



2016

Guide 7

Physical Fitness Assessment Failures

Administrative Actions

Administrative Separation

Table of Contents

Section I – Administrative Actions	Page
1. Calculating Physical Fitness Assessment (PFA) Failures.....	3
2. Body Composition Assessment (BCA) and Physical Readiness Test (PRT) Failures	3
3. First Time BCA Failures.....	3
4. Administrative Actions Required For First and Second PFA Failures.....	3
5. Administrative Actions Required For Three or More PFA Failures.....	4
6. Unauthorized Absence (UA) from the BCA or PRT.....	4
7. Periodic Health Assessment (PHA) Not Done.....	4
8. Separation Waiver.....	5
9. Waiver for Readiness.....	5
10. Members Retained in Navy via an Administrative Board (ADMIN Board).....	5
 Section 2 – Administrative Separation (ADSEP)	
1. ADSEP Policy.....	6
2. Command Fitness Leaders (CFLs) Responsibility in the ADSEP	6
3. ADSEP Notification Process.....	6
4. ADSEP for Active Duty Members with 18 or More Years of Service.....	6
5. PFA ADSEP for Selective Reserve (SELRES) and Voluntary Training Unit (VTU) ...	7
6. CFL’s Role in the ADSEP Process.....	7
7. Enlisted ADSEP.....	7
8. Officer ADSEP.....	7
9. Naval Nuclear Propulsion Program ADSEP.....	8
10. Medical Officer ADSEP.....	8

Section I - Administrative Actions

1. Calculating Physical Fitness Assessment (PFA) Failures

PFA failures are tracked day for day, not by PFA cycles.

2. Body Composition Assessment (BCA) and Physical Readiness Test (PRT) Failures

Per OPNAVINST 6110.1series, a failure of either the BCA or PRT component of the PFA constitutes a PFA failure. If the BCA component is failed the member will acquire a PFA failure for that cycle and is required to be cleared by medical to participate in the PRT component.

In the event a medical waiver is granted for all or part of the PRT, the member must pass all of the non-waived events to pass the PFA.

3. First Time BCA Failures

Members failing the BCA component for the first time or failing the BCA for the first time in the most recent three year period will be referred to medical for evaluation. The purpose of this medical evaluation is to allow medical to evaluate the members for underlying medical condition that may have occurred since the member's Periodic Health Assessment (PHA). No waivers from the BCA are authorized at this point.

It is the member's responsibility to address all BCA issues with medical prior to participating in the BCA. Once the member completes the BCA, all PFA, results will stand.

4. Administrative Actions Required for First and Second PFA Failures

The following are the administrative actions required for the first PFA failure:

- a. If the first PFA failure is the most recent PFA, the member may not be frocked or advanced however, they may regain eligibility by meeting PFA standards in a monthly mock PFA.
- b. The CFL must provide a NAVPERS 1070/613 (page 13) via Navy Standard Integrated Personnel System (NSIPS) for enlisted members and a Letter or Notification (LON) for officers, to inform the member of the PFA failure and enrollment in the Fitness Enhancement Program (FEP). See Guide 1, Section 2, paragraph 12 for specific guidance on administrative counseling.

c. Unless the most recent PFA was passed, transfer restrictions are in effect (see OPNAVINST 6110.1 series. The CFL signature must be on transfer packages for member's requesting assignments to special programs, overseas and Individual Augmentee (IA), Overseas Contingency Operation Support (OCO) and Individual Manpower Management (IAMM), to verify eligibility.

5. Administrative Actions Required for two or More PFA Failures

Once the command's PFA cycle is complete, the CFL has the responsibility to identify all members in the command who have acquired a second or more PFA failure in the most recent three year period. The CFL must:

- a. Inform the member's chain of command of the member's eligibility for Administrative Separation (ADSEP).
- b. Provide the Commanding Officer (CO) with a list of all ADSEP eligible members in the command.
- c. Provide a Waiver for Readiness template to leadership as requested.
- d. Organize the PFA separation package as required by Military Personnel Manual 1910-170.

6. Unauthorized Absence (UA) from the BCA or PRT

Per OPNAVINST 6110.1 (series), at the end of each PFA cycle, the CO has the authority to determine whether non-participation was authorized or unauthorized absence.. If determined to be UA, the CFL will assign the member "UA" in PRIMS and PRIMS will automatically score the PFA a failure.

It is the CFL's responsibility to provide the CO a report of all members in the command that did not complete all or part of the PFA. The CFL should have already involved the member's chain of command to be able to present the facts surrounding member's absence.

7. Periodic Health Assessment (PHA) Not Done

Per OPNAVINST 6110.1J, members are not allowed to participate in the PRT portion of the PFA if their PHA is not current. If it is determined by the CO that a member's non-compliance with the PHA requirement was due to the member's negligence and not due to the limitation or unavailability of a military treatment facility, the CO has the authority to determine that the member's non-participation in the PRT was an unauthorized absence. The CFL will assign the member "UA" in PRIMS and PRIMS will automatically score the PFA a failure.

8. Separation Waiver

A Separation Waiver is a retention waiver approved by the Echelon Commander for members who are eligible for PFA ADSEP. The Waiver for Readiness is the only authorized Separation Waiver.

9. Waiver for Readiness

Waiver for Readiness, commonly known as a Readiness Waiver, is a waiver of 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.

Members granted a Readiness Waiver will still carry the two or more PFA failures in PRIMS and are not eligible for reenlistment, advancement, or PCS Transfer (without a PERS-4 Transfer Waiver approval).

The CFL has the responsibility to provide the chain of command with a Readiness Waiver template. A template is provided on the Physical Readiness Program website. Once the waiver has been approved, the CFL must enter the waiver information in PRIMS: Effective and Expired Date.

A sample Readiness Waiver is available on the Physical Readiness Program website.

10. Members Retained in the Navy via an Administrative Board

If a member is retained in the Navy after Commander, Navy Personnel Command (CNPC) has approved a recommendation from an Administrative Board the member will still carry all of the PFA failures in PRIMS. If the member acquires an additional PFA failure, the member will be eligible for ADSEP.

The CFL has the responsibility to make sure the member is enrolled in FEP and report all non-compliance issues to the chain of command.

SECTION 2 – PFA Administrative Separation (ADSEP)

1. ADSEP Policy

Per OPNAVINST 6110.1series, mandatory separation is required for members who have failed two or more PFAs in most recent three-year period, even if the most recent PFA was passed. Eligible enlisted members must have signed at least one page 13 and eligible officers must have signed at least one LON. For Nuclear and Medical Corp specific separations see paragraphs 9 and 10.

2. CFL's Responsibility in the ADSEP Process

The CFL has a very important role in the ADSEP process. The CFL is responsible for initiating the ADSEP of all qualifying members. Upon completion of the command PFA cycle, the CFL is responsible for providing PFA reports to the CO, which is to include the results of members failing two or more PFAs in the most recent three year period.

Once authorized by the CO, the CFL will organize a PFA separation package for all qualified members. The packages will be provided to legal. MILPERSMAN 1910-170 lists all required items:

- a. Copy of member's PRIMS three year history/PFA results to include at least two official PFA failures.
- b. Copy of all page 13s, counseling the member, and placing member in FEP. A minimum of one-page 13 is required and must be violated by failing a subsequent PFA.
- c. Member's statement, if submitted.

3. ADSEP Notification Process

Per MILPERSMAN 1910-402, members are to be officially notified in writing of the pending ADSEP via the NAVPERS 1910/3, Administrative Separation Processing Notification Procedure form. On the form, the member will acknowledge the reason for the separation, and will be advised of their rights. The CFL must consult with legal to have this form presented to the member.

4. ADSEP for Active Members with 18 or More Years of Service

Per OPNAVINST 6110.1 series, all Navy Active Component, and Reserve Component personnel shall meet minimum physical fitness standards for continued naval service. Any member failing a PFA two or more times in the most three year period is required to be processed for administrative separation and does not meet the criteria for being discharged under any other provisions of law as described in US Code Title 10 Section 1176.

Members with over 18 years of service who have acquired two or more PFA failures in the most recent three year period are not authorized to transfer to the Fleet Reserve, in lieu of ADSEP.

Members with greater than 20 years of service who incur a second PFA failure in the most recent 3-year period must submit a Fleet Reserve request, not to exceed 90 days from the date of failure. Members with greater than 20 years of service and an approved Fleet Reserve date must adjust their Fleet Reserve date not to exceed 90 days from the date of failure.

5. PFA ADSEP for Selective Reserve (SELRES) and Voluntary Training Unit (VTU)

SELRES and VTU personnel, who have completed 18 (or more) years of qualifying service creditable towards retirement, shall also meet minimum physical fitness standards and are not exempt from administrative processing.

6. The CFL's Role in the ADSEP process

The CFL will ensure the member's PFA records and documentation are in order for the ADSEP process and must be available to offer expert advice and answer all questions relating to the member's participation in FEP and SHIPSHAPE.

7. Enlisted ADSEP

The ADSEP timeline starts once the member has been officially notified by legal of the pending ADSEP. CFL must become familiar with MILPERSMAN 1910-010, which provides specific timelines for members eligible and ineligible for Administrative Boards. As of the effective date of this OPGUIDE the following information is valid:

- a. If the member has less than six years of service, the member is not eligible for an Administrative Board and the ADSEP process should be complete within 15-working days.
- b. If the member has achieved six or more years of service, the member is eligible for an Administrative Board and should be processed for ADSEP within 50-working days.

8. Officer ADSEP

To separate an officer for PFA failures, the officer must have signed at least one LON (See SECNAVINST 1920.6C for full details on officer ADSEP procedures).

- a. CO will notify the member, via legal, of the pending administrative separation due to PFA failures.

b. The CO will send separation request to PERS 834.

c. CNPC will make the determination of whether the officer is retained, separated or referred to a Board of Inquiry.

9. Naval Nuclear Propulsion Program ADSEP

ADSEP for Nuclear personnel will be handled by OPNAV, Naval Nuclear Propulsion Program Manager (N133). All community management and policy decisions affecting Naval Nuclear Propulsion Program personnel must be submitted to OPNAV N133 for review and approval. This includes waivers for readiness ADSEP, extensions, and reenlistments.

10. Medical Officer ADSEP

All community management and policy decisions affecting medical officers are to be referred to Bureau of Medicine and Surgery (BUMED) Total Force Directorate (M1) for review and approval, including ADSEP and Readiness Waivers.