



Homeland Security Investigations

Physical Fitness Testing for Special Agent Selectees and Trainees Handbook

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U.S. Immigration
and Customs
Enforcement

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Foreword

The U.S. Immigration and Customs Enforcement (ICE) Homeland Security Investigations (HSI) *Physical Fitness Testing for HSI Special Agent Selectees and Trainees Handbook* establishes standards and provides procedures for test administration to Special Agent selectees during the pre-employment process, and to Special Agent trainees while at the HSI Academy. Oversight of the Physical Fitness Testing Program resides with the HSI Training Division at the HSI Academy.

The *Physical Fitness Testing for HSI Special Agent Selectees and Trainees Handbook* supersedes HSI Directive 20-01, *Physical Fitness Testing*, dated April 8, 2020, as well as the HSI policy titled, *Physical Fitness Testing for HSI Special Agent Applicants and Trainees*, dated May 12, 2017.

The *Physical Fitness Testing for HSI Special Agent Selectees and Trainees Handbook* is an internal policy of HSI. It is not intended to, does not, and may not be relied upon to create any right or benefit, substantive or procedural, enforceable at law by any party in any administrative, civil, or criminal matter, nor are any limitations hereby placed on otherwise lawful enforcement prerogatives of ICE. This policy document is For Official Use Only (FOUO) – Law Enforcement Sensitive. It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with U.S. Department of Homeland Security Directive 11042.1, Safeguarding Sensitive but Unclassified (For Official Use Only) Information, and ICE Directive 4003.2, Safeguarding Law Enforcement Sensitive Information, dated May 20, 2014, or as updated. This information shall not be distributed beyond the original addressees without prior authorization of the originator. If disclosure of this policy document or any portion of it is demanded in any judicial or administrative proceeding, or pursuant to a court order, the HSI Information Disclosure Unit, as well as the appropriate ICE Counsel and/or U.S. Attorney, are to be consulted so that necessary measures can be taken to invoke privileges against disclosure or other protective safeguards, as appropriate. This policy document contains information which may be exempt from disclosure to the public under the Freedom of Information Act, Title 5, United States Code, Section 552(b), and protected from disclosure pursuant to the law enforcement privilege. Any other requests for disclosure of this policy document or information contained herein should be referred to the HSI Information Disclosure Unit.

The HSI Policy Unit is responsible for coordinating the development and issuance of HSI policy. All suggested changes or updates to this policy document should be submitted to the HSI Policy Unit which will coordinate all revisions with the HSI Training Division.



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07/19/2022

Date

**PHYSICAL FITNESS TESTING
FOR HSI SPECIAL AGENT SELECTEES AND TRAINEES
HANDBOOK**

Table of Contents

Chapter 1. PURPOSE AND SCOPE.....1

Chapter 2. INTRODUCTION.....1

Chapter 3. AUTHORITIES/REFERENCES1

- 3.1 Authorities1
- 3.2 References2

Chapter 4. PRE-EMPLOYMENT PHYSICAL FITNESS TEST2

- 4.1 General2
- 4.2 Physical Fitness Testing Guidelines.....2
- 4.3 Physical Fitness Testing Procedures3

Chapter 5. PHYSICAL FITNESS TESTING AT THE ACADEMY5

- 5.1 General5
- 5.2 Applicability5
- 5.3 Procedures6
- 5.4 Changes in Physical Fitness Test Standards.....6
- 5.5 Medical Restrictions Due to Injury6

APPENDICES

Appendix A Pre-Employment Physical Fitness Test Consent and Release A-i

Appendix B Homeland Security Investigations Special Agent Physical Fitness
Test Brochure..... B-i

Appendix C Pre-Employment Physical Fitness Test Self-Assessment..... C-i

Appendix D Pre-Employment Physical Fitness Score Card 90-Day Evaluation D-i

Appendix E Acronyms.....E-i

PHYSICAL FITNESS TESTING FOR HSI SPECIAL AGENT SELECTEES AND TRAINEES HANDBOOK

Chapter 1. PURPOSE AND SCOPE

The U.S. Immigration and Customs Enforcement (ICE) Homeland Security Investigations (HSI) *Physical Fitness Testing for HSI Special Agent Selectees and Trainees Handbook* establishes standards governing the HSI Special Agent (SA) Selectee and Trainee Physical Fitness Testing Program and provides procedures for test administration during SA selectees' pre-employment process and for SA trainees while at the HSI Academy.

Chapter 2. INTRODUCTION

HSI is the investigative arm of the Department of Homeland Security (DHS) and is a vital U.S. asset in combatting criminal organizations illegally exploiting America's travel, trade, financial, and immigration systems. Work as an HSI SA is physically demanding. Accordingly, in addition to an initial Pre-Employment Physical Fitness Test (PFT-P), all SA selectees, including General Schedule (GS)-1811 laterals, are required to pass an HSI Physical Fitness Test (PFT) as part of the application process. While at the HSI Academy, all SA trainees are required to pass the HSI PFT in order to graduate from the HSI Basic Training Program at the Federal Law Enforcement Training Center (FLETC). (Note: The HSI Basic Training Program consists of the FLETC Criminal Investigator Training Program (CITP) and the HSI Special Agent Training Program (HSISAT).

Chapter 3. AUTHORITIES/REFERENCES

3.1 Authorities

- A. Federal Employees' Compensation Act, as amended, Title 5, United States Code, Section 1801 *et seq.*
- B. Title 5, Code of Federal Regulations (C.F.R.), Section 339.203, Physical requirements.
- C. 5 C.F.R. § 353.301, Restoration Rights.
- D. ICE Directive 30012.2, Disciplinary and Adverse Action, dated December 3, 2019, or as updated, and its Appendix A, Table of Proposing and Deciding Authority for Disciplinary and Adverse Action.

3.2 References

- A. U.S. Immigration and Customs Enforcement Criminal Investigator 1811 Position Physical Job Analysis (Gebhardt, Baker, Volpe, Younkens, & Burns, 2011).
- B. Development and Validation of Physical Fitness Test Batteries for the Immigration and Customs Enforcement Criminal Investigator 1811 Position (Gebhardt, Baker, Volpe, Younkens, & Burns, 2011).
- C. Uniform Guidelines on Employee Selection Procedures (Equal Employment Opportunity Commission, 1978).
- D. Principles for the Validation and Use of Personnel Selection Procedures (Society for Industrial and Organizational Psychology, 2018).
- E. Standards for Educational and Psychological Testing (American Psychological Association, 2014).

Chapter 4. PRE-EMPLOYMENT PHYSICAL FITNESS TEST

4.1 General

HSI establishes physical fitness standards for SA selectees. The HSI Training Division at the HSI Academy provides oversight of the Physical Fitness Testing Program. Certified HSI PFT Administrators will test selectees for the PFT-P at HSI locations.

4.2 Physical Fitness Testing Guidelines

- A. Pre-Employment. Selectees for HSI SA positions must take and successfully complete the PFT-P after receiving a Tentative Selection Letter (TSL). All selectees, including those transferring from other federal agencies, are subject to the procedures provided for herein. Physical fitness testing taken outside of HSI – either within ICE, for another DHS component, or for a different agency – does not satisfy the HSI Physical Fitness Testing requirement.

In the event that physical fitness testing requirements change before the selectee takes the PFT-P, the new requirements will apply. A selectee who has passed the PFT-P need not retake the test if the requirements change later in the selection process. Additionally, the selectee must have a valid PFT-P score no more than 90 days old before arriving at FLETC.

Selectees who fail the PFT-P will be afforded the opportunity to retest. If selectees fail a second time, they are ineligible for final selection but may reapply under a future vacancy announcement, as stated in this Handbook. Selectees will not be considered for the SA position for one year after the closing date of the

announcement for which they did not qualify. Any selectee who fails the PFT-P three consecutive times (first and second failure on the first announcement and first attempt on the second announcement) will be considered ineligible for future consideration.

HSI will recognize only the results of testing administered by certified HSI PFT Administrators. HSI PFT Administrators will be certified by the Program Manager who oversees the PFT Program at the HSI Academy. Certification can be obtained from training provided by HSI Academy staff at FLETC or through currently certified PFT administrators with permission from the Program Manager over the PFT Program at the HSI Academy. Certification can also be provided by HSI Academy staff to an SA who has completed at least four months of a temporary duty (TDY) deployment to FLETC and who has met all requirements to be certified by HSI Academy staff during the TDY.

Certified HSI PFT Administrators will be responsible for receiving all documentation necessary for the administration of the PFT-P. They will also be responsible for completing the test results certification.

- B. Injuries. If an injury causes termination of Academy training or precludes an individual from meeting all Academy graduation requirements, the individual must retake and pass the PFT-P within 90 days of readmission to the Academy.

4.3 Physical Fitness Testing Procedures

- A. Pre-Employment Testing. HSI will provide selectees with PFT-P information, including instructions for completing each component of the test. HSI will advise the selectees to bring clothing suitable for the PFT-P.

If a medically cleared selectee refuses to take the PFT-P, this will be considered a test failure and the selectee will be removed from consideration for employment.

The selectees will be provided a date and time, as well as a location, for the administration of the PFT-P. It is the selectees' responsibility to ensure that they arrive with all the necessary documentation to take the PFT-P. Failure to provide the correct or adequate documentation will be considered a failure of the PFT-P and the selectees will be subject to the sections of this *Physical Fitness Testing for HSI Special Agent Selectees and Trainees Handbook* governing a failure. All costs associated with travel to and from the PFT-P location are the responsibility of the selectees.

The PFT Administrator will have each selectee sign the *HSI Pre-Employment Physical Fitness Test Consent and Release* (see Appendix A), and thoroughly explain the four components of the test before beginning the PFT-P.

HSI SA selectees will have two opportunities to pass the PFT-P. Selectees who fail the first PFT-P will be afforded an opportunity to retest. The second attempt at the

PFT-P shall be completed within 45 calendar days of the first attempt. If the selectees fail the second attempt, they are ineligible for final selection but may reapply under a future vacancy announcement, as stated in Section 4.2(A) above.

If an injury causes the termination of either a first or a second attempt at the pre-employment PFT-P, the HSI SA selectee, upon medical clearance provided to the HSI PFT Administrator, will be afforded an additional opportunity to complete the PFT-P within 45 calendar days of medical clearance. If the SA selectee does not pass the additional attempt, there will be no additional opportunities to retake the PFT-P. The HSI SA selectee's TSL will be rescinded, and the individual will be removed from the current list of HSI SA selectees.

B. PFT-P Components. Both the PFT-P and the PFT consist of four events administered in the following sequence:

- 1) 32 sit-ups in 1 minute or less
- 2) 220-yard sprint in 47.73 seconds or less
- 3) 22 push-ups in 1 minute or less
- 4) 1.5-mile run in 14 minutes 25 seconds or less

Selectees must pass all four fitness events in sequence as listed above with proper form and no more than a 5-minute rest between tests and in the prescribed amount of time. Failure to meet any of the above standards automatically terminates the testing. Once terminated, the PFT-P cannot resume. Failure to take any of the fitness tests in sequence automatically terminates the testing.

As stated above, selectees will have two opportunities to pass the PFT-P.

Selectees who fail the PFT-P administration on both attempts will be removed from consideration for employment under the vacancy announcement to which they applied. As noted in Section 4.2(A) above, selectees are not precluded from applying to future vacancy announcements; however, they will not be considered for an SA position for one year after the closing date of the announcement for which they did not qualify. Any selectee who fails the PFT-P three consecutive times (first and second failure on the first announcement and first attempt on the second announcement) will be considered ineligible for future consideration as an HSI SA. All costs for travel to take the PFT-P will be the responsibility of the selectees.

All selectees must take and pass the PFT-P no more than 90 days prior to reporting to the HSI Academy. Therefore, it may be necessary for selectees to take and pass more than one PFT-P during processing.

- C. Testing Protocols. The PFT-P will be administered by one certified HSI PFT Administrator per selectee. Detailed testing protocols are located in the *Homeland Security Investigations Special Agent Physical Fitness Test Brochure* (Appendix B). The same protocols apply to the PFT.
- D. Post-Testing Procedures. The PFT Administrator will complete the fitness score card for all selectees. If a selectee fails the PFT-P, the PFT Administrator will include a statement explaining/documenting the test failure. The PFT Administrator will provide the results for the Office of Human Capital (OHC) Service Center to review. The same procedures apply to the PFT.
- E. Reconsideration. Selectees may contact the Deputy Assistant Director (DAD), Investigative Services Division (ISD), within 10 business days of their attempted PFT-P in writing if they believe that the PFT-P was administered incorrectly. Upon receipt of the selectee's letter, the DAD, ISD, or designee, will solicit additional information and a statement from the PFT Administrator. The DAD, ISD, or designee, will make a decision about the validity of the test results based on the selectee's letter and the PFT Administrator's statement. If the DAD, ISD, or designee, authorizes an additional test, the test will be rescheduled with a different PFT Administrator. If additional attempts are not authorized, the selectee's PFT-P failure will stand. The same procedures apply to the PFT.

Chapter 5. PHYSICAL FITNESS TESTING AT THE ACADEMY

5.1 General

In addition to the PFT-P, one PFT is administered at the HSI Academy. The PFT administered at the HSI Academy is a scored event based on the same criteria as the PFT-P. Every HSI SA trainee must pass an administration of the PFT to graduate from the HSI Basic Training Program at FLETC. This PFT is in addition to the PFT-P, which must be completed prior to the trainee's entry on duty (EOD).¹ As stated in Chapter 2, the HSI Basic Training Program consists of the FLETC CIP and the HSISAT. SA trainees who do not pass the PFT during the HSI Basic Training Program shall be removed from training and sent to their assigned field office. They may be subject to disciplinary action up to removal from federal service. The HSI Division Chief, HSI Academy, manages the PFT Program. OHC publicizes HSI physical fitness testing requirements during recruitment and in the relevant job announcement.

5.2 Applicability

The PFT applies to all HSI SA trainees at the HSI Academy.

¹ As stated in Chapter 4, trainees who are removed from the HSI Basic Training Program because of an injury are also required to successfully pass the PFT-P before they can be readmitted into the HSI Basic Training Program.

5.3 Procedures

To successfully complete the HSI Basic Training Program, SA trainees must pass the PFT.

A. PFT.

- 1) Standards. Trainees generally complete the PFT during the first week of CITP or the first week of HSISAT (for an “add-on” class). The PFT consists of the same tests administered during the PFT-P, as stated in Section 4.3(B) above.

As with previous assessments, failure of any single element of the PFT will result in failure of the entire PFT.

- 2) PFT Failure.

- a) Trainees who fail the PFT on the first attempt must retake the PFT within 45 calendar days.
- b) Trainees who do not pass the PFT on the second attempt (not based on any medical issues) will not graduate, will be removed from the HSI Basic Training Program, and will be subject to removal from federal service.

B. PFT Failures.

SA trainees who fail the PFT, as stated in Section 5.3(A) above, will be removed from the HSI Basic Training Program and returned to their assigned field office. Trainees who are removed from the HSI Basic Training Program may be subject to disciplinary action, up to and including removal from federal service for failure to complete a condition of employment, i.e., successful completion of basic training.

Trainees may apply to a different announcement for employment in the future; however, they will not be considered for an SA position for one year after the closing date of the announcement for which they did not qualify. Any trainee who fails the PFT at the HSI Basic Training Program on their second attempt will be allowed 45 calendar days to retake the PFT. If trainees fail the remedial PFT, they will be considered ineligible for future consideration.

5.4 Changes in Physical Fitness Test Standards

In the event that the PFT changes during an HSI Basic Training Program session, the standards in place at the time of the PFT-P shall apply.

5.5 Medical Restrictions Due to Injury

In the event that a medical professional has certified a trainee as injured and medically unable to take the PFT, the affected trainee may be sent back to the field office for a minimum of 90 days

to recover. If the injury is work related and covered under the Federal Employees' Compensation Act, the case should be referred to the ICE Workers' Compensation program for management, and if restoration rights accrue under 5 C.F.R. § 353.301, the trainee should be reinstated to training as applicable. If, for any reason, trainees are removed from training and return at a later date, they will be subject to the requirements of this Handbook as if they were entering training for the first time.

PRE-EMPLOYMENT PHYSICAL FITNESS TEST CONSENT AND RELEASE

The U.S. Immigration and Customs Enforcement (ICE) Homeland Security Investigations (HSI) Special Agent position for which you have applied, and its associated training programs, are physically demanding. Requirements include a wide variety of physically challenging tasks. Administration of the HSI Physical Fitness Test (PFT) helps ensure that all entrants to the HSI Special Agent position are able to meet the physical demands of the position.

The physical tasks you will be performing during the assessment are strenuous and may, in certain circumstances, result in injury or another significant medical event, e.g., heart attack, stroke. Although these events are quite rare, the response of the body, including that of the cardiovascular system, to physical exertion cannot be predicted with complete accuracy. By signing below, you are indicating that you have been made aware of these possibilities and are consenting to this risk.

In addition, upon passing the HSI Pre-Employment PFT (PFT-P), you will have the responsibility of maintaining a high level of physical fitness to prepare yourself for attendance at the HSI Academy and potentially for a career as an HSI Special Agent. The HSI PFT-P certification will be valid for only 90 days. You must have a current, valid HSI PFT-P on file to attend the HSI Basic Training Program. You will be required to successfully complete the PFT-P again if you will not have a current, valid PFT-P on file on the first day of the HSI Basic Training Program.

Selectee's Consent and Release

I understand that the position of HSI Special Agent, as well as its associated training programs, requires a high degree of physical exertion and that my participation in the HSI Pre-Employment PFT subjects me to risk of physical injury, including permanent disability, which may result in severe social and economic losses and death. I also acknowledge that there may be other risks not known or not reasonably foreseeable at this time. I agree to assume full responsibility for any and all such injuries and I agree to hold the PFT Administrator, ICE, and/or any and all of its officials, officers, employees, agents, consultants, or independent contractors free from liability for any loss or injury. I further release, waive, and discharge the PFT Administrator, ICE, and/or any and all of its officials, officers, employees, agents, consultants, or independent contractors from any and all liability to me, my estate, my heirs, my parents, my spouse, my next of kin, and insurers for any and all claims, demands, losses, or damages resulting from my participation in the HSI Pre-Employment PFT.

I understand that, in administering the HSI Pre-Employment PFT, the PFT Administrator and ICE are relying on my representation of being in good health. I am responsible for advising the PFT Administrator of any symptoms I may be experiencing during the fitness test, such as chest pain, dizziness, breathing difficulties, sudden headache, severe muscle pain, or similar problems. I understand that it is my responsibility to voluntarily stop the HSI Pre-Employment PFT any time I experience these symptoms or feel that the physical demands of the HSI Pre-Employment PFT are too great.

By signing this *HSI Pre-Employment Physical Fitness Test Consent and Release*, I expressly consent to my participation in the HSI Pre-Employment PFT pursuant to the terms of this *Consent and Release*. I have read and fully understand this *Consent and Release* and sign it voluntarily. I understand that, in order to participate in the HSI Pre-Employment PFT, I must present a signed copy of this *Consent and Release* to the PFT Administrator prior to taking the test.

Selectee's Printed Name: _____

Selectee's Signature: _____

Date: _____

Use the box below to document any questions, concerns, or comments you may have about the content of this *Consent and Release*.



U.S. Immigration
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HOMELAND SECURITY INVESTIGATIONS SPECIAL AGENT PHYSICAL FITNESS TEST BROCHURE

Physical Demands of Law Enforcement

Serving as a U.S. Immigration and Customs Enforcement (ICE) Homeland Security Investigations (HSI) Special Agent is a physically demanding job. Special Agents are often placed in situations that are tense, uncertain, and rapidly evolving, making great demands on their physical abilities. In these instances, physical fitness is often the factor that spells the difference between success and failure, even between life and death. The HSI physical fitness testing (PFT) standard ensures that selectees are physically qualified to safely, efficiently, and effectively perform the essential duties and responsibilities of the HSI Special Agent position without undue risk, hazard, or liability to themselves or the agency. All Special Agent selectees are required to pass the HSI Pre-Employment Physical Fitness Test (PFT-P) in order to attend the HSI Basic Training Program at the Federal Law Enforcement Training Center (FLETC).

Physical Fitness Test (PFT)

The PFT-P is a physical ability assessment designed to identify those selectees who are most likely to be successful during the long and physically demanding basic law enforcement training programs required by HSI: the FLETC Criminal Investigator Training Program (CITP) and the subsequent HSI Special Agent Training Program (HSISAT). Combined, these two courses make up the HSI Basic Training Program.

The PFT-P consists of four individual timed events, performed correctly, in the order listed below, with no more than 5 minutes between exercises, and requires a minimum score for each:

1. 32 sit-ups in 1 minute or less.
2. 220-yard sprint in 47.73 seconds or less.
3. 22 push-ups in 1 minute or less.
4. 1.5-mile run in 14 minutes 25 seconds or less.

Successful completion of the PFT-P certifies the selectees for placement in the pool of qualified tentative selectees for appointment to a class at the HSI Academy. The PFT-P certification will be valid for 90 days. Selectees must have a current, valid PFT-P on file to attend the HSI Basic Training Program. Selectees will be required to successfully complete the PFT-P again if they will not have a current, valid PFT-P on file on the first day of the HSI Basic Training Program. Therefore, it may be necessary for selectees to take and pass more than one PFT-P during processing.

What Will Happen If I Am Unable to Pass the Physical Fitness Test?

Failure to attain the designated minimum score for any PFT-P event constitutes failing the entire PFT-P and disqualifies the selectee from continuing.

Selectees will have a total of two opportunities to pass the PFT-P:

- If selectees fail the first PFT-P, they must retest within 45 days in order to continue the hiring process.
- If selectees fail the second PFT-P, they will be removed from the hiring process.

Selectees' processing will also be discontinued if they fail to retest within the required time frame. If a passing score is not achieved on the two consecutive PFT-P attempts, selectees will be removed from the hiring process. Selectees may apply to the next available vacancy announcement no sooner than 1 year after the announcement under which they were disqualified.

Where Will I Take The Test?

Selectees will be notified of the location where they will be required to go in order to participate in the PFT-P. Selectees should bring all relevant documents to the test site. The PFT-P will be administered at a local facility, based on weather conditions, near the HSI field office. All exercises shall be performed at the same location. Questions regarding the test (protocols, location, standards, etc.) may be directed to the PFT Administrator.

What Do I Need to Bring for the Test?

Selectees should wear exercise apparel consistent with current weather conditions and running shoes. The test may be administered at an outdoor location. Water is optional and will not be provided at the test site.

Selectees will not be allowed to chew gum or wear watches, or carry/use phones, music players, headphones, or other electronic devices during the test.

Selectees shall bring the following: The *HSI Pre-Employment Physical Fitness Test Consent and Release* and the medical release document (filled out by their personal physician). If a selectee fails to bring the required documents, the selectee will not be allowed to take the PFT-P and will be scored as having failed the test.

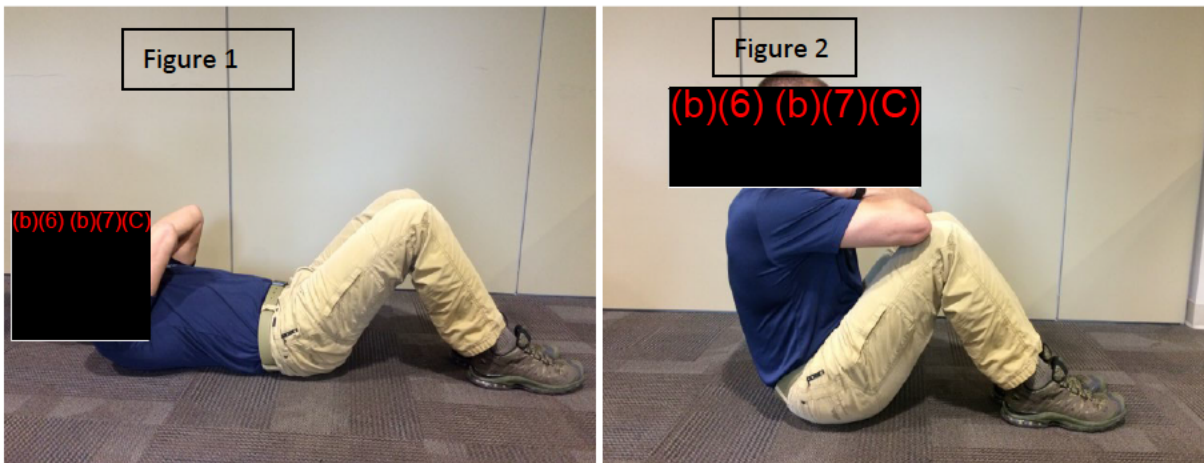
Selectees must also bring a government-issued photo identification, e.g., a driver's license or a passport.

Physical Fitness Test Protocols

The HSI PFT is administered according to strict protocols. Participants will not receive credit for repetitions performed that do not meet the established protocols. The protocols for the PFT-P are described below. The exercises are performed in the order listed below. **Selectees will have up to 10 minutes to warm up and stretch on their own prior to the start of the test.** Selectees shall have no more than 5 minutes between each exercise during the PFT-P.

Protocol for Sit-Ups

Sit-ups measure muscular endurance of the abdominal musculature and trunk strength. This is a timed 1-minute exercise. Selectees must complete a minimum of 32 proper sit-ups, as outlined below, within the allotted time. The score is the number of sit-ups completed in 1 minute. Selectees lie on their back with the tops of their shoulder blades and buttocks touching the floor, arms held across the chest. The knees are bent at a 90-degree angle with the feet placed flat on the floor (Figure 1) (feet may be held in place by a partner with the partner's hands at the tongue of the selectee's shoes and/or knees on the selectee's toes). Selectees raise their upper body until the base of the neck is in line with the base of the spine, back is perpendicular to the floor (Figure 2); selectees then return to the starting position (i.e., the tops of both shoulder blades must touch the floor) (Figure 1). The feet and buttocks must maintain contact with the floor and the arms held across the chest during the entire range of motion or selectees will not receive credit for the repetition. Selectees may rest in the "up" (back is perpendicular to the floor) position but may not hold their legs. The exercise is stopped when time expires, selectees rest in the down position, or the selectees are unable to continue. No restarts are authorized.



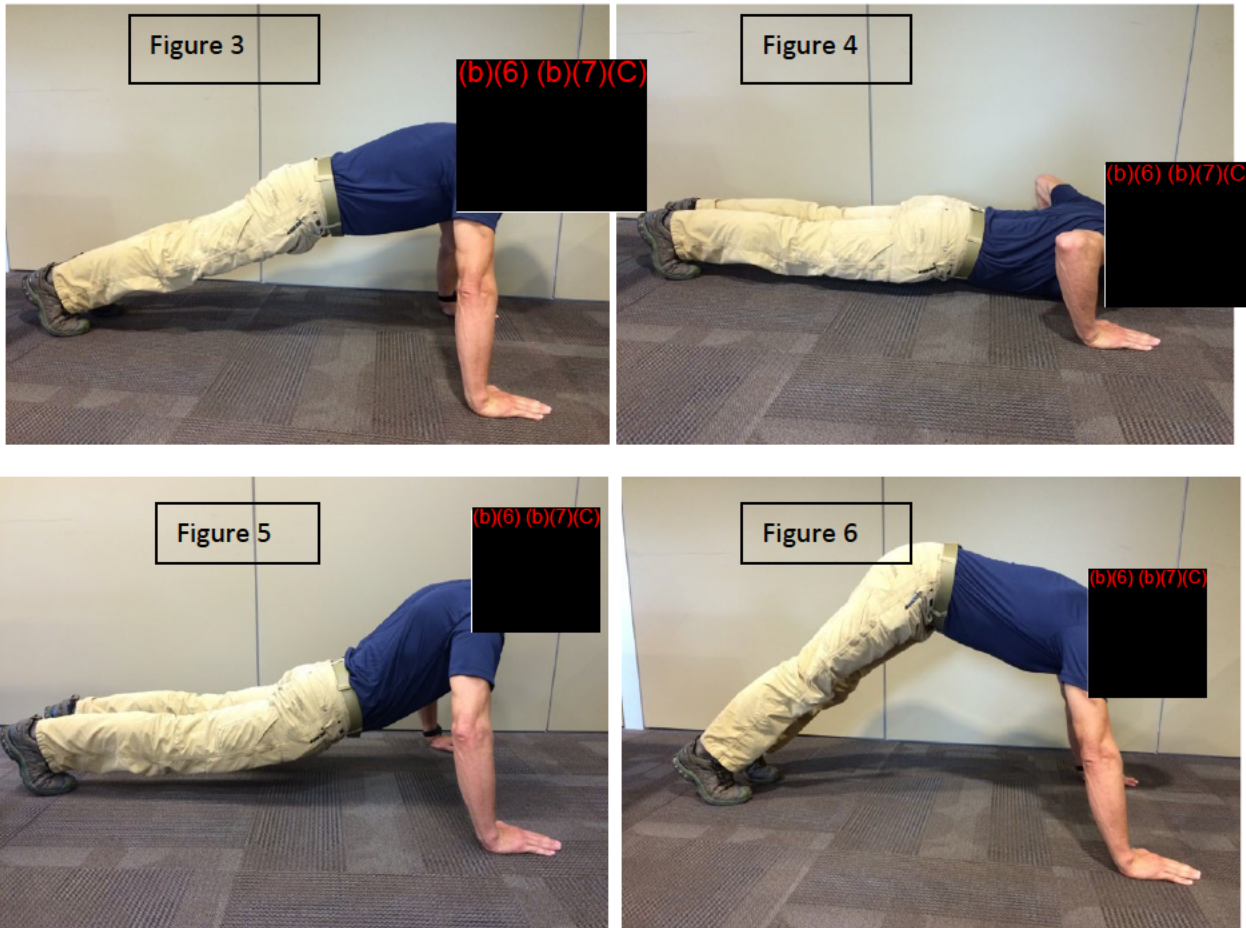
Protocol for 220-Yard Sprint

The 220-Yard Sprint measures anaerobic power. This is a timed event. The event takes place on an outdoor track. Selectees will start from a standing position and run 220 yards (1/2 of a lap on a 1/4 mile track).

Protocol for Push-Ups

Push-ups measure upper body strength and muscular endurance. This is a timed 1-minute exercise. The test involves performing as many push-ups as possible in 1 minute, using correct form. Selectees must complete a minimum of 22 push-ups within the allotted time. The test is started in the extended, or up, position (hands on the floor with the fingers faced forward and spaced one to two hand widths beyond the shoulders; elbows must be pointed away from the body, arms fully extended, body held straight with the feet no more than 3 inches apart and the toes touching the floor) (Figure 3). A completed push-up is defined as flexing the arms and lowering the body until the upper arms are at least parallel to the floor (straight line from the center axis of the elbow to the center axis of the shoulder) (Figure 4) and returning to the start position (Figure 3). The score is the number of push-ups completed in 1 minute. Selectees may rest in the start position (up position). The waist may raise or sag in the rest position, but the knees must remain rigid. The applicant must return to, and pause in, the correct starting position before starting the next repetition.

If selectees do not lower the body all the way to the point at which the upper arms are at least parallel to the floor or they fail to achieve full extension with the arms at the top, they will not receive credit for the repetition. If selectees do not maintain the body straight by sagging the back (Figure 5) or raising the buttocks (Figure 6), they will not receive credit for the repetition. The exercise is stopped when the time expires, the selectee raises either hand or foot from the ground, the selectee rests in the down position, or the knees bend at any point or touch the floor. No restarts are authorized.



Protocol for 1.5-Mile Run

The 1.5-Mile Run is used to estimate aerobic capacity. This is a timed event. The event takes place on an outdoor track (six laps around a ¼ mile track).

HSI PHYSICAL FITNESS TEST TRAINING TIPS

The HSI PFT measures muscular strength and endurance (sit-ups and push-ups), anaerobic power (220-yard sprint), and aerobic power (1.5-mile run) with limited amounts of recovery time between events. To best prepare, selectees should adhere to the following principles of exercise training to maximize their results and to avoid injuries.



Warm-up and Cool Down

Each workout should begin with a dynamic warm-up period of at least 5 to 10 minutes. This will increase core body temperature, lubricate the joints, and prime the nervous system for the workout that follows. The warm-up should include moderate intensity aerobic activities (e.g., cycling, jogging), and limited amounts of the specific movements to be trained that day (i.e., push-ups, sit-ups). Selectees should already be sweating before the workout begins! Once the workout is completed, selectees should perform 5 to 10 minutes of moderate physical activity as a cool down and transition back to rest.

Sample Workout Program

HSI recommends that all selectees follow a disciplined workout program in preparation for the PFT. To assist selectees with this, a sample Physical Training Planner is provided below. The Physical Training Planner includes four different types of workout programs in addition to the warm-up/cool-down:

- Muscular Strength and Endurance
- Aerobic Power
- Anaerobic Power
- Circuit Training

Muscular Strength and Endurance

This type of workout will increase a muscle group's ability to exert force and resist fatigue. Since strength and endurance are specific to certain muscle groups, it is strongly recommended that selectees perform push-ups and sit-ups in conformance with the criteria used to score the HSI PFT as their primary strength and endurance exercises.

Aerobic Power

This type of workout will increase the capacity of the cardiovascular, respiratory, and musculoskeletal systems to deliver and utilize oxygen for energy. Sustained running should be the selectees' primary mode of aerobic training. Exertion should be heavy throughout the workout (i.e., selectees should be working hard enough that it is impossible to carry on a conversation).

Anaerobic Power

This type of workout will increase the body's capacity to perform high-intensity work and should consist of short bursts (30-90 seconds) of maximum exertion. Sprint running is recommended, as this will best prepare selectees for the 220-yard sprint on the PFT.

Circuit Training

Circuit training combines elements of aerobic, anaerobic, and muscular strength and endurance exercises with limited rest periods. Rather than always training for these fitness components in isolation, it is recommended that selectees perform at least one circuit workout per week to prepare for the multi-stage PFT. Listed below is a sample circuit workout:

1. Run for 90 seconds
2. Maximum sit-ups in 30 seconds
3. Run for 90 seconds
4. Maximum continuous push-ups
5. Run for 90 seconds
6. Maximum continuous pull-ups
7. Run for 90 seconds
8. Maximum body weight squats or lunges in 30 seconds

Repeat the entire circuit three to five times with 1 minute of rest between repetitions.

General Training Guidelines

The general guidelines for training to improve muscular strength and endurance, aerobic power, and anaerobic power are provided in the table below. Selectees should use these guidelines to help structure their workouts appropriately. Special consideration should be given to circuit training as this type of workout best replicates the PFT.

Physical Training Planner	Muscular Strength & Endurance	Anaerobic Power	Aerobic Power
Frequency	2-3 days per week; non-consecutive days	1-2 days per week	3-5 days per week
Intensity	2-3 days per week; non-consecutive days	1-2 days per week	3-5 days per week
Time	2-3 days per week; non-consecutive days	1-2 days per week	3-5 days per week

While a sample training program is provided for reference purposes, HSI strongly recommends consulting with a doctor or physician to create a personalized fitness plan.

(Note: Selectees should use the *HSI Pre-Employment Physical Fitness Test Self-Assessment* when evaluating their preparedness for the HSI Pre-Employment PFT.)

PRE-EMPLOYMENT PHYSICAL FITNESS TEST SELF-ASSESSMENT

This is a self-evaluation to assess your preparedness for the U.S. Immigration and Customs Enforcement, Homeland Security Investigations (HSI)-administered Physical Fitness Test (PFT) required to advance in the Special Agent selection process. Please see the *Homeland Security Investigations Special Agent Physical Fitness Test Brochure* (Appendix B) for standards and applicable strength and conditioning information. If you have any questions regarding the PFT, please contact your local HSI PFT Administrator.

You will not be considered for the next phase of the selection process until you have notified HSI that you have achieved a level of fitness that will allow you to obtain a passing score on an official HSI-administered Pre-Employment PFT (PFT-P).

Please complete the chart below, sign the *Self-Assessment*, and bring it with you to your PFT-P. The *Self-Assessment* must be submitted to your HSI PFT Administrator prior to taking the HSI PFT-P.

SIT-UPS Minimum: 32 within 1 minute	220-YARD SPRINT Max: 47.73 sec.	PUSH-UPS Minimum: 22 within 1 minute	1.5-MILE RUN Max: 14 min. 25 sec.
Number	Time	Number	Time

NOTE: All events must be conducted in the order listed in the chart above, with a break of no more than 5 minutes between each event.

- If you FAIL your 1st PFT-P, you must retake it within 45 days.
- If you FAIL your 2nd PFT-P or fail to retake it within the maximum 45-day period, your application will be terminated.

All selectees are required to have a passing PFT-P score on file within 90 days prior to entering the HSI Basic Training Program. Therefore, it may be necessary for you to take and pass more than two PFT-Ps during processing.

- I have conducted a PFT Self-Assessment and understand that I must submit this Self-Assessment to the HSI PFT Administrator prior to taking the HSI Pre-Employment PFT. With my signature, I certify that I achieved the scores set forth above **and that each event was administered and scored in strict accordance with HSI's testing protocols.**

Selectee's Printed Name: _____

Selectee's Signature: _____

Date: _____

**PRE-EMPLOYMENT PHYSICAL FITNESS SCORE CARD
90-DAY EVALUATION**

This is a 90-day evaluation to assess your preparedness for the U.S. Immigration and Customs Enforcement, Homeland Security Investigations Special Agent Training (HSISAT) at the Federal Law Enforcement Training Center (FLETC). A passing score in all four events must be posted within 90 days of arrival at the HSI Academy. Please see the *Homeland Security Investigations Special Agent Physical Fitness Test Brochure* (Appendix B) for standards and applicable strength and conditioning information. If you have any questions regarding the Physical Fitness Test (PFT), please contact your local HSI PFT Administrator.

You will not be considered for the next phase of the selection process until you have achieved a level of fitness that will allow you to obtain a passing score on an official HSI-administered pre-employment PFT.

The below chart must be completed by an HSI PFT Administrator 90 days prior to your arrival at FLETC. This Score Card must be signed by you and the HSI PFT Administrator

SIT-UPS Minimum: 32 within 1 minute	220-YARD SPRINT Max: 47.73 sec.	PUSH-UPS Minimum: 22 within 1 minute	1.5-MILE RUN Max: 14 min. 25 sec.
Number	Time	Number	Time

NOTE: All events must be conducted in the order listed in the chart above, with a break of no more than 5 minutes between each event.

All selectees are required to have a passing PFT score on file within 90 days prior to entering the HSI Basic Training Program. Therefore, it may be necessary for you to take and pass more than two PFTs during processing.

- I have conducted a Pre-Employment PFT and understand that I must submit the results within 90 days of arriving at FLETC. With my signature, I certify that I achieved the scores set forth above **and that each event was administered and scored in strict accordance with HSI’s testing protocols.**

Selectee’s Printed Name: _____

Selectee’s Signature: _____

HSI PFT Administrator: _____

Date: _____

ACRONYMS

C.F.R.	Code of Federal Regulations
CITP	Criminal Investigator Training Program
DAD	Deputy Assistant Director
DHS	Department of Homeland Security
EOD	Entry on Duty
FLETC	Federal Law Enforcement Training Center
FOUO	For Official Use Only
GS	General Schedule
HSI	Homeland Security Investigations
HSISAT	Homeland Security Investigations Special Agent Training
ICE	U.S. Immigration and Customs Enforcement
ISD	Investigative Services Division
OHC	Office of Human Capital
PFT	Physical Fitness Test
PFT-P	Physical Fitness Test – Pre-Employment
SA	Special Agent
TDY	Temporary Duty
TSL	Tentative Selection Letter