



## GUIDE-3

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# COMMAND/ASSISTANT COMMAND FITNESS LEADER (CFL/ACFL) AND MEMBER'S RESPONSIBILITIES

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## Section 1: CFL/ACFL Responsibilities

1. CFL Responsibilities. The CFL must be appointed in writing by the Commanding Officer/Officer-in-Charge (CO/OIC) and is the primary advisor to the CO/OIC on all Physical Readiness Program (PRP) matters. The CFL will:

a. Conduct a command self-assessment within 30 days of appointment. The command self-assessment is an excellent tool to provide CFLs with an accurate assessment of the state of their PRP. Refer to PRP Guide-2 for additional information.

b. Administer the PFA as outlined in the OPNAVINST 6110.1 (series) and PRP Guides.

c. Complete required DoD-approved dietary supplement safety training via the Operation Supplement Safety (OPSS) website in accordance with DoDI 6130.06 (series).

d. Manage command/unit Physical Training (PT) and the command's Fitness Enhancement Program (FEP).

e. Ensure ACFLs are properly trained and meet all qualification requirements before being designated in writing by the CO/OIC. Refer to PRP Guide-2 for the ACFL training checklist.

f. Be a member of the Command Resilience Team (CRT) and advise command leadership of all PRP matters at least quarterly or as needed.

g. Use PRIMS to manage PFA data as outlined in the OPNAVINST 6110.1 (series).

h. Retain original written documentation (BCA/PRT score sheets, Page-13s, LONs, Medical Waivers, etc.) of official command PFAs and FEP for a period of no less than five years and per current PII policy.

i. Report all PRP related injuries to the Command Safety Officer within 24 hours.

j. Draft Letters of Correction (LOC) to the CO/OIC for endorsement and forward with supporting documentation to MyNavy Career Center ([ASKMNCC.FCT@NAVY.MIL](mailto:ASKMNCC.FCT@NAVY.MIL)) for PRIMS corrections that occur within five years of error.

k. Review PFA Medical Clearance/Waiver (NAVMED 6110/4) request prior to CO/OIC determination. Refer to PRP Guide-6 for additional guidance.

2. CFL Qualification Requirements. To qualify as a CFL, Sailors must meet the following requirements:

a. E-6 or above (preferred).

- b. Non-user of tobacco/vapor products.
  - c. Be within maximum weight for height standards or a minimum of one percent below the Age-Adjusted Standard (AAS). Refer to Guide-4 for additional information on AAS.
  - d. Achieve and maintain an overall PRT score of EXCELLENT or above with no event scored lower than GOOD-Low.
  - e. Maintain current Cardiopulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED) qualifications associated with American Heart Association and the American Red Cross.
  - f. Successfully complete the PRP-approved CFL Certification course prior to assuming the duties as CFL.
  - g. Recertify CFL certification every five years by either successfully completing the CFL Certification Course or the CFL Seminar. [NOTE: NAVADMIN 258/23 revised certification requirement from three to five years]
  - h. Small commands may submit exception to policy (ETP) requests if the command cannot meet the above CFL criteria. See Guide-1 for more information on submitting ETP requests.
3. ACFL Appointment. CO/OICs are required to appoint one ACFL per 25 command members. Commands with 25 members or less must appoint at least one ACFL. The ACFL must be appointed in writing by the CO and is to assist the CFL with all aspects of the physical readiness program.

4. ACFL Qualification Requirements. The ACFL's duties are just as important as the CFL's since most ACFLs work independently of the CFL. The ACFL will meet the same qualifications as the CFL, with the exception of paygrade and the requirement to complete the CFL Certification course.

Note: E-3 and below ACFLs are prohibited from participating in the CFL certification course.

#### 5. PFA Record Verification for Newly Reporting Sailors

- a. CFLs have the responsibility to inform all newly reported personnel of their Periodic Health Assessment (PHA) status upon checking into the command. No Sailor is authorized to participate in command/unit PT, PRT, or FEP unless their PHA is current.

b. CFLs also have the responsibility of verifying all PFA scores in PRIMS for all newly reported personnel. Provide a NAVPERS 1070/613 (Page-13) for enlisted Sailors with failures if there are documented PFA failures in PRIMS with no prior evidence of a Page-13 written counseling.

c. Page-13's and Letters of Notification (LON) are to be drafted and submitted to the appropriate chain of command for all enlisted and officers with documented PFA failures in PRIMS and no prior evidence of written counseling.

6. Check-in BCA. CFL/ACFLs must administer a Check-in BCA within five working days on all newly reported Sailors to ensure they are within AAS. Sailors who are not within AAS or BCA standards will be issued a "temporary" Page-13 counseling or LON (non-PFA failure) and enrolled in FEP.

7. BCA Spot-check. CFL/ACFLs are responsible for enforcing the BCA Spot-check in accordance with guidance set by CO/OICs. Additionally:

a. BCA Spot-checks will not be conducted during the official command PFA cycle.

b. Sailors must be within AAS at all times. If a Sailor exceeds AAS or fails a BCA spot-check, they will be enrolled in FEP and actively participate in mock PFAs until they are within AAS and pass a mock or official PRT scoring Satisfactory-Medium in all events for which they are medically cleared.

c. Recommended guidance (not all inclusive or limiting other options) for conducting spot checks include:

(1) Individual returning from extended leave/TAD periods (length of period to be determined by CO).

(2) Unit sweep BCA spot checks as a means to get at risk Sailors into the FEP program.

(3) Incorporate into the Command Division in the Spotlight.

(4) In conjunction with urinalysis on a random basis.

(5) After extended authorized absences for reserve personnel.

(6) Recommendation from CFL.

d. A "temporary" Page-13 will be issued to Sailors that fail the BCA Spot-check. CFLs must ensure a Sailor's FEP progress is accurately reflected in PRIMS.

8. Official PFA Notification (10-Week Notice). The CFL is responsible for drafting and publishing an official PFA notification at least 10 weeks prior to an upcoming PFA. The

CFL will have to work closely with the chain of command to establish a command PFA schedule. The CO/OIC has final approval of the official PFA notification and once approved, it is to be distributed throughout the command. The PFA notification should include, but its content is not limited to:

- a. PHA/DRHA instructions
- b. Physical Activity Risk Factor Questionnaire (PARFQ) instructions
- c. Acclimatization policy
- d. BCA and PRT schedule
- e. Alternate Cardio Policy
- f. Bad Day PRT Policy
- g. PRT Incentives

The PFA notification is a preparation period for the CFL and is not intended to be a preparation window for individuals. Navy personnel must take the PFA even if they did not receive a PFA notification (as long as they are medically cleared and acclimatized).

9. Official PFA on Newly Reported Sailors. CFL/ACFLs are required to be part of the check-in process to ensure all Sailors participate 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.** If a Sailor checks into the command prior to or during the command PFA cycle, the Sailor will be required to participate in both the BCA and the PRT (if medically cleared), but not within the first five working days of checking in. If the Sailor is authorized an acclimatization period for the PFA and the acclimatization period will extend beyond the Navy's PFA cycle, the Sailor is still required to participate in the BCA. The CFL will enter the BCA results within 30 days of the completion of the PFA and the Sailor's PRT shall reflect "acclimatization" in PRIMS. Refer to Guide-1 for details 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 coordinate with the CFL to complete an official PFA prior to the end of the Navy's PFA cycle. If mission and scheduling conflicts prevent the PFA from being conducted, the CFL will conduct an official BCA and submit a Letter of Correction (LOC) signed by the CO/OIC to the PRP office requesting the Sailor be "excused" from the PRT portion of the PFA.

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 official BCA, the CFL will conduct an official BCA and submit an LOC signed by the CO/OIC to the PRP office requesting the Sailor be “excused” from the PRT portion of the PFA.

10. Temporary Altering of BCA Measurements. As outlined in Guide-4, if a CFL/ACFL detects that a Sailor is attempting to temporarily alter BCA measurements for the purpose of passing the BCA, the CFL/ACFL is not allowed to perform the circumference measurements on the Sailor. The use of liposuction, body wraps, starvation, or sauna suits is prohibited. Many of these methods result in dehydration, which is very dangerous for the Sailor when performing the PRT. If temporary altering is detected by the CFL/ACFL, the member will be required to wait at least 72 hours before attempting the official BCA measurement and the incident must be reported to the CO/OIC.

11. PRT Injury/Illness. The CFL is responsible for reporting any injuries incurred during either organized group PT or the PFA to the Command Safety Officer. The Safety Officer will report the injury to Commander, Naval Safety Command (COMNAVSAFECOM). COMNAVSAFECOM must be informed within 24 hours of a death that occurs during or within one hour of completion of the PRT or organized group PT.

12. Transferring Personnel. CFLs are prohibited from conducting an official BCA on a Sailor who is transferring and will not be assigned to the command during the entire command 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. In this case, CFLs are authorized to conduct the official BCA and submit an LOC signed by the CO/OIC to the PRP Office requesting the Sailor be “excused” from the PRT portion of the PFA.

13. Official PFA Documentation. All written documentation (notes and/or worksheets, etc.) of official command PFAs and FEP are to be retained for a period of five years [per OPNAVINST 6110.1 (series)]. 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 retained and turned over to the new CFL. Further details on official PFA documentation can be found in Guide-1. Sample PFA documents and official PFA forms can be located on the PRP Website under “**Forms**” (<https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Physical-Readiness/Forms/>).

a. The Official BCA Score Sheet (NAVPERS 6110/10) and Official PRT Score Sheet (NAVPERS 6110/11) are the only official forms used for documenting BCA and PRT scores. Local command/unit generated score sheets are prohibited. CFLs must ensure that all forms are filled out completely. If a Sailor refuses to sign, the CFL will annotate “**Sailor refused to sign**” in the members signature block.



b. The PRP office is not able to use locally-generated spreadsheets as official PFA documentation for Sailors requesting a PFA record correction. Only official PFA documents can be used to make changes or corrections in PRIMS. If physical space is an issue, it is highly recommended that CFLs scan the original documents and maintain electronic files for the required time period.

c. To correct a record error, the CFL must produce official PFA documentation to submit with an LOC to the PRP office. PFA records will not be updated in PRIMS without proper documentation.

14. Administrative Remarks (NAVPERS 1070/613) (Page-13) for Enlisted. The Page-13 will be signed by the CO/OIC, then presented to the Sailor for acknowledgment and signature then signed by the CFL as the witness. The CFL shall maintain a copy of the Page-13 on file for a period of five years along with original written documentation (BCA and PRT score sheets) per current PII policy. The Page-13 will be issued within 30 days of completion of the command PFA for active duty enlisted and within 60 days for drilling reservists. There are two types of Page-13s:

a. **Permanent** Page-13 will be given to enlisted personnel upon failure to meet official PFA standards. The CFL will ensure proper authority in the command (i.e., Admin or Personnel Office) is provided a copy for submission to NPC (PERS-313) for inclusion in the member's Official Military Personnel File (OMPF) and FEP enrollment.

b. **Temporary** Page-13 will be given to enlisted personnel who pass the BCA but are not within AAS, receive a probationary score in any PRT category, or fail a BCA Spot-check for FEP enrollment. Temporary Page-13s are retained locally (i.e., not forwarded to NPC).

15. Letter of Notification (LON) for Officers. LONs will be given to all officers upon failure to meet PFA standards. Additionally, officers who pass the BCA but are not within AAS, receive a probationary score in any PRT category, or fail a BCA spot-check will be issued an LON for FEP enrollment. LONs are to be issued to active-duty officers within 30 days of completion of the PFA and within 60 days of the completion of the PFA for drilling reservists.

a. LONs for PFA failures are to be forwarded to NPC (PERS-313) for entry into the Official Military Personnel File (OMPF) and (PERS-833). LONs for officers who receive an adverse performance report for PFA failures must be forwarded to NPC (PERS-834), (PERS-833), and (PERS-313).

b. LONs for **FEP enrollment only** (i.e., non-PFA failures) are retained locally within the command PFA files for five years and are **NOT** forwarded to NPC.

16. Letter of Correction (LOC). The LOC is to be drafted by the CFL on command letterhead, signed by the CO/OIC, and forwarded to the PRP Office, along with all

supporting documentation for PRIMS correction of errors or omissions which occurred within five years of the PFA. Only valid supporting documentation will be accepted.

- a. The LOC request must be generated from the command at which the PFA occurred.
- b. Per the OPNAVINST 6110.1 (series), Sailors have up to 60 days after a PFA cycle to verify that their PRIMS PFA record is accurate. Sailors should also address all PRIMS data issues with the CFL prior to leaving the command. Request for corrections to PFA cycles which occurred within five years must be submitted to the MyNavy Career Center ([ASKMNCC.FCT@NAVY.MIL](mailto:ASKMNCC.FCT@NAVY.MIL)).

## Section 2: Member's Responsibilities

1. Mission Readiness. It is important for all members to maintain an optimal level of physical fitness necessary for mission readiness and world-wide deployment, whenever and wherever needed. Per the OPNAVINST 6110.1 (series), meeting Physical Fitness Assessment (PFA) standards is a condition of continued naval service. Therefore, it is the member's responsibility to maintain physical fitness standards throughout the year, not solely at the time of the PFA. This can only be accomplished by actively participating in a year-round program designed to maintain or improve health and fitness. At a minimum, members should:

a. Participate in cardiorespiratory exercise at least 2 hours and 30 minutes (i.e., 150 minutes) per week (e.g., 50 minutes three times per week or 75 minutes two times per week).

b. Perform strength training 2-3 days per week using a variety of exercises and equipment to work all major muscle groups.

c. Perform functional fitness training 2-3 days per week, 20-30 minutes in duration, with exercises involving motor skills (e.g., agility, balance, coordination) and natural or job-related movements.

d. Perform flexibility exercises (i.e., stretching, yoga, etc.) 2-3 days per week.

2. Physical Activity. Regular physical activity is a fundamental element of a Sailor's physical and mental health, mission performance, and readiness. Physical activity can help control weight, reduce the risk of cardiovascular disease, strengthen bones and muscles, manage stress levels, and improve the ability to perform daily activities. Incorporating physical activity into the workday prepares members for the operational demands today and in the future.

3. Nutrition. Good nutrition is essential to a comprehensive fitness program. Foods with good nutrition provide the body with the energy necessary to properly function and optimally perform. Members must consistently strive to make healthy eating choices. Refer to Guide-10 for detailed information on nutrition resources.

4. PFA Participation. As outlined in the OPNAVINST 6110.1 (series), all Navy Active Component (AC) and Drilling Reserve Component (RC) Service members, regardless of sex, age, rank, title, billet, pending separation, or retirement status, must meet minimum physical readiness standards for continued naval service.

a. All Sailors are required to participate in an official PFA cycle unless excused for medical reasons, in a pregnancy or postpartum status, prohibited by operational requirements, on terminal leave, attending DoD Skill-Bridge, or utilizing PFA incentives (see Guide-1 for details on PFA validation incentive). Sailors must participate in the PFA regardless of whether they receive a PFA 10-Week Notice.

b. Refer to Guide-4 for details on BCA standards and procedures.

c. Refer to Guide-5 for details on PRT standards and procedures.

5. PFA Unauthorized Absence (UA). During the PFA, the test site is considered the place of duty. All unauthorized absence (UA) non-participation is considered “UA” in PRIMS and requires CO approval prior to entering in PRIMS, which will result in a PFA “failure” for the PFA cycle. A member may also be considered UA if the member fails to obtain proper medical clearance in lieu of participating in the PFA.

6. Newly Reported Personnel. Refer to Section 1, Paragraph 9.

7. Navy Physical Training Uniform (PTU). All members are required to wear the Navy PTU or the Optional PTU (i.e., “forged by the sea”) as prescribed in Navy Uniform Regulations (NAVPERS 15665I), during command/unit physical training (PT), PFAs, and FEP. The Navy Fitness Suit is a mandatory Seabag item and when worn, must be worn over the Navy PTU or Optional PTU and as prescribed in Navy Uniform Regulations. Members may participate in the BCA height/weight screen (Step-1) in the uniform of the day if circumference measurements (i.e., Step-2 Abdominal Circumference or Step-3 Body Composition measurement) are not required. Weight will not be subtracted for clothing.

8. Medical Clearance. Medical clearance is the member’s responsibility and is a requirement for each PFA cycle. Members are not exempt from participating in the BCA if medical clearance has not occurred prior to the scheduled PFA. Sailors are not authorized to participate in organized PT, including the PRT, without proper medical clearance. The member is also responsible to seek medical attention for medical issues that limit or affect their physical readiness prior to the official PFA. Medical clearance for each PFA cycle includes:

a. Periodic Health Assessment (PHA) and Deployment-Related Health Assessment (DRHA). Sailors must have a current PHA, and, if required, complete a DRHA to include the Post-Deployment Health Assessment (PDHA – DD 2796) or Post Deployment Health Re-Assessment (PDHRA – DD 2900). PDHA must be completed within 30 days before or after return from deployment. PDHRA must be completed within 90-180 days after return from deployment. Members without a current PHA or DRHA, if applicable, are prohibited from participation in the PRT portion of the PFA.

(1) At the discretion of the CO, any member defaulting on the PHA may be assigned a “UA” participation status in PRIMS, resulting as a PFA failure for the cycle.

(2) Members within one year of medical in-processing only require a PHA during the birth month following the first year of service. If all other medical screening

requirements are met, the in-processing medical exam is sufficient for participation in the official Navy PFA and organized PT.

(3) If members are treated by a non-military provider (e.g., civilian health care provider (HCP)) or at a civilian medical center, the member must present the NAVMED 6110/4 to the HCP and forward to a Navy Medicine Readiness and Training Command (NMRTC) for a military endorsement (i.e., AMDR) prior to forwarding to the member's CO/OIC for endorsement. NAVMED 6110/4 is available for download from the NAVMED Website at: <https://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx>.

b. Physical Activity Risk Factor Questionnaire (PARFQ). The PARFQ is to be completed in MyNavy Portal (MNP) for each official PFA cycle prior to participation in the PRT.

(1) Members requiring medical clearance based on responses to a PARFQ, must seek medical clearance to participate in the PRT. Sailors who are medically cleared must participate in the PRT within 45 days of their BCA.

(2) At the discretion of the CO, any member not completing the PARFQ may be assigned a "UA" participation status in PRIMIS and scored as a PFA failure for the cycle.

c. If a member exceeds the maximum allowable body fat standards, they must be seen by a medical provider prior to participation in the PRT. Member is required to provide the NAVMED Form 6110/4 to the CFL after the medical provider assessment.

d. Pre-physical Activity Questions (PPAQ). Members are required to *honestly* answer each PPAQ prior to each official PRT or organized PT/FEP sessions. These questions are designed to provide the CFL/ACFL with a tool to identify at-risk personnel prior to physical training.

9. Medical Waiver. PFA medical waivers are authorized for members with an injury, illness, or for members recovering from a surgical or medical procedure which will prevent them from participating in an official PFA prior to the end of the Navy PFA cycle. Refer to Guide-6 for detailed guidance on PFA medical clearance/waivers.

10. Temporary Altering of BCA Measurements. Members are not permitted to attempt to temporarily alter BCA measurements for the purpose of passing the BCA. The use of liposuction, body wraps, starvation, sauna suits, or any other means is prohibited. Many of these methods result in dehydration, which is very dangerous for the member when performing the PRT.

a. Elective surgeries do not excuse a member from meeting Navy PFA standards and participating in the BCA.

b. Any attempt to influence the BCA measurement through intimidation, coercion, or other means may result in disciplinary action under the Uniform Code of Military Justice.

11. BCA Failure. Members who fail the BCA must be seen by a medical provider to receive medical clearance prior to participation in the official Navy PRT, USMC PFT/CFT, or organized PT. The Bad Day policy does not apply for the BCA. All official BCA results are final. Members who fail the BCA are required to complete nutrition education. A BCA failure will constitute an overall PFA failure and result in FEP enrollment unless the Sailor meets the criteria for the BCA-AAS PRT exemption outlined in Guide-1.

12. PRT Failure. A PRT failure will constitute an overall PFA failure for the cycle. In the event of a PRT failure, members will receive a written notification, will be enrolled in the FEP, and will be required to complete nutrition education. Enlisted members receive a Page-13 and officers receive a Letter of Notification (LON). Members should maintain a copy for their records. See Section 1 of this Guide for amplifying information on Page-13s and LONs.

13. FEP Participation. It is the members' responsibility to actively participate in the command FEP. FEP must be integrated into the workweek, consistent with mission and operational requirements.

a. Sailors failing to meet PFA standards must be enrolled in FEP. Additionally, Sailors who pass the BCA but are not within AAS, receive a probationary score in any PRT category or fail a BCA spot-check will be enrolled in FEP.

Note: Sailor who pass the BCA, are not within AAS, and meet the criteria for the BCA-AAS PRT exemption will not be enrolled in FEP.

b. See Guide-9 for further details on the FEP and Guide-10 for Nutrition Resources.

14. Bad Day PRT. If the BDPRT policy is not already established in the 10-week notice, the member must request, in writing, to participate in the BDPRT within 24 hours of the initial PRT. The "Bad Day" option does not apply to the BCA. The following BDPRT Guidance applies:

a. Sailors who do not complete any portion of the PRT, do not pass, or demonstrate any early signs of exercise distress must to be screened and cleared by medical via NAVMED 6110/4 form to participate in the BDPRT. Bad Day policy does not apply to Sailors who want to improve a passing PRT score.

b. Sailors who are medically cleared after requesting a BDPRT must conduct the BDPRT within 7 working days from medical clearance, within 45 days of the BCA date, within the current Navy PFA cycle, and at the command which conducted the original PFA (BCA/PRT). Drilling reservists must retest by the end of the following month, not exceeding 45 days from the BCA date.

c. Sailors who participate in, but do not complete the BDPRT, must be examined by medical. At this point, the Sailor will receive a failing score for the PRT and will be enrolled in FEP.

15. PRIMS PFA Record Verification. The accuracy of PRIMS PFA records is ultimately the responsibility of the member. Members are required to review their PRIMS PFA records for accuracy within 60 days of each PFA cycle. All issues are to be addressed with the CFL prior to transferring to a new command. Request for corrections to PFA cycles which occurred within five years prior must be submitted to the MyNavy Career Center ([ASKMNCC.FCT@NAVY.MIL](mailto:ASKMNCC.FCT@NAVY.MIL)).

16. Members Serving with the United States Marine Corps (USMC). Members qualified as Fleet Marine Force (FMF) are not required, but are highly encouraged, to participate in the USMC Physical Fitness Test (PFT) or Combat Fitness Test (CFT).

a. Members failing the USMC PFT or CFT will be allowed to participate in the Navy PFA and are not subject to administrative actions for failing the USMC PFT or CFT. However, they will be subject to administrative actions if they fail to meet Navy PFA standards. Sailors who elect to participate in the Navy PRT after failing the USMC PFT or CFT are required to obtain medical clearance.

b. Results of members passing the USMC PFT or CFT will be entered into PRIMS using the "USMC" option. Individual results for push-ups, forearm plank, and cardio are not required.

c. All other members (i.e., not FMF qualified) assigned to a USMC command/unit will complete the Navy PFA.

17. Member Assigned to Isolated Duty. When assigned to isolated duty, where no qualified Navy CFL or service equivalent personnel trained on Navy BCA techniques are available, members will be exempt from the PFA requirement. However, they are still required to be within BCA standards and will be required to meet BCA standards upon completion of the isolated duty. Some examples of eligible members are Sailors assigned to non-military organizations such as Embassies or Personnel Exchange Program. In these cases, the member's Immediate Superior in Command (ISIC) CFL must contact the MyNavy Career Center ([ASKMNC.FCT@NAVY.MIL](mailto:ASKMNC.FCT@NAVY.MIL)) to assign the member as "excused" in PRIMS.