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RNFT Policy and Protocols 2013

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CHAPTER 1

ROYAL NAVY FITNESS TEST (RNFT) POLICY

0101. References

- A. Royal Navy Fitness Test (RNFT) Policy and Protocols
- B. 2010DIN01-024 Royal Navy Fitness Test
- C. BR3 art 2910 and 6626 RN Officers Promotion – Physical Fitness
- D. BR3 art 2910, 6720 and 6805 RN Ratings Promotion – Physical Fitness
- E. 2SL's Personnel Functional Standards (PFS)
- F. 2007DIN07-076: Individuals competent to conduct single Service Physical Fitness & Swimming Tests and Assessments together with Phase II and III Syllabused PEd training and the use of ETLs/PTLs
- G. 2009DIN01-181: Armed Forces Weight Management Policy
- H. BR 51 Chap 34 Weight Management
- I. BR 1750A art 0808 Obesity

0102. Introduction

- a. This chapter is sourced directly from reference A & B, and replaces both as the authoritative document.
- b. Physical fitness remains an essential element of Service life that directly influences operational effectiveness. In the RN, physical fitness has been defined as the aerobic capacity to meet the demands of onboard generic tasks, such as firefighting, damage control and casualty evacuation. The aerobic demands (rate of oxygen uptake, VO₂) of such tasks have been quantified to determine a minimum standard of aerobic fitness (expressed as a maximum rate of oxygen uptake, VO₂max). Physical strength is assessed using a fire fighting task based simulation, this part of the RNFT is to be taken on completion of the relevant aerobic test.
- c. Whilst it is acknowledged that strength and aerobic endurance are also components of physical fitness, it is VO₂max which relates to work capacity and the rate of recovery. In a wider context, aerobic fitness is associated with; improved heat tolerance and a faster rate of heat acclimatisation; a reduced incidence of musculoskeletal injury; increased likelihood of survival during the process of abandoning ship in cold water and benefits for both cardiovascular and mental health.

0103. Policy

- a. **Applicability.** All serving RN, QARNNS and RNR personnel under the age of 50 (progressing to age 55 from 1 Jun 10 to 1 Jun 15), including personnel undergoing Phase 1 or Phase 2/3 training, except for those given permanent or temporary exemptions or temporary medical or operational extensions, are to be in date for RNFT. Personnel not in date or holding an appropriate exemption or extension will not be eligible for either selection, or actual, advancement/promotion (References B, C & D).
- b. **Approved tests.** The RNFT utilises a variety of tests to predict VO₂max: the Multi Stage Fitness Test (MSFT), and the 2.4 km run which require near maximal or maximal effort (and are therefore referred to in this document as the maximal tests), and the Rockport Walk, which is performed at a lower intensity and is considered more suitable for older age groups and those with medical conditions that would be exacerbated by maximal exercise. Any individual who repeatedly fails a test will be referred to the Institute of Naval Medicine (INM) where the rate of oxygen uptake of an individual can be measured accurately and directly by expired gas analysis and this value compared to what is required for a RNFT pass, if the required standard is achieved this will be counted as an approved

test pass. The strength element of the RNFT is a task based simulation, which replicates the movements and weight of an AFFF drum carry required during fire-fighting tasking on board RN platforms.

c. **Periodicity.** Personnel should be able to pass the RNFT as directed at any time but as a minimum will be required to be tested annually to ensure that they are capable of performing the above generic tasks safely and effectively. Where possible personnel will be allowed to choose either of the maximal tests but this cannot be guaranteed.

d. **Setting Policy.** Captain Naval Physical Development (CNPD) is the Competent Naval Authority for physical fitness training and is responsible for setting naval fitness policy.

e. **Policy Implementation.** The implementation of RNFT policy lies with:

(1) *Navy Command HQ Staff.* CNPD is responsible for the overall monitoring of compliance with the policy via the PDev and FOST inspections and routine JPA competence checks.

(2) *Commanding Officers.* Commanding Officers (CO's) are responsible for ensuring that their personnel are given sufficient time to undertake vigorous physical activity either individually or collectively (Reference E). They are also responsible for ensuring the sound administration of RNFT within their unit using the divisional system as the primary means for monitoring compliance.

(3) *Fitness Testing Officer.* CO's are to appoint a Fitness Testing Officer (FTO) who will be responsible to the Command for the conduct of the RNFT. The FTO's duties are to:

(a) Oversee the arrangement for Department, Divisional or individual testing and Remedial Training (RT).

(b) Regulate attendance for testing and RT.

(c) Be the Command's link with ARNFTO, HMS TEMERAIRE.

(d) Ensure the recording of results in JPA.

(4) *Divisional Officers.* Divisional Officers are responsible for ensuring that eligible personnel (i.e. those not exempt by age or holding a temporary extension or exemption) in their division are either 'In Date' for RNFT or undertaking the appropriate RT and under an appropriate performance warning (i.e. DO, HOD, CO). They should be using the Minor Administrative Action (MAA) for non compliance of the RT programme; where there is evidence of deliberate avoidance disciplinary action should be considered. It is a requirement for Superior Officers to report in OJAR/SJAR on personnel with recalcitrant attitudes towards the RNFT.

(5) *Medical Officers.* Medical Officers (MO) are to liaise closely with the individual, their DO and the PT staff in regard to an individual's capacity to undertake the RNFT or RT, from a medical perspective. Where appropriate, the MO should recommend the granting of a CO's temporary extension for medical reasons having, if necessary, sought second opinions from the Regional Occupational Health Consultant (ROHC) or the Fitness Assessment Clinic at the Environmental Medicine Unit, INM. In circumstances where an individual under 40 years of age may temporarily be unable to take a maximal test for medical reasons the MO may use a medical RNFT trial (see 0226) utilising any of the test formats to gauge an individuals recovery and timescale to upgrading. Only the NSMBOS or ROHC may grant a 'Temporary or Permanent' limitation 420. (RWO). Unit MOs will also be

required to assess the suitability of those individuals of very high and extreme health risks to attempt the RNFT.

(6) *PT Staff.* Unit PT staff are responsible for administering the RNFT within their unit including correct preparation, implementation and recording of the test and remedial training. In particular they are to ensure that results are recorded onto JPA within 24 hours of test completion and verified by running a data extraction the following day. Only PT staff are authorised to update JPA RNFT competencies.

(7) *Admin Clerk.* Units without RN PT should utilise the unit clerk to record RNFT JPA competencies, where this occurs the admin clerk needs to adhere to the input guidance issued by ARNFTO.

(8) *Individual.* All RN personnel subject to the RNFT have a personal duty to remain 'In Date' and are responsible for ensuring that JPA accurately reflects their current RNFT status. In particular they must ensure that when granted an exemption or extension they present to the PT staff the appropriate medical proforma or JMES limitation on JPA or CO's Authority indicating the nature of the extension and the applicable dates so that JPA can be updated accordingly. Individuals are not authorised to update their own JPA RNFT Competence.

f. **Conduct of Testing.** Any qualified Tri-Service Physical Trainer (PT) may conduct the maximal tests (Reference F). To conduct the Rockport Walk or to carry out the RN Remedial Training package staff must have attended the RNFT Polar Heart Rate Monitor Course at HMS TEMERAIRE.

g. **Recording.** The only recognised official records for 'In Date' status are JPA and the RNFT 5 certificate – locally produced alternatives are not to be used. Inaccurate data will give a false impression of a unit's overall RNFT performance and may also result in an individual not being presented for consideration for promotion.

h. **Validity.** An RNFT 'Pass' is valid for a maximum of 12 months during which time the individual is considered to be 'In Date'. However, if the RNFT is undertaken again within the 12 month period then the previous 'Pass' ceases to be valid and the new result becomes effective from the date of the test (ie a 'Pass' becomes valid from the new test date; a 'Fail' will require the individual to undertake the appropriate RT and retake the test accordingly). The Command may arrange block testing at any time for their Ship, Squadron, Unit, Department or Division as an aid to developing OC.

i. **RNFT Failure.** Personnel who fail the aerobic element of the RNFT are to be placed on a 3 month RT programme. They may retake the test at any time during this period until a pass is recorded. However, continued failure throughout and at the end of 3 months RT will result in a DO's warning and a medical review. Providing there is medical clearance, the second 3 month remedial package is to be undertaken. Personnel may again attempt their RNFT at any time during this period, but continued failure throughout, and at the end of an accumulated 6 months RT, will result in a HOD's warning. At this point individuals will be placed on a final 3 month RT package. Personnel who continue to fail the test after 9 months RT will be placed on CO's warning and referred to INM where VO2 capacity will be directly measured. A pass will be accepted as in date for RNFT and valid in accordance with normal criteria. A failure may result in administrative sanction including discharge from the Service. (see para 0227-0230 for RNFT process and warning process flow diagrams). From Jan 13 personnel who fail the strength element will be encouraged to undertake strength training in line with functional training best practice, a strength based remedial package will be developed for issue in Quarter 3 2013. There will be no punitive sanction on failure of the strength element until Jan 14.

j. **Weight Management Policy.** The Armed Forces Weight Management Policy came into effect on 1 Oct 09 (Reference G) and has been introduced as part of the Defence

Health Strategy, which sets the strategic vision for all Service personnel to enjoy a level of health that is appropriate for the tasks they are required to perform, and for the numbers of personnel 'fit for task' to be maximised. The policy centres on three main areas: weight measurement, management and prevention. The policy was initially implemented in the RN starting with RNFT failures. From Jan 13, or earlier where PT staff are able, all personnel who take the RNFT are to have their BCM taken on completion of their tests and corresponding action taken as laid down in the Weight Management protocols.

0104. Testing

- a. **Medical Referral.** If there is doubt about an individual's ability to undertake the RNFT, a medical assessment may be sought. Personnel who fail the RNFT after 3 months of Remedial Training (RT) will automatically be referred for a medical assessment (see flow diagram at 0228/0229).
- b. **Personnel Under 40 Years of Age.** Personnel under the age of 40 are expected to complete one of the maximal tests unless they have a JMES permanent or temporary marker limitation 420 to indicate Rockport Walk Only (RWO) because of a medical condition that would be exacerbated by a maximal test. They will be required to undertake the strength element except where they have a separate JMES limitation 487 ('unfit upper body/strength test element of the RNFT') or where downgraded to RWO.
- c. **Personnel Aged 40 - 49.** Those in the 40 – 49 year age group are expected to complete, as a minimum, the Rockport Walk using heart rate monitoring equipment but may request, as a personal decision, to undertake the maximal test of a 2.4km run or MSFT. However, they must ignore peer or management pressure and misguided confidence in deciding to do so and must declare any doubts over their medical suitability to the PT staff conducting the tests beforehand. They will be required to undertake the strength element unless they have the JMES limitation 487 or where downgraded to RWO.
- d. **Personnel Aged 50 and over**
 - (1) The RNFT is also compulsory to all serving RN personnel over age 50 but under age 55 from 1 June 10 on a rolling basis starting with those whose 50th birthday falls on, or after 1 June 10. Meanwhile those in the 53-54 age groups are encouraged to maintain a lifestyle that includes regular physical activity and to undertake the RNFT voluntarily.
 - (2) All personnel over the age of 50 are strongly advised to undertake the Rockport Walk as this test minimises the risk of musculoskeletal and/or cardiac injury and is configured for heart rate monitoring. Personnel over 50 who regularly undertake rigorous physical exercise and have no medical concerns, may request, as a personal decision, to undertake a maximal test (ie 2.4km run or MSFT) but must be made fully aware that exercise at high intensities (maximal or close to maximal) particularly in older age groups increases the risk of a cardiovascular event (e.g. a dysrhythmia, heart attack or sudden cardiac death) during or immediately after the exercise period. They must ignore peer or management pressure and misguided confidence in deciding to do a maximal test and must declare any doubts over their medical suitability to the PT staff conducting the tests beforehand.
- e. **Declaration of Health Questionnaire (DHQ).** All personnel over 40 years of age will be required to complete and sign the (DHQ) before taking the RNFT. The DHQ is a basic medical screening aid to identify those who may be potentially at risk and to allow them to seek medical advice on eligibility without sharing confidential medical information with PT or other staff inappropriately. The DHQ is to be retained with the RNFT 5 once the test has been completed.

0105. **Assistance**

- a. General RNFT enquiries should be addressed to ARNFTO and policy enquiries to SO2PEd. Contact details:

Postal address: HMS TEMERAIRE, Burnaby Road, Portsmouth, Hants PO1 2HB

Telephone: Military – (9380) 25271 (ARNFTO)/27629 (SO2 PEd)
Civilian – (023) 9272 5271 (ARNFTO)/7629 (SO2 PEd)

Email: RNFTO: temarnfto@fleetfost.mod.uk
SO2 PEd: temso2ped@fleetfost.mod.uk

CHAPTER 2

ROYAL NAVY FITNESS TEST (RNFT) POLICY

0201. Introduction

- a. Interest. RNFT is designed to ensure that irrespective of age, gender or rank, Naval personnel are physically fit enough to withstand the physical rigours of Service life and carry out their military duties.
- b. Need. Eligible personnel are to pass the RNFT according to their age and gender.
Title. Royal Navy Fitness Test (RNFT)
- c. Range. All serving RN, QARNNS and RNR personnel under the age of 55.
- d. Objective. Every sailor is to be able to display appropriate levels of fitness required to:
 - (1) Conduct onboard generic tasks such as fire fighting, damage control and casualty evacuation
 - (2) Be 'Fit to Fight' in whatever the operational tasking
 - (3) Increase the likelihood of survival when required to abandon a platform into cold water
 - (4) Improve heat tolerance and a faster rate of heat acclimatisation
 - (5) Reduce the incidence of musculoskeletal injury
 - (6) Improve cardiovascular health
 - (7) Improve mental health
 - (8) Enhance their quality of life
 - (9) Reduce the risk of premature death

0202. RNFT General

- a. All personnel who take the RNFT will be subject to Body Composition Measurement iaw the AF Weight Management Policy. This will entail being measured for height, weight and waist circumference. The height and weight measurements will determine the Body Mass Index (BMI), which together with a waist circumference will provide an indicator of health risk category. Where an individual's BCM indicates a very high or extreme health risk they will be required to seek medical advice on completion.
- b. The aerobic demands (rate of oxygen uptake, VO₂) of RN fire-fighting tasks have been quantified to determine a minimum standard of aerobic fitness (expressed as a maximum rate of oxygen uptake, VO₂max) of 41 ml. kg⁻¹. min⁻¹. The maximum level of oxygen uptake (VO₂max) normally declines with age and is generally lower for females compared to males. The score of 41 ml. kg⁻¹.min⁻¹ serves as the 'cornerstone' for RNFT, and this is based on a male aged 40 years. From this score a range of values has been derived for men and women aged 16 to 59 years. These values take in account the physiological differences between sexes, achieve gender equivalence, and reflect the

average rate of performance decline with age.

c. A simulation of AFFF drum carry has been developed by INM, and is used to assess the physical strength required.

0203. **RNFT Test Elements**

a. The RNFT utilises the following tests to estimate VO₂max:

(1) Maximal tests (require near maximal or maximal effort):

- (a) Multi Stage Fitness Test (MSFT, the 'bleep test')
- (b) 2.4 km run

(2) Sub-maximal test: Rockport Walk.

(3) Strength Test. A simulated AFFF drum carry of 2x20Kg to be carried 4x15m shuttle, with the weights to be placed down at the end of each shuttle.

b. Maximal tests must be undertaken by personnel under age 40 unless they have a medical condition that would be exacerbated by a maximal test. They may be undertaken by those aged 40-55 providing they regularly participate in vigorous physical exercise and can demonstrate that they are not taking such tests because of management peer pressure or misguided confidence.

c. The Rockport Walk (RW) may only be taken by personnel age 40 and over, or those under 40 who have a JMES permanent or temporary marker limitation 420 (RWO) to indicate Rockport Walk only because of a medical condition that would be exacerbated by maximal exercise. The RW is strongly advised for those over age 50.

d. The strength test will be applicable to all those required to complete an aerobic test, except where medically downgraded "unfit upper body/strength element of the RNFT".

0204. RNFT Test Standards

Table 2-1. 2.4km Run Performance.

Gender	AGE	PASS	GOOD	VERY GOOD	EXCELLENT
MALE	16-24	11.13	10.03	9.36	8.56
	25-29	11.38	10.33	10.02	9.20
	30-34	12.08	11.02	10.28	9.45
	35-39	12.34	11.32	10.55	10.06
	40-44	13.02	12.01	11.21	10.30
	45-49	13.34	12.31	11.47	10.58
	50-54	14.06	12.59	12.22	11.17
	55-59	14.32	13.53	13.23	12.22
FEMALE	16-24	13.15	12.41	12.11	11.39
	25-29	13.50	13.16	12.43	12.13
	30-34	14.28	13.50	13.14	12.47
	35-39	15.09	14.24	13.45	13.21
	40-44	15.52	14.58	14.17	13.56
	45-49	16.41	15.32	14.48	14.30
	50-54	17.18	16.02	15.36	15.02
	55-59	18.01	16.21	16.02	15.02

Table 2.2 MSFT Levels.

Gender	AGE	PASS	GOOD	VERY GOOD	EXCELLENT
MALE	16-24	9.10	11.1	12.07	14.02
	25-29	9.04	10.1	11.11	13.02
	30-34	8.07	10.02	11.01	12.05
	35-39	8.01	9.05	10.04	11.09
	40-44	7.06	8.08	9.08	10.11
	45-49	7.01	8.01	9.01	10.04
	50-54	6.05	7.01	8.04	9.08
	55-59	6.01	6.07	7.02	8.04
FEMALE	16-24	7.03	7.09	8.06	9.04
	25-29	6.07	7.03	7.09	8.06
	30-34	6.02	6.07	7.03	7.08
	35-39	5.05	6.02	6.08	7.02
	40-44	4.09	5.06	6.03	6.06
	45-49	4.03	5.02	5.07	6.01
	50-54	3.08	4.08	5.02	5.06
	55-59	3.04	4.06	4.08	5.06

Table 2.3. VO2 Score for Rockport Walk (equates to MSFT and 2.4km run)

Gender	AGE	PASS	GOOD	VERY GOOD	EXCELLENT
MALE	16-24	46.40	53.10	55.70	61.10
	25-29	44.40	49.90	53.10	57.90
	30-34	42.30	47.40	50.50	55.10
	35-39	40.25	44.90	48.00	52.80
	40-44	38.40	42.40	45.80	50.20
	45-49	36.45	40.20	43.60	48.00
	50-54	34.90	40.00	41.30	46.00
	55-59	33.40	35.40	37.20	41.30
FEMALE	16-24	37.55	39.60	41.80	44.20
	25-29	35.50	37.50	39.60	41.80
	30-34	33.45	35.40	37.50	39.20
	35-39	31.45	33.60	35.70	37.10
	40-44	29.50	32.00	34.00	35.00
	45-49	27.53	30.20	32.40	33.30
	50-54	26.20	29.30	30.50	32.10
	55-59	24.90	28.30	29.30	32.10

Table 2.4 Pass Standard for Aerobic tests from Jan 2014 (recalculated by INM critical review team)

Gender	AGE	2.4km Run (time)	MSFT (level)	RPW VO2Max	Strength test (secs)
MALE	16-24	11.09	9.10	46.80	60
	25-29	11.33	9.04	44.80	60
	30-34	11.58	8.09	42.90	60
	35-39	12.23	8.03	41.00	60
	40-44	12.51	7.08	39.20	60
	45-49	13.18	7.02	37.40	60
	50-54	13.47	6.08	35.70	60
	55-59	14.16	6.03	34.10	N/A
FEMALE	16-24	13.10	7.04	37.90	60
	25-29	13.37	6.09	36.30	60
	30-34	14.05	6.05	34.70	60
	35-39	14.33	5.09	33.20	60
	40-44	15.04	5.06	31.70	60
	45-49	15.35	5.02	30.30	60
	50-54	16.06	4.07	28.90	60
	55-59	16.39	4.04	27.60	N/A

0205. RNFT Protocols - 2.4km Run

- a. **Test criteria.** The test is a best effort run over a 2.4km course.
- b. **Test standard.** The test standard is shown in Table 2-1. All participants are encouraged to reach their potential by demonstrating grit, determination, physical courage, stamina and mental strength.
- c. **Equipment required.** The following equipment is required to conduct the 2.4km run element of the RNFT:
- Stopwatch
 - Whistle
 - Results, briefing and lap tick off sheet
 - Numbered bibs
- d. **Venue.**
- (1) The running surface should be firm, level, measured, clear of obstacles, with minimal sharp turns. An athletics track or an astro-turf pitch, affording a good running surface, is ideal but not obligatory. The start and finish points should be clearly marked.
 - (2) Testing should be avoided on roadways used by motorised vehicles. If such roads are to be used, the relevant local authorities must be informed and Road Safety Personnel employed.
 - (3) The OIC must be able to see all participants at all times throughout the test and exercise control over them, without the need to participate in the run itself.
 - (4) The effect of wind, temperature and precipitation should be carefully assessed before any testing is carried out. If there is doubt about safety or accuracy, testing should be abandoned.
- e. **Dress.** Personnel are to wear appropriate sports clothing and training shoes. Numbered bibs are to be worn by all runners to identify participants and also assist in counting laps. Numbers are to be worn at the front.
- f. **Conducting staff.**
- (1) OIC. The OIC must be a suitably qualified and in date Physical Trainer (PT) and can be from any Service. No more than 15 personnel may be tested by one PT who may only conduct one type of test at a time. For Block Testing (i.e. 2 PTs to 16-30 personnel, 3 PTs to 31-45 personnel etc) the Senior PT is to be the OIC.
 - (2) Counter. Where a 400m running track or astro pitch is used for the test, OICs may wish to appoint a Counter to record the number of laps covered by each participant.
- g. **Duties of conducting staff.**
- (1) OIC. The OIC is responsible for the administration and safe conduct of the test.
 - (2) Counter. The Counter (where used) is responsible for recording the number of laps completed by each participant.

h. **Safety.** The safety of the runner is of the highest priority. The OIC is to ensure that the following safety procedures are adhered to at all times:

- (1) If there is any doubt about an individual's suitability to take the test, or their ability to continue safely, the OIC is to withdraw them from the RNFT, regardless of the individual's wishes, rank or rate. A medical assessment may be sought where appropriate.
- (2) The OIC conducting the test is to have a whistle to stop the test in case of emergency.
- (3) The 'RNFT 1 General Brief' and the 'RNFT 2 - 2.4km Specific Brief' is to be read to all participants before the start of the test and any questions that may arise are to be answered.
- (4) On courses where the run route crosses roads or road junctions, road safety personnel are to be deployed where necessary. In addition, warning signs should be placed around the course to notify drivers that personnel are running on the road.
- (5) A Safety Vehicle is to be available where appropriate.
- (6) Participants undergo a directly controlled warm-up before the test and cool-down after the test.

i. **Medical advice.**

- (1) Personnel who are taking Beta-Blockers can take RNFT Maximal tests.
- (2) Perspiration dissipates excess body heat during exercise to assist in maintaining core body temperature. If this fluid is not replaced, dehydration can rapidly occur, leading to fatigue mental confusion and stress on the cardiovascular system. When conducting testing in warm conditions runners are to be encouraged to drink 300ml (½ pint) of cold water 15-30 minutes prior to starting any testing and also to take fluids on completion. In particularly hot and humid conditions the instructor should initially consider whether testing would be better carried out in a cooler part of the day. Should testing be carried out in these circumstances, runners must be given the opportunity to take in fluids along the route and be allowed to replenish fluids after the warm up if required.
- (3) All personnel of 40 years of age or over will be required to complete and sign the Defence Health Questionnaire (DHQ) before taking the RNFT. The DHQ is a basic medical screening aid to identify those who may be potentially at risk and to allow them to seek medical advice without sharing confidential medical information with PT or other staff inappropriately. A copy of the DHQ is at Section 2.10. The DHQ is to be retained with the RNFT 5 once the test has been completed.

j. **Test Procedures / Protocol.** The OIC is to:

- (1) Assemble participants, ensuring that there are no more than 15 personnel per PT.
- (2) Check participants' ID cards and log their names, gender and age.
- (3) Check DHQ has been completed by those aged 40 or over.

- (4) The conducting PT retains the right to withdraw participants if there is any doubt about their suitability to take the test, or their ability to continue safely. A medical assessment may be sought where considered appropriate.
- (5) Ensure, where applicable, that a check list recording the number of laps candidates have completed is produced to avoid confusion for the runner and the PT.
- (6) Read the '*RNFT 1 General brief*' and the '*RNFT 2 - 2.4km Specific brief*' to all participants.
- (7) Ensure that a directly controlled thorough warm up and stretch is conducted for all participants prior to commencing the test.
- (8) Line up participants at the start line and commence the test.
- (9) Monitor participants' performance during the test and give advice where necessary.
- (10) Ensure that finishing times of each individual are recorded and participants are informed whether they have passed or failed.
- (11) Conduct the strength test iaw strength test protocol.
- (12) Ensure that a directly controlled comprehensive cool-down and stretch for all participants is conducted on completion of the strength test.
- (13) Conduct BCM as required by the Armed Forces Weight Management Policy iaw Ref H.
- (14) Where the result of the BCM is a very high or extreme health risk individuals will be required have a mandatory assessment by unit MO.
- (15) Advise those who have failed of the Remedial Training (RT) process including the consequences of not attending RT, the administrative warning process, and the requirement for a medical review for continued failure after 3 months of RT.
- (16) Complete Form RNFT 5 and RNFT Reminder Card. Process RNFT results on JPA under the Competence Profile 'CMS|Fitness Test|Navy' within 24hrs of the test and verify by checking against the daily JPA extraction on the following day. Process the BCM result on FISS. Forward RNFT 5 to the participant's Divisional Officer. The DHQ is to be retained with the RNFT 5 once the test has been completed.

0206. RNFT Protocols - Multi Stage Fitness Test (MSFT)

a. **Test criteria.**

- (1) The test is a run between two markers placed 20m apart in response to a series of pre-recorded timing 'beeps' on CD. The 'beeps' start off at a slow jogging pace and after each minute, become progressively faster so that it is more difficult to maintain the required speed. The first expired minute is referred to as 'Level 1'; the second expired minute is referred to as 'Level 2' and so on. The end of each level is denoted by a triple 'bleep'.
- (2) To complete a shuttle any part of one foot must either touch or go over the line in time with the 'bleep'; failure to do so will result in a verbal warning after which the participant is permitted a further 2 shuttles to regain the pace. Failure to regain will result in withdrawal from the test.
- (3) MSFT results are recorded in levels and shuttles (eg Level 10, Shuttle 8). The individual's raw score is the last completed shuttle within the 'bleep'. Those who maintain the pace to the required RNFT standard for their age/gender achieve a pass.

b. **Test standard.** The test standard is shown in Table 2-2. All participants are encouraged to reach their potential by demonstrating grit, determination, physical courage, stamina and mental strength.

c. **Equipment required.** The following equipment is required:

- Measuring tape.
- Stereo and pre recorded CD of MSFT timing 'beeps'.
- Cones or markers.
- MSFT Result and briefing sheet.
- Whistle.
- Numbered bibs.

d. **Venue.**

- (1) The MSFT is best conducted in an indoor facility but may be conducted outdoors when no indoor facility is available. The running surface should be non-slip, firm, level, clear of all obstacles and be at least 25m long to facilitate turning at the end of each lap
- (2) Two lines should be accurately marked 20m apart and the lanes should be at least one metre wide.

e. **Dress.** Personnel are to wear PT clothing and footwear suitable for running. Numbered bibs are to be worn by all runners to identify participants and assist in counting shuttles. Numbers are to be worn on the front.

f. **Conducting staff.**

- (1) OIC. The OIC must be a suitably qualified and in date Physical Trainer (PT) and can be from any Service. No more than 15 personnel may be tested by one PT who may only conduct one type of test at a time. For Block Testing (i.e. 2 PTs to 16-30 personnel, 3 PTs to 31-45 personnel etc) the Senior PT is to be the OIC.

- (2) Counter. The Counter may be anyone who has received a full brief on the MSFT from the OIC.

g. **Duties of conducting staff.**

- (1) OIC. The OIC is responsible for the administration and safe conduct of the test.
- (2) Counter. The Counter should be positioned at one end of the course to monitor participants who fail to maintain the correct pace and indicate such by raising their arm.

h. **Safety.** The safety of the participant is of the highest priority. The OIC is to ensure that the following safety procedures are adhered to at all times:

- (1) If there is any doubt about an individual's suitability to take the test, or their ability to continue safely, the OIC is to withdraw them from the RNFT, regardless of the individual's wishes, rank or rate. A medical assessment may be sought.
- (2) The OIC conducting the test is to have a whistle to stop the test in case of emergency.
- (3) The 'RNFT 1 General Brief' and the 'RNFT 3 - MSFT Specific Brief' is to be read to all participants before the start of the test and any questions that may arise answered.
- (4) The progressive nature of the test negates the requirement for a warm-up, however, participants should be given the opportunity to do their own personal warm-up should they wish and undergo a directly controlled cool-down after the test.
- (5) Personnel should be advised to alternate between left and right leg on each turn and to ensure that the knee is in line with the foot to be in the strongest position to push off.

i. **Medical advice.**

- (1) Personnel who are taking Beta-Blockers can take RNFT Maximal tests.
- (2) Perspiration dissipates excess body heat during exercise to assist in maintaining core body temperature. If this fluid is not replaced, dehydration can rapidly occur, leading to fatigue mental confusion and stress on the cardiovascular system. When conducting testing in warm conditions participants are to be encouraged to drink 300ml (½ pint) of cold water 15-30 minutes prior to starting any testing and also to take fluids on completion. In particularly hot and humid conditions the OIC should initially consider whether testing would be better carried out in a cooler part of the day. Should testing be carried out in these circumstances, participants must be given the opportunity to take in fluids after the warm up if required.
- (3) All personnel of 40 years of age or over will be required to complete and sign the Defence Health Questionnaire (DHQ) before taking the RNFT. The DHQ is a basic medical screening aid to identify those who may be potentially at risk and to allow them to seek medical advice without sharing confidential medical information with PT or other staff inappropriately. A copy of the DHQ is at Section 2.10. The DHQ is to be retained with the RNFT 5 once the test has been completed.

j. **Test procedures / protocol.** The OIC is to:

- (1) Assemble participants, ensuring that there are no more than 15 personnel per PT.
- (2) Check participants' ID cards and log their names, gender and age.
- (3) Check DHQ has been completed by those age 40 or over.
- (4) The conducting PT retains the right to withdraw participants if there is any doubt about their suitability to take the test, or their ability to continue safely. A medical assessment may be sought where considered appropriate.
- (5) Ensure, where applicable, that a check list recording the number of Levels and Shuttles candidates have completed is produced to avoid confusion for the participant and the PT. Provide opportunity for those who wish to conduct own personal warm-up (directed warm-up not required for MSFT)
- (6) Read the '*RNFT 1 General Brief*' and the '*RNFT 3 - MSFT Specific Brief*' to all participants.
- (7) Line up participants at the start line, start the MSFT CD and initially indicate the correct pace.
- (8) Monitor participants' performance during the test and give advice where necessary. The required age/gender level may be called out as it is reached to inform personnel when they have achieved their required standard.
- (9) Withdraw runners who do not regain the pace, 2 shuttles following the first failure.
- (10) Ensure that the MSFT level achieved (ie last completed shuttle within the 'bleep') by each participant is recorded and participants are informed whether they have passed or failed.
- (11) Conduct the strength test iaw strength test protocol.
- (12) Ensure that a directly controlled comprehensive cool-down and stretch for all participants is conducted on completion of the strength test.
- (13) Conduct BCM as required by the Armed Forces Weight Management Policy iaw Ref H.
- (14) Where the result of the BCM is a very high or extreme health risk individuals will be required have a mandatory assessment by unit MO.
- (15) Advise those who have failed of the Remedial Training (RT) process including the consequences of not attending RT, the administrative warning process, and the requirement for a medical review for continued failure after 3 months of RT.
- (16) Complete Form RNFT 5 and RNFT Reminder Card. Process RNFT results on JPA under the competence Profile 'CMS/Fitness Test/Navy' within 24hrs of the test and verify by checking against the daily JPA extraction on the following day. Process the BCM result on FISS. Pass RNFT 5 to the participant with DHQ where appropriate.

0207. RNFT Protocols – Rockport Walk

- a. **Test criteria.** The Rockport Walk is a ‘sub-maximal’ test that predicts stamina levels to produce a result that correlates directly with RNFT maximal tests. It involves a best effort walk of 1610m (1 mile). As weight and heart rate are essential components of the equation that predicts the individual’s fitness level, participants must be weighed prior to the test and wear a Heart Rate Monitor (HRM) for the duration of the test. Age and the completion time of the walk are the final components of the equation.
- b. **Test standard.** The test standard is shown in Table 2-3. All participants are encouraged to reach their potential by demonstrating grit, determination, physical courage, stamina and mental strength.
- c. **Equipment required.** The following equipment is required:
- A set of calibrated scales.
 - Polar RS400 Heart Rate Monitor and software to download Heart Rate data.
 - Stopwatch.
 - Rockport Walk result and briefing sheet.
 - Whistle.
 - Numbered bibs.
- d. **Venue.**
- (1) The walking surface should be firm, level, easily measurable, with minimal sharp turns and clear of all obstacles. Ideally an athletics track or an astro-turf pitch affording a good surface should be used. The start and finish points should be clearly marked.
 - (2) Testing should be avoided on roadways used by motorised vehicles. If such roads are to be used, the relevant local authorities must be informed and Road Safety Personnel employed.
 - (3) The OIC must be able to see all participants at all times throughout the test and exercise control over them, without the need to participate in the walk itself.
 - (4) The effect of wind, temperature and precipitation should be carefully assessed before any testing is carried out. If there is doubt about safety or accuracy, testing should be abandoned.
- e. **Dress.** Personnel are to wear appropriate PT clothing and footwear. Numbered bibs are to be worn by all walkers to identify participants and assist in counting laps. Numbers are to be worn on the front.
- f. **Conducting staff.**
- (1) **OIC.** The OIC must be a suitably qualified and in date Physical Trainer (PT) from any Service who has attended the RNFT Polar Heart Rate Monitor Course at HMS TEMERAIRE. No more than 10 personnel may be tested by one PT who may only take one type of test at a time. For Block Testing (i.e. 2 PTs to 11-20 personnel, 3 PTs to 21-30 personnel etc) the Senior PT is to be the OIC.
 - (2) **Counter.** Where a 400m running track or astro pitch is used for the test, OIC’s may wish to appoint a Counter to record the number of laps covered by each participant. The Counter can be any individual who has received the

RW Counter's brief from the OIC.

g. **Duties of conducting staff.**

- (1) **OIC.** The OIC is responsible for the administration and safe conduct of the test.
- (2) **Counter.** The Counter is responsible for recording the number of laps completed by each participant.

h. **Safety.** The safety of the participant is of the highest priority. The OIC is to ensure that the following safety procedures are adhered to at all times:

- (1) If there is any doubt about an individual's suitability to take the test, or their ability to continue safely, the OIC is to withdraw them from the RNFT, regardless of the individual's wishes, rank or rate. A medical assessment may be sought where considered appropriate.
- (2) The OIC conducting the test is to have a whistle to stop the test in case of emergency.
- (3) The 'RNFT 1 General Brief' and the 'RNFT 4 - RW Specific Brief' is to be read to all participants before the start of the test and any questions that may arise answered.
- (4) On courses where the route crosses roads or road junctions, road safety personnel are to be deployed where necessary. In addition, warning signs should be placed around the course to notify drivers that personnel are on the road.
- (5) A Safety Vehicle is to be available where appropriate.
- (6) Participants should undergo a directly controlled warm-up before the test and cool-down after the test.

i. **Medical advice.**

- (1) Personnel who are taking Beta-blockers can take the Rockport Walk.
- (2) Perspiration dissipates excess body heat during exercise to assist in maintaining core body temperature. If this fluid is not replaced, dehydration can rapidly occur, leading to fatigue mental confusion and stress on the cardiovascular system. When conducting testing in warm conditions participants are to be encouraged to drink 300ml (½ pint) of cold water 15-30 minutes prior to starting any testing and also to take fluids on completion. In particularly hot and humid conditions the OIC should initially consider whether testing would be better carried out in a cooler part of the day. Should testing be carried out in these circumstances, personnel must be given the opportunity to take in fluids along the route and be allowed to replenish fluids every 10-20 minutes after the warm up if required.
- (3) All personnel of 40 years of age or over will be required to complete and sign the Defence Health Questionnaire (DHQ) before taking the RNFT. The DHQ is a basic medical screening aid to identify those who may be potentially at risk and to allow them to seek medical advice without sharing confidential medical information with PT or other staff inappropriately. A copy of the DHQ is at Section 2.10. The DHQ is to be retained with the RNFT 5 once the test

has been completed.

j. **Test Procedures / Protocol.** The OIC is to:

- (1) Assemble participants, ensuring that there are no more than 10 personnel per PT.
- (2) Check participants' ID cards and log their names, gender and age. U40's attempting the RW are not to be tested unless FMed 23, with JMES marker 'Permanent' or 'Temporary' and limitation 420 (RWO), is sighted.
- (3) Check DHQ has been completed by personnel of age 40 or over.
- (4) The conducting PT retains the right to withdraw participants if there is any doubt about their suitability to take the test, or their ability to continue safely. A medical assessment may be sought where considered appropriate.
- (5) Ensure that each candidate is issued with a Polar RS400 HRM. Females should wear sports bras as underwear containing wire can interfere with the signal. Care is to be taken when multiple testing to ensure watches are not transmitting on the same frequency as this will distort readings. Staggering the start of each candidate by 10 seconds will help prevent any interference between watches.
- (6) Withdraw participants from the RNFT where there is doubt about their suitability to take the test, or their ability to continue safely. A medical assessment may be sought where considered appropriate.
- (7) Ensure, where applicable, that a check list recording the number of laps candidates have completed is produced to avoid confusion for the participant and the PT.
- (8) Read the '*RNFT 1 General brief*' and the '*RNFT 4 - RW Specific Brief*' to all participants.
- (9) Ensure that all participants are fully mobilised prior to commencing the test.
- (10) Line up participants at the start line and instruct them individually to walk (not run) the 1610m course as quickly as possible.
- (11) Monitor participants' performance during the test and give advice and encouragement where necessary.
- (12) On completion of the walk ensure that the time taken to complete the Walk is recorded and the HRM retrieved for subsequent downloading onto the accompanying software.
- (13) Conduct the strength test iaw strength test protocol.
- (14) Ensure that a stretch for all participants is conducted on completion of the strength test.
- (15) Conduct BCM as required by the Armed Forces Weight Management Policy iaw Ref H.
- (16) Where the result of the BCM is a very high or extreme health risk individuals will be required have a mandatory assessment by unit MO.

- (17) The heart rate data is to be downloaded and processed through the supplied Excel formula (using under 40 or over 40 worksheet as required), to predict VO2 Max.
- (18) Inform participants whether they have passed or failed and advise those who have failed of the Remedial Training (RT) process including the consequences of not attending RT, the administrative warning process, and the requirement for a medical review for continued failure after 3 months of RT.
- (19) Complete Form RNFT 5 and RNFT Reminder Card. Process results on JPA under the competence Profile 'CMS\Fitness Test|Navy' within 24hrs of the test and verify by checking against the daily JPA extraction on the following day. Process the BCM result on FISS. Pass RNFT 5 to the participant with DHQ where appropriate.

0208. RNFT Protocols – Strength Test

- a. **Test criteria.** The strength test is a ‘task based’ simulation test that assesses the level of strength to produce a result that correlates directly to the strength required for on board fire fighting Tasking. It involves a load carry of 2x20 Kg over a distance of 4x15 meters with the requirement to pick up and place down the load at the start/end of each shuttle.
- b. **Test standard.** The test standard is shown in Table 2-4. All participants are encouraged to reach their potential by demonstrating grit, determination, physical courage, stamina and mental strength.
- c. **Equipment required.** The following equipment is required:
- A pair of power bags weighing 20Kg each.
 - Stopwatch.
 - Strength test result and briefing sheet.
 - Whistle.
 - Numbered bibs.
- d. **Venue.**
- (1) The walking surface should be firm, level, easily measurable and clear of all obstacles.
 - (2) The OIC must be able to see all participants at all times throughout the test and exercise control over them.
- e. **Dress.** Personnel are to wear appropriate PT clothing and footwear. Numbered bibs are to be retained from the aerobic tests and worn to identify participants and assist in identifying shuttles. Numbers are to be worn on the front.
- f. **Conducting staff.**
- (1) **OIC.** The OIC must be a suitably qualified and in date Physical Trainer (PT) from any Service. No more than 8 personnel may be tested by one PT. For Block Testing the Senior PT is to be the OIC.
 - (2) **Counter.** OIC’s may wish to appoint a Counter to record the number of “shuttles” covered by each participant, and verify that the powerbags have crossed the 15m line before being placed down. The Counter can be any individual who has received the strength test Counter’s brief.
- g. **Duties of conducting staff.**
- (1) **OIC.** The OIC is responsible for the administration and safe conduct of the test.
 - (2) **Counter.** The Counter is responsible for recording the number of laps completed by each participant.
- h. **Safety.** The safety of the participant is of the highest priority. The OIC is to ensure that the following safety procedures are adhered to at all times:
- (1) If there is any doubt about an individual’s suitability to take the test, or their ability to continue safely, the OIC is to withdraw them from the RNFT, regardless of the individual’s wishes, rank or rate. A medical assessment may be sought where

considered appropriate.

(2) The OIC conducting the test is to have a whistle to stop the test in case of emergency.

(3) The 'Strength Test Specific Brief' is to be read to all participants before the start of the test and any questions that may arise answered.

(4) Participants should undergo a directly controlled task mobility/ warm-up before the test and cool-down after the test.

i. **Medical advice.**

(1) Perspiration dissipates excess body heat during exercise to assist in maintaining core body temperature. If this fluid is not replaced, dehydration can rapidly occur, leading to fatigue mental confusion and stress on the cardiovascular system. When conducting testing in warm conditions participants are to be encouraged to drink 300ml (½ pint) of cold water 15-30 minutes prior to starting any testing and also to take fluids on completion. In particularly hot and humid conditions the OIC should initially consider whether testing would be better carried out in a cooler part of the day. Should testing be carried out in these circumstances, personnel must be given the opportunity to take in fluids along the route and be allowed to replenish fluids every 10-20 minutes after the warm up if required.

(2) All personnel of 40 years of age or over will be required to complete and sign the Defence Health Questionnaire (DHQ) before taking the RNFT. The DHQ is a basic medical screening aid to identify those who may be potentially at risk and to allow them to seek medical advice without sharing confidential medical information with PT or other staff inappropriately. A copy of the DHQ is at Section 2.10. The DHQ is to be retained with the RNFT 5 once the test has been completed.

j. **Test Procedures / Protocol.** The OIC is to:

(1) Assemble participants, ensuring that there are no more than 8 personnel per PT.

(2) Withdraw participants from the RNFT where there is doubt about their suitability to take the test, or their ability to continue safely. A medical assessment may be sought where considered appropriate.

(3) Ensure, that a check list recording the number of laps candidates have completed is produced to avoid confusion for the participant and the PT.

(4) Read the '*RNFT Strength Test Specific Brief*' to all participants.

(5) Ensure that a Kinetic Lifting brief is delivered.

(6) Ensure that a directly controlled task mobility session is conducted for all participants prior to commencing the test.

(7) Line up participants at the start line and instruct them individually pick up the powerbags as a pair, carry them 15 metres, place the bags down and turn around 180 degrees and repeat 3 further times.

(8) Blow a whistle to indicate the start of the time and blow a second whistle to indicate end of the permitted time. Monitor participants' performance during the test and give advice and encouragement where necessary. Record the finish time of all

personnel (only necessary until 30 Jun 2013).

(9) Ensure that a directly controlled comprehensive cool-down and stretch for all runners is conducted on completion of the test.

(10) Inform participants whether they have passed or failed and advise those who have failed that during 2013 there is no Remedial Training (RT) process. From Jan 14 they will be considered an RNFT failure, even if they passed the aerobic test. They will be issued a remedial package specific to the strength element (to be developed in Quarter 1 2013) and follow the RNFT administrative warning process, and the requirement for a medical review for continued failure after 3 months of RT.

(11) Complete Form RNFT 5 and RNFT Reminder Card. Process results on JPA under the competence Profile '*CMS/Fitness Test/Navy*' within 24hrs of the test and verify by checking against the daily JPA extraction on the following day. Pass RNFT 5 to the participant with DHQ where appropriate.

0209. RNFT Briefs

a. **Conducting staff brief (2.4km run).**

(1) All conducting staff. The aim of the RNFT 2.4km is to test the aerobic fitness of the participating personnel. It is a maximal test in that it requires maximum aerobic effort by the participants to achieve a Pass. This is an important Service requirement and we as conducting staff fulfil a vital role in achieving that requirement. Please bear this in mind when conducting your respective duties, which will now be briefed. **Any Questions?**

(2) Counter. As 'Counter' you are responsible for calling out the lap number as each runner completes a lap and annotating the lap record accordingly against the respective bib number. **Any Questions?**

b. **Conducting staff brief (MSFT).**

(1) All conducting staff. The aim of the RNFT MSFT is to test the aerobic fitness of the participating personnel. It is a maximal test in that it requires maximum aerobic effort by the participants to achieve a Pass. This is an important Service requirement and we as conducting staff fulfil a vital role in achieving that requirement. Please bear this in mind when conducting your respective duties, which will now be briefed. **Any Questions?**

(2) Counter. As 'Counter' you are to ensure that you are positioned at a point where you can see all participants. If a participant fails to reach the line (any part of one foot must either touch or go over the line) in time with the 'bleep', you are to raise your hand in the air and give the verbal warning "keep the pace". On receipt of the verbal warning, participants are permitted a further 2 laps in order to regain and maintain the pace. If they fail to regain the pace they will be withdrawn from the test by the OIC and their raw score recorded (ie the last completed shuttle within the 'bleep'). MSFT results are recorded in levels and shuttles (eg Level 10, Shuttle 8). **Any Questions?**

c. **Conducting staff brief (Rockport Walk).**

(1) All conducting staff. The aim of the RNFT Rockport Walk is to test the aerobic fitness of the participating personnel. It is a 'sub-maximal' test that predicts stamina levels to produce a result that correlates directly with RNFT maximal tests and involves a best effort walk of 1610m (1 mile). As weight and heart rate are essential components of the equation that predicts the individual's fitness level,

participants are weighed prior to the test and wear a Heart Rate Monitor (HRM) for the duration of the test. Age and the completion time of the walk are the final components of the equation. This is an important Service requirement and we as conducting staff fulfil a vital role in achieving that requirement. Please bear this in mind when conducting your respective duties, which will now be briefed.

Any Questions?

(2) Counter. As 'Counter' you are responsible for calling out the lap number as each participant completes a lap and annotating the lap record accordingly against the respective bib number.

Any Questions?

d. **Conducting Staff (Strength test).**

(1) All conducting staff. The aim of the RNFT strength element is to test the strength of the participating personnel. It is a "sub-maximal" test that requires a loaded carry of 2x20Kg over 4x15m shuttles placing the weights down at the end of each 15m shuttle. The initial time limit for all is 60 seconds, this may change during the introductory year as more data is collected. This is an important Service requirement and we as conducting staff fulfil a vital role in achieving that requirement. Please bear this in mind when conducting your respective duties, which will now be briefed.

Any Questions?

(2) Counter. As counter you are responsible for ensuring each participant completes four full shuttles and places the weights down at the end of each shuttle.

Any Questions?

0210. **RNFT1 – General Brief.**

- a. To pass the RNFT you will have to reach the VO2 Max standards appropriate to your gender and age group. Having achieved this standard you will be issued with a certificate showing a grade of pass (pass, good, very good, excellent). A copy is to be passed to your divisional/superior officer.
- b. Should you not achieve the required standard, you will be issued with a Remedial Training (RT) package and RT card, details of which will be fully explained and monitored by the PT Staff. Your divisional/superior officer will be informed and a failure certificate will be issued.
- c. If, after completing the 1st RT package, you continue to fail the RNFT you will be referred to the unit MO for an RNFT medical review prior to embarking on the 2nd RT package.
- d. Maximal tests (ie 2.4km run or MSFT) must be undertaken by personnel under the age of 40 unless you have a FMed 23 with JMES limitation 420 (RWO) indicating a medical condition that would be aggravated by a maximal test.
- e. Personnel in the 40-55 year age group must complete the Defence Health Questionnaire (DHQ) beforehand and are strongly advised to undertake the Rockport Walk, but you may of your own volition take a maximal test as long as you declare that:
 - You have no doubts over your medical suitability.
 - You confirm that you take regular, rigorous exercise and are not choosing the maximal test under pressure from management or colleagues or through misplaced pride.
 - You are fully aware that exercise at high intensities (maximal or close to maximal) particularly in older age groups (40 years+) increases the risk of a cardiovascular event during or immediately after the exercise period.
- f. If at any time whilst carrying out the RNFT you feel unwell, (especially if you have a pain in the chest or feel lightheaded) you are to stop immediately and alert the PT Staff.
- g. If you hear this whistle (**blow to demonstrate tone**) during the test, an incident has occurred and you are to stop immediately and wait for further instructions from the conducting PT Staff.
- h. You are encouraged to take sufficient fluids prior to, during and after the test (*particularly in warmer conditions*).
- i. On completion of your test you are advised to continue light exercise as a cool down whilst waiting for the remainder of the participants to finish and use your clothing to stay at a comfortable temperature. This will assist in bringing down your heart rate and reduce the possibility of stiffness later. A directed cool down and stretch will be conducted by the PT staff for all participants on completion of the test.

Are there any questions so far?
- j. I will now give the specific test brief.

0211. **RNFT2 – 2.4km specific brief.**

a. This is the brief for all personnel who wish to carry out the 2.4 km run as their RNFT. In a while you will be given a short warm up and series of stretching exercises prior to carrying out the test. You will be issued with a numbered bib which is to be worn at all times throughout the test, until completion of the strength test, with the number displayed at the front.

b. The standards required to pass the RNFT 2.4km run are:

Age/Gender	Male	Female
16-24	11 mins 13 secs	13 mins 15 secs
25-29	11 mins 38 secs	13 mins 50 secs
30-34	12 mins 08 secs	14 mins 28 secs
35-39	12 mins 34 secs	15 mins 09 secs
40-44	13 mins 02 secs	15 mins 52 secs
45-49	13 mins 34 secs	16 mins 41 secs

c. These standards are the lowest acceptable standards for your age and gender; you are expected to produce your best effort for the duration of the test.

d. Athletics track: Your start position will be here (indicate position) and you will be required to complete 2.4 km, which is 6 laps, finishing here (indicate). You are to keep to the designated track.

e. Non athletics track: The route is as follows: (show route map where required). You are to keep to the route indicated and are to remain in my view throughout the test. For safety reasons you are to follow all directions given by the conducting staff, including the Road Safety Markers dressed in high visibility vests, whilst carrying out the test.

f. On completion of the test your result will be formally recorded and you will be required to undertake the strength test element after which you will be given a short series of cooling down exercises and stretches.

g. **Do you have any questions?**

0212. **RNFT3 – MSFT specific brief.**

- a. This is a brief for all personnel attempting the MSFT as their RNFT.
- b. This test starts very gradually and therefore the first 3 levels can be treated as a warm-up. However, should you wish you may conduct your own warm-up prior to starting – please indicate if you wish to do so.
- c. You will be issued with a numbered bib which is to be worn at all times throughout the test with the number displayed at the front.
- d. This test requires you to run between two markers placed 20m apart in response to a series of pre-recorded timing ‘bleeps’ on the CD. You must reach each marker in time with the sound of the ‘bleep’. You may elect to turn left or right but are advised to alternate the turn at each end to ease the strain on your body. To get the maximum push for each leg align your knee above your foot before pushing off. After each minute, the ‘bleep’ (indicating the shuttles) will become progressively faster and hence will be more difficult to maintain the required speed. You will be starting the test at Level 1; the second level (ie after the first minute) is Level 2 and so on. At the end of each level a triple ‘bleep’ will be sounded.
- e. The standards required to pass the RNFT MSFT are:

Age/Gender	Male	Female
16-24	Level 9.10	Level 7.03
25-29	Level 9.04	Level 6.07
30-34	Level 8.07	Level 6.02
35-39	Level 8.01	Level 5.05
40-44	Level 7.06	Level 4.09
45-49	Level 7.01	Level 4.03

- f. These standards are the lowest acceptable standards for your age and gender; you are expected to produce your best effort for the duration of the test.
- g. You will be warned if you are not keeping up with the pace by your Turn Judge/Counter/ instructor standing by your lane giving the verbal warning “Keep the pace” and raising an arm. You will be allowed 2 further shuttles to regain the required pace. If you fail to maintain the pace you will be told to stop. Your counter or instructor will note the last level and shuttle that you successfully completed.
- h. On completion of the test your result will be formally recorded and you will be required to undertake the strength test element after which you will be given a short series of cooling down exercises and stretches.
- i. **Do you have any questions?**

0213. **RNFT4 – Rockport Walk specific brief.**

- a. This is a brief for all personnel attempting the Rockport Walk as their RNFT.
- b. This is a 'sub-maximal' test which will predict your stamina levels and produce a result that correlates directly with the other RNFT tests. The components of the prediction equation are age, weight, heart rate and walk time.
- c. In a while you will be given some mobilisation exercises prior to commencing the test.
- d. You will be issued with a numbered bib which is to be worn at all times throughout the test with the number displayed at the front.
- e. You will be weighed prior to the start of the test and required to wear a Heart Rate Monitor, which consists of a watch and a chest strap, for the duration of the test.
- f. You are not to touch the watch at any stage of the walk, unless instructed to do so by the PT. To do so may affect the reading and require you to retake the test.
- g. The test will involve you walking 1610m (1 mile) as fast as you can. This must be a walk and not a run.
- h. Athletics track: Your start position will be here (indicate position) and you will be required to complete 4 laps, finishing here (indicate). You are to keep to the designated track. As you complete each lap you are to stretch out the arm with the HRM watch attached for the PT to check its reading whilst continuing to maintain your pace.
- i. Non athletics track: The route is as follows: (show route map where required). You are to keep to the route indicated and are to remain in my sight throughout the test. For safety reasons you are to follow all directions given by the conducting staff including the Markers dressed in high visibility vests, whilst carrying out the test.
- j. On completion of the test you will be instructed to remove the HRM (which will be held until completion of the strength element test) and you will be required to undertake the strength test element. On completion of the strength element your results will be downloaded to ascertain your overall test result. You will also be given a short series of cooling down exercises and stretches.
- k. **Do you have any questions?**

0214. **RNFT Strength test brief.**

- a. This is a brief for all personnel attempting the strength test element of the RNFT.
- b. You should retain and wear the numbered bib you used during your aerobic test.
- c. You should already be warm from your aerobic test so you will be given a short task based mobility session and Kinetic Lifting brief to prepare you for the test.
- d. The test requires you to pick up the 2x20kg power-bags and carry them for 4x15m shuttles, you must place the weights down at the end of each shuttle. The time limit for the test is 60 seconds.
- e. You may place the bags down additionally during any shuttle but you must still place the bags down at the end of each shuttle, the time limit remains fixed at 60 seconds regardless of how many times you place the bags down.
- f. A start whistle will be blown to indicate the start of the 60 seconds, I will inform you at 30 and 45 seconds, a final whistle will be blown at 60 seconds, if you have not crossed the finish line and placed your bags down within that time you will have failed.
- g. On completion of the test your result will be formally recorded and you will be given a short series of cooling down exercises and stretches.
- h. **Do you have any questions?**

0215. Executive Guidance for Commanding and Divisional Officers

a. **Recalcitrant Attitude.** It is the responsibility of the individual to remain 'In Date' for the RNFT. Where an individual displays a recalcitrant attitude towards undertaking the RNFT or RT, firm administrative or appropriate disciplinary action should be taken against them including:

(1) **Mid-Period Appraisal Reports/Discussion.** Divisional Officers are to discuss the subject officer/rating's RNFT status during all MPAs. The three month point before the annual report date is a particularly good time for the DO to scrutinise progress towards the RNFT.

(2) **Appraisal Reports.** Comments on RNFT performance, and attitude to personal fitness, are to be made in appraisal reports. These comments can then be taken into account, where relevant, by the command, career managers and selection boards.

(3) **Remedial Training.** Those who fail the RNFT are to be put on the RT package. Each package will require coordination between the DO, PT staff, the MO and the individual. Whilst the content of medical records and consultations remain medical-in-confidence, the DO or Superior Officer must monitor progress of the medical and PT management particularly of those individuals required to attend RT. This is especially important for each 3 month period of RT and after testing. There may be a small number of personnel who, despite being fit and well motivated, are physically disadvantaged by the standard tests. In these circumstances medical referral should be sought.

(4) **RNFT Warnings.** RNFT warnings are to be issued in accordance with the flow diagrams and warning formats. These warnings make individuals aware that RNFT failure will ultimately call into question the tenability of their rate and even their retention in the Service. It is essential to keep to the timeline of the warning process in order to maintain credibility with the RNFT process.

b. **Healthy Lifestyle.** Guidance on Healthy Lifestyle changes can be offered from both Medical Centres and Unit PT Staff. This is particularly important for those individuals in an increased risk category.

c. **Advancement/Promotion Requirement.** An RNFT pass has been made a pre-condition of selection for promotion as well as for advancement/promotion to the acting or substantive higher rank. The key principles are:

(1) *Requirement.* All personnel must be in date for the RNFT to be considered for promotion by Selection Boards, as well as on the day they are due advancement or promotion, whether to the acting or substantive higher rank.

(2) *Permanent Exempt.* Permanent exemptions can only be issued by the Naval Service Medical Board Of Survey (NSMBOS) and will appear as JMES limitation 419. This must be shown on JPA as an exempt, with the 'to' date being the individuals 55th birthday or Tx date if later.

(3) *Pregnancy and Maternity Temporary Exemption.* Servicewomen who are pregnant or on maternity leave on the required CRD/SED dates will be considered by Selection Boards whilst those who are pregnant or on maternity leave on the date they are due promotion will be promoted or advanced notwithstanding non-completion of the RNFT. The temporary extension (extends a valid test up to date when assigned MA4) should be issued by the CO for pregnancy. As part of the assignment to MA4 the Career Manager is to inform ARNFTO and an exemption will

be granted in JPA, the exemption will be valid until 3 months after the return to work date. In all cases they will be expected to take and pass the RNFT within 3 months of the return to work date or medical upgrade.

(4) *Medical Temporary Extension.* Temporary RNFT extensions may be granted by COs (to cover medical injury that prevents an individual maintaining an in date record), as advised by the unit MO, to those who are temporarily medically downgraded. The extension period will be determined in consultation between MO/CO and unit PT but should be no longer than 3 months after medical upgrade.

(5) *Operational Temporary Extension.* Temporary RNFT extensions may be granted by COs for operational/detachment reasons where an individual through no fault of their own has been unable to undertake the RNFT. Extension dates are to be specified and are not normally to exceed 3 months.

(6) *Location Temporary Exemption.* A location exemption may be granted to those personnel who have no access to RNFT facilities. Personnel are to check the most recent RNTM (25/2012) which will list overseas locations where support is available. They should ensure they contact ARNFTO, who when satisfied that the person is either in date of has a relevant exemption, will update JPA with a Location Exemption which will expire 1 month after their return to UK.

(7) *Eligibility for Promotion.* Service personnel granted a temporary extension will remain eligible for consideration for selective promotion unless specifically excluded under the terms of the extension.

0216. **Failure to pass RNFT after full remedial training package**

a. If a Service person fails the RNFT after a full 9 month RT package and there is no medical condition underlying the failure to pass the RNFT, the Commanding Officer **must** consider an application for administrative discharge. In deciding whether to make the application, the Commanding Officer should take into account the rationale of the RNFT policy (Service personnel should be physically fit for their employment), the reasons for the RNFT failure and the wider Service interest. When considering the reasons, a fault-based failure (such as poor personal motivation, failure to tackle being overweight, lack of self-discipline or lack of cooperation in RT) may lean the CO towards an administrative discharge application. However, a conscientious application to the RNFT training with a pass foreseeable in the next 3 to 6 months may lean towards an extended period of review. In each case the CO is to exercise their judgment.

b. With respect to the wider Service interest, COs should not hesitate to seek advice from the ROHC in regard to a permanent reassessment of an individual's medical category (e.g. medically limited deployability or non-deployable) and from career and branch managers with respect to the employability of an unfit Service person in the context of further career development and branch structures.

c. Applications for administrative discharge are to be forwarded through administrative authorities following procedures laid down in BRd 0003. Applications will usually be on the ground of unsuitability. Applications should be supported by sufficient auditable evidence of RNFT training, failures and warnings. Before the application is finalised the individual is to be given disclosure of the case against them and an opportunity to submit a representation.

0217. **Recording results.**

a. A copy of the RNFT result certificate (RNFT 5) is to be retained by the individual and the result recorded on JPA. RNFT results and extensions issued by Commanding Officers/Medical Officers with start and finish dates are to be recorded on JPA by the PT

Staff.

b. It is the individual's responsibility to ensure that their JPA record reflects their latest RNFT status including exemption/extension status where appropriate. The record is accessed by selecting *JPA Self Service – Employee, Armed Forces*; rolling down the page to *Professional Details*; and selecting *Competences*. The RNFT status will be found under *CMS|Fitness Test|Navy* in the following format:

CMS Fitness Test Navy	3-Very Good/Excellent	Achieved	16-Mar-2010	15-Mar-2011
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c. Phase 1 Training. Phase 1 Trainees will undertake the RNFT at the end of Phase 1 Training. Phase 1 Trainees who fail to meet the criteria will be removed from training and carry out a 4 week intensive training package. A successful pass will see the individual return to training and pass out from Phase 1 training. Trainees who fail to pass the RNFT after the 4 week package will be discharged from the Service on the grounds of unsuitability.

0218. GUIDE TO MEDICAL OFFICERS.

a. **Medical referral.** If there is doubt about an individual's ability to undertake the RNFT, a medical assessment should be sought. Personnel who fail the RNFT after 3 months of Remedial Training (RT) will automatically be referred for a medical assessment. Personnel over 40 years of age have to complete and sign the Defence Health Questionnaire (DHQ) at para 0225 before taking the RNFT. This will allow those who may be potentially at risk to seek medical advice on eligibility without sharing confidential medical information with PT or other staff inappropriately.

b. **Authority.**

(1) **Permanent exemption.** The NSMBOS is the only authority that can grant a permanent exemption from the RNFT requirement. The authority, when granted, will be found in the FMed series as a blue FMed 23 and will have the appropriate JMES marker and limitation 419. No other limitation will permanently exempt individuals from RNFT.

(2) **Rockport Walk Only.** The ROHC and NSMBOS are the only authorities that can temporarily or permanently assign JMES limitation 420 RWO. The unit MO temporary assignment to JMES 420 process is to be replaced by the process below.

(3) **Strength Test exemption.** The JMES code 487 ("unfit upper body/strength test element of the RNFT") should be used by unit MOs to indicate temporary unsuitability to take the strength element of the RNFT. The ROHC and NSMBOS are the only authorities that can temporarily or permanently assign JMES 475.

(4) **Medical RNFT Trials.** In order to gauge an individual's recovery towards full health a unit MO may prescribe one of the 3 forms of fitness test to be conducted. The individual will follow the protocol for the test, except the requirement to BCM, but the results will only be passed back to the MO to guide rehabilitation and the need for further downgrading. Achieving the standard of a pass at the trial will not be recorded as a pass; equally failing to achieve the pertinent level for a pass will not result in remedial training. A Medical trial proforma is at 0226

c. **Liaison.** Throughout the medical assessment process the unit MO is to liaise closely with the individual concerned, the PT staff and the DO. Unit MOs may seek second

opinions from the ROHC or the Fitness Assessment Clinic at the Environmental Medicine Unit, (INM). Medical Assessment details are to be recorded in the medical notes. The referrals are to be done on an FMed 7 and the full FMed 4 series is to be enclosed. The ROHC and INM will report back to the Unit MO on an FMed7. The Unit MO is to then notify the establishment's PT staff and DO regarding the individual's pass/fail criteria.

d. **Categories.** It is anticipated that the majority of cases referred to MOs for assessment will fall into one of the following categories:

(1) **CATEGORY 1: A medical condition requiring a temporary extension.**

MOs are authorised to grant a temporary medical extension for an acute medical condition or injury that prevents the individual from undertaking the appropriate test, or where doing so would exacerbate the condition. In general, this type of extension applies to conditions that are self-limiting and expected to respond in the primary care environment (obtaining advice from the Regional Rehabilitation Unit as necessary). The duration of a temporary medical extension is to be made clear to the individual, PT staff and the DO; full details are to be recorded in the individual's medical documentation and by the PT staff on JPA. Full consideration should be given to the use of MO medical RNFT trials listed in 0218 b 3.

(2) **CATEGORY 2: No underlying medical condition can be found to account for inability to pass the RNFT.**

Obesity and/or general lack of fitness are likely to be the major contributing factors to this particular category. If no underlying medical condition is found at medical assessment, the MO is to refer the individual back to the PT staff for remedial training (N.B. Obesity does not constitute a 'medical condition' in the context of the RNFT). The assessment is to be recorded in the individual's medical documents. After 3 months of RT (minimum of 3 sessions per week or 12 per calendar month at CO's discretion), the individual will re-take the RNFT, if capable, at the 3 month point. Inability to pass will lead to another 3 months RT, at the end of which the RNFT will be attempted again (the 6 month point). A further fail will result in another 3 months of RT and assessment at the 9 month point. A failure at the 9 month point must trigger a referral to the Fitness Assessment Clinic at the Institute of Naval Medicine (see full contact details and address below). INM will determine the individual's maximum rate of oxygen uptake by analysis of expired gases whilst they are performing an appropriate exercise test (e.g. treadmill running) and compare this value to that commensurate with a RNFT Pass. INM will carry out such a test and report to the Unit MO on whether or not a suitable standard has been achieved. If obesity is considered to be a significant factor a detailed anthropometric assessment will also be undertaken (height, weight, body fat %, fat mass, lean body mass and body mass index). The Unit MO will then inform the PT staff and Divisional Officer of the pass/fail criteria (as detailed in Paragraph c above). A pass will result in the individual being expected to train for and undertake the normal RNFT the following year. Failure to achieve a suitable standard will result in consideration of administrative action at the parent unit. The MO and the Divisional Officer should also consider seeking a ROHC referral to NMBOS for a permanent medical downgrade and the application of the Obesity Regulations (Reference I) where appropriate.

(3) **CATEGORY 3: A chronic medical condition preventing an individual under the age of 40 from undertaking a maximal fitness test.**

A small group of individuals have 'grumbling' orthopaedic conditions that are exacerbated by impact exercise yet they remain fit for all operational duties and could work to the maximal fitness test limits if required to do so in an emergency at sea. The annual requirement to train for and pass the maximal RNFT however will be detrimental to the individual's condition. Provided that the individual is under the age of 40 and generally fit, the MO is authorised to refer the case to the ROHC. The ROHC will assess the case and if considered appropriate will issue an FMed 23 with the JMES limitation 420 (Rockport Walk only). This limitation will remain in force until the age

of 40. A fail at the Rockport Walk (see Flow Diagram at 0229) will initiate a 3 monthly cycle of suitable remedial training followed by re-testing. If, after 9 months of remedial training the individual is still unable to pass the Rockport Walk the MO is to refer the case to the Fitness Assessment Clinic at INM for assessment. At INM, if the individual can demonstrate an acceptable fitness level, he/she will be deemed to have passed the RNFT for that year. INM will report back to the Unit MO who is then to forward the pass/fail criteria to the Unit PT and Divisional staff. Those that INM deem to have passed will be expected to undertake the normal routine for the Rockport Walk in the following year. Failure to demonstrate an acceptable fitness standard will result in consideration of administrative action at the parent unit.

(4) **CATEGORY 4: Failure to pass the RNFT identifies an obvious medical condition requiring alteration in permanent JMES marker.** A case such as this should be referred to the NSMBOS iaw BR 1991 Chapter 18. If appropriate the NSMBOS may award a permanent medical waiver from the RNFT (the extension will appear as JMES limitation 419 (XRNFT) on the FMed 23). However, MO's should remember, and individuals should be reminded, that all cases sent to NSMBOS will also be assessed for continuing employment by the Naval Service Medical Employability Board (NSMEB).

0219. **INM referrals.** Referrals to INM should be addressed to:

Civilian Medical Officer (CMO)
Fitness Assessment Clinic
Environmental Medicine Unit
Institute of Naval Medicine
Alverstoke
Hants PO12 2DL

Telephone: Military - (9380) 68050
Civilian - (023) 9276 8050
Fax: Military - (9380) 68128
Civilian - (023) 9276 8128

Admin Officer (Appointments & Records):

Telephone: Military - (9380) 68051
Civilian - (023) 9276 8051

0220. **Support for Non-PT units**

a. Units not complemented with a fully qualified PT on their establishment will be allocated a PT from their Base/Regional PT staff to conduct RNFT and RT. Close liaison between the unit's FTO and nominated PT is essential to ensure that every available opportunity is taken to progress the unit's and individual's RNFT status. The PT will be available to offer advice on training in confined spaces at sea including alternative exercises where exercise equipment is limited.

b. On failing the test, a Remedial Training (RT) package tailored to the individual will be produced by the base port/regional PT staff who will also issue the individual with a Polar Heart Rate Monitor. Progress is to be monitored via the RT card (example form 0224) which is to be kept for a least one year for audit purposes. The card is to be signed by the individual's DO on completion of each workout and the FTO at the end of each week. Where a workout is not possible owing to operational/environmental circumstances the card should be annotated accordingly by the DO. On arrival back in Base Port the individual is to

report to the issuing PT to discuss progress and receive further guidance.

c. The FTO should ensure that sufficient priority in the unit's exercise programme (eg time slots for use of aerobic equipment) is given to those undertaking RT. This is especially important where there are likely to be limitations on the use of exercise equipment owing to operational or environmental circumstances such as noise quiet states, extremes of temperature or rough seas. To have a reasonable chance of success in passing the RNFT at the next attempt, the minimum amount of RT required is 3 sessions per week, or at CO's discretion, 12 per month. Where this has not been possible, eg a 2 week JMC in the North Sea in a small ship, the 3 month warning point should be extended to 3 months and 2 weeks.

d. The supervising PT will offer feedback to the DO/FTO on the individual's attitude towards RT and passing the test. COs/XOs of non-PT units should not hesitate to consult the Regional WO1 if they have concerns over the PT support being provided.

0221. **Support to outstations.**

a. Parent units/accounting bases that are responsible for outstations are to ensure that the correct level of support is provided to all personnel in regard to the conduct and administration of the RNFT. The RNFT PT must establish a close liaison with the FTO of outstations allocated to them to ensure a pragmatic approach to RNFT policy. Options should include personnel in outstations taking an RNFT when they visit their parent unit/accounting base; and when practical, the RNFT PT visiting the outstation to conduct RNFT and offer advice on RT. Further advice to both PT Staff and personnel serving in outstations can be sought from ARNFTO (Assistant Royal Navy Fitness Testing Officer).

b. FISS software will enable RNFT responsible PT easy access data for those in their bailiwick. Initial FISS unit allocation has occurred centrally; during FISS implementation PTs are to contact ARNFTO if there is a requirement to amend parent unit details.

0222. **RNFT Warnings**

Warning 1 – RNFT Failure after 3 months of RT – given by Divisional Officer.

It is a Service requirement that you be 'In Date' for RNFT and you have failed to pass the test after 3 months of remedial training. I am therefore placing you on Divisional Officer's Warning for administrative discharge from the Service. You should be aware that so long as you are out of date for RNFT you will not be eligible for promotion and your reports will not be presented to the promotion board. Furthermore your attitude to RT will be commented upon in your annual appraisal. You are to report to the Medical Officer for an assessment as to your ability to undertake a second package of Remedial Training (RT). You are then to report to the PT staff who will coordinate your RT package. You are reminded that it is your duty to comply with the requirements of that package and a failure to comply in any way may be dealt with as a disciplinary matter. A copy of this Warning will be held on your Divisional Officers personal file.

Do you have any questions?

Divisional Officer	<input type="text"/>	Service Person	<input type="text"/>
Signature:	<input type="text"/>	Signature:	<input type="text"/>
Name & Rank:	<input type="text"/>	Name & Rank:	<input type="text"/>
Date:	<input type="text"/>	Date:	<input type="text"/>

Warning 2 – RNFT Failure after 6 months of RT – given by Head of Department

It is a Service requirement that you be 'In Date' for RNFT and you have failed to pass the test after 6 months of remedial training. I am therefore placing you on HOD's Warning for administrative discharge from the Service. You should be aware that so long as you are out of date for RNFT you will not be eligible for promotion and your reports will not be presented to the promotion board. Furthermore your attitude to RT will be commented upon in your annual appraisal. You are to report to the PT staff who will co-ordinate your RT package. You are reminded that it is your duty to comply with the requirements of that package and a failure to comply in any way may be dealt with as a disciplinary matter. A copy of this warning will be held on your Divisional Officers personal file.

Do you have any questions?

HOD	<input type="text"/>	Service Person	<input type="text"/>
Signature:	<input type="text"/>	Signature:	<input type="text"/>
Name & Rank:	<input type="text"/>	Name & Rank:	<input type="text"/>
Date:	<input type="text"/>	Date:	<input type="text"/>

Warning 3 – RNFT Failure after 9 months of RT - given by Commanding Officer

It is a Service requirement that you be 'In Date' for RNFT and you have failed to pass the test after 9 months of remedial training. I am therefore placing you on CO's Warning for administrative discharge from the Service. You should be aware that so long as you are out of date for RNFT you will not be eligible for promotion and your reports will not be presented to the promotion board. Furthermore your attitude to RT will be commented upon in your annual appraisal. You will now be referred to the Institute of Naval Medicine where your VO2 Max score will be directly measured. Should the INM confirm your failure to pass the RNFT a report will be made to the Command. This may result in administrative sanction up to and including your administrative discharge from the Service. A copy of this warning will be held on your Divisional Officers personal file.

Do you have any questions?

Commanding Officer	<input type="text"/>	Service Person	<input type="text"/>
Signature:	<input type="text"/>	Signature:	<input type="text"/>
Name & Rank:	<input type="text"/>	Name & Rank:	<input type="text"/>
Date:	<input type="text"/>	Date:	<input type="text"/>

Warning 4 – RNFT Warning after INM Referral - given by Commanding Officer

The INM has confirmed your failure to pass the RNFT. Administrative action will now be taken. This may result in an application for your administrative discharge from the Service on the grounds of unsuitability, in accordance with BRd 0003. In order to inform the Command's decision, further evidence and advice may be sought. You will be given disclosure of any case against you, with an opportunity to submit a representation or complaint, before any application for administrative discharge is finalised. A copy of this warning will be held on your Division Officers personal file.

Do you have any questions?

Commanding Officer	<input type="text"/>	Service Person	<input type="text"/>
Signature:	<input type="text"/>	Signature:	<input type="text"/>
Name & Rank:	<input type="text"/>	Name & Rank:	<input type="text"/>
Date:	<input type="text"/>	Date:	<input type="text"/>

0223. Royal Navy Fitness Test JPA Input Instructions

- a. Log onto JPA as normal.
- b. Select - 'Course Administrator, Armed Forces'.
- c. Select - 'Competence Profile'.
- d. Click on 'Grant this Session'.
- e. Type in Employee's Service Number.
- f. Click on 'Find'.
- g. Check the list of competences for a Fitness Test entry. If:
 - (1) A fail is showing and the individual has passed, the line is to be deleted then saved. Once this is done, a new line can be added.
 - (2) There is already a Fitness Test entry (but not criteria for sub para (1) above) move to step 3 below ("Select date from drop down option").
 - (3) There isn't a Fitness Test entry:
 - (a) Click on the small green cross icon at the top left of the screen.
 - (b) Type in CMS%.
 - (c) Select CMS/Fitness Test/Navy.
 - (d) Continue from step h below.
- h. Select 'date' from drop down option.
- i. Select date 'to' from drop down.
- j. Click on 'Proficiency Level'.
- k. Select appropriate proficiency level.
- a. Click on 'LOV' Button right hand side.
- b. Click on 'Competence element details'.
- c. Select ' Fitness Tests'.
- d. Click on ' Age group'.
- e. Select appropriate age group.
- f. Click on 'Exemption reason' (if an exemption is being awarded by the CO. This is to be supported by text in the comments section).
- g. Select appropriate fitness test type by typing in the time or level achieved (time relates to the number of seconds for the strength element, run to the minutes and seconds for the 2.4km run, and MSFT to the bleep test result in the format X:XX or XX.XX).
- h. If the type of test has changed, delete the previous test type data, ie RW to MSFT, insert new MSFT result and untick the RW checkbox.
- i. Enter free text in the comments box to support the proficiency awarded. This is to be in the format detailed by RNFTO.

j. SAVE. 'Achieved' should appear after saving.

k. If you would then like to carry on and update someone else then click on the torch icon on the top left of the screen and follow all steps.

RNFT 5 - RNFT Result Certificate

Bib No [redacted]

This form is to be completed by the PT conducting the test and retained by the individuals.

Name & Initials [redacted] Rank/Rate [redacted]

Official No [redacted] D.o.B [redacted] Gender [redacted]

Age on day of test [redacted] Contact No [redacted]

Divisional Officer (if known) [redacted]

Ship /Unit/ Establishment [redacted] Place of work [redacted]

Height (cm) [redacted] Weight (kg) [redacted] BMI [redacted] WC (cm) [redacted]

Overall Health Risk [redacted]

Date of Issue [redacted]

TEST RESULT

2.4km run time [redacted] MSFT Level [redacted] Rockport Walk VO2 [redacted]

FAIL PASS GOOD VERY GOOD EXCELLENT FAIL PASS GOOD VERY GOOD EXCELLENT FAIL PASS GOOD VERY GOOD EXCELLENT
(Circle applicable result)

Strength test time [redacted] FAIL PASS (Circle applicable result)

PT Conducting the Test

Name [redacted] Rate [redacted]

Signature [redacted] Date [redacted]

This result is to be recorded on JPA by the PT conducting the test within 24 hours of the test, and JPA checked by the individual 48 hours - 7 days after the test. BCM results are to be recorded on FISS within 24 hours of the test.

RNFT 5 - RNFT Result Certificate (Cont)

RNFT Remedial Training Requirements1

I [redacted] have received a comprehensive brief on my Remedial Training (RT) requirements and understand that:

- a. I must undertake a *minimum* of 3 training sessions per week on separate days.
- b. I am subject to the AFA 06 and liable to MAA if I fail to undertake the minimum RT requirements.
- c. I have received a comprehensive brief on the RNFT warning system.

Signed [redacted] Date [redacted]

DO's Signature [redacted] Date [redacted]

PT Signature [redacted] Date [redacted]

RNFT Medical Assessment (after 1st RT Package)

1. Following the **first RT package** of the RNFT and subsequent RNFT Warning 1, the individual is to attend the units Sickbay to be assessed by the MO. When referring to the MO, the **UNIT MA** should perform the following measurements and record them within the medical record; Height, Weight, Waist Circumference, Blood Pressure, Peak Expiratory Flow Rate, Result of Dipstick Urinalysis.

Tick applicable boxes:

- Temp Medical Condition - Unfit RNFT/RT until [redacted]
- Fit to undertake RT with immediate effect
- Medical problem requiring period or full time downgrade
- To be referred to INM via PMO

Medical Officer

Name [redacted] Rank [redacted] Signature [redacted]

Once completed the individual should return this form to PT Staff for retention in RT Log.

RNFT RT Card

The purpose of the RT card (example below) is to assist the individual, DO/SO/FTO and PT staff in the RT of personnel having failed a RNFT. It is an official document and will act as an audit trail should the need for administrative or disciplinary action arise.

Name & Initials	
Rank/Rate	
Service number	
Place of Work	
Divisional Officer	
Contact Details	

	Remedial Session 1	Remedial Session 2	Remedial session 3	DO/FTO Sig
Wk 1	PT Signature: Date:	PT Signature: Date:	PT Signature: Date:	
Wk 2	PT Signature: Date:	PT Signature: Date:	PT Signature: Date:	
Wk 3	PT Signature: Date:	PT Signature: Date:	PT Signature: Date:	
Wk 4	PT Signature: Date:	PT Signature: Date:	PT Signature: Date:	
Wk 5	PT Signature: Date:	PT Signature: Date:	PT Signature: Date:	
Wk 6	PT Signature: Date:	PT Signature: Date:	PT Signature: Date:	
Wk 7	PT Signature: Date:	PT Signature: Date:	PT Signature: Date:	
Wk 8	PT Signature: Date:	PT Signature: Date:	PT Signature: Date:	
Wk 9	PT Signature: Date:	PT Signature: Date:	PT Signature: Date:	
Wk 10	PT Signature: Date:	PT Signature: Date:	PT Signature: Date:	
Wk 11	PT Signature: Date:	PT Signature: Date:	PT Signature: Date:	
Wk 12	PT Signature: Date:	PT Signature: Date:	PT Signature: Date:	

Your RNFT points of contact are:

RNFT PT Ext:

Your DO/Superior Officer.....

0225. DECLARATION OF HEALTH QUESTIONNAIRE (DHQ)

The following declaration must be completed and signed before carrying out any preparatory training package for the RNFT or if conducting the test itself. It is to be handed to the PT Staff prior to commencing training/testing:

Name: Rank/Rate: Official No
Date of Birth: Height: Weight: kgs

1. Personnel are to address the following questions before undertaking any form of physical training package:

Personal Medical History:

YES/NO

a. Are you currently in a reduced medical category (not JMES MFD - A4/1 L1 M1 E1) or currently under review or treatment by any medical authority? YES/NO

b. Are you currently taking or using any form of medication, drugs, tablets, inhalers, creams, lotions, or other preparations?

c. Have you suffered from in the past, or currently suffer from any of the following conditions or symptoms:

YES/NO

(1) Asthma, wheezing, shortness of breath or other breathing problems.

(2) High blood pressure, heart problems or chest pains.

(3) Fits, faints or blackouts.

(4) Epilepsy

(5) High Blood Cholesterol

(6) Have a history of heart problems, heart murmurs or irregular heartbeats

(7) Have had a severe viral infection (e.g. myocarditis or mononucleosis) within last month

(8) Back problems, joint, ligament, or muscle strains/injury.

(9) Hernia or rupture, active piles.

Family Medical History:

a. Has anyone in you family under 50 years of age:-

YES/NO

(1) Died suddenly and unexpectedly?

(2) Been treated for recurrent fainting?

(3) Had unexplained seizure problems?

(4) Had unexplained drowning while swimming?

(5) Had unexplained car accident?

(6) Had heart transplant?

(7) Had pacemaker or defibrillator implanted?

(8) Been treated for an irregular heart beat?

2. Should you have any concerns over any of the above issues it is recommended you visit the Sickbay to ascertain your suitability to undertake physical training.

3. **Action By The Candidate.** I have read and am aware of the above questions. I have no doubts or concerns over my current state of health, medical suitability or my ability to train in preparation for the RNFT and/or to carry out the RNFT. I am aware that should I have any such concerns I am to refer them immediately to the Sickbay and inform the PT Staff. (The PT Staff require no detail of any referral).

- I have been given the option to undertake the Rockport Walk but have chosen to do the *2.4km run / *MSFT which is a maximal test.

- I am not undertaking a maximal test because of pressure from colleagues, line management or false pride. I have undertaken regular, rigorous exercise prior to the test and am fully aware that exercise at high intensities (maximal or close to maximal) particularly in older age groups (40 years +) increases the risk of a cardiovascular event (e.g. dysrhythmia, heart attack or sudden cardiac death) during or immediately after the exercise period in all individuals. I accept this risk as a personal choice.

* delete as appropriate

Signed:

Date:

4. Action By The PT Staff:

Suitable for RNFT YES/NO

Referred for medical advice YES/NO

Name:

Rank/Rate:

Date:

0226. **MEDICAL REQUEST FOR FITNESS TRIAL**

The patient named below requires a fitness trial in the format of the RNFT in order to gauge their progress towards full physical fitness.

Patients Name

Date

Medical Officers Name

Medical Officers Signature

Type of trial required

2.4km YES / NO

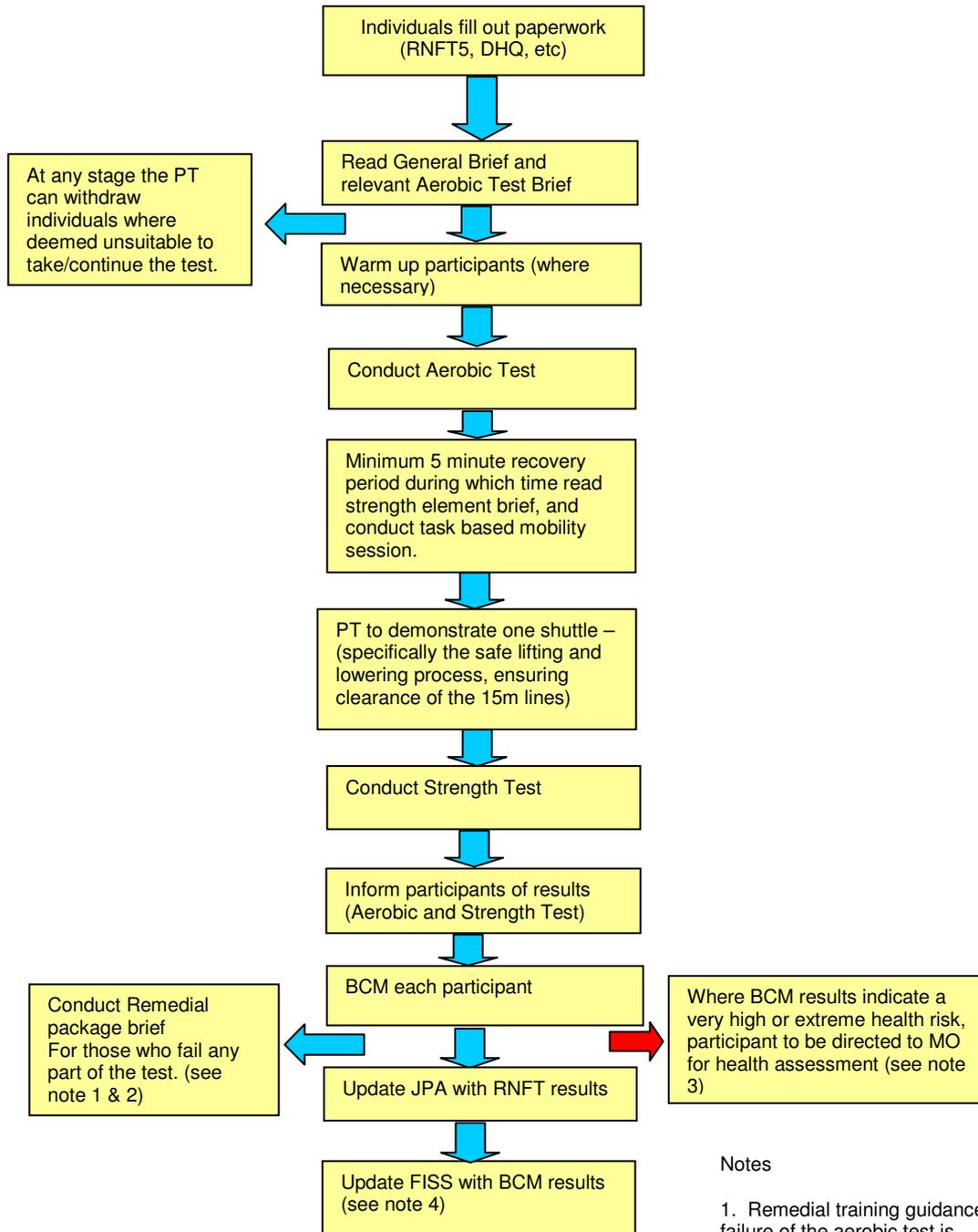
MSFT YES / NO

Rockport Walk YES / NO

Conducting PT

Trial result

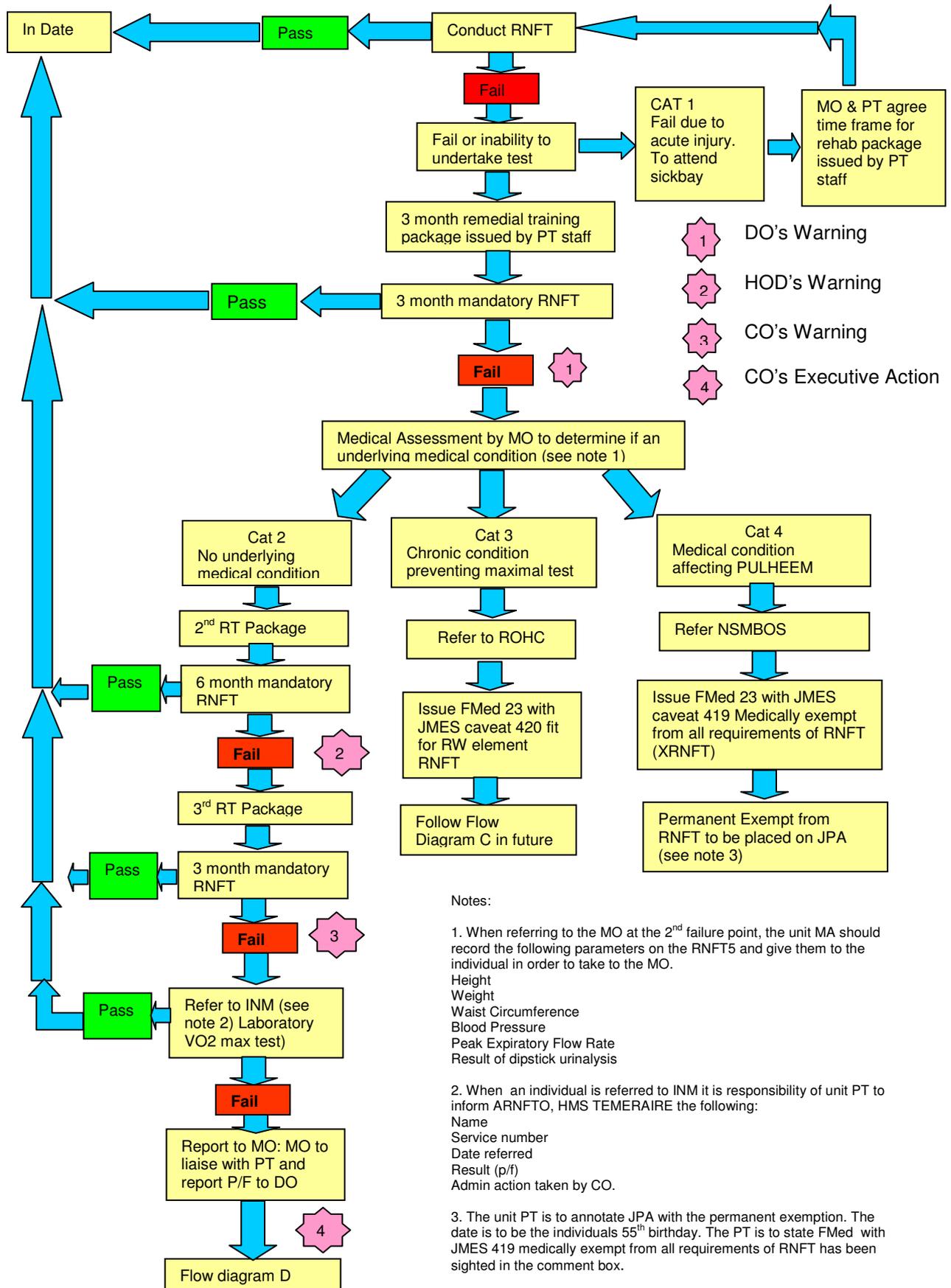
0227. Flow Diagrams – Flow diagram A RNFT process



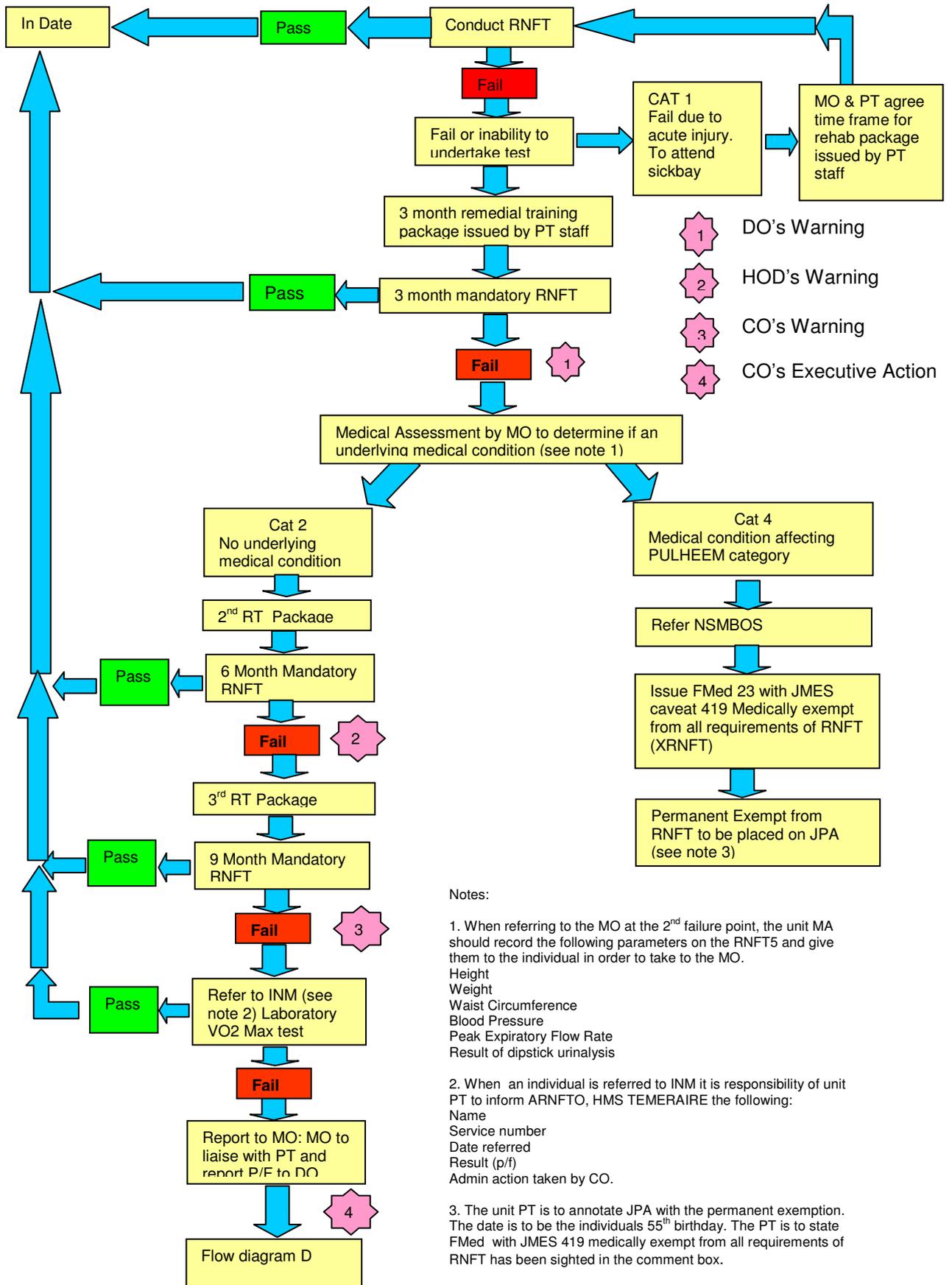
Notes

1. Remedial training guidance for failure of the aerobic test is unchanged.
2. The strength test remedial training package is in the development phase. Pending this formal guidance, personnel who fail the strength should be advised to conduct strength training in line with functional training best practice.
3. PTs to complete health risk return form (BRd 51 Chap 34 Annex C) and pass to unit MO.
4. FISS instructions will be issued idc.

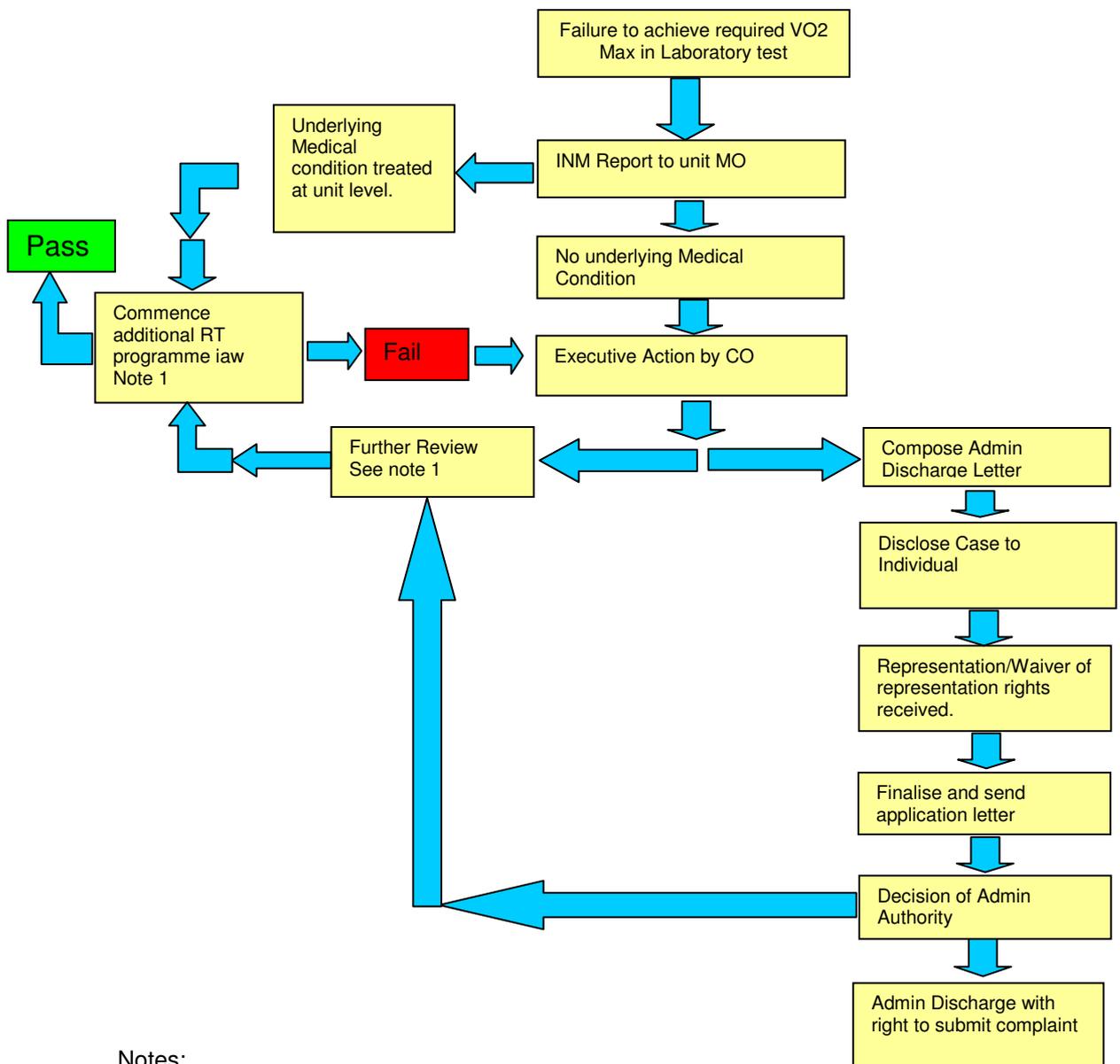
0228. Flow Diagram B: Maximal RNFT



0229. Flow Diagram C: Rockport Walk for Over 40s and JMES Code 420



0230. Flow diagram D: Executive Action after RNFT failure following RT Package



Notes:

1. Where an individual demonstrates a positive attitude to physical fitness and has made significant strides to improve throughout their remedial training packages, the CO may consider reviewing the individual's case and may grant a further opportunity to prepare for and undertake the RNFT. Ordinarily this should be no longer than 3-6 months. Further failure must result in discharge procedure.