



UNITED STATES MARINE CORPS  
HEADQUARTERS BATTALION  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788200  
TWENTYNINE PALMS, CA 92278-8200

BnO 6110.2A  
FFI/CPTR  
**FEB 26 2021**

BATTALION ORDER 6110.2A

From: Commanding Officer  
To: Distribution List

Subj: HEADQUARTERS BATTALION BODY COMPOSITION AND MILITARY APPEARANCE PROGRAMS

Ref: (a) DoD Instruction 1308.3, "DoD Physical Fitness and Body Fat Programs Procedures," November 5, 2002  
(b) MCO 1900.16F W/CH2  
(c) MCO 6110.3A CH-1 AND ADMIN CH  
(d) MCO 3500.27C  
(e) MCO 6100.13A W/CH 2  
(f) MCO 1610.7A  
(g) MCO 5210.11F  
(h) SECNAV M-5210.1

Encl: (1) Force Fitness Instructor/Command Physical Training Representative  
(2) BCP Process  
(3) MAP Process  
(4) BCP Evaluation NAVMC 11621  
(5) MAP Evaluation NAVMC 11620  
(6) NAVMC 118, Individual Administrative Remarks (SEPCOR)  
(7) Headquarters Battalion BCMAF Statement of Understanding  
(8) Headquarters Battalion BCMAF Remedial Conditioning Program Tracker (SEPCOR)  
(9) Force Fitness Instructor Course Command Screening Checklist  
(10) Temporary Medical Exemption Process Flowchart  
(11) Pregnancy and Post-Partum Policy Flowchart  
(12) BCP/MAP Administrative Summary Tables (SEPCOR)  
(13) MCBCMAP Sequence Chart

1. Situation. Headquarters Battalion (HQBN) continues to improve the readiness of its force through the Body Composition (BCP) and Military Appearance (MAP) Programs. This order establishes Marine Corps' height and weight and military appearance policy for HQBN.

2. Cancellation. BnO 6110.2

3. Mission. In accordance with reference (a), all Marines must maintain themselves within the Marine Corps' weight and body fat standards. This promotes health and physical fitness and maintains a constant state of combat readiness commensurate with our expeditionary nature as Marines.

4. Execution

a. Commander's Intent

(1) Purpose. To establish HQBN's policy for placing Marines on the Body Composition and Military Appearance Programs (BCMAP).

(2) Method. Using the proper tools (e.g. education, supervision, and positive reinforcement), leaders will inspire their Marines' to succeed in achieving and maintaining a healthy and fit lifestyle. Failure to meet the standard will result in BCMAP assignment per enclosures (3) and (4).

(3) Endstate. All Marines will adhere to the Marine Corps' height and weight standards. Leadership will provide support in the form of appropriate counseling through the BCMAP and Remedial Conditioning Program (RCP) to Marines who fail to meet the standard.

b. Concept of Operations. This program will focus on identifying Marines who are not in compliance with the BCMAP standards, providing those Marines with the resources necessary to return to standards, and holding them accountable for upholding the standards. The Commanding Officer will assign Marines to the BCP or MAP who fail to comply with established weight and body composition standards, in accordance with reference (a). The HQBN S-3, Command Physical Training Representatives (CPTR), Force Fitness Instructors (FFI), Directorate, Section, and Company leadership, and the Adult Medical Care Clinic (AMCC) will be in support.

(1) The HQBN S-3 is the program manager and responsible for the overall conduct of the BCMAP.

(2) The CPTRs and FFIs are the enforcers of the program and will be responsible for the execution of the BCMAP.

(3) Directorate, Section, and Company Leadership will provide the direction necessary to maintain the integrity of the BCMAP. This may include counseling the Marine on the deficiencies, corrective actions required, and information regarding BCMAP assignment responsibilities.

(4) The Adult Medical Care Clinic (AMCC) provides medical support to HQBN. Independent Duty Corpsmen, Nurse Practitioners, Physicians, or Physician Assistants will be responsible for evaluating Marines who are not within standards and making the following determinations and recommendations:

- (a) Medical clearance to participate in the BCP/MAP/RCP.
- (b) Physical limitations or restrictions.
- (c) Recommended weight and body composition fat reduction goals.
- (d) Recommended nutritional and dietary measures.

(e) Referral to a Board Certified or Board Eligible Military Physician (BCBEMP) for evaluation of underlying causes for weight gain.

c. Tasks

(1) S-1

(a) Process, forward, and track all documentation requiring unit diary entry.

(b) Report the status of diary entries as they change or, at a minimum, once weekly during the weekly Battalion training meeting.

(c) Forward original BCP files in their entirety for Marines on the program who are transferred on permanent change of station/assignment (PCS/PCA) orders to the gaining command by registered/receipt mail within seven days of departure.

(2) S-3

(a) Appoint the HQBN physical fitness training NCO as the HQBN CPTR.

(b) Convene bi-weekly BCMAP coordination meetings that include Directorate and Section representation and Company CPTRs and FFIs.

(c) Coordinate with the Company staff, Section NCOICs, and CPTRs on all BCMAP Marines and packages.

(d) Submit all BCMAP entries using Marine Corps Training Information Management System (MCTIMS), track the BCMAP documentation ensuring it is updated through OMPF page 11/6105 entry, and retain all BCP packages.

(3) Company Commanders

(a) In coordination with the HQBN S-3, select and assign in writing three company CPTRs and four FFIs (one male and one female) who will be responsible to the Company Commander for the supervision and implementation of this order.

(b) Conduct 100 percent weigh-in and measurement of personnel on a semi-annual basis.

(c) Ensure OICs continuously monitor all members of their command to ensure assigned personnel maintain the proper body composition standards per reference (c).

(d) Ensure OICs identify all personnel in their sections who are not within standards per reference (c), and have those personnel report to the BN S-3 for further evaluation and processing.

(e) Per references (c) and (e), conduct a remedial conditioning program with support from unit FFI for Marines in your company who have been placed on the BCMAP and ensure the commensurate administrative entries (ie. FitRep or PRO-CON) are completed.

(f) Ensure FFIs attend the Force Fitness Instructor Course (FFIC) within 60 days of written assignment. Course dates can be found in the MCTIMS Student Registrar (course identification number M02MN1T or M02MN1M for the Mobile Training Team).

(g) Upon notification that a Marine is not within standards, the company office in coordination with the HQBN S-3 will evaluate and administratively process the Marine into the BCMAP as per reference (c).

(4) Individual Marines

(a) Conform to established Marine Corps weight and body composition standards and present a suitable military appearance, regardless of age, grade, gender, or duty assignment.

(b) Marines exceeding established Marine Corps weight and body

composition standards, take necessary action to return to standards within the prescribed timeline. Failure to do so may result in formal assignment to the BCP and administrative actions that include limitations on promotion, retention, assignment, or administrative separation.

(c) Marines not presenting a suitable military appearance, take all necessary action to improve their appearance within prescribed timelines. Failure to do so may result in formal assignment to the MAP and appropriate administrative action.

d. Coordinating Instructions

(1) Enclosures (1) through (9) provide the supporting documents and general outline for the sequence of events related to BCP and MAP assignment and tracking.

(2) Per reference (e), weigh-ins will be conducted in Marine Corps green on green physical training gear.

(3) Assistance in maintaining or achieving the USMC standards for physical fitness can be obtained from the Force Fitness Instructor website at <https://www.fitness.marines.mil/Force-Fitness-Instructor/>, Marine Corps Community Services, and Medical.

(4) Logs will be maintained in accordance with reference (c) to record weigh-ins and counselings.

(5) During the last week of each month, each company will conduct a joint PFT or CFT supervised by the Battalion FFI/CPTR and report progress of BCMAP personnel to the HQBN Battalion Sergeant Major, Executive Officer, and Commanding Officer.

5. Administration and Logistics. A summary of required administrative actions as a result of BCP or MAP assignment is contained in enclosure (9).

a. Permanent Change of Station/Assignment (PCS/PCA) Orders

(1) A Marine can be transferred, receive PCS/PCA orders, or be extended during an initial BCP assignment. Marines will not be transferred or execute PCS/PCA orders while on a second assignment to the BCP.

(a) The Battalion S-3 will make a complete copy of the original BCP file in accordance with reference (g).

(b) The Battalion S-3 will coordinate with the Battalion S-1 to ensure the original BCP file in its entirety is forwarded to the gaining command by registered/receipt mail within seven days of departure.

(2) For inbound Marines in the process of the initial BCP assignment, the Battalion S-3 will review the package for completeness. Upon a complete and comprehensive screening, the Battalion S-3 will either:

(a) Contact the Marine's prior command in the case the package is incomplete or questionable.

(b) Forward the package to the Battalion Sergeant Major (for enlisted Marines) or the Battalion Executive Officer (for officers) for review and cognizance.

b. Reporting

(1) Performance. The FFI/CPTR is responsible for completing NAVMC 11620 and NAVMC 11621. The BN FFI/CPTR will ensure complete and accurate information is presented to the Battalion Sergeant Major (for enlisted Marines) or the Executive Officer (for officers) in order to provide a fair and unbiased assessment to the Battalion Commander. A Copy of NAVMC 11620 or NAVMC 11621 will be submitted to the BN S-1 for necessary administrative actions to have appropriate unit diary recordings of formal BCMAP assignment or removal. The BN FFI/CPTR will retain the original forms in accordance with references (g) and (h).

(2) UD-MIPS/MCTFS. Unit diary entries are required for the following circumstances:

- (a) When a Marine is assigned to the BCP following a medical evaluation and commander/OIC assessment.
- (b) When a Marine is granted a BCP extension.
- (c) When a Marine is placed in an inactive status.
- (d) When a Marine returns to an active BCP status.
- (e) When a Marine is removed from the BCP or program assignment has expired.
- (f) When a Marine is formally assigned to the MAP.
- (g) When a Marine is formally removed from the MAP.

(3) Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (h) to ensure proper maintenance, use, accessibility, and preservation, regardless of format or medium.

(4) Forms Management. Marine Corps forms identified in this Order may be retrieved from:  
<https://navalforms.documentservices.dla.mil/web/public/forms>.

## 6. Command and Signal

- a. Command. This order is applicable to all Marines of HQBN.
- b. Signal. This order is effective the date signed. The point of contact for this is the HQBN Operations Chief.

  
A. J. MARTINEZ

## Force Fitness Instructor / Command Physical Training Representative

1. Background. Force Fitness Instructors provide the tools and motivation to help their Marines maintain a healthy physical fitness program, succeed physically, and maintain good health. FFI's seek to establish a Corps-wide culture of a total fitness program utilizing Marine Corps Physical Fitness Program (MCPFP), which is designed to use the latest scientifically-based techniques and modern technology in the sports medicine field. FFI's prepare a Marine's body to meet the minimum requirement for active duty, as well as provide guidance to command members on proper nutrition, weight management, physical conditioning, test safety, scheduling, administering, monitoring and reporting on Physical Fitness Assessments (PFA). Each command is required to maintain one FFI and one assistant (AFFI). Collectively, the program will strive to optimize our Marines health, prevent/reduce injury, increase physical fitness, build and engrain individual confidence, and contribute to a unit's esprit de corps through positive, yet challenging, total fitness concepts. Each physical fitness session will be approached as an opportunity to improve each Marine, make them stronger, and to demonstrate the positive benefits of conducting physical training the right way. Lastly, to ensure unity of effort, we will examine the various fitness and health-related capabilities existing today across the Corps and identify the best way to integrate these resources.

### 2. Eligibility

a. Force Fitness Instructor (FFI). FFIs are nominated by the battalion commander and required to complete the Force Fitness Instructors Course (FFIC) and the MarineNet PFT Monitors Certification Course, CFT Monitors Certification Course, and BCMAP Monitors Certification Course.

b. Command Physical Training Representative (CPTR). CPTRs are nominated by their respective sections or directorates and assigned by the battalion commander. All CPTRs are required to complete the MarineNet PFT Monitors Course, CFT Monitors Certification Course, and BCMAP Monitors Certification Course.

(1) Level One CPTR. Level one CPTRs are authorized to monitor the annual PFT and CFT for their respective sections. Sections will maintain a minimum of one CPTR. The minimum rank requirement is Sergeant.

(2) Level Two CPTR. Level two CPTRs are authorized to monitor the annual PFT and CFT along with conducting semi-annual height/weight and body composition evaluations. Sections or individuals approved for level two CPTRs: HQBN S-3 staff, HQBN Company Gunnery Sergeants, Tactical Training Exercise Control Group S-3 staff, and the Commanding General's administrative SNCOIC. All other assignments are at the discretion of the battalion commander.

### 3. FFI Responsibilities

a. Review reference (c) and the contents of this order immediately upon assignment.

b. Serve as a CPTR and adhere to the responsibilities set forth in paragraph 4 of this enclosure.

c. If assigned as a Battalion FFI, you must:

(a) Develop, implement, manage and supervise the organizational

BCMAP and RCP.

(b) Maintain the master roster of all Marines assigned to the program and the HQBN BCP Tracker through Marine Corps Training and Information Management System (MCTIMS).

(c) Provide monthly reports to the HQBN Sergeant Major, Executive Officer and Commanding Officer regarding the status and performance of Marines assigned to the BCP.

(d) Convene the bi-weekly BCP meeting to identify and reconcile the list of Marines who are not within standard, and coordinate the scheduling of a medical evaluation, as necessary.

d. If assigned as a Company, Directorate, or Section FFI, assist the Battalion FFI in the supervision and implementation of this order.

#### 4. CPT Responsibilities

a. Review reference (c) and the contents of this order immediately upon assignment.

b. Develop, implement, manage, and supervise the organizational MAP, BCP and RCP.

c. Apply risk management fundamentals during the conduct of the RCP in support of MAP or BCP assignment, in accordance with reference (d).

d. Coordinate and supervise the execution of weigh-ins and Body Composition Evaluations (BCE) utilizing NAVMC 11621 "BCP Evaluation," form if necessary. This may include, but is not limited to, the following:

(1) Select and train BCE evaluators as required.

(2) Report BCE findings for those Marines who exceed weight and body composition standards in accordance with reference (e) and the contents of this order.

(3) Document and record BCE data.

(4) Manage, collect, and maintain BCE documentation in accordance with references (e) and (f). BCE documentation will contain, but is not limited to, the following:

(a) NAVMC 11621, "BCP Evaluation."

(b) Medical documentation.

(c) Counseling records.

(d) Weekly weigh-in and BCE results.

(e) Remedial conditioning training log.

(f) Physical Fitness Test (PFT)/Combat Fitness Test (CFT) performance results.

e. Coordinate diet and nutrition seminars or coordinate appointments with Semper Fit fitness and lifestyle professionals for Marines assigned to

the BCMAP.

- f. Ensure Marines on their first BCP assignment complete MarineNet MCIZ4133AZ (Semper Fit Basic Fitness Course).
- g. Ensure Marines on their second or subsequent BCP assignment complete MarineNet MCIZ4134AZ (Semper Fit Advanced Course).
- h. Upon notification, initiate MAP evaluation procedures utilizing the NAVMC 11620, "MAP Evaluation," form.
- i. Document and record MAP performance data.
- j. Manage and maintain MAP documentation in accordance with reference (g). MAP documentation will contain, but is not limited to, the following:
  - (a) NAVMC 11620, "MAP Evaluation."
  - (b) Counseling records.
  - (c) Weekly weigh-in and BCE results.
  - (d) Remedial conditioning training log.
- k. Ensure Marines on their first MAP assignment complete MarineNet MCIZ4133AZ (Semper Fit Basic Course).
- l. Ensure Marines on their second or subsequent MAP assignment complete MarineNet MCIZ4134 (Semper Fit Advanced Course).
- m. Coordinate the transferring of original BCP files for Marines who receive PCS/PCA/de-FAP orders during an initial assignment.



Body Composition Process

1. Marines exceeding height and weight standards will be subject to the following process:

Timeline	Action
After Weigh-in	Read and sign enclosure (7)
	Receive enclosure (4) from BN S-3
Next Working Day	Fast for twelve consecutive hours in order to complete a BCP blood draw
	Report to the lab at the Adult Medical Care Clinic (AMCC) at 0800
	Complete a BCP blood draw panel at the AMCC
	Take a photograph in Service "C" at COMMSTRAT and bring a copy of the photo to the BN S-3 once completed
No less than 5 Working Days from blood draw	Schedule a BCP medical evaluation appointment with Marine's primary care physician (PCP) <b>within 30 days of original height and weight</b> , or first available appointment date if one is not available
	Bring the appointment chit to the BN S-3 to be stored in the Marine's BCE record jacket
BCP Medical Evaluation Date	Bring enclosure (4) to your appointment to allow the PCP to complete the Medical Doctor's Initial Evaluation and Findings section
	Immediately following, report to the BN S-3 and provide the signed NAVMC 11621 BCP Evaluation form to be store in the BCE record jacket
30 calendar days after original Weigh-in	Report to the BN S-3 in green-on-green to conduct a re-evaluation. (The re-evaluation will not be conducted until the medical evaluation and the NAVMC 11621 have been completed and signed by the individuals PCP)
	If the individual has returned to standards, the Company First Sergeant will complete a MAP evaluation.
	If the Marine has failed to return to standard, the BN S-3 will route the NAVMC 11621, identification body composition worksheet, thirty-day re-evaluation body composition worksheet, and the assignment 6105 to the Battalion Commander via the Battalion Sergeant Major for assignment.
31-60 calendar days after original Weigh-in	Commanding Officer will review and sign all documents regarding the assignment of the individual to the unit's BCP.
	If individual is not assigned to BCP, enclosure (3) may apply
	Upon receipt of the signed documents, the BN S-3 will notify the individual via their chain of command to report to the BN S-3 within twenty-four hours.
	BN CPTR or a staff member of the BN S-3 will counsel the individual in accordance with the listed references.
BCP Assignment	Sign the BCP or MAP evaluation form NAVMC 11621 or 11620.
	Packages requiring a 6105/page 11 entry will be routed to the Commanding Officer via the Sergeant Major in accordance with reference (b).
	HQBN S-3 will retain all BCP documentation.
Post BCP Assignment	Complete a weekly height/weight/body composition evaluation with the BN S-3.
	Complete a weekly food and workout log verified and signed by the individuals' staff noncommissioned officer in charge.
	Participate in the units RCP led by the BN CPTR or FFI.
	Complete a monthly physical fitness or combat fitness test depending upon the semi-annual period with the BN S-3.
	Meet or exceed their established weight or body fat reduction goals as outlined on the NAVMC 11621 section BCP Monthly Objectives.
	Receive counseling by the BN S3 if failure to make a suitable effort or show an empathic attitude to the BCP/RCP.

2. Medical Evaluation. An authorized medical provider will evaluate Marines to determine if their weight gain is due to an underlying medical condition. If the authorized medical provider determines that the weight gain is the result of a medical condition, or medical therapy which has been newly diagnosed, worsened in severity, or increased in dosage in that six-month period which is known to result in weight gain, the provider may recommend a temporary medical exemption. Musculoskeletal injuries preventing a Marine from exercising is not a valid reason for a temporary medical exemption from weight and body fat standards.

a. All recommendations for temporary medical exemptions require the endorsement of a BCBEMP. If the provider recommending the temporary medical exemption is not a BCBEMP, then the Marine must be referred to a BCBEMP for further evaluation.

b. If a Marine is diagnosed with an underlying medical condition or associated disease, the medical provider will make an appropriate annotation in the Marine's health record and make the following recommendation(s) and or take the following action(s):

(1) Treat and alleviate the medical condition, return the Marine to full duty, and recommend the Marine for assignment to the BCP or MAP.

(2) Forward to a Physical Evaluation Board (PEB) for determination of fitness to continue military service.

3. BCP Extensions

a. Extensions will be determined by satisfactory progress as depicted below:

Failed to Comply	Satisfactory Progress	Six-Month Extension
	Unsatisfactory Progress	No Extension; Processed for ADSEP

b. Only one extension may be authorized.

c. Administrative separations will be processed in accordance with references (b) and (i).

d. An extension is not considered a second assignment; however, a second assignment is not authorized if a previous extension had been granted.

4. Second BCP Assignment

a. Second assignment will be determined by length of first assignment as depicted below.

Successful removal from first assignment	Returned to out-of-standards	Did not require an extension during first assignment	Second Six-Month Assignment
		Required an extension during first assignment	No second assignment; Processed for ADSEP

b. Extensions to second assignments are not authorized.

c. All other BCP management policies apply.

5. BCP Removal

a. Marines on their first BCP assignment who comply with established weight and body composition standards at the conclusion of their six-month assignment period will be removed from the BCP by the Battalion Commander utilizing NAVMC 11621, with no further action required.

b. Marines on their second assignment who comply with established weight and body composition standards can be removed from the BCP at any time during their six-month assignment.

c. Marines who fail to comply with established weight and body composition standards due to unsatisfactory performance shall receive a page 11 entry in accordance with paragraph 6105 of reference (b) and be processed for administrative separation (Weight Control Failure/Unsatisfactory Performance).

#### 6. Exemptions

a. Temporary medical exemptions may be granted for Marines with newly diagnosed or worsening medical condition(s), or therapy who have followed the process in the sequence chart provided in enclosure (7). Marines with approved temporary medical exemptions will not be assigned to BCP or MAP during the current six-month period. Marines are subject to a medical records review by a medical evaluation board (MEB) if:

(1) Marine receives a temporary medical exemption for the same medical condition over two consecutive six-month periods that resulted in the member not participating in the BCP.

(2) Marine receives three temporary medical exemptions in the most recent four-year period for any medical condition that resulted in the member not participating in the BCP.

(3) The Commanding Officer requests a MEB when the Marine's fitness/health is questionable for continued service.

b. Pregnancy and post-partum: After confirmation from an authorized medical provider, Marines on BCP/MAP who are pregnant will be placed in an inactive BCP/MAP status. Pregnant and post-partum Marines not on BCP/MAP will not be evaluated for BCP or MAP. The period of inactive status and non-evaluation will include pregnancy, the 12 week (post-partum) convalescent period and for six months following return to full duty (RTFD). For pregnancies that do not come to full term, Marines will be required to meet weight standard requirements after consultation with an authorized medical provider and upon RTFD.

#### 7. Waivers

a. Marines who score 285 and higher on both the PFT and CFT are exempt from maximum weight and body fat limits. Height, weight and body fat will still be recorded and reported.

b. Marines who score 250 and higher on both tests are granted an additional 1 percent body fat limit.

c. BCP assignment waivers for the "rare" Marine who exceeds established weight and body composition standards yet still presents a suitable military appearance. Because of the direct link between body composition, appearance, performance and leadership, a detailed explanation behind the basis for their

request and all relevant evaluation metrics are required. Marines being considered for a BCP waiver should display exceptional military appearance, possess a superior level of fitness and perform beyond all reasonable expectations, despite exceeding established height/weight and body composition standards.

d. Approved BCP waivers are valid for one year from the date of approval or whatever time period is authorized by the waiver authority.

e. Commanders may request a BCP or MAP waiver when it is determined that deployment to a combat zone prevents effective BCP or MAP management and participation.

## Military Appearance Program Process

1. Formal Assignment. The Battalion Commander will conduct a MAP assessment and make a formal assignment determination.

a. Assessments will include a review of all relevant MAP documentation and a commander's Summer Service 'C' uniform inspection. Marine Corps physical fitness gear (green-on-green) may be used as a substitute if the Marine does not possess the required uniform while TAD or FAP'd to HQBN.

b. Marines who do not present a suitable military appearance will be evaluated by a BCBEMP prior to MAP formal assignment in order to rule out the possibility of an underlying medical condition or disease as a primary causal factor behind the improper weight distribution.

c. The NAVMC 11620 will be utilized to notify Marine of their initial 60-day formal MAP assignment.

d. The MAP processing period includes the right of the Marine to appeal the pending MAP assignment to the next higher level commander in the chain of command within five (5) working days.

(1) MAP appeal authority may not be delegated.

(2) All relevant MAP information will be provided to the appeal authority for consideration.

(3) The appeal authority may respond to the request in writing or may require a personal assessment conducted in the "Service 'C' uniform." If the Marine does not have Service "C" uniform, Marine Corps physical fitness gear (green-on-green) may be substituted.

(4) MAP appeal requests should be adjudicated in a timely manner.

(5) If MAP authority concurs with the initial MAP assessment, the Marine will be assigned to the MAP.

(6) If MAP appeal authority rules in favor of the Marine, the Marine will not be assigned to MAP.

2. MAP Extension. Once formally assigned to the MAP, Marines will be evaluated for subjective and objective MAP indicators in sequential 60-day increments until they either present a suitable military appearance (and are removed from MAP) or are assigned to the BCP as a result of failing to meet established weight and body composition standards.

3. MAP Removal. Marines will be immediately removed from the MAP as soon as they present a suitable military appearance utilizing the MAP evaluation form. No further administrative action is required once a Marine is removed from MAP.

4. MAP Failure. Marines who are formally assigned to the MAP and fail to conform to established body composition standards within the initial 60-day formal MAP assignment period will be subject to adverse administrative action that may affect promotion, assignment, and retention.

BCP EVALUATION FORM											
Unit											
RESPONDENT INFORMATION											
Rank	First Name	MI	Last Name			EDIPI			DOB		
INITIAL BCP ASSESSMENT											
Date	Height	Weight	Max Weight		BF%			Max BF%			
FORCE FITNESS INSTRUCTOR/COMMAND PT REPRESENTATIVE											
Rank	First Name	MI	Last Name			Signature			Date		
MEDICAL DOCTOR'S INITIAL EVALUATION AND FINDINGS											
<input type="checkbox"/> Weight is due to a newly diagnosed medical condition known to result in weight gain									Date diagnosed		
<input type="checkbox"/> Weight is due to a medical condition known to result in weight gain, which has worsened in the last 6 months									Date change		
<input type="checkbox"/> Weight is due to an increased dosage of medical therapy in the last 6 months known to result in weight gain									Date change		
<input type="checkbox"/> None of the above											
Recommendations / Limitations											
Circle one of each		Rank	Name			Signature			Date		
Civ / Mil MD / DO Board Certified or Eligible	<input type="checkbox"/>					Signature Field					
Civ / Mil MD / DO Board Certified or Eligible	<input type="checkbox"/>					Signature Field					
Civ / Mil MD / DO Board Certified or Eligible	<input type="checkbox"/>					Signature Field					
BCP Monthly Objectives											
Month 1		Month 2		Month 3		Month 4		Month 5		Month 6	
Weight	BF%	Weight	BF%	Weight	BF%	Weight	BF%	Weight	BF%	Weight	BF%
Commanding Officer											
Rank	First Name	MI	Last Name			Unit Diary Number			Unit Diary Entry Date		
Signature						BCP Effective Date					
BCP Assignment											
Assignment				Start Date		End Date		Target Weight		Target BF%	
Evaluation	First	Extension	Second								
Respondent Acknowledgement											
Initial	I understand I am not in compliance with Marine Corps height, weight and body composition standards, not due to an underlying condition or disease and that I am being assigned to the Body Composition/Remedial Physical Conditioning Program.										
	I understand I am required to meet established weight loss and body composition goals within six months and failure to do so may result in my administrative separation.										
	I understand I am required to meet established monthly weight reduction goals, participate in the unit primary/alternate remedial physical conditioning program and that failure to do so may result in my administrative separation.										
	I understand I am required to complete "ManneNet MCIZ4133AZ, Semper Fit Basic Fitness Course" (First assignment to BCP only) and adhere to the nutritional guidance provided by an BCBEMP throughout my assignment to the BCP.										
	I understand my participation in RPCP is mandatory while assigned to the BCP and that I am not eligible for promotion and may be denied retention during my initial or subsequent assignments to the BCP.										
Respondent Signature						Date					
Final BCP Assessment											
Start Weight		Start BF%		Start Date		Final Weight		Final BF%		End Date	
BCP Determination											
Initial	1st/2nd Assignment/Extension: You have attained and maintained the Marine Corps body composition standards, and are officially removed from the BCP (and RPCP) on the Unit Diary.										
	1st Assignment (Unsatisfactory Performance): You have failed to meet the Marine Corps body composition standards and will receive a 6105 counseling entry on your SRB/OQR's Page 11, and be immediately processed for administrative separation.										
	1st ASSIGNMENT: You have not met Marine Corps body composition standards, but have made satisfactory progress. You are provided a one-time extension and are required to meet body composition standards within six months.										
	EXTENSION: You have attained and maintained Marine Corps body composition standards, and are officially removed from BCP. If you fail to meet body composition standards again, you may be granted a second BCP assignment.										
	EXTENSION/2d Assignment: You have failed to meet the Marine Corps body composition standards and will receive a 6105 counseling entry on your SRB/OQR's Page 11, and be immediately processed for administrative separation.										
Respondent Signature						Date					
Commanding Officer											
Rank	First Name	MI	Last Name			Unit Diary Number			Date		
Signature						Date					

\* BCP start date is the date the commanding officer reviews, approves, and signs the BCP package.

**FOR OFFICIAL USE ONLY**  
 Privacy sensitive when filled in. Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

ENCLOSURE (4)

MAP EVALUATION FORM						
Unit						
RESPONDENT INFORMATION						
Rank	First Name	MI	Last Name	EDIPI	DOB	
INITIAL MAP ASSESSMENT						
Date	Height	Weight	Max Weight	BF%	Max BF%	
FORCE FITNESS INSTRUCTOR/COMMAND PT REPRESENTATIVE						
Rank	First Name	MI	Last Name	Signature	Date	
Photo	Executive Officer		Rank	Name		
	Sergeant Major/Senior Enlisted Advisor		Rank	Name		
	<b>FINDINGS</b>					
	<input type="checkbox"/>	Respondent presents suitable military appearance				
	<input type="checkbox"/>	Respondent does not present suitable military appearance due to subjective personal appearance indicators				
	<input type="checkbox"/>	Respondent does not present suitable military appearance due to improper weight distribution				
	<b>RECOMMENDATION</b>					
	<input type="checkbox"/>	MAP assignment not warranted, no further action required				
	<input type="checkbox"/>	MAP assignment required in order to ensure compliance with military appearance standards				
	MAP ASSIGNMENT					
Initial		Extension				
Start Date	End Date	Target BF%	Start Date	End Date	Target BF%	
COMMANDING OFFICER						
Rank	First Name	MI	Last Name	Unit Diary Number	Date	
Signature					Date	
RESPONDENT ACKNOWLEDGEMENT						
Initial						
	I understand I do not present a suitable military appearance and that failure to comply with established height/weight and body composition standards may result in my assignment to the Body Composition Program.					
	I understand I am required to comply with established body composition, personal hygiene, grooming and uniform standards within the prescribed timeline and failure to do so may result in my continued assignment to the Military Appearance Program.					
	I understand I am required to meet established military appearance standards, participate in the unit Remedial Physical Conditioning Program and that failure to do so may result in my continued assignment to the MAP.					
	I understand I am required to complete MarineNet MCIZ4133AZ, Semper Fit Basic Fitness Course* (First assignment to MAP only) and adhere to the nutritional guidance provided by an BCBEMP throughout my assignment to the MAP.					
	I understand my participation in RPCP is mandatory while assigned to the MAP and that I am not eligible for promotion and may be denied retention during my initial or subsequent assignments to the MAP.					
Respondent Signature					Date	
MAP DETERMINATION						
Initial						
	You are in compliance with Marine Corps military appearance standards, and are officially removed from the MAP (and RPCP) on the Unit Diary.					
	You are not in compliance with Marine Corps military appearance standards, your assignment to the MAP (and RPCP) remains in effect					
	You are not in compliance with Marine Corps body composition standards and will be evaluated for assignment to the Body Composition Program (and RPCP).					
Respondent Signature					Date	
COMMANDING OFFICER						
Rank	First Name	MI	Last Name	Unit Diary Number	Date	
Signature					Date	

# Body Composition Program (BCP) Statement of Understanding (SOU)

## Privacy Act Statement

In accordance with the Privacy Act of 1974 (5 U.S.C. 552a/Public Law 93-579), this Notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

**Authority:** 10 U.S.C. 5013; 10 U.S.C. 5014; 10 U.S.C. 1074f; 37 U.S.C. 365; 32 CFR 64.4; DoDI 1215.13, DoDI 3001.02; CJCSM 3150.13C; DoDI 6490.03; MCMEDS: SECNAVINST 1770.3D; MCO 7220.50B; E.O. 9397 (SSN), as amended; and SORN M01040-3 available at <http://dpcld.defense.gov/Privacy/SORNS/Index/DOD-wide-SORN-Article-View/Article/570625/m01040-3/>.

**PRINCIPAL PURPOSE(S):** To inform the Marine of his/her responsibilities during the body composition program (BCP) assignment process to include the required milestones due periodically throughout said process. Additionally, this document will serve as verification the Marine's chain of command is aware of the process and their role(s) while the Marine is being processed, on assignment or extended on the BCP.

**RETENTION:** The collected information will be maintained in the Marine's BCP file. Records will be maintained for three years and will then be destroyed pursuant to provisions set forth in SECNAV M-5210.1; Subj: DON RECORDS MANAGEMENT PROGRAM.

**ROUTINE USE(S):** Information will be accessed by Commander's, Senior Enlisted Advisors, Officers in Charge, Force Fitness Instructor, Command Physical Training Representative, and S-3 designated personnel with a need to know in order to comply with the Marine Corps' Body Composition and Military Appearance Program.

**DISCLOSURE:** Voluntary; however, failure to provide the information may result in administrative action that limits promotion, retention, and assignment.

### SECTION I - PERSONAL INFORMATION

1. NAME (Last, First, MI)	2. EDIPI	3. RANK	4. DATE	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	2021/03/01	
5. SEX	6. HEIGHT	7. WEIGHT	8. MAX WEIGHT	9. BODY FAT %
<input style="width: 60%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
10. AGE	11. PFT SCORE/DATE	12. CFT SCORE/DATE	13. MAX BF%	
<input style="width: 60%;" type="text"/>	<input style="width: 30%;" type="text"/> <input style="width: 30%;" type="text"/>	<input style="width: 30%;" type="text"/> <input style="width: 30%;" type="text"/>	<input style="width: 100%;" type="text"/>	

### SECTION II - PROCESSING PROCEDURES

Initial	
	14. I understand that I am being processed for the BCP/MAP.
	15. I understand that I have until <u>Wednesday, March 3, 2021</u> to complete my BCP blood draw at the AMCC and have my photo taken in the Service 'C' uniform at ComStrat (bldg 1654).
	a. I understand that I must fast for 12 hours prior to having my blood draw by not eating the night of <u>Tuesday, March 2, 2021</u> and reporting directly to the AMCC the following morning.
	b. Immediately following my blood draw, I will proceed directly to the front desk at the AMCC and make an appointment to have a BCP evaluation conducted by an Independent Duty Corpsman, Nurse Practitioner, Physician Assistant and/or Physician.
	c. Immediately upon making an appointment, I will deliver a copy of my appointment chit and my digital Service 'C' photograph to the Company 1stSgt/GySgt and to the Battalion S-3.
	16. I understand that I will return to the Battalion S-3 immediately upon completion of my medical appointment to turn in my NAVMC 11621 (BCP Evaluation Form) "Medical Doctor's Findings" section completed and signed by any of the individuals listed in block 15b of this form.
	17. I understand that by <u>Wednesday, March 31, 2021</u> I will report to the Battalion S-3 to conduct a second body composition evaluation. If I fail to adhere to these procedures, I may be charged with Art. 92/Art. 86.

ENCLOSURE

(7)



**SECTION III - LEADERSHIP ACKNOWLEDGEMENT**

Initial	
	18. I understand that I have a Marine being processed for the BCP/MAP.
	19. I understand that SNM has until <u>Wednesday, March 3, 2021</u> to complete a BCP blood draw at the AMCC and have his/her photo taken in the Service 'C' uniform at ComStrat (bldg 1654).
	a. I understand that SNM must fast prior to having the blood draw by not eating the night of <u>Tuesday, March 2, 2021</u> and reporting directly to the AMCC the following morning.
	b. Immediately following the blood draw, SNM will proceed directly to the front desk at the AMCC and make an appointment to have a BCP evaluation conducted by an Independent Duty Corpsman, Nurse Practitioner, Physician Assistant and/or Physician.
	c. Immediately upon making an appointment, SNM will deliver a copy of the appointment chit and a digital Service 'C' photograph to the Company 1stSgt/GySgt and to the Battalion S-3.
	20. I understand that SNM will return to the Battalion S-3 immediately upon completion of his/her medical appointment to turn in the NAVMC 11621 (BCP Evaluation Form) "Medical Doctor's Findings" section completed and signed by any of the individuals listed in block 15b of this form.
	21. I understand that by <u>Wednesday, March 31, 2021</u> SNM will report to the Battalion S-3 to conduct a second body composition evaluation. If SNM fails to adhere to these procedures, SNM may be charged with Art. 92/Art. 86.

**SECTION IV - MARINE BEING PROCESSED FOR BCP**

a. PRINTED NAME (Last, First, MI)	b. RANK	c. Company	d. SECTION
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e. SIGNATURE	d. DATE SIGNED		
<input type="text"/>	<u>3/1/2021</u>		

**SECTION V - COMPANY CO/SEA OF MARINE BEING PROCESSED FOR BCP**

a. PRINTED NAME (Last, First, MI)	b. RANK	c. Company	d. SECTION
<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>N/A</u>
e. SIGNATURE	d. DATE SIGNED		
<input type="text"/>	<input type="text"/>		

**SECTION VI - BATTALION CPTR**

a. PRINTED NAME (Last, First, MI)	b. RANK	c. BILLET	d. SECTION
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e. SIGNATURE	d. DATE SIGNED		
<input type="text"/>	<input type="text"/>		

**ENCLOSURE** (7)

**FORCE FITNESS INSTRUCTOR COURSE (FFIC)  
COMMAND SCREENING CHECKLIST**

NAME:

RANK:

PARENT COMMAND:

EDIPI:

CIRCLE ONE: I MEF/II MEF/III MEF/TCOM/TECOM/MCRD PI/MCRD SD/MARFORRES/OTHER:

**PREREQUISITES**

**COMMENTS**

1. Appropriate Grade, Sergeant and above. No waiver will be accepted for Corporal and below.

YES  NO

2. Minimum 1-year obligated service upon completion of course.

YES  NO

EAS (DDMMYYYY):

3. Are there any existing family or financial hardships that would preclude this individual from attending this course?

YES  NO

4. Possesses appropriate uniform and equipment for this course?

YES  NO

Gear list <https://www.fitness.marines.mil/Force-Fitness-Instructor/> located under "OFFICIAL GUIDANCE."

5. Marines must run a PFT and CFT 30 days prior to attending the course and capable of obtaining a 1st Class PFT and CFT upon check-in.

Certified by (PRINT): \_\_\_\_\_

YES  NO

Date/Score of PFT: \_\_\_\_\_

Date/Score of CFT: \_\_\_\_\_

6. Meets height/weight standards per MCO 6110.3A W/CH-1.

Date of Weigh-in (DDMMYYYY): \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

YES  NO

BF% (if applicable):

7. Currently in a full duty status, and have been in a full duty status for at least six months prior to course convene date.

Date of physical (DDMMYYYY): \_\_\_\_\_

Medical provider billet: \_\_\_\_\_

Medical provider name: \_\_\_\_\_

Medical provider signature: \_\_\_\_\_

YES  NO

8. Detachment Order / Endorsement Letter completed and to accompany this form upon check-in

YES  NO

\*Note: Must be stamped and signed by Unit S-3\*

\*Note: Must be signed and stamped by a medical officer, civilian health Provider, Nurse practitioner, or IDC\*

**Command Recommendations**

I certify that SNM possesses superb physical capacity, maturity, commitment, and leadership qualities needed to inspire and sustain the cultural change that underlines our commitment to total fitness. I understand that if SNM fails to achieve a first class PFT/CFT upon check-in SNM will be dropped per applicable orders. All information provided on this checklist is accurate and within strict adherence and standards to all applicable orders.

**SERGEANT MAJOR**

\_\_\_\_\_  
L. Name, First (PRINT)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact#

**COMMANDING OFFICER**

\_\_\_\_\_  
L. Name, First (PRINT)

\_\_\_\_\_  
Signature

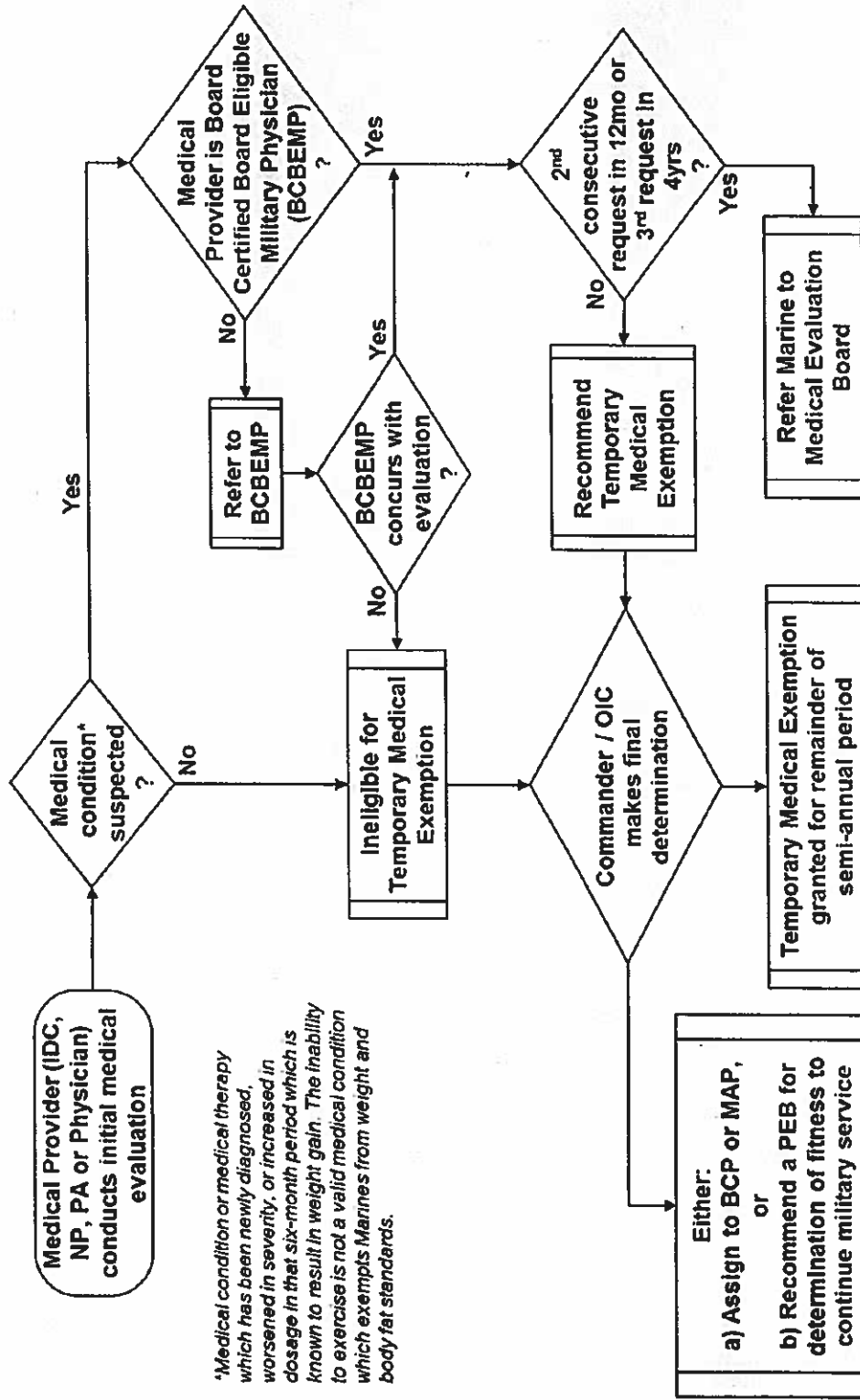
\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact#

**ENCLOSURE**

(9)

# Temporary Medical Exemption Process

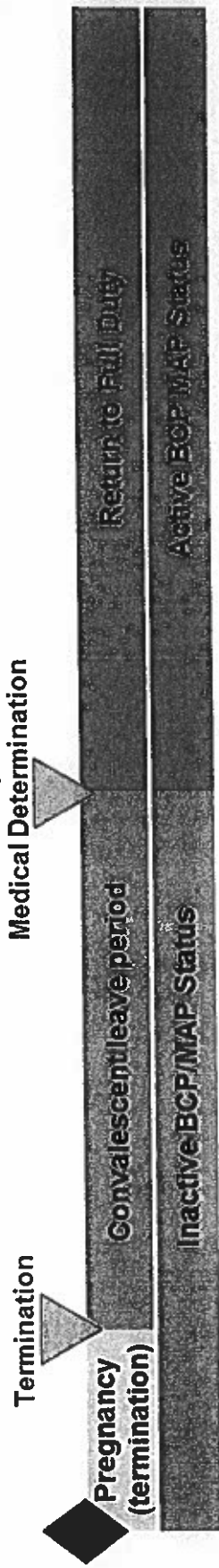
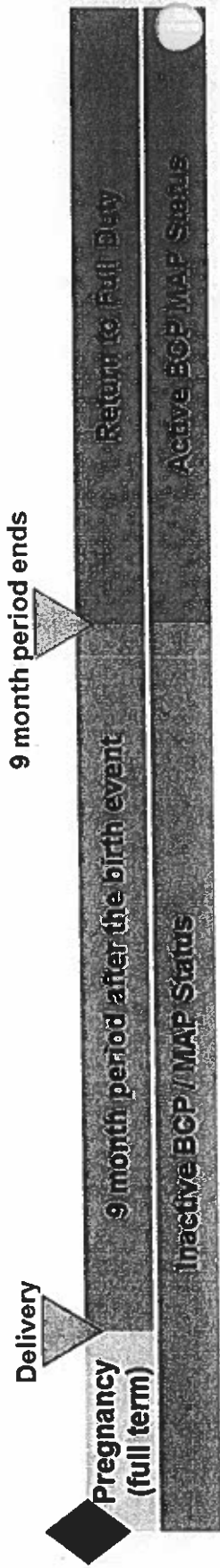


\*Medical condition or medical therapy which has been newly diagnosed, worsened in severity, or increased in dosage in that six-month period which is known to result in weight gain. The inability to exercise is not a valid medical condition which exempts Marines from weight and body fat standards.

**ENCLOSURE** (10)

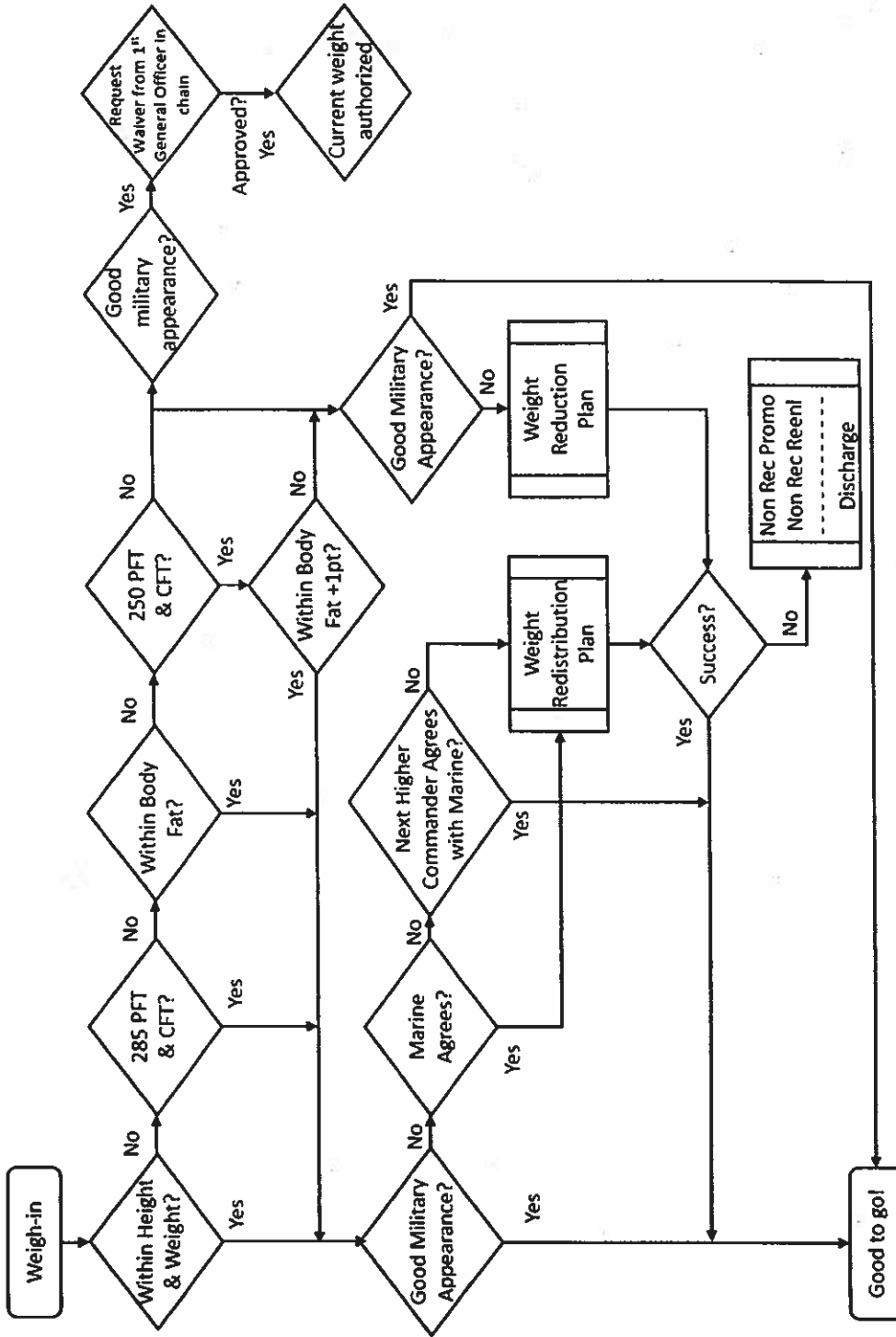
Pregnancy and Post-Partum Policy Flowchart

**If already on BCP/MAP:**



**ENCLOSURE**

Marine Corps Body Composition and Military Appearance Program (MCBCMAP) Sequence Chart



**ENCLOSURE** (13)