

UNIT LETTERHEAD

1700
[Date]

From: Commanding Officer, [Unit Name]
To: HQMC Semper Fit (MFS), Marine and Family Programs Division (MF)
Subj: HIGH INTENSITY TACTICAL TRAINING LOCKER APPLICATION

1. Point of Contact. All questions pertaining to this application process should be directed to Ms. April Wheeler, Program Analyst, Semper Fit and Recreation Branch, Marine and Family Programs Division at HITT.Lockers@usmc-mccs.org or april.wheeler@usmc-mccs.org, or at 703-784-6301.

2. Request for High Intensity Tactical Training (HITT) locker(s):

- a. Unit/Command Name:
- b. Unit/Command Location: [installation, city, state, country]
- c. Host Service Installation/Base:
- d. Unit FFI: [name, email, phone number], documentation that FFI has attended a HITT LVL 1 course or completed the Force Fitness Instructor (FFI) course on [attached documentation required]
- e. Number of active duty on T/O:
- f. Size and quantity of locker(s) requested:

5' Locker 5' Locker on Trailer 10' Locker 20' Locker

3. Location of HITT Locker. To confirm the location of the requested HITT locker(s) to be delivered conforms to delivery standards and is spacious enough to accommodate not only the bars after setup, but to allow for workout space.

- a. Is the ground at the proposed location flat and delivery truck accessible? [yes/no] [attached/inserted photo required]
- b. Does the location provide sufficient space for the HITT locker to be used safely once assembled? [yes/no] [see HITT locker measurements for assembly square footage requirements]
- c. Are crane trucks authorized to be used on your installation? [yes/no]
 - 1. If yes, is there a height restriction? [yes/no]
 - 2. If the HITT locker(s) are to be delivered to an airfield, ensure that the Airfield Manager has approved use of a delivery crane prior to approval. [attached documentation required]
- d. Is location capable of supporting the weight of the HITT Locker, with all contents included (18,000 - 26,000 lbs+)? [yes/no] (Additional ground prep that is necessary is to be funded by requesting command.)

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- e. Was the location selected and approved by the unit CO/OIC and (if applicable) Host Branch CO? [*yes/no*] [*attached documentation required*]
 - f. Provide physical address of location, along with latitude/longitude (www.latlong.net will help with the required coordinates). [*attached/inserted response/documentation required*]
4. Existing HITT Facilities. Equipment is requested due to at least one of the following, but not limited to, conditions:
- a. Existing facilities on base do not possess the gear to perform HITT specific exercises (Olympic Lifting bars, bumper plates, speed-agility-endurance gear, kettlebells, anchoring solutions for TRX, etc.). [*attached documentation from installation command stating this, if required*]
 - b. Existing facilities on base have restrictions surrounding performance of HITT protocols (explosive power generating movements, Olympic lifting, medicine ball slams/tosses, etc.). [*attached base facility limitations documentation required*]
 - c. Hours of operation are not conducive to unit PT and performance of HITT sessions led by a unit HITT trained Marine or Sailor or the Host Branch caters to all other patrons before allowing tenant units to perform group PT. [*attached documentation required*]
 - d. Distance to nearest HITT facility not conducive to unit PT and performance of HITT sessions led by a unit HITT trained Marine or Sailor.
 - 1. Distance from the closest installation MCCS Fitness Center/HITT Center: [*inserted response required*]
 - 2. Distance from the closest HITT Locker (MCCS or unit owned): [*inserted response required*]
 - 3. Who owns the closest HITT locker: [*inserted response required*]
 - e. Other circumstance exists that does not allow the unit to fully implement the HITT program at the local level, proving that the Host Branch facilities cannot meet the needs of the HITT program. [*attached documentation required*]
5. Delivery Requirements.
- a. Unit FFI, or whomever signed for the locker(s) upon delivery, will send the POC listed above an email with a signed/scanned copy of the delivery receipt within 10 days of delivery, serving as official acceptance of the purchase.

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b. Once delivered, the battalion/squadron will update its Consolidated Memorandum Receipt (CMR) to reflect all items delivered.

c. Acceptance of a HITT locker requires accountability of the equipment, establishing a reservation process, and coordinating with the installation Semper Fit POC for any necessary replenishment/replacement will be assumed by the receiving command.

6. Confirmation. By signing below, the unit CO/OIC confirms that all sections are completed; that at least one of the conditions in Section 4 apply, documentation supporting those conditions has been attached to this request; and acknowledge Section 5 is fully understood.

(UNIT FFI/HITT LVL 1 or 2 SIGNATURE)
Rank, LName, FName

(INSTALLATION SEMPER FIT HITT
COORDINATOR SIGNATURE)
Rank, LName, FName

(INSTALLATION REPRESENTATIVE SIGNATURE-
*Only required if locker will not be
located on a USMC base*)
CO Rank, LName, FName

(CO SIGNATURE O-5 level or above)
CO Rank, LName, FName