



DEPARTMENT OF THE NAVY  
NAVAL EDUCATION AND TRAINING PROFESSIONAL  
DEVELOPMENT AND TECHNOLOGY CENTER  
6490 SAUFLEY FIELD ROAD  
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO:

NETPDTCINST 6110.1C  
OOE  
12 FEB 2003

NETPDTC INSTRUCTION 6110.1C

Subj: **COMMAND PHYSICAL READINESS PROGRAM**

Ref: (a) OPNAVINST 6110.1G  
(b) NASPNCLAINST 6100.1J

Encl: (1) Summary of Administrative Action

1. **Purpose.** To provide policy and guidance for command compliance with the Navy's Physical Readiness Program (PRP) as contained in reference (a).
2. **Cancellation.** NETPDTCINST 6110.1B.
3. **Revision.** Since this is a major revision, marginal notations are not annotated. This instruction should be read in its entirety.
4. **Policy.** All military personnel will achieve and maintain standards of physical readiness to ensure the operational effectiveness of NETPDTC. The PRP is designed to support and enhance the physical readiness of military personnel. The Fitness Enhancement Program (FEP) is designed to facilitate adoption of health and fitness promoting habits, including regular physical activity, improvement in physical performance, and healthy nutrition.
5. **Responsibilities**

a. The CO shall aggressively support the PRP. The CO shall integrate physical readiness activities into the workweek while meeting mission and operational requirements and provide an effective FEP to ensure members meet physical readiness standards. Specific responsibilities include:

(1) Appoint in writing a minimum of two Command Fitness Leaders (CFL); at least one male and one female.

(2) Ensure the CFLs meet the criteria set forth in reference (a).

**12 FEB 2003**

b. The CFLs shall:

(1) Administer required command PFAs in accordance with reference (a) and following safety procedures as outlined in reference (b).

(2) Notify area medical branch that a PRT will be conducted and where it will be held.

(3) Implement and manage the FEP per reference (a). Notify appropriate chain of command when FEP personnel satisfactorily complete the PFA.

(4) Track medical waivers and limited duty chits on members on the FEP program.

(5) Ensure each division within the command has a designated Division Fitness Coordinator (DFC). Ensure each DFC is trained in CPR.

c. Military Services Office shall:

(1) Ensure members are screened through the CFL for compliance with body fat standards prior to promotion, transfer, request for schools, or extensions.

(2) Ensure all members check in/out with the CFL when reporting/detaching.

(3) Provide necessary administrative and typing support to the CFL.

d. DFCs shall:

(1) Assist the CFLs during the command's PFA and during the administration of the FEP.

(2) Provide guidance and counseling to members of their divisions with regard to progress or failure in the FEP.

(3) Provide notification and updates to the CFL on the physical readiness of division members.

(4) Coordinate with CFLs for scheduling any out-of-standards measurements when necessary.

(5) Ensure division members have completed the Physical Activity Risk Factor Screening Questionnaire; have had required medical screening 10-12 weeks prior to the PFA; return all paperwork to the CFL prior to the BCA.

12 FEB 2003

e. All Military Personnel shall:

(1) Participate in a year-round physical exercise program in accordance with reference (a). Personnel who cannot participate in such a program due to a valid medical condition shall be placed in a rehabilitative program, designed by Navy Morale, Welfare, and Recreation (MWR) fitness instructor, in conjunction with appropriate medical personnel.

(2) Have a current periodic physical examination prior to the semiannual PFA.

6. Procedures for the Conduct of the Semiannual PFA

a. The PFA will be announced a minimum of 10 to 12 weeks in advance and shall be conducted in accordance with reference (a).

b. Make-up PFA will be scheduled approximately 2 weeks following the original test. Only individuals who were on leave, TAD, or awaiting medical clearance will be authorized to take the make-up.

7. Procedures concerning the FEP

a. All personnel who fail the PRT or body fat measurement will participate in the FEP program. Personnel will be medically cleared prior to participating in the FEP. Participation in this program will continue until the next official PFA.

b. The FEP shall be managed by the CFLs with assistance from DFCs. Members assigned to the FEP will be required to participate in three exercise sessions per week.

c. The CFLs shall monitor participation in the FEP and will document an individual's participation and progress in accordance with reference (a).

d. Failure to actively participate in the FEP shall result in administrative or disciplinary action.

(1) *First offense* - Individual shall be counseled by the LCPO and Department Head.

(2) *Second offense* - Individual shall be counseled by the CMC and Executive Officer.

(3) *Third offense* - Individual shall be counseled by the Commanding Officer.

12 FEB 2003

e. Members on the FEP shall be measured at least monthly to monitor progress.

f. Any member who wishes to voluntarily participate in the FEP is encouraged to do so.

8. **Physical Readiness Program Entries on Evaluations and Fitness Reports.** Annotating NAVPERS 1616/26, Evaluation Report and Counseling Record (E1-E6) and NAVPERS 1610/2, Fitness Report and Counseling Record (E7-06) shall be consistent with the guidance set forth by ref (a).

9. **Summary of Administrative Actions.** Enclosure (1) summarizes the administrative actions for members who acquire Physical Readiness Program failures.



JOHN MAITNER  
BY direction

Distribution: (NETPDTCCINST 5216.1F)  
Lists I & II

Web Access: MAIN INDEX  
<https://pennd09.cnet.navy.mil/netpdtc/directives.nsf>

12 FEB 2003

SUMMARY OF ADMINISTRATIVE ACTIONS

	<b>PROGRAM FAILURES</b>		
	<b><u>1st</u></b>	<b><u>2nd</u></b>	<b><u>3rd</u></b>
Mandatory FEP	yes	yes	yes
Page 13 entry/letter of notification	yes	yes	yes
Narrative FITREP/EVAL entry	no	no	yes
Special FITREP/EVAL	no	no	no
Eligible for frocking/advancement/promotion	yes	yes	no+
Info COMNAVPERSCOM, PERS-834 (officers)	no	no	yes
Info COMNAVPERSCOM, PERS-313C (enlisted)	yes	yes	yes
Eligible for PCS transfer	yes	yes	yes
Process for admin separation	no	no	no*
Deny reenlistment	no	no	yes#

+ Members who fail three or more consecutive PFAs in most recent 4-year period and are not meeting fitness progression shall not be frocked until member subsequently passes three consecutive PFAs and are within standards on day of frocking.

\* Members will not be processed for admin separation solely for failure to meet Physical Readiness Program standards.

# Enlisted members who fail to meet PFA standards three or more times in a most recent four-year period are ineligible for reenlistment until they pass three consecutive PFAs. Upon request and with CO's approval members may be extended in 6-month increments to allow them to pass 3 consecutive PFAs. The limit of extensions to an aggregate of 48 months in any single enlistment remains in effect.