

MILPERSMAN 1910-170

SEPARATION BY REASON OF PHYSICAL FITNESS ASSESSMENT (PFA) FAILURE

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References	(a) OPNAVINST 6110.1J. (b) 10 U.S.C. §12731. (c) BUPERSINST 1001.39F.
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1. **Separation Authority (SA)**. Commanding officers (COs) with special court-martial convening authority or higher.

2. **Policy**

a. Administrative separation (ADSEP) processing is mandatory for members when they do not achieve prescribed physical readiness standards by failing to pass three physical fitness assessment (PFA) cycles in the most recent 4-year period. This period is calculated from the date of the current PFA failure and counted backwards 4 calendar years (e.g., a member with failures on 1 December 2008, 2 April 2011, and 2 Dec 2012 would have 2 failures in the most recent 4-year period). COs or officers-in-charge may request waivers from ADSEP processing per reference (a), enclosure (2), paragraph 2c.

b. Active duty (AD) personnel who have completed 18 or more years of active service are not exempt from ADSEP processing. Members with a third PFA failure prior to 30 June 2011 and an approved Fleet Reserve or retirement date will be allowed to retire (grandfathered in). Those with a third failure subsequent to 30 June 2011 will be processed for ADSEP. Forward complete case to Navy Personnel Command (NAVPERSCOM), Enlisted

Performance and Separation Branch (PERS 832) for ADSEP processing per MILPERSMAN 1910-704.

c. Members with greater than 20 years of service who incur a third PFA failure in the most recent 4-year period must submit a Fleet Reserve request, not to exceed 90 days from the date of failure. Members with greater than 20 years of service and an approved Fleet Reserve date must adjust their Fleet Reserve date not to exceed 90 days from the date of failure.

d. Selected Reserve (SELRES) and voluntary training unit (VTU) personnel who have completed 18 or more years of qualifying service, creditable towards a non-regular (Reserve) retirement, are also not exempt from ADSEP processing.

(1) Reserve personnel with 20 or more years of qualifying service are to be processed for ADSEP, unless they submit a request to transfer to the Retired Reserve (with or without pay), not to exceed 90 days from the date of failure.

(2) Reserve personnel who have completed 18 to 20 years of qualifying service will be processed for ADSEP. Such SELRES and VTU members may request retention in order to complete 20 qualifying years of service required for a Reserve retirement (with or without pay) to NAVPERSCOM, Reserve Enlisted Status Branch (PERS-913). Approval for retention does not necessarily guarantee that the Reserve member will be allowed to remain in a SELRES or VTU billet.

(3) Commands must use MILPERSMAN 1910-402 for all Reserve personnel, including those with more than 18 years of qualifying service, if the only basis for ADSEP processing is by reason of PFA failure.

(4) Per references (b) and (c), Reserve personnel must complete at least 20 qualifying years prior to requesting to be transferred to the Retired Reserve. Use the format in paragraph 6 of this article when submitting the request for retention in lieu of separation.

e. ADSEP packages for all personnel with more than 18 years of AD or 18 qualifying years of service will be forwarded to NAVPERSCOM, Enlisted Performance and Separations Branch (PERS-832) or NAVPERSCOM, Reserve Enlisted Status Branch (PERS-913) (as applicable) for final determination. Additionally, commands should ensure that evaluations or fitness reports

reflect that these personnel are not eligible for advancement or retention past 20 years of AD or 20 qualifying years of service towards a Reserve retirement.

3. Procedures

a. MILPERSMAN 1910-402 Notification Procedure will be used, unless MILPERSMAN 1910-404 Notice of Administrative Board Procedure should be used due to other basis for ADSEP processing. The following documents shall be submitted with the separation package:

(1) Copy of member's Physical Readiness Information Management System 4-year history or PFA results to include at least three official PFA failures;

(2) Copy of all NAVPERS 1070/613 Administrative Remarks issued per reference (a). A minimum of one NAVPERS 1070/613 is required and must be violated by failing a subsequent PFA.

(3) Enlisted SELRES or VTU PFA Failure Notification. COs will provide the enlisted personnel failing the PFA a written notification of the failure within 30 days following the completion of the command PFA cycle (personally or by certified mail) at the designated mailing address. Member must be notified with the appropriate NAVPERS 1070/613;

(4) Member's statement (if submitted); and

(5) For SELRES, member's request for retention in lieu of ADSEP to reach 20 qualifying years of service towards a Reserve retirement (if submitted). NAVPERSCOM (PERS-913) will make the final determination whether the member is retained in a pay or nonpay status.

b. The CO's endorsement shall include the following:

(1) Certification that member is militarily unsuitable for retention due to failure to achieve prescribed PFA standards; and

(2) A summary of action taken by the command, member's progress, and counseling offered.

4. Characterization of Separation. The characterization of separation should be "honorable", unless an "entry level

separation" or "general (under honorable conditions)" is warranted per MILPERSMAN 1910-300 due to documented misconduct and or poor performance related issues. ELS does not apply to SELRES.

5. **Re-entry Code.** Re-entry code should be RE-3F, unless RE-4 is warranted based on misconduct or poor performance issues not related to PFA failure.

6. **Reservist's Request for Retention to Attain 20 Qualifying Years.** Member's request should be in the following format: (Use proper letter format.)

From: (Rate/Name/Branch)
To: Commander, Navy Personnel Command (PERS-913)
Via: Commanding Officer/Commander Command Name

Subj: REQUEST FOR RETENTION TO OBTAIN 20 QUALIFYING YEARS FOR
RESERVE RETIREMENT IN LIEU OF SEPARATION FOR PHYSICAL
FITNESS ASSESSMENT (PFA) FAILURE

Ref: (a) MILPERSMAN 1910-170

1. Per reference (a), I request that I be retained in the Navy Reserve in lieu of administrative separation in order to attain 20 qualifying years of service towards Reserve retirement.

2. I understand that my request to be retained is dependent on maintaining satisfactory participation and that I must earn a qualifying year, each year, until I have completed 20 qualifying years of service. I acknowledge that I will not be allowed to continue in a pay or nonpay status beyond my 20th qualifying year and must request transfer to the Retired Reserve (with or without pay) as soon as I am eligible.

3. I further understand that if I fail to earn a qualifying year (each year) during this period of retention or fail a subsequent PFA, I will be subject to administrative separation processing. I understand that this request does not preclude or suspend administrative separation processing for any other valid or mandatory processing reason.

SIGNATURE OF MEMBER