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NAVY PHYSICAL READINESS PROGRAM

GUIDE-3

COMMAND/ASSISTANT COMMAND FITNESS LEADER (CFL/ACFL)

AND

MEMBER'S RESPONSIBILITIES

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Section 1: CFL/ACFL Responsibilities

1. CFL Responsibilities. The CFL must be appointed in writing by the Commanding Officer/Officer-in-Charge (CO/OIC) and is the primary advisor to the CO/OIC on all Physical Readiness Program (PRP) matters. The CFL will:

a. Conduct a command self-assessment within 30 days of appointment. The command self-assessment is an excellent tool to provide CFLs with an accurate assessment of the state of their PRP. Refer to PRP Guide-2 for additional information.

b. Administer the Physical Fitness Assessment (PFA/CFA) as outlined in OPNAVINST 6110.1 (series) and PRP Guides.

c. Complete required DoD-approved dietary supplement safety training via the Operation Supplement Safety (OPSS) website in accordance with DoDI 6130.06 (series).

d. Manage command/unit Physical Training (PT) and the command's Fitness Enhancement Program (FEP). CFLs in combat arms units will manage the command's combat arms remedial program.

e. Ensure ACFLs are properly trained and meet all qualification requirements before being designated in writing by the CO/OIC. Refer to PRP Guide-2 for the ACFL training checklist.

f. Be a member of the Command Resilience Team (CRT) and advise command leadership of all PRP matters at least quarterly or as needed.

g. Use PRIMS to manage PFA/CFA data as outlined in the OPNAVINST 6110.1 (series).

h. Retain original written documentation (BCA/PRT/CFT score sheets, Page-13s, LONs, Medical Waivers, etc.) of official command PFA/CFAs and FEP (or the combat arms equivalent remedial program) for a period of no less than five years and per current policy related to Personally Identifiable Information (PII).

i. Report all PRP related injuries to the Command Safety Officer within 24 hours.

j. Draft Letters of Correction (LOC) to the CO/OIC for endorsement and forward with supporting documentation to MyNavy Career Center (askmncc@us.navy.mil) for PRIMS corrections that occur within five years of error.

k. Review PFA/CFA Medical Clearance/Waiver (NAVMED 6110/4) request prior to CO/OIC determination. Refer to PRP Guide-6 for additional guidance.

2. CFL Qualification Requirements. To qualify as a CFL, Sailors must meet the following requirements:

a. E-6 or above (preferred).

b. Non-user of tobacco/vapor/nicotine pouch products.

c. Waist-to-Height Ratio (WHtR) is at or below 0.5499 (Step-1).

d. Achieve and maintain an overall PRT/CFT score of Excellent or above with no event scored lower than Good-Low.

Note: Excellent or above CFT score is only required for a combat arms CFL.

e. Maintain current American Heart Association or American Red Cross certification in Basic Life Support (BLS), or Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) usage.

f. Successfully complete the PRP-approved CFL Certification course prior to assuming the duties as CFL.

g. Recertify CFL certification every five years by successfully completing the CFL Certification Course.

h. Small commands may submit exception to policy (ETP) requests if the command cannot meet the above CFL criteria. Refer to PRP Guide-1 for more information on submitting ETP requests.

3. ACFL Appointment. CO/OICs are required to appoint one ACFL per 25 command members. Commands with 25 members or less must appoint at least one ACFL. The ACFL must be appointed in writing by the CO and is to assist the CFL with all aspects of the physical readiness program.

4. ACFL Qualification Requirements. The ACFL's duties are just as important as the CFL's since most ACFLs work independently of the CFL. The ACFL will meet the same qualifications as the CFL, with the exception of paygrade and the requirement to complete the CFL Certification course.

Note: E-3 and below ACFLs are prohibited from participating in the CFL certification course.

5. PFA/CFA Record Verification for Newly Reporting Sailors.

a. CFLs have the responsibility to inform all newly reported personnel of their Periodic Health Assessment (PHA) status upon checking into the command. Sailors

are prohibited from participation in command/unit PT, PRT/CFT, or FEP (or the combat arms equivalent remedial program) unless their PHA is current.

b. CFLs also have the responsibility of verifying all scores in PRIMS for all newly reported personnel. Provide a NAVPERS 1070/613 (Page-13) for enlisted Sailors with failures if there are documented PFA/CFA failures in PRIMS with no prior evidence of a Page-13 written counseling.

c. Page-13s and Letters of Notification (LON) are to be drafted and submitted to the appropriate Chain of Command for all enlisted and officers with documented PFA/CFA failures in PRIMS and no prior evidence of written counseling.

6. Check-in BCA. CFL/ACFLs ***must*** administer a Check-in BCA within five workings days on all newly reported Sailors to ensure they are within standards. Sailors who are not within BCA standards will be issued a “temporary” Page-13 counseling or LON (non-PFA/CFA failure) and enrolled in FEP (or the combat arms equivalent remedial program).

7. BCA Spot-check. CFL/ACFLs are responsible for enforcing the BCA Spot-check in accordance with guidance set by CO/OICs. Additionally:

a. BCA Spot-checks will not be conducted during the official command PFA/CFA cycle.

b. Sailors must always be within standards. If a Sailor fails a BCA Spot-check, they will be enrolled in FEP (or the combat arms equivalent remedial program) and actively participate in unofficial PFA/CFAs until they are within standards and pass an official PRT/CFT scoring Good-Low or better in ***all*** events for which they are medically cleared.

c. Recommended guidance for conducting spot checks can include but is not limited to:

(1) Individual returning from extended leave/TAD periods (length of period to be determined by CO).

(2) Unit sweep BCA Spot-checks may be conducted to identify at-risk Sailors and ensure they are enrolled into FEP (or the combat arms equivalent remedial program) as required.

(3) Incorporate into “Division in the Spotlight”.

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

(5) After extended authorized absences for reserve personnel.

(6) Recommendations from Wardroom, Chiefs Mess, and CFL/ACFLs.

d. A “temporary” Page-13 will be issued to Sailors that fail the BCA Spot-check. CFLs must ensure a Sailor’s FEP or remedial program progress is accurately reflected in PRIMS.

8. Official PFA/CFA Notification (10-Week Notice). The CFL is responsible for drafting and publishing an official PFA/CFA notification at least 10 weeks prior to an upcoming PFA/CFA. The CFL will have to work closely with the Chain of Command to establish a command PFA/CFA schedule. The CO/OIC has final approval of the official PFA/CFA notification and once approved, it is to be distributed throughout the command. The PFA/CFA notification should include, but its content is not limited to:

a. PHA/Deployment-Related Health Assessment (DRHA) instructions

b. Physical Activity Risk Factor Questionnaire (PARFQ) instructions

c. Acclimatization policy

d. BCA and PRT/CFT schedule

e. Alternate Cardio Policy

f. Bad Day PRT Policy

The PFA/CFA notification is a preparation period for the CFL and is not intended to be a preparation window for individuals. Navy personnel must take the PFA/CFA even if they did not receive a PFA/CFA notification (as long as they are medically cleared and acclimatized).

9. Official PFA/CFA on Newly Reported Sailors. CFL/ACFLs are required to be part of the check-in process to ensure all Sailors participate in an official PFA/CFA (BCA and PRT/CFT), regardless of their time onboard. CFL/ACFLs must understand when it is appropriate to enter PFA results in PRIMS. The following applies:

a. **Before/During Official Command PFA/CFA**. If a Sailor checks into the command prior to or during the command PFA/CFA cycle, the Sailor will be required to participate in both the BCA and the PRT/CFT (if medically cleared), but not within the first five working days of checking in. If the Sailor is authorized an acclimatization period for the PFA/CFA and the acclimatization period will extend beyond the Navy’s PFA/CFA cycle, the Sailor is still required to participate in the official BCA. The CFL will enter the BCA results within 30 days of the completion of the PFA/CFA and the Sailor’s PRT or CFT shall reflect “acclimatization” in PRIMS. Refer to Guide-1 for details on acclimatization.

b. **After Official Command PFA/CFA**. If a Sailor checks into the command after the most recent command PFA/CFA cycle without a current PFA/CFA in PRIMS, the

Sailor is required to coordinate with the CFL to complete an official PFA/CFA prior to the end of the Navy's Official PFA/CFA cycle. If mission and scheduling conflicts prevent the PFA/CFA from being conducted, the CFL will conduct an official BCA and submit a Letter of Correction (LOC) signed by the CO/OIC to the PRP office requesting the Sailor be "excused" from the PRT/CFT portion of the PFA/CFA.

c. If a Sailor checks into the command without a current PFA/CFA record and will not be able to obtain medical clearance to participate in the PRT/CFT portion within 45 days of completing the official BCA, the CFL will conduct an official BCA and submit an LOC signed by the CO/OIC to the PRP office requesting the Sailor be "excused" from the PRT/CFT portion of the PFA/CFA.

10. Temporary Altering of BCA Measurements. If a CFL/ACFL detects that a Sailor is attempting to temporarily alter BCA measurements for the purpose of passing the BCA, the CFL/ACFL is not allowed to perform the circumference measurements on the Sailor. The use of liposuction, body wraps, starvation, or sauna suits is prohibited. Many of these methods result in dehydration, which is very dangerous for the Sailor when performing the PRT/CFT. If temporary altering is detected by the CFL/ACFL, the member will be required to wait at least 72 hours before attempting the official BCA measurement and the incident must be reported to the CO/OIC.

11. PRT/CFT Injury/Illness. The CFL is responsible for reporting any injuries incurred during either organized group PT or the PFA/CFA to the Command Safety Officer. The Safety Officer will report the injury to Commander, Naval Safety Command (NAVSAFECOM). NAVSAFECOM must be informed within 24 hours of PRT/CFT or PT-related injuries or if a death occurs during or within one hour of completion of the PRT/CFT or organized group PT.

12. Transferring Personnel. CFLs are prohibited from conducting an official BCA on a Sailor who is transferring and will not be able to complete the entire PFA/CFA (both the BCA and the PRT/CFT) before departing. The only exception is if the Sailor is transferring to several temporary duty assignments and the combined timeline of the assignments will exceed the Navy PFA/CFA cycle. In this case, CFLs are authorized to conduct the official BCA and submit an LOC signed by the CO/OIC to the PRP Office requesting the Sailor be "excused" from the PRT/CFT portion of the PFA/CFA.

13. Official PFA/CFA Documentation. All written documentation (notes and/or worksheets, etc.) of official command PFA/CFAs and FEP (or combat arms remedial program, as applicable) are to be retained for a period of five years [per OPNAVINST 6110.1 (series)]. 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 retained and turned over to the new CFL. Further details on official PFA/CFA documentation can be found in Guide-1. Sample PFA/CFA documents and official PFA/CFA forms can be located on the PRP Website under ***"Forms"*** (https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Physical-Readiness/Forms/).

a. The Official BCA Score Sheet and Official PRT/CFT Score Sheets are the only authorized forms for documenting assessment results. Local command/unit generated score sheets are prohibited. CFLs must ensure that all forms are filled out completely. If a Sailor refuses to sign, the CFL will annotate "***Sailor refused to sign***" in the members signature block.

b. The PRP office will not accept locally generated spreadsheets as official documentation for Sailors requesting a PFA/CFA record correction. Only official documents can be used to make changes or corrections in PRIMS. If physical space is an issue, it is highly recommended that CFLs scan the original documents and maintain electronic files for the required time period.

c. To correct a record error, the CFL must produce official PFA/CFA documentation to submit with an LOC to the PRP office. Records will not be updated in PRIMS without proper documentation.

14. Administrative Remarks (NAVPERS 1070/613) (Page-13) for Enlisted. Page-13's will be signed by the CO/OIC, then presented to the Sailor for acknowledgment and signature then signed by the CFL as the witness. The CFL shall maintain a copy of the Page-13 on file for a period of five years along with original written documentation (BCA and PRT/CFT score sheets) per current PII policy. The Page-13 will be issued within 30 days of completion of the command PFA/CFA for active duty enlisted and within 60 days for drilling reservists. There are two types of Page-13s:

a. ***Permanent Page-13*** will be issued to enlisted personnel who fail to meet official PFA/CFA standards. The CFL will ensure the Page-13 is routed through the command's Admin or Personnel Office for submission to NPC (PERS-313). This documentation will be filed in the member's Official Military Personnel File (OMPF) and initiate enrollment in the FEP.

b. ***Temporary Page-13*** will be issued to enlisted personnel who receive a probationary score in any PRT category, ***or*** fail a BCA Spot-check for FEP or combat arms remedial program enrollment. Temporary Page-13s are retained locally (i.e., ***NOT*** forwarded to NPC).

15. Letter of Notification (LON) for Officers. LONs will be given to all officers upon failure to meet PFA/CFA standards. Additionally, officers who receive a probationary score in any PRT category, or fail a BCA Spot-check will be issued a LON for FEP or combat arms equivalent remedial program enrollment. LONs are to be issued to active-duty officers within 30 days of completion of the PFA/CFA and within 60 days of the completion of the PFA/CFA for drilling reservists.

a. LONs for PFA/CFA failures are to be forwarded to NPC (PERS-313) for entry into the Official Military Personnel File (OMPF) and (PERS-833). LONs for officers who receive an adverse performance report for PFA/CFA failures are required to be

forwarded to NPC (PERS-834, PERS-833, and PERS-313).

b. LONs for ***FEP or combat arms equivalent remedial program enrollment only*** (i.e., non-PFA/CFA failures) are retained locally within the commands PFA/CFA files for five years and are ***NOT*** forwarded to NPC.

16. Letter of Correction (LOC). The LOC is to be drafted by the CFL/ACFL on command letterhead, signed by the CO/OIC (by direction is not authorized), and forwarded to the PRP Office, along with all supporting documentation for PRIMS correction of errors or omissions which occurred within five years of the PFA/CFA. Only valid supporting documentation will be accepted. Refer to PRP Guide-1 for additional LOC information.

Section 2: Member's Responsibilities

1. Mission Readiness. It is important for all members to maintain an optimal level of physical fitness necessary for mission readiness and world-wide deployment, whenever and wherever needed. Per the OPNAVINST 6110.1 (series), meeting PFA/CFA standards is a condition of continued naval service. Therefore, it is the member's responsibility to maintain physical fitness standards throughout the year, not solely at the time of the PFA/CFA. This can only be accomplished by actively participating in a year-round program designed to maintain or improve health and fitness. Every Sailor must conduct physical training every workday as part of their normal routine. Additionally, members should:

a. Participate in cardiorespiratory exercise for at least 2 hours and 30 minutes (i.e., 150 minutes) per week (e.g., 50 minutes three times per week or 75 minutes two times per week).

b. Perform strength training 2-3 days per week using a variety of exercises and equipment to work on all major muscle groups.

c. Perform functional fitness training 2-3 days per week, 20-30 minutes in duration, with exercises involving motor skills (e.g., agility, balance, coordination) and natural or job-related movements.

d. Perform flexibility/mobility exercises (i.e., stretching, yoga, etc.) 2-3 days per week.

2. Physical Activity. Regular physical activity is a fundamental element of a Sailor's physical and mental health, mission performance, and readiness. Physical activity can help control weight, reduce the risk of cardiovascular disease, strengthen bones and muscles, manage stress levels, and improve the ability to perform daily activities. Incorporating physical activity into the workday prepares members for the operational demands today and in the future.

3. Nutrition. Healthy nutrition behaviors are essential to a comprehensive fitness program. Consuming nutrient-dense foods helps provide the body with the energy necessary to properly function and optimally perform. Members must consistently strive to make healthy food and drink choices. Refer to Guide-10 for detailed information on nutrition resources.

4. PFA/CFA Participation. As outlined in the OPNAVINST 6110.1 (series), 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 continued naval service.

a. All Sailors are required to participate in scheduled PFA/CFA cycles as appropriate for their duty status (i.e. Active-Duty vs Drilling Reserve) 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. Sailors must participate in the PFA/CFA regardless of whether they receive a 10-Week Notice.

b. Refer to Guide-4 for details on BCA standards and procedures.

c. Refer to Guide-5A for details on the PRT standards and procedures.

d. Refer to Guide-5B for details on the CFT standards and procedures.

5. PFA/CFA Unauthorized Absence (UA). During the PFA/CFA, the test site is considered the place of duty. All unauthorized absence (UA) non-participation is considered “UA” in PRIMS and requires CO/OIC approval prior to entering in PRIMS, which will result in a PFA/CFA “failure” for the PFA/CFA cycle. A member may also be considered UA if the member fails to obtain proper medical clearance in lieu of participating in the PFA/CFA.

6. Navy Physical Training Uniform (PTU). All members are required to wear the Navy PTU or the Optional PTU (OPTU, i.e., “forged by the sea”) as prescribed in Navy Uniform Regulations (NAVPERS 15665I), during command/unit PT, PFA/CFAs, and FEP (or the combat arms equivalent remedial program). The Navy Fitness Suit is a mandatory Seabag item and when worn, must be worn over the Navy PTU or OPTU and as prescribed in Navy Uniform Regulations. Members must be in the Navy PTU or OPTU when participating in the BCA.

7. Medical Clearance. Medical clearance is the member’s responsibility and is a requirement for each PFA/CFA cycle. Members are not exempt from participating in the BCA if medical clearance has not occurred ***prior*** to the scheduled PFA/CFA. Sailors are not authorized to participate in organized PT, including the PRT/CFT, without proper medical clearance. The member is also responsible to seek medical attention for medical issues that limit or affect their physical readiness ***prior*** to the official PFA/CFA. Medical clearance for each cycle includes:

a. Periodic Health Assessment (PHA) and Deployment-Related Health Assessment (DRHA). Sailors must have a current PHA, and, if required, complete a DRHA to include the Post-Deployment Health Assessment (PDHA – DD 2796) or Post Deployment Health Re-Assessment (PDHRA – DD 2900). PDHA must be completed within 30 days before or after return from deployment. PDHRA must be completed within 90-180 days after return from deployment. Members without a current PHA or DRHA, if applicable, are prohibited from participating in the PRT/CFT portion of the PFA/CFA.

(1) At the discretion of the CO, any member defaulting on the PHA may be assigned a "UA" participation status in PRIMS, resulting as a PFA/CFA failure for the cycle.

(2) Members within one year of medical in-processing only require a PHA during the birth month following the first year of service. If all other medical screening requirements are met, the in-processing medical exam is sufficient for participation in the official Navy PFA/CFA and organized PT.

(3) If members are treated by a non-military provider (e.g., civilian health care provider (HCP)) or at a civilian medical center, the member must present the NAVMED 6110/4 to the HCP and forward to a Navy Medicine Readiness and Training Command (NMRTC) for a military endorsement (i.e., AMDR) prior to forwarding to the member's CO/OIC for endorsement. NAVMED 6110/4 is available for download from the NAVMED Website at: https://www.med.navy.mil/Directives/NAVMED-Forms/.

b. Physical Activity Risk Factor Questionnaire (PARFQ). The PARFQ is to be completed in MyNavy Portal (MNP) for each official PFA/CFA cycle prior to participation in the PRT/CFT.

(1) Members requiring medical clearance based on responses to a PARFQ, must seek medical clearance to participate in the PRT/CFT. Sailors who are medically cleared must participate in the PRT/CFT within 45 days of their BCA.

(2) At the discretion of the CO, any member not completing the PARFQ may be assigned a "UA" participation status in PRIMS and scored as a PFA/CFA failure for the cycle.

c. If a member exceeds the maximum allowable body fat standards, they must be seen by a medical provider prior to participation in the PRT/CFT. Members are required to provide the NAVPERS Form 6110/3 to the CFL after the medical provider assessment.

d. Pre-physical Activity Questions (PPAQ). Members are required to ***honestly*** answer each PPAQ prior to each official PRT/CFT or organized PT/FEP/remedial program sessions. These questions are designed to provide the CFL/ACFL with a tool to identify at-risk personnel prior to PT.

8. Medical Waiver. PFA/CFA medical waivers are authorized for members with an injury, illness, or for members recovering from a surgical or medical procedure which will prevent them from participating in an official PFA/CFA prior to the end of the Navy PFA/CFA cycle. Refer to Guide-6 for detailed guidance on PFA/CFA medical clearance/waivers.

9. Temporary Altering of BCA Measurements. Members are not permitted to attempt to temporarily alter BCA measurements for the purpose of passing the BCA. The use of liposuction, body wraps, starvation, sauna suits, or any other means is prohibited. Many of these methods result in dehydration, which is very dangerous for the member when performing the PRT/CFT.

a. Elective surgeries do not excuse a member from meeting Navy PFA/CFA standards and participating in the BCA.

b. Any attempt to influence the BCA measurement through intimidation, coercion, or other means may result in disciplinary action under the Uniform Code of Military Justice.

10. BCA Failure. Members who fail BCA standards must be seen by a medical provider to receive medical clearance prior to participation in the official Navy PRT/CFT, USMC Physical Fitness Test (PFT)/Combat Fitness Test (CFT), or organized PT. The Bad Day policy does not apply to the BCA. All official BCA results are final. Members who fail the BCA are required to complete nutritional education. A BCA failure will constitute an overall PFA/CFA failure and result in FEP (or the combat arms equivalent remedial program) enrollment unless the Sailor meets the criteria for the High-Performance BCA Exemption outlined in Guide-1.

11. PRT/CFT Failure. A PRT/CFT failure will constitute an overall PFA/CFA failure for the cycle. In the event of a PRT/CFT failure, members will be issued written notification, be enrolled in FEP (or the combat arms equivalent remedial program) and are required to complete nutrition education. Enlisted members are issued a Page-13 and officers are issued a LON. Refer to Section 1 of this Guide for amplifying information on the Page-13 and LON.

12. FEP Participation. It is the members' responsibility to actively participate in the command FEP or the combat arms equivalent remedial program. FEP or the combat arms equivalent remedial program must be integrated into the work week, consistent with mission and operational requirements.

a. Sailors failing to meet PFA/CFA standards must be enrolled in the FEP or the combat arms equivalent remedial program. Additionally, non-combat arms Sailors who pass the BCA but receive a probationary score in any PRT category, or fail a BCA spot-check will be enrolled in FEP (or the combat arms equivalent remedial program). Combat arms Sailors who pass the BCA but receive inadequate scores in any CFT category will be enrolled in the combat arms equivalent remedial program.

b. Refer to Guide-9 for further details on the FEP and Guide-10 for Nutrition Resources.

13. PRIMS PFA Record Verification. The accuracy of PRIMS PFA records is ultimately the responsibility of the member. Members are required to review their PRIMS PFA records for accuracy within 60 days of each PFA cycle. All issues are to be addressed with the CFL prior to transferring to a new command. Request for corrections to PFA cycles which occurred within five years prior must be submitted to the MyNavy Career Center (askmncc@us.navy.mil).

14. Sailors Serving with the United States Marine Corps (USMC). Sailors qualified as Fleet Marine Force (FMF) are not required, but are highly encouraged, to participate in the USMC PFT or USMC CFT.

a. Sailors failing the USMC PFT or USMC CFT will be allowed to participate in the Navy PFA and are not subject to administrative actions for failing the USMC PFT or USMC CFT. However, they will be subject to administrative actions if they fail to meet Navy PFA standards. Sailors who elect to participate in the Navy PRT after failing the USMC PFT or USMC CFT are required to obtain medical clearance.

b. Results of Sailors passing the USMC PFT or USMC CFT will be entered into PRIMS using the “USMC” option. Individual results for the Navy PRT push-ups, forearm plank, and cardio are not required.

c. All non-qualified FMF Sailors assigned to a USMC command/unit will complete the Navy PFA.

15. Sailors Assigned to Isolated Duty. When assigned to isolated duty, where no qualified Navy CFL or service equivalent personnel trained on Navy BCA techniques are available, Sailors will be exempt from the PFA/CFA requirement. However, they are still required to be within BCA standards and will be required to meet BCA standards upon completion of the isolated duty. Some examples of eligible members are Sailors assigned to nonmilitary organizations such as Embassies or Personnel Exchange Program. In these cases, the Sailor’s Immediate Superior in Command (ISIC) CFL must contact the MyNavy Career Center (askmncc@us.navy.mil) to assign the member as “excused” in PRIMS via an LOC.