**UNCLASSIFIED**

**Force Fitness Advisory Council**

**Charter Guidelines**

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**Force Fitness Advisory Council**

**Charter Guidelines**

**1. Purpose**: This charter formally establishes the Force Fitness Advisory Council (FAC). The FAC is created for the purpose of advising the Commandant of the Marine Corps (CMC) on matters related to health and fitness, and the Marine Corps Physical Fitness Program (MCPFP). The specific purposes of the FAC include the following responsibilities:

* Provide recommendations to MCPFP policy and implementation.
* Provide recommendations on education of Marines relating to fitness and health topics including performance enhancement, injury prevention, nutrition and sports medicine.
* Assist in MCPFP program evaluation and improvement.
* Facilitate presentations and inputs by subject matter experts in physical fitness and health research for the purpose of ensuring the MCPFP remains optimal with evidence-based components as a foundation.
* Facilitate an environment of coordination throughout the Marine Corps, sustaining an innovative organization focused on fitness and success of the MCPFP.

**1.1. Background:** In February 2016, CMC issued “FRAGO 01/2016 Advance to Contact”, with the task of “establishing a Force Fitness Instructor Program NLT end of FY 2017.” Training and Education Command (TECOM) G-3 stood up the Force Fitness Working Group (FFWG) in September 2016 including representatives across the Marine Corps’ Health and Fitness organizations. The initial Force Fitness Instructor Course (FFIC) 01-17 commenced in October 2016. The Force Fitness Division (FFD) was later stood up in January 2017 in order to facilitate institutional unity of effort toward improvement of total force fitness. The FAC is a follow-on enabler to the Division Office that supports both the Force Fitness Instructor (FFI) and the overall MCPFP and provides a venue for institutional collaboration.

**1.2. Mission:** The mission of the FAC is to identify fitness challenges, and present innovative and effective solutions to those challenges for decisions by Senior Marine Corps leadership in order to improve overall Marine Corps physical fitness readiness. The FAC will utilize a cooperative ability to adapt to changing requirements by linking fitness resources, emerging technologies, and exploring current integrated solutions across physical fitness training and education organizations. The FAC will also explore collegiate and professional sports training routines and applications to bring in full spectrum physical fitness, health, and nutrition. The FAC will provide a coalition of support and leadership orchestrated to help drive the mission of the MCPFP by serving the CMC in an advisory capacity via the Executive Steering Committee (ESC).

**1.3. Scope:** The scope of this charter will focus on the coordinated roles, responsibilities, and expectations of FAC and its associated members.

**1.4. FAC Responsibilities**:

**1.4.1.** Advise CMC via the ESC on Action Items (AIs) and address requirements and challenges at least semi-annually. The FAC is expected to review issues submitted from Senior Marine Corps leadership, FAC members, or the FFWG and offer recommendations to the ESC. Provide pre-briefs to the Commanding General (CG) of TECOM and CG Marine Corps Combat Development Command (MCCDC) as required or directed.

**1.4.2.** Advise CG TECOM and CG MCCDC leadership on proposed requirements involving Marines, Marine Corps units, and organizations to seek approval for coordination with other planned or ongoing data gathering efforts and inquiries involving fitness and health.

**1.4.3.** Ensure proper coordination of projects with external collaboration partners involving ongoing AIs in all organizations.

**1.4.4.** Supervise and guide the ongoing efforts of the Force Fitness Working Group.

**1.4.5.** Serve as a body to identify, review, and address MCPFP training and education requirements.

**1.4.6.** Monitor the need to enhance programs, education and promotional materials that are sponsored, overseen, or disseminated by the Council. Advise CG TECOM concerning any required or recommended changes.

**1.4.7.** Facilitate communication, understanding, and coordination among MCPFP stakeholders.

**1.4.8.** Identify potential physical fitness training and education concepts for further research and exploration.

**1.4.9.** Identify potential partner relationships with other organization to support adaptive physical fitness training, education and the MCPFP.

**2. Organization:** CG TECOM serves as chair of the FAC. CG TECOM reports to CG MCCDC who chairs the Executive Steering Committee (ESC) and reports to CMC as required. Through coordination with CG, TECOM, higher, adjacent and supporting commands, the FAC gains the efficiency it required to effectively facilitate, promote fitness training, education, and provide oversight that ensures efforts are aligned with overall training and education needs. Organized and represented properly, the FAC offers legitimacy as it fosters an effective, enterprise approach to fitness and creative thinking across associated fitness and health communities.

**2.1. FAC Members:** The FAC will be chaired by CG TECOM with the FFD fulfilling Executive Secretariat (ES) responsibilities. Members will include the following:

* CG Marine Corps Forces Command: Provide input on all matters pertaining to physical fitness and health of the force.
* CG Marine Corps Forces Pacific: Provide Marine Corps pacific forces input on all matters pertaining to physical fitness and health of the force.
* CG Marine Corps Forces Reserve: Provide input on all matters pertaining to physical fitness and health of the force.
* CG Marine Special Operations Command: Provides support and overall cognizance of fitness oriented events associated with the MARSOC Performance and Resiliency Program (PERRES). Additionally, contributes updated information regarding proper Marine nutrition and training techniques to maintain overall combat fitness.
* CG, Marine Corps Installations Command: Provide support to the MCPFP ensuring base facilities and fitness centers are readily available and emergent force fitness requirements are supported and sustained. Additionally, ensure policy, procedures, delivery, and administration of MCCS Programs at required bases are in place in support of MCPFP and FFI Program.
* CG Education Command: Supports and communicates all concerns, issues, and initiatives associated with the physical fitness program provided at the PME SNCO Academies. Responds to and integrates relevant information as required into the officer and enlisted professional military education (OPME/EPME) curriculums.
* CG Training Command. Provides support to MCPFP through management and execution of the Marine Corps Force Fitness Readiness Center (FFRC) to train Force Fitness Instructors, Force Fitness Instructor Trainers (FFIT), and Force Fitness Coordinators (FFC). Develops, executes, and sustains the program of instruction (POI) for the FFI, FFIT, FFC courses and executes the annual throughput required to sustain the enduring capability. Additionally, oversees development and maintenance of physical training playbooks (PT Playbooks) to enhance individual and unit physical fitness. In conjunction with FFD and FFRC, identifies and validates all resources required for execution of the Physical Fitness Program. In conjunction with FFD and M&RA, monitors the availability and use of FFIs, FFITs, and FFCs throughout the Marine Corps. In conjunction with FFD and FFRC, establishes Measures of Effectiveness that will provide continuous assessment of the MCPFP.
* Director, HQMC Warfighter & Performance Dietitian: Serves as the subject matter expert on all topics regarding performance nutrition, fueling, and dietary supplements for the FAC. Member is also responsible for providing current, evidence-based recommendations for optimizing the health and performance of Marines in garrison and operational feeding. Ensure consistent messaging and education on performance nutrition topics throughout the Corps by developing a standardized educational curriculum, while leveraging existing resources and identifying limitations for execution and implementation.
* Director, Marine & Family Programs: Support Unity of effort by ensuring integration on all performance enhancement capabilities (physical fitness, health promotion, nutrition, injury prevention, alternative PT, sports and outdoor recreation) to include subject matter experts. Provide updates as they relate to fitness facilities and updated programmatic directions. Discuss opportunities for collaboration across commands in support of physical/holistic enhancements for the institution. Provide feedback and recommendations on command initiatives in support of physical fitness. Maintain liaison with appropriate fitness organizations and certification agencies (National Strength and Conditioning Association, Tactical Strength and Conditioning Association, etc.).
* Director, Health Services (M3): Advise the FAC on healthcare matters and serve as the functional expert in working with the appropriate Headquarters agencies (including the Bureau of Medicine and Surgery) for determining medical requirements. Make recommendations on all Medical and Dental matters supporting the Marine Corps.
* Director, Sports Medicine (Primary Care Sports Medicine Specialty Leader to the Surgeon General): Ensure both intrinsic and extrinsic factors are considered in fitness and injury prevention. Intrinsic factors such as: functional movement (anatomical malalignment may cause restrictions), history of prior injury, nutrition, tobacco use, body fat, and low fitness levels, as well as extrinsic risks factors such as: functional movement (due to training practices), training practices, training surfaces, environment & equipment/protective gear, must all be considered.
* Director, Consortium for Health and Military Performance (CHAMP): CHAMP is the Department of Defense Center of Excellence for Human Performance Optimization (HPO) translation. As such, CHAMP will conduct, translate, and disseminate research in all areas of HPO including injury prevention, performance nutrition, dietary supplements, and psychosocial and physiological optimization. CHAMP’s primary role will be to oversee scientific integrity of materials presented to and put forth by the FAC. Furthermore, CHAMP will provide physical fitness training and education recommendations that are evidence-based and current with best practices, while leveraging existing inter- and intra-agency relationships. CHAMP will assist with the development of MCPFP policy and implementation and subsequently provide subject matter expertise to assist MCPFP with program evaluation and improvement. As an impartial third-party, CHAMP is committed to serving the warfighter and optimizing all aspects of human performance.
* Director, Human Performance Training and Education Program, the Office of Naval Research, Expeditionary Maneuver Warfare and Combating Terrorism Department (Code 30): Provide science and technology (S&T) support to the FAC; contributes to scientific integrity of materials presented to and put forth by the FAC; and promote and support collaboration between S&T communities for topics related to the FAC. Offer insight into ongoing experiments, S&T product development, and future S&T efforts at ONR, which may be leveraged by the FFI program or contribute to the improvement of the MCPFP.
* Director, Force Preservation Directorate (G-10): The Force Preservation Directorate (G-10) (FPD) will inform, advise, and make recommendations regarding force preservation policies and programs and coordinate efforts with MCPFP. Additionally, the FPD (G-10) facilitates data management supporting force preservation to inform decision making.
* Sergeant Major, TECOM: Provides input to develop MCPFP policy recommendations on quality of life and quality of service issues which impact the enlisted force. Makes recommendations to the Sergeant Major of the Marine Corps on MCPFP policy issues which impact the enlisted force. Responds to Marine Corps requests for physical fitness study, evaluation, and/or recommendation on issues affecting health and fitness of the enlisted force.

(The above includes the principals of representatives of the FFWG. FAC membership may be expanded beyond this “core” representation if deemed appropriate or necessary by the membership.)

**2.2.** **Executive Steering Committee (ESC):** The ESC will be consulted for guidance, prioritization, and direction as required. The Advisory Council chair will report to the ESC Lead, CG MCCDC, and provided an update of ongoing actions and information as required. The ESC will meet to discuss health and fitness issues of the force as required. It is essential to have an alliance of support for the successful implementation and sustainment of the FAC in accordance with this charter. ESC members include:

* Deputy Commandant, Combat Development and Integration (DC, CD&I)
* Deputy Commandant, Plans, Policy and Operations (DC, PP&O)
* Deputy Commandant, Installations and Logistics (DC, I&L)
* Deputy Commandant, Aviation (DC/A)
* Deputy Commandant, Programs and Resources (DC, P&R)
* Deputy Commandant, Manpower and Reserve Affairs (DC, M&RA)
* The Medical Officer of the Marine Corps (TMO), Bureau of Medicine and Surgery

**2.3. FAC External Collaboration Organizations:** The FAC will collaborate with organizations outside of TECOM as required, based on need and specialty of the associated organization. The intent is to gain insights into performance based technology and training efficiency methods as well as advertising sports/military partnerships in order to increase awareness and consideration of service. The collaboration organizations include (but are not limited to) the following:

* Sister Service Schools (Navy, Army, Airforce, Coast Guard)
* American Medical Society for Sports Medicine (AMSSM)
* National Athletic Trainers Association (NATA)
* American Colleges of Sports Medicine (ACSM)
* Collegiate athletic teams and University staff
* Professional Sports Teams

**2.4. Force Fitness Working Group**. The Force Fitness Working Group (FFWG) is a working group comprised of action officers from the FAC. Its purpose is to discuss, communicate, and collaborate on fitness related issues and activities as directed by CG TECOM. The FFWG will convene as often as necessary, either in person or virtually, to meet its mission.

**2.5.** **Executive Secretariat.** Executive Secretariat (ES) functions are performed by the Director, FFD, TECOM.

**3. FAC Operations and Communication:**

**3.1.** Meetings: The FAC will meet at least semi-annually. The FFD will provide meeting announcements and locations to FAC members at least two (2) months prior to FAC meetings. CG TECOM will be consulted for guidance and direction as required. Topics for discussion may be submitted by FAC members to the FFD at [tecom.forcefitness@usmc.mil](mailto:tecom.forcefitness@usmc.mil) in the format found in Appendix B.

**3.2.** Minutes: Minutes of each meeting will be recorded by the Executive Secretariat (FFD administration) and filed in a historical folder for reference. Copies of minutes will be mailed to Council members within two weeks after a meeting.

**3.3.** Recommendations and Reports: FAC recommendations by principal members and reports will be submitted to the Council. Documents will include both suggested action and justification. The Council will respond/react to such recommendations/reports in writing. FAC reports will be provided to the Commandant of the Marine Corps via CG TECOM. The FAC will provide a quarterly update of ongoing actions and information. It is essential to have a coalition of support for the successful implementation and sustainment of the FAC in accordance with this charter. Appendix A, the Action Item (AI) Form, will document follow up actions and requirements as directed by the CG TECOM.

**4.** Changes and or dissolution to this charter can be proposed by FAC members and are subject to approval by the CG, TECOM. The FAC as described in this document is only an initial step to align physical fitness stakeholders, share new ideas, and discuss future training and education supporting the MCPFP. Senior leadership may choose in the future to expand or diminish the scope of actions that the FAC provides. As physical fitness practices become institutionalized within the FAC work environment and the overall Marine Corps culture transforms to embrace it, the need for having the FAC report to the Senior Marine Corps Leadership may diminish. In this case, the FAC could be transferred to a department, and roles may be revised. This charter will be reviewed annually.**Appendix A**

**Action Item (AI) Form**

**Action Item Number:**

**Problem:**

**Benefit Statement:**What is technology or innovative process improving?

**Candidate Project Name:** Pilot Program or name of application

**In scope/out of scope:**

**Opportunity/Problem Statement:**

**Goal Statement:**

**Candidate Project Start Date:**

**Project Plan-(Define, Measure, analyze, Improve, Control):**

**Project Champion:**

**Process Owner (s):**

**Sponsor:**

**Status:**

**Estimate completion date:**

**Actual completion date:**

**Date closed:**

**Appendix B**

**Topic Recommendations Form**

**Topics for FAC consideration should be presented 3 months prior to a FAC meeting. Any FAC member organization or individual may submit a topic for discussion. All topics for consideration should be submitted to the FAC Executive Secretariat via the Force Fitness Division organizational email inbox (**[**tecom.forcefitness@usmc.mil**](mailto:tecom.forcefitness@usmc.mil)**).**

**Topic:**

**Discussion:**

**Recommendation:**