

# Personal Fitness Plan

**All Coast Guard military personnel** shall complete sections 1, 2, 6, and 8.

**All Coast Guard military personnel on weight probation** shall complete all sections.

1. \_\_\_\_\_  
 Last Name First Name Middle Initial

2. My program plan is as follows:

| Activity | Components (X) |    |    |   |    | Intensity (RPE) | Duration | Frequency (X) |   |   |   |   |   |   |  |  |
|----------|----------------|----|----|---|----|-----------------|----------|---------------|---|---|---|---|---|---|--|--|
|          | CRE            | MS | ME | F | BC |                 |          | M             | T | W | T | F | S | S |  |  |
|          |                |    |    |   |    |                 |          |               |   |   |   |   |   |   |  |  |
|          |                |    |    |   |    |                 |          |               |   |   |   |   |   |   |  |  |
|          |                |    |    |   |    |                 |          |               |   |   |   |   |   |   |  |  |
|          |                |    |    |   |    |                 |          |               |   |   |   |   |   |   |  |  |

3. My probationary period will begin on \_\_\_\_\_ and conclude on \_\_\_\_\_. During this probationary period I understand it is mandatory for me to engage in fitness activities, monitored by my UHPC, that will promote body fat and weight loss, for a minimum of one hour, three times per week. I understand that I am required to complete a monthly physical fitness test to assess my adherence to this fitness plan.

Initials: \_\_\_\_\_

4. General or Long Term Goals

A. \_\_\_\_\_ (Target date)

B. \_\_\_\_\_ (Target date)

C. \_\_\_\_\_ (Target date)

5. Specific or Short Term Goals

A. \_\_\_\_\_ (Target date)

B. \_\_\_\_\_ (Target date)

C. \_\_\_\_\_ (Target date)

6. Member Acknowledgement

\_\_\_\_\_  
 (Member Signature) (Date)

7. Unit Health Promotion Coordinator: *(only for members on probation)*

\_\_\_\_\_  
 (Signature) (Date)

8. Supervisor

\_\_\_\_\_  
 (Signature) (Date)

### PRIVACY ACT STATEMENT

**Authority:** 10 USC 8012 and Executive Order 9397  
**Principle Purpose:** To complete a Personal Fitness Plan as part of the Health and Fitness Program and the Coast Guard Weight and Body Fat Standards Program.  
**Routine Uses:** Used to assist military members with developing a Personal Fitness Plan in accordance with the Coast Guard Weight and Body Fat Standards Program COMDTINST M1020.8 (series). Information will be released to authorized personnel involved in health assessment.  
**Disclosure:** Voluntary; however, failure to furnish the requested information will impede on determining the health and fitness process.

## INSTRUCTIONS FOR COMPLETING PERSONAL FITNESS PLAN FORM

**Sections 1, 2, 6, and 8 should be completed by military members in compliance with Coast Guard Maximum Allowable Weight (MAW) Standards in accordance with COMDTINST M1020.8 (series) for the basic fitness plan.**

**All sections shall be completed by military members not in compliance with MAW standards for the detailed fitness plan.**

1. Self-explanatory.
2. Program plan. Those in compliance with MAW standards should use this section to develop a basic fitness plan to include cardio respiratory endurance training (CRE), muscular strength (MS) and muscular endurance (ME) training. Those not in compliance with MAW standards should use this section to develop their detailed fitness plan which should address the five health-related components of fitness including cardio respiratory endurance (CRE), muscular strength (MS), muscular endurance (ME), flexibility (F) and body composition (BC). Members should select activities, mark which components of health-related fitness each activity addresses, and fill in intensity, frequency, and duration based on guidelines below and in Appendix C of COMDTINST M1020.8 (series).

**Cardio Respiratory Endurance (CRE)** is the ability to perform prolonged, large-muscle, dynamic exercise at moderate-to-high intensities. Examples of activities in this area include, but are not limited to running, cycling, and swimming. **Muscular Strength (MS)** is the amount of force a muscle can produce with a single maximum effort while **muscular endurance (ME)** is the ability of a muscle to resist fatigue and sustain a given level of muscle tension. Weight training and resistance bands would be examples of activities in these areas. **Flexibility (F)** is the ability to move the joints through their full ranges of motion and is accomplished with stretching exercises or yoga type activities. **Body Composition (BC)** refers to the proportion of fat and fat-free mass (muscle, bone, and water) in the body. Cardio respiratory training to lose fat and weight training to add muscle mass both address body composition.

|              | <b>Frequency</b>      | <b>Intensity</b>   | <b>Duration</b>  |
|--------------|-----------------------|--|--|
| <b>CRE</b>   | 3-5 days/week         | 55-64% of max heart rate (unfit); 70-85% of max heart rate (average)*; 12-17 RPE** | 20-60 minutes (one session or multiple sessions lasting 10 or more mins) |
| <b>MS/ME</b> | 2-3 days/week         | Resistance heavy enough to cause muscle fatigue in number of recommended set/reps. | 8-12 reps of each exercise; one set of each exercise                     |
| <b>F</b>     | 2-3 days/week or more | Stretch to the point of mild discomfort, not pain.                                 | Each stretch should be held for 10-30 seconds.                           |

### Intensity

\* Estimated Maximum Heart Rate = 220-age

\*\* Rating of perceived exertion (RPE) is a method used to determine intensity of exercise. It is basically a subjective measure of how hard we think or feel we are exercising.

| <b>How does the exercise feel?</b> | <b>RPE</b> |
|------------------------------------|------------|
| Very, very light                   | 6-7        |
| Very light                         | 8-10       |
| Fairly light                       | 11-12      |
| Somewhat hard                      | 13-14      |
| Hard                               | 15-16      |
| Very hard                          | 17-18      |
| Very, very hard                    | 19-20      |

3. Military members on Weight Probation should initial to indicate understanding of personal accountability for their individual physical fitness and weight management progress.
4. General or long term goals. Here the member should enter their overall or ultimate goals related to fitness and weight management. In general, one of those long-term goals should be to be in compliance with Coast Guard MAW standards. The member should list target dates for goal attainment.
5. Specific or short term goals. Here the member should enter milestones to assist them on their way to their final goals. Goals should be fitness or weight management related, meaningful, measurable, and realistic. For example if your long-term goal is to lose 20 pounds, a short-term goal might be to successfully complete two weeks of your fitness plan. The member should list target dates for goal attainment.
6. Self-explanatory.
7. This section shall be signed by Unit Health Promotion Coordinator (UHPC) if the member is on weight probation.
8. Self-explanatory. Member's supervisor should sign to acknowledge existence of a plan and upon end of marking period should look for adherence to plan.