

Member Weigh In Data Entry

Introduction This guide provides the procedures for entering Members Weigh-In Data into Direct Access.

References (a) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)
(b) Military Bonus Programs, COMDTINST M7220.2 (series)

- Key Points**
- Enter the correct Maximum Allowable Weight (MAW) from the tables in reference (a).
 - Do not input half pounds (e.g. 212.5 lbs). Direct Access does not account for the decimal and make the weight read as 2125 lbs. When determining the 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).
 - 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 (0)**, because the member is not overweight. However, the MAW field should still be completed with the member's MAW from reference (a)
 - **Do NOT enter the height measurement with more than two digits and weight measurement with more than three digits.**
-

Timing Physical characteristics should be entered upon accession, semiannually when the member is weighed, and within 30 days prior to class convening when the member is ordered to resident training. The page must be updated if the member exceeds the MAW standards and again when (if) the member meets MAW standards. **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 10 days after the end of each weigh-in period.**

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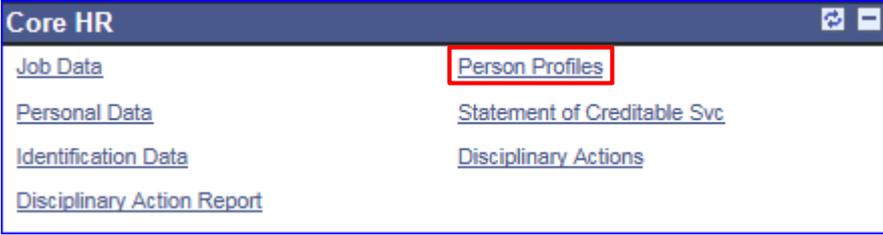
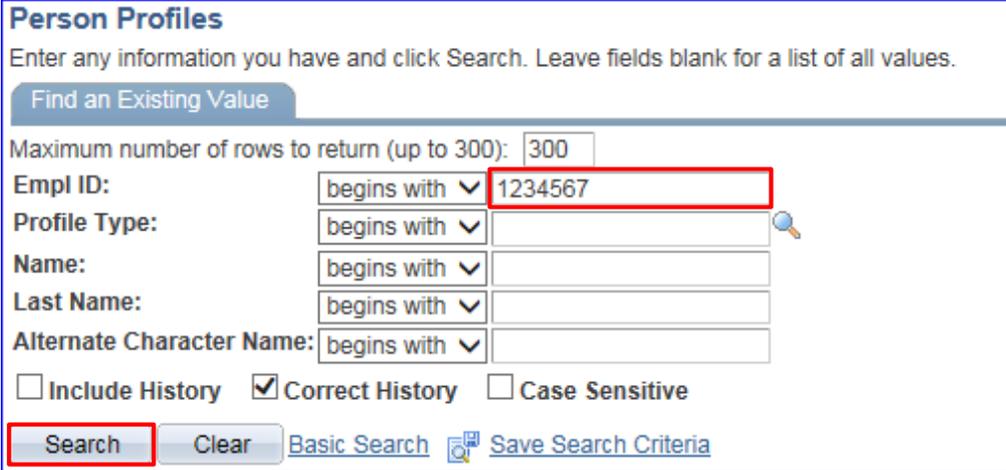
Member Weigh In Data Entry, Continued

Bonus Payments

Per reference (b) 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.

Procedures

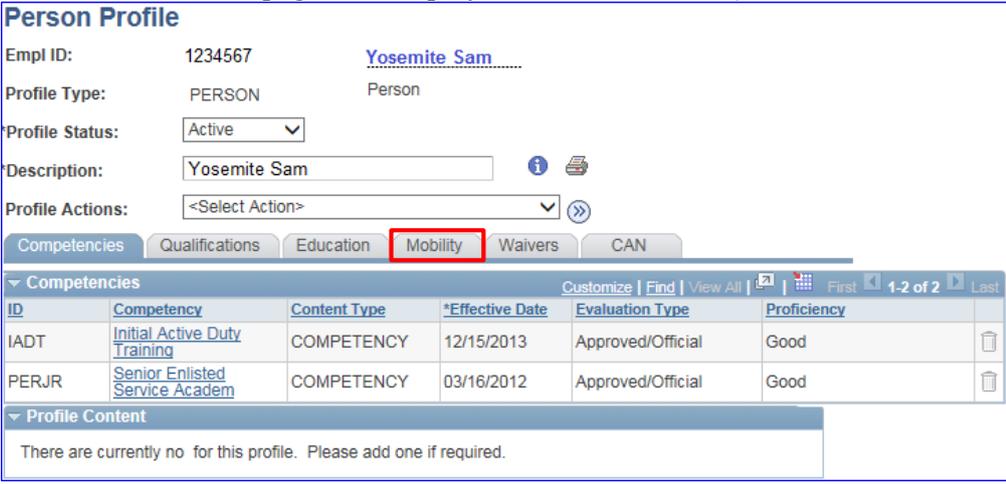
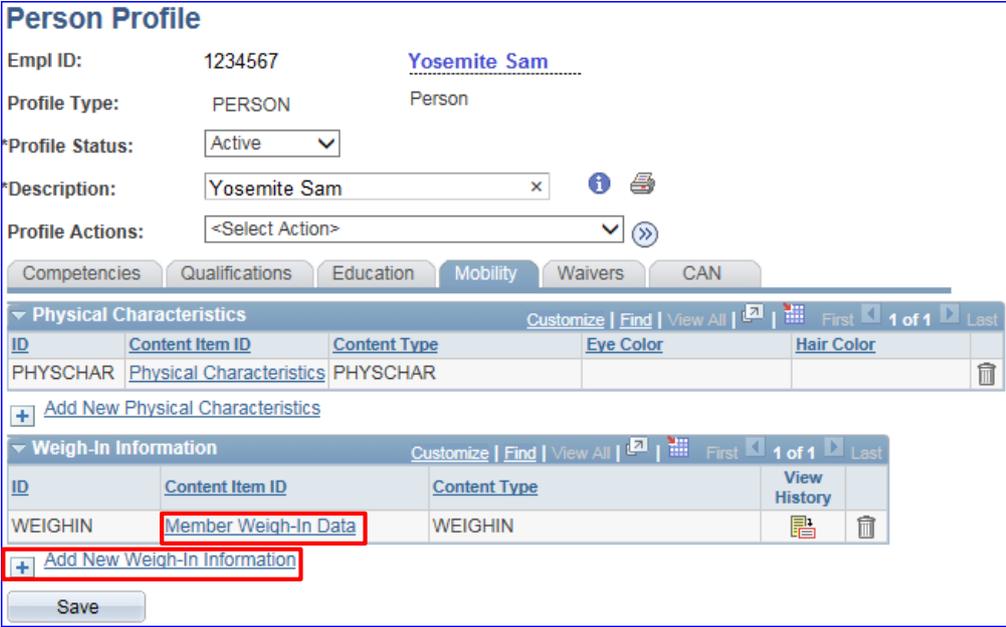
See below.

Step	Action
1	<p>Select the Person Profiles link from the Core HR pagelet.</p>  <p>The screenshot shows a 'Core HR' pagelet with several links: Job Data, Personal Data, Identification Data, Disciplinary Action Report, Person Profiles (highlighted), Statement of Creditable Svc, and Disciplinary Actions.</p>
2	<p>Enter the Empl ID, check the Correct History box and click the Search button.</p>  <p>The screenshot shows the 'Person Profiles' search form. It includes a 'Find an Existing Value' button, a 'Maximum number of rows to return (up to 300): 300' field, and several search criteria fields: 'Empl ID' (set to 'begins with 1234567'), 'Profile Type', 'Name', 'Last Name', and 'Alternate Character Name'. There are checkboxes for 'Include History', 'Correct History' (checked), and 'Case Sensitive'. At the bottom, there are 'Search' (highlighted), 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.</p>

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Step	Action																		
<p>3</p>	<p>The Person Profile page will display. Click the Mobility tab.</p>  <p>Person Profile</p> <p>Empl ID: 1234567 Yosemite Sam</p> <p>Profile Type: PERSON Person</p> <p>Profile Status: Active</p> <p>Description: Yosemite Sam</p> <p>Profile Actions: <Select Action></p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>Competencies</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Content Type</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>IADT</td> <td>Initial Active Duty Training</td> <td>COMPETENCY</td> <td>12/15/2013</td> <td>Approved/Official</td> <td>Good</td> </tr> <tr> <td>PERJR</td> <td>Senior Enlisted Service Academ</td> <td>COMPETENCY</td> <td>03/16/2012</td> <td>Approved/Official</td> <td>Good</td> </tr> </tbody> </table> <p>Profile Content</p> <p>There are currently no for this profile. Please add one if required.</p>	ID	Competency	Content Type	Effective Date	Evaluation Type	Proficiency	IADT	Initial Active Duty Training	COMPETENCY	12/15/2013	Approved/Official	Good	PERJR	Senior Enlisted Service Academ	COMPETENCY	03/16/2012	Approved/Official	Good
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<p>4</p>	<p>The Mobility tab will display. Click the Member Weigh-In Data link or click the Add New Weigh-In Information link.</p>  <p>Person Profile</p> <p>Empl ID: 1234567 Yosemite Sam</p> <p>Profile Type: PERSON Person</p> <p>Profile Status: Active</p> <p>Description: Yosemite Sam</p> <p>Profile Actions: <Select Action></p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>Physical Characteristics</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Content Item ID</th> <th>Content Type</th> <th>Eve Color</th> <th>Hair Color</th> </tr> </thead> <tbody> <tr> <td>PHYSCHAR</td> <td>Physical Characteristics</td> <td>PHYSCHAR</td> <td></td> <td></td> </tr> </tbody> </table> <p>Add New Physical Characteristics</p> <p>Weigh-In Information</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Content Item ID</th> <th>Content Type</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>WEIGHIN</td> <td>Member Weigh-In Data</td> <td>WEIGHIN</td> <td></td> </tr> </tbody> </table> <p>Add New Weigh-In Information</p> <p>Save</p>	ID	Content Item ID	Content Type	Eve Color	Hair Color	PHYSCHAR	Physical Characteristics	PHYSCHAR			ID	Content Item ID	Content Type	View History	WEIGHIN	Member Weigh-In Data	WEIGHIN	
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Procedures,
continued

Step	Action
5	<p>If you selected the Member Weigh-In Data link, the member's current weigh-in data will display. Click the "+" (Plus) button to add new weigh-in data.</p> <div data-bbox="363 600 1369 1579" style="border: 1px solid blue; padding: 5px;"> <p>Person Profile</p> <p>Add New Weigh-In Information</p> <p>Empl ID: 1234567 Yosemite Sam</p> <p>Profile Type: PERSON Person</p> <p>Add item details. Select OK to apply changes and return. Select Cancel to return. Select Apply and Add to continue adding additional items.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Details Find View All First 1 of 1 Last</p> <p>*Weigh-In Date: <input type="text" value="10/01/2016"/>  +</p> <p>*Content Item ID: <input type="text"/> </p> <p>*Status: <input type="text" value="Active"/> </p> <p>*Height in Inches: <input type="text" value="65"/></p> <p>Neck Size in Inches: <input type="text"/></p> <p>Body Fat %: <input type="text"/></p> <p><input checked="" type="checkbox"/> Semi Annual Weigh-In?</p> <p>*Weight in Pounds: <input type="text" value="150"/></p> <p>Waist in Inches: <input type="text"/></p> <p>Max Allowed Body Fat %: <input type="text" value="22"/></p> <p><input type="checkbox"/> Overweight?</p> <p>Circumference Value: <input type="text"/> </p> <p>Hip Size Inches (Women only): <input type="text"/> </p> <p>Max Allowable Weight: <input type="text" value="165"/> </p> <p>Weight Over: <input type="text"/> </p> <p>Remarks: <input type="text" value="Semi-Annual"/> </p> </div> </div>

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Member Weigh In Data Entry, Continued

Procedures,
continued

Step	Action
6	<p>If you selected the Add New Weigh-In Information link, a new weigh-in instance will display.</p> <p>Enter the new Weigh-In data.</p> <div data-bbox="352 636 1369 1671" style="border: 1px solid blue; padding: 5px;"> <p><u>Person Profile</u></p> <p>Add New Weigh-In Information</p> <p>Empl ID: 1234567 Yosemite Sam Profile Type: PERSON Person</p> <p>Add item details. Select OK to apply changes and return. Select Cancel to return. Select Apply and Add to continue adding additional items.</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Details Find View All First 1 of 1 Last</p> <p>*Weigh-In Date: <input type="text" value="04/01/2016"/> </p> <p>*Content Item ID: <input type="text" value="WEIGHIN"/> </p> <p>*Status: <input type="text" value="Active"/> </p> <p>*Height in Inches: <input type="text" value="65"/></p> <p>Neck Size in Inches: <input type="text"/></p> <p>Body Fat %: <input type="text"/></p> <p><input checked="" type="checkbox"/> Semi Annual Weigh-In?</p> <p>*Weight in Pounds: <input type="text" value="150"/></p> <p>Waist in Inches: <input type="text"/></p> <p>Max Allowed Body Fat %: <input type="text" value="22"/></p> <p><input type="checkbox"/> Overweight?</p> <p>Circumference Value: <input type="text" value="0"/> </p> <p>Hip Size Inches (Women only): <input type="text" value="0"/> </p> <p>Max Allowable Weight: <input type="text" value="165"/> </p> <p>Weight Over: <input type="text" value="0"/> </p> <p>Remarks: <input type="text" value="Semi-Annual"/> </p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply and Add Another"/> </p> </div> </div>

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Member Weigh In Data Entry, Continued

Procedures,
continued

Step	Action	
6 (cont)	Weigh-In Date	Enter new weigh-in date.
	Content Item ID	Select WEIGHIN
	Status	Select Active
	Height in Inches	Enter member's height (e.g. 67 for 5'7"). The height data must be rounded to the nearest whole number (e.g. 65.4 equals 64, 65.5 equals 66).
	Body Fat %	Enter the measured body fat percentage ONLY if the member is overweight but under fat.
	Semi Annual Weigh-In	Check the box if this is a semi-annual weigh-in.
	Weight in pounds	Enter the weight in pounds. Weight data must be rounded to the nearest whole number (e.g. 215.4 equals 215, 215.5 equals 216).
	Max Allowable Body Fat%	Enter the maximum allowable body fat only if the member is overweight.
	Overweight	Check this box only if the member is overweight AND over the maximum allowable body fat percentage.
	Max Allowable Weight	Enter the correct Maximum Allowable Weight (MAW) from the most current ALCOAST in effect. Use the MAW from the instruction/ALCOAST even if member exceeds that weight but does not exceed the Maximum Allowable Body Fat Percentage.
	Overweight	Always enter "0" unless the member exceeds <u>both</u> the Maximum Allowable Weight and the Maximum Allowable Body Fat Percentage standards. If member exceeds both, enter the number of pounds the member is over their MAW.
	Remarks	Enter the reason for the weigh-in and the member's compliance with standards.

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Member Weigh In Data Entry, Continued

Procedures,
continued

Step	Action
<p>6 (cont)</p>	<p>When complete, click the OK button.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Person Profile</p> <p>Add New Weigh-In Information</p> <p>Empl ID: 1234567 Yosemite Sam Profile Type: PERSON Person</p> <p>Add item details. Select OK to apply changes and return. Select Cancel to return. Select Apply and Add to continue adding additional items.</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Details Find View All First 1 of 1 Last</p> <p>*Weigh-In Date: 04/01/2016 +</p> <p>*Content Item ID: WEIGHIN 🔍</p> <p>*Status: Active ▼</p> <p>*Height in Inches: 65</p> <p>Neck Size in Inches: <input type="text"/></p> <p>Body Fat %: <input type="text"/></p> <p><input checked="" type="checkbox"/> Semi Annual Weigh-In?</p> <p>*Weight in Pounds: 150</p> <p>Waist in Inches: <input type="text"/></p> <p>Max Allowed Body Fat %: 22</p> <p><input type="checkbox"/> Overweight?</p> <p>Circumference Value: <input type="text"/> 🔍</p> <p>Hip Size Inches (Women only): <input type="text"/> 🔍</p> <p>Max Allowable Weight: 165 🔍</p> <p>Weight Over: <input type="text"/> 🔍</p> <p>Remarks: Semi-Annual 🔍</p> <p style="text-align: center;"> <input style="border: 2px solid red;" type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply and Add Another"/> </p> </div> </div>

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Member Weigh In Data Entry, Continued

Procedures,
continued

Step	Action																						
7	<p>Then click the Save button.</p> <div data-bbox="352 524 1361 1151" style="border: 1px solid blue; padding: 5px;"> <p>Person Profile</p> <p>Empl ID: 1234567 Yosemite Sam</p> <p>Profile Type: PERSON Person</p> <p>Profile Status: Active</p> <p>Description: Yosemite Sam ✕ i 🖨</p> <p>Profile Actions: <Select Action> »</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>Physical Characteristics Customize Find View All 1 of 1 First Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Content Item ID</th> <th>Content Type</th> <th>Eye Color</th> <th>Hair Color</th> <th></th> </tr> </thead> <tbody> <tr> <td>PHYSCHAR</td> <td>Physical Characteristics</td> <td>PHYSCHAR</td> <td></td> <td></td> <td>🗑</td> </tr> </tbody> </table> <p>+ Add New Physical Characteristics</p> <p>Weigh-In Information Customize Find View All 1 of 1 First Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Content Item ID</th> <th>Content Type</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>WEIGHIN</td> <td>Member Weigh-In Data</td> <td>WEIGHIN</td> <td>📄</td> <td>🗑</td> </tr> </tbody> </table> <p>+ Add New Weigh-In Information</p> <p>Save</p> </div>	ID	Content Item ID	Content Type	Eye Color	Hair Color		PHYSCHAR	Physical Characteristics	PHYSCHAR			🗑	ID	Content Item ID	Content Type	View History		WEIGHIN	Member Weigh-In Data	WEIGHIN	📄	🗑
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