

20 FEB 18

From: Commanding Officer, Your Command
To: Command Personnel

Subj: 2018 CYCLE 1 PHYSICAL FITNESS ASSESSMENT

Ref: (a) OPNAVINST 6110.1 Series (Physical Readiness Program)
(b) [http://www.public.navy.mil/bupers-npc/support/21st Century Sailor/physical/Documents/Guide%2011-Member%27s%20Responsibilities.pdf](http://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Documents/Guide%2011-Member%27s%20Responsibilities.pdf) (Guide 11 of the Physical Readiness Program "Member's Responsibilities")

1. Purpose. Per reference (a), enter your command here personnel will be conducting their Cycle 2 Semi-Annual Physical Fitness Assessment (PFA) the 23 April - May 18 2018.

2. Scope. All Navy personnel will participate in the PFA regardless of time onboard, unless medically waived by their respective Commanding Officer.

3. Responsibilities. Command Fitness Leader (CFL) and Assistant CFLs will conduct Cycle 1 PFA in accordance with reference (a). All personnel are personally responsible for completing any Body Composition Assessment (BCA) waivers, medical waivers, Physical Activity Risk Factor Questionnaires (PARFQ), and have a current Period Health Assessment (PHA) prior to the PFA. All members should read the Member's Responsibilities of the Physical Readiness Program (reference (b)).

4. Schedule. The Physical Fitness Assessment (PFA) is scheduled for the week of 23-27 April 2018, with makeup dates scheduled for the week of 14-18 May 2018. Below lists the dates and times for the scheduled events:

24 APR 18	WEIGH-INS/BCA	0730	BLDG 457 GYM
25 APR 18	MACHINE PRT	0730	BLDG 457 GYM
26 APR 18	PRT	0730	BASE TRACK
15 MAY 18	MAKEUP WEIGH-IN/BCA	0730	BLDG 457 GYM
16 MAY 18	MAKEUP MACHINE PRT	0730	BLDG 457 GYM
17 MAY 18	MAKEUP RUN PRT	0730	BASE TRACK

5. Information. This event is an official U.S. Navy Semi-Annual PFA. The uniform for all BCA measurements and Physical Readiness Test (PRT) will be the Navy's Physical Training Uniform (PTU).

- a. PARFQs must be completed in PRIMS by each Sailor each PFA cycle. If indicated by the PARFQ, Sailors must make a medical appointment for PFA clearance and present the PARFQ form and the 6110/4 medical waiver form (available to print from the PRIMS website). **Medical appointments, waivers, and/or current PHAs need to be settled prior to the PFA.** All Medical Waivers must be submitted into I M CFL **NLT 13 APR 18 for command approval.** Personnel can start completing their PARFQs at any time in the PFA cycle.
- b. **Sailors that received performance incentive PRT scores for the previous PFA cycle are still required to participate in the BCA and are not "validated" until passing Cycle 1, 2018 BCA within age-adjusted standards.** Personnel who do not show up to the BCA/PRT will be marked "Unauthorized Absence" (UA). Personnel unable to attend the BCA/PRT shall inform I M CFL as soon as possible. Please do not wait until the last minute.
- c. Alternate cardio options (**elliptical trainers are no longer authorized for the Navy PRT**) and "bad day" policy has been authorized. Any personnel who choose to complete the PRT using an alternate cardio option are highly encouraged to attempt that option prior to the PRT. The alternate cardio options are not necessarily easier than the 1.5 mile run/walk. Sailors interested in swimming the PRT please email I M CFL for further information.
- d. Any personnel failing the BCA, PRT, not within the Navy age graduated body fat standards, or receives a probationary score on any part of the PRT will be enrolled into the Fitness Enhancement Program (FEP) and will receive nutritional counseling.
- e. Please ensure that any personnel who check-in or check-out of this command comes by the Physical Readiness Office so the personnel can be gained or released from PRIMS.
6. If you have any questions, please contact I M CFL at XXX-XXXX; email address; imcfl@navy.mil.

I. M. CO