

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

- Units eligible to participate in the Body Composition Screening Beta Test should consult [ALCOAST 077/24](#) for guidance.
- 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.

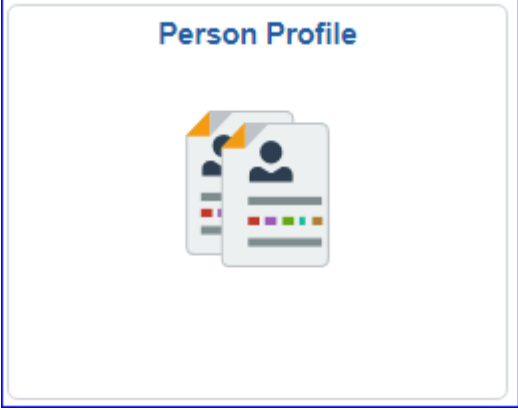
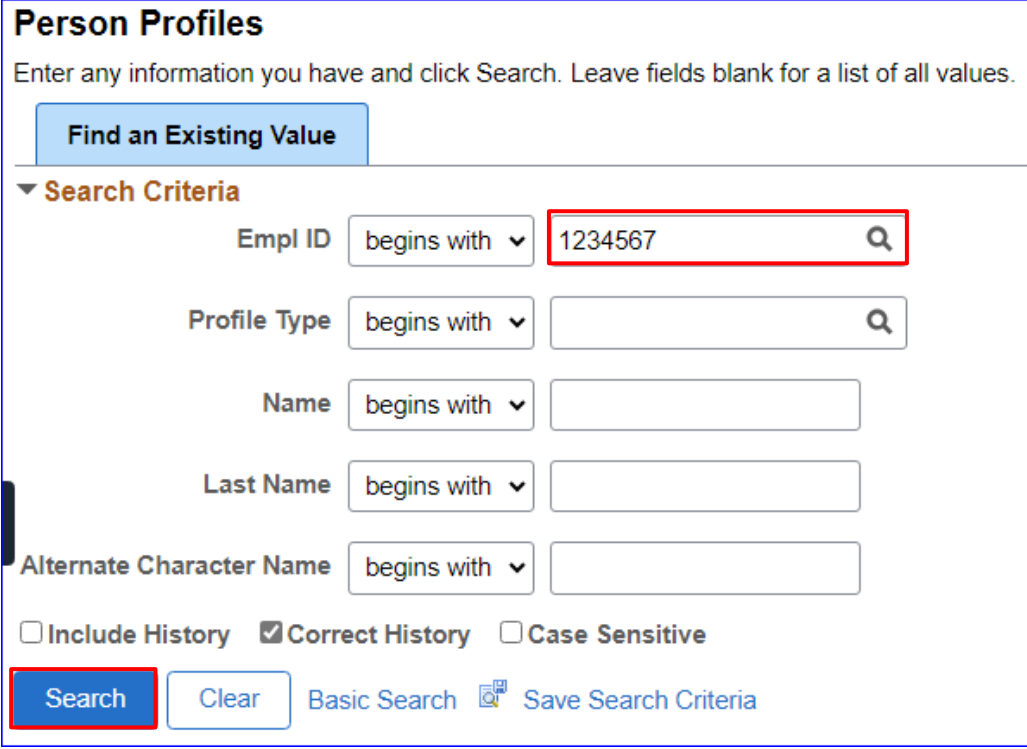
Record all data in DA within 10 working days of each BCS. The entry must be made regardless of a member's compliance or non-compliance with body composition standards. When DA is offline, days will not count against the 10-day requirement.

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

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Entering a Member's Weigh-In Data, Continued

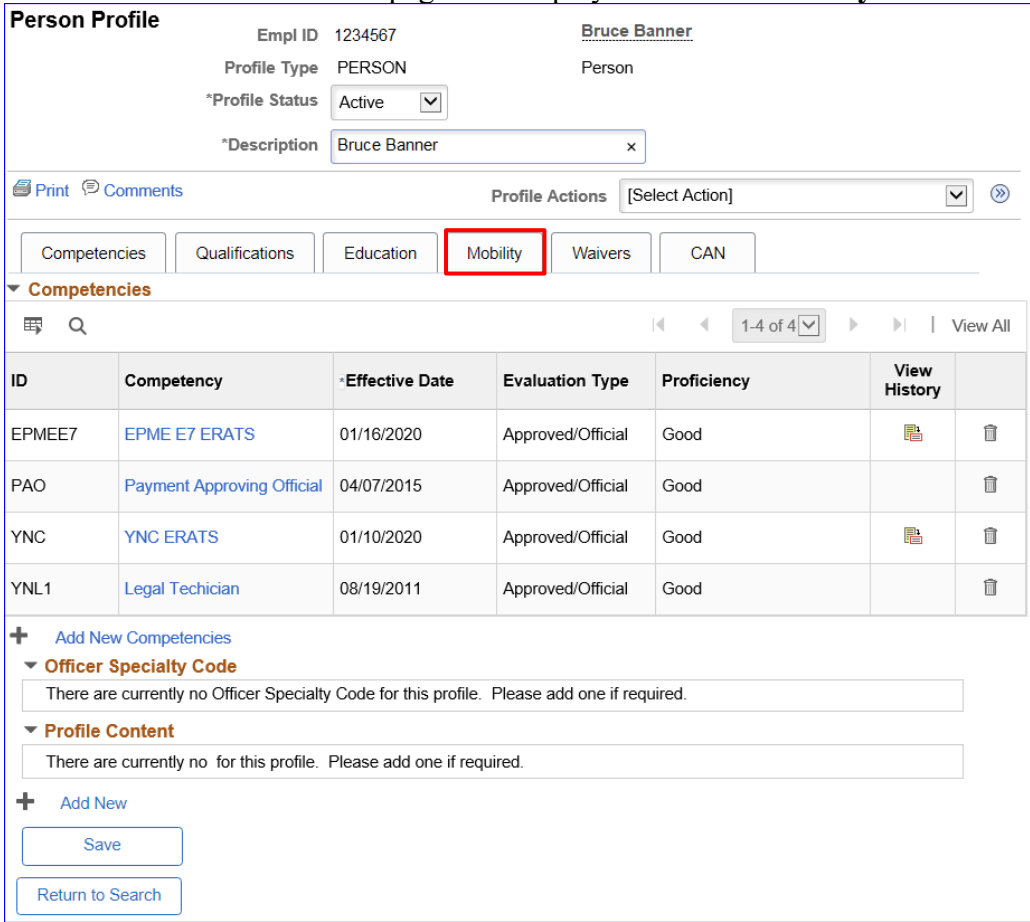
Procedures See below.

Step	Action
1	<p>Click on the Person Profile tile.</p>  <p>The image shows a 'Person Profile' tile with a blue header and an icon of two overlapping documents with a person silhouette.</p>
2	<p>Enter the member's Empl ID and click Search. The Correct History box is checked by default.</p>  <p>The image 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 contains '1234567' and has a search icon. Below the search criteria are checkboxes for 'Include History', 'Correct History' (checked), and 'Case Sensitive'. At the bottom are 'Search' and 'Clear' buttons, and links for 'Basic Search' and 'Save Search Criteria'.</p>

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Entering a Member's Weigh-In Data, Continued

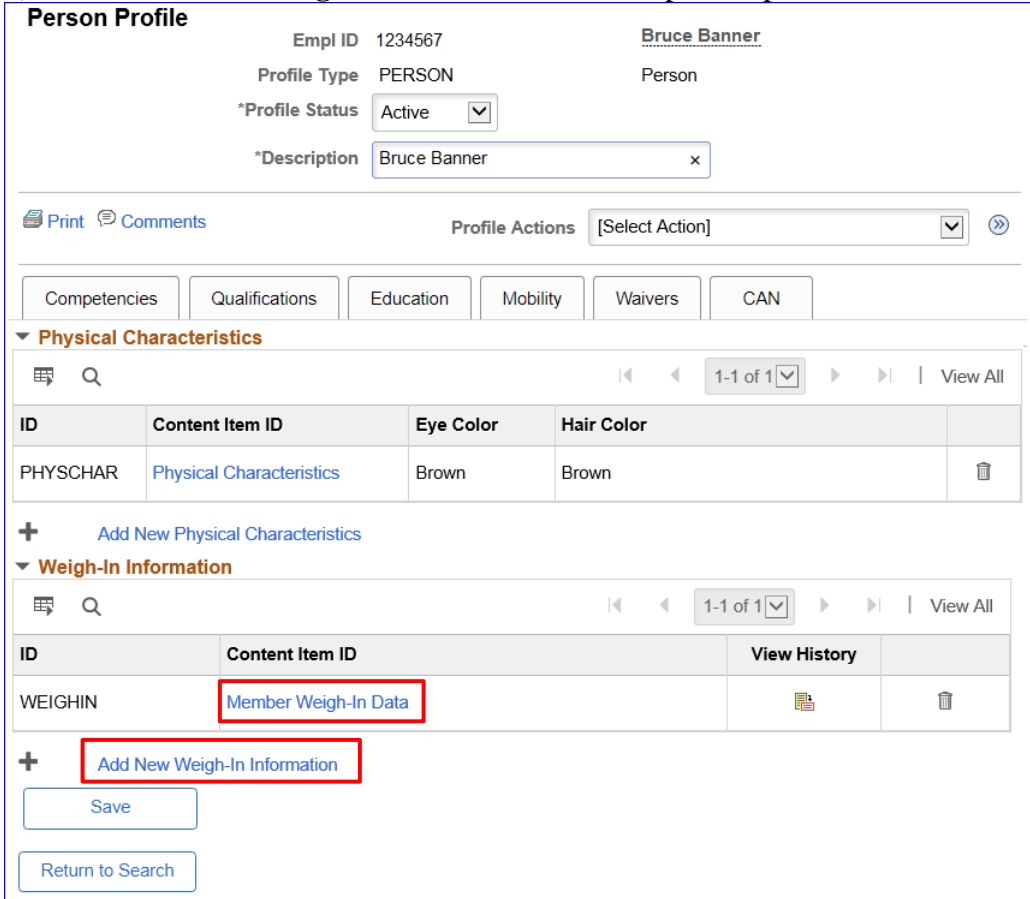
Procedures,
continued

Step	Action																														
3	<p>The member's Person Profile page will display. Select the Mobility tab.</p>  <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> <p>Print Comments Profile Actions [Select Action] <input type="button" value="v"/></p> <p> <input 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="button" value="Q"/> 1-4 of 4 <input type="button" value="v"/> View All</p> <table border="1" data-bbox="336 824 1369 1086"> <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><input type="button" value="list"/> <input type="button" value="trash"/></td> </tr> <tr> <td>PAO</td> <td>Payment Approving Official</td> <td>04/07/2015</td> <td>Approved/Official</td> <td>Good</td> <td><input type="button" value="trash"/></td> </tr> <tr> <td>YNC</td> <td>YNC ERATS</td> <td>01/10/2020</td> <td>Approved/Official</td> <td>Good</td> <td><input type="button" value="list"/> <input type="button" value="trash"/></td> </tr> <tr> <td>YNL1</td> <td>Legal Technician</td> <td>08/19/2011</td> <td>Approved/Official</td> <td>Good</td> <td><input type="button" value="trash"/></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>	ID	Competency	Effective Date	Evaluation Type	Proficiency	View History	EPMEE7	EPME E7 ERATS	01/16/2020	Approved/Official	Good	<input type="button" value="list"/> <input type="button" value="trash"/>	PAO	Payment Approving Official	04/07/2015	Approved/Official	Good	<input type="button" value="trash"/>	YNC	YNC ERATS	01/10/2020	Approved/Official	Good	<input type="button" value="list"/> <input type="button" value="trash"/>	YNL1	Legal Technician	08/19/2011	Approved/Official	Good	<input type="button" value="trash"/>
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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</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> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>Physical Characteristics</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Content Item ID</th> <th>Eye Color</th> <th>Hair Color</th> </tr> </thead> <tbody> <tr> <td>PHYSCHAR</td> <td>Physical Characteristics</td> <td>Brown</td> <td>Brown</td> </tr> </tbody> </table> <p>+ Add New Physical Characteristics</p> <p>Weigh-In Information</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Content Item ID</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>WEIGHIN</td> <td>Member Weigh-In Data</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 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="336 510 1369 1720" style="border: 1px solid #ccc; padding: 10px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Details <div style="float: right;"> <input type="text" value=""/> << < 1 of 19 > >> View All </div> </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 type="text" value="04/28/2023"/> <input type="text" value=""/></p> <p>Content Item ID <input type="text" value="WEIGHIN"/> Member Weigh-In Data</p> <p>*Eff Status <input type="text" value="Active"/> <input type="text" value=""/></p> <p>Weigh-In Reason <input type="text" value="SEMI"/> <input type="text" value=""/> Semi-annual</p> <p>Weigh-In Status <input type="text" value="AD"/> <input type="text" value=""/> Active Duty</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=""/></p> <p>Body Fat % <input type="text" value=""/></p> <p>Waist Size in Inches <input type="text" value=""/></p> <p>Hip Size Inches (Women only) <input type="text" value=""/></p> <p>Circumference Value <input type="text" value=""/></p> <p>AC Value <input type="text" value="35.5"/> 35.5</p> <p>Weight in Pounds <input type="text" value="210"/></p> <p>Medical Screening <input type="text" value=""/></p> <p>Weight Over <input type="text" value="50.00"/></p> <p>Physical Fitness Test <input type="text" value=""/></p> <p>Max Allowable Body Fat % <input type="text" value=""/></p> <p>Abeyance <input type="text" value=""/></p> <p><input type="checkbox"/> Overweight?</p> <p>Compliant <input type="text" value="YES"/> <input type="text" value=""/> Yes</p> <p><input type="checkbox"/> Height Retaken?</p> <p>Remarks <input type="text" value="bcc"/> <input type="text" value=""/></p> <p style="text-align: right; font-size: small;">251 characters remaining</p> </div> <div style="width: 15%; text-align: center; padding-top: 10px;"> <div style="border: 2px solid red; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">+</div> <div style="border: 1px solid #ccc; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 5px auto;">-</div> </div> </div> <div style="border-top: 1px solid #ccc; padding-top: 5px; display: flex; justify-content: space-between;"> <div style="background-color: #0070C0; color: white; padding: 5px 15px; border-radius: 3px;">OK</div> <div style="border: 1px solid #ccc; padding: 5px 15px; border-radius: 3px;">Cancel</div> </div> </div> </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="339 510 1369 1720" style="border: 1px solid #ccc; padding: 10px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Details <div style="float: right;"> <input type="text" value=""/> << < 1 of 20 > >> View All </div> </div> <div style="padding-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 80%;"> <div style="margin-bottom: 5px;">*Weigh-In Date <input type="text" value="04/28/2023"/> <input type="button" value="📅"/></div> <div style="margin-bottom: 5px;">Content Item ID <input type="text" value="WEIGHIN"/> Member Weigh-In Data</div> <div style="margin-bottom: 5px;">*Eff Status <input type="text" value="Active"/> <input type="button" value="▼"/></div> <div style="margin-bottom: 5px;">Weigh-In Reason <input type="text" value="SEMI"/> <input type="button" value="🔍"/> Semi-annual</div> <div style="margin-bottom: 5px;">Weigh-In Status <input type="text" value="AD"/> <input type="button" value="🔍"/> Active Duty</div> <div style="margin-bottom: 5px;">Height in Inches <input type="text" value="64"/></div> <div style="margin-bottom: 5px;">Max Allowable Weight <input type="text" value="160.00"/></div> <div style="margin-bottom: 5px;">Neck Size in Inches <input type="text" value=""/> <input type="button" value="🔍"/></div> <div style="margin-bottom: 5px;">Body Fat % <input type="text" value=""/></div> <div style="margin-bottom: 5px;">Waist Size in Inches <input type="text" value=""/> <input type="button" value="🔍"/></div> <div style="margin-bottom: 5px;">Hip Size Inches (Women only) <input type="text" value=""/> <input type="button" value="🔍"/></div> <div style="margin-bottom: 5px;">Circumference Value <input type="text" value=""/> <input type="button" value="🔍"/></div> <div style="margin-bottom: 5px;">AC Value <input type="text" value="35.5"/> <input type="button" value="🔍"/> 35.5</div> <div style="margin-bottom: 5px;">Weight in Pounds <input type="text" value="210"/></div> <div style="margin-bottom: 5px;">Medical Screening <input type="text" value=""/> <input type="button" value="🔍"/></div> <div style="margin-bottom: 5px;">Weight Over <input type="text" value="50.00"/></div> <div style="margin-bottom: 5px;">Physical Fitness Test <input type="text" value=""/> <input type="button" value="🔍"/></div> <div style="margin-bottom: 5px;">Max Allowable Body Fat % <input type="text" value=""/></div> <div style="margin-bottom: 5px;">Abeyance <input type="text" value=""/> <input type="button" value="🔍"/></div> <div style="margin-bottom: 5px;"><input type="checkbox"/> Overweight?</div> <div style="margin-bottom: 5px;">Compliant <input type="text" value="YES"/> <input type="button" value="🔍"/> Yes</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> Height Retaken?</div> <div style="margin-bottom: 5px;">Remarks <input type="text" value="bcc"/> <input type="button" value="📎"/></div> <div style="text-align: right; font-size: small;">251 characters remaining</div> </div> <div style="width: 15%; text-align: right; padding-top: 10px;"> <input type="button" value="+"/> <input type="button" value="-"/> </div> </div> <div style="margin-top: 10px; display: flex; justify-content: space-between;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </div> </div> </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 1659" style="border: 1px solid #ccc; padding: 10px;"> <p>Details 1 of 1 View All</p> <p>*Weigh-In Date <input type="text" value="10/24/2023"/> +</p> <p>*Content Item ID <input type="text"/></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												
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 797" style="border: 1px solid blue; padding: 5px;"> <p>*Weigh-In Date <input type="text" value="10/24/2023"/> </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> </div>												
9	<p>Using the lookup, select the appropriate Weigh-In Reason.</p> <div data-bbox="336 871 1369 1937" style="border: 1px solid blue; padding: 5px;"> <p>*Weigh-In Date <input type="text" value="10/24/2023"/> </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" value="SEMI"/> Semi-annual</p> <p>Weigh-In Status <input type="text"/></p> <div data-bbox="671 1115 1362 1921" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">Look Up Weigh-In Reason x</p> <p style="text-align: right;">Help</p> <p>Code <input type="text" value="begins with"/> <input type="text"/></p> <p>Description <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup</p> <p>Search Results</p> <p>View 100 1-5 of 5</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Code</th> <th style="text-align: left;">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> </div>	Code	Description	CMND	Command Directed	OTHER	Other	PCS	PCS/TDY	PROB	Probation	SEMI	Semi-annual
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CMND	Command Directed												
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Entering a Member's Weigh-In Data, Continued

Procedures,
continued

Step	Action						
10	<p>Using the lookup, select the appropriate Weigh-In Status.</p> <div style="border: 1px solid blue; padding: 10px;"> <p>*Weigh-In Date <input type="text" value="10/24/2023"/> </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" value="SEMI"/> Semi-annual</p> <p>Weigh-In Status <input type="text" value="AD"/> Active Duty</p> <p>Height in Inches <input type="text"/></p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">Look Up Weigh-In Status x</p> <p style="text-align: right;">Help</p> <p>Code <input type="text" value="begins with"/> <input type="text"/></p> <p>Description <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup</p> <p>Search Results</p> <p>View 100 << < 1-2 of 2 > >></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Code</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td>AD</td> <td>Active Duty</td> </tr> <tr> <td>RSV</td> <td>Reservists</td> </tr> </tbody> </table> </div> </div>	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: 5px; 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: 200px; height: 20px;"></td> </tr> <tr> <td style="padding: 5px;">Max Allowable Weight</td> <td style="border: 1px solid red; width: 200px; height: 20px;"></td> </tr> <tr> <td style="padding: 5px;">Neck Size in Inches</td> <td style="border: 1px solid red; width: 200px; height: 20px; text-align: right;">🔍</td> </tr> <tr> <td style="padding: 5px;">Body Fat %</td> <td style="border: 1px solid red; width: 200px; height: 20px;"></td> </tr> <tr> <td style="padding: 5px;">Waist Size in Inches</td> <td style="border: 1px solid red; width: 200px; 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: 200px; 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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Hip Size Inches (Women only)	🔍												

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Entering a Member's Weigh-In Data, Continued

Procedures,
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; 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							

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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: 30%;"><input style="width: 90%;" type="text"/></td> <td style="width: 30%;"></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 1765" style="border: 1px solid #ccc; padding: 10px;"> <p>Details 1 of 1 View All</p> <p>*Weigh-In Date: 10/24/2023 +</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: <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: 35.5 35.5</p> <p>Weight in Pounds: 210</p> <p>Medical Screening: NA Not Applicable</p> <p>Weight Over: 50.00</p> <p>Physical Fitness Test: NA Not Applicable</p> <p>Max Allowable Body Fat %: <input type="text"/></p> <p>Abeyance: NA Not Applicable</p> <p><input type="checkbox"/> Overweight?</p> <p>Compliant: YES Yes</p> <p><input type="checkbox"/> Height Retaken?</p> <p>Remarks: bcc ✎</p> <p style="text-align: center;">251 characters remaining</p> <p style="text-align: center;"> <input style="border: 2px solid red;" type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply and Add Another"/> </p> </div>

Continued on next page

Entering a Member's Weigh-In Data, Continued

Procedures,
continued

Step	Action																		
15	<p>Click Save.</p> <div data-bbox="336 472 1369 1377" 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="text" value="x"/></p> <hr/> <p> Print Comments Profile Actions [Select Action] <input type="button" value="v"/> </p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>Physical Characteristics</p> <p> 1-1 of 1 <input type="button" value="v"/> View All</p> <table border="1" data-bbox="336 898 1358 992"> <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> 1-1 of 1 <input type="button" value="v"/> View All</p> <table border="1" data-bbox="336 1128 1347 1223"> <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="border: 2px solid red; display: inline-block; padding: 2px 10px;">Save</p> <p><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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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 My Homepage screen.</p> <div data-bbox="336 548 1370 1485" 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="»"/></p> <div style="border: 2px solid red; padding: 2px; margin: 5px 0;"> <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 type="button" value="Mobility"/> <input type="button" value="Waivers"/> <input type="button" value="CAN"/> </p> <p>Physical Characteristics</p> <p> 1-1 of 1 <input type="button" value="v"/> <input type="button" value="»"/> 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;"></td> </tr> </tbody> </table> <p><input type="button" value="+"/> Add New Physical Characteristics</p> <p>Weigh-In Information</p> <p> 1-1 of 1 <input type="button" value="v"/> <input type="button" value="»"/> 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;"></td> </tr> </tbody> </table> <p><input type="button" value="+"/> 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: 5px 0; width: fit-content;"> <input type="button" value="Return to Search"/> </div> </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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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): _____