

AFFMS Moratorium 1-9 Jul 10*

*AFPC message, dtd 26 May 10, subject: Implementation of Air Force Fitness Management System (AFFMS) Changes

Please pass to all Fitness Installation Monitors (FIMs), and Unit Fitness Program Managers (UFPMs)

- Effective 1 July 2010, the 2010 Air Force Fitness changes will be implemented in the Air Force Fitness Management System (AFFMS). Because of this implementation, system user maintenance must be performed on the AFFMS from 1 - 9 July 2010
- We are asking that only people designated as "Super Users" and "FIMS" access the AFFMS during the 1 - 9 July window to align the appropriate users under the correct user roles
- Service members, except those previously mentioned are not to enter the AFFMS application during this time for any reason. Do not log into AFFMS to view/print scores or history under my fitness tab or enter scores. Additionally do not utilize AFFMS to align PASCODES; change PASCODES; or align user roles under manage users tab; review or edit under education/intervention tab; run reports or metrics under metrics tab; etc
- The AFFMS will be available for normal use on 10 July 2010

Additional Recommendations

- Bases may not necessarily need to use the full moratorium, 1-9 July, if they are able to scrub/reassign their AFFMS user database ahead of the stated timeline. Fitness Assessments can still continue, however this will create an administrative backlog until all users are assigned properly
- Scores may be added beginning on 10 July (or earlier if user roles are updated prior to 9 July)
- Timelines are recommended, MAJCOMs and installations need to stay in communication as phases are completed
- Please be mindful of the holiday weekend when executing timelines

**Appointment letter requests need to go out ASAP

- Installation FIM appointment letters to MAJCOM Super Users
- UFPM appointment letters to Installation FIM

User Roles

- Super User
 - MAJCOM/A1S
- Fitness Information Manager (FIM)
 - Fitness & Sports Manager (FSM) or Appointed Sustainment Flight POC
 - Fitness Assessment Cell (FAC) Staff
- Unit Fitness Program Manager (UFPM)
 - Where FACs do not exist
- Commander
 - UFPM where FACs exist
 - Unit Commander
- Health and Wellness Center (HAWC)
 - Force Support Squadron (FSS) Commander and HAWC

Timeline

14-28 Jun: Appointment letters requested/received from respective units

- Installation FIM appointment letters received at MAJCOM
- UFPM/Commander appointment letters received at FAC
- UFPM letters received at appointed FIM for installations w/o FACs (to include GSUs)

1-4 Jul: Super users assign FIM user roles

5-9 Jul: FIMs assign UFPMs and Commanders roles

- At installations w/ FACs, UFPMs will be assigned the commander user role
 - Additionally since UFPMs will no longer have the ability to manage user roles ; the FIMs will be responsible for assigning unit leadership with commander user roles as required
- At installations w/o FACs (to include GSUs), UFPMs will be assigned the UFPM user role
 - With this role, UFPMs have the ability to assign their unit commander with the commander user role