



DEPARTMENT OF THE NAVY
NAVAL DENTAL CENTER SOUTHWEST
2310 GRAVEN ST.
SAN DIEGO, CALIFORNIA 92136-5596

NDCSWINST 6110.1H
02PER
09 Nov 01

NAVDENCEN SOUTHWESTINST 6110.1H

Subj: PHYSICAL READINESS PROGRAM

Ref: (a) OPNAVINST 6110.1F

- Encl: (1) Physical Readiness Program Incentive Policy
(2) Fitness Enhancement Program and Weight Management Program
(3) Program Action and Responsibilities
(4) Assignment to Fitness Enhancement Program (sample)
(5) Referral to Weight Management Program (sample)
(6) Naval Dental Center Southwest Record of Counseling (sample)

1. Purpose. To implement the Physical Readiness Program (PRP) for Naval Dental Center Southwest (NDCSW) active duty military personnel as directed by reference (a). Guidance contained in this instruction serves to clarify and supplement reference (a).

2. Cancellation. NAVDENCENSIEGOINST 6110.2G.

3. Background. Per reference (a), the Commanding Officer shall establish and maintain an effective PRP in which all active duty personnel participate, consistent with Command mission. The principal goal of NDCSW's PRP is to create a culture of fitness to enhance a member's ability to complete tasks in support of the command mission.

4. Policy

a. Personnel shall be provided with the opportunity to attain and maintain a level of physical readiness consistent with the requirements of reference (a). Physical readiness activities shall be integrated into the workweek, to the extent that mission and operational requirements will allow.

b. All command active duty military personnel, regardless of age are required to meet the standards set forth in reference (a) and shall participate in semi-annual Physical Fitness Assessments (PFAs) unless medically exempt.

c. Members who demonstrate the highest level of physical excellence and those who have significantly improved their level of fitness as evidenced by results of the semi-annual PFAs will be recognized with the incentives detailed in enclosure (1).

d. Members who fail to meet the Navy's physical fitness standards either by exceeding maximum weight (Body Composition Assessment), failing the exercise portion of the PFA, or scoring "Satisfactory-Marginal" on any exercise event shall participate in the command's Fitness Enhancement Program (FEP), outlined in enclosure (2).

5. Action

a. All personnel will participate in a year-round physical readiness program to meet physical readiness standards. They shall familiarize themselves with the policy and guidance set forth herein and in reference (a).

b. The Command Fitness Leader (CFL) will:

(1) Comply with the duties and responsibilities contained in enclosure (3).

(2) Prepare enclosures (4) and (5) as required by enclosure (3).

c. Branch Directors will ensure that all active duty personnel participate in the PRP consistent with Command mission and the requirements set forth in this instructions and reference (a).

6. Reports and Forms

a. Reference (a) requires the reporting of results of semi-annual PFAs using NAVPERSCOM-approved PRP software to NAVPERSCOM (PERS-601), within 30 days of completion of testing. Accordingly, Branch Clinic PFA results shall be forwarded to the CFL within 10 working days of the completion of the Branch semi-annual PFA (including make-ups). The CFL will consolidate and forward the results for the entire command to PERS-601 after review by the Commanding Officer.

b. Enclosure (6), NAVDENCENSW 1616/2, Naval Dental Center Southwest Record of Counseling is provided for use by Branch Directors as described in enclosure (3).


J. W. KIRBY

Distribution:
List I, Case 1, 2

PHYSICAL READINESS PROGRAM – INCENTIVE POLICY

1. Incentives. Members who demonstrate the highest level of physical excellence and those who have significantly improved their level of fitness as evidenced by results of the semi-annual PFA will be recognized with the incentives detailed herein.

a. Fitness report and evaluation comments shall reflect significant improvements in physical fitness and consistent scores of excellent or better.

b. At the Branch Clinic Director's final discretion, members shall be awarded special liberty privileges under the following command-wide policy.

(1) ***Score of Outstanding*** - Members who are within Body Composition standards and who score "Outstanding-Low" or higher overall in the PFA exercise events on a regularly scheduled semi-annual PFA shall be awarded a 3 day special liberty. This period of special liberty shall include a weekend and the Friday immediately preceding.

(2) ***Improvement in PFA (Method #1)*** – Members who are within Body Composition standards and improve their overall PFA exercise event score on two consecutive regularly scheduled semi-annual PFAs by one or more major categories, i.e., 3 subcategories, (for example) "Good-Medium" to "Excellent-Medium," "Satisfactory-High" to "Good-High," "Fail" to "Satisfactory-High," etc., shall be awarded a 3 day special liberty. This period of special liberty shall include a weekend and the Friday immediately preceding.

(3) ***Improvement in PFA (Method #2)*** - Members who are within Body Composition standards and improve their overall PFA exercise event score on two consecutive regularly scheduled semi-annual PFAs by two or more major categories, i.e., 6 subcategories (for example) "Good-Medium" to "Outstanding-Medium," "Satisfactory-High" to "Excellent-High," "Fail" to "Good-High," etc., shall be awarded a 4 day special liberty. This period of special liberty shall include a weekend and the Thursday and Friday immediately preceding or a Friday through Monday period.

(4) ***Body Weight Improvement (Method #3)*** – To promote a healthier lifestyle a member must first be within weight standards at onset and show a decrease of body weight by 10% at official PFA semi-annual weigh-in from the member's most recent official semi-annual PFA weigh-in recorded 6 months earlier. A 72-hour special liberty shall be awarded. This liberty period shall include a weekend and the Friday immediately proceeding.

(5) Only one (1) special liberty award shall be given per semi-annual PFA test cycle. Any special liberty awarded using the guidelines above must be approved by the Branch Director and be taken within 60 days of the PFA during which it was earned. A special request chit shall be used to request the special liberty award.

Enclosure (1)

PYSICAL READINESS PROGRAM
FITNESS ENHANCEMENT AND WEIGHT MANAGEMENT PROGRAMS

1. Program Requirements. Effective leadership is critical to the success of the Naval Dental Center Southwest Physical Readiness Program. Personnel at all levels of leadership must understand the goals of the program and be visible and active practitioners of physical fitness. The responsibility for an effective program rests with leadership. The purpose of physical training and daily physical activity is to:

- a. Increase the overall fitness of the Navy.
- b. Ensure safe and effective execution of daily and emergent tasks.
- c. Ensure safe participation in physical activity (organized command physical training, personal training and recreational activities, and the Physical Fitness Assessments PFA)).

2. Fitness Enhancement Program (FEP) enrollment will include:

- a. If medically cleared, participation in FEP is required for:
 - (1) Members who fail a Body Composition Assessment (BCA).
 - (2) Members who fail a PFA.
 - (3) Members with body fat percentage greater than or equal to their age-adjusted standard and score less than "Good-Low" on any PFA event.
 - (4) Members who score "Satisfactory-Marginal" on any PRT exercise event.
- b. Participation and monitoring shall continue **until member passes two consecutive regularly scheduled PFAs with body fat percentage below age adjusted standard and PFA score of "Good-Low" or better on all events.**
- c. Assignment to mandatory FEP should be communicated to each member falling under the above criteria using enclosure (4). Enclosure (4) is generated by the Command Fitness Leader (CFL) upon Commanding Officer approval of the semi-annual PFA results, signed by the Commanding Officer, and given to the member by the Branch Assistant Command Fitness Leader (ACFL) and the Branch Director.
- d. The Naval Dental Center Southwest's FEP shall consist of:
 - (1) Activities to improve all levels of physical fitness.

Enclosure (2)

(2) For mandatory participants, a minimum of three, 40 minute sessions per week. These will normally be held during the lunch hour on Monday, Wednesday, and Thursday and concurrent with, not in addition to any clinic-wide Physical Readiness Program (PRP) session, although individual branches may adjust the days and hour to conform with mission requirements. The Branch ACFL or his/her appointee, but not one of the mandatory participants shall supervise these sessions.

(3) Documentation which demonstrates individuals' participation. At a minimum, this will consist of a muster sheet indicating the date and duration of the session attended, a place for the participant to initial, a brief description of the session, and a place to indicate the reason for an excused absence.

(4) Monthly Body Composition Assessments and PFA's, in accordance with reference (a) to monitor progress. These monthly results shall be entered into and progress tracked by the NAVPERSCOM-approved PRP software and forwarded to the CFL by the close of business on the 5th working day of each month for the preceding month. The CFL will forward the monthly results to the Executive Officer by the 7th day of each month for the preceding month.

e. Unless in a leave status, only a Branch Director may excuse a mandatory FEP participant from a weekly session. Each Branch ACFL will report any unexcused absence from mandatory FEP participants to the respective Branch Director on the day it occurs. Consequences for unexcused absence or non-participation in mandatory FEP shall be in accordance with the following command-wide policy, which applies to, enlisted and officers alike.

(1) First and second offense - written counseling by the Branch Clinic Director using NAVDENCENSW 1610/2, enclosure (6).

(2) Third offense - Members will be subject to Non-Judicial Punishment procedures in accordance with governing directives or other penalties at the discretion of the branch director.

3. Weight Management Program. BUMED-approved Weight Management Programs offered by the medical department are designed to provide personnel with basic knowledge of nutrition and effective techniques for healthy eating.

a. Personnel who fail the Body Composition Assessment conducted in conjunction with a regularly scheduled semi-annual PFA shall be referred to a BUMED-approved Weight Management Program in accordance with reference (a).

b. Enclosure (5) shall be used to notify individuals of referral.

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c. The Branch ACFL, with concurrence from the Branch Clinic Director shall identify and schedule the BUMED-approved Weight Management Program with the medical department at the nearest facility available.

d. An entry shall be made in the member's service record via page 13 documenting any member who is offered, but refuses to participate in a BUMED-approved Weight Management Program or prematurely terminates from the program.

PROGRAM ACTION AND RESPONSIBILITIES

1. Commanding Officer shall:

a. Support the Navy's Physical Readiness Program (PRP) and provide command active duty personnel with the opportunity to participate in an aerobic exercise program. Physical readiness activities shall include three sessions weekly and should be 40 minutes in length to allow for proper warm-up and cool-down and consist of at least 20-30 minutes of continuous aerobic activity. These sessions shall be integrated into the workweek to the extent that mission and operational requirements will allow. This program is aimed at helping personnel attain and maintain an active lifestyle, and to conform to current body composition standards detailed in reference (a).

b. Appoint, in writing a Command Fitness Leader (CFL) and Branch Assistant Command Fitness Leaders (ACFLs) to implement this instruction and reference (a).

c. Forward results of Physical Fitness Assessments (PFA) for all command members to NAVPERSCOM (PERS-601) as required by reference (a).

d. Provide a NAVPERS 1070/613, Administrative Remarks page (Page 13), entry and/or issue an Officer Letter of Notification as required by reference (a) to members who fail a Body Composition Assessment or fail the PFA. Forward copies to NAVPERSCOM as required.

2. CFL shall:

a. Be a non-user of tobacco products.

b. Be appointed in writing by the Commanding Officer.

c. Advise the chain-of-command on all matters relating to the PRP.

d. Schedule, announce, and direct the conduct of the semi-annual Command PFA, normally held in May and November. Provide proper notification for the PFA events, at least ten weeks prior to testing, in accordance with the requirements of reference (a).

e. Provide the Commanding Officer with PFA results within 30 days of completion of the testing, to be forwarded to NAVPERSCOM (PERS-601) using NAVPERSCOM-approved PRP software.

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f. Prepare NAVPERS 1070/613 (Page 13) and Officer Letter of Notification for Commanding Officer's signature as required by reference (a) for those members of the command failing the Body Composition Assessment or the exercise portion of the PFA within 30 days of completion of the testing.

g. Coordinate and administer the Command Fitness Enhancement Program (FEP) and Weight Management Program (WMP) as discussed in enclosure (2).

h. Report the status of the Command's Fitness Enhancement Program (FEP) to the Executive Officer, at least monthly.

3. ACFLs shall:

a. Be a non-user of tobacco products.

b. Be an E-6 or above (when possible) who is appointed, one per Branch Clinic, in writing by the Commanding Officer.

c. Be overall in charge of their respective branch's PRP, under the direction of the CFL.

d. Conduct the branch semi-annual PFA in accordance with the schedule promulgated by the CFL.

e. Provide timely feedback to the CFL and branch director on PFA results, FEP progress, and any other areas concerning the branch's PRP.

f. Coordinate and administer the branch's FEP and WMP according to guidance in enclosure (2).

g. Using NAVPERSCOM-approved PRP software, forward to the CFL results of the semi-annual PFAs within 10 working days of completion of the testing.

h. Upon completion of the semi-annual PFA, provide upon individual member's request, a copy of their results, generated from the NAVPERSCOM-approved PRP software. At a MINIMUM, provide results for ALL members who failed the "Body Composition Assessment" and/or scored a "Satisfactory-Medium" or lower on the PFA exercise portion to the member and branch head.

i. Using NAVPERSCOM-approved PRP software, provide monthly progress updates to the CFL for members who participate in mandatory FEP.

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j. Upon PCS transfer of member ensure member's PRP data is forwarded to the member's next command. The PRP data is normally exported to a floppy diskette and given to the member prior to their detachment. Retain copies for six months.

k. Upon PCS transfer of a member to NDCSW, ensure member's PRP data from the previous command is incorporated into the command database. (The PRP data is normally imported from a floppy diskette, which was given to the member prior to detachment from their previous command.)

4. Individual Service Members shall:

a. Strive to attain the highest degree of physical readiness, and participate in a lifestyle that promotes optimal health and physical readiness.

b. Participate in aerobic physical exercise sessions at least three times a week, except for personnel excused by medical authority. Individuals falling under reference (a) guidelines for required FEP participation must attend all command FEP sessions unless excused by medical authority or in a leave status.

c. Use resource information and the assistance of the CFL, branch clinic ACFLs and recreational services' departments to develop a personal fitness program.

d. Individual service members who are enrolled in the Command FEP, will acknowledge receipt of notification by initialing the addressee line of enclosure (4). A copy will be maintained on file by the CFL.

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From: Commanding Officer, Naval Dental Center Southwest
To: (Rank, Full name, Branch of Service, SSN/Designator)
Via: Branch Director

Subj: ASSIGNMENT TO THE FITNESS ENCHANCEMENT PROGRAM (FEP)

Ref: (a) OPNAVINST 6110.1F
(b) NDCSWINST 6110.1H

1. You have failed to meet the Navy's Physical Readiness Program standards as defined in references (a) and (b). In accordance with Navy policy, this command has implemented a Fitness Enhancement Program (FEP) to give you the opportunity to meet Navy standards.

2. Specifically, your placement on mandatory FEP results from the following:

- _____ Failure of the Body Composition Assessment.
- _____ Failure of the Physical Readiness Test (PFA) Exercise Events
- _____ Score of "Satisfactory-Marginal" on one or more PFA Exercise events

3. Your mandatory participation in the FEP will commence on (Date). Prior to this date, you are directed to report to your Branch Assistant Command Fitness Leader (ACFL) who will initiate and monitor your participation in the FEP per reference (b), enclosure (2), line item 2.d.3.

4. Your branch ACFL will provide the specific days and times for the mandatory FEP to you. However, at a minimum, FEP will be an organized and supervised session, conducted three times each week for 40 minutes per session. You must participate during the days and times established by the Branch Director. Only a medical authority may authorize an excused absence. Failure to participate in this mandatory program constitutes grounds for disciplinary action per reference (b).

5. An important part of the FEP is assessment and tracking of your progress. This is accomplished through documented monthly, practice PFAs, including Body Composition Assessment. You are expected to show consistent progress in meeting Navy's standards. Be advised that per reference (a), **you are required to pass two consecutive, regularly scheduled semi-annual PFA's with a score of "Good-Low" or better in order to be excused from participation in the mandatory FEP.**

J.W. KIRBY

Enclosure (4)

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From: Commanding Officer, Naval Dental Center Southwest
To: (Rank, Full name, Branch of Service, SSN/Designator)
Via: Branch Director

Subj: REFERRAL TO A BUMED-APPROVED WEIGHT MANAGEMENT PROGRAM

Ref: (a) OPNAVINST 6110.1F
(b) NAVDENCENS DIEGOINST 6110.1H

1. You have failed to meet the Navy's weight standards as defined in reference (a) and (b). In accordance with Navy-wide policy, your Branch Director will refer you to a BUMED-approved Weight Management Program. This Medical Department program is designed to provide personnel with basic knowledge of nutrition and effective techniques for healthy eating.
2. Upon completion of the Weight Management Program, your progress will be monitored. You will receive appropriate support and access to Morale, Welfare and Recreation, Medical Department, and other organization facilities and staff to assist you in meeting the goals of the weight plan.
3. The specific dates, times, and locations for the Weight Management Program nearest your work location will be provided to you by your Branch Assistant Command Fitness Leader. You are directed to report to him/her within 72 hours upon receipt of this notification to obtain scheduling details.
4. This command is committed to providing you with re resources required to achieve conformance with Navy weight standards. Your motivation and active participation in the program, however are critical to your success.

J. W. KIRBY

FIRST ENDORSEMENT

I, _____ accept/decline (circle one) participation in a BUMED-approved Weight Management Program.

Signature, Rank/Rate

Date

Enclosure (5)

**NAVAL DENTAL CENTER SOUTHWEST
RECORD OF COUNSELING**

PRIVACY ACT STATEMENT

Authority to request the information on this form is derived from 5 United States Code 301, Department Regulations. Purpose of this form is to provide the Division Officer with readily accessible data concerning personnel in their division. The information is used by the Division Officer to manage and administer their personnel, and to take necessary actions regarding satisfactory or unsatisfactory performance. Disclosure of the following items of information is voluntary. The individual being documented has the right to examine and copy this document related to them, have the right to review and discuss issues in order to resolve them; have the right to request amendments to, or modifications of, this document. Any statement made can and may be used against them in a court of law.

SIGNATURE OF INDIVIDUAL BEING COUNSELED

INSTRUCTIONS FOR COMPLETION OF COUNSELING FORM

1. The counseling session will be held in private and will respect the rights of the individual.
2. The statement, upon completion, will be reviewed very carefully to ensure counselee understands all statements.
3. Provide counselee with a copy of this counseling if they so desire.
4. Ensure report is filed in the Division Officers folder and is kept in a locked desk or safe.
5. Destroy this document upon transfer of counselee.

COUNSELEE'S RIGHTS

1. You have the right to examine and copy this documentation of counseling. _____
2. You have the right to review and discuss differences in order to resolve them. _____
3. You have the right to request amendments or modifications to this document _____
4. This Record of Counseling , and any statement you make, will be maintained in your Division Officer's file. It may be used to substantiate your performance evaluation or other action as appropriate.

DATE: _____

COUNSELEE'S RATE/NAME: _____

COUNSELEE'S WORKCENTER: _____

COUNSELOR'S RATE/NAME: _____

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Enclosure (6)

REASON FOR COUNSELING

COMMENDATORY _____

PERFORMANCE _____

DEPENDENCY SUPPORT _____

PERSONAL BEHAVIOR _____

INDEBTEDNESS _____

OJT PROGRESS _____

RESPONSIBILITIES _____

WATCHSTANDING _____

APPEARANCE _____

CAREER COUNSELING _____

HUMAN RELATIONS _____

OTHER TARDINESS _____

Is this the first counseling for this reason? Y/N If not, how many prior counseling have occurred? ____

Detailed reason for counseling: (Give facts, specific dates, names, sequence of events, etc) _____

Counselor's comments/recommendation: _____

Plan of corrective action that counselor and individual developed and discussed to overcome the problem(s) and improve present performance: _____

Agencies or personnel individual referred to for assistance: _____

Individual's response to this counseling: _____

Follow-up date: _____

(SIGNATURE OF COUNSELEE)

(SIGNATURE OF COUNSELOR)