

***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): \_\_\_\_\_, AC Measurement (in):\_\_\_\_,  
Neck (in): \_\_\_\_\_, Abdomen/Waist (in): \_\_\_\_\_, Hips (in): \_\_\_\_\_, Body Fat (%): \_\_\_\_\_

b. \_\_\_ Failure to meet physical readiness standards.

Date of PRT: \_\_\_\_\_ Overall Score: \_\_\_\_\_

Core: CURL-UPS Core Score: \_\_\_\_\_ Core Category: \_\_\_\_\_

Upper Body: PUSH-UPS U/ B Score: \_\_\_\_\_ U/B Category: \_\_\_\_\_

Cardio: RUN/WALK Cardio Score: \_\_\_\_\_ Cardio Category: \_\_\_\_\_

c. In the most recent PFA Cycle (1 or 2) \_\_\_ and in Year (20XX) \_\_\_ you failed to meet standards for the \_\_\_1st failure only or \_\_\_2nd consecutive (or greater) failure.

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 “satisfactory” 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 of a first PFA failure. 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. 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.

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

4. You are aware of the administrative actions for two or more consecutive failures. 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. No additional written notification need be issued to execute the administrative actions specified in this document.

\_\_\_\_\_  
Commanding Officer's Signature

\_\_\_\_\_  
(Date)

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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)