



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL BASE SAN DIEGO  
3455 SENN ROAD  
SAN DIEGO, CALIFORNIA 92136-5084

NAVBASESANDIEGOINST 6110.2G

CFL

JUL 29 2010

### NAVBASE SAN DIEGO INSTRUCTION 6110.2G

Subj: PHYSICAL READINESS PROGRAM (PRP)

Ref: (a) OPNAVINST 6110.1H  
(b) OPNAVINST 6000.1B  
(c) CNO WASHINGTON DC 271525Z Jul 05

Encl: (1) Administrative Action for Members Who Fail the Physical Readiness Test or Exceed Body Fat Standards  
(2) Fitness Enhancement and Weight Management Program  
(3) Page 13 Entry (PRT/BCA)  
(4) Aerobic Exercise Defined  
(5) Pregnancy workout Procedures

1. Purpose. To promulgate a PRP to achieve and maintain the highest standards of physical readiness, and enhance the effectiveness of both military and civilian personnel assigned to Naval Base San Diego (NBSD) per references (a) and (b). Civilian employees are afforded the opportunity to voluntarily participate in NBSD's PRP.

2. Cancellation. NAVSTASDIEGOINST 6110.2F. This is a complete revision and should be read in its entirety.

3. Background. Promoting the health and well-being of NBSD personnel is an important element of maintaining a ready force. Poor physical fitness can effect work performance and ultimately negatively impact a Sailor's career. With command-wide support, NBSD PRP's goal is to increase "health for life" and enhance the lives and productivity of our most precious resource - our people. Reference (a) provides guidelines for implementing the PRP changes and provides current guidelines for processing PRT failures. A phased approach began in July 2005 as promulgated by reference (b).

#### 4. Policy

a. Minimum Standards. It is the duty of all Navy military members to achieve and maintain a condition of health and physical readiness consistent with their duties and, at a minimum, to the degree required by references (a) and (b). NBSD personnel will participate in three sessions of PT per week as

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outlined herein. All are encouraged to augment this schedule as workload permits.

b. Schedule. Personnel will muster at Admiral Prout Track/Fitness facility at 0645 every Monday, Wednesday, and Friday with their respective department for mustering purposes. PT will commence at 0700 and will secure no earlier than 0745 and no later than 0800.

c. Inclement Weather/Holiday. During inclement weather personnel will muster at Admiral Prout Field House on the basketball court at 0645 with their respective department for mustering purposes. Personnel will not muster on authorized holidays that fall on a PT day. Personnel will conduct individual PT on the next working day to remain in compliance with reference (b). Additional time(s) for conducting individual PT will be at Department Head(s) discretion and must not impact the command's mission.

d. FITREP/EVAL Entry. Personnel shall be evaluated against the standards outlined in reference (b) semi-annually under the direction of the Command Fitness Leader (CFL). Comments pertaining to performance in the PRT or Body Composition Assessment (BCA) measurements shall be included in Officer Fitness Reports and Enlisted Performance Evaluations as outlined in enclosure (1). Members who fail the two most recent semi-annual PFA cycles and remain out of standard at the time of evaluation, may NOT be RECOMMENDED for advancement or promotion.

e. Advancement. Promotion, frocking, advancement, perform to serve (PTS), re-designation and in-service commissioning will be delayed for members who failed the most recent PFA cycle.

f. Fitness Enhancement Program (FEP). The FEP is under the direction of the CFL and will be conducted as per enclosure (2). Assignment will be required for those personnel who fail to meet prescribed requirements for the PRT, or exceed body fat standards. A Page-13 entry, enclosure (3) refers, is mandatory for all personnel assigned to FEP.

g. Permanent Change of Station (PCS) Transfers. Members who fail to meet BCA or PRT standards including those with two PFA failures in the most recent four year period may transfer on PCS orders, under the discretion of the Commanding Officer.

Members who fail a third PRT will be retained within the command for administrative actions per Ref (a). Member must meet all requirements including obligated service. PCS transfer to some designated duties (i.e., instructor, recruiter) may be restricted to members who are not within standards at time of transfer or on most recent PFA. Contact NBSD Career Counselor Office at (619) 556-0016 Monday through Friday 0700 - 1630 for further guidance.

5. Action

a. Commanding Officer Shall:

(1) Maintain an active PRP. This shall include a three time a week exercise program regimen, to be made available to anyone (including civilian employees) who would like to attend. This will not substitute for FEP attendance, but can be used for the mandated three times a week aerobic exercise requirement.

(2) Appoint an adequately trained CFL with Assistant Command Fitness Leader (ACFL) to implement reference (a).

(3) Ensure all NBSD personnel are evaluated and tested per reference (a).

(4) Ensure BCA determination, PRT test results, administrative action and FEP per reference (a).

b. Administrative Officer shall:

(1) Ensure all Officer and Chief Petty Officers Fitness Reports and Enlisted Performance Evaluations contain the required entries as specified in enclosure (1).

(2) Submit a muster report that reflects command PT.

c. Department Heads shall:

(1) Ensure all assigned personnel are screened and tested as promulgated by the semi-annual PRT schedule.

(2) Recommend an ACFL and an alternate ACFL for the CO's approval. Personnel recommended must meet the selection criteria outlined in reference (a).

(3) Disqualify personnel for advancement, retention and special programs if they fail to meet the minimum standards of reference (b).

(4) Ensure the Department ACFL is present at all official PRTs.

(5) Support command sponsored fitness programs.

(6) Supervise FEP personnel per ACFL FEP duty calendar.

d. Command Fitness Leader shall:

(1) Review these instructions annually in addition to ensuring changes are made as required.

(2) Administer the Command's PRT Program ensuring consistent and accurate control is maintained by complying with Navy standards and procedures prescribed in reference (b).

(3) Schedule, announce, and conduct the PFA semi-annually per reference (b).

(4) Supervise FEP per enclosure (2).

(5) Initiate and forward to member and their Department Head a Page 13 counseling sheet (enclosure (3)) for personnel being placed on the FEP.

(6) Use Physical Readiness Information Management System (PRIMS) to manage data on command members and ensure PFA's are completely entered within 30 days. Ensure FEP is managed appropriately within PRIMs.

(7) Oversee and instruct ACFLs to conduct PRT, BCA, and FEP. Obtain CPR training for members who assist with PRT and FEP.

(8) Provide all departments with PRT results for all assigned personnel, to include the CO.

(9) Maintain and submit the Command Readiness Test Summary Report per reference (a).

(10) Provide Executive Officer and Administration Officer with a monthly report of the progress made by members assigned to the FEP.

e. Assistant Command Fitness Leader shall:

(1) Be appointed and qualified per the requirements of the CFL.

(2) He/she will assume the duties and responsibilities of the CFL in his/her absence.

(3) Assist CFL in his/her duties per subparagraph (d) above.

f. Individual Service Members shall:

(1) Assess their own physical condition and compliance with the physical fitness standards of reference (a).

(2) Participate in a program of aerobic physical exercise as defined in enclosure (4), three times a week monitored by CFL. Only those for whom military duty makes it impossible will be exempt, those who are excused by competent medical authority are exempt from participation, but will muster at the track for accountability purposes.

(3) Take the semi-annual PRT as required, unless medically waived.

(4) Inform the CFL of any medical programs or limitations that may prevent participation in the PRT or FEP.

(5) Report on time to scheduled PRTs and to the FEP (if assigned), and ensure that their attendance and results are documented.

(6) Develop a regular, year-round, fitness program of aerobic flexibility and muscular strength and Endurance exercises for a minimum of 40 minutes, at least three times per week.

6. Achievement Incentives Awards. Incentives for high achievement on the official PRT are as follows:

a. NBSD Mr. and Ms. Fitness Awards. The NBSD Mr. and Ms. Fitness Awards will be awarded to the top male and female participants respectively in the NBSD semi-annual PFA based on overall scores received.

- (1) Certificate of Achievement
- (2) 24 hour special liberty
- (3) \$25.00 gift certificate

b. NBSD Mr. and Ms. Most Improved Awards. The NBSD Mr. and Ms. Most Improved Awards will be awarded to the male and female participants who has showed the most improvement in overall scores form the previous PFA cycle.

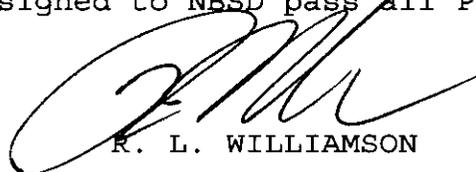
- (1) Certificate of Achievement
- (2) 24 hour special liberty

c. NBSD Departmental Top Gun Award. The NBSD Departmental Top Gun Award will be awarded to the top performers from each department based on their overall scores received.

Note: The NBSD Mr. and Ms. Fitness Award winners will not be eligible to receive the Departmental Top Gun award. This award will go to the Sailor within the department who has the next highest score.

- (1) Certificate of Achievement
- (2) 24 hour special liberty

7. The goal of this instruction is to focus on overall fitness and assist all personnel assigned to NBSD pass all PFA's.



R. L. WILLIAMSON

Distribution:  
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ADMINISTRATIVE ACTION FOR MEMBERS WHO FAIL THE PHYSICAL  
READINESS TEST OR EXCEED BODY FAT STANDARDS

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
FITREP/EVAL Entry [NARRATIVE]	YES	YES	YES
Eligible for Re-Enlistment	YES	YES	NO
Process for ADMIN Separation	NO	NO	YES
Officer and Enlisted Page 13 entry/Inform BUPERS [PERS-4]	YES	YES	YES

1. TRANSFER (PCS, TEMDUINS)

a. Member must be within standards for transfer to designated duties such as recruiting, instructing, etc.

b. Transfer of members who have failed two PRT/BCA cycles with in the past four years, shall be at the Commanding Officer's discretion.

2. ADVANCEMENTS. The CO shall:

a. Deny recommendation for promotion/ineligible for advancement, if member has failed two of his/her most recent cycles and remains out of standards at time of evaluation.

b. Delay promotion, advancement frocking, re-designation, in-service commissioning, if member is currently out of body composition standards or failed his/her most recent readiness test.

FITNESS ENHANCEMENT AND WEIGHT MANAGEMENT PROGRAM

1. General

a. Purpose. FEP is the means through which members improve health and physical fitness using regular physical activities, healthy nutrition, and learning of self-help strategies.

b. Medical Considerations. An individual should not be placed in an exercise program unless the participant is medically cleared to participate. It is imperative that this fact be documented in "Section D - Medical Referral" of each member's Risk Factor Screening/Physical Readiness Test Folder, prior to beginning FEP. Any person answering with a "yes" to any of the eight medically related questions; or who is out of body fat standards per reference (b); and who does not have a current physical examination, must be cleared by an Authorized Medical Department Representative (AMDR) prior to beginning any exercise program.

2. Assignment to FEP

a. PRT Failures. Personnel who fail the semi-annual PRT per reference (a), will be placed on FEP until the next official testing cycle. The CFL shall ensure the following actions:

(1) Verify number of PFA cycle failures. If first or second cycle failure, proceed with subparagraph (2) below. If this is the third PFA cycle failure within a four-year period, check enclosure (1) to ensure appropriate administrative action is carried out. The CFL will initiate an ADSEP package and route to the Executive Officer via the member's Department Head, the Administrative Officer, and the Legal Officer.

(2) CFL counsel member:

(a) Document counseling on Page 13, enclosure (3).

(b) Give copy of enclosure (3) to individual and their Department Head. The CFL will indoctrinate individual in FEP.

(c) Member must attend FEP as prescribed by the CFL.

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(d) If member successfully passes the PRT during the next official testing cycle, he/she will be removed from FEP.

b. CO's Enrollment Into FEP. CO's may use discretion in enrolling other members for participation in FEP, to ensure they strive to improve their physical conditioning. Specific consideration should be given for those members who are medically cleared, and

(1) score an overall "Satisfactory" on PRT or;

(2) have a BCA equal to age-adjusted standard and score less than "Good" on any PRT event.

c. Body Fat Out of Standard. Personnel who fall into this category, per reference (a), will be placed in FEP until the next official testing cycle. The CFL shall ensure the following actions:

(1) Verify with ACFLs.

(2) Verify number of PFA cycle failures. If first or second failure, proceed to subparagraph (3) below. If this is the third PFA cycle failure within a four-year period, check enclosure (4) to ensure appropriate administrative action is carried out. The CFL will initiate an ADSEP package and route to the Executive Officer via the member's Department Head, Administrative Officer and Legal Officer.

(3) CFL counsel member:

(a) Document counseling on Page 13, enclosure (3).

(b) Give copy of enclosure (3) to individual and their Department Head. The CFL will indoctrinate individual to the FEP program. Member will be referred to Medical for dietitian consultation upon request.

(c) CFL will ensure member is medically cleared for participation in the FEP.

(d) Member must attend FEP as prescribed by the CFL.

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(e) If member successfully meets body fat requirements, per reference (a), during the next official measuring cycle, he/she will be removed from FEP.

3. Program Requirements. If medically cleared, personnel assigned to FEP will attend physical fitness training five times per week. Physical fitness training is conducted Monday, Wednesday and Friday from 0700 - 0800 and Tuesday and Thursday from 1500 - 1600.

a. Personnel in FEP who failed the PRT will perform a PRT examination once each month and be monitored by the CFL. This is not the official test, but acts as a monitoring system for the CFL in assessing member's progress in the FEP.

b. Each individual is responsible to ensure their attendance is documented. They must ensure they muster no later than 1500, on Tuesdays and Thursdays and at 0645, Mondays, Wednesdays, and Fridays with the CFL. The Attendance Sheet must reflect their participation. Personnel not attending or arriving late will be subject to appropriate administrative and/or disciplinary action.

c. The CFL may authorize absence from FEP. As the FEP is considered EMI, special liberty will not normally be considered an authorized excuse for missing FEP. When a person assigned to FEP is granted leave or TAD orders, a copy of the leave chit/TAD orders must be forwarded to the CFL prior to the commencement of the leave/TAD period.

d. Personnel who cannot participate in all or part of the FEP due to an ongoing or current medical condition must have that condition documented, and participation waived by an AMDR. Medical waivers must be specific (i.e., no running, prolonged walking, bending, lifting of objects, or prolonged standing, etc.) and must give an estimated length of time the condition is expected to last, or the next check-up date. Also, medical waivers do not relieve members from meeting body fat standards. Divisions will retain this documentation with a copy forwarded to the CFL.

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ADMINISTRATIVE REMARKS  
NAVPERS 1070/613  
S/N 0106-LF-010-6991

SHIP OR STATION (NAVAL BASE SAN DIEGO)

PHYSICAL FITNESS ASSESSMENT FAILURE WITH ADVERSE ACTION  
ADMINISTRATIVE COUNSELING/WARNING

1. You are/are not being retained in the naval service; however, the following deficiencies in your performance and or conduct are identified:

- a.  Failure to meet body composition assessment standards.

Date of body composition assessment:

Weight (lbs):	Height (in):	Neck (in):	
Abdomen: (in):	Waist (in):	Hips (in):	Body fat (%):

- b.  Failure to meet physical readiness test standards.

Date of PRT:

PUSHUPS :      CURLUPS      RUN/WALK

- c. In the most recent 4 years this is your \_\_\_\_ 1st \_\_\_\_ 2nd \_\_\_\_ 3rd \_\_\_\_ greater failure to meet standards.

2. The following corrective actions are required as of this date:

- a. Actively participate in a Fitness Enhancement Program (FEP) directed and monitored by your command. You shall participate until your body fat percentage is below the upper allowable Navy limit (Minimal acceptable BCA loss is 1% per month) and you achieve "Good-Low" or better on all unwaived PRT events for one PFA.

- b. Physically train in a minimum of three sessions each week at \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_. Each session shall include at least 30-45 minutes of aerobic exercise, muscular strength and endurance activities, and flexibility exercises as directed by your Command Fitness Leader (CFL). Failure to attend FEP as directed may result in disciplinary action under the UCMJ.

- c. Read and complete NAVPERS 15602A, Navy Nutrition and Weight Control Self-Study Guide.

- d. Establish a healthy diet.

3. Assistance is available through your chain of command, medical department personnel, and Morale, Welfare and Recreation Fitness professionals. Your Command Fitness leader can assist you in obtaining guidance from each.

4. You are aware of the administrative actions for failure of a first or second PFA in the most recent 4-year period. These include, but are not limited to

- a. Documentation of your PFA result(s) on your enlisted evaluation for the reporting period in which the failure(s) occurred.

- b. Ineligibility for promotion, advancement, or frocking until you have passed a monthly Fitness Enhancement Program (FEP) mock PFA comprising of the PRT and Body Composition Assessment (BCA). Failure to regain eligibility by the promotion cycle limiting date will result in the withdrawal of your advancement in accordance with BUPERSINST 1430.1E.

- c. Ineligibility to transfer to any special duty or school if you do not meet physical readiness standards for that duty or school.
- d. Other actions as deemed appropriate by your chain of command.

5. You are aware of the administrative actions for failure of a third PFA in the most recent 4-year period. These include, but are not limited to, those above and

- a. Mark of 1.0 in "Military Bearing" for the reporting period in which the failure occurred and removal of your recommendation for advancement.
- b. Marks for promotability and retention shall be "Significant Problems" and "Retention Not Recommended", respectively.
- c. Ineligibility to take advancement examination until you pass all PRTs and are within standards for all body composition assessment for two consecutive PFAs.
- d. Ineligibility for reenlistment until you pass all PRTs and are within standards for all body composition assessment for three consecutive PFAs.
- e. May only be granted an enlistment extension at CO's discretion to participate in next immediate PFA. Failure of a PFA before three consecutive passes shall result in discharge at end of active obligated service.
- f. Processing for Administrative Separation (ADSEP).

6. This counseling/warning entry is made to afford you an opportunity to undertake the recommended corrective actions. As stated above, your failure to meet Physical Readiness Program standards may result in adverse administrative actions.

7. This counseling/warning entry is based upon known failures in your compliance with the Physical Readiness Program.

8. No additional written notification need be issued to execute the administrative actions specified in this document.

\_\_\_\_\_  
Commanding Officer

\_\_\_ I acknowledge the above counseling/warning and understand its contents.

\_\_\_ I have been informed of my right to submit a statement in response to this counseling/warning (initial one below).

\_\_\_ I intend to submit a statement. I will submit my statement within 10 days of this date.

\_\_\_ I do not intend to submit a statement.

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Date/Signed

\_\_\_\_\_  
Witness' Signature  
Copy to:  
NAVPERSCOM (PERS-312C)

\_\_\_\_\_  
Date/Signed

NAME (Last, First, Middle)	SSN	BRANCH AND CLASS
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AEROBIC EXERCISE DEFINEDAEROBIC:

Literally means with air or oxygen. Exercise that is sustained requires the use of oxygen to support continued activity. An Aerobic activity is one that uses large muscles of the body and places demand on the heart and lungs. Some specific examples of Aerobic activity and duration include:

ACTIVITY	TIME SUSTAINED	TIMES PER WEEK
Running	20-30 minutes	3 or more
Swimming	20-30 minutes	3 or more
Cycling	20-30 minutes	3 or more
Rowing	20-30 minutes	3 or more
Cross-Country Skiing	20-30 minutes	3 or more
Aerobic Dance	20-30 minutes	3 or more
Jumping Rope	20-30 minutes	3 or more
Step Climbing	20-30 minutes	3 or more
Jumping Jacks	20-30 minutes	3 or more
Brisk Walking	20-30 minutes	3 or more
Running in Place	20-30 minutes	3 or more

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PREGNANCY WORKOUT PROCEDURES

1. Purpose. The purpose of this standard operating procedure (SOP) is to provide a safe yet beneficial exercise program for the pregnant mother and her developing baby as well as the returning post partum service member.
2. Location. NBSD Admiral Prout gym bldg. 3279 pool and bldg. 3417 fitness station.
3. Procedures. NBSD appointed POIC will be required to follow the following work out procedures to ensure a safe workout for the service members.

Standard workout procedures:

a. Light stretching/warm up basic limb and torso stretching and ten to fifteen minutes of rhythmic exercise which include upper torso limbering movements and basic stepping and alternate knee lifts.

b. Light cardio walk at moderate pace for 1 to 1-1/2 miles at 3.5-4 mph. Walk 15 minutes away from your starting place then 15 minutes back for a 30 minute walk, or 10 to 15 minutes of basic steps, switching lead legs every minute then stretch.

c. Stationary exercise routine; sit squat, split lunge, step-out plies, one-arm lateral row and extension, shoulder combo, seated alternating curls, pelvic tilts and all four abs.

d. Cool down stretch the muscles you just used to a point of mild tension without bouncing for approximately 30 seconds.

4. Swimming Procedures

a. Warm up with low intensity laps at the beginning of the workout.

b. Use a flotation device such as a kickboard or pool noodle provided at bldg. 3297, Admiral Prout gym. Rest your upper body while kicking to move across the pool. Treading water in increased increments, such as one minute tread 30 second rest then two minute tread 30 second rest.

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c. Cool down and stretch the muscles you just worked out to a point of mild tension without bouncing.

5. General limitations. The following limitations are based on pregnancy trimester. The amount of physical activity is subject to change with a doctor's limitation guidance or the service member becomes fatigued during the workout.

a. First trimester pregnancies (conception to 12 weeks) should do 1-2 sets of 15-20 reps. Interval training; 3 minutes of recovery for 5 minutes of every interval.

b. Second trimester pregnancies (12-24 weeks) 1-2 sets of 10-15 reps. Interval training; 4 minutes of recovery for 4 minutes of every interval.

c. Third trimester pregnancies (24-weeks until delivery) 1-2 sets of 8-10 reps. Interval training; 5 minutes of recovery for 3 minutes of every interval.

d. Post partum (2-3 weeks) before returning to full out workout with little or no recovery time unless doctor's excuse permits.

**Monday**

0655-0710 Muster

0655-0710 Begin the work out with basic limb and torso stretching and 10 to 15 minutes of easy, rhythmic exercises.

0710-0740 After the warm-up, "begin an Indian walk" at a moderate pace for 1-1 ½ miles at about 3.5-4 mph. Walk 15 minutes away from your starting place, then 15 minutes back for a 30-minute walk.

0745-0755 Stretch the muscles you just used, holding each stretch to a point of mild tension, without bouncing, for about 30 seconds including stretches for the lower back, hip flexors and calves.

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**Wednesday**

- 0645-0655 Muster
- 0655-0710 Begin the work out with basic limb and torso stretching and 10 to 15 minutes of easy, rhythmic exercises.
- 0710-0740 Sit squat, split lunge, step-out plies, one-arm lateral row and extension, shoulder combo, seated alternating curls, pelvic tilts and all four abs.
- 0745-0755 Stretch the muscles you just used, holding each stretch to a point of mild tension, without bouncing, for about 30 seconds including stretches for the lower back, hip flexors and calves.

**Friday**

- 0645-0655 Muster
- 0655-0710 Begin the work out with basic limb and torso stretching and basic stepping and alternate knee lifts.
- 0710-0740 Dance aerobics
- 0745-0755 Stretch the muscles you just used, holding each stretch to a point of mild tension, without bouncing, for about 30 seconds, including stretches for the lower back, hip flexors and calves.

**Hot weather days**

- 0645-0700 Muster
- 0700-0710 Warm up with low intensity laps at the beginning of the workout.
- 0710-0745 Use a flotation device like a kickboard or pool noodle. Rest your upper body while kicking to move across the pool is a great way to target your large muscle groups.

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OR

0710-0745 Treading water in increased increments; such as every min tread 30 sec rest then increased tread time by 30 seconds (i.e. every min and 30 seconds tread and 30 sec rest 2 min tread 30 sec rest so on.)

0745-0755 Cool down and stretch your muscles after your workout.