



Administrative Actions



Objectives

- Discuss CFLs role in administrative actions for PFA failures
- Discuss the ADSEP process for Officers
- Discuss CFLs role in administrative actions and policy supplements to the OPNAVINST 6110.1J via NAVADMINs



1st PFA Failure

- Member is notified in writing
 - Enlisted: Page 13
 - Generated via NSIPS for validation and ESR
 - Forward original to PERS 313 with signatures
 - Officers: Letter of Notification (LON)
 - 1st LON is filed at the command
 - Forward to PERS 313 & 834, Officer Performance and Separation Branch to delay promotion
- No advancement/promotion or frocking until a mock PFA is passed
 - Command sends message to PERS 48 to hold promotion or advancement until the promotion limiting cycle
- FEP Enrollment until passing next official PFA₃

Page 13 Counseling

ADMINISTRATIVE REMARKS NAVPERS 1070/613 (REV. 08-2012) PREVIOUS EDITIONS ARE OBSOLETE SUPPORTING DIRECTIVE MILPERSMAN 1070-320		
SHIP OR STATION:		
SUBJECT:		<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY
Physical Fitness Assessment (PFA) Administrative Counseling/Warning		AUTHORITY (IF PERMANENT): OPNAVINST 6110.1(series) and all applicable Physical Readiness Program (PRP) NAVADMINS
1. In the most recent PFA Cycle (1 or 2) ___ and in Year (20XX) ___ the following deficiencies in your performance and/or conduct are identified: (check all that apply)		
a. ___ Exceeded the Navy Age Adjusted Standards (AAS). BCA Date: _____		
b. ___ Probationary score in any Physical Readiness Test (PRT) category. PRT Date: _____		
c. ___ Failed to meet DoD body composition assessment standard (over 26% males, 36% females). BCA Date: _____		
d. ___ Failed to meet Physical Readiness Test standards. PRT Date: _____		
2. The following corrective actions are required:		
a. Actively participate in a Fitness Enhancement Program (FEP) directed and monitored by your command in accordance with OPNAVINST 6110.1(series) and all applicable PRP NAVADMINS located on the Physical Readiness web-site. Failure to attend FEP as directed may result in disciplinary action under the UCMJ.		
b. Read, select and complete one of the Nutrition Education options in the Nutrition Resource Operating Guide 14 located on the Physical Readiness web-site.		
3. If sub-paragraphs 1.c and/or 1.d apply:		
a. You are aware of the administrative actions of a single PFA failure as outlined in OPNAVINST 6110.1(series) and all applicable PRP NAVADMINS.		
b. You are aware of the administrative actions for two or more consecutive failures as outlined in OPNAVINST 6110.1(series) and all applicable PRP NAVADMINS.		
4. Member must initial all that apply below:		
<input type="checkbox"/> I acknowledge the above counseling/warning and understand its contents.		
<input type="checkbox"/> I have been informed of my right to submit a statement in response to this counseling/warning (initial one below).		
<input type="checkbox"/> I intend to submit a statement. I will submit my statement within 10 days of this date.		
<input type="checkbox"/> I do not intend to submit a statement.		
_____ Commanding Officer		
Member's Signature Date/Signed _____		Witness' Signature Date/Signed _____
ENTERED AND VERIFIED IN ELECTRONIC SERVICE RECORD:		
VERIFYING OFFICIAL RANK OR GRADE/TITLE:	DATE:	SIGNATURE OF VERIFYING OFFICIAL:
NAME (LAST, FIRST, MIDDLE):	SOCIAL SECURITY NUMBER:	BRANCH AND CLASS:

Promotion Cycle Limiting Dates For Enlisted Personnel

Pay Grade	Exam Date	Limiting Date
E-4/5/6	Feb/Mar	31 Dec
E-4/5/6	Aug/Sep	30 Jun
E-7	Jan/Feb	31 Aug
E-8/9	N/A	30 Jun

LON Counseling

Please print form on command letterhead.

LETTER OF NOTIFICATION

From: Commanding Officer, _____
(Command Title/Name)

To: _____ UIC: _____
(Last Name, First, MI)

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

Ref: (a) OPNAVINST 6110.1J

1. The following deficiencies in your performance and/or conduct are identified:

a. ___ Failure to meet body composition assessment standards.

BCA Date: _____, Height (in): _____, Weight (lbs): _____, Neck (in): _____,

Abdomen/Waist (in): _____, Hips: _____, Body Fat (%): _____

b. ___ Failure to meet physical readiness standards.

Date of PRT: _____ Overall Score: _____

Core: _____ Core Score: _____ Core Category: _____

Upper Body: _____ Upper Body Score: _____ Upper Body Category: _____

Cardio: _____ Cardio Score: _____ Cardio Category: _____

c. In the most recent 3-year period this is your ___1st ___2nd or greater failure to meet standards.

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

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 Navy graduated limit and you achieve "Good" or better on all non-waived events. The Command Physical Training and Fitness Enhancement Guide located at <http://www.public.navy.mil/bupers-npc/support/physical/Pages/default2.aspx> provides complete details on FEP requirements and resources.

b. Read the Nutrition Resource Guide located at <http://www.public.navy.mil/bupers-npc/support/physical/Pages/default2.aspx> and return last page to Command Fitness Leader within 14 days of this date acknowledging receipt and selected nutrition option.

c. Participate in a minimum of 150 minutes of physical activity each week. Each session shall include aerobic activity, muscular strength and endurance and flexibility activities. Failure to attend FEP as directed may result in disciplinary action under the UCMJ.

3. You are aware of the administrative actions for failure of a first PFA in the most recent 3-year period. These include, but are not limited to

a. Documentation of your PFA result(s) on your Fitness Report for the reporting period in which the failure(s) occurred.

b. Ineligible for promotion until within standards, passing next official PFA. Failure to regain eligibility by the promotion cycle limiting date will result in withdrawal of your advancement in accordance with ref (a).

c. Ineligible to transfer to any special duty or school if you do not meet physical readiness standards for that duty or school unless most recent PFA was passed.

d. Other actions as deemed appropriate by your chain of command.

4. You are aware of the administrative actions for failure of a second PFA in the most recent 3-year period. These include, but are not limited to, those above and:

a. Mandatory processing for Administrative Separation.

b. A FITREP mark for promotability shall be "Significant Problems".

5. This counseling/warning entry is based on known PFA failures and is issued 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.

6. This notification will be forwarded to Navy Personnel Command for entry into your permanent service record if this is for 1st or 2nd PFA Failure in a 3-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.

Commanding Officer's Signature (Date)

From: _____
(Member's Last Name, First, MI)

To: Commanding Officer, _____
(Command Title/Name)

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

(Signature, USN) (Date)

2nd Consecutive PFA Failure

- Administer an adverse FITREP/EVAL
- Member is NOT eligible for
 - Reenlistment, Advancement, Tuition Assistance (TA) and Short-term extension
- Member may regain eligibility for advancement and reenlistment by passing subsequent official PFA
- Member MUST obtain recommendation from their CO for advancement and retention on most recent evaluation

2nd Consecutive PFA Failure (cont.)

- FITREP/EVAL marks
 - A grade no greater than 1.0 in "Military Bearing"
 - For enlisted: Marks of "Significant Problems" and "Retention Not Recommended", respectively
 - For officers: Marks of "Significant Problems" for Promotion Recommendation

ADSEP for PFA Failures

- Only applicable for Officers:
 - Submitted to PERS-834 for processing following guidance of SECNAVINST 1920.6 series
 - If SECNAV determines Officer to be separated (or retired), this action will occur at PRD or at the determination of SECNAV, whichever is later
 - If an official PFA is passed prior to the decision of SECNAV, processing will cease and member will be retained upon notification to PERS-834

CFL Role in Officer ADSEP Processing (BOI)

- Provide supporting data to the board
 - Weekly PT logs
 - Monthly Mock PFAs
 - Fitness and nutrition resources offered
 - LON
 - Other pertinent information



Board of Inquiry (BOI)

- Non-probationary officers (more than 6 years of commissioned service) are entitled to BOI
- If BOI recommends retention, officer must be retained on active duty. Board recommendation to retain cannot be overturned
- Process takes approximately 6 to 9 months to complete.
- Probationary officers (less than 6 years of commissioned service) require 4 to 6 months to complete. The report of a BOI that recommends separation shall be delivered to SECNAV, with any desired recommendations of CHNAVPERS or DC (M&RA), for final determination.



Detailing

- All personnel will be detailed according to program requirements for which they applied (i.e. Special Program screening)
- Detailers have PFA data in detailing system (EASIS and OASIS)
- Contact Community Detailer for more information

Individual Augmentation (IA)

- IA's may be designated in PRIMIS as "IA" participation status, if either the BCA, PRT, or both were not completed due to conditions, location, or safety of assignment
- IA's shall be treated as newly reported personnel upon return, but must meet Navy standards



NAVADMINS

- Supplementing OPNAVINST 6110.1J
 - NAVADMIN 231/13
 - NAVADMIN 178/15
 - NAVADMIN 061/16
 - NAVADMIN 248/16
 - NAVADMIN 141/17
 - NAVADMIN 304/17
 - NAVADMIN 108/19

NAVADMIN 231/13

- Medical Health Assessment
 - DHA, PDHA and PDHRA
 - Days allowed to complete the PRT after the Official BCA increased from 10 to 45 days.
 - PARFQ is not required if the PRT will not be conducted (i.e. DEP/OP, IA, TAD, Pregnancy).

NAVADMIN 178/15

Effective 1 January 2016 (Cycle 1 2016)

- New PARFQ 6110/3 (Rev. 11-2015) form will better assist medical providers in assessing a Sailors overall health.
- 3 Step BCA Methodology
 - Weight for Height Table
 - Abdominal Circumference Measurement
 - Body Composition Measurement (2 site/3 site)
- % Body Fat increased to DoD maximum
 - Males \leq 26%
 - Females \leq 36 %

NAVADMIN 178/15 (cont.)

- New Navy age graduated body fat standard
 - Sailors exceeding new age graduated body fat standards will be enrolled in FEP
- All medically cleared Sailors shall participate in the PRT regardless of BCA outcome.
- Spot Checks: BCA and PRT failures will result in FEP enrollment.

NAVADMIN 178/15 (cont.)

Fitness Enhancement Program (FEP) Enrollment

- Exceeding the updated age adjusted Navy body fat standards
- Failing any portion of the PFA.
 - Sailors enrolled in FEP due to BCA failure shall also be enrolled in nutritional counseling.
- Any probationary PRT event score

NAVADMIN 061/16

- Letter of Correction Policy
- Abdominal Circumference (AC) Measuring Instructions
- New PRT Performance Scoring Tables
 - Probationary in any event = FEP enrollment
- CFL Certification Requirements
 - Re-certification- minimum of every three years via 5-day course or seminar
 - Maintain 1% below age graduated Standards
 - Maintain Excellent or better PFA

NAVADMIN 061/16 (cont.)

- BCA Spot Checks
 - Discretion of the CO
 - No administrative/punitive consequences other than FEP enrollment

NAVADMIN 248/16

- Physical Readiness Program Guidance for Transgender Personnel
 - No separate or distinct standards
 - Must adhere to standards commensurate with gender marker currently reflected in DEERS
 - Once gender marker change in DEERS, required to meet PFA standards of their preferred gender

NAVADMIN 141/17

Effective 01 January 2018

- PRT Performance Incentive
 - Sailors that pass BCA, are within Navy age-graduated body fat standards, AND score EXCELLENT LOW or better (with no event lower than good low) on the PRT will be exempt for the following PRT cycle (“Validated” in PRIMIS)
 - Sailors must participant in BCA each cycle
 - Sailors that are “Validated” for the PRT but are not within age-graduated body fat standards or fails BCA are required to participate in PRT if medically cleared.

NAVADMIN 141/17 (cont.)

Effective 01 January 2018

- Elliptical trainers will no longer be authorized as an alternate cardio option

NAVADMIN 304/17

Effective immediately

- Discontinue separation for PFA failures
 - Enlisted members that fail one PFA
 - Issued Pg13 (NAVPERS 1070/613)
 - FEP enrollment until passing next OFFICIAL PFA
 - Cannot be frocked or advanced
 - May regain eligibility for promotion by passing command-directed monthly FEP mock PFA. However, must remain in FEP until passing next official PFA

NAVADMIN 304/17 (cont.)

- Enlisted members that fail two or more consecutive PFAs will continue to service until EAOS
 - Will be ineligible for advancement
 - Will be ineligible to reenlist or extend
 - Will receive an adverse report (Significant Problems)
 - Will be detailed as required
 - May regain eligibility for advancement and reenlistment by passing one subsequent official PFA

AND

- Must obtain recommendation of their CO for advancement and retention on their most recent evaluation
 - ❖ May require special evaluation to restore retention or advancement recommendation after member passes an OFFICIAL PFA

NAVADMIN 304/17 (cont.)

- Officers that fail one PFA
 - Will not be eligible for promotion
 - Commands are required to delay promotion and inform PERS-833
 - May regain eligibility for promotion by passing command-directed monthly FEP mock PFA
 - Issued a Letter of Notification (LON)
 - Enrolled in FEP until passing next Official PFA

NAVADMIN 304/17 (cont.)

- Officers that fail two or more consecutive PFAs will be submitted to PERS-834 for administrative separation processing
 - If SECNAV determines separation (or retired), action will occur at PRD, unless specified otherwise
 - If Officer pass an official PFA prior to SECNAV decision, processing will cease and member will be retained upon notification of PERS-834
 - ❖ Special Fitness Report may be submitted to note officers satisfactory physical fitness status
 - Will receive adverse report (i.e. Significant Problems) on FITREP

NAVADMIN 304/17 (cont.)

Effective 01 January 2018

- All PFA failures will reset to zero
 - No other records will be changed (i.e. PRIMS/FITREPs/EVALs)
- BCA Spot-check within 5 days of reporting to new command
 - Will not count as an official BCA (even if during command PFA cycle)
 - Spot-check failure (exceeding AAS) = FEP enrollment
- FEP enrollment and disenrollment determination for BCA spot-check failure or official PFA failure – members must participate in FEP until passing an official PFA and within AAS

NAVADMIN 108/19

Effective Immediately

- Per paragraph (5), CO/OICs are encouraged to exercise a liberal Bad Day makeup PRT policy for those impacted by any signs of distress, and allow the individual to prioritize health safety over a score by authorizing a Bad Day makeup PRT prior to failing or completing the event. In line with reference (a) enclosure (2), the following guidelines pertain to Sailors who:

NAVADMIN 108/19 (cont.)

- Do not complete any portion of the PRT, fail or demonstrate any early signs of exercise distress. These Sailors are authorized, at CO or OIC discretion, a Bad Day makeup PRT and are required to be screened by medical. Sailors must be cleared by medical to participate in the Bad Day makeup PRT.
- Are medically cleared. They must conduct the Bad Day makeup PRT within 7 days from medical clearance, within 45 days of the BCA date and within the current Navy PFA cycle.
- Participate, but do not complete the Bad Day makeup PRT. They must be screened by medical again, and if medically cleared (no medical waiver), the Sailor will receive a failure for the PRT and will be enrolled in Fitness Enhancement Program (FEP).
- Participate in the Bad Day makeup PRT. They will have only their final PRT scores entered in PRIMS. CFLs are no longer required to enter initial PRT scores in PRIMS (e.g., 59:59) for Bad Day makeup PRT participation.



Command Fitness Leader (CFL)

- CFL and ACFLs must be appointed in writing
- CFL must be fully qualified within 3 months of appointment
- Must complete the 5 day CFL training course with an 80% or better and excellent or better PRT score

Echelon 3 Commander

- Shall appoint a collateral duty Physical Readiness Control Officer (PRCO) to liaison with OPNAV N17
- Provide assistance to subordinate commands on Physical Readiness Program policy
- Ensure PFA compliance reporting at least semi-annually

Commanding Officer

- Request approval from ISIC to “DEP/OP” BCA for the entire command
- Request approval from ISIC to waive two consecutive PRT cycles for “DEP/OP”

Exceptions to PFA Participation

- Circumstances exist in which participation in the PFA may not be possible. The following are authorized non-participation reasons:
 - DEP/OP – whole unit, not for individual unit members
 - Excused – request must be submitted to OPNAV N170B
 - Isolated Duty – one of a kind duties
 - Acclimatization – CO determination with AMDR recommendation
 - Individual Augmentee (IA)– based on conditions of deployed location
 - Temporary Additional Duty (TAD) – on orders with no means of participation in PFA
 - Leave – convalescent or emergency ONLY

Unauthorized Absences (UA)

- At the end of each PFA cycle, CO's have the authority to determine whether non-participation was authorized or unauthorized
- All unauthorized non-participation shall be designated as "UA" in PRIMIS and scored as a PFA failure



10 Week PFA Notification Policy

- Not receiving a PFA notification does not exempt members from taking the PFA as long as they are medically cleared and acclimatized
- If a member checks in after the command PFA, the member will be expected to complete an entire PFA during the next scheduled monthly mock PFA

Physical Fitness Assessment

- Two PFAs are to be conducted per year
- There must be a minimum of four months between PFAs and only one per Navy cycle
- CO has authority over the schedule, conduct, safety, and medical waivers for the PFA

Physical Training Uniform (PTU)

- COs and OICs should specify the required uniform - uniform of the day or Navy PTU - that will be worn during official and unofficial height/weight screening and circumference measurements

Altering Body Fat Measurements

- Any attempt by a member to temporarily alter their circumference measurements by using body wraps, extreme starvation diets, and/or sauna suits is prohibited
- If temporary altering is detected by the command, the CFL, or ACFL, the member is required to wait a minimum of 72 hours before completing the official BCA measurement

PRT Categories

- Outstanding - high, medium, low
 - Excellent – high, medium, low
 - Good – high, medium, low
 - Satisfactory – high, medium
 - Probationary – *member enrolled in FEP (NAVADMIN 061/16)
- ❖ One on one PRT's are not authorized!

Members serving with the USMC

- May not be mandated to participate in the Physical Fitness Test (PFT) or Combat Fitness Test (CFT)
- Members may volunteer; if they fail, they must be allowed to retest with the Navy PRT

Summary

- Discuss CFLs role in administrative actions for PFA failures
- Discuss the ADSEP process for Officers
- Discuss CFLs role in administrative actions and policy supplements to the OPNAVINST 6110.1J via NAVADMINs



References

- OPNAVINST 6110.1 (Series)
- BUPERSINST 1430.16 (Series)
- Command Policy
- DODINST 1308.3
- Impact of PFA Failures on the Navy Manpower Requirements System
- MILPERSMAN Articles 1220, 1300, 1160-030, and 1160-040



References

- SECNAVINST 1420.1 (Series)
- SECNAVINST 5210.16 (Series)
- Physical Readiness Program Guide 1,
Command Fitness Leader (CFL)
Administrative Duties and Responsibilities
- NAVADMIN 231/13, 178/15, 061/16, 248/16,
141/17, and 304/17



References

- Physical Readiness Program Guide 4, Body Composition Assessment (BCA)
- Physical Readiness Program Guide 5, Physical Readiness Test (PRT)
- Physical Readiness Program Guide 6, Physical Fitness Assessment (PFA) Medical Clearance/Waiver
- Physical Readiness Program Guide 11, Member's Responsibilities

Questions?

