



Commandant
United States Coast Guard

US Coast Guard Stop 7801
2703 Martin Luther King Jr Ave SE
Washington, DC 20593-7801
Staff Symbol: CG-1331
Phone: (202) 475-5382
Fax: (202) 475-5927

COMDTCHANGENOTE 1020
17 APR 2015

COMMANDANT CHANGE NOTICE 1020

Subj: CH-1 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 for new accessions, Article 2.A.6, recordings of measurements, Article 2.D.3, and Body Fat Circumference Values (CV), Article 2.D.5.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

DISTRIBUTION – SDL No. 166

	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
A	X	X	X	X	X	X	X		X	X		X	X	X	X	X	X		X		X					
B		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
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NON-STANDARD DISTRIBUTION:

- 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). Because this Commandant Change Notice contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.
 - 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
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|------------------|------------------|
| <u>Remove</u> | <u>Replace</u> |
| Pages 2-1 to 2-2 | Pages 2-1 to 2-2 |
| Pages 2-5 to 2-7 | Pages 2-5 to 2-7 |
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://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>; CG Portal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>; and Intranet: <http://cgweb.comdt.uscg.mil/CGForms>.

11. REQUEST FOR CHANGES. Units and individuals may recommend changes via the chain of command to HQS-PolicyandStandards@uscg.mil.

J. M. HEINZ /s/
Rear Admiral, U.S. Coast Guard
Director of Reserve and Military Personnel

CHAPTER 2. WEIGHT & BODY FAT SCREENING

- A. When to conduct Weight and Body Fat Screening (Weigh-in). Members are required to be compliant with weight and body fat standards at all times. At a minimum, “weigh-ins” must be conducted as listed below:
1. Semiannual (April & October). All Coast Guard military personnel will be screened against weight and body fat standards every April and October.
 - a. Members that will be away from their Permanent Duty Station (PDS) during the semiannual weigh-in month should make arrangements to be screened at their PDS no more than 15 days before the beginning of the month or 15 days after the end of the month. If the member’s travel precludes a weigh-in during this window, the PDS and the command where the member is temporarily assigned will coordinate a weigh-in. If a member will be present at their PDS at any point during the semiannual weigh-in month, prior arrangements must be made with the command to ensure resources are available to screen the member at that time.
 - b. Program managers and servicing personnel offices (SPOs) will ensure members assigned to attaché and post-graduate billets are screened against weight and body fat standards in accordance with the policy set forth in this Manual.
 2. Upon Direction from CO or OIC.
 - a. COs and OICs may direct members who appear non-compliant with weight and body fat standards to be evaluated for compliance outside of regularly scheduled semiannual weigh-ins.
 - b. If found to be non-compliant, refer to Chapter 3 of this Manual for guidance.
 3. Upon Expiration of an Authorized Abeyance or Exemption. As identified in Chapter 5 of this Manual, members will be evaluated for compliance on the first business day following the expiration of an abeyance or exemption.
 4. Upon Receipt of Orders to Specified Resident Training and Prior to Execution of Orders to Specified Resident Training.
 - a. Commands will verify a member’s compliance upon receipt of orders to the following resident training programs:
 - (1) Any training that culminates with an enlisted member being offered a commission, including but not limited to: Officer Candidate School (OCS), Direct Commission Officer (DCO), Reserve Officer Candidate Indoctrination (ROCI). Members found non-compliant upon reporting to training that leads to a commission may be returned to their unit.
 - (2) Chief Petty Officer Academy (CPOACAD);
 - (3) Senior Enlisted Leadership Course (SELIC);
 - (4) Prospective Commanding Officer/Prospective Executive Officer (PCO/PXO) school;

- (5) Prospective Operations Officer (POPS) school;
- (6) Chief Warrant Officer Professional Development (CWOPD) course;
- (7) Class "A" schools;
- (8) Attendance at any leadership course hosted by non-Coast Guard entities (e.g., Non-Commissioned Officer Academy, Navy Senior Enlisted Academy, etc.).

- b. Commands will again verify compliance with weight and body fat standards no more than 30 days and no less than 15 days from a class convening date to the programs listed in paragraph 2.A.4.a of this Manual. At the same time, they will update DA with the member's physical characteristics. If a member is found to be non-compliant, refer to Chapter 3 for guidance.
- c. Qualified members in receipt of last-minute orders (issued within 15 days of the class convening date), who were not able to be weighed-in at their permanently assigned unit in sufficient time prior to the class convening date, will be weighed upon reporting to the resident training listed in 2.A.4.a. If a member is found to be non-compliant, refer to Chapter 3 for guidance.

5. Reservists Ordered to Active Duty. In addition to the above, any reservist ordered to any type of active duty other than normal active duty for training (ADT-AT) will be screened. Reservists found non-compliant should not be ordered to active duty.

6. Accessions.

- a. All new accessions (including newly recruited USPHS officers and selectees for programs leading to a commission) and members re-entering service must not exceed **the maximum allowable body fat percentage** as shown in enclosure (1).
- b. Military Entrance Processing Stations (MEPS) will make all official weight determinations for recruit applicants.
- c. Members applying for a re-entry enlistment following discharge for non-compliance with Weight and Body Fat Standards Program must meet the requirements outlined in paragraph 4.G.4 of this Manual.

7. Members in Receipt of PCS Orders. Commands will verify members in receipt of PCS orders are in compliance within 30 days of departure.

B. Body Mass Index (BMI) Weight Screening Procedures.

1. Weight Standards. The Coast Guard's screening weight standards are based on body mass index (BMI), a weight that corresponds with an individual's height. In compliance with reference (a), the Coast Guard has established the BMI standard of 19.0 (minimum) and 27.5 (maximum), regardless of age or gender. Maximum/minimum screening weights are listed in enclosure (1) of this Manual.

- a. All members who exceed their maximum screening weight are subject to a body fat assessment.

measurements in the horizontal plane (i.e., parallel to the floor), with the exception of the neck measurement where the tape measure is placed perpendicular to the neck's long axis. Still photography samples of correct measuring techniques are provided on the CG-133 website: <http://www.uscg.mil/hq/cg1/cg133/PolicyStandards/default.asp>.

3. Proper Recording of Measurements. Take all circumference measurements three (3) times and record them to the nearest 1/2 inch. If any of the three measurements differs by more than one inch from the other two, take an additional measurement and compute a mathematical average of the three closest measurements to the nearest 1/2 inch and record this value. **If three sets are within 1.0 inches of each other, do not average, use the lowest set's total as the circumference value. Refer to Sections 2.E through 2.G. of this Manual for measurement procedures.**
4. Order of Measurements. Each set of measurements will be completed sequentially to minimize errors associated with repetitive measurement readings. For example, when measuring males complete one set of abdomen and neck measurements, and then repeat in the same sequence/order until you have three sets of measurements. When measuring females complete one set of waist, hip, and neck measurements, and then repeat in the same sequence/order until you have three sets of measurements.
5. Body Fat Calculations. Body fat estimation charts are included in enclosure (2). Circumference values (CV) are calculated from the formulas below and compared with the member's height to determine estimated body fat percentage. Round calculated results of the CV **down to the nearest half-inch.**
 - a. Male CV = Abdomen – Neck (in inches)
 - b. Female CV = Waist + Buttocks – Neck (in inches)
6. Gender Considerations for Measurements. Same gender body fat measurements will be conducted for all personnel.
7. Additional Procedures when Subject to Separation. In cases where a member is subject to separation, visual verification of measurements will be completed by a same gender member of the command cadre to the extent possible. For example, for verification of measurements on females, if the command cadre members are all males, the CO/OIC will designate a female to verify the measurements.

E. Neck Measurement Procedure.

Step	Action
1	<p>Measure the neck circumference at a point just below the larynx (Adam's Apple) and perpendicular to the long axis of the neck. (Do not place the tape measure over the Adam's Apple.)</p> <p>Member should look straight ahead during measurement, with shoulders down (not hunched).</p> <p>Care should be taken so as not to involve the shoulder/neck muscles (trapezius) in the measurement.</p>
2	<p>Round neck measurement up to the nearest 1/2 inch (e.g., round 16 1/4 inches to 16 1/2 inches).</p>

F. Circumference Value Measurement for Men.

Step	Action
1	<p>Measure abdominal circumference against the skin at the navel (belly button), level and parallel to the floor.</p> <ul style="list-style-type: none"> • Arms are at the sides. • Record the measurement at the end of member's normal, relaxed exhalation. Member will not hold breath during measurements.
2	<p>Round abdominal measurement down to the nearest 1/2 inch. (e.g., round 34 3/4 to 34 1/2).</p>
3	<p>Determine the circumference value by subtracting the neck measurement from the abdominal measurement.</p> <p>Example: If the neck measurement is 12 inches and the waist measurement is 36 inches, the circumference value will be 24.0 (36.0-12.0=24.0).</p>
4	<p>Compare this value against the height measurement in the percent fat estimation chart (enclosure 2) to determine the estimated body fat percentage.</p> <p>Example: If the circumference value is 24.0 and the height of the member is 62.0, the body fat percentage will be 30.</p>

Circumference Value Measurement for Women.

Step	Action
1	<p>Measure the natural waist circumference, against the skin, at the point of minimal abdominal circumference, usually located about halfway between the navel and the lower end of the sternum (breast bone).</p> <p>Be sure that the tape is level and parallel to the floor.</p> <p>The service member's arms must be at the sides.</p> <p>Take measurements at the end of member's normal relaxed exhalation. Member will not hold breath during measurements.</p>
2	<p>Round the natural waist measurement down to the nearest 1/2 inch (e.g., round 28 5/8 inches to 28 1/2 inches).</p>
3	<p>Measure the hip circumference while facing the member's right side by placing the tape around the hips so that it passes over the greatest protrusion of the gluteal muscles (buttocks) as viewed from the side.</p> <p>Make sure the tape is level and parallel to the floor. Apply sufficient tension to tension-tape to minimize the effect of clothing.</p>
4	<p>Round the hip measurement down to the nearest 1/2 inch. (e.g., round 44 3/8 inches to 44 inches).</p>
5	<p>Determine the circumference value by:</p> <ul style="list-style-type: none"> • adding the waist and buttocks measurement, and • subtracting the neck measurement. <p>Example: If the neck measurement is 12 inches and the waist and buttock measurement are 24 and 36 inches respectively, the circumference value will be 48.0 (24.0+36.0-12.0=48.0).</p>
6	<p>Compare this value against the height measurement in the percent fat estimation chart (enclosure 2), to determine the estimated body fat percentage.</p> <p>Example: If the circumference value is 48.0 and the height of the member is 60.0, the body fat percentage will be 22.</p>

G. Weight & Body Fat Compliance Determination. Record members weight information in DA within 10 days of weigh-in or sooner if required for a training command's use by paragraphs 2.A.4.b and 2.A.4.c. Members are compliant with weight and body fat standards for a given weigh-in cycle if they meet any one of the following three conditions:

1. Member does not exceed maximum screening weight;
2. Member is within maximum allowable body fat standards; or
3. Member has an approved abeyance or exemption.

