

**LETTER OF NOTIFICATION
(FEP/NON-PFA FAILURE)**

(COMMAND LETTER HEAD)

Date: _____

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

To: _____
(Rank, Last Name, First, MI)

Subj: LETTER OF NOTIFICATION FOR FITNESS ENHANCEMENT PROGRAM ENROLLMENT

Ref: (a) OPNAVINST 6110.1 (series)

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

a. Failure to meet graduated body composition assessment standards.

BCA Date: _____ Body Fat (%): _____
Height (in): _____ Weight (lbs): _____
Neck (in): _____ Abdomen/Waist (in): _____ Hips (in): _____

b. Failure to meet physical readiness standards:

PRT Date: _____ Overall Score: _____
Core: _____ Upper Body: _____ Cardio: _____
Core Score: _____ Upper Body Score: _____ Cardio Score: _____
Core Category: _____ Upper Body Category: _____ Cardio Category: _____

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

a. Actively participate in a Fitness Enhancement Program (FEP) directed and monitored by your command. You shall participate until your body fat percentage is within or below the Navy graduated limit and you achieve "satisfactory" or better on all non-waived events.

b. Review both Guide 13, the Command Physical Training and Fitness Enhancement Program Guide, which provides complete details on FEP requirements and Guide 14, the Nutrition Resource Guide, which provides best-practices for improving physical performance and body composition. Both guides are located at: <https://www.mynavyhr.navy.mil/Support-Services/21st-Century-Sailor/Physical-Readiness/Guides/>

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

3. This counseling/warning entry is based on known PFA deficiencies and is issued to afford you an opportunity to undertake the recommended corrective actions.

4. This notification will be retained in the Command Fitness Leaders records for a period of 5 years and will not be forwarded to NPC.

(Commanding Officer's Signature)

Date: _____

From: _____
(Rank, Last Name, First, MI)

To: Commanding Officer, _____
(Command Title/Name/UIC)

1. I acknowledge receipt of the above letter and understand its contents.

(Officer's Signature)

SAMPLE