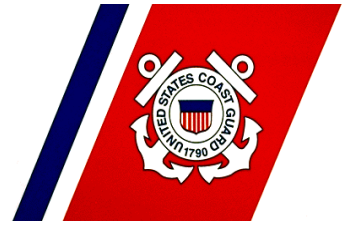


U.S. Department of
Homeland Security

United States
Coast Guard



COAST GUARD WEIGHT AND BODY FAT STANDARDS PROGRAM MANUAL

COMDTINST M1020.8G



COMDTINST M1020.8G
30 June 2008

COMMANDANT INSTRUCTION M1020.8G

Subj: COAST GUARD WEIGHT AND BODY FAT STANDARDS PROGRAM MANUAL

- Ref: (a) Coast Guard Health Promotion Manual, COMDTINST M6200.1
(b) Preparation and Submission of Administrative Remarks (CG-3307), COMDTINST 1000.14 (series)
(c) Weight Management Self-Help Guide, COMDTPUB P6200.3 (series)

- PURPOSE.** This Manual clarifies weight and body fat standards policy for all Coast Guard military personnel, officer and enlisted, active and reserve, and Public Health Service (PHS) officers detailed to the Coast Guard.
- ACTION.** Commander, Deployable Operations Group; area, district, and sector commanders, commanders of maintenance and logistics commands, commanding officers of integrated support commands, commanding officers of Headquarters units, assistant commandants for directorates, Judge Advocate General, and special staff offices at Headquarters shall ensure that the provisions of this Manual are followed. Superintendent of the Coast Guard Academy (CGA) shall promulgate regulations pertaining to Weight and Physical Fitness Standards for cadets. All CGA graduates, to include graduates from other commissioning sources, must meet retention standards prior to commissioning. Internet release is authorized.
- DIRECTIVES AFFECTED.** Weight and Physical Fitness Standards for Coast Guard Military Personnel, COMDTINST M1020.8F, is cancelled.
- MAJOR CHANGES.** This Manual clarifies multiple aspects of the Coast Guard Weight and Body Fat Program and introduces new requirements based on input received from the field and the latest health and wellness standards following the release of COMDTINST

DISTRIBUTION – SDL No.149

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COMDTINST M1020.8G

M1020.8F. Major changes include: changing the name of the Manual to better reflect the content and its purpose; the addition of check lists for medical, tobacco, and alternative body fat waiver requests; pictures of measurement techniques as job aids for field units; the updated tobacco cessation exception policy; examples of waiver requests that are generally approved and not approved; process flow charts that outline procedures to be taken by field units for weight related issues; examples of the format to be used when submitting separation packages to CGPC; tutorials for entering weight related information in Direct Access; and the Manual itself has been converted to a structure writing format known as InfoMapping, a new online manual reference system for easier access and user ability.

5. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Manual and have been determined not to be applicable.
6. FORMS AVAILABILITY. CG Forms 3307, 6049, and 6050, as listed in this Manual are available in USCG Electronic Forms or on the Internet at <http://www.uscg.mil/ccs/cit/cim/forms1/welcome.htm> or the Intranet at <http://cgweb2.comdt.uscg.mil/cgforms/>

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1.0 Coast Guard Weight and Body Fat Standards Program Overview

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1.1 Coast Guard Weight and Body Fat Standards Program Overview

In This Section This section contains the topics listed in the table below.

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1.1.2	Evaluation Process	1-4
1.1.3	Roles and Responsibilities	1-8

1.1.1 Introduction

Introduction This topic contains general information on the Coast Guard Weight and Body Fat Standards Program, including:

- the purpose of the Coast Guard Weight and Body Fat Standards Program
 - the program background
 - the program audience, and
 - the requirements of the program for all members.
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1.1.1.1 Coast Guard Weight and Body Fat Standards Program Purpose The Coast Guard Weight and Body Fat Standards Program is an *Administrative* process, geared to ensure that *all* Coast Guard military personnel, Navy Chaplains, and USPHS officers detailed to the Coast Guard are:

- within their Maximum Allowable Weight (MAW) and/or Body Fat percentage,
 - capable of meeting the organization's operational needs and challenges, and
 - fit for full duty, and their appearance reflects credit upon themselves, the Coast Guard, and their country.
-

1.1.1.2 Coast Guard Weight and Body Fat Standards Program Background The Coast Guard's Weight and Body Fat Standards Program was:

- instituted in 1985, and
 - revised in 2004 to reflect an emphasis on health and physical fitness.
-

Continued on next page

1.1.1 Introduction, Continued

1.1.1.3 Coast Guard Weight and Body Fat Standards Program Audience

The Coast Guard Weight and Body Fat Standards Program is applicable to all Coast Guard military personnel, including:

- active duty
- reserve
- Public Health Service Officers detailed to the Coast Guard, and
- Naval Chaplains detailed to the Coast Guard.

Note: New Accessions (non-military or civilian) must meet their established MAW in order to be eligible for entry into any accession or commissioning program. However, in rare cases, unique circumstances may warrant special consideration (for example, a new accession with high muscle mass and very low body fat). While waivers generally will not be granted, Commandant (CG-122) is the final approval authority.

IMPORTANT: Members who are requesting or have been granted retention in accordance with chapter 17 of the *Personnel Manual*, [COMDTINST M1000.6](#) (series) must remain in compliance with Coast Guard Weight and Body Fat Standards.

Reference: For additional information on members reentering the Coast Guard under the Temporary Separation policy, see Paragraph 12.F of the *Personnel Manual*, [COMDTINST M1000.6](#) (series).

1.1.1.4 Coast Guard Weight and Body Fat Standards Program Requirement for All Members

The Coast Guard Weight and Body Fat Standards Program requires that *all* members:

- develop a basic fitness plan, and
- maintain a healthy weight and body fat percentage.

Reference: For additional information on:

- maximum allowable weight, see COMDTINST M1020.8 (series) 2.2.2
 - maximum body fat percentages, see COMDTINST M1020.8 (series) 2.3.3
 - fitness plans, see COMDTINST M1020.8 (series) 1.2, and
 - the *Fitness Plan* form, see COMDTINST M1020.8 (series) 7.6.
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1.1.2 Evaluation Process

Introduction

This topic contains information on:

- the Coast Guard Weight and Body Fat Standards evaluation process diagram, and
 - the Coast Guard Weight and Body Fat Standards evaluation process phases and timelines.
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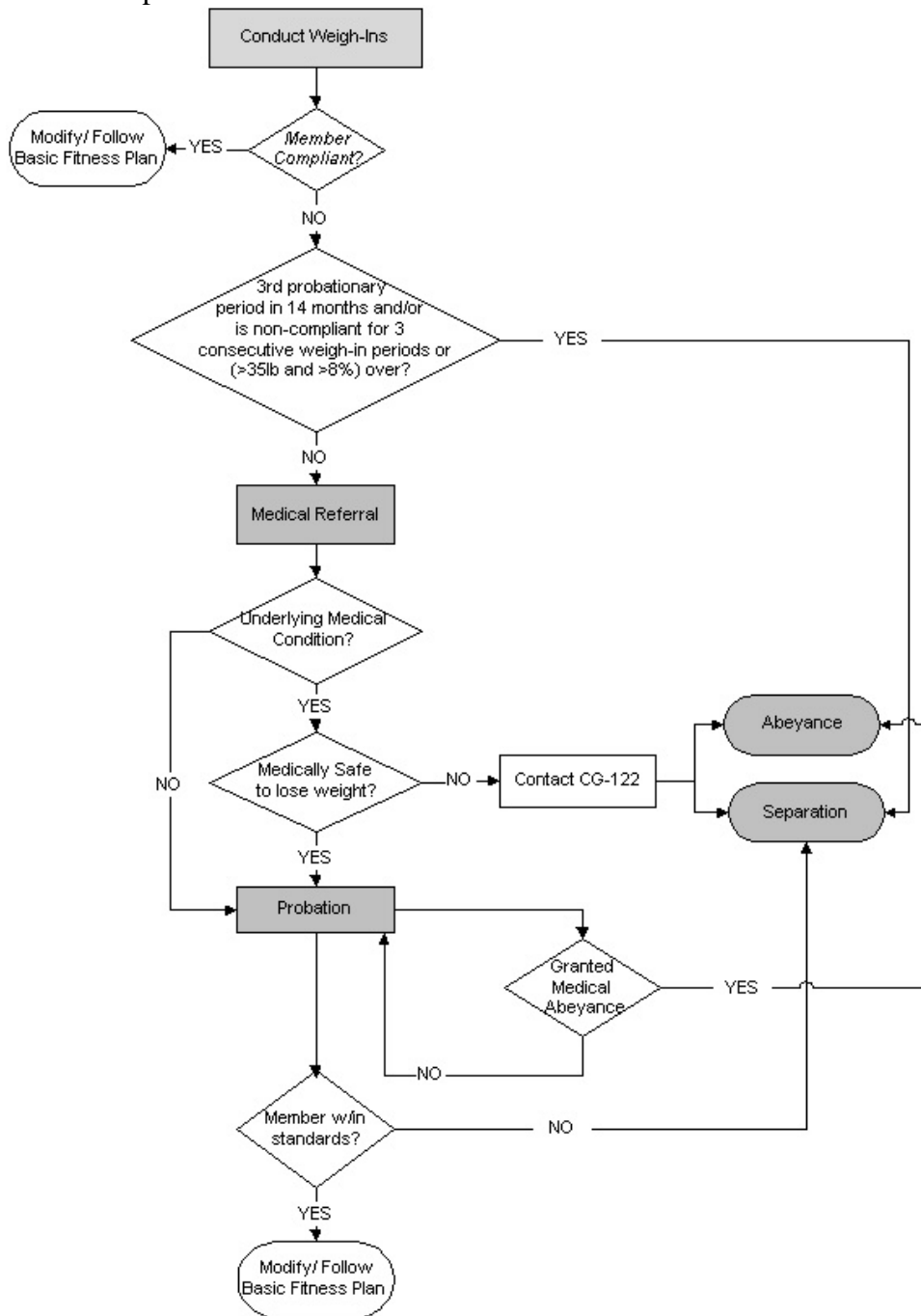
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1.1.2 Evaluation Process, Continued

1.1.2.1 Coast Guard Weight and Body Fat Standards Evaluation Process Diagram

The diagram below depicts the Coast Guard Weight and Body Fat Standards evaluation process.



Note: Even if it is safe to lose weight, a member with an underlying medical condition can still request an abeyance.

Reference: For a detailed process diagram, see COMDTINST M1020.8 (series) 7.1.

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1.1.2 Evaluation Process, Continued

1.1.2.2 Coast Guard Weight and Body Fat Standards Evaluation Process Phases and Timelines

Use the table below to identify the timelines for the main steps in the process.

Stage	Description	Timeframe
Weigh-in	The member is screened against the Coast Guard Weight and Body Fat Standards to determine compliance.	<ul style="list-style-type: none"> • Semiannually – October and April, or • any time deemed necessary by the unit commanding officer. <p><i>Reference:</i> For additional information on weigh-ins, see COMDTINST M1020.8 (series) 2.</p>
Medical Referral	Members not in compliance with the Coast Guard Weight and Body Fat Standards must be referred to a medical officer or local physician.	As soon as possible, but no longer than four weeks from the date of the weigh-in.
Probation	Members who exceed their MAW and maximum body fat standards to the extent that they are within probationary limits and are medically cleared to lose weight and/or body fat, shall be placed on probation in accordance with COMDTINST M1020.8 (series) 3.2.5.	Probationary periods shall not exceed 35 weeks or eight months.

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1.1.2 Evaluation Process, Continued

1.1.2.2 Coast Guard Weight and Body Fat Standards Evaluation Process Phases and Timelines (continued)

Stage	Description	Timeframe
Abeyance	<p>If a medical officer or physician determines that a member's medical condition or treatment prevents them from losing weight or body fat at the required rate, the unit commanding officer may request authorization from Commandant (CG-122) to hold the probationary period in abeyance.</p>	<p>Action must be taken immediately after results of medical referral are received by the unit commanding officer.</p> <p><i>Example:</i> If it is determined that the member can safely lose weight, members with an underlying medical condition should first be placed on probation before requesting an abeyance to a probationary period.</p>
Separation	<p>Members who meet any of the following criteria should be processed for separation:</p> <ul style="list-style-type: none"> • Member exceeds their MAW and body fat percentage to such an extent that the probationary period would be: <ul style="list-style-type: none"> – greater than 35 weeks by weight calculations, and – more than eight months by body fat standards • This would be the member's third probationary period in 14 months, and/or the member is found non-compliant for three consecutive weigh-in periods. • Member fails to demonstrate reasonable and consistent progress during the probationary period. • Member failed to attain their MAW or body fat by the end of their probation period. 	<ul style="list-style-type: none"> • For probationary periods that would be greater than 35 weeks or more than eight months, separation packages must be submitted no more than 30 days after the end of the weigh-in period. • For failure to attain MAW or maximum allowable body fat percentage by the end of the probation period, separation packages must be submitted no more than five days after the end of the probationary period.

1.1.3 Roles and Responsibilities

Introduction This topic explains the responsibilities of various Coast Guard personnel with regards to the Coast Guard Weight and Body Fat Standards Program, namely:

- Commandant (CG-122)
 - Commandant (CG-1111)
 - commanding officers
 - medical officers
 - Unit Health Promotion Coordinators (UHPCs)
 - Health Promotion Managers (HPMs)
 - supervisors, and
 - individual members.
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1.1.3.1 Listed below are the responsibilities of Commandant (CG-122).

**Responsibility:
Commandant
(CG-122)**

- Initiate the required changes to this manual.
 - Make determinations on
 - waivers and abeyances, and
 - cases not adequately addressed by the provisions of the manual.
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1.1.3 Roles and Responsibilities, Continued

**1.1.3.2
Responsibility:
Commandant
(CG-1111)**

The table below lists the responsibilities of the Commandant (CG-1111).

Commandant	Responsibility
CG-1111	<ul style="list-style-type: none"> • Ensure that Regional Health Promotion Managers (HPMs) and Unit Health Promotion Coordinators (UHPCs) assist in designing key programs to promote healthier lifestyles. • Provide written, self-help weight management guidance. • Through the Regional HPM, provide each member on probation with advisory reference material on <ul style="list-style-type: none"> – nutrition – weight control, and – exercise. • Publish the annual training schedule for UHPC courses. • Provide health related subject matter expertise to Commandant (CG-122).

Reference: For information on self-help weight management guidance, see the *Coast Guard Weight Management Self-Help Guide*, [COMDTPUB P6200.3](#) (series).

Continued on next page

1.1.3 Roles and Responsibilities, Continued

**1.1.3.3
Responsibility:
Commanding
Officers**

Commanding officers are responsible for a number of key functions within the Coast Guard Weight and Body Fat Standards Program.

The table below lists the key program requirements and associated responsibilities.

Program Requirements	Responsibility
Weight Monitoring	<ul style="list-style-type: none"> • Ensure all members understand the requirements of the Coast Guard Weight and Body Fat Standards Program. • Ensure that the weigh-ins are conducted as required. • Provide all personnel on active duty (including Reservists performing ADT) a minimum of one hour three days a week, for voluntary participation in fitness enhancing activities.
UHPC Selection	<ul style="list-style-type: none"> • Designate in writing a UHPC and alternate. • Submit a copy of the designation letters to the Regional HPM. • Ensure the UHPC and alternates attend training through the UHPC Class “C” School. • Publish the UHPC’s name to the collateral duty roster and post in a prominent location.

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1.1.3 Roles and Responsibilities, Continued

1.1.3.3 Responsibility: Commanding Officers (continued)

Program Requirements	Responsibility
Probation and Separation	<ul style="list-style-type: none"> • Inform non-compliant members whose probationary period would <i>exceed 35 weeks or eight months</i> that they will be processed for separation. • Ensure overweight members are referred to a medical officer or local physician before placing them on weight probation. The medical officer or local physician may provide a referral for the member to receive up to four visits to a registered dietician for nutrition counseling and assistance in weight management. Additional information on accessing a local registered dietician can be obtained through MLC (kma) or a local USCG health care provider. Normally, travel outside the local area should not be required to obtain counseling. Although members on probation should be afforded dietary counseling, commanding officers are reminded that a member's inability or failure to receive any or all dietician counseling is not a valid reason to delay a discharge for non-compliance with the weight program. • Assist overweight and over fat members in obtaining information on local weight reduction programs. • Ensure all non-compliant members develop a detailed fitness plan; complete a personal wellness profile (PWP); participate in fitness enhancing activities at a minimum of one hour, three days a week, and complete monthly fitness assessments. • Ensure all required documentation is completed both before and after a member's probation. • Verify measurements on members subject to separation. • Obtain prior authorization from CGPC to PCS transfer members who are not compliant (i.e. exceeds MAW and MBF) with Coast Guard weight standards. Upon authorization, the receiving command shall be notified by letter, advising them of the details of the member's probationary period, abeyance, exemption or exception. (IMPORTANT: Members who are not likely to achieve compliance by the end of their probationary period should not be authorized to transfer.) <p><i>Note:</i> The guidelines set forth in this policy for safe weight loss can not be superseded by the advice of a registered dietician. For additional assistance in weight management, members are encouraged to use resources such as:</p> <ul style="list-style-type: none"> • www.mypyramid.gov • the <i>Coast Guard Weight Management Self-Help Guide</i>, and/or • contact their ISC regional Health Promotion Manager or Unit Health Promotion Coordinator for assistance in locating reliable resources for weight management and healthy nutrition practices.

Continued on next page

1.1.3 Roles and Responsibilities, Continued

1.1.3.3 Responsibility: Commanding Officers (continued)

References: For additional information on:

- Probation documentation requirements, see COMDTINST M1020.8 (series) 3.2.3.
- Local weight reduction programs, refer to:
 - the Coast Guard Health Promotion and Wellness Program, and
 - the *Coast Guard Weight Management Self-Help Guide*, [COMDTPUB P6200.3](#) (series).
- The *Medical Referral Form*, see COMDTINST M1020.8 (series) 7.4.

IMPORTANT:

- Participation in fitness enhancing activities is required for all members in a probationary status and should consist of a *minimum of one hour, three times a week*.
- Coast Guard funds shall not be expended to pay for residential or inpatient weight loss programs unless dictated by extraordinary medical circumstances.

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1.1.3 Roles and Responsibilities, Continued

1.1.3.4 Responsibility: Medical Officers

Listed below are the responsibilities of medical officers.

- Evaluate members referred by commands.
- Determine the member's ability to participate in a weight and/or body fat loss program.
- Evaluate the member for medical conditions that may affect weight management, e.g. thyroid diseases, adrenal hyperfunction, etc.
- Document the medical evaluation on the *Medical Referral Form*.
- Encourage members to seek nutritional guidance from reputable sources such as
 - the *Coast Guard Weight Management Self-Help Guide*, [COMDTPUB P6200.3](#) (series), or
 - the [Weight Management Program Website](#).
- Provide a referral for the member to receive up to four visits to a registered dietician for nutrition counseling and assistance in weight management. Additional information on accessing a local registered dietician can be obtained through MLC (kma).

Reference: For the *Medical Referral Form*, see COMDTINST M1020.8 (series) 7.4.

1.1.3.5 Responsibility: Unit Health Promotion Coordinator (UHPC)

Listed below are the responsibilities of the UHPC.

- Successfully complete the UHPC “C” school hosted annually throughout the Coast Guard.
- Assist members in the development and review of personal fitness plans.
- Assist overweight or over body fat members by designing exercise programs to:
 - promote healthier lifestyles, and
 - help lose excess body fat.
- Administer mandatory monthly fitness assessments to members on weight probation.

IMPORTANT: Unless administratively unavoidable, the UHPC should not be the member conducting weigh-ins.

Reference: For additional information on UHPC roles and responsibilities, see the *Coast Guard Health Promotion Manual*, [COMDTINST M6200.1](#) (series).

Continued on next page

1.1.3 Roles and Responsibilities, Continued

**1.1.3.6
Responsibility:
Health
Promotion
Manager
(HPM)**

Listed below are the responsibilities of the HPM.

Design key programs for members and units to:

- promote healthier lifestyles, and
- lose excess body fat.

Reference: For additional information on HPM roles and responsibilities, refer to the *Coast Guard Health Promotion Manual*, [COMDTINST M6200.1](#) (series).

**1.1.3.7
Responsibility:
Supervisors**

Listed below are the responsibilities of all supervisors.

- Take a proactive approach in helping personnel remain in compliance with MAW and/or body fat standards.
 - Conduct additional weigh-ins, as deemed necessary, in order to monitor the compliance of members.
 - Encourage all members to make healthy food selections, exercise, and maintain a healthy lifestyle.
 - Review members' personal fitness plans and their adherence to them during their evaluation periods.
-

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1.1.3 Roles and Responsibilities, Continued

1.1.3.8 Responsibility: Individual Members

Listed below are the responsibilities of all members.

- Develop and adhere to the basic fitness plan submitted to the supervisor.
- Complete, at a minimum, the mandatory semiannual compliance screenings and ensure that the results of the screenings are properly entered into Direct Access.
- Maintain a healthy weight and appearance that reflects credit on self, the Coast Guard, and our country.

Note: For additional information on using Direct Access, see the Direct Access Tutorial in COMDTINST M1020.8 (series) 2.4.

Depending on the outcome of the weigh-ins, members have the following responsibilities as listed in the table below:

If the member is ...	Then ...
compliant with MAW standards	<p>the member should adhere to their Basic Fitness Plan.</p> <p>Note: Members that are within 10 lbs of their MAW are encouraged to complete a Personal Wellness Profile (PWP).</p> <p>Reference: For instructions on how to complete a Basic Fitness Plan, see COMDTINST M1020.8 (series) 7.6.</p>
in excess of both their MAW and maximum allowable body fat percentage	<p>the member shall:</p> <ul style="list-style-type: none"> • complete a PWP • develop a detailed fitness plan, and • participate in <ul style="list-style-type: none"> – a mandatory fitness activity monitored by the UHPC or alternate, and – a monthly mandatory fitness assessment. <p>Note: If a medical officer or local physician determines that it is not safe for the member to lose weight and body fat, and fitness activities would be detrimental to the member's health, contact Commandant (CG-122) for further guidance.</p> <p>Reference: For additional information see the <i>Coast Guard Health Promotion Manual</i>, COMDTINST M6200.1 (series).</p>

1.2 Fitness Plans

Overview

In This Section This section contains the topics listed in the table below.

Topic	Topic Name	See Page
1.2.1	Fitness Plan Overview	1-17
1.2.2	Components of a Fitness Plan	1-19
1.2.3	Preparing a Basic Fitness Plan	1-24

1.2.1 Fitness Plan Overview

Introduction

This topic contains information on:

- purpose of a basic fitness plan
 - submission timeframe for the basic fitness plan, and
 - member responsibilities regarding a basic fitness plan.
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1.2.1.1 Purpose of a Basic Fitness Plan

A basic fitness plan is intended to help members develop and adhere to a regular exercise program.

1.2.1.2 Submission Timeframe for the Basic Fitness Plan

A basic fitness plan must be updated annually and submitted to supervisors during performance evaluation periods.

References:

- For a *Fitness Plan* form, see COMDTINST M1020.8 (series) 7.6.1.
 - For instructions on completing a fitness plan, see COMDTINST M1020.8 (series) 7.6.3.
-

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1.2.1 Fitness Plan Overview, Continued

1.2.1.3 Member Responsibilities Regarding a Basic Fitness Plan

Members

- All Coast Guard military personnel shall, at a minimum, develop an annual basic fitness plan.
- Non-compliant members are required to submit a detailed fitness plan to their supervisors.

Supervisors

During a member's performance evaluation, the supervisor must:

- verify that the member has presented a fitness plan, and
- evaluate the member's adherence to the fitness plan.

Commanding Officers

Commanding officers will:

- provide all personnel on active duty, including reservists performing active duty training (ADT), *a minimum of one hour three times per week* during working hours for voluntary participation in fitness enhancing activities, and
- ensure that all Coast Guard military personnel complete a basic fitness plan.

Note: Training centers are not required to allocate time for fitness enhancing activities during the academic day for Class "A" and "C" school students.

Reference: For additional information on preparing a basic or detailed fitness plan, see:

- COMDTINST M1020.8 (series) 7.6, and
 - the *Coast Guard Health Promotion Manual*, [COMDTINST M6200.1](#) (series).
-

1.2.2 Components of a Basic Fitness Plan

Introduction

This topic contains information on:

- the main components of a basic fitness plan
 - the definitions of
 - cardio-respiratory endurance (CRE)
 - muscular strength (MS)
 - muscular endurance (ME)
 - flexibility (F), and
 - body composition (BC)
 - frequency, intensity, time, and type of activity (FITT) planning guidelines, and
 - the rate of perceived exertion (RPE) ratings scale.
-

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1.2.2.1 Main Components of a Basic Fitness Plan

Fitness plans should consist of all five components listed below, namely:

- cardiorespiratory endurance (CRE)
- muscular strength (MS)
- muscular endurance (ME)
- flexibility (F), and
- body composition (BC).

Differences between the basic and detailed fitness plan must be filled out on the *Personal Fitness Plan* form.

Reference: For additional information on preparing a *Personal Fitness Plan* form, see COMDTINST M1020.8 (series) 7.6.

1.2.2.2 Main Components of a Detailed Fitness Plan

A detailed fitness plan should, at a minimum, address the five key components of fitness, as listed in COMDTINST M1020.8 (series) 1.2.2.1.

Reference: For additional information on preparing a detailed fitness plan, see the *Coast Guard Health Promotion Manual*, [COMDTINST M6200.1](#)(series).

Continued on next page

1.2.2 Components of a Basic Fitness Plan, Continued

1.2.2.3 Definition: Cardio- respiratory Endurance (CRE)

Cardiorespiratory Endurance (CRE) is the ability to perform prolonged, large-muscle, dynamic exercise at moderate-to-high intensities. The word “aerobic” is often used to describe this type of activity.

Cardiorespiratory activities not only improve the strength and efficiency of the heart and lungs, but also burn calories to help you maintain or reach your weight goals.

Examples: Walking, jogging, and swimming.

1.2.2.4 Definition: Muscular Strength (MS)

Muscular Strength (MS) is the amount of force a muscle can produce with a single maximum effort.

Example: MS can be measured by a maximum bench press an individual can perform.

1.2.2.5 Definition: Muscular Endurance (ME)

Muscular endurance (ME) is the ability of a muscle to exert a sub-maximal force repeatedly or continuous over time.

Example: ME can be measured by the number of push-ups done before the arm muscles give out.

Note: MS and ME can be improved through:

- weight lifting or resistance training, and
 - strength training.
-

1.2.2.6 Definition: Flexibility (F)

Flexibility (F) is the ability to move the joints through their full range of motion. Stiffness often causes injuries and undue strain on joints and muscles.

Note: Although flexibility does not have a direct effect on weight management like CRE, MS and ME, it assists with injury prevention and should be a key component of all fitness plans.

Continued on next page

1.2.2 Components of a Basic Fitness Plan, Continued

1.2.2.7

Definition:

Body Composition (BC)

Body Composition (BC) refers to the proportion of fat and fat-free mass (muscle, bone, and water) in the body. The best way to improve body composition is through sensible diet and exercise.

IMPORTANT: The best way an individual can decrease body fat percentage is through a combination of cardio-respiratory training, caloric intake management, and weight resistance training.

Note: A person with excessive body fat is more likely to experience a variety of health problems.

Continued on next page

1.2.2 Components of a Basic Fitness Plan, Continued

1.2.2.8 FITT Planning Guidelines

All fitness plans must utilize the FITT (frequency, intensity, time, and type of activity) principles, to determine the ideal activity required to reach a fitness goal.

The table below contains guidelines for utilizing the FITT principles into a fitness plan.

	Frequency	Intensity	Time	Type
CRE	3-5 days/week	<ul style="list-style-type: none"> • 55-64 % of max heart rate (unfit). • 70-85% of max heart rate (average). • 12-17 Rate of perceived exertion (RPE). <p><i>Note:</i> Estimated Maximum Heart Rate = 220-age.</p> <p><i>Reference:</i> For additional information on RPE, see COMDTINST M1020.8 (series) 6.1.18.</p>	20-60 minutes (one session or multiple sessions lasting 10 or more minutes)	Aerobic endurance.
MS/ ME	2-3 days/week	Resistance heavy enough to cause muscle fatigue in number of recommended set/reps.	One set of each exercise consisting of 8-12 reps each.	8-10 strength training exercises with focus on major muscle groups.
F	2-3 days/week or more	Stretch to the point of mild discomfort, not pain.	Each stretch should be held for 10-30 seconds.	Stretching activities that focus on major joints.

Continued on next page

1.2.2 Components of a Basic Fitness Plan, Continued

1.2.2.9 The RPE Ratings Scale

RPE is a method used to determine the intensity of exercise. It is a subjective measure of how hard we think, or feel, we are exercising.

The table below contains the rating scale to be used in the fitness plan to describe the intensity of the exercise.

How does the exercise feel?	RPE
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

1.2.3 Preparing a Basic Fitness Plan

Introduction This topic contains information on:

- the fitness plan template, and
- available resources for developing a fitness plan.

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1.2.3.1 The Fitness Plan Form The *Fitness Plan* form can be used to prepare a basic or detailed fitness plan.

References:

- For a *Fitness Plan* form, see COMDTINST M1020.8 (series) 7.6.1.
 - For instructions on completing a fitness plan, see COMDTINST M1020.8 (series) 7.6.3.
-

1.2.3.2 Available Resources for Developing a Fitness Plan

For further information on developing a fitness plan:

- contact the following personnel, or
 - the Regional Health Promotion Manager (HPM) at the servicing Integrated Support Command
 - the Unit Health Promotion Coordinator (UHPC)
 - refer to the *Coast Guard Weight Management Self- Help Guide*, [COMDTPUB P6200.3](#).
-

2.0 Weigh-In

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2.1 Weigh-In Overview

Overview

In This Section This section contains an introduction to Weigh-Ins.

2.1.1 Introduction to Weigh-Ins

Introduction This topic contains information on:

- the components of the weigh-in phase, and
- the weigh-in phase process diagram.

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2.1.1.1 Components of the Weigh-in Phase The weigh-in phase consists of four main components:

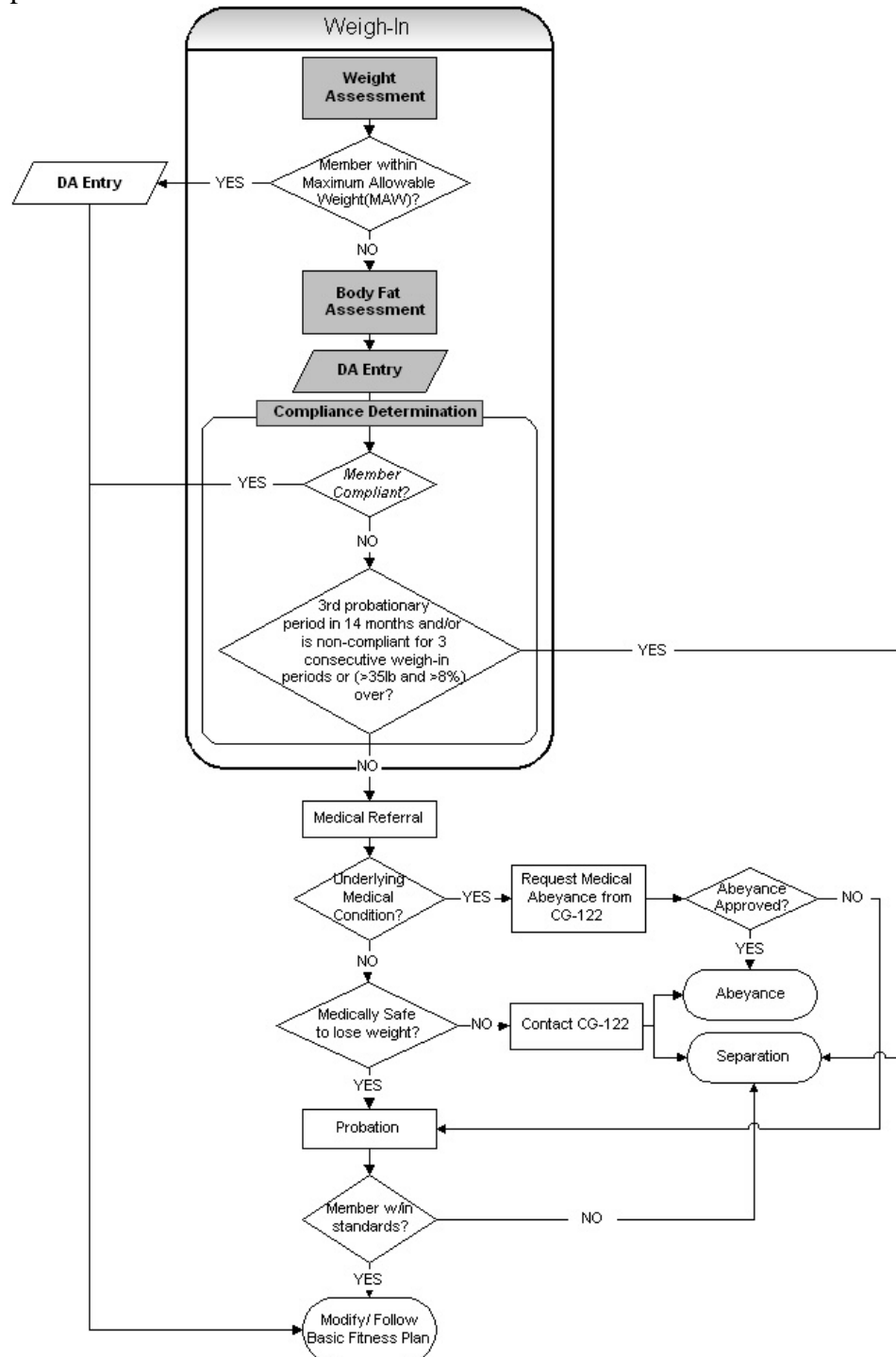
- weight assessment
- body fat assessment
- Direct Access (DA) entry of the measurements, and
- a compliance determination.

Continued on next page

2.1.1 Introduction to Weigh-Ins, Continued

2.1.1.2 The Weigh-in Process Diagram

The diagram below illustrates how the four components fit into the weigh-in phase.



Continued on next page

2.1.1 Introduction to Weigh-Ins, Continued

2.1.1.3 Definition: Weight Assessment

In the **Weight Assessment** step, the following measurements will be obtained:

- frame size
- height, and
- weight.

These measurements will then be evaluated against the Maximum Allowable Weight (MAW) standards.

Note: Since wrist size and height do not change appreciably over time, it may not be necessary to re-measure height and wrist size during every assessment.

Reference: For additional information on:

- weight assessments, see COMDTINST M1020.8 (series) 2.2, and
 - the maximum allowable weight charts, see COMDTINST M1020.8 (series) 7.2.
-

2.1.1.4 Definition: Body Fat Assessment

In the **Body Fat Assessment** step, the member's body fat percentage will be determined and evaluated against the maximum body fat percentage standards.

Reference: For additional information on:

- body fat assessments, see COMDTINST M1020.8 (series) 2.3, and
 - the percentage fat estimation charts, see COMDTINST M1020.8 (series) 7.3.
-

2.1.1.5 Definition: DA Entry

During the **Direct Access** (DA) step of the process, the results of the member's measurements will be entered into DA.

Reference: For additional information on DA Entries, see COMDTINST M1020.8 (series) 2.4.

Continued on next page

2.1.1 Introduction to Weigh-Ins, Continued

2.1.1.6

**Definition:
Compliance
Determination**

In the **Compliance Determination** step, the member's weight and body fat percentage will be evaluated to determine whether the member:

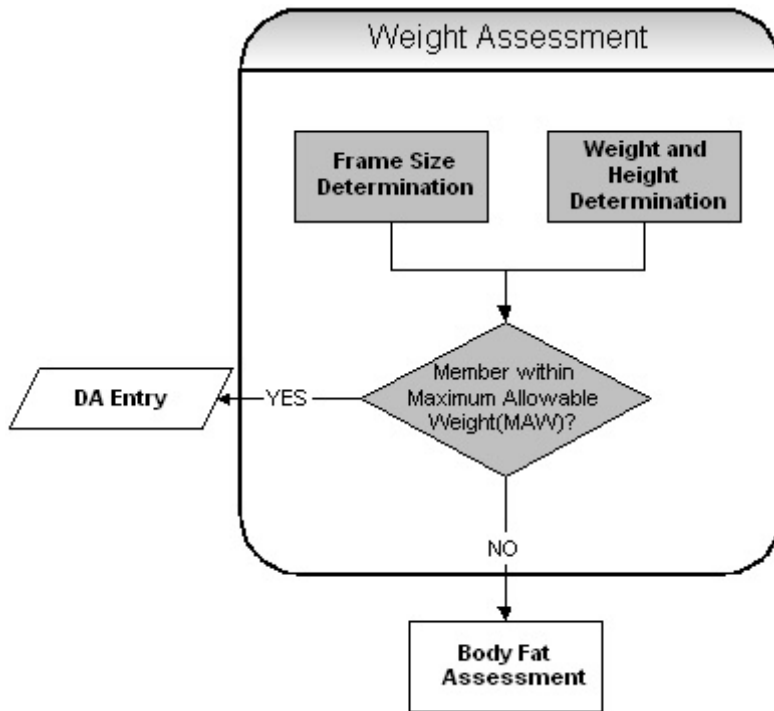
- is complaint, or
- non-complaint and
 - eligible for a probationary period, or
 - subject to separation.

Reference: For additional information on compliance determinations, see COMDTINST M1020.8 (series) 2.5.

2.2 Weight Assessment

Overview

Introduction The diagram below illustrates the steps in the weight assessment phase.



In This Section This section contains the topics listed in the table below.

Topic	Topic Name	See Page
2.2.1	Weight, Height, and Frame Size Determination	2-7
2.2.2	Maximum Allowable Weight (MAW)	2-11

2.2.1 Weight, Height, and Frame Size Determination

Introduction This topic contains information on:

- the importance of weight, height, and frame size
- weight, height, and frame size screening period
- personnel responsible for conducting weight, height, and frame size screening
- standard equipment required for weight, height, and frame size screening
- determining the frame size of an individual, and
- conducting weight and height screening.

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2.2.1.1 Importance of Weight, Height, and Frame Size The Coast Guard weight and body fat standards are based on the individual's:

- height, and
- skeletal build (frame size), determined by measuring the wrist.

Accurate measurement of an individual's weight, height and frame size is critical in accessing compliance with the weight and body fat standards.

2.2.1.2 Weight, Height, and Frame Size Screening Period

Weight Measurement

All Coast Guard military members shall be screened for compliance, at a minimum, semiannually during the months of October and April.

Height/Frame Size Measurement

Wrist size and height do not change appreciably over time; therefore, it may not be necessary to re-measure a member's height and frame size during each screening.

Note: A member may have his or her measurements verified if in excess of their Maximum Allowable Weight (MAW). In addition, the unit can verify the measurements on a member if the unit suspects the measurements in the member's record are inaccurate.

Continued on next page

2.2.1 Weight, Height, and Frame Size Determination, Continued

2.2.1.3 Personnel Responsible for Conducting Weight, Height, and Frame Size Screening

Unit commanding officers are responsible for conducting height, weight, and frame size screenings. Actual screenings will be conducted by command designated personnel (preferably senior petty officers and above) that are experienced with and trained on the proper procedures for conducting height, weight, and wrist measurements outlined in this instruction.

Note: Unless administratively unavoidable, the Unit Health Promotion Coordinator (UHPC) *should not* be the member conducting weigh-ins.

2.2.1.4 Standard Equipment Required for Weight, Height, and Frame Size Screening

Tape Measure

The tape measure must be NON-ELASTIC and made of metal, cloth, or fiberglass. Tension tape measures meet the criteria and are authorized for use. When using the tension tape measure, the manufacturer's instructions should be followed while conducting measurements.

Scales

Weight scales must be "zeroed" prior to each use. Where there is question as to the accuracy of a scale, two scales may be used for the purpose of determining accuracy and "zeroing".

Continued on next page

2.2.1 Weight, Height, and Frame Size Determination, Continued

2.2.1.5 Determining the Frame Size of an Individual

The frame size is determined by measuring the wrist.

Follow the steps outlined in the table below to determine the frame size of an individual.

Step	Action
1	Extend and spread apart the fingers of the dominant hand.
2	Place a cloth tape measure around wrist at the point where there are two “knobs”.
3	<p>Measure ensuring that the tape goes across both “knobs”.</p> <p>The picture below illustrates the correct method of taking a wrist measurement, namely:</p> <ul style="list-style-type: none"> • using the dominant hand, the member spreads their fingers wide and straight out • the tape measure is placed across both “knobs” on the wrist, and • the tape is snug, but not compressing skin. <div data-bbox="532 1037 1398 1598" style="text-align: center;"> </div> <p style="text-align: center;">Proper measurement of wrist</p>

Continued on next page

2.2.1 Weight, Height, and Frame Size Determination, Continued

2.2.1.5 Determining the Frame Size of an Individual (continued)

Step	Action
4	<p>Record the measurement in inches and compare measurement to the corresponding frame size letter code located on the MAW chart located in COMDTINST M1020.8 (series) 7.2.</p> <p>This measurement is the member's frame size.</p> <p><i>Note:</i> MAW charts are gender specific; therefore, ensure that the appropriate frame size code is located.</p>

2.2.1.6 Conducting Weight and Height Screening

Follow the steps outlined below to conduct height and weight screening.

Step	Action										
1	Measure the member's height and weight without shoes.										
2	<p>Round height and weight measurements to the nearest whole number.</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • 65.5 equals 66. • 215.4 equals 215. <p><i>Note:</i> All height and weight measurements must be entered into Direct Access (DA) as whole numbers.</p>										
3	<p>Use the table below to determine the weight allowance for various uniforms.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">If weight measurement is done in ...</th> <th style="text-align: left;">Then subtract ...</th> </tr> </thead> <tbody> <tr> <td>T-shirt and gym shorts w/o footwear</td> <td>1 lb.</td> </tr> <tr> <td>T-shirt and trousers or sweatpants w/o footwear</td> <td>2 lbs.</td> </tr> <tr> <td>Tropical blue long w/o shoes</td> <td>3 lbs.</td> </tr> <tr> <td>Operational dress uniform (ODU) w/o boots</td> <td>4 lbs.</td> </tr> </tbody> </table> <p><i>Note:</i> Organizational clothing such as flight suits and coveralls are not authorized for wear during weigh-ins.</p>	If weight measurement is done in ...	Then subtract ...	T-shirt and gym shorts w/o footwear	1 lb.	T-shirt and trousers or sweatpants w/o footwear	2 lbs.	Tropical blue long w/o shoes	3 lbs.	Operational dress uniform (ODU) w/o boots	4 lbs.
If weight measurement is done in ...	Then subtract ...										
T-shirt and gym shorts w/o footwear	1 lb.										
T-shirt and trousers or sweatpants w/o footwear	2 lbs.										
Tropical blue long w/o shoes	3 lbs.										
Operational dress uniform (ODU) w/o boots	4 lbs.										

2.2.2 Maximum Allowable Weight (MAW)

Introduction

This topic contains the following information:

- the definition of maximum allowable weight (MAW)
 - MAW evaluation period
 - evaluation of applicants for MAW
 - the MAW evaluation process diagram, and
 - the MAW evaluation procedure.
-

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2.2.2.1

Definition: Maximum

Allowable Weight (MAW)

Maximum allowable weight (MAW) is the weight permitted for a member based upon height, frame size and gender.

Note: The maximum allowable weight is *not* a person's ideal weight from a health, physical readiness, or appearance perspective.

2.2.2.2 MAW Evaluation Period

For all members

All Coast Guard military personnel shall be screened against MAW standards, at a minimum, semiannually every April and October.

Note: Arrangements should be made for members who will be away from their home unit during the semiannual weigh-in month to have them screened at the unit or location where the member is temporarily assigned. If a member will be present at their home unit at any point during the semiannual weigh-in month, prior arrangements should be made to screen the member at that time.

Reference: For MAW standards, see COMDTINST M1020.8 (series) 7.2.

Continued on next page

2.2.2 Maximum Allowable Weight (MAW), Continued

2.2.2.3 Evaluation of Applicants for MAW

- Applicants desiring entry into any accession or commissioning program who exceed their MAW will normally not be allowed entry into the Coast Guard, because:
 - the Coast Guard makes a considerable investment in each of its members upon initial entry into the Service.
 - if the new accession is already close to his or her MAW and/or maximum body fat percentage, there is an increased possibility that he or she will exceed maximum allowable weight and/or body fat at some point in their career.
- Military Entrance Processing Stations (MEPS) will make all official weight determinations for applicants.

Exception: Unique circumstances may warrant special consideration. For example, applicants with high muscle mass, yet very low body fat. Commandant (CG-122) must be contacted for the final determination.

2.2.2.4 MAW Evaluation Procedure

Follow the steps outlined in the table below to determine if a member is compliant with the MAW standards.

Step	Action
1	<p>Determine the member’s frame size.</p> <p>Note: Since height and wrist size do not change appreciably over time, it is not necessary to re-measure a member’s wrist and height during every screening unless a command verification is requested or the member requests to have their measurements verified.</p> <p>Reference: For information on determining the frame size, see COMDTINST M1020.8 (series) 2.2.1.5.</p>
2	<p>Conduct weight and height screening.</p> <p>Reference: For instructions on conducting the height and weight screening see, COMDINST M1020.8 (series) 2.2.1.6.</p>

Continued on next page

2.2.2 Maximum Allowable Weight (MAW), Continued

2.2.2.4 MAW Evaluation Procedure (continued)

Step	Action								
3	<p data-bbox="537 428 1268 457">Compare the member’s data against the MAW standards.</p> <table border="1" data-bbox="537 495 1382 1121"> <thead> <tr> <th data-bbox="537 495 846 533">If the member is ...</th> <th data-bbox="846 495 1382 533">Then the member ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="537 533 846 722">within their MAW</td> <td data-bbox="846 533 1382 722"> <ul style="list-style-type: none"> • must follow his/her basic fitness plan, and • must ensure that the results of their screening is properly entered into DA. </td> </tr> <tr> <td data-bbox="537 722 846 1010">within 10 lbs. of their MAW</td> <td data-bbox="846 722 1382 1010"> <ul style="list-style-type: none"> • is encouraged to complete a Personal Wellness Profile (PWP), and • must ensure that the results of their screening is properly entered into DA. <p data-bbox="862 940 1263 1010"><i>Note:</i> Completing a PWP is an optional step.</p> </td> </tr> <tr> <td data-bbox="537 1010 846 1121">over their MAW</td> <td data-bbox="846 1010 1382 1121">must be measured, using the tape measure method, for a percent body fat determination.</td> </tr> </tbody> </table> <p data-bbox="537 1150 1094 1180">References: For additional information on:</p> <ul style="list-style-type: none"> • MAW standards for men, see COMDTINST M1020.8 (series) 7.2.1. • MAW standards for women, see COMDTINST M1020.8 (series) 7.2.2. • preparing a fitness plan, see COMDTINST M1020.8 (series) 1.2.3. • completing a PWP, contact your regional health promotion manager. • conducting a body fat determination, see COMDTINST M1020.8 (series) 2.3.2. 	If the member is ...	Then the member ...	within their MAW	<ul style="list-style-type: none"> • must follow his/her basic fitness plan, and • must ensure that the results of their screening is properly entered into DA. 	within 10 lbs. of their MAW	<ul style="list-style-type: none"> • is encouraged to complete a Personal Wellness Profile (PWP), and • must ensure that the results of their screening is properly entered into DA. <p data-bbox="862 940 1263 1010"><i>Note:</i> Completing a PWP is an optional step.</p>	over their MAW	must be measured, using the tape measure method, for a percent body fat determination.
If the member is ...	Then the member ...								
within their MAW	<ul style="list-style-type: none"> • must follow his/her basic fitness plan, and • must ensure that the results of their screening is properly entered into DA. 								
within 10 lbs. of their MAW	<ul style="list-style-type: none"> • is encouraged to complete a Personal Wellness Profile (PWP), and • must ensure that the results of their screening is properly entered into DA. <p data-bbox="862 940 1263 1010"><i>Note:</i> Completing a PWP is an optional step.</p>								
over their MAW	must be measured, using the tape measure method, for a percent body fat determination.								

Notes:

- Record the data via Direct Access within 15 days of the end of the weigh-in period.
- The Direct Access entry must be made regardless of:
 - a member’s compliance or non-compliance with weight standards, and
 - the scheduling or completion of any medical referrals.

2.3 Body Fat Assessment

Overview

In This Section This section contains the following topics.

Topic	Topic Name	See Page
2.3.1	Body Fat Assessment Overview	2-15
2.3.2	Body Fat Measurement	2-17
2.3.3	Maximum Body Fat Percentages	2-26

2.3.1 Body Fat Assessment Overview

Introduction

This topic contains information on:

- the definition of body fat percentage
 - the requirement for a body fat assessment
 - health risks of high body fat
 - the standard equipment for body fat measurements
 - the conditions for using alternative methods of body fat measurement, and
 - alternative methods of body fat measurement.
-

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2.3.1.1 Definition: Body Fat Percentage

Body fat percentage is a calculation, based on a series of measurements, used to determine what percentage of a member's body is composed of fat.

2.3.1.2 Requirement for Body Fat Assessment

The Coast Guard follows body fat measurement as standard procedure if a member exceeds the screening standards for maximum allowable weight (MAW).

Note: New applicants (for example, civilians desiring entry into the Coast Guard or members from other military services laterally to the Coast Guard that will have a break in service) will be screened based on MAW standards alone.

2.3.1.3 Health Risks of High Body Fat

The percentage of body fat is of concern because individuals who have excessive body fat run an increased risk of:

- illness and death from heart disease
 - cancer
 - diabetes, and
 - digestive and blood vessel diseases.
-

Continued on next page

2.3.1 Body Fat Assessment Overview, Continued

2.3.1.4 Standard Equipment for Body Fat Measurements

A standard, non-elastic tape measure is to be used for measurements. The tape measure may be made of:

- metal
- cloth, or
- fiberglass.

Note: Tension metering measures meet these criteria and are authorized for use.

2.3.1.5 Conditions for Using Alternative Methods of Body Fat Measurement

Alternate methods of measuring body fat may be used for:

- members pending separation
- a member who has had elective surgery which has changed his/her body morphology, or
- members whose body morphology renders the tape measure method inaccurate.

IMPORTANT: Alternative methods of measuring body fat may be used only after Commandant (CG-122) concurrence.

2.3.1.6 Alternative Methods of Body Fat Measurement

Alternate methods of body fat measurement include:

- calipers, or
- body immersion.

Note: Due to the limited availability and cost associated with body immersion testing, this process is not normally authorized. If immersion testing is authorized by COMDT (CG-1221), the member is liable for all expenses. The Coast Guard will not pay for immersion testing.

2.3.2 Body Fat Measurement

Introduction This topic contains the following information:

- body fat measurement guidelines for all members
 - body fat measurement procedure for women
 - the body fat measurement for all members
 - the body fat determination for men, and
 - the body fat determination for women.
-

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2.3.2.1 Body Fat Measurement Guidelines

The guidelines listed below must be followed when taking body fat percentage measurements.

- Members should wear PT gear during body fat measurements.
- All measurements are to be taken on bare skin, with the exception of the buttocks measurement for females, and without shoes.
- The tape measure must be applied to the body with sufficient tension to keep it in place without indenting the skin surface.
- Measurements must be rounded to the nearest half-inch.
- A female shall conduct the actual tape measurement on another female.
- Same gender measurements shall be provided for male members upon request.

Note: In cases where a member is subject to separation, visual verification of measurements shall be completed by a member of the command cadre (i.e. CO, XO, OIC, XPO, CMC). For verification of measurements on females, if the command cadres are all males, the CO shall designate a female to verify the measurements. Likewise, male members may request same gender verification of measurements. Both the CO and the person designated to verify measurements shall sign the medical referral form.

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2.3.2 Body Fat Measurement, Continued

2.3.2.3 Body Fat Measurement Procedure for All Members

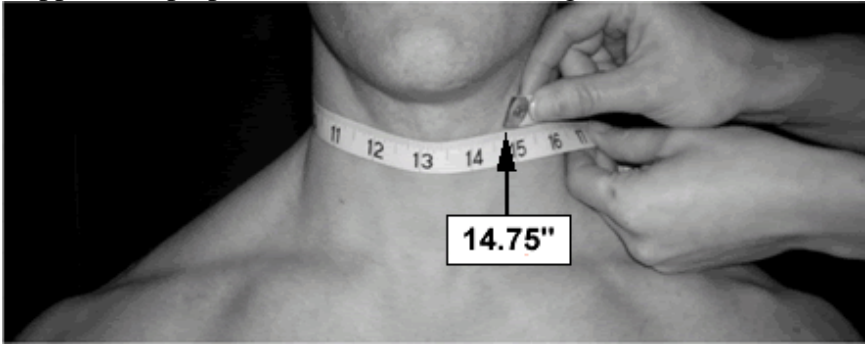

Follow the steps in the table below to conduct a body fat measurement.

Step	Action
1	Measure height to the nearest half-inch. <i>Example:</i> Record 60.25 as 60.5.
2	When measuring height, instruct members to: <ul style="list-style-type: none"> • stand with feet together flat on the deck • take a deep breath, and • stretch tall.
3	Measure the neck circumference at a point: <ul style="list-style-type: none"> • just below the larynx (Adam's apple), and • perpendicular to the neck's long axis. <p><i>Note:</i> Member should look straight ahead, with shoulders down (not hunched).</p>

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2.3.2 Body Fat Measurement, Continued

2.3.2.3 Body Fat Measurement Procedure for All Members (continued)

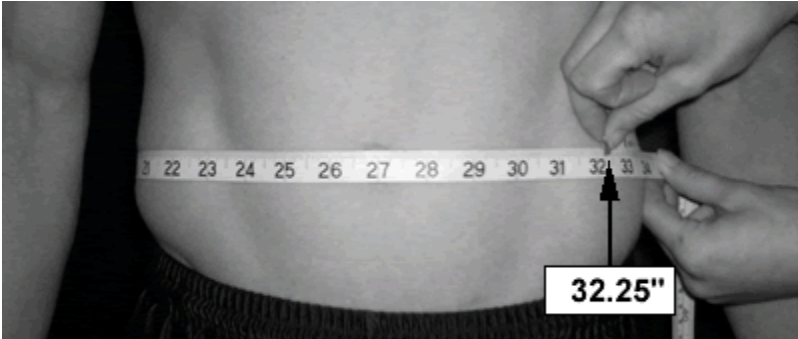
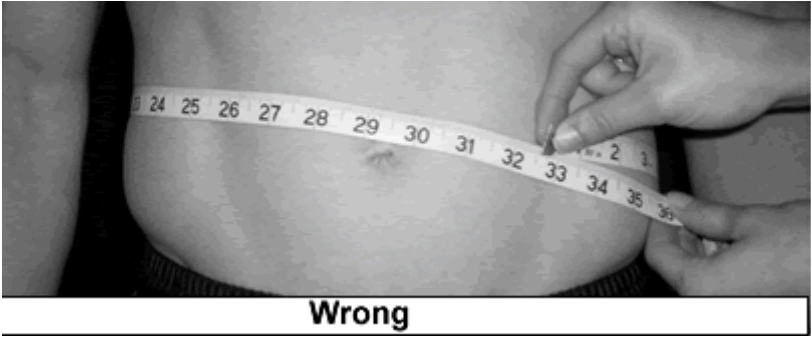
Step	Action
4	<p>The picture below illustrates the correct method of taking a neck measurement, namely:</p> <ul style="list-style-type: none"> • the member looking straight ahead with shoulders down, and • the tape measure placed at a point just below the larynx (Adam’s apple) and perpendicular to the neck’s long axis.  <p>The picture below illustrates the incorrect method of taking a neck measurement.</p>  <p>Wrong</p> <p><i>Note:</i> The measurement is incorrect because the tape measurer is applying so much tension that it indents the skin.</p>
5	<p>Round neck measurements up and record to nearest half-inch.</p> <p><i>Example:</i> Round 16 5/8 inches to 17 inches.</p>
6	<p>To complete the body fat determination:</p> <ul style="list-style-type: none"> • for <i>men</i>, see COMDTINST M1020.8 (series) 2.3.2.4. • for <i>women</i>, see COMDTINST M1020.8 (series) 2.3.2.5.

Continued on next page

2.3.2 Body Fat Measurement, Continued

2.3.2.4 Body Fat Determination for Men

Follow the steps in the table below to determine the body fat percentage for men.

Step	Action
1	Follow the body fat measurement procedure for all members, as outlined in COMDTINST M1020.8 (series) 2.3.2.3.
2	Measure the abdominal circumference at the navel, level to the deck, and make certain that: <ul style="list-style-type: none"> • arms are at the sides, and • the measurement is taken at the end of a normal, relaxed exhalation.
3	Refer to the picture below to take a waist measurement correctly, namely: <ul style="list-style-type: none"> • the tape measurer should be level with the deck and extend around the body at the navel • arms should remain at the member's sides, and • measurements should be rounded down to the nearest half inch. <div style="text-align: center;">  <p>The photograph shows a person's waist being measured with a white tape measure. The tape is held horizontally across the navel. A black arrow points to the measurement on the tape, which is labeled '32.25"'. The person's arms are at their sides.</p> </div> <p>The picture below illustrates the incorrect method of taking a waist measurement.</p> <div style="text-align: center;">  <p>The photograph shows a person's waist being measured with a white tape measure. The tape is held at an angle, not level with the deck. Below the image is the word 'Wrong' in bold.</p> </div> <p>Note: The measurement is incorrect because the tape measure should be level with the deck and extend around the body at the navel.</p>

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2.3.2 Body Fat Measurement, Continued

2.3.2.4 Body Fat Determination for Men (continued)

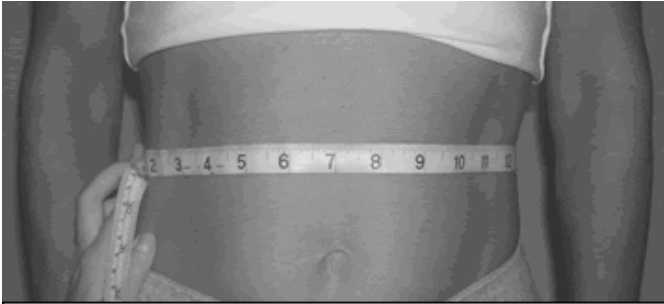
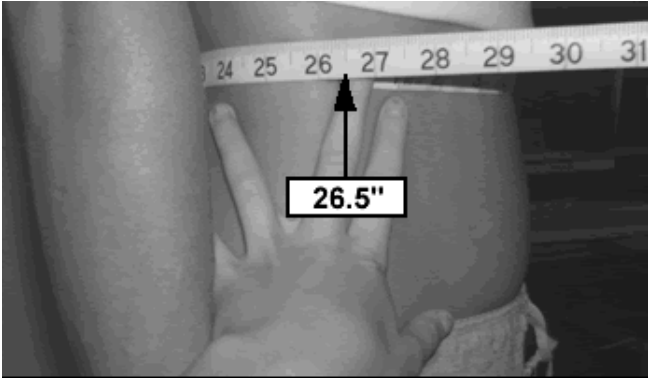
Step	Action
4	Round abdominal measurement down and to the nearest half inch. <i>Example:</i> 34 5/8 inches to be recorded as 34 1/2 inches.
5	Determine the circumference value by subtracting the neck measurement from the abdominal measurement. <i>Example:</i> If the neck measurement is 12 inches and the waist measurement is 36 inches, the circumference value will be 24.0 (36.0-12.0=24.0).
6	Compare this value against the height measurement in the body fat percentage chart, to determine the body fat percentage. <i>Example:</i> If the circumference value is 24.0 and the height of the member is 62.0, the body fat percentage will be 30. <i>Reference:</i> For the percent fat estimation chart for men, see COMDTINST M1020.8 (series) 7.3.1.

Continued on next page

2.3.2 Body Fat Measurement, Continued

2.3.2.5 Body Fat Determination for Women

Follow the steps in the table below to determine the body fat percentage for women.

Step	Action
1	Follow the body fat measurement procedure for all members, as outlined in COMDTINST M1020.8 (series) 2.3.2.3.
2	<p>Measure the natural waist circumference at the point of minimal abdominal circumference, located:</p> <ul style="list-style-type: none"> • halfway between the navel, and • the lower end of the sternum (breast bone). <p>The picture below illustrates the correct method of taking a waist measurement, namely:</p> <ul style="list-style-type: none"> • the natural waist circumference must be measured, and • the tape should be level with the deck with the member keeping their arms to their sides. <div style="text-align: center;">  <p data-bbox="756 1266 997 1297">Waist Front View</p> </div> <div style="text-align: center;">  <p data-bbox="743 1717 971 1749">Waist Side View</p> </div> <p><i>Note:</i> If you cannot observe the waist circumference, take several measurements at probable sites and use the smallest value.</p>

Continued on next page

2.3.2 Body Fat Measurement, Continued



2.3.2.5 Body Fat Determination for Women (continued)

Step	Action
3	Record the abdominal measurement at the end of member's normal relaxed exhalation.
4	Round the measurement down and to the nearest half-inch. <i>Example:</i> 28 7/8 inches to be recorded as 28 ½ inches.
5	Measure the buttocks circumference by: <ul style="list-style-type: none"> • facing the subject's right side • applying sufficient tape tension to minimize the effect of clothing, and • placing the tape around the buttocks so it: <ul style="list-style-type: none"> – is level with the deck, and – passes over the greatest protrusion of the gluteus muscles.

Continued on next page

2.3.2 Body Fat Measurement, Continued

2.3.2.5 Body Fat Determination for Women (continued)

Step	Action
6	<p data-bbox="537 457 1386 527">Refer to the pictures below to measure the buttocks circumference correctly.</p> <ul data-bbox="537 558 1175 590" style="list-style-type: none"> <li data-bbox="537 558 1175 590">• buttock circumference measurement (side view) <div data-bbox="537 594 1211 1161">  <p data-bbox="805 842 938 888">35.25"</p> <p data-bbox="708 1119 1049 1161">Buttocks Side View</p> </div> <ul data-bbox="537 1203 1187 1234" style="list-style-type: none"> <li data-bbox="537 1203 1187 1234">• buttock circumference measurement (front view) <div data-bbox="537 1234 1062 1581">  <p data-bbox="659 1549 967 1581">Buttocks Front View</p> </div>

Continued on next page

2.3.2 Body Fat Measurement, Continued

2.3.2.5 Body Fat Determination for Women (continued)

Step	Action
7	Round the measurement of the buttocks down and record to half-inch. <i>Example:</i> Record 44 1/8 inches to 44 inches.
8	Determine the circumference value by: <ul style="list-style-type: none"> • adding the waist and buttocks measurement, and • subtracting the neck measurement. <i>Example:</i> If the neck measurement is 12 inches and the waist and buttock measurement are 24 and 36 inches respectively, the circumference value will be 48.0 (24.0+36.0-12.0=48.0).
9	Compare this value against the height measurement in the body fat percentage chart, to determine the body fat percentage. <i>Example:</i> If the circumference value is 48.0 and the height of the member is 60.0, the body fat percentage will be 22. <i>Reference:</i> For the percent fat estimation chart for women, see COMDTINST M1020.8 (SERIES) 7.3.2.

2.3.3 Maximum Body Fat Percentages

Introduction This topic contains information on:

- the definition of maximum percentage body fat
 - maximum allowable body fat percentage using a standard tape measure
 - maximum allowable body fat percentage using alternative methods, and
 - qualifying and non-qualifying examples of body fat measurement requests.
-

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2.3.3.1 Definition: Maximum Percentage Body Fat **Maximum percentage body fat** is the maximum body fat a member is allowed to have to remain in the Service.

Note: Maximum percentage body fat is based upon gender and age.

Reference: To determine the body fat percentage:

- for men, see COMDTINST M1020.8 (series) 2.3.2.4.
 - for women, see COMDTINST M1020.8 (series) 2.3.2.5.
-

2.3.3.2 Maximum Allowable Body Fat Percentage Using a Standard Tape Measure

The table below lists the maximum allowable body fat percentage using a standard tape measure.

Age	Percent Body Fat (Men)	Percent Body Fat (Women)
Less than 30	23%	33%
Less than 40	25%	35%
Age 40 or greater	27%	37%

Reference: For additional information on using a tape measure, see COMDTINST M1020.8 (series) 2.3.1.4.

Continued on next page

2.3.3 Maximum Body Fat Percentages, Continued

2.3.3.3 Maximum Allowable Body Fat Percentage Using Alternative Methods

The table below shall be applied to body fat percent determinations using methods other than the standard tape measure method.

Age	Percent Body Fat (Men)	Percent Body Fat (Women)
Less than 30	20%	27%
Less than 40	22%	29%
Age 40 or greater	24%	31%

Note: Alternative methods for determining body fat may be conducted only after being given prior authorization from Commandant (CG-122).

References: For additional information on:

- using alternative methods, see COMDTINST M1020.8 (series) 2.3.1.5, and
- how to request an authorization for use of an alternative method, refer to the checklist located in COMDTINST M1020.8 (series) 7.9.

Continued on next page

2.3.3 Maximum Body Fat Percentages, Continued

2.3.3.4 Non-qualifying Example: Alternative Methods of Body Fat Measurement

- PO Stanchion, a former power lifter, has struggled with weight issues throughout his Coast Guard career.
 - Up until May 2006, he has relied on a screening weight of 260 lbs.
- PO Stanchion's MAW is 221 lbs and when he was weighed in October of 2006
 - based on a change in policy, his screening weight was no longer valid, and
 - he was required to get measured for body fat percentage.
- Unfortunately, PO Stanchion exceeds his maximum allowable body fat percentage by 4% and, as a result, his command started the process for placing him on probation.
- PO Stanchion is up for advancement soon and, fearing that he will have his advancement withheld, starts looking for a way to get around being placed on probation.
- PO Stanchion approaches his command requesting alternative methods for determining body fat hoping that a different test might work in his favor.
- PO Stanchion's measurements are as follows:
 - 71" tall
 - 40" waist
 - 16.5" neck, with an estimated body fat percentage of 29% (4% over his max).
- Although PO Stanchion's command feels that he could stand to lose some weight, they still submit a request to Commandant (CG-122) for authorization to use an alternative method for determining PO Stanchion's body fat percentage.

In this case, the request will be denied.

Continued on next page

2.3.3 Maximum Body Fat Percentages, Continued

**2.3.3.5
Qualifying
Example:
Alternative
Methods of
Body Fat
Measurement**

- LT Gangplank is not in compliance with Coast Guard weight and body fat standards and knows that she will be required to be weighed during the upcoming semiannual screening.
- In anticipation of the weigh-in, LT Gangplank obtains permission from her commanding officer to get liposuction on her abdominal area.
- Three weeks later during the semiannual screening, it was determined that:
 - she exceeded her MAW, but
 - her body fat was 1% below her MBF.
- The member's command does not feel that the tape measure method provides an accurate result, since the liposuction was done only on the abdominal area where the member is measured by the tape measure method and it did not have any impact on the remainder of her body.
- LT Gangplank's command requested authorization from Commandant (CG-122) to use a more accurate method for determining her body fat, since the tape measure method does not appear accurate in this case.

In this case, the request will be approved.

2.4 Direct Access

Overview

In This Section This section contains the following topics.

Topic	Topic Name	See Page
2.4.1	Direct Access Program Overview	2-31
2.4.2	Direct Access Tutorial	2-33

2.4.1 Direct Access Program Overview

Introduction This topic contains information on:

- the purpose of the Direct Access application
 - data to be entered into Direct Access
 - timeframe for data entry
 - personnel responsible for making the data entries, and
 - instructions on making the Direct Access entries.
-

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2.4.1.1 Purpose of the Direct Access Application The Direct Access Application is used to:

- capture the weight and body fat measurements that are obtained during a weigh-in, and
 - make a compliance determination.
-

2.4.1.2 Data to be Entered into Direct Access The table below lists the data that is entered into the Direct Access application from the weigh-in.

Data	Description
Height	Height measurement.
Weight	Weight measurement.
Frame Size	Member's frame size.
Weight Date	Date of the weigh-in.
Weight Over	Amount the member exceeds their maximum allowable weight (MAW).
Reason Weighed	Reason for the for the weigh-in.
Maximum Allowable Weight	The MAW based on the member's measurements.
Body Fat Percentage	The body fat percentage based on the member's measurements.
Maximum Allowable Body Fat Percentage	The maximum allowable body fat percentage for the member.

Continued on next page

2.4.1 Direct Access Program Overview, Continued

**2.4.1.3
Timeframe for
Data Entry** All data must be recorded via Direct Access *within 15 days* after the end of each weigh-in period.

**2.4.1.4
Personnel
Responsible for
Making the
Data Entries** The commanding officer of the unit will designate appropriate personnel to input data from the weigh-ins into Direct Access.

**2.4.1.5
Instructions on
Making the
Direct Access
Entries** For instructions on how to input the data from the weigh-ins into Direct Access, refer to the Direct Access tutorial.
Reference: For information on accessing the Direct Access tutorial, see COMDTINST M1020.8 (series) 2.4.2.1.

2.4.2 Direct Access Tutorial

Introduction This topic contains information on how to view self-service member information in Direct Access.

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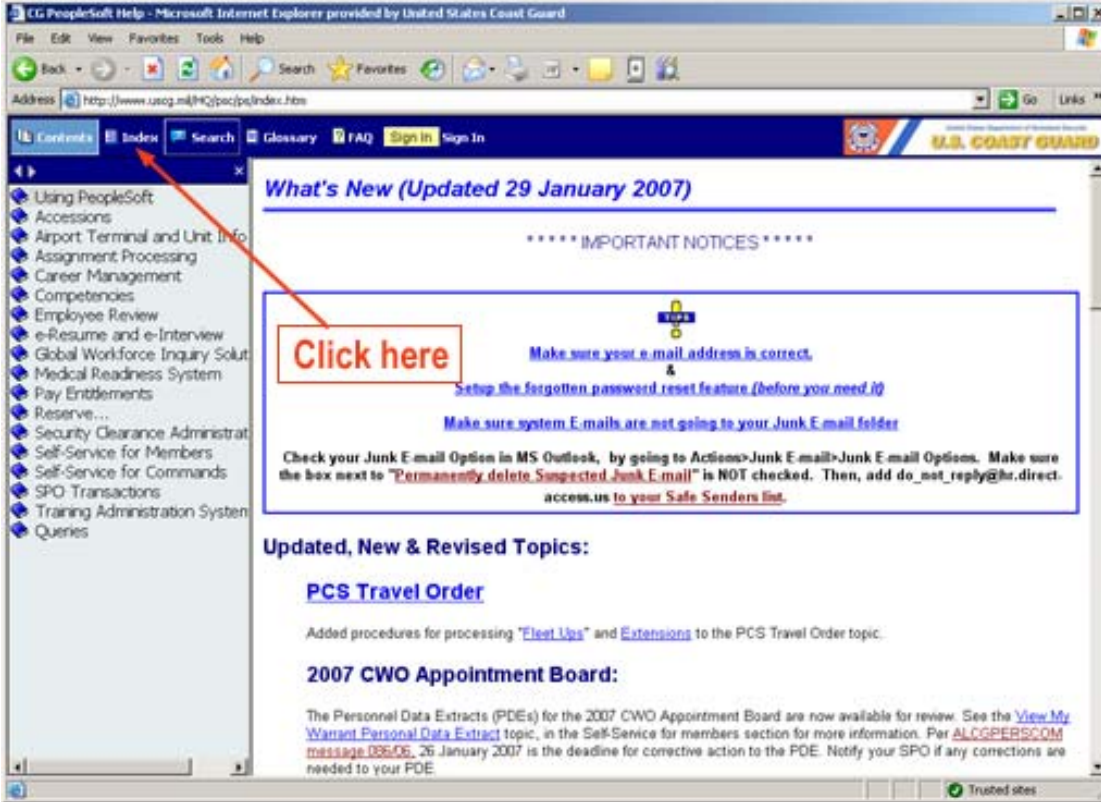
2.4.2.1 How to Access the Direct Access Tutorial Follow the steps outlined in the table below to access the Direct Access tutorial.

Step	Action
1	Open the Web browser, Internet Explorer .
2	Type http://www.uscg.mil/HQ/psc/ in the Address field.
3	<p>Click on Direct-Access on the Online Help Systems menu.</p> 

Continued on next page

2.4.2 Direct Access Tutorial, Continued

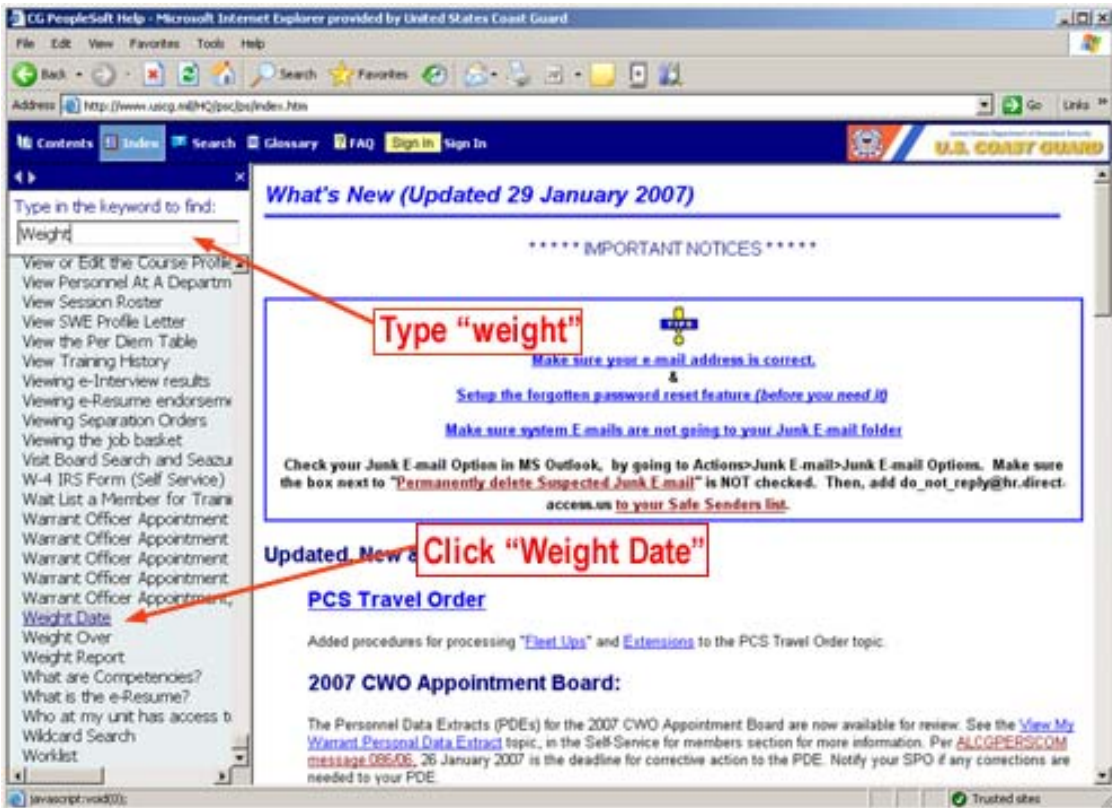
2.4.2.1 How to Access the Direct Access Tutorial (continued)

Step	Action
4	<p>Click on Index.</p> 

Continued on next page

2.4.2 Direct Access Tutorial, Continued


2.4.2.1 How to Access the Direct Access Tutorial (continued)

Step	Action
5	<ul style="list-style-type: none"> • Type in “Weight” in the Keyword field. • Click on Weight Date on the left menu. 

Continued on next page

2.4.2 Direct Access Tutorial, Continued

2.4.2.1 How to Access the Direct Access Tutorial (continued)

Step	Action
6	<p>The Direct Access Tutorial “Physical Characteristics/Height Weight Frame Size Measurement” will appear in the right-side window.</p> 

2.5 Compliance Determination

Overview

In This Section This section contains the information on making a compliance or non-compliance determination.

2.5.1 Compliance or Non-Compliance Determination

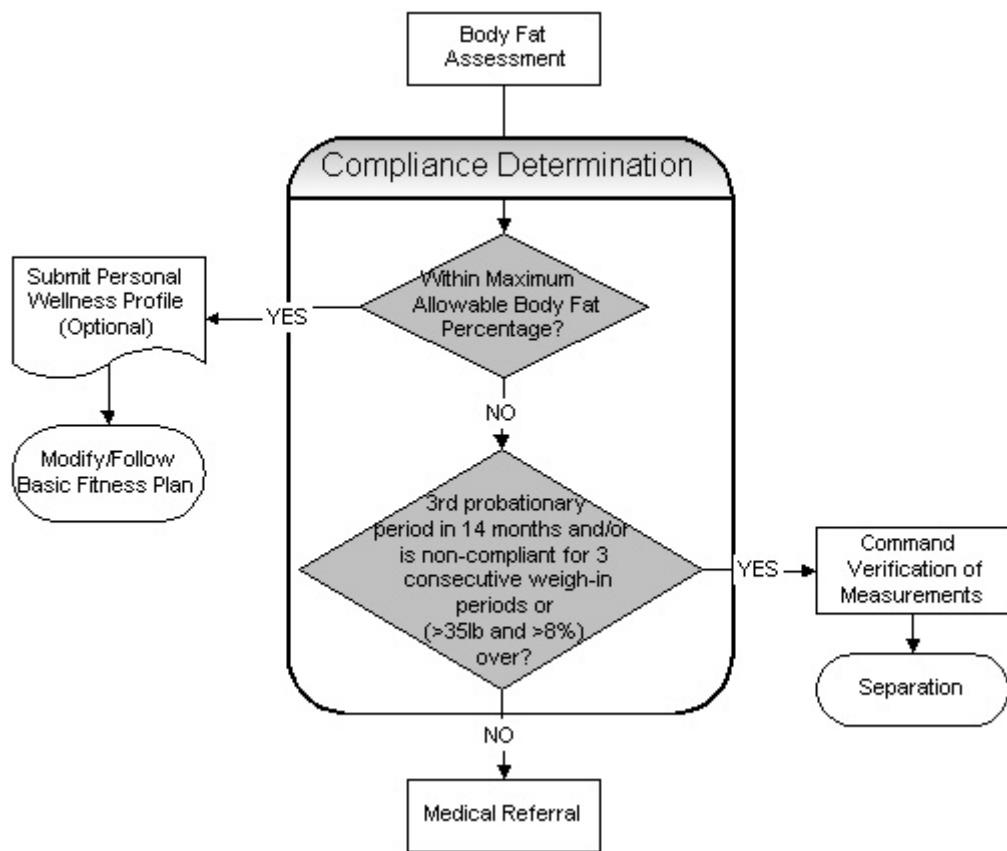
Introduction This topic contains information on:

- the compliance determination process
- the procedure to determine compliance with body fat standards, and
- the consequences of non-compliance with maximum allowable weight (MAW) and body fat standards.

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2.5.1.1 Compliance Determination Process

The diagram below illustrates the compliance determination phase of the Weight and Body Fat Standards evaluation process.



Continued on next page

2.5.1 Compliance or Non-Compliance Determination, Continued

2.5.1.2 Procedure to Determine Compliance with Body Fat Standards

The table below outlines the procedure to be followed to check if a member is compliant with the maximum allowable weight (MAW) and body fat standards.

Step	Action
1	Determine the body fat percentage of the member. <i>References:</i> To determine the body fat percentage: <ul style="list-style-type: none"> • for <i>men</i>, see COMDTINST M1020.8 (series) 2.3.2.4. • for <i>women</i>, see COMDTINST M1020.8 (series) 2.3.2.5.
2	Refer to the maximum allowable body fat percentage charts to determine if the member is compliant with the maximum allowable body fat percentages. <i>Reference:</i> For the body fat percentage charts, see COMDTINST M1020.8 (series) 2.3.3.

Continued on next page

2.5.1 Compliance or Non-Compliance Determination, Continued

2.5.1.2 Procedure to Determine Compliance with Body Fat Standards (continued)

Step	Action								
3	<p data-bbox="537 464 1328 491">Use the table below to determine the next steps in the process.</p> <table border="1" data-bbox="537 527 1390 1614"> <thead> <tr> <th data-bbox="537 527 911 569">If ...</th> <th data-bbox="911 527 1390 569">Then ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="537 569 911 867"> the member is over MAW, but in compliance with body fat standards </td> <td data-bbox="911 569 1390 867"> the member: <ul style="list-style-type: none"> • is encouraged submit a Personal Wellness Profile (PWP), and • should modify and follow the Basic Fitness Plan (BFP). <i>Note:</i> Completing a PWP is an optional step. </td> </tr> <tr> <td data-bbox="537 867 911 1165"> the member: <ul style="list-style-type: none"> • exceeds both MAW and body fat standards, and • is eligible for probation (that is, 35 lbs or less over MAW and/or 8% or less over maximum allowable body fat) </td> <td data-bbox="911 867 1390 1165"> the member is referred to a medical officer or local physician. </td> </tr> <tr> <td data-bbox="537 1165 911 1614"> <ul style="list-style-type: none"> • the member is over: <ul style="list-style-type: none"> – MAW by more than 35lbs – body fat by more than 8%, or • this would be the member’s third probation period in 14 months and/or the third consecutive weigh-in period that the member is non-compliant. </td> <td data-bbox="911 1165 1390 1614"> the Command will: <ul style="list-style-type: none"> • review the member’s measurements for separation. • process member for separation. <i>IMPORTANT:</i> Separation package must be submitted within 30 days after the end of the weigh-in period. </td> </tr> </tbody> </table>	If ...	Then ...	the member is over MAW, but in compliance with body fat standards	the member: <ul style="list-style-type: none"> • is encouraged submit a Personal Wellness Profile (PWP), and • should modify and follow the Basic Fitness Plan (BFP). <i>Note:</i> Completing a PWP is an optional step.	the member: <ul style="list-style-type: none"> • exceeds both MAW and body fat standards, and • is eligible for probation (that is, 35 lbs or less over MAW and/or 8% or less over maximum allowable body fat) 	the member is referred to a medical officer or local physician.	<ul style="list-style-type: none"> • the member is over: <ul style="list-style-type: none"> – MAW by more than 35lbs – body fat by more than 8%, or • this would be the member’s third probation period in 14 months and/or the third consecutive weigh-in period that the member is non-compliant. 	the Command will: <ul style="list-style-type: none"> • review the member’s measurements for separation. • process member for separation. <i>IMPORTANT:</i> Separation package must be submitted within 30 days after the end of the weigh-in period.
If ...	Then ...								
the member is over MAW, but in compliance with body fat standards	the member: <ul style="list-style-type: none"> • is encouraged submit a Personal Wellness Profile (PWP), and • should modify and follow the Basic Fitness Plan (BFP). <i>Note:</i> Completing a PWP is an optional step.								
the member: <ul style="list-style-type: none"> • exceeds both MAW and body fat standards, and • is eligible for probation (that is, 35 lbs or less over MAW and/or 8% or less over maximum allowable body fat) 	the member is referred to a medical officer or local physician.								
<ul style="list-style-type: none"> • the member is over: <ul style="list-style-type: none"> – MAW by more than 35lbs – body fat by more than 8%, or • this would be the member’s third probation period in 14 months and/or the third consecutive weigh-in period that the member is non-compliant. 	the Command will: <ul style="list-style-type: none"> • review the member’s measurements for separation. • process member for separation. <i>IMPORTANT:</i> Separation package must be submitted within 30 days after the end of the weigh-in period.								

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2.5.1 Compliance or Non-Compliance Determination, Continued

2.5.1.3 Consequences of Non- compliance with MAW and Body Fat Standards

If a member is found to be both over MAW and over body fat, the following actions will be withheld:

Rank

Advancement, promotion, or frocking.

Assignment

- Assignment to any command cadre or special assignment billets.
- Execution of permanent change of station (PCS) orders unless prior authorization in writing is obtained from CGPC.
- Assignment to basic and advanced resident training, including Class “A” and “C” School, postgraduate training, or flight training.
- Assignment of reservists to long-term active duty (for example, EAD, ADSW-AC, ADSWRC) other than to fulfill their annual training requirement.
- Selection to high visibility assignments, such as:
 - White House, House, Senate, or Congressional staff
 - liaison assignment to other agencies
 - Command Master Chief
 - Career Development Advisor
 - high visibility public affairs staff positions
 - instructor duty, or
 - recruiting duty.

Payment of Bonuses

Payment of all bonuses.

Notes:

- Enlisted members may compete for advancement if their commanding officer recommends them. However, advancement will not occur until they meet weight standards.
- If the member is ultimately discharged because of failure to comply with the weight and body fat standards, all unearned payments will be recouped upon separation.

Reference: For additional information on withholding advancement or promotions, see chapter 5 of the *Personnel Manual*, [COMDTINST M1000.6](#) (series).

3.0 Weight and Body Fat Failure

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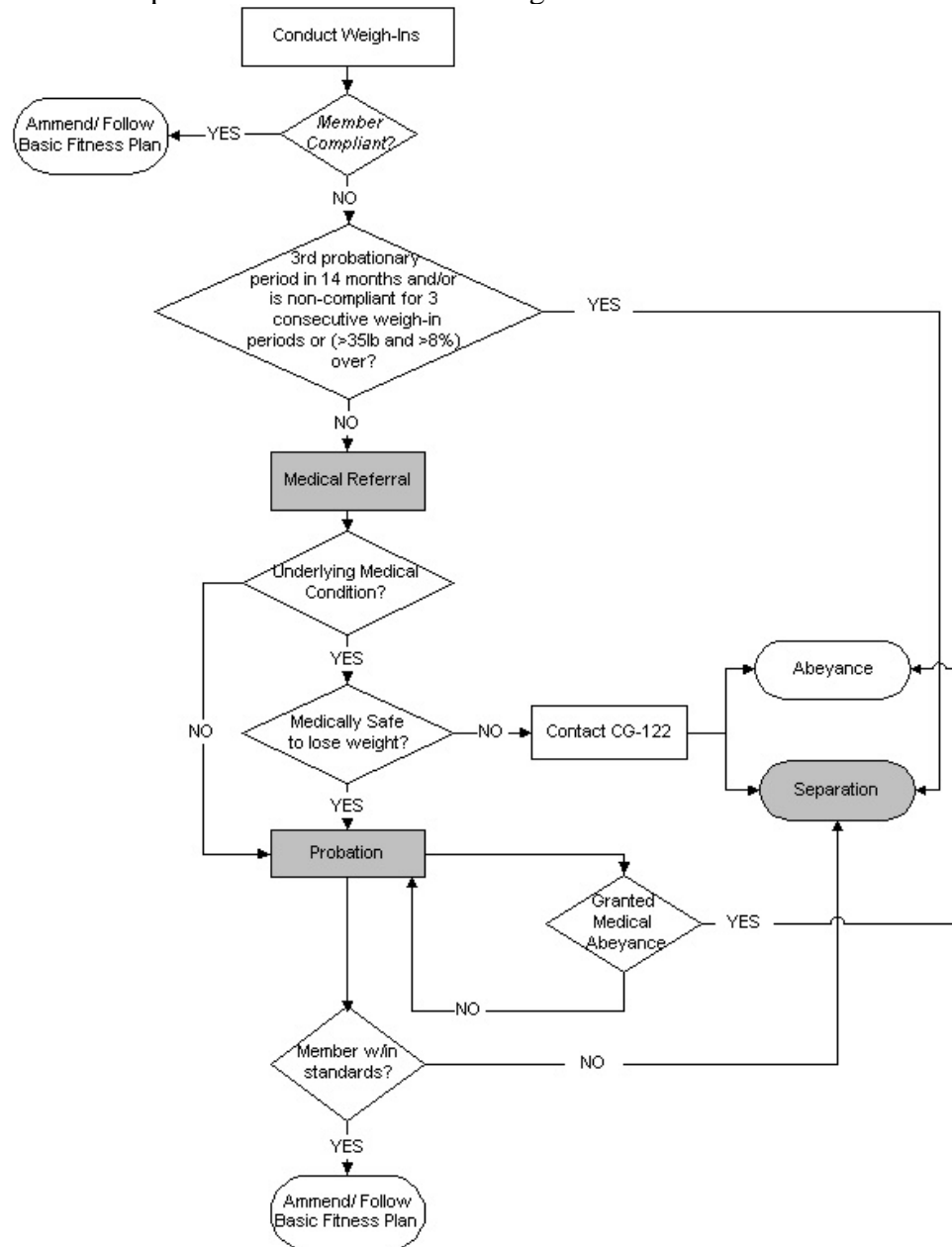
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3.0 Weight and Body Fat Failure

Overview

Introduction

This chapter describes a number of stages in Weight and Body Fat Standards evaluation process as indicated in the diagram below.



Note: Members with an underlying medical condition that can still safely lose weight, need to be placed on probation before requesting an abeyance. After being placed on probation, commands may still request an abeyance for members that have an underlying medical condition.

3.1 Medical Referral

Introduction This topic provides information on:

- requirements for a medical referral
 - the medical referral process diagram
 - stages of the medical referral process
 - initiating a medical referral
 - conducting a medical evaluation, and
 - implementation of recommendations.
-

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3.1.1 Requirements for a Medical Referral

A member will be sent for a medical referral only if he/she is found to be over the maximum allowable weight (MAW) and body fat standards but within probationary limits.

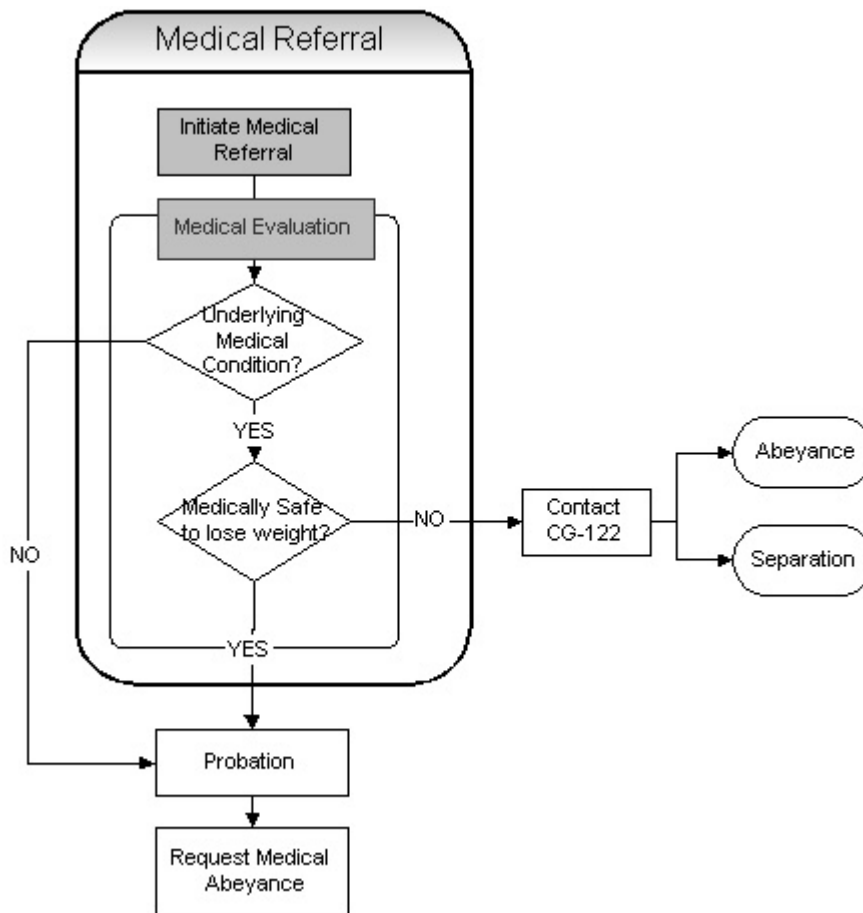
Note: Members who are not eligible for probation, that is, more than 35lbs over MAW and more than 8% over body fat, will be processed for separation without a medical referral.

Continued on next page

3.1 Medical Referral, Continued

3.1.2 Medical Referral Process Diagram

The steps in the medical referral phase are illustrated in the diagram below.



Continued on next page

3.1 Medical Referral, Continued

3.1.3 Medical Referral Process Responsibilities and Timeframes

The table below outlines the stages of the medical referral process and the responsibilities at each stage.

Stage	Responsibility	Time Period
Medical Referral	unit commanding officer	As soon as the non-compliance is discovered.
Medical Evaluation	medical officer or Local Physician	Within four weeks of the weigh-in. <i>Exception:</i> Commandant (CG-122) may grant extensions to the 4 week period in special cases.
Post Medical Evaluation Actions <i>Example:</i> Probation, Separation, Initial Medical Board (IMB), Abeyance.	unit commanding officer	As soon as medical referral is completed and results reported.

Continued on next page

3.1 Medical Referral, Continued

3.1.4 Initiating a Medical Referral

Members not complaint with MAW and body fat standards will be referred to a medical officer or local physician.

The table below outlines the steps in the medical referral stage.

Step	Action
1	<p>Using the results of the member's recent screening, the member's command shall complete the top portion of the Command <i>Medical Referral Form</i>.</p> <p><i>Note:</i> Members should not be re-measured during the medical evaluation.</p> <p><i>Reference:</i> For the Command <i>Medical Referral Form</i>, see COMDTINST M1020.8 (series) 7.4.</p>
2	<p>Direct the member to hand the form over to the medical officer or local physician for evaluation.</p> <p><i>Note:</i> The top portion of medical referral form must be completely filled out prior to attending medical evaluation, and signed by a member of the command cadre (CO, XO, CMC, OIC, XPO).</p>

Continued on next page

3.1 Medical Referral, Continued

**3.1.5
Conducting a
Medical
Evaluation**

The table below outlines the steps to be followed in the medical evaluation of the member.

Step	Action
1	<p>Evaluate the member referred by command for medical fitness. Does the member have any underlying medical condition?</p> <ul style="list-style-type: none"> • If <i>yes</i>, go to Step 2. • If <i>no</i>, go to Step 5. <p><i>Note:</i> An underlying medical condition, for the purposes of this evaluation, is defined as any physiological medical condition that severely limits or prevents a member from losing weight at a rate of one pound per week and one percent body fat per month, regardless of the member’s level of exercise and/or caloric intake.</p>
2	<p>Is it safe for the member to lose weight?</p> <ul style="list-style-type: none"> • If <i>yes</i>, go to Step 3. • If <i>no</i>, go to Step 8.
Medically Safe To Lose Weight	
3	<p>Make recommendations as to the member’s ability to participate in each component of the monthly fitness assessment test.</p>
4	<p>Provide a referral for the member to receive up to four visits to a registered dietician for nutrition counseling and assistance in weight management.</p> <p><i>Note:</i> Normally, travel outside the local area should not be required to obtain counseling. Although members on probation should be afforded dietary counseling, a member's inability or failure to receive any or all dietician counseling is not a valid reason to delay a discharge for non-compliance with the weight program.</p> <p>IMPORTANT: Additional information on accessing a local registered dietician can be obtained through MLC (kma).</p>

Continued on next page

3.1 Medical Referral, Continued

3.1.5 Conducting a Medical Evaluation (continued)

Step	Action
5	Encourage the member to seek further nutritional guidance from reputable sources including <ul style="list-style-type: none"> • <i>the Coast Guard Weight Management Self- Help Guide</i>, COMDTPUB P6200.3 (series), and • other Web sites listed at http://www.uscg.mil/HQ/G-W/G-WK/wkw/HP/weight_mgt.htm
6	Complete the bottom portion of the <i>Command Medical Referral Form</i> . The member will be placed on Probation. <i>Reference:</i> For the <i>Command Medical Referral Form</i> , see COMDTINST M1020.8 (series) 7.4.
7	Direct the member to return the form to the commanding officer for processing. <i>Note:</i> The <i>Command Medical Referral Form</i> must be filed in the member's Health Record.
<i>Medically Unsafe to Lose Weight</i>	
8	Initiate the Medical Board Review and contact Commandant (CG-122) for further instructions.

Continued on next page

3.1 Medical Referral, Continued

3.1.6 Command Review of Recommendations

The recommendations provided in the *Medical Referral Form* will be reviewed by the commanding officer.

The table below lists the options that can be exercised depending on the medical evaluation of the member.

If the medical officer determines ...	Then...
any weight or body fat loss would be detrimental to the member's health	the commanding officer shall initiate an IMB. <i>Reference:</i> For additional information, see <i>the Physical Disability Evaluation System (PDES)</i> , COMDTINST M1850.2 .
that there is no underlying medical condition which would preclude the member from losing weight and/or body fat	if eligible, the member shall be placed on probation.

Note: If the medical evaluation determines a underlying medical condition that limits or prohibits the member's participation in a specific portion of the fitness assessment, then the member:

- will be excused from only that portion of the fitness assessment
- must continue to participate in weekly fitness enhancing activities outlined in his/her detailed fitness plan, and
- is still responsible for meeting MAW standards within the timeline specified by their probationary period.

3.2 Probation

Introduction

This topic contains information on:

- the requirements for probation
 - the probation time frame
 - required documentation for probation
 - calculating the probation period
 - selecting the appropriate probation period
 - initiating the probationary period
 - proof of progress during probation
 - evaluation of progress during the probationary period
 - member weight-ins during the probationary period
 - conclusion of the probationary period
 - documentation requirements at the conclusion of probation, and
 - extensions to the probation timeframe.
-

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**3.2.1
Requirements
for Probation**

Members who exceed both their MAW and their maximum allowable body fat percentage will be placed on probation, during which time they are required to lose the necessary amount of weight and/or body fat to come into compliance.

Members on probation shall participate in mandatory fitness activities for a minimum of one hour during the work day, at a minimum of three days a week.

Note: A probationary weight loss period shall not commence until the member has completed their medical referral and it has been determined that they can safely lose weight and/or participate in fitness activities.

**3.2.2 Probation
Time Frame**

The probationary period cannot be greater than 35 weeks or more than eight months.

Continued on next page

3.2 Probation, Continued

3.2.3 Required Documentation for Probation

Command

Administrative remarks are required whenever a member exceeds both his/her MAW and maximum body fat percentage.

Members

Members placed on probation must:

- complete a personal wellness profile (PWP)
- develop a detailed fitness plan, and
- sign and acknowledge the required administrative remarks.

References: For additional information on:

- a fitness plan, see COMDTINST M1020.8 (series) 1.2.
 - Administrative Remarks, see COMDTINST M1020.8 (series) 7.5.
-

3.2.4 Calculating the Probation Period

The probationary weight loss period shall equal the amount of time it would take the member to lose:

- all excess weight at an average of one pound per week, or
- one percent body fat per month, whichever is greater.

Example 1

A member who is 30 pounds over their MAW and is five percent over their maximum percent body fat will have a 30 week probationary period to lose the excess weight or body fat.

Example 2

A member who is 30 pounds over their MAW and is eight percent over their maximum allowable body fat will have eight months to lose the excess weight or body fat.

Reference: For the additional information on:

- MAW, see COMDTINST M1020.8 (series) 2.2.2.
 - maximum allowable body fat, see COMDTINST M1020.8 (series) 2.3.3.
-

Continued on next page

3.2 Probation, Continued

3.2.5 Selecting the Appropriate Probation Period

Use the table below to select the appropriate probation period for a member exceeding their MAW or body fat.

Choosing Appropriate Probation Period		
Period Based on Pounds	Period Based on Body Fat	Applicable Period
Equal to or less than 35 weeks	Equal to or less than eight months	Choose longer period
Equal to or less than 35 weeks	More than eight months	Choose period based on pounds
More than 35 weeks	Equal to or less than eight months	Choose period based on body fat
More than 35 weeks	More than eight months	Separation

3.2.6 Initiating the Probationary Period

The probationary period will commence as soon as the member can safely lose weight, as determined by a medical officer or physician.

Note: Probationary periods must commence from the date of the completed medical referral form.

Reference: For additional information on Administrative Remarks, see COMDTINST M1020.8 (series) 7.5.

3.2.7 Proof of Progress during Probation

During probation, members must demonstrate reasonable and consistent progress throughout their probationary period. Progress should be gauged by losing weight and/or body fat at a rate of:

- one pound per week, and
- one percent body fat per month.

Note: Failure to demonstrate such reasonable and consistent progress may provide sufficient grounds for commanding officers to proceed with separation before the probationary period expires.

Continued on next page

3.2 Probation, Continued

**3.2.8
Evaluation of
Progress
During the
Probationary
Period**

Members on probation will be subjected to a monthly mandatory fitness assessment, monitored by the Unit Health Promotion Coordinator (UHPC) or alternate, until they meet their MAW and/or maximum body fat percentage. This will include a monthly documented weight to determine reasonable and consistent progress. The commanding officer may require the monthly weight check randomly and with no notice during the month.

Note: If a member complies with weight and/or body fat standards during his or her probationary period, the member should be removed from probation.

Reference: For additional information on Fitness Assessments, see COMDTINST M1020.8 (series) 5.

**3.2.9 Member
Weigh-Ins
During the
Probationary
Period**

Members on probation will be required to complete semiannual weigh-ins if such weigh-ins occur within the member's probationary period.

The member's new weight will be entered into Direct Access with no change to the member's current probation period.

Continued on next page

3.2 Probation, Continued

**3.2.10
Conclusion of
the
Probationary
Period**

At the end of the probationary period the command must evaluate the member for compliance with the MAW and allowable body fat standards.

The table below outlines the actions to be taken by the member's command.

Step	Action
1	Evaluate the member against the MAW and maximum body fat percentage standards. <ul style="list-style-type: none"> • If the member <i>is compliant</i>, go to Step 2. • If the member <i>is not compliant</i>, go to Step 3.
<i>Member Compliant</i>	
2	<ul style="list-style-type: none"> • The member's probationary period will come to end. • Prepare the necessary administrative remarks documenting compliance.
<i>Member Not Compliant</i>	
3	<ul style="list-style-type: none"> • Prepare the necessary administrative remarks documenting non-compliance, and • Process the member for separation. <p>Note: A member shall not be placed on three successive probationary periods within any fourteen-month period. In lieu of a third probationary period, the member will be processed for separation. In addition, members found non-compliant for 3 consecutive weigh-in periods shall be processed for separation.</p>
4	Requests for separation will be submitted to Commander CGPC (epm-1, opm-1, or rpm-1) as appropriate. <p>Note: Separation package must be submitted <i>within five days</i> following the conclusion of the probationary period.</p>

Continued on next page

3.2 Probation, Continued

3.2.11 Extensions to the Probation Timeframe

At the end of the probationary period, and if the case warrants special consideration, the commanding officer may extend the probationary period by an additional four weeks.

Note: A reasonable expectation may be defined as a member who has no more than four pounds or one percent body fat to lose and continues to demonstrate a strong desire and commitment toward reducing their weight and/or body fat.

3.2.12 Documentation Requirements at the Conclusion of Probation

Administrative Remarks shall be prepared by a member's command, when the member has (successfully or not) completed the probationary period.

Reference: For additional information on Administrative Remarks, see COMDTINST M1020.8 (series) 7.5.

3.3 Separations

Introduction

This topic contains information on:

- general conditions for processing separations
 - the approving authority for separations
 - the documentation requirements for separations
 - the processing timeframes for separations, and
 - the separation procedure.
-

Change Date

30 Jun 2008

3.3.1 General Conditions for Processing Separations

In order for a member to be processed for separation, the member must have:

- exceeded their MAW and body fat percentage to such an extent that they would be placed in a probationary period of
 - greater than 35 weeks by weight calculations and
 - more than 8 months by body fat standards
 - failed to demonstrate reasonable, consistent progress during probation
 - failed to attain their MAW or body fat by the end of their probation, or
 - been placed on probation for the third time in a 14 month period and/or it is the third consecutive weigh-in that the member is found non-compliant.
-

3.3.2 Approving Authority for Separations

All separation packages must be submitted to CGPC (epm-1, opm-1, or rpm-1) for approval.

3.3.3 Documentation Requirements for Separations

The following documentation is required for all members processed for separation:

- copies of all applicable health record entries
- the Command *Medical Referral Form*, documenting medical findings that weight loss would not be detrimental to the member, and
- all Administrative Remarks entries about the probationary period, including entries placing the member on probation and the last entry documenting noncompliance.

Reference: For information on required documentation for weight related separation packages, contact CGPC (epm-1, opm-1, or rpm-1).

Continued on next page

3.3 Separations, Continued

3.3.4 Processing Timeframes for Separations

The table below lists the timeframes for processing separations under different conditions.

Condition	Processing Timeframe
Probationary periods greater than 35 weeks, or more than eight months.	No more than 30 days after the end of the weigh-in period.
Failure to attain MAW or maximum allowable body fat by the end of the probation period.	No more than five days after the end of the probationary period.

3.3.5 Separation Procedure for All Members

Follow the steps outlined in the table below for members subject to separation due to excessive weight and body fat.

Step	Action
1	<p>Have the measurements verified by a member of the command cadre.</p> <p>Example: Members of the command cadre include CO, XO, CMC, OIC, and XPO.</p> <p>IMPORTANT: The verification of measurements consists of observing actual measurements. For a female, if all members of the command cadre are male, the CO shall designate a female to verify the measurements.</p>
2	<p>Document the findings on the top portion of the Command <i>Medical Referral Form</i>.</p> <p>Note: If the commanding officer designates a female, other than a member of the command cadre, to verify measurements, both the CO and designated witness will sign the Medical Referral Form.</p> <p>Reference: For additional information on the Medical Referral form, see COMDTINST M1020.8 (series) 7.4.</p>

Continued on next page

3.3 Separations, Continued

3.3.5 Separation Procedure for All Members (continued)

Step	Action																
3	<p>Process the member for separation, as per the provisions in <i>the Personnel Manual</i>, COMDTINST M1000.6 (series).</p> <ul style="list-style-type: none"> • For <i>active duty</i> members, go to Step 4. • For <i>reserves not covered above</i>, go to Step 5. 																
Active Duty Members																	
4	<p>The table below lists the instructions for members on active duty.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Member Type</th> <th style="text-align: center;">Separation Instructions</th> </tr> </thead> <tbody> <tr> <td>Regular commissioned officer with <i>five or more years</i> of service as a Coast Guard commissioned officer</td> <td>See COMDTINST M1000.6 (series), Paragraph 12.A.15.</td> </tr> <tr> <td>Regular commissioned officer with <i>less than five years</i> of service as a Coast Guard commissioned officer</td> <td>See COMDTINST M1000.6 (series), Paragraph 12.A.11.</td> </tr> <tr> <td>Retired Recalled Officers</td> <td>Contact CGPC-opm.</td> </tr> <tr> <td>Chief Warrant Officers</td> <td>See COMDTINST M1000.6 (series), Paragraph 12.A.21.</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Active duty enlisted members, and • Reserve enlisted members on extended active duty </td> <td> See COMDTINST M1000.6 (series), Paragraph 12.B.12. <i>Note:</i> Commands must include the member's current weight, height, wrist size, and body fat measurements in the discharge package. </td> </tr> <tr> <td>Reserve officers on extended active duty</td> <td>See COMDTINST M1000.6 (series), Paragraph 12.A.9.</td> </tr> <tr> <td>PHS officers</td> <td>transfer to the Department of Health and Human Services.</td> </tr> </tbody> </table> <p><i>This completes the procedure.</i></p>	Member Type	Separation Instructions	Regular commissioned officer with <i>five or more years</i> of service as a Coast Guard commissioned officer	See COMDTINST M1000.6 (series), Paragraph 12.A.15.	Regular commissioned officer with <i>less than five years</i> of service as a Coast Guard commissioned officer	See COMDTINST M1000.6 (series), Paragraph 12.A.11.	Retired Recalled Officers	Contact CGPC-opm.	Chief Warrant Officers	See COMDTINST M1000.6 (series), Paragraph 12.A.21.	<ul style="list-style-type: none"> • Active duty enlisted members, and • Reserve enlisted members on extended active duty 	See COMDTINST M1000.6 (series), Paragraph 12.B.12. <i>Note:</i> Commands must include the member's current weight, height, wrist size, and body fat measurements in the discharge package.	Reserve officers on extended active duty	See COMDTINST M1000.6 (series), Paragraph 12.A.9.	PHS officers	transfer to the Department of Health and Human Services.
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Reserve officers on extended active duty	See COMDTINST M1000.6 (series), Paragraph 12.A.9.																
PHS officers	transfer to the Department of Health and Human Services.																

Continued on next page

3.3 Separations, Continued

3.3.5 Separation Procedure for All Members (continued)

Step	Action
	<i>Reserves</i>
5	<p>Transfer the member to the Standby Reserve, Inactive Status List (ISL) for up to one year.</p> <p>Note: Submit requests for both Reserve officers and enlisted personnel for approval to Commander (CGPC-rpm) via the member's ISC (pf).</p>
6	<ul style="list-style-type: none"> • If the member <i>attains their proper weight or body fat</i> during that year, go to Step 7. • If the member <i>fails to attain their proper weight or body fat</i> within the year, go to Step 8.
7	<p>The reservist may request transfer back to the Ready Reserve.</p> <p><i>This completes the procedure.</i></p>
8	<p>The Mobilization Disposition Board must screen the officer to recommend separation or retirement in accordance with section 8.A.7 of the <i>Reserve Policy Manual</i>, COMDTINST M1001.28 (series).</p> <p>Reference: For reserve enlisted members, see the <i>Personnel Manual</i>, COMDTINST M1000.6 (series), Paragraph 12.B.12.</p> <p><i>This completes the procedure.</i></p>

Continued on next page

3.3 Separations, Continued

3.3.6 Separation Procedure for Members Eligible for Retirement

Members subject to separation and eligible for retirement, can request retirement in lieu of an administrative discharge.

Step	Action
1	<p>Have the measurements verified by a member of the command cadre.</p> <p><i>Example:</i> Members of the command cadre include CO, XO, CMC, OIC, and XPO.</p> <p><i>IMPORTANT:</i> The verification of measurements consists of observing actual measurements.</p>
2	<p>Document the findings on the top portion of the Command <i>Medical Referral Form</i>.</p> <p><i>Reference:</i> For additional information on the Medical Referral form, see COMDTINST M1020.8 (series) 7.4.</p>
3	<p>The unit commander must provide the Commander (CGPC epm-1, opm-1, or rpm-1, as appropriate):</p> <ul style="list-style-type: none"> • the retirement request, and • the discharge package.
4	<p>If approved, members subject to retirement under this provision will not be allowed to cancel their retirement, even if they become compliant after the fact.</p> <p><i>Note:</i> Members approved for retirement in lieu of separation will receive a retirement date from CGPC, which will generally be 30 to 60 days from the date the request is approved.</p>
5	<p>Members with approved retirement letters on file must continue to comply with the provisions outlined in this instruction.</p>

3.4 Reenlistments, Re-Entry Enlistments, and Extensions

Introduction	<p>This topic contains information on:</p> <ul style="list-style-type: none"> • the definitions of reenlistments, re-entry enlistments, and extensions • policy on reenlistments and extensions • conditions for approving reenlistments or extensions • conditions for approving re-entry enlistments • approving authority for re-entry enlistments, and • processing authority for re-entry enlistments.
Change Date	30 Jun 2008
3.4.1 Definition: Reenlistments	<p>Reenlistment under this chapter pertains to members on active or reserve duty who wish to reenlist in the Coast Guard while non-compliant with Coast Guard weight standards.</p>
3.4.2 Definition: Re- Entry Enlistments	<p>For the purpose of this section, re-entry enlistment pertains only to members who have been discharged for exceeding MAW and body fat standards, subsequently seeking to re-enter the service.</p>
3.4.3 Definition: Extensions	<p>Extensions under this chapter pertain to tour length extensions.</p> <p><i>Example:</i> A member is at the end of his four year contract and wants to “extend” it one year.</p>
3.4.4 Policy on Reenlistments and Extensions	<p>Members in excess of both MAW and body fat standards may be authorized by the commanding officer to reenlist or extend, but will not be entitled to any portion of an authorized reenlistment or extension bonus until he or she becomes compliant.</p> <p><i>Note:</i> If the member becomes compliant, it must be documented with Administrative Remarks.</p> <p><i>Reference:</i> For additional information on Administrative Remarks, see COMDTINST M1020.8 (series) 7.5.</p>

Continued on next page

3.4 Reenlistments, Re-Entry Enlistments, and Extensions, Continued

**3.4.5
Conditions for
Approving
Reenlistments
or Extensions**

The table below describes the conditions for approving reenlistments or extension requests for active duty and reserve members.

Reenlistments or extensions are authorized if:

The member is ...	And ...
on probation with no existing medical condition(s)	the member demonstrates reasonable and consistent progress toward attaining his or her MAW and/or body fat. <i>Note:</i> Any weight loss probationary period remains in effect and the member is still subject to separation at its conclusion.
on probation with a medical condition(s)	the member has been referred to a medical officer and has an approved abeyance on file from CG-1221. <i>Reference:</i> For additional information on medical abeyances, see COMDTINST M1020.8 (series) 4.1.

**3.4.6
Conditions for
Approving Re-
Entry
Enlistments**

Active duty enlisted members *discharged for exceeding the MAW and body fat standards* and subsequently seeking to re-enter the service may request a re-entry enlistment into the Service provided:

- they comply with MAW or maximum percent body fat, and
- have been out of the Service no more than 24 months.

Continued on next page

3.4 Reenlistments, Re-Entry Enlistments, and Extensions, Continued

3.4.7 Approving Authority for Re-Entry Enlistments

The table below lists the approving authority for all re-entry enlistments for members discharged from the Coast Guard due to non-compliance with weight standards.

Request Type	Approving Authority
Re-Entry Enlistments	Commander (CGPC-epm) <i>Note:</i> The Commander will evaluate requests based on: <ul style="list-style-type: none"> • Service needs, and • the member's past performance.

3.4.8 Processing Authority for Re-Entry Enlistments

All Re-Entry Enlistments, for members discharged for not complying with weight standards, shall be processed at a Coast Guard recruiting office.

3.5 Resident Training

Introduction This topic contains information on:

- the policy regarding resident training
- the purpose of screening members before resident training
- the procedure to be followed for non-complaint members reporting to resident training
- the procedure to be followed for non-complaint members during resident training, and
- the procedure to be followed for non-complaint members before graduation.

Change Date 30 Jun 2008

3.5.1 Policy Regarding Resident Training For members in receipt of resident training orders, Commands shall verify compliance with weight standards no later than 30 days before the convening date and update Direct Access with the member's physical characteristics. If the member in receipt of resident training orders is found non-compliant with weight standards, he or she shall not attend resident training and the orders shall be cancelled.

Note: The compliance must be documented using the appropriate Administrative Remarks.

Reference: For additional information on Administrative Remarks, see COMDTINST M1020.8 (series) 7.5.8.

3.5.2 Purpose of Screening Members before Resident Training The Coast Guard invests a substantial amount of time and funding to train personnel who attend resident training. Thus, it is imperative that Commands ensure members adhere to established weight standards before allowing them to execute orders to resident training.

Continued on next page

3.5 Resident Training, Continued

3.5.3 Procedure to be Followed for Non-Complaint Members Reporting to Resident Training

Follow the steps outlined in the table below to address members found to exceed both MAW and body fat percentage upon reporting to resident training.

Step	Action
1	Weigh and measure the member to determine if they exceed their: <ul style="list-style-type: none"> • MAW, and/or • body fat percentage.
2	<ul style="list-style-type: none"> • If the member is <i>compliant</i>, no further action is required. • If the member is <i>non-complaint</i>, go to Step 3.
3	Calculate the member's probationary period based on the member's measurements. Reference: For additional information on calculating a probationary period, see COMDTINST M1020.8 (series) 3.2.4 and COMDTINST M1020.8 (series) 3.2.5.
4	If the probationary period would be: <ul style="list-style-type: none"> • <i>less than the time required to complete the course of instruction</i>, go to Step 5. • <i>greater than the length of time required to complete the course of instruction</i>, go to Step 6.

Continued on next page

3.5 Resident Training, Continued

3.5.3 Procedure to be Followed for Non-Complaint Members Reporting to Resident Training (continued)

Step	Action
<i>Probationary Period Less Than Course Duration</i>	
5	<p>The member will be:</p> <ul style="list-style-type: none"> • permitted to remain in the training, and • placed on weight probation. <p>Notes:</p> <ul style="list-style-type: none"> • Training commands are not required to allocate time for fitness enhancing activities during the academic day for students. • If the member fails to achieve his or her MAW and/or max body fat percentage within the probationary period, the member must be processed for discharge. <p>Reference: For additional information on probations, see COMDTINST M1020.8 (series) 3.2.</p> <p><i>This completes the procedure.</i></p>
<i>Probationary Period Greater Than Course Duration</i>	
6	<p>The member must be:</p> <ul style="list-style-type: none"> • immediately disenrolled with a fault disenrollment, and • reassigned by CGPC (if an “A” School Student) or returned to his or her unit (if a “C” School Student).
7	<p>The training command must send a message to the member’s parent command, notifying them of the disenrollment.</p> <p>Note: Copies of the message must be sent to:</p> <ul style="list-style-type: none"> • Commandant (CG-122, CG-132), and • the Flag Officer responsible for that unit <p>References: For additional information on the proper format and wording of the message, see COMDTINST M1020.8 (series) 7.5.</p> <p><i>This completes the procedure.</i></p>

Continued on next page

3.5 Resident Training, Continued

3.5.4 Procedure to be Followed for Non-Complaint Members During Resident Training Follow the steps outlined in the table below to address members found to exceed both MAW and body fat percentage during resident training.

Step	Action
1	Weigh and measure the member to determine if they exceed their: <ul style="list-style-type: none"> • MAW, and/or • body fat percentage.
2	<ul style="list-style-type: none"> • If the member is <i>compliant</i>, no further action is required. • If the member is <i>non-complaint</i>, go to Step 3.
3	Review the duration of the probationary period based on the member's measurements. Reference: For additional information on probationary periods, see COMDTINST M1020.8 (series) 3.2.
4	If the probationary period would be: <ul style="list-style-type: none"> • <i>less than the time remaining in the course of instruction</i>, go to Step 5. • <i>greater than time remaining in the course of instruction</i>, go to Step 6.
<i>Probationary Period Less Than Course Duration</i>	
5	The member will be: <ul style="list-style-type: none"> • permitted to continue the training, and • placed on weight probation. <p>Notes:</p> <ul style="list-style-type: none"> • Training commands are not required to allocate time for fitness enhancing activities during the academic day for students. • If the member fails to achieve his or her MAW and/or max body fat percentage within the probationary period, the member must be processed for discharge. <p><i>This completes the procedure.</i></p>

Continued on next page

3.5 Resident Training, Continued

3.5.4 Procedure to be Followed for Non-Complaint Members During Resident Training (continued)

Step	Action
<i>Probationary Period Greater Than Course Duration</i>	
6	<p>The member must be:</p> <ul style="list-style-type: none"> • immediately disenrolled with a fault disenrollment, and • reassigned by CGPC (if an “A” School Student) or returned to his or her unit (if a “C” School Student). <p><i>Exception:</i> Commandant (CG-122) can authorize a waiver for the member to remain in the training.</p> <p><i>This completes the procedure.</i></p>

Continued on next page

3.5 Resident Training, Continued

3.5.5 Procedure to be Followed for Non-Complaint Members Before Graduation Follow the steps outlined in the table below to address members found to exceed both MAW and body fat percentage shortly before graduation.

Step	Action
1	<p>The commanding officer (or designee) must request a waiver from Commandant (CG-122) to graduate the member from the resident training program.</p> <p><i>Note:</i> Waiver requests may be sent via email with <i>Read Receipt</i>, which will be retained IAW the <i>Correspondence Manual</i>, COMDTINST M5216.4 (series), for Memos.</p>
2	<ul style="list-style-type: none"> • If the waiver is <i>granted</i>, go to Step 3. • If the waiver is <i>declined</i>, go to Step 4.
<i>Waiver Granted</i>	
3	<p>The member will be placed on probation, and will:</p> <ul style="list-style-type: none"> • be assigned a designator, if an “A” school student • not receive their enlistment bonus until they meet their MAW or maximum percent body fat, and • be transferred to fill the appropriate petty officer billet for which the training was provided or as needs of the Service dictate. <p><i>Note:</i> Members on probation will not be allowed to advance to the next higher pay grade until they are in compliance with MAW and/or maximum percent body fat standards.</p> <p><i>This completes the procedure.</i></p>
<i>Waiver Denied</i>	
4	<p>The member must be:</p> <ul style="list-style-type: none"> • immediately disenrolled with a fault disenrollment, and • reassigned by CGPC (if an “A” School Student) or returned to his or her unit (if a “C” School Student). <p><i>This completes the procedure.</i></p>

4.0 Abeyances, Exemptions, and Exceptions to Probation

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4.1 Abeyance Overview

Overview

In This Section This section contains the topics listed in the table below.

Topic	Topic Name	See Page
4.1.1	General Information on Abeyances	4-2
4.1.2	Sample Abeyance Scenarios	4-6

4.1.1 General Information on Abeyances

Introduction

This topic contains information on:

- requirement for abeyances
 - who can authorize abeyances
 - purpose of abeyances
 - examples and non examples for abeyances, and
 - the procedure for requesting an abeyance
-

Change Date

30 Jun 2008

**4.1.1.1
Requirement
for Abeyances**

Abeyances are given to members who have a medical condition or medication that creates a *physiological* change causing the member to:

- gain significant weight, or
- have extreme difficulty in losing weight or body fat at the required rate.

Note: Members granted an abeyance are still required to:

- participate in the semiannual weigh-ins
 - have their current weight data entered into Direct Access, and
 - participate in the mandatory physical fitness program and complete monthly assessments when medically safe to do so.
-

Continued on next page

4.1.1 General Information on Abeyances, Continued

4.1.1.2 Who Can Authorize Abeyances

The table below lists the authorities that can grant abeyance depending on the abeyance period.

If the abeyance request is for ...	Then ...
<ul style="list-style-type: none"> • a period of 30 days or less, and • a member who is determined to be or expected to be in a temporary-limited-duty status 	the commanding officer may authorize the abeyance.
<ul style="list-style-type: none"> • additional time in excess of 30 days, or • it is evident the member will not be in a fit-for-full-duty status for a period greater than 30 days 	the commanding officer must request an authorization from Commandant (CG-122) to hold the probationary period in abeyance.

IMPORTANT: A member should *never* be granted abeyance for a period exceeding 30 days without Commandant (CG-122) authorization.

Note: A medical officer or physician's determination that the physical condition actually precludes weight loss is required before commanding officers may authorize an abeyance for up to, but not to exceed, 30 days.

4.1.1.3 Purpose of Abeyances

The intent of granting abeyance is to avoid penalizing a member who, through no fault of his or her own, is battling a medical condition that makes weight loss extremely challenging or impossible, at the standard rate of:

- one pound per week, and
- one percent body fat per month.

Continued on next page

4.1.1 General Information on Abeyances, Continued

**4.1.1.4
Examples and
Non Examples
for Abeyances**

Abeyance requests will typically be granted for cases involving physiological conditions, which are not disqualifying for continued service, that make weight loss, at the standard rate, extremely difficult or impossible.

Abeyance requests that stem from physical conditions which may restrict a member’s ability to exercise, but otherwise have no physiological impact on the member’s ability to lose weight through proper diet and exercise, will normally not be granted.

The table below lists medical conditions that may and may not be used for abeyance requests.

Note: All medically related abeyance requests will be treated as unique and evaluated on a case by case basis. As a matter of policy, all medically related cases are reviewed by CG medical staff in CG-1121.

Examples: Physiological Conditions	Examples: Physical Conditions not qualifying for an abeyance
<ul style="list-style-type: none"> • Hypothyroidism • Polycystic Ovarian Syndrome 	<ul style="list-style-type: none"> • Twisted ankles • Pulled muscles • Broken bones • Cosmetic surgery • Lower back pain

Continued on next page

4.1.1 General Information on Abeyances, Continued

- 4.1.1.5 Procedure for Requesting an Abeyance** The table below lists the steps to be followed in processing an abeyance.
- Note:* The unit commanding officer must submit the authorization request for all abeyances.

Step	Action
1	<p>Request authorization from Commandant (CG-122) to hold the probationary period in abeyance for a specified period of time, if the Medical Referral determines that the member has an underlying medical condition.</p> <p><i>Note:</i> If a medical officer or physician determines that the member can safely participate in fitness activities, then the member should be placed on probation before requesting an abeyance from Commandant (CG-122).</p>
2	<p>Submit the abeyance request to Commandant (CG-122) via a standard Coast Guard memorandum.</p> <p><i>Reference:</i> For additional information on the abeyance request checklist, see COMDTINST M1020.8 (series) 7.9.</p>
3	<ul style="list-style-type: none"> • If <i>authorized abeyance</i>, go to Step 4. • If <i>not authorized an abeyance</i>, then member shall continue on probation.
<i>Abeyance Authorized</i>	
4	<p>At either conclusion of specified abeyance period or once member's condition has stabilized, have member re-measured to determine eligibility for a probationary period.</p> <ul style="list-style-type: none"> • If the member is <i>eligible for probation</i>, go to Step 5. <p><i>(Note:</i> If the probationary period <i>exceeds 35 weeks or eight months</i>, contact Commandant (CG-122) for guidance.)</p> <ul style="list-style-type: none"> • If the member is <i>not eligible for probation</i>, process the member for separation.
5	<p>Calculate the probationary period based on the member's current measurements.</p> <ul style="list-style-type: none"> • If the probationary period is <i>less than 35 weeks or eight months</i>: <ul style="list-style-type: none"> – draft probationary Administrative Remarks (CG-3307) – inform the member of the revised probationary period, and – ensure they demonstrate reasonable and consistent progress throughout their probationary period.

4.1.2 Sample Abeyance Scenarios

Introduction

This topic contains some qualifying and non-qualifying examples of abeyance requests, namely:

- qualifying and non-qualifying examples related to tobacco cessation, and
 - qualifying and non-qualifying examples related to medical abeyance.
-

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**4.1.2.1 Non-
Qualifying
Abeyance
Example:
Tobacco
Cessation****Scenario 1**

- LT Chock exceeded both his maximum allowable weight and body fat percentage and was subsequently placed on probation for three months.
- Two months into the probationary period, he has not made reasonable and consistent and decides to quit smoking:
 - he has lost less than half of the necessary weight needed to become compliant, and
 - remains 3% over the allowable maximum body fat percentage.
- LT Chock approaches his command, requesting a one-time six-month tobacco cessation exception.

In this case the request will be denied.

Scenario 2

- PO Shipwrecked has not been weighed since the last mandatory semiannual weigh-in (five months ago).
- He was compliant at his weigh-in five months ago, but has since gained some weight and body fat and is concerned that he may not be in compliance.
- PO Shipwrecked decides that he wants to quit smoking prior to the next semiannual weigh-in coming up in a couple of weeks, hoping to get a six-month exception from weight and body fat standards.
- PO Shipwrecked's command, in accordance with Coast Guard policy, screens him for compliance before endorsing his request and finds him both in excess of his maximum allowable weight and body fat percentage.

In this case the request will be denied.

Continued on next page

4.1.2 Sample Abeyance Scenarios, Continued

4.1.2.2 Qualifying Abeyance Example: Tobacco Cessation

- Chief Capstan has a history of struggling to maintain compliance with weight and body fat standards, but has always kept her weight and/or body fat within standards.
- Chief Capstan is a smoker and, in an effort to improve her health, wants to quit smoking but fears she might gain weight and get placed on probation.
- She approaches her command in advance and expresses her desire to quit smoking and apply for a one-time, six-month tobacco cessation exception.
- The command screens Chief Capstan and determines that she is in compliance.

In this case the request will be approved.

4.1.2.3 Non- Qualifying Abeyance Example: Medical Abeyance

Scenario 1

- CDR Cleat has a history of being on and off weight probation throughout his 14-year career in the Coast Guard.
- Prior to a recent mandatory semiannual weigh-in, he twists his ankle while playing basketball and, as a result, gets placed in a limited duty status for 90 days.
- Two weeks later, CDR Cleat's command decides to conduct their mandatory semiannual weigh-in and CDR Cleat is found to exceed both weight and body fat standards.
- In accordance with CG policy, he is sent to medical to complete a medical referral form.
- The reviewing medical officer states:
 - there is no underlying medical condition, and
 - CDR Cleat may not be able to complete his monthly assessment, run, or participate in any activity which puts additional strain on his ankle.

In this case the request will be denied.

Continued on next page

4.1.2 Sample Abeyance Scenarios, Continued

4.1.2.3 Non- Qualifying Abeyance Example: Medical Abeyance (continued)

Scenario 2

- Chief Anchor was diagnosed with severe depression and has recently gained an excessive amount of weight.
- A command directed weigh-in found her in excess of both weight and body fat standards.
- Upon completion of Chief Anchor's medical referral form, the reviewing physician:
 - listed her depression as an underlying medical condition, but
 - indicated that it was still safe for her to lose weight and body fat to comply with Coast Guard standards.
- Additionally, it was determined that the medication she was taking for their depression does not “directly” contribute to weight gain, but may cause her to become fatigued or retain water.

In this case the request will be denied.

Scenario 3

- PO Towbit has been battling numerous medical conditions over the course of his Coast Guard career.
- For the past year and a half, he has been fluctuating between limited duty and fit for full duty and is currently in a limited duty status.
- During a recent semiannual weigh-in, PO Towbit was found non-compliant with Coast Guard weight and body fat standards.
- Upon completion of the medical referral form, it was determined that fitness activities would be detrimental to PO Towbit's health due to his current condition.
- PO Towbit's command, in accordance with Coast Guard policy, initiates a medical board.

In this case the request will be denied, since a medical board was initiated.

Continued on next page

4.1.2 Sample Abeyance Scenarios, Continued

4.1.2.4 Qualifying Abeyance Example: Medical Abeyance

Scenario 1

- Chief Bollard was found non-compliant on her most recent weight and body fat screening.
- Upon completion of her medical referral form, it was discovered that she has hypothyroidism, a condition known to have an impact on a weight management.
- Chief Bollard's primary care physician determined that her condition does constitute an underlying medical condition that is not stable and recommended three months for her to respond to treatment and potentially become stabilized.

In this case the request will be approved.

Scenario 2

- PO Bullnose was recently diagnosed with a medical condition requiring frequent steroid injections as part of his required treatment.
- He has never been placed on probation for non-compliance with weight and body fat standards and, until recently, did not have any trouble managing his weight and body fat.
- Shortly after receiving the required steroid injections, PO Bullnose started to notice excess weight gain and was having trouble managing his weight and body fat. As a result, he was found non-compliant during a recent screening.
- PO Bullnose's physician indicated he would be required to have injections for another four months in order for his condition to stabilize.

In this case the request will be approved.

4.2 Conditions Impacting Abeyance Decisions

Overview

In This Section This section contains the topics listed below.

Topic	Topic Name	See Page
4.2.1	Illness or Injury	4-11
4.2.2	Eating Disorders	4-13
4.2.3	Cosmetic or Elective Surgery	4-14

4.2.1 Illness or Injury

Introduction

This topic contains information on:

- abeyance policy regarding illness or injury
- weight maintenance during illness or injury, and
- probationary period determination.

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4.2.1.1 Abeyance Policies Regarding Illness or Injury

Non-compliant members who have an injury or illness should be referred to a medical officer or physician to determine whether or not it is medically safe to engage in fitness activities and/or feasible to safely lose weight at the rate of:

- one pound per week, and
- one percent body fat per month.

Use the table below to determine the policy for different conditions.

If the temporary-limited-duty status is for ...	Then ...
30 days or less	<ul style="list-style-type: none"> • the probationary period may be held in abeyance until the member is restored to available-for-full-duty status, and • an Administrative Remarks entry must be completed. <p><i>Note:</i> A medical officer or physician's determination is required stating that the physical condition precludes weight loss.</p> <p><i>Reference:</i> For the proper wordings of the Administrative Entry, see COMDTINST M1020.8 (series) 7.4.3.</p>
greater than 30 days	<p>the unit commanding officer must request authorization from Commandant (CG-122) for an abeyance.</p> <p><i>Reference:</i> For the abeyance request checklist, see COMDTINST M1020.8 (series) 7.9.</p>

Continued on next page

4.2.1 Illness or Injury, Continued

4.2.1.2 Weight Maintenance during an Illness or Injury

Members are encouraged to seek guidance from their medical officer or physician concerning safe exercises and healthy eating habits, which can significantly reduce the likelihood of the member gaining additional weight during the period he or she is in a temporary-limited-duty status.

4.2.1.3 Probationary Period Determination

The probationary period shall commence or resume based on the member's weight at the time of available-for-full-duty or when the member's condition is medically stable.

4.2.2 Eating Disorders

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4.2.2.1 Policy Regarding Compulsive Overeating and Eating Disorders Members who are diagnosed by a qualified medical professional with an eating disorder shall be processed in accordance with the provisions of *the Coast Guard Medical Manual*, [COMDTINST M6000.1](#) (series).

4.2.3 Cosmetic or Elective Surgery

Introduction

This topic contains information on:

- abeyance policy for cosmetic or elective surgery, and
 - measurement restrictions related to cosmetic or elective surgery.
-

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4.2.3.1 Policy on Abeyances for Cosmetic or Elective Surgery

Members desiring to have cosmetic or elective surgery of any type shall first seek command approval as per *the Medical Manual*, [COMDTINST M6000.1](#) (series).

The member will not qualify for either an abeyance or an extended probationary period if a member is already on probation during the time that their cosmetic or elective surgery is conducted.

Note: Medical procedures, including emergency operations, deemed necessary by a military medical doctor do not require prior approval.

4.2.3.2 Measurement Restrictions Related to Cosmetic or Elective Surgery

Some types of cosmetic surgery may render the standard tape measure method for determining body fat percentage ineffective and/or inaccurate. In such cases, a more accurate measurement should be used to determine body fat

Examples: Types of cosmetic surgery that may render the standard tape measure method ineffective and/or inaccurate are liposuction or tummy-tucks.

Note: Use of an alternative method for determining body fat percentage requires prior authorization from Commandant (CG-122).

Reference: For the alternative body fat measurement method checklist, see COMDTINST M1020.8 (series) 7.9.

4.3 Exemptions and Exceptions to Probation

Overview

In This Section This section contains the topics listed below.

Topic	Topic Name	See Page
4.3.1	Pregnancy	4-16
4.3.2	Tobacco Cessation	4-17

4.3.1 Pregnancy

Introduction This topic contains information on:

- exemption policy for pregnancy
- exemption policy for member returning from convalescent leave, and
- exemption policy for nursing mothers,

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4.3.1.1 Exemption Policy for Pregnancy A servicewoman is exempt from the weight and body fat standards during pregnancy.

Note: Members who become pregnant will not be measured to determine compliance until after they return to available-for-full-duty status.

4.3.1.2 Exemption Policy for Member Returning from Maternity Leave A member returning from convalescent leave, is exempt from being placed in a probationary status for exceeding the weight or body fat standards for a period of six months effective the date of delivery.

4.3.1.3 Exemption Policy for Nursing Mothers Nursing mothers will be granted an additional six-month exception upon conclusion of the first exemption period after returning from convalescent leave.

Note: The total exemption period may not exceed twelve months from the date of delivery.

4.3.2 Tobacco Cessation

Introduction

This topic contains information on:

- policy on exception for tobacco cessation
 - purpose of the exception policy on tobacco cessation
 - exception period for tobacco cessation, and
 - effective date for probation.
-

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4.3.2.1 Policy on Exception for Tobacco Cessation

Members who are addicted to tobacco may apply through their chain of command to Commandant (CG-122) for a *one-time, six-month* exception from the weight and body fat standards. If authorized, the tobacco exception period will commence on the day the member quit smoking and conclude six months after.

IMPORTANT: Tobacco cessation exceptions will not be granted to members who are not in compliance with Coast Guard weight and body fat standards. Commands must verify member compliance prior to submitting tobacco cessation exception requests.

Reference: For the wording of the Administrative Remarks Entry for a six-month tobacco cessation exception, see COMDTINST M1020.8 (series) 7.5.4.

Continued on next page

4.3.2 Tobacco Cessation, Continued

4.3.2.2 Purpose of the Exception Policy on Tobacco Cessation

It is possible that members who cease the use of tobacco products may gain weight.

The intent of the tobacco cessation exception policy is to encourage members who are within Coast Guard weight and body fat standards to quit using tobacco products without fear of being placed on weight probation due to weight gain. This is an incentive for members to try to quit tobacco use and adopt a healthier lifestyle; therefore members should not be penalized for trying to quit tobacco.

Notes:

- Members can minimize this weight gain through healthy eating combined with exercise.
 - Members should be encouraged to use nutritional counseling to promote a healthy lifestyle change.
 - The tobacco cessation exception policy is *not intended* to be a placeholder for non-compliant members already in a weight probationary period status.
-

4.3.2.3 Exception Period for Tobacco Cessation

Authorized exceptions for tobacco cessation will be effective, for a period of six months from the date the member informs his or her command of their abstinence from tobacco, either with or without the benefit of a formal tobacco cessation program.

Note: If a member does not remain tobacco free for the entire 6-month period, the exception will cease, and the member shall immediately be screened and, if found non-compliant and eligible for a probationary period, placed on probation.

Reference: For additional information on probationary periods, see COMDTINST M1020.8 (series) 3.2.

4.3.2.4 Policy on Members Quitting Tobacco Use during Probationary Status

Members already in a weight probationary status will not be eligible for a tobacco cessation exception.

5.0 Fitness Assessments

Table of Contents

5.1	Fitness Assessment Overview	5-1
5.2	Fitness Assessment Standards	5-4
5.3	1.5 Mile Run.....	5-8
5.4	Push-Up Test	5-10
5.5	Sit-Up Test	5-12
5.6	One Mile Walk.....	5-14
5.7	12-Minute Swim.....	5-16
5.8	Bench Press Test	5-18
5.9	Abdominal Curl Test.....	5-20

5.1 Fitness Assessment Overview

Introduction This topic contains information on

- the requirement for fitness assessment
- fitness assessment administrators
- the fitness assessment testing period
- key components of the fitness assessment
- fitness assessment tests, and
- alternate fitness assessment tests.

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5.1.1 Requirement for Fitness Assessment Members on probation will be subjected to a monthly mandatory fitness assessment, until they meet their maximum allowable weight (MAW) and/or maximum allowable body fat percentage. Once members are compliant with weight standards, they shall be removed from probation and they may

- resume their basic fitness plan, or
- maintain their detailed plan without monitoring.

IMPORTANT: The fitness assessment is not a Pass/Fail test, it is an assessment (For example, members that meet all standards, should not be under the impression that they will be removed from probation).

5.1.2 Fitness Assessment Administrators All mandatory fitness assessments will be administered by a Unit Health Promotion Coordinator (UHPC) or alternate UHPC.

5.1.3 Fitness Assessment Testing Period The fitness assessment battery will be administered on a monthly basis to all personnel not compliant with weight and body fat standards.

Continued on next page

5.1 Fitness Assessment Overview, Continued

5.1.4 Key Components of the Fitness Assessment

Three key factors in fitness are:

- cardiorespiratory endurance
- muscular strength, and
- muscular endurance.

Cardiorespiratory Endurance

Aerobic capacity or cardiovascular fitness is the component of fitness that relates mostly to health and the ability to do vigorous, sustained physical activity.

Examples: The 1.5 mile run, 1 mile walk and 12 minute swim tests.

Muscular Strength

Muscular strength is the maximum amount of force a muscle can produce in a single effort.

Example: One repetition max bench press or leg press.

Muscular Endurance

Muscular endurance is the ability of a muscle to exert a sub-maximal force repeatedly or continuously over time.

Examples: Push-ups, sit-ups, or abdominal curl ups.

5.1.5 Fitness Assessment Tests

The fitness assessment is comprised of a basic three-part battery test including:

- 1.5 mile run
- push ups, and
- one minute sit-ups.

Notes:

- The three components of the test are required by all members subject to a fitness assessment unless they are found medically unfit to perform one or more of them.
 - Members found medically incapable of completing the three-part battery test requirements must be administered an alternative test.
-

Continued on next page

5.1 Fitness Assessment Overview, Continued

5.1.6 Alternate Fitness Assessment Tests

Alternate Fitness Assessments are used only when a member is found to be medically incapable of completing any one of the original three-part battery tests and the alternative facilities and/or equipment are available.

Outlined below are the suggested alternative tests to the original three-part battery.

Fitness Assessment Tests	Suggested Alternate Test
1.5 Mile Run	<ul style="list-style-type: none"> • One Mile Walk, or • 12 Minute Swim
Push-Up Test	Bench Press Test
Sit-Up Test	Abdominal Curl Test

Note: The alternate test should be used only for the portion of the assessment that the member can medically not perform. However, members may not choose to complete one of the alternate tests due to personal preference.

5.2 Fitness Assessment Standards

Introduction

This topic contains information on:

- the policy regarding compliance with the fitness assessment standards
 - fitness assessment standards for men
 - fitness assessment standards for women
 - the definition of VO2 Max
 - VO2 calculation formula, and
 - VO2 calculation for the one mile walk.
-

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5.2.1 Policy Regarding Compliance with the Fitness Assessment Standards

If the fitness assessment standards are met, but the member is still not in compliance with MAW and/or body fat standards, then:

- the member's weekly fitness activities will no longer need to be monitored
 - the member will be responsible for complying with MAW and/or body fat standards in the designated time, and
 - the member will be required to complete the fitness assessment on a monthly basis until the required weight and/or body fat is lost.
-

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5.2 Fitness Assessment Standards, Continued

5.2.2 Fitness Assessment Standards for Men

The table below lists the fitness assessment standards for men, based on the different fitness assessment tests.

Note: The fitness assessments protocols and standards were taken from the Cooper Institute's *Physical Fitness Assessments and Norms* and Wellsource Inc.'s *Fitness Assessment Manual*.

Fitness Assessment Standards for Men						
Fitness Assessment	< 30 years	30-39 years	40-49 years	50-59 years	60+ years	
1.5 mile Run (minutes)	11:27	11:49	12:25	13:53	15:20	
Push-Ups (#)	37	30	24	19	18	
Sit-Ups (#)	42	39	34	28	22	
Abdominal Curl-Ups (#)	46	39	33	28	21	
One Mile Walk \geq VO ₂ (ml/kg/min)	48	45	39	35	28	
12-minute Swim (yards)	500	450	400	350	300	
Fitness Assessment	18-25 years	26-35 years	36-45 years	46-55 years	56-65 years	> 65 years
YMCA 80lb Bench Press Test (#)	25	22	20	14	10	8

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5.2 Fitness Assessment Standards, Continued

5.2.3 Fitness Assessment Standards for Women

The table below lists the fitness assessment standards for women, based on the different fitness assessment tests.

Note: The fitness assessments protocols and standards were taken from the Cooper Institute's *Physical Fitness Assessments and Norms* and Wellsource Inc.'s *Fitness Assessment Manual*.

Fitness Assessment Standards for Women						
Fitness Assessment	< 30 years	30-39 years	40-49 years	50-59 years	60+ years	
1.5 mile Run (minutes)	13:25	14:33	15:17	17:19	18:52	
Push-Ups (#)	21	15	13	10	5	
Sit-Ups (#)	38	29	24	20	11	
Abdominal Curl-Ups (#)	39	30	25	15	15	
One Mile Walk \geq VO ₂ (ml/kg/min)	37	33	31	27	23	
12-minute Swim (yards)	400	350	300	250	200	
Fitness Assessment	18-25 years	26-35 years	36-45 years	46-55 years	56-65 years	> 65 years
YMCA 35lb Bench Press Test (#)	22	20	17	13	12	9

5.2.4 Definition: VO₂ Max

The **VO₂ max**, also known as the maximal oxygen consumption, is the highest rate of oxygen consumption an individual is capable of during maximum physical effort.

- It is calculated to get an estimate of the member's cardiorespiratory ability.
- It is a reflection of the body's ability to transport and use oxygen and is measured in milliliters of oxygen used per minute per kilogram of body weight.

Continued on next page

5.2 Fitness Assessment Standards, Continued

5.2.5 VO2 Calculation for Determining Walk-Time in Seconds

To calculate time to the nearest second (for the formula below): Divide walk seconds time by 60 (For example, a time of 14 minutes and 45 seconds would be 14 (mins) + (45/60) or 14.75 minutes.)

_____ (seconds time) / 60 = _____ + Minutes Time = _____ Walk Time to nearest second.

5.2.6 VO2 Calculation Formula

The member's maximal VO2 can be calculated using the following formula.

Start Calculation Here: 132.853

- 1) Weight Factor: 0.0769 x _____ (WT in lbs.) - ()
- 2) Age Factor: 0.3877 x _____ (AGE measured to the last year) - ()
- 3) Gender Factor: 6.3150 x _____ (1 = male, 0 = female) + ()
- 4) Time Factor: 3.2649 x _____ (Walk Time to nearest second) - ()
- 5) Exercise heart rate: _____ (10 sec heart rate) x 6 = _____ beats per min.
0.1565 x _____ (beats per min) - ()

_____ **VO2 max =**

5.3 1.5 Mile Run

Introduction This topic contains information on:

- 1.5 mile run test description
 - equipment required for the 1.5 mile run
 - 1.5 mile run test guidelines, and
 - 1.5 mile run procedure.
-

Change Date 30 Jun 2008

5.3.1 1.5 Mile Run Test Description The 1.5 mile run is a test of cardio respiratory fitness. The member must cover a distance of 1.5 miles in as short a time as possible without undue strain.

Note: Aerobic capacity is determined from total elapsed time.

5.3.2 Equipment Required for the 1.5 Mile Run

The equipment required for the 1.5 mile run test include:

- a stop watch, to time the run to the nearest second, and
- an accurately measured, flat, 1.5 mile course or ¼ mile track.

Note: Six laps on a ¼ mile track is equivalent to 1.5 miles.

5.3.3 1.5 Mile Run Test Guidelines

The following are some guidelines to be followed in preparation for the 1.5 mile run test.

- Members should not eat a heavy meal or smoke for at least 2-3 hours prior to the test.
- Members should warm up and stretch thoroughly prior to the test.
- Members should practice pacing themselves prior to the test.

Note: Members may attempt to run too fast early in the run and become fatigued prematurely. Running partners may accompany members around the track to help pace them.

Continued on next page

5.3 1.5 Mile Run, Continued

5.3.4 1.5 Mile Run Procedure The table below describes the method in which the 1.5 mile run should be administered.

Step	Action
1	Instruct members on the number of laps required to complete the 1.5 mile run. <ul style="list-style-type: none"> • If using a <i>440 yard track</i>, six laps must be completed using the inside lane (lane 1). • If using a <i>400 meter track</i>, an additional 15 yards must be run after completing the six laps. <i>Note:</i> Members must run the 1.5 miles and should be encouraged show reasonable and consistent improvement with each assessment.
2	Inform members of their lap times during the administration of the test.
3	Call out and record the finish times.
4	Enforce a mandatory cool down period upon test completion. <i>Note:</i> Members should walk slowly for about five minutes immediately after the run to prevent venous pooling, which is, pooling of the blood in the lower extremities that reduces the return of blood to the heart and may cause cardiac arrhythmias.

5.4 Push-Up Test

Introduction This topic contains information on:

- push-up test description
 - equipment required for the push-up test
 - push-up test guidelines, and
 - push-up test procedure.
-

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5.4.1 Push-Up Test Description Push-ups are a test for upper body strength and endurance. The member must attempt as many consecutive push-ups as he/she can do without stopping to rest.

- Men do push-ups from the toe.
 - Women do push-ups from the knee.
-

5.4.2 Equipment Required for the Push-Up Test The required equipment for the push-up test is:

- a gym mat, or
 - suitable flooring.
-

5.4.3 Guidelines for the Push-up Test Listed below are some guidelines in preparation for the push-up test.

- Members must be well instructed in the proper technique. Describe and if needed, demonstrate the correct technique.

IMPORTANT:

- Members must be screened for pain, impairments, or injuries to the shoulders and back. Members with any of the above should not conduct this test.
 - Members with uncontrolled high blood pressure should not conduct this test.
-

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5.4 Push-Up Test, Continued

5.4.4 Push-up Test Procedure Follow the steps in the table below to administer the push-up test.

Step	Action
1	Have the member place his/her hands slightly wider than shoulder width apart, with fingers pointing forward.
2	Place a soft object, approximately 3 inches in height, on the floor below the member's chest.
3	<p>To execute one repetition, the member must:</p> <ul style="list-style-type: none"> • start from the “up” position and lower the body to the floor until the chest touches the 3-inch soft object, and • return to the “up” position. <p><i>Notes:</i></p> <ul style="list-style-type: none"> • The member must keep the back straight at all times. • Both hands must remain in contact with the floor at all times. • Resting should be done only in the “up” position.
4	Record the total number of correct push-ups as the score.

5.5 Sit-Up Test

Introduction This topic contains information on:

- the sit-up test description
 - equipment required for the sit-up test
 - guidelines for the sit-up test, and
 - sit-up test procedure.
-

Change Date 30 Jun 2008

5.5.1 Sit-Up Test Description The sit-up test measures abdominal strength and endurance. The member is required to do as many bent knee sit-ups as possible in one minute.

5.5.2 Equipment Required for the Sit-Up Test The following equipment is required for a sit-up test:

- a gym mat or suitable flooring, and
- a stop watch or watch with a second hand.

5.5.3 Guidelines for the Sit-up Test Listed below are some guidelines in preparation for the sit-up test.

- Members must be well instructed in the proper technique. Describe and if needed, demonstrate the correct technique.

IMPORTANT:

- Members must be screened for pain, impairments, or injuries to the shoulders and back. Members with any of the above should not conduct this test.
 - Members with uncontrolled high blood pressure should not conduct this test.
-

Continued on next page

5.5 Sit-Up Test, Continued

5.4.4 Sit-up Test Procedure

Follow the steps in the table below to administer the sit-up test.

Step	Action
1	Have the member lay on their back, knees bent, heels flat on the floor, with the fingers laced and held behind the head. <i>Notes:</i> <ul style="list-style-type: none"> • Avoid pulling on the head with the hands. • The buttocks must remain on the floor with no thrusting of the hips.
2	Have a partner hold the feet down firmly.
3	To execute on repetition, the member <ul style="list-style-type: none"> • should touch elbows to knees in the “up” position, and then • return until the shoulder blades touch the floor. <i>Note:</i> Caution members to not overstrain or hold their breath, but to breathe rhythmically, by: <ul style="list-style-type: none"> • exhaling while sitting up, and • inhaling on the downward phase.
4	The member must perform as many correct sit-ups as possible in one minute. <i>Note:</i> Any resting should be done in the “up” position.
5	The score is total number of correct sit-ups.

5.6 One Mile Walk

Introduction

This topic contains information on:

- one mile walk test description
 - equipment required for the one mile walk test
 - one mile walk test guidelines, and
 - one mile walk test procedure.
-

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5.6.1 One Mile Walk Test Description

The one mile walk is an easy and safe way to determine aerobic capacity. The test subject must walk one mile at a constant pace and is encouraged to do so as quickly as possible. At the end of one mile, a heart rate measurement is taken and the finish time recorded to later calculate the VO2 Max score.

Reference: For information on calculating the VO2 Max score, see COMDTINST M1020.8 (series) 5.2.6.

5.6.2 Equipment Required for the One Mile Walk Test

The following equipment is required for the one mile walk test:

- a stop watch to time walking test to nearest second and obtain accurate post exercise heart rate, and
 - an accurately measured, flat, 1-mile course or ¼ mile track.
-

5.6.3 Guidelines for the One Mile Walk Test

Listed below are some guidelines in preparation for the one mile walk test.

- Test member should be deemed healthy and physically capable of completing a mile walk.
- Members should be dressed in clothes ready to exercise, preferably exercise shorts or pants and athletic shoes.
- Have members practice finding their pulses before the walk begins to ensure they are able to find it.

Note: Use the radial (wrist) or carotid (neck) pulse to find heart rate. Do not use the thumb to “feel” the pulse.

Continued on next page

5.6 One Mile Walk, Continued

5.6.4 One Mile Walk Test Procedure Follow the steps in the table below to administer the one mile walk test.

Step	Action
1	Instruct members to warm up by walking at a moderate pace for 2 – 5 minutes.
2	Members can continue at a brisk pace, covering one mile as quickly as possible, without strain. <i>Note:</i> Members are only allowed to walk, no running is permitted.
3	Ensure that members keep the pace as constant as possible. <i>Notes:</i> <ul style="list-style-type: none"> • If members experience any pain, or shortness of breath or other abnormal signs, they should immediately ease off. • If symptoms persist, members must stop and seek medical attention immediately.
4	At the end of the mile, note the finishing time to the closest second.
5	<ul style="list-style-type: none"> • Members should measure their own pulse rate by taking the pulse within five seconds of completing the walk, and • calculate the pulse rate by multiplying the 10 second pulse rate by six. <i>Note:</i> For a more accurate pulse, a heart rate monitor may be used. This will provide an immediate heart rate reading at the end of the test.
6	Instruct members to cool down by walking at an easy pace for 5 to 10 minutes.

5.7 12-Minute Swim

Introduction

This topic contains information on:

- 12-minute swim test description
 - equipment required for the 12-minute swim test
 - 12-minute swim test guidelines, and
 - 12-minute swim test procedure.
-

Change Date

30 Jun 2008

5.7.1 12-Minute Swim Test Description

The 12-minute swim test is a test that measures cardio respiratory endurance.

5.7.2 Equipment Required for the 12-Minute Swim Test

The following equipment is required for the 12-minute swim test:

- a pool with known dimensions e.g. 100 yds, 50 yds, etc.
 - a partner to time the swim and count lengths
 - a stopwatch or lap clock, and
 - a safety observer (life guard) with a life ring.
-

5.7.3 Guidelines for the 12-Minute Swim Test

Listed below are some guidelines in preparation for the 12-minute swim test.

- The test should be stopped if the member experiences pain in the chest or feels light headed or dizzy.

IMPORTANT:

- Members must be screened for pain, impairments, or injuries to the shoulders and back. Members with any of the above should not conduct this test.
 - Members with uncontrolled high blood pressure should not conduct this test.
-

Continued on next page

5.7 12-Minute Swim, Continued

5.7.4 12-Minute Swim Test Procedure Follow the steps in the table below to administer the 12-minute swim test.

Step	Action
1	Caution members to not overstrain.
2	Use a timer to signal the start of the test.
3	Time the swimmer for 12 minutes.
4	Count the number of lengths completed.
5	At the end of the swim, the multiply the number of lengths completed by the length of the pool in yards.

5.8 Bench Press Test

Introduction This topic contains information on:

- bench press test description
- equipment required for the bench press test
- bench press test guidelines, and
- bench press test procedure.

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5.8.1 Bench Press Test Description The bench press test is a good test of upper body strength and endurance.

- Men are to lift an 80 pound bar.
- Women are to lift a 35 pound bar.

Members will lift a weight, in time with a metronome set at a pace of 30 lifts/minute until they are unable to keep up with the pace.

Note: This test should be completed with a spotter.

5.8.2 Equipment Required for the Bench Press Test The following equipment is required for the bench press test.

- Weight bar or other weight lifting equipment that can be set to 35 or 80 pounds for a bench press.
- Metronome or other equipment that can set the pressing rate at 30 lifts/minute, that is, one lift every two seconds.

Note: Use of a metronome can be provided by the Regional Health Promotion Manager.

Continued on next page

5.8 Bench Press Test, Continued

5.8.3 Guidelines for the Bench Press Test

Listed below are some guidelines in preparation for the bench press test.

- Persons not used to lifting heavy weights should not take this test.
- Be sure members are well instructed in the proper technique. Describe and if needed, demonstrate the correct technique.

IMPORTANT:

- Members must be screened for pain, impairments, or injuries to the shoulders and back. Members with any of the above should not conduct this test.
- Members with uncontrolled high blood pressure should not conduct this test.

5.8.4 Bench Press Test Procedure

Follow the steps in the table below to administer the bench press test.

Step	Action
1	Check equipment to make sure it has the proper weight and is safe to lift. <i>Note:</i> If using bar bells, be sure to use spotters to provide help if needed.
2	Set the metronome for 60 beats per minute.
3	Instruct member to lift at a rate to complete a full lift every 2 beats.
4	The member must lie on a bench with feet on the floor.
5	Have the spotter hand the weight to the member.
6	To complete one repetition: <ul style="list-style-type: none"> • lower the weight to the chest, and • push the weight back up until the arms are fully extended. <i>Note:</i> The member must grasp the bar with hands at shoulder width.
7	Stop the test when the person is unable to fully extend the arms or is unable to keep up with the metronome.

5.9 Abdominal Curl Test

Introduction

This topic contains information on:

- abdominal curl test description
 - equipment required for the abdominal curl test
 - abdominal curl test guidelines, and
 - abdominal curl test procedure.
-

Change Date

30 Jun 2008

**5.9.1
Abdominal
Curl Test
Description**

The abdominal curl up is an alternative to sit-ups when testing for abdominal strength or endurance.

**5.9.2
Equipment
Required for
the Abdominal
Curl Test**

The following equipment is required for the abdominal curl test:

- a gym mat or suitable flooring
 - a ruler
 - a small block for member to touch to signal they have moved their hands three inches forward, and
 - a stop watch or watch with a second hand.
-

**5.9.3
Guidelines for
the Abdominal
Curl Test**

Listed below are some guidelines in preparation for the abdominal curl test.

- Members should be screened for lower back impairment or pain. Persons suffering back pain or high, uncontrolled blood pressure should not do this test.
 - Instruct members in the proper technique to perform this test. Describe and if needed demonstrate the correct technique.
-

Continued on next page

5.9 Abdominal Curl Test, Continued

5.9.4 Abdominal Curl Test Procedure

Follow the steps in the table below to administer the abdominal curl test.

Step	Action
1	Instruct members to lie on their backs on a mat, with: <ul style="list-style-type: none"> • knees bent at a 90 degree angle, and • feet shoulder width apart. <i>Note:</i> Do not hold the feet.
2	Have the member place the arms along the side of the body, fully extended, with: <ul style="list-style-type: none"> • elbows softly locked, and • palms facing downward.
3	Mark a “touch point” for the member by: <ul style="list-style-type: none"> • indicating the end of the member’s fingertips on the floor with tape, and • adding three additional inches toward the feet, and placing a block at that point.
4	To do a curl up, the member must: <ul style="list-style-type: none"> • press the small of the back into the floor, tighten abdominal muscles, and raise head and shoulders off the floor • slide hands forward on the mat until the fingertips touch the block or “touch point”, and • return shoulders to the mat before beginning the next curl up. <i>Notes:</i> <ul style="list-style-type: none"> • The small of the back must not leave the mat. • The head must not touch the mat between repetitions.
5	The member must perform as many curl ups as possible in one minute without undue strain. <i>Note:</i> Jerky movements or hard straining must be avoided.

6.0 Glossary

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6.0 Glossary

Overview

**In This
Chapter**

This chapter contains a list of terms used in the Weight and Body Fat Standards Program.

6.1 Glossary of Terms

Introduction This chapter lists terms that are used frequently in the manual.

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6.1.1 Abeyance Period An **Abeyance Period** is a temporary waiver from the weight standards for members with a medical condition or who are taking medication that creates a *physiological* change, which causes the member to gain severe weight, or have extreme difficulty in losing weight or body fat at the required rate.

Reference: For additional information on abeyances, see COMDTINST M1020.8 (series) 4.1.

6.1.2 Basic Fitness Plan A **Basic Fitness Plan** is a method used by Coast Guard members to develop individual fitness program plans, which must be completed by all Coast Guard military personnel annually and be monitored by supervisors.

Reference: For additional information on Fitness Plans, see COMDTINST M1020.8 (series) 1.2.

6.1.3 Body Composition (BC) **Body Composition (BC)** refers to the proportion of fat and fat-free mass (muscle, bone, and water) in the body.

Examples: Some activities that address body composition are:

- cardiorespiratory training to lose fat, and
 - weight training to add muscle mass.
-

6.1.4 Body Fat Percentage **Body Fat Percentage** is a determination of the percentage of a person's body that is fat, based upon certain measurements.

Reference: For additional information on body fat assessment, see COMDTINST M1020.8 (series) 2.3.

Continued on next page

6.1 Glossary of Terms, Continued

6.1.5 Cardio-respiratory Endurance (CRE)

Cardiorespiratory Endurance (CRE) is the ability to perform prolonged, large-muscle, dynamic exercise at moderate-to-high intensities.

Examples:

- Running,
 - cycling, and
 - swimming.
-

6.1.6 Commanding Officer

For the purpose of this Manual, the term **commanding officer** includes Commanders, commanding officers, and Officers-in-charge.

6.1.7 Detailed Fitness Plan

A **Detailed Fitness Plan** is a more comprehensive fitness program plan required of all Coast Guard military personnel that are not in compliance with MAW and body fat standards to include, specific short and long term goals as well as weekly fitness program plan.

6.1.8 Exemption

An **Exemption** is a temporary period during which a member is not required to be weighed.

Example: A pregnancy.

Reference: For additional information on an exemption due to pregnancy, see COMDTINST M1020.8 (series) 4.3.1.

6.1.9 Exception

An **Exception** is a temporary period and/or condition, other than pregnancy, during which a member is not in a probationary status, but still required to be weighed.

Examples: Tobacco cessation, weight probationary period abeyances, and eating disorders.

References: For additional information on:

- abeyances, see COMDTINST M1020.8 (series) 4.1, and
 - exceptions, due to
 - tobacco cessation, see COMDTINST M1020.8 (series) 4.3.2
 - eating disorders, see COMDTINST M1020.8 (series) 4.2.2
-

Continued on next page

6.1 Glossary of Terms, Continued

6.1.10 Flexibility (F) **Flexibility (F)** is the ability to move the joints through their full ranges of motion.

Examples: Stretching exercises or yoga type activities.

6.1.11 Healthy Weight Loss Weight loss at a rate of 1.0 pound per week and/or one percent body fat per month, is considered **Healthy Weight Loss**.

6.1.12 Maximum Allowable Weight (MAW) **Maximum Allowable Weight (MAW)** is the maximum weight permitted by the Coast Guard for a member based upon height, frame size and gender.

Reference: For additional information on MAW, see COMDTINST M1020.8 (series) 2.2.2.

6.1.13 Maximum Percent Body Fat **Maximum Percent Body Fat** is the maximum body fat an overweight Coast Guard member can have, based upon gender and age, and still remain in the Service.

References: For additional information on:

- body fat measurement, see COMDTINST M1020.8 (series) 2.3.2, and
 - body fat percentage charts, see COMDTINST M1020.8 (series) 7.3.
-

6.1.14 Muscular Endurance (ME) **Muscular Endurance (ME)** is the ability of a muscle to resist fatigue and sustain a given level of muscle tension.

Examples:

- Weight training, and
 - resistance bands.
-

6.1.15 Muscular Strength (MS) **Muscular Strength (MS)** is the amount of force a muscle can produce with a single maximum effort.

Continued on next page

6.1 Glossary of Terms, Continued

6.1.16 Overfat **Overfat** may be applied to an overweight Coast Guard member who also exceeds his or her maximum percent body fat.

Notes:

- The Coast Guard weight and body fat standards for men versus women, while different in absolute terms, are compatible. This difference is already reflected in the standards.
 - Women generally have about ten percent more body fat than men.
-

6.1.17 Overweight For the purposes of this Manual, **Overweight** refers to a Coast Guard member who exceeds his or her Maximum Allowable Weight (MAW).

Note: This could be as a result of either muscle mass or excess body fat.

6.1.18 Rate of Perceived Exertion (RPE) **Rate of Perceived Exertion** (RPE) is a method used to determine intensity of exercise. It is a subjective measure of how hard one thinks or feels they are exercising.

7.0 Enclosures

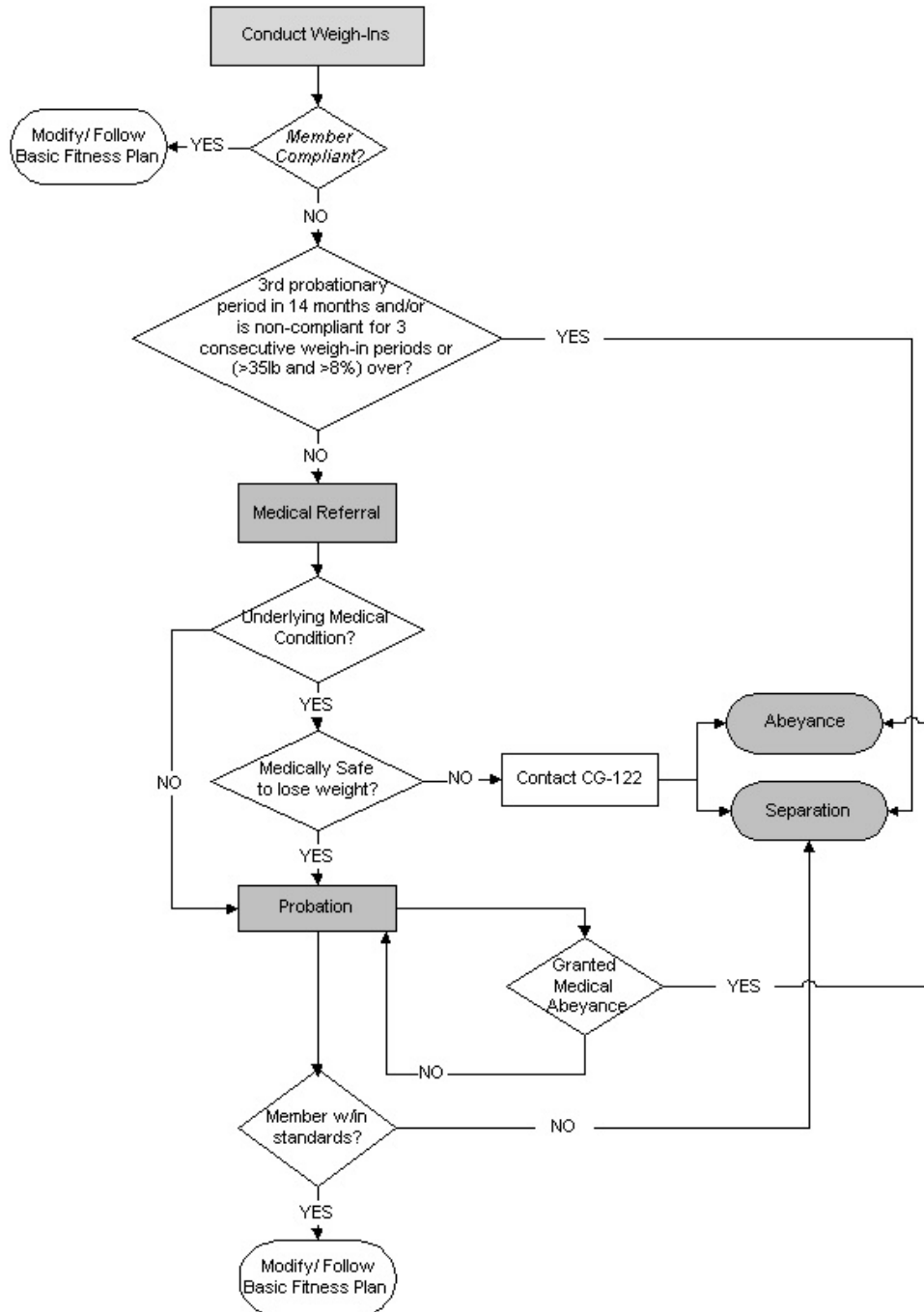
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7.1 Weight and Body Fat Standards Evaluation Process Flow

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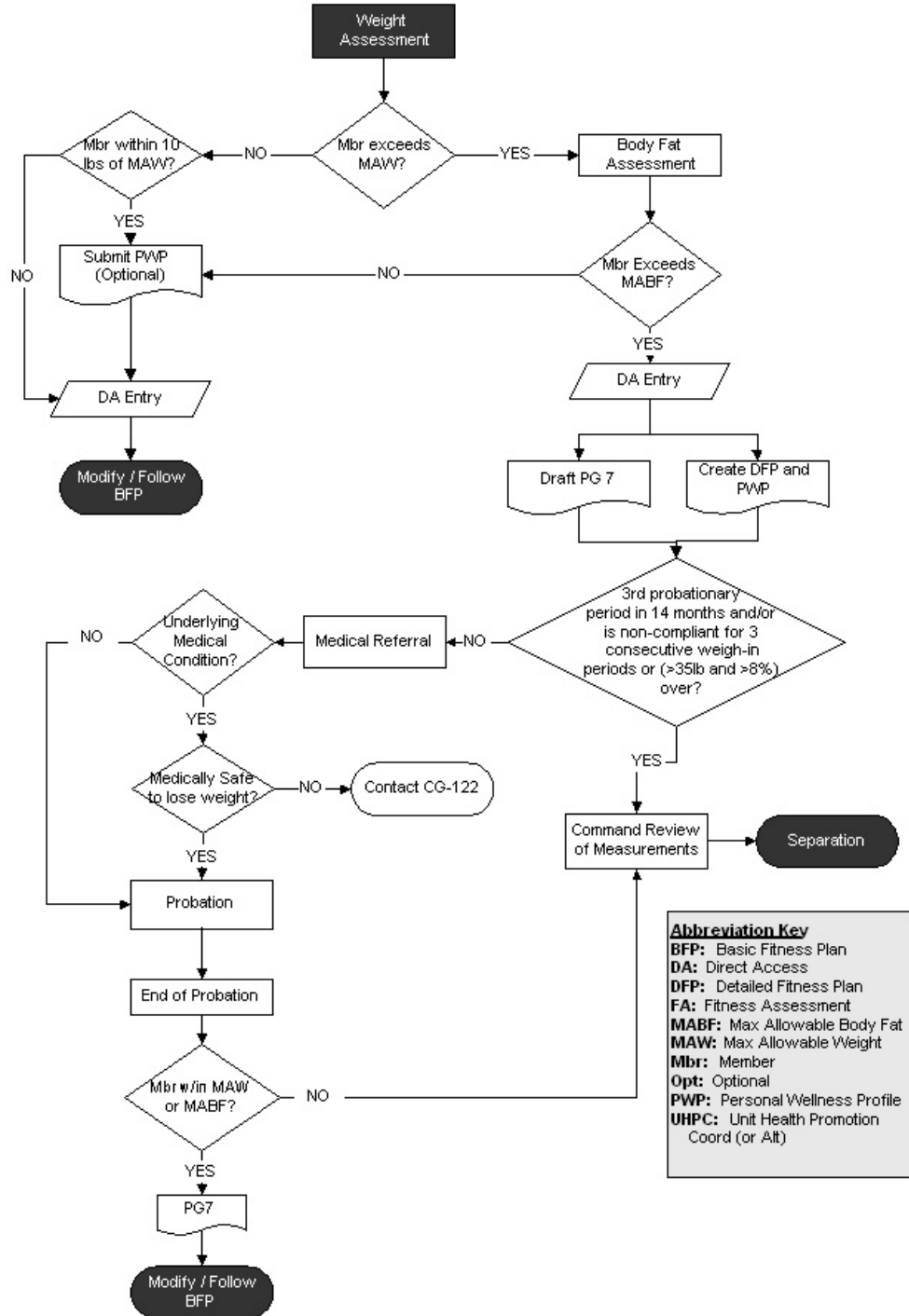
7.1.1 Weight and Body Fat Standards Evaluation High Level Process Flow Chart



Continued on next page

7.1 Weight and Body Fat Standards Evaluation Process Flow, Continued

7.1.2 Weight and Body Fat Standards Evaluation Detailed Process Flow Chart



7.2 Maximum Allowable Weight Standards

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7.2.1 Maximum Allowable Weight (MAW) for Men Use the chart below when determining whether a male member is within the MAW.

**MAXIMUM ALLOWABLE WEIGHT FOR MEN
BASED ON MEMBER'S HEIGHT AND FRAME SIZE**

Height	FRAME SIZE CODE											
	A	B	C	D	E	F	G	H	J	K	L	M
	UNDER 6¼	6¼ TO UNDER 6½	6½ TO UNDER 6¾	6¾ TO UNDER 7	7 TO UNDER 7¼	7¼ TO UNDER 7½	7½ TO UNDER 7¾	7¾ TO UNDER 8	8 TO UNDER 8¼	8¼ TO UNDER 8½	8½ TO UNDER 8¾	8¾ AND ABOVE
60	140	144	148	152	156	159	163	167	171	175	179	183
61	144	148	152	156	160	164	167	171	175	179	183	187
62	148	152	156	160	164	168	172	176	179	183	187	191
63	152	156	160	164	168	172	176	180	184	188	191	195
64	157	160	164	168	172	176	180	184	188	192	196	200
65	161	165	169	172	176	180	184	188	192	196	200	204
66	165	169	173	177	181	184	188	192	196	200	204	208
67	169	173	177	181	185	189	193	196	200	204	208	212
68	173	177	181	185	189	193	197	201	205	208	212	216
69	177	181	185	189	193	197	201	205	209	213	216	220
70	182	185	189	193	197	201	205	209	213	217	221	225
71	186	190	194	197	201	205	209	213	217	221	225	229
72	190	194	198	202	206	209	213	217	221	225	229	233
73	194	198	202	206	210	214	218	221	225	229	233	237
74	198	202	206	210	214	218	222	226	230	233	237	241
75	202	206	210	214	218	222	226	230	234	238	242	245
76	207	210	214	218	222	226	230	234	238	242	246	250
77	211	215	219	222	226	230	234	238	242	246	250	254
78	215	219	223	227	231	234	238	242	246	250	254	258
79	219	223	227	231	235	239	243	246	250	254	258	262
80	223	227	231	235	239	243	247	251	255	258	262	266

Continued on next page

7.2 Maximum Allowable Weight Standards, Continued

7.2.2 Maximum Allowable Weight for Women Use the chart below when determining whether a female member is within the MAW.

MAXIMUM ALLOWABLE WEIGHT FOR WOMEN BASED ON MEMBER'S HEIGHT AND FRAME SIZE

Height	FRAME SIZE CODE											
	N	P	Q	R	S	T	U	V	W	X	Y	Z
	UNDER 5¼	5¼ TO UNDER 5½	5½ TO UNDER 5¾	5¾ TO UNDER 6	6 TO UNDER 6¼	6¼ TO UNDER 6½	6½ TO UNDER 6¾	6¾ TO UNDER 7	7 TO UNDER 7¼	7¼ TO UNDER 7½	7½ TO UNDER 7¾	7¾ AND ABOVE
58	122	126	130	134	137	141	145	149	152	156	160	164
59	125	129	133	137	140	144	148	152	155	159	163	167
60	128	132	136	140	143	147	151	155	158	162	166	170
61	131	135	139	142	146	150	154	157	161	165	169	172
62	134	138	142	145	149	153	157	160	164	168	172	175
63	137	141	145	148	152	156	160	163	167	171	175	178
64	140	144	147	151	155	159	162	166	170	174	177	181
65	143	147	150	154	158	162	165	169	173	177	180	184
66	146	150	153	157	161	165	168	172	176	180	183	187
67	149	152	156	160	164	167	171	175	179	182	186	190
68	152	155	159	163	167	170	174	178	182	185	189	193
69	155	158	162	166	170	173	177	181	185	188	192	196
70	157	161	165	169	172	176	180	184	188	191	195	199
71	160	164	168	172	175	179	183	187	190	194	198	202
72	163	167	171	175	178	182	186	190	193	197	201	205
73	166	170	174	178	181	185	189	193	196	200	204	208
74	169	173	177	180	184	188	192	195	199	203	207	210
75	172	176	180	183	187	191	195	198	202	206	210	213
76	175	179	183	186	190	194	198	201	205	209	213	216
77	178	182	185	189	193	197	200	204	208	212	215	219
78	181	185	188	192	196	200	203	207	211	215	218	222
79	184	188	191	195	199	203	206	210	214	218	221	225
80	187	190	194	198	202	205	209	213	217	220	224	228

7.3 Percentage Fat Estimation Charts

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7.3.1 Percentage Fat Estimation Chart for Men (Pg. 1)

Use the chart below to when determining the body fat percentage for a male member.

Circumference Value*		Chart A: PERCENT FAT ESTIMATION FOR MEN																			
		HEIGHT																			
		60.0	60.5	61.0	61.5	62.0	62.5	63.0	63.5	64.0	64.5	65.0	65.5	66.0	66.5	67.0	67.5	68.0	68.5	69.0	69.5
11.0	3	2	2	2	2	1	1	1	1	1	0	0	-	-	-	-	-	-	-	-	-
11.5	4	4	4	3	3	3	3	2	2	2	2	2	1	1	1	1	1	1	0	0	-
12.0	6	5	5	5	5	4	4	4	4	3	3	3	3	3	3	2	2	2	2	2	1
12.5	7	7	6	6	6	6	6	5	5	5	5	4	4	4	4	4	4	3	3	3	3
13.0	8	8	8	8	7	7	7	7	6	6	6	6	6	6	5	5	5	5	4	4	4
13.5	10	9	9	9	9	8	8	8	8	8	7	7	7	7	7	6	6	6	6	5	5
14.0	11	11	10	10	10	10	10	9	9	9	9	8	8	8	8	8	8	8	7	7	7
14.5	12	12	12	11	11	11	11	11	10	10	10	10	9	9	9	9	9	9	8	8	8
15.0	13	13	13	13	12	12	12	12	12	11	11	11	11	10	10	10	10	10	9	9	9
15.5	15	14	14	14	14	13	13	13	13	12	12	12	12	12	11	11	11	11	11	11	10
16.0	16	15	15	15	15	15	14	14	14	14	13	13	13	13	12	12	12	12	12	12	11
16.5	17	17	16	16	16	16	15	15	15	15	14	14	14	14	14	13	13	13	13	13	13
17.0	18	18	17	17	17	17	16	16	16	16	16	15	15	15	15	14	14	14	14	14	14
17.5	19	19	19	18	18	18	18	17	17	17	17	16	16	16	16	16	15	15	15	15	15
18.0	20	20	20	19	19	19	19	18	18	18	18	17	17	17	17	17	16	16	16	16	16
18.5	21	21	21	20	20	20	20	19	19	19	19	18	18	18	18	18	17	17	17	17	17
19.0	22	22	22	21	21	21	21	20	20	20	20	19	19	19	19	19	18	18	18	18	18
19.5	23	23	23	22	22	22	22	21	21	21	21	20	20	20	20	20	19	19	19	19	19
20.0	24	24	23	23	23	23	22	22	22	22	22	21	21	21	21	21	20	20	20	20	20
20.5	25	25	24	24	24	24	23	23	23	23	23	22	22	22	22	22	21	21	21	21	21
21.0	26	26	25	25	25	25	24	24	24	24	23	23	23	23	23	22	22	22	22	22	21
21.5	27	26	26	26	26	25	25	25	25	24	24	24	24	24	24	23	23	23	23	23	22
22.0	28	27	27	27	27	26	26	26	26	25	25	25	25	24	24	24	24	24	24	23	23
22.5	28	28	28	28	27	27	27	26	26	26	26	25	25	25	25	25	25	25	24	24	24
23.0	29	29	29	29	28	28	28	28	27	27	27	27	26	26	26	26	25	25	25	25	25
23.5	30	30	30	29	29	29	29	28	28	28	28	28	27	27	27	27	26	26	26	26	26
24.0	31	31	30	30	30	30	29	29	29	29	28	28	28	28	27	27	27	27	27	27	26
24.5	32	31	31	31	31	30	30	30	30	29	29	29	29	29	28	28	28	28	27	27	27
25.0	33	32	32	32	31	31	31	31	30	30	30	30	30	29	29	29	29	29	28	28	28
25.5	33	33	33	33	32	32	32	31	31	31	31	31	30	30	30	30	30	29	29	29	29
26.0	34	34	34	33	33	33	32	32	32	32	32	31	31	31	31	31	30	30	30	30	29
26.5	35	35	34	34	34	33	33	33	33	32	32	32	32	32	31	31	31	31	31	30	30
27.0	36	35	35	35	34	34	34	34	33	33	33	33	32	32	32	32	32	32	31	31	31
27.5	36	36	36	35	35	35	35	34	34	34	34	34	33	33	33	33	33	32	32	32	32
28.0	37	37	36	36	36	36	35	35	35	35	34	34	34	34	33	33	33	33	33	33	32
28.5	38	37	37	37	37	36	36	36	36	35	35	35	35	34	34	34	34	33	33	33	33
29.0	38	38	38	38	37	37	37	37	36	36	36	36	35	35	35	35	34	34	34	34	34
29.5	39	39	39	38	38	38	38	37	37	37	37	36	36	36	36	35	35	35	35	35	34
30.0	40	39	39	39	39	38	38	38	38	37	37	37	37	36	36	36	36	35	35	35	35
30.5	--	--	40	40	39	39	39	39	38	38	38	38	37	37	37	37	36	36	36	36	36
31.0	--	--	--	--	40	40	39	39	39	39	39	38	38	38	38	37	37	37	37	37	36
31.5	--	--	--	--	--	--	40	40	39	39	39	39	38	38	38	38	38	37	37	37	37
32.0	--	--	--	--	--	--	--	--	40	40	39	39	39	39	39	38	38	38	38	38	38
32.5	--	--	--	--	--	--	--	--	--	--	--	--	40	40	39	39	39	39	38	38	38
33.0	--	--	--	--	--	--	--	--	--	--	--	--	--	--	40	40	39	39	39	39	39
33.5	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	40	40	40	39	39
34.0	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	40
34.5	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
35.0	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
35.5	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
36.0	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
36.5	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
37.0	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
37.5	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
38.0	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
38.5	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

* Circumference Value = abdomen circumference – neck circumference (in inches)

Continued on next page

7.3 Percentage Fat Estimation Charts, Continued

**7.3.2
Percentage Fat
Estimation
Chart for Men
(Page 2)**

Circumference Value	Chart A: PERCENT FAT ESTIMATION FOR MEN																			
	HEIGHT																			
	70.0	70.5	71.0	71.5	72.0	72.5	73.0	73.5	74.0	74.5	75.0	75.5	76.0	76.5	77.0	77.5	78.0	78.5	79.0	79.5
11.0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
11.5	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
12.0	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12.5	3	2	2	2	2	2	1	1	1	1	1	1	0	0	1	1	1	1	1	0
13.0	4	4	4	4	3	3	3	3	2	2	2	2	2	2	2	2	2	2	2	2
13.5	5	5	5	5	4	4	4	4	4	4	3	3	3	3	3	2	2	2	2	2
14.0	7	6	6	6	6	6	5	5	5	5	5	4	4	4	4	4	3	3	3	3
14.5	8	8	7	7	7	7	7	6	6	6	6	6	5	5	5	5	5	4	4	4
15.0	9	9	9	8	8	8	8	8	7	7	7	7	7	6	6	6	6	6	6	5
15.5	10	10	10	9	9	9	9	9	8	8	8	8	8	7	7	7	7	7	7	6
16.0	11	11	11	11	10	10	10	10	10	9	9	9	9	9	8	8	8	8	8	8
16.5	12	12	12	12	12	11	11	11	11	11	10	10	10	10	10	10	10	9	9	9
17.0	13	13	13	13	13	12	12	12	12	12	11	11	11	11	11	10	10	10	10	10
17.5	14	14	14	14	14	13	13	13	13	13	12	12	12	12	12	11	11	11	11	11
18.0	15	15	15	15	15	14	14	14	14	14	13	13	13	13	13	12	12	12	12	12
18.5	16	16	16	16	16	15	15	15	15	15	14	14	14	14	14	13	13	13	13	13
19.0	17	17	17	17	17	16	16	16	16	16	15	15	15	15	15	14	14	14	14	14
19.5	18	18	18	18	18	17	17	17	17	17	16	16	16	16	16	15	15	15	15	15
20.0	19	19	19	19	18	18	18	18	18	18	17	17	17	17	17	16	16	16	16	16
20.5	20	20	20	20	19	19	19	19	19	18	18	18	18	18	17	17	17	17	17	16
21.0	21	21	21	20	20	20	20	20	19	19	19	19	19	18	18	18	18	18	18	17
21.5	22	22	22	21	21	21	21	21	20	20	20	20	20	19	19	19	19	19	18	18
22.0	23	23	22	22	22	22	22	21	21	21	21	21	20	20	20	20	20	19	19	19
22.5	24	23	23	23	23	23	22	22	22	22	22	21	21	21	21	21	20	20	20	20
23.0	25	24	24	24	24	23	23	23	23	23	22	22	22	22	22	21	21	21	21	21
23.5	25	25	25	25	24	24	24	24	24	23	23	23	23	23	22	22	22	22	22	21
24.0	26	26	26	25	25	25	25	25	24	24	24	24	24	23	23	23	23	23	22	22
24.5	27	27	26	26	26	26	26	25	25	25	25	25	24	24	24	24	24	23	23	23
25.0	28	27	27	27	27	27	26	26	26	26	26	25	25	25	25	25	24	24	24	24
25.5	28	28	28	28	28	27	27	27	27	27	26	26	26	26	26	25	25	25	25	25
26.0	29	29	29	29	28	28	28	28	27	27	27	27	26	26	26	26	26	26	25	25
26.5	30	30	29	29	29	29	29	28	28	28	28	28	27	27	27	27	27	26	26	26
27.0	31	30	30	30	30	30	29	29	29	29	28	28	28	28	28	27	27	27	27	27
27.5	31	31	31	31	30	30	30	30	30	29	29	29	29	29	29	28	28	28	28	27
28.0	32	32	32	31	31	31	31	31	30	30	30	30	30	29	29	29	29	28	28	28
28.5	33	33	32	32	32	32	31	31	31	31	31	30	30	30	30	30	29	29	29	29
29.0	33	33	33	33	33	32	32	32	32	31	31	31	31	31	30	30	30	30	30	29
29.5	34	34	34	33	33	33	33	33	32	32	32	32	31	31	31	31	31	30	30	30
30.0	35	35	34	34	34	34	33	33	33	33	33	32	32	32	32	32	31	31	31	31
30.5	35	35	35	35	35	34	34	34	34	34	33	33	33	33	32	32	32	32	32	31
31.0	36	36	36	35	35	35	35	34	34	34	34	34	33	33	33	33	33	32	32	32
31.5	37	36	36	36	36	36	35	35	35	35	34	34	34	34	34	33	33	33	33	33
32.0	37	37	37	37	36	36	36	36	36	35	35	35	35	34	34	34	34	34	33	33
32.5	38	38	37	37	37	37	37	36	36	36	36	35	35	35	35	35	34	34	34	34
33.0	39	38	38	38	38	37	37	37	37	37	36	36	36	36	35	35	35	35	35	34
33.5	39	39	39	38	38	38	38	38	37	37	37	37	36	36	36	36	36	35	35	35
34.0	40	39	39	39	39	39	38	38	38	38	37	37	37	37	37	36	36	36	36	36
34.5	--	--	40	40	39	39	39	39	39	38	38	38	38	37	37	37	37	37	36	36
35.0	--	--	--	--	40	40	40	39	39	39	39	38	38	38	38	38	37	37	37	37
35.5	--	--	--	--	--	--	--	--	--	--	39	39	39	39	38	38	38	38	38	37
36.0	--	--	--	--	--	--	--	--	--	--	40	40	39	39	39	39	39	38	38	38
36.5	--	--	--	--	--	--	--	--	--	--	--	40	40	39	39	39	39	39	38	38
37.0	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	40	40	39	39	39
37.5	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	40	40	40	40
38.0	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
38.5	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

* Circumference Value = abdomen circumference – neck circumference (in inches)

Continued on next page

7.3 Percentage Fat Estimation Charts, Continued

7.3.3 Percentage Fat Estimation Chart for Women (Page 1)

Use the chart below when determining the body fat percentage for a female member.

Circumference Value	Chart B: PERCENT FAT ESTIMATION FOR WOMEN																			
	HEIGHT																			
	58.0	58.5	59.0	59.5	60.0	60.5	61.0	61.5	62.0	62.5	63.0	63.5	64.0	64.5	65.0	65.5	66.0	66.5	67.0	67.5
35.5	3	2	2	2	1	1	0	0	--	--	--	--	--	--	--	--	--	--	--	--
36.0	4	3	3	3	2	2	1	1	1	0	0	--	--	--	--	--	--	--	--	--
36.5	5	4	4	4	3	3	2	2	2	1	1	0	--	--	--	--	--	--	--	--
37.0	6	5	5	4	4	4	3	3	3	2	2	1	1	1	0	--	--	--	--	--
37.5	7	6	6	5	5	5	4	4	4	3	3	2	2	2	2	1	1	1	0	--
38.0	7	7	7	6	6	6	5	5	5	4	4	3	3	3	2	2	2	1	1	1
38.5	8	8	8	7	7	7	6	6	5	5	5	4	4	4	3	3	3	2	2	2
39.0	9	9	9	8	8	8	7	7	7	6	6	5	5	5	4	4	4	3	3	3
39.5	10	10	9	9	9	9	8	8	8	7	7	6	6	6	5	5	5	4	4	4
40.0	11	11	10	10	10	10	9	9	8	8	8	7	7	7	6	6	6	5	5	5
40.5	12	12	11	11	11	11	10	10	9	9	9	8	8	8	7	7	7	6	6	6
41.0	13	12	12	12	11	11	11	10	10	10	10	9	9	8	8	8	7	7	7	6
41.5	14	13	13	13	12	12	11	11	11	10	10	10	9	9	9	8	8	8	7	7
42.0	14	14	14	13	13	13	12	12	12	11	11	10	10	10	9	9	9	8	8	8
42.5	15	15	15	14	14	14	13	13	13	12	12	12	11	11	11	10	10	10	9	9
43.0	16	16	15	15	15	14	14	14	13	13	13	12	12	12	11	11	11	10	10	9
43.5	17	17	16	16	15	15	15	14	14	14	14	13	13	13	12	12	12	11	11	10
44.0	18	17	17	17	16	16	16	15	15	14	14	14	13	13	13	13	12	12	11	11
44.5	19	18	18	17	17	17	16	16	16	15	15	15	14	14	14	14	13	13	13	12
45.0	19	19	19	18	18	18	17	17	17	16	16	16	15	15	15	14	14	14	13	13
45.5	20	20	19	19	19	18	18	18	17	17	17	16	16	16	15	15	15	14	14	13
46.0	21	20	20	20	19	19	19	18	18	18	18	17	17	17	16	16	16	15	15	14
46.5	22	21	21	20	20	20	19	19	19	18	18	18	17	17	17	16	16	16	15	15
47.0	22	22	22	21	21	21	20	20	20	19	19	19	18	18	18	17	17	16	16	16
47.5	23	23	22	22	22	22	21	21	21	20	20	20	19	19	19	18	18	17	17	16
48.0	24	23	23	23	22	22	22	21	21	21	21	20	20	20	19	19	19	18	18	17
48.5	25	24	24	23	23	23	23	22	22	22	21	21	21	20	20	20	19	19	19	18
49.0	25	25	25	24	24	24	23	23	23	22	22	22	21	21	21	20	20	19	19	19
49.5	26	26	25	25	24	24	24	23	23	23	23	22	22	22	21	21	21	20	20	19
50.0	27	26	26	26	25	25	24	24	24	23	23	23	22	22	22	21	21	21	20	20
50.5	27	27	27	26	26	26	25	25	24	24	24	23	23	23	22	22	22	21	21	21
51.0	28	28	27	27	27	27	26	26	25	25	25	24	24	24	23	23	23	22	22	21
51.5	29	28	28	28	27	27	27	26	26	26	25	25	25	24	24	24	23	23	23	22
52.0	29	29	29	28	28	28	28	27	27	27	26	26	25	25	25	24	24	24	23	23
52.5	30	30	29	29	29	29	28	28	28	27	27	26	26	26	25	25	25	24	24	23
53.0	31	30	30	30	29	29	29	28	28	28	27	27	27	26	26	26	25	25	25	24
53.5	31	31	31	30	30	30	30	29	29	28	28	28	27	27	27	26	26	26	25	25
54.0	32	32	31	31	31	31	30	30	30	29	29	28	28	28	27	27	27	26	26	25
54.5	33	32	32	32	31	31	31	30	30	29	29	29	28	28	28	27	27	27	26	26
55.0	33	33	33	32	32	32	32	31	31	30	30	30	29	29	29	28	28	27	27	27
55.5	34	34	33	33	33	33	32	32	31	31	31	30	30	30	29	29	29	28	28	27
56.0	35	34	34	33	33	33	33	32	32	32	31	31	31	30	30	30	29	29	28	28
56.5	35	35	34	34	34	34	33	33	33	32	32	32	31	31	31	30	30	29	29	29
57.0	36	35	35	35	34	34	34	33	33	33	33	32	32	32	31	31	31	30	30	29
57.5	36	36	36	35	35	35	34	34	34	33	33	33	32	32	32	31	31	31	30	30
58.0	37	37	36	36	36	36	35	35	35	34	34	33	33	33	32	32	32	31	31	30
58.5	38	37	37	37	36	36	35	35	35	34	34	34	33	33	33	32	32	32	31	31
59.0	38	38	38	37	37	37	36	36	36	35	35	35	34	34	34	33	33	33	32	32
59.5	39	38	38	38	37	37	37	36	36	36	36	35	35	35	34	34	34	33	33	32
60.0	39	39	39	38	38	38	38	37	37	37	36	36	35	35	35	34	34	33	33	33
60.5	40	40	39	39	39	39	38	38	37	37	37	36	36	36	35	35	35	34	34	33
61.0	41	40	40	39	39	39	38	38	38	37	37	37	36	36	36	35	35	35	34	34
61.5	41	41	40	40	40	40	39	39	39	38	38	37	37	37	36	36	36	35	35	35
62.0	42	41	41	41	40	40	40	39	39	38	38	38	37	37	37	36	36	36	35	35
62.5	42	42	42	41	41	41	40	40	40	39	39	39	38	38	37	37	37	36	36	36
63.0	43	42	42	42	41	41	41	40	40	40	39	39	39	38	38	38	37	37	37	36
63.5	43	43	43	42	42	42	42	41	41	40	40	40	39	39	39	38	38	37	37	37
64.0	44	44	43	43	42	42	42	41	41	41	40	40	40	39	39	39	38	38	38	37
64.5	45	44	44	43	43	43	43	42	42	42	41	41	41	40	40	40	39	39	39	38
65.0	--	45	44	44	44	44	43	43	42	42	42	41	41	41	40	40	40	39	39	38
65.5	--	--	45	44	44	44	44	43	43	43	42	42	42	41	41	41	40	40	40	39
66.0	--	--	--	--	45	44	44	44	43	43	43	42	42	42	41	41	41	40	40	39

* Circumference Value = abdomen circumference – neck circumference (in inches)

Continued on next page

7.3 Percentage Fat Estimation Charts, Continued

7.3.4
Percentage Fat
Estimation
Chart for
Women (Page
2)

Circumference Value	Chart B: PERCENT FAT ESTIMATION FOR WOMEN																			
	HEIGHT																			
	68.0	68.5	69.0	69.5	70.0	70.5	71.0	71.5	72.0	72.5	73.0	73.5	74.0	74.5	75.0	75.5	76.0	76.5	77.0	77.5
35.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
36.0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
36.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
37.0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
37.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
38.0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
38.5	1	1	1	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
39.0	2	2	2	1	1	1	0	0	-	-	-	-	-	-	-	-	-	-	-	-
39.5	3	3	3	2	2	2	1	1	1	0	-	-	-	-	-	-	-	-	-	-
40.0	4	4	3	3	3	3	2	2	2	1	1	0	0	-	-	-	-	-	-	-
40.5	5	5	4	4	4	4	3	3	3	2	2	1	1	1	0	0	-	-	-	-
41.0	6	5	5	5	5	5	4	4	4	3	3	2	2	2	1	1	1	0	0	0
41.5	7	6	6	6	6	6	5	5	5	4	4	3	3	3	2	2	2	1	1	1
42.0	8	7	7	7	7	7	6	6	6	5	5	4	4	4	3	3	3	2	2	2
42.5	8	8	8	7	7	7	6	6	6	6	5	5	5	4	4	4	3	3	3	3
43.0	9	9	9	8	8	8	7	7	7	6	6	6	5	5	5	4	4	4	4	3
43.5	10	10	9	9	9	9	8	8	8	7	7	7	6	6	6	5	5	5	5	4
44.0	11	10	10	10	10	9	9	9	9	8	8	7	7	7	6	6	6	6	5	5
44.5	12	11	11	11	10	10	10	9	9	9	8	8	8	8	7	7	7	6	6	6
45.0	12	12	12	11	11	11	10	10	10	10	9	9	9	8	8	8	7	7	7	7
45.5	13	13	12	12	12	12	11	11	11	10	10	10	9	9	9	9	8	8	8	7
46.0	14	14	13	13	13	12	12	12	11	11	11	10	10	10	10	9	9	9	8	8
46.5	15	14	14	14	13	13	13	12	12	12	12	11	11	11	10	10	10	9	9	9
47.0	15	15	15	14	14	14	13	13	13	13	12	12	12	11	11	11	10	10	10	10
47.5	16	16	15	15	15	15	14	14	14	13	13	13	12	12	12	12	11	11	11	10
48.0	17	17	16	16	16	16	15	15	15	14	14	14	13	13	13	12	12	12	11	11
48.5	18	17	17	17	16	16	16	15	15	15	14	14	14	13	13	13	12	12	12	12
49.0	18	18	18	17	17	17	16	16	16	15	15	15	14	14	14	13	13	13	13	13
49.5	19	19	18	18	18	18	17	17	17	16	16	16	15	15	15	14	14	14	14	13
50.0	20	19	19	19	18	18	18	18	17	17	17	16	16	16	15	15	15	15	14	14
50.5	20	20	20	19	19	19	19	18	18	18	17	17	17	16	16	16	16	15	15	15
51.0	21	21	20	20	20	20	20	19	19	19	18	18	18	17	17	17	17	16	16	15
51.5	22	21	21	21	21	20	20	20	19	19	19	18	18	18	17	17	17	17	16	16
52.0	22	22	22	22	21	21	21	20	20	20	19	19	19	18	18	18	18	17	17	17
52.5	23	23	22	22	22	22	21	21	21	20	20	20	19	19	19	19	18	18	18	17
53.0	24	23	23	23	23	22	22	22	21	21	21	20	20	20	20	19	19	19	18	18
53.5	24	24	24	23	23	23	23	22	22	22	21	21	21	20	20	20	19	19	19	19
54.0	25	25	24	24	24	24	23	23	23	22	22	22	21	21	21	21	20	20	20	19
54.5	26	25	25	25	24	24	24	24	23	23	23	22	22	22	21	21	21	21	20	20
55.0	26	26	26	25	25	25	24	24	24	24	23	23	23	22	22	22	22	21	21	21
55.5	27	27	26	26	26	25	25	25	25	24	24	24	23	23	23	22	22	22	22	21
56.0	28	27	27	27	26	26	26	25	25	25	25	24	24	24	23	23	22	22	22	22
56.5	28	28	28	27	27	27	26	26	26	25	25	25	24	24	24	23	23	23	23	23
57.0	29	29	28	28	28	27	27	27	26	26	26	25	25	25	25	24	24	24	23	23
57.5	30	29	29	29	28	28	28	27	27	27	26	26	26	26	25	25	25	24	24	24
58.0	30	30	29	29	29	29	28	28	28	27	27	27	26	26	26	25	25	25	25	24
58.5	31	30	30	30	29	29	29	29	28	28	28	27	27	27	26	26	26	26	25	25
59.0	31	31	31	30	30	30	29	29	29	28	28	28	28	27	27	27	26	26	26	26
59.5	32	32	31	31	31	30	30	30	29	29	29	28	28	28	28	27	27	27	26	26
60.0	32	32	32	32	31	31	31	30	30	30	29	29	29	28	28	28	28	27	27	27
60.5	33	33	32	32	32	31	31	31	31	30	30	30	29	29	29	28	28	28	28	27
61.0	34	33	33	33	32	32	32	31	31	31	31	30	30	30	29	29	29	28	28	28
61.5	34	34	34	33	33	33	32	32	32	31	31	31	31	30	30	30	29	29	29	28
62.0	35	34	34	34	34	33	33	33	32	32	32	31	31	31	30	30	30	30	29	29
62.5	35	35	35	34	34	34	33	33	33	33	32	32	32	31	31	31	30	30	30	30
63.0	36	36	35	35	35	34	34	34	33	33	33	32	32	32	32	31	31	31	30	30
63.5	36	36	36	35	35	35	35	34	34	34	33	33	33	32	32	32	32	31	31	31
64.0	37	37	36	36	36	35	35	35	35	34	34	34	33	33	33	32	32	32	32	31
64.5	38	37	37	37	36	36	36	35	35	35	34	34	34	34	33	33	33	32	32	32
65.0	38	38	37	37	37	37	36	36	36	35	35	35	34	34	34	34	33	33	33	32
65.5	39	38	38	38	37	37	37	36	36	36	36	35	35	35	34	34	34	33	33	33
66.0	39	39	39	38	38	38	37	37	37	36	36	36	35	35	35	35	34	34	34	33

* Circumference Value = abdomen circumference – neck circumference (in inches)

Continued on next page

7.3 Percentage Fat Estimation Charts, Continued

7.3.5 Percentage Fat Estimation Chart for Women (Page 3)

Circumference Value*	Chart B: PERCENT FAT ESTIMATION FOR WOMEN																								
	HEIGHT																								
	60.5	61.0	61.5	62.0	62.5	63.0	63.5	64.0	64.5	65.0	65.5	66.0	66.5	67.0	67.5	68.0	68.5	69.0	69.5	70.0	70.5	71.0	71.5	72.0	72.5
66.5	45	44	44	44	43	43	43	42	42	42	41	41	41	40	40	40	39	39	39	38	38	38	37	37	37
67.0	--	45	45	44	44	44	43	43	43	42	42	42	41	41	41	40	40	40	39	39	39	38	38	38	37
67.5	--	--	--	45	44	44	44	43	43	43	42	42	42	41	41	41	40	40	40	39	39	39	39	38	38
68.0	--	--	--	--	45	45	44	44	44	43	43	43	42	42	42	41	41	41	40	40	40	39	39	39	38
68.5	--	--	--	--	--	45	44	44	44	44	43	43	43	42	42	42	41	41	41	40	40	40	40	39	39
69.0	--	--	--	--	--	--	45	45	44	44	44	44	43	43	43	42	42	42	41	41	41	40	40	40	39
69.5	--	--	--	--	--	--	--	45	44	44	43	43	43	43	42	42	42	42	41	41	41	41	40	40	40
70.0	--	--	--	--	--	--	--	--	45	44	44	44	44	44	43	43	43	42	42	42	42	41	41	41	40
70.5	--	--	--	--	--	--	--	--	--	45	44	44	44	44	44	43	43	43	42	42	42	42	41	41	40
71.0	--	--	--	--	--	--	--	--	--	--	--	--	45	45	44	44	44	43	43	43	43	42	42	42	41
71.5	--	--	--	--	--	--	--	--	--	--	--	--	--	--	45	44	44	44	43	43	43	43	42	42	42
72.0	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	45	45	44	44	44	44	43	43	43	42
72.5	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	45	44	44	44	44	44	43	43	43
73.0	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	45	44	44	44	44	44	43	43
73.5	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	45	44	44	44	44	44	43
74.0	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	45	44	44	44	44	43
74.5	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	45	44	44	44	43
75.0	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	45	44	44	43
75.5	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	45	44	43

* Circumference Value = abdomen circumference – neck circumference (in inches)

7.3.6 Body Fat Percentage Determination Failure

If unable to determine a member’s body fat percentage (That is, if a member is ‘off the charts’), contact Commandant (CG-122) for guidance.

7.4 Medical Referral Form

Change Date 30 Jun 2008

7.4.1 Medical Referral Form (Page 1)

Use the form below when initiating a medical referral.

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-8560 (Rev. 11-07)		COMMAND MEDICAL REFERRAL FORM	
This date, I have determined _____ is _____ pounds overweight and _____ percent excess body fat. Measurements are:			
Neck	(Inches)	Height	(Inches)
Waist	(Inches)	Wrist size	(Inches)
Buttock (Female Only)	(Inches)	Weight	(pounds)
Percent Body Fat	%		
In accordance with Coast Guard Weight and Body Fat Standards Program Manual, M1020.8 (series), Part 3.1, I hereby refer this member to you to determine whether it is safe for him or her to lose the excess weight or body fat to comply with established standards.			
_____		_____	
(Commanding Officer's Signature)		Date	
Medical Officer's statement and determination whether it is safe for the member to lose the excess weight to comply with established weight standards and participate in fitness activities.			
1. Is there an underlying medical condition for the member's excess weight? If yes, explain.			
Yes <input type="checkbox"/> No <input type="checkbox"/>			

2. Is it safe for the member to lose the excess weight to comply with established standards? If not, explain.			
Yes <input type="checkbox"/> No <input type="checkbox"/>			

3. Member referred to dietician for nutrition counseling? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If no, please enter remarks (Members on weight probation may be granted up to four visits with a registered dietician in accordance with COMDTINST M1020.8 (series) 3.1.6.)			

4. Is there an underlying medical condition that would make fitness activities detrimental to his/her health? If yes, explain.			
Yes <input type="checkbox"/> No <input type="checkbox"/>			

Reference: For additional information on the medical referral process, see COMDTINST M1020.8 (series) 3.1.

Continued on next page

7.5 Administrative Remarks

Change Date 30 Jun 2008

**7.5.1
Administrative
Remarks for a
Probationary
Period**

Entry Type: Performance and Discipline (Weight) (P&D-2)
Reference: Sec. 2.F, COMDTINST M1020.8 (series)
Responsible Level: Unit
Entry:

DATE:

YOU HAVE THIS DATE BEEN DETERMINED TO BE _____ POUNDS OVERWEIGHT. YOUR MEASUREMENTS ARE: HEIGHT _____ (INCHES), WRIST SIZE _____ (INCHES), WEIGHT _____ (POUNDS), WAIST _____ (INCHES), NECK _____ (INCHES), BUTTOCKS (females only) _____ (INCHES). YOUR AGE IS _____ AND YOUR PERCENT BODY FAT IS _____. IN ACCORDANCE WITH THE WEIGHT AND BODY FAT STANDARDS FOR COAST GUARD MILITARY PERSONNEL, COMDTINST M1020.8 (SERIES), YOU ARE HEREBY NOTIFIED THAT YOU ARE REQUIRED TO LOSE _____ POUNDS OR DROP TO _____ % BODY FAT OR BELOW BY _____. IN ADDITION, YOU ARE TO COMPLETE BOTH A PERSONAL WELLNESS PROFILE AND A DETAILED FITNESS PLAN; PARTICIPATE IN A MANDATORY FITNESS ACTIVITY AT LEAST ONE HOUR PER DAY THREE DAYS PER WEEK; AND PERFORM A MONTHLY MANDATORY FITNESS ASSESSMENT UNTIL YOUR PROBATIONARY PERIOD ENDS. IF YOU FAIL TO REACH COMPLIANCE BY THE END OF THIS PROBATIONARY PERIOD, YOU WILL BE RECOMMENDED FOR SEPARATION (if active duty), RECOMMENDED FOR TRANSFER TO THE IRR OR ISL (if Reservist), OR RECOMMENDED TO RETURN TO THE DEPARTMENT OF HEALTH AND HUMAN SERVICES (Public Health Service). BY SIGNATURE BELOW, YOU ACKNOWLEDGE BOTH THIS ENTRY AND THAT YOU HAVE BEEN AFFORDED THE OPPORTUNITY TO REVIEW COMDTINST M1020.8 (SERIES).

Continued on next page

7.5 Administrative Remarks, Continued

**7.5.2
Administrative
Remarks for a
Member Who
Exceeds Both
MAW by
Greater Than
35 lbs and
Maximum
Body Fat by
More Than 8%**

Entry Type: Performance and Discipline (Weight) (P&D-1)

Reference: Sec. 2.F, COMDTINST M1020.8 (series)

Responsible Level: Unit

Entry:

DATE:

ON THIS DATE YOU HAVE BEEN DETERMINED TO BE _____ POUNDS OVERWEIGHT. YOUR MEASUREMENTS ARE HEIGHT _____(INCHES), WRIST SIZE _____(INCHES), WEIGHT _____(POUNDS), WAIST _____(INCHES), NECK _____(INCHES), BUTTOCKS (females only) _____(INCHES). YOUR AGE IS _____ AND YOUR PERCENT BODY FAT IS _____. IN ACCORDANCE WITH THE WEIGHT AND BODY FAT STANDARDS FOR COAST GUARD MILITARY PERSONNEL, COMDTINST M1020.8 (SERIES), YOUR PROBATIONARY PERIOD WOULD REQUIRE GREATER THAN 35 WEEKS BY WEIGHT CALCULATION AND MORE THAN 8 MONTHS BY BODY FAT STANDARDS. THEREFORE YOU ARE HEREBY NOTIFIED THAT, INSTEAD OF PROBATION, YOU WILL BE RECOMMENDED FOR SEPARATION (IF ACTIVE DUTY), RECOMMENDED FOR TRANSFER TO THE IRR OR ISL (IF A RESERVIST), OR RECOMMENDED TO RETURN TO THE DEPARTMENT OF HEALTH AND HUMAN SERVICES (IF PUBLIC HEALTH SERVICE). BY SIGNATURE BELOW, YOU ACKNOWLEDGE BOTH THIS ENTRY AND THAT YOU HAVE BEEN AFFORDED THE OPPORTUNITY TO REVIEW COMDTINST M1020.8 (SERIES).

Continued on next page

7.5 Administrative Remarks, Continued

**7.5.3
Administrative
Remarks for
Temporary
Illness or
Injury Which
Precludes
Weight Loss**

Entry Type: Performance and Discipline (Weight) (P&D-1)

Reference: Sec. 3.A, COMDTINST M1020.8 (series)

Responsible Level: Unit

Entry:

DATE:

YOUR PROBATIONARY PERIOD IS HELD IN ABEYANCE THIS DATE PENDING YOUR RETURN TO AN "AVAILABLE FOR FULL-DUTY STATUS", NOT TO EXCEED THIRTY DAYS, IN ACCORDANCE WITH THE WEIGHT AND BODY FAT STANDARDS FOR COAST GUARD MILITARY PERSONNEL, COMDTINST M1020.8 (SERIES). YOU ARE HEREBY NOTIFIED THAT THE DAY FOLLOWING A DETERMINATION THAT YOU ARE AVAILABLE FOR FULL-DUTY OR A DECISION BY MEDICAL AUTHORITY TO LIFT THE ABEYANCE, YOUR PROBATIONARY PERIOD SHALL BE RECALCULATED BASED ON YOUR MEASUREMENTS AT THAT TIME. IN ADDITION, AT THAT POINT YOU ARE TO RESUME PARTICIPATION IN YOUR DETAILED FITNESS PLAN, MANDATORY FITNESS ACTIVITY, AND MONTHLY MANDATORY FITNESS ASSESSMENT UNTIL YOUR PROBATIONARY PERIOD ENDS. IF YOU FAIL TO REACH COMPLIANCE BY THE END OF THIS NEW PROBATIONARY PERIOD, YOU WILL BE RECOMMENDED FOR SEPARATION (if active duty), RECOMMENDED FOR TRANSFER TO THE IRR OR ISL (if Reservist), OR RECOMMENDED TO RETURN TO THE DEPARTMENT OF HEALTH AND HUMAN SERVICES (Public Health Service). BY SIGNATURE BELOW, YOU ACKNOWLEDGE BOTH THIS ENTRY AND THAT YOU HAVE BEEN AFFORDED THE OPPORTUNITY TO REVIEW COMDTINST M1020.8 (SERIES).

Continued on next page

7.5 Administrative Remarks, Continued

**7.5.4
Administrative
Remarks for a
Member
Authorized a
Six-Month
Tobacco
Cessation
Exception**

Entry Type: Performance and Discipline (Weight) (P&D-1)

Reference: Sec. 3.C, COMDTINST M1020.8 (series)

Responsible Level: Unit

Entry:

DATE:

IN ACCORDANCE WITH THE WEIGHT AND BODY FAT STANDARDS PROGRAM MANUAL, COMDTINST M1020.8 (SERIES), YOU ARE HEREBY GRANTED A ONE-TIME, SIX MONTH EXCEPTION TO SUPPORT YOU IN YOUR QUEST TO STOP USING TOBACCO. YOU ARE STRONGLY ENCOURAGED TO COMPLETE A PERSONAL WELLNESS PROFILE AND AGGRESSIVELY PURSUE YOUR BASIC FITNESS PLAN. AT ANY TIME DURING THIS PERIOD IF IT IS DETERMINED THAT YOU ARE USING TOBACCO, THIS EXCEPTION PERIOD WILL IMMEDIATELY BE LIFTED, AND YOU WILL BE REWEIGHED AND PLACED ON PROBATION IF APPROPRIATE. IF YOU FAIL TO REACH COMPLIANCE BY THE END OF YOUR PROBATIONARY PERIOD, YOU WILL BE RECOMMENDED FOR SEPARATION (if active duty), RECOMMENDED FOR TRANSFER TO THE IRR OR ISL (if Reservist), OR RECOMMENDED TO RETURN TO THE DEPARTMENT OF HEALTH AND HUMAN SERVICES (Public Health Service). BY SIGNATURE BELOW, YOU ACKNOWLEDGE BOTH THIS ENTRY AND THAT YOU HAVE BEEN AFFORDED THE OPPORTUNITY TO REVIEW COMDTINST M1020.8 (SERIES).

**7.5.5
Administrative
Remarks for
a Member Who
Comes Into
Compliance
While on
Probation**

Entry Type: Performance and Discipline (Weight) (P&D-3)

Reference: Sec. 2.J, COMDTINST M1020.8 (series)

Responsible Level: Unit

Entry:

DATE:

ON THIS DATE YOUR PROBATIONARY PERIOD HAS COME TO AN END. YOU WEIGHED _____ (POUNDS) OR ACHIEVED _____% BODY FAT AND HAVE SUCCESSFULLY MET THE REQUIREMENTS OF THE COAST GUARD THE WEIGHT AND BODY FAT STANDARDS PROGRAM.

Continued on next page

7.5 Administrative Remarks, Continued

**7.5.6
Administrative
Remarks for a
Member
Failing To
Achieve
Compliance by
the End of
Their
Probationary
Period**

Entry Type: Performance and Discipline (Weight) (P&D-4)
Reference: Sec. 2.J, COMDTINST M1020.8 (series)
Responsible Level: Unit
Entry:

DATE:

ON THIS DATE YOUR PROBATIONARY PERIOD HAS COME TO AN
END. YOU WEIGHED _____ (POUNDS) AND HAD A
CALCULATED _____% BODY FAT. YOU HAVE NOT ACHIEVED
YOUR MAXIMUM ALLOWABLE WEIGHT AND %BODY FAT. IN
ACCORDANCE WITH THE WEIGHT AND BODY FAT STANDARDS
FOR COAST GUARD MILITARY PERSONNEL, COMDTINST M1020.8
(SERIES), YOU ARE HEREBY NOTIFIED THAT YOU WILL BE
RECOMMENDED FOR SEPARATION (if active duty),
RECOMMENDED FOR TRANSFER TO THE IRR OR ISL (if a Reservist),
OR RECOMMENDED TO RETURN TO THE DEPARTMENT OF
HEALTH AND HUMAN SERVICES (if Public Health Service).

Continued on next page

7.5 Administrative Remarks, Continued

7.5.7 Message to be Sent When a Member is Disenrolled From an "A" or "C" School Due to Non-Compliance with Weight and Body Fat Standards

FM (Appropriate Training command)

TO COMCOGARD PERSCOM ARLINGTON VA//EPM/OPM// (If "A" school student), or PREVIOUS UNIT (If "C" school student)
 INFO COMDT COGARD WASHINGTON DC//CG-122/CG-132//
 (Unit from which overweight member arrived)
 (Flag Officer responsible for unit, e.g., District Commander)
 BT
 UNCLAS FOUO//N01500//
 SUBJ: DISENROLLMENT OF (Member's rank and name) FROM ("A" or "C" School, CPOA, etc.)
 A. COMDTINST M1020.8 (SERIES)
 1. IAW REF A, SNM HAS BEEN DISENROLLED FROM (appropriate school including class convening) DUE TO NONCOMPLIANCE WITH WEIGHT AND BODY FAT STANDARDS.
 2. REQUEST REASSIGNMENT FOR SNM (If an "A" school student), or ORIG RETURNING SNM TO UNIT (If "C" school student).
 BT

Reference: For additional information on the procedure to be followed for non-complaint members reporting to resident training, see COMDTINST M1020.8 (series) 3.5.3.

7.6 Fitness Plan

Change Date 30 Jun 2008

7.6.1 Personal Fitness Plan Form

Below is a copy of the CG 6049, the *Fitness Plan* form that all members are required to fill and submit to their supervisors.

U.S. Department of Homeland Security U.S. Coast Guard CG-6049 Rev. (06-07)		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	M3	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.																
U.S. DEPT. OF HOMELAND SECURITY, USCG, CG-6049 (Rev. 06-07)														Reset		

Reference: For additional information on Fitness Plans, see COMDTINST M1020.8 (series) 1.2.

Continued on next page

7.6 Fitness Plan, Continued

**7.6.2
Requirements
for a Basic or
Detailed
Fitness Plan**

A member will be required to prepare a basic or detailed fitness plan depending on his/her compliance with the USCG MAW Standards.

The table below details the requirements from a member, when preparing a fitness plan.

If a member ...	Then he/she must prepare ...	And complete ...
is in compliance with the MAW standards	a basic fitness plan	sections 1, 2, and 6 of the <i>Fitness Plan</i> form.
is not in compliance with the MAW standards	a detailed fitness plan	<i>all</i> sections of the <i>Fitness Plan</i> form.

Continued on next page

7.6 Fitness Plan, Continued

7.6.3 The table below contains instructions on completing the *Fitness Plan* form.
Instructions for Completing the Fitness Plan Template

Section	Instructions						
1	State the last name, first name and middle initial.						
2	<ul style="list-style-type: none"> • Use the table below to determine the type of plan to be developed. <table border="1" data-bbox="332 651 1352 1272"> <thead> <tr> <th data-bbox="332 651 610 726">If the member is ...</th> <th data-bbox="610 651 1352 726">Then ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="332 726 610 940">in compliance with MAW standards</td> <td data-bbox="610 726 1352 940"> use this section to develop a basic fitness plan to include: <ul style="list-style-type: none"> • cardiorespiratory endurance training (CRE) • muscular strength (MS), and • muscular endurance (ME) training. </td> </tr> <tr> <td data-bbox="332 940 610 1272">not in compliance with MAW standards</td> <td data-bbox="610 940 1352 1272"> use this section to develop the detailed fitness plan which should address the five health-related components of fitness including: <ul style="list-style-type: none"> • cardiorespiratory endurance (CRE) • muscular strength (MS) • muscular endurance (ME) • flexibility (F), and • body composition (BC). </td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Select activities, mark which components of health-related fitness each activity addresses, and fill in intensity, frequency, and duration of the activity based on <ul style="list-style-type: none"> – the guidelines in COMDTINST 1020.8 (series) 1.2.2.8, and – the Rate of Perceived Exertion (RPE) ratings scale in COMDTINST 1020.8 (series) 1.2.2.9. <p>Reference: For additional information on:</p> <ul style="list-style-type: none"> • cardiorespiratory endurance (CRE), see COMDTINST 1020.8 (series) 6.1.5 • muscular strength (MS), see COMDTINST 1020.8 (series) 6.1.15 • muscular endurance (ME), see COMDTINST 1020.8 (series) 6.1.14 • flexibility (F), see COMDTINST 1020.8 (series) 6.1.10 • body composition (BC), see COMDTINST 1020.8 (series) 6.1.3 	If the member is ...	Then ...	in compliance with MAW standards	use this section to develop a basic fitness plan to include: <ul style="list-style-type: none"> • cardiorespiratory endurance training (CRE) • muscular strength (MS), and • muscular endurance (ME) training. 	not in compliance with MAW standards	use this section to develop the detailed fitness plan which should address the five health-related components of fitness including: <ul style="list-style-type: none"> • cardiorespiratory endurance (CRE) • muscular strength (MS) • muscular endurance (ME) • flexibility (F), and • body composition (BC).
If the member is ...	Then ...						
in compliance with MAW standards	use this section to develop a basic fitness plan to include: <ul style="list-style-type: none"> • cardiorespiratory endurance training (CRE) • muscular strength (MS), and • muscular endurance (ME) training. 						
not in compliance with MAW standards	use this section to develop the detailed fitness plan which should address the five health-related components of fitness including: <ul style="list-style-type: none"> • cardiorespiratory endurance (CRE) • muscular strength (MS) • muscular endurance (ME) • flexibility (F), and • body composition (BC). 						

Continued on next page

7.6 Fitness Plan, Continued

7.6.3 Instructions for Completing the Fitness Plan Template (continued)

Section	Instructions
3	<p>Initial to indicate an understanding of personal accountability for individual physical fitness and weight management progress.</p> <p>IMPORTANT: This is applicable to military members on weight probation only.</p>
4	<ul style="list-style-type: none"> • List general or long-term goals. • Enter the overall or ultimate goal related to fitness and weight management. • List target dates for goal attainment. <p>Note: One of the long-term goals should be to be in compliance with USCG MAW standards.</p>
5	<ul style="list-style-type: none"> • List specific or short term goals. • Enter milestones that will enable the final goals. • List target dates for goal attainment. <p>Note: The goals should be:</p> <ul style="list-style-type: none"> • fitness or weight management related • meaningful • measurable, and • realistic. <p>Example: If the long term goal is to lose 20 pounds, the short term goal might be to successfully complete two weeks of the fitness plan.</p>
6	Member to sign and date the fitness plan.
7	The Unit Health Promotion Coordinator (UHPC) to sign and date the form if the member is on weight probation.
8	<p>The member's supervisor to sign and date the form to acknowledge existence of a plan.</p> <p>Note: At the end of the marking period, the supervisor must check for adherence to the plan.</p>

7.7 Coast Guard Weight Management Information Resources

Change Date 30 Jun 2008

7.7.1 Contacting Health Promotion Managers

United States Coast Guard Health Promotion Managers are located at

- Integrated Support Command (ISC) Alameda
- ISC Boston
- Training Center Cape May
- ISC Cleveland
- ISC Honolulu
- Headquarters Support Command (HSC)
- ISC Ketchikan
- ISC Kodiak
- ISC Miami
- ISC New Orleans
- ISC Portsmouth
- ISC San Pedro
- ISC Seattle, and
- ISC St. Louis.

Note: You can contact your Regional Health Promotion Manager at your Regional Work-Life Staff.

Continued on next page

7.7 Coast Guard Weight Management Information Resources, Continued

7.7.2 Contacting Work-Life Staff

To contact the Work-Life Staff closest to you, call 1-800-872-4957, and dial the extension number listed next to the locations in the table below.

ISC Location	Extension Number
Alameda	252
Boston	301
Cape May	932
Cleveland	309
Honolulu	314
Ketchikan	317
Kodiak	563
Miami	307
New Orleans	308
Portsmouth	305
San Pedro	311
Seattle	313
St. Louis	302
Washington D.C.	932

7.7.3 Weight Management Self-Help Guide

The Weight Management Self-Help Guide, [COMDTPUB P6200.3](#) (series) is available:

- through the Regional Health Promotion Manager
- the local Coast Guard Medical Facility
- Independent Duty Corpsman, or
- online on the U.S. Coast Guard [website](#).

7.8 Authorization for Disclosure of Medical or Dental Information: DD Form 2870

Change Date 30 Jun 2008

**7.8.1
Requirement
for DD Form
2870**

Commandant (CG-122) may, in reviewing weight related cases, request additional documentation pertaining to a member's medical condition and/or history. A medical release form, for the purpose of acquiring information regarding abeyance requests, is only required when requesting medical information from civilian medical providers.

DD Form 2870 provides the authorization for the disclosure of medical or dental information, as may be required.

Continued on next page

7.8 Authorization for Disclosure of Medical or Dental Information: DD Form 2870, Continued

7.8.2 Authorization for Disclosure of Medical or Dental Information: DD Form 2870

A copy of DD Form 2870 is given below.

AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION		
PRIVACY ACT STATEMENT		
<p>In accordance with the Privacy Act of 1974 (Public Law 93-579), the notice informs you of the purpose of the form and how it will be used. Please read it carefully.</p> <p>AUTHORITY: Public Law 104-191; E.O. 9397 (SSAN); DoD 6025.18-R.</p> <p>PRINCIPAL PURPOSE(S): This form is to provide the Military Treatment Facility/Dental Treatment Facility/TRICARE Health Plan with a means to request the use and/or disclosure of an individual's protected health information.</p> <p>ROUTINE USE(S): To any third party or the individual upon authorization for the disclosure from the individual for: personal use; insurance; continued medical care; school; legal; retirement/separation; or other reasons.</p> <p>DISCLOSURE: Voluntary. Failure to sign the authorization form will result in the non-release of the protected health information.</p> <p>This form will not be used for the authorization to disclose alcohol or drug abuse patient information from medical records or for authorization to disclose information from records of an alcohol or drug abuse treatment program. In addition, any use as an authorization to use or disclose psychotherapy notes may not be combined with another authorization except one to use or disclose psychotherapy notes.</p>		
SECTION I - PATIENT DATA		
1. NAME (Last, First, Middle Initial)	2. DATE OF BIRTH (YYYYMMDD)	3. SOCIAL SECURITY NUMBER
4. PERIOD OF TREATMENT: FROM - TO (YYYYMMDD)	5. TYPE OF TREATMENT (X one)	
	<input type="checkbox"/> OUTPATIENT <input type="checkbox"/> INPATIENT <input type="checkbox"/> BOTH	
SECTION II - DISCLOSURE		
6. I AUTHORIZE _____ TO RELEASE MY PATIENT INFORMATION TO:		
<i>(Name of Facility/TRICARE Health Plan)</i>		
a. NAME OF PHYSICIAN, FACILITY, OR TRICARE HEALTH PLAN Commandant (CG-1221)	b. ADDRESS (Street, City, State and ZIP Code)	
	2100 2nd Street S. W. Washington, DC 20593-0001	
c. TELEPHONE (Include Area Code) 202-267-1385	d. FAX (Include Area Code) 202-267-4653	
7. REASON FOR REQUEST/USE OF MEDICAL INFORMATION (X as applicable)		
<input type="checkbox"/> PERSONAL USE	<input type="checkbox"/> CONTINUED MEDICAL CARE	<input type="checkbox"/> SCHOOL
<input type="checkbox"/> INSURANCE	<input type="checkbox"/> RETIREMENT/SEPARATION	<input checked="" type="checkbox"/> OTHER (Specify) Weight Abeyance Request
8. INFORMATION TO BE RELEASED		
Any/all information pertaining to the request for abeyance to the probationary period on the CG Weight Program.		
9. AUTHORIZATION START DATE (YYYYMMDD)	10. AUTHORIZATION EXPIRATION	
	<input type="checkbox"/> DATE (YYYYMMDD) <input type="checkbox"/> ACTION COMPLETED	
SECTION III - RELEASE AUTHORIZATION		
I understand that:		
a. I have the right to revoke this authorization at any time. My revocation must be in writing and provided to the facility where my medical records are kept or to the TMA Privacy Officer if this is an authorization for information possessed by the TRICARE Health Plan rather than an MTF or DTF. I am aware that if I later revoke this authorization, the person(s) I herein name will have used and/or disclosed my protected information on the basis of this authorization.		
b. If I authorize my protected health information to be disclosed to someone who is not required to comply with federal privacy protection regulations, then such information may be re-disclosed and would no longer be protected.		
c. I have a right to inspect and receive a copy of my own protected health information to be used or disclosed, in accordance with the requirements of the federal privacy protection regulations found in the Privacy Act and 45 CFR § 164.524.		
d. The Military Health System (which includes the TRICARE Health Plan) may not condition treatment in MTFs/DTFs, payment by the TRICARE Health Plan, enrollment in the TRICARE Health Plan or eligibility for TRICARE Health Plan benefits on failure to obtain this authorization.		
I request and authorize the named provider/treatment facility/TRICARE Health Plan to release the information described above to the named individual/organization indicated.		
11. SIGNATURE OF PATIENT/PARENT/LEGAL REPRESENTATIVE	12. RELATIONSHIP TO PATIENT (If applicable)	13. DATE (YYYYMMDD)
SECTION IV - FOR STAFF USE ONLY (To be completed only upon receipt of written revocation)		
14. X IF APPLICABLE:	15. REVOCATION COMPLETED BY	
<input type="checkbox"/> AUTHORIZATION REVOKED		
17. IMPRINT OF PATIENT IDENTIFICATION PLATE WHEN AVAILABLE		18. DATE (YYYYMMDD)
SPONSOR NAME:		
SPONSOR RANK:		
FMP/SPONSOR SSN:		
BRANCH OF SERVICE:		
PHONE NUMBER:		

DD FORM 2870, DEC 2003

Reset

7.9 Abeyance and Exception Request Checklists

Change Date 30 Jun 2008

**7.9.1 Purpose
of the
Alternative
Body Fat
Measurement
Waiver
Requests
Checklist**

The Alternative Body Fat Measurement Waiver Requests Checklist is provided for guidance when submitting requests for use of alternative body fat measurements.

IMPORTANT:

- A complete package with all required documentation must be submitted to Commandant (CG-1221) for consideration of alternative body fat measurement waivers.
- Cases will not be opened for review unless all of the documentation in the checklist is provided at the time of the waiver request.

Note: Commands are reminded that submitting a waiver request does not constitute reason to waive or delay weight screening, documentation, and probation procedures outlined in COMDTINST M1020.8 (series) 2. Continue to process the member using the tape measure method until an approval waiver is granted.

References: For additional information on calculating maximum allowable body fat percentages using alternative methods, see COMDTINST M1020.8 (series) 2.3.3.3.

Continued on next page

7.9 Abeyance and Exception Request Checklists, Continued

**7.9.2
Alternative
Body Fat
Measurement
Waiver
Requests
Checklist**

The Alternative Body Fat Measurement Waiver Requests Checklist is outlined below.

Continued on next page

ALTERNATIVE BODY FAT MEASUREMENT WAIVER REQUESTS CHECKLIST	
	Required Documentation
	Memo from Command requesting a waiver to use alternative body fat measurement methods. Include compelling reason for the necessity to use methods other than the tape measurements.
	Signed copy of the Medical Records release form (DD 2870)
	Copy of the Page 7 placing the member on probation if safe to do so.
	Copy of <i>Medical Referral Form</i> (CG 6050) signed by the Command and reviewing physician.
	Copy of all Administrative Remarks in member's PDR pertaining to weight history, that is, screening weights, probation, abeyances, previous alternative body fat measurement authorizations, etc.
	Member's current weight and body fat measurements (With use of tape measurements).
	Command point of contact.
	Contact information for the member's servicing PERSRU and Medical.
	Contact information for the member's Unit Health Promotion Coordinator (UHPC).
	<ul style="list-style-type: none"> • Provide full-length, front and side-view photographs of the member in gym wear (For example, T-shirt or tank-top and shorts). Shirt shall be tucked in with arms relaxed and at the member's sides. • Photographs must be taken with the member in a relaxed state depicting his or her normal posture (For example, Member should not be flexing or sucking in their stomach).

7.9 Abeyance and Exception Request Checklists, Continued

7.9.3 Purpose of the Medical Abeyance Request Checklist

The Medical Abeyance Request Checklist is provided for guidance when submitting requests for medical abeyance from the Coast Guard's weight and physical fitness standards.

IMPORTANT:

- A complete package with all required documentation shall be submitted to Commandant (CG-1221) for consideration of medical abeyance requests.
- Cases will not be opened for review unless all of the documentation in the checklist is provided at the time of the abeyance request.

Note: Commands are reminded that submitting an abeyance request does not constitute reason to waive or delay weight screening, documentation, and probation procedures outlined in COMDTINST M1020.8 (series) 2.

References: For additional information on the medical referral process, see COMDTINST M1020.8 (series) 3.1.

7.9.4 Medical Abeyance Request Checklist

The Medical Abeyance Request Checklist is outlined below.

Continued on next page

MEDICAL ABEYANCE REQUEST CHECKLIST	
	Required Documentation
	Memo from Command requesting abeyance from CG weight standards and reason why.
	Signed copy of the Medical Records release form (DD 2870)
	Copy of the Page 7 placing the member on probation if safe to do so.
	Copy of <i>Medical Referral Form</i> (CG 6050) signed by the Command and reviewing physician.
	Copy of all Administrative Remarks in member's PDR pertaining to weight history, that is, screening weights, probation, abeyances, tobacco cessation programs, and so on.
	Member's current weight and body fat measurements.
	Any documentation from medical authorities supporting the request for abeyance – include all medications being taken.
	Command point of contact.
	Contact information for the member's servicing PERSRU and Medical.
	Contact information for the member's Unit Health Promotion Coordinator (UHPC).

7.9 Abeyance and Exception Request Checklists, Continued

7.9.5 Purpose of the Tobacco Exception Request Checklist

The Tobacco Exception Request Checklist is provided for guidance when submitting requests for a one time six-month tobacco cessation exception from the Coast Guard's weight and physical fitness standards.

IMPORTANT:

- A complete package with all required documentation shall be submitted to Commandant (CG-1221) for consideration of tobacco cessation exceptions.
- Cases will not be opened for review unless all of the documentation in the checklist is provided at the time of the request.

Note: Commands are reminded that submitting an exception request does not constitute reason to waive or delay weight screening, documentation, and probation procedures outlined in COMDTINST M1020.8 (series) 2.

References: For additional information on tobacco cessation, see COMDTINST M1020.8 (series) 4.3.2

7.9.6 Tobacco Exception Request Checklist

The Tobacco Exception Request Checklist is outlined below.

TOBACCO EXCEPTION REQUEST CHECKLIST	
	Required Documentation
	Memo from member requesting a one time six-month tobacco cessation exception from CG weight standards with command endorsement.
	Copies of any documentation of the member enrolling or completing a formal tobacco cessation program if used. Not necessary if the member quit tobacco use on his or her own.
	Copy of all Administrative Remarks in member's PDR pertaining to weight history, that is, screening weights, probation, abeyances, tobacco cessation programs, and so on.
	Member's current weight and body fat measurements demonstrating that the member is in compliance with Coast Guard weight standards at the time of request.
	Command point of contact.
	Contact information for the member's servicing PERSRU and Medical.
	Contact information for the member's Unit Health Promotion Coordinator (UHPC).

7.10 Discharge Packages

Change Date 30 Jun 2008

7.10.1 Discharge Package Submission Process

The table below lists the documents that must be prepared when discharging a member for failure to comply with maximum allowable weight/body fat standards.

Document Name	Author	Recipient	Copy To
Memo: Recommendation For Discharge	unit commanding officer	CGPC-epm-1 or opm-1	Member
Memo: Notification of Intent To Discharge	unit commanding officer	Member	- - -
Acknowledgement of Discharge Letter	Member	unit commanding officer	- - -

References: For the template of the:

- recommendation memo, see Recommendation For Discharge COMDTINST M1020.8 (series) 7.10.2.
 - notification memo, see Notification Of Intent To Discharge COMDTINST M1020.8 (series) 7.10.3.
 - Acknowledgement letter, see Acknowledgement of Discharge Letter COMDTINST M1020.8 (series) 7.10.4.
-

7.10.2 Recommendation For Discharge

A sample of the memo recommending a discharge is given below.

Continued on next page

U.S. Department of
Homeland Security

United States
Coast Guard



Phone: xxx.xxx.xxxx
Fax: xxx.xxx.xxxx
Email: xxxx@uscg.mil

1910
(Date)

MEMORANDUM

From: (CO Name, Rank)
(Unit Name)

Reply to Attn of: (Staff Symbol, If Any)
(POC Name)
(POC Phone)

To: CGPC- opm-1 or epm-1

Subj: RECOMMENDATION FOR DISCHARGE/SEPARATION ICO (MEMBER
RATE/RANK NAME EMPLID, USCG)

Ref: (a) Personnel Manual, COMDTINST M1000.6(Series)
(b) Weight/Physical Fitness Standards for Coast Guard Military Personnel,
COMDTINST M1020.8(Series)

1. Pursuant to the provisions of reference (a), I recommend that (Member Rank/Rate Name) be separated from the Coast Guard with an Honorable Discharge for failure to comply with maximum allowable weight/body fat standards set forth in reference (b).
2. Enclosures (1) through (4) are forwarded as required by reference (a).
3. My point of contact is (POC Rank/Rate Name), who can be reached at (POC Phone).

#

- Enclosures:(1) CO's Notification of Intent to Discharge/Separate ICO (Member Rank/Rate Name)
- (2) (Member Rank/Rate Name) Acknowledgment of Rights and Privileges
 - (3) Initial Command Medical Referral dated _____
 - (4) Final Command Medical Referral dated _____
 - (5) Member's Statement (If Applicable)
 - (6) Supporting Documentation from PDR of (Member Rank/Rate Name)

Copy: Member

7.10 Discharge Packages, Continued

7.10.3 Notification of Intent to Discharge

A sample of the memo to the unit commanding officer giving a notification of the intent to discharge is given below.

Continued on next page

7.10 Discharge Packages, Continued

**7.10.4
Acknowledgement
of Discharge Letter**

A sample of the letter from the member acknowledging the discharge letter is given below.

1910

FIRST ENDORSEMENT on (Unit Name) memo 1910 of (Date)

From: (Member Name, Rate or Rank)

To: (Unit Name)

Subj: NOTIFICATION OF INTENT TO DISCHARGE/SEPARATE

1. I hereby acknowledge receipt of the basic memorandum and understand the contents thereof, specifically, that my commanding officer is recommending that I be discharged/ separated from the U. S. Coast Guard for failing to comply with Coast Guard weight and body fat standards.
2. I (HAVE ATTACHED) / (WAIVE MY RIGHT TO SUBMIT) a statement in my behalf.
(Circle One)
3. I (OBJECT) / (DO NOT OBJECT) to discharge/separation from the U. S. Coast Guard.
(Circle One)

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