UNITED STATES MARINE CORPS
MARINE CORPS DETACHMENT
686 MINNESOTA AVE
FORT LEONARD WOOD, MISSOURI 65473-8963

IN REPLY REFER TO
6100
CO
5 May 11

DETACHMENT POLICY LETTER 2-11

From: Commanding Officer
To: Distribution List

Subj: DETACHMENT POLICY FOR BODY COMPOSITION PROGRAM (BCP)

Ref: (a) MCO P6110.3 W/CH 1
(b) TECOM Policy Letter 4/09

1. Situation. It is essential to the effectiveness and combat readiness of the Marine Corps that every Marine establishes and maintains standards of health, fitness, and appearance. The habits of self-discipline required to gain and maintain a healthy body are indigenous to the Marine Corps, and must be adopted by every Marine.

2. Cancellation. Detachment Order 6100.2A

3. Mission. Apply BCP requirements in a consistent manner and standardize Detachment procedures for managing the BCP.

4. Execution.

a. Commanders's Intent and Concept of Operations. My intent for Commanders and School Directors is to ensure that all Marines conform to the standards outlined in the references. We will accomplish this by conducting check-in and semi-annual weigh-ins to ensure personnel conform to the height, weight, and military appearance standards expected of Marines. When a Marine is identified as not within standards, the procedures identified in the references and within this policy letter will be implemented in order to assist them in returning to a full combat ready status.

b. Tasks.

(1) Command Physical Training Representative (CPTR).

(a) Conduct semi-annual weigh-ins for all permanent personnel. Schedule the weigh-ins per the Detachment Commander's guidance.

(b) During the check-in process, all permanent personnel Marines will weigh-in with the CPTR in the S-3 office. The only uniform authorized for weigh-in will be the Marine Corps PT uniform. Once the weigh-in is complete, the CPTR will stamp, sign, and date the Marine's check-in sheet. The CPTR will notify the Company/School Training Chief by delivering a copy of the weigh-in sheet.

(c) If a Marine exceeds the maximum weight standards or displays a poor military appearance due to improper body composition, the Marine will be measured for body fat by the CPTR. The CPTR will also conduct student body fat measurements. If the Marine is found to be within standards, no further actions will apply. The CPTR will notify the Company/School Training Chief by delivering a copy of the weigh-in sheet.

(d) If found to be out of standards, the Marine will be given a NAVMC 11621 form and will be tasked with making an appointment with an Appropriately Credentialed Health Care Provider (ACHCP). The Marine will be briefed on all mandatory requirements and will sign a logbook acknowledging receipt of the NAVMC 11621 and the brief.

(e) The CPTR will maintain copies of all paperwork and send an Outlook calendar request to the Company/School Training Chief informing them that the Marine is out of standards. The calendar request will have a 60 day follow up due date.

(f) Within those 60 days, if the Marine comes within standards, no further action is required. If the Marine does not come within standards, the NAVMC 11621 must be completed and the Marine will be placed on the BCP. It is imperative that an appointment with the ACHCP is made immediately after the initial weigh in to ensure that the 60 day time frame is adhered to. It must be clearly articulated to the Marine that they must have their medical evaluation completed PRIOR to the 60 day mark.

(g) Conduct bi-weekly reconciliations with the Company/School Training Chiefs of Marines assigned to BCP.

(h) Prepare all documentation assigning Marines to the BCP for the Detachment Commander. Conduct regular update briefs to the Detachment Commander.

(i) Provide program training to Company/School personnel on the conduct of the program, monitor assigned Marine's progress, and conduct periodic inspections of Company/School programs to ensure compliance with orders.

(j) Manage requests for disenrollment or program completion and prepare the appropriate documentation for the Detachment Commander's approval.

(k) Maintain records for all actions until the Marine is transferred from this Detachment. Ensure procedures outlined in the references are followed in the case of transfers while assigned to the BCP.

(l) Ensure all Marines formally assigned to the BCP are automatically assigned to the Remedial Conditioning Program (RCP).

(2) Headquarters and Service Company Commander.

(a) Conduct student weigh-ins during the receiving process. Ensure weigh-in documentation is delivered to the gaining school when the student is assigned to a class.

(b) If a student is found to be out of standard, refer them to the CPTR for official body fat measurement. If the student remains out of standard after body fat measurement, the procedures outlined above, beginning with paragraph 4.b.(1)(c), will be followed.

(c) Assist the student Marine with making medical appointments with the ACHCP.

(d) Monitor the Marines in your charge assigned to the BCP. Pay particular attention to the initial 60 day window requirement and ensure all potential candidates schedule appointments with an ACHCP soon enough to complete the process within that 60 day window.

(e) Follow the procedures outlined in the reference and ensure assigned Marines meet participation requirements. Submit recommendations for disenrollment or program completion to the Detachment CPTR.

(f) Ensure BCP assignment documentation is delivered to the gaining school when the student is assigned to a class.

(3) Company Commanders/School Directors.

(a) Become thoroughly familiar with the references.

(b) Monitor the Marines in your charge assigned to the BCP. Pay particular attention to the initial 60 day window requirement and ensure all potential candidates schedule appointments with an ACHCP soon enough to complete the process within that 60 day window.

(c) Follow the procedures outlined in the references and ensure assigned Marines meet participation requirements. Submit recommendations for disenrollment or program completion to the Detachment CPTR.

(d) Follow the procedures outlined in the references and ensure BCP assignment documentation is sent to the gaining commands via Detachment Headquarters when a Marine transfers. Documentation, in this context, is either an active, officially assigned BCP package or the letter described in reference (b), as applicable.

5. Administration and Logistics. Follow the procedures in the references for minimum participation time and evaluation during assignment.

6. Command and Signal. Point of contact is the Detachment CPTR at ext. 6-5813.

N. A. SPRINGER

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