



**UNITED STATES MARINE CORPS**  
MARINE CORPS LOGISTICS BASE  
814 RADFORD BOULEVARD SUITE 20302  
ALBANY GA 31704-0302

MCLBAO 6110.1A  
OTD  
**19 JUL 21**

MARINE CORPS LOGISTICS BASE ALBANY ORDER 6110.1A

From: Commanding Officer, Marine Corps Logistics Base Albany  
To: Distribution List

Subj: PHYSICAL FITNESS, BODY COMPOSITION, AND MILITARY APPEARANCE PROGRAM

Ref: (a) DoD Instruction 1308.3 of 5 November 2002  
(b) MCRP 3-02A  
(c) MCO 6100.13A w/CH 2 and ADMIN CH  
(d) MCO 6110.3A w/ CH 3  
(e) MCO 1900.16 w/ CH 2

Encl: (1) BCP Evaluation Form NAVMC 11621  
(2) Sample Monthly Physical Fitness Calendar

1. Situation. This Order establishes the Marine Corps Combat Conditioning Program (CCP), Remedial Conditioning Program (RCP), Body Composition Program (BCP) and Military Appearance Program (MAP) guidelines and procedures for Marines assigned to Marine Corps Logistics Base (MCLB) Albany.

2. Cancellation. MCLBAO 6110.1

3. Mission. In accordance with the references, this Order establishes specific management procedures of the unit's CCP, RCP, BCP, and MAP.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Purpose. Every Marine adopts physical fitness as a lifestyle rather than a check in the box. It is the responsibility of each Marine to maintain accountability of themselves and the Marines to their left and right.

(b) Method. All Marines assigned to Marine Corps Logistics Base Albany will maintain combat readiness by maintaining a rigorous physical fitness program/plan whether by individually and or unit effort.

(c) End State. To ensure physical, mental, and combat readiness of all Marines.

(2) Concept of Operations

(a) The CCP design is to utilize a variety of physical fitness training methods to develop warrior-athletes. The success of our program is small unit leaders ensuring aerobic and muscle-strengthening activities are conducted five days a week at least thirty minutes per day. It is imperative that a wide variety of combat conditioning is in place to ensure the exercises are not routine or redundant in nature.

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(b) The RCP is not by design a way to punish Marines, but rather help improve personal deficiencies. This program will consist of remedial physical fitness training five days a week. The schedule, managed and documented by a Command Physical Training Representative (CPTR) or Force Fitness Instructor (FFI) monitored by the Headquarters and Support Company for all Marines assigned. Minimum assignment period is 30 days. The Base Commander assigns Marines to RCP in writing. Removal from RCP will depend upon the achievements of each individual assigned. However, Marines assigned remain on RCP for the duration of assignment to BCP, which is normally six months. The following reasons shall lead to RCP assignment:

1. Failure of official PFT/CFT;
2. Assignment to BCP and or MAP;
3. Marines who routinely "fall out" of company physical training sessions.
4. Marines who are recovering from injuries or prolonged periods of inactivity will receive a review on a case-by-case basis.

(c) The objective of BCP is to establish healthy weight loss and body composition standards and ensure all Marines present a suitable military appearance. Assignment to BCP begins by identifying Marines while checking into the unit, during command-directed semi-annual weigh-ins, or during Commanding General's Readiness Inspection weigh-in. The Military Operations Training Branch (MOTB) will document all Body Composition Evaluation (BCE) results and maintain them as official records as directed. If a Marine is identified, the following procedures will take place.

1. Body Composition Program verification will occur from two separate combat conditioning Instructors (CCIs) or command physical training representatives appointed in writing and trained in accordance with references (a) and (d).

2. Results documented on enclosure (1).

3. Completion of the BCP Evaluation Form, NAVMC 11621, and the Marine is sent to the Naval Branch Health Clinic Albany (NBHC) for laboratory blood work and analysis.

a. Marine reports to NBHC front desk with NAVMC 11621 and states that he/she needs a BCP blood panel.

b. Marine reports to the laboratory for blood draw.

4. Upon completion of laboratory blood draw, the Marine makes an appointment with available Medical Officer within 7-10 days from the date of lab work.

5. During appointment, the Medical Officer marks the appropriate medical evaluation findings, signs and dates NAVMC 11621.

6. Marine returns back to MOTB with signed NAVMC 11621. MOTB conducts a second BCE.

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a. If the Marine is within standard, the Marine is not assigned to BCP and the process stops.

b. If Marine is not within standard, MOTB forwards NAVMC 11621 to the Commanding Officer (CO), MCLB Albany for signature and assignment to BCP.

7. Once the Base CO signs the NAVMC 11621 a Marine is officially assigned to BCP in accordance with reference (d). MOTB creates and maintains a BCP folder for all Marines assigned.

8. The Company Commander, issues a NAVMC 118(11) per paragraph 6105 of reference (e) to the Marine assigned to BCP.

9. Once assigned to BCP the Marine reports to the MOTB every Friday morning during the assignment period to conduct and document weekly BCE results. While assigned to BCP the Marine conducts the following additional requirements:

a. Enroll and complete MNC Z4133AZ (Semper Fit Basic) for first BCP assignment. Enroll and complete MNC Z4134AZ (Semper Fit Advanced) for second BCP assignment.

b. Schedule an appointment with a nutritionist at NBHC.

10. Body Composition Program removal/extension is dependent upon the Marine's compliance to height and weight standards or positive performance. At the end of the six-month BCP assignment, the Marine is officially removed when he/she is within height and weight standards. If a Marine does make positive performance and is still not within standard, the CO can grant a one-time six-month extension.

11. Body Composition Program determination for a Marine within seven months of end active service (EAS), retirement, or separation, the CO makes a case-by-case determination to assign a Marine if out of standard.

(d) The MAP is the responsibility of each individual Marine. However, the Base commander or his senior enlisted advisor assigns a Marine if his/her appearance is not neat and proportionate while in uniform. The Company Co and Company Senior Enlisted Advisor may advise the CO or Sergeant Major of a new or existing Marine with unsatisfactory appearance discovered during daily activities or during command uniform inspections.

b. Tasks

(1) Company Commander

(a) Enforce compliance with height and weight standards and military appearance by conducting a comprehensive CCP and periodical uniform inspections.

(b) Ensure Marines receive a fair and impartial evaluation to include medical determination to establish if excess weight is due to an underlying medical condition or associated disease.

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(c) Select and assign in writing one or more CPTR's to develop the monthly CCP.

(2) Company Senior Enlisted Advisor

(a) Provide oversight of Medical Officer's recommended weight reduction or weigh redistribution plans for Marines assigned to BCP/MAP.

(b) Provide oversight for enlisted Marines assigned to BCP/MAP.

(3) Operations Officer, Military Operations and Training Branch

(a) Coordinate, supervise, and document all command directed semiannual BCE's. Appoint and train CCI's in accordance with reference (d).

(b) Responsible for the development, implementation, management, and supervision of the BCP/MAP for the command.

(c) Manage and maintain BCE documentation. Body Composition Evaluation documentation contained, but not limited to the following in each folder:

1. Body Composition Evaluation results letter found in enclosure (1).

2. Body Composition Program/MAP enclosures located in reference (d).

3. Medical documentation to include light/limited duty chits.

4. Counseling records.

5. Weekly weigh-in and BCE results.

6. Physical Fitness/Combat Fitness Test results.

7. Weekly RCP training/exercise logs.

8. Copy of NAVMC 118(11) "6105".

(5) CPTRs and FFI's

(a) Develop and publish via separate correspondence a monthly CCP schedule; see enclosure (2) for a sample physical fitness-training schedule.

(b) Designate which days are section-level physical training and which days are company-level physical training.

(c) Ensure all sections comply with the mandated CCP by conducting spot checks during section physical training times.

(6) Performance Evaluation System Reporting Officials. Reporting officials ensure Section I Comments and "not recommended" are annotated on a Marine's Fitness Report and JEPES for the following reasons:

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(a) When a Marine obtains a score of 285 or higher on the PFT or CFT, annotate "MRO received a Master Fitness Award for scoring XXX on the PFT or CFT during the reporting period".

(b) When a Marine fails a PFT or CFT, annotate "MRO failed [PFT/CFT] during the reporting period due to [lack of effort, preparation, injury, or whatever the reason is]".

(c) When a Marine is assigned to BCP, annotate "MRO is not within Marine Corps height and weight standards and is assigned to the Body Composition Program".

(d) When a Marine is assigned to MAP and fails, annotate "MRO failed to meet military appearance program goals during the assigned period".

(7) Individual Marine

(a) Every Marine conforms to established Marine Corps height and weight standards and present a suitable military appearance, regardless of age, grade, gender, or duty assignment.

(b) Marines who exceed established height and weight standards take the necessary action to return to standards within the prescribed timeline.

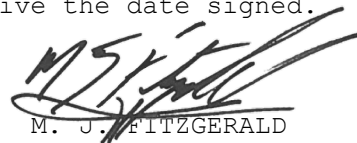
c. Lateral Support. Naval Branch Health Clinic Albany: Provide each Marine assigned to BCP/MAP initial nutritional awareness training/guidance and as needed follow up training/guidance. Coordinate with MOTB when the Nutritionist is available for appointments. For Marines newly assigned to BCP, provide monthly weight and body fat percentage loss goals based on medical determination to ensure Marine is within standards based on reference (d).

5. Administration and Logistics. Recommendations concerning the contents of this Order forwarded to the Commanding Officer, MCLB Albany via the Operations Officer, MOTB.

6. Command and Signal

a. Command. This Order is applicable to all Marines assigned to Headquarters Company, MCLB Albany.

b. Signal. This Order is effective the date signed.

  
M. J. FITZGERALD

DISTRIBUTION: A

SAMPLE BODY COMPOSITION EVALUATION RESULTS LETTER - MALE



**UNITED STATES MARINE CORPS**  
MARINE CORPS LOGISTICS BASE  
814 RADFORD BOULEVARD SUITE 20302  
ALBANY GA 31704-0302

6110  
OPS  
**DD MON YY**

From: Command Physical Training Representative  
Combat Conditioning Instructor  
To: [Rank] [First Name] [Middle Initial] [Last Name] [EDIPI]/[MOS] USMC  
Subj: SEMI-ANNUAL/COMMAND WEIGH-IN BODY COMPOSITION EVALUATION RESULTS  
Ref: (a) DoD Instruction 1308.3 of 5 November 2002  
(b) MCRP 3-02A  
(c) MCO 6100.13A w/CH 2 and ADMIN CH  
(d) MCO 6110.3A w/ CH 3  
(e) MCO 1900.16 w/ CH 2

1. Per the references, SNM was weighed in on: \_\_\_\_\_ Age: \_\_\_\_\_ and he was evaluated by 2 separate Combat Conditioning Instructors (CCIs) or Command Physical Training Representatives (CPTRs).

<u>Male</u>	<u>Male</u>
Height: _____ Weight: _____	Height: _____ Weight: _____
Waist: 1st _____	Waist: 1st _____
2nd _____	2nd _____
3rd _____	3rd _____
Neck: 1st _____	Neck: 1st _____
2nd _____	2nd _____
3rd _____	3rd _____
Waist Measurement: _____	Waist Measurement: _____
Neck Measurement: - _____	Neck Measurement: - _____
Circumference Value: = _____	Circumference Value: = _____
Body Fat percentage: = _____	Body Fat percentage: = _____
Max Weight: _____	
Max Percentage: _____	

\_\_\_\_\_  
CPTR or CCI Print Name and Sign

\_\_\_\_\_  
CPTR or CCI Print Name and Sign

SAMPLE BODY COMPOSITION EVALUATION RESULTS LETTER - FEMALE



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6110  
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From: Command Physical Training Representative  
Combat Conditioning Instructor  
To: [Rank] [First Name] [Middle Initial] [Last Name] [EDIPI]/[MOS] USMC  
Subj: SEMI-ANNUAL/COMMAND WEIGH-IN BODY COMPOSITION EVALUATION RESULTS  
Ref: (a) DODINST 1308.3  
(b) MCO 6100.13A w/CH 2  
(c) MCO 6110.3A w/CH 1 AND ADMIN CH

1. Per the references, SNM was weighed in on: \_\_\_\_\_ Age: \_\_\_\_\_ and she was evaluated by 2 separate Combat Conditioning Instructors (CCIs) or Command Physical Training Representatives (CPTRs).

Female  
Height: \_\_\_\_\_ Weight: \_\_\_\_\_  
Waist: 1st \_\_\_\_\_  
2nd \_\_\_\_\_  
3rd \_\_\_\_\_  
Hip: 1st \_\_\_\_\_  
2nd \_\_\_\_\_  
3rd \_\_\_\_\_  
Neck: 1st \_\_\_\_\_  
2nd \_\_\_\_\_  
3rd \_\_\_\_\_  
Waist Measurement: \_\_\_\_\_  
Hip Measurement: + \_\_\_\_\_  
Neck Measurement: - \_\_\_\_\_  
Circumference Value: = \_\_\_\_\_  
Body Fat percentage: = \_\_\_\_\_  
Max Weight: \_\_\_\_\_  
Max Percentage: \_\_\_\_\_

Female  
Height: \_\_\_\_\_ Weight: \_\_\_\_\_  
Waist: 1st \_\_\_\_\_  
2nd \_\_\_\_\_  
3rd \_\_\_\_\_  
Hip: 1st \_\_\_\_\_  
2nd \_\_\_\_\_  
3rd \_\_\_\_\_  
Neck: 1st \_\_\_\_\_  
2nd \_\_\_\_\_  
3rd \_\_\_\_\_  
Waist Measurement: \_\_\_\_\_  
Hip Measurement: + \_\_\_\_\_  
Neck Measurement: - \_\_\_\_\_  
Circumference Value: = \_\_\_\_\_  
Body Fat percentage: = \_\_\_\_\_

\_\_\_\_\_  
CPTR or CCI Print Name and Sign

\_\_\_\_\_  
CPTR or CCI Print Name and Sign

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## SAMPLE MONTHLY PHYSICAL FITNESS CALENDAR

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
2	3	4	5	6	7	8
	COMPANY PT WHAT: COMPANY CMDR PT WHEN: TBD WHERE: TBD UNIFORM: TBD	SECTION PT HQ/IED MILPERS/ADJ OPS LSD CISD MCCS/MCPD	SECTION PT HQ/IED MILPERS/ADJ OPS LSD CISD MCCS/MCPD	COMPANY PT WHAT: SPORT PT WHEN: 0615 WHERE: SOFTBALL FIELD UNIFORM: RAINBOW PT GEAR	UNIFORM INSPECTION WHO: SGT AND BELOW WHEN: 0700 WHERE: BRKS PK LOT UNIFORM: DESERT UTILITIES (SLEEVES UP)	
9	10	11	12	13	14	15
	SECTION PT HQ/IED MILPERS/ADJ OPS LSD CISD MCCS/MCPD	SECTION PT HQ/IED MILPERS/ADJ OPS LSD CISD MCCS/MCPD	MOCK PFT (MANDATORY) TIME: TBA	MANDATORY WEIGH IN: NCO & BELOW: 0800 - 1100 SNCO & OFFICERS: 1300	COMPANY PT WHAT: HITT WHEN: 0615 WHERE: DANIELS GYM UNIFORM: RAINBOW PT GEAR	
16	17	18	19	20	21	22
	COMPANY PT WHAT: 4 MILE BUDDY RUN WHEN: 0615 WHERE: PFT COURSE UNIFORM: GREEN ON GREEN	SECTION PT HQ/IED MILPERS/ADJ OPS LSD CISD MCCS/MCPD	SECTION PT HQ/IED MILPERS/ADJ OPS LSD CISD MCCS/MCPD	COMPANY PT WHAT: COMP GUNS PT WHEN: 0615 WHERE: BARRACKS UNIFORM: GREEN ON GREEN	SECTION PT HQ/IED MILPERS/ADJ OPS LSD CISD MCCS/MCPD	
23	24	25	26	27	28	29
	COMPANY PT WHAT: SPRINT/CIRCUIT COURSE WHEN: 0615 WHERE: SOFTBALL FIELD UNIFORM: GREEN ON GREEN	SECTION PT HQ/IED MILPERS/ADJ OPS LSD CISD MCCS/MCPD	SECTION PT HQ/IED MILPERS/ADJ OPS LSD CISD MCCS/MCPD	SECTION PT HQ/IED MILPERS/ADJ OPS LSD CISD MCCS/MCPD	COMPANY PT WHAT: COL DAVIS PT WHEN: TBD WHERE: TBD UNIFORM: TBD	
30	31					
	COMPANY PT WHAT: INDIAN RUN W/ WEIGHTED BALL WHEN: 0615 WHERE: TBA UNIFORM: GREEN ON GREEN					