

LETTER OF NOTIFICATION

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

To: _____ (Last Name, First, MI.) _____ (Full SSN)

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

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

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 4-year period this is your ___1st ___2nd ___3rd 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 upper Navy 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 or second PFA in the most recent 4-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 BUPERSINST 1430.1E.

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).

4. 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:

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 2nd or 3rd PFA Failure in a 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.

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)