

U.S. Department of  
Homeland Security

United States  
Coast Guard



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# **WEIGHT/PHYSICAL FITNESS STANDARDS FOR COAST GUARD MILITARY PERSONNEL**

**COMDTINST M1020.8F**



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COMDTINST M1020.8F  
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COMMANDANT INSTRUCTION M1020.8F

Subj: WEIGHT/PHYSICAL FITNESS STANDARDS FOR COAST GUARD MILITARY PERSONNEL

Ref: (a) Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series)  
(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 physical fitness 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. Area and district commanders, commanders of maintenance and logistics 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 Notice are followed. Superintendent of the Coast Guard Academy (CGA) shall promulgate regulations pertaining to Weight/Physical Fitness Standards for cadets. All CGA graduates must meet retention standards prior to commissioning. Internet release authorized.
- DIRECTIVES AFFECTED. Weight/Physical Fitness Standards for Coast Guard Military Personnel, COMDTINST M1020.8E, is cancelled.
- SUMMARY. This directive clarifies multiple aspects of the Coast Guard Weight and Fitness Program and introduces new requirements based on input received from the field following the release of COMDTINST M1020.8E. Major changes include: addition of a timeline requirement for recording weight screening data into Direct Access (DA) and to begin the separation process;

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the elimination of screening weights; the addition of a maximum body fat percentage chart for use when determining body fat percentage by methods other than the tape measure method; a requirement for command verification of weight/body fat measurements for members subject to separation; a requirement for smoking cessation waiver requests to be sent to COMDT (CG-122) for approval; a requirement for members granted an abeyance and those on probation to participate in semi-annual weigh-ins; a requirement for females to measure other females for body fat determination; a new section covering elective and cosmetic surgeries; the removal of the accession weight and body fat percentage standards; a three pound standard deduction when wearing the tropical blue long uniform during weigh-ins; a requirement for height and weight measurements to be rounded to the nearest whole number; and the inclusion of separation processing instructions for non-compliant members who are retirement eligible and/or who are on retired recall status.

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. Discussion

## 1.A. Definitions

1. **Abeyance period.** A temporary waiver that allows members additional time to lose weight. Abeyances are typically given to members who have been diagnosed with a medical condition (e.g. thyroid problems, cancer, etc.) in which the medical condition or medication has created a physiological change that causes the member to gain weight or results in extreme difficulty in losing weight. Members granted an abeyance are still required to participate in the semi-annual weigh-ins and shall have their current weight data entered into Direct Access.
2. **Basic Fitness Plan.** A basic fitness plan consists, at a minimum, of two parts: (1) vigorous cardio-respiratory endurance training three times per week for thirty minutes each time, and (2) vigorous strength training one to three times per week. All Coast Guard members within MAW standards are required to complete a basic fitness plan. Members may use the Personal Fitness Plan form contained within Enclosure (7).
3. **Body Fat Percentage.** A determination of the percentage of a person's body that is fat, based upon certain measurements. 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.
4. **Commanding Officer.** For the purpose of this Manual, this term shall include Commanders, Commanding Officers, and Officers-in-charge.
5. **Detailed Fitness Plan.** A detailed fitness plan, at a minimum, addresses all five health-related components of fitness including body composition, cardio-respiratory endurance, flexibility, muscular strength, and muscular endurance. All Coast Guard members not in compliance with MAW standards are required to complete a detailed fitness plan. Members may utilize the Personal Fitness Plan form in Enclosure (7).
6. **Exemption.** A temporary period during which a member is not required to be weighed, such as pregnancy.
7. **Exception.** 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. Exceptions include smoking cessation, weight probationary period abeyances, and eating disorders.
8. **Healthy Weight Loss.** Weight loss should be at a rate of 0.5 – 1.0 pound per week. Weight loss exceeding this rate may be indicative of unhealthy dieting behavior versus achievement of healthy eating and living. Decreasing food (calorie) intake alone, without exercise, is known to result in weight loss with returned weight when original eating habits are resumed.

9. **Maximum Allowable Weight (MAW).** Maximum weight permitted for a member based upon height, frame size and gender. If this weight is exceeded, the member is referred for a percent body fat determination. The term "maximum allowable weight" is not a person's ideal weight from a health, physical readiness, or appearance perspective. See Enclosure (1) for MAW tables.
10. **Maximum Percent Body Fat.** The maximum body fat an overweight member can have, based upon gender and age, and still remain in the Service. See Enclosure (1) for maximum body fat allowed. Procedures for determining body fat are found in Enclosure (4).
11. **Overfat.** Overweight member who exceeds his or her maximum percent body fat. The Coast Guard weight and body fat standards for men versus women, while different in absolute terms, are compatible. Women generally have about ten percent more body fat than men; this difference is already reflected in the standards.
12. **Overweight.** For the purposes of this Manual, overweight refers to a member who exceeds his or her MAW. This could be as a result of either muscle mass or excess body fat.

## **1.B. Weight/Physical Fitness Program**

1. The Coast Guard's weight program was originally instituted in 1985 and significantly revised in 2004 to reflect an emphasis on health and physical fitness. The weight/physical fitness program is intended to contribute to the fitness for duty and appearance of Coast Guard members. To meet our operational challenges and as a Uniformed Service, all members must be fit for duty and appear so in uniform. Their appearance must reflect credit on themselves, the Coast Guard, and our country.
2. Being healthy involves more than merely having a "healthy weight." It also involves eating well, exercising regularly, avoiding harmful habits like tobacco and excessive alcohol use, and getting regular dental and medical exams. To help encourage the exercise portion of one's overall health, all military members shall develop a basic fitness plan that they will present to their supervisor during their performance evaluation period.
3. A successful weight/physical fitness program depends on both an individual member's lifestyle choices and the amount of support put forth by supervisors to ensure their personnel are within standards. Supervisors are expected to take a proactive approach in helping personnel to remain within their maximum allowable weight. The requirements contained in this Manual do not preclude a supervisor from requiring subordinates to conduct additional weigh-ins outside of the provisions of this Manual in order to monitor the weight status of their members. Weight monitoring should be used to encourage members who are close to their MAW to make diet, exercise, and lifestyle changes. If at any time a unit suspects that a member exceeds his or her MAW and/or body fat, the unit shall weigh the member and, if appropriate, place that member on weight probation.

## **1.C. Unit Health Promotion Coordinator (UHPC)**

Commanding officers shall designate in writing a UHPC and alternate, and submit a copy of the designation letters to their regional Health Promotion Manager (HPM). The UHPC and alternate must successfully complete the UHPC “C” school hosted annually within all Coast Guard regions. The UHPC is charged with assisting members in the development and review of personal fitness plans and conducting any mandatory fitness assessments. Qualification criteria for selection of a UHPC, along with additional UHPC responsibilities, are contained in reference (a). Unless administratively unavoidable, the UHPC should not be the member conducting weigh-ins.

## **2. Policy and Procedures**

### **2.A. Determining Frame Size and Maximum Allowable Weight**

A basic tenet of the Coast Guard weight/physical fitness program is that weight standards are based on the individual's height and skeletal build (frame size), the latter determined by measuring the wrist. Since wrist size and height do not change appreciably over time, wrist size and height generally need to be determined once at the beginning of an individual's career. The Service will use this measurement as the basis for future weight screenings. If the individual screens as overweight, his or her height and wrist measurements may be verified. See Enclosure (1) for proper technique to measure wrist size and height and determine frame size and MAW.

### **2.B. Applicants**

1. Upon initial entry into the Service, the Coast Guard makes a considerable investment in each of its members. If a new accession is already close to his or her MAW and/or maximum body fat percentage, there is an increased possibility that at some point early in his or her career he or she will exceed maximum allowable weight or body fat. To reduce this possibility, applicants desiring entry into any accession or commissioning program who exceed their maximum allowable weight will normally not be allowed entry into the Coast Guard. However, in rare cases, unique circumstances may warrant special consideration. While waivers generally will not be granted, Commandant (CG-122) must be contacted for final determination.
2. Military Entrance Processing Stations (MEPS) will make all official weight determinations for applicants.
3. Military applicants, including reservists entering active duty, enlisted personnel entering the Coast Guard Academy or Officer Candidate School (OCS), and personnel lateralling from other Services, must meet the current MAW and/or body fat standards, as provided in Enclosure (1).
4. Those members reentering the Coast Guard under the Temporary Separation policy (Personnel Manual, COMDTINST M1000.6 (series), Paragraph 12.F.), who have not affiliated with the Coast Guard Reserve, must meet the MAW and/or body fat standards.

## 2.C. Basic Fitness Plan

1. All military personnel shall develop an annual basic fitness plan that will be presented to their supervisor during their performance evaluation period. Supervisors will address the existence of and adherence to the annual fitness plan during a member's performance evaluation. The basic fitness plan shall, at a minimum, include vigorous cardio-respiratory endurance training three times a week for thirty minutes each time and vigorous strength training one to three times per week. See Enclosures (6) and (7) for details and an example of a Personal Fitness Plan, (CG-6049).
2. Commanding officers shall 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. Training centers are not required to allocate time for fitness enhancing activities during the academic day for Class "A" and "C" school students.

## 2.D. Weight Screening

1. All military personnel shall be screened against the height and weight standards of Enclosure (1) semiannually every October and April. 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). 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. Members away from their unit during the weigh-in months will have their weigh-in deferred until return to their home unit, at which time the unit will have 15 days to record member's weight into Direct Access. Commanding Officers retain the authority to screen members against established height and weight standards anytime they deem it necessary.
2. Personnel determined to meet their MAW standards should ensure the results are properly recorded via Direct Access and continue to follow their basic fitness plan. Members determined to be in compliance with this Manual, but within ten pounds of their MAW, should be highly encouraged to complete a Personal Wellness Profile (PWP) in accordance with reference (a).
3. All members failing the screen using the weight standards shall be measured to determine their percentage of body fat. Members exceeding both MAW and body fat will complete a detailed personal fitness plan (contained within Enclosure (7)) and be processed IAW Paragraph 2.E.

4. If a member is found to have been overweight and over fat as of his or her last semi-annual or follow-up screening, the following actions will be withheld unless a reweigh of the member determines that he or she is in compliance with weight standards (and the compliance is so documented per Paragraph 2.J.):
  - a. Advancement, promotion, or frocking. Enlisted members may compete for advancement if their commanding officer recommends them; however, advancement may not occur until they meet weight standards. No officer or enlisted member may be frocked unless they meet weight standards. See Personnel Manual, COMDTINST M1000.6 (series), Chapter 5, for information on withholding advancement or promotion.
  - b. Execution of permanent change of station (PCS) orders. If a member exceeds MAW and maximum body fat, the command shall consult with Coast Guard Personnel Command (CGPC). The member may still PCS while on probation, but the determination must be made by CGPC.
  - c. Assignment to command positions both ashore and afloat.
  - d. Assignment to basic and advanced resident training, including Class "A" and "C" School, postgraduate training, or flight training.
  - e. Assignment of reservists to long-term active duty (e.g., EAD, ADSW-AC, ADSW-RC) other than to fulfill their annual training requirement.
  - f. Payment of all bonuses. If the member is ultimately discharged because of failure to comply with this Manual, all unearned payments will be recouped upon separation.
  - g. 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; recruiting duty, etc.

## 2.E. Medical Referral

1. Members not in compliance with MAW and body fat standards shall be referred to a medical officer or local physician as soon as possible after the non-compliance is discovered. The Medical Officer or local physician shall make a recommendation to the command as to the member's health, whether or not weight and/or body fat loss would be detrimental to the member's health, and the member's ability to participate in each component of the monthly fitness assessment. The unit commanding officer shall prepare the top portion of the Command Medical Referral Form (CG-6050), Enclosure (2); the bottom portion will be completed by the medical officer or local physician. This form shall be filed in the member's Health Record.
2. If a medical officer or local physician determines that any weight or body fat loss would be detrimental to the member's health, the commanding officer shall initiate an Initial Medical Board (IMB) through the Physical Disability Evaluation System (PDES), COMDTINST M1850.2 (series). If the condition is not disqualifying for retention as per chapter 3.F of the Medical Manual, COMDTINST M6000.1 (series), the commanding officer shall process the individual for discharge in accordance with Paragraph 2.G of this manual. If a medical officer or local physician determines that any weight or body fat loss would be temporarily detrimental to the member's health, the member should be processed in accordance with Paragraph 3.A of this manual.
3. A member diagnosed with an underlying medical condition that limits or prohibits his or her participation in a specific portion of the fitness assessment will be excused from only that portion of the fitness assessment, but 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. Likewise, a member with a physical injury that restricts his or her ability to exercise (e.g., pulled muscle, broken arm) is still responsible for complying with MAW standards in accordance with the provisions of Paragraph 2.F. The medical officer or civilian physician will document his or her findings in the member's health record.
4. Members subject to separation due to excessive weight and body fat will have measurements verified by a member of the command cadre (i.e. CO, XO, CMC, OINC, XPO) prior to members' discharge. The verification of measurements consists of observing actual measurements. Findings shall be documented on the top portion of the Command Medical Referral Form (CG-6050), Enclosure (2).

## 2.F. Probation

1. Unless granted an exception under Chapter 3 of this Manual, overweight members who also exceed their maximum body fat percentage shall be placed on probation, during which they must lose their excess weight or body fat. The probationary period cannot be greater than 35 weeks or more than 8 months; however, see subparagraph 2.F.5.
2. A probationary weight loss period shall not commence until *after* a medical examination. Therefore, the medical exam must be completed as expeditiously as possible, but in no case more than four weeks after the weigh-in unless specifically granted an extension by Commandant (CG-122). However, written notification and acknowledgment (including entering the data into Direct Access) that the member exceeds the maximum standards shall be completed regardless of any delay. Upon being medically cleared by the physician, the member will acknowledge the Administrative Remarks (CG-3307) required in Paragraph 2.J., and the probationary period will start immediately.
3. If a medical officer or physician determines a member's medication or medical treatment or condition 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 for a specified period of time. By so doing, the Service can avoid the unintended consequence of penalizing a member (e.g., withholding an advancement or payment of a bonus) who, through no fault of his or her own, is battling a medical condition that makes weight loss challenging or impossible. The intent of this provision is to distinguish between physiological conditions that make weight loss difficult or impossible, and physical conditions that may restrict a member's ability to exercise but are not a physiological impediment to weight loss. Abeyance requests will generally not be granted for purely physical ailments, such as twisted ankles, pulled muscles, broken bones, etc. that make it difficult to exercise, but have no physiological impact on food intake. Once the abeyance period has passed (i.e., once the patient's condition has stabilized), the member will be re-measured and the probationary period will resume with the length of the probationary period based on the member's current measurements. If the length of the member's probationary period after the abeyance has lifted would exceed 35 weeks or 8 months, contact Commandant (CG-122) for guidance.

4. 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. For example, a member who is 30 pounds over the MAW and is five percent over the maximum percent body fat will have a 30 week probationary period to lose the excess weight or body fat. On the other hand, a member who is 30 pounds over the MAW and is eight percent over the maximum allowable body fat will have eight months to lose the excess weight or body fat. The alternate probationary periods are necessary to accommodate members who gain muscle mass through strength training exercises. In these cases, muscle gain may offset body fat lost through diet and exercise, thus invalidating weight loss as evidence of progress. Probationary periods shall be calculated by both methods (excess weight and excess body fat).
  
5. The probationary period shall not equal or exceed 36 weeks (except as noted in paragraph 2.F.3 above). Members whose probationary period has been determined to be greater than 35 weeks by weight calculations and more than 8 months by body fat standards, except those granted an exception per Chapter 3, shall be processed for separation after confirmation of weight and body fat measurements by a member of the command cadre. If the situation exists in which one of the two probationary period calculations results in a period in excess of the above limits, and one less than those limits, the member shall be assigned a probationary period based upon the lesser calculated period:

### **Choosing Appropriate Probation Period**

Figure 2-1

<b>Choosing Appropriate Probation Period</b>		
<b>Period based on Pounds</b>	<b>Period based on Body Fat</b>	<b>Applicable Period</b>
Equal to or less than 35 weeks	Equal to or less than 8 months	Choose longer period
Equal to or less than 35 weeks	More than 8 months	Choose period based on pounds
More than 35 weeks	Equal to or less than 8 months	Choose period based on body fat
More than 35 weeks	More than 8 months	Separation

6. During probation, members should demonstrate reasonable and consistent progress toward attaining their MAW (i.e., lose approximately half of the required weight or half the excess percentage of body fat by the midpoint of the probationary period). Failure to demonstrate such reasonable and consistent progress may provide sufficient grounds for commanding officers to proceed in accordance with Paragraph 2.G. before the probationary period expires.

7. Members placed on probation shall complete a personal wellness profile (PWP) and develop a detailed fitness plan. In addition, the member shall participate in a **mandatory** fitness activity monitored by the UHPC or alternate, for a minimum of one hour, three days per week.
8. The type, intensity, and duration of the mandatory fitness activity will be based on the member's detailed fitness plan with the goal of achieving their MAW within the prescribed probationary period. This mandatory fitness activity will be conducted during the normal workday.
9. Members on probation will be subjected to a monthly mandatory fitness assessment, Enclosure (5), until they meet their MAW, at which point they may resume their basic fitness plan or maintain their detailed plan without monitoring. The assessment is comprised of a basic three-part battery test including 1.5-mile run, push ups, and one-minute sit-ups. 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 (i.e., members may not choose their tests.) The standards for the fitness assessment are available in Enclosure (5). The UHPC or alternate will provide all members on probation with a hard copy of reference (c) to assist them in achieving compliance with MAW and physical fitness standards. Members found medically incapable of completing the three-part battery test requirements will be administered an alternative test as outlined in Enclosure (5).
10. All mandatory fitness assessments will be conducted by a UHPC or alternate. Underway units will conduct the test on as close to a monthly schedule as their operations schedule permits. Members able to achieve the required standards on the monthly fitness assessment as outlined in Enclosure (5) will not be required to be monitored by the UHPC during their scheduled fitness enhancing activities.
11. Regardless of a member's performance on the fitness assessment, MAW standards **must** be met in order for a member to be removed from the weight program and retained in the Coast Guard.
12. Upon conclusion of an existing probation, a commanding officer may use discretion to add up to an additional four weeks if he or she determines the case warrants special consideration. This may be applied only at the end of a probationary period.
13. 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 these cases, requests for separation will be submitted to Commander (CGPC-epm), (CGPC-opm), or (CGPC-rpm) as appropriate.

14. Members on probation will be required to complete semi-annual weigh-ins when 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.

## **2.G. Separation**

1. Members who exceed 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, fail to demonstrate reasonable and consistent progress during probation, or fail to attain their MAW or body fat by the end of their probation (except those exempted per Chapter 3) shall be processed for separation IAW the following provisions of the Personnel Manual, COMDTINST M1000.6 (series):
  - a. Regular commissioned officers with five or more years of service as a Coast Guard commissioned officer, Paragraph 12.A.15.
  - b. Regular commissioned officers with fewer than five years of service as a Coast Guard commissioned officer, Paragraph 12.A.11.
  - c. Retired Recalled Officers, contact CGPC-opm.
  - d. Chief Warrant Officers, Paragraph 12.A.21.
  - e. Active duty enlisted members, and Reserve enlisted members on extended active duty, Paragraph 12.B.12. Commands shall include the member's current weight, height, wrist size, and body fat measurements in the discharge request.
  - f. Reserve officers on extended active duty, Paragraph 12.A.9.
  - g. Other Reserve officers and enlisted members not covered above shall be transferred to the Standby Reserve, Inactive Status List (ISL) for up to one year. If during that year they attain their proper weight or body fat, they may request transfer back to the Ready Reserve. Submit requests for both Reserve officers and enlisted personnel for approval to Commander (CGPC-rpm) via the member's ISC (pf). If after that year they have not attained their proper weight or body fat, process for separation as follows:
    - (1) The Mobilization Disposition Board shall screen Reserve officers and recommend separation or retirement in accordance with section 8.A.7 of the Reserve Policy Manual, COMDTINST M1001.28 (series).
    - (2) Reserve enlisted members shall be processed under Paragraph 12.B.12 of the Personnel Manual, COMDTINST M1000.6 (series).

- h. PHS officers will be transferred to the Department of Health and Human Services.
- 2. Members subject to separation due to excessive weight and body fat will have measurements verified by a member of the command cadre (i.e. CO, XO, CMC, OINC, XPO). Findings shall be documented on the top portion of the Command Medical Referral Form (CG-6050), Enclosure (2).
- 3. Members subject to separation due to excessive weight/body fat who are retirement eligible, may request retirement in lieu of an administrative discharge. The unit commander shall send the retirement request to Commander (CGPC epm-1, opm-1, or rpm-1, as appropriate) along with the discharge package. As advancement, promotion, and assignment decisions are made based on retirement requests, members subject to retirement under this provision will not be allowed to cancel their retirement, even if they become within compliance after the fact. Members with approved retirement letters on file must continue to comply with the provisions outlined in this instruction.
- 4. Separation packages must be submitted to CGPC (epm-1, opm-1, or rpm-1):
  - a. No more than 30 days after the end of the weigh-in period, for those whose probationary periods would be greater than 35 weeks or more than 8 months; and
  - b. No more than five days after the end of the probationary period for those who fail to attain their MAW or maximum allowable body fat by the end of their probation.

## **2.H. Reenlistments and Extensions**

- 1. Exceeding MAW and/or body fat standards shall not be the sole reason to disapprove a reenlistment or extension. A member may extend or reenlist if no underlying medical condition(s) exists provided that, in the commanding officer's opinion, the member is demonstrating reasonable and consistent progress toward attaining his or her MAW. However, any weight loss probationary period remains in effect and the member is still subject to separation at its conclusion. If, at the time of reenlistment or extension, a medical condition is discovered, the provisions of Paragraph 2.E. will apply.
- 2. A member in excess of both MAW and body fat standards may be authorized to reenlist or extend, but the member is not entitled to any portion of an authorized reenlistment or extension bonus until he or she becomes compliant, and such compliance is properly documented IAW Enclosure (3).

3. Active duty enlisted members discharged for exceeding the MAW or body fat standards, and subsequently seeking to re-enter the service, may request reenlistment to their former rate provided they comply with MAW or maximum percent body fat, meet appearance standards and have been out of the Service no more than 24 months. Commander (CGPC-epm) will evaluate requests based on Service needs and the member's past performance. Processing for reenlistment will be accomplished at a Coast Guard recruiting office.

## **2.I. Reporting to Resident Training**

1. 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.
2. If a member in receipt of resident training orders is found to have been overweight and overfat as of his or her last semi-annual or subsequent screening, he or she shall not attend resident training unless a subsequent weighing confirms compliance with MAW standards (and that compliance is so documented per Paragraph 2.J).
3. If a member is found to exceed both MAW and maximum body fat percentage upon reporting to resident training:
  - a. and his or her probationary period (based on the provisions of Paragraphs 2.F.4 and 2.F.5) would be less than the length of time required to complete the course of instruction, he or she shall be permitted to remain at training. The member will be placed on weight probation per the provisions of Paragraph 2.F. above; however, 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 assigned probationary period, the member shall be processed for discharge in accordance with Paragraph 2.G.
  - b. and his or her probationary period would be greater than the length of time required to complete the course of instruction, he or she will be 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). The training command will send a message to the previous unit, copying Commandant (CG-122, CG-132), and the Flag Officer responsible for that unit, notifying them of the disenrollment; see Enclosure (3), example 7, for proper format and wording.

4. If a member is found to exceed both MAW and maximum body fat percentage during the course of resident training, the following applies:
  - a. If the member's probationary period (based on the provisions of Paragraphs 2.F.4 and 2.F.5) would be less than the length of time remaining in the course of instruction, he or she shall be permitted to continue training. The member will be placed on weight probation per the provisions of Paragraph 2.F. above, except that training commands are not required to allocate time for fitness enhancing activities during the academic day for students.
  - b. If a member's probationary period would be greater than the length of time remaining in the course of instruction, the member shall be immediately disenrolled with a fault disenrollment unless authorized a waiver to remain in training from Commandant (CG-122). If no waiver is authorized, the member will be reassigned by CGPC (if an "A" School Student) or returned to his or her unit (if a "C" school student).
  - c. If the member fails to achieve his or her MAW and/or maximum body fat percentage within the assigned probationary period, the member shall be processed for discharge in accordance with Paragraph 2.G.
  - d. If a member is found to be overweight shortly before graduation, the training command may request, in unique and compelling circumstances, a waiver from Commandant (CG-122) to graduate the member from the resident training program. The waiver request may be sent via email. In such cases, if the waiver is granted, the member will be placed on probation per the provisions of paragraph 2.F., and:
    - (1) will be assigned a designator, if an "A" school student. However, they 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;
    - (2) will not receive their enlistment bonus until they meet their MAW or maximum percent body fat;
    - (3) will be transferred to fill the appropriate petty officer billet for which the training was provided or as needs of the Service dictate.

## **2.J. Documentation**

1. An Administrative Remarks (CG-3307) shall be prepared by a member's command, and acknowledged by the member, whenever a member exceeds his/her MAW or maximum body fat percentage and when the member has (successfully or not) completed the probationary period. Example entries covering a variety of circumstances are included in Enclosure (3).
2. Members shall be processed for separation according to applicable paragraphs of the Personnel Manual, COMDTINST M1000.6 (series). In all cases, include in separation requests copies of health record entries and the Command Medical Referral Form, Enclosure (2), documenting medical findings that weight loss would not be detrimental to the member. Also include all Administrative Remarks (CG-3307) entries about the probationary period, including entries placing the member on probation and the last entry documenting noncompliance.
3. No administrative remarks are required if the member is found to be fully compliant with MAW or maximum allowable body fat standards.

### **3. Exceptions to Probationary Periods**

#### **3.A. Other Than Fit for Full Duty**

1. Members who incur an injury or illness during a probationary period that may adversely affect their weight loss should be referred to a medical officer or contract physician to determine whether it is medically safe and feasible for the member to continue the weight loss regimen.
2. Members who are determined or expected to be in a temporary-limited-duty status for a period of 30 days or less shall have their probationary period held in abeyance until they are restored to available-for-full-duty status, provided they have a medical officer or physician's determination that the physical condition precludes weight loss. See Enclosure (3), example 3, for the proper wording of the Administrative Remarks entry. If a member will be in a temporary-limited-duty status for longer than 30 days, the provisions of Paragraph 2.F.3 above will apply. Members granted an abeyance are still required to participate in the semi-annual weigh-ins and shall have their current weight data entered into Direct Access. The probationary restrictions listed in paragraph 2.D.4 will not apply during the abeyance period.
3. A physical injury that restricts a member's ability to exercise (e.g. pulled muscle, broken bone), but is not related to any physiological condition which makes weight loss difficult or impossible, will generally not be considered an acceptable reason for an abeyance. Elective surgical procedures shall be evaluated by Commandant (CG-122) on a case-by-case basis; see paragraph 3.E for further guidance on elective surgery.
4. Members are encouraged to seek guidance from their medical officer or physician concerning good eating habits for weight maintenance, which will decrease the likelihood of the member gaining weight during the period he or she is temporary-limited-duty.
5. The day following the determination of available-for-full-duty or decision by medical authority to lift the abeyance, the probationary period shall commence or resume based on the member's weight at that time.

#### **3.B. Pregnancy**

1. A servicewoman is exempt from the weight and body fat standards during pregnancy; however, she must maintain a neat military appearance. Members who become pregnant will not be measured to determine compliance with this Manual until after they return to available-for-full-duty status.

2. Once the member returns from maternity leave, she 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 or termination of pregnancy. For nursing mothers, an additional six-month exemption will be granted upon conclusion of the first exemption period. In no case shall the total exemption period exceed twelve months from the date of delivery. This policy does not preclude mothers from nursing beyond 12 months, it only establishes the time by which a member is to be within the Coast Guard weight standards, or placed on probation per Paragraph 2.F. See enclosure (3), example 6, for the proper wording of the Administrative remarks (CG-3307) entry.

### **3.C. Smoking Cessation**

Some individuals who have successfully stopped smoking or using smokeless tobacco (or who are currently enrolled in a tobacco cessation class) gain weight. Although the member can minimize this weight gain through healthy eating combined with exercise, the prospect of gaining weight often discourages people from trying to quit smoking or using smokeless tobacco. Since tobacco addiction is far more harmful than being overweight or over body fat, fear of probation for weight gain should not discourage members from attempting tobacco cessation. Accordingly, members who are addicted to tobacco may apply through their chain of command to Commandant (CG-122) for a one-time 6-month abeyance from the weight and body fat standards after successfully quitting smoking or using smokeless tobacco. The abeyance will be effective from the date of successful completion of a tobacco cessation program, or if a member quits without benefit of a formal program, immediately upon quitting. Members who are already in a weight probationary status upon quitting tobacco use shall have their remaining probationary period held in abeyance for six months. However, the provisions of Paragraph 2.D.4. shall apply. If a member does not remain tobacco free for the entire 6-month period, the probationary period will resume immediately upon discovery of the tobacco usage. Those members who were weight compliant prior to quitting will not be subjected to the provisions of Paragraph 2.D.4. Members granted an abeyance will still be subject to the required semi-annual weigh-ins. See Enclosure (3), example 4, for the proper wording of the Administrative Remarks (CG-3307) entry.

### **3.D. 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 Medical Manual, COMDTINST M6000.1 (series).

### **3.E. Cosmetic or Elective Surgery**

1. 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).
2. If a member is already on probation during the time that their cosmetic or elective surgery is conducted, the member will not qualify for either an abeyance or an extended probationary period.
3. Some types of cosmetic surgery (e.g., liposuction or tummy-tucks) may render the standard tape measure method for determining body fat percentage ineffective and/or inaccurate. In any such case where a member or a member's command believes a more accurate measurement should be used to determine body fat (e.g., calipers), authorization for the procedure must first be obtained through the chain of command from Commandant (CG-122).
4. Medical procedures, including emergency operations, deemed necessary by a military medical doctor do not require prior approval and are not subject to the restrictions in paragraph two of this section.

## **4. Responsibilities**

### **4.A. Commandant (CG-122)**

1. Initiates the required changes to this Manual.
2. Makes determinations on waivers and abeyances, and on cases not adequately addressed by the provisions of this Manual.
3. Within sixty days following the semi-annual weigh-ins, publishes an ALCOAST containing CG units that have failed to comply with the MAW reporting requirements.

### **4.B. Commandant (CG-11)**

1. Ensures that Regional Health Promotion Managers (HPMs) and Unit Health Promotion Coordinators (UHPCs) assist, as appropriate, in designing key programs for members and units to promote healthier lifestyles. HPMs and UHPCs can also assist overweight or over body fat members by designing exercise programs to help lose excess body fat.
2. Provides written self-help weight management guidance (see reference (c)).
3. Through the Regional HPM, provides each member on probation with advisory reference material on nutrition, weight control, and exercise. The member still must lose excess weight even if he or she does not receive the materials.
4. Commandant (CG-112) requires Health Services Technicians (HS) to maintain an understanding of the procedures used to determine MAW and percent body fat so that HSs can provide guidance in connection with the program. The screenings are an administrative function, not a medical one.
5. Commandant (CG-1121) publishes the annual training schedule for UHPC courses.

### **4.C. Commanding Officers**

1. Ensure all active duty and Reserve members assigned are weighed every October and April, and data is promptly (within fifteen days after the end of each weigh-in period) reported via Direct Access. Members away from their unit during the weigh-in months will have their weigh-in deferred until return to their home unit, after which the October or April schedule will be resumed.

2. Provide all personnel on active duty, including Reservists performing ADT, a minimum of one hour three times per week during working hours for voluntary participation in fitness enhancing activities.
3. Designate in writing a UHPC and alternates, and submit a copy of the designation letters to their regional HPM. Commanding Officers shall further ensure the UHPC and alternates attend training through the UHPC Class "C" School.
4. Ensure overweight members are referred to a medical officer or local physician before formally placing them on weight probation. Members so referred may be given a further referral for a one-time visit to a registered dietician for counseling on proper nutrition and methods to reduce excess body fat through healthy nutritional choices.
5. Ensure all members understand the requirements of this Manual's contents. In particular, emphasize the requirement that overweight members whose probationary period is 36 weeks or more will be processed for separation in lieu of being placed on probation.
6. Complete proper documentation both before and after a member's probation. See Enclosure (3) for details.
7. If a member receives Permanent Change of Station (PCS) transfer orders and his or her probationary period will continue after he or she departs and/or reports to his or her new unit, notify the new command by letter, info Commander (CGPC-epm), (CGPC-opm), or (CGPC-rpm), as appropriate, advising them of the details of the member's probation. If the member is near the end of the probation period when he or she is scheduled to depart PCS and it appears he or she may not lose the required weight, advise Commander (CGPC-epm), (CGPC-opm), or (CGPC-rpm), as appropriate.
8. Assist overweight/over fat members in obtaining information on local weight reduction programs. At a minimum, members should be advised that educational resources are available through the Coast Guard Health Promotion and Wellness Program and reference (a). Unless dictated by extraordinary medical circumstances, Coast Guard funds shall not be expended to pay for residential or inpatient weight loss programs.
9. Verify body measurements and recalculate body fat when a member is subject to separation for exceeding the maximum allowable weight/body fat standards. Document verification on Command Medical Referral Form (CG-6050), Enclosure (2).

#### **4.D. Medical Officers**

1. Evaluate any members referred by commands for being overweight and make a determination as to whether the underlying cause is medically treatable.
2. If the member is found medically fit, evaluate and determine the member's ability to participate in a weight and/or body fat loss program. Make recommendations to the command as to the member's ability to participate in each component of the monthly fitness assessment test.
3. Provide the overweight member a one-time referral to a registered dietitian for counseling on proper nutrition and methods to reduce excess body fat through healthy nutritional choices, if a registered dietitian is readily available in the local area.
4. As weight loss and maintenance require a long-term effort for many people, medical officers shall encourage members to seek further nutritional guidance from reputable sources including the Coast Guard Weight Management Self-Help Guide, COMDTINST P6200.3 (series) and a variety of websites listed on the following website:

[http://www.uscg.mil/HQ/G-W/G-WK/wkw/HP/weight\\_mgt.htm](http://www.uscg.mil/HQ/G-W/G-WK/wkw/HP/weight_mgt.htm)

#### **4.E. Individual Members**

1. In accordance with Enclosures (6) and (7), develop and conform to their annual basic fitness plan and present plan to supervisor.
2. Ensure weight-screening results are entered into Direct Access.
3. Those in compliance with MAW standards, but within ten pounds of their MAW, are encouraged to complete a Personal Wellness Profile (PWP) IAW reference (a).
4. Those not in compliance with MAW standards will be placed on the weight program, complete a PWP, develop a detailed fitness plan, participate in a mandatory fitness activity monitored by the UHPC or alternate, and be subjected to a monthly mandatory fitness assessment until MAW standards are met.

## Maximum Weight and Body Fat Standards for Coast Guard Personnel

**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
	6¼ UNDER 6¼	6½ TO 6½ UNDER 6½	6¾ TO 6¾ UNDER 6¾	7 TO 7 UNDER 7	7¼ TO 7¼ UNDER 7¼	7½ TO 7½ UNDER 7½	7¾ TO 7¾ UNDER 7¾	8 TO 8 UNDER 8	8¼ TO 8¼ UNDER 8¼	8½ TO 8½ UNDER 8½	8¾ TO 8¾ 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

**NOTES**

1. Measure height and weight without shoes.
2. Measure height to the nearest whole number. For 0.5 inch increments, round up.
3. If weight measurement is done in the following uniforms:
  - a. T-shirt and gym shorts - subtract 1 lb.
  - b. T-shirt and trousers or sweatpants - subtract 2 lbs.
  - c. Tropical blue long - subtract 3 lbs.
  - d. Operational dress uniform (ODU) – subtract 4 lbs.

**How to Determine Frame Size:**

1. Extend and spread apart the fingers of the dominant hand.
2. Place cloth tape measure around wrist at the point where there are two "knobs".
3. Measure ensuring that the tape goes across both "knobs". Tape should be snug against skin, but not pulled so tightly that it compresses the skin.

## Maximum Weight and Body Fat Standards for Coast Guard Personnel

**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 5 ¼	5 ¼ TO UNDER 5 ½	5 ½ TO UNDER 5 ¾	5 ¾ TO UNDER 6	6 TO UNDER 6 ¼	6 ¼ TO UNDER 6 ½	6 ½ TO UNDER 6 ¾	6 ¾ TO UNDER 7	7 TO UNDER 7 ¼	7 ¼ TO UNDER 7 ½	7 ½ TO UNDER 7 ¾	7 ¾ 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

NOTES

1. Measure height and weight without shoes.
2. Measure height to the nearest whole number. For 0.5 inch increments, round up.
3. If weight measurement is done in the following uniforms:
  - a. T-shirt and gym shorts - subtract 1 lb.
  - b. T-shirt and trousers or sweatpants - subtract 2 lbs.
  - c. Tropical blue long - subtract 3 lbs.
  - d. Operational dress uniform (ODU) w/o boots – subtract 4.0 lbs.

How to Determine Frame Size:

1. Extend and spread apart the fingers of the dominant hand.
2. Place cloth tape measure around wrist at the point where there are two "knobs".
3. Measure ensuring that the tape goes across both "knobs". Tape should be snug against skin, but not pulled so tightly that it compresses the skin.

Maximum Weight and Body Fat Standards for Coast Guard Personnel

**MAXIMUM BODY FAT PERCENTAGES**  
**(Does not apply to applicants)**

This chart lists the maximum body fat percentages for men and women. They are based upon the tape measure method used in this Manual. For members pending separation or those whose body morphology renders the tape measure method inaccurate, other methods may be used only after Commandant (CG-122) concurrence. Body fat determinations by other methods (calipers, electrical resistance, body immersion) are not interchangeable with the values in the first table below. For all other methods of body fat determinations, the second table below should be used.

<b>MAXIMUM BODY FAT PERCENTAGES WHEN USING STANDARD TAPE MEASURE METHOD</b>		
<b>AGE</b>	<b>PERCENT BODY FAT</b>	
	<b>MEN</b>	<b>WOMEN</b>
LESS THAN 30	23%	33%
LESS THAN 40	25%	35%
AGE 40 OR GREATER	27%	37%

Note: These percentages are higher than those determined to be best for optimal health and fitness.

<b>MAXIMUM BODY FAT PERCENTAGES WHEN USING ALTERNATIVE METHODS</b> <b>(MUST HAVE PRIOR APPROVAL FROM CG-122)</b>		
<b>AGE</b>	<b>PERCENT BODY FAT</b>	
	<b>MEN</b>	<b>WOMEN</b>
LESS THAN 30	20%	27%
LESS THAN 40	22%	29%
AGE 40 OR GREATER	24%	31%

\* Norms derived from The Cooper Institute, American Council on Exercise and The American College of Sports Medicine data and norms.

U.S. DEPARTMENT OF  
HOMELAND SECURITY  
U.S. COAST GUARD  
CG-6050 (Rev. 09-05)

## 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 Chapter 2 of Weight/Physical Fitness Standards for Coast Guard Military Personnel, COMDTINST M1020.8 (series), I hereby refer this member to you to determine whether it is medically 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  No

2. Is it safe for the member to lose the excess weight to comply with established standards? If not, explain.

Yes  No

3. Has member been counseled on diet and exercise? Yes  No

4. Is there an underlying medical condition that would make fitness activities detrimental to his/her health? If yes, explain.

Yes  No

5. Is it safe for the member to participate in a monthly Fitness Assessment? If no, explain.

Yes  No

\_\_\_\_\_  
(Signature & Title)

\_\_\_\_\_  
Date

### PRIVACY ACT STATEMENT

5 U.S.C. 552(a) Privacy Act

- a. **AUTHORITY:** 5 U.S.C. 301 Departmental Regulations; COMDTINST M1020.8 (series)
- b. **PURPOSE:** Information is obtained to provide notification of individuals who are subject to medical screening due to failure to meet maximum allowable weight standards.
- c. **ROUTINE USES:** To the appropriate military or designated medical facility for the purpose of screening individuals to determine if it is safe for the member to lose the excess weight to comply with established standards.
- d. **DISCLOSURE:** Mandatory. Failure to provide information may hinder the administrative processes of the Weight/Physical Fitness Standards Program.

**REQUIRED ADMINISTRATIVE REMARKS (CG-3307) ENTRIES and  
MESSAGE TRAFFIC**

In the below cases, the unit commanding officer shall prepare and distribute an Administrative Remarks (CG-3307) in accordance with Preparation and Submission of Administrative Remarks, COMDTINST 1000.14 (series).

1. For each officer and enlisted member who exceeds their maximum allowable body fat percentage, has a probationary period of less than 36 weeks, has not received an exemption under Chapter 3, and is medically cleared to participate in fitness activities, the following Administrative Remarks (CG-3307) shall be prepared:

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 WEIGHT/PHYSICAL FITNESS 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).

2. When a member exceeds his or her MAW and maximum percent body fat 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, the following Administrative Remarks (CG-3307) shall be prepared. As a reminder, the command cadre measurement verification, per subparagraph 2.E.4, must be completed for members recommended for separation.

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 WEIGHT/PHYSICAL FITNESS 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 CONTINST M1020.8 (SERIES).

3. For each officer or enlisted member who exceeds the MAW and body fat standards, but the provisions of Paragraph 3.A. (Other Than Available For Full Duty) apply, the following Administrative Remarks (CG-3307) shall be prepared:

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 PARAGRAPH 3.A. OF WEIGHT/PHYSICAL FITNESS 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 RESTARTED WITH THE LENGTH OF THE REMAINING PROBATIONARY PERIOD BASED ON YOUR WEIGHT AT THE TIME THE ORIGINAL PROBATIONARY PERIOD STARTED. 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).

4. For each officer or enlisted member who exceeds the MAW and body fat standards but the provisions of Paragraph 3.C. (Smoking Cessation) apply, the following Administrative Remarks (CG-3307) shall be prepared:

Entry Type: Performance and Discipline (Weight) (P&D-1)  
Reference: Sec. 3.C, COMDTINST M1020.8 (series)  
Responsible Level: Unit  
Entry:

DATE: YOU HAVE THIS DATE BEEN DETERMINED TO BE \_\_\_\_\_ POUNDS OVERWEIGHT. HOWEVER, IN ACCORDANCE WITH SECTION 3.C. OF WEIGHT/PHYSICAL FITNESS STANDARDS FOR COAST GUARD MILITARY PERSONNEL, COMDTINST M1020.8 (SERIES), YOU ARE HEREBY GRANTED A ONE-TIME, SIX MONTH ABEYANCE 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 ABEYANCE 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).

5. Upon completion of the probationary period, the following Administrative Remarks (CG-3307) shall be prepared:

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 WEIGHT/PHYSICAL FITNESS PROGRAM.

or

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/%BODY FAT. IN ACCORDANCE WITH WEIGHT/PHYSICAL FITNESS 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).

6. For each officer or enlisted member who becomes pregnant, the following Administrative Remarks (CG-3307) shall be prepared:

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

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

Responsible Level: Unit

Entry:

DATE: YOU HAVE THIS DATE BEEN DETERMINED TO BE EXEMPT FROM THE WEIGHT AND BODY FAT STANDARDS DURING YOUR PREGNANCY, IN ACCORDANCE WITH PARAGRAPH 3.B. OF WEIGHT/PHYSICAL FITNESS STANDARDS FOR COAST GUARD MILITARY PERSONNEL, COMDTINST M1020.8 (SERIES). THIS EXEMPTION WILL REMAIN IN FORCE FOR A PERIOD OF SIX MONTHS FROM THE DATE OF DELIVERY OR TERMINATION OF PREGNANCY. AN ADDITIONAL SIX MONTH EXEMPTION PERIOD WILL BE GRANTED IF NURSING, BUT IN NO CASES SHALL THE TOTAL EXEMPTION PERIOD EXCEED TWELVE MONTHS FROM DATE OF DELIVERY. YOU WILL NOT BE MEASURED TO DETERMINE WEIGHT AND BODY FAT STANDARDS UNTIL THE END OF THE EXEMPTION PERIOD. IF, AT THE END OF THE EXEMPTION PERIOD, YOU ARE DETERMINED TO EXCEED BOTH YOUR WEIGHT AND BODY FAT STANDARDS, YOU WILL BE SUBJECT TO SECTION 2.F. OF COMDTINST M1020.8 (SERIES). DURING YOUR PREGNANCY, YOU ARE REMINDED THAT YOU MUST MAINTAIN A NEAT MILITARY APPEARANCE. BY SIGNATURE BELOW, YOU ACKNOWLEDGE BOTH THIS ENTRY AND THAT YOU HAVE BEEN AFFORDED THE OPPORTUNITY TO REVIEW COMDTINST M1020.8 (SERIES).

7. Should a Training command disenroll a student whose probationary period exceeds the remaining course duration, the following message will be sent:

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 M1020.8F

1. IAW REF A, SNM HAS BEEN DISENROLLED FROM (appropriate school including class convening) DUE TO NONCOMPLIANCE WITH MAW STANDARDS.

2. REQUEST REASSIGNMENT FOR SNM (If an "A" school student), or ORIG RETURNING SNM TO UNIT (If "C" school student).

BT

## **PERCENT BODY FAT MEASUREMENT PROCEDURES**

The Coast Guard will follow these Percent Body Fat Measurement Procedures as standard methodology to determine if a member's percent body fat exceeds the screening standards for maximum allowable weight. Commands must follow these guidelines and procedures carefully when measuring members. For members pending separation or those whose body morphology renders the tape measure method inaccurate, other methods may be used only after Commandant (CG-122) concurrence. In an unusual circumstance where a member has had elective surgery which has changed their body composition, the tape measure method may create false and inaccurate measurements of percent body fat. If the command has a question about the accuracy of this measurement due to a special situation, they may contact Commandant (CG-122) for discussion.

1. For men, determine neck and waist circumferences in accordance with sub-paragraphs a through e below. Determine body fat percentage by comparing the neck and waist circumference measurements with Chart A.
  - a. Use a standard tape measure, NON-ELASTIC (metal, cloth, or fiberglass). Apply it to body landmarks with sufficient tension to keep it in place without indenting the skin surface. Record measurements to the nearest half-inch. All measurements will be taken on bare skin.
  - b. Measure height without shoes to nearest half-inch. Instruct members to stand with feet together, flat on the deck, take a deep breath and stretch tall.
  - c. Measure the neck circumference at a point just below the larynx (Adam's apple) and perpendicular to the neck's long axis. Member should look straight ahead during measurement, with shoulders down (not hunched). Round neck measurements up and record to nearest half-inch (e.g., round 16 1/4 to 16 1/2 inches).
  - d. Measure the abdominal circumference at the navel, level to the deck. Arms are at the sides. Take measurement at the end of member's normal, relaxed exhalation. Round abdominal measurement down and record to nearest half-inch (e.g., round 34 3/4 to 34 1/2 inches).
  - e. Determine percent body fat by subtracting the neck measurement from the abdominal measurement and comparing this value against the height measurement from Chart A.
2. For women, determine neck, waist, and buttocks circumferences in accordance with subparagraphs a through f. A female shall conduct the actual tape measurements on another female, although visual verification of measurements, as required by subparagraph 2.E.4 of this instruction, may be completed by either a male or female. Determine body fat percentage by comparing the neck, waist, and buttocks circumference measurements with Chart B.
  - a. Use a standard tape measure, NON-ELASTIC (metal, cloth, or fiberglass). Apply it to body landmarks with sufficient tension to keep it in place without indenting the skin surface. Record measurements to the nearest half-inch. All measurements with the exception of the buttocks measurements will be taken on bare skin.
  - b. Measure height without shoes to the nearest half-inch. Instruct member to stand with feet together and flat on the deck, take a deep breath and stretch tall.

- c. Measure the neck circumference at a point just below the larynx (Adam's apple) and perpendicular to the neck's long axis. Member should look straight ahead during measurement, with shoulders down (not hunched). Round neck measurement up and record to nearest half-inch (e.g., round 13  $\frac{3}{8}$  to 13  $\frac{1}{2}$  inches).
- d. Measure the natural waist circumference at the point of minimal abdominal circumference, usually located about halfway between the navel and the lower end of the sternum (breast bone). If you cannot observe this site easily, take several measurements at probable sites and use the smallest value. Be sure the tape is level. Arms are at the sides. Record measurement at the end of member's normal relaxed exhalation. Round waist measurement down and record to nearest half inch (e.g., round 28  $\frac{5}{8}$  to 28  $\frac{1}{2}$  inches).
- e. Measure the buttocks circumference while facing the subject's right side. Place the tape around the buttocks so it passes over the greatest protrusion of the gluteus muscles and is level with the deck. Apply sufficient tape tension to minimize the effect of clothing. Round this measurement down and record to half-inch (e.g., round 44  $\frac{3}{8}$  down to 44 inches).
- f. To determine percent body fat add the waist and buttocks measurements, subtract the neck measurement, and compare this value against the height measurement from Chart B.

Chart A: PERCENT FAT ESTIMATION FOR MEN																				
Circumference Value*	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	0	0	-
12.0	6	5	5	5	5	4	4	4	4	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	3	3	3	3
13.0	8	8	8	8	7	7	7	7	6	6	6	6	6	5	5	5	5	5	4	4
13.5	10	9	9	9	9	8	8	8	8	8	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	7	7	7	7
14.5	12	12	12	11	11	11	11	11	10	10	10	10	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
15.5	15	14	14	14	14	13	13	13	13	12	12	12	12	12	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	11
16.5	17	17	16	16	16	16	15	15	15	15	14	14	14	14	14	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
17.5	19	19	19	18	18	18	18	17	17	17	17	16	16	16	16	16	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
18.5	21	21	21	20	20	20	20	19	19	19	19	18	18	18	18	18	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
19.5	23	23	23	22	22	22	22	21	21	21	21	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	20	20	20	20	20
20.5	25	25	24	24	24	24	23	23	23	23	22	22	22	22	22	21	21	21	21	20
21.0	26	26	25	25	25	25	24	24	24	24	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	23	23	23	23	22	22
22.0	28	27	27	27	27	26	26	26	26	25	25	25	24	24	24	24	24	24	23	23
22.5	28	28	28	28	27	27	27	27	26	26	26	26	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
23.5	30	30	30	29	29	29	29	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	26
24.5	32	31	31	31	31	30	30	30	30	29	29	29	29	29	28	28	28	28	27	27
25.0	33	32	32	32	31	31	31	31	30	30	30	30	30	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	29	29	29	29
26.0	34	34	34	33	33	33	32	32	32	32	32	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	30	30
27.0	36	35	35	35	34	34	34	34	33	33	33	33	32	32	32	32	32	31	31	31
27.5	36	36	36	35	35	35	35	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	32
28.5	38	37	37	37	37	36	36	36	36	35	35	35	34	34	34	34	34	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
29.5	39	39	39	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	36	36	36	36	36	35	35	35
30.5	--	--	40	40	39	39	39	39	38	38	38	37	37	37	37	37	36	36	36	36
31.0	--	--	--	--	40	40	39	39	39	39	38	38	38	38	37	37	37	37	37	36
31.5	--	--	--	--	--	--	40	40	40	39	39	39	39	38	38	38	38	37	37	37
32.0	--	--	--	--	--	--	--	--	--	40	40	39	39	39	39	38	38	38	38	38
32.5	--	--	--	--	--	--	--	--	--	--	--	40	40	39	39	39	39	39	38	38
33.0	--	--	--	--	--	--	--	--	--	--	--	--	--	40	40	39	39	39	39	39
33.5	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	40	40	40	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)

Chart A: PERCENT FAT ESTIMATION FOR MEN																				
Circumference Value	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	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
11.5	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
12.0	1	1	1	1	0	0	0	--	--	--	--	--	--	--	--	--	--	--	--	--
12.5	3	2	2	2	2	2	1	1	1	1	1	1	0	0	--	--	--	--	--	--
13.0	4	4	4	3	3	3	3	3	2	2	2	2	2	1	1	1	1	1	1	0
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	5	4	4
15.0	9	9	9	8	8	8	8	8	7	7	7	7	7	6	6	6	6	6	5	5
15.5	10	10	10	9	9	9	9	9	9	8	8	8	8	8	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	9	9	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	17	17	17	17	17	16	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	27	26	26	26	26	25	25	25
26.5	30	30	29	29	29	29	29	28	28	28	28	28	27	27	27	27	26	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	28	28	28	28	28	27
28.0	32	32	32	31	31	31	31	31	30	30	30	30	29	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
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)

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	1	0	--	--	--	--	--	--	--
37.0	6	5	5	4	4	4	3	3	3	2	2	2	1	1	0	--	--	--	--	--
37.5	7	6	6	5	5	5	4	4	4	3	3	3	2	2	2	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	7	7	7	6	6	6	5	5	5	4	4	4	3	3	3
39.5	10	10	9	9	9	8	8	8	7	7	7	6	6	6	5	5	5	4	4	4
40.0	11	11	10	10	10	9	9	8	8	8	7	7	7	6	6	6	5	5	5	4
40.5	12	12	11	11	10	10	10	9	9	9	8	8	8	7	7	7	6	6	6	5
41.0	13	12	12	12	11	11	11	10	10	10	9	9	8	8	8	7	7	7	6	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	13	13	13	12	12	12	11	11	11	10	10	10	9	9	9
43.0	16	16	15	15	15	14	14	14	13	13	12	12	12	11	11	11	10	10	10	9
43.5	17	17	16	16	15	15	15	14	14	14	13	13	13	12	12	12	11	11	11	10
44.0	18	17	17	17	16	16	16	15	15	14	14	14	13	13	13	12	12	12	11	11
44.5	19	18	18	17	17	17	16	16	16	15	15	15	14	14	14	13	13	13	12	12
45.0	19	19	19	18	18	17	17	17	16	16	16	15	15	15	14	14	14	13	13	13
45.5	20	20	19	19	19	18	18	18	17	17	16	16	16	15	15	15	14	14	14	13
46.0	21	20	20	20	19	19	19	18	18	18	17	17	17	16	16	16	15	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	20	20	20	19	19	19	18	18	18	17	17	17	16	16	16
47.5	23	23	22	22	22	21	21	21	20	20	19	19	19	18	18	18	17	17	17	16
48.0	24	23	23	23	22	22	22	21	21	21	20	20	20	19	19	19	18	18	18	17
48.5	25	24	24	23	23	23	22	22	22	21	21	21	20	20	20	19	19	19	18	18
49.0	25	25	25	24	24	23	23	23	22	22	22	21	21	21	20	20	20	19	19	19
49.5	26	26	25	25	24	24	24	23	23	23	22	22	22	21	21	21	20	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	26	26	25	25	25	24	24	24	23	23	23	22	22	22	21
51.5	29	28	28	28	27	27	27	26	26	25	25	25	24	24	24	23	23	23	22	22
52.0	29	29	29	28	28	28	27	27	27	26	26	25	25	25	24	24	24	23	23	23
52.5	30	30	29	29	29	28	28	28	27	27	26	26	26	25	25	25	24	24	24	23
53.0	31	30	30	30	29	29	29	28	28	27	27	27	26	26	26	25	25	25	24	24
53.5	31	31	31	30	30	30	29	29	28	28	28	27	27	27	26	26	26	25	25	25
54.0	32	32	31	31	31	30	30	30	29	29	28	28	28	27	27	27	26	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	31	31	30	30	30	29	29	29	28	28	28	27	27	27
55.5	34	34	33	33	33	32	32	31	31	31	30	30	30	29	29	29	28	28	28	27
56.0	35	34	34	33	33	33	32	32	32	31	31	31	30	30	30	29	29	29	28	28
56.5	35	35	34	34	34	33	33	33	32	32	32	31	31	31	30	30	29	29	29	29
57.0	36	35	35	35	34	34	34	33	33	33	32	32	32	31	31	31	30	30	30	29
57.5	36	36	36	35	35	35	34	34	34	33	33	32	32	32	31	31	31	30	30	30
58.0	37	37	36	36	36	35	35	35	34	34	33	33	33	32	32	32	31	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	36	36	36	35	35	35	34	34	34	33	33	33	32	32	32
59.5	39	38	38	38	37	37	37	36	36	36	35	35	35	34	34	34	33	33	33	32
60.0	39	39	39	38	38	38	37	37	37	36	36	35	35	35	34	34	34	33	33	33
60.5	40	40	39	39	39	38	38	37	37	37	36	36	36	35	35	35	34	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	39	39	39	38	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	40	40	40	39	39	39	38	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	41	41	40	40	40	39	39	39	38	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	42	42	42	41	41	41	40	40	40	39	39	39	38	38
65.0	--	45	44	44	44	43	43	42	42	42	41	41	41	40	40	40	39	39	39	38
65.5	--	--	45	44	44	44	43	43	43	42	42	42	41	41	41	40	40	40	39	39
66.0	--	--	--	--	45	44	44	43	43	43	42	42	41	41	41	40	40	40	40	39

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	75.7	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	0	--	--	--	--	--	--	--	--	--	
40.0	4	4	3	3	3	3	2	2	2	1	1	1	0	0	--	--	--	--	--	--	
40.5	5	5	4	4	4	3	3	3	2	2	2	2	1	1	1	0	0	--	--	--	
41.0	6	5	5	5	5	4	4	4	3	3	3	2	2	2	2	2	1	1	1	0	
41.5	7	6	6	6	5	5	5	4	4	4	4	3	3	3	3	2	2	2	2	1	
42.0	8	7	7	7	6	6	6	5	5	5	4	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	5	4	4	4	3	
43.5	10	10	9	9	9	8	8	8	7	7	7	7	6	6	6	6	5	5	5	4	
44.0	11	10	10	10	9	9	9	9	8	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	10	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	11	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	15	15	15	14	14	14	13	13	13	13	12	12	12	11	11	
48.5	18	17	17	17	16	16	16	15	15	15	14	14	14	14	13	13	13	12	12	12	
49.0	18	18	18	17	17	17	16	16	16	15	15	15	15	14	14	14	14	13	13	13	
49.5	19	19	18	18	18	17	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	19	19	19	18	18	18	17	17	17	17	17	16	16	15	
51.5	22	21	21	21	21	20	20	20	19	19	19	18	18	18	18	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	20	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	23	22	22	22	
56.5	28	28	28	27	27	27	26	26	26	25	25	25	24	24	24	24	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 (waist) + buttocks - neck circumference (in inches)

Chart B: PERCENT FAT ESTIMATION FOR WOMEN																									
Circumference Value*	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	39	38	38	38	37	37
67.0	--	45	45	44	44	44	43	43	43	42	42	42	41	41	41	40	40	40	39	39	39	39	38	38	37
67.5	--	--	--	45	44	44	44	43	43	43	42	42	41	41	41	40	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	41	40	40	39
69.5	--	--	--	--	--	--	--	--	--	45	44	44	44	43	43	43	42	42	42	42	42	41	41	41	40
70.0	--	--	--	--	--	--	--	--	--	--	45	45	44	44	44	43	43	43	42	42	42	41	41	41	40
70.5	--	--	--	--	--	--	--	--	--	--	--	--	45	44	44	44	43	43	43	43	42	42	41	41	40
71.0	--	--	--	--	--	--	--	--	--	--	--	--	--	45	45	44	44	44	43	43	43	42	42	41	40
71.5	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	45	44	44	44	44	43	43	43	42	42
72.0	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	45	45	44	44	44	44	43	43	42
72.5	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	45	44	44	44	44	43	43
73.0	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	45	45	44	44	43
73.5	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	45	44	44
74.0	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	45	44
74.5	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	45
75.0	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
75.5	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

\*Circumference value = abdomen (waist) + buttocks - neck circumference (in inches)

## **MAW Program Fitness Assessment Administration Guidelines**

Three key factors in fitness are aerobic capacity, muscular strength and muscular 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. The 1.5 mile run, 1 mile walk and 12 minute swim tests are all measurements of this aerobic capacity.

Muscular strength is the maximum amount of force a muscle can produce in a single effort. Muscular endurance is the ability of a muscle to exert a sub-maximal force repeatedly or continuously over time. Muscular strength and endurance can be measured using the push-up, one-minute sit-up, abdominal curl up, and/or bench press endurance assessments.

The fitness assessment protocols and standards were taken from the Cooper Institute's *Physical Fitness Assessments and Norms* and Wellsource Inc.'s *Fitness Assessment Manual*. Unit Health Promotion Coordinators (UHPC) will administer this assessment battery on a monthly basis to all personnel who exceed the MAW.

### **Fitness Assessment Battery**

#### **1.5 Mile Run**

##### **Test Description & Required Equipment**

This is a test of cardio respiratory fitness. The participant covers a distance of 1.5 miles in as short a time as possible without undue strain. Aerobic capacity is determined from total elapsed time.

- Stop watch to time the run to the nearest second
- An accurately measured, flat, 1.5 mile course or ¼ mile track (6 laps = 1.5 miles)

##### **Test Administration**

- Participants should not eat a heavy meal or smoke for at least 2-3 hours prior to the test.
- Participants should warm up and stretch thoroughly prior to the test.
- If possible, each subject should have experienced some practice in pacing prior to the test. Often subjects will attempt to run too fast early in the run and become fatigued prematurely. A trained pacer may accompany the participants around the track during the actual test.
- The participant runs 1.5 miles as fast as possible. If a 440 yard track is used, 6 laps must be completed using the inside lane (lane 1). If using a 400 meter track, an additional 15 yards must be run after the 6 laps are completed.

- During the administration of the test, the participants can be informed of their lap times. Finish times should be called out and recorded.
- Upon test completion, a mandatory cool down period is enforced. The participants should walk slowly for about 5 minutes immediately after the run to prevent venous pooling (i.e., pooling of the blood in the lower extremities which reduces the return of blood to the heart and may cause cardiac arrhythmias).

## **Push-Up Test**

### **Test Description & Required Equipment**

This is an easily administered test for upper body strength and endurance. The subject attempts as many consecutive push-ups as he/she can do without stopping to rest. Men do push-up from the toe, women from the knee. Requirements:

- Gym mat or suitable flooring

### **Test Administration**

- Test subject should be screened for shoulder or lower back impairment or pain. Persons suffering back pain or high, uncontrolled blood pressure should not do this test.
- Be sure participants are well instructed in the proper technique. Describe and if needed demonstrate the correct technique.
- The hands are placed slightly wider than shoulder width apart, with fingers pointing forward. The administrator places one fist on the floor below the subject's chest. If a male is testing a female, a 3 inch sponge should be placed under the sternum to substitute for a fist.
- Starting from the up position (elbows extended), the subject must keep the back straight at all times and lower the body to the floor until the chest touches the administrator's fist or sponge. Subject then returns to the up position. This is one repetition.
- Resting should be done only in the up position. Both hands must remain in contact with the floor at all times.
- The total number of correct push ups is recorded as the score.

## **Sit-Up Test**

### **Test Description & Required Equipment**

This is an easily administered test for measuring abdominal strength/endurance. The subject does as many bent knee sit-ups as possible in one minute.

- Gym mat or suitable flooring
- Stop watch or watch with a second hand

### **Test Administration**

- Test subject should be screened for lower back impairment or pain. Persons suffering back pain or high, uncontrolled blood pressure should not do this test.
- Be sure participants are well instructed in the proper technique. Describe and if needed demonstrate the correct technique.
- The subject starts by lying on the back, knees bent, heels flat on the floor, with the fingers laced and held behind the head. Avoid pulling on the head with the hands. The buttocks must remain on the floor with no thrusting of the hips.
- A partner holds the feet down firmly.
- The subject then performs as many correct sit ups as possible in one minute.
- In the up position, the individual should touch elbows to knees and then return until the shoulder blades touch the floor.
- Score is total number of correct sit ups. Any resting should be done in the up position.
- Neck remains in the neutral position. Do not pull on the head or neck.
- Caution participants to not overstrain or hold their breath, but rather to breathe rhythmically, exhaling while sitting up and inhaling on the downward phase.

### **Alternate Fitness Assessments**

Alternate Fitness Assessments should be used only when a member is found to be medically incapable of completing the original three-part battery test requirements. Members may not choose to complete one of the alternate tests due to personal preference. The alternate test should be used only for the portion of the assessment that the member can medically not perform. (e.g., A knee injury that means the member cannot run does not necessarily mean they cannot perform the push-ups and sit-ups.)

## **One Mile Walk (alternate for the 1.5 mile run)**

### **Test Description & Required Equipment**

The one mile walk is an easy and safe way to determine aerobic capacity using an activity everyone is familiar with – walking. The test subject must walk one mile at a constant pace and as quickly as possible. At the end of one mile, a heart rate measurement is taken and the finish time recorded.

- Stop watch to time walking test to nearest second and obtain accurate post exercise heart rate
- An accurately measured, flat, 1-mile course or ¼ mile track (4 laps = 1 mile)

### **Test Administration**

- Test participant should be deemed healthy and should be able to easily complete the mile walk.
- Participants should be dressed in clothes ready to exercise, preferably exercise shorts or pants and walking shoes.
- Instruct participants to warm up by walking at a moderate pace for 2 – 5 minutes.
- When walking, walk at a brisk pace, covering one mile as quickly as possible (walking only, no running is allowed) without strain. Keep the pace as constant as possible.
- If participants experience any pain or severe shortness of breath or other abnormal signs, they should immediately ease off. If symptoms persist, they should stop and seek medical attention if necessary.
- At the end of the mile, note the finishing time to the closest second. Next, get an accurate pulse. Start taking the pulse within five seconds of completing the walk. Take pulse for 10 seconds and multiply by six. Have participants practice finding their pulses before the walk begins to ensure they are able to find it. Use the radial (wrist) or carotid (neck) pulse to find heart rate. Do not use your thumb to “feel” the pulse. 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.
- Walk at an easy pace for a few minutes to cool down properly.

## **12 Minute Swim** (alternate for the 1.5 mile run)

### **Test Description & Required Equipment**

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

- Pool
- Partner to time the swim and count laps
- Stopwatch or lap clock.

### **Test Administration**

- Test subject should be screened for shoulder or lower back impairment or pain. Persons suffering back pain or high, uncontrolled blood pressure should not do this test.
- The test should be stopped if the participant feels pain in the chest or light headed or dizzy.
- Timer shall signal the start and time the swimmer for 12 minutes and count the number of lengths completed. At the end of the swim, the recorder will multiply the number of lengths completed by the length of the pool in yards (to convert meters to yards, multiply the meters by 1.09). Caution participants to not overstrain.
- Two lengths = one lap.

## **Bench Press Test** (alternate for the push-up test)

### **Test Description & Required Equipment**

The bench press test is a good test of upper body strength and endurance. Men lift an 80 pound bar, women a 35 pound bar, in time with a metronome set at a pace of 30 lifts/minute until they are unable to keep up with the pace. Persons not used to lifting heavy weights or persons with shoulder problems should not take this test. This test should be supervised.

- 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 (one lift every two seconds).

### **Test Administration**

- Test participant should be screened for arm or shoulder pain. Persons suffering from this problem or who have high, uncontrolled blood pressure should not do this test.

- Be sure participants are well instructed in the proper technique. Describe and if needed, demonstrate the correct technique.
- Check equipment to make sure it has the proper weight and is safe to lift. If using bar bells, be sure to use spotters to provide help if needed.
- Set the metronome for 60 beats per minute. Instruct participant to lift at a rate to complete a full lift every 2 beats.
- The lifter lies on a bench with feet on the floor. A spotter hands the weight to the lifter. The lifter should grasp the bar with hands at shoulder width.
- The lifter lowers the weight to the chest and then pushes the weight back up until the arms are fully extended.
- Stop the test when the person is unable to fully extend the arms or is unable to keep up with the metronome.

### **Abdominal Curl Test (alternate for the sit-up test)**

#### **Test Description & Required Equipment**

The abdominal curl up is an alternative to sit ups when testing for abdominal strength/endurance. The participant then raises their head and shoulders from the mat, sliding their hands forward.

- Gym mat or suitable flooring
- Ruler
- Small block for participant to touch to signal they have moved their hands three inches forward
- Stop watch or watch with a second hand

#### **Test Administration**

- Test subject should be screened for lower back impairment or pain. Persons suffering back pain or high, uncontrolled blood pressure should not do this test.
- Be sure participants are well instructed in the proper technique. Describe and if needed demonstrate the correct technique.
- Instruct the participants to lie on their backs on a mat, knees bent at a 90-degree angle, with feet shoulder width apart (do not hold feet).
- Place arms along the side of the body, fully extended, elbows softly locked, with palms facing downward.
- When the participants' arms are fully extended toward their feet, mark the end of their fingertips on the floor with tape. Measure three additional inches toward the feet and place a block there to serve as a "touch point" for the participant.

- To do a curl up, press the small of the back into the floor, tighten abdominal muscles, raising head and shoulders off the floor. Hands must slide forward on the mat until the fingertips touch the block or “touch point.” The small of the back does not leave the mat. Shoulders must return to the mat before beginning the next curl up. The head does not need to touch the mat between repetitions.
- Do as many curl ups as possible in one minute without undue strain.
- Avoid jerky movements or hard straining.

### **Standards for monthly Coast Guard MAW Program Fitness Assessment**

As motivation to adopt a regular work-out program and a means, other than scale weight, for members to monitor their individual fitness progress, members placed on the weight program for exceeding their MAW will be subjected to a monthly mandatory fitness assessment until MAW standards are met.

If the fitness assessment standards are met, but the member is still not in compliance with MAW, the member’s weekly fitness activities will no longer need to be monitored. However, the member will still be responsible for complying with MAW standards in the time designated by COMDTINST M1020.8 (series) and will still be required to complete the fitness assessment on a monthly basis until the weight is lost. If during their probationary period the member comes into compliance with their MAW, but is still unable to meet the fitness assessment standards, they will be removed from the weight program, and monthly testing as well as monitored fitness activities will no longer be required.

#### **Men**

Fitness Assessment	<b>&lt;30 years</b>	<b>30 – 39 years</b>	<b>40 – 49 years</b>	<b>50 – 59 years</b>	<b>60+ years</b>
<b>1.5 mile Run (minutes)</b>	11:27	11:49	12:25	13:53	15:20
<b>Push-Ups (#)</b>	37	30	24	19	18
<b>Sit-ups (#)</b>	42	39	34	28	22
<b>Abdominal Curl-ups (#) *</b>	46	39	33	28	21
<b>One Mile Walk (VO2 ml/kg/min)*</b>	48	45	39	35	28
<b>12-minute Swim (yards) *</b>	500	450	400	350	300

### Women

<b>Fitness Assessment</b>	<b>&lt;30 years</b>	<b>30 – 39 years</b>	<b>40 – 49 years</b>	<b>50 – 59 years</b>	<b>60+ years</b>
<b>1.5 mile Run (minutes)</b>	13:25	14:33	15:17	17:19	18:52
<b>Push-Ups (#)</b>	21	15	13	10	5
<b>Sit-ups (#)</b>	38	29	24	20	11
<b>Abdominal Curl-ups (#) *</b>	39	30	25	15	15
<b>One Mile Walk (VO2 ml/kg/min)*</b>	37	33	31	27	23
<b>12-minute Swim (yards) *</b>	400	350	300	250	200

### Men

<b>Fitness Assessment</b>	<b>18-25 years</b>	<b>26-35 years</b>	<b>36-45 years</b>	<b>46-55 years</b>	<b>56-65 years</b>	<b>&gt;65 years</b>
<b>YMCA Bench Press Test (#) *</b>	25	22	20	14	10	8

### Women

<b>Fitness Assessment</b>	<b>18-25 years</b>	<b>26-35 years</b>	<b>36-45 years</b>	<b>46-55 years</b>	<b>56-65 years</b>	<b>&gt;65 years</b>
<b>YMCA Bench Press Test (#) *</b>	22	20	17	13	12	9

\* Denotes alternate fitness assessment

### VO2 Calculation Sheet for One Mile Walk

Not all tests of cardiorespiratory fitness can be measured directly by time as with the 1.5 mile run. As a result, a measurement called VO2 max must be calculated to get an estimate of the member's cardiorespiratory ability. 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 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. The participant's maximal VO2 can be predicted using the following formula:

## **Fitness Plans**

### **INTRODUCTION:**

Physical training works best when you have a plan. A plan helps you make gradual, but steady progress towards goals. If you are within your Coast Guard Maximum Allowable Weight (MAW) Standard you need only a basic fitness plan. If however, you are on the Weight Program, a more detailed plan is necessary.

Basic or detailed the reality is that your plan may be restricted by such factors as personal preference, time, existing fitness levels, efficiency, equipment location and availability. Below is a short discussion of the components of physical fitness and considerations to be made in the development of a personal fitness plan. Also included is a template that can be used to fulfill the requirements of having a basic or detailed fitness plan.

Each person's plan will be unique because each person's fitness levels and fitness goals are unique. For further information on fitness plan development contact your Regional Health Promotion Manager (HPM) at your servicing Integrated Support Command, your Unit Health Promotion Coordinator (UHPC), or see the Coast Guard's Weight Management Self-Help Guide, COMDTPUB P6200.3 (series).

### **COMPONENTS OF FITNESS:**

A fitness plan should, at a minimum, address the five health-related components of fitness including cardiorespiratory endurance (CRE), muscular strength (MS), muscular endurance (ME), flexibility (F) and body composition (BC).

**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. Walking, jogging, and swimming are some examples of aerobic activity. Cardiorespiratory activities not only improve the strength and efficiency of your heart and lungs, they burn calories to help you maintain or reach your weight goals.

**Muscular Strength (MS)** is the amount of force a muscle can produce with a single maximum effort while **muscular endurance (ME)** is the ability of a muscle to resist fatigue and sustain a given level of muscle tension. In other words, MS would be measured by a max bench press while ME would be the number of push-ups you could do before your arm muscles gave out. Both are improved through weight lifting, resistance training or strength training. They are based on the principle that muscles adapt to the stress or resistance placed upon them. Strength training can significantly increase your progress with weight loss in one way: increased muscle = higher resting metabolism.

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

$$\text{_____ (seconds time) / 60 = _____ + Minutes Time = _____ Time to nearest second}$$

**Calculate VO2:**

**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) Heart Rate Factor: _____(10 sec heart rate) x 6 = _____beats per min. |   |           |
| 0.1565 x _____ (beats per min)   | - | ( _____ ) |

**VO2 max =** \_\_\_\_\_

**Flexibility (F)** is the ability to move the joints through their full ranges of motion. Although flexibility does not have a direct effect on weight management like CRE, MS and ME, inactivity causes the joints to become stiffer with age. Stiffness often causes injuries and undue strain on joints and muscles.

**Body Composition (BC)** refers to the proportion of fat and fat-free mass (muscle, bone, and water) in the body. A person with excessive body fat is more likely to experience a variety of health problems. The best way to improve body composition is through sensible diet and exercise. Lose fat mass with cardiorespiratory training and add muscle mass with weight/resistance training.

**FITT PLANNING:**

Every fitness plan should consider the FITT principles. This means determine the proper frequency, intensity, time and type of activity to reach your goals. Below are guidelines for incorporating the FITT principles into your fitness plan.

	<b>Frequency</b>	<b>Intensity</b>	<b>Time</b>	<b>Type</b>
<b>CRE</b>	3-5 days/week	55% of max heart rate (unfit); 65-90% of max heart rate (average)*; 12-17 RPE**	20-60 minutes (one session or multiple sessions lasting 10 or more mins)	Aerobic endurance.
<b>MS/ME</b>	2-3 days/week	Resistance heavy enough to cause muscle fatigue in number of recommended set/reps.	8-12 reps of each exercise; one set of each exercise	8-10 strength training exercises with focus on major muscle groups
<b>F</b>	2-3 days/week or more	Stretch to the point of mild discomfort, not pain.	Each stretch should be held for 10-30 seconds.	Stretching activities that focus on major joints.

\* Estimated Maximum Heart Rate = 220-age.

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

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

**FITNESS PLAN TEMPLATES/REQUIREMENTS:**

The template can be used as a basic or detailed fitness plan. Using the guidelines above for determining frequency, intensity, and time you can fill out applicable sections of the template and submit to your supervisor for consideration during marking periods if you are under your MAW or for compliance monitoring if you are over your MAW. The idea of a fitness plan is not to overtax the individual, but encourage them to take responsibility for their health and to reinforce the importance that the Coast Guard places on the health and well being of its members.

**Coast Guard Weight Management Information Resources**

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. You can contact your **Regional Health Promotion Manager** at your Regional Work-Life Staff. To contact the Work-Life Staff closest to you, call 1-800-872-4957, followed by the extension listed next to the following ISC locations:

- **Alameda (252)**
- **Boston (301)**
- **Cape May (932)**
- **Cleveland (309)**
- **Honolulu (314)**
- **HSC (932)**
- **Ketchikan (317)**
- **Kodiak (563)**
- **Miami (307)**
- **New Orleans (308)**
- **Portsmouth (305)**
- **San Pedro (311)**

- Seattle (313)
- St. Louis (302)

Another excellent source of weight management information is the **Coast Guard's Weight Management Self-Help Guide, COMDTPUB P6200.3** (series) available through your Regional Health Promotion Manager, your local Coast Guard Medical Facility, Independent Duty Corpsman, or online at:  
<http://www.uscg.mil/hq/g-w/g-wk/wkh/pubs/pdf/WeightMgmtGuideP6200.3.pdf>

U.S. Department of Homeland Security U.S. Coast Guard CG-6049 Rev. (07-04)	<h2 style="margin: 0;">Personal Fitness Plan</h2>																																																																																															
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Reset

**INSTRUCTIONS FOR COMPLETING PERSONAL FITNESS PLAN FORM**

**Sections 1, 8, 9, and 11 should be completed by military members in compliance with Coast Guard Maximum Allowable Weight (MAW) Standards in accordance with COMDTINST M1020.8E for the basic fitness plan.**

**Sections 1-11 should be completed by military members not in compliance with MAW standards for the detailed fitness plan. (Sections 6-7 are optional, but highly encouraged)**

1. Self-explanatory.
2. Military members on the MAW Program should initial to indicate understanding of personal accountability for their individual physical fitness and weight management progress.
3. Specific or short term goals. Here the member should enter milestones to assist them on their way to their final goals. Goals should be fitness or weight management related, meaningful, measurable, and realistic. For example if your long-term goal is to lose 20 pounds, a short-term goal might be to successfully complete two weeks of your fitness plan.
4. General or long term goals. Here the member should enter their overall or ultimate goals related to fitness and weight management. In general, one of those long-term goals should be to be in compliance with Coast Guard MAW standards.
5. Date program begins. Mini-goals may be the same as short-term goals or slightly different; however, the member should list target dates and potential rewards for goal attainment. Rewards should be special, relatively inexpensive, and unrelated to food or alcohol. Rewards are optional, but have been found to be motivational in sticking with healthy behavioral changes.
6. Optional section. Members can also get many health benefits from becoming more physically active over the course of the day and are encouraged to list here some of the ways to include more activity in their everyday routine.
7. Optional section. Members may find certain tools such as exercise or nutrition logs useful in tracking progress.
8. Program plan. Those in compliance with MAW standards should use this section to develop a basic fitness plan to include cardio respiratory endurance training (CRE), muscular strength (MS) and muscular endurance (ME) training. Those not in compliance with MAW standards should use this section to develop their detailed fitness plan which should address the five health-related components of fitness including cardio respiratory endurance (CRE), muscular strength (MS), muscular endurance (ME), flexibility (F) and body composition (BC). Members should select activities, mark which components of health-related fitness each activity addresses, and fill in intensity, frequency, and duration based on guidelines below and in Enclosure (7) of COMDTINST M1020.8E.

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

	<b>Frequency</b>	<b>Intensity</b>	<b>Duration</b>
<b>CRE</b>	3-5 days/week	55% of max heart rate (unfit); 65-90% of max heart rate (average)*; 12-17 RPE**	20-60 minutes (one session or multiple sessions lasting 10 or more minutes)
<b>MS/ME</b>	2-3 days/week	Resistance heavy enough to cause muscle fatigue in number of recommended set/ reps.	8-12 reps of each exercise; one set of each exercise
<b>F</b>	2-3 days/week or more	Stretch to the point of mild discomfort, not pain.	Each stretch should be held for 10-30 seconds.

**Intensity**

- \* Estimated Maximum Heart Rate = 220-age
- \*\* Rating of perceived exertion (RPE) is a method used to determine intensity of exercise. It is basically a subjective measure of how hard we think or feel we are exercising.

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

9. Self-explanatory.
10. This section should be signed by Unit Health Promotion Coordinator (UHPC) or other unit member assigned by the Command to supervise fitness activities of members not in compliance with MAW standards.
11. Self-explanatory. Member's supervisor should sign to acknowledge existence of a plan and upon end of marking period should look for adherence to plan.