



PSCINST 6200.1A

OCT 24 2014

COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 6200.1

Subj: PERSONNEL SERVICE CENTER PHYSICAL FITNESS PROGRAM

Ref: (a) Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)  
(b) Health Promotion Manual, COMDTINST M6200.1 (series)

1. PURPOSE. To improve unit readiness while providing its members the tools to adopt healthy habits that they can carry with them throughout their Coast Guard career and beyond.
2. ACTION. All military personnel shall comply with this instruction. Civilian employees are strongly encouraged to participate.
3. DIRECTIVES AFFECTED. PSCINST 6200.1 is cancelled.
4. DISCUSSION.
  - a. Being healthy involves more than merely having a "healthy weight." It also involves eating well, exercising regularly, and avoiding harmful habits like tobacco and excessive alcohol use. Physical fitness is recognized as the factor most associated with significant improvements in all areas of wellness. CG PSC recognizes the importance of having a workforce that is fit and ready to deploy if necessary in support of Coast Guard missions and to serve the personnel needs of our Service and members.
  - b. The CG PSC Physical Fitness Program incorporates these main components:
    - 1) Semi-annual weigh-ins;
    - 2) Semi-annual completion of Personal Fitness Plans each April and October;
    - 3) Annual completion of Personal Wellness Profiles (PWP) in October;
    - 4) Periodic fitness challenges and other activities sponsored or approved by the CG PSC Wellness Committee;
    - 5) Memberships to Sport & Health Club for all active duty members to provide facilities to meet the requirement for 180 minutes of weekly exercise (at least 150 minutes of moderate intensity aerobic activity and 30 minutes of strength training) during the workday for active duty members;
    - 6) Civilian employee participation to meet weekly activity goals will be encouraged. Civilians choosing to participate in weekly exercise will be afforded the necessary time during the workday at a time approved by their supervisors in accordance with chapter 4 of reference (b). An eligible employee must complete a Personal Fitness Plan, form CG-6049 along with a written request to participate. Supervisors will review the plan and either approve or disapprove the request.

- 7) Supportive leadership is the cornerstone of this program and must exist for the program to be effective. All members have the opportunity and responsibility to positively influence the health and readiness of their co-workers and subordinates.
  - 8) This initiative represents a major lifestyle change for some people and hopefully, all members will realize the value and benefits of the program, not only in increased physical ability to meet Coast Guard and CG PSC missions, but also in personal health.
5. **DISCLAIMER.** This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. **IMPACT ASSESSMENT.** This task will not significantly impact work load of supervisors or employees. Supervisors of civilian employees will have increased responsibility to evaluate requests and monitor their participation, but this additional responsibility will be minimal. For the active duty employees, the reference directives require the elements found in this instruction and thus this document imposes no additional responsibilities or requirements.
7. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** Environmental considerations were examined in the development of this directive and have been determined to be not applicable.
8. **DISTRIBUTION.** This instruction will be made available via the PSC Portal website at both the PSC Instructions library: <https://cgportal2.uscg.mil/units/psc/SitePages/Instructions.aspx> and the PSC Health and Wellness site: <https://cgportal2.uscg.mil/units/psc/pschealth/SitePages/Home.aspx>
9. **PROCEDURE.**
- a. Semi-annual Weigh-ins:
    - 1) In accordance with reference (a), all active duty and participating reserve members are required to be weighed on a semi-annual basis during the months of April and October. CG PSC HR& A will administer the weight probation program. Selected reserve members who exceed maximum allowable weight (MAW) may have limits imposed on the types of duties they can perform and will be required to participate in physical fitness activities during IDT drills and annual training (ADT).
    - 2) For members exceeding their MAW, a tensiometer tape will be used to ensure the accuracy of body fat measurements. Members exceeding both their MAW and body fat percentage will be placed on probation, during which they must lose their excess weight or body fat. Once placed on probation, the member will be required to complete a record of food intake for a 2-week period using a log provided by their Unit Health Promotion Coordinator (UHPC). This log is to be used to raise individual awareness of dietary habits and as reference material during the initial consultation with a dietician and discussion with a regional Health Promotion Manager (HPM). Branch Chiefs will personally be involved in monitoring a member's compliance with the weight probation program requirements, including monthly fitness assessments and follow-up weigh-ins are completed. The UHPC can

be used to assist in these monitoring activities but shall not be expected to enforce the requirements.

b. Semi-annual Personal Fitness Plans:

- 1) Physical training works best when you have a plan. Keys to beginning and maintaining a successful program include starting slowly, increasing intensity and duration gradually, finding a training partner, varying the activities and intensity of the program, and expecting fluctuations and lapses.
- 2) Upon reporting to CG PSC, all military personnel shall develop a Personal Fitness Plan (PFP), Form CG-6049, which will be presented to their supervisor. Personal Fitness Plans shall address the health-related components of physical fitness and be well-balanced (e.g. incorporate specific activities that maintain and/or improve cardio-respiratory endurance, muscular strength and endurance, flexibility, and healthy body composition). Personal Fitness Plans shall also include at least 3 days a week of vigorous physical activity. For assistance with completing a Personal Fitness Plan, contact your division UHPC or the CG PSC UHPC. If additional expertise is required, your UHPC will put you in contact with the regional HPM.
- 3) Newly reporting members shall complete a PFP upon reporting as part of their check-in process. Thereafter, CG PSC members will update their PFPs each April and October. Division UHPCs may assist Division Chiefs to ensure 100% compliance and record maintenance.
- 4) Members who are pregnant are required to obtain a recommendation from their Obstetrics and Gynecology (OB/GYN) doctor during their first prenatal appointment on whether their condition allows them the ability to engage in a regular exercise program. After an exercise prescription has been obtained and the member is cleared by their OB/GYN doctor for exercise, the member may participate in CG PSC fitness events according to the health care provider's recommendations.
- 5) Personal Wellness Profiles (PWP): To evaluate the impact of physical fitness on the health status of the Command, all military members will complete the PWP questionnaire each October. The PWP is a self-administered questionnaire that is used as a tool for evaluating lifestyle habits and providing suggestions to modify risky behaviors. After completing a PWP, participants receive a personalized report containing an evaluation of their health risks associated with current lifestyle practices and recommendations for modification of those risks. Areas addressed include overall wellness, fitness, heart health, nutrition, substance abuse, stress and coping, and cancer risk. The UHPCs will coordinate with the regional HPM to arrange PWP completion. The HPM will provide two reports, a Detail Group Report and a Summary Group Report to help the command focus future wellness initiatives.

c. Required Fitness Activity for Military Members:

- 1) Per reference (b), all active duty members and Reservists on active duty orders for 31 days or more continuously, are required to perform a minimum of 180 minutes of weekly exercise. All Ready Reservists are recommended to follow these guidelines. Based on the Centers for Disease Control 2008 Physical Activity Guidelines for Americans, it is strongly recommended that fitness plans include a minimum of 150

minutes of moderate-intensity aerobic activity and 30 minutes of strength training per week.

- 2) Active duty and Reservists on active duty orders for 31 days or more continuously, are encouraged to perform this activity using the provided fitness facility membership or facility at or near their workplace. This may be accomplished during the workday or outside the workday.
- 3) Supervisors of Active Duty members and Reservists on active duty orders for 31 days or more continuously, shall monitor subordinates' adherence to these requirements, and should consider this in their enlisted and officer performance evaluations.

d. Periodic Fitness Challenges and Activities:

- 1) The PSC Wellness Committee will work with the Morale Committee and other Ballston Command Wellness Committees to provide wellness focused activities 3-4 times per year.
- 2) These activities will be derived from one of the wellness tenets detailed in reference (b). While fitness is a crucial element to good health, not all planned events will focus on physical activity. For structured group activities where participants will likely exert themselves physically (ex. 5K Run), a Physical Activity Readiness Questionnaire (PAR-Q), form CG-6200, should be completed prior to the event. If the answer to any question is yes, and the member does not possess authorization from a physician for the intended activity, they will not be allowed to participate until evaluated by a physician.

e. Memberships to Sport & Health Clubs: Memberships will be provided to all active duty members assigned to CG PSC who request them. Members must use the membership a minimum of 10 times per month or it may be revoked. Usage will be monitored by PSC command representative.

f. Unit Health Promotion Coordinators (UHPC):

- 1) CG PSC will designate a command level UHPC and one UHPC for each Division to include Officer Personnel Management, Enlisted Personnel Management, Reserve Personnel Management, Personnel Services Division, Business Operations, and Human Resources and Administration.
- 2) UHPCs will be included on the check-in sheet for newly arriving members. During the check-in process, UHPCs will inform the new member of their responsibility to complete a PFP to be routed through their supervisor. UHPCs can assist members and their supervisors in developing the PFP to ensure they represent a balanced plan for improving cardio respiratory endurance and muscular strength.
- 3) The CG PSC UHPC will lead the Wellness Committee which will include the Division UHPCs, the CDAR, and representatives from the Morale Committee and medical detachment. The CG PSC Wellness Committee will develop, support, and or/advertise wellness related initiatives focused on the good health tenets established in reference (b) which includes Disease Prevention and Health Risk Reduction, Tobacco Cessation, Physical Fitness, Nutrition and Weight Management, Stress

Management, and Substance Abuse Prevention. Wellness Committee meetings are open to all hands and Ballston commands.

10. RECORDS MANAGEMENT CONSIDERATIONS. This Notice was thoroughly reviewed during the directives clearance process and it was determined there are no further records scheduling requirements in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
11. FORMS/REPORTS.
  - a. Personal Fitness Plan, Form CG-6049;
  - b. Personal Wellness Profile Online Tutorial/Frequently Asked Questions;
  - c. Physical Activity Readiness Questionnaire (PAR-Q);
12. REQUEST FOR CHANGES. Contact your division's UHPC or the Wellness Committee Chairman to initiate changes to this policy.



M. L. AUSTIN  
Commander, Personnel Service Center

Encl: (1) CG Form 6049, Personal Fitness Plan

DEPARTMENT OF HOMELAND SECURITY  
U.S. Coast Guard  
**PERSONAL FITNESS PLAN**

**All Coast Guard military personnel** shall complete sections 1 - 5, (read instructions on back before starting) and submit to their Supervisor in the months of April and October. **Civilian personnel** participating in exercise during work time must also complete and submit this form to their Supervisor. This form shall be kept on file or electronically saved by the individual and with the Unit Health Promotion Coordinator.

<b>1.</b>	Last Name, First Name, Middle Initial	Date	Unit
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<b>2.</b>	My Health Promotion Manager is:	My Unit Health Promotion Coordinator is:
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<b>3.</b>	My Fitness & Health Improvement goal is:
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<b>4.</b>	I plan to meet Commandant requirements of 180 minutes a week of moderate to vigorous physical activity by doing the following:		
	4a. My AEROBIC ACTIVITY PLAN (recommended at least 150 min/wk):		
	<b>Activities</b>	<b>Time (min.)</b>	<b>Intensity</b>

	4b. My STRENGTH TRAINING PLAN (recommended at least 2 times per week):		
	<b>Activities</b>	<b>Time (min.)</b>	<b>Frequency (# of days/wk)</b>

<b>5.</b>		Date		Date
	Member Signature		Supervisor Signature	

<b>6.</b>	If Member was referred for physical fitness guidance, indicate below (e.g. HPM, UHPC, Medical Officer).	Date

**PRIVACY ACT STATEMENT**

**Authority:** 5 U.S.C. 301, 3301; 44 U.S.C. 3101; 10 U.S.C. 1071-1107; 14 U.S.C. 93(a) (17); 14 U.S.C. 632; and Executive Order 12107.

**Purpose:** To assess an individual's fitness level as part of the Coast Guard Weight and Body Fat Standards and Health and Fitness Programs.

**Routine Uses:** Information will be used by Coast Guard personnel to evaluate an individual's fitness and develop a personal fitness plan. Any external disclosures of data within this record will be made in accordance with DHS/USCG-011, Military Personnel Health Records System of Records, 73 Federal Register 77773, December 19, 2008 and OPM/GOVT-10, Employee Medical File System of Records, 71 Federal Register 35360, June 19, 2006.

**Disclosure:** Furnishing this information is voluntary; however, failure to furnish the information may impede the health and fitness assessment process.

## INSTRUCTIONS FOR COMPLETING PERSONAL FITNESS PLAN FORM

Sections 1-5, in accordance with COMDTINST M6200.1 (series) all military Members must complete a six month basic fitness plan.

1&2 Are self-explanatory.

3. Program goals. Members should use this section to enter their goals related to fitness and health, such as fitness achievement, weight/body fat loss, nutrition improvement, stress reduction, weight management, or health risk reduction.

4. A well-balanced exercise program should include activities that address the health-related components of fitness (cardiorespiratory endurance, muscular strength and endurance, flexibility, and body composition). Aerobic activities develop cardiorespiratory endurance and burn calories to aid in achieving a healthy body composition. Muscle-strengthening activities develop muscular strength and endurance and assist with the development of a healthy body composition. Activities such as stretching and yoga help improve flexibility. Members should select activities that address the health-related components of fitness based on the *Physical Activity Guidelines for Adults* as established by the U.S. Centers for Disease Control, and outlined below.

5. Self-explanatory.

6. Supervisor shall indicate if member was referred to the Unit Health Promotion Coordinator (UHPC), Regional Health Promotion Manager (HPM) or Medical Officer for additional guidance and evaluation for appropriate physical fitness activities.

### **Physical Activity Guidelines for Adults (CDC, 2008)**

#### Aerobic Activities:

- 2 hours and 30 minutes (150 minutes)/week of moderate intensity aerobic activity **OR** 1 hour and 15 minutes (75 minutes)/week of vigorous-intensity aerobic activity **OR** an equivalent mix of both.
- Aerobic activity should be performed for at least 10 minutes at a time and spread throughout the week.
- For greater health benefits, 5 hours (300 minutes)/week at a moderate intensity level **OR** 2 hours and 30 minutes (150 minutes)/week at a vigorous intensity level **OR** an equivalent mix of both is recommended.
- Level of Intensity Defined: Intensity can be estimated using a scale of 0 to 10, where 0 is sitting and the highest possible level of effort is 10.
- Moderate intensity – a person doing moderate-intensity aerobic activity can talk, but not sing, during the activity. This is activity equivalent to a 5 or 6 on a 10-point scale. Examples: Brisk walking (3 mph or faster but not race walking), water aerobics, bicycle riding slower than 10 mph, tennis (doubles), ballroom dancing, general gardening.
- Vigorous intensity – a person doing vigorous-intensity aerobic activity can't say more than a few words without pausing for a breath. This is activity equivalent to a 7 or 8 on a 10-point scale. Examples: Race walking, jogging, running, swimming laps, tennis (singles), aerobic dancing, bicycling 10 mph or faster, jumping rope, heavy gardening (continuous digging or hoeing with heart rate increases), hiking uphill or with a heavy backpack.

#### Muscle-Strengthening Activities:

- Muscle Strengthening: should be done 2 or more days per week. Muscle-strengthening activities **do not** count toward the aerobic activity total. All major muscle groups should be worked. These are the legs, hips, back, abdomen, chest, shoulders, and arms. Exercises for each muscle group should be repeated 8 to 12 times per set. As exercises become easier, increase the weight or do another set. Examples: Lifting weights, working with resistance bands, and doing exercises that use body weight for resistance (push-ups, sit-ups).

#### Flexibility:

- Each time you perform aerobic or strength-training activities, take an extra 10 minutes to stretch the major muscles groups; hold stretches for 10-30 seconds and repeat each stretch 3-4 times.

### **Appropriate Physical Activity Intervention Strategies for Weight Loss and Prevention of Weight Regain for Adults (ACSM, 2009)**

- The American College of Sports Medicine (ACSM) states that moderate-intensity physical activity between 150-250 minutes/week is effective in preventing weight gain, but will provide only modest weight loss. Physical activity greater than 250 minutes/ week is recommended for weight loss and the prevention of weight regain.