



UNITED STATES MARINE CORPS  
HEADQUARTERS BATTALION  
TRAINING AND EDUCATION COMMAND  
2006 HAWKINS AVENUE  
QUANTICO, VIRGINIA 22134-5043

IN REPLY REFER TO  
BnO 6110.3  
B 07

SEP 08 2020

BATTALION ORDER 6110.3

From: Commanding Officer, Headquarters Battalion  
To: Distribution List

Subj: BODY COMPOSITION AND MILITARY APPEARANCE PROGRAM

Ref: (a) MCO 6110.3\_ CH 1 and Admin Ch Body Composition and Military Appearance Program  
(b) Body Composition Program Functional Area Checklist  
(c) MCO 6100.14 Marine Corps Physical Fitness Program  
(d) SECNAVINST 1920.6\_ Administrative Separation of Officers  
(e) MCO P1400.31\_ W/CH 1 Marine Corps Promotion Manual  
(f) MCO P1070.12\_ Individual Records Administration Manual (Short Title: IRAM)  
(g) MCO P1610.7\_ Ch 2 Performance Evaluation System (Short Title: PES)  
(h) MCO 1900.16 Ch 2 Separation and Retirement Manual (Short Title: MARCORSEPMAN)

Encl: (1) Body Composition Checklist  
(2) NAVMC 11621 Body Composition Evaluation Instructions  
(3) Notification of Pending Assignment to the Body Composition Program Template  
(4) Assignment 6105 Template  
(5) Assignment to the Body Composition Program Template  
(6) Four-month Satisfactory Performance 6105 Template  
(7) Four-month Unsatisfactory Performance 6105 Template  
(8) Removal from Body Composition Page 11 Template  
(9) Extension 6105 Template  
(10) Failure to Comply Administrative Separation 6105 Template  
(11) Failure to Comply due to Apathy Administrative Separation 6105 Template  
(12) Weigh In/Body Composition Evaluation Template  
(13) Remedial Conditioning Program SOP  
(14) Remedial Conditioning Program Log Template  
(15) Weekly Diet Log

1. Situation. All personnel must be physically prepared for the rigors of combat. Physical fitness requires discipline. The habits of self-discipline required in the Marine Corps' way of life must be part of the character of each Marine. Personnel who are not physically fit are a detriment to the readiness and combat effectiveness of the Marine Corps and lower the Marine Corps standards through their inaction. It is the responsibility of all Marines to maintain their weight and military appearance within the allowable weight/body fat standards as set forth in reference (a). Although it is often obvious when a Marine has failed to maintain standards, in order for fair assignments to the Body Composition Program (BCP) or the Military Appearance Program (MAP) to exist, a stringent set of rules must be enacted.

2. Cancellation. BnO 6110.3C.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

3. Mission. Ensure all levels of command identify, train, assist and if needed, administratively separate those Marines who do not meet Body Composition and Military Appearance standards, in order to ensure all Marines assigned to Headquarters Battalion, Training and Education Command (HQ Bn) are ready and able to deploy to combat.

4. Execution

a. Concept of Operations

(1) The HQ Bn Body Composition and Military Appearance Program (BCMAP) will be accomplished through a main effort and three supporting efforts. The individual Marine is the main effort and will be responsible for ensuring their own weight and appearance are within standards. The Marine's immediate supervision in the supported organization (SUPORG) are our frontline leaders and are supporting effort one, they will identify Marines out of standard, assist with supervising the Marine's diet and exercise, and conduct the Remedial Conditioning Program (RCP). Company leadership is supporting effort two and will be the first level of oversight for Marines who do not meet the standards. The HQ Bn S-3 is supporting effort three and has the lead in managing HQ Bn's BCP and MAP. With support from the company commanders, the S-3 will ensure the program is conducted in accordance with the references and that all administrative requirements are correct and accomplished in a timely manner.

(2) See reference (a) and enclosure (1) for the BCP and MAP process and for the BCP and MAP assignment checklists.

(3) See enclosure (13) for the Standard Operating Procedure for the conduct of RCP.

b. Tasks

(1) Battalion Executive Officer

(a) In accordance with reference (a), chair MAP assignment boards for officers as convened by the Battalion Commander, and act as a non-voting member of the board.

(b) Supervise the progress of all officers assigned to BCP.

(2) Battalion Sergeant Major

(a) In accordance with reference (a), chair MAP assignment boards for enlisted personnel as convened by the Battalion Commander, and act as a non-voting member of the board.

(b) Assume responsibility for coordination of all sergeants major/master gunnery sergeants assigned to BCP.

(c) Supervise the progress of all staff non-commissioned officers (SNCO) assigned to BCP.

(3) Company Commanders

(a) Ensure Marines are evaluated on a semi-annual basis for compliance with Marine Corps height/weight, body composition, and military

appearance standards. Company commanders, first sergeants, and company gunnery sergeants who have been properly assigned as Battalion (Bn) Command Physical Training Representatives (CPTR) are authorized to conduct height/weight evaluations. If a Marine is found out of standards, Body Composition Evaluations (BCE) will only be executed by the HQ Bn S-3.

(b) Assign a company CPTR to oversee and ensure compliance with the Marine Corps height/weight and body composition standards.

1. The company CPTR shall be a SNCO or officer from within the company office.

2. The company CPTR must be within height and weight standards and hold a current first class Physical Fitness Test/Combat Fitness Test (PFT/CFT).

(c) Identify and designate a SNCO or officer for each Marine assigned to BCP/MAP, preferably from within the BCP/MAP Marine's section, to be a point of contact for the company CPTR and to ensure their assigned Marine's compliance with BCP/MAP requirements.

(d) Comply with the directions found within reference (a) for MAP assignment.

(e) Initiate appropriate administrative actions (e.g., Page 11/6105) regarding BCP/MAP assignments in accordance with the references and enclosures.

(f) Use the BCMAP report provided by the S-3 and reconcile with SUPORG leadership within your company to ensure all timelines are met for each Marine. In the event timelines are not met, take appropriate administrative and/or disciplinary actions.

(g) Conduct the appropriate company level checklist items found within reference (a) and enclosure (1) for BCP assignment and ensure all required administrative actions occur in accordance with the timeline.

(h) Refer to paragraph 5 of this order for proficiency/conduct (pro/con) marks and fitness report requirements.

(4) S-3

(a) Conduct all new join/check-in height/weight measurements.

(b) Conduct all BCEs.

(c) Assign a Bn BCMAP Coordinator in writing to oversee implementation of the Bn BCMAP in accordance with this Order and the references. The Bn BCMAP Coordinator shall be a SNCO or officer who is within height/weight/body composition standards and maintains a first class PFT/CFT.

(d) Compile and provide each company office a BCMAP report, on a weekly basis.

(e) Brief the Battalion Commander, Executive Officer and Sergeant Major on the BCMAP report on a monthly basis.

(f) Ensure all timelines are met for each Marine throughout the process.

(g) Forward copies of packages for Marines who execute permanent change of station orders, while still assigned to BCP, via official mail per reference (a).

(h) Publish standardized guidance for the format of BCP packages and screen BCP packages for compliance.

(i) Conduct a minimum of one weigh-in weekly for members on BCP.

(j) Maintain all official BCP packages once approved by the Battalion Commander.

(k) Appoint a non-voting BCP board member who will observe both enlisted and officer BCP boards in order to support consistent standards enforcement across the ranks.

(l) Compile results from the BCP assignment boards and prepare memorandum endorsements for the Battalion Commander.

(5) Battalion BCP Coordinator

(a) Read and become familiar with references (a) through (h).

(b) Coordinate with SUPORGS in order to ensure proper execution of the RCP.

(c) Coordinate with Human Performance Division (HPD) to obtain subject matter expert support and guidance for the RCP.

(d) Manage the Bn's BCP to include records preparations, records management, and inform the company commanders of the progress of Marines who are assigned or pending BCP.

(e) Supervise company and Bn appointed CPTRs within the SUPORG.

(f) Observe all enlisted and officer BCP boards, as a non-voting member, in order to support consistent standards enforcement across the ranks.

(g) Conduct an in-person BCP reconciliation meeting with the company staff, on a monthly basis.

(h) Advise the Battalion Commander on BCP packages and any changes to the references in this Order.

(6) Command Physical Training Representatives and Force Fitness Instructors

(a) Battalion appointed CPTRs/FFIs assigned to SUPORGS will conduct the RCP, in adherence with this Order and enclosure (13), pursuant to the signed Memorandum of Agreements.

(b) Read and become familiar with references (a) through (h).

(c) Develop, conduct and document a RCP per enclosure (13), to be performed daily for personnel assigned to BCMAP.

(d) Brief company leadership and the Bn BCMAP Coordinator on status of Marines assigned to BCMAP via weekly report and RCP logs.

(e) Complete all required training and stay current in the requirements outlined in references (a) and (c).

(f) Review diet log of assigned BCP Marines on a weekly basis.

(7) Officers-In-Charge (OICs) and Staff Noncommissioned Officers-In-Charge (SNCOICs)

(a) Ensure Marines are evaluated for compliance with Marine Corps height/weight body composition and military appearance standards by the HQ Bn S-3 or company office at least semi-annually.

(b) Conduct a military appearance assessment on subordinate Marines as appropriate and make a formal recommendation to the Battalion Commander, via the company, requesting a Marine be assigned to MAP.

(c) Ensure Marines evaluated for BCP complete the requirements outlined in the checklist in enclosure (1) and pursuant to reference (a), within the prescribed timelines.

(d) Ensure Marines assigned to BCP maintain a diet consistent with a recommended diet plan, participate in daily RCP, and weigh-in with S-3 once a week and attend all RCP events.

(e) Refer to administration and logistics, paragraph 5, for responsibilities for Marines as it relates to pro/con marks and fitness report requirements.

(8) Individual Marine

(a) Remain within standards as detailed in reference (a).

(b) Upon initial evaluation for the BCMAP, accomplish the tasks identified in enclosure (3).

(c) Complete the required training related to the BCMAP to include the Semper Fit MarineNet series.

(d) Attend all RCP events and ensure attendance is documented as per enclosure (13).

(e) Report to the S-3 for weekly height/weight measurements and BCE as required.

(f) Notify company leadership for any absences or periods of unavailability through your OIC/SNCOIC, with regards to weekly weigh-ins.

(g) Maintain a diet log to track food consumption.

1. Enclosure (15) provides an example diet log. Log may be kept via written tracker, or a digital log may be created by the individual Marine.

2. Diet log will be presented to assigned FFI/CPTR on a weekly basis for review.

c. Coordinating Instructions

(1) Marines who are identified as out of standards will have up to and no greater than 30 days from the date of notification to complete all tasks in enclosure (3) and return the completed NAVMC 11621 and 360 degree green on green photos to the HQ Bn S-3. The S-3 will then complete the BCMAP package and route to the Battalion Commander immediately upon receipt. Per reference (a), the Battalion Commander has 60 days from notification to make a determination on BCMAP assignment.

(2) OICs/SNCOICs will ensure Marines receive a medical evaluation from an authorized medical provider (Independent Duty Corpsman, Nurse Practitioner, Physician, or Physician Assistant) prior to being assigned to BCP or MAP. Marines are not required to see their Primary Care Manager.

(3) Marines who are pregnant, as verified by a Board Certified/Board Eligible Medical Provider (BCBEMP) or Obstetrician (OB) health care provider, will not be evaluated for MAP or BCP assignment and are exempt from participating in MAP or BCP for at least nine months after the birth event. If already formally assigned, Marines will be placed in an inactive status during pregnancy and are exempt from participating in MAP or BCP until at least nine months after the birth event. Active MAP or BCP status will resume after a return to full duty.

(4) The uniform for MAP boards shall be Service "C".

(5) Marines who are assigned light or limited duty or pending medical evaluation board (MEB)/physical evaluation board (PEB) screening are required to comply with established body composition and military appearance standards and may be evaluated for assignment to the BCMAP.

(6) All Marines assigned to BCP or MAP will continue to participate in the program requirements (RCP, weigh-ins, etc.) regardless of any other pending administrative process (end of active service, administrative separation/medical appeals, etc.) unless otherwise directed by the Battalion Commander.

(7) Assistance for individual Marines is available through the Semper Fit fitness instructors.

(8) Monthly BCMAP reconciliation meeting will, at a minimum, consist of the S-3 Officer, the BCMAP Coordinator, Company Commanders and/or First Sergeants, Company CPTR and address each Marine assigned to BCP's progress and any upcoming administrative actions that are required.

(9) Monthly, a brief will be given to the Battalion Commander, Executive Officer and Sergeant Major on each Marine's progress and any issues while assigned to the BCMAP.

## 5. Administration and Logistics

a. NAVMC 11620/11621. The Bn BCMAP Coordinator is responsible for completing NAVMC 11620 and NAVMC 11621. The HQ Bn BCMAP Coordinator will ensure complete and accurate information is presented to the senior enlisted advisor (for enlisted Marines) or the executive officer (for officers) in order to provide a fair and unbiased assessment to the Battalion Commander.

b. A copy of NAVMC 11620 or NAVMC 11621 will be submitted to the appropriate servicing Personnel Administration Center (PAC) for unit diary recording when the Battalion Commander has made a determination to grant a temporary medical waiver or a Marine is placed in an inactive status. The HQ Bn BCMAP Coordinator will retain the original forms in accordance with reference (a).

c. Proficiency and Conduct Marks. For corporals and below, conduct marks will be adjusted commensurate with BCP and MAP assignment, in accordance with reference (f).

d. Promotion Status. In accordance with reference (a), enlisted Marines are placed in a promotion restriction status while assigned to the BCP or MAP, regardless of combat zone assignment or BCP status. Enlisted Marines will no longer be in a promotion restriction status once removed from the BCP or MAP. Commanders may request promotions be delayed for those officers who are deemed not physically qualified for promotion, regardless of combat zone assignment or BCP status, in accordance with reference (d).

e. Fitness Reports. When a Marine is identified as out of standards, a Section I directed comment will be made to address the circumstances as outlined in reference (g).

f. Page 11/6105 Entries. Marines will receive a Page 11/6105 when initially assigned, four months from assignment, receive an extension, failure to comply with BCP/MAP, or are processed for an administrative separation. Enclosures (4) through (11) contain specific verbiage for Page 11/6105 entries and enclosure (1) contains when those entries shall be entered in a Marine's official records.

g. MAP Appeals. 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.

h. BCP Waivers. The BCP waiver is intended for Marines who exceed the established body composition standards, yet maintain a high level of fitness and proficiency while presenting a suitable military appearance. All requests for waivers will be submitted to the Battalion Commander and must meet requirements outlined in reference (a).

i. BCMAP Files. Individual Marine's BCMAP files shall be retained for 36 months (two years plus current year) or until the file is forwarded to a gaining command. Individual files maintained at the HQ Bn S-3 shall include, at a minimum, the following items:

- (1) NAVMC 11620/11621 and any medical provider recommendations
- (2) Recommendations of the MAP board (MAP files only)

- (3) Photocopies of page 11/6105 entries/rebuttals
- (4) Photocopies of waiver or appeal related correspondence
- (5) Completed copies of physical training logs
- (6) Height/weight forms documenting initial status and weekly progress
- (7) 360 photo of Marine taken by Combat Camera

j. Administrative Restrictions. Per reference (a), a Marine being processed for BCP assignment is subjected to the same administrative restrictions as a Marine formally assigned to BCP.

k. Board of Inquiry. Per reference (d), an officer's failure of a BCP or MAP assignment may result in referral to a board of inquiry.

6. Command and Signal. This order replaces and supercedes all previous versions and will remain in effect until rescinded or replaced.

7. Point of contact for this policy is the HQ Bn S-3 at (703)784-2555.



E. J. DANIELSON



## BCP ASSIGNMENT CHECKLIST

### Phase 1: Identification (Immediate)

- 1: Marine identified as out of height/weight standards.
- 2: Body Fat Evaluation (BFE) conducted by S3 personnel.
- 3: Marine identified as in excess of allowed body fat percentage.
- 4: S-3 Checks Marine's Electronic Training Jacket to identify if Marine is eligible for a body fat exemption based on PFT/CFT scores.

### Phase 2: Package Creation/Processing (Immediate)

- 1: S-3 notifies Marine's Company Leadership and a time and date is decided upon for SNM Marine to report to the Company Leadership (Within 1 Working Day).
- 2: S-3 fills out Respondent Information, Initial BCP Assessment, FFI/CPTR, BCP Monthly Objectives and Commanding Officer sections on the NAVMC 11621 for BCP assignment.
- 3: S-3 briefs the identified Marine on the assignment process and their responsibilities.
- 4: Identified Marine signs enclosure (3), Notification of Pending Assignment to the Body Composition Program.
- 5: S-3 creates a temporary package consisting of the initial weigh in, enclosure (3), the NAVMC 11621, and a Privacy Act coversheet. A copy of the package with the contact information for the MCCA Dietician is given to the Marine to utilize in Phases 3 & 4.

### Phase 3: Company Office (Within 1 Working day of identification)

- 1: Marine reports to their Company Leadership at the directed time.
- 2: Marine makes appointment for Medical Evaluation while in Company Office.
- 3: Marine makes appointment with MCCA dietician while in Company Office.
- 4: The Company Leadership notifies the Marine's section leadership of the pending assignment and the date/time of all appointments with medical and MCCA.

### Phase 4: Marine's Responsibilities (1-30 days post Identification)

- 1: Marine reports to Combat Camera/COMSTRAT for a 360 degree photo in the green on green PT uniform.
- 2: Marine reports to the MCB Quantico Medical Clinic with the NAVMC 11621.

- 3: A Board Certified/Eligible Physician will order blood work on the identified Marine, and screen the results of that test.
- 4: Medical Doctor's Initial Evaluation section on the NAVMC 11621 is completed by the Physician ensuring it is signed and stamped and any limitations to participate in BCP or RCP are noted.
- 5: Marine brings all paperwork to Company Leadership to review and discuss any issues or concerns.
- 6: Marine returns all associated paperwork and photo to the S-3 NLT 30 days from their identification. Marine is reevaluated for Ht/Wt/BF standards. If Marine is in standards, then package is not routed and destroyed.
- 7: If the Marine remains out of standard, the BCMAP Coordinator/Assistant ensures package is complete and routes the package to the Battalion Commander via the Sergeant Major for enlisted Marines or the Executive Officer for officers.

Phase 5: Battalion Commander Decision (30- no more than 60 days post identification)

- 1: Per reference (a), the Battalion Commander will make an assignment determination within 60 days of identification.
- 2: The Battalion Commander will review, sign and date on the NAVMC 11621.
- 3: If the Battalion Commander makes the determination to not assign, the temporary waiver process must be started with IPAC by the S-3, via the Command Support section to ensure the proper coding is run in the Marine's service record.
- 4: If the Battalion Commander assigns the Marine, the signed NAVMC 11621 will be returned to the S-3 within one working day.
- 5: Immediately upon receipt of the signed NAVMC 11621 the S-3 will notify the Marine's Company Leadership.
- 6: Within three working days of receipt of the signed NAVMC 11621, the company commander will counsel and have the Marine acknowledge by signing and initialing, as appropriate, the following documents on the same date: 1) the initial Page 11/6105 counseling at enclosure (4); 2) the Assignment to BCP letter at enclosure (5).
- 7: The company leadership then sends the Marine to the S-3 for item 8, below, and will provide a copy of enclosure (5) to the Marine's respective OIC/SNCOIC.
- 8: The assigned Marine will be briefed by the BCMAP Coordinator/Assistant on responsibilities while assigned and initial and sign Respondent Acknowledgement on the NAVMC 11621.
- 9: S-3 personnel will make the appropriate entry into MCTIMS IOT assign the Marine in the system.

Phase 6: Conduct of the BCP (Assignment date to six months post assignment)

- 1: Assigned Marine will report to the S-3 weekly to track weight loss progress by conducting an official height/weight verification.
- 2: BCMAP Coordinator/Assistant will update the electronic tracker with the current height/weights and will put physical copies of all height/weights in the assigned Marine's BCP package.
- 3: CPTRs/FFIs will ensure RCP is conducted and OICs/SNCOICs will ensure Marine attends RCP on a daily basis, ensuring attendance is recorded in enclosure (14).
- 4: CPTRs/FFIs will inspect diet log on a weekly basis and report to the BCMAP Coordinator any non-compliance with diet logs.
- 5: CPTRs/FFIs will turn in Monthly RCP logs for the assigned Marine to the S-3 at the BCMAP Coordinator's request. RCP logs are subject to screening at any time by the Marine's chain of command or the BCMAP Coordinator.
- 6: BCMAP Coordinator/Assistant will file RCP logs in the BCP package.
- 7: On the first day of the fourth month (91st day) assigned, the assigned Marine's BCP package will be evaluated for progress by the Company Commander. If the Marine has shown sufficient progress in meeting goals outlined in the NAVMC 11621, enclosure (6) will be generated by the company office. If the Marine HAS NOT met their goals then enclosure (7) for unsatisfactory performance will be generated by the respective company office. The Company Commander will issue, and the Marine will acknowledge the Page 11/6105 counseling within three business days of the four month mark.
- 8: Marine's Company Office will give the four month progress Page 11/6105 to the S-3 to include in the Marine's BCP Package.

Phase 7: Removal or Extension (Six months post assignment or extension)

- 1: At the six month mark, the Marine's package will be routed for determination by the Battalion Commander.
- 2: Within three duty days of receipt of the Bn Commander's determination, the Company Commander will counsel the Marine and document with a Page 11/6105 entry as follows:
  - a. That the Marine has complied with standards and is removed from BCP, utilizing enclosure (8).
  - b. That the Marine did not comply with standards, but made satisfactory progress and is extended on BCP, utilizing enclosure (9).

- c. That the Marine did not comply with standards and made unsatisfactory progress and will be administratively separated due to Weight Control Failure, utilizing enclosure (10).
- d. That the Marine did not comply with standards due indifference or apathy and will be administratively separated due to Unsatisfactory Performance, utilizing enclosure (11).
- 3: Within one duty day of issuing the Marine the Page 11/6105, the company will notify the Marine's OIC/SNCOIC and route the package to the Legal Office, if ADSEP is directed.
- 4: S-3 will make the appropriate MCTIMS entry.

**NAVMC 11621 Body Composition Evaluation Instructions**

Cpl Ronald J. McDonald reports to the S-3 for his semi-annual weigh-in. SSgt Grimace conducts Cpl McDonald's height and weight. SNM's height is 68 inches and weight is 200 pounds. The maximum weight for 68 Inches is 180 pounds. SSgt Grimace and Sgt McCheese perform a Body Fat Evaluation on Cpl McDonald. SNM's body fat is 22 percent. Cpl McDonald is 28 years old; therefore, his maximum allowable body fat is 19 percent. Cpl McDonald is over his weight and body fat percentage. He is now being processed for the Body Composition Program. The NAVMC 11621 will be completed in accordance with reference (a).

BCP EVALUATION FORM					
Unit		Headquarters Battalion, Training and Education Command			
RESPONDENT INFORMATION					
Rank	First Name	MI	Last Name	EDIPI	DOB
CPL	RONALD	J	MCDONALD	1234567890	1992.07.04
INITIAL BCP ASSESSMENT					
Date	Height	Weight	Max Weight	BF%	Max BF%
2020.08.24	68	200	180	22	19
FORCE FITNESS INSTRUCTOR/COMMAND PT REPRESENTATIVE					
Rank	First Name	MI	Last Name	Signature	Date
SSGT	CHARLES	H	GRIMACE		2020.08.24

- ← 1
- ← 2
- ← 3

1. SNMs personal information.
2. Initial BCP Assessment.
3. S-3 FFI/CPTR information/signature.

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%
196	21	192	20	188	19	184	19	182	19	180	19

- ← 4
- ← 5

4. Medical Doctor's Initial Evaluation and Findings. If SNMs Primary Care Manager is a Nurse Practitioner or a Physician's Assistant, and there are findings other than "None of the above", a Board Certified/ Eligible Physician must second sign the document to concur with the findings.

5. BCP Monthly Objectives. S-3 FFI/CPTR will fill this portion out. Weight will be amount of pounds SNM is over maximum allowed weight listed in reference (a) divided over six months. Weight loss shall be divided as evenly as possible over the six month period, but at no time exceed six pounds of weight loss in a given month. Weight loss and body fat goals will stop being reduced once the standard is met and the maximum allowed for both will continue to be annotated for the remaining months. In the example, Cpl

McDonald was 20 pounds and three percent body fat over his max. In this example the FFI/CPTR stopped the body fat reduction at 19% in month three which was carried over through month six.

Commanding Officer					
Rank	First Name	MI	Last Name	Unit Diary Number	Unit Diary Entry Date
COL	LEWIS	B	PULLER		
Signature			BCP Effective Date		
BCP Assignment					

6

6. Commanding Officer. The S-3 FFI/CPTR will fill out the Commanding Officer's information and then route the BCP package through the command deck, for the determination and signature of the Commanding Officer. The date the Commanding Officer signs the package is the **start date of the BCP Assignment**. If a temporary medical waiver is granted, this portion will not be signed or dated.

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 MCI Course 3316, "Basic Nutrition" (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		End Date	

7

8

9

10

7. BCP Assignment. The S-3 FFI/CPTR will circle the appropriate assignment and populate the start date, end date; target weight and target body fat (month six from BCP monthly objectives).

8. Respondent Acknowledgement. If the Commanding Officer determines that SNM will be assigned to BCP, SNM will then initial each statement under the Respondent Acknowledgement section. (Note, until an updated NAVMC is published, Marine must be briefed that the MCI requirement is incorrect and be directed to the correct MarineNet course based on assignment).

9. SNM will sign and date this portion immediately after he/she initials section 8.

10. Final BCP Assessment. The FFI/CPTR will fill this portion at the end of the BCP assignment period.

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
COL	LEWIS	B	PULLER		
Signature				Date	

11. BCP Determination. At the end of the six month period, the Commanding Officer will make a determination and initial the appropriate box.

12. Respondent Signature. SNM will sign and date this portion, acknowledging the Commanding Officer's determination.

13. Commanding Officer The S-3 FFI/CPTR will populate this portion out when the NAVMC 11621 is first generated. The Commanding Officer will sign and date this section when a determination is made, on section 11.



**UNITED STATES MARINE CORPS**  
HEADQUARTERS BATTALION  
TRAINING AND EDUCATION COMMAND  
2006 HAWKINS AVENUE  
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:  
6110  
B 07-3

From: Commanding Officer, Headquarters Battalion  
To: Corporal I. Marine 123456789/1234 USMC

Subj: NOTIFICATION OF PENDING ASSIGNMENT TO THE BODY COMPOSITION PROGRAM

Ref: (a) MCO 6110.3A W/CH 1 and Admin Ch  
(b) BnO 6110.3

1. You have been identified as out of Marine Corps height and weight standards as of **day month year** and are being processed for assignment to the Body Composition Program (BCP).
2. You will report to your Company Leadership at **time, day month year**.
2. Schedule an appointment with a Marine Corps Community Services dietician located at Barber Gymnasium.
3. The dietician appointment and date for the follow-up must be no later than **day month year**.
4. Report to Combat Camera and have 360 degree photos taken in green on green.
5. Return the completed NAVMC 11621, and 360-Photo to the Battalion BCMAP Coordinator no later than **day month year**.
6. Please direct any questions or concerns to the Battalion BCMAP Coordinator at 703-784-2555.

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I. M. BCMAPCORD  
By direction

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RECEIVING ENDORSEMENT

From: Corporal I. Marine 123456789/1234 USMC  
To: Commanding Officer, Headquarters Battalion

Subj: NOTIFICATION OF PENDING ASSIGNMENT TO THE BODY COMPOSITION PROGRAM

1. \_\_\_\_\_ I acknowledge receipt of the above pending assignment to BCP.
2. \_\_\_\_\_ I will report to my Company Leadership at **time, day month year**.
3. \_\_\_\_\_ I understand what is required of me and will contact the Battalion BCMAP Coordinator with any question or concerns that I may have.
4. \_\_\_\_\_ I understand that failure to comply will result in adverse administrative or disciplinary action.

---

Marine Sign and Date





ADMINISTRATIVE REMARKS (1070)

DATE  Articles UCMJ explained to me this date as required by Article 137, UCMJ.   <i>(Signature)</i>	DATE  Articles UCMJ explained to me this date as required by Article 137, UCMJ.   <i>(Signature)</i>	DATE  I have been counseled concerning SBP and fully understand the automatic enrollment and future enrollment provisions on the Plan.   <i>(Signature)</i>
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\_\_\_\_\_: 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 USMC for either weight control failure or unsatisfactory performance per paragraphs 6206 and 6215 of MARCORSEPMAN.

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

I understand that failure to complete my enlistment contract with an honorable characterization of service may preclude my eligibility for benefits from the Department of Veterans Affairs or other organizations and have an adverse effect on future civilian employment.

I was advised that within five working days after acknowledging this entry I may submit a written rebuttal which will be filed in the electronic service record.

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

\_\_\_\_\_  
MARINE I. M. DATE

\_\_\_\_\_  
PULLER, C. A. (Co Cmdr) DATE

MARINE, I. M.	1234567890
NAME (last, first, middle)	EDIPI



**UNITED STATES MARINE CORPS**  
HEADQUARTERS BATTALION  
TRAINING AND EDUCATION COMMAND  
2006 HAWKINS AVENUE  
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:  
6110  
B 07-3

From: Commanding Officer, Headquarters Battalion  
To: Corporal I. Marine 123456789/1234 USMC

Subj: ASSIGNMENT TO THE BODY COMPOSITION PROGRAM

Ref: (a) MCO 6110.3A W/CH 1 and Admin Ch  
(b) BnO 6110.3

1. In accordance with reference (a), you have been formally assigned to the Body Composition Program (BCP) due to having been identified as out of Marine Corps height and weight standards as of **day month year**. You are required to comply with all requirements as directed in reference (a).
2. If this is your first assignment to BCP, immediately complete the required MarineNet course, "Semper Fit Basic Fitness Course". If this is your second assignment, immediately complete MarineNet course, "Semper Fit Advance Fitness Course". Return certificates of completion to the Battalion BCP Coordinator within three days of receipt of this letter.
3. Attend all Remedial Conditioning Program (RCP) events as scheduled by your company RCP representative.
4. Report to the Battalion S-3 every Thursday morning in green-on-green for weekly weigh in. This is your appointed place of duty. If unable to make a scheduled weigh-in, coordinate with the Battalion BCP Coordinator for a make-up date, at least two days in advance. Failure to arrive for scheduled weekly weigh in will result in adverse administrative or disciplinary action.
6. Please direct any questions or concerns to the Battalion BCMAP Coordinator at 703-784-2555.

---

I. M. BCMAPCORD  
By direction

---

RECEIVING ENDORSEMENT

From: Corporal I. Marine 123456789/1234 USMC  
To: Commanding Officer, Headquarters Battalion

Subj: ASSIGNMENT TO THE BODY COMPOSITION PROGRAM

1. \_\_\_\_\_ I acknowledge receipt of the above pending assignment to BCP.
2. \_\_\_\_\_ I understand what is required of me and will contact the Battalion BCMAP Coordinator with any question or concerns that I may have.
3. \_\_\_\_\_ I understand that failure to comply will result in adverse administrative or disciplinary action.

---

Marine Sign and Date



ADMINISTRATIVE REMARKS (1070)

DATE.  Articles UCMJ explained to me this date as required by Article 137, UCMJ.	DATE  Articles UCMJ explained to me this date as required by Article 137, UCMJ.	DATE  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 the following deficiencies: Satisfactory 4 month performance while assigned to the Marine Corps Body Composition Program. You are currently meeting your weight/body composition reduction goals and are still assigned to the Body Composition Program. You are advised that failure to take corrective action and meet established weight/body composition standards may result in processing for administrative separations from the USMC for either weight control failure or unsatisfactory performance per paragraphs 6206 and 6215 of MARCORSEPMAN.

Specific recommendations for corrective action are to continue to work to meet weight/body composition standards and to seek assistance, which is available through the chain of command , Semper Fit and my medical provider.

I understand that failure to complete my enlistment contract with an honorable characterization of service may preclude my eligibility for benefits from the Department of Veterans Affairs or other organizations and have an adverse effect on future civilian employment.

I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be filed in the electronic service record.

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

\_\_\_\_\_  
MARINE I. M.                      DATE

\_\_\_\_\_  
PULLER, C. A. (Co Cmdr)      DATE

MARINE, I. M.	1234567890
NAME (last, first, middle)	EDIPI



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 the following deficiencies:  
 Unsatisfactory 4 month performance while assigned to the Marine Corps Body Composition Program. Due to insufficient effort, you have not met your weight/body composition reduction goals. You are advised that failure to take corrective action and meet established weight/body composition standards may result in processing for administrative separations from the USMC for either weight control failure or unsatisfactory performance per paragraphs 6206 and 6215 of MARCORSEPMAN.

Specific recommendations for corrective action are to obey all regulations, orders, directives and guidance and to seek assistance, which is available through the chain of command, Semper Fit and my medical provider.

I understand that failure to complete my enlistment contract with an honorable characterization of service may preclude my eligibility for benefits from the Department of Veterans Affairs or other organizations and have an adverse effect on future civilian employment.

I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be filed in the electronic service record.

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

\_\_\_\_\_  
 MARINE I. M. DATE

\_\_\_\_\_  
 PULLER, C. A. (Co Cmdr) DATE

MARINE, I. M.

1234567890

NAME (last, first, middle)

EDIPI



ADMINISTRATIVE REMARKS (1070)

DATE  Articles UCMJ explained to me this date as required by Article 137, UCMJ.	DATE  Articles UCMJ explained to me this date as required by Article 137, UCMJ.	DATE  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 removal from the Marine Corps BCP. You have achieved established weight/body composition standards while on your assignment to the BCP.

\_\_\_\_\_  
MARINE I. M.                      DATE

\_\_\_\_\_  
PULLER, C. A. (Co Cmdr)      DATE

MARINE, I. M.

1234567890

NAME (last, first, middle)

EDIPI



ADMINISTRATIVE REMARKS (1070)

<p>DATE</p> <p>Articles UCMJ explained to me this date as required by Article 137, UCMJ.</p> <p>_____ <i>(Signature)</i></p>	<p>DATE</p> <p>Articles UCMJ explained to me this date as required by Article 137, UCMJ.</p> <p>_____ <i>(Signature)</i></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>_____ <i>(Signature)</i></p>
--	--	---

\_\_\_\_\_: Counseled this date concerning your extension on the Marine Corps BCP. You have made reasonable progress but have failed to comply with established weight/body composition standards while on your first assignment to the BCP. Therefore, you have been granted a one-time extension of six months to meet the body composition standards set forth in MCO 6110.3. You are advised that failure to take corrective action while on this six-month extension may result in processing for administrative separation for either weight control failure or unsatisfactory performance per paragraphs 6206 and 6215 of MCO 1900.16 CH 2.

Specific recommendations for corrective action are to obey all regulations, orders, directives and guidance and to seek assistance, which is available through the chain of command, Semper Fit and your medical provider.

I understand that failure to complete my enlistment contract with an honorable characterization of service may preclude my eligibility for benefits from the Department of Veterans Affairs or other organizations and have an adverse effect on future civilian employment.

I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be filed in the electronic service record.

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

\_\_\_\_\_  
MARINE I. M.                      DATE

\_\_\_\_\_  
PULLER, C. A. (COCmdr)        DATE

MARINE, I. M.	1234567890
NAME (last, first, middle)	EDIPI

NAVMC 118(11) (REV. 05-2014) (EF)  
PREVIOUS EDITIONS ARE OBSOLETE

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

**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.
<i>(Signature)</i>	<i>(Signature)</i>	<i>(Signature)</i>

\_\_\_\_\_: Counseled this date concerning the following deficiencies  
 You have failed to comply with established weight body composition standards and have made unsatisfactory progress while assigned to the Marine Corps Body Composition Program

Specific recommendations for corrective action are to obey all regulations, orders, directives and guidance and to seek assistance, which is available through the chain of command, Chaplain, and Marine Corps Community Service Centers.

I understand that failure to complete my enlistment contract with an honorable characterization of service may preclude my eligibility for benefits from the Department of Veterans Affairs or other organizations and have an adverse effect on future civilian employment. I understand that I am being processed for the following judicial or adverse administrative action: Administrative Separation (Weight Control Failure).

I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be filed in the electronic service record

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

\_\_\_\_\_  
 MARINE I. M.   DATE

\_\_\_\_\_  
 PULLER, C. A. (Co Cmdr)                     DATE

MARINE, I. M.	1234567890
NAME (last, first, middle)	EDIPI

G

**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.
_____ <i>(Signature)</i>	_____ <i>(Signature)</i>	_____ <i>(Signature)</i>

\_\_\_\_\_: Counseled this date concerning the following deficiencies:

You have failed to comply with established weight/body composition standards due to indifference or apathy at the end of my Body Composition Program assignment.

Specific recommendations for corrective action are to obey all regulations, orders, directives and guidance and to seek assistance which is available through the chain of command, Chaplain, and Marine Corps Community Service Centers.

I understand that failure to complete my enlistment contract with an honorable characterization of service may preclude my eligibility for benefits from the Department of Veterans Affairs or other organizations and have an adverse effect on future civilian employment. I understand that I am being processed for the following judicial or adverse administrative action: Administrative Separation (Unsatisfactory Performance).

I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be filed in the electronic service record

I choose (to)(not to) make such a statement

\_\_\_\_\_  
MARINE I. M.                                      DATE

\_\_\_\_\_  
PULLER, C. A. (Co Cmdr)                      DATE

MARINE, I. M.	1234567890
NAME (last, first, middle)	EDIPI





UNITED STATES MARINE CORPS

HEADQUARTERS BATTALION
TRAINING AND EDUCATION COMMAND
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134-5001

BODY COMPOSITION EVALUATION WORKSHEET
(MCO 6110.3 W/CH 1 AND ADMIN CHANGE)

DATE: \_\_\_/\_\_\_/\_\_\_
YYYY / M / DD

Marine Info: RANK LNAME F NAME MI

EDIPI: Age: \_\_\_\_\_

Circle Company: CD CO HQ CO MR CO S CO

Check-In: Yes / No

Currently on or pending BCP: Yes / No

HEIGHT: \_\_\_\_\_"

NEAREST 1/4" \_\_\_\_\_"

WEIGHT: \_\_\_\_\_

MAX: \_\_\_\_\_

MALE

Round to the nearest 1" with shoes off. If height is less than the 1/2" mark, then round down. If height is at or above the 1/2" mark, round up. If Marine exceeds Ht/Wt standards, height will be remeasured and recorded to the nearest 1/2" for use with the body fat % estimation.

With the electronic scale, if the weight has .5 pounds or less, round down to 1 lb less. If weight has .6 lbs or more, round down to the same lb shown on scale. With a balance beam scale, subtract 1 lb.

Table with 6 columns: Neck, Abdomen, Neck, Abdomen and rows 1, 2, 3.

NECK: \_\_\_\_\_ (Rounded up to nearest 1/2")

ABDOMEN: \_\_\_\_\_ (Rounded down to nearest 1/2")

VALUE: \_\_\_\_\_ (Subtract NECK from ABDOMEN)

MALE table with age ranges and percentages: AGE 17-25: 18%, AGE 26-35: 19%, AGE 36-45: 20%, AGE 46+: 21%

FEMALE

Table with 7 columns: Neck, Abdomen, Hip, Neck, Abdomen, Hip and rows 1, 2, 3.

NECK: \_\_\_\_\_ (Rounded up to nearest 1/2")

ABDOMEN: \_\_\_\_\_ (Rounded down to nearest 1/2")

HIP: \_\_\_\_\_ (Rounded down to nearest 1/2")

VALUE: \_\_\_\_\_ (Add WAIST to HIP, then subtract NECK)

FEMALE table with age ranges and percentages: AGE 17-25: 26%, AGE 26-35: 27%, AGE 36-45: 28%, AGE 46+: 29%

BODY FAT %: \_\_\_\_\_ MAX BODY FAT %: \_\_\_\_\_

EVALUATOR: RANK L NAME F NAME MI

EVALUATOR: RANK L NAME F NAME MI (ONLY REQUIRED FOR BODY FAT %)

SIGNATURE OF MARINE BEING MEASURED

SIGNATURE OF CPT/

Headquarters Battalion Remedial Conditioning Program Standard Operating  
Procedure

Table of Contents

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Program Management.....	4

## Responsibilities

1. Commanding Officer. Per reference (c), the Commanding Officer is responsible for developing, implementing, and executing holistic unit physical fitness programs, utilizing assigned Command Physical Training Representatives (CPTR), Force Fitness Instructors (FFI), Marine Corps Instructors of Water Survival (MCIWS), and Martial Arts Instructors (MAI).
2. S-3. Per references (a) and (b) assist FFIs and CPTRs in the execution of the Remedial Conditioning Program (RCP).
  - a. Assist battalion appointed CPTR Marines in developing an RCP schedule and log.
  - b. Ensure that HQ Bn has the appropriate number of FFIs and CPTRs.
  - c. Maintain monthly RCP logs for Marines assigned to the BCP.
3. Supported Organizations
  - a. In accordance with the respective Memorandums of Agreement, nominate qualified personnel to serve as FFIs and CPTRs to be responsible for managing RCP Marines at their respective work section levels and to be available to support Bn events.
  - b. Ensure Marines assigned to BCP and RCP conduct remedial physical training.
4. Company Commanders.
  - a. Assist the Battalion Commander in his duties in regards to RCP at the section level.
  - b. Assist the individual Marine assigned to RCP and the CPTR at the section level with conduct of the RCP, in accordance with ref (a) and the Program Management section in this SOP.
  - c. Ensure that command PT programs are developed to sustain the transformation and not developed solely for the preparation of the PFT or CFT.
4. Section OICs/SNCOICs. Ensure that Marines are given time for individual PT and that RCP is conducted as required per this Order and SOP.
5. FFI/CPTR
  - a. Coordinate with Company Commanders and section OICs/SNCOICs to assist in designing a well-rounded PT plan for Marines assigned to the RCP.
  - b. Comply with MCO 1500.62 and all other applicable references.
  - c. Conduct the RCP program as outlined in Program Management of this SOP.
6. Individual Marines. Individual Marines are the main effort in ensuring that they are physically fit enough to meet the high demands of the Marine Corps, combat and their Military Occupational Field. When needed, they will

seek out guidance from their leadership, FFIs and other resources outlined in this SOP to improve their physical fitness.

BCP DIET LOG

WEEK OF \_\_\_\_\_

RANK	L NAME, F NAME				EDIPI
DATE	BREAKFAST	LUNCH	DINNER	SNACKS	NOTES