

MILPERSMAN 1910-171

SEPARATION BY REASON OF PHYSICAL FITNESS ASSESSMENT (PFA) FAILURE

Responsible Offices	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-MNCC (6622)
MyNavy Career Center	Phone: Toll Free E-Mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc.mil https://my.navy.mil/	

References	(a) OPNAVINST 6110.1L (b) BUPERSINST 1430.16G (c) 10 U.S.C. (d) BUPERSINST 1001.39F
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1. **Separation Authority (SA)**. Commanding officers (COs) with special court-martial convening authority or higher. Refer to [MILPERSMAN 1910-704](#) to determine the appropriate SA.

2. **Policy**

a. Administrative separation (ADSEP) processing is mandatory for members when they do not achieve prescribed physical readiness standards by failing to pass three physical fitness assessment (PFA) cycles in the most recent 4-year period. This period begins 1 January 2026. COs or officers in charge may request waivers via Office of the Chief of Naval Operations (OPNAV) Military Personnel Plans and Policy Division (N13) for ADSEP processing per reference (a), Physical Readiness Program Policies Guide-1. Service members are not eligible for transfer, re-enlistment, or advancement until ADSEP processing under this article is complete. Advancements will be withheld per reference (b).

b. Active duty (AD), including Training and Administration of the Reserve, personnel who have completed 18 or more years of active service are not exempt from ADSEP processing. Forward a complete case to Navy Personnel Command (NAVPERSCOM) Enlisted

Performance and Separation Branch (PERS-832) for ADSEP processing if required.

c. Members with greater than 20 years of service who incur a third PFA failure in the most recent 4-year period must submit a transfer to the Fleet Reserve request, not to exceed 90 days from the date of failure. Members with greater than 20 years of service and an approved Fleet Reserve transfer date must adjust their transfer date not to exceed 90 days from the date of failure.

d. Selected Reserve (SELRES) and voluntary training unit (VTU) personnel who have completed 18 or more years of qualifying service, creditable towards a non-regular (Reserve) retirement, are not exempt from ADSEP processing.

(1) Reserve personnel with 20 or more years of qualifying service are to be processed for ADSEP, unless they submit a request to transfer to the Retired Reserve (with or without pay), not to exceed 90 days from the date of the third failure.

(2) Reserve personnel who have completed 18 to 20 years of qualifying service will be processed for ADSEP. Such SELRES and VTU members may request retention to complete 20 qualifying years of service, which is required for Reserve retirement (with or without pay), to NAVPERSCOM Reserve Enlisted Status Branch (PERS-913) via Commander, Naval Reserve Force (COMNAVRESFOR). Approval for retention does not necessarily guarantee the Reserve member will be allowed to remain in a SELRES or VTU status. Approval to remain in a SELRES status will be coordinated with Bureau of Naval Personnel (BUPERS) Reserve Enlisted Branch (BUPERS-315).

(3) Commands must refer to [MILPERSMAN 1910-402](#) for all Reserve personnel, including those with more than 18 years of qualifying service, if the only basis for ADSEP processing is by reason of PFA failure.

(4) Per reference (c), §12731, and reference (d), Reserve personnel must complete at least 20 qualifying years prior to requesting to be transferred to the Retired Reserve. Members must submit retirement requests via the Retirements and Separations module in the Navy Standard Integrated Personnel System (NSIPS).

e. ADSEP packages for all personnel with more than 18 years of AD or 18 qualifying years of service will be forwarded to PERS-832 or PERS-913 (as applicable) for final determination. Commands should ensure that evaluations or fitness reports are annotated to reflect those personnel who are not eligible for advancement or retention past 20 years of AD or 20 qualifying years of service towards a Reserve retirement.

3. Procedures

a. Notification procedure will be used per [MILPERSMAN 1910-402](#). The following documents must be submitted with the separation package:

(1) Copy of member's Physical Readiness Information Management System (PRIMS) 4-year history or PFA results to include at least three official PFA failures;

(2) Copy of all [NAVPERS 1070/613](#) Administrative Remarks issued per reference (a). A minimum of one [NAVPERS 1070/613](#) will be issued and will be violated by failing a subsequent PFA. Non-issuance of a [NAVPERS 1070/613](#) does not preclude ADSEP processing as PRIMS serves as the authoritative source for PFA failures and may be used in place of a [NAVPERS 1070/613](#).

(3) COs will send enlisted SELRES and VTU personnel failing the PFA a written notification of the failure within 30 days following the completion of the command PFA cycle (personally or by certified mail) to their designated mailing addresses. Members must be notified with the appropriate [NAVPERS 1070/613](#);

(4) Member's statement (if submitted); and

(5) For SELRES, member's request for retention in lieu of ADSEP to reach 20 qualifying years of service towards a Reserve retirement (if submitted). BUPERS-315 will coordinate with PERS-913 in determining if a member will be retained in a pay or non-pay status.

b. The CO's endorsement will include the following:

(1) Certification that member is militarily unsuitable for retention due to failure to achieve prescribed PFA standards; and

(2) A summary of action taken by the command, member's progress, and counseling offered.

4. **Characterization of Separation.** The least favorable characterization of service is "Under Honorable Conditions (General)", unless an "entry level separation (ELS)" is warranted. An "Under Other Than Honorable Conditions (OTH)" characterization may be appropriate when a member is being processed for misconduct in addition to PFA failure. ELS does not apply to SELRES.

5. **Re-entry Code.** The re-entry code should be RE-3F, unless RE-4 is warranted based on misconduct or poor performance not related to PFA failure.