

From: Commanding Officer, **(Name of Command)**
To: Command Personnel

Subj: OFFICIAL PHYSICAL FITNESS ASSESSMENT (PFA) NOTIFICATION

Ref: (a) OPNAVINST 6110.1 (series) Physical Readiness Program
(b) PRP Guide 1: PRP Policies
(c) PRP Guide 3: CFL/ACFL and Member Responsibilities

1. Purpose. Per reference (a), enter your command here personnel will conduct the official Cycle-X PFA from DD MMM to DD MMM YYYY.

2. Scope. All Navy personnel will participate in the Cycle-X PFA regardless of time onboard and unless fully medically waived by the Commanding Officer.

3. Responsibilities. The Command Fitness Leader (CFL) and Assistant CFLs will conduct the Cycle-X PFA in accordance with reference (a).

(a) Command personnel are personally responsible for completing their annual Physical Health Assessment (PHA), Body Composition Assessment (BCA) and/or Physical Readiness Test (PRT), medical waivers (if required), and Pre-physical Activity Risk Factor Questionnaires (PARFQ) to determine participation in the PFA.

(b) Command personnel are strongly encouraged to read and become familiar with references (a) through (c).

4. Schedule. The official Cycle-X PFA is scheduled for the week of DD-DD MMM YYY, with makeup dates scheduled for the week of DD-DD MMM YYY. Below are the dates and times for the scheduled events:

- DDMMYY/TIME: BCA Weigh-in BLDG 457 Base Gym
- DDMMYY/TIME: PRT (Alternate Cardio) BLDG 457 Base Gym
- DDMMYY/TIME: PRT Base Track
- DDMMYY/TIME: Make-up BCA Weigh-in BLDG 457 Base Gym
- DDMMYY/TIME: Make-up PRT (Alternate Cardio) BLDG 457 Base Gym
- DDMMYY/TIME: MAKEUP PRT RUN BASE TRACK

5. Information. This event is an official Navy Semi-Annual PFA. The uniform for all BCA measurements and Physical

Readiness Test (PRT) will be the Navy's Physical Training Uniform (PTU).

a. PARFQs must be completed in My Navy Portal (MNP) by each Sailor participating in the PRT portion of the PFA. If indicated by the PARFQ, Sailors must make a medical appointment for PFA clearance and present the PARFQ form or the PFA Medical Clearance/Waiver (NAVMED 6110/4, if required) to their AMDR or HCP prior to participation in the PRT. Medical appointments, waivers, and/or current PHAs need to be settled prior to the PFA. All medical waivers must be submitted to the CFL NLT **DD MM YY** for command decision (approval or disapproval). Personnel can start completing their PARFQs at any time in the PFA cycle.

b. (Use only when applicable) Sailors who met the PRT Validation incentive requirements from the previous PFA cycle **must participate** in the **YYYY Cycle-1 BCA** and are not "validated" if not within Age-Adjusted Standards (AAS) and pass the BCA.

c. Personnel who do not show up or participate in BCA/PRT will be marked "Unauthorized Absence" (UA) and reported to the CO, which may result in a PFA failure.

d. Alternate Cardio testing **is authorized or is not authorized**. (if authorized) Sailors who choose to complete the PRT using an alternate cardio option are required to practice on the alternate cardio equipment prior to participating in the official PRT. Failure to do so, will disqualify you from using alternate cardio. Sailors interested in swimming the PRT please email **CFL: Rate, Name, Email** for further information.

e. Bad Day PRT policy **is or is not** in affect. (If authorized, refer to reference (c) for amplifying information.

f. Any personnel failing the BCA, PRT, not within AAS, or receives a probationary score on any part of the PRT will be enrolled into the Fitness Enhancement Program (FEP) and will receive nutritional counseling.

g. Personnel who check-in or check-out of the command must report to the Physical Readiness Office to be gained or released in PRIMs-2.

6. For further information, please contact **CFL: Rate, Name, Email, Phone** (optional: division ACFLs).