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Guide 9

Managing Physical Fitness Assessment (PFA) Records for:

Individual Augmentee,
Global War on Terrorism Support Assignments,
Overseas Contingency Operations Support Assignments,
Mobilized Reserve Personnel
Personnel Exchange Program Participants

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Definition and Requirements

1. Individual Augmentee (IA) Definition

An IA is defined as any member in receipt of individual deployment orders issued by Navy Personnel Command, Career Management Department (PERS-4), to include IA Manpower Management (IAMM), Global War on Terrorism Support Assignments (GSA), Overseas Contingency Operations Support Assignment (OSA), and Mobilized Reserve Component Personnel (RC MOB) not mobilized as part of an established commissioned reserve component unit, and Health Services Augment Personnel (HSAP). Individuals in such assignments will be treated as newly reported personnel upon their return and are expected to meet Navy standards for physical fitness and military appearance.

2. Physical Fitness Assessment (PFA) Requirements for IA Sailors and Mobilized Reserve Component Personnel (RC MOB)

Per OPNAVINST 6110.1 series, all Sailors are required to meet Navy's minimum PFA standards. PFAs must be administered by a certified Command Fitness Leader (CFL) or trained Assistant Command Fitness Leader (ACFL). A trained ACFL is appointed in writing and trained via the five- day CFL Certification Course or can be trained by the CFL in Body Composition Assessment (BCA) and Physical Readiness Test (PRT) procedures. In all cases, BCAs must be conducted on all personnel (see below paragraph for exceptions). Members meeting the criteria for FEP enrollment must refer to Operating Guide 13.

Due to the nature of IA assignments, IAs may be designated in Physical Readiness Information Management System (PRIMS) with an "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.

3. PFA Record Management

The PRIMS database is programmed to provide CFLs with other CFL and Command Master Chief contact information for every command in the Fleet. If unsuccessful in communicating with the parent command, the member may be required to personally deliver the results to the CFL.

a. IA Sailors. The management of PFA records for IA Sailors is the responsibility of the parent command's CFL. Any PFAs conducted during the assignment will be annotated in writing and electronically submitted to the parent command's CFL.

b. GSA Sailors assigned to Djibouti, Kuwait and Guantanamo Bay Cuba (GTMO). The management of PFA records for Sailors processed through Expeditionary Combat Readiness Center (ECRC), with the designation of Djibouti, Kuwait and GTMO, is the responsibility of the IA CFL.

(1) During official PFAs, the IA CFL at each of these locations will submit a request to the Physical Readiness Program office @ prims@navy.mil to have a member imported into their Unit Identification Code (UIC) for PFA record management.

(2) The request must be submitted on an excel spreadsheet and must only contain full Department of Defense Identification Number (DoD ID No.).

(3) Before making changes to a member's record the IA CFL must ensure that the member does not already have a current PFA record in PRIMS. The CFL must also verify that the timeframe between the member's previous PFA was conducted is greater than four months of the current PFA.

c. GSA Sailors with assignments other than Djibouti, Kuwait or GTMO. The management of PFA records for GSA Sailors processed through ECRC to designations other than Djibouti, Kuwait, or GTMO, is the responsibility of the ECRC CFL. The ECRC CFL will submit a request to the Physical Readiness Program Office to prims@navy.mil have the member imported into their UIC for PFA record management.

d. OSA Sailors. Management of PFA records for mobilized Reservists is the responsibility of the parent command. Any PFAs conducted during the assignment will be annotated in writing and transmitted electronically to the parent command's CFL.

e. Mobilized Reservists. Management of PFA records for mobilized Reservists is the responsibility of the Navy Operational Support Center (NOSC) CFL. PFAs conducted during the assignment will be properly documented as an official PFA and the information will be provided to the NOSC CFL.

f. Personnel Exchange Program (PEP) Participants. Members assigned to isolated duty with non-military organizations including Embassies, "one-of-kind" duty such as PEP or a joint command without an available qualified CFL or service equivalent will be excused from participating in the PFA (BCA and PRT). The Immediate Superior in Command (ISIC) must submit a memorandum to the PRP office, via email prims@navy.mil to request that the member's PFA record reflect "excused" for both the BCA and PRT. The request must include the member's first name, last name, rate/rank, last five of DoD ID, location of assignment (with copy of orders), reason for request and PFA cycle information.