

RETURN TO HQ BN FILES

UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3800 BELLEAU WOOD
SAN DIEGO, CALIFORNIA 92140-5199

OFFICIAL FILE COPY

BnO 6100.1E

3

MAY 03 1999

BATTALION ORDER 6100.1E

From: Commanding Officer
To: Distribution List

Subj: BATTALION PHYSICAL FITNESS PROGRAM

Ref: (a) MCO 6100.3J
(b) MCO P1080.40A
(c) DepO P1510.45B

Encl: (1) Sample of MCRD Form 1500/33
(2) Sample of MCRD Form 6150/3
(3) Sample of Battalion Commander's Certificate of Achievement (MCRD Form 6100/1)
(4) Sample of Commanding General's Certificate of Achievement (MCRD Form 6100/8)
(5) Assignment to Remedial Physical Fitness Program Form
(6) Format to request for off-Depot training

1. Purpose. To promulgate policy and procedures for the conduct of the Battalion's Physical Fitness Program.

2. Cancellation. BnO 6100.1D

3. Summary of Revision. This Order has been revised and contains significant changes. It should be reviewed in its entirety.

4. Battalion Physical Fitness Program

a. The Battalion physical fitness program provides for individual development through supervised training at the company/section level to develop a desired level of physical fitness.

b. The program will include the following elements:

(1) Physical Fitness Sustainment Training. Physical fitness sustainment training is a physical conditioning program which develops and maintains the strength, endurance, and physical skills of the individual Marine.

(2) Physical Fitness Testing (PFT). Headquarters Company and Service Company will administer PFTs in accordance with the references.

(3) Remedial Physical Conditioning

(a) The remedial physical conditioning program is designed to condition physically substandard Marines to meet prescribed standards. Marines who demonstrate poor physical performance, fail the PFT, or have been assigned to the military appearance, weight control program will be assigned to the remedial physical conditioning program. Poor physical performance will be determined by the Company Commander. Remedial physical training will be conducted 5 days per week.

(b) Marines will be removed from the remedial physical fitness program only after they satisfactorily pass the physical fitness test or are considered by their Commanding Officer to be physically fit or ready to be removed from the military appearance/weight control program.

(c) In accordance with reference (b), remedial PFT scores will not be reported in the Marine Corps Total Force System.

(4) Competitive Conditioning Activities. Competitive conditioning activities consist of teams or individuals in competition against each other. This involves a variety of sports and military skills designed to foster competitive attitudes and develop unit pride and esprit de corps. Organized athletic periods and intramural programs at the unit, organization, Depot, and Marine Corps level are highly encouraged for both individuals and teams.

5. Policy

a. Companies will ensure a minimum of three 1 hour or more physical training (PT) sessions are conducted per week. PT sessions may be scheduled at the section level.

b. Company Commanders and Section OICs or their representatives will administer PFTs.

c. All PFTs will include height and weight measurement. Measurements will be taken in PT shirt, shorts and socks without running shoes. One pound will be subtracted from the weight recorded on the scale. Height measurements will be rounded to the nearest whole inch. (e.g. 70 ½ inches will be rounded to 71 inches; 70 ¼ inches will be rounded to 70 inches.) If the Marine is over the weight limit, the Marine will be sent to the Company Gunnery Sergeant for percentage of body fat determination.

d. Marines not required to take the PFT will have their height and weight measurements taken in accordance with procedures in paragraph 5c.

e. PT Uniform

(1) The uniform for physical fitness tests and organized PT sessions will be green shorts, green or brown T-shirts, white socks, and running shoes.

(2) Company commanders/Section OICs may modify this uniform for specified PT session (e.g. boots and utility trousers, with long sleeve, gray sweatshirt for running the obstacle course).

(3) The cold weather PT uniform consists of the items outlined in paragraph 5e(1), plus a gray sweatshirt. This uniform may be worn at the option of the individual for unit physical training. The sweatshirt may have 3 inch block lettering "USMC", or may not have lettering. Although Marines are encouraged to possess a gray cold weather PT uniform, its purchase and wear cannot be mandated.

6. Physical Fitness Test Procedures

a. Enclosure (1), will be used to record PFT results. Upon completion of the PFT, the score sheets will be forwarded to the Battalion S-3.

b. Marines who are medically excused or limited to certain events while taking the PFT must be evaluated, screened and certified by a medical officer. Enclosure (2), Medical Sick Call Slip, will be used to report those individuals on limited/light duty. The type of restriction and date of the excuse will be recorded on the form and attached to the individual's PFT Tally Sheet and retained until the excuse is no longer valid.

c. For lance corporals and corporals who take a partial PFT or are medically excused from taking the entire PFT, the results will be recorded on a separate tally sheet. In the column for the event the Marine is excused from, the word "MEDICAL" will be written. Immediately below the word "MEDICAL" the results that the Marine achieved on the last PFT will be recorded. As an example, if the Marine is exempted from pull ups, write "MEDICAL" in the pull ups column. If on the last PFT, the Marine completed, 10 pull ups, record "10/50" immediately below the word "MEDICAL". In accordance with reference (b), this information is required to be run on the unit diary for lance corporals and corporals in order to compute their composite scores. The procedures apply only to lance corporals and corporals. For Marines of other ranks, their partial PFT scores may be submitted on the same tally sheet as Marines taking a complete PFT. Simply put "MEDICAL " in the column and follow the procedures in paragraph 6b.

d. All remedial PFTs will be recorded on separate tally sheets from regular PFTs. The words "REMEDIAL PFT" will be written across the top of the tally sheet in bold letters. Remedial PFT tally sheets will be maintained at the company for two years. A copy of remedial PFT tally sheets will be forwarded to the Battalion S-3 but in accordance with reference (b) will not be reported on the unit diary.

e. Marines age 46 and over who have not completed a physical examination within the preceding 12 months will undergo a medical screening prior to taking the PFT. OPNAV Form 6110/2 will be used to record the screening. This medical screening is an annual requirement and must be completed by a credentialed health care provider (CHCP). The screening must include an evaluation of weight, body fat, blood pressure, and any further testing deemed appropriate by the CHCP. The OPNAV 6110/2 will be retained in the health record. Prior to administering the PFT, the monitor will ask any Marine age 46 and older if the medical examination or screening has been completed. If not, the monitor will inform the Marine of the requirement for the examination/screening prior to taking the PFT. If the examination or screening was completed, the Marine may take the PFT.

MAY 03 1999

7. Procedures for Requesting Use of Recruit Training Regiment Facilities

a. Companies requesting to use Recruit Training Regiment (RTR) facilities will contact the RTR Scheduling Officer by phone at 4-1770.

b. The following facilities are available for training:

<u>Training Area</u>	<u>Uniform</u>
Obstacle Course	Boots/Utilities
Confidence Course	Boots/Utilities
Bayonet Course	Boots/Utilities
Strength/Endurance Course	Boots/Utilities or PT Gear
Swim Tank	PT Gear
PFT Course	PT Gear

c. Due to the nature of recruit training, the schedules will often change within a two week period. The company requesting the training facility will follow-up with RTR scheduling to confirm the training area is still available prior to the actual event. In the event the training facility becomes unavailable the company should have an alternate PT plan ready.

8. Awards

a. Marines who achieve a score of 285 to 299 points on the PFT will be identified and awarded a Battalion Commander's Certificate (MCRD Form 6100/11) as shown in enclosure (3).

b. Marines who achieve a score of 300 points on the PFT will be presented the Commanding General's Certificate (MCRD Form 6100/8) as shown in enclosure (4).

9. Procedures for Requesting Off-Duty Physical Training. Companies/Sections requesting to conduct off-Depot PT will submit their request to the Battalion S-3 not later than 35 days prior to the date of the off-Depot training. Enclosure (6) prescribes the format for the request. The S-3 will review the request per reference (c) and forward it to G-3.

10. Action

a. Company Commanders

(1) Establish and maintain an effective physical fitness program in accordance with the procedures outlined in this Order.

(2) Administer the remedial physical training program to all Marines who fail the PFT or demonstrate poor physical performance, or are assigned to weight control or military appearance. Enclosure (5) will be used to make the assignment. Maintain a copy of enclosure (5) for a minimum of two years.

(3) Conduct Physical Fitness Tests and forward results to the S-3.

(4) Notify fitness report Reporting Seniors when any of the following circumstances apply:

- (a) Marine fails the PFT.
- (b) Marine placed on remedial physical fitness.
- (c) Marine required, but did not take the PFT.
- (d) Marine not medically qualified to take the PFT.
- (e) Marine completes partial PFT.

b. S-3

- (1) Assume staff cognizance for the physical fitness program.
- (2) Screen PFT tally sheets for accuracy.
- (3) Forward PFT tally sheets to the Consolidated Personnel Administration Center (CPAC).
- (4) Prepare superior physical fitness certificates.
- (5) Forward a copy of the PFT tally sheet with the unit diary number and date annotated to the companies.

c. Consolidated Personnel Administration Center

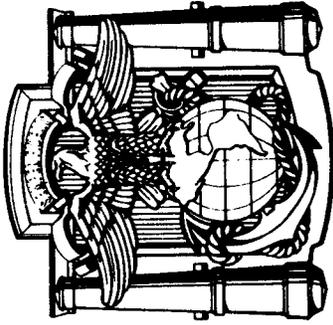
- (1) Using PFT results received from only the S-3, enter results into the Marine Corps Total Force System.
- (2) Annotate the unit diary number and date on the tally sheet.
- (3) Return PFT tally sheets to the S-3.



P. J. MULLIN

DISTRIBUTION: A

Marine Corps Recruit Report



SAN DIEGO, CALIFORNIA

PHYSICAL FITNESS ACHIEVEMENT

In recognition of superior performance in the

Marine Corps Physical Fitness Test

Awarded to: _____

_____ **SCORE**

Certified by: _____

COMMANDING OFFICER

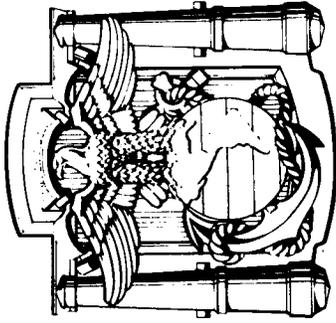
UNIT

_____ **DATE**

_____ **AWARD NUMBER**

BnO 6100.1E
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Marine Corps Recruit Depot



SAN DIEGO, CALIFORNIA

*The Commanding General
takes pleasure in awarding this certificate
to*

_____ *for attaining the maximum score of*

300 POINTS

*a perfect score on the Physical Fitness Test as prescribed
by the Commandant of the Marine Corps*

_____ **DATE**

_____ **COMMANDING GENERAL**

BnO 6100.1E

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UNITED STATES MARINE CORPS
COMPANY
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3800 BELLEAU WOOD
SAN DIEGO, CALIFORNIA 92140-5199

6100
S-3

From: Commanding Officer
To:

Subj: ASSIGNMENT TO REMEDIAL PHYSICAL CONDITIONING PROGRAM

Ref: (a) BnO 6100.1E

1. You are assigned to the Remedial Physical Conditioning Program as the result of (PFT failure) (assignment to weight control/military appearance) (demonstrated poor physical performance).
2. You will report to _____, at _____ on Monday - Friday. Remedial physical conditioning will be conducted from _____ to _____.
3. The uniform for remedial physical conditioning is green shorts, green or brown T-shirt, white socks, and running shoes.
4. You will participate in remedial physical conditioning program until removal by the Company Commander.

I. M. SMITH

Copy to:
Company files
SNM's OIC
Weight Control/Military Appearance File (if applicable)

ENCLOSURE (5)

BnO 6100.1E

MAY 03 1999

Subj: ASSIGNMENT TO REMEDIAL PHYSICAL CONDITIONING PROGRAM

FIRST ENDORSEMENT

From:

To: Commanding Officer

1. I understand I am assigned to the Remedial Physical Conditioning Program.

SNM

SECOND ENDORSEMENT

From: Commanding Officer

To:

1. You are removed from the Remedial Physical Conditioning Program effective _____.

Commanding Officer

ENCLOSURE (5)

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COMPANY
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3800 BELLEAU WOOD
SAN DIEGO, CALIFORNIA 92140-5199

6100

3

From: Commanding Officer
To: Commanding General, Marine Corps Recruit Depot (Attn: G-3)
Via: Commanding Officer, Headquarters and Service Battalion (Attn: S-3)

Subj: REQUEST FOR OFF-BASE PHYSICAL TRAINING

1. Organization.
2. Officer in Charge.
3. Date of event.
4. Time of Event.
5. Location off Depot (depict on map) (if run route, indicate on map).
6. Number of participants.

Signature

ENCLOSURE (6)