



## GUIDE 1

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# PHYSICAL READINESS PROGRAM (PRP) POLICIES

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## Table of Contents

Section 1: PFA Guidance	Page
1. PFA Defined .....	3
2. PFA Cycles .....	3
3. Commanding Officer (CO)/Officer-in-Charge (OIC) Authority .....	3
a. BCA Spot-check .....	3
b. DEP/OP .....	4
c. Alternate Cardio.....	4
d. Bad Day PRT.....	4
e. Acclimation Period .....	5
f. Non-participation .....	5
4. PFA 10-Week Notification.....	5
5. PFA Participation .....	6
6. Physical Readiness Test (PRT) Validation Incentive .....	6
7. Body Composition Assessment (BCA).....	6
8. Physical Readiness Test (PRT) .....	7
9. Not Meeting PFA Standards .....	7
10. Frocking/Advancement/Promotion .....	9
11. Chief Petty Officer Selectee (CPO Select) Special PFA .....	9
12. PCS Restrictions.....	9
<b>Section 2: Official PFA Documentation</b>	
1. Policy .....	10
2. CFL PRIMS Access Letter .....	10
3. Official PFA Notification (10 Week Notice).....	10
4. Official BCA Score Sheet (NAVPERS 6110/10) .....	10
5. Official PRT Score Sheet (NAVPERS 6110/11).....	10
6. Administrative Remarks (NAVPERS 1070/613) (Page-13) for Enlisted .....	10
7. Letter of Notification (LON) for Officers.....	10
8. Letter of Correction (LOC) .....	10
9. Exception to Policy (ETP) Request.....	11
<b>Section 3: Managing PFA Records</b>	
1. PFA Requirements.....	12
2. New Accessions.....	12
3. Individual Augmentee (IA)/Mobilized Reservist/PEP.....	12

## Section 1: Physical Fitness Assessment (PFA) Guidance

1. PFA Defined. The PFA consists of a medical screening, Body Composition Assessment (BCA), and Physical Readiness Test (PRT). A command may conduct an official PFA anytime within the Navy PFA cycle to accommodate operational commitments or mission requirements. Commanding Officers/Officers-in-Charge (CO/OICs) must schedule a period for the PFA to capture the entire command, allowing every Sailor a greater opportunity to complete a PFA during the Navy PFA cycle.

2. PFA Cycles. As outlined in OPNAVINST 6110.1 (series), PFA cycles are conducted either once or twice per calendar year as announced in October of the preceding year. All members are required to participate in one PFA per cycle unless waived for medical reasons, in a pregnancy or postpartum status, prohibited by operational requirements, or for PFA (PRT) incentives.

a. When the Navy conducts two PFA cycles per year, the cycles are:

(1) Cycle 1: 1 January - 30 June

(2) Cycle 2: 1 July - 31 December

b. When the Navy conducts one PFA cycle per year, the cycle is conducted at the direction of Deputy Chief of Naval Operations (DCNO-N1/CNP). For Calendar Year 2024, the PFA cycle is from 1 February to 30 November 2024.

c. The command's PFA must be conducted within the respective Navy PFA cycle(s) and shall be published in the command's official notification at least 10 weeks in advance of the scheduled PFA dates. This notification allows Command Fitness Leaders (CFLs) adequate time to prepare and permits medical screening of members. It is not intended as a "preparation window" for individuals. PFA results conducted in one cycle are not accepted as PFA results for another cycle.

3. CO/OIC Authority. The CO/OIC has authority over the schedule, conduct, safety, and medical waivers for the PFA. Although CO/OICs have the authority to conduct BCA spot-checks and mock PFAs to assess command readiness, the results cannot be used for official PFA scores and are prohibited during the command's official PFA 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 maintaining physical readiness standards at all times, not just during the PFA cycle. Refer to PRP Guide 3 for additional information on BCA Spot-check. 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 as a means to get at risk Sailors into the FEP before official BCA measurements.

(3) Incorporate into the Command/Division in the Spotlight.

(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 cycle for the entire command. "DEP/OP" is a unit status and shall not be used for individual Sailor's PFA 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: The CO/OIC can excuse two consecutive PRT cycles. Approval from the Echelon III via the ISIC is required to "DEP/OP" the entire command from three consecutive PRT cycles.

c. Alternate Cardio. The Physical Readiness Program requires the 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. See Guide 5 for authorized alternate cardio options.

d. Bad Day PRT. CO/OICs are authorized to grant a Sailor, who is medically cleared to participate, one Bad Day PRT (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). **For example:** if member was originally medically cleared for all PRT modalities, to include alternate cardio, member is authorized to participate in a different cardio modality (i.e. alternate cardio, if approved by CO/OIC and medically cleared) for the BDPRT.

(1) CO/OICs are encouraged to include a BDPRT policy in their command's official 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.

(3) The Bad Day 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 NAVMED 6110/4 form to participate in the BDPRT.

(b) Sailors must conduct the BDPRT within 7 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, but do not complete the BDPRT, must be examined by medical. At this point, the Sailor will receive a failing score for the PRT and will be enrolled in FEP.

(d) CFL/ACFLs will enter the BDPRT scores in PRIMS-2 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-2 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 PT, PFAs, and FEP. In the event the acclimatization period extends past the current Navy PFA cycle, the Sailor is still required to participate in the BCA and the PRIMS record for the PRT shall reflect "acclimatization".

f. Non-participation. At the end of each PFA 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 score.

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

a. The CFL will promulgate the command PFA 10-Week Notification with concurrence from the chain of command and in alignment with operational commitments to announce the command PFA cycle with dates, times, and locations of the PFA events.

b. The CFL shall identify Sailors who have delinquent PHAs and Sailors who will require a medical waiver prior to the start of the command PFA Cycle. The Bad Day PRT policy, PARFQ requirements, and alternate cardio approval (if applicable) should be addressed in the 10-Week Notification.

5. PFA 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 gender, 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 an official PFA cycle unless excused for medical reasons, in a pregnancy or postpartum status, prohibited by operational requirements, on terminal leave, attending DoD Skill-Bridge, or utilizing PFA incentives.

b. Sailors must be medically cleared for PFA 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 Guide 6 for specific guidance on medical clearance.

c. Sailors transferring prior to the command PFA, who are not expected to report to a follow-on command within the current Navy PFA cycle, must complete an official PFA prior to transferring.

6. PRT Validation Incentive. Sailors must meet all requirements below to qualify and be exempt from participating in a PRT (only when the Navy conducts two consecutive PFA cycles per calendar year):

a. Participate in the BCA and be within their age-adjusted standard (AAS) for two consecutive PFA cycles, regardless of PRT performance. Sailors who are not within AAS or do not pass the BCA are required to participate in the PRT, if medically cleared.

b. Score overall Excellent-Low or better with no single event lower than Good-Low on the PRT.

c. Example: In Cycle 1-XX, a Sailor meets all BCA/PRT incentive requirements and is expecting not to participate in the Cycle 2-XX PRT. During the Cycle 2-XX PFA, if the Sailor passes BCA, but is not within AAS, then the Sailor is required to participate in the Cycle 2-XX PRT, if medically cleared. Reason for participation is that Sailor was not within AAS, which is one of the requirements.

7. Body Composition Assessment (BCA). The BCA portion of the PFA is passed when the Sailor is within established maximum weight for height standards (Step-1), passes

the Abdominal Circumference (AC) Measurement (Step-2), or passes the Body Circumference (BC) Measurement (Step-3). See Guide 4 for additional BCA requirements.

8. Physical Readiness Test (PRT). 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 a mock or official PFA with a score of Satisfactory-Medium or better in all events for which they are medically cleared. See Guide 5 for additional PRT requirements.

9. Not Meeting PFA Standards. Sailors who do not meet PFA standards will be subject to administrative actions. Members not meeting BCA or PRT standards will participate in the FEP.

a. Not Meeting BCA Standards. Not meeting standards for the BCA portion of the PFA results in an overall PFA failure score.

(1) Sailors who do not meet BCA standards are required to participate in the PRT. Prior to PRT 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. See Guide 4 for additional BCA information.

(2) To ensure safety during the PFA process, Sailors who do not pass or are medically waived from the BCA are required to get medical clearance prior to participating in the PRT. If a Sailor receives a BCA waiver, they cannot participate in the bike alternate cardio option because the BCA result is required to calculate the final score.

b. Official BCA results are final. The BCA conducted during the command PFA is the official BCA. Retests are not authorized, even if a Sailor passes the official BCA. See Guide 4 for additional BCA information.

c. The following applies to all Sailors who do not meet Navy PFA standards:

(1) Enlisted Sailors who do not meet standards for one PFA will:

(a) Be issued a NAVPERS 1070/613 (Page-13) to inform them of not meeting PFA standards.

(b) Be enrolled in the FEP until passing a mock PFA or the next official PFA.

(c) Not be frocked or advanced. Members may regain eligibility for advancement by passing a mock PFA or official PFA. BUPERSINST 1430.16G provides official policy for advancement opportunities.

(2) Enlisted Sailors who do not meet standards for two or more consecutive PFAs will continue naval service until their Soft Enlisted Active Obligated Service (SEAOS). Additionally, these members:

- (a) Will be ineligible for advancement per BUPERSINST 1430.16 (series).
- (b) Will be ineligible to reenlist or extend per MILPERSMAN 1160-030.
- (c) Will receive an adverse report that states "Significant Problems" (SP) on evaluation per BUPERSINST 1610.10E.
- (d) Will be detailed as required by Navy Personnel Command (NPC) Rating Detailer.
- (e) May regain eligibility for advancement and reenlistment by passing a mock PFA or the next official PFA. Sailors must obtain the recommendation of their CO/OIC for advancement and retention on their most recent evaluation. This may require a special evaluation to restore retention or advancement recommendations after a member passes a mock PFA or an official PFA.

1. Requests for exceptions to policy for active-duty reenlistments or extensions are addressed to NPC (PERS-811).

2. Requests for exceptions to reenlistment or extension policy for reservists are addressed to NPC (PERS-913).

(3) Officers who do not meet standards for one PFA will:

- (a) Not be eligible for promotion. Commands are required to delay promotion and inform NPC (PERS-833). Members will regain eligibility for promotion by passing the next mock PFA or an official PFA.
- (b) Be issued a Letter of Notification (LON) to inform them of not meeting PFA standards.
- (c) Be enrolled in the FEP until passing a mock PFA or the next official PFA.

(4) Officers who do not meet standards for two or more consecutive PFAs will receive an adverse report that states "Significant Problems" (SP) on their fitness report and the command is to inform NPC (PERS-834) for administrative separation per SECNAVINST 1920.6 series.

(a) If SECNAV determines the officer is to be separated (or retired), this action will occur at the PRD of the officer or upon the determination of SECNAV, whichever is later.

(b) If an officer passes a mock or official PFA prior to the decision of SECNAV regarding retention or separation, processing will cease, and the member will be retained upon notification to PERS-834. A special fitness report may be submitted to document the officer's satisfactory physical readiness status.

10. Frocking/Advancement/Promotion. In accordance with the Military Personnel Manual (MILPERSMAN) 1420-060, frocking is not authorized for Sailors who do not meet PFA requirements. Refer to BUPERINST 1430.16 series for guidance on **withholding** authorized advancement because of not meeting PFA standards (i.e., Page-13 or LON).

a. Enlisted. 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. Are ineligible for promotion if they have not met standards for the most recent PFA. CO/OICs are required to forward notification of not meeting PFA standards, to delay promotion, to NPC (PERS-833). SECNAVINST 1920.6 (series) provides details on officer's promotion holds.

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

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

## Section 2: Official PFA Documentation

1. Policy. All written documentation (notes, worksheets, etc.) of official command PFAs 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 [PRIMS@navy.mil](mailto:PRIMS@navy.mil) prior to receiving access to PRIMS.
3. Official PFA Notification (10 Week Notice). As specified above in Section 1, the CFL is responsible for drafting and publishing the official PFA notification a minimum of 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 data, AC measurement data, or BC measurement data.
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. 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.
7. 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.
8. Letter of Correction (LOC). To correct a Sailor’s PRIMS PFA record, an LOC must be drafted by the CFL, signed by the CO/OIC, and forwarded to the PRP Office along with supporting documentation. Only valid supporting documentation (official BCA or PRT score sheets, PFA Clearance/Medical Waiver, etc.) will be accepted. The LOC must originate from the command responsible for the PFA record at the time of the PFA. E-mail the LOC and supporting documentation to [PRIMS@navy.mil](mailto:PRIMS@navy.mil).

Although OPNAVINST 6110.1K mentions errors or omissions occurring within **one year** of the PFA can be corrected by submitting an LOC, the PRP Office will except requests within five years of the PFA cycle needing to be corrected.

9. 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 for final determination. ETP requests are to be routed via the first Flag Officer in the chain of command or ISIC. For additional guidance, contact the PRP Office.

## Section 3: Managing PFA Records

1. PFA Requirements. Per the OPNAVINST 6110.1 (series), all Sailors are required to meet the Navy's minimum PFA standards. PFAs 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 procedures. In all cases, BCAs must be conducted on all personnel (see below paragraph 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-2 account for each accession and enter the final PFA score into PRIMS-2 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-2.

### 3. Individual Augmentee (IA)/Mobilized Reservists/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. PFA Record Management. Due to the nature of IA assignments, IAs may be designated in PRIMS with an "IA" participation status if either the BCA, PRT, or both were not completed due to conditions at the deployed location, such as safety or the nature of the assignment.

(1) The management of PFA records for IA Sailors is the responsibility of the parent command's CFL. Any PFAs conducted during the assignment will be annotated in writing and electronically submitted to the parent command's CFL.

(2) Global War on Terrorism Support Assignments (GSA) in Djibouti, Kuwait, or Guantanamo Bay, Cuba (GTMO). The management of PFA 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 PFAs, the IA CFL will submit a request to the PRP Office (PRIMS@navy.mil) to have a member imported into their UIC for PFA 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 record in PRIMIS-2.

(3) The management of PFA 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 PRP Office (PRIMS@navy.mil) to have the member imported into their UIC for PFA record management.

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

(5) Mobilized Reservists. Management of PFA records for mobilized Reservists is the responsibility of the Naval Reserve Activity (NRA) CFL. PFAs conducted during the assignment will be documented as an official PFA 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. To be excused, the ISIC must submit a memorandum to the PRP Office (PRIMS@navy.mil) to request the member's PFA record reflect "excused" for both the BCA and PRT. The request must include the member's first and last name, rate/rank, DoD ID, location of assignment, reason for request, and PFA cycle information.