



2016

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## Guide 1

# Command Fitness Leader (CFL) Administrative Duties and Responsibilities

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## Section 1- General Information

### 1. The Command Fitness Leader (CFL)

The CFL (appointed in writing) is the primary advisor to the commanding officer on all Physical Readiness Program matters. The CFL administers the semi-annual Physical Fitness Assessment (PFA), manages command/unit Physical Training (PT) and the Fitness Enhancement Program (FEP).

### 2. Qualifications of CFLs

Setting the course toward a healthier Navy requires leadership from the front. A CFL must meet the following qualifications:

- a. E6 or above (preferred)
- b. Non-user of tobacco products
- c. Overall PRT score of Excellent or above, with no alternate cardio event lower than Excellent.
- d. Be 1% under the established graduated body composition assessment (BCA) standards
- e. Maintain Cardiopulmonary Resuscitation (CPR) qualifications
- f. Complete OPNAV approved five day CFL Certification course within three months of appointment (CANTRAC Course Identification Number S-562-0612).
- g. Complete a CFL seminar or CFL certification course every 3 years.

### 3. Assistant Command Fitness Leader (ACFL)

The ACFL (appointed in writing) is the CFL's assistant in administering the semi-annual PFA, command PT and FEP. The ACFL's duties are just as important as the CFL's since most ACFLs work independently of the CFL.

### 4. The Required Number of ACFLs

Per OPNAVINST 6110.1 series, Commanding Officers are required to appoint one ACFL per 25 command members. Commands with 25 members or less must appoint at least one ACFL.

## 5. Qualifications of ACFLs

- a. Meet the same physical qualifications as the CFL
- b. Non-user of tobacco products
- c. Maintain CPR qualifications

## 6. ACFL and the 5-Day CFL Certification Course

ACFLs are authorized, but are not required to attend the 5-Day CFL Certification Course, but are encouraged to take advantage of the outstanding skills of the CNIC Morale and Welfare Recreation (MWR) staff. The CFL is responsible for the training of ACFLs in all aspects of the Physical Readiness Program to include leading command PT, BCA techniques, PRT procedures, and FEP.

## 7. CFL Administrative Access to the Physical Readiness Information Management System (PRIMS)

Once the CFL is appointed in writing, the CFL must forward a CFL Designation Letter request to the PRIMS desk to obtain administrative access to PRIMS. A sample letter is available in Operating Guide 13 on the Physical Readiness Program website:

<http://www.public.navy.mil/bupers-npc/support/physical/Pages/default2.aspx>

The letter is formatted to provide the PRIMS staff with information on the current CFL and newly appointed CFL. Each command may only appoint one CFL at a time; therefore the PRIMS access for the existing CFL will be replaced with the PRIMS access of the new CFL.

If the CFL Designation Letter is not in the correct format, no action will be taken and a PRIMS staff member will notify the requestor in an email response.

## 8. ACFL Administrative Access to PRIMS

The CFL is responsible for assigning ACFL access. There are two access levels available for the ACFL:

- a. ACFL1 access allows for the management of Departments and Divisions PFA records.
- b. ACFL2 access allows for the management of Divisions.

## 9. PFA Cycles Defined

In most cases, the command PFA cycle and the Navy PFA cycle will be different. The Navy PFA cycles are defined as:

- a. Cycle 1: 1 January - 30 June.
- b. Cycle 2: 1 July - 31 December.

The dates for a command PFA are published in the official PFA notification (see paragraph 17). PFAs may not be conducted in one PFA cycle and entered as the previous cycle.

## 10. Commanding Officer (CO)/Executive Officer(XO) and Command Master Chief (CMC) Read-Only Access to PRIMS

The CFL is responsible for assigning PRIMS “read access” to the CO/XO and CMC.

## SECTION 2 - CFL Duties and Responsibilities

### 1. Inspection and Command Self-Assessment Checklist

The CFL must conduct a command self-assessment within 30 days of appointment. The command self-assessment is an excellent tool to provide CFLs with an honest look at the state of their Physical Readiness Program. The complete Command Inspection Self-Assessment Checklist is available in Operating Guide 2.

### 2. PFA Record Verification for Newly Reporting Members

CFLs have the responsibility to inform all newly reported personnel of their Periodic Health Assessment (PHA) status upon checking into the command. No member is authorized to participate in command/unit PT, PFA or FEP unless their PHA is current.

CFLs also have the responsibility to verify Navy Standard Integrated Personnel System (NSIPS) Electronic Service Record (ESR) and the Official Military Personnel File (OMPF) against PRIMS for all newly reported enlisted personnel with a PFA failure in PRIMS. Provide a NAVPERS 1070/613 (page 13) if there are documented PFA failures in PRIMS but have no prior evidence of a page 13 written counselling.

Letters of Notification (LON) are to be drafted for officers and submitted to the appropriate chain of command for all officers with documented PFA failures in PRIMS, but have no prior evidence of written counseling.

### 3. BCA Spot checks

A critical component of the PFA 365 day a year concept is the BCA spot check. While BCA failures incurred during a spot check will not count toward administrative separation, they will result in FEP enrollment to ensure success during the next official PFA. BCA spot checks are non-punitive in nature and are intended to instill the concept that fitness and health are part of our 24/7, 365 day a year culture and not just a semi-annual event. Success of the new PFA standards hinges on an active, robust, and frequent BCA spot check program.

CFL's are responsible for enforcing BCA spot checks in accordance with guidance set by Commanders. Members must be within graduated BCA standards at all times. If a member fails a BCA spot check they will be enrolled in FEP and actively participate in mock PFA's until they meet graduated BCA standards. Page 13 counseling is not required for members that fail BCA spot checks. CFL's must ensure that member's progress in FEP shall be accurately reflected in PRIMS.

Commanders must administer BCA spot checks within 5 days on all newly reported Sailors to ensure members are within the graduated BCA standards. This is a proactive measure to assist members of consistently meeting the graduated BCA standard. If a

member checks in during the command's PFA cycle, and does not have a PFA for this cycle, the BCA is not a spot check and will be recorded as the official BCA.

BCA spot checks are not authorized on any member during the command's official PFA cycle.

#### 4. Official PFAs on Newly Reported Members

CFLs are required to be a part of the check-in process to ensure that all members participate in an official PFA (BCA and PRT), regardless of their time onboard. CFLs must understand when it is appropriate to enter BCA and PRT results in PRIMS. The following applies:

If a member checks into the command prior to the upcoming command PFA cycle, a spot check BCA must be performed. The results will not be official. The results will be used to assist the member in meeting graduated BCA standards, and will be enrolled in FEP.

If a member checks into the command, during the PFA cycle the member will be required to participate in both the BCA and the PRT (if medically cleared), regardless of their time onboard. If the member is authorized an acclimatization period for the PRT portion of the PFA and it will extend beyond the Navy's PFA cycle, the CFL will enter BCA results in PRIMS within 30 days of the completion of the PFA. Refer to section 2, paragraph 5 for guidance on acclimatization.

If a member checks into the command after the most recent command PFA cycle without a current PFA in PRIMS, the member will be expected to complete an entire PFA during the next scheduled monthly mock PFA. If the command does not have personnel currently enrolled in FEP, the CFL should consult with the chain of command to determine if a separate PFA can be accomplished prior to the end of the Navy's PFA cycle. If, due to mission and scheduling conflicts an additional PFA is not feasible, the CFL will conduct an official BCA and assign "other" in PRIMS for the PRT.

If a member checks into the command without a current PFA record and will not be able to obtain medical clearance to participate in the PRT portion within 45 days of completing the BCA or by the end of the Navy cycle, the CFL is also authorized to assign "other" for the PRT portion in PRIMS.

#### 5. Standard Acclimatization Period for Newly Reporting Personnel

Acclimatization periods will vary based on locations. COs are authorized, with Authorized Medical Department Representative (AMDR) consultation, to set appropriate acclimatization periods for newly-reported personnel for participation in command/unit PT, PFAs, and FEP. In the event the acclimatization period extends into a new PFA cycle, the member is still required to participate in the BCA and the PRIMS record for the PRT shall reflect "acclimatization".

The “acclimatization” status in PRIMS is not accessible to the CFL; therefore the CFL has to submit a Letter of Correction (LOC) to the PRIMS staff. Refer to section 2, paragraph 14 on how to write and submit an LOC>

## 6. Check-out BCAs

CFLs are not authorized to conduct an official BCA on a member during check-out if the member will not be assigned to the command during the entire PFA. The only exception is if the member is transferring to several temporary duty assignments and the combined timeline of the assignments will exceed the Navy PFA cycle and result in a blank PFA record for the cycle.

In these cases, CFLs are authorized to conduct the BCA and submit a LOC to the PRIMS desk to have the member placed in the “excused” participation status for the PRT portion of the PFA, which will meet semi-annual PFA participation requirements.

If a member checks into a command with a partial PFA record and the member was not assigned to temporary duties which extended beyond the Navy PFA cycle, the reporting CFL is authorized to request a record deletion and perform an official PFA on the member. Request must be made to the Physical Readiness Program Office via a LOC.

## 7. Database for Official PFA Data

PRIMS is an official military record and is the only approved means of organizing and documenting Physical Readiness Program information. The PRIMS application tracks PFA records for five years. All data for a PFA semi-annual cycle, including waivers and justification for non-participation shall be entered into PRIMS within 30 days of completion of the command’s PFA cycle. Data entered must match the cycle in which the PFA was conducted.

CFLs are responsible for tracking PFA results via PRIMS and taking appropriate administrative action. CFLs are ultimately responsible for the integrity and accuracy of the database.

Exceptions to the 30-day data entry requirement are made for deployed ships or units with bandwidth or internet access issues. In those cases, PFA data should be entered as soon as the ship or unit returns to homeport.

## 8. PRIMS Command Detail Screen

The first task in PRIMS is to enter all command data and point of contact information on the Command Detail Screen. The links on the screen must be used to save data. Data typed in the fields with associated links will not be saved upon exit.

The information on the command screen is used by the Physical Readiness Program Office and BUPERS Online (BOL) to generate various reports. The information on this

screen is also used by PRIMS to provide CFL point of contact information to other CFLs to import newly reporting personnel into their UIC, if the member has not been placed in the "PCS" status in PRIMS.

## 9. Official PFA Documentation

All written documentation (notes and or worksheets, etc.) of official command PFAs and FEP are to be retained for a period of five years (per OPNAVINST 6110.1J). All information must be maintained in accordance with the Personal Identifiable Information (PII) policy. These files are the property of the command and must be turned over to the new CFL.

The NAVPERS 6110/10 official BCA score sheet and NAVPERS 6110/11 official PRT score sheet are the only forms to be used for documenting BCA and PRT scores. CFL must ensure that all forms are filled out entirely. If a member refuses to sign, the CFL is required to make a note stating the member refused to sign.

CFLs often transpose PFA results onto a spreadsheet to provide a more organized report to the chain of command. The Physical Readiness Program office is not able to use the self created spreadsheet as official PFA documentation for members requesting a PFA record correction. Only the official PFA documents can be used to make changes or corrections in PRIMS. If space is an issue, it is highly recommended that CFLs scan the original documents and maintain electronic files for the required time period.

To correct a blank record, the CFL must produce official PFA documentation to submit with a LOC. Without documentation, the record will remain blank. The CFL is critical in the check-out process to ensure all data is entered prior to the member's permanent change of station (PCS).

## 10. Requirement for Entering Waivers in PRIMS

All waivers, with the exception of Readiness Waivers, are to be entered into PRIMS within 30 days of the completion of the command PFA cycle.

a. Waiver for Readiness, commonly known as a Readiness Waiver is a waiver of ADSEP processing and is granted for a specific PFA cycle only. The waiver is designed to address the adverse effect on unit, fleet, or community that would result from the loss of a specific individual is to be initiated within 14 days of the second PFA failure. Since Echelon approval may take longer, the requirement to enter the waiver in PRIMS is extended to 30 days after the end of the command PFA cycle. The CFL must inform NAVPERSCOM (PERS-8) of the pending Readiness Waiver or administrative processing will be expected.

b. PFA Medical Waivers. BCA and PRT Medical Waivers are only issued for valid medical reasons and must be issued on the NAVMED 6110/4 (Physical Fitness

Assessment Medical Clearance/Waiver). If a member is issued a BCA medical waiver, they are authorized to participate in the PRT if medically cleared. See Operating Guide 6 for policy guidance on Medical Waivers.

### 11. Letter of Notification (LON) to Officers

LONs will be given to all officers upon failure to meet PFA standards. LONs are available via PRIMS and are to be issued to the member within 30 days of completion of PFA. Drilling Reservists have up to 60 days of the completion of the PFA.

LONs for the first and second PFA failure are to be forwarded to NAVPERSCOM, Records Management/Policy Branch (PERS-313) for entry into the OMPF. A sample LON is available in Guide 13, in PRIMs or on the Physical Readiness Program website.

### 12. Administrative Remarks (NAVPERS 1070/613)(Page 13)

A Page 13 entry will be given to all enlisted personnel upon failure to meet PFA standards.

The preferred method of preparation for the Administrative Remarks for enlisted members is on a Page 13, via the Navy Standard Integrated Personnel System (NSIPS) Electronic Service Record (ESR) and is to be issued within 30 days of the completion of the PFA. Drilling Reservists have to up 60 days of completion of PFA.

When a member fails any portion of the PFA, PRIMS is programmed to feed the failure information to NSIPS, for full PFAs (BCA and PRT must be complete). CFLs must have a very good working relationship with the NSIPS representative for access to PFA Page 13s. In most cases there will be some editing required to the Page 13 prior to presenting the Page 13 to the member.

Once the Page 13 is edited and printed, it must be first presented to the CO for signature and then to the member for acknowledgment and signature. Once signed by the CO, member, and the CFL (witness), the NSIPS representative will verify (save) it in NSIPS and electronically forward it to NAVPERSCOM via the servicing Personnel Support Detachment or Personnel Office (PSD/PERSOFF).

The CFL should keep a copy in the CFL files until it is verified that the Page 13 has been uploaded to the member's ESR and Official Military Personnel Files (OMPF).

### 13. Deleting a Page 13 after NSIPS Verification

If the PFA failure was in error or if the member passed the PFA after a re-take ("Bad Day") the auto-generated Page 13 can be deleted via NSIPS, as long as it has not been saved (verified). If the Page 13 has been verified, the only way to remove the entry from NSIPS ESR and OMPF is by having the NSIPS representative submit a Request

Removal of Erroneous Administrative Remarks Letter to OPNAV N170B (Physical Readiness Program Office), who will authorize PERS-31 to remove the Page 13, if appropriate.

A sample Request Removal of Erroneous Administrative Remarks Letter is available in Guide 13 and on the Physical Readiness Program website.

#### 14. Letter of Correction (LOC)

The LOC is to be drafted by the CFL on command letter head, signed by the CO and forwarded to OPNAV N170B (Physical Readiness Program Office), along with supporting documentation for PRIMS correction of errors or omissions which occurred within one-year of the PFA. Only valid supporting documentation will be accepted. See paragraph nine on "Official PFA Documentation."

The LOC request must be generated from the command from which the PFA occurred, unless the originating command has provided original PFA documentation to be submitted with the LOC request.

Per OPNAVINST 6110.1 series, members have up to 60 days after a PFA cycle to verify that their PRIMS PFA record is accurate. Members should also address all PRIMS data issues with the CFL prior to leaving the command. Request for corrections to PFA cycles which occurred more than one year prior will only be considered in extenuating circumstances.

A sample LOC is available in Guide 13 and on the Physical Readiness Program website.

#### 15. Policy for Editing PFA Records in PRIMS

CFLs have the ability to edit existing PFA records up to 60 days after the PFA. This option is provided to assist CFLs in fixing errors resulting from the human element of data entry. Any correction needed after the 60 days must be accomplished by the Physical Readiness Program Office via a LOC request.

#### 16. Policy for Transferring Members in PRIMS

CFLs must be included in the check-in/check-out process. CFLs are responsible for transferring the member out of the UIC in PRIMS during the check-out process. The CFL must verify with the member that the PFA record is accurate and current. Once verified, the CFL will place the member in the "PCS" status in PRIMS.

When a CFL does not complete this process and is unavailable or unreachable to the gaining command, CFLs will make a request directly to the Physical Readiness Program Office to transfer the member. There is a risk involved. The Physical Readiness Program Office will not have knowledge of whether or not the detaching command has completed the PFA cycle. If prematurely transferred out, the detaching

CFL will no longer have access to the member's record and the member will end up with a blank record.

## 17. Official PFA Notification

The CFL is responsible for drafting and publishing an official PFA notification at least ten weeks prior to an upcoming PFA. The CFL will have to work closely with the chain of command to establish a command schedule. The CO has final approval of the PFA notification and once approved, the PFA notification is to be distributed throughout the command. The PFA notification should include but not limited to:

- a. PHA instructions
- b. PARFQ instructions
- c. Acclimatization policy
- d. BCA and PRT schedule
- e. Alternate Cardio Policy

A sample PFA Notification is available in Operating Guide 13 on the Physical Readiness Program website.

## 18. PFA Notification is Not a Member Preparation Window

The PFA notification is a preparation period for the CFL and it is not intended as a preparation window for individuals. Navy personnel are not exempt from taking the PFA even if they did not receive a PFA notification (as long as they are medically cleared and acclimatized).

## 19. PFA Failure Notification

Every member failing a PFA must be notified in writing of the PFA Failure. Documentation of written counseling provided from previous commands prior to member acquiring the second PFA failure is sufficient notice for all administrative actions specified in this instruction.

Enlisted members are to be formally counseled on PFA failures on a page 13, which is to be generated and verified via NSIPS and Officers will be provided a LON. The LON will be drafted by the CFL. A sample LON is provided in Operating Guide 13 available on the Physical Readiness Program Website.

## SECTION 3- General PFA Policies

### 1. PRT “Bad Day” Policy

COs are authorized to grant a member one retest of the PRT portion of current PFA cycle, however, BCA “Bad Days” are not authorized. The member must request the “Bad Day” in writing within 24 hours of completing the PRT. If approved, the retest must be administered within seven days of the initial PRT failure and within the same PFA cycle for which the “Bad Day” was requested. Drilling Reservists must retest by the end of the following month. All portions of the PRT must be retaken.

If the individual is approved for a “Bad Day” but does not participate in the retest, becomes “medically waived” before the retest, is injured during the retest or transfers to another assignment before the retest, the initial test score is to be entered into PRIMS as the official PFA.

In other words, the original PFA scores will remain valid until the PFA scores from the retest are obtained. Regardless of the intention of the member to retake the PRT, the CFL should enter the initial results in PRIMS.

If the member passes the retest, the CFL can amend the data in PRIMS. The CFL must remember that PRIMS automatically pushes failure information to NSIPS and if the member passes the retest, the auto-generated Page 13 will have to be deleted out of NSIPS.

PRIMS will also enroll first time PRT failures into FEP. The member will be removed from FEP if the member passes the retest.

### 2. Injury During PRT

All injuries or illness during the PRT, FEP, and command PT will be reported to the command Safety Officer. The Safety Officer will report the injury to Commander, Naval Safety Center (COMNAVSAFECEN).

### 3. Frocking/Advancement/Promotion (BUPERSINST 1430.16F)

Frocking – Per the Military Personnel Manual (MILPERSMAN) 1420-060, frocking is not authorized for members who do not meet the physical fitness/body fat requirements.

Withholding Authorized Advancement – Per BUPERSINST 1430.16F, withholding advancements because of PFA failure must be accomplished via compliance with BUPERSINST 1430.16F and OPNAVINST 6110.1J. Prospective advancements, for personnel in non-compliance with the current Physical Readiness Program:

a. The CO/Officer-in-Charge(OIC) and the member must sign the Page 13 required by BUPERSINST 1430.16F, prior to withholding advancement. Commands must notify Naval Education & Training Professional & Technology Center (NETPDTC) (N321) via official correspondence with an information copy to PERS-811/812, withholding advancement and advising of compliance with paragraph 721a.

b. The CO/OIC may delay a member's authorized advancement up to the limiting date for the respective cycle. Make service record entries as follow (message notification to NETPDTC (N321)/NAVPERSCOM (PERS-811/812) may not be sent prior to completion of the Page 13):

<b>Paygrade/Examination/Limiting Date:</b>	
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 Page 13 to withhold Advancement**

<p>NAVPERS 1070/613:                  (Date): AUTHORIZED ADVANCEMENT TO WITHHELD</p> <p>THIS DATE DUE TO (give reasons for withholding advancement).</p> <p>_____</p> <p>CO/OIC SIGNATURE/DATE</p> <p>"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."</p> <p>_____</p> <p>MEMBER'S SIGNATURE/DATE</p> <p>Witnessed: _____</p> <p style="padding-left: 100px;">WITNESS' SIGNATURE/DATE</p>
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**NOTE:** The page 13 must be signed by the member and the member's CO/OIC. The CO/OIC's signature may not be delegated. If the member refuses to sign, the signature block will be annotated "MEMBER NOTIFIED BUT REFUSED TO SIGN."

## Sample Message to NETPDTC

```

FM COMMAND
TO NETPDTC 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//

```

#### 4. Officer Promotion Holds (SECNAVINST 1920.6C)

Officers are ineligible for promotion if they have failed the most recent PFA. COs are required to forward notification of failure to delay promotion to NAVPERSCOM, Officer Performance and Separation Branch (PERS-834).

SECNAVINST 1920.6C provides details on officer's promotion holds.

#### 5. Reenlistments/Extensions for Members with two or more PFA Failures

Members who have two or more PFA failures in the most recent three-year period are not allowed to reenlist or extend. Requests for exceptions to policy for active duty reenlistments or extensions are to be addressed to NAVPERSCOM, Active Enlisted Programs Branch (PERS-811).

Requests for exceptions to reenlistment or extension policy for reservists are to be addressed to NAVPERSCOM, Reserve Enlisted Status Branch (PERS-913).

#### 6. Special PFA

For enlisted members, in the circumstances where a "Special PFA" is required for frocking and promotion purposes (i.e., Chief Petty Officer Induction), the command is

authorized (per OPNAVINST 6110.1J) to defer frocking of members that fail to meet Navy PFA standards.

The results of the special PFA are not to be entered into PRIMIS, unless the member will not have an official PFA at the completion of the official PFA cycle for the command. However results may be used to withhold or withdraw advancement/promotion.

## 7. PCS Restrictions for Members with a PFA Failure

Members who have failed one PFA in three years will not be assigned to any of the below assignments, unless the most recent PFA was passed.

- Overseas billets
- GSA/OSA
- PCS/Mobilization
- Pre-Commissioning
- Recruiting Division Commander
- Recruiting duty
- Equal Opportunity advisor assignments
- Washington, DC and Millington, TN staffs
- Combatant commander staff
- Instructor Duty

Changes to any program not listed above that has specific PFA requirements will be announced in its governing instruction.

Reservists may transfer if they are changing their home of residence. See the full reserve transfer and deployment restrictions in OPNAVINST 6110.1J.