



**UNITED STATES MARINE CORPS**  
HEADQUARTERS AND SERVICE BATTALION  
HEADQUARTERS MARINE CORPS, HENDERSON HALL  
ARLINGTON, VIRGINIA 22214-5000

BnO 6110.3  
S-3  
5 Feb 25

BATTALION ORDER 6110.3

From: Commanding Officer, Headquarters Service Battalion,  
Headquarters Marine Corps, Henderson Hall  
To: Distribution List

Subj: HEADQUARTERS AND SERVICE BATTALION BODY COMPOSITION AND  
MILITARY APPEARANCE PROGRAMS

Ref: (a) DoD Instruction 1308.03 DoD Physical Fitness/Body  
Composition Program dated March 10, 2022  
(b) MCO 6110.13A W/ CH-3  
(c) MCO 6100.3A W/ CH-4  
(d) MCO 1900.16F W/ CH-2  
(e) MCO 1610.7B  
(f) MCO 5210.11F  
(g) MCO 3500.27C  
(h) SECNAVINST 1920.6C CH-5

Encl: (1) NAVMC 118(11), Individual Administrative Remarks Enlisted  
Assignment  
(2) NAVMC 118(11), Individual Administrative Remarks Officer  
Assignment (Sample)  
(3) MAP Evaluation NAVMC 11620  
(4) BCP Evaluation NAVMC 11621  
(5) H&S Bn Weekly Data Sheet  
(6) H&S Bn Remedial Conditioning Log  
(7) MCBCMAP Sequence Chart  
(8) Marine Corps Body Composition Worksheet  
(9) NAVMC 11622  
(10) Defense Health Agency Area Clinics

1. Situation. Headquarters and Service Battalion (H&S Bn),  
Headquarters Marine Corps (HQMC), Henderson Hall (HH) sustains unit  
readiness through the Body Composition (BCP) and Military Appearance  
(MAP) Programs. This Order implements the Marine Corps' weight and  
military appearance requirements for H&S Bn.

2. Mission. In accordance with the requirements set forth in  
reference (b), all Marines assigned to H&S Bn are required to maintain  
compliance with the Marine Corps' weight and body composition  
standards at all times. Adherence to these standards is essential to

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ensuring optimal health, physical fitness, and sustained combat readiness, in line with the Marine Corps' expeditionary nature and mission demands.

### 3. Execution

#### a. Commanders Intent and Concept of Operations

##### (1) Commanders Intent

(a) Purpose. To establish H&S Bn policy for assigning Marines to the Body Composition and Military Appearance Programs (BCMAP).

(b) Method. Using the proper tools (e.g. education, supervision, and positive reinforcement), leaders will inspire their Marines to achieve and maintain a healthy and fit lifestyle. Failure to meet and maintain the established standard(s) will result in BCMAP assignment per the listed references via enclosures (1) through (10).

(c) End State. All Marines will adhere to the Marine Corps' weight and body composition 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 and maintain the standard.

(2) Concept of Operations. The BCMAP focuses on identifying Marines who fail to meet BCMAP standards, providing resources to help them return to standards, and holding them accountable for non-compliance. The Commanding Officer will assign Marines to the BCMAP who do not meet weight and body composition standards per reference (b). The Battalion S-3, Command Physical Training Representatives (CPTR), Force Fitness Instructors (FFI), unit leadership, and regional medical facilities will provide support.

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

(b) CPTRs and FFIs enforce the program and will be responsible for the execution of the BCMAP.

(c) 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 assignments responsibilities.

(d) Area medical clinics including but not limited to those listed in enclosure (10) provide support to H&S Bn. Independent Duty Corpsman, Nurse Practitioners, Physicians, or Physician Assistants will be responsible for evaluating Marines who are not

within standards and making the following determinations and recommendations:

1. Medical clearance to participate in the BCP/MAP/RCP.
2. Physical limitations or restrictions.
3. Recommended weight and body composition fat reduction goals.
4. Recommended nutritional and dietary measures.
5. Referral to a Board Certified or Board Eligible Military Physician (BCBEMP) for evaluation of underlying causes for weight gain.

(e) Marines assigned to Individual Mobilization Augmentee (IMA) positions and not currently on Active-Duty Orders or assigned to the Active Reserve Component will coordinate with the Reserve Liaison Officer and complete all listed steps above.

(3) Tasks

(a) S-1

1. Process, forward, and track all documentation requiring unit diary entry and Commanding Officer signature via HNHL\_S1@usmc.mil.

2. Forward original BCP files in their entirety for Marines assigned to BCMAP 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.

3. Initiate, process, and complete all administrative separation actions upon BCP failure. Provide completed documentation to S-3 for records management.

(b) S-3

1. Appoint the H&S Bn BCP/MAP/RCP program manager NCO/SNCO.

2. Provide monthly BCMAP updates to the H&S Bn Commander during Battalion Operations Update Brief. Confirm if four-month NAVMC 118(11)'s are warranted IAW the listed reference.

3. Coordinate with Directorate, Section, and Company leadership on all BCMAP Marines and packages.

4. Submit all BCMAP entries using the Marine Corps Training Information Management System (MCTIMS), track BCMAP documentation ensuring it is updated through the Official Military Personnel File Records Management Application via Unit Electronic Personnel Administrative Requests.

5. Select and assign in writing CPTRs and FFIs in accordance with references (b) and (c) who will be responsible for the implementation of this order.

6. Conduct official weigh-ins and body composition evaluations of all personnel processing or assigned to H&S Bn on a semi-annual basis.

7. Conduct weekly weight and body composition evaluations for members assigned to BCP.

8. Maintain physical and digital record logs per listed references.

9. Administer and report all NAVMC 118(11) IAW listed references for BCMAP.

10. Enter and certify all height and weight entries conducted by assigned CPTRs into MCTIMS.

11. Maintain required calibrated height, weight, and body composition index equipment per reference (b).

(c) Headquarters Company

1. Train and assign CPTRs to support the Bn S-3 conducting weight and body composition evaluations.

2. Complete administrative requirements as required.

(d) Directorates, Offices, and Sections

1. Continuously monitor all members under their assigned section(s) to ensure personnel maintain the proper body composition standards per reference (b).

2. Identify all personnel within their assigned section(s) who are not within standards per reference (b) and have those personnel report to the Bn S-3 for further evaluation and processing.

3. Train and assign CPTRs to support the Bn S-3's conduct of weight and body composition evaluations.

(e) CPTRs/FFIs. Trained and assigned CPTRs/FFIs are authorized to conduct official height and weight measurements at the section level. CPTRs/FFIs are responsible for ensuring the height and weight measuring devices are calibrated per reference (b). Enclosures (8) and (9) are the only authorized documents approved for use. Individuals requiring a body composition measurement or body composition index scan must be completed by the Bn S-3 staff.

(f) Individual Marines

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

2. 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 BCMAP and administrative action(s) that include limitations on promotion, retention, assignment, or administrative separation.

3. 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.

4. Active component and activated reservist members complete calendar year semi-annual weight and body composition evaluations per reference (b).

5. Reserve component members complete calendar year annual weight and body composition evaluations per reference (b).

(4) BCP Identification. Marines exceeding established weight and body composition standards will complete the following actions:

(a) Conduct an official height/weight, body composition measurement (taping) and InBody 770 Index Scan body composition evaluation.

(b) Make and complete a BCP blood panel appointment with their Privileged Health Care Provider (PHCP) at the assigned regional clinic.

(c) Make a medical appointment with their assigned PHCP following the blood panel. Confirm appointment with the Bn S-3 via HNHL\_S3\_training@usmc.mil.

(d) Complete the NAVMC 11621 and return to the Bn S-3 via HNHL\_S3\_training@usmc.mil no less than 45 days from identification.

(e) Conduct the official height/weight/body composition evaluation prior to signing NAVMC 11621 and NAVMC 118(11).

(5) BCP Initial Assignment. Marines assigned to the BCP will comply with the following actions:

(a) Sign the NAVMC 11621 Respondent Signature block(s) NAVMC 118(11) BCP assignment counseling.

(b) Complete weekly height/weight and body composition evaluations with the Bn S-3. If unable due to travel, leave, or other reasons, confirm inability to conduct the weekly evaluation via Hnh1\_S3\_training@usmc.mil.

(c) Actively participate in their RCP and dietary plan.

(d) Provide all relevant medical paperwork to the Bn S-3.

(e) Complete all administrative counseling documents and actions per the listed references.

(f) Complete the MarineNet MCIZ4133AZ (Semper Fit Basic Fitness Course) and provide S-3 with a copy of the certificate.

(6) BCP Extension. Marines who fail to return to established standards but achieve positive results in their weight loss/body fat reduction goals may be granted a one-time six-month extension.

(a) Bn S-3 routes the NAVMC 11621 and NAVMC 118(11) extension recommendation to the Commanding Officer for review and decision.

(b) If granted, the assigned Marine will complete all administrative requirements outlined in reference (b).

(c) Complete the MarineNet MCIZ413AZ (Semper Fit Advanced Course) and provide the S-3 with a copy of the certificate.

(d) All assigned actions listed above remain in effect until either the member returns to standards or fails to return to standards within the six-month extension.

(7) BCP Second Assignment. Marines being assigned to the BCP for a second assignment will comply with the following actions:

(a) Complete all listed requirements in sections (e) and (f).

(b) Marines assigned to a second assignment will not be granted a one-time six-month extension.

(c) Complete the MarineNet MCIZ413AZ (Semper Fit Advanced Course) and provide S-3 with a copy of the certificate.

(8) BCP Failure

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

(b) Enlisted Marines who fail to comply with established weight and body composition standards due to indifference or apathy shall receive a NAVMC 10274 entry in accordance with paragraph 6105 of reference (d) and be processed for administrative separation (Unsatisfactory Performance).

(c) NAVMC 118(11) entries for Officers will be created at same interval as an enlisted Marine. The S-3 will coordinate with the Legal Officer who will draft and process the entries based on guidance from the Office of the Staff Judge Advocate.

(d) Administrative separation procedures for officers who fail to comply with established weight and body composition standards will be performed in accordance with reference (h). The Henderson Hall Legal Officer will consult with the Office of the Staff Judge Advocate to determine if a report of substandard performance is required.

(9) MAP Identification. Marines identified for MAP evaluation will complete the following actions:

(a) Complete an official height/weight, body fat measurement (taping) and InBody 770 Index Scan body composition evaluation to determine if BCP identification actions are required. Marines exceeding established standards will complete BCP requirements listed above.

(b) Marines will complete the BCMAP steps listed under 'BCP Identified Marines' to rule out an underlying medical condition causing improper weight distribution.

(c) Marines not exceeding established standards will conduct a Service 'C' uniform inspection with the Battalion Sergeant Major for enlisted personnel and Battalion Executive Officer for Officers.

(d) Appeal of a MAP assignment shall be forwarded to the Marine's respective General Courts-Martial Convening Authority, via the chain of command within five working days of assignment.

(10) MAP Assignment/Extension/Removal

(a) If determined that the member does not present a professional military appearance, the member will initially be assigned for a period of 60-days.

(b) A onetime 60-day extension may be granted by the commander if the member fails to comply with established subjective and objective MAP indicators outlined in reference (b).

(c) Upon the conclusion of the 60-day extension, the member will either be removed from MAP or begin processing for BCP.

(11) Coordinating Instructions

(a) Enclosures (1) through (10) provide the supporting documents and general outline for the sequence of events related to BCP and MAP assignment and tracking.

(b) Per reference (b), weigh-ins will be conducted in the Marine Corps physical fitness uniform, green-on-green.

(c) Assistance in maintaining or achieving the Marine Corps weight or body composition standard can be obtained from the FFI website at <https://www.fitness.marines.mil/> or the Marine Corps Community Services, Pentagon Athletic Center, and the individual's PHCP.

(d) Pregnancy and post-partum. Following confirmation from the individuals PHCP, Marines on BCP/MAP who become 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 per reference (b). The period of inactive status and non-evaluation will include pregnancy and at least twelve months after the date of birth. Active BCP or MAP status will resume after a return to full duty. For pregnancies that do not come to full term, Marines will be required to meet weight standard requirements after consultation with their PHCP and upon return to full duty.

(e) Exemptions. Temporary medical exemptions may be granted for Marines newly diagnosed or with worsening medical condition 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. The 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. The 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.

(f) Waivers. Waivers are granted per reference (b).

#### 4. Administration and Logistics

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

(1) A Marine may 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 Bn S-3 will make a complete copy of the original BCMAP file in accordance with reference (f).

(b) The Bn S-3 will coordinate with the Bn S-1 to ensure the original BCMAP 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 Bn S-3 will review the package for completeness. Upon a complete and comprehensive screening, the Bn S-3 will either:

(a) Contact the member's prior command in the case the package is incomplete.

(b) Route the package within the timeline listed in section f.

##### b. Reporting

(1) Performance. The Bn S-3 FFI/CPTR is responsible for completing the NAVMC 11620 or NAVMC 11621, NAVMC 118(11), and all supporting documents pertaining to BCMAP. The Bn S-3 will retain the original forms in accordance with reference (f).

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

(a) When a Marine is assigned to the BCP.

(b) When Marine is granted a BCP extension.

(c) When a Marines 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 assignment has expired.

(f) When a Marine is formally assigned to the MAP by a commander/OIC possessing Special Courts Martial Authority.

(g) When a Marine is formally removed from the MAP by a commander/OIC possessing Special Courts Martial Authority.

c. Privacy. Any misuse or unauthorized disclosure of PII/PHI may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individual's right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974.

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

e. Forms Management. Marines Corps Forms identified in this order may be retrieved from: <https://www.fitness.marines.mil/>.

## 5. Command and Signal

a. Signal. This Order is effective on the date signed.

b. Command. This Order is applicable to all Marines assigned to Henderson Hall.

W. D. HOOD

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ADMINISTRATIVE REMARKS (1070)

DATE	DATE	DATE
Articles UCMJ explained to me this date as required by Article 137, UCMJ.	Articles UCMJ explained to me this date as required by Article 137, UCMJ.	I have been counseled concerning SBP and fully understand the automatic enrollment and future enrollment provisions on the Plan.
(Signature)	(Signature)	(Signature)

\_\_\_\_\_: Counseled this date concerning your assignment to the Marine Corps BCP. You are advised that failure to take corrective action and meet established weight/body composition standards may result in processing for administrative separation from the Marine Corps for weight control failure or unsatisfactory performance per paragraph 6206 and 6215 of MARCORSEPMAN.

Specific recommendations for corrective action are: Meet your weight/body fat reduction goals by the prescribed \_\_\_ lbs and \_\_\_% body fat for six months and actively participate in your diet and exercise program. Assistance is available through your chain of command.

I was advised that within five working days after acknowledgment of this entry a written rebuttal could be submitted and such rebuttal will be scanned onto my OMPF.

I choose (to) \_\_\_\_\_ (not to) \_\_\_\_\_ make such a statement.

\_\_\_\_\_  
Signature of Marine

\_\_\_\_\_  
Signature of CO

NAME (last, first, middle)	EDIPI
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**ADMINISTRATIVE REMARKS (1070)**

<p>DATE</p> <p>Articles UCMJ explained to me this date as required by Article 137, UCMJ.</p> <p>_____</p> <p>(Signature)</p>	<p>DATE</p> <p>Articles UCMJ explained to me this date as required by Article 137, UCMJ.</p> <p>_____</p> <p>(Signature)</p>	<p>DATE</p> <p>I have been counseled concerning SBP and fully understand the automatic enrollment and future enrollment provisions on the Plan.</p> <p>_____</p> <p>(Signature)</p>
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\_\_\_\_\_: Counseled this date concerning your assignment to the Marine Corps Body Composition Program (BCP) IAW MCO 6110.3A W/CH-3.

\_\_\_\_\_  
Signature of Marine

\_\_\_\_\_  
Signature of CO

NAME (last, first, middle)	EDIPI

NAVMC 118(11) (REV. 05-2014) (EF)  
PREVIOUS EDITIONS WILL NOT BE USED

11. \_\_\_\_\_

MAP EVALUATION FORM							
Unit							
RESPONDENT INFORMATION							
Rank	First Name	MI	Last Name	EDIPI	DOB		
INITIAL MAP ASSESMENT							
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			
	FINDINGS						
	<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					
	RECOMMENDATION						
	<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			

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

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						Signature Field					
Civ / Mil MD / DO Board Certified or Eligible						Signature Field					
Civ / Mil MD / DO Board Certified or Eligible						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 "MarineNet 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/2 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.

**BCP Data Sheet**

Date	Week	Height	Weight	BF% (Tape)	BF% (BIA)	(+/-) Weight	(+/-) Tape BF%	(+/-) BAI BF%	No Show
	0								
	1								
	2								
	3								
	4								
	5								
	6								
	7								
	8								
	9								
	10								
	11								
	12								
	13								
	14								
	15								
	16								
	17								
	18								
	19								
	20								
	21								
	22								
	23								
	24								
	25								
	26								

# Remedial Conditioning Program Work-out Log

Full Name  Rank  Week

**Monday**  
CARDIO/AEROBIC/CONDITIONING EXERCISE

EXERCISE  Start Time  End Time  NOTES

Body Parts Trained

Whole Body    Chest    Back    Shoulders    Legs    Calves    Biceps  
 Triceps    Abs    Other

**Tuesday**  
CARDIO/AEROBIC/CONDITIONING EXERCISE

EXERCISE  Start Time  End Time  NOTES

Body Parts Trained

Whole Body    Chest    Back    Shoulders    Legs    Calves    Biceps  
 Triceps    Abs    Other

**Wednesday**  
CARDIO/AEROBIC/CONDITIONING EXERCISE

EXERCISE  Start Time  End Time  NOTES

Body Parts Trained

Whole Body    Chest    Back    Shoulders    Legs    Calves    Biceps  
 Triceps    Abs    Other

**Thursday**  
CARDIO/AEROBIC/CONDITIONING EXERCISE

EXERCISE  Start Time  End Time  NOTES

Body Parts Trained

Whole Body    Chest    Back    Shoulders    Legs    Calves    Biceps  
 Triceps    Abs    Other

**Friday**  
CARDIO/AEROBIC/CONDITIONING EXERCISE

EXERCISE  Start Time  End Time  NOTES

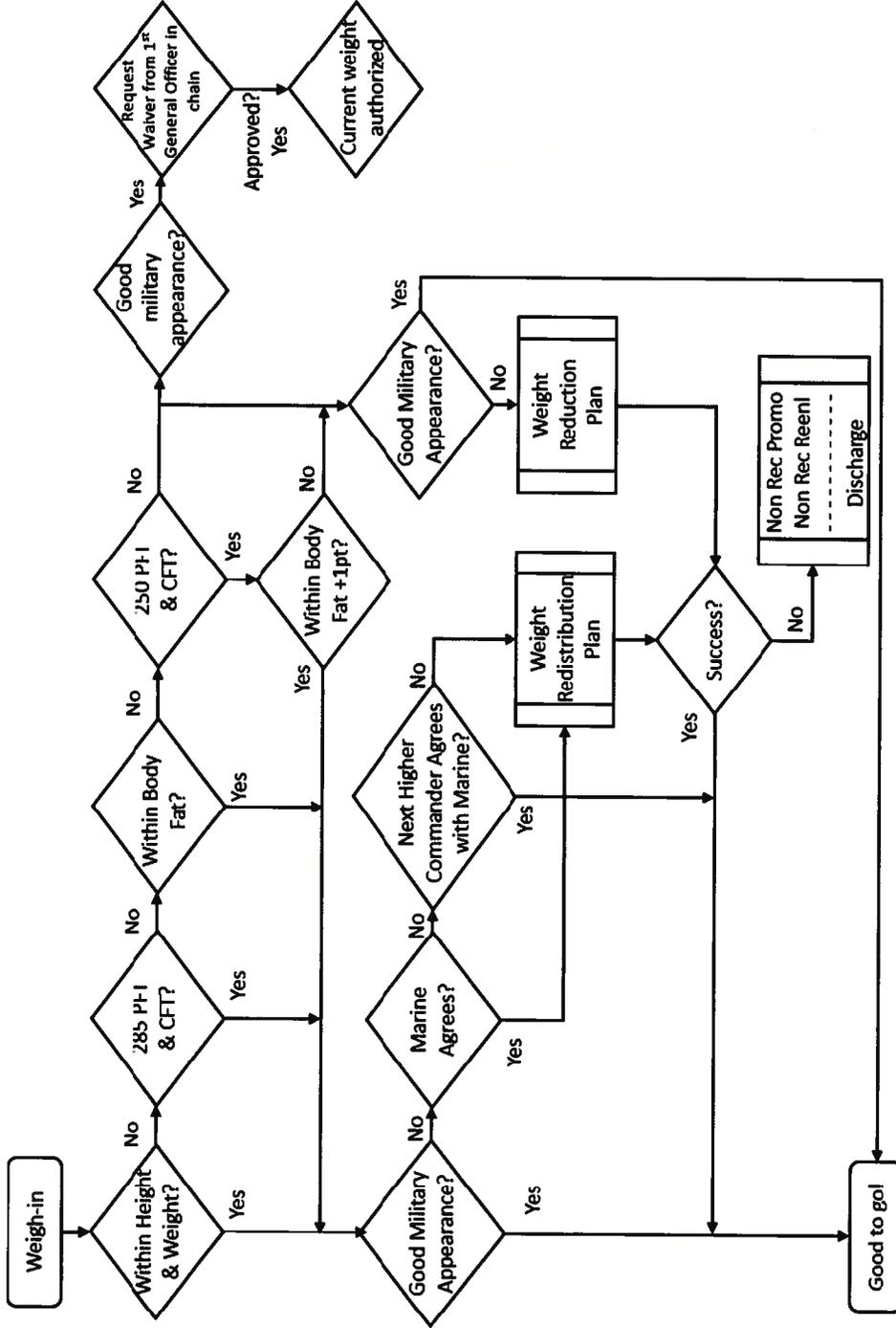
Body Parts Trained

Whole Body    Chest    Back    Shoulders    Legs    Calves    Biceps  
 Triceps    Abs    Other

**Weekly Notes:**

RCP Marine  SNCOIC/OIC  CPTR

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



# MARINE CORPS BODY COMPOSITION WORKSHEET

Ref: MCO 6110.3 w/CH-1 and ADMIN CH dtd 16 APR 19

Date: \_\_\_\_\_

**Height and Weight Measurements**  
 Uniform. The only authorized uniform for the weigh-in and BCE (if necessary) is the Marine Corps approved green-on-green T-shirt, shorts and socks. No other uniform or clothing garments permitted. Shoes will be removed prior to evaluation.

Rank & Name:		EDIP: _____	
Age:	Measure with shoes off	Weight:	After deducting 1 lb.
Height:	2nd Height (if Marine exceeds weight)	CFT Score:	Max Weight
Re-Height:	PFT Date:	CFT Date:	
PFT Score:		Yes	No
		Yes	No

PFT and CFT 285 or higher?  Yes  No  BF% Exempt

PFT and CFT 250 to 284?  Yes  No  Allow additional (1) percent BF%

\* If height fraction is less than 1/2-inch, round down to the nearest inch. If height fraction is 1/2-inch or more, round up. If Marine exceeds weight on Ht/Wt tables, height will be re-measured and recorded to the nearest 1/2-inch for use in BF% percentage estimation.

\* Measurement will be recorded to the nearest pound. If the weight fraction is 1/2-pound or less, round down to the nearest pound. If more than 1/2-pound, round up.

\* Marines who score 285 and higher on both the PFT and CFT are exempt from weight and body fat limits. Marines who score 250 and higher on both the PFT and CFT are allowed an additional (1) percent body fat.

\* Male Marines. For neck measurements, round up to the nearest 1/2-inch and record. For abdominal measurements, round down to the nearest 1/2-inch and record.

\* Female Marines. Measurements for female Marines will be performed by female evaluators, only. For natural waist measurement, round down to the nearest 1/2-inch and record. For hip measurement, round down to the nearest 1/2-inch and record.

Verified By \_\_\_\_\_ Verifier's Signature: \_\_\_\_\_

Within standards (circle one): YES / NO SNM received Ht/Wt copy: YES / NO

Marine's Signature: \_\_\_\_\_

## Circumference Measurements

1st Measurement		2nd Measurement		3rd Measurement	
Waist / Abdomen:		Waist / Abdomen:		Waist / Abdomen:	
(+) Hips:		(+) Hips:		(+) Hips:	
(-) Neck:		(-) Neck:		(-) Neck:	
Circumference Value:		Circumference Value:		Circumference Value:	
Body Fat %:		Body Fat %:		Body Fat %:	

Evaluator's Rank and Name: \_\_\_\_\_

## 2nd Evaluator

1st Measurement		2nd Measurement		3rd Measurement	
Waist / Abdomen:		Waist / Abdomen:		Waist / Abdomen:	
(+) Hips:		(+) Hips:		(+) Hips:	
(-) Neck:		(-) Neck:		(-) Neck:	
Circumference Value:		Circumference Value:		Circumference Value:	
Body Fat %:		Body Fat %:		Body Fat %:	

Evaluator's Rank and Name: \_\_\_\_\_

 <p>Male Taping Procedures</p>	 <p>Female Taping Procedures</p>
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\* Measurements for female Marines will be taken along the necks similar to males.  
 \* For Male Marines: Abdominal Neck = Circumference Value  
 \* Female Marines: Abdominal Hips - Neck = Circumference Value  
 \* Male and Female body fat percentages can be derived utilizing enclosure (4) by locating the number at the intersection of height measurement and circumference value.



Defense Health Agency Area Clinics

Andrew Rader Army Health Clinic

DiLorenzo Pentagon Health Clinic

McNair Health Clinic

316<sup>th</sup> Medical Squadron- Joint Base Anacostia-Bolling

Washington Navy Yard Branch Health Clinic

Walter Reed National Military Medical Center

Fairfax Health Center (Alexander T. Augusta Military Medical Center)

Alexander T. Augusta Military Medical Center (Fort Belvoir, VA)

316<sup>th</sup> Medical Group- Joint Base Andrews (Malcolm Grow Medical Clinics and Surgery Center)

Naval Branch Health Clinic, Indian Head

Dumfries Health Center (Alexander T. Augusta Military Medical Center)

Kimbrough Ambulatory Care Center (Fort Meade, MD)

Naval Health Clinic Quantico