



## GUIDE-1

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# PHYSICAL READINESS PROGRAM (PRP) POLICIES

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## Section 1: PFA/CFA Guidance

1. **PFA/CFA Defined.** The PFA/CFA consists of a medical screening, Body Composition Assessment (BCA), and Physical Readiness Test (PRT) or Combat Fitness Test (CFT). A command may conduct an official PFA/CFA anytime within the Navy fitness assessment cycle to accommodate operational commitments or mission requirements. Commanding Officers/Officers-in-Charge (CO/OICs) must schedule a period for the command PFA/CFA, allowing every Sailor a greater opportunity to complete a PFA/CFA during the Navy fitness assessment cycle.
2. **PFA/CFA Cycles.** As outlined in OPNAVINST 6110.1 (series), PFA/CFA cycles are conducted twice per calendar year unless announced otherwise by the Chief of Navy Personnel. All members are required to participate in scheduled PFA/CFA cycles as appropriate for their non-combat arms or combat arms designation/rating and duty status (i.e. Active-Duty vs Drilling Reserve) unless waived for medical reasons, in a pregnancy or postpartum status, or prohibited by operational requirements.
  - a. The Navy PFA/CFA cycles are:
    - (1) Cycle-1: 1 January - 30 June
    - (2) Cycle-2: 1 July - 31 December
- Note:** The annual CFA for combat arms personnel will be completed in Cycle-2.
- b. The command's PFA/CFA must be conducted within the respective Navy PFA/CFA cycles and shall be published in the command's official notification at least 10 weeks in advance of the scheduled PFA/CFA dates. This notification provides Command Fitness Leaders (CFLs) with adequate time to prepare and permits medical screening of members. It is not intended as a preparation window for individuals. PFA/CFA results conducted in one cycle are not accepted as PFA/CFA results for another cycle.
3. **CO/OIC Authority.** The CO/OIC has authority over the schedule, conduct, safety, and medical waivers for the PFA/CFA. Although CO/OICs have the authority to conduct BCA spot-checks and unofficial (mock) PFA/CFAs to assess command readiness, the results cannot be used for official PFA/CFA scores and are prohibited during the command's official PFA/CFA cycle.
  - a. **BCA Spot-check.** The BCA spot-check provides CO/OICs an opportunity to make a difference in a Sailor's health and fitness without punitive consequences. A robust program of random and frequent BCA spot-checks ensures every Sailor knows they are responsible for always maintaining physical readiness standards, not just during the PFA/CFA cycle. Refer to PRP Guide-3 for additional information on BCA spot-checks. Recommended guidance (not all-inclusive or limiting other options) for conducting BCA spot-checks includes:

(1) Screen individuals returning from extended leave/TAD periods (length of period determined by CO/OIC) and after extended authorized absences for reserve personnel.

(2) Unit sweep BCA spot-checks to get at risk Sailors into the Fitness Enhancement Program (FEP) before official BCA measurements.

(3) Incorporate into the Commands Division “In the Spotlight” program.

(4) In conjunction with urinalysis on a random basis.

(5) Recommendations from Wardroom, Chief’s Mess, and CFL/ACFLs.

b. **Deployment and Operational (DEP/OP).** Based on DEP/OP commitments, the CO/OIC may elect to excuse a PFA/CFA cycle for the entire command. “DEP/OP” is a unit status and shall not be used for an individual Sailor’s PFA/CFA status.

(1) BCA: The CO/OIC must request approval from the Immediate Superior In Command (ISIC) to “DEP/OP” the BCA for the command.

(2) PRT/CFT: The CO/OIC can excuse the PRT/CFT (as applicable) for two consecutive PFA/CFA cycles. Approval from the Echelon III Commander via the ISIC is required to “DEP/OP” the entire command from the PRT/CFT (as applicable) for three or more consecutive PFA/CFA cycles.

c. **Alternate Cardio.** The PRP requires completion of the outdoor 1.5-mile run/walk for assessment of cardiorespiratory fitness during the PRT. The CO/OIC may authorize participation in approved alternate cardio modalities. Refer to PRP Guide-5 for authorized alternate cardio options.

d. **Bad Day PRT (BDPRT).** CO/OICs are authorized to grant a Sailor, who is medically cleared to participate, one BDPRT retest, which must include the PRT modalities they were originally medically cleared for during the current PFA cycle (i.e., push-ups, forearm plank, and cardio/alternate cardio).

**Example:** A Sailor who has been medically cleared for all PRT modalities, including alternate cardio options, may participate in a different cardio modality. This is contingent upon CO/OIC approval and medical clearance prior to the BDPRT.

**Note 1:** The BDPRT does not apply to the BCA.

**Note 2:** A “Bad Day” retest is not authorized for the CFT.

(1) CO/OICs are encouraged to include a BDPRT policy in their command’s official PFA 10-week notice to assist command personnel impacted by any signs of

exercise-induced distress and allow the individual to prioritize health and safety over a PRT score.

(2) If the BDPRT policy is not already established, the Sailor must request to participate in the BDPRT, in writing, within 24 hours of participating in the initial PRT, respectively.

(3) The BDPRT policy does not apply to Sailors who want to improve a passing PRT score. The following BDPRT guidance applies:

(a) Sailors who do not complete any portion of the PRT, do not pass, or demonstrate any early signs of exercise distress must be screened by medical. Sailors must be cleared by medical via the NAVMED 6110/4 form to participate in the BDPRT.

(b) Sailors must conduct the BDPRT within 7 working days from medical clearance, within 45 days of the BCA date, within the current Navy PFA cycle, and at the command which conducted the original PFA (BCA/PRT). Drilling reservists must retest by the end of the following month, not exceeding 45 days from the BCA date.

(c) Sailors who participate in, but do not complete the BDPRT must be examined by medical. At this point, the Sailor will receive a failing score for the PRT. Non-combat arms personnel will be enrolled in FEP.

(d) CFL/ACFLs will enter the BDPRT scores in PRIMS for the official PFA cycle results. If a Sailor requests, but does not participate in the BDPRT, the initial PRT scores will be entered into PRIMS as the official PFA cycle results.

e. **Acclimatization Period.** No single policy fits every circumstance regarding the need for acclimatization of newly reported Sailors. CO/OICs may, with Authorized Medical Department Representative (AMDR) consultation, set appropriate acclimatization periods (e.g., two to four weeks) for newly reported Sailors for participation in command/unit physical training (PT), PFA/CFA, and FEP. In the event the acclimatization period extends past the current Navy PFA/CFA cycle, the Sailor is still required to participate in the BCA, and the PRIMS record for the PRT or CFT shall reflect "acclimatization".

f. **Non-participation.** At the end of each PFA/CFA cycle, the CO/OIC has authority to determine whether non-participation was authorized or unauthorized. All unauthorized non-participation must be designated as "UA" in PRIMS, which will result in a failing PFA/CFA score.

4. **PFA/CFA 10-Week Notification.** The PFA/CFA notification is intended for Sailors' medical screenings and as a preparation period for the CFL. Sailors who do not receive PFA/CFA notification are still required to take the PFA/CFA.

- a. The CFL will promulgate the command PFA/CFA 10-Week Notification with concurrence from the chain of command and in alignment with operational commitments to announce the command PFA/CFA cycle with dates, times, and locations of the PFA/CFA events.
- b. The CFL shall identify Sailors who have delinquent Periodic Health Assessments (PHA) and Sailors who will require a medical waiver prior to the start of the command PFA/CFA cycle. The BDPRT policy, PARFQ requirements, and alternate cardio approval (if applicable) should be addressed in the 10-Week Notification.

5. **PFA/CFA Participation**. As outlined in the OPNAVINST 6110.1 (series) (Physical Readiness Program), all Navy Active Component (AC) and Drilling Reserve Component (RC) Service members, regardless of sex, age, rank, title, billet, pending separation, or retirement status, must meet minimum physical readiness standards for naval service.

- a. All Sailors are required to participate in an official PFA/CFA cycle unless excused for medical reasons, in a pregnancy or post-pregnancy/postpartum status, prohibited by operational requirements, on terminal leave, or attending DoD Skill-Bridge.
- b. Sailors must be medically cleared for PFA/CFA participation. Medical clearance consists of:
  - (1) Periodic Health Assessment (PHA) and Deployment-Related Health Assessment (DRHA)
  - (2) Physical Activity Risk Factor Questionnaire (PARFQ)
  - (3) Pre-Physical Activity Questions (PPAQ)

**Note:** Refer to PRP Guide-6 for specific guidance on medical clearance.

- c. Sailors transferring prior to the command PFA/CFA, who are not expected to report to a follow-on command within the current Navy PFA/CFA cycle, must complete an official PFA/CFA prior to transferring.
- d. Official PFA/CFA testing must occur under the oversite of command designated CFL/ACFLs. BCA and PRT/CFT testing must be conducted at the same commands. Sailors that require testing at another command (i.e. drilling reservist) must have CO approval prior to participating in the official PFA/CFA. The parent command must obtain the PFA/CFA scores through official means (never hand carried by the Sailor) and documented in PRIMS in accordance with PRP Guide-7.

6. **BCA**. The BCA portion of the PFA/CFA is passed, and a Sailor is considered “within standards” when their Waist-to-Height Ratio (WHtR) is at or below 0.5499 (Step-1) or when the Body Composition (BC) Calculation (Step-2) is within the defined body fat percentage (BF%) limits. Refer to PRP Guide-4 for additional BCA requirements.

7. PRT/CFT.

a. For ***non-combat arms personnel***, the PRT is passed when a Sailor scores Probationary or above in all events for which they are medically cleared. Sailors who score Probationary on any one event must be enrolled in FEP until they pass an official PFA with a score of Good-Low or better in all events for which they are medically cleared. Refer to PRP Guide-5A for additional PRT requirements.

b. For ***combat arms personnel***, the PRT is passed when a Sailor scores Good-High or above (i.e. 70% or above) for the age-normed male standard, in all events for which they are medically cleared. All Sailors in combat arms occupations who score below Good-High of the male standard are required to participate in FEP until the member scores a Good-High or better. Refer to PRP Guide-5B for CFT requirements.

8. High-Performance BCA Exemption. This exemption acknowledges that certain Sailors, despite not meeting the official Navy BCA standards, can still demonstrate operational readiness. It is important to note that this exemption does not apply to units who elect to DEP/OP the PRT.

a. Sailors who do not meet official Navy BCA standards by exceeding the maximum allowed body fat percentage, but achieve an overall Outstanding-Low or higher with all three PRT categories scored no lower than an Excellent-Medium, will be granted an overall PFA PASS. However, the BCA result will still be recorded as not within standards (NWS). These Sailors are still required to participate in the FEP. Refer to PRP Guide-9 for additional details for FEP.

b. To qualify for this exemption, Sailors must actively participate in and successfully pass all three PRT modalities: push-ups, forearm plank, and the 1.5-mile run (or an authorized alternate cardio option).

**Note:** Not eligible if a Sailor is medically waived from **ANY** modality.

9. Not Meeting PFA/CFA Standards. Sailors who do not meet PFA/CFA standards will be subject to administrative actions and will participate in the FEP or combat arms equivalent remedial program.

a. **Not Meeting BCA Standards**. Not meeting standards for the BCA portion of the PFA results in an overall PFA failure score unless criteria is met for the high-performance BCA exemption.

(1) Sailors who do not meet BCA standards are required to participate in the PRT/CFT. Prior to PRT/CFT participation, the Sailor must receive medical clearance from a medical provider via the PARFQ. If not medically cleared, the Sailor cannot participate in the PRT/CFT. Refer to PRP Guide-4 for additional BCA information.

(2) If a Sailor receives a BCA waiver, they cannot participate in the bike alternate cardio option because the weight is required to calculate the final score.

b. **Official BCA results are final.** The official BCA is the first and only BCA authorized once the command PFA/CFA cycle has begun. Once the official BCA has been done, BCA retests are not authorized. Refer to PRP Guide-4 for additional BCA information.

c. The following applies to all Sailors who do not meet Navy PFA or CFA standards, as specified below:

(1) Enlisted:

(a) Will be issued a NAVPERS 1070/613 (Page-13) to inform them of not meeting PFA/CFA standards. Page-13 for PFA/CFA failure must be sent to Navy Personnel Command (NPC) (PERS-313) for entry into the Official Military Personnel File (OMPF).

(b) Sailors failing to meet PFA/CFA standards three times in the most recent 4-year period shall be processed for administrative separation (ADSEP). Reserve Component (RC) personnel who have three or more PFA failures in the most recent 4-year period shall not be transferred to the Inactive Ready Reserve (IRR) in lieu of ADSEP processing. Refer to MILPERSMAN 1910-171 for further information.

(c) Performance Evaluations. PFA/CFA failures shall be reported in performance evaluations (EVAL). Information on EVAL will go beyond just a pass/fail determination and will additionally show if a Sailor is within standards/not within standards for their BCA, and the Sailor's overall score on the PRT/CFT. Refer to BUPERSINST 1610.10 for further information.

(d) Will be detailed as required by NPC Rating Detailer .

(e) Reenlistment and Extension. Active Component (AC) personnel who have three or more PFA/CFA failures in the most recent 4-year period shall not be reenlisted or extended. Requests for exceptions to policy for active-duty and Training and Administration of Reservists (TAR) extensions shall be addressed to NAVPERSCOM, Enlisted Performance & Separations Branch (PERS-832) via the member's chain of command.

(f) Transfers. AC and Training and Administration of Reservist (TAR) personnel who have three or more PFA/CFA failures in the most recent 4-year period shall not transfer to a new permanent duty station and will be retained onboard.

(2) Officers:

(a) Will be issued a Letter of Notification (LON) to inform them of not meeting

PFA/CFA standards. LONs for PFA/CFA failure must be sent to NPC (PERS-313) for entry into the Official Military Personnel File (OMPF).

(b) For officers failing to meet PFA/CFA standards three times in the most recent 4-year period shall be processed for administrative separation (ADSEP). Additionally, Reserve Component (RC) personnel who have three or more PFA/CFA failures in the most recent four-year period shall not be transferred to the Inactive Ready Reserve (IRR) in lieu of ADSEP processing. Refer to MILPERSMAN 1611-010 for further information.

(c) Fitness Reports (FITREP). PFA/CFA failures shall be reported in the FITREP. Information on the FITREP will go beyond just a pass/fail determination and will additionally show if a Sailor is within standards/not within standards for their BCA, and the Sailor's overall score on the PRT/CFT. Refer to BUPERSINST 1610.10 for further information.

10. Frocking / Advancement / Promotion. Sailors shall be ineligible for promotion, advancement, and frocking if they have failed the most recent PFA/CFA (starting with CY26 Cycle-1). Sailor may regain eligibility by passing the next official PFA/CFA or with CO/OIC approval, completing and passing a Special PFA.

a. **Enlisted**. CO/OICs are required to forward Page-13 notification of not meeting PFA/CFA standards, to delay advancement, to NPC (PERS-312). A Page-13 must be signed by the Sailor and the Sailor's CO/OIC. If the Sailor refuses to sign, the signature block will be annotated "**MEMBER NOTIFIED BUT REFUSED TO SIGN.**"

b. **Officers**. CO/OICs are required to forward notification of not meeting PFA/CFA standards, to delay promotion, to NPC (PERS-833). SECNAVINST 1920.6 (series) provides details on officer's promotion holds.

11. Special PFA/CFA. The CO/OIC may approve or disapprove of a special PFA/CFA for frocking, advancement, promotion, or achieve required score for specific billet. Additionally, the CO/OIC is authorized to defer frocking and withhold or withdraw advancement or promotion to Sailors who do not meet Navy PFA/CFA standards. If approved by the CO/OIC and conducted in accordance with OPNAVINST 6110.1 (series), the special PFA/CFA results can be utilized for Chief Petty Officer Select official PFA scores in PRIMS for the cycle in which the special PFA occurred.

12. Permanent Change of Station (PCS) Restrictions. Any special programs/billets that have specific PFA/CFA requirements are annotated within its governing instruction. For further guidance, Sailors should contact their rating detailer within NPC (PERS-4).

## Section 2: Official PFA/CFA Documentation

1. Policy. All written documentation (notes, worksheets, etc.) of official command PFA/CFA and FEP must be retained for a period of five years. All information must be maintained in accordance with the Personal Identifiable Information (PII) policy. These files are the property of the command and must be turned over to the new CFL upon assumption of duties. Examples of the letters and forms listed below can be located on the PRP Website under "**Forms**" (<https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Physical-Readiness/Forms/>).
2. CFL PRIMS Access Letter. As outlined in OPNAVINST 6110.1 (series), CO/OICs are to ensure CFLs complete the CFL certification course and are designated in writing prior to assuming duties as CFL. A copy of the CFL PRIMS Access letter, along with supporting documentation, must be emailed to MyNavy Career Center (MNCC) ([askmncc.fct@navy.mil](mailto:askmncc.fct@navy.mil)) prior to receiving access to PRIMS. Refer to PRP Guide-7 for additional information.
3. Official PFA/CFA Notification (10-Week Notice). As specified above in Section-1, the CFL is responsible for drafting and publishing the official PFA/CFA notification at least 10 weeks prior to an official PFA.
4. Official BCA Score Sheet (NAVPERS 6110/10). As outlined in OPNAVINST 6110.1 (series), the BCA Score Sheet is the only approved means of collecting height, weight, and waist data. The waist-to-height screening data and BC calculation data will also be recorded on the BCA Score Sheet.
5. Official PRT Score Sheet (NAVPERS 6110/11). As outlined in OPNAVINST 6110.1 (series), the PRT Score Sheet (NAVPERS 6110/11) is the only approved means of collecting PRT data.
6. Official CFT Score Sheet (NAVPERS 6110/12). As outlined in OPNAVINST 6110.1 (series), the CFT Score Sheet (NAVPERS 6110/12) is the only approved means of collecting CFT data.
7. Administrative Remarks (NAVPERS 1070/613) (Page-13) for Enlisted. A Page-13 must be signed by the CO/OIC and issued to active-duty enlisted members within 30 days of the completion of the PFA, or within 60 days of completion of the PFA for drilling reservists. Refer to PRP Guide-3 for additional information.
8. Letter of Notification (LON) for Officers. An LON must be signed by the CO/OIC and issued to active-duty officers within 30 days of completion of PFA, or within 60 days of the completion of the PFA for drilling reservists. Refer to PRP Guide-3 for additional information.
9. Letter of Correction (LOC). Letter of Correction (LOC) submission by the CFL is required method of PFA data update after the cycle entry deadline has closed, after a

Sailor transfers, or PRIMS edit limits have been reached. To correct a Sailor's PRIMS PFA record, request medical waiver removal, and submit CSV file for upload, a LOC must be drafted by the CFL, signed by the CO/OIC, and forwarded in PDF format to MNCC ([askmncc.fct@navy.mil](mailto:askmncc.fct@navy.mil)) along with supporting documentation. Only valid supporting documentation (official BCA or PRT score sheets, PFA Clearance/Medical Waiver, CSV file etc.) will be accepted. The LOC must originate from the command responsible for the PFA record at the time of the PFA needing correction.

**Note:** The PRP Office will accept requests within five years of the PFA cycle needing to be corrected.

10. Exception to Policy (ETP) Request. In the event a CO/OIC cannot adhere to PRP policies outlined in OPNAVINST 6110.1 (series) and PRP Guides, an ETP request can be submitted to OPNAV N17 via the ISIC for final determination. For additional guidance, contact the MNCC ([askmncc.fct@navy.mil](mailto:askmncc.fct@navy.mil)).

## Section 3: Managing PFA/CFA Records

1. Requirements. Per the OPNAVINST 6110.1 (series), all Sailors are required to meet the Navy's minimum PFA/CFA standards. PFA/CFA must be administered by a certified CFL or trained ACFL. A trained ACFL is appointed in writing and is trained via either the five-day CFL Certification Course or by the CFL in BCA and PRT or CFT procedures. In all cases, BCAs must be conducted on all personnel (refer to paragraph below for exceptions). Members meeting the criteria for FEP enrollment must refer to PRP Guide-9.
2. New Accessions. Per the OPNAVINST 6110.1 (series), Commander, Naval Education and Training Command (NETC) (RTC, OTC, A-school, etc.) must:
  - a. Ensure all new accessions meet physical readiness standards by the completion of training.
  - b. Establish a PRIMS account for each accession and enter the final PFA score into PRIMS prior to the completion of training.
  - c. If the completion PFA is conducted during the Navy PFA cycle, it will count as the Sailor's official PFA for the cycle and must be entered into PRIMS.
3. Individual Augmentee (IA), Mobilized Reservist, and Personnel Exchange Program (PEP).
  - a. IA Definition. Any member in receipt of individual deployment orders issued by NPC, Career Management Department (PERS-4), to include IA Manpower Management (IAMM), Global War on Terrorism Support Assignments (GSA), Overseas Contingency Operations Support Assignment (OSA), and Mobilized Reserve Component Personnel (RC MOB) not mobilized as part of an established commissioned reserve component unit, and Health Services Augment Personnel (HSAP). Individuals in such assignments will be treated as newly reported personnel upon their return and are expected to meet Navy standards for physical fitness and military appearance.
  - b. Due to the nature of IA assignments, IAs may be designated in PRIMS with an "IA" participation status if either the BCA, PRT or CFT, or all PFA/CFA components were not completed due to conditions at the deployed location, such as safety or the nature of the assignment.
    - (1) The management of PFA/CFA records for IA Sailors is the responsibility of the parent command's CFL. Any PFA/CFAAs conducted during the assignment will be annotated in writing and electronically submitted to the parent command's CFL.
    - (2) Support Assignments in Djibouti, Kuwait, or Guantanamo Bay, Cuba (GTMO). The management of PFA/CFA records for Sailors processed through Expeditionary

Combat Readiness Center (ECRC), with the designation of Djibouti, Kuwait, and GTMO, is the responsibility of the IA CFL.

(a) During official PFA/CFAs, the IA CFL will submit a request to the MNCC ([askmncc.fct@navy.mil](mailto:askmncc.fct@navy.mil)) to have a member imported into their UIC for PFA/CFA record management.

(b) The request must be submitted on an excel spreadsheet and only contain full Department of Defense Identification Number (DoD ID No.).

(c) Before making changes to a member's record, the IA CFL must ensure that the member does not already have a current PFA/CFA record in PRIMS.

(3) The management of PFA/CFA records for GSA Sailors processed through ECRC to designations other than Djibouti, Kuwait, or GTMO, is the responsibility of the ECRC CFL. The ECRC CFL will submit a request to the MNCC ([askmncc.fct@navy.mil](mailto:askmncc.fct@navy.mil)) to have the member imported into their UIC for PFA record management.

(4) Overseas Contingency Operations Support Assignments (OSA). Management of PFA/CFA records for mobilized Reservists is the responsibility of the parent command. Any PFA/CFAs conducted during the assignment will be properly documented and transmitted electronically to the parent command's CFL.

(5) Mobilized Reservists. Management of PFA/CFA records for mobilized Reservists is the responsibility of the Naval Reserve Activity (NRA) CFL. PFA/CFAs conducted during the assignment will be documented as an official PFA/CFA and the information will be provided to the NRA CFL.

(6) Personnel Exchange Program (PEP) Participants. Members assigned to isolated duty with non-military organizations including Embassies (i.e., PEP or a joint command) without an available qualified CFL or service equivalent will be excused from participating in the PFA/CFA. To be excused, the ISIC must submit a LOC to the MNCC ([askmncc.fct@navy.mil](mailto:askmncc.fct@navy.mil)) to request the member's PFA/CFA record reflect "excused" for both the BCA and PRT or CFT. The request must include the member's first and last name, rate/rank, DoD ID, location of assignment, reason for request, and PFA/CFA cycle information.