



GUIDE 2

INSPECTION AND COMMAND SELF-ASSESSMENT CHECKLIST

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PHYSICAL FITNESS ASSESSMENT (PFA)

1. Has the command conducted 2 PFAs per year in the last 4 years? Yes No
2. If no to question 1, did the command DEP/OP any PFAs in the last 4 years?
 Yes No N/A
3. If yes to question 2, did the command DEP/OP any BCAs in the last 4 years?
 Yes No N/A
4. If yes to question 3, did the command receive ISIC approval for BCA DEP/OP?
 Yes No N/A
5. Does the CO/OIC support the Physical Readiness Program per OPNAVINST 6110.1series?
 Yes No
6. Is there a command policy regarding mandatory PT requirements? Yes No

COMMAND FITNESS LEADER (CFL) CERTIFICATION

7. Has a Command Fitness Leader (CFL) been designated in writing? Yes No
8. Does the CFL meet the following criteria:
 - a. E-6 or above preferred? Yes No
 - b. CPR certified? Yes No
 - c. Achieved "Excellent" or better on PRT? Yes No
 - d. Within maximum weight for height standards or less than 1% below AAS?
 Yes No
 - e. Non-user of tobacco products? Yes No
 - f. Completed OPNAV CFL certification course? Yes No
 - g. If no, has the CFL been appointed more than 3 months? Yes No
9. Has CO appointed in writing, 1 ACFL per 25 command members? Yes No
10. Do ACFLs meet PFA standards, non-user of tobacco products and CPR certified?
 Yes No

11. Is a Fitness Enhancement Program (FEP) available during working hours to members not meeting PRT and/or BCA standards? Yes No

ADMINISTRATIVE

12. Are hard copies of all PFA related paper work maintained on file for 5 years (10-week notice, BCA/PRT Score Sheets, FEP rosters, Pg-13s, LONs)? Yes No

13. Are PFA results properly documented in Sailors FITREP or EVAL? Yes No

14. Does the CFL enter all command PFA results into PRIMIS within 30 days of the end of command official cycle? Yes No

15. If no, were there extenuating circumstances that prevented data entry in the required time? Yes No N/A

16. Do all members have a current PHA prior to participating in the PFA? Yes No

17. Are members who require medical evaluation and clearance referred to medical department prior to participating in PRT? Yes No

18. Do members not meeting graduated BCA and or PRT standards participate in FEP until passing a monthly mock or an official PFA with an overall score of SATISFACTORY or better? Yes No

19. Are administrative actions for all members who do not meet Physical Readiness Program standards documented in a Page 13 or Letter of Notification? Yes No

20. Does the command support referral of overweight members to Shipshape or a registered dietitian if available through the medical department? Yes No N/A

21. Does FEP include a nutrition education component including distribution of the Navy PRP Nutrition Resource Guide? Yes No

22. Does the CFL advise the chain of command on all Physical Readiness Program matters, including members needing assistance in meeting PFA standards and those requiring a medical board for 2 consecutive or 3 waivers in a 4-year period? Yes No

23. Are all injuries and illnesses attributable to Physical Readiness Program activities reported to COMNAVSAFECEN? Yes No

24. Are all medical waivers approved by CO/OIC and designated Authorized Medical Department Representative (AMDR) prior to the PFA? Yes No

25. Is the CFL on the command check-in/check out sheet? Yes No

NUTRITION

26. Are healthy foods adequately advertised in the command's galley/messes? Yes No N/A

27. Are fruits and vegetables readily available for personnel working late shifts? Yes No N/A

PRIMS ASSESSMENT

28. Did the CFL maintain hard copies of all PFA waivers entered in PRIMs? Yes No

29. Per Guide 1, is the Command Detail Screen updated? Yes No

30. Are members enrolled in FEP properly tracked in PRIMs? Yes No

Overall Assessment Comments:

Inspector Recommendations:
