



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
TRAINING AND EDUCATION COMMAND
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134-5043

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BATTALION ORDER 6100.14

From: Commanding Officer, Headquarters Battalion
To: Distribution List

Subj: HEADQUARTERS BATTALION PHYSICAL FITNESS PROGRAM

Ref: (a) MCO 6100.14_ Marine Corps Physical Fitness Program (MCPFP)
(b) MCO 6100.13_ CH-2 Marine Corps Physical Fitness and Combat
Fitness Tests (PFT/CFT)
(c) MCO 1500.62_ Force Fitness Instructor Program (FFIP)
(d) MCO 1500.52_ Marine Corps Water Survival Training
Program (MCWSTP)
(e) MCO 5210.11_ Marine Corps Records Management Program
(f) MCO 3500.27_ Risk Management
(g) MCO 1500.59_ Marine Corps Martial Arts Program (MCMAP)
(h) MCO P1070.12_ Individual Records Administration Manual
(Short Title: IRAM)
(i) MCO P1610.7_ Ch 2 Performance Evaluation System (Short
Title: PES)
(j) MCO 1900.16_ Ch 2 Separation and Retirement Manual (Short
Title: MARCORSEPMAN)
(k) SECNAVINST 1920.6_ Administrative Separation of Officers
(l) Battalion Order 6100.14_ Body Composition and Military
Appearance Program
(m) Battalion Order 1500.59_ Marine Corps Martial Arts Program
(n) Battalion Training Bulletin 3502

Encl: (1) Physical Fitness Tests and Combat Fitness Tests SOP
(2) Water Survival Program SOP
(3) Unit Physical Training SOP
(4) Command Physical Training Representative SOP
(5) Physical Fitness Test Failure 6105 Template
(6) Combat Fitness Test Failure 6105 Template

1. Situation. To establish and provide procedural guidance and instructions for the Headquarters Battalion Physical Fitness Program, in accordance with the references and approved Memorandums of Agreement (MOA). It is imperative that leadership at all levels support the future of the Marine Corps as a force in readiness. The total (cardiovascular and muscular) fitness and combat readiness of the individual Marine is one of the Corps', and thus this Battalion's, highest priorities.

2. Cancelation. Policy Letter 2-12, Policy Letter 1-13, and Policy Letter 2-16.

3. Mission. Headquarters Battalion (HQ Bn) will establish a Battalion (Bn) Physical Fitness Program (PFP) that provides a comprehensive approach to total fitness, while integrating the Marine Corps martial arts, water survival, general and occupational fitness programs in order to improve the

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overall health, physical fitness, and combat readiness of individual Marines and supported units.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. My intent is to implement a comprehensive Bn PFP focused on the overall health, strength, and fitness of the individual Marine, and the Bn as a whole to ensure individual readiness. The semi-annual Physical Fitness Test/Combat Fitness Test is not the time to discover that Marines are not physically ready.

(2) Concept of Operations

(a) HQ Bn will implement a coordinated program of total fitness aimed at the individual Marine, executed by commanders and small unit leaders at all levels, and supported by Force Fitness Instructors (FFI) and Command Physical Training Representatives (CPTR), existing Marine Corps programs, as well as our appropriated and non-appropriated facilities, assets, and personnel.

1. In accordance with reference (a), time will be allowed for physical training (PT) as part of the daily routine.

2. Marines are expected to PT at least five times a week.

3. Leaders are expected to PT with their Marines on a routine basis.

4. Companies will conduct organized PT at least once a month.

5. The Bn will conduct several Bn-wide PT events throughout the year.

(b) Main Effort. The Bn PFP is focused on the individual Marine. Every Marine is responsible for maintaining their overall fitness for immediate deployment and combat regardless of age, grade, or duty assignment. Informed by their leaders, organizational FFIs, and other recognized experts, Marines will develop individual fitness regimens designed to continually improve their general fitness, occupational fitness, health, and individual readiness.

(c) Supporting Effort (SE) 1. SE 1 is comprised of the company level and unit level PFPs. Company Commanders and Officers in Charge (OICs) will implement unit level physical fitness programs and conduct periodic physical and combat fitness evaluations, in accordance with reference (b).

1. PFPs will take a comprehensive approach towards fitness, and consist of instructional periods on health, wellness, fitness, nutrition, flexibility, injury prevention, rest, and recovery. They will also include prescribed periods of aerobic and anaerobic physical activity intended to increase the endurance, strength, mobility, and resiliency of individual Marines and the unit as a whole.

2. Per reference (a), Company Commanders will ensure FFIs and CPTRs exploit all available assets when designing unit fitness programs, including those beyond the organic capability of the unit, (e.g., Semper Fit, base pools, Marine Corps Community Service (MCCS), and nutritionists).

(d) Supporting Effort (SE) 2. SE 2 is comprised of the Battalion level PFP support. Bn PFP will support the ME by conducting periodic physical and combat fitness evaluations and provide support beyond the organic capability of the supported organizations and companies.

b. Tasks

(1) Battalion S-3

(a) Oversee the Bn PFP in accordance with reference (a) and this Order.

(b) Supervise Bn PFTs/CFTs to ensure enforcement of procedures and standards.

(c) Create and publish a schedule for Bn sponsored PFTs and CFTs.

(d) Provide support to the companies and supported organizations for requirements beyond the organic capability of the unit.

(e) Oversee the Bn Marine Corps Water Survival Training Program (MCWST) in accordance with enclosure (2).

(f) Oversee the Bn Marine Corps Martial Arts Program (MCMAP) in accordance with reference (m).

(g) Coordinate logistics requirements with Bn S-4 for Bn sponsored events, as required.

(h) Coordinate medical support for Bn level physical fitness events, as required.

(i) Screen, approve, and keep records of all personnel assigned as CPTRs.

(j) Maintain this Order and all other applicable orders.

(2) Company Commanders

(a) Conduct monthly company PT in accordance with the Bn PFP and the commander's intent.

(b) Nominate qualified individuals to be appointed as CPTRs in accordance with the guidance in enclosure (4).

(c) Coordinate medical support for company-level physical fitness events.

(d) Coordinate logistical requirements with Bn as required.

(e) Allow time for PT as part of the daily routine.

(f) Conduct Bn level PFTs/CFTs as directed in the Annual Training Plan.

(3) Battalion S-4. Coordinate logistics requirements for the Bn PFP with the Bn S-3 and company staff.

(4) Battalion Medical Liaison. Coordinate medical support for all battalion-level and company-level physical fitness events. Be prepared to assist coordination for medical support of supported organizations.

(5) Force Fitness Instructors and Command Physical Training Representatives. Read and become familiar with this Order, its references and enclosures.

(6) Officers-In-Charge (OICs) and Staff Noncommissioned Officers-In-Charge (SNCOICs)

(a) Develop, implement, and execute a holistic unit physical fitness program, utilizing assigned FFIs, MCIWSs, and MAIs in accordance with this Order and reference (a).

(b) Allow time for PT as part of the daily routine.

(c) Nominate qualified personnel to the company to be assigned as CPTRs, in accordance with the respective MOAs.

(7) Individual Marine

(a) Remain within standards as detailed in references (a) and (b).

(b) Develop an individual fitness regimen designed to continually improve your general fitness, occupational fitness, health, and individual readiness.

(c) Conduct PT five times a week, at a minimum.

(d) Complete an annual PFT and CFT in accordance with reference (b).

(e) Maintain a current Physical Health Assessment (PHA).

(f) Maintain MCMAP proficiency and qualification IAW rank and MOS requirements.

(g) Maintain current MCWST qualification IAW reference (d).

c. Coordinating Instructions

(1) Company Commanders/OICs are responsible for developing, implementing, and executing total unit physical fitness programs, utilizing assigned FFIs, MCIWSs, and MAIs in accordance with this Order and reference (a).

(2) Company Commanders/OICs will allow time for PT as part of the daily routine. PT requirements can be accomplished through tactical movements

or other occupational related activities, swimming, MCMAP, unit PT, intramural sports, or individual training sessions.

(3) PT plans should be challenging, enhance injury prevention, and include endurance, strength, and mobility training. Strength training sessions done at least twice per week, per reference (a), should consist of compound, functional movements in combination with or separate from cardiovascular training.

(4) All PT sessions should include a dynamic warm-up; and cool down.

(5) Guidance for a unit PT plan can be found in the PT Playbook Template located under official guidance on the Human Performance Division HPD website at: <http://www.fitness.marines.mil>.

(6) PFPs will be conducted in a manner that is progressive in nature and provide adaptations for additional physical demands and individualized performance.

(7) PFPs will not be developed solely for the preparation of the PFT/CFT.

5. Administration and Logistics

a. Reporting. Company Commanders will report failures of PFTs or CFTs and ensure appropriate administrative actions are completed in accordance with references (b), (h) and (i); and enclosure (1).

b. Administrative Action. Reference (b) and enclosure (1) contain specific guidance on required administrative actions pertaining to failed PFTs or CFTs. Note the following:

(1) For Marines corporal and below, proficiency marks will be adjusted commensurate with PFT or CFT failure, in accordance with references (b) and (h).

(2) In accordance with reference (b) and enclosure (1), Marines who fail a PFT or CFT are placed in a promotion restriction status.

(3) A Section I directed comment will be made by the Reporting Senior on the Fitness Report, as outlined in references (b) and (i).

(4) Enlisted Marines will receive a Page 11/6105 upon failure of a PFT or CFT in accordance with references (b), (j) and enclosure (1). Enclosures (5) and (6) are templates for use with the appropriate 6105 verbiage.

(5) Actions as outlined in reference (k) will be taken for officers who fail the PFT or CFT.

c. Logistics

(1) Logistical requirements should be identified within the timelines required by the supporting organizations prior to any physical fitness event.

(2) PHAs will be completed prior to individual participation in unit sponsored physical fitness events.

6. Command and Signal

a. Command. This Order is applicable to HQ Bn.

b. Signal. This Order is effective the date signed.

7. Point of contact for this Order is the HQ Bn 83 at (703)784-2555.



E. J. DANIELSON

Headquarters Battalion Unit Physical Fitness Test/Combat Fitness Test
Standard Operating Procedure

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Responsibilities

1. Commanding Officer. Per reference (b), the Commanding Officer is responsible for:

a. Ensuring proper execution of the Physical Fitness Tests (PFT)/ Combat Fitness Tests (CFT).

b. Ensuring appropriate administrative actions as a result of a PFT/CFT/ Partial Physical Fitness Test (PPFT)/ Partial Combat Fitness Test (PCFT) are conducted in accordance with reference (b).

c. Ensuring the timely and accurate recording of performance data in Marine-On-Line (MOL), Unit Diary/Marine Integrated Personnel System (UD/MIPS), and the Marine Corps Training Information Management System (MCTIMS).

d. Ensuring the timely and accurate recording, reporting and investigation of all physical training, PFT, CFT, PPFT, and PCFT Class A-C mishaps via the Web Enabled Safety System (WESS) reporting system.

e. Reporting those Marines who are Required, but Did Not Take (RDNT) to their Supported Organization (SUPORG) leadership to take appropriate adverse administrative action.

2. S-3

a. Publish and disseminate to the company staff, a schedule for Battalion sponsored PFTs and CFTs.

b. Maintain oversight on ensuring that Headquarters Battalion (HQ Bn) has the appropriate number of Force Fitness Instructors (FFI) and Command Physical Training Representative's (CPTR) to facilitate successful accomplishment of PFT/CFT events for all required Marines of HQ Bn.

c. Ensure the timely and accurate recording of performance data in MCTIMS. Ensure certification of MCTIMS entries within two working days after required documentation has been turned in.

d. Coordinate the timely and accurate recording, reporting and investigation of all physical training Class A-C mishaps via the Web Enabled Safety System.

e. Maintain records and files for all PFT/CFT events that are certified by the battalion, as required by the functional area checklist and records management requirements.

f. Certify the PFT/CFT courses as required by reference (b).

g. Prepare RDNT letters, in coordination with company staffs, for the Bn Commander's signature NLT 30 days after the end of the semi-annual reporting period.

3. OICs/SNCOICs

a. Nominate qualified personnel, per the respective Memorandums of Agreement, to serve as FFIs and CPTRs to be responsible for conducting

PFT/CFT at their respective work section levels and to be available to support battalion events.

b. Ensure Marines are conducting required PFT/CFT, per this Order and reference (b).

3. Company Commanders

a. Review all references as they pertain to the Marine Corps Physical Fitness Program and PFT/CFT, as listed in references.

b. Conduct assigned PFT/CFT events directed by the Battalion, as per the published schedule.

c. Ensure the company is staffed with appropriate number of FFIs/CPTRs to support PFT/CFT events and only FFIs/CPTRs assigned in writing are conducting official PFTs/CFTs.

d. Ensure that all personnel that take the PFT or CFT have a current Physical Health Assessment (PHA) and establish a procedure for maintaining record of PHA currency.

e. Ensure PFT and CFT scores are entered into a Marine Corps Training Information Management System (MCTIMS) calendar event within two working days of receipt of NAVMC 11622.

f. Upload a copy of the completed NAVMC 11622 into the MCTIMS calendar event documents tab. NAVMC 11622, is the only record that will be used to record CFTs and PFTs.

g. Establish tracking procedures to identify those Marines who have not completed a PFT/CFT, ensure that they are notified with time to complete the event and process as Required, Did Not Take (RDNT) those individuals who fail to do so.

h. Establish tracking procedure to identify those Marines who were medically unable to take their required PFT/CFT and ensure that a make-up event is conducted, in accordance with reference (b).

i. Take appropriate administrative action for those Marines who fail the PFT/CFT.

j. Verify and report to the S-3 Marines who are RDNT, for inclusion on the Bn semi-annual notice of RDNTs to the SUPORGs.

4. Force Fitness Instructors and Command Physical Training Representatives

a. Conduct PFT/CFT events as directed by this Order, the Annual Training Plan; and as needed by higher headquarters and immediate leadership, in order to achieve 100 percent compliance, Battalion wide.

b. Comply with this Order and all applicable references to PFT/CFT.

c. Ensure all verifiers and timekeepers for PFT/CFT have been briefed and understand their responsibilities in accordance with reference (b).

5. Individual Marines

- a. Be compliant with the requirements of reference (b) and this Order.
- b. Ensure Physical Health Assessment (PHA) is always current. Schedule an appointment no later than 30 days prior to the PHA expiring.
- c. Bring a paper copy of proof of completion of PHA when reporting for PFT/CFT events.

Program Management

1. Guidance or Interpretation. Individual requests for guidance or interpretation of this SOP are encouraged. See your immediate leadership and work through the chain of command for guidance.

2. Physical Fitness Test and Combat Fitness Test Guidelines

a. All PFTs/CFTs will be conducted in strict adherence with reference (b) and this Order.

b. All required Marines will complete their PFT/CFT in the timelines and in accordance with the references, this Order, and any other battalion directives.

c. Scheduled HQ Bn PFTs/CFTs will be set up and check-ins will begin no later than (NLT) 15 minutes prior to the listed start time of the event.

d. Prior to participating in a PFT/CFT, all Marines' PHAs will be validated by the FFI/CPTR or company staff via the Marine's Individual Medical Readiness printout or completed PHA signature page from Deployment Health and annotated on NAVMC 11622.

(a) Marines must have one of these two forms of proof in their possession when they report for the PFT/CFT.

(b) Marines who fail to have required proof of PHA completion will not be permitted to participate in a PFT/CFT.

e. Gear support for CFTs outside of the battalion scheduled CFTs will be coordinated with HQ Bn S-3 NLT three days prior to conduct of the event.

f. Gear will be picked up from the S-3 on the afternoon prior to the scheduled CFT, during working hours.

g. Upon completion of PFT/CFT, NAVMC 11622 will be properly filled in and alphabetized by last name, then signed by the PFT/CFT Monitor.

h. NAVMC 11622s will be turned in to the appropriate training representative for entry into MCTIMS NLT close of business of the work day immediately following the PFT/CFT.

i. MCTIMS entries and submission for certification will be made via the Unit Training Calendar, NLT two working days after receiving properly completed NAVMCs.

j. Once the MCTIMS entry is made, the NAVMC 11622 must be scanned into the documents tab of the calendar event and the appropriate company office will be notified.

k. Scoresheets pending in MCTIMS will be reconciled within two working days after receiving all required documentation by HQ Bn S-3 either by certification or rejection for corrections by submitting entity.

l. All PFTs/CFTs monitored by a FFI/CPTR are considered as official PFTs/CFTs, per reference (b) and will be processed as such.

m. Any Marine who fails a PFT/CFT will have the appropriate administrative action taken by their respective company.

n. Company offices and individual sections are responsible for coordination of PFT/CFT for Marines that are required to do an event outside of the normal reporting period due to being not medically required or PPFT/PCFT.

(1) Marines who did not take a PFT or CFT due to medical reasons are administered the test no less than 30 days and no more than 90 days after return to full duty.

(2) Company offices will maintain copies of the NAVMC 11622 for all make-up PFT/CFT for light/limited duty.

3. This SOP replaces and supercedes all previous versions and will remain in effect until rescinded or replaced.

4. Point of contact for this policy is the Battalion Operations Officer at (703) 784-2555.

Headquarters Battalion Unit Water Survival Training Program Standard
Operating Procedure

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Responsibilities

1. Commanding Officer. Per reference (d), the Commanding Officer is responsible for ensuring Marines comply with the requirements and standards contained in reference (d). Requirements and standards are:

a. Marine Corps Instructor of Water Survival (MCIWS):

(1) The MCIWS shall ensure all water survival training and certifications are in accordance with the contents of ref (d) and CG TECOM approved POIs. The MCIWS is authorized to conduct WS-B, WS-B(+), WS-I, and WS-A training, qualification, and requalification.

(2) Initial MCIWS certification is valid for three years upon completion of MCIWS course. Recertification shall be accomplished in accordance with NAVMC 11628 (MCIWS Recertification Requirements). Enlisted Marines certified as MCIWS will receive the MOS 0918.

(3) The MCIWS shall ensure NAVMC 11629 (Water Survival Training Requirements Checklist) is fully completed and signed prior to any water survival training.

(4) A MCIWS must maintain all required American Red Cross certifications, as outlined in reference (d).

(5) Within 30 days of completing a qualification course, the MCIWS shall ensure a copy of NAVMC 11209 (Instructor's Course Record) is submitted to the appropriate command representative for submission into the MCTFS. Report Control Symbol MC-1500-28 is assigned to this reporting requirement.

(6) When requesting recertification, MCIWS's must provide copies of NAVMC 11209 (Instructor's Course Record) to the recertifying MCITWS in order to demonstrate competency and currency within the Marine Corps Water Survival Training Program (MCWSTP).

(7) Report all Mishaps (Class A-C) up the chain of command to Director, Marine Corps Water Survival School in accordance with NAVMC 11632 (Emergency Response Drill) and reference (d).

(8) If MCIWS certification expires, the Marine will have to go through the MCIWS course again. In addition, the MCIWS will automatically revert to WS-Unqualified and cannot conduct MCWSTP training until recertified.

(9) Recertification for MCIWSs may take place at any location, provided the recertification is conducted in accordance with the requirements outlined in ref (d) and NAVMC 11628 (MCIWS Recertification Requirements). The recertifying MCITWS must be current in all required certifications as outlined in ref (d). Facility waivers for MCIWS certification or recertification will not be authorized.

b. Water Survival-Advanced (WS-A):

(1) Advanced swimmer capable of rescuing swimmers in an aquatic environment. WS-A qualified Marines do not receive additional First Aid training as part of MCWSTP.

b. Ensure Marines are conducting qualifications and requalifications, per this Order and reference (d).

c. Ensure that Marines are given time to qualify or requalify as required per ref (d) and this SOP.

4. Company Commanders. Assist the Battalion Commander in his duties in regards to water survival training at the unit level by:

a. Create a company level water survival training plan incorporating MCIWS, ensuring that the programs are progressive in nature and provide adaptations, in accordance with ref (d) and the Program Management section in this SOP.

b. Maintain records of all MCIWS and American Red Cross certifications, and ensure these remain current.

c. Coordinate with The Basic School (TBS) staff at Ramer Hall to schedule water survival training for company-level or below.

5. Marine Corps Instructor of Water Survival

a. Coordinate with company commanders and section OICs to assist in maintaining Marines qualifications. See ref (d) for a sample training schedule.

b. Comply with MCO 1500.52D and all other applicable references.

6. Individual Marines

a. Ensure that the standards of water survival the Marine Corps has established are met and currency is maintained. When needed, seek out guidance from leadership, MCIWS and other resources outlined in this SOP to improve physical fitness.

b. In small groups, not coordinated by company or the Bn, report to Ramer Hall at the time designated by TBS for swim qualifications. Times and dates are subject to change without notice, contact Ramer Hall staff at TBS directly for current information on swim qualifications times and dates.

Program Management

1. Guidance or Interpretation. Individual requests for guidance or interpretation of this SOP are encouraged. See your immediate leadership and work through the chain of command for guidance.

2. Water Survival guidelines.

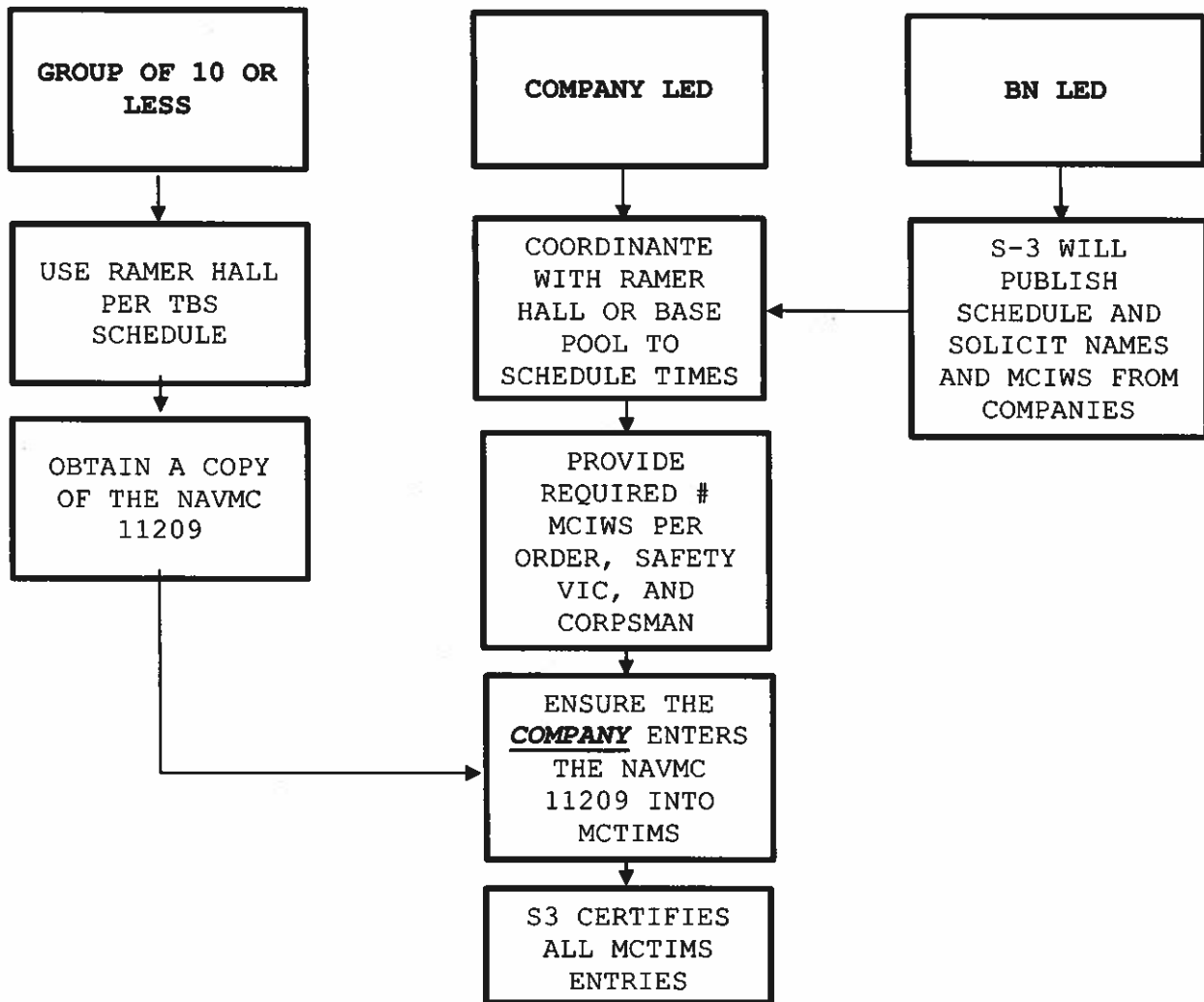
a. All levels of water survival qualifications have different requalification intervals, see ref (d).

b. Section OICs are encouraged to allow Marines sufficient time to requalify prior to the expiration of their current qualification level, as appropriate, so that they do not revert to Water Survival Unqualified (WS-U).

c. The base pool on Mainside Quantico or Ramer Hall can be utilized to conduct water survival training.

d. Reference (d) provides resources for conduct of the water survival training program.

3. Diagram.



Headquarters Battalion Unit Physical Training Standard Operating Procedure

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Responsibilities

1. Commanding Officer. Per reference (a), the Commanding Officer is responsible for developing, implementing, and executing total unit physical fitness programs, utilizing assigned Force Fitness Instructors (FFI), Marine Corps Instructors of Water Survival (MCIWS), and Martial Arts Instructors (MAI) for the Marine Corps Martial Arts Program.
2. S-3. Per reference (a), support HQ Bn FFI, CPTR and MAI Marines in the execution of Unit Physical Training events, as required, by:
 - a. Publish a schedule for Bn Physical Training events and Physical Fitness Tests (PFT) and Combat Fitness Tests (CFT) with the Annual Training Plan.
 - b. Maintain oversight on ensuring that HQ Bn has the appropriate number of FFIs and CPTRs.
3. Company Commanders. Assist the Battalion Commander in his duties in regards to physical training at the unit level by:
 - a. Create a company level physical training plan incorporating FFIs, MCIWS, and MAIs ensuring that the programs are progressive in nature and provide adaptations, in accordance with ref (a) and the Program Management section in this SOP.
 - b. Ensure that command PT programs are developed to sustain the transformation and not developed solely for the preparation of the PFT or CFT.
4. Section OICs/SNCOICs
 - a. Provide qualified personnel to serve as FFIs and CPTRs to be responsible for managing unit physical training at their respective work section levels and to be available to support Bn events, pursuant to signed Memorandums of Agreement.
 - b. Ensure that Marines are given time for individual PT and that section level PT is conducted as required per this Order and SOP.
 - c. Ensure Marines are conducting physical training, per this Order and reference (a).
5. Force Fitness Instructors
 - a. Coordinate with company commanders and section OICs to assist in designing a well-rounded PT plan for their respective personnel.
 - b. Comply with MCO 1500.62 and all other applicable references.
6. Marine Corps Martial Arts Instructors. Support the battalion commander and company commanders by conducting martial arts PT events to complement the Bn's physical fitness program in accordance with this Order and reference (g).

7. Individual Marines. The main effort in ensuring that the high demands of the Marine Corps, combat, and Military Occupational Specialty standards are achieved.

a. When needed, seek out guidance from immediate leadership, FFIs, and other resources outlined in this SOP to improve individual physical fitness.

b. At a minimum PT will occur for 30 minutes, five times a week via individual PT or unit lead PT.

Program Management

1. Guidance or Interpretation. Individual requests for guidance or interpretation of this SOP are encouraged. See your immediate leadership and work through the chain of command for guidance.

2. Physical Training Guidelines

a. All Physical Fitness Training (PT) shall be conducted as part of the normal daily routine, include a dynamic warm-up; cool-down, and time will be allotted by commanders/OICs to do so.

b. Physical Fitness Training will take a comprehensive approach towards fitness, and consist of instructional periods on health, wellness, fitness, nutrition, flexibility, injury prevention, rest, and recovery. They will also include prescribed periods of aerobic and anaerobic physical activity intended to increase the endurance, strength, mobility, and resiliency of individual Marines and the unit as a whole.

c. Many resources are available to individual Marines and units aboard MCB Quantico. Utilize the resources to maximize and diversify PT sessions. These include, but are not limited to:

- (1) Base gyms
- (2) Pools
- (3) Butler Stadium
- (4) Running/biking trails
- (5) Semper Fit program
- (6) HITT Center
- (7) MCMAP rooms and pits

d. References (a) through (g) of this Order all provide resources for conduct of PT.

e. At a minimum, PT will be conducted daily by the individual. Leader-led PT should occur on a regular basis, as well, and at a minimum as follows:

- (1) Shop or section PT should be conducted at least once a week.
- (2) Company PT should be conducted at least once a month.

(3) Battalion PT will be conducted several times throughout the year, pursuant to the Fiscal Year Training Plan.

f. PT organized by a higher level will count as the daily PT for the individual Marine.

Headquarters Battalion Force Fitness Instructor/Command Physical Training
Representative Standard Operating Procedure

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Responsibilities

1. Commanding Officer. Per references (a) and (b), the Commanding Officer is responsible for assigning Force Fitness Instructors (FFI) and Command Physical Training Representatives (CPTR).

2. S-3

a. Support HQ Bn FFIs and CPTRs, in the execution of Unit Physical Training events.

b. Ensure all S-3 personnel are FFI or CPTR qualified and assigned in writing.

c. Ensure that HQ Bn has the appropriate number of FFIs and CPTRs.

3. Company Commanders

a. Screen and nominate, to the S-3, eligible personnel to serve as CPTRs.

b. Ensure that required company level staff have completed requirements and have been assigned as FFIs or CPTRs.

4. Section OICs/SNCOICs

a. Nominate qualified personnel to serve as FFIs/CPTRs to be responsible for managing unit physical training at their respective work section levels and to be available to support Bn events.

b. Ensure FFIs/CPTRs are conducting physical training, per this Order and references (a) through (g).

c. Utilize assigned FFIs/CPTRs to conduct Physical Fitness Tests (PFT) and Combat Fitness Tests (CFT) at the small unit level.

d. As required, utilize assigned FFIs/CPTRs to support the Body Composition Program's (BCP) Remedial Conditioning Program (RCP) for assigned Marines.

e. Provide FFIs/CPTRs to support HQ Bn events, as necessary.

f. Ensure FFIs/CPTRs conduct the RCP and assigned Marines participate in accordance with reference (1) and applicable Memorandums of Agreement (MOA).

5. Force Fitness Instructors/Command Physical Training Representatives

a. Review references (a) through (g) and the contents of this Order, immediately upon assignment.

b. Responsible for coordinating and supervising the execution of regularly scheduled organizational semi-annual PFTs/CFTs. Responsibilities may include, but are not limited to the following:

(1) Select and train PFT/CFT assistant monitors, for administration of the PFT/CFT, as required.

- (2) Select CFT location.
 - (3) Utilize only HQ Bn authorized PFT run routes.
 - (4) Conduct PFT/CFT Risk Management evaluations in accordance with reference (f).
 - (5) Document and record PFT/CFT evaluation performance data.
 - (6) Manage and maintain PFT/CFT documentation in accordance with references (b) and (e).
- c. Coordinate with company commanders and section OICs to assist in designing a well-rounded PT plan for their respective personnel.
 - d. Conduct the Battalion RCP in accordance with reference (1) and applicable MOAs.
- d. Comply with all applicable references.

Program Management

1. Guidance or Interpretation. Individual requests for guidance or interpretation of this SOP are encouraged. See your immediate leadership and work through the chain of command for guidance.

2. Force Fitness Instructor/Command Physical Training Representative Guidelines

a. All CPTRs must complete the required MarineNet courses, the HQ Bn CPTR checklist and submit to their respective company office for validation prior to being submitted to the S-3.

b. FFIs/CPTRs will be made available to HQ Bn to facilitate PFTs/CFTs and the BCP and RCP programs.

c. Many resources are available to FFIs/CPTRs to assist in their duties. Utilize the resources to maximize and diversify PT sessions. These include, but are not limited to:

- (1) Base gyms
- (2) Pools
- (3) Butler Stadium
- (4) Running/biking trails
- (5) Semper Fit program
- (6) HITT Center
- (7) MCMAP rooms and pits

d. References (a) through (g) and enclosures (1) through (5) all provide resources for FFI/CPTR conduct and assignment.

e. No FFI/CPTR is authorized to conduct any official business as a FFI/CPTR until the assignment letter is signed by both the HQ Bn Commanding Officer (or by direction) and the Marine to be assigned as a FFI/CPTR.



ADMINISTRATIVE REMARKS (1070)

DATE Articles UCMJ explained to me this date as required by Article 137, UCMJ.	DATE Articles UCMJ explained to me this date as required by Article 137, UCMJ.	DATE I have been counseled concerning SBP and fully understand the automatic enrollment and future enrollment provisions on the Plan.
(Signature)	(Signature)	(Signature)

: Counseled this date concerning the following deficiencies.
 Failure of the Marine Corps Physical Fitness Test. You are advised that failure to take corrective action and meet established physical fitness standards may result in processing for administrative separation from the USMC for failure or unsatisfactory performance per paragraphs 6206 and 6215 of MARCORSEPMAN.

Specific recommendations for corrective action are to conform with the standards set by MCO 6100.13. Obey all regulations, orders, directives and guidance and to seek assistance, which is available through the chain of command, Force Fitness Instructors, Command Physical Training Representatives, Semper Fit and the Human Performance Division.

I understand that failure to complete my enlistment contract with an honorable characterization of service may preclude my eligibility for benefits from the Department of Veterans Affairs or other organizations and have an adverse effect on future civilian employment.

I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be filed in the electronic service record.

I choose (to)(not to) make such a statement.

MARINE, I. M. DATE

PULLER, C. A. (Co Cmdr) DATE

MARINE, I. M.	1234567890
NAME (last, first, middle)	EDIPI

NAVMC 118(11) (REV. 05-2014) (EF)
 PREVIOUS EDITIONS ARE OBSOLETE

11. _____



ADMINISTRATIVE REMARKS (1070)

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Articles UCMJ explained to me this date as required by Article 137, UCMJ.	Articles UCMJ explained to me this date as required by Article 137, UCMJ.	I have been counseled concerning SBP and fully understand the automatic enrollment and future enrollment provisions on the Plan.
(Signature)	(Signature)	(Signature)

_____ : Counseled this date concerning the following deficiencies:
 Failure of the Marine Corps Combat Fitness Test. You are advised that failure to take corrective action and meet established physical fitness standards may result in processing for administrative separation from the USMC for failure or unsatisfactory performance per paragraphs 6206 and 6215 of MARCORSEPMAN.

Specific recommendations for corrective action are to conform with the standards set by MCO 6100.13. Obey all regulations, orders, directives and guidance and to seek assistance, which is available through the chain of command. Force Fitness Instructors, Command Physical Training Representatives, Semper Fit and the Human Performance Division.

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