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) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)
(b) Coast Guard Body Composition Screening Desk Guide, CG-1331
(c) CG-13 Coast Guard Body Composition Program
(d) ACN 068/21 Resumption of the Body Composition Program
(e) Video: Body Composition Pilot and AC Overview
(f) 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.

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.

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 in DA within 10 days after the end of each weigh-in period.

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

Continued on next page
Entering a Member’s Weigh-In Data, Continued

Procedures

See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select <strong>Person Profiles</strong> from the Core HR pagelet.</td>
</tr>
</tbody>
</table>
|      | ![Core HR pagelet](image)
|      | **Person Profiles** from the Core HR pagelet. |
|      | Enter any information you have and click Search. Leave fields blank for a list of all values. |
|      | **Person Profiles** |
|      | Enter any information you have and click Search. Leave fields blank for a list of all values. |
|      | **Find an Existing Value** |
|      | **Search Criteria** |
|      | **Empl ID** begins with 1234567 |
|      | **Profile Type** begins with |
|      | **Name** begins with |
|      | **Last Name** begins with |
|      | **Alternate Character Name** begins with |
|      | **Include History** |
|      | **Correct History** |
|      | **Case Sensitive** |
|      | ![Search Criteria](image)
|      | **Search** |

2 Enter the member’s **Empl ID** and click **Search**. The Correct History box is checked by default.

Continued on next page
Steps | Action
--- | ---
3 | The member’s Person Profile page will display. Select the Mobility tab.

### Person Profile
- **Empl ID**: 1234567
- **Profile Type**: PERSON
- **Profile Status**: Active

### Competencies
- **ID**: EPMEE7
  - **Competency**: EPME E7 ERATS
  - **Effective Date**: 01/10/2020
  - **Evaluation Type**: Approved/Official
  - **Proficiency**: Good
- **ID**: PAO
  - **Competency**: Payment Approving Official
  - **Effective Date**: 04/07/2015
  - **Evaluation Type**: Approved/Official
  - **Proficiency**: Good
- **ID**: YNC
  - **Competency**: YNC ERATS
  - **Effective Date**: 01/10/2020
  - **Evaluation Type**: Approved/Official
  - **Proficiency**: Good
- **ID**: YNL1
  - **Competency**: Legal Technician
  - **Effective Date**: 08/19/2011
  - **Evaluation Type**: Approved/Official
  - **Proficiency**: Good

### Officer Specialty Code
- There are currently no Officer Specialty Code for this profile. Please add one if required.

### Profile Content
- There are currently no Profile Content for this profile. Please add one if required.

### Additional Options
- **Add New Competencies**
- **Save**
- **Return to Search**
Entering a Member’s Weigh-In Data, Continued

4  The Mobility tab will display. There are two ways to enter a member’s weigh-in data:

1) Select **Member Weigh-In Data** and continue with Step 5, or
2) Select **Add New Weigh-In Information** and skip to Step 7.

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Continued on next page
### Entering a Member’s Weigh-In Data, Continued

**Procedures, continued**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5</strong></td>
<td><strong>By selecting Member Weigh-In Data, the member’s current weigh-in data will display. Click the (+) button to add a new row.</strong></td>
</tr>
</tbody>
</table>

![Weigh-In Data Entry Form]

*Continued on next page*
Entering a Member’s Weigh-In Data, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>A new row will display, carrying over much of the information from the previous row. To continue, skip to Step 8.</td>
</tr>
</tbody>
</table>

![Image of a new row displaying detailed information such as Weight-In Date, Content Item ID, and various measurements like Height in Inches, Max Allowable Weight, Neck Size in Inches, Body Fat %, Waist Size in Inches, and Hip Size Inches (Women only). There are also options for Overweight, Height Retaken, and Remarks with a limit of 228 characters remaining. The interface includes buttons for OK and Cancel.]
### Entering a Member's Weigh-In Data, Continued

**Procedures, continued**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>By selecting <strong>Add New Weigh-In Information</strong>, a new row is automatically generated. Continue to Step 8.</td>
</tr>
</tbody>
</table>

![Image of data entry form](image.png)
8 The Weigh-In Date will default to the current date. Update the **Weigh-In Date** as appropriate. Using the **Content Item ID** lookup, select **WEIGHIN** and ensure the **Eff Status** indicates Active.

*Details*

**Weigh-In Date**: 04/30/2020

**Content Item ID**: WEIGHIN

**Eff Status**: Active

**Weigh-In Reason**: 

**Weigh-In Status**: 

**Height in Inches**: 

**Max Allowable Weight**: 

**Neck Size in Inches**: 

**Body Fat %**: 

**Waist Size in Inches**: 

**Hip Size Inches (Women only)**: 

**Circumference Value**: 

**AC Value**: 

**Weight in Pounds**: 

**Medical Screening**: NA

**Weight Over**: 

**Physical Fitness Test**: NA

**Max Allowable Body Fat %**: 

**Abnormal**: NA

**Overweight?**: 

**Compliant**: 

**Height Retaken?**: 

**Remarks**: 254 characters remaining

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Continued on next page
### Entering a Member’s Weigh-In Data, Continued

#### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Using the lookup, select the appropriate <strong>Weigh-In Reason</strong>.</td>
</tr>
</tbody>
</table>

#### Look Up Weigh-In Reason

<table>
<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>

**Member Weigh-In Data**

- **Weigh-In Date**: 04/30/2020
- **Content Item ID**: WEIGHIN
- **Eff Status**: Active
- **Weigh-In Reason**: SEMI (Semi-annual)

**Details**

- **Height in Inches**:  ?
- **Max Allowable Weight**:  ?
- **Neck Size in Inches**:  ?
- **Body Fat %**:  ?
- **Waist Size in Inches**:  ?
- **Circumference Value**:  ?
- **AC Value**:  ?
- **Weight in Pounds**:  ?
- **Medical Screening**: NA
- **Weight Over**:  ?
- **Physical Fitness Test**: NA
- **Max Allowable Body Fat %**:  ?
- **Abeyance**: NA

**Compliant**: Overweight?

**Remarks**: 254 characters remaining

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

**Procedures, continued**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Using the lookup, select the appropriate <strong>Weigh-In Status</strong>.</td>
</tr>
</tbody>
</table>

![Image of Weigh-In Status lookup](image)

**Look Up Weigh-In Status**

- **Code**: begins with
- **Description**: begins with

<table>
<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>Reservist</td>
</tr>
</tbody>
</table>

Continued on next page
Entering a Member's Weigh-In Data, Continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 down to the nearest half-inch. For example, 32.3 would be recorded as 32 inches; 34.6 would be recorded as 34.5 inches.)  
  • **Hip Size Inches (Women only)** – Using the lookup, select the appropriate measurement.  
    (Remember: Hip measurements are always rounded down to the nearest half inch. 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) |  |

Continued on next page
Entering a Member’s Weigh-In Data, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 12   | If the member has **exceeded** their MAW, enter the **Circumference Value (CV)** and/or the **Abdominal Circumference (AC) Value** in inches, rounded **down** 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 **Abdominal Circumference**, see the **Video on the Body Composition Pilot Program and AC Overview** found on CG-13’s webpage. |

Contd. on next page
Entering a Member’s Weigh-In Data, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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. |
## Entering a Member's Weigh-In Data, Continued

### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Enter <strong>Remarks</strong> as appropriate.</td>
</tr>
</tbody>
</table>

**Once all the fields have been updated as necessary, click OK.**

![Image of weigh-in data entry form]

**Member Weigh-In Data**

- **Weigh-In Date**: 04/30/2020
- **Content Item ID**: WEIGHIN
- **Eff Status**: Active
- **Weigh-In Reason**: SEMI
- **Weigh-In Status**: AD
- **Height in Inches**: 64
- **Max Allowable Weight**: 150.00
- **Nack Size in Inches**: 13.5
- **Body Fat %**: 36
- **Waist Size in Inches**: 32
- **Hip Size Inches (Women only)**: 42
- **Circumference Value**: 60.5
- **AC Value**: 35
- **Weight in Pounds**: 173
- **Medical Screening**: NA
- **Weight Over**: 13.00
- **Physical Fitness Test**: NA
- **Max Allowable Body Fat %**: 34
- **Abeyance**: NA
- **Compliant**: YES
- **Overweight?**: No
- **Height Retaken?**: No
- **Remarks**: 

230 characters remaining

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*Continued on next page*
## Entering a Member's Weigh-In Data, Continued

### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td><strong>Click Save.</strong></td>
</tr>
</tbody>
</table>

**Person Profile**

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Profile Type</th>
<th>*Profile Status</th>
<th>*Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567</td>
<td>PERSON</td>
<td>Active</td>
<td>Bruce Banner</td>
</tr>
</tbody>
</table>

**Physical Characteristics**

<table>
<thead>
<tr>
<th>ID</th>
<th>Content Item ID</th>
<th>Eye Color</th>
<th>Hair Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYSCCHAR</td>
<td>Physical Characteristics</td>
<td>Brown</td>
<td>Brown</td>
</tr>
</tbody>
</table>

**Weigh-In Information**

<table>
<thead>
<tr>
<th>ID</th>
<th>Content Item ID</th>
<th>View History</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEIGHIN</td>
<td>Member Weigh-In Data</td>
<td></td>
</tr>
</tbody>
</table>

[Continue on next page]
### Entering a Member’s Weigh-In Data, Continued

**Procedures, continued**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Once saved, a <strong>confirmation message</strong> will display. Click <strong>Return to Search</strong> to enter Weigh-In data for another member or click the Home button to return to the main page.</td>
</tr>
</tbody>
</table>

![Person Profile](image1)

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14 July 2021

14 July 2021

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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)

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 ROUTINE USES.

NOTE: All members, initial weight screening, no footwear

DATE: ________________ □ Semi Annual
☐ Other/ Reason for screening (i.e. probation/PCS): ____________________________

EMPLID: ___________________ NAME: ___________________ LAST FIRST DATE

1. All members, initial weight screening, no footwear

Height
Round to the nearest whole number inches

MAX Allowable weight per BMI table pounds

Weight
Round to the nearest whole number

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.

<table>
<thead>
<tr>
<th>Waist</th>
<th>+Buttocks (males only, use 0 for males)</th>
<th>-Neck</th>
<th>= Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Round down to nearest half-inch.</td>
<td>Round down to nearest half-inch. Measure the widest point when viewed from side.</td>
<td>Round up to nearest half-inch, measure below larynx</td>
</tr>
<tr>
<td>Over Clothing</td>
<td>Y  N</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Set 1 + - =
Set 2 + - =
Set 3 + - =
Set 4 (if needed) + - =

Enter Circumference Value (CV) as determined below Inches

Enter Body fat from CIM 1020.8H enclosure (2)

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.

<table>
<thead>
<tr>
<th>MEN</th>
<th>WOMEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAX 39 INCHES</td>
<td>MAX 35.5 INCHES</td>
</tr>
<tr>
<td>Round down to nearest half-inch. Measure directly above the hip-bone (iliac crest)</td>
<td>Round down to nearest half-inch. Measure directly above the hip-bone (iliac crest)</td>
</tr>
</tbody>
</table>

Set 1

Set 2

Set 3

Set 4 (if needed)

Total AC INCHES

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): ____________________________

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