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SUBJ/IMPLEMENTATION OF PHYSICAL READINESS PROGRAM POLICY CHANGES UPDATE #2//

REF/A/MSG/CNO WASHINGTON DC/031159ZAUG15//

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NARR/REF A IS NAVADMIN 178/15, PHYSICAL READINESS PROGRAM POLICY CHANGES.

REF B IS NAVADMIN 233/15, PHYSICAL READINESS PROGRAM POLICY CHANGES UPDATE 1:

ENLISTED POLICIES (CORRECTED COPY). REF C IS OPNAVINST 6110.1J, PHYSICAL

READINESS PROGRAM. REF D IS DODI 1308.3, DOD PHYSICAL FITNESS AND BODY FAT

PROGRAMS PROCEDURES.//

RMKS/1. This NAVADMIN amplifies and clarifies changes to the Physical Readiness Program as announced in reference (a). Physical Fitness Assessments (PFA) are designed and implemented to assess the health and mission readiness of individual Sailors 365 days a year. The intent of these changes and initiatives is to strike a better balance between physical health and mission accomplishment. The ultimate responsibility for implementing the physical readiness program lies with the commanding officer.

2. The following guidance is only applicable for PFA record corrections, administrative separations and exceptions to policy:

a. Letter of Correction (LOC): LOC signed by the commanding officer (CO) must be submitted with supporting documentation to include the scanned original: Body composition assessment (BCA) score sheet, physical readiness test (PRT) score sheet and Physical Fitness Assessment Medical Clearance/Waiver (NAVMED 6110/4) for each individual Sailor to Navy 21st Century Sailor Office (OPNAV N170), Physical Readiness Information Management System (PRIMS) Manager, (primis(at)navy.mil) if changes to a PFA record is required.

b. Administrative Separation: Medically-waived, pregnant and deployed/operational statuses during Cycle 2, 2015 did not count as failures or passes for the PRT. These Sailors are to be retained and their most recent PFA failure will carry over effective 1 January 2016.

c. Exception to Policy. Sailors who were not medically cleared to participate in Cycle 2, 2015 PRT and whose Expiration of Active Obligated Service and Soft Expiration of Active Obligated Service expired prior to 1 January 2016 were authorized an exception to policy extension of sufficient duration to allow participation in the Cycle 1, 2016 PFA. Procedures are described in reference (b), paragraph 3a (1).

3. Effective 1 January 2016 (Cycle 1, 2016), the following changes to reference (c) are in effect:

a. BCA Methodology: As outlined in reference (a), the new method for measuring BCA consists of a three-step process. A Sailor who is medically cleared to participate in the PRT must participate regardless of his or her BCA results under any of the three steps discussed below.

(1) Step 1: Apply the current height/weight tables per reference

(c). If the Sailor is within height/weight standards, he or she will pass the BCA, steps 2 and 3 will not apply, and no Fitness Enhancement Program (FEP) enrollment is required. If the Sailor does not meet the height/weight standard, proceed to step 2.

(2) Step 2: Apply a single-site abdominal circumference (AC) measurement. The following will provide a brief description of the AC measurement process for the Sailor and the Command Fitness Leader (CFL). The CFL will need to be familiar with the appropriate anatomical sites for tape placement to obtain consistent and accurate measurements. Amplifying information and video can be found on the Navy Personnel Command (NPC) 21st Century Sailor web page [http://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](http://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx).

(a) The CFL will start the measurement on the right side of the Sailor.

(b) The CFL will locate the measurement landmark immediately above the right uppermost hip bone (superior border of the iliac crest) at the side of the body vertically in line with the right armpit (mid-axillary line).

(c) If desired, the Sailor may assist the CFL in locating the measurement landmark by resting the right hand on the hip, using rearward facing right thumb to locate the iliac crest. The CFL will determine final horizontal - vertical intersection point for landmark confirmation.

(d) The Sailor will stand on a flat surface with feet no more than shoulder width apart. The head should be upright, looking directly forward with the chin parallel to the floor.

(e) The Sailor may use one hand to initially assist the CFL in anchoring the tape measure to the body, but must remove the hand from the tape measure before the official measurement is recorded.

(f) Measurement will be taken on bare skin. The free hand may be used to hold the shirt out of the way, but no part of the hands or arms may extend above the shoulders.

(g) The Sailor will remain stationary while the CFL conducts the measurement by initially moving around the Sailor to place the tape in a horizontal plane around the abdomen.

(h) The CFL will ensure the tape is parallel to the floor at the level of the landmark (bottom edge of the tape just contacts landmark), is snug, but does not compress the bare skin.

(i) Upon exhale, the CFL will take the measurement at the end of the Sailors normal respiration.

(j) The CFL will take the circumference measurement twice and record each, round each down to the nearest 1/2 inch. If one of the two measurements differs by more than one inch, the CFL will take an additional measurement and compute a mathematical average of the two closest measurements to the nearest 1/2 inch and record this value as the AC measurement.

(k) A Sailor will pass the BCA if AC is less than or equal to 39.0 inches for males and less than or equal to 35.5 inches for females.

(l) If the Sailor is within AC standards, he or she will pass the BCA, step 3 will not apply.

(m) If the Sailor exceeds the AC measurement, proceed to step 3.

(3) Step 3: If the Sailor exceeds the AC measurement screen of step 2, a body circumference measurement must be conducted.

(a) Apply the BC measurement technique to determine body fat percentage per reference (c).

(b) The Sailor will pass the BCA by meeting the Department of Defense (DoD) maximum allowable body fat limit of less than or equal to 26 percent for males or less than or equal to 36 percent for females as outlined in reference (d).

(c) The Sailor will fail the BCA if they do not meet any of the standards employed in steps 1, 2, and 3.

(d) Sailors who fail the BCA must be evaluated by a medical provider, enrolled in the FEP, and provided nutritional counseling.

(e) All Sailors who are medically cleared, regardless of BCA results, must take the PRT.

(f) A BCA failure will constitute an overall PFA failure for the cycle regardless of PRT results.

b. Performance Standard Scoring Tables:

(1) Each PRT event will be scored using five categories (Probationary, Satisfactory, Good, Excellent, and Outstanding).

(2) Each category will have three different levels (high, medium and low) of performance except Satisfactory where only two levels (high and low) will apply.

(3) Probationary is the minimum achievable score, anything below probationary is a failure. Sailors who score probationary in any PRT event will be enrolled in FEP.

(4) The new Performance Standard Scoring Tables are published in reference (c), Operation Guide 5 effective 1 January 2016.

c. CFL Certification and Re-Certification:

(1) CFLs must attend the CFL training course to obtain initial training and certification.

(2) In order to maintain certification, the Navy Enlisted Classification 95PT/Additional Qualification Designator, CFLs must attend a CFL seminar or a CFL certification course at a minimum of every three years to maintain their CFL credentials.

(3) CFLs may obtain more information about CFL seminars and courses at the NPC 21st Century Sailor web page [http://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](http://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx).

(4) CFLs are required to score an overall excellent or above on their PFA in order to obtain/ retain certification. CFLs that elect to participate in an alternate cardio event must score an excellent or better on the cardio event elected.

(5) CFLs are required to maintain one percent below the graduated BCA standards for purposes of certification.

(6) CFL certification course will continue to require all Sailors complete the 1.5 mile run, no alternate cardio options will be provided.

d. FEP: A strong command FEP is key in ensuring that Sailors who exceed DoD maximum BCA standards (26 percent males and 36 percent females), exceed new Navy graduated BCA standards, or Sailors failing any portion of the PRT actively work towards getting back in PFA standards.

(1) All medically cleared Sailors enrolled in FEP will be required to participate in a mock PFA every 30 days.

(2) Failures incurred during a mock PFA will not count as official failures.

(3) A Sailor will be disenrolled from FEP when he or she passes a mock or official PRT and is within the new Navy graduated BCA standards.

(4) CFLs must ensure that appropriate entries are made in PRIMIS under the FEP tab for each member who is enrolled in FEP to include pass or fail of the required monthly mock PFA.

(5) Sailors enrolled in FEP due to BCA failure, or exceeding the new graduated BCA standards must also be enrolled in a weight management program or receive nutritional counseling as outlined in reference (c). The Nutrition Resource Guide can be found on the NPC 21st Century Sailor web page [http://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](http://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx). Shipshape, the official Navy weight management program and other weight management programs must focus on nutrition and behavior change. FEP participants should also be engaged with their CFL and Navy Fitness resources to improve their physical exercise regimens. Sailors do not have to fail the PFA or a spot check to participate in FEP or Shipshape. These resources are in place for the benefit of all Sailors and COs are encouraged to promote participation. FEP and Shipshape facilitators should flex program availability to meet the needs of the fleet.

(6) Medical clearance to participate in the PFA: If a member fails BCA and is cleared to participate in the PRT with no medical waivers, then the Physical Activity Risk Factor Questionnaire will serve as medical clearance to participate in the PRT and FEP, and no NAVMED 6110/4 form will be required. If member requires a medical waiver for any portion of the PFA it must be documented on a NAVMED 6110/4.

(7) Medical clearance is not required for Sailors who fail to meet

the graduated BCA standards, or for Sailors who fail any portion of the PRT.

e. An authorized medical department representative must follow Bureau of Medicine and Surgery guidelines for waiver recommendation process and complete the required training on proper procedures for BCA and PRT medical screening and waivers.

#### 4. Evaluation Policy

a. No mandated or prohibited trait mark is required in "Military Bearing"/Professionalism for promotability and/or retention for reporting period in which a first PFA failure in a 3-year period occurs.

b. For reporting period in which a member has failed two or more PFAs in the most recent 3-year period,

(1) Enlisted members shall receive:

(a) A grade no greater than 1.0 in "Military Bearing" or Professionalism (CHIEFEVAL block 35 or EVAL block 36).

(b) Marks of "Significant Problems" and "Retention Not Recommended (Eval block 45 and block 47), respectively.

(2) Officers shall receive:

(a) A grade no greater than 1.0 in "Military Bearing" (FITREP block 35).

(b) Mark for promotability shall be Significant Problems.

(3) For Sailors with two PFA failures in most recent 3-year period that have an approved waiver, reporting seniors shall use their discretion when determining "Military Bearing" or "Professionalism" marks for a reporting period in which the member passes two consecutive PFAs. However, the member must still receive a not recommended for reenlistment or retention for that evaluation period and the member remains ineligible for advancement/promotion and for enlisted members ineligible for participation in the advancement exam. In those situations, insert a bullet in the evaluation/fitness report stating why the member is not recommended due to having two or more PFA failures in the most recent 3-year period.

c. Overall score of "outstanding" or "excellent" are not required for assigning 5.0 in Military Bearing or Professionalism.

5. BCA Spot checks. BCA spot checks provide COs an opportunity to make a difference in Sailor health and fitness without administrative/punitive consequences outside of the official command PFA cycle.

a. Spot checks will be conducted at the discretion of the CO and are intended to identify Sailors in need of additional support by assigning them to the FEP program before they become a PFA failure.

b. With only two failures in a 3-year period now resulting in processing for administrative separation, it is important that all hands stay proactive in achieving and maintaining the health and fitness goals of the Navy.

c. It is the responsibility of every Sailor to be within PFA standards at all times. If a Sailor fails a BCA spot check, they will be enrolled in FEP and will actively participate in mock PFAs until they meet the new graduated BCA and PRT standards.

d. COs are not required to conduct a Administrative Remarks (NAVPERS 1070/613) counseling for Sailors who fail BCA spot checks.

e. CFLs must ensure that Sailor progress is accurately reflected in PRIMS for Sailors enrolled in FEP due to spot checks failures.

f. Recommended guidance (not all inclusive or limiting other options) for conducting spot checks include:

(1) Within five days of checking-in to the command (this should be applied to everyone).

(2) Individual returning from extended leave/TAD periods (length of period to be determined by CO).

(3) Unit sweep BCA spot checks as a means to get at risk Sailors into the FEP program.

(4) Incorporate into the Command Division in the Spotlight.

(5) In conjunction with urinalysis on a random basis.

(6) After extended authorized absences for reserve personnel.

(7) Recommendation from CFL.

6. Commander, Navy Recruiting Command new accession BCA policy will follow

guidance set forth in reference (b) effective 1 January 2016.

7. Prior to initiating separation processing on any Naval Nuclear Propulsion Program Sailor (to include those who incur the third failure in the past four years prior to 1 December 2015 and those who incur their second failure in the last three years after 1 January 2016), commands are still required to submit separation requests for review and approval to Nuclear Propulsion Programs (OPNAV N133) per reference (c).

8. For questions, please contact the Physical Readiness Program Help Desk at (901) 874-2210/DSN 882 or via e-mail at [prisms@navy.mil](mailto:prisms@navy.mil). Physical Readiness Program policies, operating guides and FAQs can be found on the NPC 21st Century Sailor web page [http://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](http://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx).

9. Released by Vice Admiral W. F. Moran, N1.//

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