



**U.S. Department of Homeland Security  
U.S. Customs and Border Protection (CBP)  
Customs and Border Protection Officer  
(CBPO) Candidate  
Pre-employment Fitness Test (PFT-1)  
Test Administrator Manual**



## Background

The primary mission of the U.S. Customs and Border Protection (CBP) Officer position is to perform critical duties related to securing our nation's borders while facilitating the orderly and efficient flow of legitimate trade and lawful travelers. It is a physically demanding position that requires the candidate demonstrate his/her ability to meet the rigorous demands of training and the physical requirements of the position.

## Purpose

The CBP Officer Pre-employment Fitness Test (PFT-1) consists of a battery of physical tests designed to predict a candidate's ability to successfully complete the pre-employment physical fitness requirements, meet the requirements of the Academy, and to perform the essential duties of the position. Consistent and proper administration of the test battery is a critical step in the pre-employment process and a requirement of all Test Administrators (TA).

This Test Administrator Manual provides the TA with the proper protocol for the CBP Officer PFT-1. The protocol has been validated and must be followed at all times and in the proper order to ensure accurate, safe, and consistent administration of the PFT-1. It is imperative that all TAs receive adequate training and review this document in full prior to administering the CBP Officer PFT-1.

## Pre-Test Protocol

On the day of testing, the TA shall complete the following steps prior to administering the PFT-1:

- Step One.** Set up all equipment needed to administer the PFT-1 **prior to** the candidate's appointment.
- Step Two.** Confirm the identification of the candidate being tested by verifying the candidate's government-issued picture identification. Acceptable forms of identification include a passport, valid driver's license, or other form of government-issued identification.
- If the candidate does not present valid government-issued identification, **DO NOT** administer the PFT-1. Document the issues on the "Statement Regarding the CBP Officer Fitness Test Failure" section of the CBP Officer Pre-employment Fitness Testing Score Sheet (Appendix A) and submit as required.
- Step Three.** Review the Candidate Health History Questionnaire (CHHQ) (Appendix B). **Only** proceed if the candidate answered "no" to all questions. If a candidate answered "yes" to one or more questions, **DO NOT** administer the PFT-1 and inform the candidate that the Minneapolis Hiring Center (MHC) will contact them with further instructions. Document why the test was not administered on the "Statement Regarding the CBP Officer Fitness Test Failure" section of the CBP Officer Pre-employment Fitness Testing Score Sheet and submit as required.
- Step Four.** Take the candidate's height and weight and record the results on the CBP Officer Pre-employment Fitness Testing Score Sheet.
- Step Five.** Witness the candidate signing the Participant Waiver, Appendix C, and conduct the PFT-1.

## Materials Needed

The following materials are needed to administer the CBPO PFT-1:

- Narrated CBP Officer Pre-employment Fitness Test - Test Administrator Audio
- 4" or 5" Foam Block (5" block is used for candidates 5 feet 9 inches or taller)
- Stop Watch
- One 12" high step bench, or one bench and enough risers to bring the bench to a height of exactly twelve (12) inches.

## Other Requirements

1. For every PFT-1 administered, an Emergency Responder shall be onsite and available in case of emergency during the PFT-1. The Emergency Responder shall possess current CPR/AED and First Aid certifications by recognized organizations such as the American Heart Association (AHA) or the American Red Cross. The Emergency Responder shall ensure that the AED is maintained in accordance with manufacturer requirements and/or Federal law as applicable. The TA may serve as the Emergency Responder ONLY if they have the required certifications.
2. If at any time during the testing, the TA feels that the candidate is in danger of harming him/herself, the TA shall discontinue administering the test and clearly indicate the reason for stopping the test in the "Statement Regarding the CBP Officer Fitness Test Failure" section of the CBP Officer Pre-employment Fitness Testing Score Sheet. The TA shall also complete a PFT-1 Injury/Accident/Incident Report Form (Appendix D) and submit to the Program Manager immediately after the incident is resolved, but no more than twenty-four (24) hours after the incident occurs.
3. The PFT-1 shall be conducted in an area with at least 25 feet by 25 feet of available space and a minimum ceiling height of eight (8) feet.

## CBP Officer Pre-employment Fitness Test (PFT-1)

Candidates are required to successfully complete all components of the PFT-1 which are administered in the following order:

**The Sit-Up Test** is a timed test, requiring completion of twenty (20) proper form sit-ups in 60 seconds.

**The Push-Up Test** is a timed test, requiring completion of twelve (12) proper form push-ups in 60 seconds. The depth of the push-ups will be measured using a 4" or 5" foam block.

**The Step Test** is a timed test requiring that the candidates step up on a twelve (12) inch high bench in cadence at a rate of 120 beats per minute.

CBP Officer Pre-employment Fitness Test Requirements		
Test	Requirement	Time
Sit-ups	20	60 seconds
Push-ups	12	60 seconds
12" Step Test	120 beats per minute	5 minutes

## CBP Officer Pre-employment Fitness Test - 1 Protocol

The TA shall set up the testing area(s) prior to the candidate's arrival. The CBP Officer PFT-1 shall be administered using the Narrated CBP Officer Pre-employment Fitness Test - Test Administrator Audio (provided by CBP) **at all times**. Once the audio has begun, it should not be stopped for any reason until the PFT-1 has been completed in full. The audio has been developed to provide the candidate with all of the instructions needed to perform each test component and includes timed 3-minute rest intervals between each test component. Any deviation from use of the audio and the testing protocol will result in a retest of the candidate.

### Sit-up Test

#### Instructions to the TA:

- The audio will instruct the candidate to assume the starting or "down position" on his/her back with the knees bent and the hands crossed in front of the chest, shoulder blades touching the mat.
- With the candidate's knees bent at a 90-degree angle, the heels shall be 12 to 18 inches from the candidate's buttocks.
- The candidate is required to sit-up until the forearms touch the upper third of the thighs.
- The candidate shall return to the starting position where the shoulder blades touch the mat to complete a full cycle.
- A candidate may rest in the up position only, but the audio must continue.
- The audio will instruct the candidate when to start and stop.
- The TA shall count aloud all proper form sit-ups. Inform the candidate immediately if he/she has displayed incorrect form, but encourage the candidate to continue until the time is up.
- A Sit-up will not count if:
  - The buttocks are raised – OR –
  - The arms/hands are used to get up from the down position to the up position – OR –
  - If the candidate fails to touch forearms to the upper third of the thighs – OR –
  - Shoulder blades do not touch the mat.
- The Sit-Up Test will stop:
  - When the candidate completes 20 proper form sit-ups – OR –
  - When 60 seconds have expired – OR –
  - If the candidate voluntarily stops the test – OR –
  - If the candidate stays in the starting position (down) for three (3) seconds or more.
- Record the number of proper form sit-ups completed on the score sheet and allow the three (3) minute rest period.

## Push-up Test

### Instructions to the TA:

- Instruct the candidate to assume the starting or “up position” with elbows straight and hands spaced shoulder width apart, with the thumbs aligned with the crease of the shoulder. The body must be kept in a straight line with feet no more than 8 to 12 inches apart. Once the candidate is in the “up position,” place the 4” or 5” foam block directly below the sternum/chest and hold it in position throughout the entire test.
- Remind the candidate throughout the test to keep the body straight and to drop down until the sternum touches the foam block. Maintaining a straight body, the candidate shall be instructed to push up until the elbows are straight. This completes one proper form push-up.
- A candidate may rest in the up position only, but the time continues. At the end of 60 seconds, the audio will inform the candidate to stop.
- Count proper form push-ups aloud as each are completed, and inform the candidate immediately if any push-ups are performed improperly.
- The Push-Up Test shall be stopped:
  - When the candidate completes 12 proper form push-ups – OR –
  - When 60 seconds have expired – OR –
  - If the candidate voluntarily stops the test – OR –
  - If the candidate’s knees touch the ground.
- Record the number of proper form push-ups completed on the score sheet and allow the three (3) minute rest period.

## Step Test

### Instructions to the TA:

- Allow the candidate a practice opportunity to step in cadence (up, up, down, down).
- Instruct the candidate to step up with the lead foot followed by the lag foot (up, up), then step down with the lead foot followed by the lag foot (down, down).
- Advise the candidate that they may switch their lead foot at any time if they wish to, but must not break cadence or stop moving while doing so.
- The audio will instruct you when to start and stop the test.
- Instruct the candidate to step in cadence with the audio.
- The Step Test will stop:
  - If the candidate is unable to maintain cadence in accordance with the audio for three (3) consecutive sequences – OR –
  - If the candidate is unable to maintain cadence in accordance with the audio for a total of six (6) sequences within the 5 minute test – OR –
  - If the candidate uses their hands/arms to push on their legs to assist in stepping – OR –
  - If the candidate voluntarily stops the test.
- If the candidate does not complete the full 5 minute step test in cadence, record the time the test was stopped on the score sheet, and record the reason for stopping the test on the Statement Regarding the Customs and Border Protection Officer Fitness Test Failure.

## Score Sheet Accuracy

The TA shall ensure that each section of the score sheet is completed thoroughly except the scoring area and the "Test Summary" section; otherwise **DO NOT LEAVE ANY BLANKS**.

1. The Candidate Information section shall be completed by the TA prior to administering the PFT-1.
2. The Individual Test Results section shall be completed by the TA during the administration of the PFT-1.
3. The Test Administrator Information section shall be completed by the TA by legibly printing his/her first and last names.
4. The Candidate Information, Test Administrator Information, and the "Statement Regarding the Customs and Border Protection Officer Fitness Test Failure" sections of the PFT-1 Score Sheet shall be thoroughly and legibly completed by the TA.
5. The Candidate Signature section shall be completed by the candidate following the administration of the PFT-1.



# APPENDICES