



2019

Guide 1

Command Fitness Leader (CFL) Administrative Duties and Responsibilities

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Section 1- General Information

1. PFA Cycles Defined

The Navy PFA cycles are defined as:

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

The command's PFA cycle must be within the Navy PFA cycle and shall be published in the command's official PFA notification (see section two, paragraph 16). PFAs may not be conducted in one PFA cycle and entered as the previous cycle.

2. The Command Fitness Leader (CFL)

The CFL (appointed in writing) is the primary advisor to the commanding officer on all Physical Readiness Program (PRP) matters. The CFL administers the semi-annual Physical Fitness Assessment (PFA), manages command/unit Physical Training (PT) and the command's Fitness Enhancement Program (FEP). The CFL is responsible for training the Assistant CFLs in all aspects of the PRP, to include leading command PT, BCA measuring techniques, PRT procedures, and monitoring FEP.

3. Qualifications of CFLs

Setting the course toward a fitter, healthier Navy requires leadership from the front. CFLs must meet the following qualifications:

- a. E6 or above (preferred).
- b. Non-user of tobacco/vapor products.
- c. Overall PRT score of Excellent or above, with no alternate cardio event lower than Excellent.
- d. Be a minimum of 1% under the established Body Composition Assessment (BCA) Age-Adjusted Standard (AAS).
- e. Maintain Cardiopulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED) qualifications.
- f. Successfully 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 to retain NEC, certification, and CFL access in PRIMS.

4. Assistant Command Fitness Leader (ACFL)

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

5. Qualifications of ACFLs

a. Must meet the same physical qualifications as the CFL, with the exception of paygrade and completing the 5 day CFL Certification course.

b. Non-user of tobacco/vapor products.

c. Maintain CPR/AED qualifications.

ACFLs are authorized, but are not required, to attend the 5-Day CFL Certification Course to take advantage of the outstanding skills of the Commander, Naval Installations Command's (CNIC) Morale and Welfare Recreation (MWR) staff.

6. Required Number of ACFLs

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

7. CFL 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 PRP office to obtain access to PRIMS. A sample letter is available on the PRP website:

https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/Forms.aspx

The letter is formatted to provide the PRP 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 PRP staff member will notify the requestor in an email response.

8. ACFL 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 within PRIMS.

b. ACFL2 access allows for the management of divisions only, within PRIMS.

9. Command Triad (CO/XO/CMC) Access to PRIMS

The CFL is responsible for assigning PRIMS “read-only” access to the command triad.

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 Inspection and Command 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, PRT or FEP unless their PHA is current.

CFLs also have the responsibility to verify all PFA failures in PRIMS for all newly reported personnel. For enlisted members, 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 counseling. 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. Body Composition Assessment (BCA) Spot-check

A critical component of the PFA 365 days a year concept is the BCA spot-check. A BCA spot-check is non-punitive in nature and is intended to instill the concept that fitness and health are part of our 24/7, 365 days a year culture and not just a semi-annual event. Success of PFA standards hinges on an active, robust, and frequent BCA spot-check program.

CFLs must administer a BCA spot-check within 5 working days on all newly reported Sailors to ensure members are within AAS. This BCA spot-check will not count as the official BCA for newly reported members during the command PFA cycle, regardless of the status of the official command PFA cycle.

CFLs are responsible for enforcing the BCA spot-check in accordance with guidance set by commanders. Members must be within BCA AAS at all times. If a member exceeds AAS or fails a BCA spot-check, they will be enrolled in FEP and actively participate in mock PFAs until they are within AAS and pass an official PFA. A "temporary" Page-13 counseling shall be issued to members that fail BCA spot-check. CFLs must ensure members FEP progress is accurately reflected in PRIMS.

4. Official PFAs on Newly Reported Members

CFLs are required to be a part of the check-in process ensuring 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:

Before/During Official PFA: If a member 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), but not within the first 5 working days of checking in. 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.

After Official PFA: If a member checks into the command after the most recent command PFA cycle without a current PFA in PRIMS, 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 due to mission and scheduling conflicts completing the PFA is not feasible, the CFL will conduct an official BCA and submit a Letter of Correction (LOC) to the PRP office requesting the member be "excused" 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, the CFL will submit an LOC to the PRP office to designate "excused" for the PRT portion in PRIMS.

5. Acclimatization Period for Newly Reporting Members

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 PRIMS record for the PRT shall reflect "acclimatization".

The "acclimatization" status in PRIMS is not accessible to the CFL. Therefore, the CFL must submit an LOC to the PRP office. Refer to section 2, paragraph 14 on how to write and submit an LOC.

6. Check-out BCA

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 an LOC to the PRP Office 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 (BCA) 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 PRP office via an LOC.

7. PRIMS – Official PFA Database

PRIMS is an official military record and is the only approved means of organizing and documenting PFA 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. 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 possible once the ship or unit returns to homeport.

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

8. PRIMS – Command Screen

The first CFL task in PRIMS is to enter all command and point of contact information on the Command Detail Screen. To ensure your data is saved, you must select the update button at the bottom of the page.

The information on the command screen is used by the PRP Office and BUPERS Online (BOL) to generate various reports. The information on this screen is also used by the PRP Office 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 “Transfer” status in PRIMS.

9. PRIMS – Editing PFA Records

CFLs have the ability to edit existing PFA records up to 60 days after the PFA cycle. 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 PRP office via an LOC request.

10. PRIMS – Transferring Members

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 “Transfer” 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 PRP Office to transfer the member. However, there is a risk involved as the PRP 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.

11. PRIMS – Waivers

BCA and PRT Medical Waivers are only issued for valid medical reasons and must be issued on the Physical Fitness Assessment Medical Clearance/Waiver (NAVMED 6110/4). If a member is issued a BCA medical waiver, they are authorized to participate in the PRT, if medically cleared.

CFL must enter the approved medical waiver in PRIMS before entering any PFA results. Medical waivers are to be entered into PRIMS within 30 days of completion of the command PFA cycle.

See Operating Guide 6 for policy guidance on Medical Waivers.

12. 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 6110.1 series). 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 Official BCA Score Sheet (NAVPERS 6110/10) and Official PRT Score Sheet (NAVPERS 6110/11) are the only “official” forms to be used for documenting BCA and PRT scores. Local command/unit generated score sheets are prohibited (not

authorized). CFL must ensure that all forms are filled out completely. If a member refuses to sign, the CFL is required to make a note stating the member refused to sign.

The PRP office is not able to use the self-created spreadsheet as official PFA documentation for members requesting a PFA record correction. Only 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 record error, the CFL must produce official PFA documentation to submit with an LOC. PFA records will not be updated in PRIMS without proper documentation.

13. Administrative Remarks (NAVPERS 1070/613) (Page-13) for Enlisted

A Page-13 entry will be given to all enlisted personnel upon failure to meet PFA standards. Additionally, members who pass the BCA but are not within AAS will be issued a Page-13 for FEP enrollment.

The Page-13 will be issued to active-duty enlisted within 30 days of the completion of the PFA and within 60 days of completion of PFA for drilling reservists.

The Page-13 must be first presented to the CO for signature and then to the member for acknowledgment and signature. Once signed by the CO, the member, and the CFL (witness), the CFL is required to submit the Page-13 to their servicing Personnel Support Detachment (PSD/PERSOFF) for submission into the members OMPF via NAVPERSCOM. The Page-13 is located in PRIMS under the Help tab.

The CFL shall maintain the Page-13 on file for a period of 5 years along with original written documentation (BCA and PRT score sheets) per current PII policy.

14. Letter of Notification (LON) for Officers

LONs will be given to all officers upon failure to meet PFA standards. Additionally, members who pass the BCA but are not within AAS will be issued an LON for FEP enrollment. LONs are to be issued to active-duty officers within 30 days of completion of PFA and within 60 days of the completion of the PFA for drilling reservists.

LONs for the first and second PFA failure are to be forwarded to NAVPERSCOM, Records Management/Policy Branch (PERS-313) for entry into the Official Military Personnel File (OMPF). An LON template is located in PRIMS under the Help tab.

15. Letter of Correction (LOC)

The LOC is to be drafted by the CFL on command letter head, signed by the CO and forwarded to the PRP Office, along with all 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 12 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 PRIMIS PFA record is accurate. Members should also address all PRIMIS data issues with the CFL prior to leaving the command. Request for corrections to PFA cycles which occurred more than one year prior must be submitted to the Board for Correction of Naval Records (BCNR).

A sample LOC is available on the PRP website.

16. Official PFA Notification (10 Week Notice)

The CFL is responsible for drafting and publishing an official PFA notification a minimum of 10 weeks prior to an upcoming PFA. The CFL will have to work closely with the chain of command to establish a command PFA 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. Physical Activity Risk Factor Questionnaire (PARFQ) instructions
- c. Acclimatization policy
- d. BCA and PRT schedule
- e. Alternate Cardio Policy
- f. PRT Bad Day Policy

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).

A sample PFA Notification is available and on the PRP website.

SECTION 3- General PFA Policies

1. PRT Bad Day Policy

COs are authorized to grant a member one retest of a complete PRT portion only during the current PFA cycle. A BCA Bad Day is not authorized. COs are encouraged to establish their Bad Day policy within the PFA Notification (10 Week Notice). If the Bad Day policy is not already established, the member must request the Bad Day in writing within 24 hours of the PRT.

The following guidelines pertain to 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.

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.)

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 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 (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 as the official PFA.

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

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

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

Withholding Authorized Advancement as a result of PFA failure refer to BUPERSINST 1430.16 series for all guidance.

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>_____ 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>_____ MEMBER'S SIGNATURE/DATE</p> <p>Witnessed: _____ 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

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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//

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4. Officer Promotion Holds

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-833).

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

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

Members who have two or more consecutive PFA failures 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 CO is

authorized (per OPNAVINST 6110.1 series) to approve a special PFA. Additionally, the CO is authorized to defer frocking, withhold or withdraw advancement/promotion of members that fail to meet Navy PFA standards.

If the special PFA is conducted in accordance with OPNAVINST 6110.1 series and approved by the CO, the results of the special PFA can be utilized as official PFA scores in PRIMS for the cycle in which the special PFA occurred.

7. PCS Restrictions for Members with a PFA Failure

Any special programs/billets that has specific PFA requirements will be announced in its governing instruction. For further guidance, recommend you contact the members rating detailer within NPC (PERS-4).

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