



Commandant
United States Coast Guard

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COMDTCHANGENOTE 1020
19 APR 2017

COMMANDANT CHANGE NOTICE 1020

Subj: CH-3 TO COAST GUARD WEIGHT AND BODY FAT STANDARDS PROGRAM MANUAL, COMDTINST M1020.8H

1. PURPOSE. This Commandant Change Notice publishes a change to Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8H.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of Headquarters staff elements shall comply with the provisions of this Commandant Change Notice. Internet release is authorized.
3. DIRECTIVES AFFECTED. Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8H, is updated.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. MAJOR CHANGES. This change updates policy to;
 - a. replace the Command Medical Referral Form, CG-6050 with the Chronological Record of Medical Care, Form SF-600
 - b. the exemption period for service members who are pregnant less than 20 weeks,
 - c. the exemption period for service members who are pregnant 20 weeks or more, and

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	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z	
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NON-STANDARD DISTRIBUTION:

d. cancel the nursing exemption.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

a. The development of this Commandant Change Notice and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).

b. This Commandant Change Notice will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Commandant Change Notice must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

7. DISTRUBUTION. No paper distribution will be made of this Commandant Change Notice. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.

8. PROCEDURE. Remove and replace the following sections of Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8H

<u>Remove</u>	<u>Replace</u>
Pages 1-1 to 1-2	Pages 1-1 to 1-2
Pages 3-3 to 3-4	Pages 3-3 to 3-4
Page 3-7	Pages 3-7
Pages 4-1 to 4-2	Pages 4-1 to 4-2
Chapter 5	Chapter 5

9. RECORDS MANAGEMENT CONSIDERATIONS. This Commandant Change Notice has been thoroughly reviewed during the directives clearance process, and it has been determined there are records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).

10. FORMS/REPORTS. The forms referenced in this Commandant Change Notice are available in USCG Electronic Forms on the Standard Workstation or on the Internet:
<https://www.uscg.mil/forms/>; CG Portal
<https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>.
11. REQUEST FOR CHANGES. Units and individuals may recommend changes via the chain of command to HQS-PolicyandStandards@uscg.mil.

K. B. HINRICHS /s/
Rear Admiral, U.S. Coast Guard Reserve
Director of Reserve and Military Personnel

CHAPTER 1. WEIGHT AND BODY FAT STANDARDS PROGRAM OVERVIEW**A. Introduction.**

1. **Purpose.** The Coast Guard Weight and Body Fat Standards Program is an administrative process geared to ensure that all Coast Guard military personnel:
 - a. Are capable of meeting the organization's operational needs and challenges;
 - b. Maintain a healthy weight and body fat percentage;
 - c. Present a sharp professional military appearance.
2. **Background.** The Coast Guard Weight and Body Fat Standards Program was instituted in 1984 and revised in 2004 and 2008.
3. **Program Audience.** The Coast Guard Weight and Body Fat Standards Program is applicable to all Coast Guard military personnel, including:
 - a. Active duty;
 - b. Reserve;
 - c. USPHS officers detailed to the Coast Guard;
 - d. Accession candidates; and,
 - e. Members returning to service under various Coast Guard policies; for example: temporary separation/care of newborn child (CNC).

B. Roles and Responsibilities.

1. **Individual Members.**
 - a. Maintain compliance with weight and body fat standards at all times, unless specifically stated otherwise by this Manual.
 - b. Complete the mandatory semiannual weight compliance screenings unless exempt per Chapter 5 of this Manual.
 - c. Follow the requirements contained in Chapter 3 of this Manual if determined to be non-compliant.
 - d. Be familiar with the requirements of this Manual.
2. **Supervisors.**
 - a. Take a proactive approach to ensure personnel remain in compliance with weight & body fat standards.

- b. Recommend the unit commanding officer or officer-in-charge conduct additional weight and body fat assessments outside of regularly scheduled semiannual weigh-ins when members appear non-compliant.
 - c. Monitor adherence to probation requirements for subordinates on probation, in accordance with Chapter 3.
 - d. Encourage all members to exercise, make healthy food selections, and maintain a healthy lifestyle.
3. Commanding Officer (CO) & Officer-in-Charge (OIC).
- a. Responsible for the unit's adherence to the policies and procedures outlined in this Manual.
 - b. Ensure members are compliant with standards at all times by conducting weight and body fat assessments as outlined in Chapter 2 of this Manual.
 - c. Ensure personnel performing weigh-ins and body fat measurements are properly trained.
 - d. Submit separation packages within 30 days to Commander, Personnel Service Center (CG PSC: epm-1 for enlisted/opm-1 for officer /rpm-1 for reserve) for members who meet conditions of separation outlined in this Manual.
 - e. Verify measurements of members subject to separation. A member within the command cadre, to include CO, executive officer (XO), OIC, executive petty officer (XPO), or command master chief (CMC), or as necessary, a senior member within the command will witness measurements of the member. See Chapter 2 of this Manual for additional instructions.
 - f. Conduct additional weight and body fat assessments outside of regularly scheduled semiannual weigh-ins when deemed necessary as outlined in paragraph 2.A.2. of this Manual.
4. Unit Administrative Staff.
- a. Record all data in Direct Access (DA) within 10 working days of each weigh-in. The entry must be made regardless of a member's compliance or non-compliance with weight and body fat standards, or the scheduling/completion of the **Chronological Record of Medical Care, Form SF-600**. Document non-compliant weigh-ins using Administrative Remarks, Form CG-3307.
 - b. Confirm compliance with weight standards of members with permanent change of station (PCS) orders within 30 days of PCS departure.
5. Primary Care Manager. (includes military medical officers, licensed civilian physicians, physicians assistants, and nurse practitioners as appropriate).
- a. Evaluate command/unit referred members through completion of a **Chronological Record of Medical Care, Form SF-600**, within 30 days of initiation of medical referral.
 - b. Refer members being placed on weight probation to the regional health promotion manager.

Step	Action
3	The member will be: <ul style="list-style-type: none"> • permitted to remain in the training, and • placed on weight probation.
Probationary Period Greater Than Course Duration	
4	The member may be: <ul style="list-style-type: none"> • immediately disenrolled with a fault disenrollment, and • reassigned by CG PSC (if an “A” school student) and returned to his or her parent unit.
5	The training command must send a message to the member’s parent command, notifying them of the disenrollment. Note: Copies of the message must be sent to: <ul style="list-style-type: none"> • Commandant (CG-122), • FC-T, • The gold badge CMC for parent unit, and • the flag officer responsible for parent unit. Sample message is located at https://www.uscg.mil/hq/cg1/cg122/PolicyStandards/default.asp

- d. Follow the steps outlined below for members found non-compliant with weight and body fat standards immediately prior to graduation.

Step	Action
1	The commanding officer (or designee) will allow the member to complete the training but should withhold the certification, advancement, and/or qualification until the member has reached compliance.
2	The member will be placed on probation and will: <ul style="list-style-type: none"> • be assigned a designator if an “A” school student • not be entitled to his/her enlistment bonus until he/she is compliant, and • be transferred to fill the appropriate petty officer position for which the training was provided, or as needs of the service dictate.

B. Documentation of Non-Compliance:

Documentation of non-compliance is imperative to track a member’s history within the Coast Guard Weight and Body Fat Standards Program. Completion of mandatory Administrative Remarks, Form CG-3307, must not be delayed. Sample entries are available with downloadable entries on the CG Pay and Personnel Center (CG PPC) website: <https://www.uscg.mil/ppc/3307s.asp>.

1. Requirement for Documentation. All members found non-compliant with Weight and Body Fat Standards during any weigh-in must sign the Form CG-3307 documenting their non-compliance unless covered by an abeyance or exemption as listed in Chapter 5 of this Manual.
2. Exceptions to Required Documentation. An authorized abeyance or exemption spanning the entire month of April or October equates to compliance and will not be counted as a “strike” per Chapter 4 of this Manual or documented as non-compliance.

C. Post Weigh-in Period (30-days).

1. Member Required Actions.
 - a. Individuals found non-compliant with Weight and Body Fat Standards must meet with their UHPC, contact the regional HPM, and follow the prescribed guidance in reference (b).
 - b. Non-compliant members must schedule an appointment with a CG medical officer or civilian medical provider and complete a **Chronological Record of Medical Care, Form SF-600** within 30 days of a non-compliant weight screening. Failure to complete this requirement in a timely fashion may result in administrative and/or disciplinary action.
2. Member Failure to Complete Required Documents. Commands may consider failure to complete any of these requirements within 30 days a failure to demonstrate reasonable progress under paragraph 3.D.5.b.(1) of this Manual, and such failure may result in disciplinary and/or administrative action. Contact the responsible Reserve Force Readiness Staff (RFRS) for guidance regarding reserve members.
3. Members Who Achieve Compliance Prior to the 30-day Deadline. If members come into compliance during the 30-day window following a non-compliant weight screening, they must still comply with paragraph 3.B.1. of this Manual. All documentation of the member’s non-compliance will remain in the member’s PDR. If the non-compliance was the result of a semiannual weight screening, it will count as a strike for the purposes of the “three-strike rule.”
4. Additional Information to Assist Members Found Non-Compliant. Contact information for HPMs may be found on the Commandant (CG-111), Office of Work-Life website: http://www.uscg.mil/worklife/personal_wellness.asp, or by calling 1-800-872-4957.

D. Probation.

1. Commencing Probation. Probationary periods begin immediately upon a non-compliant weigh-in.
2. Eligibility for Probation. Members who are found non-compliant and exceed maximum allowable body fat by eight percent or less or exceed maximum screening weight by 35 pounds or less are eligible for probation.
3. Ineligible for Probation.
 - a. Members who exceed maximum allowable body fat by more than eight percent and maximum screening weight by over 35 pounds are ineligible for probation and will be processed for

b. The table below outlines the actions to be taken by the member's command.

Step	Action
1	Evaluate the member against weight & body fat standards. <ul style="list-style-type: none"> • If the member is compliant, go to step 2. • If the member is not compliant, go to step 3.
	Member Compliant
2	<ul style="list-style-type: none"> • Prepare Form CG-3307 documenting compliance.
	Member Not Compliant
3	<ul style="list-style-type: none"> • Conduct command verification of measurements • Prepare the necessary Form CG-3307 documenting non-compliance. • Process the member for separation. See Chapter 4 of this Manual for further guidance.
4	Requests for separation will be submitted to PSC (epm-1, opm-1, or rpm-1) as outlined in Chapter 4 of this Manual.

CHAPTER 4. SEPARATIONS

- A. Conditions for Separation. Members who meet any one of the following criteria must be recommended for separation:
1. Separation In Lieu of Probation. Members who exceed their BMI screening weight and maximum allowable body fat percentage to such an extent that they would be placed in a probationary period greater than eight months by body fat calculations and more than 35 weeks by weight calculations (Members who exceed these standards are required to complete a **Chronological Record of Medical Care, Form SF-600**, prior to being recommended for separation).
 2. Failure to Progress During Probation. Members who fail to demonstrate reasonable and consistent progress during probation (example: a member who is not halfway towards compliance at the midpoint of their probationary period).
 3. Non-Compliant at End of Probation. Members who fail to comply with their weight or body fat by the end of their probation.
 4. Third Probationary Period in 14 Months. Members who have been placed on weight probation for the third time in a 14-month period (The 14-month period begins on the date the member is placed on probationary status).
 5. Three Consecutive Failed Semiannual Weigh-Ins. Members who fail to maintain compliance with weight and body fat standards three consecutive semiannual weigh-ins (Apr-Oct-Apr or Oct-Apr-Oct), also known as the three-strike rule.
 - a. A failed semiannual weigh-in that occurs while a member is on probation does count as a strike for the purposes of this policy.
 - b. Failed compliance noted during a weigh-in for any other purpose (i.e., to attend a service school requiring demonstrated compliance) does not count as a strike.
 - c. A member who fails a third consecutive semiannual weigh-in while on probation will be processed for separation regardless of the current probationary period.
- B. Approving Authority. CG PSC-epm/opm/rpm are the approving officials for all separation requests.
- C. Separation Requests.
1. Submission Time Line for Separation Packages. All separation packages must be received by Commander (CG PSC-epm-1), (CG PSC-opm-1), or (CG PSC-rpm-1) within 30 calendar days of the date the separation conditions listed in section 4.A. of this Manual are met.
 2. Contents of Separation Package. The following must be included in all requests for separation:
 - a. Memo recommending separation. The memo should include separation weigh-in measurements verified by command cadre.

- b. All Form CG-3307 entries concerning non-compliance with weight/body fat standards.
 - c. Copies of applicable health record entries.
 - d. **Form SF-600 from most recent probation, as applicable.**
3. Non-Compliant PHS Officers. Non-compliant PHS officers will be transferred to the Department of Health and Human Services.
 4. Reserve Specific. In accordance with paragraph 5.B.5 of reference (e), reservists who meet the conditions for separation listed in section 4.A of this Manual will be transferred to the Standby Reserve, Inactive Status List (ISL) for one year. Submit requests for both Reserve officers and enlisted personnel for approval to CG PSC-rpm via the member's SPO.
 - a. If the reservist comes into compliance during the year assigned to ISL, he/she may request a transfer back to the Ready Reserve. CG PSC will evaluate transfer of the member on a case-by-case basis considering service needs, history of member's compliance and past performance.
 - b. If the reservist does not come into compliance during the year assigned to the ISL, they will be processed for separation. Officers will be screened by the Mobilization Disposition Board to recommend separation or retirement in accordance with reference (e).
 5. Members Recommended for Separation Who Become Compliant Prior to Separation Date. Members who meet the conditions for separation listed in section 4.A. of this Manual who achieve compliance prior to completion of the separation process are still subject to separation. Commands are required to submit the separation package to Commander (CG PSC-epm/opm/rpm). In accordance with article 1.B.24 of reference (f), CG PSC-epm/opm/rpm may conditionally suspend the execution of the discharge based upon service needs, the member's history of compliance, and the member's past performance.
- D. Recoupment of Bonuses. If the member is ultimately discharged because of failure to comply with the Coast Guard Weight and Body Fat Standards Program, all unearned bonus payments will be recouped by the Coast Guard upon separation.
- E. Retirement Eligible Members. Members subject to separation and eligible for retirement may request retirement in lieu of separation. Retirement dates will generally be between 30 and 60 days from the date the request is approved. Once approved, retirements in lieu of separation cannot be cancelled even if the member becomes compliant with Coast Guard Weight and Body Fat Standards prior to retirement.
- F. Members with Approved Retirement. Members with an approved retirement date must continue to comply with the provisions outlined in this Manual. Non-compliant members risk separation in lieu of retirement or adjustment of retirement date due to non-compliance.
- G. Reenlistments, Extensions, and Re-Entry Enlistments.
1. Reenlistments. Reenlistment under this Chapter pertains to active duty or reserve component members who wish to reenlist in the Coast Guard or Coast Guard Reserve while non-compliant.

CHAPTER 5. ABEYANCES AND EXEMPTIONS TO PROBATION

A. Medical Abeyances.

1. Approving Authority. CG PSC-psd is the approving official for all medical abeyance/exemption requests. Each medically related abeyance request will be treated as unique and evaluated on a case-by-case basis. Commands should not forward requests for medical abeyances to CG PSC-psd until a diagnosis is made. Awaiting a medical diagnosis or abeyance decision does not constitute reason to waive or delay weight screening, documentation, and/or probation procedures.
2. Intent. The intent of authorizing a medical abeyance is to avoid penalizing a member who may be non-compliant due to medical conditions/medications that directly contribute to weight gain. Injuries or illnesses that interfere with a member’s ability to exercise are not grounds for a medical abeyance. Commands do not have to wait until a member is found non-compliant to request a medical abeyance.
3. Abeyance Examples.
 - a. Medical abeyance requests will only be granted for cases involving diagnosed physiological medical conditions or use of prescription medications (which are not disqualifying for continued service) that contribute to the member’s inability to maintain compliance with weight standards.
 - b. Abeyance requests that stem from medical conditions which may restrict a member’s ability to exercise, but otherwise have no physiological impact on the member’s ability to lose weight/body fat through proper diet or exercise, will not be approved.
 - c. The following chart provides some representative examples of qualifying and non-qualifying medical conditions:

Qualifying Medical Examples	Non-qualifying Medical Examples
<ul style="list-style-type: none"> • Hypothyroidism • Polycystic Ovarian Syndrome • Prescribed Corticosteroids 	<ul style="list-style-type: none"> • Depression • Twisted ankles • Pulled muscles • Broken bones • Lower back pain

4. Abeyance Requests.
 - a. The following must be included in all requests for weight abeyance:
 - (1) A memo from the command requesting an abeyance that includes the member’s name, employee identification (EMPLID), current weight and body fat measurements, reason for abeyance, and the command point of contact.
 - (2) Signed copy of the Authorization for Disclosure of Medical or Dental Information, form DD-2870.
 - (3) All form CG-3307s related to the member’s current weight probation (if applicable) and past

weight probations, abeyances, and tobacco cessation programs.

(4) Copy of Form SF-600, signed by the command and reviewing physician.

(5) Any documentation from medical related to the abeyance request including any medication currently being taken.

5. Length of Abeyance. If a medical abeyance is approved CG PSC-psd will grant an adequate period of time to allow the member's specific medical condition to be effectively stabilized. During this period, members who exceed standards will be considered compliant and will therefore not accumulate strikes per the three-strike rule.
6. Requirements During Abeyance.
 - a. Members granted a medical abeyance are required to participate in all weight screenings and mandatory physical fitness assessments when it is determined to be medically safe to do so, and have their current weight data entered into DA. However, members who exceed standards during an authorized abeyance will be considered program compliant.
 - b. The abeyance period should be utilized by the member to come into compliance as they will be accountable to the standards once their medical condition is stabilized. The abeyance period will not be considered a probationary period, though the member is still required to abide by the provisions of paragraph 5.A.4 of this Manual.
 - c. A member with an approved abeyance will be screened upon the completion of the abeyance period to verify weight compliance per paragraph 2.A.3.a of this Manual.
7. Abeyance Extension. On a case-by-case basis, CG PSC-psd may grant an extension to a medical abeyance if circumstances warrant. Commands requesting an extension must contact CG PSC-psd prior to the end of their medical abeyance period.

B. Maternity Exemptions.

1. Pregnancy Exemption. A service member is exempt from compliance with weight and body fat standards during pregnancy. Units will complete a **Form SF-600** documenting the exemption that will be reflected in DA during semiannual weight screening periods.
2. Post-Birth/Termination Exemption. **Members under this exemption are required to participate in all weight screenings and have their current weight data entered into DA. During this period, members who exceed program standards will be considered compliant. In cases where the end date of a pregnancy is unclear, a note from a medical provider will be required establishing the date the pregnancy ended.**
 - a. **Members who were pregnant less than twenty weeks are exempt for six months from the date of pregnancy termination.**
 - b. **Members who were pregnant twenty weeks or more are exempt for twelve months from the date of pregnancy completion or termination (delivery, miscarriage, etc).**

3. Expiration of Exemption. Upon expiration of the exemption period, a screening shall be conducted to determine compliance.

C. Tobacco Cessation Exemption.

1. Tobacco Cessation Policy.

- a. Members who are addicted to tobacco may submit a request through their chain of command to CG PSC-psd for a one-time, six-month exemption. If authorized, the tobacco cessation exemption period will commence on the day the member quit smoking and conclude six months thereafter. During this period, members who exceed program standards will be considered compliant.
- b. Tobacco cessation exemptions will not be granted to members who are non-compliant on the date of the request. Commands must verify member compliance by conducting a weigh-in prior to submitting a tobacco cessation exemption request. Upon verifying compliance the exemption will be documented on Form CG-3307.
- c. Members under this exemption are required to participate in all weigh-ins and have their current weight data entered into DA. However, during this period, members who exceed program standards will be considered compliant.

2. Purpose of Tobacco Cessation Exemption. It is possible that members who cease the use of tobacco products may gain weight. The intent of the tobacco cessation exemption is to encourage members who are within Coast Guard weight and body fat standards to quit using tobacco products without fear of being found non-compliant due to subsequent weight gain. This is an incentive for members to quit tobacco use and adopt a healthier lifestyle; therefore, members should not be penalized for trying to quit tobacco.

- a. Members can minimize weight gain through healthy eating combined with exercise.
- b. Members are encouraged to use nutritional counseling to promote a healthy lifestyle change.
- c. The tobacco cessation exemption policy is not intended to be a placeholder for non-compliant members already in a weight probationary period status or used to avoid the three-strike rule.

3. Exemption Period for Tobacco Cessation.

- a. Authorized exemptions for tobacco cessation will be effective for a period of six months from the date the member informs his or her command of their abstinence from tobacco, either with or without the benefit of a formal tobacco cessation program.
- b. If a member does not remain tobacco free for the entire six-month period, the exemption will cease, and the member will immediately be screened and, if found non-compliant and if appropriate, placed on probation.

D. Eating Disorders. Members who are diagnosed by a qualified medical professional with an eating disorder will be processed per reference (h).

E. Sexual Assault Recovery Exemption.

1. Purpose of the Sexual Assault Recovery Exemption. The intent of this policy is to assist members with recovery from sexual assault.
2. Sexual Assault Recovery Exemption Policy.
 - a. A member who makes an unrestricted report of sexual assault, per reference (i), Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series), may submit a one time, six month exemption request through his/her chain of command to Commander, CG PSC-psd under the following circumstances:
 - (1) The victim signed a Victim Reporting Preference Statement, Form CG-6095 and elected the unrestricted reporting option.
 - (2) The sexual assault, as defined in reference (i), Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series), occurred within one year of the exemption request.
 - (3) The member was not on body fat probation when the sexual assault occurred.
 - b. Members who receive an exemption shall:
 - (1) participate in all weight screenings and have their current weight entered into DA,
 - (2) be considered compliant until the end of the exemption, and
 - (3) contact the UHPC or Regional HPM for guidance on a safe weight loss regimen.
 - c. At the expiration of the six month exemption period, if a member is found to be non compliant, he/she shall have the non-compliance documented on an Administrative Remarks, Form CG-3307 and be placed on probation. However, if the member exceeds maximum allowable body fat by more than eight percent and maximum screening weight by over 35 pounds, he/she shall be processed for separation if active duty, transferred to the ISL if a reservist, or returned to the Department of Health and Human Services (Public Health Service).