COMNAVRESFOR INSTRUCTION 6100.3A CHANGE TRANSMITTAL 1

From: Commander, Navy Reserve Force

Subj: PHYSICAL READINESS AND WEIGHT CONTROL

Encl: (1) Revised page 2

1. **Purpose.** To provide command policy and guidance for the implementation of the Navy’s Physical Readiness Program as directed by reference (a) through (e). This instruction establishes Reserve Force fitness policy and should be read in its entirety.

2. **Action.** Remove page 2 of this basic instruction and replace with enclosure (1).

3. **Records Management.** Records created as a result of this change transmittal, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

Releasability and distribution:
This change transmittal is cleared for public release and is available electronically only via COMNAVRESFOR Web site, https://private.navyreserve.navy.mil
COMNAVRESFOR INSTRUCTION 6100.3A

From: Commander, Navy Reserve Force

Subj: PHYSICAL READINESS AND WEIGHT CONTROL

Ref: (a) OPNAVINST 6110.1J
(b) BUPERSINST 1610.10C
(c) NAVPERS 15602B
(d) NAVSUP Publication 486
(e) OPNAVINST 5102.1D

Encl: (1) PRT Letter of Recognition

1. Purpose. To provide command policy and guidance for the implementation of the Navy’s Physical Readiness Program as directed by references (a) through (e). This instruction establishes Reserve Force fitness policy and should be read in its entirety.

2. Cancellation. COMNAVRESFORINST 6100.3.

3. Policy

   a. Physical fitness is a crucial element of mission performance and must be a part of every Sailor’s life. Mission readiness and operational effectiveness are built on the physical fitness of the individual; therefore, all Sailors shall maintain personal physical fitness by regular exercise and proper nutrition.

   b. All Reserve activities/units will integrate physical readiness activities into the workweek/Inactive Duty Training (IDT) period consistent with mission and operational requirements. Physical readiness activities shall include three to five sessions per week that include moderate and moderately high intensity physical conditioning. This program will be closely monitored by the Command Fitness Leader (CFL) and absences will be reported to the Commanding Officer (CO).

   c. The Navy assesses personal physical fitness via a semi-annual Physical Fitness Assessment (PFA). The PFA includes a medical screening, Body Composition Assessment (BCA) and Physical Readiness Test (PRT).
The medical screening includes the annual Periodic Health Assessment (PHA), a semi-annual NAVPERS 6110/3 Physical Activity Risk Factor Questionnaire (PARFQ) and pre-physical activity questions. The BCA is based upon height and weight tables and circumference measurements, when required. The PRT is a series of physical events that assess cardio-respiratory fitness, muscular strength and endurance. Physical fitness standards should be maintained constantly and consistently, not solely at the time of semi-annual testing.

d. Reserve activities will assume responsibility for the units under their purview. Navy Reserve units will be listed under the Navy Operational Support Center (NAVOPSPTCEN) in Physical Readiness Information Management System (PRIMS) to allow NAVOPSPTCEN CFL visibility of all units. In cases where units conduct their PFA offsite, the unit shall provide the NAVOPSPTCEN CFL documentation that all safety measures were met and provide the CFL with all PFA results. All Drilling Reservists, including Voluntary Training Unit members, will complete a PFA twice a year.

e. Meeting minimum PFA standards is a condition of continued naval service. Members with PFA failures will be subject to administrative action. Members failing to meet BCA or PRT standards shall be enrolled in the command’s Fitness Enhancement Program (FEP). Members failing to meet PFA standards three times in the most recent 4-year period shall be processed for administrative separation (ADSEP) from the Navy.

f. Members with two consecutive medical waivers or three in a 4-year period shall be referred to the Military Treatment Facility (MTF) for a Medical Evaluation Board (MEB). MEB findings shall be forwarded to Navy Personnel Command (NAVPERSCOM), Career Progression Department (PERS-8) for disposition.

4. Responsibilities

a. Commanding Officer:

(1) Appoint, in writing, an Active Component, Full Time Support (FTS), or Selected Reserve member on Active Duty for Special Work (ADSW) or mobilization orders, who meets all requirements set in reference (a) and completes the OPNAV approved 5 day CFL certification course within 3 months of appointment.
(2) Appoint, in writing, Assistant Command Fitness Leaders (ACFLs) from your command or attached Reserve Unit (one ACFL per 25 members).

(3) Ensure members receive proper medical screening:

(a) To participate in a PFA, members must have a current PHA, NAVPERS 6110/3, and answered “no” to all of the pre-physical activity questions (except question one).

(b) To participate in command or unit Physical Training (PT) and FEP, members must have answered “no” to all of the pre-physical activity questions (except question one).

(4) Ensure fitness reports and performance evaluations accurately reflect PFA performance and that all recommendations for promotions and advancements are conducted per the requirements of reference (a).

(5) Ensure all FTS and Reserve activities/units integrate physical readiness activities into the workweek consistent with mission and operational requirements. For Drilling Reservists, physical readiness activities will be performed each day of the regularly scheduled IDT and shall consist of the same activities stated above. Organizational, operational, personal schedules and duties shall be structured to promote use of normal working hours for physical fitness.

(6) Ensure counseling of enlisted personnel who fail the PFA is properly documented through issuance of a permanent NAVPERS 1070/613 Administrative Remarks which is properly verified in the Navy Standard Integrated Personnel System (NSIPS) and electronically forwarded to NAVPERSCOM via the servicing Personnel Support Detachment or Personnel Office (PERSUPPDET/PERSOFF). A sample can be found in PRIMS.

(7) Ensure counseling and signatures are completed when issuing a Letter of Notification (LON) for officer PFA failures. A sample can be found in PRIMS.

(8) Ensure the management of an effective FEP.

(9) Ensure all data for semi-annual PFA are entered into PRIMS within 30 days and all waivers are entered within 14 days of the completion of the command PFA cycle.
(10) Initiate ADSEP processing within 14 days of the third PFA failure in most recent 4-year period for all individuals, unless a waiver of readiness has been approved by the Echelon III Commander.

(11) Recognize members who demonstrate outstanding or excellent performance on the PRT or who make significant program improvements.

b. CFL:

(1) Become thoroughly familiar with references (a) through (e), this instruction and keep the chain of command abreast on all matters concerning the Physical Readiness Program.

(2) Maintain current Cardiopulmonary Resuscitation (CPR) certification.

(3) Complete OPNAV approved 5 day CFL certification course within 3 months of assignment as CFL.

(4) Ensure all ACFLs are CPR certified and competent to conduct PRT, BCA, FEP and command PT. All ACFLs shall be nonsmokers and meet the same PFA requirements as the CFL.

(5) Ensure that personnel on active duty perform physical readiness activities to include three to five sessions per week devoted to moderate and moderately high intensity physical conditioning and report absences to the CO. Assist and closely monitor Reserve units with the integration of physical readiness activities into the IDT period and report unauthorized absences to the NAVOPSPTCEN CO.

(6) Use PRIMS to manage PFA data:

(a) Ensure semi-annual PFA scores are entered within 30 days of the completion of the command PFA cycle.

(b) Ensure all Physical Readiness Program waivers are entered into PRIMS within 14 days.

(c) Verify NSIPS Electronic Service Record (ESR) and the Official Military Personnel File (OMPF) against PRIMS for all newly reported personnel.
Ensure written counseling NAVPERS 1070/613 (for enlisted) or LON (for officers) is drafted and submitted to the appropriate chain of command for all personnel with documented PFA failures in PRIMS, but no evidence of written counseling.

(1) PHA Status. Inform all members of their PHA status. Ensure members understand the policy which prohibits participation in command or unit PT, PFAs, or FEP if the PHA is not current.

(2) Written Counseling. Ensure written counseling (NAVPERS 1070/613 for enlisted) or LON (for officers) is drafted and submitted to the appropriate chain of command for all personnel with documented PFA failures in PRIMS, but no evidence of written counseling in the OMPF.

(d) Ensure PRIMS data is current and accurate for all detaching personnel and select appropriate permanent change of station option.

(7) Maintain original written documentation (notes and/or worksheets, etc.) of official command PFAs and FEP for a period of five years and per current personal identifiable information policy.

(a) Forward all Administrative Remarks to PERSUPPDET/PERSOFF for NSIPS ESR verification and submission to the OMPF.

(b) Ensure all LONs for the first PFA failure are maintained in the CFL records. LONs for the second and third PFA failure shall be forwarded to NAVPERSCOM, Records Management/Policy Branch (PERS-313) for entry into the OMPF.

(8) Per reference (a), schedule and announce the PFA. Facility requirements should be coordinated with the appropriate base, county, or city recreation services and requested in advance to minimize effect on recreation programs.

(9) Report any injuries related to the Physical Readiness Program to the Command Safety Officer.

(10) Obtain and maintain updated physical readiness resources for use by command personnel.
(11) Closely monitor members who have completed "Shipshape" and provide assistance in weight management follow-up activities.

(12) Confer with the CO and Command Master Chief/Senior Enlisted Leader (CMC/SEL) at least quarterly to discuss current and impending referrals for Shipshape, progress of personnel in FEP and weight management follow-up activities and other items of mutual concern.

(13) Ensure each member completes a PARFQ and provides a signed copy for review while ensuring a copy is maintained in the command records for each PFA cycle.

(14) Provide the CO and CMC/SEL with results of each PFA.

(15) Provide a list of personnel who failed to appear for the BCA and/or PFA to the Disciplinary Review Board (DRB). If an E7 or above fails to appear for the BCA and/or PFA they will be referred to the CMC/SEL or CO for disciplinary action.

(16) Conduct height and weight measurements and BCA (if required) on all newly reporting personnel. Members, who exceed or are in danger of exceeding BCA standards, will be enrolled in FEP. (This is not to be counted as a failure for the regularly scheduled PFA).

(17) Conduct regular training for the crew on weight control, physical readiness, and nutrition per reference (d).

(18) Provide CO and CMC/SEL with a local Physical Readiness instruction that is consistent with Reserve Force Guidance.

c. ACFLs:

(1) Become thoroughly familiar with references (a) through (e), this instruction, and keep the chain of command abreast on all matters concerning the Physical Readiness Program.

(2) Maintain current CPR certification.

(3) Use PRIMS to manage data on command members and ensure PFAs are entered into the database within 30 days of the event. Ensure FEP is managed appropriately within PRIMS.
(4) Follow all testing, measuring requirements and safety precautions.

(5) Report any injuries related to the Physical Readiness Program to the Command Safety Officer and CO.

(6) Obtain and maintain updated physical readiness resources for use by command personnel.

(7) Closely monitor members who have completed "Shipshape" and provide assistance in weight management follow-up activities.

(8) Ensure each member completes PARFQ and provides a signed copy for review and command records.

(9) Establish a unit fitness program that incorporates physical conditioning sessions of at least 60 minutes in length to allow for proper warm-up and cool-down, and consist of at least 30-45 minutes of continuous aerobic activity (increased from 20-30 minutes). For Drilling Reservists, physical readiness activities will be performed each day of the regularly scheduled IDT and shall consist of the same activities stated above. This program will be closely monitored by the CFL and absences will be reported to the CO.

d. Department Heads will:

(1) Provide leadership by example to encourage increased levels of physical training and an increased awareness of good health and nutrition.

(2) Ensure that all levels of the command are aware of members requiring physical conditioning training and/or weight control.

(3) Make all efforts to allow members time to participate in the required group physical readiness sessions.

(4) Ensure the reasons for being absent are reported to the CFL. (CFL will report all absences to the CO monthly.)

(5) Ensure proper entries are made regarding PFA results on all Fitness and Evaluation Reports per reference (b).
(6) Ensure that organizational, operational, personal schedules and duties are structured to promote use of normal work hours for physical fitness.

e. Individual Service Members shall:

(1) Participate in a year-round physical fitness program to meet Navy fitness and BCA standards.

(2) Maintain a lifestyle that promotes optimal health and physical readiness. Develop a regular, year-round, fitness program of aerobic, flexibility, muscular strength and endurance exercises. Physical conditioning sessions should be at least 60 minutes in length to allow for proper warm-up and cool-down, and consist of at least 30-45 minutes of continuous aerobic activity (increased from 20-30 minutes).

(3) Maintain an updated annual PHA.

(4) Answer PARFQ completely and truthfully.

(5) Report for fitness testing with a level of fitness that ensures safe participation.

(6) Report injuries or illnesses that may put them at risk of injury during the PRT, FEP, or individual physical conditioning.

(7) Participate in the command scheduled physical training, PFA and FEP (when required), unless medically waived.

(8) For service members who are unable to participate in the PFA due to medical conditions, provide medical waivers to the CFL.

(9) Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle.

(10) Members are authorized a maximum of one hour of drill time per regularly scheduled IDT to perform physical training, if approved by their CO.

(11) Organizational, operational, personal schedules and duties shall be structured to promote use of normal work hours for physical fitness.
5. Forms and Reports. The preferred means of preparation of the Administrative Remarks is via NSIPS, ESR, or PRIMS. In the event that neither capability is available, NAVPERS 1070/613 Administrative Remarks is available at Naval Forms Online: https://navalforms.daps.dla.mil/web/public/forms. NAVPERS 6110/3 Physical Activity Risk Factor Questionnaire (PARFQ) and NAVMED 6110/4 Physical Fitness Assessment Medical Clearance/Waiver are also available at the above web site.

B. P. CUTCHEN
Deputy

Distribution:
Electronic copy via COMNAVRESFOR Web site http://www.navyreserve.navy.mil
PRT Letter of Recognition

From: Commanding Officer
To: (Rank, Full Name, Designator)

Subj: OUTSTANDING/EXCELLENT PHYSICAL FITNESS ASSESSMENT

1. Your "Outstanding/Excellent performance" on the most recent Navy Physical Fitness Assessment (PFA) deserves special recognition. You are awarded 24 hours Special Liberty as a result of your hard work and dedication. This accomplishment demonstrates your commitment to excellence while meeting the challenge of the Navy’s Health and Physical Readiness Program.

2. I extend my personal congratulations for this noteworthy achievement and have every confidence that you will continue to strive for excellence by setting the standard for all staff members.

Commanding Officer’s signature

Enclosure (1)