



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
HEADQUARTERS MARINE CORPS, HENDERSON HALL
ARLINGTON, VIRGINIA 22214-5000

BnO 6100.13
S-3
7 Feb 25

BATTALION ORDER 6100.13

From: Commanding Officer, Headquarters and Service Battalion,
Headquarters Marine Corps, Henderson Hall
To: Distribution List

Subj: PHYSICAL FITNESS COMBAT FITNESS PROGRAM

Ref: (a) MCO 6100.13A W/CH 4
(b) MCO 6110.3A W/CH 3
(c) MCO 1610.7B
(d) MCO 1001.62C
(e) BUMEDINST 6320.66E CH-2
(f) ForO 6000-2 SOP for (Reserve) Medical Matters

Encl: (1) NAVMC 11622 (PFT/CFT scoresheet)
(2) Physical Fitness and Combat Fitness Failure NAVMC 118(11)
(3) Remedial Conditioning Program Work-out Log

1. Situation. Headquarters and Service Battalion (H&S Bn), Headquarters Marine Corps (HQMC), Henderson Hall (HH) supports over 1,800 Marines, primarily located in the National Capital Region (NCR), as well as Marines assigned globally. The Battalion's mission requires Marines to remain physically fit and combat-ready, in compliance with Marine Corps standards, to support a culture of readiness for the successful completion of any mission. To maintain physical readiness, all Marines must be capable of meeting the physical demands of being a Marine, regardless of location. Additionally, they must demonstrate a commitment to maintaining fitness as part of their overall professional responsibility.

2. Mission. H&S Bn establishes procedures to ensure all Marines are physically fit, mission capable, and within the Marine Corps standards.

3. Execution

a. Commander's Intent

(1) Purpose. To promulgate policy and implement instructions concerning the Physical Fitness Program (PFP) at H&S Bn to promote health and fitness ensuring the combat readiness of all Marines assigned and attached to H&S Bn. This order will also establish a method of remediation for Marines who fail a Physical Fitness Test (PFT) or Combat Fitness Test (CFT).

DISTRIBUTION STATEMENT A: Approved for public release. Distribution is unlimited.

(2) Method. To ensure all Marines are physically fit and prepared to fight tonight, Marines will actively participate in organizational and individual PFPs. Force Fitness Instructors (FFIs), Command Physical Fitness Representatives (CPTRs), Martial Arts Instructors (MAIs), and the Battalion S-3 will advise the Commander on all matters pertaining to this Order. Leaders at all levels will ensure Marines are provided adequate time to complete a PFP ensuring strength training, cardiovascular endurance, and mobility are included within the PFP. Leaders are responsible for implementing an effective PFP and ensuring their Marines complete the semi-annual fitness tests and maintain weight standards in accordance with (IAW) references (a) and (b).

(3) End State. Marines are well prepared to manage their individual physical fitness to maintain a healthy lifestyle during their assignment to H&S Bn, HQMC, HH.

b. Concept of Operations

(1) PFP. The PFP will contribute to the overall health and mission readiness of every Marine through regular exercise, proper nutrition, Periodic Health Assessments, and physical fitness evaluations.

(2) PFT. The PFT is a semi-annual requirement for all Marines assigned to H&S Bn, conducted between 1 January and 30 June each year. It consists of three events: pull-ups (or push-ups), plank, and a three-mile run. Marines aged 46 and older may opt to row 5,000 meters as an alternative to the run. Additionally, Marines 45 years or younger may be authorized to row instead of running if injured or postpartum, with approval from their Privileged Health Care Provider (PHCP) and the Commanding Officer. All events must be completed in a single session lasting no more than two hours, with no deviations from this sequence allowed. Marines on light or limited duty may complete a Partial PFT (PPFT) consisting of two events, as authorized by their PHCP. Marines unable to complete the PFT or PPFT due to medical conditions may be granted a Medical Exemption in accordance with reference (a). Members who receive a Medical Exemption (Class 5/"NMED" fitness report code) are required to complete a full PFT within 30-90 days of returning to full duty. Failure to complete two consecutive PFTs due to the same medical issue will result in a recommendation for a Medical Evaluation Board (MEB), Physical Evaluation Board (PEB), or Medical Retention Review board (MRR) per references (a) and (f). A CPTR or FFI will be present to observe all events during the PFT.

(3) CFT. The CFT is a semi-annual, scored physical fitness requirement for all Marines assigned to or attached to H&S Bn during the second semi-annual period between 1 July and 31 December. It consists of three events: movement to contact, ammunition can lift, and maneuver under fire. No deviations from this sequence are authorized. All events will be completed in a single session lasting

no more than two hours, with transitions conducted in accordance with reference (a). Marines on light or limited duty may complete a Partial CFT (PCFT) consisting of one or two events, as authorized by their PHCP. Marines unable to complete a CFT or PCFT due to medical conditions may be granted a Medical Exemption per reference (a). Members who receive a Medical Exemption (Class 5/NMED) are required to complete a full PFT within 30-90 days of returning to full duty. Marines who fail to complete two consecutive CFTs for the same medical issue will be recommended for a MEB, PEB, or MRR as outlined in references (a) and (f). At least one CPTR or FFI will be present to observe all events.

(4) PFT/CFT scheduling and documentation.

(a) The Battalion S-3 will schedule and conduct PFTs and CFTs for Marines assigned or reporting to RUCs 54008 and 88600. Marines who are not assigned to these RUCs may attend PFTs hosted by H&S Bn if they are located in the National Capital Region (NCR). The Battalion S-3 will not conduct individual or section-specific PFTs/CFTs outside of the scheduled events.

(b) Individual sections are responsible for maintaining CPTRs in proportion to their Marine population. Section CPTRs will conduct PFTs/CFTs outside S-3's Bn PFTs/CFTs to support completion of these requirements. All PFTs/CFTs will be conducted and monitored in accordance with reference (a).

(c) Marines Living Outside the NCR in the Continental United States. All Marines are required to conduct a PFT and CFT each calendar year regardless of location unless waived of these requirements by an appropriate authority IAW reference (a). Marines assigned to H&S Battalion who live outside the NCR may conduct PFTs/CFTs with local command appointed CPTRs. Marines who choose to perform PFTs/CFTs outside of H&S Battalion are required to obtain a copy of the NAVMC 11622, "PFT/CFT Performance Worksheet" and CPTR appointment letter for the Marine who monitored the event. This documentation must be submitted to the S-3 and/or Reserve Liaison Office (RLO- reservists only) via Electronic Personnel Administrative Request (EPAR) for the test score to be run in their record.

(d) Marines Stationed Outside the Continental United States. PFTs/CFTs may be conducted with the MSG detachment staffs at embassies. Marines who are stationed in locations that have regionally-approved waivers due to OPSEC or regional conditions will submit these waivers (signed by the appropriate regional authority) to the S-3 along with their NAVMC 11622 and CPTR letter.

(5) Remedial Conditioning Program (RCP). The RCP will be conducted at the section level, with limited oversight from S-3. Active Marines (Active Component, Active Reserve, and reservists on Active Duty for Operational Support orders) assigned to the RCP will participate in Physical Training (PT) Monday through Friday under the

supervision of a designated Officer, Staff Noncommissioned Officer (SNCO), or Noncommissioned Officer (NCO). Drilling reservists will participate in PT any time they conduct inactive duty training (IDTs/"drills"), Annual Training, or ADOS that occurs during their RCP assignment period. Marines assigned to the RCP are not authorized to supervise the program. The uniform for RCP sessions will be an approved Marine Corps fitness uniform. Marines will have access to the Marine Corps Community Services (MCCS) branch at HH, which provides health, wellness, fitness, and nutrition support through qualified professionals. The Pentagon Athletic Center (PAC) offers similar support to Marines assigned within the NCR. Leaders are encouraged to utilize these resources as the primary means for RCP. The maximum duration for RCP assignments for Active Marines is 60 days. Drilling reservists will be assigned in 6-month increments.

(a) Marines will be assigned to the RCP if they meet any of the following criteria:

1. Marines who were run as "Required Did Not Take" for the PFT or CFT during the reporting period and do not meet an exemption per reference (a).

2. Marines failing either a PFT or CFT during the reporting period.

3. Marines formally assigned to the Body Composition Program (BCP) or the Military Appearance Program (MAP) IAW references (b) and (c).

(b) Assignment/Removal Procedures

1. Phase I: Identification. Leaders will identify and report Marines who meet any of the above listed criteria to the Battalion S-3.

a. S-3 PFP manager will report section RCP recommendations to the Battalion Commander and Company Commander.

b. Section Heads/Senior Enlisted personnel will report RCP identified individuals to the S-3 via hnhl_s3_training@usmc.mil and Headquarters Company via hnhl_hqco@usmc.mil. Operational Sponsors (OpSponsors) will report RCP individuals to the S-3, Headquarters Company, and the RLO.

2. Phase II: Assignment. Marines identified for RCP will be counseled per reference (c) with enclosure (2).

a. Section Heads/OpSponsors will counsel individuals with enclosure (2) and report counseling to the Headquarters Company (HQ Co) (and the RLO) via hnhl_hqco@usmc.mil.

b. S-3 will report all assigned Marines to the Battalion Commander and Company Commander.

3. Phase III: Participation. All Active Component, Active Reserve, and ADOS Marines assigned to the RCP will participate in a PFP no less than five days a week supervised by their Section Head, Senior Enlisted personnel, SNCO, or NCO. Assigned individuals and leaders are encouraged to use the local MCCS and PAC experts in designing and conducting the PFP. Sections will maintain weekly PFP log entry via enclosure (3). Drilling IMA reservists assigned to RCP will be required to participate in a PFP any time they conduct drills or Annual Training during the 6-month RCP assignment. OpSponsors are responsible for ensuring their Marines complete RCP requirements.

4. Phase IV: Removal. Active Marines will be assigned to the RCP for no more than 60 days. Drilling reserve Marines will be assigned to RCP in 6-month increments. Following the initial assignment period, section CPTRs/FFIs will administer a seasonally appropriate fitness test to determine if progress has been made. If the assigned individual passes, they shall be removed via enclosure (1). If the individual has not made progress, the section OIC/OpSponsor may request a 30-day extension (Active Marines) or 6-month extension (drilling Reservists). Extensions will be submitted via the S-3 (or RLO for drilling reservists) for Battalion Commander's signature. All extensions will be handled in the above listed manner.

c. Tasks

(1) S-1

(a) Ensure appropriate Page 11 entries are documented based on the supporting documents provided by the HQ Co or S-3.

(b) Ensure all Page 11, 6105 entries are forwarded to Manpower Management Records and Performance Branch to be included in the Marine's Official Military Personnel File.

(c) Ensure all appropriate administrative actions concerning Officer PFT or CFT failure(s), and or assignment to RCP are handled in accordance with all orders and directives.

(2) S-3

(a) Report and certify all PFT and CFT events via the Marine Corps Training and Information Management System (MCTIMS).

(b) Record and maintain the S-3 SharePoint Digital File Cabinet.

(c) Conduct PFTs and CFTs within the appropriate semi-annual session.

(d) Assign, train, and manage H&S Bn CPTRs and the CPTR Master List via Teams.

(e) Conduct 'spot checks' on section CPTRs during PFT and CFT events.

(f) Provide Battalion level Risk Management Worksheets and upload the worksheets into Unit Documents via MCTIMS.

(g) Provide resources and points of contacts for MCCS and PAC agencies as requested by sections.

(h) Report all PFT or CFT failures to the HQ Co First Sergeant (and RLO for reservists) no less than three working days from receipt of information.

(i) Track and report individual medical exemptions for Active Marines via MCTIMS, LimduSmart, and the Battalion Corpsman. Ensure exempted personnel (Class 5/NMED) complete the full PFT/CFT within 30-90 days of returning to full duty.

(j) Conduct monthly out-of-session semi-annual fitness tests for individuals granted a medical exemption returning to full duty.

(k) Provide Corpsman support as required.

(l) Train and assign a Functional Area Manager.

(m) Nominate individuals to the FFI course.

(3) Headquarters Company

(a) Draft all administrative counseling's for active officers and all enlisted Marines. Counsel enlisted Marines as required.

(b) Train and assign no less than one CPTR to assist the S-3 conducting the PFT or CFT as required.

(c) Promulgate the PFT or CFT untrained roster as required to Section Heads and Senior Enlisted personnel.

(d) Conduct administrative actions as required.

(4) Reserve Liaison Office (HH Operational Group)

(a) Draft, route, and ensure completion of all reserve officer administrative counselings.

(b) Track completion of enlisted counselings through coordination with Headquarters Company. Support Headquarters Company's conduct of administrative actions for reservists.

(c) Train and assign at least one CPTR to support PFTs/CFTs in support of reservists' training schedules (when their sections cannot support).

(d) Support and augment the S-3's MCTIMS entry and certification capabilities for the reserve MCTIMS hierarchy to ensure sustained compliance with IMA training requirements in reference (d). Ensure all NAVMC 11622 (and CPTR letters when appropriate) are appropriately filed in the S-3's digital file cabinet before scores are submitted in MCTIMS.

(e) Run the battalion's reserve medical programs IAW reference (f), including: Temporarily Not Physically Qualified (TNPQ) program (drilling reserve "light duty"); and ADOS medical hold/medical board process ICW S-3, Line of Duty (LOD) program, and Medical Retention Review (MRR) board process, all via MCMEDS. Coordinate with WWR/RMED to ensure all requirements are met and appropriate duty statuses are run. Submit a list of all reserve waivers or exemptions to the S-3 for Battalion Commander approval. Reconcile reserve PPFT/PCFT and Class 5/NMEDs with the S-3 to ensure all members are properly assigned to the correct program and completed the PFT/CFT requirement IAW medical provider recommendations. Ensure Class 5/NMEDs complete their full PFT/CFT within 30-90 days of returning to full duty.

(f) Reconcile reserve untrained rosters with the S-3 and Hq Co. Report all reservist failing scores and "Required Did Not Take" (RDNT) scores to the S-3 and Headquarters Company. Submit EPARS to MARFORRES IPAC to ensure appropriate diary entries are made for reservists who fail, receive a RDNT, or are assigned to RCP.

(5) Directorates/Sections/OpSponsors

(a) Request assignment of individuals as CPTRs IAW workflow demand to the S-3 via hnhl_s3_training@usmc.mil.

(b) Ensure all Marines complete the semi-annual PFT and CFT per reference (a). Report all completed PFTs and CFTs to the S-3 via hnhl_s3_training@usmc.mil. OpSponsors may report completed events to the RLO.

(c) Ensure all Marines maintain weight and or body composition standards per reference (b).

(d) Develop and actively conduct PT as a work section based on workflow tempo.

(e) Conduct and report RCP as required.

(f) Nominate individuals for the FFI course as required to the S-3 via hnhl_s3_training@usmc.mil.

(g) Conduct administrative actions as required.

(6) FFI(s)/CPTR(s)

(a) Complete MarineNet courses FFD01PFT02, FFD02CFT02, and FFD03BCP02 and forward request to S-3 via hnhl_s3_training@usmc.mil. Sign and return the CPTR assignment letter to S-3.

(b) Complete enclosure (1) as required and report to S-3 via hnhl_s3_training@usmc.mil.

(c) Actively participate in sections' RCP.

(d) Coordinate with MCCS and PAC centers for PFP/RCP purposes.

(e) Plan and conduct PFTs and CFTs in coordination with the S-3 ensuring all Marines within assigned section have completed both events per reference (a).

d. Coordinating Instructions

(1) Enclosures (1) through (3) provide the supporting documents and general outline(s) for the sequence of events related to this order.

(2) Assistance can be obtained from the Force Fitness Instructor website at https://www.fitness.marines.mil/PFT-CFT_Standards17/ or MCCS and the PAC as required.

(3) Pregnancy and post-partum. After confirmation from an PHCP, the Marine's semi-annual fitness requirements will be marked exempt (Medical Code 5) per reference (a). All follow-on requirements will be completed per reference (a), chapter 1, page 1-6.

(4) Exemptions and Waivers. All exemptions and waivers will be conducted IAW reference (a) and approved by the H&S Bn Commanding Officer.

(5) Medical Considerations. Marines unable to complete the semi-annual PFT/CFT or any portion of the PFT/CFT due to medical considerations must be evaluated by their PHCP per references (e) and (f). Active Marines must report medical status findings to the Bn S-3 via EPAR. Drilling reservists must report medical status findings to the RLO via EPAR.

(a) Marines requiring a PPFT/PCFT will provide a Light Duty Chit/Limited Duty Chit to the CPTR conducting the PFT/CFT prior to the start. Drilling reservists requiring a PPFT/PCFT must provide

medical provider documentation to the RLO for assignment to TNPQ; there is no "light duty" status for drilling reservists.

(b) Marines marked 'Exempt, Medical Code 5' ("NMED" fitness report code) must complete a PFT/CFT no less than 30 days and no more than 90 days from returning to full duty and report this event to the Bn S-3 via the hnhl_s3_training@usmc.mil. Reservists will report this event to the RLO.

(c) All other medical considerations will be handled on a case-by-case basis by the Commanding Officer. All medical exemptions requested for active-duty members will be forwarded to the Bn S-3 via EPAR. All reserve requests will be forwarded to the RLO.

(d) All Marines will have a current (within the preceding 365 days) PHA prior to conducting the PFT or CFT.

(6) Failures. All failing scores will be reported to the Bn S-3 with enclosure (1) via the OMB. Enclosure (2) will be issued as required by the Company First Sergeant or RLO for all Enlisted Marines. Coordination of counseling documents for failures by Officers will be conducted by the Battalion Legal Officer.

(7) Required Did Not Take. Marines failing to complete the semi-annual PFT or CFT will have a Required Did Not Take (RDNT) entry made into their permanent record via MCTIMS. All RDNTs scores will be approved by the Commanding Officer and input by the S-3 or RLO.

4. Administration and Logistics

(a) Reporting. The assigned FFI/CPTR is responsible for accurately completing enclosure (1) and providing all supporting documents to the S-3 via hnhl_s3_training@usmc.mil. FFI's and CPTR's are encouraged to maintain copies of enclosure (1) as required. All medical information must be sent signed, encrypted, appropriately marked.

(b) UD-MIPS/MCTFS. Unit diary entries are required for the following circumstances:

- (1) When a Marine fails the semi-annual PFT or CFT.
- (2) When a Marine receives a RDNT for the semi-annual PFT or CFT.
- (3) Assignment to RCP.

(c) S-3 and RLO will coordinate to ensure appropriate diary entries are run by MARFORRES IPAC for drilling reservists.

(d) Privacy. Any misuse or unauthorized disclosure of PII/PHI may result in both civil and criminal penalties. The Department of the

Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individual's right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974.

(e) Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA) approved dispositions to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. All records will be stored in the Battalion S-3 Digital Filing Cabinet.

(f) Forms Management. Marines Corps Forms identified in this order may be retrieved from: <https://www.fitness.marines.mil/>.

(g) Uniform

(1) The only authorized uniform for the PFT is the Marine Corps approved green-on-green t-shirt, shorts, and running shoes. The green-on-green sweat suit or running suit with watch cap and gloves may be worn, as required. However, the running suit is not to be used in conjunction with the sweat suit in any combination.

(2) The only authorized uniform for the CFT is the Marine Corps Combat Utility Uniform (MCCUU) and boots. Watch cap, kneepads/elbow pads, sweatshirt, and gloves may be worn, as required. For the AL event, Marines will wear a green short-sleeve t-shirt so that lock out of the elbows can be observed. The blouse will be worn for the MANUF event. COs/OICs may authorize Marines to remove blouses for the running of the MTC event. Marines assigned to H&S Bn are authorized to wear the MCCUU at the Long Bridge Park Complex and Boeing Fields.

(h) Equipment

(1) The following equipment is required to monitor the PFT: a timepiece (digital or stopwatch) that accurately measures time to the second is required for push-ups, abdominal crunch, plank, and three mile run. A "Concept 2" brand ergometer is required for Marines that select the 5,000m rowing event as an alternative aerobic event.

(2) The following equipment is required to monitor the CFT: a timepiece (digital or stopwatch) that accurately measures time to the second, calibrated scale, field lining material, 100-foot measuring tape or wheel, M69 practice grenade(s), M2A1 5.56mm ammunition cans weighing 30 pounds, and cones or other lane markers.

(3) CFT kits are kept with the Battalion S-3 and may be signed out on a first-come first-serve basis.

5. Command and Signal

(a) Signal. This Order is effective on the date signed.

(b) Command. This Order is applicable to all Marines assigned to or attached to H&S Bn, HQMC, HH.

W. D. HOOD

Distribution: A