



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY FORT DIX
BUILDING 5518 SEVER AVENUE
JOINT BASE McGUIRE-DIX-LAKEHURST, NJ 08640-7226

AFRC-RTC-ND

14 May 2015

MEMORANDUM FOR NCO Academy Personnel

SUBJECT: Policy Letter 7 Army Physical Fitness Test (APFT)

1. References.

- a. AR 350-1, Army Training and Leader Development, 19 August 2014.
- b. AR 600-8-2, Suspension of Favorable Personnel Actions, 23 October 2012.
- c. FM 7-22, Army Physical Readiness Training, October 2012.

2. Purpose. To establish procedures, policies, and guidelines for Soldier fitness and the Army Physical Fitness Test. Institute an enhanced awareness of the benefits of a healthy lifestyle. Encourage daily physical training both during duty hours and off duty hours determined by the unit operation tempo.

3. Procedures.

- a. All Soldiers will perform two record physical fitness test each year. Soldiers with temporary profiles will be excluded from the record physical fitness test. Temporary profiled Soldiers will attend the scheduled event for weigh in and to support their teammates. A diagnostic APFT may be scheduled at any time to ensure Soldiers who are ending a profile can pass the record test.
- b. Soldiers attending a service school that requires a record APFT will be scheduled for a test within 30 days from the start date. If the record APFT was given outside the required timeline, a second test will be performed before the Soldier departs for school.
- c. The First Sergeant and/or Operations Section are the only authorized administrators of a record APFT. No one in a Soldier's chain of command (immediate supervisor, rater, senior rater) will administer/grade a record APFT or weigh-in.

4. Record APFT Incentives will be given to Soldiers who meet the following requirements. Soldiers are eligible for one incentive per record APFT.

- a. Score of 300 or more points. Physical Fitness Badge and four-day special pass. The pass will be concluded within 60 days of the test.

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b. Score of 270 – 299 points. Physical Fitness Badge and three-day pass. The pass will be concluded within 60 days of the test.

c. Permanent Profile tests are eligible for a three-day pass with a score of 90 or more in their standard event(s) (not the profile event). The pass will be concluded within 60 days of the test.

5. APFT Failures. Soldiers who fail a record APFT or fail to perform the record APFT will be flagged from favorable personnel actions.

a. Soldiers failing to meet the minimum standards will be counseled and flagged. The Soldier and his/her immediate supervisor will institute a physical training schedule, and the supervisor will ensure the Soldier follows the schedule. If the supervisor determines that the Soldier needs a peer mentor, the supervisor will select the mentor and counsel the mentor on the requirements of the physical training schedule.

b. If the Soldier failed to perform the APFT, the immediate supervisor will counsel the Soldier on the training schedule requirements and address any other issue precluding the Soldier from attending the scheduled test.

c. Soldiers who repeatedly fail the APFT or who have two consecutive failures will be subject to separation and/or barred from reenlistment.

d. Instructors who fail a record APFT will be removed from instructing. The instructor will be reinstated to instructing once the APFT is passed.

6. Profiled Soldiers will participate in physical training within the limits of their profile. Soldiers with an extended profile over one year or consecutive profiles for the same condition are subject to medical screening for a medical fitness board. The First Sergeant and/or Operations Section will retain copies of all profiles (temporary and permanent). Permanent profiles will be current and updated as required by regulatory guidance.

7. Point of contact for this action is the First Sergeant at 609-562-2239.

KIMBERLY K. KEMPER
CSM, USA
Commandant