

DD MMM YY

From: Commanding Officer, Command Name
To: Command Personnel

Subj: OFFICIAL PHYSICAL FITNESS ASSESSMENT (PFA) NOTIFICATION

Ref: (a) OPNAVINST 6110.1 Series (Physical Readiness Program)
(b) PRP Guide-3
(c) PRP Guide-1

1. Purpose. Per reference (a), enter your command here personnel will conduct the official Cycle-X PFA from DD MMM to DD MMM YYYY.

2. Scope. All Navy personnel will participate in the Cycle-X PFA regardless of time onboard, unless fully medically waived by the Commanding Officer or meeting other non-participation criteria outlined in reference (a).

3. Responsibilities. The Command Fitness Leader (CFL) and Assistant CFLs will conduct the Cycle-X PFA in accordance with reference (a).

(a) Command personnel are personally responsible for completing their annual Physical Health Assessment (PHA), Physical Activity Risk Factor Questionnaires (PARFQ), and Body Composition Assessment (BCA) and/or Physical Readiness Test/Combat Field Test (PRT/CFT) medical waivers (if required) to determine participation in the PFA.

(b) Command personnel are strongly encouraged to read and become familiar with ref (b).

4. Schedule. The official Cycle-X PFA is scheduled for the week of DD-DD MMM YYY, with makeup dates scheduled for the week of DD-DD MMM YYY. Below are the dates and times for the scheduled events:

- DDMMYY/TIME: BCA Weigh-in BLDG 457 Base Gym
- DDMMYY/TIME: PRT/CFT (Alternate Cardio) BLDG 457 Base Gym
- DDMMYY/TIME: PRT/CFT Base Track
- DDMMYY/TIME: Make-up BCA Weigh-in BLDG 457 Base Gym
- DDMMYY/TIME: Make-up PRT/CFT (Alternate Cardio BLDG 457 Base Gym)
- DDMMYY/TIME: Make-up PRT/CFT Run Base Track

5. Information. This event is an official Navy PFA. The uniform for all BCA measurements and PRT/CFT will be the Navy's Physical Training Uniform (PTU) or Optional PTU.

a. PARFQs must be completed in PRIMS by each Sailor each PFA cycle. If indicated by the PARFQ, Sailors must schedule a medical appointment for PFA clearance and present the PARFQ form or the PFA Medical Clearance/Waiver (NAVMED 6110/4, if required) to their AMDR or HCP prior to participation in the PFA. Medical appointments, waivers, and/or current

PHAs need to be settled prior to the PFA. All medical waivers must be submitted to the CFL NLT DD MM YY for command decision (approval or disapproval). Personnel can start completing their PARFQs at any time in the PFA cycle.

- b. Personnel who do not show up or participate in the BCA and/or PRT/CFT will be marked “Unauthorized Absence” (UA) and reported to the CO, which may result in a PFA failure.
- c. Alternate Cardio testing is authorized or is not authorized. (if authorized) Sailors who choose to complete the PRT using an alternate cardio option are required to practice on the alternate cardio equipment prior to participating in the official PRT. Failure to do so will disqualify you from using alternate cardio. Sailors interested in swimming the PRT please email **CFL: Rate, Name, Email** for further information.
- d. PRT Bad Day policy is or is not authorized. (If authorized), refer to reference (c) for amplifying information.
- e. Any personnel failing the BCA and/or PRT/CFT or receiving a probationary score on any part of the PRT will be enrolled into the Fitness Enhancement Program (FEP) (or a combat arms equivalent remedial program) and will receive nutritional counseling.
- f. Personnel who check-in or check-out of the command must report to the CFL to be gained or released in PRIMS.

6. For further information, please contact **CFL: Rate, Name, Email, Phone** (optional: division ACFLs).

I.M. CO