

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](#)
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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.

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.


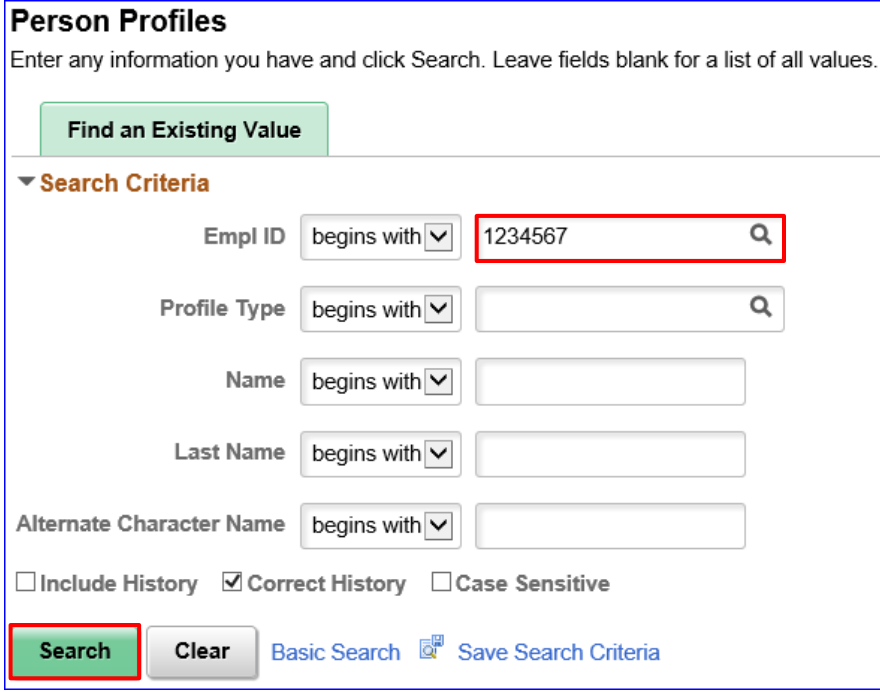
Record all data in Direct Access (DA) within 10 working days of each BCS. The entry must be made regardless of a member's compliance or non-compliance with body composition standards. When Direct Access is offline, days will not count against the 10-day requirement.

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>Select Person Profiles from the Core HR pagelet.</p>  <p>The screenshot shows a 'Core HR' pagelet with a menu containing the following items: Job Data, Person Profiles (highlighted), Emergency Contact, PHS Member Info Report, Personal Data, Statement of Creditable Svc, Identification Data, Disciplinary Actions, and Disciplinary Action Report.</p>
2	<p>Enter the member's Empl ID and click Search. The Correct History box is checked by default.</p>  <p>The screenshot shows the 'Person Profiles' search interface. It includes a 'Find an Existing Value' button, a 'Search Criteria' section with dropdown menus for 'Empl ID', 'Profile Type', 'Name', 'Last Name', and 'Alternate Character Name'. The 'Empl ID' field is set to '1234567'. Below the search criteria are checkboxes for 'Include History', 'Correct History' (checked), and 'Case Sensitive'. At the bottom, there is a 'Search' button (highlighted in red), a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.</p>

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Entering a Member's Weigh-In Data, Continued

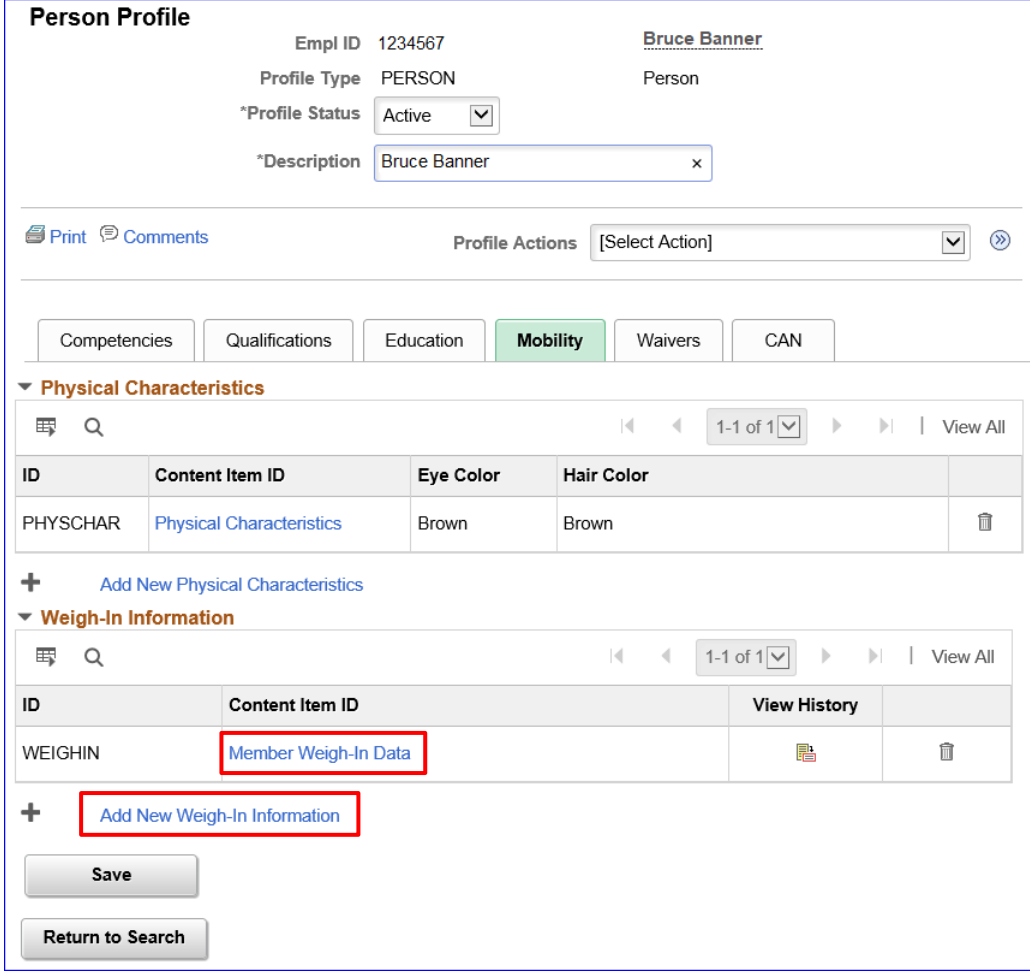
Procedures,
continued

Step	Action																														
3	<p>The member's Person Profile page will display. Select the Mobility tab.</p> <div data-bbox="339 472 1369 1514" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 Bruce Banner</p> <p>Profile Type PERSON Person</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 Profile Actions <input type="button" value="[Select Action]"/></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>▼ Competencies</p> <p><input type="button" value="list"/> <input type="text" value="Q"/> 1-4 of 4 <input type="button" value="v"/> View All</p> <table border="1" data-bbox="339 891 1369 1151"> <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>EPME E7 ERATS</td> <td>01/16/2020</td> <td>Approved/Official</td> <td>Good</td> <td> </td> </tr> <tr> <td>PAO</td> <td>Payment Approving Official</td> <td>04/07/2015</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>YNC</td> <td>YNC ERATS</td> <td>01/10/2020</td> <td>Approved/Official</td> <td>Good</td> <td> </td> </tr> <tr> <td>YNL1</td> <td>Legal Technician</td> <td>08/19/2011</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> </tbody> </table> <p>+ Add New Competencies</p> <p>▼ Officer Specialty Code</p> <p>There are currently no Officer Specialty Code for this profile. Please add one if required.</p> <p>▼ Profile Content</p> <p>There are currently no for this profile. Please add one if required.</p> <p>+ Add New</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	EPME E7 ERATS	01/16/2020	Approved/Official	Good		PAO	Payment Approving Official	04/07/2015	Approved/Official	Good		YNC	YNC ERATS	01/10/2020	Approved/Official	Good		YNL1	Legal Technician	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"> 1) Select Member Weigh-In Data and continue with Step 5, or 2) Select Add New Weigh-In Information and skip to Step 7.  <p>Person Profile</p> <p>Empl ID 1234567 Bruce Banner Profile Type PERSON Person *Profile Status Active <input type="button" value="v"/> *Description Bruce Banner <input type="button" value="x"/></p> <p>Print Comments Profile Actions [Select Action] <input type="button" value="v"/> <input type="button" value="x"/></p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>Physical Characteristics</p> <p><input type="button" value="list"/> <input type="text" value="Q"/> 1-1 of 1 <input type="button" value="v"/> <input type="button" value="left"/> <input type="button" value="right"/> View All</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><input type="button" value="trash"/></td> </tr> </tbody> </table> <p>+ Add New Physical Characteristics</p> <p>Weigh-In Information</p> <p><input type="button" value="list"/> <input type="text" value="Q"/> 1-1 of 1 <input type="button" value="v"/> <input type="button" value="left"/> <input type="button" value="right"/> View All</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><input type="button" value="list"/></td> <td><input type="button" value="trash"/></td> </tr> </tbody> </table> <p>+ Add New Weigh-In Information</p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/></p>	ID	Content Item ID	Eye Color	Hair Color		PHYSCHAR	Physical Characteristics	Brown	Brown	<input type="button" value="trash"/>	ID	Content Item ID	View History		WEIGHIN	Member Weigh-In Data	<input type="button" value="list"/>	<input type="button" value="trash"/>
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Entering a Member's Weigh-In Data, Continued

Procedures,
continued

Step	Action
5	<p>By selecting Member Weigh-In Data, 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>Details 1 of 10 View All</p> <p>*Weigh-In Date: 10/24/2019 <input type="button" value="+"/> <input type="button" value="-"/></p> <p>Content Item ID: WEIGHIN Member Weigh-In Data</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 13.5</p> <p>Body Fat %: 42</p> <p>Waist Size in Inches: 34 34</p> <p>Hip Size Inches (Women only): 45 45</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 228 characters remaining</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;"> <p>Details 1 of 11 View All</p> <p>*Weigh-In Date: <input type="text" value="07/14/2020"/> + -</p> <p>Content Item ID: WEIGHIN Member Weigh-In Data</p> <p>*Eff Status: <input type="text" value="Active"/> <input type="checkbox"/></p> <p>Weigh-In Reason: <input type="text"/> <input type="button" value="Q"/></p> <p>Weigh-In Status: <input type="text"/> <input type="button" value="Q"/></p> <p>Height in Inches: <input type="text" value="64"/></p> <p>Max Allowable Weight: <input type="text" value="160.00"/></p> <p>Neck Size in Inches: <input type="text" value="13.5"/> <input type="button" value="Q"/> 13.5</p> <p>Body Fat %: <input type="text" value="42"/></p> <p>Waist Size in Inches: <input type="text" value="34"/> <input type="button" value="Q"/> 34</p> <p>Hip Size Inches (Women only): <input type="text" value="45"/> <input type="button" value="Q"/> 45</p> <p>Circumference Value: <input type="text" value="65.5"/> <input type="button" value="Q"/></p> <p>AC Value: <input type="text"/> <input type="button" value="Q"/></p> <p>Weight in Pounds: <input type="text" value="182"/></p> <p>Medical Screening: <input type="text"/> <input type="button" value="Q"/></p> <p>Weight Over: <input type="text" value="22.00"/></p> <p>Physical Fitness Test: <input type="text"/> <input type="button" value="Q"/></p> <p>Max Allowable Body Fat %: <input type="text" value="34"/></p> <p>Abeyance: <input type="text"/> <input type="button" value="Q"/></p> <p><input type="checkbox"/> Overweight?</p> <p>Compliant: <input type="text"/> <input type="button" value="Q"/></p> <p><input type="checkbox"/> Height Retaken?</p> <p>Remarks: <input type="text" value="SA/N/N/35.5/Y/NA/NA/NA/Y/N"/> <input type="button" value="Q"/></p> <p style="text-align: right;">228 characters remaining</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
7	<p>By selecting Add New Weigh-In Information, 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>Details 1 of 1 View All</p> <p>*Weigh-In Date: <input type="text" value="07/14/2020"/> +</p> <p>*Content Item ID: <input type="text"/></p> <p>*Eff Status: <input type="text" value="Active"/> v</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"/> Not Applicable</p> <p>Weight Over: <input type="text"/></p> <p>Physical Fitness Test: <input type="text" value="NA"/> Not Applicable</p> <p>Max Allowable Body Fat %: <input type="text"/></p> <p>Abeyance: <input type="text" value="NA"/> Not Applicable</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 Weigh-In Date as appropriate. Using the Content Item ID lookup, select WEIGHIN and ensure the Eff Status indicates Active.</p> <div data-bbox="336 548 1369 1809" style="border: 1px solid black; padding: 10px;"> <p>Details 1 of 1 View All</p> <p>*Weigh-In Date <input type="text" value="04/30/2020"/> +</p> <p>*Content Item ID <input type="text" value="WEIGHIN"/> Member Weigh-In Data</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"/> Not Applicable</p> <p>Weight Over <input type="text"/></p> <p>Physical Fitness Test <input type="text" value="NA"/> Not Applicable</p> <p>Max Allowable Body Fat % <input type="text"/></p> <p>Abeyance <input type="text" value="NA"/> Not Applicable</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 data-bbox="336 443 1102 477">Using the lookup, select the appropriate Weigh-In Reason.</p> <div data-bbox="336 477 1369 1556"><p data-bbox="347 495 411 517">Details</p><p data-bbox="555 555 751 577">*Weigh-In Date 04/30/2020</p><p data-bbox="544 595 1050 618">*Content Item ID WEIGHIN Member Weigh-In Data</p><p data-bbox="584 636 831 658">*Eff Status Active</p><p data-bbox="539 676 979 698">Weigh-In Reason SEMI x Q Semi-annual</p><p data-bbox="544 716 863 739">Weigh-In Status</p><p data-bbox="544 757 847 779">Height in Inches</p><p data-bbox="504 797 847 819">Max Allowable Weight</p><p data-bbox="520 837 863 860">Neck Size in Inches</p><p data-bbox="584 878 847 900">Body Fat %</p><p data-bbox="520 918 863 940">Waist Size in Inches</p><p data-bbox="448 958 863 981">Hip Size Inches (Women only)</p><p data-bbox="512 999 863 1021">Circumference Value</p><p data-bbox="584 1039 863 1061">AC Value</p><p data-bbox="536 1079 847 1102">Weight in Pounds</p><p data-bbox="528 1120 863 1142">Medical Screening NA</p><p data-bbox="568 1160 847 1182">Weight Over</p><p data-bbox="504 1200 863 1223">Physical Fitness Test NA</p><p data-bbox="472 1240 863 1263">Max Allowable Body Fat %</p><p data-bbox="584 1281 863 1303">Abeyance NA</p><p data-bbox="671 1321 783 1344"><input type="checkbox"/> Overweight?</p><p data-bbox="584 1361 863 1384">Compliant</p><p data-bbox="671 1402 815 1424"><input type="checkbox"/> Height Retaken?</p><p data-bbox="600 1442 1134 1464">Remarks</p><p data-bbox="671 1482 831 1505">254 characters remaining</p><p data-bbox="347 1523 1118 1545">OK Cancel Apply and Add Another</p></div> <p data-bbox="906 786 1369 1317">Look Up Weigh-In Reason</p> <p data-bbox="970 864 1310 887">Code begins with</p> <p data-bbox="927 904 1310 927">Description begins with</p> <p data-bbox="927 967 1278 990">Search Clear Cancel Basic Lookup</p> <p data-bbox="919 1021 1015 1043">Search Results</p> <p data-bbox="927 1061 1214 1084">View 100 1-5 of 5</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>	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 data-bbox="336 443 1091 477">Using the lookup, select the appropriate Weigh-In Status.</p> <div data-bbox="336 477 1374 1525"><p data-bbox="347 488 411 510">Details</p><p data-bbox="544 546 858 568">*Weigh-In Date 04/30/2020</p><p data-bbox="533 584 1023 607">*Content Item ID WEIGHIN Member Weigh-In Data</p><p data-bbox="571 622 810 645">*Eff Status Active</p><p data-bbox="528 660 959 683">Weigh-In Reason SEMI Semi-annual</p><p data-bbox="533 698 951 721">Weigh-In Status AD Active Duty</p><p data-bbox="533 736 826 759">Height in Inches</p><p data-bbox="491 775 826 797">Max Allowable Weight</p><p data-bbox="507 813 858 835">Neck Size in Inches</p><p data-bbox="564 851 826 873">Body Fat %</p><p data-bbox="507 889 858 911">Waist Size in Inches</p><p data-bbox="437 927 858 949">Hip Size Inches (Women only)</p><p data-bbox="501 965 858 987">Circumference Value</p><p data-bbox="580 1003 858 1025">AC Value</p><p data-bbox="523 1041 826 1064">Weight in Pounds</p><p data-bbox="517 1079 858 1102">Medical Screening NA</p><p data-bbox="560 1117 826 1140">Weight Over</p><p data-bbox="496 1155 858 1178">Physical Fitness Test NA</p><p data-bbox="459 1193 826 1216">Max Allowable Body Fat %</p><p data-bbox="576 1232 858 1254">Abeyance NA</p><p data-bbox="660 1270 772 1292"><input type="checkbox"/> Overweight?</p><p data-bbox="576 1308 858 1330">Compliant</p><p data-bbox="660 1346 799 1368"><input type="checkbox"/> Height Retaken?</p><p data-bbox="587 1384 1098 1429">Remarks</p><p data-bbox="655 1435 826 1458">254 characters remaining</p><p data-bbox="341 1480 1102 1518">OK Cancel Apply and Add Another</p></div> <p data-bbox="919 775 1374 1205">Look Up Weigh-In Status</p> <p data-bbox="975 842 1321 864">Code begins with</p> <p data-bbox="932 880 1321 902">Description begins with</p> <p data-bbox="943 958 1289 981">Search Clear Cancel Basic Lookup</p> <p data-bbox="932 1010 1034 1032">Search Results</p> <p data-bbox="932 1048 1230 1070">View 100 1-2 of 2</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>	Code	Description	AD	Active Duty	RSV	Reservists
Code	Description						
AD	Active Duty						
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 reference (a) and reference (b):</p> <ul style="list-style-type: none"> • 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.) <div style="border: 1px solid blue; padding: 10px; margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Height in Inches</td> <td><input style="width: 60%;" type="text"/></td> </tr> <tr> <td>Max Allowable Weight</td> <td><input style="width: 60%;" type="text"/></td> </tr> <tr> <td>Neck Size in Inches</td> <td><input style="width: 60%;" type="text"/> </td> </tr> <tr> <td>Body Fat %</td> <td><input style="width: 60%;" type="text"/></td> </tr> <tr> <td>Waist Size in Inches</td> <td><input style="width: 60%;" type="text"/> </td> </tr> <tr> <td>Hip Size Inches (Women only)</td> <td><input style="width: 60%;" type="text"/> </td> </tr> </table> </div>	Height in Inches	<input style="width: 60%;" type="text"/>	Max Allowable Weight	<input style="width: 60%;" type="text"/>	Neck Size in Inches	<input style="width: 60%;" type="text"/>	Body Fat %	<input style="width: 60%;" type="text"/>	Waist Size in Inches	<input style="width: 60%;" type="text"/>	Hip Size Inches (Women only)	<input style="width: 60%;" type="text"/>
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Entering a Member's Weigh-In Data, Continued

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continued

Step	Action						
12	<p>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.</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"> • Male CV = Abdomen circumference – Neck circumference (in inches) • Female CV = Waist circumference + Buttocks circumference – Neck circumference (in inches) <p>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.</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; padding: 5px;"><input style="width: 100%;" type="text"/></td> <td style="border: 1px solid red; padding: 5px; text-align: center;">Q</td> </tr> <tr> <td style="padding: 5px;">AC Value</td> <td style="border: 1px solid red; padding: 5px;"><input style="width: 100%;" type="text"/></td> <td style="border: 1px solid red; padding: 5px; text-align: center;">Q</td> </tr> </table> </div>	Circumference Value	<input style="width: 100%;" type="text"/>	Q	AC Value	<input style="width: 100%;" type="text"/>	Q
Circumference Value	<input style="width: 100%;" type="text"/>	Q					
AC Value	<input style="width: 100%;" type="text"/>	Q					

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"> • 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. <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%;" type="text" value="NA"/> <input type="button" value="Q"/></td> <td>Not Applicable</td> </tr> <tr> <td>Weight Over</td> <td><input style="width: 90%;" type="text"/></td> <td></td> </tr> <tr> <td>Physical Fitness Test</td> <td><input style="width: 90%;" type="text" value="NA"/> <input type="button" value="Q"/></td> <td>Not Applicable</td> </tr> <tr> <td>Max Allowable Body Fat %</td> <td><input style="width: 90%;" type="text"/></td> <td></td> </tr> <tr> <td>Abeyance</td> <td><input style="width: 90%;" type="text" value="NA"/> <input 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%;" type="text"/> <input 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%;" type="text" value="NA"/> <input type="button" value="Q"/>	Not Applicable	Weight Over	<input style="width: 90%;" type="text"/>		Physical Fitness Test	<input style="width: 90%;" type="text" value="NA"/> <input type="button" value="Q"/>	Not Applicable	Max Allowable Body Fat %	<input style="width: 90%;" type="text"/>		Abeyance	<input style="width: 90%;" type="text" value="NA"/> <input type="button" value="Q"/>	Not Applicable		<input type="checkbox"/> Overweight?		Compliant	<input style="width: 90%;" type="text"/> <input type="button" value="Q"/>			<input type="checkbox"/> Height Retaken?	
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Continued on next page

Entering a Member's Weigh-In Data, Continued

Procedures,
continued

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

Continued on next page

Entering a Member's Weigh-In Data, Continued

Procedures,
continued

Step	Action																		
15	<p>Click Save.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Person Profile</p> <p>Empl ID 1234567 Bruce Banner</p> <p>Profile Type PERSON Person</p> <p>*Profile Status <input type="text" value="Active"/></p> <p>*Description <input type="text" value="Bruce Banner"/></p> <hr/> <p> Print Comments Profile Actions <input type="text" value="[Select Action]"/></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>Physical Characteristics</p> <p><input type="text" value=""/> 1-1 of 1 View All</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>Physical Characteristics</td> <td>Brown</td> <td>Brown</td> <td></td> </tr> </tbody> </table> <p>+ Add New Physical Characteristics</p> <p>Weigh-In Information</p> <p><input type="text" value=""/> 1-1 of 1 View All</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>Member Weigh-In Data</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Weigh-In Information</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	Physical Characteristics	Brown	Brown		ID	Content Item ID	View History		WEIGHIN	Member Weigh-In Data		
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WEIGHIN	Member Weigh-In Data																		

Continued on next page

Entering a Member's Weigh-In Data, Continued

Procedures,
continued

Step	Action																		
16	<p>Once saved, a confirmation message will display. Click Return to Search 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>Person Profile</p> <p>Empl ID 1234567 Bruce Banner</p> <p>Profile Type PERSON Person</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 Profile Actions [Select Action] <input type="button" value="v"/> <input type="button" value="x"/></p> <div style="border: 2px solid red; padding: 2px; margin-bottom: 5px;"> <input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval. </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>Physical Characteristics</p> <p style="text-align: right;">1-1 of 1 <input type="button" value="v"/> <input type="button" value="x"/> View All</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>Physical Characteristics</td> <td>Brown</td> <td>Brown</td> <td style="text-align: center;"><input type="button" value="x"/></td> </tr> </tbody> </table> <p>+ Add New Physical Characteristics</p> <p>Weigh-In Information</p> <p style="text-align: right;">1-1 of 1 <input type="button" value="v"/> <input type="button" value="x"/> View All</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>Member Weigh-In Data</td> <td style="text-align: center;"></td> <td style="text-align: center;"><input type="button" value="x"/></td> </tr> </tbody> </table> <p>+ Add New Weigh-In Information</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;"> Return to Search </div> </div>	ID	Content Item ID	Eye Color	Hair Color		PHYSCHAR	Physical Characteristics	Brown	Brown	<input type="button" value="x"/>	ID	Content Item ID	View History		WEIGHIN	Member Weigh-In Data		<input type="button" value="x"/>
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WEIGHIN	Member Weigh-In Data		<input type="button" value="x"/>																

1 April 2022

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

Height Round to the nearest whole number	inches
MAX Allowable weight per BMI table	pounds
Weight 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.

	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. Over Clothing Y___ N___	-Neck Round up to nearest half-inch, measure below larynx	= Total
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.

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

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): _____