GUIDE 2

INSPECTION AND COMMAND SELF-ASSESSMENT CHECKLIST
INSPECTION AND COMMAND SELF ASSESSMENT CHECKLIST

PHYSICAL FITNESS ASSESSMENT (PFA)

1. Has the command conducted 2 PFAs per year in the last 4 years? □ Yes □ No

2. If no to question 1, did the command DEP/OP any PFAs in the last 4 years? □ Yes □ No □ N/A

3. If yes to question 2, did the command DEP/OP any BCAs in the last 4 years? □ Yes □ No □ N/A

4. If yes to question 3, did the command receive ISIC approval for BCA DEP/OP? □ Yes □ No □ N/A

5. Does the CO/OIC support the Physical Readiness Program per OPNAVINST 6110.1series? □ Yes □ No

6. Is there a command policy regarding mandatory PT requirements? □ Yes □ No

COMMAND FITNESS LEADER (CFL) CERTIFICATION

7. Has a Command Fitness Leader (CFL) been designated in writing? □ Yes □ No

8. Does the CFL meet the following criteria:
   a. E-6 or above preferred? □ Yes □ No
   b. CPR certified? □ Yes □ No
   c. Achieved “Excellent” or better on PRT? □ Yes □ No
   d. Within maximum weight for height standards or less than 1% below AAS? □ Yes □ No
   e. Non-user of tobacco products? □ Yes □ No
   f. Completed OPNAV CFL certification course? □ Yes □ No
   g. If no, has the CFL been appointed more than 3 months? □ Yes □ No

9. Has CO appointed in writing, 1 ACFL per 25 command members? □ Yes □ No

10. Do ACFLs meet PFA standards, non-user of tobacco products and CPR certified? □ Yes □ No
11. Is a Fitness Enhancement Program (FEP) available during working hours to members not meeting PRT and/or BCA standards?  □ Yes  □ No

ADMINISTRATIVE

12. Are hard copies of all PFA related paper work maintained on file for 5 years (10-week notice, BCA/PRT Score Sheets, FEP rosters, Pg-13s, LONs)?  □ Yes  □ No

13. Are PFA results properly documented in Sailors FITREP or EVAL?  □ Yes  □ No

14. Does the CFL enter all command PFA results into PRIMS within 30 days of the end of command official cycle?  □ Yes  □ No

15. If no, were there extenuating circumstances that prevented data entry in the required time?  □ Yes  □ No  □ N/A

16. Do all members have a current PHA prior to participating in the PFA?  □ Yes  □ No

17. Are members who require medical evaluation and clearance referred to medical department prior to participating in PRT?  □ Yes  □ No

18. Do members not meeting graduated BCA and or PRT standards participate in FEP until passing a monthly mock or an official PFA with an overall score of SATISFACTORY or better?  □ Yes  □ No

19. Are administrative actions for all members who do not meet Physical Readiness Program standards documented in a Page 13 or Letter of Notification?  □ Yes  □ No

20. Does the command support referral of overweight members to Shipshape or a registered dietitian if available through the medical department?  □ Yes  □ No  □ N/A

21. Does FEP include a nutrition education component including distribution of the Navy PRP Nutrition Resource Guide?  □ Yes  □ No

22. Does the CFL advise the chain of command on all Physical Readiness Program matters, including members needing assistance in meeting PFA standards and those requiring a medical board for 2 consecutive or 3 waivers in a 4-year period?  □ Yes  □ No

23. Are all injuries and illnesses attributable to Physical Readiness Program activities reported to COMNAVSAFECEN?  □ Yes  □ No

24. Are all medical waivers approved by CO/OIC and designated Authorized Medical Department Representative (AMDR) prior to the PFA?  □ Yes  □ No

25. Is the CFL on the command check-in/check out sheet?  □ Yes  □ No
NUTRITION

26. Are healthy foods adequately advertised in the command’s galley/messes? □ Yes □ No □ N/A

27. Are fruits and vegetables readily available for personnel working late shifts? □ Yes □ No □ N/A

PRIMS ASSESSMENT

28. Did the CFL maintain hard copies of all PFA waivers entered in PRIMS? □ Yes □ No

29. Per Guide 1, is the Command Detail Screen updated? □ Yes □ No

30. Are members enrolled in FEP properly tracked in PRIMS? □ Yes □ No

Overall Assessment Comments:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Inspector Recommendations:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________