



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
TRARON EIGHT SIX
390 SAN CARLOS RD SUITE G
PENSACOLA FLORIDA 32508-5503

IN REPLY REFER TO:

TRARONEIGHTSIXINST 6110.1G

CFI
NOV 9 2011

TRARON EIGHT SIX INSTRUCTION 6110.1G

From: Commanding Officer, Training Squadron EIGHT SIX

Subj: PHYSICAL READINESS PROGRAM AND TESTING

Ref: (a) OPNAVINST 6110.1J
(b) MILPERSMAN 1910-127
(c) SECNAVINST 1920.6C
(d) BUPERSINST 1430.16F
(e) SECNAVINST 1420.1B
(f) MANMED 15 Sec 3

Encl: (1) Notification of Physical Fitness Assessment (PFA)
Failure

1. Purpose. To provide guidelines and procedures for administering Health and Physical Readiness Exams as directed by reference (a). This instruction contains numerous revisions and should be read in its entirety.

2. Cancellation. TRARONEIGHTYSIXINST 6110.1F

3. Background. Navy personnel are equally susceptible to the insidious effects of sedentary jobs, excessive caloric intake and lack of proper exercise as the civilian populace. Excessive body fat is a serious detriment to health, longevity, stamina and military appearance. The need to maintain a high state of health and physical readiness throughout the Naval service is essential to ensure combat readiness and personnel effectiveness.

4. Policy. Every member will strive to achieve and maintain the highest standard of physical readiness to ensure the operational effectiveness of the Navy. Members failing to achieve standards are a detriment to the readiness and sustainability of this unit and compromise the overall mission of the Navy. An optimal level of physical readiness must be achieved and maintained at all times. The Physical Fitness Assessment (PFA) is a means of testing for the flexibility, cardio-respiratory and muscular strength, and endurance needed to perform routine and emergency tasks.

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5. Action. The Command Fitness Leader (CFL) will maintain a Physical Readiness Program (PRP) per references (a) through (f).

a. Reference (a) established a new focus on physical fitness. All personnel, except those excused by a competent medical authority, are required to exercise, unsupervised, throughout the week. Exercise sessions should include two hours and 30 minutes (150 minutes) per week, i.e., 50 minutes three times per week or 75 minutes two times per week; plus performance of strength training exercises at least twice per week to work all major muscle groups.

b. The PFA shall be conducted and evaluated according to the procedures and standards described in reference (a).

c. Any member of this command who fails to meet physical readiness standards by not passing the PRT, not taking the PRT (for other than a complete medical waiver), or fails to meet BCA standards shall be subject to administrative and statutory action as outlined in references (a) through (f). Enclosure (1) will be used to document PFA failures.

e. Members shall complete their physical examinations, as required by reference (e), before participating in the PFA. Those members diagnosed with a physically limiting medical condition shall have their level of required PRT participation determined by a medical officer.

f. The physical readiness of members will be officially tested two times each calendar year (no less than four months and no more than eight months apart as operational commitments allow). The CFL will ensure that new arrivals are tested within four to six months of their previous PRT.

g. PRT performance will be reflected on Officer Fitness Reports per reference (a).

h. Members with two consecutive medical waivers or three in a four year period shall be referred to the military treatment facility (MTF) for a medical evaluation board (MEB). MEB findings shall be forwarded to Navy Personnel Command (NAVPERSCOM), Career Progression Department (PERS-8) for disposition.

6. Responsibilities

a. Commanding officer:

(1) Comply with and execute all requirements of this Instruction.

(2) Designate (in writing) and maintain one certified CFL to administer the requirements of this instruction and one assistant CFL (ACFL) per 25 command members.

(3) Ensure fitness reports accurately reflect PFA performance and that all recommendations for promotions are conducted per the requirements of reference (c).

(4) Ensure counseling and signatures are completed when issuing a Letter of Notification (LON) for officer PFA failures.

(5) Initiate ADSEP processing within 14 days of the third or greater PFA failure in most recent four-year period for all individuals, per references (c) and (d), unless a waiver of readiness has been approved by the echelon three commander.

b. Command Fitness Leader

(1) Meet the following requirements:

(a) 03;

(b) Non-user of tobacco products;

(c) Overall PRT score of "Excellent" or "Outstanding;"

(d) Be within Navy BCA standards;

(e) Maintain current cardiopulmonary resuscitation qualifications; and

(f) Complete OPNAV approved five-day CFL certification course within three months of assignment as CFL.

(2) Conduct the semi-annual PFA per this instruction and the Operating Guide.

(3) Advise chain of command on all Physical Readiness Program matters at least quarterly.

(4) Maintain responsibility and oversight for command PT and FEP as outlined in the command fitness section of the Operating Guide.

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(5) Ensure all ACFLs are CPR certified and competent to conduct PRT, BCA, FEP, and command PT. All ACFLs shall be nonsmokers and meet the same PFA requirements as the CFL.

(6) Use PRIMS to manage PFA data:

(a) Ensure semi-annual PFA scores are entered within 30 days of the completion of the command PFA cycle.

(b) Ensure all Physical Readiness Program waivers are entered into PRIMS within 14 days.

(c) Verify NSIPS electronic service record (ESR) and the official military personnel file (OMPF) against PRIMS for all newly reported personnel. Ensure a Letter of Notification (LON) for officers is drafted and submitted to the appropriate chain of command for all personnel with documented PFA failures in PRIMS, but no evidence of written counseling.

1. PHA Status. Inform all members of their PHA status. Ensure members understand the policy which prohibits participation in command or unit PT, PFAs, or FEP if the PHA is not current.

2. Written Counseling. Ensure written counseling LON is drafted and submitted to the appropriate chain of command for all personnel with documented PFA failures in PRIMS, but no evidence of written counseling in the OMPF.

(d) Ensure PRIMS data is current and accurate for all detaching personnel and select appropriate permanent change of station option.

(7) Maintain original written documentation (notes and or worksheets, etc.) of official command PFAs and FEP for a period of five years and per current personal identifiable information policy.

(a) Ensure all LONs for the first PFA failure are maintained in the CFL records. LONs for the second and third PFA failure shall be forwarded to NAVPERSCOM, Records Management/Policy Branch (PERS-313) for entry into the OMPF.

(b) Forward all Administrative Remarks to PERSUPPDET/PERSOFF for NSIPS ESR verification and submission to the OMPF.

(8) Report all Physical Readiness Program-related injuries to the command safety officer.

(9) Draft letters of correction (LOC) and forward with supporting documentation to OPNAV (N135F) for PRIMS correction within one year of error.

c. All hands

(1) Participate in a year-round physical fitness program to meet Navy fitness and BCA standards.

(2) Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle.

(3) Maintain an updated annual PHA.

(4) Complete a NAVPERS 6110/3 for every PFA cycle.

(5) Fulfill all FEP requirements in the event of a PFA failure.

7. Scoring. Scoring of individual performance for scheduled PFA periods will be according to guidelines in reference (a).

8. Sub-PFA Program. Those individuals failing to meet the minimum requirements established in reference (a) will be assigned to the command directed Fitness Enhancement Program as coordinated through the Command Fitness Leader. Supervised physical conditioning will be scheduled three times per week. Mandatory participation is required to meet the minimum standards designated by this command.


B. S. HORSTMAN

Distribution: (TRARONEIGHTSIXINST 5216.6J)
List I

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6110
CFL

From: Commanding Officer, Training Squadron EIGHT SIX
To: Rank, Name, Corps, USN

Subj: NOTIFICATION OF PHYSICAL FITNESS ASSESSMENT (PFA) FAILURE
WITH ADVERSE ACTION

Ref: (a) OPNAVINST 6110.1H
(b) SECNAVINST 1420.1A
(c) SECNAVINST 1412.6K
(d) SECNAVINST 1412.8
(e) SECNAVINST 1421.4D
(f) SECNAVINST 1421.7B

1. You are advised that you failed to meet Physical Fitness Assessment (PFA) standards of reference (a). The following deficiencies in your performance/conduct are identified:

a. Failure to meet body composition assessment standards.

Date of body composition assessment: 1 June 2011

Weight (lbs): _____ Height (in): _____ Neck (in): _____
Abdomen (in): _____ Waist (in): _____ Hips (in): _____

Body fat (%): _____

b. Failure to meet physical readiness test standards.

Date of PRT: _____

Push-ups (#): _____ Curl-ups(#): _____ Run (min:sec): _____
Swim (min:sec): _____

Event(s) failed: push-ups curl-up run swim

c. In the most recent 4-years this is your:
 1st 2nd 3rd greater failure to meet standards.

2. The following corrective actions are required as of this date:

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WITH ADVERSE ACTION

a. Actively participate in a Fitness Enhancement Program (FEP) directed and monitored by your command. You shall participate until your body fat percentage is below the upper allowable Navy limit and you achieve "Good-Low" or better on all unwaived PRT events in two consecutive PFAs.

b. Physically train at a minimum of three sessions each week _____, from _____ to _____. Each session shall include at least 30-45 minutes of aerobic exercise, muscular strength and endurance activities, and flexibility exercises.

c. Read and complete NAVPERS 15602A, Navy Nutrition and Weight Control Self-Study Guide.

d. Establish a healthy diet.

3. Assistance is available through your chain of command, Medical Department personnel, and Morale, Welfare, and Recreation Fitness professionals. Your Command Fitness Leader, _____, can assist you in obtaining guidance from each.

4. You are aware of the administrative actions for failure of a first or second PFA in the most recent 4-year period. These include, but are not limited to:

a. Documentation of your PFA results on your fitness report for the reporting period in which the failures occurred.

b. Ineligible for promotion until within standards, passing next official PFA.

c. Ineligible to transfer to any special duty or school if you do not meet physical readiness standards for that duty or school.

d. Other actions as deemed appropriate by your chain of command and per references (b) through (f).

5. You are aware of the administrative actions for failure of a third PFA in the most recent 4-year period. These include, but are not limited to, those above and

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WITH ADVERSE ACTION

a. a mark of 1.0 in "Military Bearing" for the reporting period in which the failure occurred, and

b. a mark for promotability shall be "Significant Problems",

c. processing for Administrative Separation (ADSEP).

6. This counseling and/or warning entry is made to afford you an opportunity to undertake the recommended corrective actions. As stated above, your failure to meet PFA standards may result in adverse administrative actions.

7. This counseling and/or warning entry is based upon known failures in your compliance with the Physical Readiness Program.

8. This notification will be sent to Navy Personnel Command for entry into your permanent service record, if this is for a third PFA failure in 4-year period or as deemed appropriate by the CO. No additional written notification need be issued to execute the administrative actions specified in this document.

From: Rank, Name, Corps, USN
To: Commanding Officer, Training Squadron EIGHT SIX

I acknowledge receipt of the above letter and understand its contents.

Member's Signature Date

Witness's Signature Date

Copy to:
NAVPERSCOM (PERS-4834)

Enclosure (1)