



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 6110.1K  
N171A  
22 Apr 2022

OPNAV INSTRUCTION 6110.1K

From: Chief of Naval Operations

Subj: PHYSICAL READINESS PROGRAM

Ref: (a) OPNAVINST 6100.2A  
(b) DoDI 1308.3  
(c) MILPERSMAN (NAVPERS 15560D)  
(d) SECNAVINST 6120.3A  
(e) BUPERSINST 1430.16G  
(f) BUPERSINST 1610.10E  
(g) SECNAVINST 1920.6D  
(h) VA DoD Clinical Practice Guideline for Screening and Management of Overweight and Obesity of July 2020 (NOTAL)  
(i) OPNAVINST 5102.1E  
(j) OPNAVINST 6100.3A

1. Purpose. To establish policy and requirements for the Navy's Physical Readiness Program (PRP) to ensure both Active Component (AC) and Reserve Component (RC) Service members maintain a healthy lifestyle required to support overall mission readiness per references (a) through (j).

- a. This instruction describes the Navy's PRP, issues program requirements, defines responsibilities for compliance and establishes required minimum standards of physical fitness.
- b. This instruction is a complete revision and should be reviewed in its entirety.
- c. Significant changes incorporated include:
  - (1) Single-site abdominal circumference measurement.
  - (2) Body Composition Assessment (BCA) spot checks.
  - (3) Removes the four-month minimum requirement between physical fitness assessments (PFA).
  - (4) Removes the elliptical as an authorized testing modality for the official PFA.

- (5) Removes mandatory administrative separation processing for PFA failures.
- (6) Incentivizes the PFA when the Navy conducts two PFAs per year.
- (7) Universal Training Precautions and Bad Day makeup Physical Readiness Test (PRT).
- (8) Forearm Plank and Concept 2000-meter Row modalities.
- (9) Physical Readiness Information Management Systems transformation (PRIMS-2).
- (10) Expands postpartum PFA exemption from 9 months to 12 months.
- (11) Allows the flexibility for the Navy to conduct one or two PFA cycles per calendar year.

2. Cancellation. OPNAVINST 6110.1J.

3. Scope and Applicability. This instruction applies to all AC and RC Service members, commands and activities. PRP Guides are available for download on the PRP Web site and are considered official supplements to this instruction.

4. Discussion. It is important for all Service members to maintain an optimal level of physical fitness necessary for world-wide deployment, whenever or wherever needed. Per reference (a), the Navy uses a holistic approach to overall wellness via exercise, nutrition, physical and mental health, weight control, tobacco cessation and prevention of alcohol abuse education. While all of these factors contribute to overall wellness, the primary focus of this instruction is to define the policies and requirements for maintaining and assessing Navy physical fitness and creating a Culture of Excellence.

a. Nutrition plays an important role in overall readiness, health and well-being. Structuring the nutrition environment where a greater availability of healthy food options to fuel the requirements of today's Sailors is the norm. Increasing the availability of higher quality nutritious foods has been shown to be an essential part of a Culture of Fitness.

b. Physical activity is a fundamental element of one's physical and mental health, mission performance and readiness. Incorporating physical activity into the workday prepares members for the operational demands today and in the future.

5. Policy. All Navy AC and RC Service members must meet minimum physical fitness standards for continued naval service. Per reference (b), Service members must maintain physical readiness through appropriate nutrition, health and fitness habits.

a. Accountability. Service members who fail to adhere to the contents of this instruction are

subject to administrative actions.

b. Command Physical Readiness Program. Commanding Officers (CO) are overall responsible and accountable for the physical fitness of their personnel and must establish and maintain an effective year-round physical readiness program.

(1) Nutrition environments must be assessed to ensure a higher priority and availability of healthy food choices.

(2) Physical fitness must be integrated into the workweek, consistent with mission and operational requirements. Recommended physical activity guidelines for physical readiness include:

(a) Cardiorespiratory Exercise: Two hours and 30 minutes (150 minutes) per week (e.g. 50 minutes three times per week or 75 minutes two times per week).

(b) Strength Training: 2-3 days per week using a variety of exercises and equipment to work all major muscle groups.

(c) Neuromuscular Exercise (Functional Fitness Training): 2-3 days per week, 20-30 minutes in duration, with exercises involving motor skills (e.g. agility, balance, coordination, gait) and natural or job related movements.

(d) Flexibility: 2-3 days per week.

c. PFA. The Navy assesses personal physical fitness with the PFA. Participation is required for all Active Duty and Drilling Reservists, regardless of gender, age, rank, title, billet, pending separation or retirement request status. Service members on terminal leave are not required to participate in the PFA.

(1) All members are required to participate in one PFA per cycle unless waived for medical reasons, pregnancy or postpartum, operational requirements or PFA incentives.

(a) PFA cycles are conducted either once or twice per calendar year as announced in October of each year.

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

(c) Pregnancy and Postpartum. Sailors are exempt from participating in the PFA, to include BCA and PRT, from the time a pregnancy is confirmed by a Health Care Provider until the end of 12 months following a qualified birth event, defined by reference (c) Article 1050-415

and in line with PRP Guide 8. This allows postpartum Sailors time to fully recover in a healthy manner prior to being required to meet fitness and body composition standards.

1. Postpartum Sailors will be required to participate in a wellness (unofficial) PFA between six to nine months postpartum, following a qualified birth event. This assists postpartum Sailors return to PFA standards and provide commanding officers visibility on their health and fitness level.

2. Postpartum Sailors will obtain a medical clearance form (NAVMED Form 6110/4) by Authorized Medical Department Representative prior to participating in the wellness PFA. If not cleared to participate, a postpartum Sailor will be rescreened as appropriate prior to participating in the wellness PFA.

3. Upon receiving medical clearance, postpartum Sailors will participate in a wellness PFA. If a postpartum Sailor passes the wellness PFA, they can return to command or unit physical training. If a postpartum Sailor fails to screen, they will be provided postpartum nutrition and fitness resources to assist with their postpartum recovery.

(d) PFA incentive. Sailors are exempt from participating in the PRT in the following PFA cycle (only when the Navy conducts two cycles per calendar year) who:

1. Score an overall excellent low or better (with no single event lower than good low) on the PRT.

2. Pass BCA and are within the Navy age-adjusted body fat standards.

(2) Physical fitness standards should be maintained constantly and consistently throughout the year, not solely at the time of testing. The PFA includes:

(a) Medical Screening: Medical screening includes the annual Periodic Health Assessment (PHA), a NAVPERS 6110/3 Physical Activity Risk Factor Questionnaire (PARFQ), Pre-Physical Activity Questions and when necessary, a Deployment Health Assessment (DHA). Refer to reference (d) concerning PHA for individual medical readiness.

(b) BCA: The BCA is based upon weight for height tables and circumference measurements when required.

1. Sailors are required to complete an official BCA, regardless of ability or authorization to participate in the PRT portion of the PFA. This requirement includes a Sailor whose PHA, DHA or NAVPERS 6110/3 is overdue or incomplete. The BCA must be completed within 45 days of, but not less than 24 hours prior to, participation in the PRT. The official BCA is the first and only BCA taken during the command PFA cycle. If the recorded PRT is not

completed within 45 days of the official BCA, the CO may assign a participation status of “UA” for the PRT. This policy applies to both active and reserve Sailors.

2. BCA Methods. The methods to determine Sailors BCA are outlined in subparagraphs 5c(2)(b)2a through 5c(2)(b)2c:

a. Maximum Weight for Height (Step-1). Sailors who are within maximum weight for height pass the BCA. Sailors who are not within Step-1 must participate in the Abdominal Circumference Measurement (Step-2).

b. Abdominal Circumference measurement (Step-2). Sailors who are within Abdominal Circumference measurement pass the BCA. Sailors who exceed 39 inches for males and 35.5 inches for females must participate in the Body Composition (BC) measurement (Step-3).

c. BC measurement (Step-3). Sailors who are within BC measurement pass the BCA. Sailors who exceed the maximum allowable body fat limits of 26 percent for males and 36 percent for females fail the BCA and the overall PFA for the cycle, regardless of PRT results.

3. PRP Guide 4 (Body Composition Assessment (BCA)) contains detailed procedures on conducting the BCA to include the appropriate BCA tables.

(c) PRT: The PRT is a series of physical modalities that assess cardiorespiratory fitness and muscular endurance. Specifically:

1. Cardiorespiratory fitness. The 1.5 mile run or walk test is an indicator of cardio-respiratory endurance. The alternate cardio options: stationary bike, treadmill, Concept 2 rower and 500-yard or 450-meter swim tests are also indicators, but participation in these event are at the CO’s discretion.

2. Muscular strength and endurance. Muscular strength and endurance are the abilities to sustain muscle contractions over a period of time without undue fatigue. The push-ups and forearm plank events are indicators of muscular endurance.

3. PRP Guide 5 (Physical Readiness Test) contains detailed procedures on conducting the PRT portion of the PFA.

d. Failure to Meet PFA Standards. Sailors who fail to meet PFA standards will be subject to administrative actions. Members failing to meet BCA or PRT standards will participate in a Fitness Enhancement Program (FEP).

(1) Enlisted Sailors who fail one PFA will:

- (a) result in assignment to the FEP program.
  - (b) not be frocked or advanced per reference (e).
- (2) Officers who fail one PFA will:
- (a) result in assignment to the FEP program.
  - (b) be ineligible for promotion.
- (3) Enlisted Sailors with two consecutive failures will result in adverse actions for:
- (a) advancement per reference (e).
  - (b) reenlistment or extensions per reference (c) Article 1160-030.
  - (c) adverse report on evaluation per reference (f).
- (4) Officers who fail two or more consecutive PFAs will receive an adverse report that states “Significant Problems” on their fitness report and the command is to inform Navy Personnel Command (PERS-834) for administrative separation per reference (g).
- (5) Sailors will remain in FEP until passing a command mock PFA conducted during FEP or the next official PFA. Sailors passing a command mock PFA or official PFA may:
- (a) be removed from FEP.
  - (b) regain eligibility for advancement or frocking.
  - (c) regain eligibility for retention.
- e. Medical Waiver Management. Sailors with two consecutive medical waivers or three in the most recent four-year period, must be referred to a medical treatment facility for a Medical Evaluation Board (MEB). MEB findings and unique medical situations will be forwarded to Navy Personnel Command (PERS-454) for disposition.
- f. Chief Petty Officer Selectee (CPO Select) Special PFA. The CO is authorized to approve or disapprove a special PFA for CPO Select Sailors. Additionally, the CO is authorized to defer frocking and withdraw advancement of CPO Selects who fail to meet Navy PFA standards. If the CPO Select Special PFA is conducted per this instruction and approved by the CO, the results can be utilized as official PFA scores in PRIMIS-2 for the cycle in which the special PFA occurred.

g. PCS Restrictions. Any special programs or billets that have specific PFA requirements will be announced in its governing instruction. For further guidance, Sailors should contact their rating detailer within Navy Personnel Command (PERS-4). Reservists may transfer if they are changing their home of residence.

6. Actions and Responsibilities.

a. Deputy Chief of Naval Operations (DCNO-N1/CNP) must:

(1) Develop physical readiness policy and provide oversight.

(2) Assign Director, 21st Century Sailor Office (OPNAV N17) to:

(a) Review and make final determination on Exception to Policy requests.

(b) Oversee the Navy Fitness Advisory Committee and Nutrition Advisory Board, which will provide physical readiness guidance and recommendations to align with the PRP, mission readiness and a Culture of Excellence.

(3) Provide program management on PRP policies, oversee Command Fitness Leader (CFL) curriculum, certification course, recertification seminars, waiver compliance and accession point training programs and manage the Physical Readiness Information Management System (PRIMS-2).

(4) Maintain the Navy Enlisted Classification and Additional Qualification Designator for CFLs.

(5) Provide direct community management for PFA-related matters affecting Office of the Chief of Naval Operations, Nuclear Propulsion Management Branch (OPNAV N133) personnel. Community management and policy decisions affecting Naval Nuclear Propulsion Program personnel must be routed through the Echelon 3 Commander and referred to OPNAV (N133) for review and approval.

(6) Provide “Train-the-Trainer” courses to certify instructors for the CFL Certification Course. Provide quality assurance and assistance to Commander, Navy Installations Command (CNIC) for CFL training and certification courses.

(7) Announce in October the Navy PFA plan (one cycle, two cycles) for the upcoming calendar year.

b. CNIC must:

(1) Provide fitness staff and facilities for physical fitness training at CNIC installations. Ensure Morale, Welfare and Recreation (MWR) CFL instructors and fitness staff comply with current policies when assisting with official PFA and organized physical training (PT).

(2) Ensure MWR CFL instructors maintain the Navy's Physical Readiness standards.

(3) Schedule and deliver CFL certification courses based on installation demand.

(4) Dis-enroll students from CFL course who do not meet the BCA or PRT requirements (measured by MWR CFL instructor at the time of the class) or who do not achieve a passing grade on the final written test.

c. Bureau of Medicine and Surgery (BUMED) must:

(1) Establish guidelines to ensure consistency of the Authorized Medical Department Representative BCA and PRT waiver recommendation process.

(2) Develop and execute a training program for physicians, nurse practitioners, physician assistants and Independent Duty Corpsmen on proper procedures for BCA and PRT medical screening and waivers.

(3) Provide management and oversight of the ShipShape Weight Management Program.

(4) Ensure compliance with reference (h).

d. Commander, Naval Education and Training Command (NETC) must:

(1) Ensure all recruits meet or exceed physical readiness standards by completion of recruit training.

(2) Establish a PRIMS-2 account for each recruit and enter final PFA score prior to completion of recruit training.

(3) Conduct a PFA on all members attending schools greater than 10 weeks in duration, unless the member has previously completed an official PFA during the respective cycle.

(4) Develop and maintain a NETC PFA policy that must include at a minimum, an official PFA record for students in a "set back" status or medical hold status who are onboard greater than 10 weeks during an official PFA cycle.

(5) Ensure compliance with the standardized fitness and nutrition programs, in consultation with PRP Office (N171A).

(6) Establish a physical readiness program at all schools, regardless of duration.

e. Commander, Naval Supply Systems Command must:

(1) Liaison with Defense Logistics Agency to ensure all prime vendors are compliant with selected and purchased food and beverage products meeting Department of Defense (DoD) procurement and DoD menu standards.

(2) Train Culinary Specialists and Food Service Officers to comply with DoD and SECNAV requirements.

(3) Ensure compliance with standardized nutrition education program in afloat dining facilities.

f. Commander, Naval Safety Center (NAVSAFECEN) must: Collect and analyze data on PRP related injuries and deaths, per reference (i).

g. Commander, Navy Personnel Command (NPC) must:

(1) Ensure PFA results are incorporated into the promotion, advancement and reenlistment process.

(2) Ensure PFA requirements are incorporated into personnel transfer and detailing decisions.

(3) Evaluate PFA MEB findings for disposition.

h. Commander, Navy Reserve Forces Command must:

(1) Ensure drilling reservists, including voluntary training unit members, complete a PFA per this instruction.

(2) Ensure reserve unit commanders, COs, officers in charge (OIC) and reserve healthcare professionals assist, advise and educate command members in implementing the Physical Readiness Program.

(3) Ensure compliance with PRP reporting requirements.

(4) Establish policy for drilling reservists pertaining to scheduling the PFA, counseling for PFA failures and conducting FEP.

i. Echelon 3 commands must:

(1) Appoint a collateral duty Physical Readiness Control Officer (PRCO) to liaison with OPNAV (N171A) and to provide assistance to subordinate commands on the Physical Readiness Program policy and compliance.

(2) Ensure the PRCO conducts PFA compliance inspections on subordinate commands and units as required.

(3) Ensure PFA cycle completion compliance of all subordinate commands for each Navy PFA cycle within 60 days following completion of Navy cycle (utilizing PRIMIS-2 PFA summary report).

j. PRCO must:

(1) Be pay grade E-6 or above or a civilian employee GS-9 or above.

(2) Meet Navy PFA standards, if military.

(3) Liaison with the PRP Office (N171A).

(4) Conduct Immediate Superior in Command (ISIC) inspections on subordinate commands as necessary and ensure inspections are per Guide 2 (Inspection and Command Self-Assessment Checklist).

(5) Advise the Echelon 3 commanders with final approving authority, for subordinate commands submitting request to waive entire command for one BCA or to waive more than two consecutive PRTs due to Deployed/Operations (DEP/OP).

k. ISIC must: Ensure subordinate commands' compliance with PRP policies.

l. Command Physical Readiness Team. Consists of the command triad (CO/XO/CMC), CFL and Service members, who are all equally responsible and accountable for adhering to Navy's physical fitness standards and promoting a Culture of Excellence. This is a team effort that requires due diligence from the entire team to meet the intent of the Navy's PRP policy and procedures.

(1) Commanders, COs, OICs must:

(a) Comply with and execute all requirements of this instruction, using the Guides and PRP webpage to obtain additional guidance for program operation.

(b) Create and maintain a command climate promoting nutritional options.

(c) Integrate PT into the workweek, consistent with mission and operational requirements.

(d) Assess command physical readiness via BCA spot-checks or unofficial (mock) PFAs (BCA and PRT), at their discretion, anytime outside the command PFA cycle to ensure command personnel are meeting the requirements of this instruction. BCA spot-checks help to identify at risk Sailors early and place them into the FEP before they become a PFA failure. BCA spot-checks may be conducted as random checks and may also be used to check Sailors for FEP enrollment (based on the age-adjusted standards) even if the Sailor passes the overall BCA portion of the PFA.

(e) Ensure CFLs complete the CFL certification course and are designated in writing prior to assuming the duties as CFL. Maintain one certified CFL to administer the requirements of this instruction and one Assistant CFL (ACFL) per 25 command members.

(f) Service Equivalent CFL. Ensure service equivalent CFLs are qualified. Service Equivalent CFL is defined as someone who has completed the Marine Corps Force Fitness Instructor Course, Army Master Fitness Trainer Course or identified as Air Force Physical Training Leader.

(g) Develop awards or incentive programs for the Physical Readiness Program to encourage Sailors to live healthier lifestyles. Recommended incentives are listed in subparagraphs 6l(1)(g)1 through 6l(1)(g)3. These recommendations are not all-inclusive and should not limit a commander's creativity in incentivizing and awarding performance.

1. Special Liberty for excellence (i.e., 24-hour liberty for increasing overall score from GOOD to EXCELLENT).

2. Award certificates for excellence and improvement.

3. Allow members scoring OUTSTANDING to be excluded from command/unit PT until the next PFA.

(h) Ensure fitness reports and performance evaluations accurately reflect PFA performance and recommendations for promotions and advancements are conducted per reference (f).

(i) Ensure the command has an effective FEP, incorporating nutrition education and physical activity.

(j) Use command directed FEP authority for any command member requiring assistance to embrace a Culture of Excellence.

(k) Approve or disapprove, medical waivers and ensure waivers are entered into PRIMS-2 prior to a Service member participating in command PFA.

(l) Ensure data for a PFA is entered into PRIMS-2 within 30 days following the completion of the command PFA.

(m) Comply with reference (i) reporting requirements for physical readiness-related injuries or fatalities.

(n) Forward all Administrative Remarks to the Personnel Support Detachment or Personnel Officer for Navy Standard Integrated Personnel System electronic service record verification and submission to the Official Military Personnel File.

(o) Ensure all command PRP documentation for official command PFAs and FEP is retained for a period of no less than five years and per current personal identifiable information (PII) policy.

(2) CFL must:

(a) Meet and maintain the requirements in subparagraphs 6l(2)(a)1 through 6l(2)(a)7:

1. E6 or above (preferred).
2. Non-user of tobacco and vapor products.
3. Be within maximum weight for height standards or one percent below age-adjusted standards (AAS).
4. Achieve and maintain overall score of EXCELLENT or better with no event scored lower than 'GOOD'.
5. Maintain current cardio pulmonary resuscitation qualifications.
6. Complete CFL certification course prior to assuming the duties as CFL.
7. For CFL recertification, successfully complete the CFL certification course or the CFL Seminar every three years.

(b) Conduct the PFA as outlined in this instruction and the PRP Guides:

1. CFLs must use the NAVPERS 6110/10 BCA Score Sheet as the only approved means of collecting abdominal circumference measurements or body circumference measurements data.

2. CFLs must use NAVPERS 6110/11 Official PRT Score Sheet as the only approved means of collecting PRT data.

3. NAVPERS 6110/10 and NAVPERS 6110/11 are located on the PRP Web site. Both forms are available for download.

(c) Be a member of the Command Resilience Team and advise command leadership of all PRP matters quarterly.

(d) Maintain responsibility and oversight for command PT and FEP.

(e) Ensure all ACFLs are designated in writing by the CO and meet all the same PFA requirements as the CFL with the exception of the certification course and paygrade requirements.

(f) Ensure all ACFLs are trained to conduct BCA measurements, PRT, FEP and command PT. Local training must be documented with ACFL acknowledgement.

(g) Use PRIMIS-2 to manage PFA data:

1. Enter PFA scores within 30 days of the completion of the command PFA cycle.

2. Input PFA scores for all ACFLs. ACFLs are not authorized to input their own PFA scores in PRIMIS-2.

3. Input all medical waivers prior to conducting the PFA.

4. Ensure written counseling is provided to CO or OICs for all Service members with PFA failures in PRIMIS-2. Written counseling for enlisted members is described in reference (c) article 1910-202. Enlisted PFA failure notification is issued on a NAVPERS 1070/613 Administrative Remarks. Officer PFA failure notification is issued on a Letter of Notification.

5. PHA Status. Ensure members understand the policy which prohibits participation in command or unit PT, PRT or FEP if the PHA is not current. Members who are overdue for a PHA or DHA, which include the Post-Deployment Health Assessment (PDHA) or Post-Deployment Health Re-Assessment (PDHRA), per reference (j), cannot complete the NAVPERS 6110/3 in MyNavy Portal and will not participate in PRT until PHA, PDHA or PDHRA requirements are met.

6. Ensure PRIMIS-2 data is current and accurate for all detaching personnel and the Service member's record is placed in a transfer status in PRIMIS-2.

7. Oversee that individual members maintain FEP records.

(h) Retain original written documentation (notes, worksheets, BCA and PRT score sheets, etc.) of official command PFAs and FEP for a period not less than five years and per current PII policy.

1. Verify members' acknowledgement of PFA scores for each PFA cycle using a column on original NAVPERS 6110/10 and NAVPERS 6110/11 requiring members' signature.

2. Ensure observers and participants sign the official PRT score sheet following completion of PRT modalities.

3. Retain all Letters of Notification for PFA failure(s) in the command files for not less than five years. Letters of Notification for the first failure must be forwarded to NPC, Records Management/Policy Branch (PERS-313) and Post Selection Board Matters (PERS-833). Letters of Notification for a second consecutive PFA failure must be forwarded, with command endorsement, to NPC, Officer Performance and Separations (PERS-834) in addition to (PERS-313) and (PERS-833).

(i) Report all PRP related injuries to the command safety officer.

(j) Draft Letters of Correction to the CO or OIC for endorsement and forward with supporting documentation to OPNAV (N171A) for PRIMIS-2 corrections that occur within one year of error.

(3) Service members must:

(a) Participate in a year-round physical fitness program to meet Navy fitness and body fat standards.

(b) Maintain a current annual PHA and, if required, complete DHA or PDHA prior to participating in command or unit PT, PRT and FEP.

(c) Accurately complete a PARFQ for every PFA cycle. Print, sign and report to medical for clearance as indicated on PARFQ responses. A PARFQ is not required if the PRT will not be conducted (DEP/OP, Pregnant, etc.)

(d) Address potential medical circumstances affecting participation in the PFA prior to the official command PFA by obtaining an approved medical waiver endorsed by the CO.

(e) Be responsible for scheduling and participating in a PFA each cycle regardless of PCS and TAD status.

(f) If geographically separated, make every attempt to locate a CFL in the same geographical location to conduct the official PFA in the event a CFL is not assigned to member's command.

(g) Verify PRIMIS-2 data to the Command Physical Readiness Team within 60 days following the command PFA by signing the original BCA and PRT score sheets.

(h) Be responsible for knowing passing requirements of Physical Readiness Program.

(i) Comply with all FEP requirements in the event of a PFA failure, probationary PRT score or outside AAS.

#### 7. Records Management.

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy (DON) Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

8. Review and Effective Date. Per OPNAVINST 5215.17A, OPNAV N171A will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, DoD, Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

#### 9. Forms and Information Management Control.

a. Forms. The forms in subparagraphs 9a(1) through 9a(5) are available for download from Naval Forms Online at <https://forms.documentservices.dla.mil/order/>.

(1) NAVPERS 1070/613 Administrative Remarks.

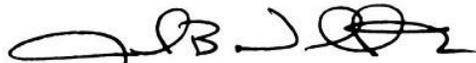
(2) NAVPERS 6110/3 PARFQ.

(3) NAVPERS 6110/10 Official BCA Score Sheet.

(4) NAVPERS 6110/11 Official PRT Score Sheet.

(5) NAVMED 6110/4 Physical Fitness Assessment Medical Clearance or Waiver.

b. Information Management Control. The reporting requirements contained in this instruction are exempt reports under part IV, subparagraph 7(p) of SECNAV Manual 5214.1.



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Releasability and distribution:

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