergency medical aid or police assistance. Other precautionary measures to consider:
  - 1. At a minimum, the plan will include telephone numbers for police and fire stations, hospitals and clinics, and the location of the nearest AED (Automated External Defibrillator).
  - 2. Submit request for Guam Fire Department medic support or other comparable entity, at the CQPAT event site.
  - 3. Ensure at least one (1) Test Proctor or CQPAT staff is CPR (Cardiopulmonary Resuscitation) certified via the American Red Cross, American Heart Association, or other nationally recognized organization.

4. The test site must be accessible to emergency response vehicles and personnel. Immediate access to communications devices like cellular telephones, static landlines, and other two-way devices are required.
- B. If an officer suffers injury or illness during the CQPAT, he/she will have the option of being evaluated by their respective licensed health professional as soon as possible to render proper medical care; however, because the CQPAT is a mandated and Agency sanctioned event, the Guam Department of Labor Workman's Compensation policy and procedures shall be adhered to.
  - C. Should an officer become incapacitated to the point of needing emergency care, then that officer will be transported to nearest hospital for appropriate care in accordance with established Workman's Compensation policy and procedures. The Director shall be immediately notified during these type of instances. The Training Section Supervisor shall obtain the latest status of the officer and report that information to the Chain of Command. In the event the officer is unconscious, the emergency notification process observed by the agency must be initiated.
  - D. When an officer sustains injury or illness during any Agency sanctioned physical fitness event, the CQPAT Fitness and Wellness Coordinator or his/her designee shall document and report the matter in accordance with established Workman's Compensation policy and procedures.
  - E. The CQPAT Fitness and Wellness Coordinator or his/her designee shall also ensure an Incident Report or After Action Report on the matter be provided to the Director and Chief of Customs no later than the next business day for their information and disposition.

## **X. SAFETY CONCERNS AND ENVIRONMENTAL CONSIDERATIONS**

- A. The CQPAT is not to be conducted under harsh environmental conditions. Specifically, the fitness assessment should not be conducted in temperatures exceeding 90 degrees Fahrenheit. If an officer experiences any signs or symptoms of heat injuries such as heat cramps, heat exhaustion, or heatstroke, the officer must immediately stop his/her physical activity. The CQPAT Fitness and Wellness Coordinator(s) and/or designated Test Proctor(s) shall remain alert to react appropriately to signs and symptoms of heat-related complications.
- B. Proper hydration is vital to safe participation in the CQPAT or other physical fitness event. Officers are encouraged to at minimum drink water

before and after any physical fitness event. If possible, however, drinking water during events outside of the CQPAT is recommended. Officers are responsible for providing their own source of appropriate, adequate hydration.

- C. Officers should avoid exercising near heavily traveled streets and highways during peak traffic hours. The use of waterproof or sweat proof sun block is recommended when exercising in warm weather to avoid sunburn.
- D. Headphones or earpieces along with any form of electronic music devices are not authorized during the CQPAT.

## **XI. EXEMPTIONS**

- A. Exemptions are designed to categorize officers unable or unavailable to conduct the CQPAT for a limited time period. Exemptions, for medical reasons, must be recorded on the Guam POST Commission Fitness Screening Questionnaire (FSQ) and signed by a licensed physician.
- B. The expiration date of a medical waiver or limitation of physical activity on the FSQ shall represent the date the officer is medically cleared to resume physical activities previously restricted. In order to allow the officer time to recondition, a period of no less than forty-two (42) work days following medical clearance shall be allotted before the officer is required to complete the fitness assessment.
- C. Officers on a medical profile, documented on the FSQ, are required to be reevaluated annually by a licensed physician.
- D. Permanent medical profiles shall be reviewed annually by the Director of Customs or designee to determine if a Special Medical Evaluation is necessary in accordance with the Government of Guam Personnel Rules and Regulations. However, the Director may at any time require a Special Medical Evaluation for any officer who has a permanent/indefinite medical profile preventing participation and successful completion of the prescribed agency PFQT.

## **XII. HEALTH AND NUTRITION**

- A. Health and nutrition along with physical fitness are key components to maintaining overall health and as such will help prepare an officer to perform optimally.

- B. Health and nutritional information will be made readily available to officers so they may incorporate with their respective training program. Refer to Attachment 5: Guam P.O.S.T. Commission Health and Nutrition Program Guidebook.

**XIII. OFFICE OF PRIMARY RESPONSIBILITY**

The Supervisor, Training and Development Section, Logistics and Support Division is designated as the Office of Primary Responsibility (OPR) responsible for reviewing and updating this general order as may be necessary on an annual basis subject to the review and approval of the Director or designee. The Director may make adjustments to the physical fitness qualification test as deemed necessary.

**APPROVED BY:**

\_\_\_\_\_  
**Eric M. Palacios**  
**Acting Director**  
**Customs & Quarantine Agency**

\_\_\_\_\_  
**Date**





**APPENDIX B –ATTACHMENTS**

**Attachment 1**

**POST Fitness Screening Questionnaire**

# GUAM POST COMMISSION FITNESS SCREENING QUESTIONNAIRE

Printed Name: \_\_\_\_\_ Rank: \_\_\_\_\_ Age: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact #: \_\_\_\_\_ Section: \_\_\_\_\_

You are being asked these questions for your safety and health. The Guam POST Commission Fitness Assessment (FA) is a maximum-effort test. Peace Officers who have not been exercising regularly and/or have other risk factors for a heart attack (increasing age, smoking, diabetes, high blood pressure, etc.) are at increased risk of injury or death during the test. Answering these questions honestly is in your best interest.

1. Have you experienced any of the symptoms/problems listed below and not been medically evaluated and cleared for unrestricted participation in a physical training program?

- Unexplained chest discomfort with or without exertion
  - Unusual or unexplained shortness of breath
  - Dizziness, fainting, or blackouts associated with exertion
  - Other medical problems that have not been evaluated, optimally treated, or not already addressed that may prevent you from safely participating in this test (e.g. heart disease, sickle cell trait, asthma, etc.).
  - Family history of sudden death before the age of 50 years
- YES:** Stop. Notify your Fitness Program Manager and contact your Personal Care Provider for evaluation/recommendations. Hand carry this form to medical evaluation.
- NO:** Proceed to next question.

2. Are you 35 years of age or older?

- YES:** Proceed to next question.
- No:** Stop. Sign form and return to your Fitness Program Manager. Member may take the Fitness Assessment.

3. Have you engaged in vigorous physical activity (i.e., activity causing sweating and moderate to marked increases in breathing and heart rate) averaging at least 30 minutes per session, 3 days per week, over the last 2 months?

- YES:** Stop. Sign form and return to your Fitness Program Manager. Member may take the Fitness Assessment.
- NO:** Proceed to next question.

4. Does one (1) or more of the following risk factors apply to you?

- Smoked tobacco products in the last 30 days
- Diabetes
- High blood pressure that is not controlled
- High cholesterol that is not controlled
- Family history of heart disease (developed in father/brother before age 55 or mother/sister before age 65)
- Age >45 years for males; >55 years for females

**YES:** Stop and notify Fitness Program Manager

**NO:** Stop. Sign Form and return to your Fitness Program Manager. Member will take the Fitness Assessment.

# GUAM POST COMMISSION FITNESS SCREENING QUESTIONNAIRE

If member experiences any of the symptoms listed in Question #1 during the fitness assessment, he/she should stop the test and seek medical attention immediately.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Rank: \_\_\_\_\_

Duty Phone #: \_\_\_\_\_

**Medical Evaluation (Only applicable if member marked Yes on Question 1; provider answers all 4 statements)**

If medical evaluation is required IAW this FSQ, the provider will complete the following.

I medically evaluated \_\_\_\_\_ on \_\_\_\_\_. Medical recommendations are:  
(NAME) (DATE)

Member  is medically cleared to perform a 14 stage obstacle course comprised of the following:

is not

- ladder ascend/descend
- lifting 30 lbs from the ground to 3 ft. platform and back down
- side straddle hop (jumping jacks)
- flutter kicks
- 150 lbs. sled push
- 300 meter run.
- 20 stair climb (ascend/descend).
- tire run obstacle.
- serpentine maneuver (slalom run).
- tunnel run through (10 feet long)
- balance beam crossing (12 feet long)
- over and under 3 foot high obstacle
- push-ups
- get-ups (supine to standing)
- leap across 4 feet
- rescue carry/drag (150 lbs across 50 ft.)

NOTES:

\_\_\_\_\_  
(Signature / Date / Stamp of Provider)

## CQPAT

Date Administered: \_\_\_\_\_

Location of PFQT: \_\_\_\_\_

PFQT Time recorded (mm:ss) :

SATISFACTORY

UNSATISFACTORY

OFFICER: \_\_\_\_\_

PROCTOR: \_\_\_\_\_

**APPENDIX B –ATTACHMENTS**

**Attachment 2**

**Customs & Quarantine Agency  
Physical Abilities Test (CQPAT)**

## Customs & Quarantine Agency Physical Abilities Test (CQPAT)

### INTRODUCTION

The Customs & Quarantine Agency Physical Abilities Test (CQPAT) is designed to assess physical conditioning and abilities common to the law enforcement profession as well as the scope of work for CQA Officers. The CQPAT is to be conducted in a manner that facilitates a continuous flow. Distances between each obstacle/stage shall not be more than twenty one (21) feet.

The official time will begin when the officer is given the command by the test proctor and will end when the officer successfully completes the stages in the prescribed order. If at any time an officer is unsuccessful in completing the stage (i.e. falls off the balance beam) he or she must begin the stage again. In the case of stages that require repetitions, only correctly performed repetitions will be counted.

In order to gain a SATISFACTORY score, all officers regardless of age, gender, rank, duty assignment, or seniority must complete the CQPAT unassisted within the established time of **seven minutes and twenty seconds (7:20)**.

### TEST SITE AND ADDITIONAL INFORMATION

The official test site for the annual CQPAT is the CQA Detector Dog Unit located in Tiyan. The Director may also approve alternate test sites as necessary, as well as multiple test sites in order to conduct simultaneous testing of multiple participants. The Training Section must however ensure obstacle/stage spacing is identical.

CQPAT apparatuses and required equipment must be designed and constructed to be comparable in form and function as listed below in the individual stages. Height, length and width of such apparatuses and equipment are most important when measuring fairly (and impartially) an officer's physical ability to effectively negotiate each obstacle, not the material used in the construction of these items, as the materials found in real-world obstacles vary in every manner and form. The apparatuses and equipment must easily be transportable when needed and safely secured and stored when not in use.

**The CQPAT course design and components are as follows:****STAGE 1: LADDER ASCEND/DESCEND**

This stage will require an officer to ascend four (4) steps up a step ladder and then back down. The officer must place at least one foot on each step while ascending and descending.

**Justification:**

This stage simulates an officer ascending and descending ladders encountered when boarding aircraft and vessels as well as during various inspection and enforcement activities.

**STAGE 2: WEIGHT TRANSFER**

This stage requires the officer to lift a thirty (30) pound bag/object on the ground onto a three (3) foot platform and then back down to the ground. This will complete one (1) full repetition. A total of two (2) full repetitions must be completed before advancing to the next stage.

**Justification:**

This stage simulates an officer lifting cargo or baggage for inspection as well as any other obstacles encountered during various inspection and enforcement activities.

**STAGE 3: SIDE STRADDLE HOP**

The officer will start standing with feet together and arms at the side and then jump slightly into the air while moving the legs more than shoulder-width apart, swinging the arms sideward and upward to an overhead position, and clapping the hands, then jump slightly into the air while swinging the arms sideward and downward and resume the start position. This will complete one (1) full repetition. The officer must perform five (5) complete repetitions of the side straddle hop before moving to the next stage.

**Justification:**

This stage will assess aerobic ability and coordination simulating physical exertion in preparation of the remaining stages.

**STAGE 4: FLUTTER KICKS**

The officer will lie supine on the ground with his/her arms alongside his/her hips, palms down. The officer will then lift his/her legs 4 to 6 inches off the floor and keeping his/her legs straight rhythmically raise one leg higher, then switch (fluttering in an up and down motion) This will complete one (1) repetition. The officer must perform five (5) complete repetitions of the flutter kicks before moving to the next stage

**Justification:**

This stage will assess core strength simulating physical exertion in preparation of the remaining stages and simulations.

**STAGE 5: WEIGHT/SLED PUSH**

The officer will approach the prepositioned sled (150 pounds total weight) and push it for a linear distance of five (5) feet focusing on lower body strength to complete this obstacle.

**Justification:**

This stage requires an officer to utilize explosive strength and lower body strength simulating moving an obstacle, suspect, or other object out of the way in order to reach an objective.

**STAGE 6: 300 METER RUN**

The officer will begin running on the marked track or designated route until he/she reaches the next designated obstacle/stage for a total of 300 meters.

**Justification:**

This stage simulates an officer responding to a situation or an emergency as well as measures aerobic ability. Officers are also frequently required to cover distances when conducting vessel and aircraft boarding procedures as well as conducting various inspection and enforcement activities at the different ports of entry.

**STAGE 7: STAIR CLIMB (ASCEND/DESCEND)**

This stage requires an officer to step onto and off a stair obstacle. The officer will step with either foot followed by the other onto the stair obstacle and then down with one foot followed by the other back to the original position. This will complete one (1) full repetition. The officer will continue until twenty (20) repetitions have been successfully completed.

**Justification:**

This stage simulates an officer ascending and descending stairs and will assess aerobic ability and coordination. Officers are often required to ascend and descend stairs when conducting vessel and aircraft boarding procedures as well as during various inspection and enforcement activities at the different ports of entry.

**STAGE 8: TIRE RUN**

This stage consists of six (6) tires positioned in a side by side in a staggered pattern. The officer will begin this obstacle by stepping in to the tire closest to them with the respective foot and then in to the next tire with the other foot until they complete all six tires. Officers should negotiate this obstacle with a high-knees type movement so as to avoid tripping.

**Justification:**

While responding to a situation, oftentimes officers must avoid low lying hazards and obstacles that may require agility and coordinated footwork.

**STAGE 9: SERPENTINE**

This stage consists of five (5) markers positioned in a side by side in a staggered pattern three (3) feet apart. The officer will begin by moving around and to the outside of the marker closest to them and moving back in toward the next marker where they will again move around and to the outside. The officer will complete this movement pattern until they have successfully passed all 5 markers.

**Justification:**

This stage simulates moving through obstacles such as around people in a crowd or fixed objects that will require coordination and agility.



**STAGE 10: TUNNEL**

The tunnel obstacle is ten (10) feet long and between four (4) to five (5) feet high. For this obstacle, the height may remain the same from start to finish, or may gradually increase or decrease. The officer shall enter at the designated end and move toward and out the other end.

**Justification:**

This stage simulates moving through confined spaces to reach an objective. Officers often encounter confined spaces when conducting vessel and aircraft boarding procedures as well as performing various inspection and enforcement activities.

**STAGE 11: BALANCE BEAM**

This obstacle shall be twelve (12) feet long and no more than ten (10) inches wide, and shall be no more than eighteen (18) inches off the ground. The officer shall step up on to the closest point of the balance beam and shall move the whole length of the beam before stepping off.

**Justification:**

This stage requires an officer maintain stability and balance in order to reach an objective often encountered when conducting vessel and aircraft boarding procedures as well as performing various inspection and enforcement activities.

**STAGE 12: OVER AND UNDER**

This stage consists of two hurdles three (3) feet in height and spaced ten (10) feet apart and parallel to each other. Upon approaching the first hurdle, the officer will stop short of the hurdle and perform five (5) correct pushups. The officer will then get up and negotiate the first hurdle by going over it. After moving over the first hurdle, the officer will stop short of the second hurdle and assume the supine position (lying flat on their back) and then return to a standing position, constituting one (1) full repetition. The officer will repeat this motion of moving from the supine to standing position one more time for a total of two (2) repetitions and then negotiate the second hurdle by moving under it.

**Justification:**

This stage requires an officer to move over and under obstacles as well as simulates an officer falling to the ground and having to recover and regain composure which require the use of upper body strength and core engagement.

**STAGE 13: 4 FOOT LEAP**

This stage will consist of 2 parallel lines drawn on the ground simulating a low lying obstacle or ditch. The officer will approach the first designated line and leap across and over both lines taking caution not to step on either line.

**Justification:**

This stage will require an officer to use explosive strength in order to leap over a low lying hazard. Obstacles are often encountered when responding to a situation or when conducting various inspection and enforcement activities.

**STAGE 14: RESCUE CARRY/DRAG**

This stage will require a weight bag, dummy, or similar apparatus weighing one hundred fifty (150) pounds. The officer will be required to lift and carry or drag the weight fifty (50) feet to a designated finish line to complete this obstacle and CQPAT. The official time will be logged when the officer and weight completely cross the designated finish line.

**Justification:**

This stage will simulate an officer having to move a person in need (such as a fellow officer or citizen) from a potentially hazardous situation which will require core strength and total body engagement.

**APPENDIX B –ATTACHMENTS**

**Attachment 3**

**CQPAT Advisement Form**



# CUSTOMS & QUARANTINE AGENCY, GUAM

Guam's First Line of Defense | Protecting Our Island, Our People, and Our Resources

*Acting Director – Eric M. Palacios  
Chief of Customs – Vincent S.N. Perez*

MEMORANDUM

Doc. Ref. No: CQA-XXX-XXX-18

Date:

To: (Employee)

From: (Employee's Supervisor)

Subject: CQA PFQT (CQPAT) Advisement

1. As per (Doc.Ref.No:CQA-XXX-018) you performed the CQA Physical Fitness Qualification Test (CQPAT) mandated by Public Law 34-49.
2. The CQPAT is a non-gender or age specific assessment that you are required to complete in its entirety and pass satisfactorily within the prescribed maximum time of 7 minutes and 20 seconds (07:20).
3. The results of your assessment are as follows:

Official Time (mm:ss):

Remarks:

SATISFACTORY

UNSATISFACTORY

\_\_\_\_\_  
Supervisor's Name & Signature

\_\_\_\_\_  
Date

My signature acknowledges that I received and read this document.  
Acknowledged:

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Cc: CQA Training Section

**APPENDIX B –ATTACHMENTS**

**Attachment 4**

**CQPAT Unsatisfactory Performance Counseling Form**



# CUSTOMS & QUARANTINE AGENCY, GUAM

Guam's First Line of Defense | Protecting Our Island, Our People, and Our Resources

*Director – Eric M. Palacios  
Chief of Customs – Vincent S.N. Perez*

**MEMORANDUM**

Doc. Ref. No: CQA-XXX-XXX-18

Date:

To: (Employee)

From: (Employee's Supervisor)

Subject: (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) Written Warning  
Ref: Unsatisfactory Performance (CQA PFQT - CQPAT)

1. As per (Doc.Ref.No:CQA-XXX-XXX-017) you performed the CQA Physical Fitness Qualification Test (CQPAT) mandated by Public Law 34-49.
2. The CQPAT is a non-gender or age specific assessment that you are required to complete in its entirety and pass satisfactorily within the prescribed maximum time of 7 minutes and 20 seconds (07:20).
3. As reflected below, you did not meet the standard of completing the CQPAT in its entirety within the maximum allotted time or as noted:

Official Time (mm:ss):

Remarks:

4. In accordance with Public Law 34-49, this is your (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) unsatisfactory performance in the CQA PFQT. I am required to document your unsatisfactory performance and advise you of the consequences (as reflected in the table below) if you do not improve your performance in your next scheduled PFQT.

1 <sup>st</sup> Unsatisfactory	1 <sup>st</sup> Written Warning Issued
2 <sup>nd</sup> Unsatisfactory	2 <sup>nd</sup> Written Warning Issued
3 <sup>rd</sup> Unsatisfactory	3 <sup>rd</sup> Written Warning Issued
4 <sup>th</sup> Unsatisfactory	Temporary Suspension of POST Certification pending determination by the POST Commission

5. I must further advise you that in accordance with the general orders of the Guam Customs & Quarantine Agency, you are in violation of the following:

**GENERAL ORDER NO. 1 STANDARDS OF CONDUCT**

**V. VIOLATION OF RULES**

Employees shall not commit or omit any act that would constitute a violation of any of the laws, rules, regulations, directives or orders of the Agency whether stated in General Orders or elsewhere.

**VIII. CONFORMANCE TO LAWS**

A. Employees shall obey all laws of the United States where applicable, and all the laws of Guam.

**XIV. UNSATISFACTORY PERFORMANCE**

Employees shall maintain sufficient competency to properly perform and assume the duties and responsibilities of their positions. Employees shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Agency.

Unsatisfactory performance may be demonstrated by a lack of knowledge for the proper enforcement or application of laws, rules, regulations, policies, or procedures required of their positions; an unwillingness or inability to perform assigned tasks; failure to conform to work standards established for the employee’s rank, grade, or position; failure to take appropriate action on the occasion of a crime, disorder, or other condition demanding the employee’s attention; or absence from duty without authorization or approval.

In addition, repeated poor performance evaluations or a record of repeated infractions of rules, regulations, directives or orders of the Agency shall be considered unsatisfactory performance.

- 6. You must increase your efforts in the PFQT (CQPAT) and meet the prescribed requirements. Failure to improve and meet fitness standards is a serious condition that will immediately affect your peace officer certification with the Guam P.O.S.T. Commission pursuant to Public Law 34-49, and your status as ta Customs Officer with the Guam Customs & Quarantine Agency.
- 7. Please be advised pursuant to Public Law 34-49 (§3105 (e) 4 of Chapter 3, Title 27, Guam Administrative Rules and Regulations). “The peace officer’s certification shall be temporarily suspended until a determination is made by the POST Commission. The peace officer shall be assigned to administrative duties. Agency heads shall make a recommendation that the POST Commission revoke the peace officer’s certification upon review. The peace officer shall not be allowed to carry a firearm. Hazardous and increment pay may be denied. The employer shall take administrative action in accordance with Department of Administration’s rules and regulations or applicable autonomous agency personnel rules and the Fair Labor Standards Act.
- 8. The issuance of this Written Warning to you serves to document the action as a record of progressive discipline in accordance with the general orders of this Agency and the Department of Administration’s Rules and Regulations and Public Law 34-49.

\_\_\_\_\_  
Supervisor’s Name & Signature

My signature acknowledges that I received and read this document.

Acknowledged:

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

**APPENDIX B –ATTACHMENTS**

**Attachment 5**

**POST Health and Nutrition Program Guidebook**



## Attachment 5



# **GUAM PEACE OFFICER STANDARDS AND TRAINING COMMISSION**

## **HEALTH AND NUTRITION PROGRAM GUIDEBOOK**

**Disclaimer**

You should consult your physician or other health care professional before starting this or any other nutrition and diet program to determine if it is right for your needs. This guidebook offers health, fitness and nutritional information and is designed for educational purposes only. The information is not intended as a substitute for consultation, evaluation or treatment by a medical professional and/or registered dietitian or nutritionist.

There are many other health and nutrition programs available to the end user. Therefore, participation in this health and nutrition program is completely voluntary and the member is free to seek a program that they feel is right for them.

The reader assumes full responsibility for consulting a qualified health professional regarding health conditions or concerns, and before starting a new diet or health program.

# FUELING SERIES

PERFORMANCE NUTRITION FUNDAMENTALS

MINDSET

## Table of Contents

1. Introduction: Understanding the Fueling Series
2. Performance Nutrition Fundamentals + Rules to Live By
3. The Big Three: Carbohydrate, Protein, Fat
4. Eat the Rainbow
5. Fuel Up “Three Every Three”
6. Hydrate
7. Recovery Nutrition: “Don’t Waste Your Workout”
8. Meal Builder

SOURCE: WWW.NAVYFITNESS.ORG

**Eat Clean Eat Often Hydrate Recover Mindset**

# FUELING SERIES

PERFORMANCE NUTRITION FUNDAMENTALS

MINDSET

## Introduction

We need a new paradigm for the food we eat. We need to view food as nourishment to our body as opposed to solely calorie units. We need to consider what that food represents in terms of energy and nutrients. Just one food or one nutrient is not the answer to more energy, an optimal weight, better health, and improved performance. The key to success lies in the collection of our habits that fuel our bodies, activities, minds, performance, and most importantly our lives.

There are 5 areas of nutrition focus in the Fueling Series. You will find that the handout series and builder systems revolve around these 5 areas.

## Eat Clean Eat Often Hydrate Recover Mindset

### 1. EAT CLEAN

Eating clean means trying to choose the least processed types of foods most of the time. Typically, the closer the food is to its original form (from the earth or the animal); the better it is for you.

Simply put: Try to eat foods in the most natural form possible.

Nutrient density plays a large role in the mentality of eating clean. Nutrient density is the relationship of the amount of nutrients that a food has to amount of calories. It is critical to try to choose nutrient dense foods as often as we can to ensure we get the nutrients we need. Focus on trying to choose the types of foods that have the highest amount of nutrients for the calories within the foods.

### The 3 macronutrients:

Carbohydrate = Fuel

Protein = Build

Fat = Energy Density

### 2. EAT OFTEN

The key to energy and sustainability (beyond the types of foods you choose) is how often you eat. By eating mini-meals every 2-3 hours, your body is given a steady flow of fuel. The goal here is to maintain blood glucose (fuel) in an optimal range. This will help maintain focus and keep your metabolism roaring all day long. We find that those who eat more frequently have better energy and prevent becoming overly hungry, which can help us make better choices.

### 3. HYDRATE

It is vital to stay hydrated because the body is 60-65% water which performs numerous vital functions including:

- Providing life and shape to every cell
- Delivery of fuel to muscles
- Lubrication and cushioning of joints
- Aiding in muscle contraction & tone
- Aiding in metabolism and digestion
- Brain function
- Shock absorption for the spine and brain
- Regulating temperature

Consequently, dehydration causes these functions to suffer impairing your health, ability to recover from illness, and athletic performance. As little as a 2% decrease in weight, due to fluid loss, can impair both physical and mental performance.

SOURCE: WWW.NAVYFITNESS.ORG

EatCleanEatOftenHydrateRecoverMindset

# FUELING SERIES

PERFORMANCE NUTRITION FUNDAMENTALS

MINDSET

## 4. RECOVER

Nutrition can help to speed the recovery process. After a workout your body has emptied its fuel stores and the muscle has been broken down. To gain the most out of your workout and perform at high levels, you need to repair the muscle and replace your fuel stores as quickly as possible.

Getting a combination of carbohydrates and proteins within 30 minutes of your training session will ensure that you are recovering as quickly and efficiently as possible, which will minimize the time needed between sessions and decrease the risk of injury.

**Carbohydrate = Re-Fuel**

**Protein = Re-Build**

## 5. MINDSET

The final piece of optimizing nutrition is focusing on mindset and behavior. All of the education in the world does not matter if it doesn't lead to behavior change. Providing simple lists of the "best" foods to choose, easy guides on portion size, and presenting material in a concise and action-based way will help to give you the tools to immediately start making changes.

As a society we have become enamored with diets. The word diet has many different definitions and is typically associated with managing the calories that you consume or eating in a prescribed or particular way. The word nutrition has a more positive connotation and is typically associated with nourishing the body. The goal of the Fueling Series is not to give out a diet plan. It is to help you focus on your habitual intake and the results of your nutrition habits.

The 80/20 rule promotes balance and the inclusion of all foods. We recommend that you try to consume foods you know will give you the nutrients and sustainable energy you need 80% of the time and then consume whatever it is you want the other 20% of the time. Everything can fit into your daily "diet," your habitual intake. Just keep yourself in check.

## THE MEAL BUILDER SYSTEM

The meal builder is an easy way to understand both what and how much to eat at each meal. The essence of the system is for weight control, but we like to think of it more as a fueling strategy to get you to your goals. There are meal builders in the handout series that will assign both males and females to their particular calorie zone. The recommendations in the zones provide a better idea of the amount of food that should be eaten to achieve your goals.

## PARTING THOUGHTS

How you eat and what you eat are essential to your daily performance. Having sustainable energy is a function of your commitment to making smart nutrition decisions and fueling your body optimally.

The content of this manual is designed to help Guam Peace Officers achieve their goals by giving them the tools needed to make the choices that will result in the energy they need to perform their duties on a daily basis.

**Eat Clean. Eat Often. Hydrate. Recover. Mindset.**

SOURCE: WWW.NAVYFITNESS.ORG

**EatCleanEatOftenHydrateRecoverMindset**

# FUELING SERIES

PERFORMANCE NUTRITION FUNDAMENTALS



**Master these 5 fundamentals and enjoy new found physical and mental performance through nutrition.**

SOURCE: [WWW.NAVYFITNESS.ORG](http://WWW.NAVYFITNESS.ORG)

**EatCleanEatOftenHydrateRecoverMindset**

# FUELING SERIES

PERFORMANCE NUTRITION FUNDAMENTALS

MINDSET

## THE 10 NUTRITION RULES TO LIVE BY

### 1. COME BACK TO EARTH.

Choose the least processed forms of food such as; Fruits, veggies, whole grains, and high fiber carbohydrates.

### 2. EAT A RAINBOW OFTEN.

Eat fruits or vegetables with each meal. Choose a wide variety of colors for the biggest benefit.

### 3. THE LESS LEGS THE BETTER.

Include a LEAN protein source with each meal.

### 4. EAT HEALTHY FATS.

Include healthy fats in your diet like olive oil, nuts, natural nut butters, seeds, avocado, fish, flaxseed, and flaxseed oil.

### 5. EAT BREAKFAST EVERY DAY.

When you eat within 30 minutes of waking up, you jump start your metabolism. This gives you more energy to get your day going.

### 6. THREE FOR THREE.

Eat smaller portions more often, spread evenly across the day. No excuses – you should be eating 4-6 meals/day! Aim for all three macronutrients (carbs, protein, and fat) every three hours for optimal fueling.

### 7. STAY HYDRATED.

Dehydration = Decreased Performance. Drink at least 3 liters of non-caloric beverages (water/green tea) every day.

### 8. DON'T WASTE YOUR WORKOUT.

Have a post-workout recovery meal or shake that combines both carbs and protein immediately after your training.

### 9. SUPPLEMENT WISELY.

Fuel first and supplement second. If you are not getting what you need through food, add a multivitamin supplement into your daily routine. Create a smart supplementation program that improves your performance without compromising your health or draining your wallet. Before you take any type of supplement, make sure to check in with your doctor or registered dietitian.

### 10. SLEEP.

Aim for 8 hours of sleep. If you can't get 8 hours daily, consider power naps when you can. The body recovers and repairs best when it is sleeping.

### The 80/20 Rule.

Each meal and snack is an opportunity to fuel your body optimally. Choose the foods that are best for you 80% of the time and incorporate some of those foods that may not be the best, but are your favorites, 20% of the time!

SOURCE: WWW.NAVYFITNESS.ORG

**Eat Clean Eat Often Hydrate Recover Mindset**

# FUELING SERIES

## THE BIG THREE: CARBOHYDRATE, PROTEIN, FAT

### Grains: “Come Back to Earth” • Carbohydrate = FUEL for the brain & muscles

- Main sources are: Breads, cereals, grains, beans, fruits, and vegetables.
- What to look for in a grain: The least processed forms of grain you can find.
- Think brown and found close to the ground!
- The best choices will have more than 3g of FIBER per serving.

#### The Top 5 Grains



Oatmeal

Brown Rice

High Fiber Cereal

Quinoa

100% Whole Wheat Bread

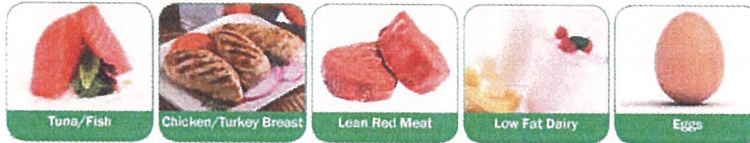


1 Serving Size  
= Your Fist

### Protein: “The Less Legs the Better” • Protein = Building blocks for our bodies

- Protein builds muscle and maintains the immune system.
- Main sources are: Lean Meats, Low Fat Dairy, Eggs, and Beans/Legumes.
- What to look for: Lean protein sources. Typically the less legs on the animal the protein came from, the better it is for you.
- Try to include a lean protein source with every meal.
- Protein needs increase with activity. Intake ranges from 0.5g (recreational exerciser) to 0.8g (building muscle mass) of protein per pound of body weight. You will never need more than 1g per pound for health or muscle mass gains. The palm of your hand equals about 30-40g of protein.

#### The Top 5 Proteins



Tuna/Fish

Chicken/Turkey Breast

Lean Red Meat

Low Fat Dairy

Eggs



1 Serving Size  
= The Palm of Your Hand

### Fats: “Eat Healthy Fat “ • Healthy Fats = Energy Density

- Healthy Fats provide energy, help to regulate blood sugar, improve cholesterol, and keep you feeling full.
- Omega-3 fatty acids improve cognition, decrease inflammation, and enhance heart health. They are considered essential because your body cannot make them, you must get them through food. Omega-3's are found in fatty fish like salmon, trout, and tuna, as well as flaxseed, walnuts, and omega-3 fortified foods.
- Try to get one serving of healthy fat per meal (2 total servings of fatty fish per week).

#### The Top 5 Fats



Nut Butter

Oils: Fish, Flax, Olive

Flax Seed Products

Avocado

Pecans, Walnuts & Almonds



1 Serving Size  
= The Tip of Your Thumb

SOURCE: WWW.NAVYFITNESS.ORG

EatCleanEatOftenHydrateRecoverMindset



# FUELING SERIES

CHOOSE YOUR FUEL

EAT CLEAN

	HIGH OCTANE FUEL: 91	REGULAR OCTANE FUEL: 89	LOW OCTANE FUEL: 87
<b>CARBS (GRAINS)</b>	Beans (black, kidney, navy) Chickpeas Black eyed-peas Brown rice Corn Green peas High fiber crackers Lentil, black bean and pea soup Low-fat refried beans Sweet potato/yam Whole grain bread Whole grain bagels Whole grain cereal Whole grain tortillas Whole grain waffles	Baked beans Baked chips Boiled new potatoes Cereal bars Corn tortillas Cornmeal/cornbread Crackers Cream of wheat Flour tortillas French bread French toast Hamburger/hot dog buns Macaroni Pancakes Pasta Pita bread Pretzels Ravioli Rice cakes Spaghetti Waffles White bread White rice	Biscuits Croissants Doughnuts Fettuccini alfredo French fries Hash browns Mashed potatoes Muffins Pop tarts Refried beans Sugary cereals
<b>PROTEIN</b>	95% Ground beef or turkey Beans & peas Chicken, white meat/skinless Deli meat (turkey, ham, beef) Eggs (especially omega 3 eggs) Egg whites Lean beef steak Lean ham steak Lean jerky Low-fat cottage cheese Yogurt Milk: Non-fat and 1% Nut butters: Almond/peanut Non-fried fish Tofu Trimmed pork chops Tuna (in-water) Turkey, white meat/skinless	85% Ground beef/turkey Chicken, dark/skinless Milk: 2% and low-fat flavored Turkey, skinless/dark Turkey bacon Turkey sausage	75% Ground beef/turkey Bacon Beef or pork ribs Bratwurst Chicken, with skin Fried chicken Fried fish/seafood Frozen pizza Ham on bone Regular cottage cheese low-fat Whole milk/chocolate milk
<b>FAT</b>	Avocado Flax seed and flax oil Natural almond butter Natural peanut butter Olive oil Canola oil Peanuts Pumpkin seeds Raw almonds Raw cashews Raw pecans Raw pistachios Raw walnuts Sunflower seeds	Butter (in small amounts) Dry roasted nuts/seeds Reduced fat mayonnaise Reduced fat salad dressing Reduced fat sour cream Reduced fat cheese Regular peanut butter	Fried foods Honey roasted nuts/seeds Margarine Mayonnaise Ranch & other salad dressing Regular cheese Sour cream Coconut oil

SOURCE: WWW.NAVYFITNESS.ORG

EatClean EatOften Hydrate Recover Mindset

# FUELING SERIES

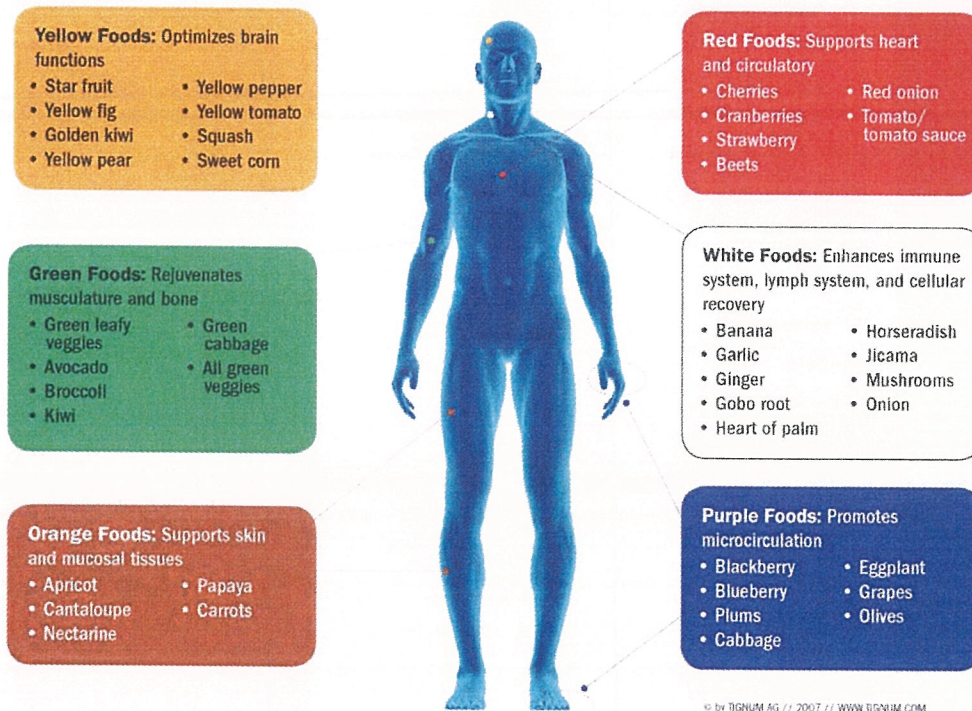
EAT THE RAINBOW

EAT CLEAN

## Fruits and Vegetables

- Fruits and vegetables are a great source of high fiber carbohydrates.
- Fruits and vegetables provide our body with a combination of vitamins that cannot be replicated in a supplement.
- Different colors serve different roles in the body.
- Aim for at least 3 colors at every meal.
- Over the course of the day strive to eat 2 servings of fruit and 3 servings of vegetables.
- Whole fruits and vegetables are best.
- Canned and frozen fruits and vegetables can also offer healthy alternatives at a lower cost. When choosing canned fruits make sure to choose them in their own juice or water.
- Drink fruit juice in moderation and make sure it is 100% juice. One serving of juice is equal to 4-6 oz.

## COLOR CODE OF RESTORATIVE NUTRITION



SOURCE: WWW.NAVYFITNESS.ORG

EatCleanEatOftenHydrateRecoverMindset

# FUELING SERIES

FUEL UP: "THREE EVERY THREE"



## Set the Tone! • "Break" – the – "Fast"

### Eat breakfast every day:

- Breakfast: Increases Metabolism  
Fuels the Brain  
Increases Energy Levels
- Don't substitute coffee, soda and energy drinks for food or lack of sleep.
- Skipping breakfast leads to eating more calories through the day and later at night. Don't play catch up!

### Breakfast should include:

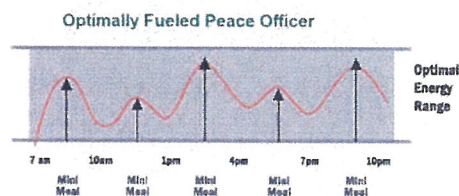
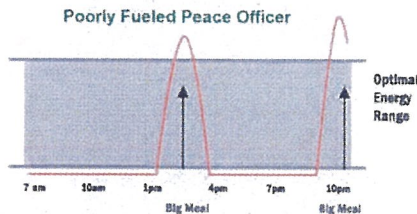
**Protein:** Eggs, egg whites, ham, beans, yogurt, or low-fat milk

**High Fiber Carbohydrate:** Whole wheat bread, high fiber cereal, oatmeal, or beans

**Color:** Fruit in cereal, oatmeal, or yogurt / Veggies in eggs or omelets

### Continue to give the body steady fuel:

Eating smaller meals, more often will help to provide stable energy throughout the day. Fuel up with the 3 macronutrients (carbs, protein, fat) every 3 hours. Skipping meals will not lead to weight loss. It will lead to lower energy and decreased physical and mental performance.

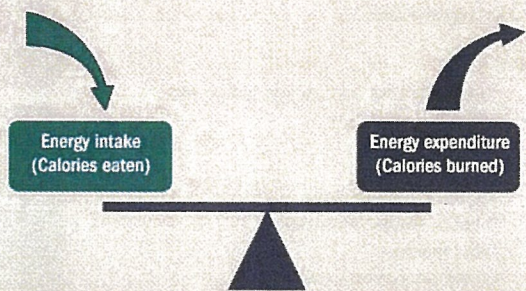


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## Energy Balance:

Both the quality and the quantity of the food you consume is important to consider in order to maximize your performance and achieve your body composition goals. Energy is another word for calories and your energy balance is represented by your energy in (what you eat and drink) and energy out (what you burn through daily living and physical activity). Daily balance is important, but you should not scrutinize your daily intake. Changes in body composition will be a result of your consistent changes over time; therefore, aim for balance over the course of each week.

This guide provides the information you need to maximize your nutrient QUALITY and energy QUANTITY. Check out the Meal Builder to get an estimate of how many calories you should consume and how to build a day of meals that will provide you with the correct blend of nutrients to help you reach your goals. Keep in mind that the meal builder recommendations are designed for use with workouts or exercises of similar intensity and duration.



**THE SAME AMOUNT OF QUALITY ENERGY IN & ENERGY OUT OVER TIME = WEIGHT STAYS THE SAME**

More IN than OUT over time = WEIGHT GAIN

More OUT than IN over time = WEIGHT LOSS

**LIFESTYLE ACTIVITY + STRUCTURED WORKOUTS + QUALITY FUELING = SUCCESS**

SOURCE: WWW.NAVYFITNESS.ORG

**EatCleanEatOftenHydrateRecoverMindset**

# FUELING SERIES

FUEL UP: "THREE EVERY THREE"



## Portion Control: What is a serving size?

Choosing great foods is only half the battle to optimizing nutrition. Make sure to choose portion sizes that fit your needs.

### BREADS:

- 1 Slice 100% whole wheat, rye, white, pumpernickel bread
- 2 Slices reduced calorie bread
- 1 Hot dog bun
- ½ English muffin
- ½ Bagel (3 inches)
- 1 Roll (small)
- 6" diameter pita bread
- 6" diameter corn or flour tortilla

### VEGETABLES:

- 1c Raw vegetables
- 1c Cooked vegetable (e.g. see above for raw)
- 6oz Most vegetable juices

### FRUITS:

- 1 Medium whole fruit (apple, orange, banana, etc)
- ½c Applesauce, unsweetened
- ½c Blueberries
- 1-½c Whole strawberries
- 1c Raspberries or boysenberries
- 1c Cubed cantaloupe or honeydew
- ½c Cubed watermelon
- ½c Canned fruit (canned in water or juice)
- 12-15 Grapes
- 12 Cherries
- 2 Small plums
- 3 Dried prunes (also called "dried plums")
- 2Tbsp Raisins or other dried fruit
- 4-6oz. 100% fruit juice

### CEREALS AND GRAINS:

- 1oz Most cold cereals (¼ – 1c)
- 1-½c Puffed cereals (e.g. puffed rice)
- ½c Cooked cereal (e.g. oatmeal, oat bran, cream of wheat)
- ½c Cooked brown or white rice
- ½c Cooked enriched or whole-wheat pasta

### MILK AND DAIRY








- 8oz (1c.) Nonfat or 1% milk, low fat or 1% fat chocolate milk
- 8oz (1c.) Calcium-fortified light or reduced fat soy milk
- 8oz (1c.) Nonfat or 1% plain or fruited yogurt
- ½c Nonfat frozen yogurt

### MEAT AND PROTEIN

- 8oz (1c.) Nonfat or 1% milk, low fat or 1% fat 3 - 4oz meat
- ½c Beans
- 2Tbsp Peanut butter
- 2 Eggs
- ½c Cottage cheese

1tsp = 1 Teaspoon  
 1Tbsp = 1 Tablespoon  
 1c = 1 Cup  
 1oz = 1 Ounce

### QUICK TIPS:

- 3-4oz. of meat is about the size and thickness of a deck of playing cards. 
- A medium sized piece of fruit is the size of a tennis ball. 
- 1oz of cheese is about the size of four stacked dice. 
- ½c of ice cream is the size of a tennis ball. 
- 1c of mashed potatoes is the size of your fist (depending on your size; commonly the size of a female fist). 
- 1oz of nuts should fit into the small of your hand. 
- 1tsp of margarine or butter is about the size of the tip of your thumb. 

SOURCE: WWW.NAVYFITNESS.ORG

Eat Clean Eat Often Hydrate Recover Mindset

# FUELING SERIES

## HYDRATION NEEDS

HYDRATE

### DAILY HYDRATION NEEDS

- Water should be your main source of hydration.
- Avoid drinking soda, energy drinks, and fruit drinks. These beverages provide a lot of calories with very little nutritional value.
- Limit sweetened teas and coffee drinks with added sugar and cream.
- Only choose sports drinks before, during, and after intense exercise.

#### Are you hydrated?

- If you are thirsty, it is too late.
- Evaluate your urine. It should be light in color and resemble pale lemonade.

#### To maintain hydration drink water:

- 0.5 - 1oz fluid per pound per day [There are about 33oz in a liter (L)].

BODY WEIGHT	OUNCES OF FLUID PER DAY	LITERS NEEDED PER DAY
120 pounds	60 – 120 oz	2 – 4 liters/day
150 pounds	75 – 150 oz	2.5 – 5 liters/day
175 pounds	90 – 175 oz	3 – 6 liters/day
200 pounds	100 – 200 oz	3.5 – 7 liters/day
225 pounds	115 – 225 oz	4 – 8 liters/day
250 pounds	125 – 200 oz	4.5 – 9 liters/day

### HYDRATION CONSIDERATIONS IN EXTREME ENVIRONMENTS

In extreme environments it is even more important to be aware of your fluid intake, fluid loss and electrolyte needs.

#### Key Nutrition Tips for Extreme Environments:

- Do not skip meals.
- Take time to drink.
- Maximize taste/palatability (temperature, sweetness) of your beverage. If it tastes great, you are more likely to drink it.
- Minimize body water losses.
- Consider engineered food products when cramping risks are high, if you are a salty sweater, or if you are sweating more than usual. Choose sports drinks with at least 110mg sodium and 30mg potassium per 8oz/250ml. These are ideal for replacing electrolytes lost in sweat.
- If you are an excessively salty sweater (salty skin), then 200mg sodium per 8oz or added electrolytes should be considered. (Nuun Tablets, Gator-Lytes, etc...)
- Include whole foods in your meals that are higher in sodium. Good options are V8 Juice, pickles, pretzels, adding a little extra salt to your meals.

ENVIRONMENT	CONSIDERATION	HYDRATION RECOMMENDATIONS
<b>Dry Extreme Heat</b>	The extreme dry heat greatly increase the risk for dehydration and heat injury.	<b>Suggested Fluid Intake:</b> 5-12 Liters/day <b>Tips:</b> Sweating rates can be reduced by working at night. During daylight hours, sweating rates can be reduced by covering the skin with light, vapor-permeable clothing. If and when possible, drink COLD water and sports drink.
<b>Hot and Humid</b>	Relative humidity can increase water requirements independent of temperature. The humidity makes the evaporation of sweat off the skin difficult, which decreases the body's ability to cool itself. This increases the risk for dehydration and heat exhaustion. Excessive sweating can also cause a large loss of electrolytes, specifically sodium and potassium.	<b>Suggested Fluid Intake:</b> Up to 2x needs of Extreme Dry Heat <b>Tips:</b> If and when possible drink COLD water and sports drink.
<b>Altitude</b>	Altitude puts us at greater risk of dehydration. More fluid is lost through our urine and breathing. Layers of clothes may cause us to sweat more with little evaporation. The elevation also causes us to not feel as thirsty.	<b>Suggested Fluid Intake:</b> 4-6 Liters/day <b>Tips:</b> Drinking small quantities of fluid frequently results in less urine production than drinking large quantities of fluid less frequently.
<b>Altitude and Cold</b>	The addition of cold to altitude can cause greater risk for dehydration because of the sweat losses that occur in insulated clothing, low rates of fluid ingestion, and concern of having to remove clothing to urinate.	<b>Suggested Fluid Intake:</b> 5.5-7.5 Liters/day <b>Tips:</b> Make sure to consider the ventilation for your clothing to allow for sweating to dissipate heat. Drinking small quantities of fluid frequently results in less urine production than drinking large quantities of fluid less frequently. If and when possible consume hot fluids, tea, chicken/vegetable broth.

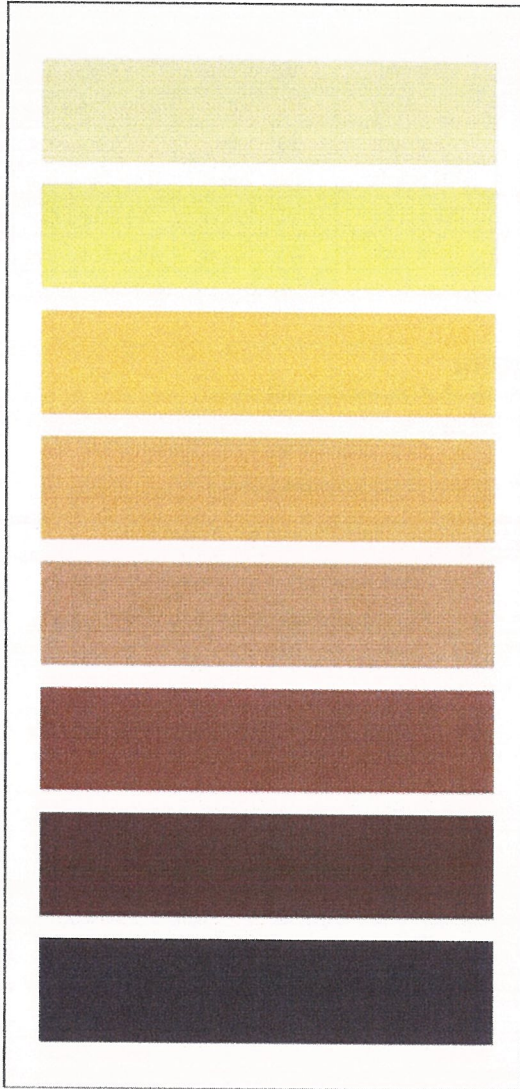
SOURCE: WWW.NAVYFITNESS.ORG

EatCleanEatOftenHydrateRecoverMindset

# FUELING SERIES

## HYDRATION URINE CHART

HYDRATE



Check the color of your urine as a good indicator of your hydration status.

**Hydrated**

**Dehydrated**

**Extremely Dehydrated**  
*(consult a doctor)*

SOURCE: WWW.NAVYFITNESS.ORG

**EatCleanEatOftenHydrateRecoverMindset**

# FUELING SERIES

DON'T WASTE YOUR WORKOUT

RECOVER

## Recovery in 3's: Pre, During, and Post-Workout

### Pre Workout

Don't go into your workout on an empty stomach.

Top off your fuel tank with a small balanced snack containing carbohydrate, fluid, and a small amount of protein approximately; 1 – 2 hours before your workout.

Going into a workout properly fueled will improve performance and jump start recovery.

#### Great pre-workout snacks include:

- 1 Yogurt with ½ cup berries and ¼ cup high fiber cereal
- Small bowl of cereal with a banana
- ½ turkey sandwich and fruit
- ½ peanut butter & jelly sandwich and fruit
- Homemade trail mix: (1c high fiber cereal, 2 Tablespoons dried fruit, 2 Tablespoons nuts)

Make sure to hydrate with 16-20 oz of water too.

### During Workout

It is important to stay hydrated during exercise.

#### How much do you need to drink?

- Losing 2% or more of your body weight due to sweating can decrease your performance and put you at greater risk for heat illness.
- A good way to monitor how well you are hydrating is to weigh yourself before and after training.

#### Do you need a sports drink?

##### NO, if...

- Training for less than 1 hour
- Weight loss is the goal of the training session

##### YES, if...

- Training for over an hour
- Training in extreme environments
- Lean body mass gain is the goal
- You enter the workout without any fuel
- You have a short but extremely intense workout

### GENERAL HYDRATION GUIDELINES DURING WORKOUTS:

#### Maintain Hydration

- Keep weight loss to less than 2% during the workout.
- Take 4-6 gulps of fluid about every 15 minutes.
- Pay extra attention to your hydration when you are sweating more than usual or in an extreme environment.

#### Maintain Fuel and Electrolytes

- When you need something more than water, choose a sports drink with at least 110mg of sodium per 8 ounces to help prevent cramping and maintain electrolytes.
- When your exercise level warrants the consumption of a sports drink, 20-32oz an hour is all you will need to keep you fueled. Balance the rest of your hydration needs with water.

### Hydration Example: 150 pound Peace Officer

- 2% of their body weight is 3 pounds.
- If this Officer loses more than 3 pounds during their training, they are not hydrating effectively.

SOURCE: WWW.NAVYFITNESS.ORG

EatCleanEatOftenHydrateRecoverMindset

# FUELING SERIES

DON'T WASTE YOUR WORKOUT

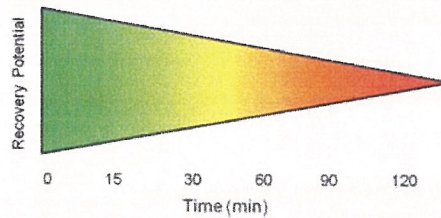


## Recovery in 3's: Pre, During, and Post-Workout

### Post Workout

- The sooner you get your post workout nutrition, the quicker you recover.
- Your recovery snack or meal – such as a granola bar with at least 5g of protein or a fruit smoothie – makes up one of your 5 - 6 meals per day.

**THE OPEN WINDOW OF OPPORTUNITY TO GET YOUR BODY THE NUTRIENTS IT NEEDS FOR RECOVERY.**



• **Re-Fuel**      • **Re-Build**      • **Re-Hydrate**

**Within 10 minutes of training:**

- 1. Refuel with carbohydrate**  
The more intense the training, the more carbohydrate you need.
- 2. Rebuild with protein**  
Protein needs post workout are based on body weight.
- 3. Rehydrate with fluid**  
Drink 20-24oz of fluid for each pound lost during training.

**What do you need to recover?**

BODY WEIGHT (POUNDS)	GRAMS OF PROTEIN	GRAMS OF CARBOHYDRATE
120 - 150	15 - 20	30 - 60
150 - 180	20 - 25	40 - 75
181 - 215	25 - 30	50 - 90
215 - 245	30 - 35	60 - 105

**Examples:**

- 20oz low-fat chocolate milk + banana
- Turkey and pasta salad
- Tuna sandwich w/baked chips
- Meal replacement bar + 20oz sports drink
- Scrambled eggs or egg whites with whole wheat toast and 6oz juice
- Turkey sandwich + yogurt
- Spaghetti and meatballs
- Fruit smoothie blended with yogurt or whey protein

SOURCE: WWW.NAVYFITNESS.ORG

# EatClean Eat Often Hydrate Recover Mindset

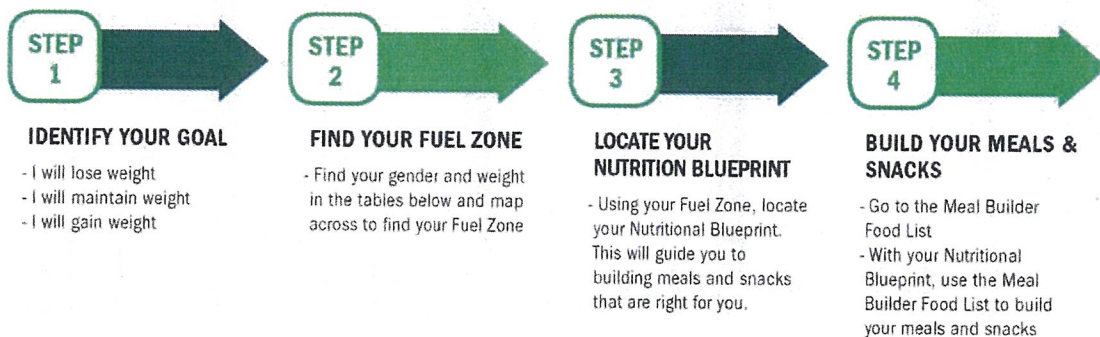


# FUELING SERIES

STRENGTH SERIES | ENDURANCE SERIES | SANDBAG TRAINING SERIES

The biggest barriers to great nutrition are poor planning and poor implementation. The nutrition blueprint and meal builder make it easy to build meals and snacks that will keep you fueled and help you reach your goals. This tool will help you stay organized and create an environment for success. Always remember the 80/20 rule as you look to sustainably upgrade your nutrition. Choose high octane fuel 80% of the time and lower octane fuel that you really enjoy 20% of the time.

## BUILD YOUR MEAL IN 4 SIMPLE STEPS



## SET YOUR GOAL, FIND YOUR FUEL ZONE

I WILL FUEL TO...

STEP 1	LOSE WEIGHT		MAINTAIN WEIGHT		GAIN WEIGHT	
	CURRENT WEIGHT	FUEL ZONE	CURRENT WEIGHT	FUEL ZONE	CURRENT WEIGHT	FUEL ZONE
STEP 2	<b>FEMALE</b>					
	100 - 125	1400 - 1600	Under 105	2000 - 2200	100 - 110	2800 - 3000
	125 - 150	1600 - 1800	105 - 130	2200 - 2400	110 - 140	3000 - 3200
	150 - 180	1800 - 2000	130 - 160	2400 - 2600	140 - 165	3200 - 3400
	180 - 205	2000 - 2200	160 - 185	2600 - 2800	165 - 195	3400 - 3600
205 - 235	2200 - 2400	185 - 210	2800 - 3000	195 - 220	3600 - 3800	
235 - 260	2400 - 2600					
<b>MALE</b>						
Under 140	1800 - 2000	Under 140	2600 - 2800	Under 140	3400 - 3600	
140 - 155	2000 - 2200	140 - 160	2800 - 3000	145 - 165	3600 - 3800	
155 - 175	2200 - 2400	160 - 180	3000 - 3200	165 - 185	3800 - 4000	
175 - 190	2400 - 2600	180 - 195	3200 - 3400	185 - 205	4000 - 4200	
190 - 210	2600 - 2800	195 - 215	3400 - 3600	205 - 220	4200 - 4400	
210 - 230	2800 - 3000	215 - 235	3600 - 3800	220 - 240	4400 - 4600	
230 - 250	3000 - 3200	235 - 255	3800 - 4000			
250 - 265	3200 - 3400	255 - 275	4000 - 4200			
265 - 285	3400 - 3600					
285 - 305	3600 - 3800					

SOURCE: WWW.NAVYFITNESS.ORG

Eat Clean Eat Often Hydrate Recover Mindset

**STEP**  
**3**



### Locate Your Nutrition Blueprint - Strength, Endurance, Sandbag Series

Using the Fuel Zone you identified in Steps 1 & 2, locate your personal Nutritional Blueprint to fit your caloric needs. Your blueprint has six columns across the top that represent meal times, or "fueling times". The food groups are represented along the left hand side, and the numbers located within the zone are the recommended number of servings from each food group at each fueling time.

1400 - 1600	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	2	1	1 to 2	1	1 to 2	
Proteins	1		1		1	1
Fruits	0 to 1	1	1	1	1	1
Vegetables	∞	∞	∞	∞	∞	∞
Fats	1	1	1	1	1	0 to 1
Calorie Range	350 - 400	175 - 200	280 - 320	175 - 200	280 - 320	140 - 160
*Meal Replacement Shake or Bar		1		1+ fruit		1

1600 - 1800	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	2	1 to 2	2	1 to 2	2	
Proteins	1		1		1	1
Fruits	1	1	1	1	1	1
Vegetables	∞	∞	∞	∞	∞	∞
Fats	1	1	1	1	1	1
Calorie Range	400 - 450	200 - 225	320 - 360	200 - 225	320 - 360	160 - 180
*Meal Replacement Shake or Bar		1		1+ fruit		1

1800 - 2000	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	2 to 3	1 to 2	2	1 to 2	2	
Proteins	1	0 to 1	1	0 to 1	1	1
Fruits	1 to 2	1	1 to 2	1	1	1
Vegetables	∞	∞	∞	∞	∞	∞
Fats	1	1	1	1	1	1
Calorie Range	450 - 500	225 - 250	360 - 400	225 - 250	360 - 400	180 - 200
*Meal Replacement Shake or Bar		1+ fruit		1+ 2 fruit		1

2000 - 2200	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	3	2	2	2	2	0 to 1
Proteins	1	0 to 1	1	0 to 1	1	1
Fruits	2	1	2	1	2	1
Vegetables	∞	∞	∞	∞	∞	∞
Fats	1	1	1	1	1	1
Calorie Range	500 - 550	250 - 275	400 - 440	250 - 275	400 - 440	200 - 220
*Meal Replacement Shake or Bar		1+ fruit		1+ 2 fruit		1+ fruit

2200 - 2400	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	3	2	2 to 3	2	2 to 3	1
Proteins	1 to 2	1	1	1	1	1
Fruits	2	1	2	1	2	1
Vegetables	∞	∞	∞	∞	∞	∞
Fats	1	1	1	1	1	1
Calorie Range	550 - 600	275 - 300	440 - 480	275 - 300	400 - 440	200 - 220
*Meal Replacement Shake or Bar		1+ fruit		1+ 2 fruit		1+ fruit

2400 - 2600	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	3	2	3	2	3	1
Proteins	2	1	1	1	1	1
Fruits	2	1	2	1	1 to 2	1
Vegetables	∞	∞	∞	∞	∞	∞
Fats	1	1 to 2	1	1 to 2	1	1
Calorie Range	600 - 650	300 - 325	480 - 520	300 - 325	480 - 520	240 - 260
*Meal Replacement Shake or Bar		1+ fruit + 1 fat		1+ 2 fruit + 1 fat		1+ fruit + 1 fat

2600 - 2800	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	3	2	3	2	3	1
Proteins	2	1	1	1	1 to 2	1
Fruits	2	1	2	1	2	1 to 2
Vegetables	∞	∞	∞	∞	∞	∞
Fats	1 to 2	1 to 2	1 to 2	1 to 2	1	1
Calorie Range	650 - 700	325 - 350	520 - 560	325 - 350	520 - 560	260 - 280
*Meal Replacement Shake or Bar		1+ fruit + 1 fat		1+ 2 fruit + 1 fat		1+ fruit + 1 fat

2800 - 3000	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	3	2	3	2	3	1
Proteins	2	1	1	1	2	1
Fruits	2 to 3	1	2	1	1 to 2	2
Vegetables	∞	∞	∞	∞	∞	∞
Fats	2	1 to 2	2	1 to 2	1	1
Calorie Range	700 - 750	350 - 375	560 - 600	350 - 375	560 - 600	280 - 300
*Meal Replacement Shake or Bar		1+ fruit + 1 fat		1+ 2 fruit + 1 fat		1+ fruit + 1 fat

SOURCE: WWW.NAVYFITNESS.ORG

3000 - 3200	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	3	2	3	2	3	1 to 2
Proteins	2	1	1 to 2	1	2	1
Fruits	3	1	2	1	2	2
Vegetables	∞	∞	∞	∞	∞	∞
Fats	2	1 to 2	2	1 to 2	1 to 2	1
Calorie Range	750 - 800	375 - 400	600 - 640	375 - 400	600 - 640	300 - 320
*Meal Replacement Shake or Bar		1+ fruit +1 fat		1+2 fruit +1 fat		1+ fruit +1 fat

3200 - 3400	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	3 to 4	2	3	2	3	2
Proteins	2	1	2	1	2	1
Fruits	3	1	2	1	2	2
Vegetables	∞	∞	∞	∞	∞	∞
Fats	2	1 to 2	2	1 to 2	2	1
Calorie Range	800 - 850	400 - 425	640 - 680	400 - 425	640 - 680	320 - 340
*Meal Replacement Shake or Bar		1+2 fruit +1 fat		1+2 fruit +1 fat		1+2 fruit +1 fat

3400 - 3600	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	4	2 to 3	3	2 to 3	3 to 4	2
Proteins	2	1	2	1	2	1
Fruits	3 to 4	1	2	1	2	2
Vegetables	∞	∞	∞	∞	∞	∞
Fats	2	1 to 2	2 to 3	1 to 2	2	1 to 2
Calorie Range	850 - 900	425 - 450	680 - 720	425 - 450	680 - 720	340 - 360
*Meal Replacement Shake or Bar		1+2 fruit +1 fat		1+2 fruit +2 fat		1+2 fruit +1 fat

3600 - 3800	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	4	2 to 3	3 to 4	2 to 3	4	2
Proteins	2	1	2	1	2	1
Fruits	4	1	2	1	2	2
Vegetables	∞	∞	∞	∞	∞	∞
Fats	2 to 3	1 to 2	3	1 to 2	2	1
Calorie Range	900 - 950	450 - 475	720 - 760	450 - 475	720 - 760	360 - 380
*Meal Replacement Shake or Bar		1+2 fruit +1 fat		1+2 fruit +2 fat		1+2 fruit +1 fat

**COACH TIP:**

Remember, the biggest barriers to great nutrition are poor planning and poor implementation. Stay organized and do what you can to create an environment for success. To get you started, make a copy of your Nutrition Blueprint and put it somewhere you'll have easy access to when making fueling decisions, like in your wallet or on your fridge.

3800 - 4000	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	4	3	4	3	4 to 5	2
Proteins	2	1	2	1	2	1
Fruits	4	1	2	1	2	2
Vegetables	∞	∞	∞	∞	∞	∞
Fats	3	1 to 2	3	1 to 2	2	1 to 2
Calorie Range	950 - 1000	475 - 500	760 - 800	475 - 500	760 - 800	380 - 400
*Meal Replacement Shake or Bar		1+2 fruit +1 fat		1+2 fruit +2 fat		1+2 fruit +1 fat

4000 - 4200	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	4	3	4	3	4 to 5	2
Proteins	2	1	2	1	2	1
Fruits	4	1	2	1	2	2
Vegetables	∞	∞	∞	∞	∞	∞
Fats	3	2	3	2	2	1 to 2
Calorie Range	1000 - 1050	500 - 525	800 - 840	500 - 525	800 - 840	400 - 420
*Meal Replacement Shake or Bar		1+2 fruit +2 fat		1+2 fruit +2 fat		1+2 fruit +2 fat

4200 - 4400	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	4	3	4	3	5	2
Proteins	2	1	2	1	2	1
Fruits	4	1	2	1	2	2
Vegetables	∞	∞	∞	∞	∞	∞
Fats	3	2 to 3	3	2 to 3	2	1 to 2
Calorie Range	1050 - 1100	525 - 550	840 - 880	525 - 550	840 - 880	420 - 440
*Meal Replacement Shake or Bar		1+2 fruit +2 fat		1+2 fruit +2 fat		1+2 fruit +2 fat

4400 - 4600	BREAKFAST	SNACK	LUNCH	SNACK	DINNER	SNACK
Grains	4	3	4 to 5	3	5	2
Proteins	2	1	2	1	2	1
Fruits	4	1	2	1	2	2
Vegetables	∞	∞	∞	∞	∞	∞
Fats	3	2 to 3	3	2 to 3	2	1 to 2
Calorie Range	1100 - 1150	550 - 575	880 - 920	550 - 575	880 - 920	440 - 460
*Meal Replacement Shake or Bar		1+2 fruit +2 fat		1+2 fruit +2 fat		1+2 fruit +2 fat

**\*When choosing meal replacements:**

1. Make sure it fits within your calorie recommendations
2. Should have at least 3g of fiber
3. Should have 10 - 30g of protein for women
4. Should have 15 - 42g of protein for men

SOURCE: WWW.NAVYFITNESS.ORG

# FUELING SERIES

STRENGTH SERIES | ENDURANCE SERIES | SANDBAG TRAINING SERIES

**STEP**  
4

## Build Your Meals & Snacks

Using your Nutritional Blueprint, follow the directions below to start filling your day with meals and snacks designed to help you with your goals.

### Map Your Blueprint

The food list below has foods from each of the categories found in your Nutrition Blueprint.

### Size Up Your Servings

The number to the left of each food item equals one serving (eg. 1 slice of whole wheat bread = 1 grain serving).

### Mix It Up

Each serving may be used interchangeably. For example, if you tire of whole wheat toast at breakfast you can replace it with any of the foods listed in the grain column. If you have more than one serving suggested, you can double up on the same food (eg. 2 slices of whole wheat toast) or mix and match (eg. 1 slice of whole wheat toast and 3/4c Multi grain Cheerios). You are limited only by your creativity!

You are now prepared to build customized meals and snacks to help you meet your goals. These meals and snacks will provide you with sustainable fuel throughout the day as well as the energy you need for your workouts. Remember, to maximize your energy and reach your body composition goals, think about both quality and quantity of your food choices.

#### GRAINS/STARCHES:

##### Pasta/Rice

- 1/2c Brown Rice (cooked)
- 1/2c Whole Wheat Cous Cous (cooked)
- 1/2c Whole Wheat Pasta (cooked)
- 1/2c Risotto (cooked)

##### Breads/Tortillas/Rolls

- 1 slice Bread (100% Whole Wheat)
- 1/2 Pita Bread (6" diameter each)
- 1/4 Whole Wheat Bagel
- 1/2 English Muffin
- 1/2 Whole Wheat Hamburger/Hot dog Bun
- 1/2 Sub Bread (6 each)
- 1 Whole Wheat Tortilla
- 2 Corn Tortillas
- 1 sm Whole Wheat Roll (1oz each)

##### Cold Cereals

- 1/2c All Bran Cereal
- 1/2c Cheerios Cereal
- 1/2c Cheerios MultiGrain Cereal
- 1/2c Cracklin Oat Bran Cereal
- 1/2c Frosted Mini Wheats Cereal
- 1/2c Grape Nuts Cereal
- 1/2c Kashi Go Lean Cereal
- 1/2c Kashi Go Lean Crunch Cereal
- 1/2c Kashi Go Lean Honey
- 1/2c Almond Flax
- 1/2c Muesli Cereal
- 1/2c Raisin Bran Cereal
- 1/2c Smart Start Cereal
- 1/2c Special K Cereal
- 1/2c Whole Wheat Total Cereal

##### Hot Cereals

- 1/2c Cream of Wheat (cooked)
- 1 Instant Grits
- 1/2 Packet Kashi Instant Oatmeal
- 1/2 Packet Quaker Instant Oatmeal
- 1/2c Slow Cooked Oatmeal

##### Veggies, Beans, Potatoes

- 1/2c Soy Beans (cooked)
- 1/2c Split Peas (cooked)
- 1c Squash (winter, acorn, butternut)
- 1/2c Peas (cooked)
- 1/2 sm Baked Potato
- 1/2c Beans: Black, Kidney, Pinto, Lima, Lentils (cooked/canned)
- 1/2c Corn (cooked)
- 1 Ear of corn
- 1/2c Sweet Potato (cooked)
- 1/2c Yam (cooked)
- 1/2c Mashed Potatoes

##### Snacks/Crackers/Granola Bars

- 1 Kashi Granola Bar
- 1 Graham Crackers
- 5 Whole Wheat Crackers (baked)
- 4 Whole Wheat Melba Toast
- 1 Nature Valley Granola Bar
- 8 Animal Crackers
- 3c Light Popcorn (popped)

1/2c

- Pretzels
- 2 Rice Cakes (4" diameter each)
- 4 Reduced Fat Triscuits
- 1 Whole Grain Fig Newton

#### PROTEINS / DAIRY:

##### Fish/Seafood

- 3oz Fish
- 3oz Cod
- 3oz Flounder
- 3oz Haddock
- 3oz Halibut
- 3oz Salmon
- 3oz Shrimp
- 3oz Trout
- 3oz Tuna

##### Poultry

- 3oz Chicken (lunch meat)
- 3oz Chicken breast
- 3oz Ground turkey (cooked)
- 3oz Turkey (lunch meat)
- 3oz Turkey breast

##### Beef/Pork

- 3oz Beef (96% lean ground chuck)
- 1.5oz Beef jerky
- 3oz Beef tenderloin
- 3oz London broil
- 3oz Pork (grilled)
- 3oz Roast beef (lunch meat)

##### Dairy

- 8oz 1% or non-fat regular milk or chocolate milk
- 1/2c Non-fat or low fat cottage cheese
- 1/2c Non-fat frozen yogurt
- 1c Non-fat or low fat greek yogurt
- 8oz Reduced-fat soy milk
- 1 2% String cheese

##### Eggs

- 1/2c Egg Substitute
- 4 Egg Whites
- 2 Eggs
- 2 Omega-3 Eggs

##### Legumes

- 1/2c Beans: Black, Kidney, Pinto, Lima, Lentils (cooked/canned)
- 8oz Calcium-fortified light soy milk
- 2t Hummus
- 1/2c Soy beans (cooked)
- 1/2c Split peas
- 1t Almond butter
- 1t Peanut butter (natural)
- 10-15 Raw nuts

#### MEAL REPLACEMENTS/PROTEIN POWDERS:

- 1-2 scoop Whey Protein\*
- 1 Bar
- 1 Shake

\*Make sure to choose protein powders that are certified safe and reliable. Check out [www.navy.mil](http://www.navy.mil) for a complete list.

#### Meal replacement considerations:

- Make sure it fits within your calorie recommendations
- Should have at least 3g of fiber
- Double check the protein level
  - Women need **10-30g**
  - Men need **15-42g**

#### VEGETABLES:

##### Green

- 1c Arugula
- 1/2c Asparagus (cooked)
- 1c Asparagus (raw)
- 1/2c Broccoli (cooked)
- 1c Broccoli (raw)
- 1c Brussel sprouts
- 1/2c Celery (cooked)
- 1c Celery (raw)
- 1c Collards (cooked)
- 1c Cucumber (raw)
- 1/2c Green beans (cooked)
- 1c Green beans (raw)
- 1c Green veggie salad
- 1c Kale (raw)
- 1c Lettuce (all)
- 1c Spinach (raw)

##### White

- 1/2c Cabbage (cooked)
- 1c Cabbage (raw)
- 1c Cauliflower (cooked)
- 1c Cauliflower (raw)
- 1/2c Onions (cooked)
- 1c Onions (raw)
- 1/2c Water chestnuts (cooked)
- 1c Water chestnuts (raw)

##### Red

- 1/2c Tomato, beets
- 1/2c Salsa, tomato sauce

##### Orange

- 1/2c Carrots (cooked)
- 1c Carrots (raw)

##### Mixed Colors

- 1/2c Peppers (cooked)
- 1c Peppers (raw)
- 1/2c Stir fry vegetables (cooked)
- 1c Stir fry vegetables (raw/frozen)
- 6oz Vegetable juice
- 1/2c Zucchini (cooked)
- 1c Zucchini (raw)

#### FRUITS:

##### Red

- 1 sm Apple
- 1/2c Applesauce (unsweetened)
- 12 Cherries
- 1c Raspberries
- 1 1/2c Strawberries (whole)
- 1/2c Watermelon (cubed)
- 1/2m Grapefruit

#### Orange

- 1c Cantaloupe (cubed)
- 1m Orange, nectarine or peach
- 1lg Tangerine

#### Yellow

- 1/2g Banana(s)
- 1/2c Pineapple chunks (in own juice)

#### Blue/Purple

- 1c Blackberries or boysenberries
- 1/2c Blueberries
- 14 Grapes
- 2 sm Plums
- 3 Prunes (dried plums)
- 2t Raisins

#### Green

- 1c Honeydew melon (cubed)
- 1 sm Kiwi fruit
- 1 sm Pear

#### Mixed Colors

- 2t Dried fruit
- 1/2c Fresh fruit salad
- 1/2c Fruit cocktail (own juice)
- 6oz Fruit juice (100% juice)
- 1c Mixed berries (fresh/frozen)

#### FATS (CHOOSE OFTEN):

- 1t Nut butters: Almond, peanut, etc...
- 10-15 Nuts: Almonds, walnuts, pecans
- 1/2 Avocado
- 12lg Black or green olives
- 1.5t Plant oils: olive, canola, flax
- 2t Flax seeds
- 2t Hummus
- 2t Seeds: Pumpkin, sesame, sunflower
- 3t Guacamole
- 2t Smart Balance, Benecol

#### FATS (CHOOSE LESS OFTEN):

- 2t Butter (stick)
- 1oz Cheese
- 1 slice Cheese
- 2t Cream cheese
- 4t Half & Half
- 2t Mayonnaise
- 3t Reduced-fat cream cheese
- 4t Reduced-fat sour cream
- 2t Sour cream
- 1 2% String cheese
- 2 Turkey bacon slice
- 1 Turkey sausage link
- 1t Commercial salad dressings

1t = 1 Teaspoon      sm. = Small  
 1T = 1 Tablespoon      med. = Medium  
 1c = 1 Cup      lg. = Large  
 1oz = 1 Ounce

SOURCE: WWW.NAVYFITNESS.ORG

Eat Clean Eat Often Hydrate Recover Mindset