



DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
2221 ADAMS AVENUE
FORT LEE, VIRGINIA 23801-2102

ATCL-HHC

04 January 2018

MEMORANDUM FOR Headquarters and Headquarters Company (HHC), United States Army Combined Arms Support Command (CASCOM)

SUBJECT: Company Command Policy Letter 18-8 – Physical Readiness Training (PRT) (Change 1)

1. **Purpose.** This memorandum establishes guidelines, policy, and procedures regarding PRT for HHC, CASCOM. My goal is to ensure maximum compliance with the Army Physical Fitness Test (APFT) and Height/Weight standards and to improve the physical fitness and Soldier readiness of personnel assigned and attached to the company.

2. **Applicability.** This policy applies to all Soldiers assigned and attached to HHC, CASCOM.

3. **References:**

- a. Field Manual (FM) 7-22, Army Physical Readiness Training, 3 May 2013.
- b. Army Regulation (AR) 350-1, Army Training and Leader Development, 10 December 2017.
- c. CASCOM Policy 18-15, United States Army Combined Arms Support Command and Fort Lee Pregnancy/Postpartum Physical Training Policy, 29 November 2018.
- d. AR 600-8-2, Suspension of Favorable Personnel Actions (Flags), 11 May 2016.
- e. AR 670-1, Wear and Appearance of Army Uniforms and Insignia, 25 May 2017.
- f. AR 600-9, The Army Body Composition Program, 28 June 2013.
- g. AR 635-200, Active Duty Enlisted Separations, 19 December 2016.
- h. AR 600-8-24, Officer Transfers and Discharges, 12 April 2006, (Rapid Action Revision (RAR): 13 September 2011).
- i. AR 40-501, Standards of Medical Fitness, 14 June 2017.

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4. **GENERAL.** Readiness is the #1 priority for the Army. Physical fitness is a critical aspect of readiness that is a shared individual and unit responsibility. It is the Soldier's responsibility to stay physically fit and maintain Army Height/Weight standards. Leader commitment and involvement at both the company and directorate level is a critical factor in maintaining and enforcing physical fitness standards in the Company.

5. **POLICY.** All Soldiers will conduct individual physical training Monday-Thursday and participate in Army Combat Fitness Test (ACFT) Company physical training activities every Friday, unless it is a training holiday, starting at 0555.

a. Exceptions to policy.

(1) **Special Physical Fitness Program (SPFP).** Any Soldier who fails to meet Army Physical Fitness Test standards as outlined in FM 7-22, Army Physical Readiness Training, or Body Composition Standards per AR 600-9, Army Body Composition Program will participate in the Special Fitness Program and conduct collective Company PRT on all duty days until they meet physical readiness standards.

(a) The Company First Sergeant (1SG) will manage and coordinate SPFP through his/her designated leaders.

(b) Soldiers will remain enrolled in the SPFP until they pass a RECORD COMPANY APFT and/or meet the body fat standards.

(2) Soldiers with profiles so restrictive that they must have an individual fitness program will still be required to execute their individual physical training Monday-Thursday and to participate in ACFT Company physical training activities every Friday, within the limitations of their profiles.

(3) **Special Conditioning Programs for Pregnant and Postpartum Soldiers.** Pregnant and postpartum Soldiers are exempt from company physical training and APFT for the duration of the pregnancy and 180 days past the end of their pregnancy. These Soldiers are required to enroll in the Installation Pregnancy/Postpartum Training (P3T) Program IAW CASCOM Policy 18-15. These Soldiers will participate in the installation P3T once they are cleared by their medical provider. In an effort to improve and maintain the physical conditioning of pregnant Soldiers assigned or attached to HHC, CASCOM, leaders will ensure that pregnant Soldiers adhere to the limitations in their profiles.

b. **Individual Physical Training.** Individual physical training shall be conducted Monday-Thursday every week, with every Friday being reserved for Company ACFT activities. The purpose of physical training is to maintain the physical fitness of our force and hold all HHC, CASCOM Soldiers accountable to maintain their Army physical readiness standards.

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c. Army Physical Fitness Test (APFT) and Height/Weight. The APFT as well as Height/Weight are indicators of a Soldier's physical fitness and act as guides in determining a Soldier's physical training needs. The Army's physical fitness standard is a minimum score of 60 points in each event of the APFT for a minimum total score of 180 points. My goal for the Company is to obtain and maintain a Company APFT average of 270 points or above.

(1) APFTs as well as Height/Weights will be administered monthly under the supervision of HHC, CASCOM. Record APFTs as well as Height/Weight may be administered by directorates inside HHC, CASCOM. ALL record APFTs administered by directorates will be signed by the directorate Sergeant Major to validate the DA Form 705 (Army Physical Fitness Test Scorecard) prior to turning them into the HHC, CASCOM Training Room.

(2) In accordance with AR 350-1, all Soldiers will be administered a record APFT as well as Height/Weight twice annually. At least four (4) months will elapse between record tests, except when retesting those who failed a test and Soldiers TDY to a school. Soldiers without a medical profile will be retested no later than 90 days after their initial APFT failure. Per AR 350-1, Appendix F, Section 2, para. F-5(I)(3): Soldiers who fail a record APFT or fail to take a record APFT within 12 months or do not have on file will be flagged in accordance with AR 600-8-2. A Height/Weight must be administered the month a PT Test is taken. All Height/Weights will be conducted as directed in AR 600-9.

(3) Soldiers with permanent medical profiles will report with their profile to the APFT to test within the limits of their profile and to be weighed in. Soldiers on temporary medical profiles will report to the APFT with their profile, will be weighed in during the weigh-in phase of the APFT and will be tested after the profile expires.

(4) Soldiers will submit a DA Form 705 while in-processing the unit. Soldiers who do not have a DA Form 705 dated within six months will be required to take a record APFT within 30 calendar days of their arrival.

(5) Once the Soldier begins the APFT, the APFT will become record. If the Soldier fails to meet the minimum passing requirement, the Soldier will be flagged IAW AR 600-8-2.

d. Incentives for Physical Fitness Excellence. While FM 7-22 sets the baseline requirements for physical readiness, Soldiers are encouraged to maximize their potential in physical fitness.

(1) Soldiers who score 270 or above on their record APFT, with a 90 or above in each event, will be awarded the Physical Fitness Badge.

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6. **SAFETY.** Safety is a high priority during PRT to maintain the readiness of our force. The following are minimum steps that will be taken in order to avoid accidents/injuries.

a. Yellow reflective belts will be worn as part of the Army Physical Fitness Uniform (APFU) during normal PRT hours, 0500-0730, on Fort Lee. Only the Company Commander and First Sergeant are authorized to wear reflective vests which display their names and rank on the front and rear.

b. Preparation recovery drills in accordance with FM 7-22 will be conducted to maximize the benefit of physical training and minimize injuries incurred during the training.

c. Inclement weather conditions can make outdoor unit physical activities unsafe in extreme circumstances. The HHC Command Team will cancel unit physical training activities during lightning, when the perceived temperature is below 25 degrees Fahrenheit, and in any other weather conditions deemed unsafe by the Command.

7. Failure to report to unit physical training activities and or failure to report to a record APFT or Height/Weight without a valid excusal is punishable under Article 86, UCMJ. Leaders within the HHC, CASCOM will ensure that all Soldiers within the command are notified of this policy. This paragraph is punitive in nature.

8. This policy is in effect until superseded or rescinded.

9. Point of contact for this is the undersigned at erika.l.beverly.mil@mail.mil.



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Commanding