



**UNITED STATES MARINE CORPS**

HEADQUARTERS BATTALION  
TRAINING AND EDUCATION COMMAND  
2006 HAWKINS AVENUE  
QUANTICO VIRGINIA 22134

IN REPLY REFER TO  
3502  
S3  
27 Sep 22

From: Operations Officer, Headquarters Battalion  
To: Company Commanders

Subj: FISCAL YEAR 2023 COMBAT FITNESS TEST AND PHYSICAL FITNESS TEST  
SCHEDULE

Ref: (a) MCO 6100.13A w/ Ch4 Marine Corps Physical Fitness and Combat  
Fitness Tests (PFT/CFT)

1. Marines who are not physically fit detract from the combat readiness of their unit. The PFT/CFT are collective measures of general fitness Marine Corps wide. They are specifically designed to test the strength and stamina of the upper body, midsection, and lower body, as well as efficiency of the cardiovascular and respiratory systems.
2. All Marines are required to conduct the PFT and CFT during the calendar year on an annual basis. The PFT will be conducted during the first half of the year from 1 January through 30 June. The CFT will be conducted during the second half of the year from 1 July through 31 December.
3. All participants must provide documentation of a current Periodic Health Assessment (PHA) prior to taking the PFT or CFT. The PHA is considered current for one year from the date that it was completed. Acceptable forms of current PHA verification are a printed or digital copy of the Marine's Individual Medical Record (IMR). It is the Command Physical Training Representatives (CPTR) responsibility to verify the PHA and annotate it on the NAVMC 11622.
4. Only battalion appointed CPTRs are authorized to monitor PFTs and CFTs. Once completed, CPTRs must ensure that all required fields on the NAVMC 11622 are properly completed. This includes: unused lines are lined out, full CPTR name and signature are provided, and then submitted the NAVMAC 11622 to the company office to be submitted in the Marine Corps Training Information Management System (MCTIMS).
5. The battalion operations section has all required gear to conduct the PFT and CFT. Each company must request this gear prior to the event and ensure it is returned at its completion.
6. Companies must maintain accountability of when all light and limited duty personnel are eligible to run the PFT outside of the PFT season. Personnel returning to full duty after a period of light or limited duty are required to complete the required semi-annual PFT. Per reference (b), Marines who did not take a PFT or Partial PFT due to physical/medical reasons, will be administered a PFT no less than 30 days and no more than 90 days after return to full duty. Each company is responsible for providing out of season PFT and CFT for their company.

Enclosure (6)

7. Headquarters Battalion will conduct scheduled CFTs on the dates below:

DATE	TIME	EVENT	LOCATION	LEAD CO
4 OCT 2022	1300	CFT	BUTLER STADIUM	M&R
11 OCT 2022	1300	CFT	BUTLER STADIUM	CD&S
18 OCT 2022	1300	CFT	BUTLER STADIUM	HQ
25 OCT 2022	1300	CFT	BUTLER STADIUM	M&R
1 NOV 2022	1300	CFT	BUTLER STADIUM	CD&S
8 NOV 2022	1300	CFT	BUTLER STADIUM	HQ
15 NOV 2022	1300	CFT	BUTLER STADIUM	M&R
22 NOV 2022	1300	CFT	BUTLER STADIUM	CD&S
29 NOV 2022	1300	CFT	BUTLER STADIUM	HQ
6 DEC 2022	1300	CFT	BUTLER STADIUM	ALL
13 DEC 2022	1300	CFT	BUTLER STADIUM	ALL
20 DEC 2022	1300	CFT	BUTLER STADIUM	ALL
27 DEC 2022	1300	CFT	BUTLER STADIUM	ALL
5 JULY 2023	0630	CFT	BUTLER STADIUM	M&R
11 JULY 2023	0630	CFT	BUTLER STADIUM	CD&S
18 JULY 2023	0630	CFT	BUTLER STADIUM	HQ
25 JULY 2023	0630	CFT	BUTLER STADIUM	M&R
1 AUG 2023	0630	CFT	BUTLER STADIUM	CD&S
8 AUG 2023	0630	CFT	BUTLER STADIUM	HQ
15 AUG 2023	0630	CFT	BUTLER STADIUM	M&R
22 AUG 2023	0630	CFT	BUTLER STADIUM	CD&S
29 AUG 2023	0630	CFT	BUTLER STADIUM	HQ
6 SEPT 2023	0630	CFT	BUTLER STADIUM	M&R
12 SEPT 2023	0630	CFT	BUTLER STADIUM	CD&S
19 SEPT 2023	0630	CFT	BUTLER STADIUM	HQ
26 SEPT 2023	0630	CFT	BUTLER STADIUM	M&R

8. Headquarters Battalion will conduct scheduled PFTs on the dates below:

DATE	TIME	EVENT	LOCATION	LEAD CO
4 APR 2023	0630	PFT	YALE HALL PULL UP BARS	HQ
11 APR 2023	0630	PFT	YALE HALL PULL UP BARS	M&R
18 APR 2023	0630	PFT	YALE HALL PULL UP BARS	CD&S
25 APR 2023	0630	PFT	YALE HALL PULL UP BARS	S3
2 MAY 2023	0630	PFT	YALE HALL PULL UP BARS	M&R
9 MAY 2023	0630	PFT	YALE HALL PULL UP BARS	CD&S
16 MAY 2023	0630	PFT	YALE HALL PULL UP BARS	HQ
23 MAY 2023	0630	PFT	YALE HALL PULL UP BARS	M&R
31 MAY 2023	0630	PFT	YALE HALL PULL UP BARS	CD&S
6 JUNE 2023	0630	PFT	YALE HALL PULL UP BARS	ALL
13 JUNE 2023	0630	PFT	YALE HALL PULL UP BARS	ALL
20 JUNE 2023	0630	PFT	YALE HALL PULL UP BARS	ALL
27 JUNE 2023	0630	PFT	YALE HALL PULL UP BARS	ALL

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9. Companies are authorized to monitor additional PFTs and CFTs for their unit outside of the scheduled battalion events. Inputting scores into MCTIMS is the responsibility of the company. Companies must submit the completed NAVMC 11622 and a copy of the CPTR's appointment letter as substantiating documentation in accordance with the operations training submission procedures.

10. The point of contact for regarding the conduct of the physical fitness or combat fitness tests is the Headquarters Battalion Operations Chief at (703) 784-6573.

  
I. M. GREGORY