



Guide 11

Member's Responsibilities

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Section 1: Overall Member's Responsibilities

1. World-Wide Deployable

Per OPNAVINST 6110.1 series, meeting Physical Fitness Assessment (PFA) standards is a condition of continued naval service. Therefore, it is the member's responsibility to maintain physical fitness standards throughout the year, not solely at the time of semi-annual testing. This can only be accomplished by actively participating in a year-round program designed to maintain or improve fitness and health.

At a minimum, members should:

- a. Participate in moderate activity at least 2 hours and 30 minutes (150 minutes) per week, i.e., 50 minutes three 3 times per week or 75 minutes two times per week; plus
- b. Perform strength training exercises at least twice per week to work all major muscle groups.

2. Physical Activity

Regular physical activity is one of the most important actions individuals can take to improve and maintain overall health. Activity can help control weight, reduce the risk of cardiovascular disease, strengthen bones and muscles, manage stress levels and improve the ability to do daily activities.

3. Nutrition

Good nutrition is essential to a comprehensive fitness program. Foods with good nutrition provide the body with the energy necessary to function properly. Members must consistently strive to make healthy eating choices. Nutrition resources are available at <https://www.mynavyhr.navy.mil/Support-Services/21st-Century-Sailor/Navy-Nutrition/>

4. Physical Fitness Assessment (PFA)

All members are required to participate in the semi-annual PFA regardless of gender, age, rank, title, or billet. Those with an approved request for retirement (i.e. terminal leave) are no longer required to participate in the official PFA after the terminal leave start date. Members who are within standards via the height/weight measurement are exempt from the body circumference procedures. The maximum allowable abdominal circumference (AC) measurement is 39 inches for males and 35.5 inches for females and the maximum allowable Navy body fat limits are 26 percent for males and 36 percent for females. Refer to Guide 4, Section 1.

5. Navy Physical Training Uniform (PTU)

All members are required to wear the Basic Navy PTU or the Optional PTU as prescribed in Navy Uniform Regulations (NAVPERS 15665I), during command/unit physical training (PT), PFAs, and Fitness Enhancement Programs (FEP). The Navy Fitness Suit is now a mandatory Seabag item and when worn, must be worn over the Basic Navy PTU or Optional PTU. Members may participate in the height/weight screen (Step-1), in the uniform of the day if a Body Composition Assessment (BCA) is not required. Weight will not be subtracted for clothing.

6. Bad Day/Make-up PRT

As outlined in Guide 1, Section 3, Sailors who:

a. Do not complete any portion of the PRT, fail or demonstrate any early signs of exercise distress. These Sailors are authorized, at CO or OIC discretion, a Bad Day makeup PRT and are required to be screened by medical. Sailors must be cleared by medical via NAVMED 6110/4 form to participate in the Bad Day makeup PRT. Bad Day policy does not apply to Sailors who want to improve their PRT score.

b. Are medically cleared. They must conduct the Bad Day makeup PRT within 7 days from medical clearance, within 45 days of the BCA date and within the current Navy PFA cycle. (Drilling reservists must retest by the end of the following month, not exceeding 45 days from the BCA date.) The “Bad Day” option does not apply to the BCA.

c. Participate, but do not complete the Bad Day makeup PRT. They must be screened by medical again, and if medically cleared (no medical waiver), the Sailor will receive a failure for the PRT and will be enrolled in the Fitness Enhancement Program (FEP).

d. Participate in the Bad Day makeup PRT. They will have only their final PRT scores entered in PRIMS. CFLs are no longer required to enter initial PRT scores in PRIMS-2 (e.g., 59:59) for Bad Day makeup PRT participation.

All portions of the PRT must be retaken. If authorized in the 10 Week Notice, member may utilize the alternate-cardio option for the Bad Day retest. If the individual is approved for a Bad Day but does not participate in the retest or transfers to another assignment before the retest, the initial test score is to be entered into PRIMS-2 as the official PFA.

In other words, the original PFA scores will remain valid until the Bad Day PRT scores from the retest are entered in PRIMS-2.

7. PFA Unauthorized Absence (UA)

During the PFA, the test site is considered the place of duty. All unauthorized absences (UA) non-participation is considered “UA” in PRIMIS-2 and requires CO approval prior to entering in PRIMIS-2, which will result in a PFA “failure” for the PFA cycle. A member will also be considered UA if the member fails to obtain proper medical clearance in lieu of participating in the PFA.

8. Newly Reported Personnel

As outlined in Guide 1, Section 2, newly reported personnel:

a. Before/During Official PFA: If a member hasn't completed a PFA for the current PFA cycle and checks into the command prior to or during the command PFA cycle, the member will be required to participate in both the BCA and the PRT (if medically cleared). BCA spot checks are conducted within 5 working days of checking in to a command, however official PFAs will not be conducted during this check in period. If the member is authorized an acclimatization period for the PRT portion of the PFA and this period will extend beyond the Navy's PFA cycle, the member will only be required to participate in the BCA. Refer to Guide 1, Section 2, Paragraph 5 for guidance on acclimatization.

b. After Official PFA: If a member checks into the command after the most recent command PFA cycle without a current PFA in PRIMIS-2, the member is required to complete an official PFA. The member shall coordinate with the CFL to complete an official PFA prior to the end of the Navy's PFA cycle. If completing the PFA is not feasible due to mission and scheduling conflicts, the CFL will conduct an official BCA for the member and submit a Letter of Correction (LOC) to the Physical Readiness Program (PRP) Office requesting the member be “excused” in PRIMIS-2 for the PRT.

c. 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, the CFL will submit an LOC to the PRP office to designate “excused” for the PRT portion in PRIMIS-2.

d. No single policy can be developed to fit every circumstance regarding the need for acclimatization of newly-reported members. COs are authorized, with Authorized Medical Department Representative (AMDR) consultation, to set appropriate acclimatization periods for newly-reported members 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 PRIMIS-2 record for the PRT shall reflect “acclimatization”.

9. Members Serving with the United States 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-2 using the USMC option. Individual results for push-ups, forearm plank, and cardio are not required.

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

10. Member Assigned to Isolated Duty

When assigned to isolated duty, where no qualified Navy CFL or service equivalent personnel trained on Navy BCA techniques are available, members will be exempt from the BCA requirement. However, they are still required to be within BCA standards and will be required to meet BCA standards upon completion of the isolated duty.

Some examples of eligible members are members assigned to non-military organizations such as Embassies, or “one-of-a-kind” duty such as the Personnel Exchange Program. In these cases, the member’s Immediate Superior in Command (ISIC) CFL must contact the PRP Office to assign the member an “excused” status in PRIMS-2 for each cycle.

11. Mandatory BCA Participation

Regardless of a member’s participation status, all members are required to participate in the BCA, unless medically waived, in a pregnant status, on terminal leave or temporary assigned duty to Skillbridge program.

12. Temporary Altering of BCA Measurements

As outlined in Guide 4, Section 1,

a. If a CFL/ACFL detects that a member is attempting to temporarily alter BCA measurements for the purpose of passing the BCA, the CFL/ACFL is not allowed to perform the measurements on the member. The use of liposuction, body wraps, starvation, or sauna suits is prohibited. If temporary altering is detected by the command or the CFL/ACFL, the member will be required to wait at least 72 hours before attempting the official BCA measurement. The BCA measurement must be

conducted within the Navy PFA cycle. Many of these methods results in dehydration, which is very dangerous for the PRT.

b. Elective Surgeries do not excuse a member from meeting Navy PFA standards and does not excuse a member from BCA measurements, if required.

c. Any attempt to influence the BCA measurement through intimidation, coercion or other means may result in disciplinary action under the Uniform Code of Military Justice.

13. BCA Failure

All members failing the BCA are required to participate in the Navy's PRT or USMC PFT once medically cleared. The "Bad Day" policy does not apply for the BCA. All results are final. A member who fails the BCA shall be enrolled in FEP and provided nutritional counseling. A BCA failure will constitute an overall PFA failure for the cycle, regardless of PRT results.

14. Fitness Enhancement Program (FEP)

As outlined in Guide 13, Chapter 2

All members failing to meet PFA standards must be enrolled in FEP. Officers will acknowledge their FEP requirement by signing a Letter of Notification (LON) and enlisted members will acknowledge their FEP requirement by signing a NAVPERS 1070/613, (page 13).

15. PRIMS-2 PFA Record Verification

The accuracy of PRIMS-2 PFA records is ultimately the responsibility of the member. Members are required to review their PRIMS PFA records for accuracy within 60 days of each PFA cycle. All issues are to be addressed with the CFL prior to transferring to a new command.

As outlined in Guide 1, Section 2, members have up to 60 days after a PFA cycle to verify their PRIMS-2 PFA record is accurate. Members should also address all PRIMS-2 data issues with the CFL prior to leaving the command. Request for corrections to PFA cycles which occurred more than five (5) years prior must be submitted to the Physical Readiness Program Office at PRIMS@navy.mil. A sample LOC is available on the My Navy HR PRP website.

Section 2: PFA Medical Clearance/Waiver

1. Medical Clearance

Medical clearance is the member's responsibility and is a requirement for each PFA cycle. Members are not exempt from participating in the BCA if medical clearance has not occurred *prior* to the scheduled PFA. No member is authorized to participate in the PFA and organized PT, without proper medical clearance. The member is also responsible to seek medical attention for medical issues that limit or affect their physical readiness *prior* to the official PFA.

Medical clearance for each PFA cycle includes:

a. Periodic Health Assessment (PHA). Members are required to have a PHA annually during their birth month, to assess changes to health status. Members within one year of medical in-processing, only require a PHA during the birth month following the first year of service. If all other medical screening requirements are met, the in-processing medical exam is sufficient for participation in the official Navy PFA and organized PT. Members without a current PHA are not authorized to participate in the official Navy PFA or organized PT.

(1) At the discretion of the CO/OIC, any member purposely defaulting on the PHA will be assigned a "UA" participation status in PRIMIS-2 and scored as a PFA failure for the cycle. Every member, including drilling reservist and members assigned to remote locations, are required to complete PHA components.

(2) Members serving in assignments with no access to a Military Treatment Facility (MTF): Access the Navy and Marine Corps Public Health Center (NMCPHC) website to print PHA forms to present to their civilian provider. The PHA process and forms are located on the NMCPHC website http://www-ehc.med.navy.mil/healthy_living/clinical_health_services/pha.aspx

(3) When members are seen by civilian providers to have the PHA completed, SECNAVINST 6120.3 and BUMED Notice 6110 provide all of the criteria that must be met for a PHA to be signed off.

b. Physical Activity Risk Factor Questionnaire (PARFQ). The PARFQ is to be completed in PRIMIS-2 for each official PFA cycle prior to participation in the PRT-. Any member answering "yes" to any questions on the PARFQ must be referred to medical for clearance.

c. As required if a member fails the maximum allowable body fat standards, they must be seen by a medical provider prior to participation of the PRT. Member is required to provide the NAVMED Form 6110/4 to the CFL after the medical provider assessment.

d. Pre-physical activity questions. Members are required to *honestly* answer each pre-physical activity question prior to each official PRT and command/unit PT session. These questions are designed to provide the CFL/ACFL with a tool to identify at risk personnel prior to physical training.

2. Medical Waiver

As outlined in Guide 6, Section 2:

a. All PFA medical waivers must be approved on a NAVMED 6110/4, Physical Assessment Medical Clearance/Waiver form. Members receiving two PFA medical waivers in a 12-month period for the same medical condition or three medical waivers in a four-year period for any medical condition are required to have a medical evaluation board (MEB).

b. When a civilian specialist is the treating provider for members of the Reserves, and active duty using TRICARE Remote, the member must present the PFA Medical Clearance/Waiver form to the treating provider and forward it to a MTF for a military endorsement (AMDR/military medical provider) prior to forwarding to the CO for approval.

3. Retroactive PFA Medical Waiver

Retroactive PFA medical waivers are not authorized. It is the member's responsibility to know their medical status prior to showing up for the PFA (BCA and/or PRT). The medical screening process is the correct avenue for members to address all medical issues that may affect participation in the official PFA or command/unit PT.

Section 3: PFA Failure

1. Notification

In the event of a PFA failure, members will receive a written notification. Enlisted members receive a page-13 and officers receive a Letter of Notification (LON). Members should maintain a copy for their records.

2. FEP Participation

It is the members' responsibility to actively participate in the command fitness enhancement program (FEP). FEP must be integrated into the workweek, consistent with mission and operational requirements. An effective weight loss program promotes lifestyle change to include physical activity and a meal plan that is balanced, healthy and easy to follow over time.

3. Required Medical Screening

Members who fail the BCA must be seen by a medical provider prior to participation in the official PRT and organized PT (FEP).