



## GUIDE 10

---

# HOW TO CONDUCT THE CALENDAR YEAR 2021 PHYSICAL FITNESS ASSESSMENT (CY2021 PFA)

**THIS GUIDE HAS BEEN UPDATED AS  
A RESULT OF NAVADMIN 264/21**

## Table of Contents

(Select Ctrl+Click on each topic to navigate throughout the guide)

### Section 1: Command Fitness Leader (CFL) Guidance

1. <a href="#">CFL Certification</a> .....	3
2. <a href="#">PRIMS-2 Update</a> .....	3
3. <a href="#">Access to PRIMS-2</a> .....	3
4. <a href="#">Training on PRIMS-2</a> .....	3
5. <a href="#">Verification of Command Personnel in PRIMS-2</a> .....	4
6. <a href="#">Special Procedures for COVID-19</a> .....	4
7. <a href="#">PFA: How To Video</a> .....	4
8. <a href="#">PFA Checklist</a> .....	4

### Section 2: Conducting the PFA

1. <a href="#">Completion of PARFQ</a> .....	5
2. <a href="#">Verification of PHA/DHA Completion</a> .....	5
3. <a href="#">Verification of Medical Waivers</a> .....	5
4. <a href="#">Conducting the BCA</a> .....	6
5. <a href="#">Conducting the Physical Readiness Test (PRT)</a> .....	6
6. <a href="#">Performance PFA Code (Block 20)</a> .....	7
7. <a href="#">No Validation</a> .....	8
8. <a href="#">Clarification on Consecutive PFA Failures</a> .....	8
9. <a href="#">Entering PFA data into PRIMS-2</a> .....	8
10. <a href="#">Frequently Asked Questions (FAQs)</a> .....	8

## Section 1: CFL Guidance

1. CFL Certification. CFL certifications issued after 1 January 2016 are extended until 31 December 2021 due to limited course availability.

Due to the last official PFA being completed in 2019 and until an official PFA is conducted, a mock PFA is authorized for enrollment in the 5-day CFL Certification Course. All applicants must be within one percent less of their BCA Age-Adjusted Standard (AAS) and score of excellent or above with no alternate cardio event lower than excellent. CFLs must complete the 5-day CFL Certification Course and be designated in writing prior to assuming the duties as the CFL. Course application and registration information is located at: <https://www.navyfitness.org/fitness/cfl-information/cfl-course-application-and-registration>.

2. PRIMS-2 Update. CFLs will not enter CY2021 PFA cycle data into PRIMS-2. CFLs will continue to record official CY2021 PFA scores on the official Body Composition Assessment (BCA) and Physical Readiness Test (PRT) score sheets, to include Physical Activity Risk Factor Questionnaire (PARFQ) and Medical Clearance/Waivers.

3. Access to PRIMS-2. PRIMS-2 account creation is currently ongoing. To gain access to PRIMS-2, the following must be provided to [PRIMS@navy.mil](mailto:PRIMS@navy.mil):

a. CFL Access: CFL Certification Course Certificate, CFL Transfer Designation Letter, and SAAR-N Form. CFLs who do not have a current certificate, must provide confirmation from CNIC showing they have a reserved seat in an upcoming certification course.

b. ACFL Access: ACFL Designation Letter and SAAR-N Form.

4. Training on PRIMS-2. PRIMS-2 training is held bi-monthly via Microsoft Teams (MS Teams) or Zoom Webinar. The Physical Readiness Program (PRP) PRIMS Training Coordinator will contact CFL/ACFLs who submitted a valid SAAR-N Form via email with a scheduled date/time, MS Teams or Zoom sign-in procedures (web and phone access) and training material. CFL/ACFLs that haven't submitted a SAAR-N can request training opportunities via [PRIMS@navy.mil](mailto:PRIMS@navy.mil) but must provide a completed SAAR-N Form prior to gaining access to the system. CFL/ACLs will receive PRIMS-2 training on several topics, to include:

a. Logging in and out

b. How to gain and transfer a member into a Command (UIC)

- c. Accessing Member's Detail Record
- d. How to create and edit a PARFQ
- e. How to create and edit a Medical Waiver
- f. Creating and editing a PFA (BCA/PRT) Record
- g. How to create and edit a FEP Enrollment Record

Additional tutorials and training on PRIMS-2 will be available as the system is developed and will be posted within the PRIMS-2 console and PRP webpage.

5. Verification of Command Personnel in PRIMS-2. Using the command's official personnel roster, CFLs will need to verify command personnel.

6. Special Procedures for COVID-19. Please see Guide 15 for special precautions to safely conduct the PFA. Note that the previous guidance on 18 Sailors maximum participation has been rescinded.

7. PFA: How To Video. To assist CFLs in properly and safely conducting the official CY2021 PFA, a "how to" PFA Video is provided by the Navy's Physical Readiness Program Office:

- DVIDS: <https://www.dvidshub.net/video/800572/navy-prt-video>
- YouTube: <https://youtu.be/p4zbfZPT-8U>

8. PFA Checklist. Guide 3 (Physical Fitness Assessment Checklist) provides important information to ensure a PFA is conducted safely and guides the CFL in the performance of the PFA starting 15 to 10 weeks before the Command's Official PFA. Completing the checklist will ensure that the PFA is conducted properly.

## Section 2: Conducting the PFA

1. Completing the PARFQ. Sailors must accurately complete a manual (hard copy pen and ink) PARFQ for CY2021 PFA cycle until PRIMIS-2 is deployed. The PARFQ form can be downloaded and printed from: <https://www.mynavyhr.navy.mil/Support-Services/21st-Century-Sailor/Physical-Readiness/Forms/>. Ensure you download the latest version (NAVPERS 6110/3 (Rev. 6-2021)).

a. Question 1 (For Females Only): The sub-bullet “You gave birth within the past 9 months” was changed to “You gave birth within the past 12 months”.

b. Question 2: Does not apply (N/A) for this cycle, all responses should be marked “No”,

c. Question 3-6: If response is “Yes” to any of these questions, schedule a medical appointment with your primary Health Care Provider (HCP) and take this PARFQ to the medical appointment. If response is “No” to any of these questions, proceed to the next question.

d. Question 7 and 8: Respond accordingly.

e. CFLs must collect all completed PARFQs and maintain them on file for 5 years in a file drawer approved for Personal Identifiable Information (PII) material.

2. Verification of PHA / DHA Completion. CFLs will ensure all Sailors have a current Physical Health Assessment (PHA) or Deployment Health Assessment (DHA) prior to participation in CY2021 PFA. CFLs will work with the Authorized Medical Department Representative (AMDR) to obtain a PHA/DHA delinquent list. If CY2021 PFA is not completed due to a delinquent PHA or DHA, the CO may assign a member a “UA” status for a missed PFA, resulting in a failed PFA.

3. Verification of Medical Waivers. The NAVMED Form 6110/4 is the official PFA medical clearance/waiver documentation. CFLs will:

a. Ensure members with positive screens (answered “YES” to PARFQ) report to medical and receive NAVMED Form 6110/4 prior to participating in the PFA.

b. Ensure no member who requires a NAVMED 6110/4 form takes the PFA without proper medical screening/clearance.

c. Review all NAVMED 6110/4 forms and document PFA waiver status prior to forwarding to CO/OIC for final signature.

4. Conducting the BCA. Sailors are required to complete an official BCA, regardless of ability or authorization to participate in the PRT portion of the PFA.

a. The CFL/ACFL will conduct the BCA as outlined in Guides 4 and 15. To calculate BCA results manually, see Guide 4, Section 4.

b. CFL/ACFLs must use the BCA Score Sheet (NAVPERS 6110/10 (Rev. 2-2018)) as the only approved means of collecting abdominal circumference (AC) measurements or body circumference (BC) measurement data.

c. Deployment and Operational (DEP/OP) Commitment. The Commanding Officer (CO) must request ISIC approval to DEP/OP the BCA for the entire command.

5. Conducting the PRT. The PRT provides COs with a means of assessing the general fitness of Sailors of their command and provides a means to comply with DoDI 1308.3 to develop and administer a physical fitness test that evaluates aerobic capacity, muscular strength, and muscular endurance.

a. CFL/ACFLs will conduct the PRT as outlined in Guides 5 and 15. To calculate PRT results manually, see Guide 5, Section 4 or use the Official Navy PFA App. CFL/ACFLs are authorized to utilize the Official Navy PFA App to determine alternate cardio results for bike calculations.

b. Example of Sequencing and Command Fitness Leader Ratios. The following is ***an example*** of a command with 200 Sailors, which requires a minimum of eight trained designated in writing Command Fitness Leader (CFL)/Assistant Command Fitness Leaders (ACFLs) (1-ACFL per 25 members). With eight ACFLs, four PFA sessions can be administered simultaneously. The key elements are 1-Official (ACFL) Timekeeper, 1-Official Observer (ACFL), 8-Participants (Group A), and 8-Partners (Group B). Upon completion of each PRT modality, Groups A and B are to switch from participant to partner before participating in the next modality. Four PFA sessions which consist of 64 participants and partners (Groups A, B, C and D) can be successfully completed at one time. Based on this equation, the command could complete 4 rounds of PFA sessions for 200 Sailors.

POSITION	GROUP A	GROUP B	GROUP C	GROUP D
Official TimeKeeper	CFL	ACFL	ACFL	ACFL
Official Observer	ACFL	ACFL	ACFL	ACFL
Participants	Sailors = 8	Sailors = 8	Sailors = 8	Sailors = 8
Partners	Sailors = 8	Sailors = 8	Sailors = 8	Sailors = 8
Round 1	16	16	16	16
Round 2	16	16	16	16
Round 3	16	16	16	16
Round 4	8			
200 Sailors Tested	56	48	48	48

c. CFL/ACFLs must pay special attention to the requirements of Guide 5, Section 2 (Safety Concerns) including operational risk management, support personnel, medical emergency assistance, emergency drill, and cardiopulmonary resuscitation personnel locations.

d. CFL/ACFLs must use the PRT Score Sheet (NAVPERS 6110/11) as the only approved method to properly record PRT scores. All official PFA forms can be downloaded on the PRP Website forms section:

<https://www.mynavyhr.navy.mil/Support-Services/21st-Century-Sailor/Physical-Readiness/Forms/>. Ensure you use the latest PRT Score Sheet (NAVPERS 6110/11 (Rev. 6-2021)).

e. To determine the overall CY2021 PFA score, CFL/ACFLs are to utilize BCA results and the PRT results from only the push-ups and cardio or alternate cardio scores. Per NAVADMIN 129/21, the forearm plank score will not be included in the official CY2021 PFA cycle results. Below is an example (with the use of Guides 4 and 5), at altitude less than 5000 feet for a 27 year old male:

Push-ups: 68 = 75 points

1.5 mile Run: 11:45 = 65 points

Add points earned for push-ups and cardio/alternate cardio together  $75+65 = 140$

Take the average of the two scores  $140/2 = 70$

The Overall PRT Score: 70 = Good High

f. Individual Augmentee (IA) or Global War on Terrorism Support Assignment (GSA). All medically cleared Sailors are directed to participate in PRT, to include Sailors serving on IA or GSA where official PFAs can be conducted (e.g. Djibouti, GITMO, Kuwait).

6. Performance PFA Code (Block 20). Commands unable to successfully complete either the BCA or PRT due to COVID-19 are to utilize the appropriate PFA code as outlined in BUPERSINST 1610.10E.

7. No Validation. To meet Department of Defense annual requirements for PFA, all medically cleared Sailors are considered participates for the CY2021 PFA cycle and there **will not** be an excellent or above performance exception for the CY2022 cycle based upon CY2021 PFA performance. Commanders may use appropriate incentives at the local level to reward performance.

8. Clarification on Consecutive PFA Failures. Due to both 2020 PFA cycles being excused, consecutive failures will not apply for members who fail PFA CY2021. For clarification: If a Sailor failed Cycle 2 2019 and CY2021 PFA, it will not count as consecutive PFA failures.

9. PFA Record keeping Update. CFLs will not enter CY2021 PFA cycle data into PRIMIS-2. CFLs will continue to record official CY2021 PFA scores on the official Body Composition Assessment (BCA) and Physical Readiness Test (PRT) score sheets, to include Physical Activity Risk Factor Questionnaire (PARFQ) and Medical Clearance/Waivers.
  
10. Frequently Asked Questions (FAQs). Responses to frequently asked questions, to include those regarding the CY2021 PFA, are located on the PRP website and updated as new questions arise.