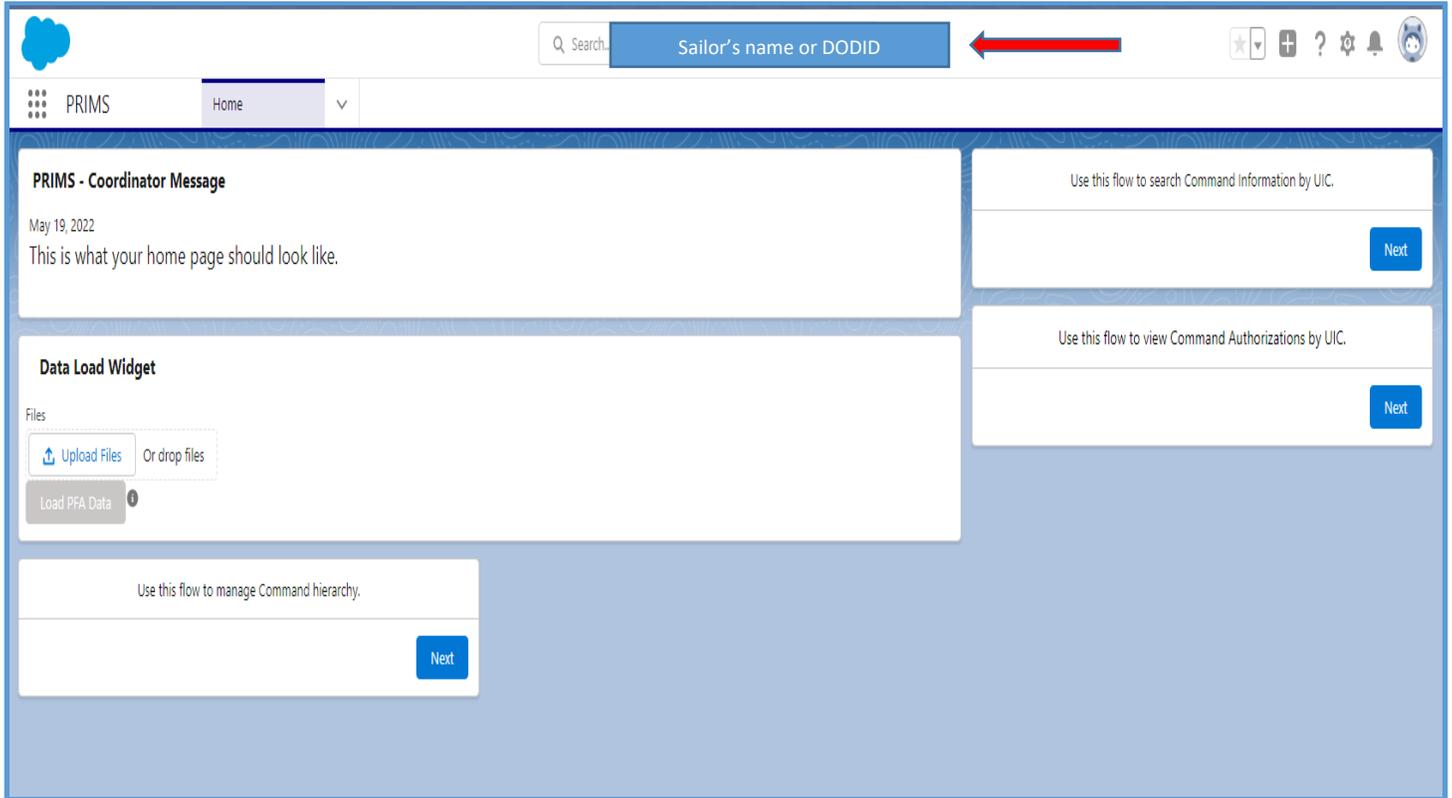


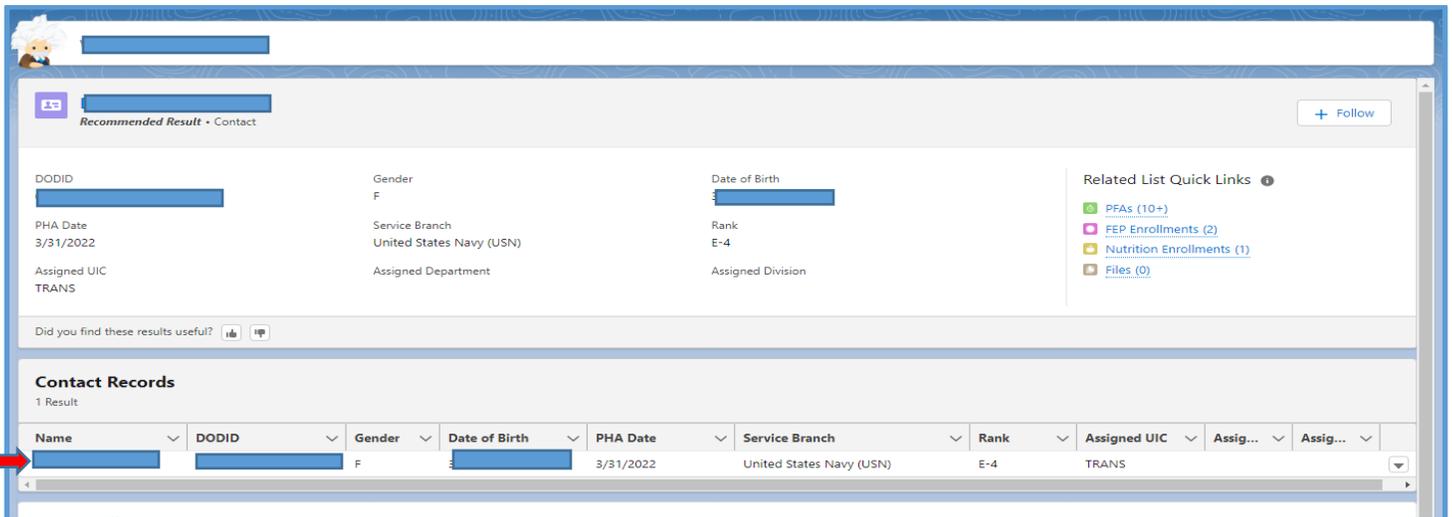
HOW TO CREATE A PARFQ

****** Sailors will complete PARFQs via MyNavyPortal, however some extenuating circumstances may require the CFL to manually create a PARFQ ******

1. From the Home Page, type the Sailors name or DODID number in the global search bar and click “Enter”



2. From here, you will click on the Sailor's name:



3. From here, click either “PFAs (3+) or “View All”

The screenshot shows a user profile page. On the left, there is a 'Details' section with fields for Account Name, DODID, Name (DROF FORD), Gender (F), Date of Birth, Contact Record Type (Active Duty/MOBRES/FTS/Others), CFL Certification Date, CUI Data Alert (This page contains PII), Service Branch (United States Navy (USN)), Rate, Rank (E-4), Paygrade (E5), Email, and Phone. On the right, there is a 'PFAs (3+)' section with a red arrow pointing to it. Below this, there are three PFA entries: PFA-6469043 (Cycle 1 2015), PFA-6472137 (Cycle 1 2016), and PFA-6473111 (Cycle 1 2017). At the bottom of the PFA section, there is a 'View All' link with a red arrow pointing to it.

4. From here, click on the current PFA cycle:

The screenshot shows a table of PFA cycles. The table has columns for PFA Name, Navy Cycle Name, Navy Cycle Start Date, and Navy Cycle End Date. A red arrow points to the row for PFA-6493433, which is Cycle 1 2022.

PFA Name	Navy Cycle Name	Navy Cycle Start Date	Navy Cycle End Date
PFA-6469043	Cycle 1 2015	1/1/2015	6/30/2015
PFA-6472137	Cycle 1 2016	1/1/2016	6/30/2016
PFA-6473111	Cycle 1 2017	1/1/2017	6/30/2017
PFA-6472286	Cycle 1 2018	1/1/2018	6/30/2018
PFA-6479865	Cycle 1 2019	1/1/2019	6/30/2019
PFA-6467866	Cycle 1 2020	1/1/2020	6/30/2020
PFA-6490321	Cycle 1 2021	7/1/2021	12/31/2021
PFA-6493433	Cycle 1 2022	1/1/2022	12/31/2022
PFA-6468567	Cycle 2 2014	7/1/2014	12/31/2014
PFA-6479725	Cycle 2 2015	7/1/2015	12/31/2015
PFA-6476617	Cycle 2 2016	7/1/2016	12/31/2016
PFA-6477647	Cycle 2 2017	7/1/2017	12/31/2017
PFA-6466020	Cycle 2 2018	7/1/2018	12/31/2018
PFA-6479114	Cycle 2 2019	7/1/2019	12/31/2019

5. From here, click on the drop down arrow next to PARFQ and click “New”

The screenshot shows the 'PFA Cycle 1 2022' interface. At the top, there are 'Edit' and 'Delete' buttons. Below that, fields for 'Navy Cycle Start Date' (1/1/2022), 'Navy Cycle End Date' (12/31/2022), and 'Member Full Name' are visible. The main content area is divided into 'Details' and 'Related' tabs. Under 'Details', there is an 'Information' section with fields for Member, DODID, First Name, Middle Name, Last Name, PFA Performance Summary, Navy Cycle Name (Cycle 1 2022), Navy Cycle Start Date (1/1/2022), Navy Cycle End Date (12/31/2022), and Email. To the right, there are two workflow steps: 'Use this workflow to initiate and place a member into a transfer status' and 'Use this flow to manage member's command assignment', each with a 'Next' button. Below these, there are two sections: 'PARFQs (0)' and 'Medical Waivers (0)'. A red arrow points to the drop-down arrow next to 'PARFQs (0)', and another red arrow points to the 'New' button in the 'PARFQs (0)' section.

6. From here, enter date and click “Save”

The screenshot shows the 'New PARFQ' form. It has a title 'New PARFQ' at the top. The form is divided into three sections: 'Information', 'Question', and 'System Information'. In the 'Information' section, there are fields for 'PFA' (with a dropdown arrow and a close button), 'Service Member Name' (with a note 'This field is calculated upon save'), 'pfaCycleID' (with a note 'This field is calculated upon save'), 'PARFQ Version' (NAVPERs 6110/3 (Rev. 06-2021)), 'DOB' (with a note 'This field is calculated upon save'), and 'PARFQ Date' (with a calendar icon). A red arrow points to the 'PARFQ Date' field. Below the 'Information' section, there are 'Question' and 'System Information' sections. At the bottom, there are three buttons: 'Cancel', 'Save & New', and 'Save'. A red arrow points to the 'Save' button.

7. Answer each of the question as applicable:

Details Related

Information

PFA PFA-6493433	Service Member Name [Redacted] <i>This field is calculated upon save</i>
pfaCycleID Cycle 1 2022 <i>This field is calculated upon save</i>	PARFQ Version NAVPERS 6110/3 (Rev. 06-2021)
DOB [Redacted] <i>This field is calculated upon save</i>	PARFQ Date 5/30/2022
	Date of PHA 3/31/2022 <i>This field is calculated upon save</i>

Question

Question 1
1. Do any of the following apply to you? (For Females Only)
- You are pregnant or have reason to believe you could be pregnant
- You gave birth within the past 12 months
- You are currently undergoing in vitro fertilization (IVF) treatment or have undergone IVF within the past 90 days
NOTE: If you answer 'Yes' to any of the above you are NOT authorized to participate in the PFA this cycle. Obtain a pregnancy notification or NAVMED 6110/4 Physical Fitness Assessment Medical Clearance/Waiver from your health care provider (HCP). If you answer 'No' to all of the above, proceed to question 2.

Question 1 Answer ⓘ

No

Question 2
2. Did you VALIDATE or fully participate (i.e., body composition assessment (BCA), muscular strength/endurance, and cardio) in the last PFA cycle?
NOTE: If 'Yes', proceed to question 4. If 'No' (i.e., NAVMED 6110/4 for all or part of the physical readiness test (PRT)), proceed to question 3.

Question 2 Answer ⓘ

Yes

Continue answering questions

When you get to the signature, the CFL will type their First name.Last name and click “Save”
(NOTE: The first letter of the first and last name is capitalized and there is a “.” between the names)

The screenshot displays a web-based form for a PARFQ. At the top, a yellow header bar contains 'Question 7 Answer' with a dropdown menu set to 'No'. Below this is 'Question 8' with the text '8. Does one (1) or more of the following apply to you?' followed by a list of medical conditions: tobacco/vaping use, diabetes, high blood pressure, family history of heart disease, age-related criteria, sickle cell trait, and hospital/ER evaluation. A note follows: 'NOTE: If 'Yes', STOP. Save, Print, and Sign PARFQ. AMDR/HCP must review your current PHA before you may take the PRT. If 'No', Print and Sign PARFQ. You may take the PRT.' Another yellow header bar shows 'Question 8 Answer' with a dropdown set to 'No'. The 'Signature' section is highlighted in yellow and contains a text input field with the placeholder 'CFL First Name.Last Name' and a red arrow pointing to it. Below the signature field is a 'Signature Date' label. The 'System Information' section is collapsed and shows 'Created By' and 'Last Modified By' fields, each with a blue bar and a user icon. At the bottom right, there is a 'Cancel' button and a blue 'Save' button with a red arrow pointing to it.

8. PARFQ is created.

HOW TO EDIT A PARFQ

1. From the PFA details page, click on the drop down arrow next to PARFQ and click “Edit”

The screenshot displays the 'PFA Cycle 1 2022' details page. At the top right, there are 'Edit' and 'Delete' buttons. Below the header, there are fields for 'Navy Cycle Start Date' (1/1/2022), 'Navy Cycle End Date' (12/31/2022), and 'Member Full Name' (redacted). The main content area is divided into two columns. The left column has tabs for 'Details' and 'Related', with 'Details' selected. Under 'Information', there are two columns of fields: 'Member' (redacted), 'DODID' (redacted), 'First Name' (redacted), 'Middle Name' (redacted), 'Last Name' (redacted), 'Suffix' (redacted), 'PFA Performance Summary', 'Navy Cycle Name' (Cycle 1 2022), 'Navy Cycle Start Date' (1/1/2022), 'Navy Cycle End Date' (12/31/2022), 'Email' (redacted), and 'Phone' (redacted). The right column contains three workflow steps: 'Use this workflow to initiate and place a member into a transfer status' with a 'Next' button, 'Use this flow to manage member's command assignment' with a 'Next' button, and 'PARFQs (1)' with a dropdown arrow and an 'Edit' button. A red arrow points to the dropdown arrow, and another red arrow points to the 'Edit' button. Below the PARFQs section is a 'View All' link.

2. Edit as appropriate and click “Save”

Edit PARFQ-0003256175

Information

PFA
PFA-6493433

pfaCycleID
Cycle 1 2022
This field is calculated upon save

DOB
[Redacted]
This field is calculated upon save

Service Member Name
[Redacted]
This field is calculated upon save

PARFQ Version
NAVPERS 6110/3 (Rev. 06-2021)

PARFQ Date
5/30/2022

Date of PHA
3/31/2022
This field is calculated upon save

Question

Question 1
1. Do any of the following apply to you? (For Females Only)
- You are pregnant or have reason to believe you could be pregnant
- You gave birth within the past 12 months
- You are currently undergoing in vitro fertilization (IVF) treatment or have undergone IVF within the past 90 days
NOTE: If you answer 'Yes' to any of the above you are NOT authorized to participate in the PFA this cycle. Obtain a pregnancy notification or NAVMED 6110/4 Physical Fitness Assessment Medical Clearance/Waiver from your health care provider (HCP). If you answer 'No' to all of the above, proceed to question 2.

Question 1 Answer ⓘ
No

Question 2
2. Did you VALIDATE or fully participate (i.e. body composition assessment (BCA), muscular strength/endurance, and cardio) in the last PFA cycle?
NOTE: If 'Yes', proceed to question 4. If 'No' (i.e. NAVMED 6110/4 for all or part of the physical readiness test (PRT))

CFI Seminar Date

Cancel Save & New **Save** ←

3. Updated PARFQ is saved.