

**Physical Readiness Program
Physical Readiness Control Officer (PRCO)
Inspection Check-List**

OPNAVINST 6110.1J

Inspection Grade: (Circle one: SAT / UNSAT)

Command/Unit Title: _____ UIC(s): _____

Date of Inspection: _____

Command Fitness Leader (CFL) Rank/Name: _____

Inspector (PRCO) Rank/Name: _____

ECHELON Command Name/Title: _____

INSPECTION GRADING AND REMARKS

1. Any "no" responses in Section I will constitute an overall UNSAT.
2. 11 or more "no" responses in the remaining sections will constitute an UNSAT.
3. If additional space is needed to expand on remarks, use the Comments Section at the end of the checklist.

SECTION I- MANDATORY REQUIREMENTS

1.	Is the CFL appointed in writing?	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:
2.	Does the CFL have an updated CPR qualification?	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:
3.	Are Assistant Command Fitness Leaders (ACFLs) appointed in writing? (ACFLs must also be appointed in writing)	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:
4.	Do all ACFLS have an updated CPR qualification?	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:

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5.	<p>Did all participants in the most recent Physical Readiness Test (PRT) have an updated Periodic Health Assessment (PHA) prior to participating in testing?</p> <p>(Safety: No member is allowed to participate in the PRT without proper medical clearance.)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:
6.	<p>Did all participants in the most recent PFA have a completed NAVMED 6110/3 (PARFQ) in PRIMIS?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:
7.	<p>Did all participants who responded "yes" to any questions on the PARFQ obtain medical clearance prior to participating in the most recent PRT?</p> <p>(Safety: The CFL is required to send all members to medical if they answer "yes" to any questions on the PARFQ, regardless of whether or not the member was previously cleared.)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:
8.	<p>Was any member that failed the BCA allowed to participate in the PRT portion of the Physical Fitness Assessment (PFA)?</p> <p>(Safety: A BCA failure is an overall PFA failure and the member is not authorized to participate in the PRT.)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:
9.	<p>Were all safety mishaps, which occurred during an official PRT, reported to the Navy Safety Center?</p> <p>(hospitalization, death or serious injury)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Remarks:

SECTION II- ADMINISTRATIVE REQUIREMENTS

1.	<p>Does the CFL have a copy of the OPNAVINST 6110.1J readily available?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:
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2.	<p>Does the CFL have the most updated copy of the Operating Guides?</p> <p>(The Operating Guide Change Record tracks all changes made to Guides.)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:
3.	<p>Is physical fitness integrated into the workweek, consistent with mission and operational requirement?</p> <p>(A policy should be published regarding the CO's policy for mandatory physical training.)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:
4.	<p>Is the Command Information Screen updated in PRIMIS?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:
5.	<p>Did the command/unit conduct 2 official PFAs each year as required by OPNAVINST 6110.1J?</p> <p>(DEP/OP constitutes a completed PFA, as long as the BCA was completed.)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:
6.	<p>Does the CFL maintain official PFA documentation for 5 years?</p> <p>(Prior to July 2011, files were required to be maintained for 4 years.)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:
7.	<p>Was the CFL fully qualified to conduct the most recent PFA?</p> <p>(Completed the 5-day CFL certification course. If "no" but the next question (#8) is "yes" check the next question box. If question 8 is "no", then both question will be "no".)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Next Question Remarks:
8.	<p>If the CFL was not fully qualified, was there another qualified CFL or ACFL who served as an overseer for the official testing?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:

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8.	Has the command/unit appointed 1 ACFL per every 25 command members? (ratio is 1:25)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Remarks:
9.	If the command/unit has less than 25 command/unit members, has the command appointed at least 1 ACFL?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Remarks:
10.	Did the command/unit provide a PFA notification prior to the most recent PFA?	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:
11.	If an acclimatization policy exists, was it established with the consultation of medical and does it exist to address personnel safety concerns?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Remarks:
12.	Did every member, without an approved BCA medical waiver, participate in the most recent official BCA?	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:
13.	Did every medically cleared member participate in the PRT?	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:
14.	Are all pregnant/post partum servicewomen assigned as "pregnant" in PRIMs?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Remarks:

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15.	<p>Were all post partum servicewomen exempt from participating in official PFAs until the end of their 6-month post partum period?</p> <p>(Postpartum servicewomen are not required to participate in an official PFA until the end of their convalescent leave and the 6-month post partum period.)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Remarks:
16.	<p>When members exceed height/weight, are measurements taken 2 times or 3 times, if there is more than a 1 inch difference?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:
17.	<p>Were members required to sign or initial official PRT results on the most recent PFA?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:
18.	<p>Does the CFL file contain copies of all approved Readiness Waivers, as indicated in PRIMIS?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Remarks:
19.	<p>Does the CFL file contain a signed copy of NSIPS page 13s for every member who failed the most recent PFA at the current command/unit?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Remarks:
20.	<p>Does the CFL file contain a copy of a LON for every officer who failed the most recent PFA at the current/command/unit?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Remarks:
21.	<p>Are administrative warnings, which were not generated via NSIPS, signed and maintained in the CFL file as evidence of a PFA failure?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Remarks:
22.	<p>Were all NSIPS page 13s validated once the printed page 13 was signed by the CO, member and the CFL/witness?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Remarks:

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23.	Were the signed copies of the Page 13 electronically forwarded to the member's Official Military Personnel File (OMPF)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Remarks:
24.	Is there a copy of an administrative warning for each PFA failure documented in PRIMS on every member in the command? If not, is there at least one administrative warning which reflects the total number of failures accurately?	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:
25.	Did the CO or designated official sign every Page 13) first before the member signed it? (The date of the CO signature should be before or on the same date of the member's signature.)	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:
26.	Did the CO sign every officer LON before the member signed it? (The date of the CO signature should be before or on the same date of the member's signature.)	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:
27.	Does the CFL file contain a copy of all issued medical waivers, as indicated in PRIMS?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Remarks:
28.	Did the CO or designated official approve all NAVMED 6110/4 (medical waiver/clearance forms)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Remarks:
29.	Does the CFL file contain copies of all PARFQs which either cleared or medically waived a member from participating in the PRT portion of the PFA?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Remarks:

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30.	<p>Does the CFL file contain ACFL training documentation?</p> <p>(The CFL is required to train all ACFLs if they do not attend the 5-day CFL course. Documentation of the training should be in the CFL file.)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Remarks:</p>
31.	<p>Is there documentation in the CFL file which reflects that an emergency drill was conducted with the PFA staff prior to the most recent PFA?</p> <p>(The PFA staff is required to know what to do in case of an emergency.)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Remarks:</p>
32.	<p>If PRIMS reflects DEP/OP for the PRT portion of the PFA for more than 2 consecutive DEP/OP, is there evidence of ISIC approval in the CFL file?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Remarks:</p>
33.	<p>If PRIMS reflects DEP/OP for the BCA portion of the PFA, is there evidence of ISIC approval in the CFL file?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Remarks:</p>
34.	<p>If members were marked "UA" for PFA participation, is there evidence in the CFL files that the status was approved by the CO?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Remarks:</p>

SECTION III- FITNESS ENHANCEMENT PROGRAM (FEP)

1.	<p>Is every member who failed the most recent PFA being properly tracked in the Fitness Enhancement Program (FEP) section of PRIMS?</p> <p>(CFLs are required to conduct monthly PFAs on FEP participants and should be tracked in PRIMS.)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Remarks:</p>
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1.	<p>Was every member who failed to meet BCA standards required to read and acknowledge the Navy Nutrition Resource Guide for the most recent PFA?</p> <p>(A copy of the signed acknowledgement should be in the CFL File.)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Remarks:
2.	<p>If SHIPSHAPE is available, is every member not meeting BCA standards provided the opportunity to attend?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Remarks:
3.	<p>Are monthly mock PFAs conducted on FEP participants?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Remarks:
4.	<p>Are members not meeting BCA standards prevented from participating in the PRT portion of the monthly mock PFA?</p> <p>(Members failing the BCA standards are not authorized to participate in the PRT portion of the official PFA or mock PFA until they are within standards.)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Remarks:
5.	<p>Are FEP rosters / weekly FEP data maintained in the CFL file?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Remarks:

SECTION IV- MEDICAL EVALUATION BOARDS (MEB)

1.	<p>Is there a process in place to identify members who are MEB eligible to refer them to medical for a MEB?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:
2.	<p>Are the results of the MEB forwarded to PERS 82 for disposition?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Remarks:

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SECTION V- Administrative Separation (ADSEP)		
1.	<p>Is mandatory ADSEP occurring for all enlisted members who fail to meet PFA standards 3 or more times in the most recent 4-year period?</p> <p>(Mandatory processing is required, unless a PFA failure has been amended / corrected via the Letter of Correction (LOC) process and PRIMIS no longer reflect 3 or more PFA failures in the most recent 4-year period.)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Remarks:</p>
2.	<p>Are ADSEP packages submitted to legal on enlisted members within 30 days of 3rd or greater PFA failure in the most recent 4-year period?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Remarks:</p>
3.	<p>Are ADSEP packages on officers submitted to PERS 834 within 30 days of the 3rd or greater PFA failure in the most recent 4-year period?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Remarks:</p>
4.	<p>If an administrative board recommended retention of an enlisted member with 3 or more PFA failures, was that recommendation forwarded to COMNAVPERSCOM for final approval?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Remarks:</p>
5.	<p>In lieu of ADSEP, were Readiness Waivers approved for enlisted members with 3 or more PFA failures in the most recent 4-year period?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Remarks:</p>
6.	<p>If a Board of Inquiry (BOL) elected to retain an officer with 3 or more PFA failures, are the results maintained in the CFL file or in the appropriate files in legal or admin?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Remarks:</p>

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Section VI- TRANSFERRING MEMBERS WITH MULTIPLE PFA FAILURES		
1.	Did every member who were allowed to transfer with 2 PFA failures in the most recent 3-year period, and the most recent PFA was not passed, transfer with an approved PERS 4 Transfer Waiver?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Remarks:
2.	Did the command/unit restrict every member with 2 consecutive PFA failures from transferring until the results of the next official PFA?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Remarks:
SECTION VII- EVALUATION/FITNESS REPORTS / ADVANCEMENTS		
1.	Are PFAs results accurately reflected on evaluations/fitness reports?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Remarks:
2.	Was any member promoted or frocked who did not meet PFA standards during the most recent PFA or a subsequent mock PFA?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Remarks:
SECTION VIII- COMMENTS SECTION (Indicate the overall state of the program and expand on previous remarks. For Example: Question 1- <i>The command does not support mandatory physical fitness during the workweek and required them to PT during their own personal time.</i>)		

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(comment sections cont'd)