



GUIDE 3

PHYSICAL FITNESS ASSESSMENT (PFA) CHECKLIST

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Section 1: 15 to 10 Weeks before Command Official PFA		Date Completed
General		
<input type="checkbox"/>	Review lessons learned from the previous PFA.	
<input type="checkbox"/>	Read this guide in its entirety to understand all current specifics pertaining to the PFA including the requirements for medical clearance, BCA and PRT requirements.	
<input type="checkbox"/>	Print command member listing from Physical Readiness Information Management System (PRIMS). Print and use command personnel roster.	
<input type="checkbox"/>	Develop plan for medical support during Physical Readiness Test (PRT).	
<input type="checkbox"/>	Consult with the CO to establish command policy for Bad Day, Deployment Operational (DEP/OP), Leave, Unauthorized Absence (UA), Alternate cardio, and Drilling.	
<input type="checkbox"/>	Use PRIMS to obtain a list of PHAs to determine which members will require an updated PHA prior to participating in PRT. Work with AMDR to obtain a PHA/DHA delinquent list.	
Planning		
<input type="checkbox"/>	Develop contingency plans (weather, Operational Tempo (OPTEMPO), facility availability, etc.)	
<input type="checkbox"/>	Determine personnel requirements (number of ACFLs, PRT monitors, and other assistants needed)	
<input type="checkbox"/>	Identify facility limitations (number that can be tested at one time).	
<input type="checkbox"/>	Develop emergency evacuation plan.	
<input type="checkbox"/>	Select or verify a 1.5-mile course.	
<input type="checkbox"/>	Identify sufficient area for warming-up and stretching prior to test.	
Scheduling		
<input type="checkbox"/>	Determine time (hours, day, etc.) limitations; check base schedules (Other PFAs, functions, construction, etc.).	
<input type="checkbox"/>	Develop acceptable dates to conduct PFA components (HT/WT, Body Fat, and PRT). Primary: _____ Makeup: _____	

Section 1: 15 to 10 Weeks before Command Official PFA		Date Completed
<input type="checkbox"/>	Obtain approval for PFA schedule from CO and publish PFA notification to command members at least 10 weeks in advance.	
Member Action		
<input type="checkbox"/>	Direct CMD members to complete PARFQ at least 10 weeks prior to the published PFA dates. Ensure using latest PARFQ form and that it is manually completed for this cycle.	
<input type="checkbox"/>	Conduct spot-check BCA, upon request.	
<input type="checkbox"/>	Ensure members are formally instructed to update their PHAs and clearly state the consequences of non-compliance. (Medical will provide assistance.) Encouraged to complete PHA and are not required to wait until birth month.	
Equipment Requirements		
<input type="checkbox"/>	Review previous PFA equipment needs, sources, costs, etc.	
<input type="checkbox"/>	Review equipment check in and out requirements.	
<input type="checkbox"/>	Coordinate equipment requirements with facility.	
Facilities Requirements		
<input type="checkbox"/>	Reserve adequate facilities (include pool if available) for primary and make-up dates. Include option with facility to reschedule for weather or other reasons.	
<input type="checkbox"/>	Obtain written facility reservation.	
<input type="checkbox"/>	Secure back-up testing facility.	
<input type="checkbox"/>	Secure ACFLs and or PRT monitors to assist with BCA, PRT and clean up of facility.	
Operational Risk Management (ORM)		
<input type="checkbox"/>	Conduct ORM assessment for PFA. (ORM at a minimum must include weather, temperature, acclimatization, facility/course hazards, and communications capabilities).	
<input type="checkbox"/>	Evaluate local, seasonal, typical weather risks.	
<input type="checkbox"/>	Make arrangements with medical to schedule Cardio-Respiratory Resuscitation (CPR) and Automated External Defibrillators (AED)	

Section 1: 15 to 10 Weeks before Command Official PFA		Date Completed
	certifications for PRT monitors and ACFLs.	
<input type="checkbox"/>	Designate and train ACFLs in: <ol style="list-style-type: none"> 1. BCA techniques and procedures 2. Dynamic Warm-up and Cool Down procedures 3. PRT event procedures 4. Emergency Procedures (Emergency Drill) 5. Review PFA (BCA / PRT) videos on PRP website 	
<input type="checkbox"/>	Identify clear warning signs of risks. Weather Wet Bulb Globe Test (WBGT) Index (flag condition BLU GRE AMB RED BLA). Wind chill ____ degrees. Location (inspect for hazardous objects and obstructions).	
PFA Official Forms Ensure you are using the latest official forms on the MyNavy HR Physical Readiness Program website.		
<input type="checkbox"/>	Complete any facility reservation requests required.	
<input type="checkbox"/>	Review PARFQs – refer to medical as required by 6110.1 (series) Review Guide 10 for additional guidance.	
<input type="checkbox"/>	Prepare local PFA recording sheets (official PFA documentation).	

Section 2: 8 Weeks to 2 Days before Command Official PFA		Date Completed
Medical Requirements		
<input type="checkbox"/>	Verify the medical clearance status of all members. Inform Chain of Command of all personnel with out of date PHAs.	
<input type="checkbox"/>	Start conducting BCAs, within 45 days but no less than 24 hours prior to PRT.	
<input type="checkbox"/>	If a member fails BCA, refer member to medical department for evaluation.	
<input type="checkbox"/>	Provide BCA failure list to Chain of Command.	
<input type="checkbox"/>	Provide a list of no shows to the Chain of Command.	

Section 2: 8 Weeks to 2 Days before Command Official PFA		Date Completed
Test Supplies and Equipment		
<input type="checkbox"/>	Obtain all equipment and supplies needed for event: _____ chairs _____ water/cooler _____ tables _____ paper cups _____ clipboards _____ First Aid kit _____ floor mats _____ Automated External Deliberator (AED) (if equipment and trained operators are available) _____ BCA Results available _____ PRT Score Sheets available _____ stopwatches(measures both minutes and seconds) _____ pencils/pens _____ runner numbers	
<input type="checkbox"/>	Acquire back-up equipment in case of original equipment failure.	
<input type="checkbox"/>	Conduct preliminary tests of all equipment.	
<input type="checkbox"/>	Arrange transport of large equipment items.	
<input type="checkbox"/>	Submit forms for equipment rental.	
PRT Facilities Check		
<input type="checkbox"/>	Re-confirm facility reservations and arrangements.	
<input type="checkbox"/>	Identify location of test stations.	
<input type="checkbox"/>	Review course and facilities to identify new hazards. (Emergency construction/repairs, weather damage, etc.)	
PRT Staff Review		
<input type="checkbox"/>	Organize PFA event schedule for ACFLs and PRT monitors.	

Section 2: 8 Weeks to 2 Days before Command Official PFA		Date Completed
<input type="checkbox"/>	Discuss contingency plan with ACFLs, PRT monitors, and lifeguards, etc.	
<input type="checkbox"/>	Distribute and explain personnel job descriptions and plan a personnel training session for select positions.	
<input type="checkbox"/>	Arrange for medical staff location and supplies when available.	
PRT Site Risk Management		
<input type="checkbox"/>	Train staff on proper procedures for identifying and handling weather and environmental conditions.	
<input type="checkbox"/>	Confirm plan for inclement weather.	
<input type="checkbox"/>	Call local base branch clinic/hospital or emergency services and let personnel know that you are conducting a PRT and where it will be held.	
<input type="checkbox"/>	Review plan for obtaining immediate medical assistance if needed.	
<input type="checkbox"/>	Obtain appropriate First Aid Kit with supplies and equipment.	

Section 3: Day before the PRT		Date Completed
Weather and Safety Concerns		
<input type="checkbox"/>	Obtain local weather and climate conditions to identify temperature, winds, rain, severe weather probability, etc.	
<input type="checkbox"/>	Review course and facilities to identify new hazards. (Emergency construction/repairs, weather damage, etc.)	
<input type="checkbox"/>	Review safety plan and other procedures with ACFLs.	
<input type="checkbox"/>	Confirm site, equipment, and safety procedures are in place.	
<input type="checkbox"/>	Confirm all ACFLS and PRT monitors will be present at PRT site.	
<input type="checkbox"/>	Consult with CO/OIC regarding last minute cancellation procedures if unsafe weather conditions are present.	

Section 4: Day of the PRT		Date Completed
Medical Requirements		
<input type="checkbox"/>	Verify the names on PRT sign-up sheet have been cleared to participate in the PRT. Deny any members that are not medically cleared.	
<input type="checkbox"/>	Prohibit participation if recently recovered from a cold, surgery, flu, illness or if health changes have occurred since completing the Physical Activity Risk Factor Questionnaire (PARFQ).	
<input type="checkbox"/>	If any participants have experienced recent chest pain, shortness of breath, arm, and neck pain, directs them to withdraw from test and go to medical for a physical evaluation.	
<input type="checkbox"/>	Caution participants that new medications for respiratory, cardiac, concerns or recent physician consult for orthopedic concerns may warrant withdrawal from the test.	
<input type="checkbox"/>	Identify if any member has sickle-cell trait. If so, 8 oz. of clear fluids must be administered before, during, and after test	
PRT Equipment Final Check		
<input type="checkbox"/>	Ensure ACFLs, monitors, and other assistants are familiar with equipment operation.	
<input type="checkbox"/>	Replace broken equipment, if needed.	
<input type="checkbox"/>	Clean equipment. Refer to Guide 15 for CDC guidance on sanitizing equipment.	
<input type="checkbox"/>	Collect all lost and found items at PRT site.	
Facilities Preparations		
<input type="checkbox"/>	Supervise facility cleaning before and after event.	
<input type="checkbox"/>	Monitor facility usage during event.	
<input type="checkbox"/>	Check environmental safety during event.	
<input type="checkbox"/>	Arrange equipment layout at test site.	
Testing Risk Management		
<input type="checkbox"/>	Prohibit smoking, tobacco, and alcohol use at PRT site. Discourage use of all tobacco products at least 30 minutes prior and at least 15 minutes after PRT.	

<input type="checkbox"/>	Ensure drinking water is readily available at the test site and that members are well hydrated before, during, and after the PRT.	
<input type="checkbox"/>	Check to be sure that all members are dressed appropriately for weather conditions and wearing proper footwear.	
<input type="checkbox"/>	Obtain local weather and climate conditions to identify temperature, winds, rain, severe weather probability, etc.	
<input type="checkbox"/>	Verify environmental conditions (temperature, humidity, storm conditions, WGBT, etc.) are safe during each test.	
<input type="checkbox"/>	Review course and facilities to identify new hazards. (Emergency construction/repairs, weather damage, etc.)	
<input type="checkbox"/>	Confirm and distribute emergency medical response plan to assistants and monitors.	
<input type="checkbox"/>	Record and evaluate number of major and minor injuries (All injuries reported to Safety Office within 48 hours).	
<input type="checkbox"/>	Complete report from the command safety officer to COMNAVSAFECEN if a participant is injured during the PRT.	
Conducting PRT		
<input type="checkbox"/>	Ask all members the pre-physical activity questions. For any member with yes responses to any question except number 1, deny participation in the PRT, until the member is medically cleared.	
<input type="checkbox"/>	Direct members if at any time their performance is significantly different from normal performance with no known reason, stop the event and immediately notify the monitor.	
<input type="checkbox"/>	Display or verbally provide PRT performance standards at PRT site.	
<input type="checkbox"/>	Instruct and demonstrate each event, as appropriate	
<input type="checkbox"/>	Organize members into appropriate groups for testing. Thoroughly review Guides 5, 10 and the PRT How To Video.	
<input type="checkbox"/>	Conduct a dynamic warm-up session with participants.	
<input type="checkbox"/>	Start PRT events.	
<input type="checkbox"/>	Record PRT results and at the conclusion of the PRT, ensure all members initial the PRT results sheets prior to leaving the PRT area.	
<input type="checkbox"/>	Ensure cool-down and stretching is accomplished on all members.	
<input type="checkbox"/>	Report all PRT related injuries to Command Safety Officer.	

<input type="checkbox"/>	Conduct Bad Day PRT (Only with CO/OIC and Medical approval)	
<input type="checkbox"/>	Record all PRT data in PRIMS. Enter official PRT scores in PRIMS-2 when available.	
Section 5: Post PFA		
Administrative Requirements		
<input type="checkbox"/>	Provide final PFA results to chain of command. Include a separate list for failures.	
<input type="checkbox"/>	Within 30 days, ensure all PFA data has been accurately entered into PRIMS. Edit records as necessary due to errors and omissions.	
<input type="checkbox"/>	Edit and print NAVPERS 1070/613 Administrative (Page-13) for enlisted members.	
<input type="checkbox"/>	Draft Letters of Notifications (LONs) for officers.	
<input type="checkbox"/>	Submit all Page-13s and LONs to the CO for signature.	
<input type="checkbox"/>	Obtain signatures on Page-13 for enlisted members and on the LONs for officers.	
<input type="checkbox"/>	Submit all signed Page-13s and LONs to Servicing PSD or NAVPERSCOM for entry into members OMPF.	