



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCES COMMAND
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NORFOLK VA 23551-4615

COMNAVRESFORCOMINST 6100.1C
N1C2
1 Nov 2021

COMNAVRESFORCOM INSTRUCTION 6100.1C

From: Commander, Navy Reserve Forces Command

Subj: PHYSICAL READINESS AND WEIGHT CONTROL

Ref: (a) OPNAVINST 6110.1J
(b) BUPERSINST 1610.10D
(c) NAVADMIN 304/17

Encl: (1) Commander, Navy Reserve Forces Command Official Physical Readiness Test (PRT) Score Sheet

1. Purpose. To provide command policy and guidance for implementing the Navy's Physical Readiness Program per reference (a). Enclosure (1) is provided for administrative use. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMNAVRESFORCOMINST 6100.1B.

3. Policy

a. Physical fitness is a crucial element of mission performance and must be a part of every Sailor's life. Mission readiness and operational effectiveness are built on the physical fitness of the Sailor. Therefore, all Sailors attached to Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) should maintain personal physical fitness with regular exercise and proper nutrition.

b. All military members within the command will participate in the semi-annual physical fitness assessment (PFA) unless otherwise directed or waived from the entire event. The PFA is generally conducted twice a year; cycle 1 will be conducted from 1 January through 30 June and cycle 2 will be conducted from 1 July through 31 December. A 10 week notice will be published and dates will be included in the plan of the month (POM) for the official PFA. The PFA consists of three parts, the physical activity risk factor questionnaire (PARFQ), body composition assessment (BCA), and physical readiness test (PRT). Personnel will make every attempt to participate on the prescribed dates.

Please Note: Non-participation in the PFA will result in the member being scored unauthorized absence (UA) in the physical readiness information management system (PRIMS), the equivalent of a failure. Additionally, the member will be subject to disciplinary action under the Uniform Code of Military Justice. Members who fail to pass the BCA or PRT portion of the PFA will automatically be enrolled in the command's fitness enhancement program (FEP).

c. All departments will integrate physical readiness activities during standard working hours for each work week, while meeting mission and operational requirements. Physical readiness activities should include three to five sessions per week devoted to moderate and moderately high intensity physical conditioning.

d. FEP is mandatory for members who fail their most recent BCA or PRT and will attend FEP sessions three times a week. Members who fail to participate in command directed FEP will not be eligible for promotion and may face disciplinary action. FEP will include a combination of cardio vascular and strength training exercises, as well as a nutrition plan. Each month BCAs will be taken and a mock PRT performed, as long as members are cleared medically to participate. This information will be recorded in PRIMIS. Members must remain enrolled in FEP until passing the next official PFA.

e. New check-ins will be given a courtesy BCA within five working days. If members are not within standards or within age-adjusted standards they will be enrolled in FEP. Members must have a current, documented physical health assessment (PHA), PARFQ and be medically cleared to participate in PRT, FEP, and command supervised physical training (PT). Members must follow the directions on the PARFQ and seek medical approval if so directed by the form. Additionally, members who fail the BCA for the first time within the most recent four years they will be referred to medical. Members medically waived from the PRT will present medical waivers prior to the first scheduled evolution for each cycle.

Please Note: Waivers are recommendations from your Primary Care Manager and must be approved by the command fitness leader (CFL) and Chief of Staff (COS). Incomplete or inaccurate waivers will be accepted as a valid reason for non-participation in the PRT. BCA waivers must be signed by the authorized medical department representative, as well as a medical specialist. Members who fail the BCA must be medically cleared prior to participation in the PRT. The PRT is still required if medically cleared. Members who fail the PRT are authorized to request a "bad day." A "bad day" PRT must be retaken within seven days of the original failure and will only be administered if a member routes a special request chit requesting the "bad day" within 24 hours of the original failure and has been cleared by medical. Request chits must be routed through the member's chain of command and must be approved the COS.

4. Responsibilities

a. COS will:

(1) Comply with and execute all requirements of this instruction, reference (a), and utilize the operating guides found at <http://www.public.navy.mil/BUPERS-NPC/SUPPORT/PHYSICAL/Pages/Guides.aspx>.

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

(3) Designate, in writing, and maintain one certified CFL to administer the requirements of this instruction and one assistant CFL (ACFL) per 25 command members.

(4) Ensure proper safety precautions are followed during command or unit PT, PFAs and FEP.

(5) Ensure members receive proper medical screening to participate in unit PT, PFAs and FEP.

(6) Ensure fitness reports and performance evaluations accurately reflect PFA performance and all recommendations for promotion and advancement are documented per reference (b).

(7) Ensure proper documentation of counseling via issuances of a permanent NAVPERS 1070/613, Administrative Remarks, for enlisted personnel who fail the PFA. The NAVPERS 1070/613 will be electronically forwarded to Navy Personnel Command (NAVPERSCOM) via the servicing Transaction Support Center (TSC) or personnel office (PERSOFF).

(8) Ensure officers who fail the PFA are counseled and issued an Letter of Notification (LON) to inform them of the PFA failure.

(9) Ensure management of an effective FEP.

(10) Ensure all data for semi-annual PFAs are entered into PRIMS within 30 days and all waivers are entered within 14 days of the completion of the command PFA cycle.

(11) Recognize members who demonstrate outstanding performance on the PRT or who make significant improvements.

(12) Ensure all physical readiness-related injuries or fatalities are reported to the Navy Safety and Occupational Health Department and Safety Officer.

b. CFL will:

(1) Meet all requirements to perform the duties of the CFL per reference (a).

(2) Conduct semi-annual PFAs per this instruction, reference (a), and the operating guides.

(3) Advise the chain of command on all physical readiness program matters quarterly.

(4) Maintain responsibility and oversight for command PT and FEP per the command fitness section of the operating guides.

(5) Ensure all ACFLs are cardiopulmonary resuscitation (CPR) certified and trained to conduct the PRT, BCA, FEP, and command PT. All ACFLs will be non-tobacco users and meet the same PFA requirements as the CFL.

(6) Use PRIMS to manage PFA data:

(a) Ensure semi-annual PFA scores are entered within 30 days of the completion of the command PFA cycles.

(b) Ensure all physical readiness program waivers are entered into PRIMS within 14 days of the end of the command PFA cycle.

(c) Verify navy standard integrated personnel system (NSIPS) electronic service record (ESR) and the official military personnel file (OMPF) against PRIMS for all newly reported personnel. Ensure written counseling NAVPERS 1070/613 or LON are drafted and submitted to the appropriate chain of command for all personnel with documented PFA failures in PRIMS.

(d) Inform all members of their PHA status. Ensure members understand the policy which prohibits participation in command or unit PT, PFAs, or FEP if the PHA is not current.

(e) Ensure PRIMS data is current and accurate for all detaching personnel and select appropriate permanent change of station option.

(7) Maintain original written documentation (notes, worksheets, etc.) of official command PFAs and FEP session for a period of five years and ensure all files containing personal identifiable information are maintained per policy.

(8) For officers, ensure all LONs for the first PFA failures are maintained in the CFL records. LONs for the second PFA failure will be forwarded to NAVPERSCOM Officer Performance and Separations (PERS-834) for entry into their OMPF.

(9) For enlisted personnel, forward all NAVPERS 1070/613 to TSC or PERSOFF for NSIPS ESR verification and submission into their OMPF.

(10) Report all Physical Readiness Program related injuries to medical and the Command Safety Officer. Ensure a mishap report is submitted via enterprise safety applications management system to Commander, Naval Safety Center.

(11) Draft letters of correction (LOC) and forward with supporting documentation to Chief of Naval Operations (N170) for PRIMS correction within one year of error.

c. ACFLs will:

(1) Meet all criteria to perform the duties of an ACFL per reference (a).

(2) Become thoroughly familiar with components of this instruction and advise the CFL on all physical readiness program matters.

(3) Assist the CFL with the proper administration of the semi-annual PFA and FEP program.

(4) Provide training to department or code personnel on all relevant physical readiness, nutrition, and weight control programs.

(5) Attend all mandatory training for proper administration of the command's PFA program.

(6) Provide all FEP musters to the CFL for entry into PRIMIS.

(7) Follow policy relating to all testing, measuring requirements, and safety precautions.

(8) Report any injuries related to physical readiness to the CFL for submission to the command safety officer and COS.

(9) Obtain and maintain updated physical readiness resources for use by command personnel.

(10) Closely monitor FEP members who have completed "Shipshape" and provide assistance in weight management follow-up activities.

(11) Ensure each member completes a PARFQ. Members requiring medical clearance must provide a signed copy for review and command records.

d. Deputy Chief of Staff will:

(1) Provide leadership by being an example to encourage increased levels of physical training and an increased awareness of good health and nutrition.

(2) Ensure all levels of command are aware of members requiring physical conditioning training and weight control.

(3) Allow members time to participate in physical readiness activities during standard working hours.

(4) Ensure members enrolled in FEP attend all sessions and have departmental support.

(5) Ensure proper entries are made regarding PFA results on all fitness and evaluation reports per reference (b).

(6) Enroll members they believe would benefit from FEP with approval from COS.

e. Individual Service Members will:

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

(2) Answer PARFQ completely and truthfully and maintain an updated annual PHA.

(3) Report for fitness testing with a level of fitness that ensures safe participation.

(4) Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle.

(5) Provide all medical waivers, light duty chits, and pregnancy notifications to CFL prior to the commencement of the first PFA event.

Please Note: Having a waiver does not make you ineligible to participate in the PFA program. Most medical waivers only except members from the PRT portion of the PFA and still require BCA measurements.

(6) Advise CFL and ACFL of any injuries or illnesses, which may cause further harm during individual PT, unit PT, PFAs and FEP.

(7) Participate in the PFA and FEP per reference (a).

(8) Report for PRT testing on the prescribed dates as annotated in the command POM and 10 week notice.

(9) Officers will acknowledge their FEP requirement by signing a LON.

(10) Enlisted members will acknowledge their FEP requirement by signing NAVPERS 1070/13.

5. Forms. The following forms are available for download on the Navy Forms website:

a. NAVPERS 6110/10 (01-16), Body Composition Assessment Measurements.

b. NAVPERS 6110/11 (01-16), Official PRT Score Sheet.

c. NAVPERS 1070/613 (Rev. 07-06), Administrative Remarks.

d. NAVPERS 6110/3 (Rev. 02-16), Physical Activity Risk Factor Questionnaire (PARFQ).

e. NAVMED 6110/4 (Rev. 01-11), Physical Fitness Assessment Medical Clearance/Waiver.

6. Records Management. Records created as a result of this notice, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.



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Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Website, <https://navyreserve.navy.afpims.mil/Resources/Official-Guidance/Instructions/>.