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SECRETARY OF THE AIR FORCE**

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Special Management

**COMPREHENSIVE AIRMAN FITNESS
(CAF)**

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This instruction implements Air Force Policy Directive (AFPD) 90-5, *Community Action Information Board*, by establishing requirements for Comprehensive Airman Fitness (CAF) to enhance the resilience of individuals, families, and communities. It establishes CAF as a key readiness component for understanding, maintaining, and assessing the well-being of Airmen and their families while sustaining their ability to carry out the Air Force mission. It supports and augments Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3405.01, *Chairman's Total Force Fitness Framework*, and formalizes personal resilience/risk management efforts as recommended in Air Force Follow-on Review 100930-060, *Protecting the Force: Lessons From Fort Hood*. In collaboration with the Chief of Air Force Reserve (HQ USAF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (HQ AF/A1) develops personnel policy for Comprehensive Airman Fitness. This Air Force Instruction (AFI) may be supplemented at any level; all supplements must be approved by the HSB prior to certification and approval. It applies to military and civilian employee personnel of the regular Air Force and the Air Force Reserve (AFR). It applies to Air National Guard (ANG) forces to the extent they are capable of providing required services. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code (USC) Section 8013, *Secretary of the Air Force*. The applicable Privacy Act SORN(s) F036 AF PC C, *Military Personnel Records System* is available at <http://privacy.defense.gov/notices/usaf>. Vigilance must be taken to protect Personally Identifying Information when submitting or sending nominations, applications or other documents to Department of Defense (DoD) agencies through

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Chapter 1

COMPREHENSIVE AIRMAN FITNESS (CAF)

1.1. Program Purpose. CAF is a holistic approach to develop over-arching Airman fitness and resilience. “Airman” collectively refers to military, civilian, and family members. CAF includes fitness in mental, physical, social, and spiritual domains and is not a stand-alone program or specified training class; instead, CAF is a cultural shift in how we view and maintain fitness in a more comprehensive manner and enables Airmen to hold each other accountable against Air Force Core Values. CAF provides an integrated framework that encompasses many cross-functional education and training efforts, activities, programs, and other equities that play a contributory role in sustaining a fit, resilient, and ready force. Leaders and individuals throughout the force must understand, promote, and support CAF.

1.2. Definitions. Terms used in this Instruction are defined in Attachment 1.

1.3. Policy. CAF equips Airmen with the tools and skills required to continually assess and adjust, or calibrate, to their environment by allowing them to maintain the necessary balance of cognitive skill, physical endurance, emotional stamina, and spiritual well-being needed to execute our central mission—to fly, fight and win in air, space and cyberspace. Leaders and supervisors will:

1.3.1. Continue to develop Airmen and families, ensuring they are prepared mentally, physically, socially, and spiritually to carry out their missions.

1.3.2. Instill CAF principles to increase performance of individuals, supervisors, leaders, and teams addressing life issues and accomplishing the mission.

1.3.3. Monitor and manage the status of the Air Force’s fitness and well-being at multiple levels through the use of established metrics and measurement factors.

1.4. Strategy. CAF strategy focuses on strengthening fitness, resilience, and readiness in Airmen, families, communities, and organizations through education, resilience building activities, and wellness support programs.

1.4.1. CAF is a strength based approach that emphasizes what fit people/organizations do to foster balanced fitness and teaches adaptive skills that promote comprehensive fitness and optimal performance.

1.4.2. Resilience training and education address the spectrum of foundational life skills and competencies to meet an Airman’s needs at the right time.

1.4.3. CAF incorporates the Wingman concept as a core element essential to building fit, resilient, and ready Airmen by dedicating time to focus on individual and unit wellness, and fostering a culture of *Airmen taking care of Airmen*.

1.4.4. CAF provides tools for leaders to successfully create a culture of comprehensive fitness and optimize performance at work, home and in the community in consideration of the unique challenges that a military lifestyle presents.

1.4.5. CAF encourages early self-help seeking behaviors and eliminating and/or reducing stigma associated with seeking help through appropriate agencies.

1.4.6. CAF lines of effort are coordinated and integrated through the Community Action Information Board (CAIB) / Integrated Delivery System (IDS).

1.5. CAF Framework. The CAF framework consists of four domains: mental, physical, social, and spiritual fitness; these four domains provide a methodology for understanding, maintaining, and assessing the fitness of Airmen and their families (Attachment 2, Table A2.1).

Chapter 2

RESPONSIBILITIES

2.1. The Deputy Chief of Staff for Manpower, Personnel and Services (HQ USAF/A1). AF/A1 is the primary Headquarters Air Force (HAF) Focal Point (FP) for activities related to this Instruction to include establishing CAF policy.

2.1.1. The Director of Services, Headquarters Air Force (AF/A1S). Provides CAF program management and develops/implements CAF policy to include objectives, resource advocacy, and oversight of the CAF strategies and standardization across the Air Force.

2.1.1.1. Provides technical guidance on CAF and approves implementation of training and education, initiatives, programs, and distribution of products.

2.1.1.2. Provides policy oversight and/or development of the CAF Resilience Framework and all CAF training curriculums.

2.1.1.3. Serves as Functional Area Manager (FAM) for Deployment Transition Center (DTC) Unit Type Code (UTC) and coordinates on nominated mission sets received from Component Commands for DTC attendance.

2.1.1.3.1. A DTC augments existing AF redeployment and post-deployment programs by providing critical reintegration and decompression time to meet the needs of Airmen regularly exposed to significant risk of death in direct combat or regularly exposed to traumatic events.

2.1.1.3.2. A DTC is not a Mental Health Treatment Center and will not be used to duplicate existing programs.

2.1.1.3.3. DTC's are integrated into redeployment processing and established IAW the AFPC/DPF maintained *Deployment Transition Center (DTC) Concept of Operations (CONOPS)*.

2.1.1.4. Develops care-provider specific functional resilience training for mortuary affairs personnel.

2.1.2. The Air Force Personnel Center, Directorate of Airman and Family Care (AFPC/DPF).

2.1.2.1. Develops and distributes operational CAF guidance to MAJCOMs/installations.

2.1.2.2. Develops CAF annual refresher/developmental training requirements for installation Community Support Coordinators (CSC).

2.1.2.3. Maintains CAF material/information on the AF Portal and a CAF SharePoint.

2.1.2.4. Develops processes/methods of measurement for effectiveness for First Term Airmen Center (FTAC) and unit-level CAF training.

2.1.2.5. Develops and maintains the *Community Support Coordinator (CSC) Desktop Operating Guide for Comprehensive Airman Fitness (CAF)*.

2.1.2.6. Maintains and coordinates changes to the *Deployment Transition Center (DTC) Concept of Operations (CONOPS)*.

2.1.2.7. Manages Master Resilience Trainer Course (MRTC) and Master Resilience Facilitator Course (MRFC) quotas based on need and available funding.

2.1.2.8. Provides and manages content for web-based Leadership and Airmen's CAF Toolkit.

2.1.2.9. Serves as MAJCOM functional OPR for DTCs and pilot unit for the DTCXX UTC, to include Deployment Transition Center (DTC) curriculum.

2.1.2.10. Establishes requirements with the Directorate of Air Expeditionary Force Operations (AFPC/DPW) to serve as the Manpower and Equipment Force Packaging (MEFPAK) Responsible Agency (MRA) for the DTCXX UTC.

2.2. The Surgeon General (HQ USAF/SG).

2.2.1. AF/SG is the HAF FP for healthcare policies, clinical practice guidelines, related procedures, and standards governing Air Force healthcare programs for the medical community support of CAF.

2.2.2. The AF/SG determines need, develops, and provides oversight of functional specific resilience training related to psychological health and mental fitness; participates in identification and sourcing of DTC rotational staff requirements; coordinates on mission sets nominated from functional components for DTC attendance.

2.3. HQ Air Education and Training Command (AETC). AETC, in coordination with AF/A1, will ensure CAF overarching concepts (basic facts of human relations to include the importance of leadership/character and the warrior role, cultural sensitivity, diversity, discrimination policy, and information on suicide prevention and sexual assault prevention and response, as well as resilience skills development) are included in curriculum relevant to each level of accession and professional military education (PME) source.

2.4. Major Command (MAJCOM) and Organizations above Wing Level.

2.4.1. Provides guidance and support to Community Support Coordinators (CSC) located on active duty installations. ANG will provide guidance and support to the CAIB/IDS wing POCs.

2.4.2. Coordinates MRTC/MRFC attendance for Master Resilience Trainer (MRT)/Master Resilience Facilitator (MRF) selectees.

2.4.3. Coordinates topics and timeliness while providing oversight for active duty semiannual and ARC annual Wingman Days.

2.4.4. MAJCOMs supporting DTC operations will provide facility, space and support, and identify resource requirements.

2.5. Commander Air Force Forces (COMAFFOR).

2.5.1. Establishes a DTC by tasking UTC DTCXX, Deployment Transition Center and associated augmentation UTCs, when needed to support decompression and reintegration of forces engaged in prolonged combat and regularly exposed to high risk of death or persistent exposure to trauma.

2.5.2. Identify new/revalidate current mission sets requiring DTC attendance, as needed, with deployed commanders, functional communities, and AFFOR A1 and SG.

2.6. Installation Level.

2.6.1. Commanders at all levels are responsible for establishing and executing CAF in compliance with this instruction. (T-1).

2.6.2. The installation commander, or equivalent, ensures CAF efforts, activities, and emphasis for Airmen and families are implemented locally.

2.6.2.1. Ensures unit Key Spouses (*Key Volunteer for the ANG*) are appointed/trained and helps inform families about CAF concepts and available resources.

2.6.2.2. Ensures CAF education is included as part of local professional development opportunities. Note: at a minimum, to ensure frontline supervisors are proficient with resiliency skillsets, Staff-Sergeant selectees will be provided CAF education at the installation prior to attending Airman Leadership School until CAF is fully integrated into PME curriculum. Not required for ARC.

2.6.2.3. Identify issues impacting units' ability to provide organized, trained, and equipped forces and use the CAF framework to enhance and/or refine current fitness programs. (T-1).

2.6.2.4. Identify Master Resilience Trainers (MRT) and Resilience Training Assistants (RTA) as required to meet unit needs; MRT and RTA roles are an additional duty. (T-2).

Note: Key Spouse (Key Volunteer for the ANG) appointees may be used as RTAs for assigned unit spouses.

2.6.2.5. Determine topics for Wingman Day based on the needs of the installation and/or unit. (T-2).

2.6.3. Community Support Coordinator (CSC). CSCs are the installation's CAF specialist and facilitator and also serve as the CAIB Executive Director, IDS Chair, and the local Caring for People Coordinator. *Note:* Not applicable for AFR. Not applicable to ANG. For installations without CSCs, this will be the responsibility of the IDS Chair and/or the CAIB Executive Director.

2.6.3.1. Reports to the WG/CC, CV, or equivalent; Office symbol CVB. (T-3).

2.6.3.2. Coordinates and integrates installation CAF lines of activity and promotes cross-organizational communication and collaboration to synchronize efforts. (T-1).

2.6.3.3. Provides guidance to the installation commander, and IDS members on a wide range of quality of life issues and resilience. (T-2).

2.6.3.4. Consults with appropriate functional agencies to develop recommended solutions to individual, family, community resilience and individual readiness. (T-2).

2.6.3.5. Provides oversight for resilience training with unit training managers (UTM) and coordinates training efforts of MRTs and RTAs. (T-2).

2.6.3.6. Ensures qualified MRTs are available/scheduled for First Term Airman Center (FTAC) resilience training. (T-3). FTAC not applicable for the ANG, unless an associate wing.

2.6.3.7. Completes the MRT course and CAIB/IDS annual training. (T-3).

2.6.3.8. Executes installation CAF IAW the AFPC/DPF *Community Support Coordinator (CSC) Desktop Operating Guide for Comprehensive Airman Fitness (CAF)* and MAJCOM supplemental guidance where applicable.(T-2).

2.6.4. Master Resilience Trainer (MRT). Preferred, but optional for the ANG.

2.6.4.1. Completes the MRT course. (T-2).

2.6.4.2. Provides FTAC resilience training, Individual Resilience Skills Training (IRST) and offers resilience training for units and family members as requested. (T-2). FTAC not applicable for AFR. FTAC not applicable for ANG.

2.6.4.3. Coordinates and schedules resilience training through the CSC. (T-3). Completed through the CAIB/IDS for ANG. Not applicable for AFR.

2.6.4.4. Uses data collection tools provided to collect and report evaluation data during all training. (T-3).

2.6.4.5. Conducts train-the-trainer courses for installation RTAs. (T-2).

2.6.5. Resilience Training Assistant (RTA).

2.6.5.1. Must complete RTA training and ensure training is tracked locally. (T-3).

2.6.5.2. Assist installation MRTs in delivering unit resilience training.

2.6.5.3. Deliver small group training, normally not to exceed 10 participants and more than one skill in any one session.

Chapter 3

EDUCATION AND TRAINING

3.1. CAF Education and Training. Provides the tools to build and sustain a culture of comprehensively fit Airmen and families. CAF education and training impacts every aspect of Air Force life at various levels and may be delivered through multiple methods.

3.1.1. Foundational Training. Provides basic foundational training on CAF and resilience principles in accession training for enlisted members and officers. Content will cover basic CAF concepts and resilience skills that are desired for the Total Force.

3.1.2. Base/Unit Level Training. Addresses everyday stressors through local training. It includes the resilience skills that enable our Airmen, civilians, and family members to optimize performance of their day to day duties and responsibilities. Unit level training is often included in resilience building activities.

3.1.2.1. IRST. IRST is based on the MRT course curriculum and consists of ten two-hour modules of instruction that represent ten core resilience skills.

3.1.2.1.1. Each active duty Airman must complete four hours of IRST per calendar year and may be conducted in conjunction with or independently of Wingman Days and/or other CAF or resilience activities. Note: AFR/ANG Airmen may voluntarily participate in IRST and will, at a minimum, receive IRST familiarization in conjunction with Wingman Day activities. (T-3).

3.1.2.1.2. IRST is conducted at the installation-level by a MRT or RTA. (T-3).

3.1.2.1.3. UTM's will track active duty unit member IRST completion in ADLS using the codes specified in the AFPC/DPF *Community Support Coordinator (CSC) Desktop Operating Guide for Comprehensive Airman Fitness (CAF)*. ANG UTM's will complete and track in ADLS.

3.1.2.1.4. Commanders determine when and how the training is conducted and may tailor which MRT course modules are presented based on training needs and local needs.

3.1.2.1.5. Key Spouses (*Key Volunteer for the ANG*) trained as RTAs will only use AF/AIS approved curriculum for assigned unit spouse resilience training.

3.1.2.2. FTAC Resilience Training (FTACRT). FTACRT is designed for Airmen at their first duty station and is an eight hour block of resilience training included in the FTAC curriculum. Not applicable for AFR. Not applicable for ANG.

3.1.2.2.1. FTACRT is delivered by a certified MRT. (T-3).

3.1.2.2.2. FTACRT builds on foundational resilience principles and skills introduced during accessions training.

3.1.2.3. Wingman Day.

3.1.2.3.1. All Regular Air Force units will conduct a minimum of two Wingman Days per calendar year. (T-2).

3.1.2.3.2. AFR and ANG units will conduct a minimum of one Wingman Day per calendar year. (T-2).

3.1.2.3.3. The AF IDS will provide periodic updates to existing and new Wingman Day topics and materials through the AF Portal or other electronic means.

3.1.2.3.4. Wingman Day activities will emphasize informational awareness, accountability, team-building, and communication skills for selected topics.

3.1.3. Developmental Education. CAF constructs and desired strategic outcomes will be included in all levels of PME; initial supervisory/leader levels will provide sufficient scope of material to provide frontline supervisors a working knowledge of CAF principles and how they relate to leading and taking care of Airmen. CAF developmental education will align with the career path of an Airman, resulting in a graduated increase in the level of understanding and knowledge over the career. CAF information will also be included in Commander courses, Executive Group development, and senior spouse orientations.

3.1.4. MRT Course. In depth academic instruction designed to produce subject matter experts in core resilience skills across the four domains of fitness: mental, physical, social, and spiritual. Students are taught Air Force platform instructor delivery skills and are formally evaluated on their ability to execute and facilitate resilience training. Upon course completion, members will be certified as Master Resilience Trainers.

3.1.5. Master Resilience Facilitators (MRF) Course. MRF course is a two-day course that provides a more in-depth understanding of CAF concepts, resilience skills, core research, and facilitation skills. MRFs assist the primary instructor of MRT courses by serving as small group facilitators and evaluators.

3.1.6. RTA Training. RTA training is a three day resilience training course delivered locally by an MRT designed to produce additional local resources to assist instruction of resilience skills.

Chapter 4

METRICS AND INDICATORS

4.1. Metrics and Indicators.

4.1.1. CAF metrics/indicators derived from defined measures and self-reported data provided in community-based Air Force surveys will be used to provide commanders a view of the comprehensive fitness of an organization.

4.1.2. The AF CAIB will determine relevant measures and data for reporting purposes for AF-wide CAF status and issues data call instructions through the AF IDS.

GORDON O. TANNER, SES, USAF
Principal Deputy Assistant Secretary of the Air
Force (Manpower & Reserve Affairs)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Chairman of the Joint Chiefs of Staff Instruction 3405.01, *Chairman's Total Force Fitness Framework*, 1 Sep 2011

AFPD 90-5, *Community Action Information Board*, 15 Oct 2002

AFMAN 33-363, *Management of Records*, 1 Mar 2008

Air Force Follow-on Review 100930-060, *Protecting the Force: Lessons from Fort Hood*, 30 Sep 2010

Community Support Coordinator (CSC) Desktop Operating Guide for Comprehensive Airman Fitness (CAF), 13 Mar 2014

Deployment Transition Center (DTC) Concept of Operations (CONOPS), 18 Feb 2014

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ADLS—Advanced Distributed Learning System

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFPC/DPW—Directorate of Air Expeditionary Force Operations

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

ANG—Air National Guard

ART—Airman Resilience Training

CAF—Comprehensive Airman Fitness

CAIB—Community Action Information Board

CJCSI—Chairman of the Joint Chiefs of Staff Instruction

CSC—Community Support Coordinator

COMAFFOR—Commander, Air Force Forces

DoD—Department of Defense

DTC—Deployment Transition Center

FAM—Functional Area Manager

FOA—Field Operating Agency

FTAC—First Term Airman Center

FTACRT—First Term Airman Center Resilience Training

IAW—In Accordance With

IDS—Integrated Delivery System

IRST—Individual Resilience Skills Training

MAJCOM—Major Command

MEFPAK—Manpower and Equipment Force Packaging

MRA—MEFPAK Responsible Agency

MRF—Master Resilience Facilitators

MRT—Master Resilience Trainers

NGB/A1—Directorate of Manpower, Personnel, and Services, National Guard Bureau

RTA—Resilience Training Assistants

SRI—Support and Resilience Inventory

UCA—Unit Climate Assessment

USC—United States Code

UTC—Unit Type Code

UTM—Unit Training Manager

Terms

Commander, Air Force Forces (COMAFFOR)—The single Air Force commander of an Air Force Service component assigned or attached to a Joint Forces Command at the unified combatant command, sub-unified combatant command, or joint task force (JTF) level.

Comprehensive Airman Fitness (CAF)—A holistic approach to fitness that includes fitness in the mental, physical, social, and spiritual domains. In practical application, CAF provides an integrated framework that encompasses and integrates many cross functional education/training efforts, activities, and programs that contribute to mental, physical, social, and spiritual fitness.

Domain—A sphere of knowledge, influence, or activity.

Fitness—The relationship between one's behaviors and attitudes and their positive or negative health outcomes that results in a state of complete mental, physical, social, and spiritual well-being and not merely the absence of disease or infirmity.

Manpower and Equipment Force Packaging (MEFPAK)—MEFPAK is the process for developing and describing standard, predefined manpower and equipment force capabilities and determining the deployment characteristics of these capabilities. These standard descriptions of the units and elements are used for wartime, contingency, and force planning to all levels of command.

Master Resilience Trainer (MRT)—An individual trained and certified by the Resilience training process to deliver Resilience training.

MEFPAK Responsible Agency (MRA)—The MRA is an organization designated by a HAF FAM to develop and maintain detailed data on a UTC for use throughout the Air Force.

Pilot Unit—A pilot unit is responsible for developing and maintaining standard manpower and or logistics detail for each UTC for which it has been assigned responsibility. Each and every UTC that has been approved and registered in the MEFPAK will have a Pilot Unit assigned.

Resilience—The ability to withstand, recover, and grow in the face of stressors and changing demands.

Unit Type Code (UTC)—A potential capability focused on accomplishment of a specific mission that the military service provides. It can consist of manpower force element only, equipment only, or both manpower and equipment.

Well-being—The state of being happy, healthy, or prosperous.

Wellness—A multidimensional state of being describing the existence of positive physical, mental, social, and spiritual fitness in an individual as exemplified by quality of life and a sense of well-being.

Wingman Concept—A culture of Airmen taking care of Airmen whether in uniform or not.

Wingman—A term used to describe one individual looking out for another, anticipating difficulties and responding to maintain the welfare of a fellow Wingman. The wingman's role is to add an element of mutual support that aids situational awareness and decision making, increasing the ability to successfully prevent or resolve difficulties.

Attachment 2

CAF DOMAINS AND LINES OF EFFORT

Table A2.1. CAF Domains.

A Domain	B Tenets
<p><i>Mental Fitness</i> - The ability to effectively cope with unique mental stressors and challenges.</p>	<p><i>Awareness</i> - Self-awareness is broadly defined as the self-descriptions a person ascribes to oneself that influence one's actual behavior, motivation to initiate or disrupt activities, and feelings about oneself. Individuals must also have situational awareness, or knowledge of what is going on around them for accurately interpreting and attending to appropriate cues in the environment.</p>
	<p><i>Adaptability</i> - Ease of adapting to changes associated with military life, including flexible roles within the family.</p>
	<p><i>Decision Making</i> – Thoughts, attitudes, and behaviors used for evaluating and choosing courses of action to solve a problem or reach a goal and include problem solving, goal setting adaptive thinking and intuitive thinking. Decision making factors include problem solving, goal setting, adaptive thinking, and intuitive thinking.</p>
	<p><i>Positive Thinking</i> - Information processing, applying knowledge, and changing preferences through restructuring, positive reframing, making sense out of a situation, flexibility, reappraisal, refocusing, having positive outcome expectations, a positive outlook, and psychological preparation.</p>
<p><i>Physical Fitness</i> - The ability to adopt and sustain healthy behaviors needed to enhance health and well-being.</p>	<p><i>Endurance</i> - The body's ability to continually accomplish the same task in a repetitive fashion.</p>
	<p><i>Recovery</i> - Practices that restore energy and counterbalance stress that can offset adverse mood and deteriorating performance.</p>
	<p><i>Nutrition</i> - The provision and consumption of food in quantities, quality, and proportions sufficient to promote optimal physical performance and to protect against disease and/or injury.</p>
	<p><i>Strength</i> - Ability to generate force and power, thus lowering the relative work required to complete desired objectives.</p>
<p><i>Social Fitness</i> - The ability to engage in healthy social networks that promote overall well-being and optimal performance.</p>	<p><i>Communication</i> - The exchange of thoughts, opinions, or information, including problem-solving and relationship management.</p>
	<p><i>Connectedness</i> - The quality and number of connections with other people in the community; includes connections with a place or people of that place; aspects include commitment,</p>

	structure, roles, responsibility, and communication.
	<i>Social Support</i> - Perceiving that comfort is available from (and can be provided to) others, including emotional, tangible, instrumental, informational, and spiritual support.
	<i>Teamwork</i> - Work coordination among team members, including flexibility.
<i>Spiritual Fitness</i> - The ability to adhere to beliefs, principles, or values needed to persevere and prevail in accomplishing missions.	<i>Core Values</i> - Principles that guide an organization's or a person's internal conduct as well as its relationship with the external world.
	<i>Perseverance</i> - Steady persistence in a course of action, a purpose, a state, etc., especially in spite of difficulties, obstacles, or discouragement.
	<i>Perspective</i> - How one views situations, facts, etc. and judges their relative importance.
	<i>Purpose</i> - The reason for which one exists.