



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

BnO 6100.2A
HQBN

OCT 21 2024

BATTALION ORDER 6100.2A

From: Commanding Officer
To: All Hands

Subj: COMBAT CONDITIONING PROGRAM

Ref: (a) MCO 6100.13A W/CH 4 Marine Corps Physical Fitness and Combat Fitness
(b) MCO 1500.59A Marine Corps Martial Arts Program
(c) MCO 1500.52D Marine Corps Water Survival Training Program
(d) MCO 1500.62 Marine Corps Force Fitness Instructor Program
(e) MCO 3500.27C Operational Risk Management
(f) MCO 6110.3A CH3 Marine Corps Body Composition and Military Appearance Program

Encl: (1) Command Physical Training Representative (CPTR) Letter
(2) NAVMC 11622 PFT/CFT Performance Worksheet
(3) Risk Assessment Worksheet (RAW)
(4) Deliberate Risk Assessment Worksheet (DRAW)
(5) HQBN Remedial Conditioning Program
(6) HQBN Remedial Conditioning Workout Attendance Log

1. Situation. Headquarters Battalion (HQBN) Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) is responsible for each Marines physical fitness and overall readiness within the unit. Physical fitness training is critical to our mission. This document provides guidance and intent for the Battalions Combat Conditioning Program (CCP). HQBN CCP address 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 RPCP.

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

d. Marine Corps Water Survival Training Program (MCWST). This program provides guidance and requirements for execution of MCWST regarding basic, intermediate, and advanced qualifications.

2. Mission. Effective immediately, HQBN will execute the CCP as a tool to increase our combat readiness while educating and managing all actions involved with physical fitness conditioning, PFT and CFT, RPCP, water survival training and martial arts training. The Battalion's Operations section (S-3), Directorates and section leadership will ensure Marine Corps requirements are met across the Battalion.

3. Execution

a. Commander's Intent

(1) Purpose. To establish HQBN policy on physical fitness progression and recovery while adhering to Marine Corps standards.

(2) Method. HQBN will develop workout plans for the sections, coordinate facilities, resources, equipment and assist in executing physical fitness training, PFTs, CFTs, MCMAP and MCWST for the Battalion. HQBN will partner with Warrior Athlete to educate, train, and reinforce positive CCP development for both senior and junior leadership among the sections.

(3) End State. All HQBN Marines adhere to the Marine Corps physical performance requirements and utilize the Battalion's CCP as a tool to ensure both fitness and lifestyle improvements are managed by the Directorates and section leadership.

b. Concept of Operations. HQBN appointed Force Fitness Instructors (FFI), CPTR's, Martial Arts Instructor Trainers (MAIT), MCWST, Directorates along with section leadership will execute the CCP with the assistance of the 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. Marines that PCS will need to adhere to the climatization requirement prior to executing PFTs or CFTs.

(b) All PFT/CFT testing within the semi-annual period will be conducted on a course located on MCAGCC that has been certified by the S-3 and must be under supervised by a HQBN approved CPTR. All CPTRs in HQBN must be tracked by the S-3.

(c) CPTRs will submit PFTs/CFTs scoresheets by creating a calendar event or individual training scoresheet via Marine Corps Training Information Management System (MCTIMS). Each submission must have all required documentation uploaded. Section leadership must also send PFT/CFT documentation directly to the S-3 for verification and electronic storage.

(d) PFTs/CFTs conducted must have a Risk Assessment Worksheet (RAW) signed off by the Battalion Commander and there must be safety structure established. At minimum (1) corpsmen and (1) safety vehicle, review ref (a).

(e) PFTs/CFTs conducted without the above conditions, will not be considered official and will not be certified on MCTIMS by the S-3 Chief.

(2) RPCP

(a) Directorates, section leadership, and the sections CPTRs will ensure their Marines that have failed any PFTs/CFTs, or physical training conducted by the sections are added to the Battalion RPCP hosted by the Battalion FFIs and assisted by the Battalion S-3, review encl (5).

(b) Directorates, section leadership, and the sections CPTRs are encouraged to manage and supervise their internal section RPCP, allowing the section leadership to take full responsibility for their Marines failure to adhere to Marine Corps Standards, review encl (5).

(3) MCMAP

(a) MCMAP training will always be conducted in accordance with (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.

(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) MAI/Individual Marines must utilize MCMAP training logbooks to track sustainment and training hours towards belt advancements, IAW ref(b). A certified and current credentialed MAIT must sign off on the sustainment hours for training valid and upload into MCTIMS.

(f) Directorates, section leadership, MAI or MAITs will notify the S-3 of intent to conduct a belt advancement course for their section or to assist others. A calendar event must be created on MCTIMS with all required documentation uploaded.

(g) MAI or MAIT must have a signed RAW from the Battalion Commander and there must be safety structure established per ref (b).

(i) Upon completion of the training the MAI or MAIT will provide the S-3 with electronic copies of hour logbooks, belt advancement certifications, and any additional documentation for electronic records keeping.

(4) MCWST

(a) All water survival training will always be conducted IAW ref (c).

(b) Directorates, section leadership or MCWIST will notify the S-3 of intent to conduct a basic, intermediate, or advanced swim qual for their section or to assist others. A calendar event must be created on MCTIMS with all required documentation uploaded prior to S-3 certifying the training event.

(c) Training will not exceed the hours requested by the Marine Corps Water Instructor Survival Training (MCWIST) coordinating with S-3 and MCAGCC Training Tank.

(g) MCWIST must have a signed DRAW from the Battalion Commander and there must be safety structure established with oxygen tank per ref (c).

(i) Upon completion of the training the MCWIST will provide the S-3 with electronic copies of hour logbooks, belt advancement certifications, and any additional documentation for electronic records keeping.

c. Tasks

(1) S-3

(a) Verify all training events scheduled by Directorates, section leadership, MAI, MAITs or MCWIST. Consolidate, certify, and retain all

training documentation such as NAVMCs, scoresheets, letters of instruction (LOIs) and other training document submitted by the sections, groups or CPTRs. Ensure all documentation is properly uploaded into MCTIMS prior to certifying training events.

(b) Ensure all Marines appointed as CPTRs in the Battalion have completed the three required courses on MarineNet.

(c) Maintain an accurate roster of all FFIs and CPTRs who are currently facilitating and evaluating training withing the Battalion. Monitor the FFIs and CPTRs to ensure continuity throughout the Battalion.

(d) Verify the Battalions PFT/CFT courses comply with the ref (a).

(e) Schedule all training areas aboard MCAGCC for the Directorates, section leadership, FFIs, CPTR, MAI, MAITs, or MCWIST through Range Facility Management Support System (RFMSS) in support of all physical fitness required training.

(f) Ensure Directorates, section leadership, FFIs, and CPTRs are properly coordinating and conducting PFTs/CFTs sections during the semi-annual period. The Battalion should complete physical training requirements at or above 90 percent on MCTIMS for every semi-annual period.

(g) Incorporate MCMAP, MCWST and the Warrior Athlete into the Battalions overall training plan to increase the Marines physical performance and moral.

(2) S-4

(a) Provide logistical support for all training events, as required.

(b) Ensure the sections can coordinate the use of an S-4 government vehicle as a safety vehicle till the training event is completed.

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

(3) Commanders and Section Leadership

(a) Nominate professional Marines within your sections to attend MAIC, MAITC and FFIC to assist the Battalion effort on reducing injuries and increase the units overall physical fitness capabilities.

(b) Nominate Marines from within your sections to be appointed as Battalion CPTRs to assist administering section internal PFTs/CFTs. All nominations need to be routed through the Operations Chief and Operations officer and tracked by the S-3 for reporting purposes.

(c) Coordinate with the S-3 to conduct PFTs/CFTs to meet semi-annual training requirements and to assist in oversight of the sections CCP effectiveness IAW ref (a).

(d) Supervise the sections execution of an effective CCP. Ensure each is Marine can achieve a minimum of 1 hour of physical conditioning daily and understands all resources on MCAGCC regarding physical fitness and nutrition.

(e) Submit PFT/CFT, height and weight, MCMAP and MCWST scoresheets to the S-3 via email and MCTIMS through a calendar event, ensure all required documentation uploaded prior to send to the S-3.

(f) Submit PFT/CFT, height and weight, MCMAP and MCWST scoresheets to the S-3 via email and MCTIMS within 1 working day.

(g) All medical wavier for PFTs/CFTs must be submitted to the S-3 10 working days prior to the semi-annual period completing.

(h) All Marines that fail the PFT or CFT will receive a Page 11, if the Marine continues to fail their next attempt, they will receive a 6105 and be add to the sections or Battalions RPCP.

d. Coordinating Instructions

(1) Commanders, Directorates, and section leadership are authorized to conduct required physical fitness training during off duty hours due to supporting Service Level Training Exercises (SLTE), section workload, section personnel status or other significant factors that hinder completing these requirements during normal working hours.

(2) The uniform for Battalion PT, PFT, RPCP, organized athletics etc. will be green short and green T-shirt while 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. Commanders, Directorates, and section leadership are authorized to conduct organized PT in rainbow PT gear if authorized by the Battalion Commander.

(3) Marines who fail to obtain a passing score on the PFT/CFT and Marines on the BCP will be assigned to the RPCP along with receiving a Page 11 or 6105. 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 a passing score 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 ref (g).

4. Administration and Logistics

a. Safety

(a) Operational risk will be managed during the planning process for all physical conditioning events. At a minimum, FFIs, MAI, MAIT, MCWST and CPTRs will utilize the Operational RAW provided by the S-3 in encl (3) and (4).

(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 S-3, OOD, base EMS and Naval Hospital 29 Palms emergency center at a minimum.

6 It is recommended that during periods OE 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) c) Commanders and CPTRS will ensure compliance with all Base and Range regulations when executing hikes, obstacle courses, endurance courses, etc.

b. Logistics. All logistical support for gear, equipment, training area or any training recourses will be provided by HQBN S-3, S-4 partnered with Warrior Athlete as needed.

5. Command and Signal.

a. Command. This order is applicable to all Marines of HQBN.

b. Signal. This order is effective the date signed. The point of contact for this is the HQBN Operations Chief Gunnery Sergeant McClure at 760-830-8685 or joshua.r.mcclure@usmc.mil.

ROLLINS.NATHAN
AN.MARCUS.12
66309720
N. M. ROLLINS

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

6100
HQBN

From: Commanding Officer, Headquarters Battalion
To: Gunnery Sergeant Joshua McClure R. 1404797898/0369 USMC

Subj: COMMAND PHYSICAL TRAINING REPRESENTATIVE

Ref: (a) MCO 6100.13A w/ Ch 4 Marine Corps Combat Fitness Tests
(b) MCO 6110.3A w/ Ch 3 Marine Corps Body Composition and Military Appearance Program
(c) Bn06100.2 Combat Conditioning Program

1. In accordance with the references, you are appointed as a Command Physical Training Representative (CPTR).
2. As a CPTR you are authorized to monitor the annual Physical Fitness Test (PFT) and Combat Fitness Test (CFT), as well as conduct body composition evaluations at one of the locations outlined in the Annual Training Plan.
3. While serving as a CPTR, your semi-annual requirements will be completed with a Headquarters Battalion CPTR.
4. You will be directed in the performance of your duties by the references, which you are directed to read and comply with. Unless otherwise instructed by separate correspondence, this responsibility and authority is yours until your termination, separation, or reassignment.
5. Along with this appointment, you must complete the requisite MarineNet training which will authorize you to monitor the PFT and conduct BCE. This curriculum is on MarineNet, consisting of three individual courses which must be completed entirely.

N. M. ROLLINS

RECEIVING ENDORSEMENT

From: Gunnery Sergeant Joshua McClure R. 1404797898/0369 USMC
To: Commanding Officer, Headquarters Battalion

1. I understand and assume the above duties as a Command Physical Training Representative.

J. R. MCCLURE

ENCLOSURE (1)

EPUBOLIC

ENCLOSURE

MCO 6100.13

PFT/CFT PERFORMANCE WORKSHEET

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (5 U.S.C. 552a) and 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 Training System for Members Deployed Overseas; 32 CFR 94.4, Management and Evaluation; DoDI 1216.13, Reserve Component/RCI Member Performance Policy; DoDI 3001.02, Personnel Accountability in Connection with Natural and Manmade Disasters; CJC/SN 3150.128, Joint Reserve Structure Personnel Manual; DoDI 6490.03, Deployment Health; SECNAVINST 1770.5, Management and Disposition of Line of Duty Benefits for Members of the Navy and Marine Corps Reserve; MCO 7230.20 B, Marine Corps Policy for Paying Reserve Members; E.O. 8387 (SSN), as amended; and SCRN M01040-3.

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

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. A complete list and explanation of the applicable routine uses is published in the authorizing SCRN available at: <http://dodg.dod.mil/privacy/scrn/index/DOD-wide-SCRN-Article-View/Article/570525/1101948-3/L>

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

NAVMC 91622 (Rev. 01-20) (EF)

FOR OFFICIAL USE ONLY
Privacy materials shall be held only in accordance with the instructions on this form.

ENCLOSURE (2)

**OPERATIONAL RISK MANAGEMENT WORKSHEET
TWENTYNINE PALMS CALIFORNIA**

EMCFO027336

TRAINING EVOLUTION: CFT	ORGANIZATION: HQB N MAGTF-TC	ASSIGNED OIC: NA	ASSIGNED WSA: NA	WEAPONS SYSTEMS: NA	AMMO: NA	DATE:	
OPERATIONAL PHASE	HAZARD	CAUSES	INIT RAC	DEVELOP CONTROLS	RES RAC	HOW TO IMPLEMENT	HOW TO SUPERVISE
CFT OVERALL	SPRAINS/STRAINS	INADEQUATE WARMUP, FATIGUE	II/C=3	CONDUCT DYNAMIC WARMUP PROVIDED BY FEI AND DO NOT ALLOW THE PARTICIPANTS MUSCLES TO BECOME COLD BEFORE EVENT BEGINS. ADDITIONALLY PROVIDE ADEQUATE REST TIME BETWEEN EVENTS TO BEST COMBAT FATIGUE.	III/C=4	FEI/TRAINING PERSONNEL WILL CONDUCT WARM UP WITH PARTICIPANTS AND ENSURE THEY ARE EXECUTING THE WARM UP PROPERLY. ADDITIONALLY THE FIRST EVENT WILL BE EXECUTED IMMEDIATELY FOLLOWING DYNAMIC WARM UPS.	FEI/TRAINING PERSONNEL WILL ENSURE DYNAMIC WARMUPS ARE CONDUCTED, THAT THE FIRST EVEN IS CONDUCTED BEFORE PARTICIPANTS ARE NO LONGER WARMED UP. LASTLY THAT THERE IS ADEQUATE TIME BETWEEN EACH EVENT (MIN OF 5 MIN).
MTC/MUF	FALLING, SUPPING, RUNNING INTO ANOTHER MARINE	WET SURFACES, MARINES RUNNING TOO CLOSE TO EACH OTHER, POT HOLES, DEBRIS OBSTRUCTING COURSE, MARINES STANDING AT FINISH LINE	II/C=3	SWEEP COURSE AND CLEAR OBSTRUCTIONS, ENSURE POT HOLES ARE FILLED OR MARKED, ENSURE RUNNERS ARE EVENLY SPACED, ENSURE MARINES ARE NOT STANDING IN FRONT OF FINISH LINE	III/C=4	TRAINING/FEI WILL CLEAR COURSE DURING SET UP. MARINES WILL BE SPLIT INTO GROUPS RATHER THAN RUNNING ALL AT THE SAME TIME ON MTC. AFTER ONE GROUP FINISHES THEY WILL CLEAR THE COURSE FOR NEXT GROUP.	FEI/TRAINING PERSONNEL WILL BE PRESENT AT EACH EVENT AND GIVING DIRECTION THROUGHOUT CFT.
CFT OVERALL	DEHYDRATION AND HEAT INJURY	INSUFFICIENT PREPARATION, ALCOHOL CONSUMPTION, OVER EXERTION	I/C=2	MARINES ARE ENCOURAGED TO BE PROPERLY RESTED, FED AND HYDRATED PRIOR TO TESTING CFT SHOULD NOT BE SCHEDULED FOR THE DAY AFTER VIGOROUS TRAINING. WATER WILL BE AVAILABLE ON SITE. TESTING WILL BE CONDUCTED WITHIN LOCAL FLAG CONDITIONS.	III/C=4	FEI/TRAINING PERSONNEL WILL MONITOR SIGNS AND SYMPTOMS OF HEAT/DEHYDRATION INJURIES. MARINES WILL THESE INJURIES WILL BE TREATED ON SITE AND TAKEN TO MEDICAL VIA A PERSONALLY OWNED VEHICLE.	FEI/TRAINING PERSONNEL WILL MONITOR MARINES FOR SIGNS AND SYMPTOMS OF HEAT INJURIES.
CFT OVERALL	MUSCULAR/SKELETAL INJURIES	IMPROPER FORM AND FATIGUE	II/C=3	MARINES WILL RECEIVE A DEMO ON PROPER TECHNIQUES FOR THE MULE AND AMMO CAN LIFT. DURING THE BUDDY DRAG THE PARTICIPANT BACK SHOULD NOT ROUND. DURING THE BUDDY CARRY MARINES WILL CHOSE A MARINE WITHIN 10 LBS OF THEIR BODY WEIGHT. MARINES BEING CARRIED WILL BE BRIEFED ON THE PROPER TECHNIQUE IN ORDER TO NOT INJURE THE MARINE CARRYING THEM.	IV/C=5	FEI/TRAINING PERSONNEL WILL BRIEF PARTICIPANT ON PROPER TECHNIQUES AND ALSO DEMO. DURING EVENT COACHING QUEST WILL BE USED.	FEI/TRAINING PERSONNEL WILL BE PRESENT AT EACH EVENT. FEI/TRAINING WILL RETERATE PROPER TECHNIQUE BY GIVING COACHING QUEST WHILE OBSERVING EVENTS.

ENCLOSURE (3)

AMMO CAN LIFT	MARINE BEING INJURED BY AMMO CAN	DROPPING CAN, THROWING CAN TO THE GROUND, MARINE COUNTING BEING IMPROPERLY POSITIONED	I/C=3	MARINES THAT ARE COUNTING WILL BE STANDING AT LEAST TWO ARMS DISTANCE AWAY FROM THE MARINE LIFTING THE AMMO CANS. MARINES THAT ARE COUNTING WILL NOT STAND IN FRONT OF OR BEHIND THE MARINES LIFTING THE CAN BUT WILL BE STANDING PERPENDICULAR. CANS WILL NOT BE THROWN ON DROPPED, BUT INSTEAD SAT DOWN ON THE GROUND.	I/C=5	MARINES PERFORMING AMMO CAN LIFTS AND COUNTING THE LIFTS WILL BE BRIEFED ON THE PROPER DISPERSION AND POSITIONING BEFORE ALL EVENT. MARINES WILL ALSO BE BRIEFED ON NOT DROPPING THE AMMO CAN LIFTS.	FFI/TRAINING PERSONNEL WILL MONITOR EACH MARINE BY PHYSICALLY BEING PRESENT AND MAINTAINING OBSERVATION WITH A 1:1:10 RATION OF OBSERVER TO PARTICIPANT.																																																																
TIME CRITICAL																																																																							
HAZARD SEVERITY I - CATASTROPHIC - DEATH, PERMANENT DISABILITY, MAJOR PROPERTY DAMAGE II - CRITICAL - PERMANENT PARTIAL DISABILITY, MAJOR SYSTEM OR MINOR PROPERTY DAMAGE III - MARGINAL - MINOR INJURY, MINOR SYSTEM OR PROPERTY DAMAGE IV - NEGLIGIBLE - 1 ST AID, MINOR SYSTEM REPAIR MISHAP PROBABILITY A - FREQUENT, B - LIKELY, C - OCCASIONAL, D - UNLIKELY RISK ASSESSMENT CODE (RAC) 1 - CRITICAL, 2 - SERIOUS, 3 - MODERATE, 4 - MINOR, 5 - NEGL				RAC ASSESSMENT CODE MATRIX <table border="1" data-bbox="487 840 941 1312"> <thead> <tr> <th colspan="5">MISHAP PROBABILITY</th> </tr> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> </tr> </thead> <tbody> <tr> <th>M A Z</th> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th>A A Z</th> <td>1</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <th>R R D</th> <td>II</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <th>S S D</th> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th>E E D</th> <td>III</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <th>V V D</th> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th>R R D</th> <td>IV</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <th>I I D</th> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th>T T D</th> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th>Y Y D</th> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				MISHAP PROBABILITY						A	B	C	D	M A Z					A A Z	1	1	2	3	R R D	II	1	2	3	S S D					E E D	III	2	3	4	V V D					R R D	IV	3	4	5	I I D					T T D					Y Y D					COMMAND REVIEW/APPROVAL FFI: _____ RISK DECISION AUTHORITY: _____ COMMANDING OFFICER _____			
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ENCLOSURE (3)

DELIBERATE RISK ASSESSMENT WORKSHEET

1. MISSION/TASK DESCRIPTION AND EXECUTION DATE(S) HQBN, MAGTF TC / MCAGCC FY24 DRAW for Water Survival Basic and Intermediate Water Survival Qualifications	2. DATE PREPARED 20240829
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3. PREPARED BY

a. NAME (Last, First, Middle Initial) McClure Joshua R.	b. RANK/GRADE GySgt / E7	c. DUTY TITLE/POSITION BN OPERATIONS OFFICER/ CHIEF
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d. UNIT HQBN	e. WORK EMAIL JOSHUA.R.MCCLURE@USMC.MIL	f. TELEPHONE (DSN, Commercial (Include Area Code)) 760-830-8685
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g. UIC/CIN (as required) 015	h. TRAINING SUPPORT/LESSON PLAN OR OPORD (as required)	i. SIGNATURE OF PREPARER MCCLURE.JOSHUA.RANDA <small>Digitally signed by MCCLURE JOSHUA RANDALL 1404797898 Date: 2024.08.29 19:41:14 -0700</small> LL 1404797898
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Five steps of Risk Management: (1) Identify the hazards (2) Assess the hazards (3) Develop controls & makes decisions
 (4) Implement controls (5) Supervise and evaluate (Step numbers not equal to numbered items on form)

	4. SUBTASK/SUBSTEP OF MISSION/TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
<input type="checkbox"/> + <input type="checkbox"/> -	All Phases	Dehydration	H	-Have participants bring full water source to hydrate, drinking water fountains are found on the pool deck. -Take periodic breaks from training to maintain proper hydration. -Cease training called when injury is about to occur or has occurred.	How: -Observe participants hydrate. -Provide a Safety Brief for all Marines on cease training procedures. -Ensure students are consuming a sufficient amount of electrolytes prior to training events and during breaks. Who: -Unit leadership, MCIWS, and support personnel will observe participants are hydrating and ensure they do so prior to training as well. -Safety personnel will watch for early signs of dehydration.	L

ENCLOSURE (4)

	4. SUBTASK/SUBSTEP OF MISSION/TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
<div style="border: 1px solid black; padding: 2px; width: 20px; margin: 5px auto;">+</div> <div style="border: 1px solid black; padding: 2px; width: 20px; margin: 5px auto;">-</div>	All Phases	Shallow water blackout	H	<p>-Explain to participants the dangers of hyperventilation and how to mitigate it.</p> <p>-Emergency oxygen delivery equipment will be available on the pool deck and appropriately qualified safety representatives will be present to use it in case of a breathing emergency.</p> <p>-Transportation to a higher echelon of care will be readily available. The safety driver will know the quickest route to the Naval Hospital by utilizing a strip map and performing a route reconnaissance prior to training.</p>	<p>How:</p> <p>-Check certifications of all safety personnel to ensure they are all current in delivering emergency oxygen.</p> <p>-Deliver class on hyperventilation, explain the dangers of hyperventilation during the safety brief, and explain hyperventilation will be not permitted at any time while in the pool or on the pool deck.</p> <p>-Instruct participants not to take more than 2-3 slow/ deep breaths before submerging underwater.</p> <p>-Develop proper Emergency Response Plan (ERP) that incorporates care for a hyperventilating victim.</p> <hr/> <p>Who:</p> <p>-MCIWS and safety support personnel will observe Marines properly following instructions in the pool and ensure learning has occurred by asking for teach backs.</p> <p>-Ensure there is a 1 to 1 instructor-to-student ratio when conducting underwater crossovers per MCO 1500.52D.</p>	L

ENCLOSURE (4)

	4. SUBTASK/SUBSTEP OF MISSION/TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
<div style="border: 1px solid black; width: 20px; height: 20px; margin: 5px; display: flex; align-items: center; justify-content: center;">+</div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 5px; display: flex; align-items: center; justify-content: center;">-</div>	All Phases	Active or passive drowning victim.	H	<p>-Teach participants several different ways to survive in the water using breathing techniques, floatation devices, survival strokes, and effective water treading techniques.</p> <p>-Ensure that all participants are capable of swimming 25 meters without stopping or using assistance before training.</p> <p>-Emergency oxygen delivery systems will be available and appropriately qualified safety representatives will be present to use it in case of a breathing emergency where oxygen may be delivered.</p> <p>-Transportation to a higher echelon of care will be readily available. The safety driver will know the quickest route to the Naval Hospital by utilizing a strip map and performing a route reconnaissance prior to training.</p>	<p>How:</p> <p>-Explain the acronym S-A-F-E, field expedient floatation devices, waterproofing, drown proofing, and how to swim utilizing any of the four survival strokes.</p> <p>-Conduct the 25 meter swim assessment per MCO 1500.52D and implement proper instructor-to-student ratio.</p> <p>-An adequate amount of safety swimmers will be present and properly certified to respond to an active or passive drowning victim.</p> <p>-Develop and practice a proper ERP as listed on NAVMC 11629 prior to beginning training with participants.</p> <p>Who:</p> <p>-MCIWS will ensure participants are paying attention to the Safety Brief and Five Mandatory Classes carefully as it will cover all safety considerations and water survival techniques. Request teach backs after briefs and classes are completed.</p> <p>-MCIWS will make sure there are no more than 10 participants in the water per 1 MCIWS actively supervising at any given time.</p> <p>-Ensure the safety vehicle remains present near the pool exit and is readily available in the event of a CASEVAC during training.</p>	L

ENCLOSURE (4)

	4. SUBTASK/SUBSTEP OF MISSION/TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
<input type="checkbox"/> + <input type="checkbox"/> -	All Phases	Skeletal injury or flesh wound	M	<p>-There will be qualified safety personnel present the entire exercise who know how to properly respond to a head, neck or spinal injury or render first aid to a victim of a fall.</p> <p>-Transportation to a higher echelon of care will be readily available.</p> <p>-The safety driver will know the quickest route to the nearest Level II Trauma Care Facility by utilizing a strip map and performing a route reconnaissance prior to training.</p> <p>-Participants will not run on the pool deck and will be instructed on how to properly enter the water IOT mitigate risk of injury.</p> <p>-Spine boards, head and neck restraints will be available on the pool deck at all times in the event of a suspected head neck or spine injury.</p>	<p>How:</p> <p>-Participants will be taught the slide-in/ease-in entry and abandon ship technique and not to run on the pool deck at any time before, during, and after training.</p> <p>-Develop and practice a proper Emergency Response Plan as listed on NAVMC 11629 prior to beginning training with participants.</p> <p>Who:</p> <p>-Place MCIWS that are certified as American Red Cross Lifeguards to be present on the pool deck, in the pool and located on the dive tower to observe and react as necessary to accidental falls and/or injuries.</p> <p>-MCIWS and Safety Personnel will ensure participants do not run on the pool deck at any time and are utilizing the proper entry methods when entering the pool.</p>	L
<input type="checkbox"/> + <input type="checkbox"/> -	All Phases	Infection - participants biologically contaminating other swimmers via waterborne or airborne pathogens.	M	<p>-The participants will shower and a detailed safety brief and hygiene brief screening will be conducted to eliminate any biological threat in the water prior to the execution of training.</p> <p>-A corpsman will be present to screen for any safety or hygiene concerns.</p>	<p>How:</p> <p>-MCIWS that are certified as American Red Cross Lifeguards will be present to combat any possible biological threats that may come across the participants while in the water.</p> <p>-A corpsman will be on site to screen participants for any medical concerns they may have prior to, during, and after the training evolution.</p> <p>Who:</p> <p>-The MCIWS will ensure all participants have been medically screened by the corpsman prior to training in the water.</p>	L

ENCLOSURE (4)

	4. SUBTASK/SUBSTEP OF MISSION/TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
<div style="display: flex; flex-direction: column; align-items: center; gap: 5px;"> <input type="checkbox"/> + <input type="checkbox"/> - </div>	All Phases	Hypothermia		<p>-All Marines are briefed on the severity of hypothermia during the safety brief.</p> <p>-All Marines are briefed signs and symptoms for hypothermia during the Five Mandatory Classes for Water Survival.</p>	<p>How:</p> <p>-Marines will be given ample time to dry off and stay warm when they are not training in the pool.</p> <p>-Request teach backs after briefs and classes are completed.</p> <p>Who:</p> <p>-The MCIWS will ensure all medical equipment is in place for treating hypothermia.</p> <p>-Safety personnel will watch and treat for early signs of hypothermia.</p> <p>-The MCIWS will ensure participants are paying attention to the Safety Brief and Five Mandatory Classes carefully as it will cover all safety considerations of hypothermia.</p>	

10. OVERALL RESIDUAL RISK LEVEL (All controls implemented):

EXTREMELY HIGH
 HIGH
 MEDIUM
 LOW

11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION

1 Water Survival Safety Officer (WSSO) and 1 Corpsman will be assigned as the additional security structure during each water survival qualification.

This DRAW will be effective until 20241015.

12. APPROVAL OR DISAPPROVAL OF MISSION OR TASK

APPROVE
 DISAPPROVE

a. NAME (Last, First, Middle Initial)

NATHAN ROLLINS. M

b. RANK/GRADE

LtCol/O-5

c. DUTY TITLE/POSITION

Commanding Officer

d. SIGNATURE OF APPROVAL AUTHORITY

ROLLINS.NATHAN.
MARCUS.1266309720

Digitally signed by
ROLLINS.NATHAN.MARCUS.1
266309720
Date: 2024.08.30 13:06:51 -0700

e. ADDITIONAL GUIDANCE:

ENCLOSURE (4)

RISK ASSESSMENT MATRIX		Probability (Expected frequency)				
		Frequent: Continuous, regular, or inevitable occurrences	Likely: Several or numerous occurrences	Occasional: Sporadic or intermittent occurrences	Seldom: Infrequent occurrences	Unlikely: Possible occurrences but improbable
Severity (expected consequence)		A	B	C	D	E
Catastrophic: Mission failure, unit readiness eliminated; death, unacceptable loss or damage	I	EH	EH	H	H	M
Critical: Significantly degraded unit readiness or mission capability; severe injury, illness, loss or damage	II	EH	H	H	M	L
Moderate: Somewhat degraded unit readiness or mission capability; minor injury, illness, loss, or damage	III	H	M	M	L	L
Negligible: Little or no impact to unit readiness or mission capability; minimal injury, loss, or damage	IV	M	L	L	L	L
LEGEND: EH - Extremely High Risk H - High Risk M - Medium Risk L - Low Risk						
13. RISK ASSESSMENT REVIEW (Required when assessment applies to ongoing operations or activities)						
a. DATE	b. LAST NAME	c. RANK/GRADE	d. DUTY TITLE/POSITION	e. SIGNATURE OF REVIEWER		
20240829	GONZALEZ-CASTRO	SSGT	HQBN	GONZALEZ-CASTRO.GLORI <small>Digitally signed by GONZALEZ-CASTRO.GLORI CA: CN=USCGA/ANNA.ELMINA, 1468415379 Date: 2024.08.29 10:01:00-0700</small>		
20240829	WILSON	CAPT/ O3	HQBN	WILSON.KIM BERLY.LYN N.1512643090 <small>Digitally signed by WILSON.KIMBERLY LYNN Y LYNN 1512643090 Date: 2024.08.29 10:14:47 -0700</small>		
14. FEEDBACK AND LESSONS LEARNED						
15. ADDITIONAL COMMENTS OR REMARKS						
ENCLOSURE (4)						



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

BnO 6101
HQBN

BATTALION ORDER 6101

From: Commanding Officer
To: All Hands

Subj: REMEDIAL PHYSICAL CONDITIONING PROGRAM

Ref: (a) MCO 6110.3A CH3 Marine Corps Body Composition and Military Appearance Program
(b) MCO 6100.13A CH-4 Marine Corps Physical Fitness and Combat Fitness Test
(c) BNO 6100.1 Combat Conditioning Program
(d) BNO 61002B Headquarters Battalion Body Composition and Military Appearance Programs

Encl: (1) BCP/ Workout Attendance Log

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

a. Remedial Physical Conditioning Program (RPCP). This Program addresses the requirements for placing Marines both on and off the supervision of the Remedial Physical Conditioning Program. Directorates and Section leadership are encouraged to run their sections internal program unless they are unable and need assistance from HQBN S-3.

2. Mission. Effective immediately, Headquarters Battalion (HQBN) established a Remedial Physical Conditioning Program (RPCP) for Marines not adhering to Marine Corps' body composition standards, military appearance standards or have failed either a Physical Fitness Test (PFT) or Combat Fitness Test (CFT).

3. Execution

a. Commander's Intent

(1) Purpose. To ensure all Marines in HQBN are meeting Marine Corps physical fitness standards.

(2) Method. HQBN S-3, Battalion FFI and Warrior athlete will empower the directorates and section leadership to conduct their own RPCP in accordance with their operational requirements. This will be achieved by HQBN facilitating the training of force fitness instructors, martial arts instructors, water survival instructors and trainers for all possible section physical training to ensure sections are improving their physical capabilities. If the sections are unable to do so, HQBN S-3 will assist and provide oversight.

(3) End State. HQBN Marines are warrior athletes, it is essential that we develop a comprehensive program that will enhance Marine wellness,

body composition, and military appearance while diminishing other risk factors to improve Marine combat readiness and personal appearance.

b. Concept of Operations

(1) Remedial Physical Fitness Training will be conducted by the sections leadership and assisted by HQBN S-3 as needed. The remedial program is designed to rectify deficiencies with Marines height and weight, military appearance and physical fitness standards such as PFT and CFT. If a section is unable to manage their own program, HQBN S-3 will assist. The physical training is required for a minimum of a (1) hour, (5) days per week on weekdays only. Training will be focused on improving the Marine wellness, body composition, and military appearance while diminishing other risk factors to improve Marine PFT and CFT abilities. A Marine assigned to the RPCP will have (180) days from assignment to meet height and weight standards or be deemed appropriate in military appearance or be able to pass a PFT and CFT. A Marine may not be taken off RPCP if he or she is assigned to Body Composition Program (BCP), that Marine must complete BCP concurrently with RPCP. Marines who are deemed deficient in physical training will be assigned to RPCP but must be recommended through the battalion S-3. Marines who fail a PFT or CFT will be assigned until they can pass the previously failed PFT/CFT.

(2) If, at the end of this period, the Marine has not met the requirements the company can request an extension for up to (180) days.

(3) This is the Marine's appointed place of duty. Attendance and the workout of the day will be logged and sent to the S-3 NLT the day after the last workout for the week, per enclosure.

(4) Requests for special exemption must be made in writing to the S-3 by the Directorates, section leadership, Company Commander, or Company 1stSgt.

(5) Each company will designate (1) OIC or SNCOIC to supervise and log all workouts conducted by the Marine. If unable to do so, HQBN S-3 will assist and provide the supervision by the Battalion Force Fitness Instructor (FFI).

(6) Section leadership, Company Commander, Company 1stSgt, S-3 or Battalion FFI signature is required for each day's workout before submitting a copy to the S-3.

(7) A Physical Fitness Test (PFT) will be conducted every two weeks to assess what areas of the PFT the Marine is deficient in. After the PFT has been administered, the remedial physical conditioning program for that individual will be adjusted to meet the necessary requirements.

(8) To maximize a Marine's potential on the PFT and CFT training the Marine's muscular endurance is key to achieving the best score possible. It is recommended that each Section or Company use the Battalion FFI and coordinate with Warrior Athlete to develop a high intensity interval training (HITT) plan or use the 6 month and physical training (PT) plan provided by the S-3 that ensures Marine's heart rate is raised and lactate threshold is improved. It is important to remember that each physical conditioning sessions will be tailored to each individual Marine to address skill level and individual fitness level and current billet or military occupation they are fulfilling. HQBN S-3 has provided a six month plan and one year PT plan that is easily able to incorporate

4. Administration and Logistics

ENCLOSURE (5)

a. Documentation will be noted in every Marine's individual BCP folder as per Enclosure (1).

b. While on the Remedial Physical Conditioning Program for any reason, a Marine is not eligible for promotion.

c. Marines can conduct Permanent Change of Station/ Assignment (PCS/PCA) as per ref (a), (c) and (d). All documentation of the Marines on the RPCP and BCP will be emailed directly to the receiving units S-3, the Marine will also travel with copies of all documentation required to inform the Marines receiving unit leadership. HQBN S-3 will also retain both a hard copy and electronic copy for records keeping.

5. Command and Signal.

a. Command. This order is applicable to all Marines of HQBN.

b. Signal. This order is effective the date signed. The point of contact for this is the HQBN Operations Chief Gunnery Sergeant McClure at 760-830-8685 or joshua.r.mcclure@usmc.mil.

N. M. ROLLINS

BODY COMPOSITION PROGRAM (BCP) Summary Table

Rank	Name	Company	Directorate/Section	Start	Completed	Process	Remarks	Gender	Weekly PT
LCPL	Example	A	ACLD	8/27/2024	#####	1st Assignment	Gaining	Male	Yes
LCPL	Example	A	ACMA	8/23/2024	#####	1st Assignment	Gaining	Male	Yes
LCPL	Example	A	CMA	6-Jun-24	3-Dec-24	1st Assignment	Improving	Male	Yes
SGT	Example	B	AGS	8/23/2024	#####	1st Assignment	Improving	Male	Yes
LCPL	Example	A	CMA	22-May-24	#####	1st Assignment	Improving	Male	Yes
LCPL	Example	A	IPAC	8/26/2024	#####	1st Assignment	SIQ	Male	Yes
CPL	Example	A	IPAC	16-Apr-24	#####	1st Assignment	Improving	Female	Yes
LCPL	Example	A	IPAC	8/26/2024	#####	1st Assignment	Maintaining	Male	Yes
SSGT	Example	A	IPAC	8/27/2024	#####	1st Assignment	Improving	Male	Yes
PFC	Example	A	IPAC	8/26/2024	#####	1st Assignment	Gaining	Female	Yes
LCPL	Example	A	LSST/ATSO	8/26/2024	#####	1st Assignment	Weight-in Tuesday (ARQ)	Male	Yes
CPL	Example	A	PMO	8/27/2024	#####	1st Assignment	Improving	Male	Yes
GVSGT	Example	A	CMST	9/1/2024	#####	2nd Assignment	Improving	Male	Yes
SGT	Example	B	TTECG	26-Apr-24	#####	2nd Extension	Improving	Female	Yes
LCPL	Example	A	CMA	22-Jul-24	#####	Extension	Improving	Male	Yes
SSGT	Example	B	ESD	21-Aug-24	#####	Extension	Gaining	Male	Yes
CPL	Example	B	AGS	9-Aug-24	9-Feb-25	Extension	Gaining	Male	Yes

Legend	1st assignment	Extension	2nd Extension	3rd Extension
Remarks Example				
Gaining				
Maintaining				
Pending ADSEP				
Improving				
Removing				
Within standards				
>2 Months Out				
Within 30-60 Days				
Within 30 days				
Post Final Date				

Making little to same progress on height and body fat
 Making little to same progress on height and body fat
 Made Great progress and now has made weight and body fat

Rank	Name	Company	Directorate/Section	Start	Completed	Event	Remarks	Gender	Weekly PT
LCPL	Example	A	ACLD	8/27/2024	#####	PFT	Improving	Male	Yes
LCPL	Example	A	ACMA	8/23/2024	#####	PFT	Improving	Male	Yes
LCPL	Example	A	CMA	6-Jun-24	3-Dec-24	PFT	Improving	Male	Yes
SGT	Example	B	AGS	8/23/2024	#####	PFT	Improving	Male	Yes
LCPL	Example	A	CMA	22-May-24	#####	PFT	Improving	Male	Yes
LCPL	Example	A	IPAC	8/26/2024	#####	PFT	SIQ	Male	Yes
CPL	Example	A	IPAC	16-Apr-24	#####	PFT	Improving	Female	Yes
LCPL	Example	A	IPAC	8/26/2024	#####	PFT	Maintaining	Male	Yes
SSGT	Example	A	IPAC	8/27/2024	#####	PFT	Improving	Male	Yes
PFC	Example	A	IPAC	8/26/2024	#####	PFT	Maintaining	Female	Yes
LCPL	Example	A	LSST/ATSO	8/26/2024	#####	PFT	Maintaining	Male	Yes
CPL	Example	A	PMO	8/27/2024	#####	PFT	Improving	Male	Yes
GVSGT	Example	A	CMST	9/1/2024	#####	CFT	Improving	Male	Yes
SGT	Example	B	TTECG	26-Apr-24	#####	CFT	Improving	Female	Yes
LCPL	Example	A	CMA	22-Jul-24	#####	CFT	Improving	Male	Yes
SSGT	Example	B	ESD	21-Aug-24	#####	CFT	Maintaining	Male	Yes
CPL	Example	B	AGS	9-Aug-24	9-Feb-25	CFT	Maintaining	Male	Yes

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Physical Training Log

Rank/Name: _____

Company: _____

Section: _____

DIPI: _____

Age: _____

Day	Workout Completed	Time Start	Time End	Date	PT Ldr (Sign)
MON					
TUE					
WED					
THU					
FRI					
MON					
TUE					
WED					
THU					
FRI					
MON					
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THU					
FRI					

ENCLOSURE (6)

ENCLOSURE