



Guide 3

Physical Fitness Assessment (PFA)

Checklist

Table of Contents

Section I - 10-15 Weeks Before	Page
1. General.....	7
2. Planning.....	7
3. Scheduling.....	7
4. Member Action.....	8
5. Equipment Requirements.....	8
6. Facilities Requirements.....	8
7. Operational Risk Management (ORM).....	9
8. Physical Fitness Assessment (PFA) Official forms.....	9
 Section 2 - 2 Days to 8 Weeks Before	
1. Medical Requirements.....	10
2. Test Supplies and Equipment.....	10
3. Physical Readiness Test (PRT) Facilities Checks.....	11
4. PRT Staff Personnel.....	11
5. PRT Site Risk Management	11
 Section 3- 1 Day Prior to Event	
1. Checks.....	12
a. Weather Check.....	12
b. Review Safety Plan.....	12
c. PFA Staff Training.....	12

d. Cancellation Criteria..... 12

Section 4- Day of Event

1. Medical Requirements..... 12

2. PRT Equipment Final Check 13

3. Facilities Preparations..... 13

4. Testing Risk Management..... 13

5. Conducting PRT..... 14

 a. Pre-Physical Activity Questions..... 14

 b. PRT Performance Standards 14

 c. Event Demonstration..... 14

 d. Participant Organization..... 14

 e. Start Events..... 14

 f. Record Results..... 14

 g. Cool Down Period..... 14

 h. PRT Injuries Reporting..... 14

 i. Physical Readiness Information Management System(PRIMS)
Data Entry..... 14

 j. “Bad Day” Process..... 14

 k. Alternate PFA..... 14

 l. PRIMS Data Entry..... 14

Section 5- Post PFA

1. Post PFA Activities..... 14

 a. Final Command PFA Results 14

b. Readiness Waivers.....	14
c. PRIMS Data Entry.....	14
d. NAVPERS 1070/613 (Page13s).....	14
e. Letters Of Notification (LON).....	15

Section 6- Notes Highlighted from the Checklist

1. Command Member Listing.....	16
2. Bad Day Policy.....	16
3. Deployment Operational (DEP/OP)	16
4. Leaving During the PFA.....	16
5. Unauthorized Absence (UA)	16
6. Alternate Cardio.....	16
7. Physical Health Assessment (PHA)	17
8. Medical Support Plan/Safety Plan.....	17
9. The PRT Course	17
10. PFA Dates/Schedule.....	17
11. PFA Notification	17
12. Physical Assessment Risk Factor Questionnaire (PARFQ)	17
13. Courtesy Body Composition Assessment (BCA).....	18
14. PFA Recording Sheets.....	18
15. BCA Failure List.....	18
16. Pre-Physical Activity Questions.....	18
17. Waiver for Readiness	19

18. Page 13.....	19
19. LON	19
20. Dynamic Warm-Up.....	19
21. Cool Down.....	19
22. Stretching.....	19

Physical Fitness Assessment (PFA) Checklist

Every PFA must begin and end with the PFA checklist.

*indicates amplifying notes at bottom of checklist

PFA CHECKLIST – PLANNING THE EVENT		DATE COMPLETED
Section 1- 10 -15 WEEKS BEFORE		
General		
<input type="checkbox"/>	Review lessons learned from the previous PFA.	
<input type="checkbox"/>	Read this guide in it's entirety to understand all current specifics pertaining to the PFA including the requirements for medical clearance, BCA and PRT requirements.	
<input type="checkbox"/>	*Print command member listing from Physical Readiness Information Management System (PRIMS).	
<input type="checkbox"/>	*Develop plan for medical support during Physical Readiness Test (PRT).	
<input type="checkbox"/>	*Consult with the CO to establish command policy for Bad Day, Deployment Operational (DEP/OP), Leave, Unauthorized Absence (UA), Alternate cardio, and Drilling.	
<input type="checkbox"/>	*Use PRIMS to obtain a list of PHAs to determine which members will require an updated PHA prior to participating in PRT.	
Planning		
<input type="checkbox"/>	Develop contingency plans (weather, Operational Tempo (OPTEMPO), facility availability, etc.)	
<input type="checkbox"/>	Determine personnel requirements (number of ACFLs, PRT monitors, and other assistants needed)	
<input type="checkbox"/>	Identify facility limitations (number that can be tested at one time).	
<input type="checkbox"/>	Develop emergency evacuation plan.	
<input type="checkbox"/>	*Select or verify a 1.5-mile course.	
<input type="checkbox"/>	Identify sufficient area for warming-up and stretching prior to test.	
Scheduling		
<input type="checkbox"/>	Determine time (hours, day, etc.) limitations; check base schedules (Other PFAs, functions, construction, etc.).	

PFA CHECKLIST – PLANNING THE EVENT		DATE COMPLETED
Section 1- 10 -15 WEEKS BEFORE		
<input type="checkbox"/>	*Develop acceptable dates to conduct PFA components (HT/WT, Body Fat, and PRT). Primary: _____ Makeup: _____	
<input type="checkbox"/>	*Obtain approval for PFA schedule from CO and publish PFA notification to command members at least 10 weeks in advance.	
Member Action		
<input type="checkbox"/>	*Direct CMD members to complete PARFQ at least 10 weeks prior to the published PFA dates.	
<input type="checkbox"/>	*Conduct preliminary (courtesy) BCA, upon request.	
<input type="checkbox"/>	Ensure members are formally instructed to update their PHAs and clearly state the consequences of non-compliance. (medical will provide assistance)	
Equipment Requirements		
<input type="checkbox"/>	Review previous PFA equipment needs, sources, costs, etc.	
<input type="checkbox"/>	Review equipment check in and out requirements.	
<input type="checkbox"/>	Coordinate equipment requirements with facility.	
Facilities Requirements		
<input type="checkbox"/>	Reserve adequate facilities (include pool if available) for primary and make-up dates. Include option with facility to reschedule for weather or other reasons.	
<input type="checkbox"/>	Obtain written facility reservation.	
<input type="checkbox"/>	Secure back-up testing facility.	
<input type="checkbox"/>	Secure ACFLs and or PRT monitors to assist with BCA, PRT and clean up of facility.	

PFA CHECKLIST – PLANNING THE EVENT		DATE COMPLETED
Section 1- 10 -15 WEEKS BEFORE		
Operational Risk Management (ORM)		
<input type="checkbox"/>	*Conduct Operational Risk Management (ORM) assessment for PFA. (ORM at a minimum must include weather, temperature, acclimatization, facility/course hazards, and communications capabilities).	
<input type="checkbox"/>	Evaluate local, seasonal, typical weather risks.	
<input type="checkbox"/>	Make arrangements with medical to schedule Cardio-Respiratory Resuscitation (CPR) and Automated External Defibrillators (AED) certifications for PRT monitors and ACFLs.	
<input type="checkbox"/>	Designate and train ACFLs in: <ul style="list-style-type: none"> 1. BCA techniques and procedures 2. Dynamic Warm-up and Cool Down procedures 3. PRT event procedures 4. Emergency Procedures (Emergency Drill) 	
<input type="checkbox"/>	Identify clear warning signs of risks. Weather Wet Bulb Globe Test (WBGT) Index (flag condition BLU GRE AMB RED BLA). Wind chill ____ degrees. Location (inspect for hazardous objects and obstructions).	
PFA Official Forms		
<input type="checkbox"/>	Complete any facility reservation requests required.	
<input type="checkbox"/>	Review PARFQs – refer to medical as required by 6110.1 (series)	
<input type="checkbox"/>	*Prepare local PFA recording sheets (official PFA documentation).	

PFA CHECKLIST – ORGANIZING THE EVENT		DATE COMPLETED
Section 2- 2 DAYS TO 8 WEEKS BEFORE		
Medical Requirements		
<input type="checkbox"/>	Verify the medical clearance status of all members. Inform Chain of Command of all personnel with out of date PHAs.	
<input type="checkbox"/>	Start conducting BCAs, within 10 days but no less than 24 hours prior to PRT.	
<input type="checkbox"/>	Record BCA data in PRIMS. If a member fails for first time or first time in most recent four-year period, refer to members to medical department for evaluation.	
<input type="checkbox"/>	Provide BCA failure list to Chain of Command.	
<input type="checkbox"/>	Provide a list of no shows to the Chain of Command.	
Test Supplies and Equipment		
<input type="checkbox"/>	<p>Obtain all equipment and supplies needed for event:</p> <p>_____ chairs</p> <p>_____ water/cooler</p> <p>_____ tables</p> <p>_____ paper cups</p> <p>_____ clipboards</p> <p>_____ First Aid kit</p> <p>_____ floor mats</p> <p>_____ Automated External Deliberator (AED) (if equipment and trained operators are available)</p> <p>_____ BCA results sheets</p> <p>_____ stopwatches(measures both minutes and seconds)</p> <p>_____ pencils/pens</p> <p>_____ runner numbers</p>	

PFA CHECKLIST – ORGANIZING THE EVENT		DATE COMPLETED
Section 2- 2 DAYS TO 8 WEEKS BEFORE		
<input type="checkbox"/>	Acquire back-up equipment in case of original equipment failure.	
<input type="checkbox"/>	Conduct preliminary tests of all equipment.	
<input type="checkbox"/>	Arrange transport of large equipment items.	
<input type="checkbox"/>	Submit forms for equipment rental.	
PRT Facilities Check		
<input type="checkbox"/>	Re-confirm facility reservations and arrangements.	
<input type="checkbox"/>	Identify location of test stations.	
<input type="checkbox"/>	Review course and facilities to identify new hazards. (Emergency construction/repairs, weather damage, etc.)	
PRT Staff Personnel		
<input type="checkbox"/>	Organize PFA event schedule for ACFLS and PRT monitors.	
<input type="checkbox"/>	Discuss contingency plan with ACFLs, PRT monitors, and lifeguards, etc.	
<input type="checkbox"/>	Distribute and explain personnel job descriptions and plan a personnel training session for select positions.	
<input type="checkbox"/>	Arrange for medical staff location and supplies when available.	
PRT Site Risk Management		
<input type="checkbox"/>	Train staff on proper procedures for identifying and handling weather and environmental conditions.	
<input type="checkbox"/>	Confirm plan for inclement weather.	
<input type="checkbox"/>	Call local base branch clinic/hospital or emergency services and let personnel know that you are conducting a PRT and where it will be held.	
<input type="checkbox"/>	Review plan for obtaining immediate medical assistance if needed.	
<input type="checkbox"/>	Obtain appropriate First Aid Kit with supplies and equipment.	

PFA CHECKLIST – CONDUCTING THE EVENT		DATE COMPLETED
Section 3- 1 DAY PRIOR TO EVENT		
<input type="checkbox"/>	Obtain local weather and climate conditions to identify temperature, winds, rain, severe weather probability, etc.	
<input type="checkbox"/>	Review course and facilities to identify new hazards. (Emergency construction/repairs, weather damage, etc.)	
<input type="checkbox"/>	Review safety plan and other procedures with assistant CFLs.	
<input type="checkbox"/>	Confirm site, equipment, and safety procedures are in place.	
<input type="checkbox"/>	Confirm that all ACFLS and PRT monitors will be present at PRT site.	
<input type="checkbox"/>	Consult with Commander, CO, or OIC regarding last minute cancellation procedures if unsafe weather conditions are present.	
PFA CHECKLIST – CONDUCTING THE EVENT		DATE COMPLETED
Section 4- DAY OF EVENT		
Medical Requirements		
<input type="checkbox"/>	Verify the names on PRT sign-up sheet have been cleared to participate in the PRT. Deny any members that are not medically cleared.	
<input type="checkbox"/>	Prohibit participation if recently recovered from a cold, surgery, flu, illness or if health changes have occurred since completing the Physical Activity Risk Factor Questionnaire (PARFQ).	
<input type="checkbox"/>	If any participants have experienced recent chest pain, shortness of breath, arm, and neck pain, directs them to withdraw from test and go to medical for a physical evaluation.	
<input type="checkbox"/>	Caution participants that new medications for respiratory, cardiac, concerns or recent physician consult for orthopedic concerns may warrant withdrawal from the test.	
<input type="checkbox"/>	Identify if any member has sickle-cell traits. If so, 8 oz. of clear fluids must be administered before, during, and after test	

PRT Equipment Final Check		
<input type="checkbox"/>	Ensure ACFLs, monitors, and other assistants are familiar with equipment operation.	
<input type="checkbox"/>	Replace broken equipment if needed.	
<input type="checkbox"/>	Update equipment list and obtain necessary equipment items not projected.	
<input type="checkbox"/>	Clean equipment.	
<input type="checkbox"/>	Collect all lost and found items at PRT site.	
Facilities Preparations		
<input type="checkbox"/>	Supervise facility cleaning before and after event.	
<input type="checkbox"/>	Monitor facility usage during event.	
<input type="checkbox"/>	Check environmental safety during event.	
<input type="checkbox"/>	Arrange equipment layout at test site.	
Testing Risk Management		
<input type="checkbox"/>	Prohibit smoking, tobacco, and alcohol use at PRT site. Discourage use of all tobacco products at least 30 minutes prior and at least 15 minutes after PRT.	
<input type="checkbox"/>	Ensure drinking water is readily available at the test site and that members are well hydrated before, during, and after the PRT.	
<input type="checkbox"/>	Check to be sure that all members are dressed appropriately for weather conditions and wearing proper footwear.	
<input type="checkbox"/>	Obtain local weather and climate conditions to identify temperature, winds, rain, severe weather probability, etc.	
<input type="checkbox"/>	Verify environmental conditions (temperature, humidity, storm conditions, WGBT, etc.) are safe during each test.	
<input type="checkbox"/>	Review course and facilities to identify new hazards. (Emergency construction/repairs, weather damage, etc.)	
<input type="checkbox"/>	Confirm and distribute emergency medical response plan to assistants and monitors.	

<input type="checkbox"/>	Record and evaluate number of major and minor injuries (All injuries reported to Safety Office within 48 hours).	
<input type="checkbox"/>	Complete report from the command safety officer to COMNAVSAFECEN if a participant is injured during the PRT.	
Conducting PRT		
<input type="checkbox"/>	Ask all members the pre-physical activity questions. For any member with yes responses to any question except number 1, deny participation in the PRT, until the member provide is medically cleared.	
<input type="checkbox"/>	Display or verbally provide PRT performance standards at PRT site.	
<input type="checkbox"/>	Instruct and demonstrate each event, as appropriate	
<input type="checkbox"/>	Organize members into appropriate groups for testing.	
<input type="checkbox"/>	*Conduct a dynamic warm-up session with participants.	
<input type="checkbox"/>	Start PRT events.	
<input type="checkbox"/>	Record PRT results and at the conclusion of the PRT, ensure all members initial the PRT results sheets prior to leaving the PRT area.	
<input type="checkbox"/>	*Ensure cool-down and stretching is accomplished on all members.	
<input type="checkbox"/>	Report all PRT related injuries to Safety.	
<input type="checkbox"/>	Record all PRT data in PRIMS.	
<input type="checkbox"/>	Conduct Bad Day PRT according to OPNAVINST 6110.1J and local policy.	
<input type="checkbox"/>	Conduct Make-Up PFA according to the procedures above.	
<input type="checkbox"/>	Record all PRT data in PRIMS.	
Section 5- Post PFA		
<input type="checkbox"/>	Provide final PFA results to chain of command. Include a separate list for failures.	
<input type="checkbox"/>	Within 14 days draft all Readiness waiver requests.	
<input type="checkbox"/>	Within 30 days, ensure all PFA data has been accurately entered into PRIMS. Edit records as necessary due to errors and omissions.	
<input type="checkbox"/>	Edit and print NAVPERS 1070/613 Administrative (page 13s) from	

	Navy Standard Integrated Personnel System (NSIPS) for enlisted members.	
<input type="checkbox"/>	Draft Letters of Notifications (LONs) for officers.	
<input type="checkbox"/>	Submit all page 13s and LONs to the CO for signature.	
<input type="checkbox"/>	Obtain signatures on page 13 for enlisted members and on the LONs for officers.	
<input type="checkbox"/>	Once both signatures are obtained on the page 13, validate the Page 13 in NSIPS by selecting the save button.	
<input type="checkbox"/>	Forward signed page 13s to PSD/PERSOFF for electronic forwarding to the members OMPFas per OPNAVINST 6110.1J.	
<input type="checkbox"/>	Forward all LONSs to NAVPERSCOM 313 as per OPNAVINST 6110.1J.	

Section 6- Notes highlighted in the PFA checklist:

1. Command Member Listing

Compare the Physical Readiness Information Management System (PRIMS) report with the alpha/command roster to ensure every member in the command is accounted for in PRIMS. This listing can also be used to determine the appropriate number of Assistant Command Fitness Leaders (ACFL) and Physical Readiness Test (PRT) monitors for the PRT.

2. Command “Bad Day” Policy

OPNAVINST 6110.1J has authorized the CO to grant one “Bad Day” for members who fail the PRT. The CO’s intention of offering a PRT Bad Day should be published in the Physical Fitness Assessment (PFA) notification.

3. Deployment Operational (DEP/OP)

Deployed Commands/units are authorized to use DEP/OP for the entire command/unit for the PRT when operational commitments prevent from completing the PRT portion of the PFA. The Body Composition Assessment (BCA) is still required. Immediate Superior-in-Command (ISIC) approval is required for waiving more than two consecutive PRTs and on all BCAs.

4. Leave During the PFA

Members should not be allowed to take regular leave during the PFA, unless the member’s leave will not prevent them from participating in either the regular scheduled PFA or alternate PFA. The “leave” option in PRIMS will only be used if the member will be on some type of emergency/urgent leave for the entire PFA cycle.

5. Unauthorized Absences (UA) from the PFA

In accordance with (IAW) OPNAVINST 6110.1J, if it is determined by the CO that a member’s non-participation in the PFA was not authorized, the member will be scored a “failure” in PRIMS. Local policy should clearly establish the policy for non-compliance of the PFA requirement, including members that are not allowed to participate in the PRT due to out-dated Periodic Health Assessments (PHA).

6. Alternate Cardio

IAW OPNAVINST 6110.1J, it is at the CO’s discretion on whether or not members will be allowed to use the treadmill, stationary bike, elliptical or swim option for the PRT.

7. Periodic Health Assessment (PHA)

Per OPNAVINST 6110.IJ, no member is allowed to participate in the PRT portion of the PFA without an updated PHA. At least two weeks prior to the PRT, the CFL should provide the chain of command with a list of members who have not completed the PHA requirement. The PFA Notification must include a statement which directs all members to ensure their PHA will be current for the PFA and should state that any member not complying will be subject to administrative actions.

8. Medical Support Plan/Safety Plan

A support plan must be in place for summoning emergency assistance during the PRT. Consult the local medical facility for support for guidance and emergency numbers. At a minimum, the medical support plan will give clear directions for emergency response personnel that will avoid confusion and ensure their prompt arrival, and guidance for contacting security personnel to assist with rapid access of emergency personnel to the test site.

The safety plan will include an emergency drill which will be conducted prior to the PFA by the CFL with ACFLs, support personnel and PRT monitors. The emergency drill will assess skills and review emergency procedures. The drill will include various scenarios and will be practiced until the desired results are obtained.

9. The PRT Course

The course should be free of steep inclines and declines, surface irregularities, and sharp turns. The course must also be accessible to emergency vehicles and throughout the course PRT monitors must have the ability to communicate via a two-way radio or cell phone.

10. PFA Dates / Schedule

A regular scheduled PFA and make-up PFA cannot be administered less than four months of the preceding PFA.

11. PFA Notification

The PFA notification is to be published ten weeks prior to the PFA and is not intended as a "preparation window" for members. The purpose of the notification is provide time sufficient time for the medical screening of all members prior to the PRT.

12. Physical Assessment Risk Factor Questionnaire (PARFQ)

Consult with medical on whether or not members will be required to be screened by medical if the member is a smoker and was previously cleared to participate in the PRT. All other

members checking “yes” will be required to print out a Standard Form 600 overprint from PRIMS and take it to medical. For medical clearance, the form must be signed by an Authorized Medical Department Representative (AMDR) prior to allowing participation in the PRT.

13. Courtesy BCA

Results of courtesy BCAs are not used to establish whether or not members meet BCA standards for the administrative actions required by OPNAVINST 61101J.

14. PFA Recording Sheets

Locally prepared PFA Recording Sheets may be used to annotate the official PFA scores for the BCA and PRT. IAW OPNAVINST 6110.1J, all PFA documentation will be maintained for five years. Sample forms are provided in Guide 13 and on the Physical Readiness Program Website.

15. BCA Failure List

IAW OPNAVINST 6110.1J, no member is authorized to participate in the PRT if they fail the BCA. A BCA failure is a PFA failure. If a member failed the BCA for the first time or for the first time in the most recent four- year period, the member is to be referred to medical for assessment.

16. Pre-Physical Activity Questions

1. Do you have a current PHA? If no, you may not participate today.
2. Do you have chest pain (with or without exertion), bone or joint pain, high blood pressure or high cholesterol? If yes, have you been cleared, by your medical provider, to participate in PT?
3. Have you had a change in your medical status since the last time you were asked these questions?
4. Are you ill today or know of any medical condition that may prevent you from participating in physical activity today?

For PRT Only:

5. Did you answer yes to any PARFQ questions? If yes, do you have a PFA medical waiver/clearance form on file? If no, you may not participate today.

17. Waiver for Readiness

A waiver for readiness (Readiness Waiver) is a waiver of Administrative Separation (ADSEP) processing and is granted for a specific PFA cycle only. The waiver is designed to address the adverse effect on unit, fleet, or community that would result from the loss of a specific individual. COs must request a waiver for readiness through their ISIC. Echelon 3 (or higher) commanders maintain responsibility for approval and disposition of all waivers for readiness. Command requests must be initiated within 14 days of the end of the command PFA cycle.

18. Page 13

Within 30 days of an official PFA failure, all enlisted members must be provided an administrative warning. See OPNAVINST 6110.1J for full details.

19. Letter of Notification (LON)

Within 30 days of an official PFA failure, all officers must be provided a LON. See OPNAVINST 6110.1J for full details.

20. Dynamic Warm-up

The most important goal when preparing to exercise should be to increase the body temperature and to prepare the muscles, connective tissue, the heart, and lungs to safely accommodate more intense exercise. For this reason, all exercise routines should begin with dynamic warm-up exercises and then proceed onto the planned activity.

21. Cool-Down

The cool-down will be performed after the planned physical activity and its purpose is to gradually lower the heart rate and respiratory rate to pre-activity levels. Most cool-down regimens will consist of 5 to 10 minutes of exercises, decreasing in intensity as the routine progresses.

22. Stretching

The final stretch is the last segment of the workout and PFA and should consist of 5 to 10 minutes of flexibility exercises. Since muscles and connective tissue are completely warm, it is okay to stretch using more tension than normal. Always release slowly from the stretched position. In addition to increasing or maintaining flexibility, this last segment serves as a final cool-down from the aerobic and muscular conditioning exercises.