E-PME *Enlisted* PROFESSIONAL MILITARY EDUCATION

Personal Fitness Plan 3.E.02

Learning Objective(s): COMPLETE a Personal Fitness Plan.

Why You Need to Know This

To meet the operational challenges you will face in the Coast Guard you must be fit for duty and appear so in uniform. Your appearance must reflect credit on you, the Coast Guard and our country. The Coast Guard's weight/physical fitness program is intended to contribute to the fitness and appearance of all Coast Guard members. To ensure a fit and healthy workforce the Coast Guard helps members through a variety of means, including semi-annual weigh-ins, medical help, smoking cessation classes, access to exercise, and **Personal Fitness Plans.** The Personal Fitness Plan is a tool tailored to your specific needs and is designed to assist you in achieving and maintaining the weight and body fat standards required by the Coast Guard.

This lesson will provide the information you will need to know in order to complete your Personal Fitness Plan.

Topics Covered

This section will cover the following topics:

- Purpose of Personal Fitness Plan
- Responsibilities Regarding a Personal Fitness Plan
- Personal Fitness Plan Components
- Frequency, Intensity, Time, and Type of Activity (FITT)
- Rated Perceived Exertion (RPE) Rating Scale
- Preparing a Personal Fitness Plan, CG Form 6049

At the end of this lesson you will be required to participate in a learning activity. You are encouraged to first review the learning activity and the sign off requirements located in the "**You and Your Supervisor**" section of this lesson. Reviewing this information before you begin the lesson will allow you to take proper notes and focus on key learning points.

Purpose of the Personal Fitness Plan

The purpose of the Personal Fitness Plan is help members develop and adhere to a regular exercise program. A Personal Fitness Plan **MUST** be updated annually and submitted to supervisors during performance evaluation periods.

Responsibilities Regarding a Personal Fitness Plan

Members shall:

- Develop an annual Personal fitness plan and submit it to their supervisor.
- Complete the mandatory semiannual compliance screenings and ensure that the results of those screenings are properly entered into Direct Access.
- Maintain a healthy weight and appearance that reflects credit on self, the Coast Guard and our country.

Note: Non-compliant members are required to submit an undated, detailed fitness plan to their supervisors.

Supervisors shall:

- Verify that the member has presented a fitness plan a member's performance evaluation.
- Evaluate the member's adherence to the fitness plan.

Unit Health Promotion Coordinator (UHPC) shall:

- Assist members in development and review of fitness plan
- Assist overweight or over body fat members by designing exercise programs to:
    - Promote healthier lifestyles
    - Help lose excess body fat
- Administer mandatory monthly fitness assessments to members on weight probation.

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.
- Ensure that all Coast Guard military personnel complete a Personal fitness plan.

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

Personal Fitness Plan Components

A fitness plans should consist of all five components listed:

- Cardio-Respiratory Endurance (CRE)
- Muscular strength (MS)
- Muscular endurance (ME)
- Flexibility (F)
- Body composition (BC)

Personal Fitness Plan Components Defined

The definitions of the five main components are listed below:

Cardio-Respiratory Endurance (CRE)
CRE is the ability to perform prolonged, large-muscle, dynamic exercise at a moderate to high intensity. The word "aerobic" is often used to describe this type of activity. These activities not only improve the strength and efficiency of the heart and lungs, but also burn calories to help you maintain and reach your weight goals.

Note: Walking, jobbing, Swimming, etc.

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

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

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

Note: ME can be measured by the number of push-ups done before the arm muscles give out. MS and ME can be improved through:

- Weight lifting
- Resistance training
- Strength training

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

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

Personal Fitness Plan Components Defined (Continued)

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

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

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

Frequency, Intensity, Time, and Type of Activity (FITT)

All fitness plans must utilize the FITT principles, to determine the ideal activity required to reach a fitness goal. The following table contains guidelines for utilizing the FITT principles into a fitness plan.

	Frequency	Intensity	Time	Type
CRE	3-5 days per week	55-64 % of max heart rate (unfit). 70-85% of max heart rate (average). 12-17 Rate of perceived exertion (RPE). ***Note***: Estimated Maximum Heart Rate = 220-age. ***Reference***: For additional information on RPE, see COMDTINST M1020.8 (series) 6.1.18.	20-60 minutes (one session or multiple sessions lasting 10 or more minutes)	Aerobic endurance .
MS/ ME	2-3 days per week	Resistance heavy enough to cause muscle fatigue in number of recommended set/reps.	One set of each exercise consisting of 8-12 reps each.	8-10 strength training exercises with focus on major muscle groups.
F	2-3 days per 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.

The Rated

Rated Perceived Exertion (RPE) is a method used to determine the

Perceived Exertion (RPE) Ratings Scale

intensity of an exercise. It is a subjective measure of how hard we think, or feel, we are exercising.

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

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

Preparing a Personal Fitness Plan (CG-6049)

The following pages contain a copy of the **Personal Fitness Plan** Form CG-6049 Rev. (06-07) and a copy of the **Instructions for Completing Personal Fitness Plan Form.** A description of each document is listed below:

- The Fitness Plan Form is divided into 8 sections. All Coast Guard military personnel shall complete sections 1, 2, 6 and 8. All Coast Guard military personnel on weight probation shall complete all sections.
- The Instructions for Completing Personal Fitness Plan Form provides detailed directions outlining the information required for each section.

Note: An electronic copy of both documents can be found at the following link: http://www.uscg.mil/forms/cg/CG_6049.pdf

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U.S. Department of Homeland Security
U.S. Coast Guard
CG-6049 Rev. (06-07)

Personal Fitness Plan

All Coast Guard military personnel shall complete sections 1, 2, 6, and 8.
All Coast Guard military personnel on weight probation shall complete all sections.

1. _____

Last Name First Name Middle Initial

2. My program plan is as follows:

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

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

Initials:_____

4. General or Long Term Goals

A. _____ _____ (Target date)

B. _____ _____ (Target date)

C. _____ _____ (Target date)

5. Specific or Short Term Goals

A. _____ _____ (Target date)

B. _____ _____ (Target date)

C. _____ _____ (Target date)

6. Member Acknowledgement

(Member Signature) (Date)

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

(Signature) (Date)

8. Supervisor

(Signature) (Date)

PRIVACY ACT STATEMENT

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

U.S. DEPT. OF HOMELAND SECURITY, USCG, CG-6049 (Rev. 06-07)

Reset

INSTRUCTIONS FOR COMPLETING PERSONAL FITNESS PLAN FORM

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

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

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

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

	Frequency	Intensity	Duration
CRE	3-5 days/week	55-64% of max heart rate (unfit); 70-85% of max heart rate (average)*; 12-17 RPE**	20-60 minutes (one session or multiple sessions lasting 10 or more mins)
MS/ME	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
F	2-3 days/week or more	Stretch to the point of mild discomfort, not pain.	Each stretch should be held for 10-30 seconds.

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.

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

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

U.S. DEPT. OF HOMELAND SECURITY, USCG, CG-6049 (Rev. 06-07)

Learning Activity

To successfully fulfill this requirement you will need to complete a Personal Fitness Plan and submit it to your supervisor.

For you and Your Supervisor

In order to meet the sign-off requirement for this lesson **YOU** must perform the following:

1. Prior to meeting with your supervisor review the contents of this lesson and organize your thoughts.
2. Download a copy of the Personal Fitness Plan Form CG-6049 Rev. (06-07) and a copy of the Instructions for Completing Personal Fitness Plan Form from the following link**:** http://www.uscg.mil/forms/cg/CG_6049.pdf
3. Complete the form and submit it to your supervisor.
   Note: If you require assistance or have any questions, consult with you local UHPC.

Before signing off on this requirement your **SUPERVISOR** must:

1. Review the form and make sure the member has completed it correctly.
2. Provide the member with corrective feedback and answer any questions they may have related to this topic.
3. Sign-off the check-off sheet on the Record of Enlisted Professional Military Education (E-PME) Performance Requirements.

References

The following references were used in this lesson, they can be found at CG Directives at CG-612:

- Coast Guard Weight and Body Fat Standards Program manual, COMDTINST M1020(series)
- Coast Guard Weight Management Self-Help Guide, COMDTPUB P6200.3

Coast Guard Forms: www.uscg.mil/forms