



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

JUN 1 2006

MEMORANDUM FOR COMMANDER, NAVY MEDICINE EAST
COMMANDER, NAVY MEDICINE WEST
COMMANDER, NATIONAL CAPITAL AREA
COMMANDER, NAVY MEDICINE SUPPORT COMMAND

SUBJECT: Administrative Separation (ADSEP) and Waiver Guidance for Physical Fitness Assessment (PFA)

Ref: (a) OPNAVINST 6110.1H Physical Readiness Program
(b) NAVADMIN 041/06 Administrative Separation Processing Guidance for Physical Fitness Assessment Failures

References (a) and (b) mandate ADSEP processing, beginning in July 2006, for all Sailors who have failed three or more PFA cycles within a four-year period and do not pass the spring 2006 PFA cycle. Navy Medicine personnel should exemplify the Navy's culture of fitness. Under appropriate circumstances, Commanding Officers (CO) may grant waivers for progress or request waivers for readiness from their Echelon 3 Commander. Waivers for readiness must include consideration of obligated service as well as the impact of the loss on the fleet, unit, or community involved.

Waivers for progress are designed to address those personnel who do not yet meet standards set forth in reference (a), but are demonstrating consistent improvement (enclosure (5) of reference (a) pertains). It is the command's responsibility to have an effective Fitness Enhancement Program (FEP) and to accurately record a Sailor's progress toward goals.

Waivers for readiness are designed to address the impact of the loss of an individual on unit, fleet, or community. Such waivers will normally be granted for personnel in critical specialties or those with remaining obligated service for training. COs may request a waiver for an individual whose loss they determine will be detrimental to readiness. Final authority for readiness waivers rests with the Echelon 3 Commander. Enlisted Community Managers (PERS 4011D13) and Officer Community Managers (PERS 4415) are available for consultation on current community manning.

Waiver requests must be initiated within 14 days of completion of the PFA cycle. Final disposition must be determined by the waiver authority within 28 days from receipt of waiver request. Commanding Officers will immediately notify any Sailor who is being considered for a waiver and will keep them informed of the waiver status. All waivers must include an expiration date.

NAVMED POLICY: 06-006

Echelon 3 Commanders shall report total number of personnel waived and type of waivers granted quarterly to CNO, Physical Readiness Program Office (N153), via BUMED M3B2.

All ADSEPs initiated by Navy Medicine commands shall be reviewed by the Echelon 3 Commander. The ADSEP process may be reversed after consideration of factors that may have led to repeated failures (reference (a), enclosures (1, 3, and 8)), or for readiness needs not fully appreciated at the unit level. Unless a waiver has been requested, COs must initiate the ADSEP process within 14 days of the end of the PFA cycle.

The attached waiver checklist is provided to assist in determining eligibility for ADSEP waivers. Positive endorsement of any item on this checklist does not automatically ensure a waiver, but is intended to inform the decision authority.

My point of contact for questions regarding Physical Fitness Assessment is CDR Patricia Dorn, BUMED M3B2, who may be reached at: (202) 762-3585 or via email: pwdorn@us.med.navy.mil



D. C. ARTHUR

Attachment:
Waiver Checklist

WAIVER CHECKLIST

Special Case Waivers:

1. Waiver for progress

- Service member enrolled in Fitness Enhancement Program (FEP) due to body composition assessment (BCA) concerns has met goal of at least one percent of body fat loss per month or loss of 1-2 pounds of body weight per week (monitored weekly).
- Service member enrolled in FEP due to Physical Readiness Test (PRT) issues has demonstrated increase in number of push-ups and curl-ups and a decrease in run or swim time as specified in reference (a) enclosure 5, paragraph 3.

2. Waiver for readiness

- Service member under service obligation for training
- Service member in critical NECs or specialties

3. Other Criteria to consider

- Command failed to administer an adequate FEP
- Command did not make FEP available to service member
- Command did not issue written counseling when service member failed to meet BCA/PRT standards.
- Command did not refer service member for medical evaluation if failure due to BCA.