

**LETTER OF NOTIFICATION  
(PFA FAILURE)**

Date: \_\_\_\_\_

From: Commanding Officer, \_\_\_\_\_  
(Command Title/Name/UIC)

To: \_\_\_\_\_  
(Rank, Last Name, First, MI)

Subj: LETTER OF NOTIFICATION FOR PHYSICAL FITNESS ASSESSMENT (PFA) FAILURE

Ref: (a) OPNAVINST 6110.1 (series), Physical Readiness Program (PRP)  
(b) PRP Guide-1, PRP Policies

1. The following deficiencies in your performance and/or conduct are identified:

- a. This is your (FIRST/SECOND/THIRD or greater) consecutive PFA failure.
- b. Failure to meet Body Composition Assessment (BCA) standards:

BCA Date: \_\_\_\_\_ Body Fat (%): \_\_\_\_\_

Height (in): \_\_\_\_\_ Weight (lbs): \_\_\_\_\_ Waist/bellybutton (in): \_\_\_\_\_

- c. Failure to meet Physical Readiness Test (PRT) standards:

PRT Date: \_\_\_\_\_ Overall Score: \_\_\_\_\_ Cardio Modality: \_\_\_\_\_

Push-Ups: \_\_\_\_\_ Plank: \_\_\_\_\_ Cardio: \_\_\_\_\_

2. The following corrective actions are required upon receipt of this letter:

a. Actively participate in the Fitness Enhancement Program (FEP) shall participate until your body fat percentage is at or below Navy BCA standards and you achieve Good-Low or better (Good-High or better for combat arms personnel) on all non-waived PRT events during an official PFA.

b. Review both PRP Guide-9, Command Physical Training and Fitness Enhancement Program, which provides complete details on FEP requirements and PRP Guide-10, Nutrition Resources, which provides best practices for improving physical performance and body composition. Both guides are located at: <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Physical-Readiness/Guides/>

c. Participate in a minimum of 150 minutes of physical activity each week. Each session shall include cardiovascular, muscular strength, muscular endurance, and flexibility activities. Failure to attend FEP as directed may result in disciplinary action under the Uniform Code of Military Justice (UCMJ).

- d. Select and complete one of the FEP Nutrition Education Options located in PRP Guide-10.

3. You are aware of the administrative actions for failure of the PFA. These include, but are not limited to, the following:

- a. Documentation of your PFA result(s) on your Fitness Report (FITREP) for the reporting period in which the failure occurred.
- b. Ineligible for promotion until passing the next official PFA, or a Special PFA authorized by the CO/OIC. Failure to regain eligibility by the promotion cycle limiting date will result in withdrawal of your promotion in accordance with ref (a).
- c. May be ineligible to transfer to any special duty or school if you do not meet physical readiness standards for that duty or school unless most recent official PFA, or a Special PFA authorized by the CO/OIC, was passed.
- d. May receive the FITREP mark for promotion recommendation of "Significant Problems," which constitutes an "ADVERSE" FITREP.
- e. May be recommended for Administrative Separation (ADSEP).
- f. Other actions as deemed appropriate by your chain of command.

4. This counseling/warning entry is based on known PFA failure(s) and is issued to afford you an opportunity to undertake the recommended corrective actions. As stated above, your failure to meet PFA standards may result in adverse administrative actions.

5. This notification will be forwarded to Navy Personnel Command (NPC) for entry into your Official Military Personnel File (OMPF), to inform NPC of your ineligibility for promotion, and, if applicable, to initiate the ADSEP process. No additional written notification needs to be issued to execute the administrative actions specified in this document.

(Commanding Officer's Signature)

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Date: \_\_\_\_\_

From: \_\_\_\_\_  
(Rank, Last Name, First, MI)  
To: Commanding Officer, \_\_\_\_\_  
(Command Title/Name/UIC)

*Initial all that apply below:*

I acknowledge the above counseling/warning and understand its contents.  
 I have been informed of my right to submit a statement in response to this counseling/warning (*initial one below*).  
 I intend to submit a statement. I will submit my statement within 10 days of this date.  
 I do not intend to submit a statement.

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(Officer's Signature)