



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

IN REPLY REFER TO  
3502  
S-3  
30 SEP 21

From: Operations Officer, Headquarters Battalion  
To: Company Commanders

Subj: COMBAT FITNESS TEST SCHEDULE FOR FISCAL YEAR 2022

Ref: (a) MCO 6100.13  
(b) MCBUL 6100 Marine Corps Physical Fitness and Combat Fitness Tests

1. Per reference (a), the Battalion established a schedule to administer Combat Fitness Tests (CFT) for the annual requirement. The schedule below identifies the time, place and lead company for each of the battalion-sponsored CFTs throughout Fiscal Year 2022.

DATE	TIME	EVENT	LOCATION	LEAD CO
5 Oct 2021	1300	CFT	BUTLER STADIUM	MR CO
12 Oct 2021	1300	CFT	BUTLER STADIUM	CD&S CO
19 Oct 2021	1300	CFT	BUTLER STADIUM	HQ CO
26 Oct 2021	1300	CFT	BUTLER STADIUM	MR CO
2 Nov 2021	1300	CFT	BUTLER STADIUM	CD&S CO
9 Nov 2021	1300	CFT	BUTLER STADIUM	HQ CO
16 Nov 2021	1300	CFT	BUTLER STADIUM	MR CO
23 Nov 2021	1300	CFT	BUTLER STADIUM	CD&S CO
30 Nov 2021	1300	CFT	BUTLER STADIUM	HQ CO
7 Dec 2021	1300	CFT	BUTLER STADIUM	ALL HANDS
14 Dec 2021	1300	CFT	BUTLER STADIUM	ALL HANDS
21 Dec 2021	1300	CFT	BUTLER STADIUM	ALL HANDS
28 Dec 2021	1300	CFT	BUTLER STADIUM	ALL HANDS
5 July 2022	0630	CFT	BUTLER STADIUM	HQ CO
12 July 2022	0630	CFT	BUTLER STADIUM	MR CO
19 July 2022	0630	CFT	BUTLER STADIUM	CD&S CO
26 July 2022	0630	CFT	BUTLER STADIUM	HQ CO
2 Aug 2022	0630	CFT	BUTLER STADIUM	MR CO
9 Aug 2022	0630	CFT	BUTLER STADIUM	CD&S CO
16 Aug 2022	0630	CFT	BUTLER STADIUM	HQ CO
23 Aug 2022	0630	CFT	BUTLER STADIUM	MR CO
30 Aug 2022	0630	CFT	BUTLER STADIUM	CD&S CO
6 Sept 2022	0630	CFT	BUTLER STADIUM	HQ CO
13 Sept 2022	0630	CFT	BUTLER STADIUM	MR CO
20 Sept 2022	0630	CFT	BUTLER STADIUM	CD&S CO
27 Sept 2022	0630	CFT	BUTLER STADIUM	HQ CO

Enclosure (6)

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2. In reference to the table above, the lead company will provide support for CFTs from October through November and all companies will provide support for the remaining CFTs in December.

3. In accordance with MCO 6100.13, all participants taking the CFT must have a current Periodic Health Assessment (PHA) prior to taking the CFT. The PHA must be completed within 364 calendar days from the date the CFT is conducted. A document printed from a Marine or Navy system of record (i.e., MOL, MRRS) which shows the Marine's name and PHA completion date must be provided prior to participating in the CFT.

4. The Battalion S-3 has ammo cans, and cones to assist with the conduct of a CFT. The lead company's representative must sign for this gear prior to each CFT being conducted.

5. From October through November, the lead company assigned will provide the lane monitors, grenade verifiers and scribes. During December 2021, each company will provide two lane monitors, one grenade verifier, and one scribe to support. From July through September, each company will conduct their own internal CFTs as they see fit. Each company will distribute their CFT schedule to all of their Marines, ensuring the Battalion S-3 has a copy.

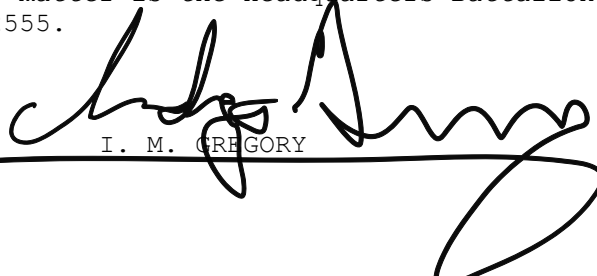
6. In addition to battalion-sponsored events, battalion appointed Command Physical Training Representatives (CPTR) are authorized to administer and supervise additional CFTs for individuals or groups of Marines. Copies of PHA completion must be submitted along with the NAVMC 11622 form. Scores will not be certified in the Marine Corps Training Information Management System (MCTIMS) if all supporting documents are not submitted.

7. Companies must maintain accountability of when all light and limited duty personnel are eligible to run the CFT outside of the CFT season. Personnel returning to full duty after a period of light or limited duty are required to complete the required semi-annual CFT. Per reference (b), Marines who did not take a CFT or Partial CFT due to physical/medical reasons will be administered a CFT no less than 30 days and no more than 90 days after return to full duty. The companies will facilitate make-up CFTs in January, February, and March, as necessary.

8. Per MCO 6100.13A, the following administrative actions are required as a result of a PFT/CFT/PPFT/PCFT failure. This list is not exhaustive, see the order for further details.

- a. Page 11 6105 Entry (CO, HQ Bn);
- b. Adverse Fitness Report (RS/RO);
- c. Adverse JEPES Occasion; and,
- d. Promotion Restriction (CO, HQ Bn).

9. The point of contact for this matter is the Headquarters Battalion Operations Section at (703) 784-2555.

  
I. M. GREGORY