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Homeland Security

United States
Coast Guard



Coast Guard Weight and Body Fat Standards Program Tactics, Techniques, and Procedures (TTP)



Force Readiness Command
(FORCECOM)

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COAST GUARD TACTICS, TECHNIQUES, AND PROCEDURES 1-16.6

Subj: COAST GUARD WEIGHT AND BODY FAT STANDARDS PROGRAM

- Ref:
- (a) Coast Guard Weight and Body Fat Standards Program Manual, COMDINST M1020.8 (series)
 - (b) Department of Defense (DoD) Physical Fitness and Body Fat Programs Procedures, DoD Instruction 1308 (series)
 - (c) ALCOAST 301/16, Aug 18, Postpartum Weight and Honor Guard Height Policy Changes; MOCTC Training Update
 - (d) Military Bonus Programs, COMDTINST M7220.2 (series)

1. PURPOSE. To provide a clear and standardized process to assist command-designated personnel administering the Coast Guard Weight and Body Fat Standards Program. Use references (a) through (d) and this publication as guidance.
2. ACTION. This Coast Guard tactics, techniques, and procedures (CGTTP) publication applies to command-designated personnel administering the program, and all Coast Guard active and reserve members. Internet release authorized.
3. DIRECTIVES/TTP AFFECTED: None.
4. DISCUSSION. This publication describes the processes and procedures used to administer the Coast Guard Weight and Body Fat Standards Program.
5. DISTRIBUTION. FORCECOM Tactics, Techniques, and Procedures Division posts an electronic version of this TTP publication to the CGTTP Library on CGPortal. In CGPortal, navigate to the CGTTP Library by selecting **References > TACTICS, TECHNIQUES, AND PROCEDURES LIBRARY**. FORCECOM TTP Division does not provide paper distribution of this publication.

6. REQUEST FOR CHANGES. Submit recommendations for TTP improvements or corrections through the TTP Request form on CGPortal. In CGPortal, navigate to the TTP Request form by selecting **References > FORCECOM - TTP Requests.**

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Captain, U. S. Coast Guard
Chief, FORCECOM TTP Division (FC-P)
By Direction of Commander,
Force Readiness Command

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Chapter 1: Introduction

Introduction This chapter overviews the contents of this tactics, techniques, and procedures (TTP) publication. It also defines the use of notes, cautions, and warnings in TTP publications.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Introduction	1-2
B	Notes, Cautions, and Warnings	1-3

Section A: Introduction

A.1. Introduction The Coast Guard (CG) Weight and Body Fat Standards Program is an administrative process with a mission to ensure that all United States Coast Guard (USCG) military members are in compliance with reference (a), Coast Guard Weight and Body Fat Standards Program Manual, COMDINST M1020.8 (series).

A.2. Scope This TTP publication is intended to assist command-designated personnel administering the Coast Guard Weight and Body Fat Standards Program. Use this TTP publication in conjunction with:

- Reference (a).
- Reference (b), Department of Defense (DoD) Physical Fitness and Body Fat Programs Procedures, DoD Instruction 1308 (series).

See [Appendix B: Resources for Further Reading](#) for more documents relevant to this TTP publication.

NOTE:

Photos in this TTP publication are for demonstration purposes only.

Section B: Notes, Cautions, and Warnings

B.1. Overview The following definitions apply to notes, cautions, and warnings found in TTP publications.

NOTE: **An emphasized statement, procedure, or technique.**

CAUTION: **A procedure, technique, or action that, if not followed, carries the risk of equipment damage.**

WARNING: *A procedure, technique, or action that, if not followed, carries the risk of personnel injury or death.*

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Chapter 2: Screening Process

Introduction

This chapter discusses preparations prior to conducting weigh-ins, including verifying current policy, ensuring equipment is in working order, retrieving member's height and weight, and ensuring that each member is correctly attired prior to their assessment.

In This Chapter

This chapter contains the following sections:

Section	Title	Page
A	Verify Policy and Equipment	2-2
B	Retrieving Member's Height and Weight	2-3
C	Proper Weigh-in Attire	2-4

Section A: Verify Policy and Equipment

A.1. Verify USCG Policy

Verify current policy information per reference (a), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series).

A.2. Verify Equipment

Ensure equipment is in proper working order:

- Tension tape is usable; not faded, warped or broken.
 - Height and weight scales are calibrated and serviced, and batteries are operable.
-

Section B: Retrieving Member's Height and Weight

B.1. Direct Access (DA) Report

Per reference (a), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series), command-designated personnel administering the program:

- Run a report for each member's height and weight in Direct Access (DA) 1-2 days before weigh-ins are scheduled to begin.
- Maintain the report during weigh-ins to verify each member's height and track completion of weigh-ins.

For guidance on entering data into DA, see [Chapter 3: Weight Assessments, Section B: Record Weigh-In Data](#).

NOTE:

Safeguard sensitive personally identifiable information (SPII) in accordance with the appropriate DHS (Department of Homeland Security) Handbook.

Section C: Proper Weigh-in Attire

C.1. Allowances for Attire

Per reference (a), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series):

- The standard attire for weigh-in is the uniform of the day.
- If gym clothing is worn, it must be clean and presentable.
- Footwear must be removed prior to weighing in.
- Undergarments are required.

Deduct the following weight allowance for attire worn during weigh-ins:

Standard Attire	Weight Deduction
T-shirt and gym shorts	One pound
T-shirt and trousers or sweatpants	Two pounds
Tropical blue uniform or organizational clothing	Three pounds
Operational dress uniform (with blouse)	Four pounds
Other attire	No deduction

Table 2-1 Weight allowance for attire worn during weigh-in

Chapter 3: Weight Assessment

Introduction This chapter discusses methods of performing the member weigh-in and recording the resulting data.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Conduct Weigh-in	3-2
B	Record Weigh-in Data	3-5

Section A: Conduct Weigh-in

A.1. Weigh-In Worksheet

Review the member's information listed in DA with the member prior to commencing weigh-in to ensure accuracy.

Fill out a weigh-in worksheet with the member. Refer to [Appendix C: Weigh-in Worksheet](#) for a sample.

NOTE:

All weigh-ins are official. There are no practice or unofficial weigh-ins supported by policy.

NOTE:

Record the weight of members who are on a post-birth/termination exemption for administrative purposes only.

NOTE:

Abeyances are requested in accordance with reference (a), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series). Postpartum members are exempt from weigh-ins in accordance with reference (a) and reference (c), ALCOAST 301/16, Aug 18, Postpartum Weight and Honor Guard Height Policy Changes; MOCTC Training Update.

A.2. Verify Height Before Weigh-in

Height does not change appreciably over time. It may not be necessary to re-measure height at every assessment, but it is recommended.

If this is not the member's first weigh-in at the unit, the command-designated personnel consult the weigh-in report to record the member's height on the weigh-in worksheet. See [Appendix C: Weigh-in Worksheet](#).

If this is the member's first weigh-in at the unit, follow these guidelines:

1. Record member's height by using a height scale made of metal or fiberglass, usually found on the back of standard scales as a measurement device.



Figure 3-1 Height scale measurement

2. Instruct members to remove his or her shoes.
3. Have member stand upright (position of attention) with feet together, flat on the floor.
4. Round measurements to the nearest whole number. Examples:
 - a. Record 65.4 inches in DA as 65.
 - b. Record 65.5 inches in DA as 66.
5. Verify that the member's height is within percent fat estimation charts per [Appendix D: Body Fat Estimation Chart](#).

A.3. When a Member's Height Exceeds Guidelines

If member's height is not included in body mass index (BMI) charts, use the equations below to calculate body fat per Enclosure 3 of reference (b), DoD Physical Fitness and Body Fat Programs Procedures, DoD Instruction 1308 (series). All circumference and height measurements are in inches.

Gender	Body Fat Calculation
Males	% body fat = $86.010 \times \log_{10}(\text{abdomen} - \text{neck}) - 70.041 \times \log_{10}(\text{height}) + 36.7$
Females	% body fat = $163.205 \times \log_{10}(\text{waist} + \text{hip} - \text{neck}) - 97.684 \times \log_{10}(\text{height}) - 78.387$

Table 3-1 Body fat calculation chart

NOTE:

Contact CG Policy and Standards Division Commandant (CG-1331) via HQS-PolicyandStandards@uscg.mil for questions or concerns when calculating body fat for members that exceed height chart measurements.

A.4. Scale Preparation

Adjust scales to zero before each use and follow the manufacturer's instructions. If there are questions regarding the accuracy of a scale, use two scales to determine accuracy and adjust the weight scales to zero.

A.5. Weigh Member

Instruct the member to:

- Step on scale.
- Face forward.
- Stand upright.
- Place feet flat on the scale.
- Record data on weigh-in worksheet. See [Appendix C: Weigh-in Worksheet](#).
- Determine if member is within weight standards.
 - If compliant with standards, the member signs worksheet acknowledging the information is correct. Proceed to [Chapter 3: Weight Assessment, Section B: Record Weigh-in Data](#).
 - If the member is overweight, do not record the weight in DA at this point. See [Chapter 4: Body Fat Assessment](#) and reference (a), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series).
 - If member falls below minimum weight, refer them for an evaluation to determine if there is medical cause requiring treatment. See [Chapter 4: Body Fat Assessment, Section C: Determine Compliance](#).

Section B: Record Weigh-in Data

B.1. Record Data in Direct Access

Command-designated personnel:

- Follow the step by step procedures for entering member's weigh-in data found on the [USCG Direct Access Peoplesoft Portal](#) page.

NOTE:

Record weigh-in data in DA within 10 working days of each weigh-in per reference (a), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series).

B.2. General Information When Compiling Weigh-in Data for Direct Access Entry

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

- Enter all measurements as whole numbers only.
- Height measurements must not exceed two digits.
- Weight measurements must not exceed three digits.
- Do not enter decimal points. Round to the nearest whole number (e.g., 165.5 becomes 166). The system does not have edits to prevent entry of invalid measurements. However, the bad data will foul other systems which feed off DA.
- Do not input half pounds (e.g., 212.5 pounds). DA does not account for the decimal and makes the weight read as 2125 pounds. When determining maximum allowable weight (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).
- Double check for accurate entry of the MAW from the tables in reference (a) and [Appendix D: Body Fat Estimation Chart](#).
- If a member exceeds maximum weight, but does not exceed the maximum percent body fat standard, then the member is in compliance with MAW standards. Therefore, the "Weight Over" field would be zero, because the member is not overweight. However, complete the MAW field with the member's MAW from reference (a).
- Enter member's physical characteristics when weighed. The page must be updated if the member exceeds the MAW standards and again when (if) the member meets MAW standards.

- Per reference (d), Military Bonus Programs, COMDTINST M7220.2 (series), bonus payments are suspended until the member is in compliance with MAW standards. This transaction will automatically suspend any future bonus payments when the “**Weight Over**” field is other than zero.

NOTE:

Contact Policy and Standards Division COMDT (CG-1331) via HQS-PolicyandStandards@uscg.mil for questions or concerns.

Chapter 4: Body Fat Assessment

Introduction This chapter provides procedures for body fat assessment, including proper taping techniques, calculation of member's body fat percentage, and determining compliance.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Factors to Consider When Taping	4-2
B	Proper Taping Procedure	4-4
C	Determine Compliance	4-11

Section A: Factors to Consider When Taping

A.1. Order of Measurement

Per reference (a), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series):

- When taping a member, start with the neck and work your way down.
 - Complete each set of measurements sequentially to minimize errors associated with repetitive measurement readings.
 - When measuring females, complete one set of neck, waist, and buttocks measurements and repeat in the same sequence/order until you obtain three sets of measurements.
-

A.2. Proper Measuring Technique

Perform the following measuring steps:

- Apply the tape so that it makes contact with the skin (with the exception of the buttocks measurement for females; in which case, take the measurement over the member's undergarments), conforms to the body surface being measured, and does not compress the underlying soft tissues.
 - Make all measurements in the horizontal plane (parallel to the floor), with the exception of the neck measurement, where the tape measure is placed perpendicular to the neck's long axis.
 - Pull the tape measure taut until the calibration point (the first red ball) is just visible in the tape measure window. Never pull past the first ball. This indicates too much tension is being applied. See [Chapter 4, Body Fat Assessment, Section B: Proper Taping Procedure](#). Read the measurement next to the tape's "zero line."
-

A.3. Proper Recording of Measurements

Take all measurements three times and record them to the nearest 1/2 inch.

- If any of the three measurements differ by more than one inch from the other two, take an additional measurement. Then compute the mathematical average of the three closest measurements to the nearest 1/2 inch and record this value.
 - If three sets are within one inch of each other, do not average; use the lowest set's total as the circumference value (CV).
-

**A.4. Gender
Considerations
for
Measurements**

Conduct same-gender body fat measurements for all personnel.

Per reference (a), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series), if a member is subject to separation, a same-gender member of the command cadre conducts visual measurement verification when possible.

For example, for verification of measurements for females, if the command cadre members are all males, the commanding officer (CO)/officer-in-charge (OIC) designates a female to verify the measurements.

Section B: Proper Taping Procedure

B.1. Male Taping Procedure

Use these steps to conduct male taping measurements:

1. Measure the neck circumference at a point just below the larynx (Adam's apple) and perpendicular to the long axis of the neck. Do not place the tape measure over the Adam's apple.
2. Have the member look straight ahead during measurement with shoulders down (not hunched).

NOTE:

Do not involve the shoulder/neck muscles (trapezius) in the measurement.

3. Pull the appropriate amount of tape out of the housing. Instruct member to hold the end of the tension tape just below Adam's apple, and walk around the member ensuring the tension tape is perpendicular, conforms to the neck's long axis, and does not compress the underlying soft tissues.
4. Re-establish control of both ends of the tension tape and pull on the end of the ball tension until one ball is showing. Read the measurement next to the tape's "zero line."

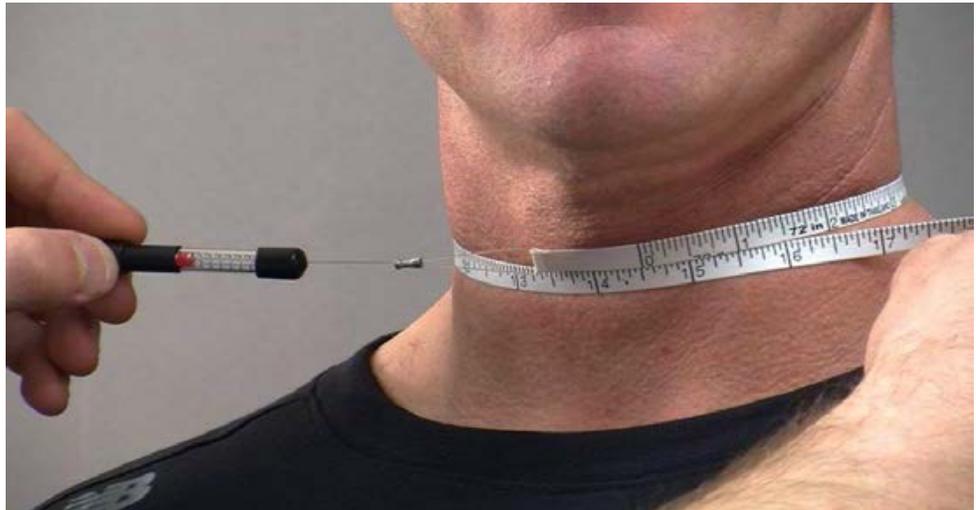


Figure 4-1 Male neck measurement

5. Round the neck measurement up to the nearest 1/2 inch, e.g., round 14 3/4 inches to 15 inches.
6. Record the neck measurement on the weigh-in worksheet. See [Appendix C: Weigh-in Worksheet](#).

B.2. Male Waist Measurement

Perform these steps to conduct male waist measurement:

1. Measure abdominal circumference against the skin at the navel (belly button) level and parallel to the floor.
2. Pull the appropriate amount of tape out of the housing. Instruct member to hold the end of the tension tape across his belly button. Walk around the member ensuring the tension tape is level and parallel to the floor and does not compress the underlying soft tissues.
3. Re-establish control of both ends of the tension tape.
4. Instruct member to relax the arms at his sides and to take a normal breath. Record the measurement at the end of member's normal, relaxed exhalation. Instruct the member not to hold his breath during measurements.



Figure 4-2: Male waist measurement

5. Pull on the end of the ball tension until one ball is showing. Read the measurement next to the tape's "zero line."
 6. Round abdominal measurement down to the nearest 1/2 inch, e.g., round 38 3/4 inches to 38 1/2 inches.
 7. Record member's waist measurement on the weigh-in worksheet. See [Appendix C: Weigh-in Worksheet](#).
-

**B.3. Male
Circumference
Value**

Use these steps for determining the male CV:

1. Subtract the neck measurement from the waist measurement.

Example: If the neck measurement is 15 inches and the waist measurement is 38 1/2 inches, the circumference value is 23.5 inches ($38.5 - 15 = 23.5$).

2. Compare the CV against the height measurement in the percent fat estimation chart. See the men's data in [Appendix D: Body Fat Estimation Chart](#) to determine the estimated body fat percentage.

Example: If the circumference value is 23.5 inches and the height of the member is 70 inches, the body fat percentage is 25%.

3. Record the member's CV and body fat percentage on the weigh-in worksheet. See [Appendix C: Weigh-in Worksheet](#).
-

B.4. Female Neck Measurement

Use these steps to conduct female neck measurements:

1. Measure the neck circumference at a point just below the larynx and perpendicular to the long axis of the neck.
2. Instruct the member to look straight ahead during measurement, with shoulders down (not hunched).

NOTE:

Do not involve the shoulder/neck muscles (trapezius) in the measurement.

3. Pull the appropriate amount of tape out of the housing. Instruct member to hold the end of the tension tape just below the larynx, and walk around the member ensuring the tension tape is perpendicular, conforms to the neck's long axis, and does not compress the underlying soft tissues.
4. Re-establish control of both ends of the tension tape and pull on the end of the ball tension until one ball is showing. Read the measurement next to the tape's "zero line."



Figure 4-3 Female neck measurement

5. Round neck measurement up to the nearest 1/2 inch, e.g., round 14 3/4 inches to 15 inches.
6. Record member's neck measurement on the weigh-in worksheet. See [Appendix C: Weigh-in Worksheet](#).

B.5. Female Waist Measurement

Use these steps to conduct female waist measurement:

1. Measure the natural waist circumference, against the skin, at the point of minimal abdominal circumference, usually located about halfway between the navel and the lower end of the sternum (breast bone).
2. Pull the appropriate amount of tape out of the housing. Instruct member to hold the end of the tension tape across the smallest portion of her waist while simultaneously walking around the member ensuring that the tension tape is level, parallel to the floor, and does not compress the underlying soft tissues.
3. Re-establish control of both ends of the tension tape.
4. Instruct member to relax the arms at her sides and to take a normal breath. Record the measurement at the end of the member's normal, relaxed exhalation. Instruct the member not to hold his/her breath during the measurements.



Figure 4-4 Female waist measurement

5. Pull on the end of the ball tension until one ball is showing. Read the measurement next to the tape's "zero line."
 6. Round the natural waist measurement down to the nearest 1/2 inch, e.g., round 28 5/8 inches to 28 1/2 inches.
 7. Record member's waist measurement on the weigh-in worksheet. See [Appendix C: Weigh-in Worksheet](#).
-

B.6. Female Buttocks Measurement

Complete these steps to conduct female buttocks measurement:

1. Instruct the member to lower her trousers. Measure over full coverage underwear.
2. Measure the hip circumference, beginning at the member's right side, ensuring that the tension tape passes over the greatest protrusion of the gluteal muscles (buttocks) as viewed from the side.
3. Pull the appropriate amount of tape out of the housing. Instruct member to hold the end of the tension tape across the largest portion of her right hip while simultaneously walking around the member ensuring the tension tape is level, parallel to the floor, and does not compress the clothing or underlying soft tissues.



Figure 4-5 Female buttocks measurement

NOTE:

The photo shows shorts for picture purposes only. Tape over member's undergarments.

4. Re-establish control of both ends of the tension tape.
5. Instruct the member to relax the arms at her sides. Pull on the end of the ball tension until one ball is showing. Read the measurement next to the tape's "zero line."
6. Round the buttocks measurement down to the nearest half inch. (e.g., round 44 3/8 inches to 44 inches).
7. Record member's buttocks measurement on the weigh-in worksheet. See [Appendix C: Weigh-in Worksheet](#).

**B.7. Female
Circumference
Value**

Use these steps for determining female CV:

1. Determine the circumference value by adding the waist and buttocks measurements.
2. Subtract the neck measurement.

Example: If the neck measurement is 15 inches and the waist and buttock measurement are 28 1/2 and 40 1/2 inches respectively, the circumference value is 54.0 inches ($28.5 + 40.5 - 15 = 54.0$).

3. Compare the CV against the height measurement in the women's data in [Appendix D: Body Fat Estimation Chart](#) to determine the estimated body fat percentage.

Example: If the circumference value is 54.0 inches and the height of the member is 60 inches, the body fat percentage is 31%.

4. Record the member's CV and body fat percentage on the weigh-in worksheet. See [Appendix C: Weigh-in Worksheet](#).
-

Section C: Determine Compliance

C.1. Determine Compliance with Weight and Body Fat Standards

Per reference (a), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series), members are compliant with weight and body fat standards for any given weigh-in if they meet the following conditions:

- Member does not exceed maximum screening weight.
- Member is not under minimum screening weight.
- Member is within maximum allowable body fat (MABF) standards.
- Member has approved abeyance or exemption.

The non-compliant member signs the weigh-in worksheet acknowledging that they are not in compliance. See [Appendix C: Weigh-in Worksheet](#).

NOTE:

Commands should request abeyances and exemptions in accordance with reference (a) prior to a member's official weigh-in.

C.1.a. If Member is Under Minimum Screening Weight

The person conducting weigh-in:

- Notifies the member he/she is underweight and refers him/her to medical to determine if there is a medical cause requiring treatment.
 - Has the member sign the weigh-in sheet.
 - Records the member's weight in the DA.
 - Starts a Chronological Record of Medical Care (SF-600) found on the Government Services Administration ([GSA Forms Library](#)) website. [Appendix E: Chronological Record of Medical Care](#), SF-600 provides an example.
 - Notifies the member's supervisor/branch chief.
 - Provides copy of weigh-in worksheet and SF-600 to command (e.g., the CO of military personnel and/or the CO of enlisted personnel).
 - Advises command that the member is to be referred to medical in accordance with ref (a) because the member is underweight.
-

C.1.b. If Member Exceeds Maximum Body Fat Standards

The person conducting the weigh-in:

- Informs member that he/she is not in compliance and that their command will be notified accordingly.
- Informs member that he/she will be being referred to medical by command to determine whether or not the member can safely lose weight, or if there is an underlying medical condition that would prevent weight loss.
- Has member sign the weigh-in worksheet acknowledging non-compliance. See [Appendix C: Weigh-in Worksheet](#).
- Refers member to the CG Health, Safety, and Work-Life Commandant (CG-11), [Weight Management Program](#) website for more information.
- Starts a Chronological Record of Medical Care, (SF-600) found on the [GSA Forms Library](#) website. [Appendix E: Chronological Record of Medical Care](#), SF-600 provides an example.
- Records weight in DA.
- Notifies member's supervisor/branch chief.
- Notifies CO by providing the SF-600 and a copy of the weigh-in sheet. At the same time, advises command that member must be referred to medical, where the primary care manager (PCM) records information on the SF-600. Refer members who are subject to separation to a transition relocation manager.

NOTE:

Members not in compliance will be placed on probation and/or separated in accordance with reference (a).

Appendix A: Glossary and Acronyms

BMI	Body mass index. A value derived from the mass weight and height of an individual.
Body fat	The body fat percentage of a human or other living being is the total mass of fat divided by total body mass.
CDC	Center for Disease Control and Prevention.
CGTTP	Coast Guard tactics, techniques, and procedures.
CG-11	Coast Guard Health, Safety and Work-Life Commandant
CG-1331	Coast Guard Policy and Standards Division Commandant
CO	Commanding officer.
CV	Circumference value. A value calculated from the following formulas in determining body fat: <ul style="list-style-type: none">• Male CV = Abdomen – neck (in inches).• Female CV = Waist + buttocks – neck (in inches).
DA	Direct Access.
DHS	Department of Homeland Security
DoD	Department of Defense.
FC-P	FORCECOM Tactics, Techniques, and Procedures Division.
FORCECOM	Force Readiness Command.

GSA	Government Services Administration.
MABF	Maximum allowable body fat.
MAW	Maximum allowable weight.
MOCTC	Midgrade officer career transition course.
OIC	Officer-in-charge.
PCM	Primary care manager.
SF	Standard form.
SPII	Sensitive personally identifiable information.
TTP	Tactics, techniques, and procedures.
Trapezius	One of two large superficial muscles that extend longitudinally from the occipital bone to the lower thoracic vertebrae and laterally to the spine of the scapula (shoulder blade).
USCG	United States Coast Guard.
Zero Line	The "0" line indication on a tape measure.

Appendix B: Resources for Further Reading

The following policy documents are relevant to this TTP publication:

- Coast Guard Health Promotion Manual, CONDTINST 6200.1 (series).
 - Coast Guard Medical Manual, COMDTINST M6000.1 (series).
 - Department of Homeland Security (DHS) Handbook for Safeguarding SPII.
 - Enlisted Accessions, Evaluations, and Advancements, COMDTINST 1000.2 (series).
 - Military Separations, COMDTINST M1000.4 (series).
 - Officer, Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series).
 - Pregnancy in the Coast Guard, COMDTINST 1000.9 (series).
 - Reserve Policy Manual, COMDTINST M1001.28 (series).
 - Military Bonus Programs, COMDTINST M7220.2 (series).
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Appendix C: Weigh-in Worksheet

NOTE:

“BLOCK 2: Body fat determination (if needed)” on this worksheet contains an instruction to enter body fat percentage from CIM 1020.8 (series) enclosure (2). CIM 1020.8H is a USCG internet file name for reference (a), Coast Guard Weight and Body Fat Standards Program Manual, COMDINST M1020.8 (series). Enclosure (2) is provided in this TTP publication as [Appendix D: Body Fat Estimation Chart](#).

Record of Weigh-In
SAMPLE

DATE: _____

EMPLID: _____ NAME: _____ AGE: _____

BLOCK 1: All members, initial screening, no shoes

Height Round to nearest whole number	_____ inches
MAX Allowable weight per BMI table	_____ pounds
Weight Round down to nearest whole number	_____ pounds

- ✓ ODU w/ blouse - subtract 4.0 lbs.
- ✓ Tropical Blue or organizational clothing- subtract 3 lbs.
- ✓ T-shirt and trousers or sweatpants - subtract 2 lbs.
- ✓ T-shirt and gym shorts - subtract 1 lb.

HEIGHT	WEIGHT
58	131
59	136
60	141
61	146
62	150
63	155
64	160
65	165
66	170
67	175
68	180
69	186
70	191
71	197
72	202
73	208
74	214
75	220
76	225
77	231
78	237
79	244
80	250

BLOCK 2: Body fat determination (if needed)

AGE	MAXIMUM BODY FAT		Enter MAX body fat _____ %
	MEN	WOMEN	
LESS THAN 30	22%	32%	
LESS THAN 40	24%	34%	
40 and above	26%	36%	
Enter Circumference Value as determined below			_____ inches
Enter Body fat from CIM 1020.8H enclosure (2)			_____ %

Compliant? Y ___ N ___

Circumference Value determination:

	Waist Round down to nearest half-inch. Measure over the bellybutton for males, smallest point for females.	+ Buttocks (females only, use 0 for males) Round down to nearest half-inch. Measure the widest point when viewed from side.	- Neck Round up to nearest half- inch, measure below larynx	= Total
Set 1		+	-	=
Set 2		+	-	=
Set 3		+	-	=

Compare the three totals. Is any difference greater than 1.0?

Set 1 total _____ - Set 2 total _____ = _____
 Set 2 total _____ - Set 3 total _____ = _____
 Set 3 total _____ - Set 1 total _____ = _____ } Are any of these differences greater than 1.0?

	No. All totals are within 1.0 inches of each other. Enter lowest total of the three sets as the Circumference Value for block 2.
	Yes. Complete an additional set of measurements and then calculate an average circumference value using only the three closest set totals. Set 4: Waist _____ + Buttocks (females) _____ - Neck _____ = Total _____ Add the three closest totals from sets 1-4 together then divide by three to find an average. Round the average down to the nearest 0.5: (_____ + _____ + _____) ÷ 3 = _____ circumference value to enter in block 2

I agree that the above measurements are accurate (print and sign):

Member: _____
 Cmnd Cadre &/or Witness: _____
 Witness &/or entered by: _____

Appendix D: Body Fat Estimation Chart

Percent Fat Estimation for Men

CV *	Height (in)																					
	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79
13.5	10	10	9	9	8	8	7	7	7	6	6	5	5	4	4	3	3	3	2	2	1	1
14.0	12	11	11	10	10	9	9	8	8	7	7	7	6	6	5	5	4	4	4	3	3	2
14.5	13	13	12	12	11	11	10	10	9	9	8	8	7	7	7	6	6	5	5	5	4	4
15.0	14	14	13	13	12	12	11	11	10	10	10	9	9	8	8	7	7	7	6	6	5	5
15.5	16	15	15	14	14	13	13	12	12	11	11	10	10	9	9	9	8	8	7	7	7	6
16.0	17	16	16	15	15	14	14	13	13	12	12	12	11	11	10	10	9	9	9	8	8	7
16.5	18	17	17	16	16	15	15	14	14	14	13	13	12	12	11	11	11	10	10	9	9	9
17.0	19	19	18	18	17	17	16	16	15	15	14	14	13	13	13	12	12	11	11	10	10	10
17.5	20	20	19	19	18	18	17	17	16	16	15	15	14	14	14	13	13	12	12	12	11	11
18.0	21	21	20	20	19	19	18	18	17	17	16	16	15	15	15	14	14	13	13	13	12	12
18.5	22	22	21	21	20	20	19	19	18	18	17	17	17	16	16	15	15	14	14	14	13	13
19.0	23	23	22	22	21	21	20	20	19	19	18	18	18	17	17	16	16	15	15	15	14	14
19.5	24	24	23	23	22	22	21	21	20	20	19	19	18	18	18	17	17	16	16	16	15	15
20.0	25	25	24	24	23	23	22	22	21	21	20	20	19	19	19	18	18	17	17	17	16	16
20.5	26	26	25	25	24	24	23	23	22	22	21	21	20	20	19	19	19	18	18	17	17	17
21.0	27	26	26	25	25	24	24	24	23	23	22	22	21	21	20	20	19	19	18	18	18	18
21.5	28	27	27	26	26	25	25	24	24	23	23	22	22	21	21	20	20	20	19	19	19	18
22.0	29	28	28	27	27	26	26	25	25	24	24	23	23	22	22	21	21	20	20	20	20	19
22.5	30	29	29	28	28	27	27	26	26	25	25	24	24	23	23	23	22	22	21	21	21	20
23.0	30	30	29	29	28	28	27	27	26	26	26	25	25	24	24	23	23	23	22	22	21	21
23.5	31	31	30	30	29	29	28	28	27	27	26	26	25	25	25	24	24	23	23	23	22	22
24.0	32	31	31	30	30	29	29	28	28	28	27	27	26	26	25	25	24	24	23	23	23	23
24.5	33	32	32	31	31	30	30	29	29	28	28	27	27	26	26	25	25	24	24	24	24	23
25.0	33	33	32	32	31	31	30	30	30	29	29	28	28	27	27	26	26	26	25	25	24	24
25.5	34	34	33	33	32	32	31	31	30	30	29	29	29	28	28	27	27	26	26	26	25	25
26.0	35	34	34	33	33	32	32	31	31	31	30	30	29	29	28	28	28	27	27	26	26	26
26.5	36	35	35	34	34	33	33	32	32	31	31	30	30	30	29	29	28	28	27	27	27	26
27.0	36	36	35	35	34	34	33	33	32	32	32	31	31	30	30	29	29	29	28	28	27	27
27.5	37	37	36	36	35	35	34	34	33	33	32	32	31	31	30	30	29	29	28	28	28	28
28.0	38	37	37	36	36	35	35	34	34	33	33	32	32	31	31	30	30	29	29	29	29	28
28.5	38	38	37	37	36	36	35	35	34	34	33	33	32	32	31	31	31	30	30	29	29	29
29.0	39	39	38	37	37	37	36	36	35	35	34	34	33	33	32	32	31	31	30	30	30	30
29.5	40	39	39	38	38	37	37	36	36	35	35	34	34	34	33	33	32	32	31	31	31	30
30.0	40	40	39	39	38	38	37	37	36	36	35	35	35	34	34	33	33	32	32	32	31	31
30.5	41	40	40	39	39	38	38	37	37	36	36	35	35	34	34	34	33	33	32	32	32	32
31.0	42	41	40	40	39	39	38	38	37	37	36	36	35	35	35	34	34	33	33	33	33	32
31.5	42	42	41	41	40	40	39	39	38	38	37	37	36	36	36	35	35	34	34	33	33	33
32.0	43	42	42	41	41	40	40	39	39	38	38	37	37	37	36	36	35	35	34	34	34	33
32.5	43	43	42	42	41	41	40	40	39	39	38	38	38	37	37	36	36	35	35	35	34	34
33.0	44	43	43	42	42	41	41	40	40	39	39	39	38	38	37	36	36	36	35	35	35	34
33.5	44	44	43	43	42	42	41	41	40	40	40	39	39	38	38	37	37	36	36	36	35	35
34.0	45	44	44	43	43	42	42	42	41	41	40	40	39	39	38	38	38	37	37	36	36	36
34.5	46	45	44	44	43	43	43	42	42	41	41	40	40	39	39	39	38	38	37	37	37	36
35.0	46	46	45	45	44	44	43	43	42	42	41	41	40	40	39	39	39	38	38	37	37	37

* Circumference Value = abdomen circumference – neck circumference (in inches)

CGTTP 1-16.6
Coast Guard Weight and Body Fat Program Standards

Percent Fat Estimation for Women

CV *	Height (in)																					
	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79
45.0	19	18	18	17	16	16	15	14	14	13	12	12	11	11	10	9	9	8	8	7	7	6
45.5	20	19	19	18	17	16	16	15	14	14	13	13	12	11	11	10	10	9	8	8	7	7
46.0	21	20	19	19	18	17	17	16	15	15	14	13	13	12	12	11	10	10	9	9	8	8
46.5	21	21	20	19	19	18	17	17	16	15	15	14	14	13	12	12	11	11	10	9	9	8
47.0	22	22	21	20	19	19	18	17	17	16	16	15	14	14	13	12	12	11	11	10	10	9
47.5	23	22	22	21	20	19	19	18	18	17	16	16	15	14	14	13	13	12	12	11	10	10
48.0	24	23	22	22	21	20	19	18	18	17	16	16	15	14	13	13	12	12	11	11	10	10
48.5	24	24	23	22	22	21	20	20	19	18	17	16	16	15	14	14	13	12	12	11	11	10
49.0	25	24	24	23	22	22	21	20	20	19	18	18	17	17	16	15	15	14	14	13	13	12
49.5	26	25	24	24	23	22	22	21	20	20	19	19	18	17	17	16	16	15	14	14	13	13
50.0	27	26	25	24	24	23	22	22	21	21	20	19	19	18	17	17	16	16	15	15	14	14
50.5	27	27	26	25	25	24	23	23	22	21	21	20	19	19	18	18	17	16	16	15	15	14
51.0	28	27	27	26	25	25	24	23	23	22	21	21	20	19	19	18	18	17	17	16	15	15
51.5	29	28	27	27	26	25	25	24	23	23	22	21	21	20	20	19	18	18	17	17	16	16
52.0	29	29	28	27	27	26	25	25	24	23	23	22	21	21	20	20	19	19	18	17	17	16
52.5	30	29	29	28	27	27	26	25	25	24	23	23	22	22	21	20	20	19	19	18	18	17
53.0	31	30	29	29	28	27	27	26	25	25	24	23	22	22	21	20	20	19	19	18	18	17
53.5	31	31	30	29	29	28	27	27	26	25	25	24	23	23	22	22	21	21	20	19	19	18
54.0	32	31	31	30	29	29	28	27	27	26	25	25	24	24	23	22	22	21	21	20	20	19
54.5	33	32	31	31	30	29	29	28	27	27	26	25	25	24	24	23	22	22	21	21	20	20
55.0	33	33	32	31	31	30	29	29	28	27	27	26	25	25	24	24	23	22	22	21	21	20
55.5	34	33	33	32	31	31	30	29	29	28	27	27	26	25	25	24	24	23	23	22	21	21
56.0	35	34	33	33	32	31	30	30	29	29	28	27	26	25	25	24	24	23	23	22	21	21
56.5	35	35	34	33	32	32	31	30	30	29	29	28	27	27	26	26	25	24	24	23	23	22
57.0	36	35	34	34	33	32	32	31	30	30	29	29	28	27	27	26	26	25	24	24	23	23
57.5	37	36	35	34	34	33	32	32	31	30	30	29	29	28	27	27	26	26	25	25	24	23
58.0	37	36	36	35	34	34	33	32	32	31	30	30	29	29	28	27	27	26	26	25	25	24
58.5	38	37	36	36	35	34	34	33	32	32	31	30	30	29	29	28	27	27	26	26	25	25
59.0	38	38	37	36	36	35	34	34	33	32	32	31	30	30	29	29	28	27	27	26	26	25
59.5	39	38	38	37	36	35	35	34	33	33	32	32	31	30	30	29	29	28	27	27	26	26
60.0	40	39	38	37	37	36	35	35	34	33	33	32	32	31	30	30	29	29	28	28	27	26
60.5	40	39	39	38	37	37	36	35	35	34	33	33	32	32	31	30	30	29	29	28	28	27
61.0	41	40	39	39	38	37	37	36	35	35	34	33	33	32	32	31	30	30	29	29	28	28
61.5	41	41	40	39	38	38	37	36	36	35	35	34	33	33	32	32	31	30	30	29	29	28
62.0	42	41	40	40	39	38	38	37	36	36	35	35	34	33	33	32	32	31	30	30	29	29
62.5	42	42	41	40	40	39	38	38	37	36	36	35	34	34	33	33	32	32	31	30	30	29
63.0	43	42	42	41	40	40	39	38	38	37	36	36	35	34	34	33	33	32	32	31	30	30
63.5	44	43	42	41	41	40	39	39	38	37	37	36	36	35	34	34	33	33	32	32	31	30
64.0	44	43	43	42	41	41	40	39	39	38	37	37	36	36	35	34	34	33	33	32	32	31
64.5	45	44	43	43	42	41	41	40	39	39	38	37	37	36	36	35	34	34	33	33	32	32
65.0	45	45	44	43	42	42	41	40	40	39	38	38	37	37	36	35	35	34	34	33	33	32
65.5	46	45	44	44	43	42	42	41	40	40	39	38	38	37	37	36	35	35	34	34	33	33
66.0	46	46	45	44	43	43	42	41	41	40	40	39	38	38	37	37	36	35	35	34	34	33
66.5	47	46	45	45	44	43	43	42	41	41	40	39	39	38	38	37	37	36	35	35	34	34

* Circumference Value = waist circumference + hip circumference – neck circumference (in inches)

DATE	SYMPTOMS, DIAGNOSIS, TREATMENT, TREATING ORGANIZATION <i>(Sign each entry)</i>
SECTION 2: MEDICAL PROVIDER	
This Coast Guard member is being referred to you because s/he does not meet Coast Guard weight standards. Your responses on this form will assist the Coast Guard in developing a safe plan for the member to lose weight.	
1. Is the member pregnant (for females only)? If yes, indicate approximate due date, and leave items 2-6 blank. Yes ____ No ____	
2. Are there any medical diagnoses or medications that could be contributing to the member's excess weight? Yes ____ No ____	
3. Are there any medical or physical conditions that can limit participation in physical activity? Yes ____ No ____	
4. Please list the activities the member cannot safely participate in:	
5. Has the member been directed to a Regional Health Promotion Manager for nutrition counseling? If no, enter remarks. Yes ____ No ____	
6. Please indicate which components of the fitness test it is safe for the member to participate in:	
a) 1.5 mile run	Yes ____ No ____
b) Push-ups	Yes ____ No ____
c) Curl-ups	Yes ____ No ____
:	
_____ Provider's Signature	_____ Date
_____ Provider's Name & Address	
STANDARD FORM 600 (REV. 11-2010) BACK 	