



Commandant
United States Coast Guard

US Coast Guard Stop 7801
2703 Martin Luther King Jr Ave SE
Washington, DC 20593-7801
Staff Symbol: CG-1331
Phone: (202) 475-5382
Fax: (202) 475-5927

COMDTCHANGENOTE 1020
8 SEP 2015

COMMANDANT CHANGE NOTICE 1020

Subj: CH-2 TO COAST GUARD WEIGHT AND BODY FAT STANDARDS PROGRAM MANUAL, COMDTINST M1020.8H

1. PURPOSE. This Commandant Change Notice publishes a change to Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8H.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of Headquarters staff elements shall comply with the provisions of this Commandant Change Notice. Internet release is authorized.
3. DIRECTIVES AFFECTED. Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8H, is updated.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. MAJOR CHANGES. This change updates policy in Chapter 5, Abeyances And Exemptions To Probations, to include, Article 5.E., Sexual Assault Recovery Exemption Policy. References are updated to include, reference (i), Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series).

DISTRIBUTION – SDL No. 167

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z	
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G		X	X	X	X																						
H																											

NON-STANDARD DISTRIBUTION:

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this Commandant Change Notice and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Commandant Change Notice contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.
- b. This Commandant Change Notice will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Commandant Change Notice must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

7. DISTRUBUTION. No paper distribution will be made of this Commandant Change Notice. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.

8. PROCEDURE. Remove and replace the following sections of Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8H

<u>Remove</u>	<u>Replace</u>
Pages iii to iv	Pages iii to iv
Pages 5-3 to 5-4	Pages 5-3 to 5-4

9. RECORDS MANAGEMENT CONSIDERATIONS. This Commandant Change Notice has been thoroughly reviewed during the directives clearance process, and it has been determined there are records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).

10. FORMS/REPORTS. The forms referenced in this Commandant Change Notice are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CG Portal <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.

11. REQUEST FOR CHANGES. Units and individuals may recommend changes via the chain of command to HQS-PolicyandStandards@uscg.mil.

K. B. HINRICHS /s/
Rear Admiral, U.S. Coast Guard Reserve
Acting Director of Reserve and Military Personnel

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to determine compliance.

C. Tobacco Cessation Exemption.

1. Tobacco Cessation Policy.

- a. Members who are addicted to tobacco may submit a request through their chain of command to CG PSC-psd for a one-time, six-month exemption. If authorized, the tobacco cessation exemption period will commence on the day the member quit smoking and conclude six months thereafter. During this period, members who exceed program standards will be considered compliant.
- b. Tobacco cessation exemptions will not be granted to members who are non-compliant on the date of the request. Commands must verify member compliance by conducting a weigh-in prior to submitting a tobacco cessation exemption request. Upon verifying compliance the exemption will be documented on form CG-3307.
- c. Members under this exemption are required to participate in all weigh-ins and have their current weight data entered into DA. However, during this period, members who exceed program standards will be considered compliant.

2. Purpose of Tobacco Cessation Exemption. It is possible that members who cease the use of tobacco products may gain weight. The intent of the tobacco cessation exemption is to encourage members who are within Coast Guard weight and body fat standards to quit using tobacco products without fear of being found non-compliant due to subsequent weight gain. This is an incentive for members to quit tobacco use and adopt a healthier lifestyle; therefore, members should not be penalized for trying to quit tobacco.

- a. Members can minimize weight gain through healthy eating combined with exercise.
- b. Members are encouraged to use nutritional counseling to promote a healthy lifestyle change.
- c. The tobacco cessation exemption policy is not intended to be a placeholder for non-compliant members already in a weight probationary period status or used to avoid the three-strike rule.

3. Exemption Period for Tobacco Cessation.

- a. Authorized exemptions for tobacco cessation will be effective for a period of six months from the date the member informs his or her command of their abstinence from tobacco, either with or without the benefit of a formal tobacco cessation program.
- b. If a member does not remain tobacco free for the entire six-month period, the exemption will cease, and the member will immediately be screened and, if found non-compliant and if appropriate, placed on probation.

D. Eating Disorders. Members who are diagnosed by a qualified medical professional with an eating disorder will be processed per reference (h).

E. Sexual Assault Recovery Exemption.

1. **Purpose of the Sexual Assault Recovery Exemption.** The intent of this policy is to assist members with recovery from sexual assault.
2. **Sexual Assault Recovery Exemption Policy.**
 - a. A member who makes an unrestricted report of sexual assault, per reference (i), Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series), may submit a one time, six month exemption request through his/her chain of command to Commander, CG PSC-psd under the following circumstances:
 - (1) The victim signed a Victim Reporting Preference Statement, Form CG-6095 and elected the unrestricted reporting option.
 - (2) The sexual assault, as defined in reference (i), Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series), occurred within one year of the exemption request.
 - (3) The member was not on body fat probation when the sexual assault occurred.
 - b. Members who receive an exemption shall:
 - (1) participate in all weight screenings and have their current weight entered into DA,
 - (2) be considered compliant until the end of the exemption, and
 - (3) contact the UHPC or Regional HPM for guidance on a safe weight loss regimen.
 - c. At the expiration of the six month exemption period, if a member is found to be non compliant, he/she shall have the non-compliance documented on an Administrative Remarks, Form CG-3307 and be placed on probation. However, if the member exceeds maximum allowable body fat by more than eight percent and maximum screening weight by over 35 pounds, he/she shall be processed for separation if active duty, transferred to the ISL if a reservist, or returned to the Department of Health and Human Services (Public Health Service).