



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT, PORTLAND
7028 N.E. 79TH COURT
PORTLAND, OREGON 97218-2813

NAVCRUITDISTPORTLANDINST 6110.2F
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12 Sep 12

NAVCRUITDIST PORTLAND INSTRUCTION 6110.2F

Subj: PHYSICAL READINESS PROGRAM (PRP)

Ref: (a) OPNAVINST 6110.1J

Encl: (1) Designation as Division Assistant Command Fitness
Leader
(2) Fitness Enhancement - Individual Workout Log
(3) Basic Exercise Program
(4) Glossary of Terms

1. Purpose. To establish and maintain a Command Physical Readiness Program (PRP) as required by reference (a).

2. Cancellation. NAVCRUITDISTPORTLANDINST 6110.2E.

3. Background. As part of the Chief of Naval Operations' Personnel Excellence Program, reference (a) outlines the physical fitness program designed to ensure the physical readiness of all Sailors. Due to the nature of recruiting and the geographic distribution of personnel within Navy Recruiting District (NRD) Portland, this instruction is provided to assist Sailors in understanding and adhering to the Navy's physical readiness program.

a. Management of the Physical Fitness Assessment (PFA) Program: There will be one Command Fitness Leader (CFL) assigned as a collateral duty. Due to the geographic distribution of NRD Portland, each Division will be assigned one assistant CFL to support in executing the program. The division assistant CFL must be an E5 or above.

b. Division assistant CFL's will be designated in writing by the Commanding Officer using enclosure (1). They will report to the CFL on matters concerning the PFA and the Fitness Enhancement Program (FEP).

4. Responsibilities/Actions

a. Command Fitness Leader (CFL) shall:

(1) Advise the Commanding Officer via the Executive Officer on matters pertaining to Physical Readiness Assessment (PRA) schedules, progress, and issues.

(2) Schedule height/weight and (if necessary) body fat measurements no more than ten days and no less than one day before the official Physical Readiness Test (PRT).

(3) Administer the command PRP in accordance with reference (a). These duties will include the following:

(a) Designate test monitors.

(b) Possess current cardiopulmonary resuscitation (CPR) qualifications.

(c) Ensure all monitors are CPR qualified.

(d) Approve a safety plan for each Division/MEPS which contains a plan for summoning emergency aid as necessary. At a minimum, the safety plan will also include directions to the location of the PFA test site.

(e) Maintain test results on the Physical Readiness Information Management System (PRIMS) online database ensuring timely submission of required reports.

(f) Maintain records of those Sailors on weight control/Fitness Enhancement Program (FEP). Coordinate with the Administration Department regarding Sailors who require Page 13 entries.

(g) Administer weight control/FEP for Sailors located at NRD Portland headquarters and MEPS Portland. Monitor division assistant CFL's for compliance at all other locations within the district.

(4) Provide training and guidance to Division CFL assistants, keeping CFL assistants informed of schedules/milestones.

b. Department Heads, Division Officers, Leading Chief Petty Officers (LCPOs), Leading Petty Officers (LPOs) shall:

(1) Ensure subordinates are provided an opportunity to execute a physical fitness program as outlined in reference (a).

(2) Ensure personnel on FEP complete and forward enclosure (2) to the CFL as required. Provide written updates on progress of Sailors participating in FEP monthly during department head meetings.

(3) Encourage members to participate in physical conditioning on a regular basis and as required by reference (a). Enclosure (3) is a recommended exercise program to stimulate and promote increased levels of health and physical fitness.

(4) Provide written counseling and guidance to those Sailors who fail to meet minimum standards as outlined in reference (a) [see enclosures (4), (5) and (6)]. It is critical that the chain of command ensures the member understands the negative impact of PFA failures on their promotion potential. Those Sailors who require assistance/counseling should be identified early in the PFA cycle to ensure they receive assistance as quickly as possible.

(5) The Assistant Operations Officer will ensure PRP participation and compliance of all active duty Officers and Officer Candidates (OCs) awaiting Officer Candidate School/Officer Development School. These Sailors will be monitored by the CFL for semi-annual tests and remedial program participation. Their PFA results will be included in the Command's annual report. OCs enrolled in a school where an officer Navy PRP Coordinator is located may be monitored by the Navy PRP Coordinator, (i.e. OSU NROTC Unit, Naval Hospital, etc).

c. All command personnel shall:

(1) Be familiar with this instruction and responsible for meeting the prescribed standards indicated in reference (a).

(2) Upon notification of an upcoming PFA, complete the Physical Activity Risk Factor Questionnaire (PARFQ) and forward it to the CFL via the chain of command.

(a) For any question marked "YES", the member will have three weeks to visit the nearest authorized Medical Department Representative and either be cleared to participate or provide written notice of exemption by a medical officer.

(b) Any exemption must be clarified by a completed SF-600, signed by the member's Primary Care Manager (PCM) providing a detailed description of limitations and a prognosis for when the limitations will be removed.

(c) If a civilian PCM directs/recommends a waiver for the entire PRT, the member may be referred to a Military Treatment Facility (MTF) for evaluation.

(d) If unable to meet with a health care provider in three weeks, notify the chain of command.

(3) Achieve and maintain a fitness level equal to or above the prescribed standards outlined in reference (a).

(4) Participate in scheduled PRTs unless excused by proper medical authority or the Commanding Officer or Executive Officer, (i.e. emergency leave, TAD, limited duty). Proper medical authority means a waiver for all or part of the PRT received prior to the day of the scheduled test.

5. Medical Waivers

a. A Sailor may be waived from a single PRT by any medical professional.

b. Waiver from a second consecutive PRT requires waiver from PCM or MTF.

c. Waiver from a third (or greater) consecutive PRT requires referral from PCM, follow-up by the MTF and official review by appropriate MTF specialist.

d. Any waiver from BCA, aside from maternity waiver or recovering from surgery requires assessment by appropriate MTF specialist. The Commanding Officer is the approving authority.

6. Fitness Enhancement Program (FEP). Individuals who fail the PFA, fail to attain at least "Satisfactory" on any PRT event, make an overall score of probationary, or fail a Body Composition Assessment (BCA) (exceed maximum allowable body fat percentage for their age group as per reference (a)), will be assigned to the FEP until they successfully pass an official PFA.

a. It is the responsibility of each LCPO to ensure participation of all required Sailors in the FEP. Once started, an individual's weekly performance will be documented, using enclosure (2), and signed by the member and their supervisor. Completed forms will be presented at the monthly production meeting and forwarded to the CFL as required. There is some flexibility due to production, but production will not be an excuse for less than 100% compliance.

b. Members in the FEP must also participate in a monthly PFA. This will be accomplished during the first week of each month with either the LCPO or a designated assistant CFL. Height, weight, and body fat measurements will be documented as an aid to monitor progress prior to each PRT. Personnel who do not exceed body fat standards but failed a portion of the fitness assessment do not have to be weighed and measured. Members in the FEP will continue with monthly PFAs until they successfully pass the next official PFA cycle. Leave will be scheduled so as not to conflict with this PFA. Special Request Chits requesting an exception must be approved by the Executive Officer at least two weeks in advance of the scheduled assessment. Missing a monthly PFA may result in disciplinary action.

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c. Any participation in a commercial dieting program involving medication shall be cleared through an appropriate MTF. Personnel are warned that certain diet aids may have adverse effects and, if taken by service members, may result in partial loss of Veterans Affairs benefits upon retirement.

d. Members will complete the Navy Nutrition and Weight Control Self-Study Guide when member exceeds, or is in danger of exceeding BCA standards.

7. General Discussion. Each individual is responsible for staying physically fit and remaining within the standards contained in reference (a).



R. M. CANDILORO

Distribution:
NAVCUITDISTPORTLANDINST 5216.1U
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6110
1 Aug 12

From: Commanding Officer, Navy Recruiting District Portland
To: ATC John Jones, USN

Subj: DESIGNATION AS AN ASSISTANT COMMAND FITNESS LEADER (ACFL)

Ref: (a) OPNAVINST 6110.1J
(b) NAVCRUITDISTPORTLANDINST 6110.2F

1. You are hereby designated as Division One Assistant Command Fitness Leader (ACFL). Your primary responsibility is to execute an effective Physical Readiness Program and Fitness Enhancement Program within your division. To perform your duties, you are to familiarize yourself with references (a) and (b) and carry out the duties listed for members of your Division. You are required to report to the Command Fitness Leader (CFL) on matters pertaining to physical readiness, fitness enhancement, health, and nutrition.

2. You will remain the Division ACFL until you transfer or are relieved by the Commanding Officer.

3. Responsibilities of Division ACFLs include but are not limited to:

a. Upon official command notification of an upcoming PFA, ensure all division members and NRD Portland Sailors assigned to MEPS (as appropriate) complete a PARFQ and forward it to the CFL not later than 30 days prior to PFA.

b. Ensure that any member answering "YES" to any question on the PARFQ schedules an appointment with their Primary Care Manager within three weeks of completing PARFQ and not later than one week prior to PFA to ascertain their ability to participate in the PRT. Division ACFLs will also track appointments and work with the Division Leading Chief Petty Officers (LCPOs) to ensure compliance.

c. In conjunction with the Division LCPO, ensure each division has two CPR-qualified personnel at the PRT who will not

Enclosure (1)

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participate that day, or arrange to have local rescue personnel on site during the PRT.

d. Ensure the PRT is conducted as scheduled or coordinate with the CFL for re-scheduling. This notification is mandatory to allow for random monitoring by NRD Headquarters personnel.

e. Within ten days and not less than 24 hours of the scheduled PRT, take weight/body fat measurements, if required, and forward to the CFL.

f. Ensure that a Medical Department Representative/Primary Care Manager has cleared anyone exceeding weight/body fat maximums prior to allowing them to participate in the PRT. The member should make an appointment with a medical representative eight weeks prior to the date of the PRT. If the member fails to be screened by a medical representative, the situation should be forwarded to the LCPO for further action.

g. On the day of the PRT, do a final review to ensure everyone participating has submitted a PARFQ and if they had any "YES" answers, they were cleared by a medical representative to participate in the PRT.

h. Document BCA, individual PRT times and scores and forward them to the CFL.

i. Ensure adequate water is available at the PRT site.

j. For those who choose to perform the swim, ensure arrangements are made for the use of a swimming pool. The LCPO will disseminate the information to all personnel for mustering. A certified lifeguard is mandatory.

k. Monitor FEP personnel for compliance and keep the CFL and LCPO informed of their progress.

l. Ensure that all safety precautions listed in references (a) and (b) have been met and emergency service contact information is readily available for the entire route of the run segment of the PRT.

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m. Report any PRT or FEP injuries to the CFL and chain of command immediately.

CO SIGNATURE

Copy to:
CFL
Designation File

BASIC EXERCISE PROGRAM

This regimen will include three hour long sessions each week (ideally on Monday, Wednesday, and Friday) to include aerobic activity each session.

EXERCISE ROUTINE

a. A quick warm up (jumping rope, running in place, stair master, etc), followed by a stretching period of 5 to 10 minutes is mandatory in order to minimize risk of injury.

b. First Portion (aerobic)

Trunk Twist	(2 min)	Push-ups	3 sets of 25
Toe Touches	(2 min)	Sit-ups	3 sets of 25
Arm Circles	(2 min)	sit reach stretch	
Jumping Jacks	(2 min)		

c. Second Portion (gym work out) using available machines such as:

Nordic Track Machine	Leg Extension Machine
Stationary Bicycle	Rotary Torso Machine
Stair Master	Abdominal Machine
Treadmill (run/walk)	Lower Back Machine

d. Third Portion: Run/walk 1~2 miles or swim 500 yards per session, three times a week.

e. A cool down/stretching period of at least 10 minutes is mandatory.

GLOSSARY OF TERMS

- PRP** Physical Readiness Program. Physical fitness program encompassing all aspects of the physical training of personnel in a command.
- PFA** Physical Fitness Assessment. Includes the Physical Activity Risk Factor Screening Questionnaire, Body Composition Assessment, and Physical Readiness Test.
- PRT** Physical Readiness Test. The actual assessment of the fitness level of an individual. Includes the sit-reach, mile-and-a-half run, sit-ups, and curl-ups.
- FEP** Fitness Enhancement Program. Program designed to return to within standards those personnel who fail any portion of the PRT.
- CFL** Command Fitness Leader. Responsible for organizing and running the PRT on a semi-annual basis.
- ACFL** Assistant Command Fitness Leader. Assists the CFL in conducting the PRT, body composition measurements, and FEP.
- OC** Officer Candidate. Applicants awaiting orders to attend Officer Candidate's School.