

**LETTER OF NOTIFICATION  
(PFA FAILURE)**

(COMMAND LETTER HEAD)

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)

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

- a. This is your (FIRST/SECOND or greater) consecutive PFA failure.
- b. Failure to meet body composition assessment standards:

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

- c. 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 the Command Fitness Leader (CFL). You shall participate until your body fat percentage is below the Navy Age-Adjusted Standard (AAS) limit and you achieve “satisfactory” or better on all non-waived events during an official PFA.

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

a. Documentation of your PFA result(s) on your Fitness Report for the reporting period in which the failure(s) occurred.

b. Ineligible for promotion until within standards, passing next official or mock PFA. Failure to regain eligibility by the promotion cycle limiting date will result in withdrawal of your promotion in accordance with ref (a).

c. 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 PFA was passed.

d. Other actions as deemed appropriate by your chain of command.

4. You are aware of the administrative actions for failure of a second or greater consecutive PFA. These include, but are not limited to, those above and:

a. Mandatory processing for Administrative Separation.

b. A FITREP mark for promotion recommendation shall be "Significant Problems", which constitutes as an "ADVERSE" FITREP.

5. This counseling/warning entry is based on known PFA failures 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.

6. This notification will be forwarded to Navy Personnel Command for entry into your permanent service record if this is for (SECOND/or greater) consecutive PFA failure or as deemed appropriate by the CO. No additional written notification need 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)

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

\_\_\_\_\_  
(Officer's Signature)