

PPC SPO Manual
Part III, General Transactions
Chapter 9, Physical Characteristics
(Height Weight Measurement)

Overview

- Ref (a) [Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 \(series\)](#)
(b) [Military Bonus Programs, COMDTINST M7220.2 \(series\)](#)
(c) [Coast Guard Servicing Personnel Office \(SPO\) Manual, PPCINST M5231.3 \(series\), Part II, Chapter 6](#)
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Introduction This section provides procedures for using Direct Access to record a member's physical characteristics information.

Purpose The Physical Characteristics page is used to record a member's hair color, eye color, height, weight, and other physical characteristics.

Key Points Keep these key points in mind when entering height and weight measurements:

- Be sure to enter the correct Maximum Allowable Weight (MAW) from the tables in [COMDTINST M1020.8H \(Enclosures \(1\) and \(2\)\)](#).
- Do not input half pounds (e.g. 212.5 lbs). Direct Access does not account for the decimal and makes the weight read as 2125 lbs. When determining MAW, a member's height and weight data must be rounded to the nearest whole number (e.g., 65.5 equals 66 or 215.4 equals 215).
- If a member exceeds maximum weight, but does not exceed the maximum percent body fat standard, then the member is in compliance with MAW standards. **Therefore, the Weight Over field would be zero (0)**, because the member is not overweight. However, the MAW field should still be completed with the member's MAW from [COMDTINST M1020.8 \(series\)](#).

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Overview, Continued

**When to Use
This
Transaction**

Physical characteristics should be entered upon accession, semiannually when the member is weighed, and within 30 days prior to class convening when the member is ordered to resident training. The page must be updated if the member exceeds the MAW standards and again when (if) the member meets MAW standards. All data, regardless of a member's compliance or non-compliance with weight standards, and irrespective of the scheduling or completion of any medical referrals, shall be recorded via Direct Access within 15 days after the end of each weigh-in period.

Maximum Allowable Weight (MAW) standards can be found in [COMDTINST M1020.8 \(series\)](#).

- Per reference (b) bonus payments are suspended until the member is in compliance with MAW standards. This transaction will automatically suspend any future bonus payments when the Weight Over field is other than zero. Bonus payments will not resume until "Remove Suspension to Bonus" transaction is submitted by the Servicing Personnel Office (SPO). [See reference \(c\)](#).

Note: If a member exceeds maximum weight, but does not exceed the maximum percent body fat standard, then the member is in compliance with MAW standards. Therefore, the Weight Over field would be zero, because the member is not overweight. However, the MAW field should still be completed with the member's MAW from [COMDTINST M1020.8G \(series\)](#).

**Physical
Characteristics
Query**

The [Physical Characteristics Query](#) provides units with CG weight standard related details for everyone at their command.

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Procedure

Procedures Start Internet Explorer, sign into Direct-Access and follow these steps to complete this procedure.

Step	Action
1	<p>Select the following menu path to begin this transaction:</p> <p>Administer Workforce > Administer Workforce (GBL) > Use > Personal Data</p> <ol style="list-style-type: none"> 1. Enter the member's employee ID number in the Emplid field or their SSN in the Social Security Number field of the <i>Find an Existing Value</i> page. 2. Click the search button. <p>When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p>
2	<p>The Personal Data page will display. Click on the “Physical Char” tab to access the data entry fields.</p>  <p>Home > Administer Workforce > Administer Workforce (GBL) > Use > Personal Data</p> <p>Name Address Personal Profile Eligibility/Identity Physical Char</p> <p>Employee ID:</p> <p>Height in Inches: <input type="text"/> Weight: <input type="text"/> Frame Size:</p> <p>Hair Color: <input type="text"/> Eye Color: <input type="text"/> <input type="checkbox"/> Colorblindness</p> <p>Weight Date: <input type="text"/> <input type="button" value="..."/> Weight Over: <input type="text" value="0"/></p> <p>Remarks: <input type="text"/></p> <p>Maximum Allowable Weight: <input type="checkbox"/> Body Fat Percentage: <input type="checkbox"/> Maximum Allowable Body Fat Percentage: <input type="checkbox"/></p>

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Procedure, Continued

Procedures (continued)

Step	Action	
2 (con't)	Complete the Data Fields as described below:	
	Field	Entry
	*Height in Inches	Height measurement (e.g. 67 for 5'7"). The member's height data must be rounded to the nearest whole number (e.g., 65.4 equals 65, 65.5 equals 66. The system will round height if user enters a value to the right of the decimal.) Note: User will receive an error if they try to submit weight change and the height is blank. They will receive a warning message if height entered is less than 48'' or more than 84''.
	*Weight	Weight in pounds. The member's weight data must be rounded to the nearest whole number (e.g., 215.4 equals 215, 215.5 equals 216. The system will round weight if user enters a value to the right of the decimal.). Note: User will receive a warning message if weight entered is less than 70 or more than 350 lbs.
	Hair Color	Click the drop-down arrow to select
	Eye Color	Click the drop-down arrow to select
	Colorblindness	Check if applicable
	*Weight Date	Date the member was weighed. <ul style="list-style-type: none">  Very Important: Remember to enter the date of the most recent weigh-in. The system will have the date of the last weigh-in, you need to change this in order to record a new weigh-in. Leaving the old date causes errors in the pay system (JUMPS).  There is an edit to prevent user from entering a future dated weight date.
	* Required fields, cannot be left blank	

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Procedure, Continued

Procedures (continued)

Step	Action	
2 (con't)	Field	Entry
	Weight Over	Always enter "0" unless the member exceeds both the Maximum Allowable Weight and the Maximum Allowable Body Fat Percentage standards. If the member exceeds both weight and body fat standards, enter the number of pounds the member is over their MAW.  Very Important: If a member exceeds maximum weight, but does not exceed the maximum percent body fat standard, then the member is in compliance with MAW standards. Therefore, the Weight Over field would be zero, because the member is not overweight.
	Remarks	Reason the member was weighed and/or remarks. Examples: Exemption - pregnant or smoking cessation, Semi-Annual, Received orders for Resident Training
* Required Fields, cannot be left blank.		

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Procedure, Continued

Procedures (continued)

Step	Action	
2 (con't)	Field	Entry
	Maximum Allowable Weight	Enter the correct Maximum Allowable Weight (MAW) from the MAW listed in the most current ALCOAST in effect. Use the MAW from the instruction/ALCOAST even if the member exceeds that weight but does not exceed the Maximum Allowable Body Fat Percentage.
	Body Fat Percentage	If member exceeds their MAW , enter the member's body fat percentage. This field is required for members who exceed their maximum allowable weight.
	Maximum Allowable Body Fat Percentage	The maximum allowable body fat percentage for the member as listed in the most current ALCOAST in effect.
* Required Fields, cannot be left blank		
3	<p>Carefully review the data you have entered before saving this transaction. Be absolutely sure all that all the data is correct and that you have not made any typographical errors. Be sure you entered the correct employee ID number when you began this transaction. If you have any questions or concerns, cancel the transaction and ask for help.</p> <p>Review the following key points:</p> <ul style="list-style-type: none"> • Be sure to enter the correct Maximum Allowable Weight (MAW) from the most current ALCOAST in effect. • Do not input half pounds (e.g. 212.5 lbs). Direct Access does not account for the decimal and makes the weight read as 2125 lbs. When determining MAW, a member's height and weight data must be rounded to the nearest whole number (e.g., 65.5 equals 66 or 215.4 equals 215). <p>No administrative remarks are required if the member is found to be fully compliant with MAW or maximum allowable body fat standards.</p> <p>Very Important: If a member exceeds maximum weight, but does not exceed the maximum percent body fat standard, then the member is in compliance with MAW standards. Therefore, the Weight Over field would be zero (0), because the member is not overweight.</p>	
4	Click the Save button. The transaction is now complete.	

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Procedure, Continued

JUMPS Effect This transaction updates the following in JUMPS **if the Weight Over field is other than zero:**

Segment 30 (suspense flag). Suspend Enlistment Bonus payments.
Segment 42 (suspense flag). Suspend SRB payments.

A "Remove Suspension to Bonus (Reference (c))" transaction must be submitted to remove the suspense flag from the bonus segments. Notify the Servicing Personnel Office (SPO) when the member meets complies with weight standards so the Remove Suspension to Bonus transaction can be submitted.

Corrections and Deletions Corrections and Deletions are not allowed. A new transaction is generated each time the page is changed and saved. Update the page with the member's correct height & weight information and save it to rectify an incorrect or erroneous entry.

Reminder: A "Remove Suspension to Bonus" transaction must be submitted (by the responsible Servicing Personnel Office) to remove the suspense flag from the bonus segment if the Weight Over field was filled in with anything other than "0".
