INSPECTION AND COMMAND SELF ASSESSMENT CHECKLIST

Physical Fitness Assessment (PFA)
1. Has the command conducted 2 PFAs per year in the last 4 years? □ Yes □ No
2. If no to question 1, did the command DEP/OP any PFAs in the last 4 years? □ Yes □ No □ N/A
3. If yes to question 2, did the command DEP/OP any BCAs in the last 4 years? □ Yes □ No □ N/A
4. If yes question 3, did the command receive ISIC approval for BCA DEP/OP for PFAs in 2010? □ Yes □ No □ N/A
5. Does the Commander, CO, or OIC aggressively support the Physical Readiness Program per OPNAVINST 6110.1series? □ Yes □ No
6. Is there a command policy regarding mandatory PT requirements command members? □ Yes □ No

Command Fitness Leader (CFL) Qualifications
7. Has a Command Fitness Leader (CFL) been designated in writing? □ Yes □ No
8. Does the CFL meet the following criteria?
   a. E-6 or above preferred. □ Yes □ No
   b. CPR certified. □ Yes □ No
   c. Completed OPNAV CFL certification course. □ Yes □ No
   d. If no, has the CFL been appointed more than 3 months? □ Yes □ No
   e. Achieved “Excellent” or better on PRT. □ Yes □ No
   f. Within maximum weight for height standards or less than 1% below graduated BCA standards. □ Yes □ No
   g. Non-user of tobacco products. □ Yes □ No
9. Has 1 ACFL per 25 command members been appointed in writing? □ Yes □ No
10. Do ACFLs meet PFA standards, non-user of tobacco products and CPR certified as required by the CFL? □ Yes □ No
11. Are physical fitness and nutrition education provided through General Military Training (GMT)?  
   □ Yes □ No

12. Is a Fitness Enhancement Program (FEP) available during working hours to members not meeting Physical Readiness Test (PRT) and or body composition assessment (BCA) standards?  
   □ Yes □ No

**Administrative**

13. Are hard copies of all PFA related paper work maintained on file for 5 years (PFA and FEP rosters, page 13s, LON, 10-week notice)? (4 years if prior to July 1, 2011)  
   □ Yes □ No

14. Are PFA results properly documented in member’s FITREP or EVAL?  
   □ Yes □ No

15. Does the CFL enter all command PFA results into PRIMS within 30 days of the end of command official cycle?  
   □ Yes □ No

16. If no, were there extenuating circumstances that prevented data entry in the required time?  
   □ Yes □ No □ N/A

17. Is the physical readiness of all command members assessed twice annually, no less than 4 months apart?  
   □ Yes □ No

18. Do all members have a current PHA prior to participating in the PFA?  
   □ Yes □ No

19. Are members who require medical evaluation and clearance referred to medical department prior to participating in PRT?  
   □ Yes □ No

20. Do members not meeting graduated BCA and or PRT standards participate in a FEP until passing a monthly mock or an official PFA with an overall score of good or better?  
   □ Yes □ No

21. Are all members, officers and enlisted, who fail to meet Physical Readiness Program standards subject to the administrative actions outlined in OPNAVINST 6110.1J?  
   □ Yes □ No

22. Are administrative actions for all members who do not meet Physical Readiness Program standards documented in a Page 13 or letter of notification to member?  
   □ Yes □ No

23. Does the command support referral of overweight members to Shipshape or a registered dietitian if available through the medical department?  
   □ Yes □ No □ N/A
24. Does FEP include a nutrition education component including distribution of the Navy Nutrition Resource Guide? □ Yes □ No

25. Does the CFL advise the chain of command on all Physical Readiness Program matters, including members needing assistance in meeting PFA, multiple PFA failures, and those requiring a medical board for 2 consecutive or 3 waivers in a 4-year period? □ Yes □ No

26. Are all injuries and illnesses attributable to Physical Readiness Program activities reported to COMNAVSAFECEN? □ Yes □ No

27. Are all medical waivers approved by CO/OIC or designated Authorized Medical Department Representative (AMDR) prior to the PFA? □ Yes □ No

28. Is the CFL on the command check-in/check out sheet? □ Yes □ No

NUTRITION

29. Are healthy foods adequately advertised in the command’s galley/messes? □ Yes □ No □ N/A

30. Are fruits and vegetables readily available for personnel working late shifts? □ Yes □ No □ N/A

PRIMS ASSESSMENT

31. Do the CFL maintain hard copies of all PFA waivers entered in PRIMS? □ Yes □ No

32. Per OPGUIDE 1, Section 1, paragraph 8, is the Command Detail Screen updated? □ Yes □ No

33. Are members enrolled in FEP properly tracked in PRIMS? □ Yes □ No

34. Are Readiness Waivers documented in PRIMS? □ Yes □ No

Overall Assessment Comments:
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Inspector Recommendations: