



**DEPARTMENT OF THE NAVY**

U. S. NAVAL SUPPORT ACTIVITY NAPLES ITALY  
PSC 817 BOX 1  
FPO AE 09622-0001

Canc: Dec 2024

NAVSUPPACTNAPLESNOTE 6110  
N00  
18 Jul 24

NAVSUPPACT NAPLES NOTICE 6110

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: PHYSICAL FITNESS ASSESSMENT FOR CALENDAR YEAR 2024

Ref: (a) OPNAVINST 6110.1K, Physical Readiness Program  
(b) NAVSUPPACTNAPLESINST 6110.1C  
(c) CNO WASHINGTON DC 302033Z Oct 23 (NAVADMIN 258/23)

Encl: (1) Physical Fitness Assessment Timeline  
(2) Physical Fitness Assessment Schedule (Naples and Gaeta)

1. Purpose. To issue guidance for the execution of the Physical Fitness Assessment (PFA), calendar year (CY) 2024, from 7 October to 8 November 2024 per references (a) through (c). The schedule of events are outlined in enclosures (1) and (2).

2. Official Ten-Week Notification. 29 July 2024

3. Discussion. The CY 2024 PFA is administered at the command level and will include the Body Composition Assessment (BCA) and Physical Readiness Test (PRT). The PFA for Sailors in Naples will be held at Support Site (SS) Fitness Forum for run and alternate cardio and Capodichino FitZone for alternate cardio and swim. The PFA for Sailors in Gaeta will be held at U.S. Naples Support Activity (NAVSUPPACT), Naples, Italy Detachment Gaeta.

4. Action

a. Department Heads (DHs). Ensure all required departmental Sailors participate in the PFA.

b. Command Fitness Leader (CFL)

(1) Ensure Sailors adhere to the planned schedule of events.

(2) Train PFA administrators properly to administer the PFA and verify availability to administer the PFA.

(3) Enter test results into Physical Readiness Information Maintenance Systems (PRIMS-2) within 30 days of cycle completion.

(4) Verify all Sailors have current physical examinations and Physical Activity Risk Factor Questionnaires (PARFQ) on file.

- (5) Record all authorized waivers in PRIMS-2.
- (6) Prepare a safety plan for summoning emergency assistance at each site.
- (7) Make sure Assistant Command Fitness Leaders (ACFLs) and PFA administrators have current cardiopulmonary resuscitation certifications.
- (8) Monitor that all Sailors exercise universal training precautions to reduce risk of exercise related collapse and death as per reference (d).
- (9) Conduct on-site surveys of test sites prior to commencement of first PRT.
- (10) Report injuries that occur during the PFA to the Commanding Officer (CO), NAVSUPPACT Naples and the Commander, Navy Safety Center.
- (11) Screen and verify PRIMS-2 data before forwarding medical waiver/clearance forms to the CO for approval.

c. Service Member

- (1) Participate in a year-round physical fitness program to meet Navy fitness and BCA standards.
  - (2) Review and verify accuracy of PRIMS-2 data within 60 days of the PFA cycle.
  - (3) Maintain an updated annual Physical Health Assessment (PHA).
  - (4) Complete a PARFQ.
  - (5) Fulfill Fitness Enhancement Program (FEP) requirements if required.
  - (6) Immediately forward all medical waiver/clearance forms issued by medical to the CFL.
5. Approved Leave or Temporary Assignment of Duty (TAD)/Temporary Duty (TDY). Sailors with approved leave or TAD/TDY that conflict with prescribed PFA schedule must contact the CFL no later than 1 September 2024 for coordination. These Sailors are expected to use early or straggler PFAs scheduled per enclosure (1) if feasible.

6. PARFQ

- a. Each service member will log into the PRIMS-2 database and add a PARFQ for PFA CY 2024 no later than 1 September 2024. The PRIMS-2 database will not allow the member to add a PARFQ if the member's PHA is not current. If this happens, the member is required to report

to medical to complete a PHA. If PRIMS-2 is unavailable, the member will fill out a paper copy of their PARFQ and bring it with them to their BCA.

b. If a Sailor's answers on the PARFQ result in required medical clearance, the member must schedule an appointment with medical to obtain clearance before they can participate in the PFA.

#### 7. Medical Screenings and Waivers

a. All Sailors are required to have a current PHA that does not expire prior to participating in the PRT. PHAs must be validated through PRIMS-2 by all Sailors or with CFL/ACFL assistance as needed.

b. If a PRT medical waiver is required, the waiver must be issued on the official medical waiver/clearance form NAVMED 6110/4 and approved by the CO prior to the BCA/PRT.

c. BCA waivers require two signatures, one from the physician recommending the waiver and one from the Authorized Medical Department Representative (AMDR) physician. If the AMDR is the recommending physician, the AMDR's supervisor's signature is required. If a BCA medical waiver is required, the waiver must be issued on the official medical waiver/clearance form NAVMED 6110/4 and approved by the CO prior to the BCA/PRT.

#### 8. BCA. BCA is conducted in Navy Physical Training Uniform (PTU) only.

a. Courtesy BCAs will be provided upon scheduling with ACFL until 24 September 2024.

b. The start date for early BCA is 25 September 2024 and will take place at Support Site Fitness Forum. Early BCAs at Capodichino Fitness Forum available upon request. The result is valid for 45 days for inclusion in PRT portion of the PFA. This is an official BCA and will be recorded as is, "NO REDO".

c. Sailors who fail the BCA must report to medical for additional medical screening.

#### 9. PRT. The following alternate cardio options are authorized: stationary bike, treadmill, row, and swim.

a. All medically cleared Sailors will participate in PRT regardless of BCA outcome.

b. Members who score a probationary on any event (i.e. push-ups, forearm planks, or cardio) will be enrolled into FEP. This is not punitive. The intent is to get the Sailor the additional help they need to ensure success during the next official PFA.

#### 10. Bad Day Procedure. Sailors are authorized one (1) Bad Day PRT (BDPRT) retest.

a. The intent of the BDPRT policy is to assist command personnel impacted by any signs of exercise-induced stress and allow the individual to prioritize health and safety over a PRT score.

b. Sailors using a BDPRT retest must be cleared by medical utilizing a PARFQ before they are allowed to retest.

c. A BDPRT retest must be administered within seven days (7) of medical clearance and must include the PRT modalities for which they were originally cleared. Members are authorized to switch cardio methods for a BDPRT.

d. The “bad day” request does not apply to the BCA.

e. If a member is approved for a “bad day” but does not participate in the retest, becomes “medically waived” before the retest, is injured during the retest, or transfers to another command before the retest, the initial test score will be entered into PRIMS-2 as the official PFA.

11. Point of Contact. MAC Raymond Herrera, NAVSUPPACT Naples CFL, can be reached at DSN: 314-626-5525, or e-mail: raymond.g.herrera2.mil@us.navy.mil.

## 12. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

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Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I and II

Electronic via NAVSUPPACT Naples G2 site:

<https://g2.cnice.navy.mil/TSEURAFCENT/NSANAPLESIT/N1/SitePages/Home.aspx>

PHYSICAL FITNESS ASSESSMENT TIMELINE

- 29 Jul 24 NAVSUPPACT Naples official 10-week notice  
NAVSUPPACT Naples Detachment Gaeta official 10-week notice
- 01 Sep 24 Straggler PRT Coordination. If TAD/TDY or leave conflicts with official PFA cycle dates, member contact the CFL by this date, provide supporting documents, and coordinate participation in the early or straggler PFA
- 01 Sep 24 PARFQ and medical waivers due
- 15 Sep 24 No BCA waivers will be accepted after this date
- 07 Oct 24 Start of PFA
- 01 Nov 24 End of PFA
- 04 Nov 24 Start of straggler PFA
- 08 Nov 24 End of straggler PFA
- 22 Nov 24 After Action / LL Memo due to CO
- 08 Dec 24 All results entered in to PRIMIS

GAETA DETACHMENT  
PHYSICAL FITNESS ASSESSMENT SCHEDULE  
NAVSUPPACT NAPLES

<b>07 OCT -Monday</b> Event: BCA Time: 0800-1000 Location: Gaeta Gym	<b>08 OCT – Tuesday</b> Event: BCA Time: 0800-1000 Location: Gaeta Gym	<b>09 OCT – Wednesday</b> Event: BCA Time: 0800-1000 Location: Gaeta Gym	<b>10 OCT – Thursday</b> Event: 1.5 mile run Time: 0800-1100 Location: Gaeta Track	<b>11 OCT – Friday</b>  COLUMBUS DAY DONSA
<b>14 OCT – Monday</b>  COLUMBUS DAY	<b>15 OCT – Tuesday</b> Event: 1.5 mile run Time: 0800-1100 Location: Gaeta Track  Event: BCA Time: 1300-1400 Location: Gaeta Gym	<b>16 OCT – Wednesday</b> Event: Bike/Treadmill/Row Time: 0800-1100 Location: Gaeta Gym  Event: 1.5 mile run Time: 1300-1500 Location: Gaeta Track	<b>17 OCT – Thursday</b> Event: Bike/Treadmill/Row Time: 0800-1100 Location: Gaeta Gym  Event: 1.5 mile run Time: 1300-1500 Location: Gaeta Track	<b>18 OCT – Friday</b> Event: Bike/Treadmill/Row Time: 0800-1100 Location: Gaeta Gym  Event: 1.5 mile Time: 1300-1500 Location: Gaeta Track
<b>21 OCT – Monday</b> Event: BCA Time: 0800-1000 Location: Gaeta Gym	<b>22 OCT – Tuesday</b> Event: Bike/Treadmill/Row/ Swim Time: 0800-1100 Location: Gaeta Gym	<b>23 OCT – Wednesday</b> Event: Bike/Treadmill/Row/S wim Time: 0800-1100 Location: Gaeta Gym	<b>24 OCT – Thursday</b> Event: Bike/Treadmill/Row Time: 0800-1100 Location: Gaeta Gym	<b>25 OCT – Friday</b> Event: Bike/Treadmill/Row Time: 0800-1100 Location: Gaeta Gym
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<b>04 NOV – Monday</b> Event: BCA Time: 0800-1000 Location: Gaeta Gym  ***BEGIN STRAGGLERS** *	<b>05 NOV – Tuesday</b> Event: BCA/Run/ Bike/Treadmill/Row Time: 0800-1100 Location: Gaeta Gym	<b>06 NOV – Wednesday</b> Event: Run/ Bike/Treadmill/Row Time: 0800-1100 Location: Gaeta Gym	<b>07 NOV – Thursday</b> Event: Run/Bike/Treadmill/ Row Time: 0800-1000 Location: Gaeta Gym	<b>08 NOV – Friday</b> Event: Run/Bike/Treadmill/ Row Time: 0800-1000 Location: Gaeta Gym ***END STRAGGLERS***

**BCA** – All BCAs will be conducted in Navy PTU **ONLY**.

**1.5 mile run** - All participants will muster at Gaeta Gym. In case of foul weather e.g., lightning or heavy rain, event will be postponed to another day.

**Straggler PFA** - Only for Sailors who report to the command after end of command PFA cycle (01 NOV 24) and members who were on leave, TAD/TDY, or SIQ.

PHYSICAL FITNESS ASSESSMENT SCHEDULE  
NAVSUPPACT NAPLES

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