



UNITED STATES MARINE CORPS

HEADQUARTERS AND SUPPORT BATTALION
SCHOOL OF INFANTRY-EAST
TRAINING COMMAND
PSC BOX 20161
CAMP LEJEUNE, NORTH CAROLINA 28542-0161

IN REPLY REFER TO:
6110
1HSB
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POLICY LETTER 7-14

From: Commanding Officer
To: Distribution List

Subj: BODY COMPOSITION PROGRAM (BCP)/MILITARY APPEARANCE PROGRAM
(MAP)

Ref: (a) MCO P6110.3 W/CH1
(b) MARADMIN 0145/09
(c) MARADMIN 157/11

Encl: (1) Example CO Notification of processing for BCP Letter
(2) Example CO Notification of processing for MAP Letter
(3) NAVMC 11621-BCP Evaluation Form
(4) NAVMC 11620-MAP Evaluation Form
(5) BCP Measurement Form

1. Purpose. To establish the method by which Headquarters and Support Battalion (H&SBN) will execute the requirements contained within the references.

2. Background. Reference (a) was published in August 2008 and formally outlined the details of the Body Composition Program (BCP) and Military Appearance Program (MAP) with the intent that all Marines would adhere to Marine Corps standards of weight, body fat percentage, and acceptable military appearance. This included a 120 day informal program assignment for Marines found not in compliance, followed by a formal assignment to the program(s) if standards were not attained during the informal period. In March 2009, the informal program was officially terminated via reference (b) and all units were directed to assign Marines to the formal program and ensure that processing not take more than 60 days. Reference (c) reemphasized reference (b) and required all units to conduct a 100% semiannual weigh-in.

3. Policy. Headquarters and Support Battalion (H&S Bn) will fully comply with the requirements set forth in the references. All Marines are expected to comply with the applicable weight, body fat, and military appearance standards at all times.

(a) Weigh-Ins

(1) In accordance with reference (a), designated Command Physical Training Representatives (CPTRs) or Combat Conditioning Instructors (CCIs) will weigh all Marines within H&S Bn twice a calendar year, once during each semi-annual period. All Marines not in height and weight measurements will be recorded by S3 via enclosure (5) and copies will be provided to the Marine, the Marine's OIC, and maintained at the company headquarters. H&SBN Training Section will maintain the final summary rosters.

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(2) Additional unit or individual weigh-ins will be conducted at the discretion of the Battalion Commander, company commanders or section OICs/SNCOICs.

(3) For Sergeants and above for whom a fitness report becomes due, a current height and weight (conducted within the applicable fitness report period) will be used. If no height and weight was recorded during that fitrep period, reporting seniors will ensure one is conducted for inclusion into that report.

(4) All Marines subject to PCS or PCA orders are handled in accordance with MCO 6110.3 enclosure 1.3.d.4.

(b) Body Fat Measurement

(1) Upon weigh-in, if a Marine exceeds his/her maximum weight standard for his/her height, a body fat measurement is taken in accordance with reference (a) and recorded.

(2) If the Marine is found to be in compliance with the Marine Corps body fat standards, there is no further action required beyond the measurement recording by the CPTR/CCI. However, if the CPTR/CCI identifies a Marine not in compliance with MAP standards, they will notify the respective company commander for review.

(3) If the Marine is not in compliance with Marine Corps body fat standards, the recording CPTR/CCI will notify the Marine's company commander and the measurements are used to coordinate processing actions with the Marine's chain of command.

(c) Processing for BCP Assignment

(1) If a Marine does not meet standards, he/she is notified by enclosures (1) and (3) that he/she is being processed for formal assignment to the BCP. The process must take no more than 60 days to complete.

(2) If a Marine returns to standards during that processing period, there is no assignment to BCP.

(3) As soon as possible during the processing period, the Marine is evaluated by a certified health care provider to diagnose any disease or medical condition prohibiting compliance with BCP standards.

(4) The health care provider will annotate his/her findings and make a recommendation to the command for the Marine's assignment to BCP using enclosure (3), per reference (a).

(5) Per reference (b), a Marine who is being processed for the BCP, or is currently assigned to BCP, are not eligible for promotion, re-enlistment, or selection to a special duty assignment.

(6) If during the time of active processing a fitness report comes due, it is rendered adverse and an explanation is included in Section I of the fitness report. The report is not considered adverse if the health care provider has diagnosed an underlying medical condition and an explanation is annotated in Section I.

(7) The duration of the BCP is based on a six month evaluation period from the date the medical provider deemed the Marine to be fit for BCP. The

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time is allotted to the Marine to take corrective actions to fix the deficiency. The Marine is required to undergo a physical fitness program designed by the CPTR/CCI. In accordance with enclosure (3), the Marine must weigh in once a month to evaluate progress based on monthly objectives. Per reference (a), the CPTR/CCI may conduct periodic height/weight assessments to track and monitor Marines. At the four month mark, the Marine is height/weighted as scheduled. If no progress is made, a four month evaluation 6105 is signed and entered into jacket. At the six month mark, Marine is evaluated for progress. If progress is made then Marine is removed from BCP or granted an extension. If no progress is made, the Marine is processed administratively for failure to meet height and weight standards.

(d) Processing for MAP Assignment

(1) If a Marine meets BCP standards, yet is determined by their company commander to present an unsuitable military appearance, they are recommended for MAP assessment to the battalion commander.

(2) The battalion commander will make a MAP assessment based on a review of all relevant documentation and an inspection in both the green PT uniform (T-shirt/shorts) and the Summer Service "C" uniform.

(3) If a Marine does not meet MAP standards, they are notified by enclosures (2) and (4) that they are formally assigned to the MAP, pending the results of an evaluation by a certified health care provider.

(4) As soon as possible following the battalion commander's assessment, the Marine is evaluated by a certified health care provider to rule out any disease or medical condition causing the improper weight distribution.

(5) The health care provider will annotate the findings and make a recommendation to the command for the Marine's assignment to MAP using enclosure (4), per reference (a).

(6) Upon notification of formal assignment to the MAP by the battalion commander, the Marine may submit a written appeal to the CO, SOI-E within 5 working days. The CO, SOI-E will make the final determination for assignment to the MAP. No adverse action will occur until that determination.

(e) Waivers

(1) If a Marine who is outside of weight/body fat standards yet possesses a sharp military appearance, the battalion commander may request a waiver on their behalf. The waiver will be requested via the chain of command to the final approving authority, HQMC (Manpower and Reserve Affairs) in accordance with reference (a).

5. For further guidance, the point of contact is the Operations Officer at 449-0295.



R. M. SANCIDO

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