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SUBJ/UNIVERSAL TRAINING PRECAUTIONS TO REDUCE THE RISK OF EXERCISE- RELATED  
COLLAPSE AND DEATH//

REF/A/DOC/OPNAV/11JUL11//  
NARR/REF A IS OPNAVINST 6110.1J, PHYSICAL READINESS PROGRAM.//

RMKS/1. This NAVADMIN alerts all personnel of the importance of universal training precautions (UTP) to reduce the risk of exercise- related collapse and death and directs modifications to reference (a), the procedures for conducting the Navy Physical Readiness Test (PRT). Tragically, in the past year, four Sailors have passed away during seemingly normal physical fitness exercise. One loss is too many and it is critical that every Sailor understands the risk factors for exercise-related death and the strategies to minimize those risks. Commanders and key leadership personnel, including Command Fitness Leaders (CFL), must foster an exercise culture that promotes these UTPs, recognizes the early signs of distress and permits prompt termination of exertional activity when clear signs of distress are present.

2. Risk factors associated with exercise-related collapse and death can be personal, environmental or external. Personal risk factors include lack of appropriate environmental or exercise acclimatization, dehydration, recent or current illness, accumulated fatigue, poor baseline conditioning, a predisposing or underlying cardiac condition, exercise-induced asthma, sickle cell trait (SCT), excess body fat (BMI > 30) and prior poor PRT performance. Excessive motivation, is equally important to recognize as a risk factor, as an individual can push to work hard, while ignoring the onset of physical signs and symptoms of distress. Environmental or external risk factors include: exercise at altitude, high ambient temperature and humidity and dietary supplements containing stimulants to include thermogenic and energy shots or drinks.

3. It is critically important to recognize an emergency during training evolutions, with a timely and accurate response. Some syndromes can result in rapid collapse while others may slowly evolve to an initial conscious collapse. Understanding the syndromes that can lead to exercise-related collapse can assist in guiding treatment.

a. Sudden Cardiac Arrest (SCA). SCA from cardiovascular collapse is generally abrupt with an immediate loss of consciousness, sometimes with brief seizure-like movements. After confirming a lack of responsiveness and absence of a pulse, it is critical to begin high-quality cardiopulmonary resuscitation (CPR), deploy an Automated Electronic Defibrillator (AED) and activate Emergency Medical Services (EMS).

b. Exertional Collapse Associated with SCT (ECAST). An ECAST victim may have been a front runner, or off to a strong start, but will be noted somewhere before the collapse as slowing down, falling behind and struggling. They begin to lose smooth coordination, they evolve into an awkward running posture and gait, with legs that may look wooden or wobbly. The victim may complain of progressive weakness, pain, cramping or shortness of breath.

Distinct from the cramping of exercise associated muscle cramping, in ECAST, there is generally no visible muscle twitching and the muscles do not "lock up." The pain of muscle cramping is generally excruciating, whereas the predominate symptom of ECAST is weakness over pain. The ECAST victim will initially be mentally clear, before the onset of confusion and loss of consciousness.

c. Exertional Heat Stroke. Heat stroke can have a similar progression to ECAST, but the hallmark that defines heat stroke is not only an elevated temperature, but an altered mental status.

d. Continued exertional effort in both ECAST and heat stroke will eventually lead to collapse, that in the absence of prompt intervention can be life threatening.

4. All personnel present during a training evolution or PRT can encourage good performance, but should also be on guard for signs that a participant is struggling and be ready to terminate the evolution. The Navys PRT portion of the Physical Fitness Assessment (PFA) is intended as a measure of long-term health and wellness not of individual athletic prowess. No one should risk their life by pushing through life-threatening conditions during a PRT. At the first sign of distress, conduct an initial evaluation on the participant and determine whether to call EMS for rapid transport to a capable medical facility. Service Members who report signs of distress described above shall seek immediate medical attention and must be evaluated by a medical provider prior to returning to exercise.

5. Effective immediately, commanding officers (CO) and officers-in-charge (OIC) are encouraged to exercise a liberal Bad Day makeup PRT policy for those impacted by any signs of distress, and allow the individual to prioritize health safety over a score by authorizing a Bad Day makeup PRT prior to failing or completing the event. In line with reference (a) enclosure (2), the following guidelines pertain to Sailors who:

a. Do not complete any portion of the PRT, fail or demonstrate any early signs of exercise distress. These Sailors are authorized, at CO or OIC discretion, a Bad Day makeup PRT and are required to be screened by medical. Sailors must be cleared by medical to participate in the Bad Day makeup PRT.

b. Are medically cleared. They must conduct the Bad Day makeup PRT within 7 days from medical clearance, within 45 days of the BCA date and within the current Navy PFA cycle.

c. Participate, but do not complete the Bad Day makeup PRT. They must be screened by medical again, and if medically cleared (no medical waiver), the Sailor will receive a failure for the PRT and will be enrolled in Fitness Enhancement Program (FEP).

d. Participate in the Bad Day makeup PRT. They will have only their final PRT scores entered in PRIMS. CFLs are no longer required to enter initial PRT scores in PRIMS (e.g., 59:59) for Bad Day makeup PRT participation.

6. The following UTP must be applied to all fitness tests or other training evolutions that are expected to require at least moderate exertion (heavy breathing but able to talk in full sentences, sweating within a few minutes of start):

a. Allow acclimatization, outside of the new accession training environment, giving 2 to 4 weeks, to adapt to a warmer environment or higher altitude. The wet bulb globe temperature (WBGT) is the gold standard to measure environmental heat stress at <https://www.hprc-online.org/articles/wet-bulb-globe-temperature-devices-measure-heat-stress>. Commands may rely on heat stress meters to provide WBGT information when available.

b. Ensure progressive and graduated increases in exercise duration and intensity to the greatest extent possible in the training environment.

c. Adhere to current guidelines for hydration, promote water consumption when thirsty and to maintain clear or light-yellow urine color as described at <https://www.hprc-online.org/articles/hydration-basics>.

d. Follow DoD guidelines for rest-work cycles as described at <https://home.army.mil/lee/application/files/3615/3808/9560/H20->

Consumption-Table.pdf.

e. Prior to and during exercise, avoid stimulants, alcohol, energy shots or drinks, antihistamines, diuretics, pre-workout products, weight loss and performance enhancing supplements.

f. After PFA testing, participants should be observed for no less than 10 minutes post exertion, during an active cool down period.

g. At the early signs of distress, provide prompt medical attention, and when deemed necessary, transfer to an appropriate level of medical care.

7. Our Sailors are expected to maintain a high level of fitness, as part of military readiness. Failure to do so puts the individual and unit at risk. We must all embrace this culture of fitness while still safely applying UTP. To minimize the risk of injury, we should all limit our activity to light exercise the day before a graded event. If a Sailor reports poor conditioning before an event with high exertion, efforts should be made to provide time to acclimate to an appropriate level of exercise before the evolution.

A meaningful FEP, as outlined in reference (a), using the recommended spot checks, is intended to do this.

8. All personnel with SCT should review the video in para 13 below. SCT is common, present in 1 per 10-12 African Americans, 1 per 183 Hispanic/Latinos and 1 per 625 Caucasians. Because SCT disproportionately affects African Americans, any African American who does not know their sickle cell status should engage with medical to determine their status and understand the risk.

9. To ensure safe conduct of physical training:

a. All CFLs, first responders, corpsmen, recruit division commanders and supervisors should watch the first responder videos listed in para 13 below. CFLs must understand the predisposing conditions that are risk factors for exercise-related injuries.

b. All medical treatment facility providers should watch the provider video listed in para 13 below.

c. All PRT evolutions shall be monitored by personnel trained in CPR.

d. All training evolutions (e.g., command physical training, FEP, Sailor 360, etc) involving at least moderate exercise shall occur within the Emergency Medical Service (base or 911) response area of an ambulance equipped with a defibrillator, oxygen and hydration.

e. Activities conducting high-risk training involving physical exertion shall incorporate SCA, ECAST and heat stroke signs, symptoms, prevention and response protocol, including UTP, into Core Unique Instructor Training and instructor sustainment programs.

10. ECAST Treatment. Though formal treatment guidelines have not been developed, National Collegiate Athletic Association (NCAA) and National Athletic Training Association (NATA) recommend the following:

a. Removal from activity upon demonstration of distress

b. Administer high flow oxygen

c. Transport to an emergency department in an EMS vehicle (ideally Advanced Life Support capable) with emergency communication to alert providers about the potential of a profound metabolic collapse event.

11. Return to training. Medical providers should follow evidence-based guidelines that exist for rhabdomyolysis and exertional heat injury. Currently, there are no guidelines for SCT-related injury. Generally, the following criteria must be met: the individual should have no symptoms (muscle ache, fatigue, etc) normal organ function as measured by laboratory markers, and a review by a medical professional to include counseling on progressive return to exercise and application of the UTP.

12. Reference (a) and CFL training will be updated to incorporate these risk factors and outline procedures for preparation, intervention and return to exercise. In the interim, and until the Physical Activity Risk Factor

Questionnaire can also be updated, CFLs must add SCT as a risk factor to ask PRT participants about prior to beginning each PRT.

13. Videos and other training resources are available on the Uniformed Services University's Consortium for Health and Military Performance (CHAMP) website.

a. Videos for the warfighter with SCT, first responders, and sickle cell awareness for medical personnel can be found at <https://www.hprc-online.org/articles/sickle-cell-trait-awareness>.

b. Guidance on heat injury prevention and treatment can be found at <https://www.hprc-online.org/articles/heat-illness-prevention-treatment-and-recovery>.

c. Guidance on supplements are available through the Department of Defense Dietary Supplement Resource <https://www.opss.org>.

14. Points of contact:

a. OPNAV N17 Policy: AMCS Eric Anderson, (901)874-2210 or via e-mail at [eric.anderson@navy.mil](mailto:eric.anderson@navy.mil).

b. BUMED: CAPT Marc Franzos, (703) 681-9085 or via email at [marc.a.franzos.mil@mail.mil](mailto:marc.a.franzos.mil@mail.mil)

15. This message was developed in coordination with the Surgeon General of the Navy, Vice Admiral F. Faison and Bureau of Medicine and Surgery Staff.

16. Released by Vice Admiral R. P. Burke, N1.//

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SUBJ/PHYSICAL READINESS PROGRAM POLICY CHANGE//

REF/A/DOC/OPNAV/11JUL11//  
REF/B/DOC/NAVPERS/22AUG02//  
REF/C/DOC/BUPERS/01MAY15//  
REF/D/DOC/BUPERS/6MAY14//  
REF/E/DOC/SECNAV/26AUG15//  
NARR/REF A IS OPNAVINST 6110.1J, PHYSICAL READINESS PROGRAM.  
REF B IS NAVPERS 15560D, NAVAL MILITARY PERSONNEL MANUAL.  
REF C IS BUPERSINST 1610.10D, NAVY PERFORMANCE EVALUATION SYSTEMS.  
REF D IS BUPERSINST 1430.16F CH-1, ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL  
IN THE U.S. NAVY AND U.S. NAVY RESERVE.  
REF E IS SECNAVINST 1920.6C CH-5, ADMINISTRATIVE SEPARATION OF OFFICERS.//

RMKS/1. This NAVADMIN announces revised Physical Readiness Program separation policies. Adjustments to Physical Readiness Program policies reflect a continued emphasis to invest in and retain our most important resource, our Sailors. Retention of every capable Sailor is critical to the operational readiness of the Navy. The goal of the Navys physical readiness program is to maintain a minimum prescribed level of fitness necessary for world-wide deployment and to maintain a Sailors long-term health and wellness. Revisions to references (a), (b), and (c) are forthcoming and will be published at a later date.

2. Effective immediately:

a. All commands will discontinue processing members for separation as a result of Physical Fitness Assessment (PFA) failures. Separation orders resulting from PFA failures prior to Soft End of Active Obligated Service (SEAOS) with approved dates after 31 March 2018 are cancelled. Officers with approved separation orders for PFA failure with a directed separation date prior to 1 March 2018 can request their separation orders be cancelled in order to remain in the Navy by contacting PERS-834, subject to Secretary of Navy (SECNAV) approval.

b. MILPERSMAN 1910-170, Separation by Reason of PFA Failure, is cancelled.

3. The following applies to all enlisted members:

a. Enlisted members who:

(1) Fail one PFA will:

(a) Be issued a NAVPERS 1070/613 via Navy Standard Integrated

Personnel System (NSIPS) to inform them of the PFA failure.

(b) Be enrolled in the Fitness Enhancement Program (FEP) until passing the next official PFA.

(c) Not be frocked or advanced. Members may regain eligibility for promotion by passing a command-directed monthly FEP mock PFA. However, they must still remain enrolled in FEP until passing the next official PFA.

(2) Fail two or more consecutive PFAs will continue service until SEAOS. Additionally these members:

(a) Will be ineligible for advancement under reference (a).

(b) Will be ineligible to reenlist or extend under reference (b).

(c) Will receive an adverse report that states Significant Problems on evaluation under reference (c).

(d) Will be detailed as required. Changes to any program that has specific PFA requirements will be announced via revision to its governing instruction.

(e) May regain eligibility for advancement and reenlistment by passing one subsequent official PFA. In line with references (c) and (d), members must obtain the recommendation of their CO for advancement and retention on their most recent evaluation. This may require a special evaluation to restore retention or advancement recommendations after a member passes an official PFA.

b. For those members who currently have approved separation or Fleet Reserve dates as a result of the previous PFA separation policy, the following information and guidelines are provided:

(1) Members who currently have approved separation dates not aligned to their SEAOS on or before 31 March 2018 must contact their chain of command and decide no later than 1 February 2018 whether to cancel their separation/reserve orders and remain on active duty or execute their orders as originally planned. Every effort will be made to retain Sailors who desire to stay Navy.

(2) Enlisted members with SEAOS between 1 January 2018 and 30 June 2018 who are ineligible for retention or cannot submit a Career Waypoints (C-WAY) application due to adverse evaluations as a result of past PFA failure history and desire to stay Navy are authorized an extension to regain eligibility with command endorsement as follows:

(a) Requested extension length should be of sufficient duration to allow for processing of a future special evaluation and application in C-WAY (if applicable), but must not exceed 30 September 2018.

(b) Because this is an exception to policy, this action will not require a C-WAY quota (if applicable).

(c) Once the member successfully passes the official Cycle 1, 2018 PFA, and has retention eligibility restored from the CO, the member can submit their reenlistment/extension request directly to their CO, or Bureau of Naval Personnel (BUPERS) Enlisted Community Manager (BUPERS-32) for enlisted members who must use C-WAY. For Nuclear-trained members, all requests must be submitted via their CO to Deputy Chief of Naval Operations Nuclear Program Manager (OPNAV (N133)). In all cases, the Physical Readiness Information Management Systems (PRIMS) results must show the Cycle 1, 2018 results.

c. Members with approved Fleet Reserve dates on or after 31 July 2018 who pass Cycle 1, 2018 and desire to remain on active duty must first submit a cancellation request no later than 1 May 2018 to Commander, Navy Personnel Command (COMNAVPERSCOM) Enlisted Retirements Office (PERS-836) at the following e-mail address: [enlisted\\_active\\_duty\\_retirements@navy.mil](mailto:enlisted_active_duty_retirements@navy.mil). Once received, approval of the Fleet Reserve cancellation request serves as authority to cancel previously issued retirement orders, which are issued by the local supporting personnel office. PERS-836 will forward all approved

cancellation requests to COMNAVPERSCOM, Enlisted Assignment Division (PERS-40), and to OPNAV (N133) for all nuclear-trained members.

d. Enlisted personnel affected by this change to PFA separation policy, who desire to stay Navy, must maintain advancement eligibility as outlined in reference (d) to participate in the Navy-Wide Advancement Exam (NWAE). This may require a special evaluation to restore advancement recommendation once the member passes an official PFA.

e. Members who desire to stay Navy:

(1) Who are not in receipt of separation/retirement orders but are within seven months of their Projected Rotation Date (PRD) must contact their detailer who can make a Career Management System Interactive (CMS-ID) application for them in the next CMS-ID cycle.

(2) Who are in their normal 7-12 month negotiation window should submit an application via CMS-ID. Those affected members beyond 12 months from their PRD will follow the normal detailing processes.

4. The following applies to all officers who:

a. Fail one PFA will:

(1) Not be eligible for promotion. Commands are required to delay promotion and inform PERS-833. Members will regain eligibility for promotion by passing the next command-directed monthly FEP mock PFA.

(2) Be issued a Letter of Notification to inform them of the PFA failure.

(3) Be enrolled in the FEP until passing the next official PFA.

b. Fail two or more consecutive PFAs will be submitted to PERS-834 for administrative separation processing under reference (e).

(1) If SECNAV determines the officer is to be separated (or retired), this action will occur at the PRD of the officer or upon the determination of SECNAV, whichever is later.

(2) If an officer passes an official PFA prior to the decision of SECNAV on retention or separation, processing will cease and the member will be retained upon notification to PERS-834. A special fitness Report may be submitted to document the officers satisfactory physical readiness status under reference (c).

(3) Additionally, officers who fail two or more consecutive PFAs will receive an adverse report that states Significant Problems on their fitness report under reference (c).

5. Additional information that applies to all members:

a. Effective 1 January 2018 all PFA failures will reset to zero only for enlisted reenlistment policy and officer administrative separation policy as outlined in paragraphs 3.a and 4. No other records will be changed such as PRIMS, Fitness Reports or Evaluations.

b. All members must have a Body Composition Assessment (BCA) completed within five work days of reporting to a new command. This BCA spot-check will not count as the official BCA for newly reported members during the command PFA cycle, regardless of the status of the official command PFA cycle. Members exceeding Age Adjusted Body Fat Standards (AAS) during spot-checks must be enrolled into Command FEP.

c. FEP enrollment and disenrollment determination: Upon either a BCA spot-check failure or PFA failure, members must participate in FEP until they pass an official PFA and are within AAS.

d. All members who have regained promotion/advancement eligibility are reminded of their ability to communicate in writing to promotion and selection boards as outlined in MILPERSMAN 1420-010 of reference (b) and reference (d).

6. The Nuclear Propulsion Program Manager, OPNAV (N133), will remain the single point of contact on all PFA failure policy matters relating to Naval Nuclear Propulsion Program (NNPP) personnel.

a. Nuclear-trained members may be granted an exception to the criteria of paragraphs 3 and 4 with approval of OPNAV (N133).

b. All recommendations for administrative separation processing for nuclear-trained officers will be submitted to OPNAV (N133) for review and approval.

7. Points of contact. Physical Readiness Program, Mr. Bill Moore at (901)874-2210 or PRIMS(at)navy.mil. For all other personnel related policies: NAVPERSCOM at 1-866-827-5672 (U-ASK-NPC).

8. Released by Vice Admiral Robert P. Burke, N1.//

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SUBJ/PHYSICAL READINESS PROGRAM POLICY CHANGES//

REF/A/DOC/OPNAV/11JUL11//  
REF/B/DOC/NAVPERS/APR17//  
NARR/REF A IS OPNAVINST 6110.1J, PHYSICAL READINESS PROGRAM.  
REF B IS NAVPERS 15839I, MANUAL OF NAVY OFFICER MANPOWER AND PERSONNEL  
CLASSIFICATIONS. //

RMKS/1. This NAVADMIN outlines new policies and initiatives to the Physical Readiness Program and continues our efforts to strike a better balance between physical readiness and mission accomplishment while reducing administrative distractions.

2. The following changes are effective 1 January 2018:

a. Sailors who pass the body composition assessment (BCA), are within the Navy age-graduated body fat standards, and score an overall excellent low or better (with no single event lower than good low) on the physical readiness test (PRT) will be exempt from participation in the following PRT cycle. The first cycle for which Sailors can be exempt is cycle 2018-1, based upon performance during the cycle 2017-2 PRT. All Sailors, regardless of PRT performance, will still be required to participate in the BCA each cycle.

(1) For cycle 2018-1, Physical Readiness Information Management System (PRIMS) will allow command fitness leaders (CFL) the ability to assign a non-participation status of validated for those Sailors who earn the incentive during cycle 2017-2.

(2) If a Sailor is validated from taking the PRT, but fails the BCA, the Sailor is required to participate in the PRT if medically cleared.

b. Elliptical will no longer be authorized as an alternate cardio device beginning with cycle 2018-1 due to the low number of Sailors (4 percent) who use them during a PRT and the increasing cost to maintain PRT-compliant ellipticals. While the 1.5 mile run/walk remains the service standard, commanding officers (CO) may authorize the use of approved stationary bikes, treadmill or the swim as alternate cardio. Navy fitness facilities will continue to provide ellipticals for training, but will now be free to modernize equipment.

c. Based on data from recently completed Navy medical studies and consistent with recent changes to maternity leave policy, post-partum Sailors are now exempt from participating in the physical fitness assessment (PFA) for 6 months following their maternity leave. This change reflects an increase to the Navy maternity leave policy being increased to 84 days following the birth of a child. After completion of the 6 month period, the Sailor will then be required to participate in the following PFA cycle (i.e. if the pregnancy" status ends during cycle 1, Sailors would not be expected to participate in an official command PFA until cycle 2). Pregnant and post-partum Sailors are not required to complete a Physical Activity Risk Factor Questionnaire while in the pregnancy status. Their PFA participation status

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in PRIMS should be reflected as pregnant for all stages of the pregnancy and post-partum periods.

3. CFLS must review the operating guides of the Physical Readiness Program for additional information. Additional information can be found on the website: [http://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical](http://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical).

4. Released by Vice Admiral R. P. Burke, N1.//

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SUBJ/IMPLEMENTATION OF PHYSICAL READINESS PROGRAM POLICY CHANGES UPDATE #2//

REF/A/MSG/CNO WASHINGTON DC/031159ZAUG15//  
REF/B/MSG/CNO WASHINGTON DC/071159ZOCT15//  
REF/C/DOC/OPNAV/11JUL11//  
REF/D/DOC/DOD/5NOV02//

NARR/REF A IS NAVADMIN 178/15, PHYSICAL READINESS PROGRAM POLICY CHANGES.  
REF B IS NAVADMIN 233/15, PHYSICAL READINESS PROGRAM POLICY CHANGES UPDATE 1:  
ENLISTED POLICIES (CORRECTED COPY). REF C IS OPNAVINST 6110.1J, PHYSICAL  
READINESS PROGRAM. REF D IS DODI 1308.3, DOD PHYSICAL FITNESS AND BODY FAT  
PROGRAMS PROCEDURES.//

RMKS/1. This NAVADMIN amplifies and clarifies changes to the Physical Readiness Program as announced in reference (a). Physical Fitness Assessments (PFA) are designed and implemented to assess the health and mission readiness of individual Sailors 365 days a year. The intent of these changes and initiatives is to strike a better balance between physical health and mission accomplishment. The ultimate responsibility for implementing the physical readiness program lies with the commanding officer.

2. The following guidance is only applicable for PFA record corrections, administrative separations and exceptions to policy:
  - a. Letter of Correction (LOC): LOC signed by the commanding officer (CO) must be submitted with supporting documentation to include the scanned original: Body composition assessment (BCA) score sheet, physical readiness test (PRT) score sheet and Physical Fitness Assessment Medical Clearance/Waiver (NAVMED 6110/4) for each individual Sailor to Navy 21st Century Sailor Office (OPNAV N170), Physical Readiness Information Management System (PRIMS) Manager, (prims(at)navy.mil) if changes to a PFA record is required.
  - b. Administrative Separation: Medically-waived, pregnant and deployed/operational statuses during Cycle 2, 2015 did not count as failures or passes for the PRT. These Sailors are to be retained and their most recent PFA failure will carry over effective 1 January 2016.
  - c. Exception to Policy. Sailors who were not medically cleared to participate in Cycle 2, 2015 PRT and whose Expiration of Active Obligated Service and Soft Expiration of Active Obligated Service expired prior to 1 January 2016 were authorized an exception to policy extension of sufficient duration to allow participation in the Cycle 1, 2016 PFA. Procedures are described in reference (b), paragraph 3a (1).

3. Effective 1 January 2016 (Cycle 1, 2016), the following changes to reference (c) are in effect:

a. BCA Methodology: As outlined in reference (a), the new method for measuring BCA consists of a three-step process. A Sailor who is medically cleared to participate in the PRT must participate regardless of his or her BCA results under any of the three steps discussed below.

(1) Step 1: Apply the current height/weight tables per reference (c). If the Sailor is within height/weight standards, he or she will pass the BCA, steps 2 and 3 will not apply, and no Fitness Enhancement Program (FEP) enrollment is required. If the Sailor does not meet the height/weight standard, proceed to step 2.

(2) Step 2: Apply a single-site abdominal circumference (AC) measurement. The following will provide a brief description of the AC measurement process for the Sailor and the Command Fitness Leader (CFL). The CFL will need to be familiar with the appropriate anatomical sites for tape placement to obtain consistent and accurate measurements. Amplifying information and video can be found on the Navy Personnel Command (NPC) 21st Century Sailor web page [http://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](http://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx).

(a) The CFL will start the measurement on the right side of the Sailor.

(b) The CFL will locate the measurement landmark immediately above the right uppermost hip bone (superior border of the iliac crest) at the side of the body vertically in line with the right armpit (mid-axillary line).

(c) If desired, the Sailor may assist the CFL in locating the measurement landmark by resting the right hand on the hip, using rearward facing right thumb to locate the iliac crest. The CFL will determine final horizontal - vertical intersection point for landmark confirmation.

(d) The Sailor will stand on a flat surface with feet no more than shoulder width apart. The head should be upright, looking directly forward with the chin parallel to the floor.

(e) The Sailor may use one hand to initially assist the CFL in anchoring the tape measure to the body, but must remove the hand from the tape measure before the official measurement is recorded.

(f) Measurement will be taken on bare skin. The free hand may be used to hold the shirt out of the way, but no part of the hands or arms may extend above the shoulders.

(g) The Sailor will remain stationary while the CFL conducts the measurement by initially moving around the Sailor to place the tape in a horizontal plane around the abdomen.

(h) The CFL will ensure the tape is parallel to the floor at the level of the landmark (bottom edge of the tape just contacts landmark), is snug, but does not compress the bare skin.

(i) Upon exhale, the CFL will take the measurement at the end of the Sailors normal respiration.

(j) The CFL will take the circumference measurement twice and record each, round each down to the nearest 1/2 inch. If one of the two measurements differs by more than one inch, the CFL will take an additional measurement and compute a mathematical average of the two closest measurements to the nearest 1/2 inch and record this value as the AC measurement.

(k) A Sailor will pass the BCA if AC is less than or equal to

39.0 inches for males and less than or equal to 35.5 inches for females.

(l) If the Sailor is within AC standards, he or she will pass the BCA, step 3 will not apply.

(m) If the Sailor exceeds the AC measurement, proceed to step 3.

(3) Step 3: If the Sailor exceeds the AC measurement screen of step 2, a body circumference measurement must be conducted.

(a) Apply the BC measurement technique to determine body fat percentage per reference (c).

(b) The Sailor will pass the BCA by meeting the Department of Defense (DoD) maximum allowable body fat limit of less than or equal to 26 percent for males or less than or equal to 36 percent for females as outlined in reference (d).

(c) The Sailor will fail the BCA if they do not meet any of the standards employed in steps 1, 2, and 3.

(d) Sailors who fail the BCA must be evaluated by a medical provider, enrolled in the FEP, and provided nutritional counseling.

(e) All Sailors who are medically cleared, regardless of BCA results, must take the PRT.

(f) A BCA failure will constitute an overall PFA failure for the cycle regardless of PRT results.

b. Performance Standard Scoring Tables:

(1) Each PRT event will be scored using five categories (Probationary, Satisfactory, Good, Excellent, and Outstanding).

(2) Each category will have three different levels (high, medium and low) of performance except Satisfactory where only two levels (high and low) will apply.

(3) Probationary is the minimum achievable score, anything below probationary is a failure. Sailors who score probationary in any PRT event will be enrolled in FEP.

(4) The new Performance Standard Scoring Tables are published in reference (c), Operation Guide 5 effective 1 January 2016.

c. CFL Certification and Re-Certification:

(1) CFLs must attend the CFL training course to obtain initial training and certification.

(2) In order to maintain certification, the Navy Enlisted Classification 95PT/Additional Qualification Designator, CFLs must attend a CFL seminar or a CFL certification course at a minimum of every three years to maintain their CFL credentials.

(3) CFLs may obtain more information about CFL seminars and courses at the NPC 21st Century Sailor web page [http://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](http://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx).

(4) CFLs are required to score an overall excellent or above on their PFA in order to obtain/ retain certification. CFLs that elect to participate in an alternate cardio event must score an excellent or better on the cardio event elected.

(5) CFLs are required to maintain one percent below the graduated BCA standards for purposes of certification.

(6) CFL certification course will continue to require all Sailors complete the 1.5 mile run, no alternate cardio options will be provided.

d. FEP: A strong command FEP is key in ensuring that Sailors who exceed DoD maximum BCA standards (26 percent males and 36 percent females), exceed new Navy graduated BCA standards, or Sailors failing any portion of the PRT actively work towards getting back in PFA standards.

(1) All medically cleared Sailors enrolled in FEP will be required to participate in a mock PFA every 30 days.

(2) Failures incurred during a mock PFA will not count as official failures.

(3) A Sailor will be disenrolled from FEP when he or she passes a mock or official PRT and is within the new Navy graduated BCA standards.

(4) CFLs must ensure that appropriate entries are made in PRIMIS under

the FEP tab for each member who is enrolled in FEP to include pass or fail of the required monthly mock PFA.

(5) Sailors enrolled in FEP due to BCA failure, or exceeding the new graduated BCA standards must also be enrolled in a weight management program or receive nutritional counseling as outlined in reference (c). The Nutrition Resource Guide can be found on the NPC 21st Century Sailor web page [http://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](http://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx). Shipshape, the official Navy weight management program and other weight management programs must focus on nutrition and behavior change. FEP participants should also be engaged with their CFL and Navy Fitness resources to improve their physical exercise regimens. Sailors do not have to fail the PFA or a spot check to participate in FEP or Shipshape. These resources are in place for the benefit of all Sailors and COs are encouraged to promote participation. FEP and Shipshape facilitators should flex program availability to meet the needs of the fleet.

(6) Medical clearance to participate in the PFA: If a member fails BCA and is cleared to participate in the PRT with no medical waivers, then the Physical Activity Risk Factor Questionnaire will serve as medical clearance to participate in the PRT and FEP, and no NAVMED 6110/4 form will be required. If member requires a medical waiver for any portion of the PFA it must be documented on a NAVMED 6110/4.

(7) Medical clearance is not required for Sailors who fail to meet the graduated BCA standards, or for Sailors who fail any portion of the PRT.

e. An authorized medical department representative must follow Bureau of Medicine and Surgery guidelines for waiver recommendation process and complete the required training on proper procedures for BCA and PRT medical screening and waivers.

#### 4. Evaluation Policy

a. No mandated or prohibited trait mark is required in "Military Bearing"/Professionalism for promotability and/or retention for reporting period in which a first PFA failure in a 3-year period occurs.

b. For reporting period in which a member has failed two or more PFAs in the most recent 3-year period,

(1) Enlisted members shall receive:

(a) A grade no greater than 1.0 in "Military Bearing" or Professionalism (CHIEFEVAL block 35 or EVAL block 36).

(b) Marks of "Significant Problems" and "Retention Not Recommended (Eval block 45 and block 47), respectively.

(2) Officers shall receive:

(a) A grade no greater than 1.0 in "Military Bearing" (FITREP block 35).

(b) Mark for promotability shall be Significant Problems.

(3) For Sailors with two PFA failures in most recent 3-year period that have an approved waiver, reporting seniors shall use their discretion when determining "Military Bearing" or "Professionalism" marks for a reporting period in which the member passes two consecutive PFAs. However, the member must still receive a not recommended for reenlistment or retention for that evaluation period and the member remains ineligible for advancement/promotion and for enlisted members ineligible for participation in the advancement exam. In those situations, insert a bullet in the evaluation/fitness report stating why the member is not recommended due to having two or more PFA failures in the most recent 3-year period.

c. Overall score of "outstanding" or "excellent" are not required for assigning 5.0 in Military Bearing or Professionalism.

5. BCA Spot checks. BCA spot checks provide COs an opportunity to make a difference in Sailor health and fitness without administrative/punitive consequences outside of the official command PFA cycle.

a. Spot checks will be conducted at the discretion of the CO and are intended to identify Sailors in need of additional support by assigning them to the FEP program before they become a PFA failure.

b. With only two failures in a 3-year period now resulting in processing for administrative separation, it is important that all hands stay proactive in achieving and maintaining the health and fitness goals of the Navy.

c. It is the responsibility of every Sailor to be within PFA standards at all times. If a Sailor fails a BCA spot check, they will be enrolled in FEP and will actively participate in mock PFAs until they meet the new graduated BCA and PRT standards.

d. COs are not required to conduct a Administrative Remarks (NAVPERS 1070/613) counseling for Sailors who fail BCA spot checks.

e. CFLs must ensure that Sailor progress is accurately reflected in PRIMS for Sailors enrolled in FEP due to spot checks failures.

f. Recommended guidance (not all inclusive or limiting other options) for conducting spot checks include:

(1) Within five days of checking-in to the command (this should be applied to everyone).

(2) Individual returning from extended leave/TAD periods (length of period to be determined by CO).

(3) Unit sweep BCA spot checks as a means to get at risk Sailors into the FEP program.

(4) Incorporate into the Command Division in the Spotlight.

(5) In conjunction with urinalysis on a random basis.

(6) After extended authorized absences for reserve personnel.

(7) Recommendation from CFL.

6. Commander, Navy Recruiting Command new accession BCA policy will follow guidance set forth in reference (b) effective 1 January 2016.

7. Prior to initiating separation processing on any Naval Nuclear Propulsion Program Sailor (to include those who incur the third failure in the past four years prior to 1 December 2015 and those who incur their second failure in the last three years after 1 January 2016), commands are still required to submit separation requests for review and approval to Nuclear Propulsion Programs (OPNAV N133) per reference (c).

8. For questions, please contact the Physical Readiness Program Help Desk at (901) 874-2210/DSN 882 or via e-mail at [prisms@navy.mil](mailto:prisms@navy.mil). Physical Readiness Program polices, operating guides and FAQs can be found on the NPC 21st Century Sailor web page [http://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](http://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx).

9. Released by Vice Admiral W. F. Moran, N1.//

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SUBJ/MATERNITY AND CONVALESCENT LEAVE POLICY UPDATE//

REF/A/LTR/DTM 16-002/5FEB16//

REF/B/DOC/DOD/16JUN09//

REF/C/MSG/SECNAV WASHINGTON DC/021900ZJUL15//

REF/D/MSG/CNO WASHINGTON DC N1/051649ZAUG15//

REF/E/DOC/COMNAVPERSCOM/31MAR11//

REF/F/DOC/OPNAV/14JUN07//

REF/G/DOC/OPNAV/11JUL11//

NARR/ REF A IS A DIRECTIVE-TYPE MEMORANDUM (DTM) 16-002, DOD-WIDE CHANGES TO MATERNITY LEAVE. REF B IS DODINST 1327.06, LEAVE AND LIBERTY POLICY AND PROCEDURES. REF C IS ALNAV 053/15, DEPARTMENT OF THE NAVY MATERNITY AND CONVALESCENT LEAVE POLICY. REF D IS NAVADMIN 182/15, MATERNITY AND CONVALESCENT LEAVE POLICY. REF E IS NAVPERS 15560D, NAVAL MILITARY PERSONNEL MANUAL (MILPERSMAN). REF F IS OPNAVINST 6000.1C, NAVY GUIDELINES CONCERNING PREGNANCY AND PARENTHOOD. REF G IS OPNAVINST 6110.1J, PHYSICAL READINESS PROGRAM.//

RMKS/1. In accordance with the 28 January 2016 Secretary of Defense announcement regarding maternity leave as outlined in reference (a), this NAVADMIN updates Navy maternity leave policy previously promulgated in references (b) through (d). This NAVADMIN will be followed by updates to references (e) through (g), including the release of a new MILPERSMAN article addressing maternity leave.

## 2. Eligibility.

a. This new maternity leave policy applies to active component members, and Reserve component members serving on call or orders to active service for a continuous period of at least 12 months.

b. Date of pregnancy, which determines whether the member is eligible for 12 or 18 total weeks of leave, shall be determined by a privileged health



care provider.

3. Sailors, including eligible members of the Reserve component, who are pregnant or experience a birth event on or before March 3, 2016, will be entitled up to 18 weeks of maternity leave.

4. Navy members who become pregnant after 3 March 2016 will be entitled to 84 total days of non-chargeable maternity leave. The leave must be taken in a single block of 84 days, consecutively and immediately following a birth event or release from hospitalization following a birth event, whichever is later.

5. For Navy members whose maternity leave or additional maternity leave (AML) was approved by their commanding officers on or before 3 March 2016, or who are pregnant or experience a birth event on or before 3 March 2016, the policy established in reference (d) applies. That is, mothers may be granted up to 126 total days of leave (42 days of convalescent/maternity leave and up to 84 days of AML and may take the AML in multiple blocks as allowed by reference (d)). Maternity leave that is not used within a year of the child's birth will be lost. AML shall be calculated based on work days, per reference (d) paragraph 7a.

6. Definition of birth event. Any birth of a child(ren) to a female member wherein the child(ren) is/are retained by the mother. For purposes of this NAVADMIN, multiple children resulting from a single pregnancy (e.g., twins or triplets) will be treated as a single event so long as the multiple births occur within the same 72-hour period.

7. Members who give birth but do not retain custody of the child are eligible for convalescent leave as prescribed by their health care provider.

8. Eligible Reserve Component members will be extended on active duty at their request for the purposes of taking maternity leave.

9. Adoption leave and parental leave policies remain unchanged and will continue to be administered in accordance with references (b) and (f).

10. No member shall be disadvantaged in her career, including limitations in her assignments (except in the case where she voluntarily agrees to accept an assignment limitation), performance appraisals, or selection for professional military education or training, solely because she has taken maternity leave.

11. Tracking of maternity leave and AML.

a. For commands on e-Leave in Navy Standard Integrated Personnel System (NSIPS), members will request the maternity leave type for both maternity leave and AML. Command leave administrators shall run the e-Leave type report regularly to ensure the authorized days of maternity or AML as listed in paragraphs 4 and 5 are not exceeded.

b. Commands not on e-Leave with NSIPS will manually track maternity leave and AML until the command begins utilizing e-Leave.

12. Point of contact for this matter is LT Amy Younger, N130C2, at (703) 604-5477/DSN 664 or via e-mail at NXAG\_N130C(at)NAVY.MIL.

13. Released by Vice Admiral W. F. Moran, N1.//

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SUBJ/PHYSICAL READINESS PROGRAM POLICY CHANGES UPDATE 1: ENLISTED POLICIES  
(CORRECTED COPY)//

REF/A/MSG/CNO WASHINGTON DC/031159ZAUG15//

REF/B/DOC/BUPERS/1MAY15//

REF/C/DOC/BUPERS/2NOV07//

REF/D/DOC/COMNAVPERSCOM/5NOV14//

REF/E/DOC/COMNAVPERSCOM/19DEC11//

REF/F/DOC/COMNAVPERSCOM/2FEB13//

REF/G/DOC/OPNAV/11JUL11//

REF/H/MSG/CNO WASHINGTON DC/292315ZDEC10//

REF/I/DOC/COMNAVPERSCOM/24APR13//

REF/J/DOC/COMNAVPERSCOM/2SEP10//

REF/K/DOC/OPNAV/20DEC05//

REF/L/DOC/COMNAVPERSCOM/23MAR07//

REF/M/DOC/COMNAVPERSCOM/20SEP11//

NARR/REF A IS NAVADMIN 178/15, PHYSICAL READINESS PROGRAM POLICY CHANGES.  
REF B IS BUPERSINST 1610.10D, NAVY PERFORMANCE EVALUATION SYSTEM. REF C IS  
BUPERSINST 1430.16F, ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL IN THE U.S.  
NAVY AND U.S. NAVY RESERVE. REF D IS MILPERSMAN 1160-120, HIGH YEAR TENURE.  
REF E IS MILPERSMAN 1830-040, TRANSFER TO FLEET RESERVE AND RELEASE FROM  
ACTIVE DUTY. REF F IS MILPERSMAN 1910-170, SEPARATION BY REASON OF PHYSICAL  
FITNESS ASSESSMENT (PFA) FAILURE. REF G IS OPNAVINST 6110.1J, PHYSICAL  
READINESS PROGRAM. REF H IS NAVADMIN 420/10, NEW POLICY REGARDING  
INVOLUNTARY SEPARATION PAY FOR PHYSICAL FITNESS ASSESSMENT FAILURE. REF I IS  
MILPERSMAN 1160-030, CERTAIN ENLISTMENTS AND REENLISTMENTS UNDER CONTINUOUS  
SERVICE CONDITIONS. REF J IS MILPERSMAN 1160-040, EXTENSION OF ENLISTMENTS.  
REF K IS OPNAVINST 1900.4, SEPARATION PAY FOR INVOLUNTARY SEPARATION FROM  
ACTIVE DUTY. REF L IS MILPERSMAN 1920-030, INVOLUNTARY SEPARATION PAY (NON-  
DISABILITY) - DEFINITIONS AND POLICY. REF M IS MILPERSMAN 1920-040,  
INVOLUNTARY SEPARATION PAY (NON-DISABILITY) ELIGIBILITY CRITERIA AND  
RESTRICTIONS.//

RMKS/1. This NAVADMIN details the changes to physical readiness policies for  
enlisted personnel announced in reference (a) and specifies the process by  
which an enlisted Sailor pending separation as a result of failing three  
physical fitness assessments (PFA) in the most recent 4-year period may be  
retained until they are able to participate in the Cycle 1 2016 PFA.

2. Affected Enlisted Personnel Policies:

a. Evaluation Policy: Reference (b) remains in effect until 31 December  
2015 at which point updated guidance will be promulgated. Any Sailor  
possessing three PFA failures in the most recent 4-year period shall continue

to receive evaluation grades per reference (b). No special evaluation is permitted for these Sailors until 1 January 2016, per paragraph 3 below.

b. Advancement Policy: Reference (c) remains in effect. Advancement policy in upcoming advancement cycles (Cycles 230, 231, and 232) will be consistent with previous policy.

c. High Year Tenure Policy: Reference (d) remains in effect.

d. Fleet Reserve Policy: References (e) and (f) remain in effect.

(1) Sailors who have submitted Fleet Reserve or retirement requests due to multiple PFA failures must continue their Fleet Reserve or retirement processing. Career Progression Division (PERS-8), in coordination with the enlisted community managers (ECMs), may approve a request for cancellation of a Fleet Reserve or retirement request based on community needs or manning on a case-by-case basis.

(2) Per reference (f), Sailors who are required to submit a request to PERS-8 for an adjustment to an approved Fleet Reserve or retirement date due to PFA failure must still submit this request.

e. Permanent Change of Station (PCS) Transfer Policy: Pending a permanent revision to reference (g), transfer policy is modified as follows:

(1) Unless the most recent PFA was passed, Sailors who have failed one PFA in the past three years will not be assigned to:

- (a) Overseas billets;
- (b) GSA/OSA;
- (c) PCS/Mobilization;
- (d) Pre-commissioning billets;
- (e) Recruiting division commander assignments;
- (f) Recruiting duty;
- (g) Equal opportunity advisor assignments;
- (h) Washington, DC and Millington, TN staffs;
- (i) Combatant commander staff; or
- (j) Instructor duty.

(2) Changes to any program not listed above that has specific PFA requirements will be announced via revision to its governing instruction.

f. Administrative Separation Policy:

(1) Sailors who met the requirements for mandatory separation processing per reference (g) as of 1 July 2015 and do not pass either a mock or official Cycle 2, 2015 physical readiness test (PRT) will resume separation processing on 1 December 2015 and are ineligible for the reset of PFA failures on 1 January 2016 cited in reference (a).

(2) Sailors who failed their third PFA in the most recent 4-year period in the Cycle 2, 2015 PRT shall be processed for administrative separation and are ineligible for the reset of PFA failures on 1 January 2016 cited in reference (a).

(3) Sailors who are currently being processed for administrative separation due to PFA failures and choose to continue with the separation process instead of requesting to participate in the Cycle 2, 2015 PFA prior to 1 December 2015 shall be processed for administrative separation without delay. Involuntary separation pay (ISP) will not be awarded. The applicable separation program designator (SPD) code from the FT (physical standards) family shall be used. For Sailors who have chosen to continue with separation, this guidance supersedes reference (h), specifically, they are not eligible for the CR (weight control) family of SPD codes.

(4) Per reference (g), all commands are required to and shall capture "1 or all" PFA failures using NAVPERS 1070/613 documenting the failure with the Sailors acknowledgement. If not already completed, verify all Sailors possessing a PFA failure from 1 July 2012 to present have the required NAVPERS 1070/613 completed and filed in their official military personnel

record.

g. Retention Policy: References (i) and (j) remain in effect; however, Sailors who do not meet evaluation requirements for continued retention due to PFA failures and do not have enough obligated service to remain in the Navy until they can participate in the Cycle 1, 2016 PFA are directed to paragraph 3 for guidance on the process to compete for retention.

h. There shall be no modification to any part of a Sailors record (i.e. evaluations, past advancement exam participation allowance, physical readiness information management system (PRIMS) historical, etc.) for data that was entered as a result of PFA failures prior to 31 December 2015. These are considered permanent record entries.

3. Amplifying instructions for Sailors pending administrative separation who have insufficient obligated service to reestablish eligibility for retention and advancement under the new physical readiness standards promulgated in reference (a):

a. Active component Sailors with end of active obligated service (EAOS) or end of active obligated service (as extended) (SEAOS) and Selected Reserve (SELRES) Sailors with end of obligated service (EOS) or end of obligated service (as extended) (SEOS) between now and 31 December 2015 who have been ineligible to reenlist, extend or submit a Career Waypoints (C-WAY) application (if required) due to having three or more PFA failures in the most recent 4-year period and desire to be retained are authorized the following extensions:

(1) As an exception to policy (ETP), they may submit an extension request via their command (service not to exceed 31 December 2015) to Enlisted Career Administration/Enlisted Boards (PERS-81) following the guidance at: <http://www.public.navy.mil/bupers-npc/career/enlistedcareeradmin/Pages/ReenExt.aspx>.

(a) The purpose of this extension is to allow these Sailors an opportunity to participate in the Cycle 2, 2015 PFA, without a C-WAY quota (if applicable).

(b) This ETP extension will be offered to all Sailors in this category regardless of whether their total extension for one enlistment is greater than that authorized per reference (j).

(c) If the total extension time is greater than authorized per reference (j), the personnel support office shall:

1. Prepare a hard copy extension as approved.

2. Submit a trouble ticket to the Navy Standard Integrated Personnel System (NSIPS) Help Desk attaching a copy of the PERS-8 ETP approval received above, a copy of the extension, and a copy of this NAVADMIN as authority. The NSIPS Help Desk will assist the command in updating individual records accordingly.

(2) Upon passing Cycle 2, 2015 PFA, a second extension request must be submitted (service not to exceed 30 June 2016) to PERS-81 following the guidance at: <http://www.public.navy.mil/bupers-npc/career/enlistedcareeradmin/Pages/ReenExt.aspx> with PRIMS results showing the Cycle 2, 2015 PFA results.

(a) As an ETP, this action will not require a C-WAY quota (if normally required).

(b) Follow-on actions required for retention are provided in reference (j).

b. Sailors with EAOS or SEAOS and EOS or SEOS between 1 January 2016 and 30 June 2016 who are ineligible for retention or cannot submit a C-WAY application due to adverse evaluations as a result of past PFA failure history and desire to be retained are authorized an extension per the following:

(1) Once the member successfully passes the official Cycle 2, 2015 PFA, the Sailors command should submit an extension request to Navy Personnel Command following the guidance at: <http://www.public.navy.mil/bupers-npc/career/enlistedcareeradmin/Pages/ReenExt.aspx> with PRIMS results showing the Cycle 2, 2015 PFA results.

(2) Because this is an ETP, this action will not require a C-WAY quota (if applicable).

(3) Requested extension length should be of sufficient duration to allow for processing of a future special evaluation and application in C-WAY (if applicable), but must not exceed 30 June 2016.

c. Effective 1 January 2016, all Sailors (except those specified in paragraph 2 above) with PFA (body composition assessment or PRT) failures in the most recent 3-year period will be reset to one failure. C-WAY application eligibility rules will be updated to reflect the new limit of two failures in three years. The new 3-year cycle will be calculated forward based on the most recent PFA failure. For Sailors who were ineligible prior to 1 January 2016, the following steps are required to submit a reenlistment request and reestablish advancement criteria:

(1) Submit a special evaluation to restore advancement recommendation after 1 January 2016. Sailors who have passed the Cycle 2, 2015 PFA, are authorized to receive a special evaluation to restore their advancement recommendation per references (b) and (c) once they are reset. However, prior to passing the Cycle 1, 2016 PFA, these Sailors will not be eligible for reenlistment, extension (except as allowed in this NAVADMIN), or a C-WAY quota (if applicable). Eligibility for retention requires that the member be promotable and recommended for retention on the last two graded evaluations per reference (i). The second evaluation required to meet this will be covered in following paragraphs.

(2) Pass the Cycle 1, 2016 PFA. The Cycle 1, 2016 PFA begins on 1 January 2016. Sailors retained in the Navy by reference (a) are permitted to perform the Cycle 1, 2016 PFA less than four months after completion of their Cycle 2, 2015 PFA and document it as their official PFA for this cycle as an ETP to reference (g). It is imperative that commands support an early PFA to the extent practical to allow Sailors and personnel administrators the proper amount of time to process special evaluations, communicate with ECMs, and initiate C-WAY resets (if required) for retention.

(3) Submit a second special evaluation once a Sailor passes the Cycle 1, 2016 PFA and PRIMS is updated. This special evaluation is to eliminate the physical readiness deficiency and should state this purpose explicitly in block 41 or 43 (comments on performance). At this point, Sailors will become eligible to reenlist and request a C-WAY reenlistment quota (if applicable).

(4) Once the evaluation is issued, commands should contact the applicable ECM to request a one-time in-rate, willing to convert application reset to compete for a reenlistment quota. Sailors, particularly those in overmanned ratings, and their supporting career counseling teams, are highly encouraged to maximize opportunity for retention by selecting three rating choices that match with Sailor aptitude in open ratings and year groups.

(5) For those Sailors subject to C-WAY, all PFA results must be recorded in PRIMS, special evaluation(s) completed, and C-WAY application submitted by 30 April 2016, which is the deadline for all C-WAY applications. Applications submitted after this deadline will not be reviewed and enlisted contracts will not be extended for additional looks in C-WAY.

(6) Sailors not subject to C-WAY policy must have their PRIMS and special evaluation(s) submitted prior to 31 May 2016 to allow proper processing of required retention paperwork.

(7) Due to delays in implementing required information technology system changes to support the new PFA policy delineated in reference (a),

command career counselors (CCC) should closely scrutinize Cycle 2, 2015 PFA data. CCCs should edit the Cycle 2, 2015 PFA data on the C-WAY application with detailed notes describing why the data was changed.

d. ISP is authorized for Sailors who complete applicable actions specified in this NAVADMIN and compete for retention but are denied a C-WAY quota. Previously submitted ineligible C-WAY applications (ineligible due to multiple PFA failures) will not be used to penalize the Sailor. Sailors who request retention, pass both Cycle 2, 2015 and Cycle 1, 2016 PFAs, and submit a C-WAY application (if required) after 1 January 2016, but are not retained will be considered to have maximized their opportunity for retention and receive ISP at the appropriate rate per references (k), (l), and (m).

4. For additional clarification, please contact the Navy Personnel Commands Customer Service Center at 1-866-U-ASK-NPC or via e-mail at UASKNPC@navy.mil.

5. This NAVADMIN will remain in effect until 31 December 2016, or unless superseded by new policy, whichever occurs first.

6. Released by Vice Admiral W. F. Moran, N1.//

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SUBJ/PHYSICAL READINESS PROGRAM POLICY CHANGES//

REF/A/MSG/SECNAV WASHINGTON DC/121505ZJUN15//

REF/B/DOC/OPNAV/11JUL11//

REF/C/DOC/DODI/5NOV02//

NARR/REF A IS ALNAV 050/15, DEPARTMENT OF THE NAVY TALENT MANAGEMENT INITIATIVES. REF B IS OPNAVINST 6110.1J, PHYSICAL READINESS PROGRAM. REF C IS DODINST 1308.3, DOD PHYSICAL FITNESS AND BODY FAT PROGRAMS PROCEDURES.

RMKS/1. This NAVADMIN enumerates changes to the Physical Readiness Program (PRP) as announced in reference (a). Physical Fitness Assessments (PFAs) should be designed and implemented to assess an individual Sailors health and mission readiness. The current PFA model enforces maximum body fat percentages and minimum physical readiness scores, but falls short on evaluating a Sailors overall health, and does not adequately reflect the challenges unique to sea duty and the increasingly technical nature of our jobs. The intent of these changes is to strike a better balance between health and physical readiness.

2. Amplifying instructions for Cycle 2 2015 (1 July 2015 to 31 December 2015): Cycle 2 2015 will continue to be administered in accordance with reference (b) with the following changes:

a. Physical Activity Risk Factor Questionnaire (PARFQ): The PARFQ process is unchanged. All Sailors will complete a PARFQ as outlined in reference (b).

b. Body Composition Assessment (BCA): Changes to the BCA are as follows:

(1) BCA measurements taken in Cycle 2 2015 will be recorded for monitoring purposes only using the current methodology and BCA standards outlined in reference (b).

(2) All BCA data will continue to be recorded in the Physical Readiness Information Management System (PRIMS), regardless of outcome.

(3) BCA measurements exceeding current standards, as outlined in reference (b), during Cycle 2 2015 ONLY will not count as a Physical Fitness Assessment (PFA) failure. Sailors who exceed current standards shall be enrolled in the Fitness Enhancement Program (FEP) and in nutritional counseling.

c. Physical Readiness Test (PRT): The PRT will continue to be administered in accordance with reference (b). PRT failures incurred during Cycle 2 2015 will be documented in PRIMS and count as PFA failures. PRT changes are as follows:

(1) All medically cleared Sailors shall participate in the PRT



regardless of BCA outcome.

(2) If a Sailor is not medically cleared to participate in the PRT, this shall be annotated on Medical Waiver Form 6110/4. A Medical Evaluation Board shall be initiated if required in accordance with reference (b).

d. Spot Checks: Commanding officers will conduct PFA spot checks. BCA and PRT failures incurred during a spot check will not count toward administrative separation, but may result in FEP enrollment to ensure success during the next official PFA.

e. Fitness Enhancement Program (FEP): The FEP will continue to be administered in accordance with reference (b) or when commanding officers deem it necessary.

3. Effective 1 January 2016 (Cycle 1 2016), the following changes to reference (b) will go into effect:

a. Physical Activity Risk Factor Questionnaire: An updated PARFQ form will better assist medical providers in assessing a Sailors overall health. Details will be provided via SEPCOR.

b. Body Composition Assessment (BCA) Methodology: The new method for measuring BCA will consist of a three-step process. A Sailor who is medically cleared to participate in the PRT shall do so regardless of his or her BCA results under any of the three steps discussed below.

(1) Step 1: Apply the current height/weight tables per reference (b) to a Sailor. If the Sailor is within height/weight standards, he or she will pass the BCA, steps 2 and 3 will not apply, and he or she will not be required to enroll in FEP. If the Sailor does not meet the height/weight standard, proceed to step 2.

(2) Step 2: Apply a single-site abdominal circumference measurement. Scientific evidence indicates that individuals are at increased risk for health problems such as diabetes, heart disease, and cancer if their abdomen exceeds a certain circumference. Thus, a single-site abdominal circumference measurement will assist in identifying Sailors who are at risk for health problems. A Sailor will pass the BCA if abdominal circumference is less than or equal to 39.0 inches for males and less than or equal to 35.5 inches for females. If the Sailor exceeds the abdominal circumference measurement, proceed to step 3.

(3) Step 3: If the Sailor exceeds the height/weight screen of step 1 and the abdominal circumference measurement screen of step 2, a body circumference measurement shall be conducted. Apply the body circumference measurement technique to determine body fat percentage per reference (b). The Sailor will pass the BCA by meeting the Department of Defense (DoD) maximum allowable body fat limit of less than or equal to 26 percent for males or DoD maximum body fat limit of less than or equal to 36 percent for females outlined in reference (c). The Sailor will fail the BCA only if the Sailor does not meet any of the standards employed in steps 1, 2, or 3 and shall be evaluated by a medical provider, enrolled in FEP, and provided nutritional counseling. All Sailors who are medically cleared, regardless of BCA results, shall take the PRT. A BCA failure will constitute an overall PFA failure for the cycle regardless of PRT results.

c. The Body Circumference Technique currently employed under reference (b) will continue to be used to determine body fat percentage. The new Body Fat Standards will be graduated by age, reflecting a more realistic approach in accordance with DoD guidance, which is consistent with the American Medical Association and American Council on Exercise Standards. This approach will allow more Sailors to participate in the PRT portion of the PFA. New Navy Body Fat Percentage Standards based on a graduated scale that increases with a Sailors age:

(1) Males: 18-21 = 22 percent, 22-29 = 23 percent,

30-39 = 24 percent, 40+ = 26 percent.

(2) Females: 18-21 = 33 percent, 22-29 = 34 percent,  
30-39 = 35 percent, 40+ = 36 percent.

Any Sailor who exceeds the Navy's updated graduated body fat standards set forth above shall be enrolled in FEP.

(3) The Physical Readiness Program Operating Guides will be updated and Command Fitness Leaders will be trained on how to accurately conduct the single site abdominal circumference measurement.

(4) In summary, effective 1 January 2016, a Sailor will have three options regarding BCA measurement: height/weight screening, single-site abdominal circumference measurement, and the body circumference measurement.

d. Physical Readiness Test (PRT): The PRT will continue to be administered in accordance with reference (b). All Sailors cleared by their medical providers through the Physical Health Assessment (PHA) and PARFQ processes shall take the PRT, regardless of BCA outcome.

e. Fitness Enhancement Program (FEP): Sailors shall be enrolled in FEP for any of the following reasons:

(1) Exceeding the updated graduated Navy Body Fat Standards; or

(2) Failing any portion of the PRT. Sailors enrolled in FEP due to BCA failure shall also be enrolled in nutritional counseling. All Sailors enrolled in FEP will be required to participate in a mock PFA every 30 days. Failures incurred during a mock PFA will not count as official failures. A Sailor will be disenrolled from FEP when he or she passes the PRT and is within the new Navy BCA standards.

f. PFA Failure Determination for Administrative Separation Processing: Effective 1 January 2016, all PFA (BCA or PRT) failures in the most recent 3-year period will be reset to one failure. A Sailor's most recent failure will carry over to Cycle 1 2016. Note: A Cycle 2 2015 BCA failure will not count as a carry-over failure, but a PRT failure incurred in Cycle 2 2015 will count as a carry-over failure.

g. Administrative Separation Policy Guidance:

(1) Effective 1 January 2016, a Sailor who fails two PFA cycles in the most recent 3-year period shall be processed for administrative separation. Failing either the BCA or the PRT will constitute a PFA failure for the cycle in which it is incurred.

(2) Effective immediately, a Sailor subject to an approved or pending administrative separation due to multiple PFA (BCA or PRT) failures, who has not yet been separated, shall be offered the opportunity to be retained. A Sailor who desires to separate from the Navy will continue processing for administrative separation. A Sailor who desires to be retained must notify his or her commanding officer, be medically cleared to participate in the PRT, and pass either a mock or the official PRT before 1 December 2015. All mock PFA data shall be recorded in PRIMS under the FEP tab in each Sailor's profile. A Sailor who does not meet present Navy BCA requirements as outlined in reference (b) must be cleared by his or her medical provider to participate in the Cycle 2 2015 PRT.

(a) If the Sailor is not medically cleared to participate in the PRT, this shall be annotated on Medical Waiver Form 6110/4. A Medical Evaluation Board shall be initiated if required in accordance with reference (b). If a Sailor failed the Cycle 1 2015 BCA, the Sailor shall be automatically enrolled in FEP.

(b) During FEP, the Sailor shall participate in a mock PFA every 30 days. The deadline to pass either a mock or the official PRT is 1 December 2015.

(c) If a Sailor does not pass either a mock or the official PRT by 1 December 2015, the failure will be recorded in PRIMS. If a Sailor who was pending administrative separation as of 1 July 2015 does not pass either

a mock or the official PRT by 1 December 2015, he or she will continue to be processed for administrative separation. A Sailor who fails any portion of the PRT during Cycle 2 2015 will incur a failure for the PFA, and the failure will count toward administrative separation. The current Navy administrative separation standard of three failures in the most recent four-year period will continue in effect through 31 December 2015.

(d) Effective 1 January 2016, all PFA failures in the most recent 3-year period will be reset to one failure.

4. Future Planned Changes:

- a. Developing a Navy-wide Registered Dietician (RD) utilization plan;
- b. Enhancing SHIPSHAPE and encouraging approved civilian diet programs;
- c. Establishing Go for Green healthy-eating ashore and at sea;
- d. Providing more support for post-partum Sailors to re-attain or exceed previous fitness goals;
- e. Wearable-fitness device studies to monitor physical output and rest;
- f. Enhance Physical Readiness Test; and
- g. Fitness awards for Sailors who score outstanding.

5. In the long-term, the Navy strives to move away from PFA testing as a calculation of BCA maximums and PRT minimums, to a more realistic measure of health, fitness, and mission readiness. To do this, the Navy will incorporate methods of assessing sleep patterns, activity, nutrition, and genetic risk factors.

6. For questions, please contact the Physical Readiness Program Help Desk at (901) 874-2210/DSN 882 or via e-mail at [navyprt@navy.mil](mailto:navyprt@navy.mil). Physical Readiness Program polices, operating guides and FAQs can be found on the NPC 21st Century Sailor web page [http://www.npc.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](http://www.npc.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx).

7. Released by Vice Admiral W. F. Moran, N1.//

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MSGID/GENADMIN/CNO WASHINGTON DC/N1/SEP// SUBJ/PHYSICAL READINESS PROGRAM POLICY CHANGES// REF/A/DOC/OPNAV/11JUN11// REF/B/DOC/OPNAV/12JAN09// NARR/REF A IS OPNAVINST 6110.1J, PHYSICAL READINESS PROGRAM. REF B IS OPNAVINST 6100.3, DEPLOYMENT HEALTH ASSESSMENT (DHA) PROCESS.//

RMKS/1. This NAVADMIN outlines policy changes to ref (a) that are effective upon the release of this NAVADMIN.

a. Sailors requiring a deployment health assessment (DHA) in the form of either a Post Deployment Health Assessment (PDHA) or a Post Deployment Health Re-assessment (PDHRA), must be within assessment periodicity to participate in the PFA.

b. The number of days allowed for Sailors to complete the physical readiness test (PRT) after the official body composition assessment (BCA) date is increased from 10 to 45 days.

2. Medical clearance. Per ref (a), paragraph 5b; the PFA includes a medical screening, BCA, and PRT.

a. Per ref (a), enclosure (1) paragraph 4d, Sailors shall not participate in the PRT without medical clearance. New medical screening policy requires all Sailors to maintain a current PHA, which includes, when required, a current DHA - either PDHA or PDHRA.

Sailors required to complete a DHA that are not current and those who have not completed a PHA within the required periodicity are precluded from participation in the PRT portion of the PFA. If a PFA (BCA and PRT) is not completed because of a delinquent PHA or DHA, the commanding officer (CO) may assign the member a "UA" status in the Physical Readiness Information Management System (PRIMS) for the missed PFA.

b. All personnel are required to complete their Physical Activity Risk Factor Questionnaire (PARFQ) in PRIMS as a prerequisite to participate in the PFA. The PARFQ is not valid unless the PHA and, if required, the DHA are within the required periodicity.

c. A "yes" response to any question on the current cycle PARFQ other than question one, requires medical clearance be documented on the bottom of the PARFQ and certified by an authorized medical provider unless a medical waiver is required. If a medical waiver is required, the waiver must be issued on the official PFA medical waiver/clearance (NAVMED 6110/4) and approved by the CO prior to the BCA portion of the PFA.

d. A PARFQ is not required if the PRT will not be conducted (i.e. DEP/OP, IA, TAD, etc).

3. Sailors can check the status of their PHA/DHA by logging into BUPERS on-line at <https://www.bol.navy.mil/> and selecting individual medical readiness status.

4. BCA scheduling requirements. The BCA shall be completed within 45 days of, but not less than 24 hours prior to, participation in the PRT. The official BCA is the first and only BCA taken during the command PFA. If the recorded PRT is not completed within 45 days of the official BCA, the CO may assign a participation status of "UA" for the PRT. This policy applies to both active and reserve Sailors.

5. Above policy updates will be incorporated into the forthcoming revisions of refs (a) and (b).

6. Point of contact is Mr. Bill Moore, Director, Physical Readiness Program, N170 at (901) 874-2210/DSN 882, or via e-mail at [navypprt@navy.mil](mailto:navypprt@navy.mil).

7. Released by Vice Admiral W. F. Moran, N1//

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DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

OPNAVINST 6110.1J  
N135  
11 JUL 2011

OPNAV INSTRUCTION 6110.1J

From: Chief of Naval Operations

Subj: PHYSICAL READINESS PROGRAM

Ref: (a) DoD Instruction 1308.3 of 5 Nov 2002  
(b) OPNAVINST 6100.2A  
(c) OPNAVINST 5102.1D  
(d) BUPERSINST 1610.10C  
(e) NAVPERS 15560D, Military Personnel Manual  
(f) SECNAVINST 1920.6C  
(g) SECNAVINST 6120.3  
(h) OPNAVINST 6000.1C  
(i) BUPERSINST 1430.16F  
(j) SECNAVINST 1420.1B  
(k) DoD Instruction 1215.13 of 11 May 2009

Encl: (1) Physical Fitness Assessment (PFA) Policy Guidelines  
(2) Physical Fitness Assessment (PFA) Failure Process  
(3) Physical Fitness Assessment (PFA) Tables  
(4) Body Composition Assessment (BCA) Medical Waiver Chart  
(5) Physical Readiness Test (PRT) Medical Waiver Chart

1. Purpose. To establish policy and requirements for Navy's Physical Readiness Program to ensure both Active Component (AC) and Reserve Component (RC) personnel maintain a level of physical fitness required to support overall mission readiness per reference (a) through (k).

2. Cancellation. OPNAVINST 6110.1H.

3. Scope. This instruction applies to all AC and RC Navy personnel, commands, and activities.

a. This instruction describes the Navy's Physical Readiness Program, issues program requirements, defines the responsibilities for compliance, and establishes required minimum standards of physical fitness.

b. The Physical Readiness Program Operating Guide is the official Physical Readiness Program supplement guide to the this instruction and will be referred to as the Operating Guide throughout this instruction. All information contained within the guide is available for download on the Physical Readiness Program Web site:

<http://www.public.navy.mil/bupers-npc/support/physical/Pages/default2.aspx>.

The Operating Guide is divided into three sections:

(1) Physical Readiness Program "How To" Guide;

(2) Command Fitness and Fitness Enhancement Program (FEP) Guide; and

(3) Physical Readiness Program Nutrition Resource Guide.

4. Discussion. It has become increasingly important for all Navy personnel to maintain a minimum prescribed level of physical fitness necessary for world-wide deployment, whenever or wherever needed. Per reference (b), the Navy utilizes a holistic approach to overall wellness via exercise, nutrition, weight control, tobacco cessation, prevention of alcohol abuse, and health and wellness education. While all of these factors contribute to overall wellness, the primary focus of this instruction is to define the policies and requirements for both maintaining and assessing Navy physical fitness.

5. Policy. All Navy AC and RC personnel shall meet minimum physical fitness standards for continued naval service.

a. Command Physical Training (PT) Program. Commanding officers (COs) are responsible and accountable for the physical fitness of their personnel and shall establish and maintain an effective year-round physical readiness program. Physical fitness shall be integrated into the workweek, consistent with mission and operational requirements. To maintain health and decrease the risk of chronic disease:

(1) Members shall comply with medical screening requirements for participation in all physical training consistent with this instruction.

(2) Members should participate in moderate activity at least:

(a) Two hours and 30 minutes (150 minutes) per week, i.e., 50 minutes three times per week or 75 minutes two times per week; plus

(b) Perform strength training exercises at least twice per week to work all major muscle groups.

(3) Detailed requirements for exercise sessions are located in the command fitness section of the Operating Guide on the Physical Readiness Program Web site:  
<http://www.public.navy.mil/bupers-npc/support/physical/Pages/default2.aspx>.

b. Physical Fitness Assessment (PFA). The Navy assesses personal physical fitness via a semi-annual PFA (see enclosure (1)). The PFA includes a medical screen, a body composition assessment (BCA) and physical readiness test (PRT) (see enclosure (1)). The medical screening includes the annual periodic health assessment (PHA), a semi-annual NAVPERS 6110/3 Physical Activity Risk Factor Questionnaire (PARFQ), and pre-physical activity questions (see enclosure (1)). The BCA is based upon height and weight tables and circumference measurements, when required. The PRT is a series of physical events that assess cardio-respiratory fitness, muscular strength, and endurance. Physical fitness standards should be maintained constantly and consistently, not solely at the time of semi-annual testing.

c. Failure to Meet PFA Standards. Meeting minimum PFA standards are a condition of continued naval service. Members with PFA failures will be subject to administrative actions. Members failing to meet BCA or PRT standards shall participate in an FEP. Members failing to meet PFA standards three times in the most recent 4-year period shall be processed for administrative separation (ADSEP) from the Navy.

d. Medical Waiver Management. Members with two consecutive medical waivers or three in a 4-year period shall be referred to the military treatment facility (MTF) for a medical evaluation board (MEB). MEB findings shall be forwarded to Navy Personnel Command (NAVPERSCOM), Career Progression Department (PERS-8) for disposition.



6. Actions and Responsibilities

a. Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education (DCNO (MPTE)) (N1) shall:

(1) Develop physical readiness policy and provide oversight.

(2) Manage Physical Readiness Information Management System (PRIMS).

(3) Provide "Train-the-Trainer" courses to certify instructors for the Command Fitness Leader (CFL) course. Provide quality assurance and assistance to Commander, Navy Installations Command (CNIC) for CFL training and certification courses.

(4) Provide direct community management for all PFA-related matters affecting Office of the Chief of Naval Operations (OPNAV), Nuclear Propulsion Management Branch (N133) personnel. All community management and policy decisions affecting Naval Nuclear Propulsion Program personnel must be referred to OPNAV (N133) for review and approval. This includes all administrative separation packages that are submitted per this instruction.

(5) OPNAV, Physical Readiness Program Office (N135F) shall provide program management to include policy oversight, enforcement, standards, and quality assurance for CFL certification, ADSEP waiver processing and waiver compliance, management of CFL curriculum, and accession point training programs.

b. CNIC shall:

(1) Provide fitness staff and facilities for physical fitness training at each installation. Ensure CFL instructors and morale, welfare, and recreation (MWR) fitness staff comply with current policies when assisting with command PT, FEP, and PFA.

(2) Schedule and execute CFL certification courses based on regional requirements.

c. Bureau of Medicine and Surgery (BUMED) shall:

(1) Establish guidelines to ensure consistency of the authorized medical department representative (AMDR) BCA and PRT waiver recommendation process.

(2) Develop and execute a training program for all physicians, nurse practitioners, physician assistants and independent duty corpsman (IDCs) on proper procedures for BCA and PRT medical screening and waivers.

(3) Provide management and oversight of the BUMED approved ShipShape Weight Management Program.

d. Commander, Naval Education and Training Command shall:

(1) Develop and maintain a pre-requisite course for prospective CFLs on Navy Knowledge Online E-Learning.

(2) In coordination with OPNAV (N135F) and CNIC, develop and maintain CFL course curriculum.

(3) Conduct a PFA on all members attending schools greater than 10 weeks in duration.

(4) Ensure all recruits meet or exceed physical readiness standards by completion of recruit training.

(5) Establish a PRIMS account for each recruit and enter final PFA score prior to completion of recruit training.

(6) Ensure compliance with the standardized fitness and nutrition programs, in consultation with OPNAV (N135F).

(7) Establish a physical fitness program at all schools, regardless of duration.

e. Commander, Naval Safety Center shall: Collect and analyze data on Physical Readiness Program injuries and deaths, per reference (c).

f. Commander, Navy Personnel Command (COMNAVPERSCOM) shall:

(1) Ensure PFA results are incorporated into the promotion, advancement, and reenlistment process.

(2) Ensure compliance with PFA requirements is incorporated into personnel transfer and detailing decisions.

(3) NAVPERSCOM (PERS-8) and NAVPERSCOM, Reserve Personnel Matters (PERS-9) will manage ADSEP processing for all members who have three or more PFA failures in the most recent 4-year period.

(4) Evaluate PFA MEB findings for disposition.

g. Commander, Navy Reserve Forces Command shall:

(1) Ensure all Drilling Reservists, including Voluntary Training Unit members, complete a PFA twice annually.

(2) Ensure reserve unit commanders, COs, officers in charge (OICs) and reserve healthcare professionals assist, advise, and educate command members in implementing the Physical Readiness Program.

(3) Ensure compliance with all Physical Readiness Program reporting requirements.

(4) Establish policy for Drilling Reservists pertaining to timing of PFAs and conduct of FEP.

h. Echelon 3 Commanders shall:

(1) Evaluate command requests for waivers for readiness and approve as appropriate, with consultation from the individual's Bureau of Naval Personnel (BUPERS) Officer Community Manager/Enlisted Community Managers (BUPERS-31/32).

(2) Appoint a collateral duty physical readiness control officer (PRCO) to liaison with OPNAV (N135F) and to provide assistance to subordinate commands on the Physical Readiness Program policy and compliance.

(3) Ensure PFA compliance reporting from PRCO at least semi-annually.

i. Immediate Seniors in Command (ISICs) shall:

(1) Ensure command compliance with Physical Readiness Program policies.

(2) Evaluate and forward recommendations to next higher echelon commander on command requests for waivers for readiness.

j. Commanders, COs, OICs shall:

(1) Comply with and execute all requirements of this instruction, utilizing the Operating Guide and Web site to obtain additional guidance for program operation.

(2) Integrate PT into the workweek, consistent with mission and operational requirements.

(3) Designate (in writing) and maintain one certified CFL to administer the requirements of this instruction and one assistant CFL (ACFL) per 25 command members.

(4) Ensure proper safety precautions are followed during command or unit PT, PFAs and FEP.

(5) Ensure members receive proper medical screening:

(a) To participate in a PFA, members must have a current PHA, NAVPERS 6110/3, and answered "no" to all of the pre-physical activity questions (except question one).

(b) To participate in command or unit PT and FEP, members must have answered "no" to all of the pre-physical activity questions (except question one).

(6) Ensure fitness reports and performance evaluations accurately reflect PFA performance and that all recommendations for promotions and advancements are conducted per the requirements of reference (d).

(7) Ensure counseling of enlisted personnel who fail the PFA is properly documented through issuance of a permanent

NAVPERS 1070/613 Administrative Remarks which is properly verified in the Navy Standard Integrated Personnel System (NSIPS) and electronically forwarded to NAVPERSCOM via the servicing personnel support detachment or personnel office (PERSUPPDET/PERSOFF). A sample can be found in PRIMS.

(8) Ensure counseling and signatures are completed when issuing a letter of notification (LON) for officer PFA failures. A sample can be found in PRIMS.

(9) Ensure the management of an effective FEP.

(10) Ensure all data for semi-annual PFA are entered into PRIMS within 30 days and all waivers are entered within 14 days of the completion of the command PFA cycle.

(11) Initiate ADSEP processing within 14 days of the third or greater PFA failure in most recent 4-year period for all individuals, per references (e) and (f), unless a waiver of readiness has been approved by the echelon 3 commander.

(12) Ensure compliance with reference (c) reporting requirements for any physical readiness-related injuries or fatalities.

k. CFLs shall:

(1) Meet the following requirements:

(a) E6 or above (preferred);

(b) Non-user of tobacco products;

(c) Overall PRT score of "Excellent" or "Outstanding;"

(d) Be within Navy BCA standards;

(e) Maintain current cardiopulmonary resuscitation (CPR) qualifications; and

(f) Complete OPNAV approved 5-day CFL certification course within 3 months of assignment as CFL;

(2) Conduct the semi-annual PFA per this instruction and the Operating Guide.

(3) Advise chain of command on all Physical Readiness Program matters at least quarterly.

(4) Maintain responsibility and oversight for command PT and FEP as outlined in the command fitness section of the Operating Guide.

(5) Ensure all ACFLs are CPR certified and competent to conduct PRT, BCA, FEP, and command PT. All ACFLs shall be non-smokers and meet the same PFA requirements as the CFL.

(6) Use PRIMS to manage PFA data:

(a) Ensure semi-annual PFA scores are entered within 30 days of the completion of the command PFA cycle.

(b) Ensure all Physical Readiness Program waivers are entered into PRIMS within 14 days.

(c) Verify NSIPS electronic service record (ESR) and the official military personnel file (OMPF) against PRIMS for all newly reported personnel. Ensure written counseling NAVPERS 1070/613 (for enlisted) or LON (for officers) is drafted and submitted to the appropriate chain of command for all personnel with documented PFA failures in PRIMS, but no evidence of written counseling.

1. PHA Status. Inform all members of their PHA status. Ensure members understand the policy which prohibits participation in command or unit PT, PFAs, or FEP if the PHA is not current.

2. Written Counseling. Ensure written counseling (NAVPERS 1070/613 for enlisted) or LON (for officers) is drafted and submitted to the appropriate chain of command for all personnel with documented PFA failures in PRIMS, but no evidence of written counseling in the OMPF.

(d) Ensure PRIMS data is current and accurate for all detaching personnel and select appropriate permanent change of station option.

(7) Maintain original written documentation (notes and or worksheets, etc.) of official command PFAs and FEP for a period of 5 years and per current personal identifiable information policy.

(a) Ensure all LONs for the first PFA failure are maintained in the CFL records. LONs for the second and third PFA failure shall be forwarded to NAVPERSCOM, Records Management/Policy Branch (PERS-313) for entry into the OMPF.

(b) Forward all Administrative Remarks to PERSUPPDET/PERSOFF for NSIPS ESR verification and submission to the OMPF.

(8) Report all Physical Readiness Program-related injuries to the command safety officer.

(9) Draft letters of correction (LOC) and forward with supporting documentation to OPNAV (N135F) for PRIMS correction within 1 year of error.

1. Individual Members shall:

(1) Participate in a year-round physical fitness program to meet Navy fitness and BCA standards.

(2) Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle.

(3) Maintain an updated annual PHA.

(4) Complete a NAVPERS 6110/3 for every PFA cycle.

(5) Fulfill all FEP requirements in the event of a PFA failure.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual M-5210.1 of November 2007.

8. Form and Reports

a. The preferred means of preparation of the Administrative Remarks is via the NSIPS ESR or PRIMS. In the event that neither capability is available, NAVPERS 1070/613 Administrative Remarks is available at Naval Forms Online:

<https://navalforms.daps.dla.mil/web/public/forms>. NAVPERS 6110/3 Physical Activity Risk Factor Questionnaire (PARFQ) and, NAVMED 6110/4 Physical Fitness Assessment Medical Clearance/Waiver are also available at the above Web site.

b. Reporting requirements contained in this instruction are exempt from reports control per SECNAV M-5214.1 of December 2005.



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**PHYSICAL FITNESS ASSESSMENT (PFA) POLICY GUIDELINES**

1. PFA. The PFA consists of a medical screening, BCA, and PRT. To facilitate operational commitments or mission requirements, a command may conduct an official PFA anytime within each Navy PFA cycle providing there is a minimum of 4 months between PFAs and only one per Navy cycle. The command PFA cycle is determined by the CO to include the regular and make-up dates for PFA components.

a. Failing the BCA portion of the PFA is an overall PFA failure.

b. To ensure safety during the PFA process, members that fail the BCA or who are medically waived from the BCA shall not participate in the PRT.

2. CO Authority. The CO has authority over the schedule, conduct, safety, and medical waivers for the PFA.

a. The Physical Readiness Program requires the completion of a 1.5 mile run or walk, the definitive assessment of cardio-respiratory fitness. The CO and or OIC may authorize participation in PFA approved alternative cardio-respiratory events.

b. The CO may waive the PRT component of the official PFA for the entire command based upon deployment and operational ("DEP/OP") commitments. Additional reasons for non-participation are listed in paragraph 6.

c. The CO must request approval from the ISIC to "DEP/OP" BCA for the command.

d. Waiving more than two consecutive PRT cycles for "DEP/OP" for the entire command requires concurrence from the echelon 3 commander via the ISIC.

e. The CO, using "Bad Day" guidelines, may authorize one retest on the PRT portion of the PFA (see enclosure (5)).

f. At the end of each PFA cycle, the CO has authority to determine whether non-participation was authorized or

unauthorized. All unauthorized non-participation shall be designated as "UA" in PRIMS and scored a PFA failure.

3. PFA Notification. The command shall provide a notification at least 10 weeks in advance of scheduled PFA dates. This notification is intended for the preparations required by the CFL and for medical screening of members. It is not intended as a "preparation window" for individuals. Navy personnel are not exempt from taking the PFA if they did not receive a PFA notification as long as they are medically cleared and acclimatized, per paragraph 6b(2)(b).

4. PFA Participation. Participation in the semi-annual PFA is required for all Active Duty and Drilling Reservists, regardless of gender, age, rank, title, billet, or retirement request status.

a. All members are required to participate in one PFA per cycle. PFA cycles are defined as:

(1) Cycle 1 (1 January through 30 June).

(2) Cycle 2 (1 July through 31 December).

b. PFAs for the current cycle must be completed within the cycle dates. PFAs may not be conducted after the cycle and entered as the previous cycle.

c. See paragraph 6 for authorized non-participation.

d. No member shall participate in the PRT without medical clearance. PRT medical clearance requires:

(1) Periodic Health Assessment (PHA). A PHA is an annual requirement (reference (g)). Members who do not have a current PHA shall not participate in a PRT or physical conditioning.

(2) NAVPERS 6110/3. All personnel shall complete a NAVPERS 6110/3 via PRIMS as soon as possible following the PFA notification.

(3) Pre-physical activity questions. The CFL shall ensure every member is asked the questions prior to participating in the PRT (see paragraph 8).

5. Medical Clearance. Members who respond "yes" to one or more of the pre-physical activity questions (except question one) shall be referred to the AMDR for medical clearance. PFA medical clearance for participation in the PFA will be annotated on a NAVMED 6110/4 Physical Fitness Assessment Medical Clearance/Waiver provided in PRIMS or from the medical department.

a. AMDR Review. Only AMDRs are authorized to make PFA medical recommendations to the CO. AMDRs shall be a physician, adult nurse practitioner, physician assistant, or IDC and shall be appointed in writing.

b. AMDR Recommendation. The AMDR shall review all NAVPERS 6110/3s with "yes" responses and make appropriate recommendations via a NAVMED 6110/4. The medical department will file a copy of the NAVMED 6110/4 in the member's medical record.

c. PFA Medical Waivers. Individuals who receive a BCA or PRT medical waiver for two consecutive PFA cycles or three in the most recent 4-year period shall be referred to the MTF for a medical board (MEDBOARD). The medical board findings shall be referred to NAVPERSCOM (PERS-8) for disposition (enclosures (4) and (5)).

6. Authorized PFA Non-participation. Personnel who fail the PFA, and are subsequently granted a medical waiver for subsequent cycles, remain a PFA failure until completing and passing an official PFA. The following are the only authorized medical and non-medical exceptions for not participating in the PFA:

a. Exceptions for Medical Reasons. Medically waived status does not count as a failure or pass for the PFA and will not be used to count towards such for administrative, promotion, or retention purposes. In all cases, the Service member's CO is the final authority for granting all PFA medical waivers, and all medical waivers shall be recorded in PRIMS and will be filed in the member's medical record consistent with the paragraphs below:

(1) BCA Medical Waivers. Members must address potential medical circumstances affecting accurate measurement prior to the official BCA. After-the-fact BCA waivers are not authorized. BCA waivers may be granted only if the member is in

approved limited duty (LIMDU) status (ACC 105) for the medical condition prompting the BCA waiver request, and only under the following circumstances:

(a) BCA waivers may be granted in the setting of an inability to obtain an accurate weight (e.g., leg cast) or measurement (e.g., recent surgery on an area directly involved with the measurements used to calculate BCA).

(b) BCA waivers may also be granted if the member has fallen out of BCA standards within the preceding 6 months due to a medical condition or medical therapy which has been newly diagnosed, worsened in severity, or increased in dosage in that 6 month period, which is known to result in weight gain.

(c) The inability to exercise is not a valid reason for a BCA waiver.

(d) All BCA medical waivers will be issued on a NAVMED 6110/4 and will require two signatures:

1. The physician (military or civilian) recommending the waiver; and

2. AMDR physician.

3. If the AMDR is the recommending physician, the AMDRs supervisor's signature is required.

(2) PRT Medical Waivers. AMDRs may make a recommendation to the CO to medically waive all or a portion of the PRT for an individual.

(3) Pregnancy Status. For the purpose of this instruction, pregnancy status is defined from the time pregnancy is confirmed by a military health care provider (HCP) or civilian HCP in cases of inaccessibility to an MTF, until the end of the 6 months following convalescent leave (postpartum):

(a) Pregnant Service women will not be issued medical waivers. "Pregnant Status" will be assigned in PRIMs. PFA results prior to confirmation of pregnancy shall not change.

(b) Pregnancy-status Service women shall not be required to meet BCA and PRT standards.

(c) Per reference (h), pregnant Service women in a pregnancy status shall receive guidance from a physician, adult nurse practitioner, or physician assistant concerning type(s) and duration(s) of activities (e.g., walking, water aerobics, elliptical, stationary bicycling) to maintain appropriate physical conditioning and body composition. Pregnancy-status Service women will not be mandated to participate in command or unit PT or FEP.

(d) AMDRs shall indicate when pregnant Service women, who have been removed from a pregnancy status, can participate in the BCA, PRT, or PT. COs may place personnel removed from a pregnancy status into the FEP to assist those members with preparing for the PFA, provided they are medically cleared.

(e) See reference (h) for policy regarding medical waivers and PFA exemptions for Service women undergoing infertility treatment with in vitro fertilization.

b. Exceptions for Other Reasons. Circumstances exists in which participation in the PFA, as required by this instruction, may not be possible. The CO may waive PRT participation for circumstances. Justification for approved non-participation shall be entered into PRIMS and will not be considered a PFA failure. A full list of authorized non-participation reasons are listed below:

(1) "DEP/OP." For deployed units where conducting a PRT is impractical, however BCA is still required.

(2) Excused. The reporting senior of the member must submit a PFA non-participation letter to OPNAV (N135F) to designate "excused" non-participation in PRIMS:

(a) Isolated Duty. For members assigned to non-military organizations such as embassies, "one-of-a-kind" duty such as the Personnel Exchange Program, or a joint command without an available qualified CFL or Service equivalent.

(b) Acclimatization. No single policy can be developed to fit every circumstance regarding the need for acclimatization of newly-reported personnel. COs are authorized, with AMDRs consultation, to set appropriate acclimatization periods for newly-reported personnel for participation in command or unit PT, PFAs and FEP. In the event the acclimatization period extends into a new PFA cycle, the member shall participate in the BCA and the PRIMS record for the PRT shall reflect "excused."

(3) Individual Augmentee (IA). Due to the nature of IA assignments, IAs may be designated in PRIMS as "IA" participation status if either the BCA, PRT, or both were not completed due to conditions at the deployed location, such as safety or the nature of the assignment. Note: Per NAVADMIN 160/08, an IA is defined as any member in receipt of individual deployment orders issued by NAVPERSCOM, Career Management Department (PERS-4), to include individual augmentee manpower management (IAMM), global war on terrorism support assignments (GSA), overseas contingency operations support assignment (OSA), and mobilized reserve personnel (RC MOB) not mobilized as part of an established commissioned reserve component unit, and health services augment personnel (HSAP). Individuals in such assignments will be treated as newly reported personnel upon return and are expected to meet Navy standards for physical fitness and military appearance.

(4) Temporary Additional Duty. May be used for consecutive schools lasting less than 10 weeks in duration or temporary duty assignment with no means of participating in an official PFA for entire PFA cycle.

(5) Leave. May be used for convalescent leave and emergency leave which extends beyond the command and Navy PFA cycle (not intended for regular or leave in conjunction with permanent changes of station orders).

7. BCA. The BCA portion of the PFA is passed (within BCA standards) when a member is within established Navy body composition assessment standards.

a. BCA Standards. Navy body composition standards are determined by established maximum weight for height standards (enclosure (3)). If an individual exceeds the weight for height

screen, the circumference technique shall be used per the Operating Guide to determine body fat percentage. Individuals who are within standards via the height and weight measurement are exempt from the circumference calculation procedure.

b. PRIMS is the official source to determine the percent fat estimation for men and women. The BCA tables contained in the Physical Readiness Program Operating Guide may be used as an on-site reference. The maximum allowable Navy body fat limits are:

	Age (years)	
	17-39	40-40+
Male	22%	23%
Female	33%	34%

c. COs and officers in charge should specify the required uniform - uniform of the day or Navy physical training uniform - that will be worn during official and unofficial height and weight screening and circumference measurements.

d. Official BCA. An official BCA is a BCA conducted during the command PFA cycle or after the command PFA cycle for members without a PFA record for the current cycle.

(1) One-on-one BCAs are not authorized. A CFL or trained ACFL and trained observer must be present;

(2) Only a designated and certified CFL or trained ACFL can administer the BCA for an official PFA, except as noted below; and

(3) In the event a member is assigned to a joint command without a Navy CO or CFL, the official Navy PFA may be conducted by the CFL-equivalent of the sponsoring Military Service using Navy criteria and procedures. The CFL-equivalent will forward PFA data to OPNAV (N135F) for entry into PRIMS.

e. Unofficial BCA. A check-in or courtesy BCA is a proactive measure to assist members in consistently meeting BCA standards. Check-in and courtesy BCAs shall not be used as an official BCA, unless the measurement occurs after the command PFA cycle and no current PFA record exists.

f. Non-authorized BCA. For the official PFA, measurements taken by medical department personnel, civilian doctors, MWR fitness staff, or any other person are not authorized and shall not override the BCA taken by the CFL or ACFL.

g. BCA Participation. The BCA shall be accomplished on every member even if the PRT component of the PFA is "DEP/OP." Command-wide "DEP/OP" for BCA must be approved by the ISIC (for individual exemptions, refer to paragraph 6).

h. BCA Scheduling Requirements for AC. The BCA shall be completed within 10 days of, but not less than 24 hours, prior to participation in the PRT.

i. BCA Scheduling Requirements for Drilling Reservists. Drilling Reservists shall strive to comply with the BCA requirements of paragraph 6b, but have up to 31 days from the time they complete the BCA to conduct the PRT. Reservists shall not conduct a BCA less than 24 hours prior to the PRT.

j. Altering BCA measurements. Any attempt by a member to alter their BCA measurements by using body wraps, starvation diets, and sauna suits is prohibited. If temporary altering is detected by the command, the CFL or the ACFL, the member shall be required to wait a minimum of 72 hours before completing the official BCA measurement. Any attempt to influence the BCA measurement through intimidation, coercion, or other means may result in disciplinary action under the Uniform Code of Military Justice.

8. PRT. The PRT is passed when a member scores satisfactory or above in all events.

a. Administration. The PRT shall only be administered by designated and certified CFLs and trained ACFLs. All personnel participating in the PRT shall wear Navy PTU.

b. Participation. Member is medically cleared to participate in the PRT and the BCA is passed.

c. Alternate Cardio Events. The swim, elliptical and bike are alternate cardio events. Participation in an alternative cardio-respiratory event is not an entitlement. The



Operating Guide provides detailed information on the use and testing procedures for the cardio-respiratory alternative events.

d. Scoring. Each PRT event is scored for five levels of performance and assigned points based on performance (enclosure (3)) (points from each event are added together and divided by three to determine the overall score):

- (1) Outstanding: 90 to 100 points;
- (2) Excellent: 75 to 89 points;
- (3) Good: 60 to 74 points;
- (4) Satisfactory: 45 to 59 points; and
- (5) Failure: 44 points or below.

e. Personnel at Increased Elevation. Members permanently assigned to locations at increased elevation shall participate in the PRT per the Operating Guide. Increased elevation is defined as greater than or equal to 5,000 feet above sea level only:

(1) PRT events completed at altitudes of 5,000 feet or higher shall use adjusted tables located in the Operating Guide; and

(2) Other than using adjusted tables, PFA procedures are not modified due to increased elevation nor do COs have any authority to modify other components of the requirements.

f. Pre-physical Activity Questions. Any members with positive responses to any of the below questions (except question one), must be evaluated by an AMDR before participating in the PRT. The CFL will make a determination if further medical evaluation is necessary. The pre-physical activity questions are:

(1) Do you have a current PHA? If no, you may not participate today.

(2) Do you have chest pain (with or without exertion), bone or joint pain, high blood pressure or high cholesterol? If yes, have you been cleared, by your medical provider, to participate in PT?

(3) Have you had a change in your medical status since the last time you were asked these questions?

(4) Are you ill today or know of any medical condition that may prevent you from participating in physical activity today?

(5) (For PRT Only) Did you answer yes to any NAVPERS 6110/3 questions? If yes, do you have a PFA medical waiver or clearance form on file? If no you may not participate today?

g. PRT Safety Guidelines. Participation in physical activity, even those related to improving health status, pose a risk of injury. Environment and characteristics of participants also contributes to overall injury risk. Members must be informed of these risks and taught how to minimize the possibility of injury:

(1) The CFL is responsible for conducting a safe PRT and shall complete the PFA checklist in the Operating Guide. All events of the PRT shall be performed per the Operating Guide.

(2) One-on-one PRT are not authorized. Every PRT must have a CFL or ACFL and one qualified CPR monitor present per every 25 participants.

(3) All PRTs shall begin with the pre-physical activity questions to determine whether there have been any changes in medical status since completion of the NAVPERS 6110/3.

(4) The CFL or ACFL will lead the participants in a 5 to 10 minute dynamic warm-up. Appropriate exercises are described in the Operating Guide.

(5) All PRT events shall be completed on the same day, and in the following sequence: warm-up, curl-ups, push-ups, cardio-respiratory event (run or walk, swim, elliptical trainer or stationary bike), and cool-down.

(6) Following completion of the PRT events, the CFL or ACFL shall ensure participants perform recommended cool-down exercises and sign the official PRT score sheet.

9. PFA Status

a. PFA is passed when a member passes both the BCA and the PRT.

b. When the BCA is "passed" and one or more PRT event is medically waived, the overall score of the PFA is "partial pass."

c. When the BCA is "passed" and the entire PRT has been exempt due to an authorized non-participation reason, the overall score of the PFA is "BCA pass."

d. The PFA is a failure when the BCA or any PRT event is failed.

10. Data Reporting. PRIMS is the only approved means of organizing and documenting information including the results of medical screening and waivers. All data for a PFA semi-annual cycle including waivers and justification for non-participation, shall be entered into PRIMS within 30 days of completion of the command's PFA cycle. Data entered must match the cycle in which the PFA was conducted. Each command is responsible for tracking PFA results via PRIMS and taking appropriate administrative action.

a. CFLs have up to 60 days from test date to edit existing PFA records.

b. All AC and RC personnel are responsible for reviewing their PRIMS data within 60 days after each PFA cycle, as it may impact promotion, retention, transfer, or selection status.

11. PRIMS Corrections. Requests to correct PRIMS data must be submitted to OPNAV (N135F) within 1-year of occurrence. The request must be sent via a LOC from the originating command, along with supporting documentation. Examples of required documentation are available on the Physical Readiness Program Web site:

<http://www.public.navy.mil/bupers-npc/support/physical/Pages/default2.aspx>.

**PHYSICAL FITNESS ASSESSMENT (PFA) FAILURE PROCESS**

1. PFA Failures. A failure of either the BCA or PRT component of the PFA constitutes a PFA failure. In the event a medical waiver is granted for all or part of the PRT, members must still pass the BCA component unless it is also medically waived. Members failing the BCA component for the first time or receiving a new failure in a 4-year period shall be referred to medical for evaluation for clearance to participate in command or unit PT or FEP.

a. "Bad Day." A CO may authorize one retest to pass the PRT portion of the current PFA cycle:

(1) An individual must request a "Bad Day" within 24 hours of completing the PRT. If approved, the retest must be administered within 7 days of the initial PRT failure and within the same PFA cycle for which the "Bad Day" was requested. Drilling Reservists have until the end the following month;

(2) The member must retake all components of the PRT. The "Bad Day" option does not apply to BCA determinations; and

(3) If the individual is approved for a "Bad Day" but does not participate in the retest, becomes "medically waived" before the retest, or transfers to another assignment before the retest, the initial test score is to be entered into PRIMS as the official PFA.

b. PFA Failure Notification. Documentation of written counseling provided any time prior to member acquiring third PFA failure is sufficient notice for all administrative actions specified in this instruction.

(1) Enlisted PFA Failure Notification. COs will provide enlisted personnel failing the PFA a written notification of the failure within 30 days following the completion of the command PFA cycle. Per reference (e), notification shall be in the form of at least one NAVPERS 1070/613.

(2) Officer PFA Failure Notification. COs will provide officers a LON within 30 days following the completion of the command PFA cycle.

c. Assignment to FEP. FEP is mandatory for any member who fails any portion of the PFA and is available, at the discretion of the CO, to any member who desires to improve their fitness. Participation in FEP shall continue until the member passes the next regularly scheduled command PFA and scores "good" or better in all PRT components

d. Fitness Reports and Performance Evaluations. PFA failures shall be reported in fitness reports and performance evaluations as directed by reference (d).

e. Enlisted Advancements. Enlisted members shall have advancement or frocking deferred if they have failed the most recent official PFA. In the circumstances where a "special PFA" is required for frocking and promotion purposes (i.e., chief petty officer induction), the command shall defer frocking for members that fail to meet Navy PFA standards. Members may participate in monthly FEP PFA to regain eligibility. If not within standards by promotion cycle limiting date, the advancement authority will be withdrawn, per reference (i).

f. Officer Promotions. Officers shall be ineligible for promotion if they have failed the most recent PFA. Reference (j) outlines requirements for a CO to forward notification of failure to delay promotion to NAVPERSCOM, Officer Performance and Separation Branch (PERS-834). Members may regain eligibility by passing the next command directed PFA (i.e., monthly FEP mock PFA) and notification shall again be made to NAVPERSCOM (PERS-834).

g. Reenlistment and Extension. AC members who have three or more PFA failures in the most recent 4-year period shall not be reenlisted or extended. Requests for exceptions to policy for active duty reenlistments or extensions shall be addressed to NAVPERSCOM, Active Enlisted Programs Branch (PERS-811), via the chain of command. Requests for exceptions to reenlistment or extension policy for Reservists should be addressed to NAVPERSCOM, Reserve Enlisted Status Branch (PERS-913), via the chain of command.

h. Transfers. AC and Full Time Support (FTS) personnel who have three or more PFA failures in the most recent 4-year period

shall not transfer to a new permanent duty station and will be retained onboard. This restriction also applies to those who have waivers for readiness.

(1) Requests for exceptions for active duty transfers shall be addressed to NAVPERSCOM (PERS-4) via the chain of command. A template for transfer waiver requests can be found on the Physical Readiness Program Web site:  
<http://www.public.navy.mil/bupers-npc/support/physical/Pages/default2.aspx>;

(2) Transfers will continue to be authorized for Drilling Reservists who, due to a change in residence or unit disestablishment, are no longer within reasonable commuting distance from a reserve unit, as defined in reference (k);

(3) Unless the most recent PFA was passed, Drilling Reservists who have failed two consecutive PFAs in the past 3 years shall not be assigned to IAMM assignments;

(4) AC and FTS personnel who have failed the two most recent PFAs consecutively shall not transfer to a new permanent duty station until the member successfully passes a PFA during an official PFA cycle; and

(5) Unless the most recent PFA was passed, AC personnel who have failed two PFAs in the past 3 years shall not be assigned to:

- (a) Overseas billets;
- (b) GSA/OSA;
- (c) IAMM assignments;
- (d) Pre-commissioning billets;
- (e) Recruiting division commander assignments;
- (f) Recruiting duty;
- (g) Equal opportunity advisor assignments;
- (h) Washington DC and Millington staffs;

- (i) Combatant commander staff; or
- (j) Instructor duty.

i. Naval Nuclear Propulsion Program. OPNAV (N133) is the single point of contact on all PFA failure policy matters relating to Naval Nuclear Propulsion Program personnel. All community management and policy decisions affecting Naval Nuclear Propulsion Program personnel must be submitted to OPNAV (N133) for review and approval vice NAVPERSCOM (PERS-811). This includes waivers for readiness, ADSEPs, reenlistments and extensions, and transfers.

j. Medical Officers. All community management and policy decisions affecting medical officers must be referred to BUMED, Total Force Directorate (M1) for review and approval.

2. ADSEP. Mandatory separation processing shall occur for all members who fail three PFA cycles in the most recent 4-year period. Refer to reference (e) for enlisted and reference (f) for officer processing requirements.

a. ADSEP for Over 18 Years of Service. Members with over 18 years of service are not exempt from ADSEP. Members with a third PFA failure prior to 30 June 2011 and an approved fleet reserve and retirement date will be allowed to retire (grandfathered in). Those with a third failure subsequent to 30 June 2011 will be processed for ADSEP.

b. RC Personnel. RC personnel who have three or more PFA failures in the most recent 4-year period shall not be transferred to the Inactive Ready Reserve in lieu of ADSEP processing:

(1) This restriction applies to Drilling Reservists and RC personnel who are being released from all types of active duty for operational support orders (temporary active duty recalls, voluntary mobilization and active duty for special work orders) and IAMM assignments; and

(2) Requests for exception to this policy should be addressed to NAVPERSCOM (PERS-9) via the chain of command.

c. Waiver for Readiness. A waiver for readiness is a waiver of ADSEP processing and is granted for a specific PFA cycle only. The waiver is designed to address the adverse effect on unit, fleet, or community that would result from the loss of a specific individual:

(1) COs must request a waiver for readiness through their ISIC. Echelon 3 (or higher) commanders maintain responsibility for approval and disposition of all waivers for readiness. Command requests must be initiated within 14 days of the end of the command PFA cycle. Approving commanders will consult with the appropriate BUPERS (BUPERS-31/32) before making a final determination on waiver approval.

(2) A waiver for readiness expires at either completion of obligated service, or at the completion of the next PFA cycle (whichever occurs first). If, upon waiver expiration, the member still has three or more PFA failures in the most recent 4-year period, COs shall initiate ADSEP processing per references (e) and (f) or request renewal of the waiver for readiness.

(3) Individuals with waivers for readiness will not be transferred (without transfer waiver), reenlisted, or extended.

(4) A waiver for readiness does not excuse an individual from participation in the PFA nor will it change existing data in PRIMIS.

3. Retention Following an ADSEP Board. Individuals retained in the Navy following COMNAVPERSCOM approval of the ADSEP board recommendation are eligible to transfer to billets other than those listed in paragraph 1h(d), however, the individuals will need a transfer waiver from NAVPERSCOM (PERS-4) prior to transfer. Individuals will be referred to an additional ADSEP board if they fail a subsequent PFA and still have three or more PFA failures in the most recent 4-year period.



**TABLE 1**  
**PHYSICAL FITNESS ASSESSMENT (PFA) TABLES**  
**MAXIMUM WEIGHT FOR HEIGHT SCREENING TABLE**

<b>Men Maximum Weight (pounds)</b>	<b>Member's Height (inches with fractions rounded up to nearest whole inch)</b>	<b>Women Maximum Weight (pounds)</b>
127	57	127
131	58	131
136	59	136
141	60	141
145	61	145
150	62	149
155	63	152
160	64	156
165	65	160
170	66	163
175	67	167
181	68	170
186	69	174
191	70	177
196	71	181
201	72	185
206	73	189
211	74	194
216	75	200
221	76	205
226	77	211
231	78	216
236	79	222
241	80	227

**TABLE 2**  
**PRT STANDARDS FOR MALES**  
"Maximum" is the highest number of points attainable for an event.

Performance Level	Points	Males: Age 17-19 years				
		Curl-ups	Push-ups	1.5-mile run	500-yd swim	450-m swim
"Maximum"	100	109	92	8:15	6:30	6:20
Outstanding	90	102	86	9:00	7:15	7:05
Excellent	75	90	76	9:45	8:30	8:20
Good	60	62	51	11:00	11:15	11:05
Satisfactory	45	50	42	12:30	12:45	12:35
Failure	<45	<50	<42	>12:30	>12:45	>12:35
		Males: Age 20-24 years				
"Maximum"	100	105	87	8:30	6:30	6:20
Outstanding	90	98	81	9:15	7:30	7:20
Excellent	75	87	71	10:30	8:45	8:35
Good	60	58	47	12:00	11:30	11:20
Satisfactory	45	46	37	13:30	13:00	12:50
Failure	<45	<46	<37	>13:30	>13:00	>12:50
		Males: Age 25-29 years				
"Maximum"	100	101	84	8:55	6:38	6:28
Outstanding	90	95	77	9:38	7:38	7:28
Excellent	75	84	67	10:52	8:53	8:43
Good	60	54	44	12:53	11:38	11:28
Satisfactory	45	43	34	14:00	13:08	12:58
Failure	<45	<43	<34	>14:00	>13:08	>12:58
		Males: Age 30-34 years				
"Maximum"	100	98	80	9:20	6:45	6:35
Outstanding	90	92	74	10:00	7:45	7:35
Excellent	75	81	64	11:15	9:00	8:50
Good	60	51	41	13:45	11:45	11:35
Satisfactory	45	40	31	14:30	13:15	13:05
Failure	<45	<40	<31	>14:30	>13:15	>13:05
		Males: Age 35-39 years				
"Maximum"	100	95	76	9:25	6:53	6:43
Outstanding	90	88	70	10:08	7:53	7:43
Excellent	75	78	60	11:23	9:08	8:58
Good	60	47	37	14:08	11:53	11:43
Satisfactory	45	37	27	15:00	13:23	13:13
Failure	<45	<37	<27	>15:00	>13:23	>13:13
		Males: Age 40-44 years				
"Maximum"	100	92	72	9:30	7:00	6:50
Outstanding	90	85	67	10:15	8:00	7:50
Excellent	75	76	56	11:45	9:15	9:05
Good	60	44	34	14:30	12:00	11:50
Satisfactory	45	35	24	15:30	13:30	13:20
Failure	<45	<35	<24	>15:30	>13:30	>13:20

**TABLE 2 (CONT'D)**  
**PRT STANDARDS FOR MALES**  
"Maximum" is the highest number of points attainable for an event.

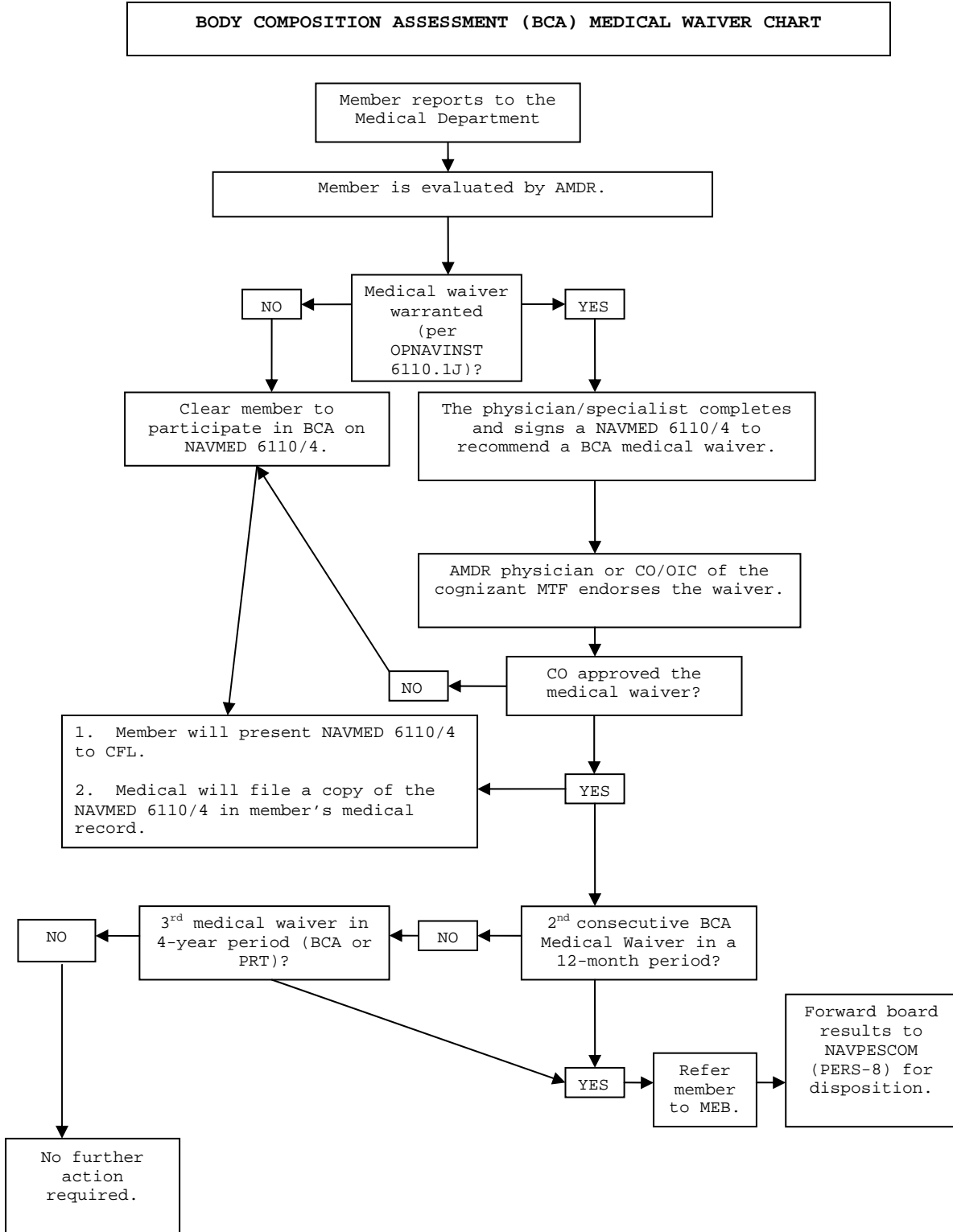
Performance Level	Points	Males: Age 45-49 years				
		Curl-ups	Push-ups	1.5-mile run	500-yd swim	450-m swim
"Maximum"	100	88	68	9:33	7:08	6:58
Outstanding	90	81	63	10:30	8:08	7:58
Excellent	75	73	52	12:08	9:23	9:13
Good	60	40	32	14:53	12:08	11:58
Satisfactory	45	31	21	16:08	13:38	13:28
Failure	<45	<31	<21	>16:08	>13:08	>13:28
		Males: Age 50-54 years				
"Maximum"	100	85	64	9:35	7:15	7:05
Outstanding	90	78	59	10:45	8:15	8:05
Excellent	75	71	49	12:30	9:30	9:20
Good	60	37	30	15:15	12:15	12:05
Satisfactory	45	29	19	16:45	13:45	13:35
Failure	<45	<29	<19	>16:45	>13:45	>13:35
		Males: Age 55-59 years				
"Maximum"	100	81	60	10:42	7:17	7:07
Outstanding	90	74	56	11:25	8:17	8:07
Excellent	75	62	46	13:12	9:47	9:37
Good	60	36	16	16:15	12:33	12:23
Satisfactory	45	26	10	17:09	13:55	13:45
Failure	<45	<26	<10	>17:09	>13:55	>13:45
		Males: Age 60-64 years				
"Maximum"	100	75	57	11:21	7:20	7:10
Outstanding	90	70	52	12:04	8:20	8:10
Excellent	75	56	44	13:53	10:05	9:55
Good	60	26	14	17:47	12:50	12:40
Satisfactory	45	20	8	18:52	14:05	13:55
Failure	<45	<20	<8	>18:52	>14:05	>13:55
		Males: Age 65+ years				
"Maximum"	100	65	48	11:41	7:25	7:15
Outstanding	90	60	44	12:43	8:25	8:15
Excellent	75	44	36	14:34	10:30	10:20
Good	60	20	10	18:13	13:20	13:10
Satisfactory	45	10	4	20:35	14:15	14:05
Failure	<45	<10	<4	>20:35	>14:15	>14:05

**TABLE 3**  
**PRT STANDARDS FOR FEMALES**  
"Maximum" is the highest number of points attainable for an event.

Performance Level	Points	Females: Age 17-19 years				
		Curl-ups	Push-ups	1.5-mile run	500-yd swim	450-m swim
"Maximum"	100	109	51	9:29	6:45	6:35
Outstanding	90	102	47	11:30	8:30	8:20
Excellent	75	90	42	12:30	9:45	9:35
Good	60	62	24	13:30	13:00	12:50
Satisfactory	45	50	19	15:00	14:15	14:05
Failure	<45	<50	<19	>15:00	>14:15	>14:05
		Females: Age 20-24 years				
"Maximum"	100	105	48	9:47	7:15	7:05
Outstanding	90	98	44	11:30	8:45	8:35
Excellent	75	87	39	13:15	10:00	9:50
Good	60	58	21	14:15	13:15	13:05
Satisfactory	45	46	16	15:30	14:30	14:20
Failure	<45	<46	<16	>15:30	>14:30	>14:20
		Females: Age 25-29 years				
"Maximum"	100	101	46	10:17	7:23	7:13
Outstanding	90	95	43	11:45	9:00	8:50
Excellent	75	84	37	13:23	10:15	10:05
Good	60	54	19	14:53	13:30	13:20
Satisfactory	45	43	13	16:08	14:45	14:35
Failure	<45	<43	<13	>16:08	>14:45	>14:35
		Females: Age 30-34 years				
"Maximum"	100	98	44	10:46	7:30	7:20
Outstanding	90	92	41	12:00	9:15	9:05
Excellent	75	81	35	13:30	10:30	10:20
Good	60	51	17	15:30	13:45	13:35
Satisfactory	45	40	11	16:45	15:00	14:50
Failure	<45	<40	<11	>16:45	>15:00	>14:50
		Females: Age 35-39 years				
"Maximum"	100	95	43	10:51	7:45	7:35
Outstanding	90	88	39	12:08	9:30	9:20
Excellent	75	78	34	13:45	10:45	10:35
Good	60	47	14	15:53	14:00	13:50
Satisfactory	45	37	9	17:00	15:15	15:05
Failure	<45	<37	<9	>17:00	>15:15	>15:05
		Females: Age 40-44 years				
"Maximum"	100	92	41	10:56	8:00	7:50
Outstanding	90	85	37	12:15	9:45	9:35
Excellent	75	76	32	14:00	11:00	10:50
Good	60	44	12	16:15	14:15	14:05
Satisfactory	45	35	7	17:15	15:30	15:20
Failure	<45	<35	<7	>17:15	>15:30	>15:20

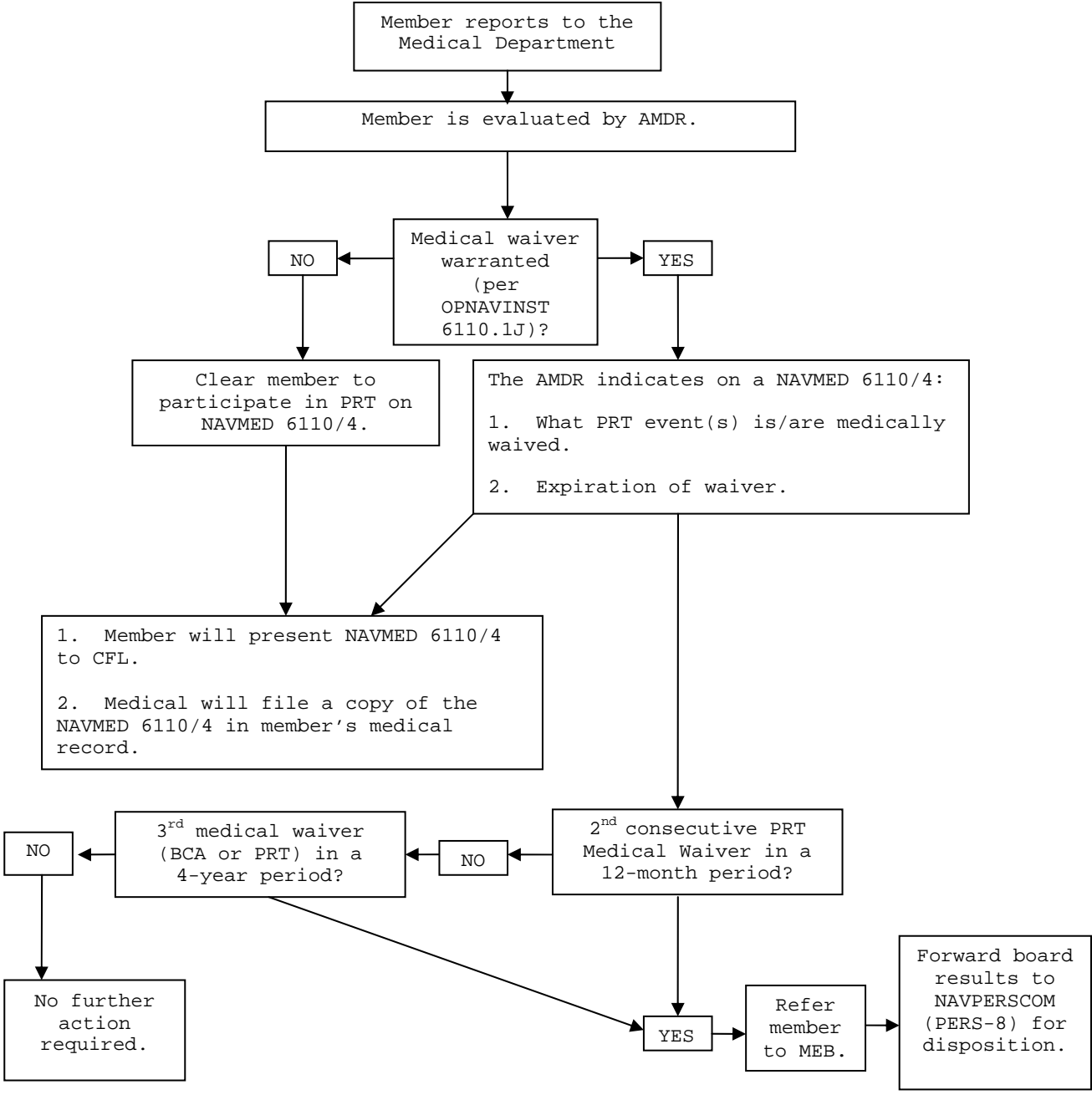
**TABLE 3 (CONT'D)**  
**PRT STANDARDS FOR FEMALES**  
"Maximum" is the highest number of points attainable for an event.

Performance Level	Points	Females: Age 45-49 years				
		Curl-ups	Push-ups	1.5-mile run	500-yd swim	450-m swim
"Maximum"	100	88	40	10:58	8:15	8:05
Outstanding	90	81	35	12:30	9:53	9:43
Excellent	75	73	30	14:08	11:08	10:58
Good	60	40	11	16:30	14:30	14:20
Satisfactory	45	31	5	17:23	15:38	15:28
Failure	<45	<31	<5	>17:23	>15:38	>15:28
		Females: Age 50-54 years				
"Maximum"	100	85	38	11:00	8:30	8:20
Outstanding	90	78	33	12:45	10:00	9:50
Excellent	75	71	28	14:15	11:15	11:05
Good	60	37	10	16:45	14:45	14:35
Satisfactory	45	29	2	17:30	15:45	15:35
Failure	<45	<29	<2	>17:30	>15:45	>15:35
		Females: Age 55-59 years				
"Maximum"	100	81	30	12:23	8:45	8:35
Outstanding	90	74	26	13:57	10:07	9:57
Excellent	75	62	20	15:20	11:25	11:15
Good	60	36	6	17:48	15:00	14:50
Satisfactory	45	26	2	18:34	16:00	15:50
Failure	<45	<26	<2	>18:34	>16:00	>15:50
		Females: Age 60-64 years				
"Maximum"	100	75	26	13:34	9:00	8:50
Outstanding	90	70	22	15:08	10:15	10:05
Excellent	75	56	16	16:25	11:35	11:25
Good	60	26	5	18:51	15:15	15:05
Satisfactory	45	20	2	19:43	16:15	16:05
Failure	<45	<20	<2	>19:43	>16:15	>16:05
		Females: Age 65+ years				
"Maximum"	100	65	22	14:45	9:15	9:05
Outstanding	90	60	18	16:19	10:23	10:13
Excellent	75	44	12	17:30	11:50	11:40
Good	60	20	4	19:54	15:30	15:20
Satisfactory	45	10	1	20:52	16:30	16:20
Failure	<45	<10	<1	>20:52	>16:30	>16:20



\* This diagram depicts the Navy's BCA medical waiver and PFA MEB process. All PFA medical waivers will be issued on a NAVMED 6110/4.

PHYSICAL READINESS TEST (PRT) MEDICAL WAIVER CHART



\* This diagram depicts the Navy's PRT medical waiver and PFA MEB process. All PFA medical waivers will be issued on a NAVMED 6110/4.