



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH VA 22042

IN REPLY REFER TO
BUMEDINST 6110.15A
BUMED-M34
18 Sep 2018

BUMED INSTRUCTION 6110.15A

From: Chief, Bureau of Medicine and Surgery

Subj: MEDICAL DEPARTMENT RESPONSIBILITIES FOR THE PHYSICAL READINESS PROGRAM

Ref: (a) OPNAVINST 6110.1J
(b) SECNAVINST 6120.3
(c) NAVMED P-117

1. Purpose. To assign responsibility for Navy Medicine personnel in support of reference (a).
2. Cancellation. BUMEDINST 6110.15.
3. Scope and Applicability. This instruction applies to ships and stations having Medical Department personnel.
4. Background. Physical fitness assessment (PFA) medical screening includes an annual periodic health assessment (PHA), NAVPERS 6110/3 Physical Activity Risk Factor Questionnaire (PARFQ), and pre-physical activity questions prior to the physical readiness test (PRT) or command physical training, per reference (a). The Physical Readiness Program Operating Guide is the official Physical Readiness Program supplement guide to reference (a) and is available at http://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx. Navy Medicine Department personnel are responsible for the delivery of PHAs, evaluation of members with any positive responses to the PARFQ or pre-physical activity questions, and Medical Evaluation Boards (MEB). Navy Medicine Department personnel must be aware of the personal nature of physical fitness and weight control and are encouraged to take every opportunity to support Service members.
5. Responsibilities
 - a. Deputy Chief, Readiness and Health must have oversight for Bureau of Medicine and Surgery (BUMED) per reference (a).
 - b. Navy Medicine Region Commanders must ensure each Navy medical treatment facility (MTF) is in compliance with this instruction and maintains Authorized Medical Department Representative (AMDR) trained per paragraph 5g(2).
 - c. Type Commander Surgeons must ensure each operational medical department is in compliance with this instruction and maintains AMDRs trained per paragraph 5g(2).

d. Commander, Navy Medicine Education, Training and Logistics Command must have oversight for AMDR training development per reference (a) for the BUMED Physical Readiness Program responsibilities.

e. Commander, Navy Medicine Professional Development Center must:

(1) Ensure a training program for the Physical Readiness Program AMDRs is in compliance with the requirements contained in reference (a) to ensure consistency of the process.

(2) Develop and execute a training program for all providers on proper procedures for body composition assessment and PRT medical screening waivers.

(3) Ensure the Physical Readiness Program AMDR training is current and available in Navy E-Learning.

(4) Perform an annual review of Physical Readiness Program guidance and update the Physical Readiness Program AMDR training program per any new policy changes.

f. Commander, Navy and Marine Corps Public Health Center is responsible for the management of the BUMED Shipshape Weight Management program per reference (a).

g. MTF Commanding Officers and Officers in Charge must:

(1) Designate, in writing, physicians, nurse practitioners, physician assistants, or independent duty corpsmen as AMDRs to perform PFA medical screenings.

(2) Ensure designated providers complete AMDR training in Navy E-learning, course number NM-12-PRP-1.0, prior to appointment. It is strongly recommended AMDRs review this training prior to each PFA cycle, but it must be reviewed annually at a minimum.

(3) Ensure PHA and PFA medical screening is conducted following guidance in the Physical Readiness Program Operating Guide and reference (b).

(4) Assign responsibility of MEBs for members with multiple PFA medical waivers, following guidance in references (a), (c), and the Physical Readiness Program Operating Guide.

(5) Ensure command deployability coordinators are granted the appropriate level of access to view MEB findings through the limited duty Sailor and Marine Readiness Tracking System.

(6) Ensure members receive proper medical screening. To participate in a PRT, unit physical training, or the Fitness Enhancement Program, members must have the following:

(a) A current NAVPERS 6110/3 each cycle. If the Service member annotates a “yes” response on the PARFQ to any question that directs them to print, sign, and take the form to an AMDR for clearance. Regardless of a Service member’s clearance on previous PARFQs, the Service member must be seen by the AMDR prior to participation in the current PFA cycle. The AMDR must review all NAVPERS 6110/3’s with appropriate “yes” responses and make appropriate recommendations via the NAVMED 6110/4 Physical Fitness Assessment Medical Clearance/Waiver per reference (a). PFA medical clearance for participation will be annotated on the NAVMED 6110/4 provided in the Physical Readiness Information Management System or from the Medical Department.

(b) Members must have answered “no” to all of the verbal pre-physical activity questions (except question one – do you have a current PHA?). Members who respond “yes” to any question (except question one) will be referred to the AMDR for medical clearance.

h. Designated MTF and Operational Medical Department AMDRs must:

(1) Familiarize themselves with reference (a) and the Physical Readiness Program Operating Guide and will be held responsible for its contents.

(2) Be the only authorized members of the medical staff who may recommend a PFA medical clearance and waiver.

(3) Complete the AMDR training in Navy E-learning, course number NM-12-PRP-1.0, prior to appointment. It is strongly recommended AMDRs review this training prior to each PFA cycle, but it must be reviewed annually at a minimum.

(4) Document PFA medical waivers on the NAVMED 6110/4, following guidance in the Physical Readiness Program Operating Guide.

(5) Review and sign any NAVMED 6110/4 initiated by civilian treating providers for Reservists and active duty members using Tricare Remote, per the Physical Readiness Program Operating Guide.

(6) Refer all members with multiple waivers, per reference (a), to an MTF for MEB review. For AMDRs with operational units, this will likely require a referral to an appropriate specialist at the nearest MTF for an initial review and referral to an MEB.

i. MEB Convening Authority must:

(1) Perform a medical record review on all PFA waiver cases submitted to the MEB to determine appropriate disposition, including if a member should be found fit for full duty, placed on a period of limited duty, referred to the Disability Evaluation System, or recommended for administrative separation for a Condition not amounting to a Disability.

(2) Provide MEB reports with medical recommendations based on guidance in the Physical Readiness Program Operating Guide and reference (c), Manual of the Medical Department, chapter 18.

(3) Forward MEB reports to Navy Personnel Command, Career Progression (PERS-82) for disposition as stated in reference (a) and the Physical Readiness Program Operating Guide.

6. Action. Each Navy MTF and command will have a trained Physical Readiness Program medical subject matter expert as the designated adviser who is responsible for oversight of all Physical Readiness Program medical support and serve as a medical information resource for line commands. Navy Medicine Regions will designate a point of contact knowledgeable in the Physical Readiness Program and MTF operations and who is responsible for oversight of Physical Readiness Program medical support.

7. Points of Contact. For questions regarding this instruction, contact BUMED Medical Readiness (BUMED-M34) at usn.ncr.bumedfchva.mbx.bumed-bumed-medical-readiness@mail.mil and reference the Physical Readiness Program in the subject line.

8. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/ Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

9. Review and Effective Date. Per OPNAVINST 5215.17A, Healthcare Operations (BUMED-M3) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following guidance in OPNAV Manual 5215.1 of May 2016.

10. Information Management Control and Forms

a. Forms. The following forms are available electronically from Naval Forms Online at:
<https://navalforms.documentservices.dla.mil/web/public/home>.

(1) NAVPERS 6110/3 Physical Activity Risk Factor Questionnaire (PARFQ).

(2) NAVMED 6110/4 Physical Fitness Assessment Medical Clearance/Waiver.

b. Information Management Control. Reports required in subparagraphs 5i(2) and 5i(3) of this instruction are exempt from reports control per Secretary of the Navy Manual 5214.1 of December 2005, part IV, subparagraph 7k.



C. FORREST FAISON III

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, <http://www.med.navy.mil/directives/Pages/BUMEDInstructions.aspx>.