



**DEPARTMENT OF THE NAVY**

NAVAL SEA SYSTEMS COMMAND  
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IN REPLY TO

**NAVSEAINST 6110.2D**  
**Ser 00Z/158**  
**16 Oct 03**

**NAVSEA INSTRUCTION 6110.2D**

**From: Commander, Naval Sea Systems Command**

**Subj: PHYSICAL READINESS PROGRAM**

**Ref: (a) OPNAVINST 6110.01G**  
**(b) BUPERINST 1610.10**

1. **Purpose.** To provide revised policy and guidelines for the implementation of the Naval Sea Systems Command (NAVSEA) Headquarters, Program Executive Officers (PEOs), and Field Activities Physical Readiness (PRT) Program as directed by references (a) and (b). This instruction is a major revision and should be read in its entirety.
2. **Cancellation.** NAVSEAINST 6110.2C of 16 Sep 1998
3. **Applicability.** This instruction applies to NAVSEA Headquarters and PEO military personnel and provides general policy guidelines for NAVSEA Field Activities.
4. **Policy.** Commander, NAVSEA fully supports the Navy's policy of ensuring that every military member achieves and maintains standards of physical readiness, and participates in a lifestyle that promotes optimal health. Commanding Officers/Officers in Charge of NAVSEA Field Activities shall establish and maintain an effective physical readiness program for their military members.
5. **Scope.** The PRT Program is designed to support and enhance the physical well being of every military individual and to contribute to the operational readiness and effectiveness of NAVSEA. The objectives of the NAVSEA PRT Program are to:
  - a. Improve individual and Command readiness
  - b. Improve every individual's quality of life.
  - c. Ensure every individual meets or exceeds the Program minimum standards.

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6. Responsibilities.

a. Commander, NAVSEA shall designate a Health and Physical Readiness Program Coordinator for the NAVSEA claimancy who shall provide information to lower echelon Command Fitness Leaders (CFLs) and serve as a central point of contact.

b. Commander, NAVSEA shall appoint a Headquarters CFL (the Health and Physical Readiness Program Coordinator and CFL may be the same person). The CFL shall report directly to the Vice Commander and shall execute the following functions:

1 Promulgate the two test periods each year

(2) Publish PRT Notes in the Plan of the Week announcing important upcoming dates during each PRT test cycle and any changes in the Navy's or NAVSEA's PRT policies.

(3) Maintain Physical Readiness Information Management System (PRIMS) for all Physical Fitness Assessment (PFA) results for all NAVSEA military personnel including PEOs.

4) Train the Directorate and PEO Fitness Leaders.

(5) Establish a remedial fitness program, per reference for all PFA failures.

(6) Ensure, any member, officer or enlisted, who fails PFA is given formal notification per reference (a).

c. The Directorate and PEO Fitness Leaders will be appointed in writing by the respective Deputy Commanders or PEOs and shall:

(1) Brief all new personnel in their directorate or PEO on the requirements of NAVSEA's Physical Readiness Program, including the requirements to maintain an active physical readiness exercise program as directed by reference (a). They shall explain available physical training facilities and both remedial and improvement programs offered by the Command.

(2) Conduct the biannual PFA for their personnel in the period promulgated by the NAVSEA CFL.

(3) Perform the Personal Assessment Risk Factor Questionnaire (PARFQ) 10-12 weeks prior to the scheduled PRT

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Ensure that members who identify problems during the PARFQ and who have out of date physicals or Preventative Health Assessments (PHA) report to Navy medical facility for proper treatment.

(4) Perform height/weight and, if necessary, body fat screening not more than 10 days prior and not less than 48 hours prior to the actual PRT.

(5) Document PFA results on PRIMs not more than five (5) working days after the final test date for that particular cycle. All members must be accounted for. Members' reporting date, health assessment and physical exam dates, PARFQ, medical referrals, waivers, BCA and PRT results must be documented accordingly.

(6) Monitor the members that must participate in the remedial program due to failure of height/weight, body fat, or the PRT portion of the PFA. As a part of this duty, submit monthly progress reports to the NAVSEA CFL by the 15<sup>th</sup> of each month. The monthly progress reports should contain the member's weight and body fat as appropriate, a detailed description of his/her physical activity during that month, and any problems the member or the fitness leader encountered in the remedial program.

d. All NAVSEA Field Activities shall establish a PRT program that is separate from the one contained in this instruction. Field activities shall incorporate in their Program the responsibilities contained in paragraphs 6.b. 1)-(6) and paragraphs 6.c. (1)-(6) of this instruction.

7. Fitness Reports/Enlisted Evaluations. The most recent PRT results shall be documented by the reporting senior on officer fitness reports (FITREP) and enlisted evaluations (EVAL) when submitted in accordance with reference (b). Reporting seniors shall call their Directorate or PEO fitness leader to verify the latest official PRT results. Individuals failing either the height/weight or the run/swim portion of the PFA shall be given a grade of 1.0 (Below Standards) or 2.0 as applicable (but no higher than 2.0) on their Fitness/Evaluation Report in the Military Bearing/Character block in accordance with reference (a).

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a. The reporting senior shall explain, in the comments section, any grade Not Within Standards (NS), Failed PRT (F), not tested or score not available (N), or impossible to weigh or measure (XX) that appears on the member's FITREP or EVAL. A grade of NS or F shall be treated as an adverse matter.

b. Members must receive a grade of Outstanding or Excellent on the most recent PRT to be eligible for a grade of 5.0 in the Military Bearing/Character block of their FITREP/EVAL.

8. Administration and Maintenance. The NAVSEA CFL is responsible for the proper maintenance and update of this instruction.



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