OTCN INSTRUCTION 6110.4C

From: Commanding Officer, Officer Training Command Newport

Subj: STUDENT PHYSICAL TRAINING GUIDELINES

Ref: (a) OPNAVINST 6110.1J
     (b) OTCNINST 6100.3B
     (c) OTCNINST 6110.5C
     (d) NAVSTANPTINST 5100.1F
     (e) OTCNINST 1020.1
     (f) CNSTCNST 5100.1
     (g) OPNAVINST 5102.10
     (h) OPNAVINST 5100.23G

Encl: (1) Student Physical Training Guide

1. Purpose. To promulgate the Officer Training Command Newport (OTCN) Student Physical Training Guide.

2. Cancellation. OTCNINST 6110.4B.

3. Scope. This instruction applies to all schoolhouses at OTCN. It defines the responsibilities for compliance and establishes required minimum standards that must be adhered to by Class Officers, Drill Instructors and Recruit Division Commanders for conducting safe and effective physical training (PT) of students assigned to OTCN.

4. Discussion. It is important to establish specific PT principles/guidelines to ensure students safely participate in PT sessions and enhance their physical fitness.

5. Policy. All schoolhouses shall execute the guidelines established in references (a) through (h) and enclosure (1) when conducting PT of students. Course Supervisors shall establish their own course specific procedures to meet the guidelines in enclosure (1). No deviations from the guidelines prescribed will be allowed without approval from the Commanding Officer (CO).
6. **Action.**

   a. The Safety Occupational and Health Specialist shall:

      (1) Oversee training and qualification for duties of the PT Training Safety Officer (PT TSO).

      (2) Ensure the PT TSO completes and records in the Enterprise Safety Application Management System the following:

         (a) Emergency action plan (EAP) quarterly walk-throughs.

         (b) Drills.

         (c) Other required reports.

      (3) Ensure all training mishaps, near misses, and injuries are investigated per reference (g).

      (4) Maintain a record of all mishaps for additional analysis and advise the CO of all training mishap/injury investigation results and recommended corrective action.

      (5) Provide initial and annual operational risk assessments on PT program.

   b. Command Fitness Leader shall:

      (1) Ensure physical fitness assessments are conducted in accordance with reference (a).

      (2) Conduct initial body composition assessment prior to any PT training.

      (3) Brief all students across schoolhouses on conducting PT properly.

   c. Chief Drill Instructor (CDI) shall:

      (1) Assign the Officer Candidate School (OCS) PT Coordinator.

      (2) Monitor the safety and effectiveness of the OCS PT Program.

   d. Course Supervisor shall:
(1) Approve PT Training Program for their respective schoolhouse. Schoolhouses will develop and operate their own PT program in accordance with this instruction and reference (a).

(2) Manage the effectiveness of the schoolhouse PT Training Program.

(3) Approve PT locations and run routes for their schoolhouse.

(4) Designate a PT Coordinator (except in OCS - the CDI designates per memorandum of understanding).

(5) Coordinate with the PT TSO to schedule EAP drills.

e. Schoolhouse PT Coordinator shall:

(1) Identify safety observers for PT sessions.

(2) Determine the PT Uniform.

(3) Brief the students’ “PT Bodies” on their responsibilities regarding PT session.

(4) Makes the final decision for conducting PT when inclement weather is expected.

(5) Act as a safety observer if not participating in PT.

(6) Coordinate the PT schedule and submit to Course Lead Instructor for entry into the Course Master Schedule.

f. Safety Observer(s) shall:

(1) Not participate in PT and wear a yellow safety vest for easy identification for staff and students.

(2) Be qualified as a high-risk instructor.

(3) Bring the automatic external defibrillator/medical bag/cooler of ice water and place prior to PT training.

(4) Ensure the 1/25 high-risk training instructor to student ratio is adhered.

(5) Hold a cell phone to call emergency medical services if needed.
(6) Ride in tracer van when running outside training country.

(7) Brief training time-out procedures to all students prior to each PT session using (Appendix C to enclosure (1)).

(8) Brief the EAP to all students prior to each PT session and ensure that they understand where emergency items are located and what their responsibilities are if the EAP is activated.

(9) Complete the Pre-PT Checklist (Appendix B to enclosure (1)) and keep on hand at the PT location. Once the PT session is completed, the checklist will be turned over that day to the PT TSO, who will retain it for one month.

   g. The PT TSO shall:

   (1) Observe high-risk training evolutions at frequent intervals as required by the hazards associated with the training being conducted (weekly, at a minimum).

   (2) Specifically observe instructor to student interaction and compliance with all safety and emergency procedures.

   (3) Ensure safety observers are properly trained and are completely familiar with their responsibilities for training safety.

   (4) Ensure the PT program is compliant per reference (c).

   (5) Maintain the Pre-PT Checklists in the PT TSO binder for one month.

   (6) Perform periodic drills on the PT program to ensure staff's proficiency in responding to an emergency situation.

V. P. KEMPER
STUDENT PHYSICAL TRAINING GUIDE
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Medical Clearance for Physical Training</td>
<td>3</td>
</tr>
<tr>
<td>2. Scheduling Physical Training</td>
<td>3</td>
</tr>
<tr>
<td>3. Requirements for Physical Training</td>
<td>3</td>
</tr>
<tr>
<td>4. Safety Controls</td>
<td>5</td>
</tr>
<tr>
<td>6. Physical Training Program Description</td>
<td>6</td>
</tr>
<tr>
<td>7. Description of Physical Training Program Elements</td>
<td>7</td>
</tr>
</tbody>
</table>

**Appendix**

<table>
<thead>
<tr>
<th>Appendix A</th>
<th>Physical Activity Risk Factor Questionnaire (PARFQ)</th>
<th>A-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix B</td>
<td>Pre-PT Checklist</td>
<td>B-1</td>
</tr>
<tr>
<td>Appendix C</td>
<td>Training Time Out (TTO) Brief</td>
<td>C-1</td>
</tr>
</tbody>
</table>
Medical Clearance for PT

1. All students are required to complete the OTCN Physical Activity Risk Factor Questionnaire (PARFQ) in Appendix A and be screened by a medical provider before beginning training. No student can participate in physical and/or aquatic training without written clearance from the medical provider.

2. A standard PARFQ brief shall be used by all schoolhouses and will be completed prior to the students beginning PT.

Scheduling PT

PT schedule will be conducted in accordance with the Course Master Schedule (CMS). Deviations from the CMS are authorized, but must be coordinated between the Course Supervisors or Lead Instructor and schedulers in the Learning Standards Office. In such cases where schedule changes are required, the Course Supervisor will be responsible for notifying the Class Team to ensure the chain of command has been informed.

Requirements for PT

1. Prior to beginning any PT session, the schoolhouse PT Coordinator shall conduct a brief with all participating staff members utilizing Appendix B. In addition, the PT coordinator shall:
   
   a. Assign Safety Observers.

   b. Distribute communications gear (cell phones and handheld radios).

   c. Review weather conditions and make uniform and PT location decisions.

   d. Brief the PT activity events.

2. All individuals assigned to conduct PT will be Cardiopulmonary Resuscitation/Automated Electronic Defibrillator (CPR/AED) qualified.

3. Communication:

   a. A primary and alternate method of communication with EMS is mandatory for all PT sessions.
b. If indoors and a landline is available, the primary and alternate methods of communication can be a landline and a cell phone. Two cell phones must be used when outside and a landline is not available.

c. During group or formation running, each schoolhouse will ensure that every trace vehicle has a certified CPR/AED staff member and that it can be at the casualty scene within one minute. Course Supervisors are responsible for establishing such conditions in order to facilitate the trace vehicle response time to casualties.

4. The staff member/student ratio is 1/25 for PT sessions. PT will not be conducted if the proper instructor to student ratio is not met.

5. When PT is conducted outside, staff and students will wear reflective belts at all times with the PT uniform.

6. Outdoor PT sessions will take place at Nimitz Field, Prichard Field and run routes pre-approved by the Course Supervisor and the Safety Occupational and Health Specialist. Indoor PT sessions will take place at Kay Hall, Gym 302, Gym 1109, King Hall and Nimitz Hall.

   a. During peak traffic periods, running as a unit (in a formation) shall be limited to "Training Country" as per reference (d). Peak traffic periods are defined in reference (d) as 0700-0830, 1100-1300 and 1600-1700. The schoolhouse fitness coordinator will ensure all guidelines of reference (d) are adhered to.

   b. In all areas where PT is conducted, with the exception of Gyms 1109 and 302, there will be a water cooler filled with ice and a sheet for heat casualties.

7. Staff and students shall be in the proper PT uniform in accordance with reference (d) and outlined below. This is a guide and there should be some note that PT Coordinators can have their students remove watch-caps and gloves or sweats as necessary.

   a. Wind Chill Temperatures Above 60 Degrees: NO SWEATS PT Shirt and shorts only.

   b. Wind Chill Temperatures Above 45 Degrees: Sweat tops and bottoms.
c. Wind Chill Temperatures Below 45 Degrees: Sweat pants, watch cap, and gloves.

8. Staff led PT shall not be conducted between the hours of 2200-0430.

9. Per reference (b), outdoor PT is authorized except under the following conditions:

   a. Inclement weather (heavy rain, snow, ice, lightning, etc.).

   b. When restricted by heat/chill condition.

10. Prior to PT, PT Coordinators will monitor weather conditions. If hazardous conditions are present, training will be modified or secured. The respective school house PT Coordinator will make the final decision on whether to proceed or cancel PT.

**Safety Controls**

1. The standard "Training-Time-Out" (TTO) signal (hands crossed in a "T" or other recognizable signal) shall be given by staff or students to alert staff members when a safety concern has been observed. All students will be briefed on TTO procedures and the Emergency Action Plan by the schoolhouse safety observer prior to each PT session per reference (f).

2. If a student or staff member is injured or becomes ill during PT:

   a. If not already done, TTO shall be called.

   b. A staff member will assess victim and evaluate scene.

   c. The first responder will signal for help and if necessary initiate the EAP.

   d. If necessary, contact EMS, and provide the following information:

      (1) Approximate age and gender of victim.

      (2) If victim is conscious or unconscious.

      (3) Chief complaint of victim.
(4) Location of victim. ***Do not move the victim from the general area once ambulance has been called and location is given.***

e. For non-serious injuries and illnesses, staff members will assess and provide appropriate medical assistance and transport to King Hall Medical for evaluation.

3. Class team members will monitor students for signs of dehydration and ensure students are provided the opportunity to hydrate appropriately. During summer months, students will be encouraged to drink eight to ten canteens/water bottles of water per day to prevent dehydration.

4. If students begin to complain of pain in the area of their hips, pelvis and knee region (the most common areas for stress fractures) - a TTO will be called if necessary and the student directed to King Hall Medical.

5. Class Officers shall ensure that any student injured during PT sees the Safety Occupational and Health Manager within 48 hours of occurrence per reference (g).

**PT Program Description**

1. Each standardized PT session will always include the following:

   a. **Warm-up:**

      (1) Will last 10 to 15 minutes and occur just before the specific activity of the PT session.

      (2) A designated staff member or student will lead the group in dynamic stretches.

   b. **Activity event.** Physical activity that conditions the body through a balance of progressive running and calisthenics and drills.

      (1) Run training includes:

         (a) Sustained run.

         (b) Speed run.

         (c) Fartlek/Train runs.
(d) Formation runs.

(2) Strength and conditioning training includes:

(a) Calisthenics.

(b) Plyometrics.

(c) Agility and balance work.

(3) Navy Operational Fitness and Fueling Series (NOFFS) emphasizing the following:

(a) Lifting/pushing/pulling.

(b) Body movement skills with balance.

(c) Agility and coordination drills.

c. Cool Down. The cool down will last approximately 15 minutes and occur immediately after the activity event. The cool down will begin by walking, hydrating, and will include stretches.

**Description of PT Program Elements**

1. Ability Group Selection and Training. Students are trained in groups that are selected based upon their initial strength test run time or baseline physical ability. This allows for a more specific intensity of PT when running. An accurately assigned run group will allow the students to run the distance, speed and time that will be the best possible for their specific conditioning level. Once students are assigned to an ability group, they will remain in that group for the remainder of the training pipeline unless instructed otherwise by the Class Team.

2. Sustained Runs. This is a running evolution that progressively increases the student’s endurance. During this running module, students hold a specific running pace set by the group run leader. The amount of time (or duration) of the student’s run will progressively increase every week. Sustained runs will only be conducted on authorized running routes.

3. Speed Runs. This running evolution trains the body to improve running speed. Speed runs are a series of all-out sprints followed by a slow jog. Speed runs will be conducted on McCool track when available. The schoolhouse fitness
coordinator will keep track of time. A whistle will be blown by
the PT coordinator to signal to all students to change between
sprinting and jogging.

4. Fartlek/Train/Formation Run:

   a. The Fartlek/Train/Formation run is a strength and
      conditioning module as well as an aerobic activity focused on
      increasing strength and enhancing teamwork.

   b. Fartlek Run:

      (1) During the Fartlek run, running is used for recovery
          in between sets of exercises.

      (2) The run group leader will stop at various locations
          along the run route to conduct strength and conditioning
          exercises of their choice.

      (3) Cadence is not authorized during this run.

   c. Train Run:

      (1) The Train run is performed at a moderate pace.

      (2) Students will form up in two lines of equal length.
          The group run leader will be positioned in front of the
          formation and set the pace for the Train run.

      (3) Students in the back of the run formation will
          sprint to the head of their formation and announce "UP" once
          they have reached the front.

      (4) Upon hearing "UP" the next set of students from the
          back of the formation will repeat what the first two students
          have performed.

      (5) This process will continue for the duration of the
          run.

   d. Formation run:

      (1) Pace of the run will be set by the group run leader.

      (2) Students should be in columns at close interval.
(3) The schoolhouse fitness coordinator, group run leader and other appropriate personnel should station themselves around the column.

(4) Cadence is authorized during this run.

5. Strength and Conditioning Modules. This training evolution is for the strengthening of the body’s core, upper and lower extremities. As previously mentioned, this may include calisthenics, plyometrics, agility and balance work, and NOFFS.

   a. Calisthenics builds muscle strength and endurance and acts as an integral part of students physical readiness. Calisthenics refers to a type of exercise done without the use of machines, weights, or other apparatus. Calisthenics are done to strengthen and build muscle tone and flexibility. The exercises are meant to use the body’s natural resistance for toning and strengthening muscles and are performed in a series of repetitions. Sit-ups, push-ups, squats, side straddle-hops (jumping jacks) and leg lifts are exercises incorporated into the PT program. To maintain an adequate balance of resistance and repetition adjust callisthenic exercises according to the progression of the class.

   b. Plyo-metrics exercises are incorporated into strength and conditioning techniques to build power and speed, improve coordination and agility and effectively enhance student’s physical performance. Examples: jumping jacks/plyo-jacks as a separate exercise or in conjunction with sprints. To improve student’s overall physical readiness perform plyo-metrics exercises in conjunction with calisthenics on designated strength and conditioning days.

   c. Push-ups focus on the chest, shoulders, arms and are also used as secondary, or synergistic, movers. By using the push-up on a consistent basis, a person can increases their strength and endurance. Sit-ups are primarily used to develop and increase a person’s strength and endurance within the abdominal region and hip flexors if properly performed.

   d. The NOFFS is designed to provide the Navy with a performance training resource for Sailors. NOFFS combines both human performance and injury prevention strategies, resulting in safer training while yielding positive human performance outcomes. The exercises used in the NOFFS product are designed to replicate the activities Sailors conduct in their operational duties: lifting, pushing, pulling and carrying. Developed as a
complete fitness package, the Fueling aspect of this resource provides Sailors with the tools required to make healthy nutrition choices in both shore-based and operational environments.
Physical Activity Risk Factor Questionnaire (PARFQ)

<table>
<thead>
<tr>
<th>NAME: (LAST, FIRST, MI)</th>
<th>FULL SSN</th>
<th>GENDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADE / RANK:</td>
<td>DOB:</td>
<td>AGE:</td>
</tr>
</tbody>
</table>

This document protected under the Privacy Act of 1974 and Health Insurance Accountability Act (HIPAA) of 1996.

CIRCLE YES OR NO ON THE FOLLOWING QUESTIONS:

1. HAS YOUR MOTHER OR SISTER DIED WITHOUT ANY EXPLANATION (SUDDEN DEATH) OR SUFFERED FROM A HEART ATTACK BEFORE THE AGE OF 65? YES NO

2. HAS YOUR FATHER OR BROTHER DIED WITHOUT ANY EXPLANATION (SUDDEN DEATH) OR SUFFERED FROM A HEART ATTACK BEFORE THE AGE OF 55? YES NO

3. DO YOU CURRENTLY HAVE HIGH BLOOD PRESSURE OR ARE YOU ON BLOOD PRESSURE MEDICATION? YES NO

4. HAS YOUR HEALTHCARE PROVIDER EVER TOLD YOU THAT YOU HAVE HIGH CHOLESTEROL OR ARE YOU CURRENTLY ON CHOLESTEROL MEDICATION? YES NO

5. HAS YOUR HEALTHCARE PROVIDER EVER TOLD YOU THAT YOU HAVE DIABETES? YES NO

6. ARE YOU SEDENTARY (DO NOT EXERCISE AT LEAST THREE TO FIVE TIMES PER WEEK FOR AT LEAST 30 MINUTES)? YES NO

7. DO YOU FEEL PAIN IN YOUR CHEST, NECK, JAW OR ARMS WHEN YOU DO PHYSICAL ACTIVITIES? YES NO

8. DO YOU EXPERIENCE ANY SHORTNESS OF BREATH WITH CONTINUOUS MODERATE PHYSICAL ACTIVITIES? YES NO

9. IN THE PAST MONTH, HAVE YOU HAD CHEST PAIN WHEN YOU WERE AT REST? YES NO

10. HAVE YOU EVER HAD ANY PROBLEMS WITH LIGHT-HEADEDNESS? YES NO

11. DO YOU HAVE ANY KNOWN CARDIAC (HEART) DISEASE? YES NO

12. HAVE YOU EVER EXPERIENCED EPISODES OF RAPID BEATING OR FLUTTERING OF THE HEART? YES NO

13. HAVE YOU UNINTENTIONALLY LOST OR GAINED MORE THAN 10 PERCENT OF YOUR BODY WEIGHT SINCE THE LAST PRT CYCLE OR WITHIN THE LAST SIX MONTHS? YES NO

14. DO YOU SUFFER FROM LOWER LEG SWELLING OF BOTH LEGS? YES NO

15. DO YOU HAVE ANY DIFFICULTY BREATHING OR HAVE SUDDEN BREATHING PROBLEMS AT NIGHT? YES NO

16. DO YOU HAVE A BONE OR JOINT PROBLEM (EXAMPLE: BACK, KNEE OR HIP INJURIES) THAT MAY RESTRICT YOU FROM DOING ANY KIND OF PHYSICAL ACTIVITIES? YES NO

17. ANY PERSONAL HISTORY OF METABOLIC DISEASE? (EXAMPLES: THYROID, RENAL AND LIVER DISEASE) YES NO

18. ARE YOU A CURRENT TOBACCO USER? YES NO

19. HAVE YOU EVER HAD ANY HEAT RELATED INJURIES? YES NO

20. DO YOU THINK YOU MAY BE PREGNANT OR HAVE YOU BEEN PREGNANT WITHIN THE LAST SIX MONTHS? YES NO

21. DO YOU CURRENTLY TAKE ANY MEDICATIONS, SUPPLEMENTS, OR REQUIRE THE USE OF ANY EMERGENCY MEDICATIONS (EXAMPLES: ALBUTEROL, EPINEPHRINE)? YES NO

IF YOU ANSWERED YES TO ANY QUESTIONS ABOVE OR THERE IS ANYTHING IN YOUR MEDICAL HISTORY THAT MAY NEGATIVELY IMPACT YOUR HEALTH WHILE AT OTCN, LIST EXPLANATIONS HERE:

Member's Signature: ___________________________ Date: ___________________________

Non-Disclosure constitutes false official statement and member may be subject to UCMJ

A-1 Appendix A
BODY COMPOSITION ASSESSMENT (BCA) SCREENING DATE COMPLETED: ________________

<table>
<thead>
<tr>
<th>HEIGHT:</th>
<th>WEIGHT:</th>
<th>WITHIN STANDARDS:</th>
<th>IF NO, % BODY FAT:</th>
<th>AGE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>YES / NO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MEASUREMENTS (IF APPLICABLE)  

<table>
<thead>
<tr>
<th>NECK:</th>
<th>ABDOMEN (MALE):</th>
<th>NATURAL WAIST (FEMALE):</th>
<th>HIP (FEMALE):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TO BE COMPLETED BY KING HALL MEDICAL STAFF!

PARFQ SCREENING COMPLETED ON: ___________. RESULTS OF THE SCREENING ARE:

_____ Member is cleared to participate in the PRT and physical conditioning program.

_____ MEMBER IS DISQUALIFIED.

_____ Member incurred waiver (see attached SF600)

NOTES:

__________________________________________

__________________________________________

__________________________________________

PRINT NAME / SIGNATURE OF MEDICAL DEPARTMENT REPRESENTATIVE:

__________________________________________
PT PRE-OPERATIONAL CHECK LIST
(To be completed by the PT Safety Observer)

☐ PT FIELDS - Check for debris and other hazardous conditions (correct as necessary).

☐ Roads - Check for obstacles, potholes, constructions, and other hazardous conditions (icy/wet/slick).

☐ Communications - Check portable radios and command phone(s) for proper operation, battery life, etc. Verify that megaphone works.

☐ Medical/Safety Equipment - Verify all medical/safety equipment is staged IAW the PT EAP. Check AED and First Aid Kits for serviceability and completeness. Ensure expiration/calibration dates are still effective.

☐ First Aid Kits shall include -
1) Two extra canteens of water.
2) 1 first aid kit.
3) A Tic Kit which includes baggies, one sharpie, eight disposable tweezers.

☐ Safety Personnel/CPR Qualified - Ensure safety personnel are identified and in designated positions. Ensure qualified high-risk staff to student ratio is met and maintained throughout the evolution.

☐ Trace Vehicle - Ensure trace vehicles are available in designated areas IAW PT EAP and in good working order. Verify completeness and accuracy of vehicle checklist. Ensure emergency equipment and safety observer are in place IAW PT EAP prior to commencement of PT/Run.

☐ Ensure PT includes a warm up and cool down.

☐ TTO Brief - Ensure that the TTO brief has been given to all staff and students participating in the PT session.

☐ EAP Brief - Ensure that the EAP has been briefed to all staff and students prior to the commencement of PT.
Training Time Out (TTO) Brief
(To be completed by the PT Safety Observer)

Training Time Out (TTO) may be called verbally or by using "Training Time Out" signals. Signals used may be hands crossed in a "T" (Demonstrate Signal) or by a waving of hands (Demonstrate Signal) to get attention prior to giving the time out signal. Any staff member or student may call a TTO to alert staff members when a safety concern has been observed. A designated Safety Observer will utilize a command approved megaphone to further signal a TTO (Demonstrate megaphone for noise recognition). Once a TTO has been called, signaled or the megaphone has been sounded, all staff and students will verbally repeat in a loud manner (TTO). When a TTO is called "ALL TRAINING SHALL CEASE IMMEDIATELY." The activation of the EAP will occur immediately, students will stand fast until directed to designated muster areas unless immediate danger is present or assistance is needed.

Calling a TTO is a safety procedure that allows students and staff to stop a training evolution and should only be utilized when an actual emergency or safety issue is made a concern.

Conditions that will generally trigger a TTO are chest pain, headache with blurred vision and dizziness, difficulty breathing, or if a staff or student falls during training. Leg cramps, cramp in side, congestion or tiredness does not generally call for a TTO.

It is everyone's responsibility to properly understand the level of gravity in any given situation in order to efficiently manage our emergency action plan resources and minimize our training cessation periods due to issues not deemed emergent, grave, or where immediate medical attention is not warranted.

If you are injured or experience minor discomfort in a manner that DOES not require an emergent action such as a Health Care Provider, AED, CPR, or Base EMS, locate the closest staff member for assessment and follow-on directions. Your safety and well-being is our top priority.

Bottom line: This is not to deter you from calling a TTO, but to ensure it is used in the appropriate manner.