

NROTC Unit Supply Binder – Tab 3-33

Date: July 2025

SUBJECT: Procurement of Navy Approved Alternative Cardio Equipment

1. PURPOSE

To inform NROTC Unit Supply Technicians of the process for procuring approved alternative cardio machines to facilitate Navy Physical Fitness Assessment (PFA) administration.

2. OVERVIEW

In accordance with OPNAVINST 6110.1K, although the 1.5-mile run/walk is the primary modality for testing cardiorespiratory fitness, Commanding Officers/Officers in Charge (CO/OICs) have the authority to allow (or not allow) Sailors to conduct cardiorespiratory testing on approved alternate cardio options (i.e., Concept-2 rower, stationary bike, treadmill, or swim). Testing conducted on equipment models not discussed below is strictly prohibited.

3. REFERENCES

- (a) NAVSUPINST 4200.99 (Series)
- (b) Simplified Acquisition Procedures Guide, April 2018
- (c) OPNAVINST 6110.1K (PFA Instruction)
- (d) MyNavyHR Physical Readiness Website

4. ACTION REQUIRED

The Unit Supply Technician will periodically be tasked with procuring approved alternate cardio equipment to be used in administering the Navy Physical Readiness Test. The Unit Supply Technician must be familiar with the requirements and processes outlined in the above references.

4.1 PROCUREMENT PROCESS

Step 1: Request Authorization

The Unit will first contact NSTC N9 requesting permission to order alternate cardio equipment. Requests will be submitted to NSTC N9 in email format by the Unit Chain of Command, including:

- Reason for the request
- Quantity of items requested

- Specific make and model as per Reference (c) and (d)

Step 2: Funding Verification

Upon being granted approval, the Unit Supply Technician will contact NSTC N8 to ensure that proper funding is available. It is recommended to provide N8 with an estimated spending limit.

Step 3: GPC Procurement Process

Once funding is secured, the Unit Supply Technician can proceed to procure the items from an approved vendor using the Government Purchase Card (GPC), following the standard GPC purchase guidelines outlined in reference (a):

1. **Threshold Determination:** Determine if the requirement is within the micro-purchase threshold for supplies (\$10,000) / services (\$2,500).
2. **Vendor Quote:** Obtain a quote for the items from an approved SAM registered vendor.
3. **PORF Creation:** Initiate the Purchase Order Request Form (PORF) and create the funding document in NERP (based on quote).
4. **Signature Authorization:** Obtain signatures on the PORF – Cardholder (CH), OPTAR Holder, and Approving Official (AO).
5. **NSTC N8 Approval:** Upload approved PORF in NERP for NSTC Funding Approval – include supporting documentation:
 - N9 approval email
 - Vendor quote
 - SAM registration verification (889 form)
 - Other relevant documentation
6. **Property Management:** Upon receipt of the items, add item(s) to the Unit Property Inventory in NETFOCUS.

4.2 APPROVED EQUIPMENT SPECIFICATIONS

Note: Only items allowed as per Reference (c) will be procured for use. The full instruction, including appendices, lists, and forms can be located at:

<https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Physical-Readiness/>

A comprehensive list of all approved alternate cardio machines is located in the CFL Resources tab under "Approved Alternate Cardio Equipment."

4.2.1 Approved Stationary Bikes

Please refer to PRP Guide-5, Section 3 for procedures on how to properly set up the bike for testing.

Cybox Series:

- 625C
- 750C
- 770C

Life Fitness Series:

- 95C Inspire
- 95Ci Classic Series (CLSC) Upright Bike
- 95Ci XXL
- ASPC / SL Console Upright Bike
- INC / SL Console Upright Bike
- INC / Integrity Series Upright Bike

Matrix:

- U5X

4.2.2 Approved Rowing Machines

Please refer to PRP Guide-5, Section 3 for procedures on how to properly set up the rower for testing.

Concept 2:

- Model D with Performance Monitor 3, 4, or 5 (Model D may also be referred to as the "RowErg")
- Model E with Performance Monitor 3, 4, or 5

4.2.3 Treadmill Requirements

The treadmill must have the following specifications:

- Motor-driven running surface belt
- Emergency stop button
- Adjustable speed displayed in miles per hour
- Inclination adjustment capability
- Odometer that accurately measures distance traveled in miles

Reference: PRP Guide-5, Section 3 for detailed setup procedures

4.2.4 Prohibited Equipment

Elliptical Machines: There is no approved elliptical equipment for alternate cardio testing. Procurement of elliptical machines is strictly prohibited.

5. QUALITY ASSURANCE AND COMPLIANCE

5.1 Equipment Verification

Prior to procurement, Unit Supply Technicians must verify that the requested equipment model appears on the current approved equipment list as per reference (c). Any deviation from the approved list requires additional authorization from NSTC N9.

5.2 Installation and Setup

Upon receipt of equipment, ensure proper installation and calibration according to manufacturer specifications and PRP Guide-5 requirements. Coordinate with unit Physical Training staff for proper setup verification.

5.3 Maintenance Requirements

Establish a maintenance schedule in accordance with manufacturer recommendations and unit policy. Document all maintenance activities in NETFOCUS property records.

In conclusion, this document outlines the necessary steps for NROTC Unit Supply Technicians to procure approved alternative cardio equipment for Navy PFA administration. By following the established procurement process, verifying equipment specifications against the approved list, and ensuring proper installation and maintenance, units can maintain compliance with OPNAVINST 6110.1K and support accurate physical readiness testing.

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