



GUIDE-2

COMMAND PHYSICAL READINESS PROGRAM (PRP) CHECKLISTS

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Section 1: Command Self-Assessment Checklist

PHYSICAL FITNESS ASSESSMENT / COMBAT FITNESS ASSESSMENT (PFA/CFA)

1. Did the command conduct all required official PFA/CFA cycles in the last 5 years?
 Yes No
2. If no to question 1, did the command DEP/OP any PFA/CFAs in the last 5 years?
 Yes No N/A
3. If yes to question 2, did the command receive ISIC approval for BCA DEP/OP?
 Yes No N/A
4. Does the CO/OIC support the PRP per OPNAVINST 6110.1 (series)?
 Yes No
5. Is there a command policy conveying the CO/OIC's expectations regarding the PRP?
 Yes No

COMMAND FITNESS LEADER (CFL) CERTIFICATION

6. Has a CFL been designated in writing?
 Yes No
7. Does the CFL meet the following criteria:
 - a. E-6 or above (preferred)?
 Yes No
 - b. CPR/AED certified?
 Yes No
 - c. Achieved "Excellent" or better on the PRT with no event scored below "Good"?
 Yes No
 - d. At or below 0.5499 Waist to Height Ratio (WHtR) (Step-1)
 Yes No
 - e. Non-user of tobacco/vapor/nicotine pouches products?
 Yes No
 - f. Completed OPNAV CFL certification course prior to appointment?
 Yes No
8. Has the CFL completed the Dietary Supplement Education as outlined in PRP Guide-10?
 Yes No

9. Has the CO appointed, in writing, at least 1 ACFL per 25 command members?
 Yes No
10. Are ACFLs within prescribed PFA/CFA standards, non-users of tobacco/vapor/nicotine pouch products, and CPR/AED certified?
 Yes No
11. Have all ACFLs been properly trained by the CFL or successfully completed the CFL 5-Day Course?
 Yes No
12. Have all ACFLs completed the Dietary Supplement Education as outlined in PRP Guide-10?
 Yes No
13. Is the CFL a member of the Command Resilience Team (CRT)?
 Yes No

ADMINISTRATIVE

14. Are hard copies of all PFA/CFA-related paperwork maintained on file locally for 5 years (e.g., 10-week notice, PARFQs, PFA waivers, BCA/PRT/CFT Score Sheets, FEP rosters, Pg-13s, Letter(s) of Notification (LONs))?
 Yes No
15. Are PFA/CFA results reported to command leadership, as applicable, for proper documentation in Sailors' FITREPs or EVALs?
 Yes No
16. If no to Question 15, were there extenuating circumstances that prevented data entry in the required time?
 Yes No
17. Does the CFL enter all command PFA results into PRIMS within 30 days following the end of the official Navy PFA cycle? (Future PRIMS development for CFA entries)
 Yes No
18. If no to Question 17, were there extenuating circumstances that prevented data entry in the required time?
 Yes No N/A
19. Do all members have a current PHA prior to participating in the PFA/CFA?
 Yes No
20. Are members who require medical evaluation and clearance referred to medical prior to participating in the PFA/CFA?
 Yes No

21. Are administrative actions for all members who do not meet PFA/CFA standards documented in a Page 13 or LON?
 Yes No
22. Does the CFL advise the Chain of Command on all PRP matters, including members needing assistance in meeting PFA/CFA standards and those requiring a medical evaluation board for 2 consecutive waivers or 3 waivers in a 4-year period as outlined in PRP guidance?
 Yes No
23. Are all injuries and illnesses attributable to PRP activities reported to Command Safety Officer?
 Yes No
24. Are all medical waivers approved by CO/OIC and the designated Authorized Medical Department Representative (AMDR) prior to the PFA?
 Yes No
25. Is the CFL on the command check-in/check-out sheet?
 Yes No
26. Is the command roster in PRIMIS current?
 Yes No
27. Is the command's information up to date in PRIMIS?
 Yes No
28. Does command submit Letters of Correction (LOCs) to PRP office within 5 year of error, as applicable?
 Yes No N/A

FITNESS ENHANCEMENT PROGRAM (FEP)

29. Is FEP or equivalent combat arms remedial program enrollment properly documented via Page-13/LON, as applicable, for each member?
 Yes No N/A
30. Is FEP or equivalent combat arms remedial program available during working hours to members not meeting PFA standards?
 Yes No
31. Is FEP or equivalent combat arms remedial program conducted at least 3 times per week for a total of 150 minutes (2.5 hours) or more?
 Yes No
32. Does the command policy have guidance on FEP or equivalent combat arms remedial program enrollment and participation?
 Yes No N/A

- 33. Are members enrolled in FEP or equivalent combat arms remedial program properly tracked in PRIMS?
 Yes No N/A
- 34. Does FEP or equivalent combat arms remedial program include a nutrition education component including distribution of PRP Guide-10?
 Yes No
- 35. Has the CFL recorded the nutrition selection option for each member in FEP within PRIMS and maintained all relevant FEP nutrition documentation?
 Yes No N/A
- 36. Do members requiring FEP or equivalent combat arms remedial program remain enrolled until passing an official PFA/CFA (Good-Low or better for non-combat arms personnel / Good-High or better for combat arms personnel on all PRT events for which they are medically cleared)?
 Yes No N/A

NUTRITION

- 37. Are healthy foods adequately advertised in the command's galley/messes?
 Yes No N/A
- 38. Are healthy foods readily available for personnel working late shifts?
 Yes No N/A
- 39. Are CFL/ACFLs familiar with nutrition resources outlined in PRP Guide-10?
 Yes No
- 40. Does the command support the referral of members requiring, or seeking, nutritional counseling to the resources outlined in Guide-10?
 Yes No N/A

Overall Assessment Comments:

Overall Recommendations for Improvement:

****Upon completion of this checklist, retain in command PRP files for 5 years.****

Section 2: PFA/CFA Checklist

15 to 10 Weeks before Command Official PFA/CFA		Date Completed
General		
<input type="checkbox"/>	Review lessons learned from the previous PFA/CFA.	
<input type="checkbox"/>	Read OPNAV 6110.1 (series), PRP Guides, and applicable NAVADMINS in their entirety to understand all current policies pertaining to the PFA/CFA, including the requirements for medical clearance, the BCA, and the PRT/CFT.	
<input type="checkbox"/>	Ensure you are using the latest official forms available on the MyNavy HR Physical Readiness Program website.	
<input type="checkbox"/>	Develop a plan for medical support during the PRT/CFT.	
<input type="checkbox"/>	Consult with the CO to establish a command policy for Bad Day, DEP/OP Leave, UA, Alternate cardio, and Drilling Reservists.	
<input type="checkbox"/>	Designate and train ACFLS in: <ol style="list-style-type: none"> 1. BCA techniques and procedures 2. Dynamic Warm-up and Cool Down procedures 3. PRT/CFT event procedures 4. Alternate cardio equipment operation 5. Emergency Procedures (Emergency Drill) 6. PFA/CFA (BCA / PRT / CFT) videos on PRP website 7. PRIMS Training Course on PRP website 	
Planning		
<input type="checkbox"/>	Develop contingency plans (weather, Operational Tempo (OPTEMPO), facility availability, etc.)	
<input type="checkbox"/>	Determine personnel requirements (number of ACFLs, PRT/CFT monitors, and other assistants needed)	
<input type="checkbox"/>	Identify facility limitations (number that can be tested at one time).	
<input type="checkbox"/>	Develop an emergency action plan.	
<input type="checkbox"/>	Select and verify a 1.5-mile running course (PRT) and a 1-mile running course (CFT).	
<input type="checkbox"/>	Identify sufficient area for warming-up prior to test.	

Scheduling		
<input type="checkbox"/>	Determine time (hours, day, etc.) limitations; check base schedules (Other PFA/CFAs, functions, construction, etc.).	
<input type="checkbox"/>	Develop acceptable dates to conduct PFA/CFA events (BCA and PRT/CFT). Primary: _____ Makeup: _____	
<input type="checkbox"/>	Obtain approval for PFA/CFA schedule from CO and publish notification to command members at least 10 weeks in advance.	
Member Action		
<input type="checkbox"/>	Direct command members to complete PARFQ at least 10 weeks prior to the published PFA/CFA dates to allow adequate time to obtain medical clearance, if needed.	
<input type="checkbox"/>	Conduct spot-check BCAs upon request.	
<input type="checkbox"/>	Ensure members are formally instructed to update their PHAs and clearly state the consequences of non-compliance. (Medical will provide assistance.)	
Equipment Requirements		
<input type="checkbox"/>	Review previous PFA/CFA equipment needs, sources, costs, etc.	
<input type="checkbox"/>	Review equipment check-in and check-out requirements and coordinate equipment requirements with facility.	
Facilities Requirements		
<input type="checkbox"/>	Reserve adequate facilities (include pool if available) for primary and make-up dates. Include the option to reschedule for weather or other reasons.	
<input type="checkbox"/>	Secure ACFLs and/or PRT/CFT monitors to assist with BCA, PRT/CFT, and facility clean up.	

8 weeks to 2 days before Official Command PRT/CFT		Date Completed
Medical Requirements		
<input type="checkbox"/>	Print/download command member listing from PRIMIS.	
<input type="checkbox"/>	Verify the medical clearance status of all members. Inform Chain of Command of all personnel with out-of-date PHAs and personnel still needing medical clearance.	
<input type="checkbox"/>	Start conducting BCAs, within 45 days but no less than 24 hours prior to PRT/CFT.	
<input type="checkbox"/>	If a member does not meet BCA standards, refer the member to medical department for evaluation prior to PRT/CFT participation.	
<input type="checkbox"/>	Provide list of those not meeting BCA standards and Unauthorized Absences to Chain of Command.	
PRT/CFT Supplies and Equipment		
<input type="checkbox"/>	Obtain all required equipment and supplies needed for event: _____ chairs _____ water/cooler _____ tables _____ paper cups _____ clipboards _____ first aid kit _____ floor mats _____ AED (if equipment and trained operators are available) _____ PARFQs and NAVMED 6110/4s _____ BCA and PRT/CFT Score Sheets _____ stopwatches (measures both minutes and seconds) _____ pencils/pens _____ runner numbers	
<input type="checkbox"/>	Conduct preliminary tests of all equipment.	
<input type="checkbox"/>	Arrange transport of large equipment items.	
PRT/CFT Facilities Check		

<input type="checkbox"/>	Re-confirm facility and equipment reservations and arrangements.	
<input type="checkbox"/>	Identify location of test stations.	
<input type="checkbox"/>	Review course and facilities to identify new hazards. (emergency construction/repairs, weather damage, etc.)	
PRT/CFT Staff Review		
<input type="checkbox"/>	Organize PFA/CFA event schedule for ACFLs and PRT/CFT monitors.	
<input type="checkbox"/>	Discuss contingency plan with ACFLs, PRT/CFT monitors, lifeguards, etc.	
<input type="checkbox"/>	Distribute and explain personnel job descriptions and plan a personnel training session for select positions.	
<input type="checkbox"/>	Arrange for medical staff to support; ensure location and supplies are provided.	
PRT/CFT Site Risk Management		
<input type="checkbox"/>	Train staff on proper procedures for identifying and handling weather and environmental conditions.	
<input type="checkbox"/>	Confirm plan for inclement weather.	
<input type="checkbox"/>	Call local base MTF or emergency services and let personnel know that you are conducting a PRT/CFT and where it will be held.	
<input type="checkbox"/>	Review plan for obtaining immediate medical assistance if needed.	
Operational Risk Management (ORM)		
<input type="checkbox"/>	Conduct ORM assessment for PFA/CFA. ORM at a minimum must include weather, temperature, acclimatization, facility/course hazards, and communications capabilities.	
<input type="checkbox"/>	Make arrangements with medical to schedule CPR and AED certifications for PRT/CFT monitors and ACFLs, if needed.	
<input type="checkbox"/>	Identify risks. <ol style="list-style-type: none"> 1. Confirm Weather Wet Bulb Globe Test (WBGT) Index (flag condition BLUE GREEN AMBER RED BLACK). 2. Review wind chill. 3. Inspect location for hazardous objects and obstructions. 	

Day before the PRT/CFT		Date Completed
Weather and Safety Concerns		
<input type="checkbox"/>	Obtain local weather and climate conditions to identify temperature, winds, rain, severe weather probability, etc.	
<input type="checkbox"/>	Submit ORM to Chain of Command, if not already submitted.	
<input type="checkbox"/>	Review course and facilities to identify new hazards. (emergency construction/repairs, weather damage, etc.)	
<input type="checkbox"/>	Review safety plan and other procedures with ACFLs and PRT/CFT monitors.	
<input type="checkbox"/>	Confirm site, equipment, and safety procedures are in place.	
<input type="checkbox"/>	Confirm all ACFLS and PRT/CFT monitors will be present at the testing site.	
<input type="checkbox"/>	Consult with CO/OIC regarding last minute cancellation procedures if unsafe weather conditions are present.	
Day of the PRT/CFT		Date Completed
Medical Requirements		
<input type="checkbox"/>	Verify the names on PRT/CFT sign-up sheet have been cleared to participate in the test. Deny any members that are not medically cleared.	
PRT/CFT Equipment Final Check		
<input type="checkbox"/>	Ensure required equipment is clean and operating properly.	
Facilities Preparations		
<input type="checkbox"/>	Ensure facility is clean and ready for the start of the PRT/CFT.	
<input type="checkbox"/>	Arrange equipment layout at test site.	
<input type="checkbox"/>	Monitor environmental safety during event.	
Testing Risk Management		
<input type="checkbox"/>	Prohibit smoking, tobacco, and alcohol use at PRT/CFT site. Discourage use of all tobacco products at least 30 minutes prior and at least 15 minutes after test.	
<input type="checkbox"/>	Ensure drinking water is readily available at the test site and that members are well hydrated before, during, and after the test.	
<input type="checkbox"/>	Check to be sure that all members are dressed appropriately for weather conditions and wearing proper footwear.	

<input type="checkbox"/>	Verify current environmental conditions (temperature, humidity, storm conditions, WGBT, etc.) are safe during each test.	
<input type="checkbox"/>	Review course and facilities to identify new hazards. (emergency construction/repairs, weather damage, etc.)	
<input type="checkbox"/>	Confirm and distribute emergency medical response plan to assistants and monitors.	
Conducting PRT/CFT		
<input type="checkbox"/>	Ask all members the pre-physical activity questions. For any member with yes responses to any question except number 1, deny participation in the PRT/CFT, until the member is medically cleared.	
<input type="checkbox"/>	Direct members if at any time their performance is significantly different from normal performance with no known reason, stop the event and immediately notify an ACFL or monitor.	
<input type="checkbox"/>	Provide PRT/CFT performance standards at test site.	
<input type="checkbox"/>	Instruct and demonstrate each event, as appropriate.	
<input type="checkbox"/>	Organize members into appropriate groups for testing.	
<input type="checkbox"/>	Conduct the standardized warm-up session with participants.	
<input type="checkbox"/>	Conduct PRT/CFT events.	
<input type="checkbox"/>	Record PRT/CFT results at the conclusion of the test, ensure all members sign the PRT/CFT results sheets prior to leaving the area.	
<input type="checkbox"/>	Ensure cool-down and stretching is conducted by all members.	
<input type="checkbox"/>	Collect all lost and found items at the site.	
<input type="checkbox"/>	Report all related injuries to Command Safety Officer.	
<input type="checkbox"/>	Conduct Bad Day PRT (only with CO/OIC and Medical approval)	
Post PFA/CFA		
<input type="checkbox"/>	Within 30 days, ensure all PFA/CFA data has been accurately entered into PRIMIS. Edit records as necessary due to errors and omissions.	
<input type="checkbox"/>	Provide final PFA/CFA results to Chain of Command. Include a separate list for those not meeting PFA/CFA standards.	
<input type="checkbox"/>	Complete NAVPERS 1070/613 Administrative (Page-13) for enlisted members and LONs for officers, as required.	
<input type="checkbox"/>	Submit signed Page-13s and LONs to NPC, as applicable.	

Section 3: Assistant Command Fitness Leader (ACFL) Qualifications & Training Checklist

The checklist below must be completed prior to being appointed as an ACFL.

ACFL Name: _____

Requirement/Competency	ACFL Initials
Non-user of tobacco, vapor, and nicotine pouch products.	
At or below 0.5499 Waist-to-Height Ratio (WHtR) (Step-1).	
Achieve and maintain an overall PRT score of Excellent or above, with no event scored below Good-Low.	
Maintains current CPR/AED qualifications associated with American Heart Association and American Red Cross.	
Able to conduct an accurate BCA measurement on both males and females and correctly complete NAVPERS 6110/10 BCA Score Sheet.	
Able to conduct a PRT/CFT, including proper execution of all alternate cardio events (PRT Only), and correctly complete NAVPERS 6110/11 (PRT) / NAVPERS 6110/12 (CFT) Score Sheet.	
Able to plan and execute command PT sessions, including appropriate warm-up and cool-down exercises.	
Able to manage FEP, including planning and execution of a FEP PT session.	
Familiar with all PRP policies, including OPNAVINST 6110.1 (series), all amplifying PRP Guides, and relevant NAVADMINS.	
If applicable, familiar with PRIMS capabilities (i.e. PFA records, tracking FEP participants, transferring/gaining command personnel) and existing PRIMS Training Course on PRP website.	
Appointed as an ACFL in writing by the CO/OIC.	

The member above has been properly trained in ACFL responsibilities and competencies as prescribed.

Command Fitness Leader

Date