



2016

---

## Guide 2

# Inspection and Command Self-Assessment Checklist

**INSPECTION AND COMMAND SELF ASSESSMENT CHECKLIST**

**Physical Fitness Assessment (PFA)**

1. Has the command conducted 2 PFAs per year in the last 4 years?  Yes  No
2. If no to question 1, did the command DEP/OP any PFAs in the last 4 years?  
 Yes  No  N/A
3. If yes to question 2, did the command DEP/OP any BCAs in the last 4 years?  
 Yes  No  N/A
4. If yes question 3, did the command receive ISIC approval for BCA DEP/OP for PFAs in 2010?  
 Yes  No  N/A
5. Does the Commander, CO, or OIC aggressively support the Physical Readiness Program per OPNAVINST 6110.1series?  
 Yes  No
6. Is there a command policy regarding mandatory PT requirements command members?  
 Yes  No

**Command Fitness Leader (CFL) Qualifications**

7. Has a Command Fitness Leader (CFL) been designated in writing?  Yes  No
8. Does the CFL meet the following criteria?
  - a. E-6 or above preferred.  Yes  No
  - b. CPR certified.  Yes  No
  - c. Completed OPNAV CFL certification course.  Yes  No
  - d. If no, has the CFL been appointed more than 3 months?  Yes  No
  - e. Achieved "Excellent" or better on PRT.  Yes  No
  - f. Within maximum weight for height standards or less than 1% below graduated BCA standards.  Yes  No
  - g. Non-user of tobacco products.  Yes  No
9. Has 1 ACFL per 25 command members been appointed in writing?  Yes  No
10. Do ACFLs meet PFA standards, non-user of tobacco products and CPR certified as required by the CFL?  Yes  No

11. Are physical fitness and nutrition education provided through General Military Training (GMT)?  Yes  No

12. Is a Fitness Enhancement Program (FEP) available during working hours to members not meeting Physical Readiness Test (PRT) and or body composition assessment (BCA) standards?  Yes  No

**Administrative**

13. Are hard copies of all PFA related paper work maintained on file for 5 years (PFA and FEP rosters, page 13s, LON, 10-week notice)? (4 years if prior to July 1, 2011)  Yes  No

14. Are PFA results properly documented in member's FITREP or EVAL?  Yes  No

15. Does the CFL enter all command PFA results into PRIMIS within 30 days of the end of command official cycle?  Yes  No

16. If no, were there extenuating circumstances that prevented data entry in the required time?  Yes  No  N/A

17. Is the physical readiness of all command members assessed twice annually, no less than 4 months apart?  Yes  No

18. Do all members have a current PHA prior to participating in the PFA?  Yes  No

19. Are members who require medical evaluation and clearance referred to medical department prior to participating in PRT?  Yes  No

20. Do members not meeting graduated BCA and or PRT standards participate in a FEP until passing a monthly mock or an official PFA with an overall score of good or better?  Yes  No

21. Are all members, officers and enlisted, who fail to meet Physical Readiness Program standards subject to the administrative actions outlined in OPNAVINST 6110.1J?  Yes  No

22. Are administrative actions for all members who do not meet Physical Readiness Program standards documented in a Page 13 or letter of notification to member?  Yes  No

23. Does the command support referral of overweight members to Shipshape or a registered dietitian if available through the medical department?  Yes  No  N/A

24. Does FEP include a nutrition education component including distribution of the Navy Nutrition Resource Guide?  Yes  No

25. Does the CFL advise the chain of command on all Physical Readiness Program matters, including members needing assistance in meeting PFA, multiple PFA failures, and those requiring a medical board for 2 consecutive or 3 waivers in a 4-year period)?  Yes  No

26. Are all injuries and illnesses attributable to Physical Readiness Program activities reported to COMNAVSAFECEN?  Yes  No

27. Are all medical waivers approved by CO/OIC or designated Authorized Medical Department Representative (AMDR) prior to the PFA?  Yes  No

28. Is the CFL on the command check-in/check out sheet?  Yes  No

**NUTRITION**

29. Are healthy foods adequately advertised in the command's galley/messes?  Yes  No  N/A

30. Are fruits and vegetables readily available for personnel working late shifts?  Yes  No  N/A

**PRIMS ASSESSMENT**

31. Do the CFL maintain hard copies of all PFA waivers entered in PRIMs?  Yes  No

32. Per OPGUIDE 1, Section 1, paragraph 8, is the Command Detail Screen updated?  Yes  No

33. Are members enrolled in FEP properly tracked in PRIMs?  Yes  No

34. Are Readiness Waivers documented in PRIMs?  Yes  No

Overall Assessment Comments:

---

---

---

---

---

Inspector Recommendations:

---

---

---

---