



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788200
TWENTYNINE PALMS, CALIFORNIA 92278-8200

6100
HQBN

MARK 24 2017

BATTALION ORDER 6100.2

From: Commanding Officer
To: Distribution List

Subj: COMBAT CONDITIONING PROGRAM

Ref: (a) MCO 6100.13 Physical Fitness Program
(b) MCO 1500.59 Marine Corps Martial Arts Program
(c) MCO 6110.3A Body Composition and Military Appearance Program
(d) MCO 1610.7 Performance Evaluation System
(e) MCO P1070.12K W/Ch1 Individual Records Administration Manual

Encl: (1) Command Physical Training Representative Appointment Letter
(2) PFT/CFT Performance Work sheet
(3) PFT Operational Risk Assessment Matrix
(4) CFT Operational Risk Assessment Matrix
(5) MCMAP Operational Risk Assessment Matrix
(6) Risk Factor Work Sheet
(7) Remedial Conditioning Program
(8) Remedial Conditioning Workout Attendance Log
(9) NAVMC 11622

1. Situation. This order provides guidance concerning the implementation of the Battalion's Combat Conditioning Program in accordance with reference (a). This program addresses the following:

a. Physical Fitness Test (PFT)/ Combat Fitness Test (CFT). This program addresses the requirements for the semi-annual PFT and CFT.

b. Remedial Physical Conditioning Program (RPCP). This program addresses the requirements and procedures for placing and removing Marines from the Remedial Physical Conditioning Program.

c. Marine Corps Martial Arts Program (MCMAP). This program provides guidance and requirements for execution of the Marine Corps Martial Arts Program.

2. Mission. Headquarters Battalion establishes a Combat Conditioning Program that coordinates the actions involved with physical conditioning, Physical and Combat Fitness Testing, remedial physical conditioning, and martial arts in order to ensure requirements for all programs are met and to increase the overall physical conditioning and combat readiness of the Battalion.

3. Execution

a. Commander's Intent. All personnel will adhere to the Marine Corps' physical performance standards to ensure that they are capable of performing their duties in garrison as well as in combat.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Subj: COMBAT CONDITIONING PROGRAM

b. Concept of Operations. Appointed Command Physical Training Representatives (CPTRs) will execute the CCP under the cognizance of the Battalion S-3, and in accordance with the following guidance.

1) PFT/CFT

a) The PFT/CFT will be administered throughout the semi-annual periods, avoiding extremely cold or hot conditions. Specific times and dates will be determined based on the weather and operational commitments of the companies/sections.

b) All PFT/CFT testing will be conducted on a course certified by the Battalion S-3, and under the supervision of an appointed CPTR.

c) CPTRs will submit PFT/CFT scoresheets via MCTIMS to the S-3 for certification NLT three working days following the testing event. The S-3 will certify scoresheet upon receipt of signed NAVMC 11622, IAW ref (a).

d) Results of PFT/CFT conducted in any manner other than described above will not be considered official and will not be entered into the unit diary unless approved by the S-3 Officer.

2) RPCP

a) Ensure section RPCP's are structured in such a way that they promote strength and endurance. An overly aggressive RPCP will only serve to demoralize the Marines taking part in it.

b) Program will be conducted as is outlined in encl (7).

3) MCMAP

a) MCMAP training will always be conducted IAW ref (b).

b) Training should consist of (1) session of sustainment and (1) session of belt advancement training, and should incorporate cohesion drills that also serve as Physical Conditioning. MCMAP can be used to substitute the required (3) hours of physical conditioning.

c) Training will not exceed (4) hours in one day, IAW ref (b).

d) Values-based mental and character tie-ins will be taught in MCMAP training, IAW ref (b).

e) Individual Marines must utilize MCMAP training logbooks to track sustainment hours and training hours towards belt advancement, IAW ref (b). A currently-credentialed Martial Arts Instructor Trainer (MAIT) must sign off on sustainment hours in order for it to be valid.

f) CPTR/MAI/MAIT will notify the S-3 of intent to conduct a belt course and set a calendar event with all relevant details in MCTIMS.

Subj: COMBAT CONDITIONING PROGRAM

g) All MCMAP-related injuries will be reported to the S-4 immediately.

h) Upon completion of training, CPTR/MAI/MAIT will provide the S-3 with all copies of logbooks, belt certificates, and other training documents in order for the records to be input to MCTIMS.

c. Tasks

1) S-3

a) Consolidate, verify and certify that all scoresheets submitted by the company, group, or CPTRs are entered into the Marine Corps Training Information Management System (MCTIMS) within five working days of submission.

b) Maintain a roster of Force Fitness Instructors (FFI) and CPTRs for each company/group who are authorized to monitor and score unit PFT/CFT.

c) Verify the battalion PFT/CFT course complies with reference (a).

d) Schedule obstacle course or other ranges to support company/group training, as required.

e) Ensure companies/group are scheduling, conducting, and/or supervising PFT/CFT during each semi-annual period.

f) Ensure all appointed CPTRs complete the required MarineNet course (code: TSD0PCFT01).

g) Incorporate MCMAP training into the Battalion's overall training plan.

h) Upon receipt of MCMAP Certificate and the Instructor's course record NAVMC 11432 from the company, submit for entry into the unit diary within five working days of completion.

2) S-4

a) Ensure all Battalion scales utilized for body composition evaluations are calibrated annually.

b) Provide logistical support for training, as required.

c) Draft MISHAP report for all MCMAP-related injuries and send to the MACE; enter report into the Web-Enabled Safety System (WESS).

3) Company Commanders

Subj: COMBAT CONDITIONING PROGRAM

a) Nominate Marines from within your sections to be appointed as CPTRs for the purpose of administering the PFT/CFT and route appointment letters to the Operations Officer, as required.

b) Ensure sections execute a dynamic and comprehensive CCP program, and are conducting a minimum of 2½ hours of physical conditioning per week.

c) Plan and coordinate with the Battalion S-3 to conduct PFTs/CFTs in order to meet semi-annual requirements and to serve as a measure of the combat conditioning program effectiveness, in accordance with reference (a).

d) Submit PFT/CFT scoresheets to the S-3 via MCTIMS within two working days after the completion of the test.

e) Submit medical waivers for PFT/CFT to the S-3 via MCTIMS no later than 10 days prior to the end of each semi-annual period.

f) A Company/group CPTR must be present at all section-led PFT/CFT events, or coordinate support from the Battalion S-3.

g) Issue a Page 11 to any Marine who fails the PFT/CFT, and assign to the RPCP; failure will be reflected in the proficiency mark (for Corporals and below) or fitness report (for Sergeants and above) per references (d) and (e) respectively.

d. Coordinating Instructions

1) Commanders are authorized to conduct required physical fitness training during off-duty hours when the mission requirements, work load, personnel status or other significant factors preclude fulfilling this requirement during duty hours.

2) The uniform for company or Battalion PT, PFT, RPCP, organized athletics etc. will be green shorts and green T-shirt in the summer months and green sweats or Marine Corps running suit in the winter months. Watch caps may be prescribed as needed. For company PT, utilities and boots may be worn at the discretion of the company commander. Reflective belts will be worn during times of reduced visibility. The Marine Corps running suit does not require the wear of reflective belts.

3) Marines who fail to obtain a passing score on the PFT/CFT and Marines on the BCP will be assigned to the RPCP. Marines who are in the program for PFT/CFT failure will remain on the program for a minimum of 30 days and are required to obtain two passing scores on a PFT/CFT depending on the semi-annual period. Marines assigned to the BCP will be on the program until officially removed from the BCP per reference (c).

4) Safety

Subj: COMBAT CONDITIONING PROGRAM

a) Operational risk will be managed during the planning process for all physical conditioning events. At a minimum, CPTRs will utilize the Operational Risk Assessment Matrix provided by the Battalion S-3 in enclosures (3), (4), and (5).

b) Unit physical conditioning events above (30) Marines will have the following safety features:

- (1) Safety vehicle capable of carrying prone Marine.
- (2) Minimum of (2) 5-gallon water cans.
- (3) Stretcher or backboard.
- (4) Neck brace.
- (5) Communication can consist of radio or cell phone. Operators will have the phone numbers or radio frequencies for the Battalion S-3, OOD and base emergency room at a minimum.
- (6) It is recommended that during periods of extreme heat that ice and sheets be included. Sheets soaked in the ice container can be used to rapidly bring down a core body temperature.

c) Commanders and CPTRs will ensure compliance with all Base and Range regulations when executing hikes, obstacle courses, endurance courses, etc.



M. T. CABLE

PFT/CFT PERFORMANCE WORKSHEET

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (5 U.S.C. 552a) Public Law 93-579), this Notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; 10 U.S.C. 1074f, Medical Tracking System for Members Deployed Overseas; 32 CFR 64.4, Management and Mobilization; DoD Dtr 1215.13, Reserve Component Manual; DoD Instruction 3001.02, Personnel Accountability in Conjunction with Natural and Manmade Disasters; C-JCSM 3150.13B, Joint Reporting Structure Personnel Manual; DoD Instruction 8480.03, Deployment Health; MCMEDS: SECNAVINST 1770.3D, Management and Disposition of Incapacitation Benefits for Members of the Navy and Marine Corps Reserve Components (Renamed Line of Duty(LOD)); and MCO 7220.50, Marine Corps Policy for paying Reserve Marines; E.O. 9387 (SSN), as amended; and SORN M01040-3 (available at: <http://dodpd.dod.mil/SORNIndex/DOD-wide-SORN-Article-View/Article/570625/m01040-3>).

PRINCIPAL PURPOSE: Information collected by this form will be used to record military appearance data for compliance with the Marine Corps Physical Fitness and Combat Fitness program and will be entered in Marine Corps Total Force System (MCTFS).

RETENTION: The collected information will be maintained in the MCTFS database with restricted, limited access permissions and PKI/password protections in place. Records in this file system will only be retrieved by the record subject's name and EDIPI number. Records will be maintained for five years and will then be destroyed pursuant to provisions set forth in SECNAV M-5210.1; Subj: DON RECORDS MANAGEMENT PROGRAM.

ROUTINE USES: Information will be accessed by Commander's, Senior Enlisted Advisors, Officers in Charge, Force Fitness Instructor, Command Physical Training Representative, and S-3 command designated personnel with a need to know in order to comply with the Marine Corps' Body Composition and Military Appearance Program.




DISCLOSURE: Voluntary; however, failure to provide the information may result in administrative action that limits promotion, retention, and assignment.

FOR OFFICIAL USE ONLY
Privacy sensitive when filed in. Any release or unauthorized disclosure may result in both civil and criminal penalties.

OPERATIONAL RISK MANAGEMENT MATRIX
MCAGCC, 29 PALMS, CALIFORNIA

TRAINING EVOLUTION: Physical Fitness Test	ORGANIZATION: HQB, MAGTFC	PREPARED BY: 1st Lt Wrobel	DATE: 20170101 - 20171231
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OPERATIONAL PHASE	HAZARD	CAUSES	INITIAL RAC	DEVELOP CONTROLS	RESIDUAL RAC	HOW TO IMPLEMENT	HOW TO SUPERVISE
Excursion	Dehydration	Marines failing to properly drink water the day prior to PFT and consuming appropriate caloric intake.	C / II = 3	Marines will be briefed on the importance of appropriate hydration and diet. Water will be available at the event. The event will be conducted before the hottest period of the day.	D / II = 4	Small unit leaders will ensure that Marines eat an appropriate meal and drink water to provide correct hydration.	Platoon staff, NCOs, CPTR
Excursion	Heat injury/exhaustion	Marines exerting themselves past their physical threshold, high temperatures, lack of adjustment to environment.	C / II = 3	Marines will be monitored closely during the conduct of the event to ensure warning signs are recognized prior to Marines reaching the point of exhaustion.	D / II = 4	Marines will be briefed on warning signs and actions to take to mitigate heat injuries. Precautions will be taken to avoid extreme temperatures, and the event will be performed during cooler hours.	CPTR
Excursion	Physical injuries	Inadequate preparation of the individual; insufficient training; unfamiliarity with the events of the test.	C / III = 4	Marines will receive detailed safety brief for the execution of the event. CPTRs will demonstrate proper form for all events and ensure Marines use correct form.	D / III = 5	CPTRs will demonstrate correct techniques prior to PFT and re-brief Marines as required. CPTRs ensure PFT course is free of obstacles or hazards.	Platoon staff, NCOs, CPTR
Excursion	Incident Weather (flashflood/fighting)	Unpredictable weather and failure to monitor weather stations.	D / I = 3	Monitor weather forecast and plan accordingly. Personnel will be briefed on flash flood areas.	D / II = 4	Prior to execution of the event, the CPTR will monitor weather forecasts for inclement weather intrusions. RTB if weather is unsafe.	CPTR
Excursion	LZ FOD	Blowing visible FOD due to rotor wash.	C / I = 1	Ensure that landing surfaces/LZ is clear of FOD prior to conducting landing operations	D / II = 4	CPTR will conduct a FOD walk of the LZ prior to execution of the event. In the event rotary wing aircraft landing operations occur, Marines will place all loose items that could become FOD into their pockets.	CPTR

HAZARD SEVERITY: I- CATASTROPHIC- Death, permanent disability, major property damage. II- CRITICAL- Permanent partial disability, major system damage, minor property damage. III- MODERATE- Minor injury, minor system or property damage. IV- NEGLIGIBLE- 1 st aid, minor system repair.	RAC ASSESSMENT CODE MATRIX																														
MISHAP PROBABILITY: A- FREQUENT B- LIKELY C- OCCASIONAL D- UNLIKELY	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="5" style="text-align:center;">MISHAP PROBABILITY</td> </tr> <tr> <td></td> <td style="text-align:center;">A</td> <td style="text-align:center;">B</td> <td style="text-align:center;">C</td> <td style="text-align:center;">D</td> </tr> <tr> <td style="text-align:center;">I</td> <td style="text-align:center;">1</td> <td style="text-align:center;">1</td> <td style="text-align:center;">2</td> <td style="text-align:center;">3</td> </tr> <tr> <td style="text-align:center;">II</td> <td style="text-align:center;">1</td> <td style="text-align:center;">2</td> <td style="text-align:center;">3</td> <td style="text-align:center;">4</td> </tr> <tr> <td style="text-align:center;">III</td> <td style="text-align:center;">2</td> <td style="text-align:center;">3</td> <td style="text-align:center;">4</td> <td style="text-align:center;">5</td> </tr> <tr> <td style="text-align:center;">IV</td> <td style="text-align:center;">3</td> <td style="text-align:center;">4</td> <td style="text-align:center;">5</td> <td style="text-align:center;">5</td> </tr> </table>	MISHAP PROBABILITY						A	B	C	D	I	1	1	2	3	II	1	2	3	4	III	2	3	4	5	IV	3	4	5	5
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RISK ASSESSMENT CODE: (RAC) 1- CRITICAL 2- SERIOUS 3- MODERATE 4- MINOR 5- NEGLIGIBLE	<p align="center">COMMAND REVIEW / APPROVAL</p> <p>CO:  Lt Col Cable, M. T.</p> <p>XO:  Maj Davis, C. O.</p> <p>OpsO:  Capt Corsi, E. J.</p>																														

OPERATIONAL RISK MANAGEMENT MATRIX
MCAGCC, 29 PALMS, CALIFORNIA

TRAINING EVOLUTION: **ORGANIZATION:** **PREPARED BY:** **DATE:**

Combat Fitness Test HQBN, MAGTFC 1stLt Wrobel 20170101 - 20171231

OPERATIONAL PHASE	HAZARD	CAUSES	INITIAL RAC	DEVELOP CONTROLS	RESIDUAL RAC	HOW TO IMPLEMENT	HOW TO SUPERVISE
Execution	Dehydration	Marines failing to properly drink water the day prior to CFT and consuming appropriate caloric intake.	C / II = 3	Marines will be briefed on the importance of appropriate hydration and diet. Water will be available at the event. The event will be conducted before the hottest period of the day.	D / II = 4	Small unit leaders will ensure that Marines eat an appropriate meal and drink water to provide correct hydration.	Platoon staff, NCOs, CFTR
Execution	Heat injury/Exhaustion	Marines exerting themselves past their physical threshold, high temperatures, lack of adjustment to environment.	C/II = 3	Marines will be monitored closely during the conduct of the event to ensure warning signs are recognized prior to Marines reaching the point of exhaustion.	DM I = 4	Marines will be briefed on warning signs and actions to take to mitigate heat injuries. Precautions will be taken to avoid extreme temperatures, and the event will be performed during cooler hours.	CFTR
Execution	Physical injuries	Pits and holes on MANUF field, assistants get dropped during buddy carry, improper techniques for lifting/carrying.	C/III = 4	Marines will receive detailed safety brief for the execution of the event. CFTRs will demonstrate proper form for all events and ensure Marines use correct form.	DM III = 5	CFTRs will demonstrate correct techniques prior to CFT and remediate Marines as required. CFTRs ensure field is free of large holes.	Platoon staff, NCOs, CFTR
Execution	Inclement Weather (flash/flood/lightning)	Unpredictable weather and failure to monitor weather stations	DM I = 3	Monitor weather forecast and plan accordingly. Personnel will be briefed on flash flood areas.	DM I = 4	Prior to execution of the event, the CFTR will monitor weather forecasts for inclement weather messages. RTB if weather is unsafe.	CFTR
Execution	LZ FOD	Blowing visible FOD due to rotor wash.	C / I = 1	Ensure that landing surface/LZ is clear of FOD prior to conducting landing operations	D / II = 4	CFTR will conduct a FOD walk of the LZ prior to execution of the event. In the event rotary wing aircraft landing operations occur, Marines will place all loose items that could become FOD into their pockets.	CFTR

HAZARD SEVERITY:
 I - CATASTROPHIC - Death, permanent disability, major property damage.
 II - CRITICAL - Permanent partial disability, major system damage, minor property damage.
 III - MARGINAL - Minor injury, minor system or property damage.
 IV - NEGLIGIBLE - 1st aid, minor system repair

MISHAP PROBABILITY:
 A - FREQUENT
 B - LIKELY
 C - OCCASIONAL
 D - UNLIKELY


RISK ASSESSMENT CODE: (IRAC)
 1 - CRITICAL
 2 - SERIOUS
 3 - MODERATE
 4 - MINOR
 5 - NEGLIGIBLE


RAC ASSESSMENT CODE MATRIX


	MISHAP PROBABILITY				
	A	B	C	D	
I	1	1	2	3	
II	1	2	3	4	
III	2	3	4	5	
IV	3	4	5	5	

H A Z A R D S E V E R I T Y

COMMAND REVIEW / APPROVAL

CO:  Lt Col Cable, M. T.

XO:  Maj Davis, C. O.

OpsO:  Capt Corsi, E. J.

RISK FACTOR WORKSHEET

NAVMC 11639 (08-01) (EF)

FOUO - Privacy Sensitive when filled in.

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AUTHORITY: 10 U.S.C. 5041, Headquarters, Marine Corps, 10 U.S.C. 5013, 37 U.S.C. 5201, and E.O. 9397

PRINCIPAL PURPOSE: Information collected by this form will be used to maintain military appearance data. The collection and maintenance of this information is authorized and governed by Privacy Act System of Records Notice MFD0003 MARINE CORPS TOTAL FORCE SYSTEM (MCTFS), posted at <http://www.defenselink.mil/privacy/notices/usmc/MFD0003.html>.

RETENTION: The collected information will be maintained in the MCTFS database with restricted, limited access permissions and PKI/password protections in place. Records in this file system will only be retrieved by the record subject's name and social security number. Records will be maintained for five years and will then be destroyed pursuant to provisions set forth in SECNAV M-5210.1; Subj: DON RECORDS MANAGEMENT PROGRAM.

ROUTINE USES: The only routine uses that apply are those published in Privacy Act System of Records Notice MFD00003 and the blanket routine uses published by the Department of Defense Privacy Office and posted at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

DISCLOSURE: Providing information on this form is mandatory.

NAVMC 11639 (08-01) (EF)		RISK FACTOR WORKSHEET		
FOUO - Privacy Sensitive when filled in.				
NAME (LAST, FIRST, M.I.):		SSN (LAST 4):		
COMMAND:	SECTION:	PHONE:		
SECTION A: (COMPLETED BY THE MARINE)			YES	NO
(1) ARE YOU IN COMPLIANCE WITH MEDICAL PHYSICAL EXAMINATION REQUIREMENTS FOR YOUR AGE?			<input type="checkbox"/>	<input type="checkbox"/>
(2) DATE OF LAST PERIODIC PHYSICAL EXAMINATION:				
SECTION B: (COMPLETED BY THE MARINE)			YES	NO
(1) DO YOU HAVE A HISTORY OF HEART DISEASE OR HIGH BLOOD PRESSURE WHICH REQUIRES YOU TO RESTRICT PHYSICAL ACTIVITY OR SEEK MEDICAL TREATMENT?			<input type="checkbox"/>	<input type="checkbox"/>
(2) SINCE YOUR LAST PERIODIC PHYSICAL EXAMINATION, SEMI-ANNUAL RISK FACTOR SCREENING, OR PFT/CFT, HAS				
A. A CHANGE IN YOUR HISTORY OF HEART DISEASE OR HIGH BLOOD PRESSURE WHICH REQUIRED YOU TO RESTRICT PHYSICAL ACTIVITY OR SEEK MEDICAL TREATMENT?			<input type="checkbox"/>	<input type="checkbox"/>
B. A CHANGE IN YOUR FAMILY HISTORY SUCH AS IMMEDIATE FAMILY MEMBERS EXPERIENCING A HEART ATTACK OR DIED OF HEART DISEASE BEFORE THEY WERE 45 YEARS OLD?			<input type="checkbox"/>	<input type="checkbox"/>
C. A CHANGE IN YOUR INCIDENCE OF DISCOMFORT TO YOUR CHEST, ARMS, OR NECK WHILE EXERCISING?			<input type="checkbox"/>	<input type="checkbox"/>
D. AN INCIDENT WHERE YOU WERE PRONE TO HEAT EXHAUSTION/HEAT STROKE, FEELING FAINT, OR FEELING THAT YOU WERE ABOUT TO LOSE CONSCIOUSNESS?			<input type="checkbox"/>	<input type="checkbox"/>
E. A CHANGE IN ANY MEDICAL CONDITION (E.G., DIABETES, ASTHMA, BONE OR JOINT DISEASE) WHICH YOU THINK MIGHT LIMIT YOUR PARTICIPATION IN THE PFT?			<input type="checkbox"/>	<input type="checkbox"/>
F. A SIGNIFICANT WEIGHT CHANGE?			<input type="checkbox"/>	<input type="checkbox"/>
G. A CHANGE IN YOUR SMOKING HABITS SUCH THAT YOU NOW SMOKE ONE OR MORE PACKS OF CIGARETTES DAILY?			<input type="checkbox"/>	<input type="checkbox"/>
MARINE'S SIGNATURE			DATE:	
SECTION C: (COMPLETED BY THE APPROPRIATELY PRIVILEGED HEALTH CARE PROVIDER (M.O.) IF REQUIRED)				
DATE OF MEDICAL EVALUATION:			YES	NO
(1) THE MARINE MEETS BCP STANDARDS			<input type="checkbox"/>	<input type="checkbox"/>
REMARKS:				
(2) THE MARINE ANSWERED 'YES' TO QUESTIONS IN SECTION (B)			<input type="checkbox"/>	<input type="checkbox"/>
REMARKS:				
SECTION D: (COMPLETED BY THE APPROPRIATELY PRIVILEGED HEALTH CARE PROVIDER (M.O.) IF REQUIRED)				
(1) MEDICAL RECOMMENDATION: REFERRED FOR FURTHER MEDICAL CONSULTATION (E.G., PSYCHOLOGY, NUTRITION, INTERNAL MEDICINE, PHYSICAL THERAPY)			<input type="checkbox"/>	<input type="checkbox"/>
REMARKS:				
(2) CLEARED FOR PARTICIPATION IN PFT/CFT			<input type="checkbox"/>	<input type="checkbox"/>
REMARKS:				
SIGNATURE OF M.O.			DATE:	
PRINTED NAME:			PHONE:	
COMMAND:			UNIT:	