



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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MARINE CORPS ORDER 1500.62

From: Commandant of the Marine Corps
To: Distribution List

Subj: FORCE FITNESS INSTRUCTOR PROGRAM (FFIP)

Ref: Enclosure (1)

Encl: (1) References
(2) Force Fitness Instructor (FFI) Procedural Guidance

1. Situation. This Order complies with the policy delineated in references (a) through (r). The total fitness and combat readiness of the individual Marine is one of the Corps highest priorities. As a supporting effort to the Marine Corps Order 6100.14 Marine Corps Physical Fitness Program (MCPFP), the FFIP will aim to improve the overall health, physical fitness, and combat readiness of individual Marines and units.

2. Mission. Establish the Force Fitness Instructor (FFI), assign command responsibilities and enact guidance regarding FFI employment in order to optimize physical fitness of individual Marines and units.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The intent of the FFIP is to maximize physical fitness by integrating evidence-based systematic Physical Training (PT), injury prevention, and nutrition.

(a) We will accomplish this mission through the use of organizational FFIs assigned throughout the total force down to the company and squadron level.

(b) The endstate of the program is the optimization of individual and unit physical fitness plans that create a more capable and combat ready force.

(2) Concept of Operations

(a) Main Effort. The main effort of the FFIP is the FFI. Every company or squadron sized element and above force-wide will have a FFI. FFIs are the commander's subject matter experts in developing fitness training plans that are holistic, progressive, and optimize physical performance tailored to unit missions and individual needs. In accordance with references (a) through (c) FFIs will:

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1. Create comprehensive physical fitness programs which accomplish their commander's mission essential tasks and that balance physical fitness, injury prevention, and overall health.

2. Educate their unit on injury prevention techniques and general nutrition.

3. Coordinate efforts of the unit's organic assets such as Martial Arts Instructors (MAI), Marine Corps Instructors of Water Survival (MCIWS), and certified Athletic Trainers (AT) to ensure synchronization of all MCPFP efforts.

4. Interact with organizations outside the unit such as Semper Fit and Navy Medicine to leverage additional resources and capabilities to meet their unit's fitness requirements and Marines that require specialized programs in accordance with references (q) and (r).

(b) Supporting Effort (SE) #1. SE #1 is the cadre of ATs throughout the force as part of the Sports Medicine Injury Prevention (SMIP) program. ATs will educate FFIs on the most current science concerning injury prevention, injury identification, injury mitigation, treatment, and rehabilitation. They will collaborate with FFIs and commanders to ensure unit level fitness programs follow best practices as it relates to injury prevention.

(c) Supporting Effort (SE) #2. SE #2 is the Force Fitness Readiness Center (FFRC). The FFRC's primary responsibility is the creation of FFIs. The FFRC will be the main conduit for sharing information, observations, and best practices between all FFIs force wide in order to create an interconnected network of growing knowledge.

(d) Supporting Effort (SE) #3. SE #3 is the Force Fitness Division (FFD) (C469). The FFD will ensure unit commanders are educated on the capabilities of FFIs through means of policy, site visits, inspections, and other communication. FFD will ensure the Program of Instruction (POI) taught by the FFRC encompasses the most current science on physical conditioning, fitness programming, general nutrition, and injury prevention.

b. Subordinate Element Missions

(1) Commanding Generals, Marine Forces

(a) Ensure physical fitness training is conducted in compliance with reference (a).

(b) Manage allocated FFI course quotas.

(c) Ensure subordinate commanders maintain sufficient numbers of FFIs (one per company/squadron sized element) to support unit commander physical fitness programs.

(2) Deputy Commandant (DC), for Manpower and Reserve Affairs (M&RA)

(a) Ensure that manpower policy supports assignment of instructors at the FFRC in order to sustain FFI force requirements.

(b) Provide Marine Corps Community Support via Semper Fit to FFIs.

(3) Commanding General (CG), Training and Education Command (TECOM) (CG, TECOM) (C469). FFD, as the executive agent for proponent level MCPFP tasks (reference (a)), is responsible for the following:

(a) Assume overall responsibility of the FFIP.

(b) Develop and approve all policy and standards for the FFIP.

(c) Provide oversight and guidance to the execution of the FFIP throughout the force and at the FFRC.

(d) Ensure number of FFIs force-wide is sufficient to meet the intent of at least one FFI at every company squadron level and above. Approve annual master production plan to meet this intent.

(e) Review and approve all FFI POIs executed by the FFRC. Ensure POIs are in accordance with the references and contain the most current scientific methodologies.

(f) Assume approval authority for all FFIP joint, interagency, and coalition requests as well as public affairs interview, events, demonstrations and displays.

(g) Conduct quality assurance of FFI-led PT programs in entry level training sites and the operating forces.

(h) Ensure integration of existing PT equipment force wide which supports the FFIP. Identify emerging requirements of the same.

(4) Commanding General (CG), Training Command

(a) Establish the FFRC as the resident schoolhouse for the creation of FFIs.

(b) Ensure the FFRC is staffed appropriately to meet FFI production requirements determined by CG, TECOM (C469).

(c) Forward all recommended changes to policy concerning the FFIP to CG, TECOM (C469) for approval.

(5) Inspector General of the Marine Corps (IGMC)

(a) Coordinate with CG, TECOM (C469) regarding the integration of provisions of this Order in the IGMC Automated Inspection Reporting System checklist.

(b) Review implementation, execution, and management of the FFIP during command inspections with support of CG, TECOM (C469).

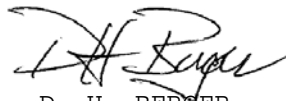
(c) Provide the Commandant of the Marine Corps (CMC) an annual assessment of the FFIP execution as part of the annual CMC IGMC report.

4. Administration and Logistics

- a. Submit all recommendations concerning this Order to CG, TECOM (C469).
- b. Commanding Officers (COs)/ Officers-in-Charge (OICs) will ensure unit FFIs document unit training plans and maintain a turnover folder for training procedures.
- c. COs/OICs, with FFI assistance, will report all unit PT related injuries that meet mishap reporting criteria per references (d) and (e) via the Web-Enabled Safety System (WESS).
- d. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per references (o) and (f) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Refer to reference (p) for Marine Corps records management policy and procedures.
- e. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (reference (g)) and implemented per reference (h).
- f. Forms Management. Navy Forms Online is the official online resource for Marine Corps forms. Marine Corps forms identified in this Order may be retrieved from: <https://navalforms.documentservices.dla.mil/web/public/forms>

5. Command and Signal

- a. Command. This Order is applicable to the Marine Corps Total Force.
- b. Signal. This Order is effective the date signed.



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References

- (a) MCO 6100.14
- (b) DoD Instruction 1308.3 "DoD Physical Fitness and Body Fat Program Procedures," November 5, 2002
- (c) Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3405.01, Total Force Fitness Framework, September 23, 2013
- (d) MCO P5102.1B
- (e) DODI 6055.07 "Mishap Notification, Investigation, Reporting, and Record Keeping," October 3, 2000
- (f) SECNAV M-5210.1 w/CH-1 "Department of the Navy Records Management Program," August 21, 2017
- (g) 5 U.S.C 552a "The Privacy Act of 1974"
- (h) SECNAVINST 5211.5E "Department of the Navy (DON) Privacy Act (PA) Program," December 28, 2005
- (i) MCO 1500.59
- (j) MCO 1500.52D
- (k) MCO 1700.29
- (l) MCO 6110.3A W/CH1
- (m) MCO 10110.49
- (n) MCO 6100.13A
- (o) SECNAV Notice 5210, May 29, 2018
- (p) MCO 5210.11F
- (q) MCO 5000.12E W/CH 1-2
- (r) MCO 1900.16 CH 1

Force Fitness Instructor (FFI) Procedural Guidance

1. Physical Fitness Program Guidelines. COs/OICs and their FFIs in accordance with references (a) and (b) will:

a. Allow time for PT as part of the daily routine. PT requirements can be accomplished through tactical movements or other occupational related activities, swimming, Marine Corps Martial Arts, unit PT, or individual training sessions. PT plans should be challenging, enhance injury prevention, and include endurance, strength, and mobility training. All PT sessions should include a dynamic warm-up and cool down. Guidance for a unit PT plan can be found in the PT Playbook Template located under official guidance on the FFD website at: <http://www.fitness.marines.mil>.

b. Incorporate strength training sessions done at least twice per week which should consist of compound, functional movements in combination with or separate from cardiovascular training.

c. Ensure command programs are conducted in a manner that is progressive in nature and provide adaptations for additional physical demands and individualized performance.

d. Ensure that PT programs are not developed solely for the preparation for the Physical Fitness Test (PFT) or Combat Fitness Test (CFT).

2. Responsibilities

a. Commanding Officer (CO)/Officer-in-Charge (OIC)

(1) Responsible for the combat readiness of their organization. COs/OICs can enhance combat readiness through systematic physical fitness training programs down to the individual Marine.

(2) Responsible for the overall development, implementation and management of the unit/organizational physical fitness program.

(3) Select FFI candidates that possess superb physical fitness attributes, high mental aptitude, maturity, commitment, and the leadership qualities needed to inspire and instruct Marines in all aspects of PT.

(4) Ensure Marines comply with the requirements and standards contained in this Order and take appropriate action when required.

(5) Receive periodic reports from their FFIs concerning their unit's physical fitness program including physical fitness and CFT scores.

(6) Report all unit PT related injuries that meet mishap reporting criteria per references (d) and (e) via the WESS.

(7) Ensure an FFI is assigned at the company level and above in ground units, and at the squadron level and above for aviation units.

b. Force Fitness Instructor (FFI)

(1) Responsible to the CO/OIC for development, implementation, management, and supervision of the organizational physical fitness programs.

(2) Ensure the organizational physical fitness program enhances the unit's ability to complete the unit training and exercise employment plan and mission essential tasks.

(3) Assess the physical fitness of the unit and individual Marines, and design a comprehensive program to facilitate progressive improvement.

(4) Provide the CO/OIC periodic reports of the unit's physical fitness program.

(5) Ensure physical fitness programs are balanced and include warm-ups, injury prevention, and recovery periods.

(6) Synchronize efforts of parent unit's organic assets such as MAIs (reference (i)), MCIWSs (reference (j)), and ATs towards the support of the COs/OICs physical fitness program.

(7) Leverage available resources such as Semper Fit, per reference (k) (e.g., health educators, strength coaches, High Intensity Tactical Training, to support the commander's physical fitness training objectives and unit Mission Essential Task Lists.

(8) Serve as the Commander's liaison with Marine Corps SMIP, ATs and Semper Fit.

(9) Maintain records of all physical fitness programs for the duration of assignment at the parent unit and turn-over of said records to the next assigned FFI.

(10) Assist Marines assigned to the Body Composition Program in accordance with reference (l) with body composition management, nutrition information in accordance with reference (m), and liaise with Semper Fit resources for dietary planning.

(11) After receiving the Free Military Occupational Specialty and before assuming duties as a unit FFI, the FFI will thoroughly review references (a-c) and the contents of this Order.

(12) Maintain a 1st Class PFT and CFT while conducting duties as unit designated FFI (reference (n)).

(13) Maintain body composition standards per reference (m), while conducting duties as a unit designated FFI.

c. Director, Force Fitness Readiness Center (FFRC)

(1) Responsible for the execution of the FFI course POI.

(2) Conduct requisite number of courses required to meet annual requirements as determined by CG, TECOM (C469). Provide CG, TECOM (C469) the annual production plan.

(3) Act as the main conduit for sharing information, observations, and best practices between all FFIs force wide. Brief CG, TECOM (C469) quarterly on existing trends amongst operating FFIs.

(4) Ensure proper annotation is made in Marine Corps Total Force System for graduates of FFI courses run at FFRC and by Mobile Training Team (MTT).

(5) With CG, TECOM (C469), conduct a course content review board every two years or as directed by CG, TECOM (C469).

(6) Report all FFI course related injuries via the WESS per references (d) and (e).

(7) Report to CG, TECOM (C469) all FFI course students meeting disenrollment criteria.

3. Force Fitness Instructor (FFI) Course. The FFI course is taught at the FFRC or by Mobile Training Teams taught by FFRC staff. All students who graduate the FFI course will receive the free military occupational specialty of 0919. The primary audience for the FFI course is Staff Sergeants and Gunnery Sergeants. Because the course is highly academic in nature teaching collegiate level classes on physiology, kinesiology, biomechanics, and anatomy, commanders are advised to send Marines with a high mental aptitude.

a. Force Fitness Instructor (FFI) Course Pre-requisites. All Marines requested to attend the FFI course will:

(1) Have the recommendation of their reporting senior and approval of their CO.

(2) Be a minimum rank of Sergeant or above. No waivers will be accepted for Corporal or below.

(3) Possess a current first class PFT and CFT per reference (n).

(4) Be in a full duty status to attend the course.

(5) Meet body composition standards per reference (l).

b. Force Fitness Instructor (FFI) Course Disenrollment Criteria. The final decision regarding disenrollment resides with the director of the FFRC. Marines will be dis-enrolled from an FFI course for the following:

(1) Academic failure. Failure of any three evaluated events. Upon failure of three events a board will convene to review the student's record and performance. Board members will include the Chief Instructor, Squad Instructor, and the FFRC Staff Noncommissioned Officer-in-Charge. The board recommendation will be presented to the Director.

(2) Physical Fitness Test (PFT). All students are required to take a PFT (reference (n)) within a week of starting the FFI course. A student will be dropped if they are unable to achieve a 1st class PFT. No board recommendation is necessary for a physical failure.

(3) Body Composition Standards. A student will be disenrolled if they do not meet body composition standards (reference (l)) upon check in to the course. No board recommendation is necessary for a Marine outside of body composition standards.

(4) Administrative. If a student is absent from training for an extended period due to emergency leave, medical problems, or other non-academic related issues, then they will be recommended by the board to the FFRC director for disenrollment.

(5) Reenrollment. Students who were administratively dropped for administrative reasons may be reenrolled in the next available class. Students who were dropped for failure of academics, PFT, or body composition standards, must wait 180 days before being allowed to reenroll in the FFI course.