

Physical Readiness Control Officer (PRCO) Handbook



Physical Readiness Program

Fit to Fight!



Updated: 12 Mar 12

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Introduction

This handbook is to be used as a companion to OPNAVINST 6110.1J. It does not mandate policy nor does it amend current policy. It is structured to provide the Physical Readiness Program Control Officer (PRCO) with readily available information concerning program policies and requirements.

Physical fitness is a vital measure of readiness and the Navy is making great strides with implementing initiatives designed to help improve the Physical Fitness Assessment (PFA) success rate. The PRCO is in the best position to spot potential mission readiness issues concerning physical fitness of commands within their Area of Responsibility (AOR). Early intervention by the PRCO is key to the readiness of the most capable naval force on the planet today.

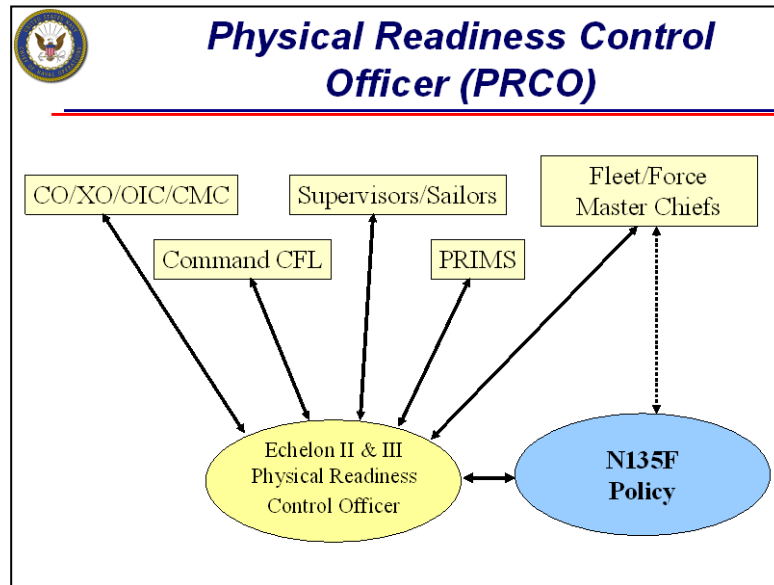
The Physical Readiness Program office encourages feedback about this guide. Please provide feedback to:

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Chapter One

Roles and Responsibilities of a PRCO



Introduction of the PRCO Position

As the Navy remains focused on performance and enhancing the physical fitness of our Sailors, compliance and accountability issues are becoming an increasing concern. In short, the entire Navy suffers if personnel are not held accountable to the physical fitness standards established in the Physical Readiness Program.

The PRCO assists Echelon II and III commanders by ensuring commands within their respective AOR are effectively managing a robust Physical Fitness Program. This position will assist both AC and RC Component personnel in maintaining the level of physical fitness required to support mission readiness.

PRCOs are strongly encouraged to complete the CFL prerequisite training, available on Navy E-Learning within Navy Knowledge Online ("<https://wwwa.nko.navy.mil/>"), as well as the CFL 5-Day Certification Course. CFL Course dates can be found at: (www.public.navy.mil/bupers-npc/support/physical/Pages/default2.aspx)

Primary vs. Collateral Duty

In some cases, the PRCO will be a primary duty, but in most cases, it is a collateral duty position. The PRCO position is intended as a management position. The PRCO will be assigned the Echelon access (read-only) to the PRIMs for all UICs in their AOR. To effectively execute PRCO duties, the PRCO will not be able to serve as a CFL. Due to database security functionality, Echelon access will override all other access permissions.

Principle PRCO Functions

The PRCO has the administrative oversight of the Physical Readiness Program for all command within their respective AOR, advises the Echelon commander on the status of command Physical Readiness Programs, and maintains quality assurance over all program elements under their cognizance. Specifically, the PRCO will:

- a. Be pay grade E-6 or above, an officer, or a civilian employee GS-9 or above.
- b. Advise commanders on Physical Readiness Program policy and compliance for subordinate commands.
- c. Serve as the assigned point of contact for direct interaction with the Physical Readiness Program Office on all compliance issues/reporting.
- d. Assist in the coordination of on-site reviews and identify training shortfalls of subordinate command's Physical Readiness Programs. Coordinate with the Physical Readiness Program Office.
- e. Ensure Immediate Superior In Command (ISIC) inspections are conducted on subordinate commands, as necessary and inspections are conducted in accordance with Operating Guide 2 (Inspection and Command Self-Assessment Guide).
- f. Maintain final approval authority for subordinate commands submitting waiver requests to waive the mandatory BCA requirements due to deployment/ operational commitments (DEP/OP). Respond within 14 working days of receipt.
- g. Maintain final approval authority for subordinate commands submitting waiver request to waive more than two PRTs in a row due to DEP/OP, within 14 workings days of receipt.
- h. In consultation with Enlisted Community Managers (ECMs), respond within 28 days of receipt of a waiver for readiness (readiness waiver) request.
- i. Maintain oversight of all administrative board retention requests to Commander Navy Personnel Command (CONAVPERSOM) for enlisted members with three or more PFA failures in most recent 4-year period.

- j. Maintain oversight of all officer separation requests to COMNAVPERSCOM for officers with three or more PFAs in most recent 4-year period.
- k. Review all official correspondence and formal administrative complaints regarding Physical Readiness Program concerns. Forward all copies of responses to the Physical Readiness Program Office.
- l. Submit reports/information, as requested, from the Physical Readiness Program Office and COMNAVPERSCOM (PERS-8) on subordinate commands program compliance and trend analysis.
- m. Coordinate with the Physical Readiness Program to sponsor CFL Seminars (minimum of two per year); recommend they be in conjunction with Personal Readiness Summits.
- n. Provide official (i.e., DOD, SECNAV, OPNAV, BUMED, CNIC) guidance on Physical Readiness Program related issues and health and wellness promotion program information.
- o. Encourage support of local ShipShape and other Bureau of Medicine and Surgery (BUMED) endorsed health and wellness related programs.
- p. Encourage support of local Morale, Welfare, and Recreation (MWR) fitness and nutrition events and programs.
- q. Develop awards/incentives programs for Physical Readiness Program related activities to encourage Sailors to live healthier lifestyles.
- r. Attend at least one CFL Seminar, in conjunction with Personal Readiness Summits, every twelve months.
- s. Attend the biannual Physical Readiness Leader Symposium, hosted by primary/technical sponsor, the Physical Readiness Program Office.

Meeting Physical Readiness Program Objectives

In support of Physical Readiness Program objectives in OPNAVINST 6110.1J and the associated operating guide, the program consists of Major Claimants, TYCOMS regional commanders, PRCOs, command CFLs, ACFLs and command leadership. A PRCO should become familiar with the current partnerships established in the Physical Readiness Program:

- a. The Physical Readiness Program Office provides program management to include policy oversight, enforcement, standards, and quality assurance of CFL certification, ADSEP waiver processing and waiver compliance, management of CFL curriculum, and accession point training.

b. Commander, Navy Installations Command (CNIC) conducts the 5-day CFL certification courses Navy-wide and provide the expertise of fitness specialists to the Fleet.

c. Center for Personal and Professional Development (CPPD) develops the Navy Knowledge Online (NKO) CFL course. This course is a prerequisite for the 5-day CFL Certification Course.

d. BUMED provides policies and procedures to ensure Servicemembers (who have body composition and/or physical fitness challenges) are properly screened and referred for evaluation, as necessary. BUMED provides the Medical Reporting Readiness System (MRRS) feed to PRIMS on a weekly basis, which automatically pushes PHA date information to individual PFA records.

e. PERS-832 generates the official Navy PFA ADSEP message to commands for all active duty enlisted Sailors that meet the criteria for separation by reason of PFA failure.

f. PERS-834 generates the official Navy PFA ADSEP message to commands for all active duty and reserve officers that meet the criteria for separation by reason of PFA failure.

g. PERS-4913 generates the official Navy message to commands to initiate ADSEP processing for all reserve enlisted personnel that meet the criteria for separation by reason of PFA Failure, per MILPERSMAN 1910-170.

h. The ECM/Officer Community Managers (OCM) serves in an advisory role for each Echelon III command. Echelon III commanders will coordinate with appropriate ECM/OCM before making a final determination concerning personnel readiness.

i. Officer and enlisted detailers manage all rating personnel and screen all Career Management System (CMS) requests to ensure Sailors meet the PFA transfer eligibility requirements for permanent duty orders.

j. Personnel Support Detachment/Personnel Office (PSD/PERSOFF) electronically transmit administrative warnings to the Service member's Official Military Personnel File (OMPF).

Supporting Subordinate Commands

The PRCO is responsible in assisting the Physical Readiness Program Office in providing expert advice to CFLs on all matters relating to the Physical Readiness Program. The CFL is responsible for submitting PFA information to the CO, whenever inquiries are made by the PRCO.

Chapter Two

Instructions and Guidance

DoD Policy

DODI 1308.3 establishes physical fitness and body fat standards for all the Military Services and requires all of the Military Services to set and maintain minimum standards.

Navy Policy

It has become increasingly important for all Navy personnel to maintain the level of fitness necessary for world-wide deployment, whenever and wherever needed. Per OPNAVINST 6110.IJ, all Navy AC and RC personnel shall meet minimum physical fitness standards for continued naval service.

Physical Readiness Program Instruction (OPNAVINST 6110.1J)

OPNAVINST 6110.1J, effective as of 1 July 2011, is the primary guidance document for the Physical Readiness Program. It establishes the primary directive for command management of the Physical Readiness Program.

OPNAVINST 6110.1J

Section	Topic
Main Body	Physical Readiness Program
Enclosure 1	PFA Policy Guidelines
Enclosure 2	PFA Failure Process
Enclosure 3	PFA Tables
Enclosure 4	BCA Medical Waiver Chart
Enclosure 5	PRT Medical Waiver Chart

Physical Readiness Program Operating Guide (OPGUIDE)

The Physical Readiness Program Operating Guide, also known as the OPGUIDE provides general guidance and recommendations for both commands and individual Sailors on nutrition, PRT conduct and safety, physical fitness training/exercises, FEP, CFL guidance, and administrative forms. The OPGUIDE is divided into 13 “How To” Guides, Command Fitness Guide and Nutrition Resource Guide. The guide is available for download at:

(www.public.navy.mil/bupers-npc/support/physical/Pages/default2.aspx)

“How To” Guides

Guide	Topic
1	CFL General Administrative Duties and Responsibilities
2	Inspection Command Self-Assessment Checklist
3	Using the PFA Checklist
4	BCA
5	PRT
6	Medical Waiver Policy
7	ADSEP
8	Managing PFA Records for Pregnant Servicewomen
9	Managing PFA Record for IA/OSA/GSA/PEP/Drilling Reservist
10	Alternate Cardio Options
11	Member Guide
12	Glossary of Physical Readiness Program Related Terms
13	Forms

Command Fitness Guide

Chapter	Topic
1	Command Physical Readiness Program Overview
2	FEP Requirements
3	Activity Guidelines
4	PT Components
Appendixes	
A	Sample Workouts
B	Improving PRT Scores
C	FEP Monthly Tracking Log
D	Glossary of Terms

Nutrition Resource Guide 2011

Section	Topic
1	Nutrition Resources
2	Guide for Achieving a Healthy Body Weight
3	Nutrition for Weight Gain
Appendixes	
A	Sample Self-Directed Nutrition Plan Goal Setting
B	Sample Food Log
C	Navy Nutrition Resource Guide Acknowledgment Form

Chapter Three

Understanding the Physical Readiness Program

Physical Readiness Program Purpose

To establish policy and requirements for Navy's Physical Readiness Program to facilitate command level efforts to motivate both AC and RC personnel to maintain the level of physical fitness required to support overall mission readiness.

Major Elements

- a. PTU (Must be worn during official PFAs, mock PFAs, and command led PRT sessions.

BASIC UNIFORM COMPONENTS

- Shirt, PTU (Short Sleeve), Gold
- Shorts, PTU, Blue
- Shoes, (Sneakers), Athletic
- Socks, Athletic

OPTIONAL ITEMS

- Cap, Ball
- Cap, Knit (Watch)
- Shirt, PTU (Long Sleeve), Gold
- Shorts, Compression, Navy Blue/Black
- Shirt, Sweat, Navy
- Pant, Sweat, Navy

- b. Command/Unit PT

Commanding officers (COs) are responsible and accountable for the physical fitness of their personnel and are directed to establish and maintain an effective year round program consistent with OPNAVINST 6110.1J. Physical fitness is to be integrated into the workweek, consistent with mission and operational requirements.

- c. PFA

(1) PFA requirement. Each command is responsible for conducting two PFAs each year. There must be a minimum of four months between PFAs and only one per Navy cycle. The PFA includes a medical screening (Periodic Health Assessment (PHA), Physical Activity Readiness Fitness Assessment Questionnaire (PARFQ) and Pre-physical Activity Questions), a BCA and PRT.

(2) COs may authorize alternatives to the 1.5 mile run/walk. These testing alternatives include a 500-yard or 450-meter swim, treadmill, or a 12 minute test on an elliptical trainer or stationary bicycle.

d. FEP

The FEP is a command-wide program to improve fitness and nutrition. Any member that fails to meet PFA standards is required to be formally enrolled into a monitored FEP. For command- directed enrollment for other than official PFA failure, local written policies (to include check-in BCA failures and borderline PFA status) are strongly recommended.

(1) FEP sessions will only be led by designated CFLs, trained Assistant Command Fitness Leaders (ACFLs), or MWR fitness specialists. It is the CFL's responsibility to ensure ACFLs administering FEP are familiar with the OPNAVINST 6110.1J requirements and the contents of this guide.

(2) Members are required to remain enrolled in FEP until passing one official PFA. Members failing the BCA will be removed from FEP upon meeting standards during the next regularly scheduled command PFA.

(3) While assigned to FEP members with BCA failures are not authorized to participate in the mock FEP PRT until they are within standards. All other FEP requirements must be followed.

e. ShipShape

When available, members are to be afforded an opportunity to attend ShipShape (BUMED sponsored weight management program). The ShipShape program is an 8-week program (one hour a week) designed to provide personnel with basic information on nutrition, stress management, physical activity, and behavior modification techniques to achieve and maintain a healthy body weight.

f. Dietitian Resources

The Navy has Dietitians throughout the Fleet to assist with healthy meal planning, weight loss counseling and other nutrition needs. Members may also visit their command Health Promotion Department to obtain nutrition information and assistance. A Navy Dietitian locator is available on the Physical Readiness Program website at <http://www.public.navy.mil/bupers-npc/support/physical/Pages/default2.aspx>

g. 5-Day CFL Certification Course

The official Navy certification course (CANTRAC Course Identification Number S-562-0612) for personnel appointed to administer the command Physical Readiness Program. CNIC is the sponsor.

h. 2-Day CFL Seminar

Used as a refresher course and to provide CFLs and ACFLs with current policy, PRIMS, administrative actions related to the PFA, CFL responsibilities, updated nutrition resource information and CFL best practices. The four hours of gym sessions are designed to provide CFLs/ACFLs with hands on training that can be used for command PRT preparation, leading command PT sessions, and incorporating a variety of techniques into FEP sessions to motivate participants.

i. Physical Readiness Program Leadership Summit

Provide Navy leadership with current policy, policy updates and assists commands with interpreting policy and addressing challenges/issues they may have in their command.

j. Documenting PFAs

(1) PRIMS is the only authorized means of documenting PFAs. CFLs must use PRIMS in the execution of the OPNAVINST 6110.1J and OPGUIDE. All waivers, PFA results and justification for non-participation in the semi-annual PFA must be documented in PRIMS within 30 days of command PFA cycle completion.

(2) Written counseling will detail substandard performance requiring correction, action required of the member, and administrative consequences for failure to correct performance.

(a) Enlisted PFA Failure Notification. COs will provide the enlisted member with a NAVPERS 1070/613 Administrative Remarks, generated manually or via the Navy Standard Integrated Personnel System (NSIPS), within 30 days of the PFA failure for inclusion in the Enlisted Service Record (ESR).

(b) Officer PFA Failure Notification. COs will provide officers with a Letter of Notification (LON) within 30 days following the completion of the command PFA cycle.

Chapter Four

PFA Policy Overview

PFA Cycles Defined

The period of 1 January through 30 June is designated Cycle 1 and the period of 1 July through 31 December is designated as Cycle 2. All data for a PFA semi-annual cycle shall be entered into the PRIMS within 30 days of completion of the PFA testing cycle. The data entered must match the testing cycle in which the PFA was conducted, i.e., it cannot be carried over to the following cycle.

CFL

The CFL and ACFL must be appointed in writing and be fully qualified (per OPNAVINST 6110.1J) within three months of appointment. One ACFL is required to be appointed for every 25 command members. Commands with less than 25 members must appoint at least one ACFL.

PFA Notification

The command must provide a 10-week notification in advance of dates for conducting the PFA. This 10-week notice is intended for the preparations required by the CFL and medical screening and is not intended as a preparation window for members. Members are still required to participate in the entire PFA even if they did not receive the 10-week PFA notification, as long as the member is medically cleared.

PFA Participation Requirement

Active Duty and Reservists. Participation in the semi-annual PFA is required for all active duty and drilling Reservists, regardless of gender, age, rank, title, billet, retirement request status, or position.

PFA Failure

Failing any portion of the PFA (BCA or PRT) is an overall PFA failure. A CO may authorize one "Bad Day" (retake) for the Physical Readiness Test portion of the PFA. A "Bad Day" may not be authorized for the BCA.

BCA Participation

In all cases (with the exception of approved BCA medical waivers), members are required to meet body fat standards to pass the semi-annual requirements, regardless of their time onboard. If a member is medically waived from the BCA, they are not authorized to participate in the PRT. Members are required to know their BCA status prior to showing up for the official BCA. The

medical screening process is to be used to address any unexplained weight gain or illness prior to the BCA. After the fact BCA medical waivers are not authorized.

PRT Participation

In all cases (with the exception of BCA failures and approved PRT medical waivers), all members are required to participate in all three PRT events to pass the semi-annual requirements. Members not participating in the PRT requirement due to their own negligence in obtaining prior medical clearance are to be considered as an unauthorized absence from the PRT.

Authorized Non-participation Justification

Command justification for non-participation in the PRT must be documented in PRIMS. The only valid reasons for non-participation are:

(1) DEP/OP. For deployed units where conducting a PRT is impractical, however BCA is still required. COs must request approval from the ISIC to “DEP/OP” BCA for the command. The waiving of more than two consecutive PRT cycles for “DEP/OP” for the entire command requires concurrence from the echelon 3 commander via the ISIC.

(2) Excused. This status is only authorized for personnel where it is impossible to meet semi-annual PFA requirements. The reporting senior of the member must submit a PFA Non-participation letter to the Physical Readiness Program Office to designate “excused” non-participation in PRIMS:

(a) Isolated Duty. For members assigned to non-military organizations such as embassies, “one-of-kind” duty such as the Personnel Exchange Program, or a joint command without an available qualified CFL or service equivalent.

(b) Acclimatization. In the event the acclimatization period extends into a new PFA cycle, the member shall participate in the BCA and the PRIMS record for the PRT shall reflect “excused.”

(c) Individual Augmentee (IA). Due to the nature of IA assignments, IAs may be designated in PRIMS as "IA" participation status if either the BCA, PRT or both were not completed due to conditions at the deployed location, such as safety or the nature of the assignment. Individuals in such assignments are still expected to meet Navy standards for physical fitness and military appearance.

(d) Temporary Additional Duty. May be used for consecutive schools lasting less than 10 weeks in duration or temporary duty assignment with no means of participating in an official PFA for entire PFA cycle.

(e) Leave. May be used for convalescent and emergency leave which extends beyond the command and Navy PFA cycle (is not intended for regular or leave in conjunction with permanent changes of station orders).

UA from the PFA

The CO has the authority to determine whether or not a member's non-participation in the PFA was authorized or non-authorized. All non-authorized absence from the PFA will be assigned "UA" in PRIMS and scored a failure.

Sailors Serving with the Marine Corps (USMC)

Members qualified as Fleet Marine Force (FMF) are not required but are highly encouraged to participate in the USMC Physical Fitness Test (PFT). If unsuccessful, members will be required to meet Navy PRT standards.

Members failing the PFT will be allowed to participate in the PRT and are not subject to administrative actions for failing the USMC PFT; however, they will be subject to administrative actions if they fail to meet Navy PRT standards.

Results of members passing the PFT will be entered into PRIMS using the USMC option. Individual results for push-ups, curl-ups, and cardio are not required.

All other members assigned to a USMC command/unit will complete the Navy PRT.

Pregnant/Post Partum Servicewomen

Pregnant and postpartum Servicewomen are not to be given a medical waiver. Their status in PRIMS will reflect "Pregnant" and are exempt from completing the PFA for six months after the end of their convalescent leave period and upon return to full duty by a health care provider. Pregnant servicewomen are not to be mandated to participate in command physical training sessions. Their Health Care Provider (HCP) will make all exercise recommendations. Once cleared through medical, they are required to complete the next regularly scheduled command PFA.

Servicewomen are required to know their pregnant status prior to showing up for the PFA. All PFA results will remain valid, even if the member was later confirmed pregnant at the time of testing.

Transferring Members with Three or More PFA Failures

Members who have three or more PFA failures in the most recent 4-year period are not to be transferred to a new duty station. All transfer waiver request are to be addressed to COMNAVPERSCOM (PERS-4).

Drilling Reservists with Two PFA Failures

Prohibited from Individual Augmentee Manpower Management Mobilizations (IAMM). Transfers are authorized for drilling reservists who, due to a change in residence or unit disestablishment, are no longer within a reasonable commuting distance from a Reserve Unit.

Restrictions for Members with Two PFA Failures

AC and FTS personnel who have failed the two most recent PFAs consecutively shall not transfer to a new permanent duty station until the member successfully passes a PFA during an official PFA cycle.

Unless the most recent PFA was passed, members with two or more PFA failures in the most recent 3-year period may not be assigned to overseas billets, pre-commissioning billets, special programs, Global War on Terrorism and instructor duty

Promotion and Advancement Restrictions

a. Officer Promotions (SECNAVINST 1420.1B). Officers shall be ineligible for promotion if they have failed the most recent PFA. Member may regain eligibility by passing the next command directed PFA (i.e., monthly FEP mock PFA) and notification are to be made to COMNAVPERSOM (PERS-834).

b. Enlisted Advancements. Enlisted members shall have advancement or frocking deferred if they have failed the most recent official PFA. The member may regain eligibility by passing a monthly mock PFA or the next official PFA and if the pay-grade limiting date has not been reached.

(1) Withholding advancements because of PFA failure must be accomplished via compliance with BUPERSINST 1430.16F and OPNAVINST 6110.1J.

(2) To withhold advancement. Commands must notify Naval Education & Training Professional & Technology Center (NETPDTC (N321) via official correspondence with an information copy to PERS-811/812.

Pay-grade Limiting Date

Paygrade/Examination/Limiting Date:	
E/4/5/6 February/March	31 December
E/4/5/6 August/September	30 June
E7 January/February	31 August
E8/9 N/A	30 June

Sample Withholding Advancement (Page 13)

NAVPERS 1070/613:

(Date): AUTHORIZED ADVANCEMENT TO WITHHELD

THIS DATE DUE TO (give reasons for withholding advancement).

CO/OIC SIGNATURE/DATE

"I have read the above and understand that authority for advancement to has been withheld. I have been informed of my rights to redress as provided under UCMJ, article 138."

MEMBER'S SIGNATURE/DATE

Witnessed: _____
WITNESS' SIGNATURE/DATE

Sample Message to Withhold Advancement

FM COMMAND
TO NETPDT C PENSACOLA FL//N321//
INFO COMNAVPERSCOM MILLINGTON TN//811/812//
DFAS CENTER CLEVELAND OH// (AND ANY OTHER COMMANDS AS NEEDED)
BT
UNCLAS FOUO //N01430//
MSGID/GENADMIN/USS NEVER SAIL//
SUBJ/WITHHOLDING OF CYCLE __ ADVANCEMENT ICO (FULL NAME,
BRANCH/CLASS, XXX-XX-1234)//
REF/A/DOC/BUPERS/DDMMYY//
AMPN/BUPERSINST 1430.16F PARA 721A.//
POC/
RMKS/1. DUE TO _____, CO HAS WITHHELD CYCLE ____ADV TO (RATE).
NAVPERS 1070/613 REQUIRED IN REF A COMPLIED WITH AND FILED IN ESR/OMPF//

Medical Waiver Policy

A CO has the final approval on all medical waivers. Members who receive medical waivers for two consecutive PFA cycles or three medical waivers in the most recent 4-year period will be referred to the medical treatment facility (MTF). The medical board findings will be is referred to COMNAVPERSCOM, Career Progression (PERS-82) for disposition (enclosures 3 and 4). A PFA medical waiver issued after 1 July 11 will activate medical waiver management procedures per OPNAVINST 6110.1J and all previous medical waivers exercised under OPNAVINST 6110.1H will be considered when determining Medical Examination Board (MEB) eligibility.

a. Members are subject to medical waiver management procedures and a medical record review by an MEB if:

(1) Member receives a medical waiver for the same medical condition over two consecutive PFA cycles that resulted in the member not participating in the BCA, or not participating in a cardio event and at least one muscular endurance event (push-ups, curl-ups).

(2) Member receives three medical waivers in most recent four-year period for any medical condition that resulted in the member not participating in the BCA, or not participating in a cardio event and at least on muscular endurance event (push-ups, curl-ups).

(3) The CO requests an MEB when a member's fitness/health is questionable for continued Naval Service.

b. All medical waivers are valid for one PFA cycle only and must be documented in PRIMIS.

Chapter Five

PFA ADSEP Policy and Readiness Waiver

ADSEP Policy

a. Mandatory ADSEP must occur for members not meeting PFA standards three time in the most recent 4-year period.

(1) ADSEP Timeline. ADSEP is to begin within 30 days to the completion of the command PFA cycle. Enlisted members with more than six years of service are entitled to an Administrative Board (ADMIN Board) and are to be processed for separation within 50 working days of notification. Members with less than six years of service are not entitled to an ADMIN Board and are to be processed for separation within 15 working days.

(2) Officer ADSEP. Whenever an officer becomes eligible for separation due to acquiring three or more PFA failures in the most recent 4-year period, PERS-834 will be the action office for processing the ADSEP request from the command.

(a) If there is an apparent issue with the request, CNPC has the authority to deny the separation request. If there are no issues and the officer is clearly ADSEP eligible, COMNAVPERSCOM (PERS-834) will start the processing procedures as required. The following applies:

(1) Non-probationary officers (more than six years of commissioned service) are entitled to a Board of Inquiry (BOI) and have the opportunity to show cause why the Navy should retain them. The BOI has the authority to retain or separate the member. The BOI decision is final.

(2) Probationary officers (less than six years of commissioned service) are not entitled to a BOI. If PERS-834's separation package is approved by the appropriate chain of command, the officer will be separated.

(3) ADSEP Package. The CFL is responsible for organizing the ADSEP package. The package will include the member's PFA record, administrative warnings, FEP records, waivers, and all pertinent information.

b. Readiness Waiver. Designed to address the impact of a loss of an individual on unit, Fleet, or community readiness. Approval authority for readiness waivers resides with the Echelon II/III commander, in consultation with community managers. COs may request a waiver for readiness, through their Immediate Superior In Command (ISIC), from their respective Echelon commander.

(1) Timeline. Readiness Waivers are to be initiated within 14 days of the end of the PFA cycle. The waiver decision authority must determine final disposition within 28 days of receipt of waiver request.

(2) Expiration. If a Readiness Waiver is granted to a member who has three or more PFA failures in the most recent 4-year period, the member will be retained onboard the present command until completion of obligated service or expiration of the waiver. If the member still has three or more PFA failures in the most recent 4-year period upon waiver expiration, COs will initiate ADSEP processing or request an additional waiver.

Sample Readiness Waiver

	6110 Ser
From: Commanding Officer, To: ECH 2/1 Commander	
Subj: READINESS WAIVER REQUEST ICO Servicemember	
Ref: (a) OPNAVINST 6110.1J (b) MILPERSMAN 1910-170	
Encl: (Provide manning document of any other pertinent documents)	
1. Per references (a) and (b), this request is submitted for your approval. Service-member failed the Physical Fitness Assessment (PFA) three times in the most recent 4-year period due to _____ and/or _____ and is eligible for administrative separation.	
2. Give justification on how member's immediate separation will impact readiness.	
Signature	

PFA ADSEP for Members with Over 18 Years of Service

Per OPNAVINST 6110.1J, all Navy AC and RC personnel are required to meet minimum physical fitness standards for continued naval service. Any member not meeting the standards three or more times in the most 4-year period is eligible for separation.

a. Per OPNAVINST 6110.1J and MILPERSMAN 1910-170, Active duty (ACDU) personnel who have completed 18 (or more) years of active service are not exempt from administrative processing. Members with a third PFA failure prior to 30 June 2011 and an approved Fleet Reserve and retirement date will be allowed to retire (grandfathered in). Those with a third failure subsequent to 30 June 2011 will be processed for ADSEP.

b. Members with greater than 20 years of service that incur their 3rd PFA failure in a 4-year period, must submit their Fleet Reserve request, not to exceed 90 days from the date of failure. Members with greater than 20 years of service and an approved Fleet Reserve date must adjust their Fleet Reserve date, not to exceed 90 days, from the date of failure.

c. SELRES and VTU personnel, who have completed 18 (or more) years of qualifying service, creditable towards a non-regular (Reserve) retirement, are also not exempt from administrative processing.

(1) Reserve personnel with 20 or more years of qualifying service are to be processed for separation, unless they submit a request to transfer to the Retired Reserve (with/without pay) immediately.

(2) Reserve personnel who have completed 18 to 20 years of qualifying service will be processed for ADSEP. Such SELRES and VTU members may request retention in order to complete 20 qualifying years of service required for a Reserve retirement (with/without pay) to NAVPERSCOM, Reserve Enlisted Status Branch (PERS-913). Approval for retention does not necessarily guarantee that the Reserve member will be allowed to remain in a SELRES or VTU billet.

(3) ADSEP packages for all personnel with over 18 years of active duty or 18 qualifying years of service will be forwarded to COMNAVPERSCOM:

(a) Enlisted Performance and Separations Branch (PERS-832).

(b) Reserve Enlisted Status Branch (PERS-913).

Chapter Six

PRIMS Overview

PRIMS

PRIMS is the only authorized official means of organizing and documenting Physical Readiness Program information, including the results of medical screening and waivers. CFLs must use PRIMS in the execution of the OPNAVINST 6110.1J and PRP OPGUIDE. Each command is responsible for tracking PFA results via PRIMS and taking appropriate administrative action. All waivers, PFA results and justification for non-participation in the semi-annual PFA shall be documented in PRIMS within 30 days of command PFA cycle completion. FITREPS and evaluations will not override PFA results in PRIMS.

PRIMS Database Sources

The below database sources either provides a feed to PRIMS or a feed is pushed from PRIMS:

- a. NSIPS - PRIMS automatically sends a PFA Failure notification to NSIPS. Command representatives are responsible for accessing NSIPS to draft the failure Page 13 for the Sailor.
- b. NPDB - The Navy Personnel Database (NPDB) is an integrated database of all Navy Personnel. It contains current and historical data on over 1.75 million Navy Sailors and annuitants including; officers, candidates, enlisted active and inactive, as well as those in a retired status.
- c. IMAPMIS - Maintains personnel master records for Sailors of the SELRES, Individual Ready Reserve (IRR), Standby Reserve and all United States Navy and United States Naval Reserve Retired. IMAPMIS supports IRR mobilization and personnel data reporting and accumulates participation information to determine reserve Sailors' eligibility for retirement. Additionally, it is the primary source for Naval Reserve strength accounting and is the corporate database for the Navy's inactive reserve.
- d. EAIS, OAIS, ODIS and CMSID- Assist the detailer in retrieving information needed to place the right person in the right job at the right time.
- e. The initial PFA record for all Sailors is created in PRIMS at Recruit Training Command (RTC) with Sailor information in NPDB and IMAPMIS.

Chapter Seven

Working with PRIMS

PRCO Designation

A PRCO Designation Letter is required for Echelon Access to PRIMS. The letter can be emailed to MILL_PRIMS@navy.mil or faxed to DSN: 882-2054 or commercial: 901-874-2054.

PRCO Designation Letter Format

	6100 Date
From: Commanding Officer, Command Name	
To: Director, Personal Readiness and Community Support	
Attn: Physical Readiness Program Office	
Subj: REQUEST FOR PRCO - ECHELON ACCESS (READ-ONLY) TO THE PHYSICAL READINESS INFORMATION MANAGEMENT SYSTEM (PRIMS)	
1. The following Servicemember requires PRCO - Echelon Access to PRIMS to assess the operational impact of potential PFA related issues.	
<u>PRCO INFORMATION:</u>	
NAME:	
UIC:	
RANK/RATE:	
E-MAIL ADDRESS:	
PHONE NUMBERS (Commercial and DSN):	
PRD :	
2. If there are any questions, please contact _____.	
COMMANDING OFFICER or AUTHORIZED OFFICIAL	

Audit Request

At anytime, an audit of the PRIMS database may be requested by a CO, CFL or PRCO if there are questions regarding the integrity of the PRIMS database. Audit requests are to be emailed to MILL_PRIMS@navy.mil.

Learning PRIMS

Practice! Practice! Practice! The more times the PRCO uses the PRIMS application, the easier it will be to navigate the screens. Right-clicking will activate many menus in PRIMS.

PRIMS Reference Guides

PRIMS 2011 Instruction for CFLS is available on the Physical Readiness Program website. There are also additional guides available to the member and the PRCO under Help Tab.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Navy Physical Readiness Home Page. The browser's address bar shows the URL: <http://www.public.navy.mil/BUPERS-NPC/SUPPORT/PHYSICAL/Pages/default2.aspx>. The page features a navigation menu with tabs for Boards, Career Info, Officer, Enlisted, Support & Services, Organization, and Reference Library. The main content area is titled "Navy Physical Readiness Home Page" and includes the Navy Physical Readiness Program logo, a welcome message, and a link to "OPNAVINST 6110.1J Physical Readiness Program Operating Guide". A sidebar on the left lists various support services, and a sidebar on the right lists new resources and tools. The Windows taskbar at the bottom shows several open applications, including "PRCO_Handbook...", "Sent Items - Micr...", "Microsoft PowerP...", "Untitled - Messag...", and "Navy Physical ...".

WDMILL009299 Unclassified

Navy Physical Readiness Home Page - Microsoft Internet Explorer provided by NMCI

http://www.public.navy.mil/BUPERS-NPC/SUPPORT/PHYSICAL/Pages/default2.aspx

File Edit View Favorites Tools Help

Navy Physical Readiness Home Page

Boards Career Info Officer Enlisted Support & Services Organization Reference Library Search

Navy Personnel Command > Support & Services > Physical Readiness

Navy Physical Readiness Home Page

Casualty Assistance
Corrections Programs
Distribution Mgmt
Diversity
Emergency
Equal Opportunity
Exceptional Family Member
ITEMPO
Life/Work
Integration
NADAP
Navy Music
NMCMP5
Pay Pers Support
Personal and Family Readiness
Physical Readiness
Additional Information
CFL Seminar Briefs
Forms
Guide 13. Forms
Guides
NAVADMINS
PFA Bikes
Special Medicine

NAVY
PHYSICAL
READINESS
PROGRAM

Welcome to the Navy Physical Readiness Program webpage, for information and assistance to support your command.

OPNAVINST 6110.1J
Physical Readiness Program Operating Guide

[Cover Letter](#)
[Introduction](#)
[Change Record](#)
[Guides](#)

New
[Pre-IA Combat Training Guide](#)
[Navy Registered Dietitian Locator](#)
[Authorized Stationary Bikes](#)
[Approved Ellipticals](#)
[PFA Calculator](#)
[PRIMS 2011 INSTRUCTIONS FOR CFLS](#)
PFA TOOLS
[Egrams](#)
[NAVADMINS](#)
Physical Readiness Info / Nutrition Resources
[CFL Resources / CFL Seminars](#)

Done

Start Internet 100%

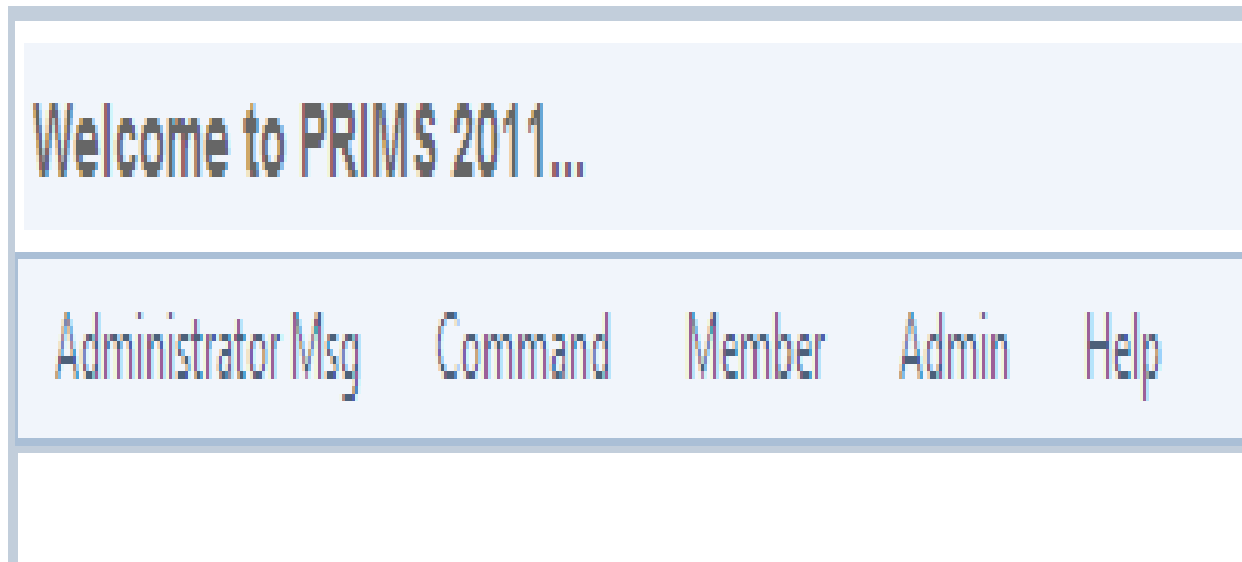
PRCO_Handbook... Sent Items - Micr... Microsoft PowerP... Untitled - Messag... Navy Physical ... 16:27

PRIMS Menus

PRIMS is a menu driven application. The following menus are available:

- Administrator Message – The PRIMS Manager uses this area to communicate outage, on-going troubleshooting issues and PRIMS application update information to the Fleet.
- Command Tab – Reporting Authorizations and downloadable PRIMS Spreadsheet,
- Member Tab – This tab is used to review individual PFA records.
- Admin Tab – Upload Excel Spreadsheet, Command Report Card
- Help- PRIMS Calculators, Forms Templates, Instructions, Blank Page 13s, and LONs

PRIMS Welcome Screen



Administrator Message

When logging into PRIMS, the Administrator Screen is the first screen that will be displayed. When users are encountering errors while trying to navigate PRIMS, the administrator page is a good source to find out if there any ongoing issues. This screen is managed by the PRIMS Manager and will have the most up-to-date information about anything going on with PRIMS.

Command Tab

a. It is very important for CFLs to keep the Command Information Screen updated. The PRCO will find it to be a very valuable tool for reporting requirements. The Command Screen includes:

- (1) Command Name and UIC information
- (2) Department/Division within the command
- (3) CO point of contact information
- (4) CMC point of contact information
- (5) CFL point of contact information

b. The Command Information Screen will display all the UICs the PRCO has been granted Read Only. Clicking the down arrow will provide a UIC selection list and the command information will load.

Command Information Screen

The screenshot shows a web application window titled "Command" with a "Member" tab. The main content area displays the following information:

- Command: 62909 - ONR EUR LONDON UK (selected in a dropdown menu)
- Command Info Search: [Search icon]
- Get Command Info button
- Role for Command: ADMIN
- Command Name: ONR EUR LONDON UK
- Active: Yes
- UIC: 62909
- Command Phone: 011442075144
- Command Officer: Name: TEST, RACHELLE
Phone: 9011111111
Email: rtest@navy.mil
- Command Master Chief: Name: TEST, RAPHAEL
Phone: 9012222222
Email: raphael.test@navy.mil
- Command CFL: Name: TEST, RICKY
Phone: 9012222222
Email: ricky@navy.mil
- Parent Command: 62980 - COMNAVPERSCOM MILLINGTON TN

c. The UIC can be expanded to display departments and division. Further expansions are available within the department and division

Command Reporting Screen

The Command Reporting tool provides an organized program management tool to the CFL and PRCO. PRCOs will use the drop down menu to generate a variety of reports. Reports can be generated for specific UICs within the AOR.

Command Reporting

Command: 62909 - ONR EUR LONDON UK

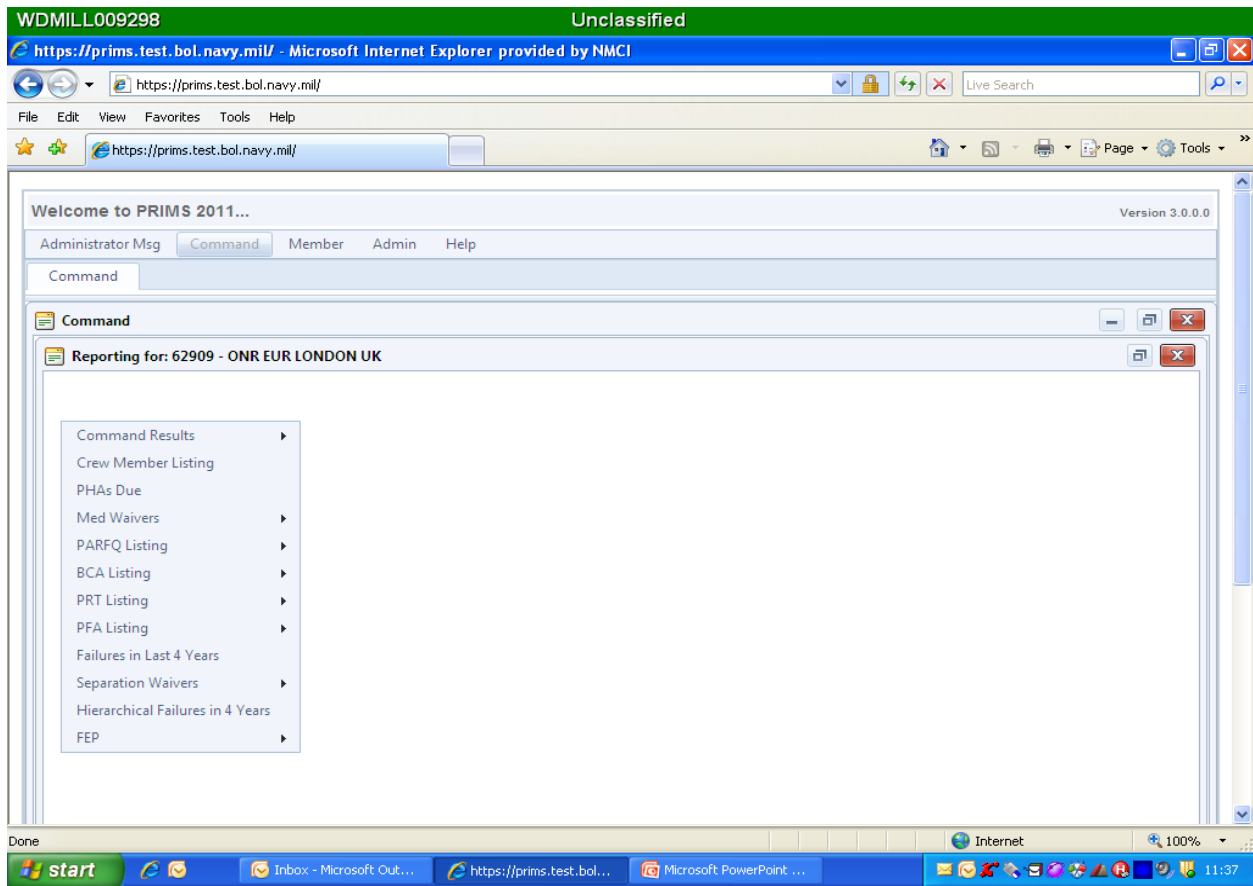
Get Command Info

62909 - ONR EUR LOND	Cmd Reporting Command Authorization	Command Name:
38		Active:
puppy		UIC:
		Command Phone:
		Command Officer:
		Command Master Chief:

The Command Reporting Tab offers a variety of reports, however the reports that will be used mostly by the PRCO are:

- a. Command Results. Reports can be generated for each PFA cycle and
- b. Failure in Last 4 Years. Generates a reports of all members in the UIC with four or more PFA failures in last four years.
- c. Separation Waiver. Provides a listing of all past and current Readiness Waivers for an entire UIC.
- d. Hierarchical Failure in Last 4 Years. Provides a PFA listing of three or more PFA failures in last four years for all UICs assigned to the PRCO.

Command Reporting Drop-Down Menu



Member Tab

The Member Tab provides access to individual PFA records. The following options are available to the PRCO:

- a. PFA Record Listing- Displays all PFA records for the member.
- b. Medical Waivers- Provides a listing of all medical waivers.
- c. PARFQs- List of completed PARFQs for member.
- d. Readiness Waivers- List of Readiness Waivers for member.
- e. FEP Record- Displays mock PFA information if member is enrolled in FEP.
- f. Nutrition. Displays nutrition information if member is enrolled in FEP.

Listing of Member PFA Records

Welcome to PRIMS 2011... Version 3.0.0.1

Administrator Msg Command **Member** Admin Help

Member

Member - □ ✕

Last Name: First Name: SSN: Command: 62909 - ONR EUR LONDON UK

 Department: Department Listing

 Role for Command: ECHELON Division:

Drag a column header and drop it here to group by that column

	Last Name	First Name	Gender	SSN	Birthday	Last PHA	Service	Rank	UIC	Dept																																			
TEST	RACHELLE		F	XXX-XX-0006	01/01/1970	05/13/2011	USN	O-1	62909	38																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>PFA</th> <th>Medical Waiver</th> <th>PARFQ</th> <th>Progress Waiver</th> <th>Readiness Waiver</th> <th>FEP</th> <th>Nutrition</th> </tr> <tr> <th>PFA Cycle</th> <th colspan="4">PFA Failure</th> <th colspan="2">Command</th> </tr> </thead> <tbody> <tr> <td>▶ Cycle 2 2011</td> <td colspan="4"></td> <td colspan="2">62909 -- ONR EUR LONDON UK</td> </tr> <tr> <td>▶ Cycle 1 2011</td> <td colspan="4"></td> <td colspan="2">62909 -- ONR EUR LONDON UK</td> </tr> <tr> <td>▶ Cycle 1 2010</td> <td colspan="4"></td> <td colspan="2">62909 -- ONR EUR LONDON UK</td> </tr> </tbody> </table>											PFA	Medical Waiver	PARFQ	Progress Waiver	Readiness Waiver	FEP	Nutrition	PFA Cycle	PFA Failure				Command		▶ Cycle 2 2011					62909 -- ONR EUR LONDON UK		▶ Cycle 1 2011					62909 -- ONR EUR LONDON UK		▶ Cycle 1 2010					62909 -- ONR EUR LONDON UK	
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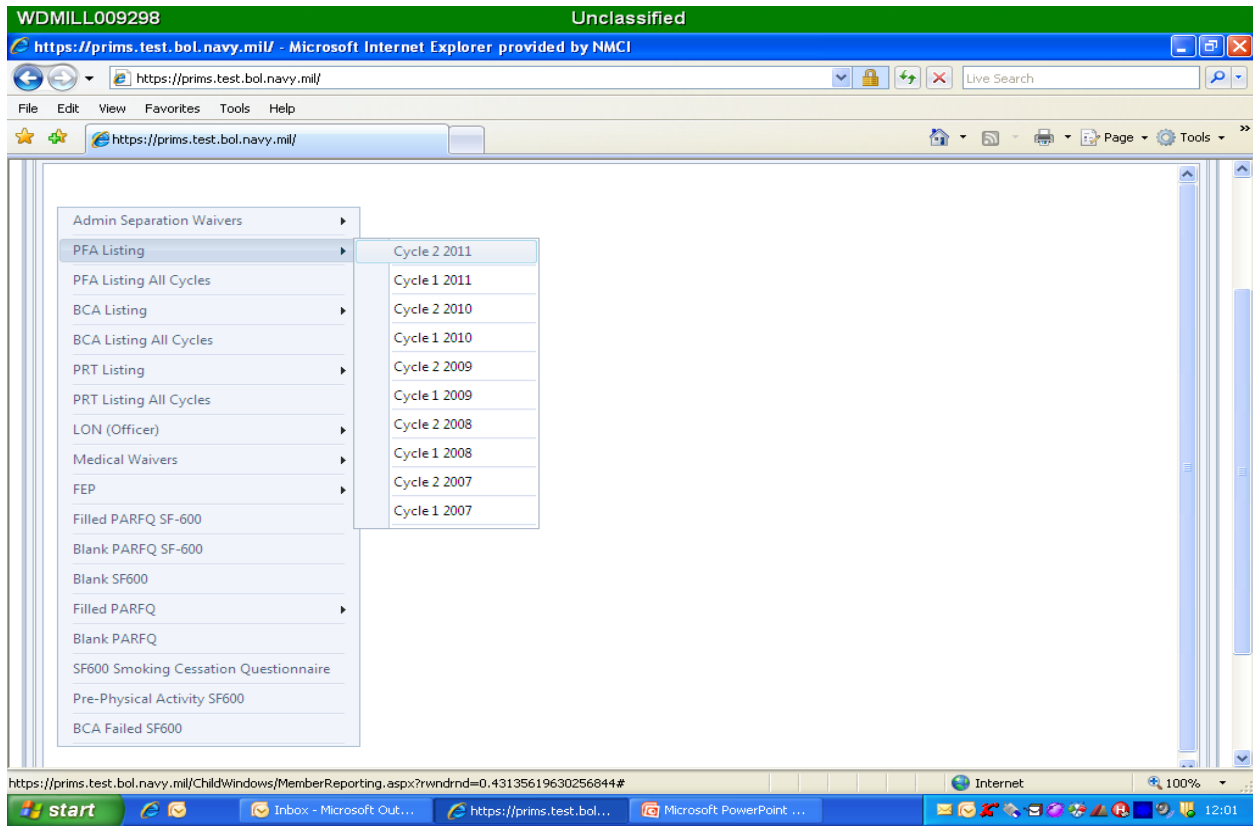
Single PFA Record

Member																																																																																																																														
Last Name	First Name	Gender	SSN	Birthdate	Last PHA	Service	Rank	UIC	Dept																																																																																																																					
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TEST	ROCKY	M	XXX-XX-0002	01/01/1970		USN	O-1	62909	38																																																																																																																					

Member Reporting Screen

There are various options available to the PRCO for generating reports on an individual member. Reports can be generated on a specific PFA cycle or all PFA cycles. Right click on the member's last name and a drop down menu will be provided. See the complete listing in the Member Report Screen Screenshot below:

Member Report Screen



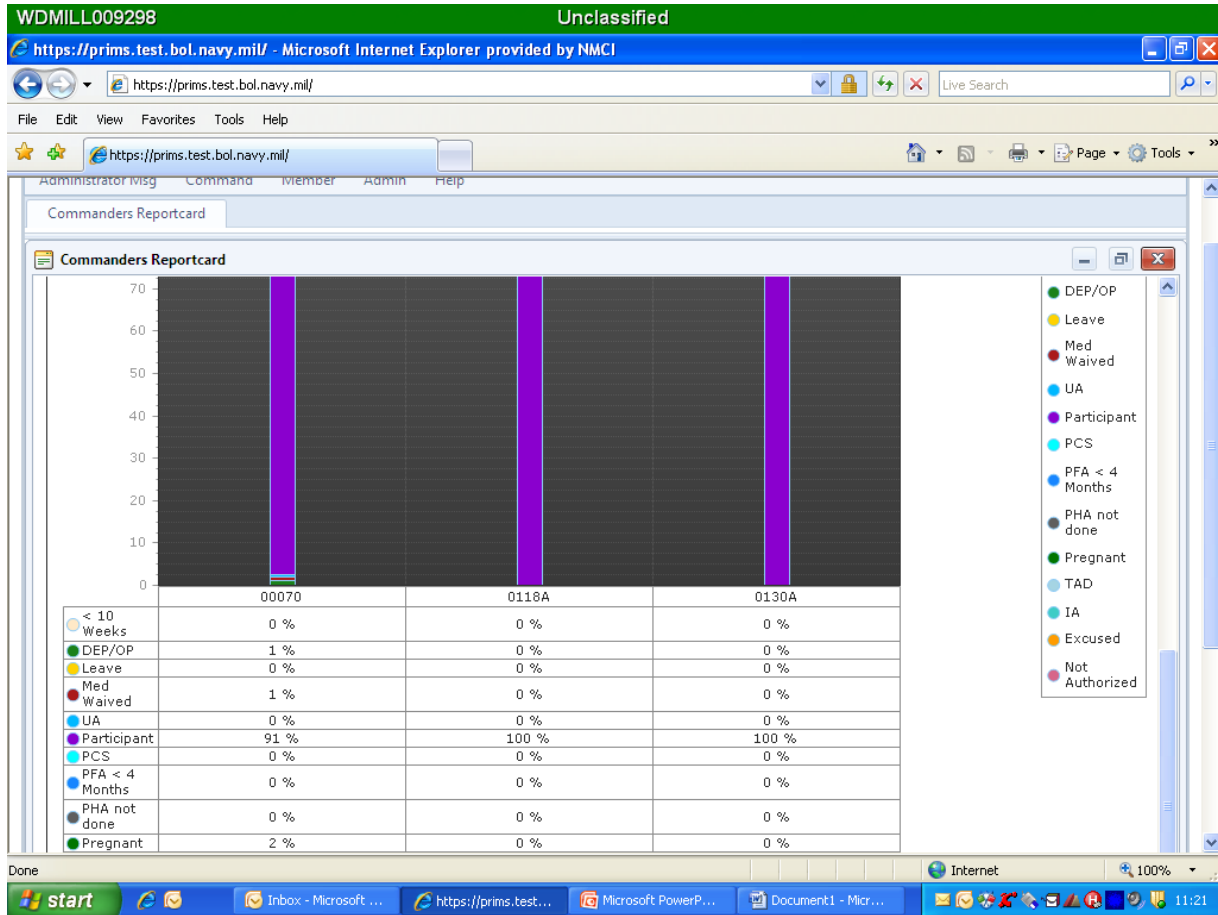
Admin Tab

In the drop down menu of the ADMIN Tab, the CFL is able to upload at filled out PFA Spreadsheet to populate PFA records. This function is provided to allow CFLs to work off-line when bandwidth/network speed may an issue.

The drop menu also provides a Command Report Card which is also known as Commanders Report. A report can be generated for one UIC or merge up to 10 UICS to compare the following to the Navy's average:

- a. BCA Participation
- b. PRT Participation
- c. BCA Performance
- d. PRT Performance

Report Card for BCA Participation



Help Tab

The Help Screen is a one-stop shop for PFA calculators, form templates, instructions and PRIMS guides.

FEP Screen

PRIMS will automatically enroll members in FEP who failed either the BCA or PRT and members with a medical waiver for one or more PRT events and score Satisfactory on the remaining events. Whenever a member is assigned to FEP for other reasons other than failing an official PFA, the CFL must manually enroll them. All mock PFA information must be tracked in PRIMS. Once a FEP participant meets PFA standards, the CFL must manually remove them FEP.

Nutrition Screen

When a member fails the BCA, they must be counseled on the nutrition resources available to the member. The CFL must annotate the date the member enrolled in the program and the name of the program the member in which the member enrolled. Shipshape is not always available, therefore Navy Dietitian programs and commercial programs are authorized.

FEP Record

WDMILL009298 Unclassified

https://prims.test.bol.navy.mil/ - Microsoft Internet Explorer provided by NMCI

https://prims.test.bol.navy.mil/

Enrollment Reason	Enrollment Date	Departure Reason	Departure Date
Involuntary	07/01/2011		

FEP BCA Details							
BC Date	Participation Status	Height	Weight	Neck	Waist	% BF	Within Stand
08/01/2011	Med Waived						
08/04/2011	Participant	65.0	140			0	YES
07/04/2011	Participant	65.0	120			0	YES
07/02/2011	Participant	65.0	120			0	YES
08/13/2011	Participant	64.0	120			0	YES
08/10/2011	Participant	65.0	200	14.0	35.0	41	NO
08/12/2011	Participant	64.0	120			0	YES
08/14/2011	Participant	65.0	120			0	YES
08/16/2011	Participant	65.0	120			0	YES

FEP PRT Details												
PRT Date	Participant Status	Standard	Stretch	Core	Core Cat	UB	UB Cat	Machine	Cardio	Cardio Cat	Cardio Type	Calc
08/01/2011	Not Authorized											
08/18/2011	Participant	STANDARD	PASS		MEDICAL WAIVER		MEDICAL WAIVER		1211	OUTSTANDING	RUN/WALK	
07/08/2011	Participant	STANDARD	PASS	50	GOOD	50	OUTSTANDING			MEDICAL WAIVER		

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[Privacy Statement](#) [Return to BOL](#)

Done Internet 100%

start Inbox - Microsoft Out... https://prims.test.bol... Microsoft PowerPoint ... 12:16

Nutrition Record

Member

Member

Last Name: First Name: SSN: Command: 62909 - ONR EUR LONDON UK

Department: Department Listing

Role for Command: ECHELON Division:

Drag a column header and drop it here to group by that column

Last Name	First Name	Gender	SSN	Birthday	Last PHA	Service	Rank	UIC	Dept
TEST	RACHELLE	F	XXX-XX-0006	01/01/1970	05/13/2011	USN	O-1	62909	38
TEST	RAPHAEL	M	XXX-XX-0004	01/01/1970	02/04/2009	USN	O-1	62909	

PFA Medical Waiver PARFQ Progress Waiver Readiness Waiver FEP Nutrition

Enrollment Date	Program
07/01/2011	Registered Dietitian

TEST	RHONDA	F	XXX-XX-0001	01/01/1970		USN	O-1	62909	38
TEST	RICKY	M	XXX-XX-0003	01/01/1970		USN	O-1	62909	38
TEST	ROBERT	M	XXX-XX-0007	01/01/1970		USNR	O-1	62909	38
TEST	ROCKY	M	XXX-XX-0002	01/01/1970		USN	O-1	62909	38
TEST	ROXANNE	F	XXX-XX-0005	01/01/1970		USN	O-1	62909	38

References List

1. OPNAVINST 6110.1J, Physical Readiness Program
2. Physical Readiness Program Operating Guide (OPGUIDE)
3. DOD Instruction 1308.3, DOD Physical Fitness and Body Fat Programs
4. NAVPERS 1556D, Military Personnel Manual
5. BUPERSINST 1430.16F-Enlisted Advancement Manual
6. SECNAVINST 1420.1B- Officer Promotions
7. SECNAVINST 1920.6C- Administrative Separations of Officers