COMNAVRESFORCOM INSTRUCTION 6100.1B

From: Commander, Navy Reserve Forces Command

Subj: PHYSICAL READINESS AND WEIGHT CONTROL

Ref: (a) OPNAVINST 6110.1J
     (b) BUPERSINST 1610.1OD

Encl: (1) Commander Navy Reserve Forces Command Official Physical Readiness Test (PRT) Score Sheet

1. Purpose. To provide command policy and guidance for implementing the Navy’s Physical Readiness Program per reference (a). Enclosure (1) is provided for administrative use. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMNAVRESFORCOMINST 6100.1A.

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 attached to Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) shall maintain personal physical fitness by regular exercise and proper nutrition.

   b. All military members within the command will participate in the semi-annual Physical Fitness Assessment (PFA) unless otherwise directed or waived from the entire event. The PFA will be conducted twice a year; Cycle 1 will be conducted from 1 January - 30 June and Cycle 2 will be conducted from 1 July - 31 December. A 10 week notice will be published and dates will be included in Plan of the Week (POW) for the official PFA. The PFA consists of three parts, Medical Screening (PARFQ), Body Composition Assessment (BCA) and the Physical Readiness Test (PRT). Personnel will make every attempt to participate on the prescribed dates.
Non-participation in the PFA will result in the member being scored Unauthorized Absence (UA) in Physical Readiness Information Management System (PRIMS), the equivalent of a failure; additionally, the member will be subject to disciplinary action under the Uniform Code of Military Justice. Members who fail the BCA or PRT portion will be automatically enrolled in the command’s Fitness Enhancement Program (FEP).

c. All departments will integrate physical readiness activities during standard working hours for each work week, while meeting mission and operational requirements. Physical readiness activities shall include three to five sessions per week devoted to moderate and moderately high intensity physical conditioning.

d. Members who fail to meet PFA standards will be enrolled in FEP. Officers will acknowledge their FEP requirement by signing a Letter of Notification (LON) and enlisted members will acknowledge their FEP requirement by signing NAVPERS 1070/613 (page 13). Deputy Chiefs of Staff (DCOS) may decide to enroll members they believe would benefit from FEP into the program with approval from the COS. FEP is mandatory for members who fail their most recent BCA or PRT and will attend three times a week. Members who fail to participate in command directed FEP will not be eligible for promotion and may face disciplinary action. FEP will combine cardio and strength training exercises as well as a nutritional plan. BCA’s will be taken and recorded monthly in PRIMS. A mock PRT will be performed monthly as long as members are cleared medically to participate. Members must pass their monthly mock PFA with a score of GOOD or better and be within their required graduated BCA range and approved by CO to be disenrolled from FEP.

e. New check-ins will be given a courtesy BCA within five days. If members are not within standards or within graduated scale, they will be enrolled in FEP. Members must have a current, documented Physical Health Assessment (PHA), Physical Activity Risk Questionnaire (PARFQ) and medical clearance to participate in PRT, FEP and command supervised Physical Training (PT). Members must follow the directions on the PARFQ and seek medical approval if so directed by the form. Additionally, members who fail the BCA for the first time within the most
recent 4 years shall be referred to medical. Members medically waived from the PRT will present medical waivers prior to the first scheduled evolution for each cycle.

Waivers are recommendations from your Primary Care Manager and must be approved by the Command Fitness Leader (CFL) and the COS. No incomplete or inaccurate waivers will be accepted as a valid reason for non-participation in the PRT. BCA waivers must be signed by the Authorized Medical Department Representative (AMDR) as well as a medical specialist. Members who fail the BCA must be medically cleared prior to participation in the PRT, PRT is still required if medically cleared. Members who fail the PRT are authorized to request a “bad day”. A PRT “bad day” must be retaken within 7 days of the original failure and will only be administered if a member routes a request chit requesting the “bad day” within 24 hours of the original failure. Request chits must be routed through the member’s chain of command and will be bottom lined by the CFL.

4. Responsibilities

a. COS shall:

(1) Comply with and execute all requirements of this instruction and reference (a), utilizing the Operating Guides found at http://www.public.navy.mil/BUPERS-NPC/SUPPORT/PHYSICAL/Pages/Guides.aspx, to obtain additional guidance for program operation.

(2) Integrate PT into the work week, consistent with mission and operational requirements.

(3) Designate, in writing, and maintain one certified CFL to administer the requirements of this instruction and one Assistant Command Fitness Leader (ACFL) per 25 command members.

(4) Ensure proper safety precautions are followed during command or unit PT, PFAs and FEP.

(5) Ensure members receive proper medical screening. To participate in a PFA, unit PT, and FED members must have a current PHA, and NAVPERS 6110/3. Members must follow the directions on the PARFQ and seek medical clearance if so directed by the form.
(6) Ensure fitness reports and performance evaluations accurately reflect PFA performance and that all recommendations for promotions and advancement are documented per reference (b).

(7) Ensure counseling of enlisted personnel who fail the PFA is properly documented through issuances 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). Recognize members who demonstrate outstanding performance on the PRT, or who make significant improvements.

(8) Ensure counseling and signatures are completed when issuing an LON for officer PFA failures.

(9) Ensure management of an effective FEP.

(10) 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.

(11) Initiate Administrative Separation (ADSEP) processing within 14 days of the second PFA failure in most recent 3 year period.

(12) Report all physical readiness-related injuries or fatalities to the Navy Safety and Occupational Health Department.

b. CFL shall:

(1) Meet all requirements to perform the duties of CFL as outlined in reference (a).

(2) Conduct the semi-annual PFA per this instruction, reference (a) and the Operating Guides.

(3) Advise the chain of command on all physical readiness program matters quarterly.

(4) Maintain responsibility and oversight for command PT and FEP as outlined in the command fitness section of the Operating Guide.
(5) Ensure all ACFLs are Cardiopulmonary Resuscitation (CPR) certified and competent to conduct PRT, BCA, FEP and command PT. All ACFLs shall be non-smokers and meet the same PFA requirements as the CFL.

(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 cycles.

   (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 1070/13 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 5 years and per current Personal Identifiable Information Policy.

   (a) Ensure all LONs for the first PFA failures are maintained in the CFL records. LONs for the second PFA failure shall be forwarded to Navy Personnel Command (NAVPERSCOM),
Records Management/Policy Branch (PERS-313) for entry into the OMPF. Follow all testing, measuring requirements and safety precautions.

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

(8) Report all Physical Readiness Program related injuries to the Command Safety Officer.

(9) Draft letters of correction (LOC) and forward with supporting documentation to OPNAV (N170) for PRIMS correction within 1 year of error.

c. ACFLs shall:

(1) Meet all criteria to perform the duties of an ACFL as outlined in reference (a).

(2) Become thoroughly familiar with components of this instruction and advise the CFL on all Physical Readiness Program matters.

(3) Assist the CFL with the proper administration of the semi-annual PFA and FEP program.

(4) Provide training to department/code on all relevant physical readiness, nutrition and weight control programs.

(5) Attend all mandatory training for proper administration of the command’s PFA program.

(6) Report all FEP musters to the CFL.

(7) Follow all testing, measuring requirements and safety precautions.

(8) Report any injuries related to physical readiness to the CFL for submission to the command safety officer and COS.

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

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

(12) Lead code PT sessions and track code progress in PRIMS.

d. DCOS shall:

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

(2) Ensure all levels of 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. Ensure the reasons for being absent are reported to code ACFL.

(4) Ensure members that are enrolled in FEP attend all sessions and have departmental support.

(5) Ensure proper entries are made regarding PFA results on all Fitness and Evaluation reports per reference (b).

e. Individual Service Members shall:

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

(2) Answer PARFQ completely and truthfully and maintain an updated annual PHA.

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

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

(5) Provide all medical waivers, light duty chits and pregnancy notifications to CFL prior to the commencement of the first PFA event. Note: Having a waiver does not make you ineligible to participate in the PFA program.
Most medical waivers only except members from the PRT portion of the PFA and still require BCA measurements

(6) Report injuries or illnesses which may put them at risk of during the PRT, FEP or individual PT.

(7) Participate in the PFA and FEP per reference (a).

(8) Report for PRT testing on the prescribed dates as annotated in the command POW and 10 week notice.

5. Forms. The following forms are available for download on the Navy Forms website:

(a) NAVPERS 6110/10 (01-16), Body Composition Assessment Measurements.

(b) NAVPERS 6110/11 (01-16), Official PRT Score Sheet

(b) NAVPERS 1070/613 (Rev. 07-06), Administrative Remarks.

(c) NAVPERS 6110/3 (Rev. 02-16), Physical Activity Risk Factor Questionnaire (PARFQ).

(d) NAVMED 6110/4 (Rev. 01-11), Physical Fitness Assessment Medical Clearance/Waiver.

Electronic only via COMNAVRESFOR Web site
http://www.navyreserve.navy.mil