

PFT/CFT PERFORMANCE WORKSHEET

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (5 U.S.C. 552a/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 Tracking System for Members Deployed Overseas; 32 CFR 64.4, Management and Mobilization; DoD Dir 1215.13, Reserve Component Member Participation Policy; DoD Instruction 3001.02, Personnel Accountability in Conjunction with Natural and Manmade Disasters; CJCSM 3150.13B, Joint Reporting Structure Personnel Manual; DoD Instruction 6490.03, Deployment Health; MCMEDS: SECNAVINST 1770.3D, Management and Disposition of Incapacitation Benefits for Members of the Navy and Marine Corps Reserve Components (Renamed Line of Duty(LOD)); and MCO 7220.50, Marine Corps Policy for paying Reserve Marines; E.O. 9397 (SSN), as amended; and SORN M01040-3 (available at: <http://dpclid.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570625/m01040-3/>).

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

RETENTION: The collected information will be maintained in the MCTFS database with restricted, limited access permissions and PKI/password protections in place. Records in this file system will only be retrieved by the record subject's name and EDIPI number. Records will be maintained for five years and will then be destroyed pursuant to provisions set forth in SECNAV M-5210.1; Subj: DON RECORDS MANAGEMENT PROGRAM.

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.

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

FOR OFFICIAL USE ONLY
Privacy sensitive when filled in. Any misuse or unauthorized
disclosure may result in both civil and criminal penalties.

