### **Entering a Member's Weigh-In Data**

#### 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).

#### 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

#### 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.

## 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. 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.

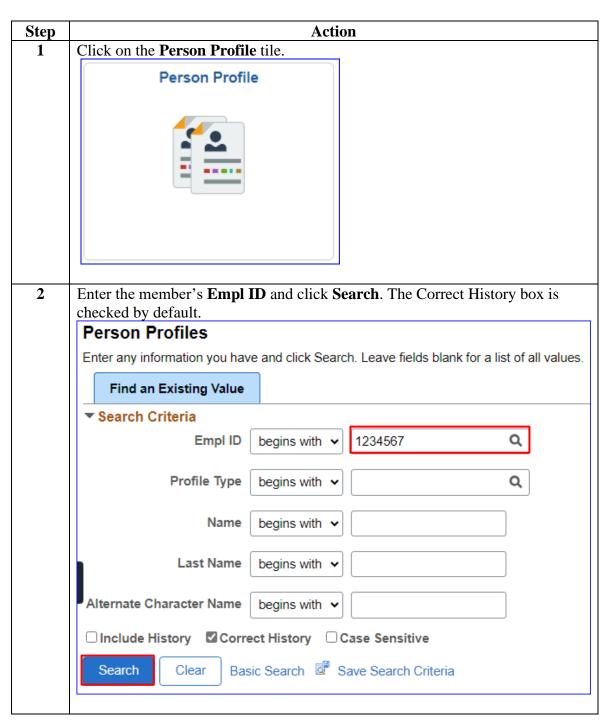
#### **Timing**

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.

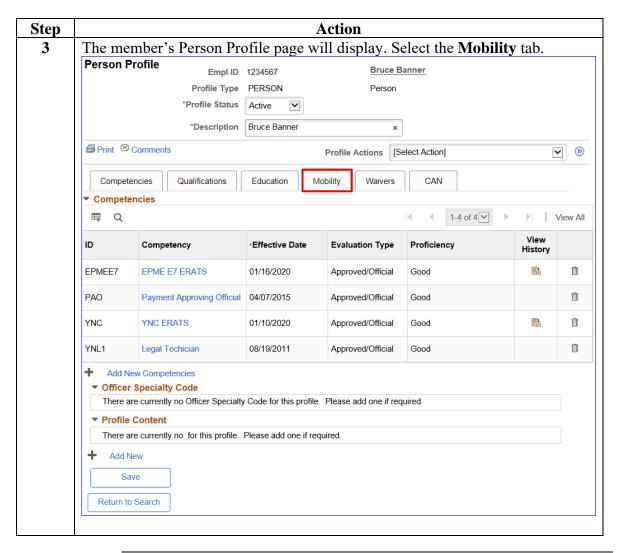
Record all data in DA within 10 working days of each BCS. The entry must be made regardless of a member's compliance or non-compliance with body composition standards. When DA is offline, days will not count against the 10-day requirement.

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

**Procedures** See below.

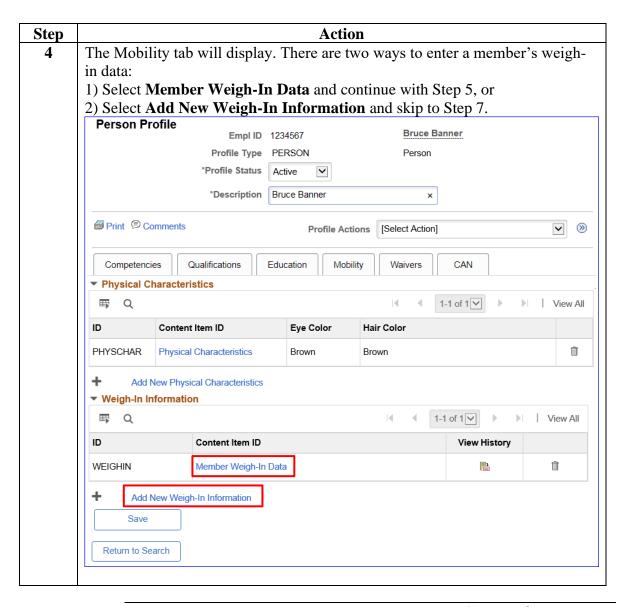


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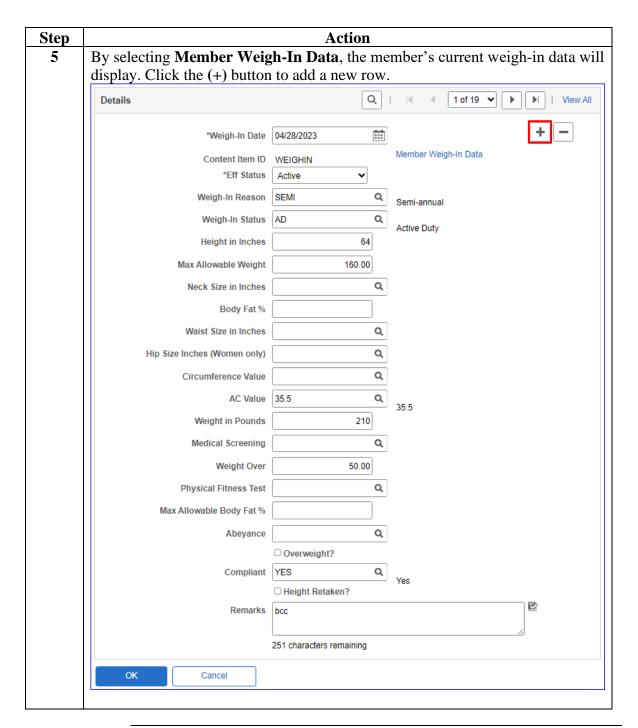


#### Procedures,

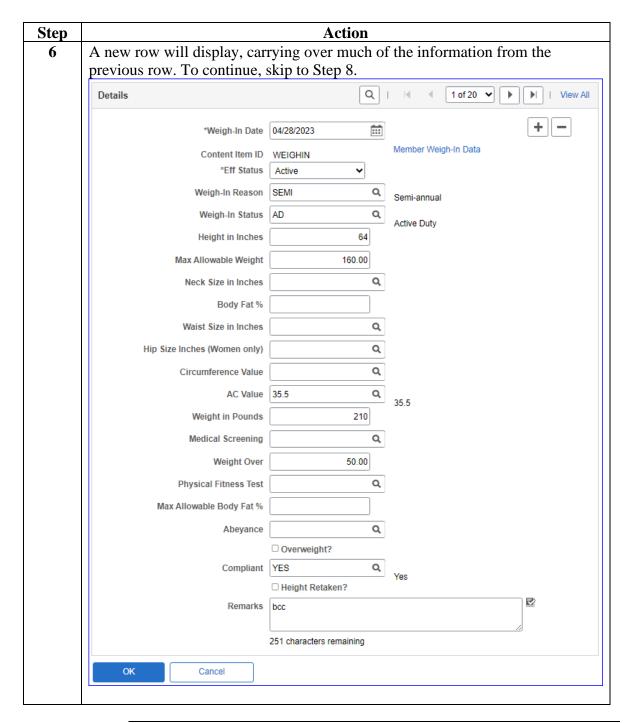
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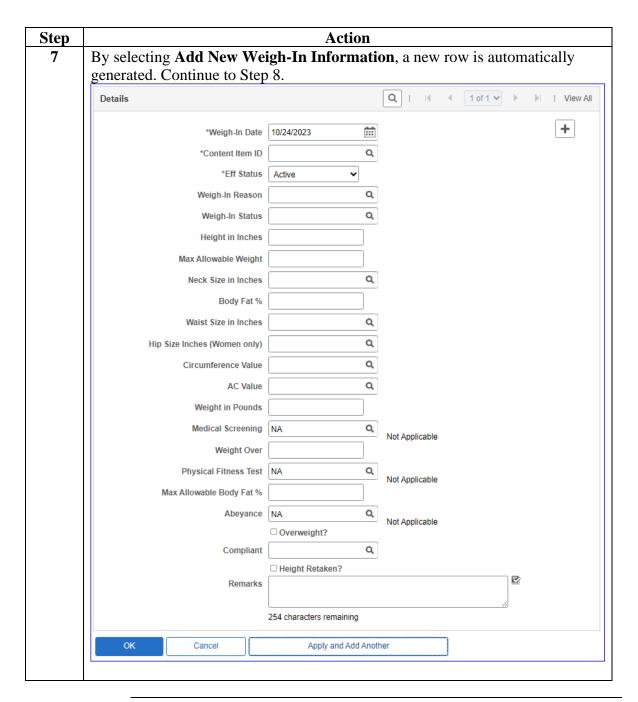
Procedures, continued



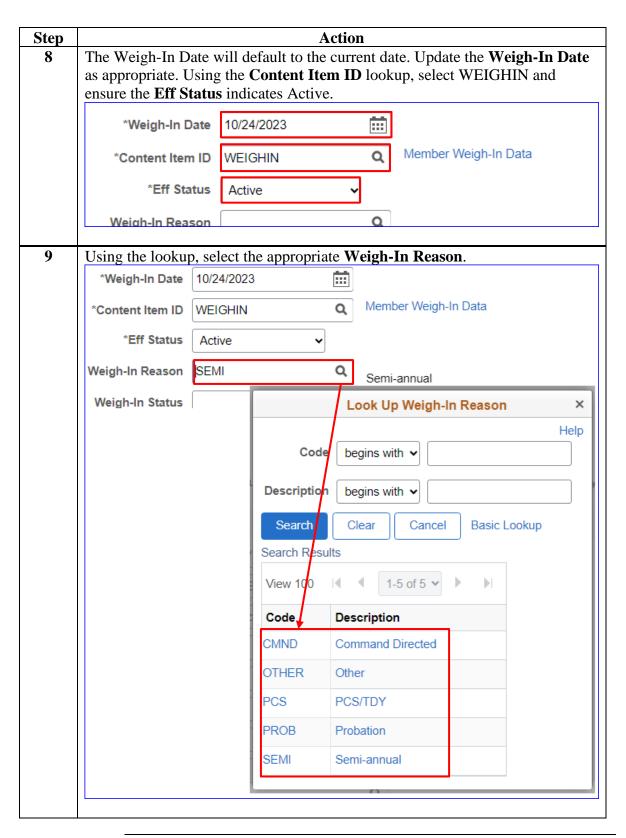
Procedures, continued



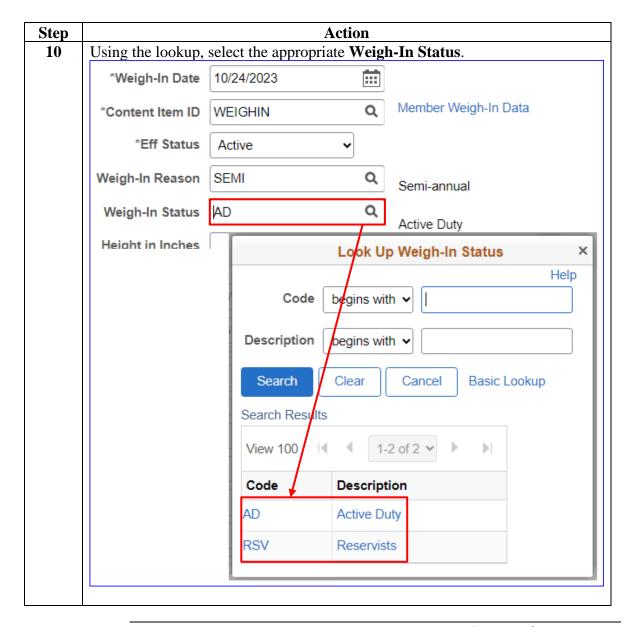
Procedures, continued



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# Procedures, continued



Procedure	S
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Step	Action					
11	Enter the following information as required by reference (a) and reference (b):  • Height In Inches – Enter the member's height to the nearest whole inch.  (For example, 65.3 would be recorded as 65 inches; 67.6 would be recorded as 68 inches.)					
	• Max Allowable Weight (MAW) – Enter the member's maximum allowable weight per reference (a).					
	• Neck Size in Inches – Using the lookup, select the appropriate neck measurement. (Remember: Neck size is always rounded up to the nearest half-inch. For example, 14.2 would be recorded as 14.5 inches; 15.5 would be recorded as 16.)					
	• Body Fat % – Using the charts provided in reference (a), enter the member's body fat percentage.					
	• Waist Size in Inches – 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.)					
	• <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.)					
	Height in Inches					
	Max Allowable Weight					
	Neck Size in Inches					
	Body Fat %					
	Waist Size in Inches					
	Hip Size Inches (Women only)					

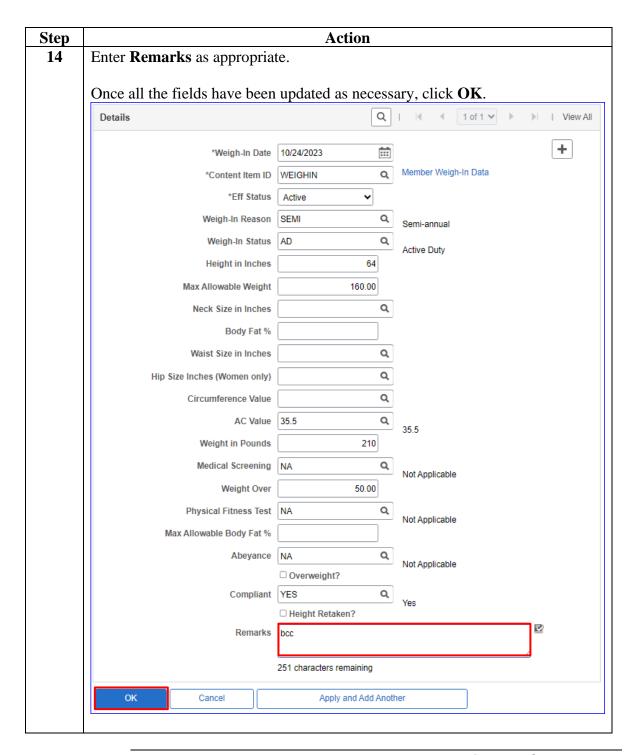
**Procedures**, continued

Action			
If the member has <b>exceeded</b> their MAW, enter the <b>Circumference Value</b> ( <b>CV</b> ) and/or the <b>Abdominal Circumference</b> ( <b>AC</b> ) <b>Value</b> in inches, rounded <b>down</b> to the nearest half-inch.			
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 %).  • Male CV = Abdomen circumference – Neck circumference (in inches)  • Female CV = Waist circumference + Buttocks circumference – Neck circumference (in inches)			
For guidance on how to measure the <b>Abdominal Circumference</b> , see the Video on the Body Composition Pilot Program and AC Overview found on CG-13's webpage.  Circumference Value  AC Value			

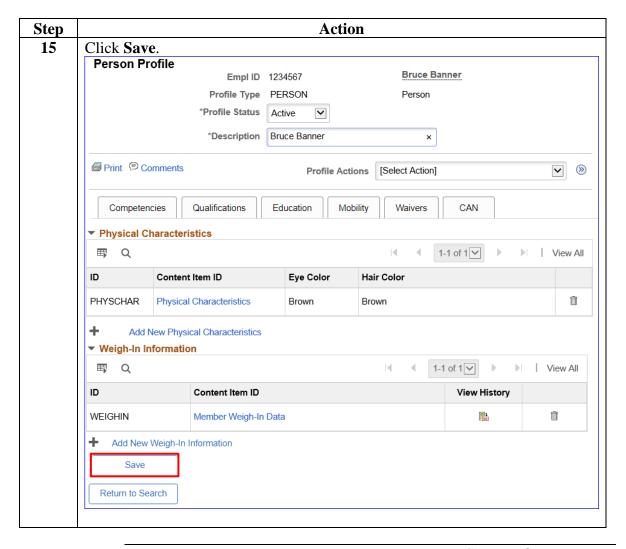
**Procedures**, continued

Step	Action				
13	Enter the following information as required by reference (a) and reference (b):  • Weight in Pounds – Enter the member's weight to the nearest whole pound (i.e. 215.4 = 215; 215.7 = 216).				
	• Medical Screening – Defaults to NA (Not Applicable). If applicable, use the lookup to select the appropriate entry.				
	• Weight Over – If the member is over the MAW, enter the number of pounds over their MAW.				
	• Physical Fitness Test – Defaults to NA (Not Applicable). If applicable, use the lookup to select the appropriate entry.				
	• Max Allowable Body Fat % – Enter the member's maximum allowable body fat % per reference (a).				
	• Abeyance – Defaults to NA (Not Applicable). If applicable, use the lookup to select the appropriate entry.				
	• Overweight? – Check this box if the member exceeds their MAW and Max Body Fat %.				
	• Compliant – Use the lookup to select the appropriate entry.				
	• Height Retaken? – Check this box if the member's height was retaken for this weigh-in.				
	Weight in Pounds				
	Medical Screening NA Q Not Applicable				
	Weight Over				
	Physical Fitness Test NA Q Not Applicable				
	Max Allowable Body Fat %				
	Abeyance NA Q Not Applicable				
	Overweight?  Compliant				
	Height Retaken?				

Procedures, continued

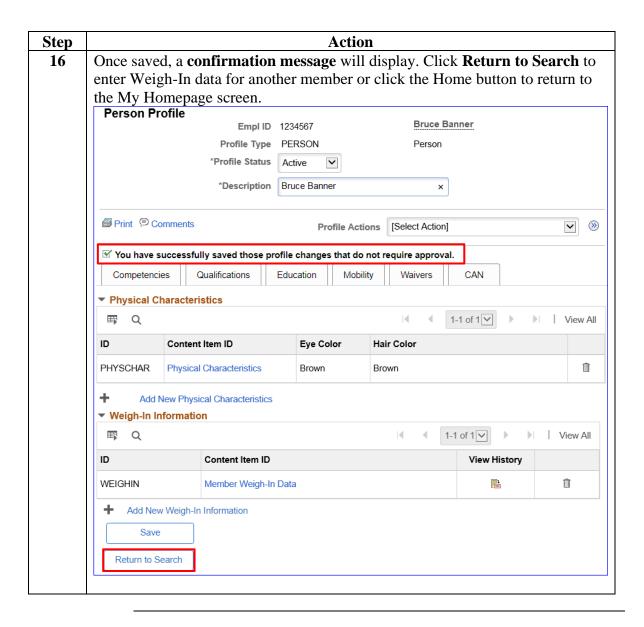


# Procedures, continued



#### Procedures,

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# 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)

ROUTINE USES: Au	ine if a United States Coast G thorized USCG officials will es of information within this r	use this informati	ion to determine it	f a USCG military mer	nbers meet weigh	t and body compo	
DISCLOSURE: The in	nformation collected on this f	orm is part of the	requirements of y	our military service in	the U.S. Coast G	uard	
DATE:		Semi Annua		ning (i.e. probat	ion/DCS).		
EMPLID:		Juici/ Keast	on for screen	iiig (i.e. probat			
EMPLID:		AST	FI	RST	AGE		
1. All member	s, initial weight scr				llowable Bo	dy Fat %	
<b>Height</b> Round to the neare	act whole number		inches	AGE	MAXIMUM	I BODY FAT	MAX body Fat
	weight per BMI table		inches		MEN	WOMEN	Tut
	weight per bivit table		pounds	LESS THAN 30	22%	32%	
Weight Round to the near	est whole number		Pounds	LESS THAN 40	24%	34%	
			<u>-</u>	40 and above	26%	36%	%
If yes, complete set	plete readings are requi		-	-	•		
	Waist		+Buttocks (	females only, use	0 -Neck		= Total
Round down to nearest half-inch.			<b>for males</b> ) Round down to nearest			p to nearest	
Measure over the belly					n, measure		
	males, smallest point f	or temales.	1	g Y N	below la	rynx	
Set 1			+		-		=
Set 2			+		-		=
Set 3			+	·	-		=
Set 4 (if needed)			+		-		=
Enter Circumfe	rence Value (CV) as d	etermined be	elow				Inch

#### 4. Abdominal Circumference (AC)

Enter Body fat from CIM 1020.8H enclosure (2)

**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.

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

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

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:
$(\_\_\_+\_\_\_+\_\_\_) \div 3 = \_\_\_CV/AC$ 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):

HEI	GHT	WEIGHT
	4'10"	131
	4'11"	136
	5'0"	141
61;	5'1"	145
	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
	6'7"	244
80;	6'8"	250