



GUIDE 7

ADMINISTRATIVE ACTIONS

Table of Contents

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

<u>Section 1: Amplifying Physical Fitness Assessment (PFA) Policies</u>	Page
1. <u>Participation</u>	3
2. <u>Official PFA on Newly Reported Sailors</u>	3
3. <u>Check-out BCA</u>	3
4. <u>PRT Injury/Illness</u>	4
5. <u>PRT Validation Incentive</u>	4
6. <u>PFA Failures</u>	4
7. <u>Frocking/Advancement/Promotion</u>	5
8. <u>Chief Petty Officer Selectee (CPO Select) Special PFA</u>	5
9. <u>PCS Restrictions</u>	6
 <u>Section 2: Official PFA Documentation</u>	
1. <u>Policy</u>	7
2. <u>CFL Designation Letter</u>	7
3. <u>Official PFA Notification (10-Week Notice)</u>	7
4. <u>Official BCA Score Sheet (NAVPERS 6110/10)</u>	7
5. <u>Official PRT Score Sheet (NAVPERS 6110/11)</u>	7
6. <u>Administrative Remarks (NAVPERS 1070/613) (Page-13) for Enlisted</u>	7
7. <u>Letter of Notification (LON) for Officers</u>	7
8. <u>Letter of Correction (LOC)</u>	8

Section 1: Amplifying PFA Policies

1. Participation. As outlined in the *OPNAVINST 6110.1X (Physical Readiness Program)*, all Navy Active Component (AC) and Reserve Component (RC) Service members must meet minimum physical fitness standards for continued naval service. Per DoDI 1308.3 (*DoD Physical Fitness and Body Fat Programs Procedures*), Service members must maintain physical readiness through appropriate nutrition, health and fitness habits. Service members who fail to adhere to the contents of these instructions are subject to administrative actions.

2. Official PFA on Newly Reported Sailors. Command Fitness Leaders and Assistant Command Fitness Leaders (CFL/ACFLs) are required to be an integral part of the check-in process to ensure all Sailors participate as required in an official PFA (BCA and PRT), regardless of their time onboard. CFL/ACFLs must understand when it is appropriate to enter BCA and PRT results in PRIMS. The following applies:

a. Before/During Official PFA:

1. If a Sailor checks into the command prior to, or during the command PFA cycle, the Sailor must participate in both the BCA and the PRT (if medically cleared), but not within the first 5 working days of checking in.

2. If the Sailor is authorized an acclimatization period for the PRT portion of the PFA and the Sailor will not be able to complete the PRT portion because it will extend beyond the Navy's PFA cycle, the CFL will enter "Acclimation" in PRIMS for PRT and enter BCA results in PRIMS within 30 days of the completion of the PFA. Refer to Guide 1 for guidance on acclimatization.

b. After Official PFA. If a Sailor checks into the command after the most recent command PFA cycle without a current PFA in PRIMS, the Sailor is required to complete an official PFA. The Sailor will coordinate with the CFL to complete an official PFA prior to the end of the Navy's PFA cycle. If completing the PFA is not feasible due to mission and scheduling conflicts, the CFL will conduct an official BCA and submit a Letter of Correction (LOC) signed by the CO to the PRP office requesting the Sailor be "excused" in PRIMS for the PRT.

c. If a Sailor checks into the command without a current PFA record, and will not be able to obtain medical clearance to participate in the PRT portion within 45 days of completing the BCA, the CFL will submit an LOC to the PRP office to designate "excused" for the PRT portion only in PRIMS.

3. Check-out BCA. CFLs are not authorized to conduct an official BCA on a Sailor during check-out if the Sailor will not be assigned to the command during the entire PFA. The only exception is if the Sailor is transferring to several temporary duty assignments and the combined timeline of the assignments will exceed the Navy PFA cycle and result in a blank PFA record for the cycle. In these cases, CFLs are

authorized to conduct the BCA and submit an LOC to the PRP Office to have the Sailor placed in the “excused” participation status for the PRT portion of the PFA.

If a Sailor checks into a command with a partial PFA (BCA) record and the Sailor was not assigned to temporary duties which extended beyond the Navy PFA cycle, the reporting CFL is authorized to request a record deletion and perform an official PFA on the Sailor. Request must be made to the PRP office via an LOC.

4. PRT Injury/Illness. All injuries or illness during the PRT, FEP, and command PT will be reported to the command Safety Officer. The Safety Officer will report the injury to Commander, Naval Safety Center (COMNAVSAFECEN).

5. PRT Validation Incentive. Sailors must meet all requirements below to qualify and be exempt from participating in a PRT:

a. Participate in the BCA and be within their age-adjusted standard (AAS) for two consecutive PFA cycles, regardless of PRT performance. Sailors who are not within AAS or fail the BCA are required to participate in the PRT, if medically cleared.

b. Score overall excellent low or better with no single event lower than good low on the PRT.

c. Example: Cycle 1-XX Sailor meets all BCA/PRT incentive requirements and expecting not to participate in cycle 2-XX PRT. Cycle 2-XX Sailor passes BCA, but is **not within AAS**, Sailor is required to participate in cycle 2-XX PRT, if medically cleared.)

6. PFA Failures. The following applies to all Sailors who fail to meet Navy PFA standards:

a. Enlisted Sailors who fail one PFA will:

(1) Be issued a NAVPERS 1070/613 via Navy Standard Integrated Personnel System (NSIPS) to inform them of the PFA failure.

(2) Be enrolled in the Fitness Enhancement Program (FEP) until passing a command FEP mock PFA or the next official PFA.

(3) Not be frocked or advanced. Members may regain eligibility for advancement by passing a command FEP mock PFA. BUPERSINST 1430.16G provides official policy for advancement opportunities.

b. Enlisted Sailors who fail two or more consecutive PFAs will continue naval service until their SEAOS. Additionally these members:

(1) Will be ineligible for advancement as per BUPERSINST 1430.16G.

(2) Will be ineligible to reenlist or extend as per MILPERSMAN 1160-030.

(3) Will receive an adverse report that states "Significant Problems" (SP) on evaluation as per BUPERSINST 1610.10E.

(4) Will be detailed as required by Navy Personnel Command (NPC) Rating Detailer.

(5) May regain eligibility for advancement and reenlistment by passing a command mock PFA or the next official PFA. Sailor 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 a command FEP mock PFA or an official PFA.

c. Officers who 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 FEP mock PFA or an official PFA.

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

(3) Be enrolled in the FEP until passing a command mock PFA or the next official PFA.

d. Officers who fail two or more consecutive PFAs will receive an adverse report that states "Significant Problems" (SP) on their fitness report and the command is to inform PERS-834 for administrative separation. BUPERSINST 1610.10E pertains.

(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 officer's satisfactory physical readiness status.

7. Frocking/Advancement/Promotion. In accordance with the Military Personnel Manual (MILPERSMAN) 1420-060, frocking is not authorized for Sailors who do not meet the physical fitness/body composition requirements. Refer to BUPERINST 1430.16 series for guidance on **withholding** authorized advancement as a result of PFA failure (i.e. Page-13).

a. Enlisted: A Page-13 must be signed by the Sailor and the Sailor's CO/OIC. The CO/OIC's signature may not be delegated. If the Sailor refuses to sign, the signature block will be annotated "**MEMBER NOTIFIED BUT REFUSED TO SIGN.**"

b. Officers: Ineligible for promotion if they have failed the most recent PFA. COs are required to forward notification of failure, to delay promotion, to NPC, Officer Performance and Separation Branch (PERS-833). SECNAVINST 1920.6 series provides details on officer's promotion holds.

8. Chief Petty Officer Selectee (CPO Select) Special PFA. The CO is authorized to approve or disapprove a special PFA for CPO Select Sailors. Additionally, the CO is authorized to defer frocking, and withhold or withdraw advancement of CPO Selects who fail to meet Navy PFA standards. If the CPO Select Special PFA is conducted in accordance with OPNAVINST 6110.1 series and approved by the CO, the results can be utilized as official PFA scores in PRIMS for the cycle in which the special PFA occurred.

9. PCS Restrictions. Any special programs/billets that have specific PFA requirements will be announced in its governing instruction. For further guidance, recommend you contact the Sailors rating detailer within NPC (PERS-4). Reservists may transfer if they are changing their home of residence. See the full reserve transfer and deployment restrictions in OPNAVINST 6110.1 series.

Section 2: Official PFA Documentation

1. Policy. All written documentation (notes and/or worksheets, etc.) of official command PFAs and FEP are to be retained for a period of five years. All information must be maintained in accordance with the Personal Identifiable Information (PII) policy. These files are the property of the command and must be turned over to new CFL upon assumption of duties. Examples of the letters and forms listed below can be located on the PRP Website under “**Forms**” (<https://www.mynavyhr.navy.mil/Support-Services/21st-Century-Sailor/Physical-Readiness/Forms/>).
2. CFL Designation Letter. As outlined in OPNAVINST 6110.1 (series), CO/OICs are to ensure CFLs complete the CFL certification course and are designated in writing prior to assuming duties as CFL. A copy of the CFL designation letter, along with supporting documentation, must be emailed to PRIMS@navy.mil prior to receiving access to PRIMS.
3. Official PFA Notification (10-Week Notice). As outlined in Guide 1, the CFL is responsible for drafting and publishing the official PFA notification a minimum of 10-weeks prior to an official semi-annual PFA.
4. Official BCA Score Sheet (NAVPERS 6110/10). As outlined in OPNAVINST 6110.1 (series), the BCA Score Sheet is the only approved means of collecting abdominal circumference measurements or body circumference measurements data.
5. Official PRT Score Sheet (NAVPERS 6110/11). As outlined in OPNAVINST 6110.1 (series), the PRT Score Sheet (NAVPERS 6110/11) is the only approved means of collecting PRT data.
6. Administrative Remarks (NAVPERS 1070/613) (Page-13) for Enlisted. Page-13 must be signed by the CO and issued to active-duty enlisted within 30 days of the completion of the PFA and within 60 days of completion of PFA for drilling reservists who:
 - a. Fail to meet PFA (BCA/PRT) standards, (Permanent Page-13) is ultimately submitted NPC for entry into the member’s Official Military Personnel File (OMPF).
 - b. Are not within AAS (Temporary Page-13), is retained within the command PFA files for five years.
7. Letter of Notification (LON) for Officers. The LON must be signed by the CO and issued to active-duty officers within 30 days of completion of PFA and within 60 days of the completion of the PFA for drilling reservists who:
 - a. Fail to meet official PFA (BCA/PRT) standards. LONs are to be forwarded to NPC, Records Management/Policy Branch (PERS-313) for entry into the Officer’s OMPF.

b. Are not within AAS. LONs are retained locally within the command PFA files for five years.

c. Fail to meet a BCA spot check. LONs are retained locally until the member is within BCA standards. BCA spot checks are unofficial and LONs are not forwarded to PERS-313.

8. Letter of Correction (LOC). LOC(s) are drafted by the CFL on command letter head, signed by the CO, and forwarded to the PRP Office along with supporting documentation. Errors or omissions occurring within five years of the PFA can be corrected. Only valid supporting documentation (i.e. official PRT score sheet, official BCA score sheet, etc.) will be accepted. The LOC should be originated from the command responsible for the PFA record at the time of the PFA. Scan and e-mail the LOC and supporting documentation to PRIMS@navy.mil.