

# Entering a Member's Weigh-In Data

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**Introduction** This guide provides the procedures for a Personnel and Administration (P&A) office or Command User to enter a member's Weigh-In data in Direct Access (DA).

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- References**
- (a) [Body Composition Standards Program, COMDTINST 1020.8 \(series\)](#)
  - (b) [Coast Guard Body Composition Screening Desk Guide, CG-1331](#)
  - (c) [CG-13 Coast Guard Body Composition Program](#)
  - (d) [Video: Body Composition Pilot and AC Overview](#)
  - (e) [USCG Body Composition Program FAQs](#)
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**Body Composition Program Record of Screening Form**

The Record of Body Composition Screening form **shall be completed** for each member. Click the link or print the form located at the end of this guide: [Record of Body Composition Screening](#) form.

The Body Composition Pilot Program Record of Screening form is also located on the [CG-13's Body Composition Program](#) webpage.

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**PHS Detailed to USCG**

PHS officers detailed to the USCG are required to meet CG weight standards. Weight entries for these officers shall be entered by the USCG P&A Office or SPO. **Do not forward weigh-in data to CG-1122 for data entry.**

**PHS officers detailed to the CG are required to meet CG weight standards. DA 9.1 does not allow weight entries for these officers. All weight data for PHS officers need to be emailed to CAPT Wade McConnell at [Wade.B.McConnell@uscg.mil](mailto:Wade.B.McConnell@uscg.mil). CAPT McConnell will enter the data when this issue is fixed. Until this issue is resolved, PHS officers may show as non-compliant on rosters and/or queries.**

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**Timing**

Physical characteristics should be entered upon accession, semi-annually when the member is weighed, and within 30 days prior to the class convening date when the member is ordered to resident training. The member's weigh-in data must be updated if the member exceeds the maximum allowable weight (MAW) standards.

**Record all data in DA within 10 working days of each BCS. The entry must be made regardless of a member's compliance or non-compliance with body composition standards. When DA is offline, days will not count against the 10-day requirement.**


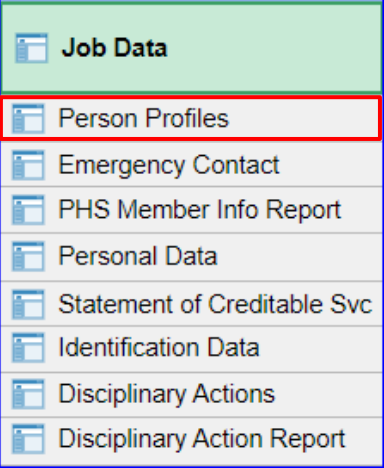
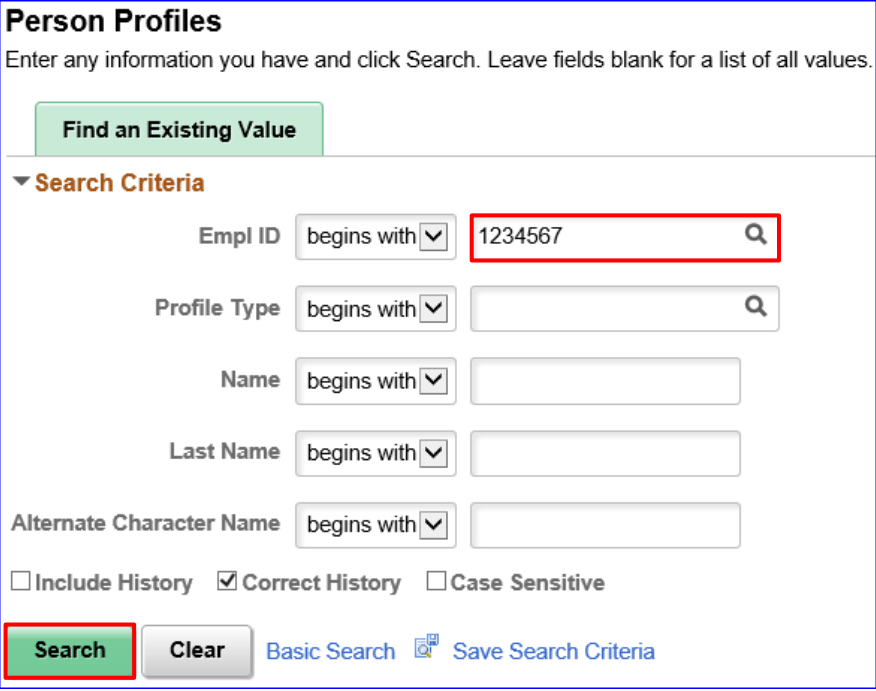
**NOTE:** If a member has not conducted a height measurement during their current tour, one **must** be completed during the April weigh-in.

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# Entering a Member's Weigh-In Data, Continued

**Procedures** See below.

Step	Action
1	<p>Click on the <b>Core HR</b> Tile.</p> 
1.5	<p>Select the <b>Person Profiles</b> option.</p> 
2	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>. The Correct History box is checked by default.</p> 

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# Entering a Member's Weigh-In Data, Continued

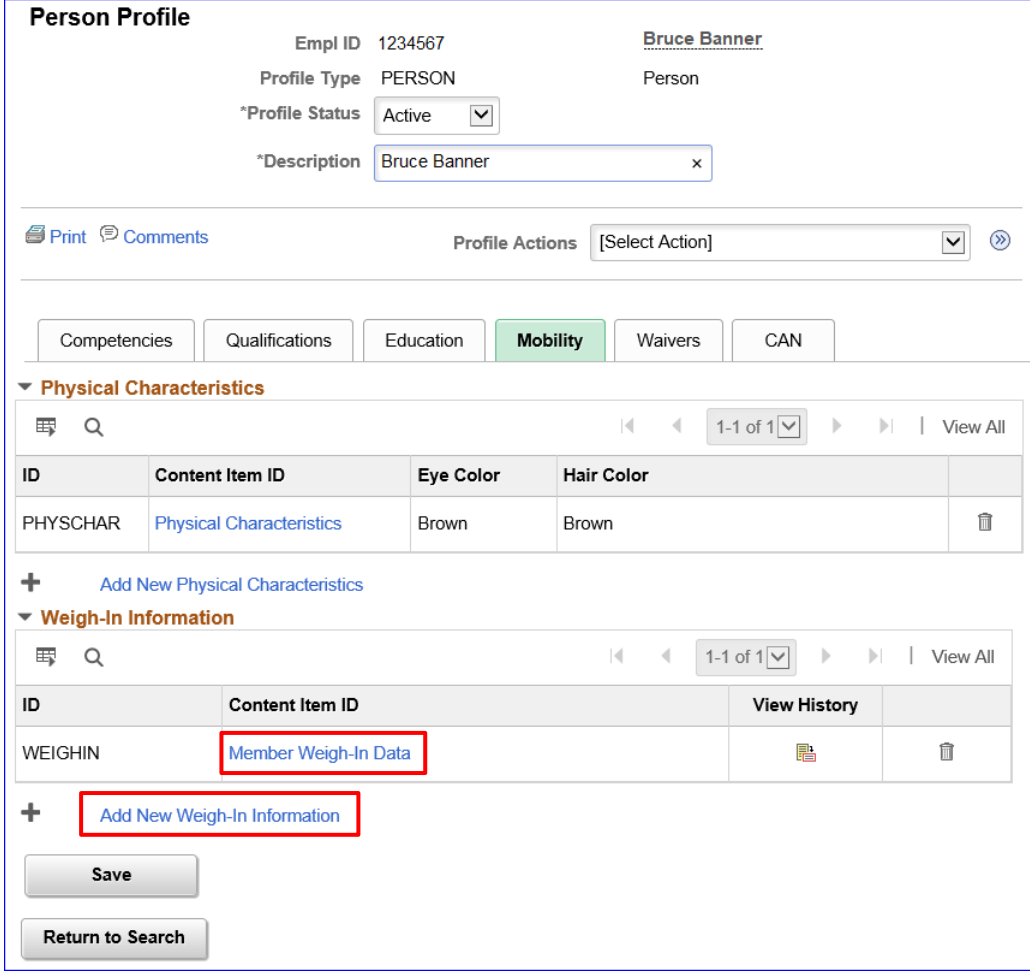
Procedures,  
continued

Step	Action																														
3	<p>The member's Person Profile page will display. Select the <b>Mobility</b> tab.</p> <div style="border: 1px solid black; padding: 10px;"> <p><b>Person Profile</b></p> <p>Empl ID 1234567 <span style="float: right;"><a href="#">Bruce Banner</a></span></p> <p>Profile Type PERSON <span style="float: right;">Person</span></p> <p>*Profile Status Active <input type="button" value="v"/></p> <p>*Description Bruce Banner <input type="text" value="x"/></p> <hr/> <p> Print  Comments <span style="float: right;">Profile Actions <input type="button" value="[Select Action]"/></span></p> <hr/> <p> <input checked="" type="button" value="Competencies"/> <input type="button" value="Qualifications"/> <input type="button" value="Education"/> <input style="border: 2px solid red;" type="button" value="Mobility"/> <input type="button" value="Waivers"/> <input type="button" value="CAN"/> </p> <p><b>Competencies</b></p> <p><input type="button" value="Q"/> <input type="text" value=""/> <span style="float: right;">1-4 of 4 <input type="button" value="v"/>   View All</span></p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>EPMEE7</td> <td><a href="#">EPME E7 ERATS</a></td> <td>01/16/2020</td> <td>Approved/Official</td> <td>Good</td> <td> </td> </tr> <tr> <td>PAO</td> <td><a href="#">Payment Approving Official</a></td> <td>04/07/2015</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>YNC</td> <td><a href="#">YNC ERATS</a></td> <td>01/10/2020</td> <td>Approved/Official</td> <td>Good</td> <td> </td> </tr> <tr> <td>YNL1</td> <td><a href="#">Legal Technician</a></td> <td>08/19/2011</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> </tbody> </table> <p><b>+ Add New Competencies</b></p> <p><b>Officer Specialty Code</b></p> <p>There are currently no Officer Specialty Code for this profile. Please add one if required.</p> <p><b>Profile Content</b></p> <p>There are currently no for this profile. Please add one if required.</p> <p><b>+ Add New</b></p> <p><input type="button" value="Save"/></p> <p><input type="button" value="Return to Search"/></p> </div>	ID	Competency	Effective Date	Evaluation Type	Proficiency	View History	EPMEE7	<a href="#">EPME E7 ERATS</a>	01/16/2020	Approved/Official	Good		PAO	<a href="#">Payment Approving Official</a>	04/07/2015	Approved/Official	Good		YNC	<a href="#">YNC ERATS</a>	01/10/2020	Approved/Official	Good		YNL1	<a href="#">Legal Technician</a>	08/19/2011	Approved/Official	Good	
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# Entering a Member's Weigh-In Data, Continued

Procedures,  
continued

Step	Action																		
4	<p>The Mobility tab will display. There are two ways to enter a member's weigh-in data:</p> <ol style="list-style-type: none"> <li>1) Select <b>Member Weigh-In Data</b> and continue with Step 5, or</li> <li>2) Select <b>Add New Weigh-In Information</b> and skip to Step 7.</li> </ol>  <p><b>Person Profile</b></p> <p>Empl ID 1234567 <span style="float: right;">Bruce Banner</span></p> <p>Profile Type PERSON <span style="float: right;">Person</span></p> <p>*Profile Status Active <input type="button" value="v"/></p> <p>*Description Bruce Banner <input type="button" value="x"/></p> <hr/> <p> Print  Comments <span style="float: right;">Profile Actions [Select Action] <input type="button" value="v"/> <input type="button" value="x"/></span></p> <hr/> <p>Competencies   Qualifications   Education   <b>Mobility</b>   Waivers   CAN</p> <p><b>Physical Characteristics</b></p> <p> <span style="float: right;">1-1 of 1 <input type="button" value="v"/> <input type="button" value="x"/>   View All</span></p> <table border="1"> <thead> <tr> <th>ID</th> <th>Content Item ID</th> <th>Eye Color</th> <th>Hair Color</th> <th></th> </tr> </thead> <tbody> <tr> <td>PHYSCHAR</td> <td>Physical Characteristics</td> <td>Brown</td> <td>Brown</td> <td></td> </tr> </tbody> </table> <p>+ Add New Physical Characteristics</p> <p><b>Weigh-In Information</b></p> <p> <span style="float: right;">1-1 of 1 <input type="button" value="v"/> <input type="button" value="x"/>   View All</span></p> <table border="1"> <thead> <tr> <th>ID</th> <th>Content Item ID</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>WEIGHIN</td> <td>Member Weigh-In Data</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Weigh-In Information</p> <p><input type="button" value="Save"/></p> <p><input type="button" value="Return to Search"/></p>	ID	Content Item ID	Eye Color	Hair Color		PHYSCHAR	Physical Characteristics	Brown	Brown		ID	Content Item ID	View History		WEIGHIN	Member Weigh-In Data		
ID	Content Item ID	Eye Color	Hair Color																
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# Entering a Member's Weigh-In Data, Continued

Procedures,  
continued

Step	Action
5	<p>By selecting <b>Member Weigh-In Data</b>, the member's current weigh-in data will display. Click the (+) button to add a new row.</p> <div data-bbox="338 510 1369 1783" style="border: 1px solid black; padding: 10px;"> <p><b>Details</b> <span style="float: right;">1 of 10   View All</span></p> <p>*Weigh-In Date: 10/24/2019 <span style="float: right;"><b>+</b> <b>-</b></span></p> <p>Content Item ID: WEIGHIN <span style="float: right;">Member Weigh-In Data</span></p> <p>*Eff Status: Active</p> <p>Weigh-In Reason: <input type="text"/></p> <p>Weigh-In Status: <input type="text"/></p> <p>Height in Inches: 64</p> <p>Max Allowable Weight: 160.00</p> <p>Neck Size in Inches: 13.5 <span style="float: right;">13.5</span></p> <p>Body Fat %: 42</p> <p>Waist Size in Inches: 34 <span style="float: right;">34</span></p> <p>Hip Size Inches (Women only): 45 <span style="float: right;">45</span></p> <p>Circumference Value: 65.5</p> <p>AC Value: <input type="text"/></p> <p>Weight in Pounds: 182</p> <p>Medical Screening: <input type="text"/></p> <p>Weight Over: 22.00</p> <p>Physical Fitness Test: <input type="text"/></p> <p>Max Allowable Body Fat %: 34</p> <p>Abeyance: <input type="text"/></p> <p><input type="checkbox"/> Overweight?</p> <p>Compliant: <input type="text"/></p> <p><input type="checkbox"/> Height Retaken?</p> <p>Remarks: SA/N/N/35.5/Y/NA/NA/NA/Y/N <span style="float: right;">228 characters remaining</span></p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>

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# Entering a Member's Weigh-In Data, Continued

Procedures,  
continued

Step	Action
6	<p>A new row will display, carrying over much of the information from the previous row. To continue, skip to Step 8.</p> <div data-bbox="336 510 1369 1832" style="border: 1px solid #ccc; padding: 10px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span>Details</span> <span style="float: right;">1 of 11 <span>▼</span>   <a href="#">View All</a></span> </div> <div style="padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 80%;"> <p>*Weigh-In Date <input style="width: 100%;" type="text" value="07/14/2020"/> <span style="font-size: small;">📅</span></p> <p>Content Item ID <span style="margin-left: 20px;">WEIGHIN</span> <span style="float: right; color: #0070C0;">Member Weigh-In Data</span></p> <p>*Eff Status <input style="width: 100%;" type="text" value="Active"/> <span style="font-size: small;">▼</span></p> <p>Weigh-In Reason <input style="width: 100%;" type="text"/> <span style="font-size: small;">🔍</span></p> <p>Weigh-In Status <input style="width: 100%;" type="text"/> <span style="font-size: small;">🔍</span></p> <p>Height in Inches <input style="width: 100%;" type="text" value="64"/></p> <p>Max Allowable Weight <input style="width: 100%;" type="text" value="160.00"/></p> <p>Neck Size in Inches <input style="width: 100%;" type="text" value="13.5"/> <span style="font-size: small;">🔍</span> <span style="margin-left: 10px;">13.5</span></p> <p>Body Fat % <input style="width: 100%;" type="text" value="42"/></p> <p>Waist Size in Inches <input style="width: 100%;" type="text" value="34"/> <span style="font-size: small;">🔍</span> <span style="margin-left: 10px;">34</span></p> <p>Hip Size Inches (Women only) <input style="width: 100%;" type="text" value="45"/> <span style="font-size: small;">🔍</span> <span style="margin-left: 10px;">45</span></p> <p>Circumference Value <input style="width: 100%;" type="text" value="65.5"/> <span style="font-size: small;">🔍</span></p> <p>AC Value <input style="width: 100%;" type="text"/> <span style="font-size: small;">🔍</span></p> <p>Weight in Pounds <input style="width: 100%;" type="text" value="182"/></p> <p>Medical Screening <input style="width: 100%;" type="text"/> <span style="font-size: small;">🔍</span></p> <p>Weight Over <input style="width: 100%;" type="text" value="22.00"/></p> <p>Physical Fitness Test <input style="width: 100%;" type="text"/> <span style="font-size: small;">🔍</span></p> <p>Max Allowable Body Fat % <input style="width: 100%;" type="text" value="34"/></p> <p>Abeyance <input style="width: 100%;" type="text"/> <span style="font-size: small;">🔍</span></p> <p><input type="checkbox"/> Overweight?</p> <p>Compliant <input style="width: 100%;" type="text"/> <span style="font-size: small;">🔍</span></p> <p><input type="checkbox"/> Height Retaken?</p> <p>Remarks <input style="width: 100%;" type="text" value="SA/N/N/35.5/Y/NA/NA/NA/Y/N"/> <span style="font-size: small;">🔍</span></p> <p style="font-size: x-small; text-align: right;">228 characters remaining</p> </div> <div style="width: 15%; text-align: right; padding-right: 10px;"> <span style="margin-bottom: 10px;">+</span> <span style="margin-bottom: 10px;">-</span> </div> </div> <div style="border-top: 1px solid #ccc; padding-top: 10px; display: flex; justify-content: space-between;"> <span style="background-color: #4CAF50; color: white; padding: 5px 15px; border-radius: 3px;">OK</span> <span style="background-color: #ccc; padding: 5px 15px; border-radius: 3px;">Cancel</span> </div> </div> </div>

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# Entering a Member's Weigh-In Data, Continued

Procedures,  
continued

Step	Action
7	<p>By selecting <b>Add New Weigh-In Information</b>, a new row is automatically generated. Continue to Step 8.</p> <div data-bbox="336 510 1369 1776" style="border: 1px solid black; padding: 10px;"> <p><b>Details</b> <span style="float: right;">1 of 1   View All</span></p> <p>*Weigh-In Date: <input type="text" value="07/14/2020"/> <span style="float: right;">+</span></p> <p>*Content Item ID: <input type="text"/></p> <p>*Eff Status: <input type="text" value="Active"/> <span style="float: right;">v</span></p> <p>Weigh-In Reason: <input type="text"/></p> <p>Weigh-In Status: <input type="text"/></p> <p>Height in Inches: <input type="text"/></p> <p>Max Allowable Weight: <input type="text"/></p> <p>Neck Size in Inches: <input type="text"/></p> <p>Body Fat %: <input type="text"/></p> <p>Waist Size in Inches: <input type="text"/></p> <p>Hip Size Inches (Women only): <input type="text"/></p> <p>Circumference Value: <input type="text"/></p> <p>AC Value: <input type="text"/></p> <p>Weight in Pounds: <input type="text"/></p> <p>Medical Screening: <input type="text" value="NA"/> <span style="float: right;">Not Applicable</span></p> <p>Weight Over: <input type="text"/></p> <p>Physical Fitness Test: <input type="text" value="NA"/> <span style="float: right;">Not Applicable</span></p> <p>Max Allowable Body Fat %: <input type="text"/></p> <p>Abeyance: <input type="text" value="NA"/> <span style="float: right;">Not Applicable</span></p> <p><input type="checkbox"/> Overweight?</p> <p>Compliant: <input type="text"/></p> <p><input type="checkbox"/> Height Retaken?</p> <p>Remarks: <input type="text"/></p> <p style="text-align: center;">254 characters remaining</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>

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# Entering a Member's Weigh-In Data, Continued

Procedures,  
continued

Step	Action
8	<p>The Weigh-In Date will default to the current date. Update the <b>Weigh-In Date</b> as appropriate. Using the <b>Content Item ID</b> lookup, select WEIGHIN and ensure the <b>Eff Status</b> indicates Active.</p> <div data-bbox="336 548 1369 1809" style="border: 1px solid black; padding: 10px;"> <p><b>Details</b> <span style="float: right;">1 of 1   View All</span></p> <p>*Weigh-In Date <input type="text" value="04/30/2020"/> <span style="float: right;">+</span></p> <p>*Content Item ID <input type="text" value="WEIGHIN"/> <span style="float: right;">Member Weigh-In Data</span></p> <p>*Eff Status <input type="text" value="Active"/></p> <p>Weigh-In Reason <input type="text"/></p> <p>Weigh-In Status <input type="text"/></p> <p>Height in Inches <input type="text"/></p> <p>Max Allowable Weight <input type="text"/></p> <p>Neck Size in Inches <input type="text"/></p> <p>Body Fat % <input type="text"/></p> <p>Waist Size in Inches <input type="text"/></p> <p>Hip Size Inches (Women only) <input type="text"/></p> <p>Circumference Value <input type="text"/></p> <p>AC Value <input type="text"/></p> <p>Weight in Pounds <input type="text"/></p> <p>Medical Screening <input type="text" value="NA"/> <span style="float: right;">Not Applicable</span></p> <p>Weight Over <input type="text"/></p> <p>Physical Fitness Test <input type="text" value="NA"/> <span style="float: right;">Not Applicable</span></p> <p>Max Allowable Body Fat % <input type="text"/></p> <p>Abeyance <input type="text" value="NA"/> <span style="float: right;">Not Applicable</span></p> <p><input type="checkbox"/> Overweight?</p> <p>Compliant <input type="text"/></p> <p><input type="checkbox"/> Height Retaken?</p> <p>Remarks <input type="text"/></p> <p style="text-align: center;">254 characters remaining</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>

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# Entering a Member's Weigh-In Data, Continued

Procedures,  
continued

Step	Action												
9	<p>Using the lookup, select the appropriate <b>Weigh-In Reason</b>.</p> <div data-bbox="339 477 1369 1556"> <p><b>Details</b> [Search]   [Navigation] 1 of 1 [View All]</p> <p>*Weigh-In Date: 04/30/2020 [Calendar] [Add]</p> <p>*Content Item ID: WEIGHIN [Search] <a href="#">Member Weigh-In Data</a></p> <p>*Eff Status: Active [Dropdown]</p> <p>Weigh-In Reason: SEMI [X] [Search] <b>Semi-annual</b></p> <p>Weigh-In Status: [Search]</p> <p>Height in Inches: [Text]</p> <p>Max Allowable Weight: [Text]</p> <p>Neck Size in Inches: [Text] [Search]</p> <p>Body Fat %: [Text]</p> <p>Waist Size in Inches: [Text] [Search]</p> <p>Hip Size Inches (Women only): [Text] [Search]</p> <p>Circumference Value: [Text] [Search]</p> <p>AC Value: [Text] [Search]</p> <p>Weight in Pounds: [Text]</p> <p>Medical Screening: NA [Search]</p> <p>Weight Over: [Text]</p> <p>Physical Fitness Test: NA [Search]</p> <p>Max Allowable Body Fat %: [Text]</p> <p>Abeyance: NA [Search]</p> <p><input type="checkbox"/> Overweight?</p> <p>Compliant: [Text] [Search]</p> <p><input type="checkbox"/> Height Retaken?</p> <p>Remarks: [Text] [Clear]</p> <p>254 characters remaining</p> <p>[OK] [Cancel] [Apply and Add Another]</p> </div> <div data-bbox="906 786 1369 1317"> <p><b>Look Up Weigh-In Reason</b> [X] [Help]</p> <p>Code: begins with [Dropdown] [Text]</p> <p>Description: begins with [Dropdown] [Text]</p> <p>[Search] [Clear] [Cancel] <a href="#">Basic Lookup</a></p> <p>Search Results</p> <p>View 100 [Navigation] 1-5 of 5 [View All]</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>CMND</td> <td>Command Directed</td> </tr> <tr> <td>OTHER</td> <td>Other</td> </tr> <tr> <td>PCS</td> <td>PCS/TDY</td> </tr> <tr> <td>PROB</td> <td>Probation</td> </tr> <tr> <td>SEMI</td> <td>Semi-annual</td> </tr> </tbody> </table> </div>	Code	Description	CMND	Command Directed	OTHER	Other	PCS	PCS/TDY	PROB	Probation	SEMI	Semi-annual
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# Entering a Member's Weigh-In Data, Continued

Procedures,  
continued

Step	Action						
10	<p>Using the lookup, select the appropriate <b>Weigh-In Status</b>.</p> <div data-bbox="336 477 1369 1525"> <p><b>Details</b> <span>1 of 1</span> <span>View All</span></p> <p>*Weigh-In Date: 04/30/2020 <span>+</span></p> <p>*Content Item ID: WEIGHIN <span>Member Weigh-In Data</span></p> <p>*Eff Status: Active</p> <p>Weigh-In Reason: SEMI <span>Semi-annual</span></p> <p>Weigh-In Status: <b>AD</b> <span>Active Duty</span></p> <p>Height in Inches: <input type="text"/></p> <p>Max Allowable Weight: <input type="text"/></p> <p>Neck Size in Inches: <input type="text"/></p> <p>Body Fat %: <input type="text"/></p> <p>Waist Size in Inches: <input type="text"/></p> <p>Hip Size Inches (Women only): <input type="text"/></p> <p>Circumference Value: <input type="text"/></p> <p>AC Value: <input type="text"/></p> <p>Weight in Pounds: <input type="text"/></p> <p>Medical Screening: NA</p> <p>Weight Over: <input type="text"/></p> <p>Physical Fitness Test: NA</p> <p>Max Allowable Body Fat %: <input type="text"/></p> <p>Abeyance: NA <input type="checkbox"/> Overweight?</p> <p>Compliant: <input type="checkbox"/> Height Retaken?</p> <p>Remarks: <input type="text"/> <span>254 characters remaining</span></p> <p><b>Look Up Weigh-In Status</b> <span>Help</span></p> <p>Code: begins with <input type="text"/></p> <p>Description: begins with <input type="text"/></p> <p><b>Search</b> <b>Clear</b> <b>Cancel</b> <span>Basic Lookup</span></p> <p>Search Results</p> <p>View 100 <span>1-2 of 2</span></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>AD</td> <td>Active Duty</td> </tr> <tr> <td>RSV</td> <td>Reservists</td> </tr> </tbody> </table> <p><b>OK</b> <b>Cancel</b> <b>Apply and Add Another</b></p> </div>	Code	Description	AD	Active Duty	RSV	Reservists
Code	Description						
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RSV	Reservists						

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## Entering a Member's Weigh-In Data, Continued

Procedures,  
continued

Step	Action												
11	<p>Enter the following information as required by <a href="#">reference (a)</a> and <a href="#">reference (b)</a>:</p> <ul style="list-style-type: none"> <li>• <b>Height In Inches</b> – Enter the member’s height to the <b>nearest whole inch</b>. (For example, 65.3 would be recorded as 65 inches; 67.6 would be recorded as 68 inches.)</li> <li>• <b>Max Allowable Weight (MAW)</b> – Enter the member’s maximum allowable weight per reference (a).</li> <li>• <b>Neck Size in Inches</b> – Using the lookup, select the appropriate neck measurement. (Remember: Neck size is always rounded <b>up</b> to the <b>nearest half-inch</b>. For example, 14.2 would be recorded as 14.5 inches; 15.5 would be recorded as 16.)</li> <li>• <b>Body Fat %</b> – Using the charts provided in reference (a), enter the member’s body fat percentage.</li> <li>• <b>Waist Size in Inches</b> – Using the lookup, select the appropriate measurement. (Remember: Waist is always rounded <b>down</b> to the <b>nearest half inch</b>. For example, 32.3 would be recorded as 32 inches; 34.6 would be recorded as 34.5 inches.)</li> <li>• <b>Hip Size Inches (Women only)</b> – Using the lookup, select the appropriate measurement. (Remember: Hip measurements are always rounded <b>down</b> to the <b>nearest half inch</b>. For example, 38.1 would be recorded as 38 inches; 38.7 would be recorded as 38.5 inches.)</li> </ul> <div style="border: 1px solid blue; padding: 10px; margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Height in Inches</td> <td style="border: 1px solid red; width: 150px; height: 20px;"></td> </tr> <tr> <td style="padding: 5px;">Max Allowable Weight</td> <td style="border: 1px solid red; width: 150px; height: 20px;"></td> </tr> <tr> <td style="padding: 5px;">Neck Size in Inches</td> <td style="border: 1px solid red; width: 150px; height: 20px; text-align: right;">🔍</td> </tr> <tr> <td style="padding: 5px;">Body Fat %</td> <td style="border: 1px solid red; width: 150px; height: 20px;"></td> </tr> <tr> <td style="padding: 5px;">Waist Size in Inches</td> <td style="border: 1px solid red; width: 150px; height: 20px; text-align: right;">🔍</td> </tr> <tr> <td style="padding: 5px;">Hip Size Inches (Women only)</td> <td style="border: 1px solid red; width: 150px; height: 20px; text-align: right;">🔍</td> </tr> </table> </div>	Height in Inches		Max Allowable Weight		Neck Size in Inches	🔍	Body Fat %		Waist Size in Inches	🔍	Hip Size Inches (Women only)	🔍
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Neck Size in Inches	🔍												
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Waist Size in Inches	🔍												
Hip Size Inches (Women only)	🔍												

*Continued on next page*

## Entering a Member's Weigh-In Data, Continued

Procedures,  
continued

Step	Action						
12	<p>If the member has <b>exceeded</b> their MAW, enter the <b>Circumference Value (CV)</b> and/or the <b>Abdominal Circumference (AC) Value</b> in inches, rounded <b>down</b> to the nearest half-inch.</p> <p>Circumference values are calculated from the formulas below and compared with the member's height to determine estimated body fat percentage (see the charts provided in enclosure 2 of reference (a) to determine body fat %).</p> <ul style="list-style-type: none"> <li>• <b>Male CV</b> = Abdomen circumference – Neck circumference (in inches)</li> <li>• <b>Female CV</b> = Waist circumference + Buttocks circumference – Neck circumference (in inches)</li> </ul> <p>For guidance on how to measure the <b>Abdominal Circumference</b>, see the <a href="#">Video on the Body Composition Pilot Program and AC Overview</a> found on CG-13's webpage.</p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Circumference Value</td> <td style="border: 1px solid red; width: 150px; height: 20px;"></td> <td style="text-align: right; padding: 5px;">🔍</td> </tr> <tr> <td style="padding: 5px;">AC Value</td> <td style="border: 1px solid red; width: 150px; height: 20px;"></td> <td style="text-align: right; padding: 5px;">🔍</td> </tr> </table> </div>	Circumference Value		🔍	AC Value		🔍
Circumference Value		🔍					
AC Value		🔍					

*Continued on next page*

## Entering a Member's Weigh-In Data, Continued

Procedures,  
continued

Step	Action																											
13	<p>Enter the following information as required by reference (a) and reference (b):</p> <ul style="list-style-type: none"> <li>• <b>Weight in Pounds</b> – Enter the member’s weight to the <b>nearest whole pound</b> (i.e. 215.4 = 215; 215.7 = 216).</li> <li>• <b>Medical Screening</b> – Defaults to NA (Not Applicable). If applicable, use the lookup to select the appropriate entry.</li> <li>• <b>Weight Over</b> – If the member is over the MAW, enter the number of pounds over their MAW.</li> <li>• <b>Physical Fitness Test</b> – Defaults to NA (Not Applicable). If applicable, use the lookup to select the appropriate entry.</li> <li>• <b>Max Allowable Body Fat %</b> – Enter the member’s maximum allowable body fat % per reference (a).</li> <li>• <b>Abeyance</b> – Defaults to NA (Not Applicable). If applicable, use the lookup to select the appropriate entry.</li> <li>• <b>Overweight?</b> – Check this box if the member exceeds their MAW <b>and</b> Max Body Fat %.</li> <li>• <b>Compliant</b> – Use the lookup to select the appropriate entry.</li> <li>• <b>Height Retaken?</b> – Check this box if the member’s height was retaken for this weigh-in.</li> </ul> <div style="border: 1px solid blue; padding: 10px; margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Weight in Pounds</td> <td style="width: 20%;"><input style="width: 90%;" type="text"/></td> <td style="width: 40%;"></td> </tr> <tr> <td>Medical Screening</td> <td><input style="width: 90%; border: 1px solid red;" type="text" value="NA"/> <input style="width: 10%; border: none;" type="button" value="Q"/></td> <td>Not Applicable</td> </tr> <tr> <td>Weight Over</td> <td><input style="width: 90%; border: 1px solid red;" type="text"/></td> <td></td> </tr> <tr> <td>Physical Fitness Test</td> <td><input style="width: 90%; border: 1px solid red;" type="text" value="NA"/> <input style="width: 10%; border: none;" type="button" value="Q"/></td> <td>Not Applicable</td> </tr> <tr> <td>Max Allowable Body Fat %</td> <td><input style="width: 90%; border: 1px solid red;" type="text"/></td> <td></td> </tr> <tr> <td>Abeyance</td> <td><input style="width: 90%; border: 1px solid red;" type="text" value="NA"/> <input style="width: 10%; border: none;" type="button" value="Q"/></td> <td>Not Applicable</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Overweight?</td> <td></td> </tr> <tr> <td>Compliant</td> <td><input style="width: 90%; border: 1px solid red;" type="text"/> <input style="width: 10%; border: none;" type="button" value="Q"/></td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/> Height Retaken?</td> <td></td> </tr> </table> </div>	Weight in Pounds	<input style="width: 90%;" type="text"/>		Medical Screening	<input style="width: 90%; border: 1px solid red;" type="text" value="NA"/> <input style="width: 10%; border: none;" type="button" value="Q"/>	Not Applicable	Weight Over	<input style="width: 90%; border: 1px solid red;" type="text"/>		Physical Fitness Test	<input style="width: 90%; border: 1px solid red;" type="text" value="NA"/> <input style="width: 10%; border: none;" type="button" value="Q"/>	Not Applicable	Max Allowable Body Fat %	<input style="width: 90%; border: 1px solid red;" type="text"/>		Abeyance	<input style="width: 90%; border: 1px solid red;" type="text" value="NA"/> <input style="width: 10%; border: none;" type="button" value="Q"/>	Not Applicable		<input type="checkbox"/> Overweight?		Compliant	<input style="width: 90%; border: 1px solid red;" type="text"/> <input style="width: 10%; border: none;" type="button" value="Q"/>			<input type="checkbox"/> Height Retaken?	
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	<input type="checkbox"/> Height Retaken?																											

*Continued on next page*

# Entering a Member's Weigh-In Data, Continued

Procedures,  
continued

Step	Action
14	<p>Enter <b>Remarks</b> as appropriate.</p> <p>Once all the fields have been updated as necessary, click <b>OK</b>.</p> <div data-bbox="336 546 1369 1805" style="border: 1px solid black; padding: 10px;"> <p><b>Details</b> <span style="float: right;">1 of 1   View All</span></p> <p>*Weigh-In Date: 04/30/2020 <span style="float: right;">+</span></p> <p>*Content Item ID: WEIGHIN <span style="float: right;">Member Weigh-In Data</span></p> <p>*Eff Status: Active</p> <p>Weigh-In Reason: SEMI <span style="float: right;">Semi-annual</span></p> <p>Weigh-In Status: AD <span style="float: right;">Active Duty</span></p> <p>Height in Inches: 64</p> <p>Max Allowable Weight: 160.00</p> <p>Neck Size in Inches: 13.5 <span style="float: right;">13.5</span></p> <p>Body Fat %: 36</p> <p>Waist Size in Inches: 32 <span style="float: right;">32</span></p> <p>Hip Size Inches (Women only): 42 <span style="float: right;">42</span></p> <p>Circumference Value: 60.5 <span style="float: right;">60.5</span></p> <p>AC Value: 35 <span style="float: right;">35</span></p> <p>Weight in Pounds: 173</p> <p>Medical Screening: NA <span style="float: right;">Not Applicable</span></p> <p>Weight Over: 13.00</p> <p>Physical Fitness Test: NA <span style="float: right;">Not Applicable</span></p> <p>Max Allowable Body Fat %: 34</p> <p>Abeyance: NA <span style="float: right;">Not Applicable</span></p> <p><input type="checkbox"/> Overweight?</p> <p>Compliant: YES <span style="float: right;">Yes</span></p> <p><input checked="" type="checkbox"/> Height Retaken?</p> <p>Remarks: <span style="border: 2px solid red; display: inline-block; width: 200px; height: 20px;"></span> <span style="float: right;">230 characters remaining</span></p> <p style="text-align: center;"> <span style="border: 2px solid red; padding: 5px; margin-right: 20px;">OK</span> <span style="margin-right: 20px;">Cancel</span> <span>Apply and Add Another</span> </p> </div>

*Continued on next page*

# Entering a Member's Weigh-In Data, Continued

Procedures,  
continued

Step	Action																		
15	<p><b>Click Save.</b></p> <div data-bbox="336 472 1369 1442" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Person Profile</b></p> <p>Empl ID 1234567 <span style="float: right;"><a href="#">Bruce Banner</a></span></p> <p>Profile Type PERSON <span style="float: right;">Person</span></p> <p>*Profile Status <input type="text" value="Active"/></p> <p>*Description <input type="text" value="Bruce Banner"/></p> <hr/> <p> Print  Comments <span style="float: right;">Profile Actions <input type="text" value="[Select Action]"/></span></p> <hr/> <p> <input type="button" value="Competencies"/> <input type="button" value="Qualifications"/> <input type="button" value="Education"/> <input style="background-color: #e0f2f1;" type="button" value="Mobility"/> <input type="button" value="Waivers"/> <input type="button" value="CAN"/> </p> <p><b>Physical Characteristics</b></p> <p><input type="text" value=""/> <span style="float: right;">1-1 of 1   View All</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Content Item ID</th> <th>Eye Color</th> <th>Hair Color</th> <th></th> </tr> </thead> <tbody> <tr> <td>PHYSCHAR</td> <td><a href="#">Physical Characteristics</a></td> <td>Brown</td> <td>Brown</td> <td style="text-align: center;"></td> </tr> </tbody> </table> <p><a href="#">+ Add New Physical Characteristics</a></p> <p><b>Weigh-In Information</b></p> <p><input type="text" value=""/> <span style="float: right;">1-1 of 1   View All</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Content Item ID</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>WEIGHIN</td> <td><a href="#">Member Weigh-In Data</a></td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> </tbody> </table> <p><a href="#">+ Add New Weigh-In Information</a></p> <p style="text-align: center;"><input style="border: 2px solid red;" type="button" value="Save"/></p> <p style="text-align: center;"><input type="button" value="Return to Search"/></p> </div>	ID	Content Item ID	Eye Color	Hair Color		PHYSCHAR	<a href="#">Physical Characteristics</a>	Brown	Brown		ID	Content Item ID	View History		WEIGHIN	<a href="#">Member Weigh-In Data</a>		
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WEIGHIN	<a href="#">Member Weigh-In Data</a>																		

*Continued on next page*

# Entering a Member's Weigh-In Data, Continued

Procedures,  
continued

Step	Action																		
16	<p>Once saved, a <b>confirmation message</b> will display. Click <b>Return to Search</b> to enter Weigh-In data for another member or click the Home button to return to the main page.</p> <div data-bbox="336 548 1369 1512" style="border: 1px solid black; padding: 10px;"> <p><b>Person Profile</b></p> <p>Empl ID 1234567 <span style="float: right;"><a href="#">Bruce Banner</a></span></p> <p>Profile Type PERSON <span style="float: right;">Person</span></p> <p>*Profile Status <span>Active</span> <input type="button" value="v"/></p> <p>*Description <span>Bruce Banner</span> <input type="button" value="x"/></p> <hr/> <p> Print  Comments <span style="float: right;">Profile Actions <span>[Select Action]</span> <input type="button" value="v"/> <input type="button" value="x"/></span></p> <div style="border: 2px solid red; padding: 2px; margin-bottom: 5px;"> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p> </div> <p style="text-align: center;"> <input type="button" value="Competencies"/> <input type="button" value="Qualifications"/> <input type="button" value="Education"/> <input style="background-color: #e0f2f1;" type="button" value="Mobility"/> <input type="button" value="Waivers"/> <input type="button" value="CAN"/> </p> <p><b>Physical Characteristics</b></p> <p style="text-align: right;">1-1 of 1 <input type="button" value="v"/> <input type="button" value="x"/>   <a href="#">View All</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Content Item ID</th> <th>Eye Color</th> <th>Hair Color</th> <th></th> </tr> </thead> <tbody> <tr> <td>PHYSCHAR</td> <td><a href="#">Physical Characteristics</a></td> <td>Brown</td> <td>Brown</td> <td style="text-align: center;"><input type="button" value="x"/></td> </tr> </tbody> </table> <p><a href="#">+ Add New Physical Characteristics</a></p> <p><b>Weigh-In Information</b></p> <p style="text-align: right;">1-1 of 1 <input type="button" value="v"/> <input type="button" value="x"/>   <a href="#">View All</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Content Item ID</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>WEIGHIN</td> <td><a href="#">Member Weigh-In Data</a></td> <td style="text-align: center;"></td> <td style="text-align: center;"><input type="button" value="x"/></td> </tr> </tbody> </table> <p><a href="#">+ Add New Weigh-In Information</a></p> <p style="text-align: center;"><input type="button" value="Save"/></p> <div style="border: 2px solid red; padding: 2px; margin-top: 10px; width: fit-content;"> <p><b>Return to Search</b></p> </div> </div>	ID	Content Item ID	Eye Color	Hair Color		PHYSCHAR	<a href="#">Physical Characteristics</a>	Brown	Brown	<input type="button" value="x"/>	ID	Content Item ID	View History		WEIGHIN	<a href="#">Member Weigh-In Data</a>		<input type="button" value="x"/>
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ID	Content Item ID	View History																	
WEIGHIN	<a href="#">Member Weigh-In Data</a>		<input type="button" value="x"/>																



# Record of Body Composition Screening

## PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. §552a(e)(3), this Privacy Act Statement serves to inform you of why DHS is requesting the information on this form.

**AUTHORITY:** U.S. Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series); DoD Instruction 1308.3 (November 5, 2002)

**PURPOSE:** To determine if a United States Coast Guard (USCG) military members meets weight and body composition requirements.

**ROUTINE USES:** Authorized USCG officials will use this information to determine if a USCG military members meet weight and body composition requirements. Any external disclosures of information within this record will be made in accordance with DHS/USCG-014, Military Pay and Personnel, 76 Federal Register 66933 (October 28, 2011).

**DISCLOSURE:** The information collected on this form is part of the requirements of your military service in the U.S. Coast Guard

**DATE:** \_\_\_\_\_  Semi Annual  
 Other/ Reason for screening (i.e. probation/PCS): \_\_\_\_\_

**EMPLID:** \_\_\_\_\_ **NAME:** \_\_\_\_\_ **AGE:** \_\_\_\_\_

LAST FIRST

### 1. All members, initial weight screening, no footwear

<b>Height</b> Round to the nearest whole number	inches
MAX Allowable weight per BMI table	pounds
<b>Weight</b> Round to the nearest whole number	Pounds

### 2. Max Allowable Body Fat %

AGE	MAXIMUM BODY FAT		MAX body Fat
	MEN	WOMEN	
LESS THAN 30	22%	32%	%
LESS THAN 40	24%	34%	
40 and above	26%	36%	

### 3. Circumference Value (CV)

**NOTE:** Three complete readings are required, must utilize tension tape. Compare the three totals. Is any difference greater than 1 inch? If yes, complete set 4 and see block 5.

\*\*\* Additional Body Composition Screening sheet REQUIRED if conducting measurement with and without clothing for buttocks area ONLY.

	<b>Waist</b> Round down to nearest half-inch. Measure over the bellybutton for males, smallest point for females.	<b>+Buttocks (females only, use 0 for males)</b> Round down to nearest half-inch. Measure the widest point when viewed from side. <b>Over Clothing</b> Y N	<b>-Neck</b> Round up to nearest half-inch, measure below larynx	<b>= Total</b>
Set 1		+	-	=
Set 2		+	-	=
Set 3		+	-	=
Set 4 (if needed)		+	-	=
<b>Enter Circumference Value (CV) as determined below</b>				<b>Inches</b>
<b>Enter Body fat from CIM 1020.8H enclosure (2)</b>				<b>%</b>

### 4. Abdominal Circumference (AC)

**Note:** Three complete readings are required, must utilize tension tape. Compare the three totals. Is any difference greater than 1 inch? If yes, complete set 4 and see block 5.

	<b>MEN</b> <b>MAX 39 INCHES</b> Round down to nearest half-inch. Measure directly above the hip-bone (iliac crest)	<b>WOMEN</b> <b>MAX 35.5 INCHES</b> Round down to nearest half-inch. Measure directly above the hip-bone (iliac crest)
Set 1		
Set 2		
Set 3		
Set 4 (if needed)		
<b>Total AC</b>		<b>INCHES</b>

HEIGHT	WEIGHT
58; 4'10"	131
59; 4'11"	136
60; 5'0"	141
61; 5'1"	145
62; 5'2"	150
63; 5'3"	155
64; 5'4"	160
65; 5'5"	165
66; 5'6"	170
67; 5'7"	175
68; 5'8"	180
69; 5'9"	186
70; 5'10"	191
71; 5'11"	197
72; 6'0"	202
73; 6'1"	208
74; 6'2"	214
75; 6'3"	220
76; 6'4"	225
77; 6'5"	231
78; 6'6"	237
79; 6'7"	244
80; 6'8"	250

### 5. AC/ CV Average (if needed)

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 = \_\_\_\_\_ **CV/AC to enter in block 2 or 4**

I agree that the above measurements are accurate and I am aware of the current Body Composition Standards.

**Member (Print and Sign):** \_\_\_\_\_

**Taper (Print and Sign):** \_\_\_\_\_

**Observer (Print and Sign):** \_\_\_\_\_

**CMD Witness (Print and Sign):** \_\_\_\_\_

**DA Entry (Print and Sign):** \_\_\_\_\_