

UNITED STATES MARINE CORPS

11TH MARINES 1ST MARINE DIVISION (REIN), FMF BOX 555503 CAMP PENDLETON, CA 92055-5503

> IN REPLY REFER TO: 6110 S-3 AUG 2 4 2022

REGIMENT POLICY LETTER 02-22

From: Commanding Officer To: Distribution List

Subj: MARINE CORPS BODY COMPOSITION AND MILITARY APPEARANCE PROGRAM

Ref: (a) MCO 6110.3A w/ CH 1-3

(b) MCO P1400.32D w/ CH 1-2

(c) MCO 1500.59A

(d) MCO 6100.13A w/ CH 1-4

(e) MCO 6100.14

Encl: (1) NAVMC 11621

(2) Daily Remedial Conditioning Program (RCP) Log Sheet

(3) Weekly Weigh-In Log Sheet(4) Monthly Counseling Log Sheet

(5) Body Composition Program (BCP) Education Log Sheet

(6) Medical Documentation Cover Sheet

(7) Initial Assignment Page 11 Entry

(8) Four Month Unsatisfactory Progress Page 11 Entry

(9) Four Month Satisfactory Progress Page 11 Entry

(10) BCP Failure Page 11 Entry

(11) BCP Successful Completion Page 11 Entry

(12) BCP Extension Page 11 Entry

(13) Second Assignment Page 11 Entry

(14) Failure to Conduct Weekly Weigh-In Page 11 Entry

(15) Failure to Comply Page 11 Entry for SNCOs

(16) Marine Corps Martial Arts Program (MCMAP) Belt Revocation Letter

(17) Remedial Conditioning Program (RCP) Representative Assignment Letter

(18) NAVMC 11620

(19) BCP Third Assignment Administrative Separation Page 11 Entry

- 1. Purpose. This policy letter highlights Headquarters Battery, 11th Marines compliance with reference (a).
- 2. Information. Reference (a) establishes the procedures for the Marine Corps Body Composition and Military Appearance Program (MCBCMAP) and identifies how Headquarters Battery will execute the program. Marines who exceed weight and body fat standards detract from the combat readiness of the unit. Some Marines may meet the minimum height, weight, and body fat standards established by reference (a), but do not present a suitable military appearance. The objective of the MCBCMAP is to establish a healthy weight and body composition standard to facilitate unit readiness, promote individual health, and present a suitable military appearance. It is expected that every Marine in the Regiment meets and maintains the MCBCMAP standards regardless of rank. Every Marine will receive a fair evaluation, which will include a medical assessment to rule out any underlying medical conditions, prior to an assignment to either the Body Composition Program or Military Appearance Program.
- a. Marines identified to be outside of their height and weight standards, identified to have a poor military appearance, or who fail to comply with the MCBCMAP will be formally assigned to the Body Composition Program (BCP) or Military Appearance Program (MAP), as applicable.

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- b. Marines assigned to BCP must lose the recommended weight by the end of their assignment, or they will be recommended for either an administrative separation or a Competency Review Board as outlined in reference (b).
- c. Marines assigned to BCP or MAP who fail to make satisfactory progress by the end of their initial assignment will be subject to a review of their Marine Corps Martial Arts Program (MCMAP) belt level for potential revocation by the Commanding Officer as authorized by reference (c).
- d. The required frequency and procedures for conducting height/weight and military appearance screenings are outlined in reference (a). All commanders and/or section Officers in Charge (OIC) are authorized to conduct unit/section weigh-ins with Command Physical Training Representatives and military appearance assessments as required. Screenings will be conducted not less than semiannually and all results will be entered into Marine Corps Training Information Management System (MCTIMS).
- e. The Remedial Conditioning Program (RCP) is established using references (a), (d), and (e). Marines assigned to MCBCMAP, required to run but did not take either the Physical Fitness Test (PFT) or Combat Fitness Test (CFT), or failed their PFT or CFT, must be assigned to RCP. Marines who fail to meet their height and weight standards and are in the process of being assigned to BCP will immediately begin reporting for RCP physical training. If, during the BCP assignment process, the Marine meets the height and weight standards, they will be removed from RCP and the BCP assignment process will be terminated. Any Marine that is assigned to the MAP will be assigned to RCP as well.
 - f. Official calibrated scales are the only authorized means of weighing a Marine.

3. Tasks

a. Regiment S-3

- (1) Execute this policy and supervise the Regimental BCP Coordinator.
- (2) Assign, in writing, a Marine from Headquarters Battery to serve as the Regimental BCP Coordinator.
- (3) Assign, in writing, personnel from the S-3 to serve as Command Physical Training Representatives (CPTR), who will conduct height, weight, body composition evaluations, PFTs, and CFTs as required.
- (4) Review and validate all Headquarters Battery BCP and MAP packages for assignment or removal from MCBCMAP.
 - (5) Maintain a minimum of two calibrated scales that meet the requirements identified in reference (a).
- (6) Conduct all height, weight, and body composition evaluations for all formal occasions (i.e. formal schools, promotion photos, permanent change of station, and permanent change of assignment checklists) that require a height, weight and/or body fat percentage. Keep a valid and accurate record for all measurements for two years, while adhering to reference (a) for measurement requirements.
- (7) Maintain copies of all Headquarters Battery CPTR and Force Fitness Instructor (FFI) letters and the corresponding MarineNet certificates.
- (8) Conduct a muster of all Headquarters Battery RCP Marines daily and maintain their log sheets for accountability.
- (9) Conduct weekly weigh-ins the last day of the work week for Headquarters Battery Marines assigned to BCP with another CPTR from the Marine's platoon/section.
 - (10) Certify approved personnel assigned to BCP appropriately into MCTIMS to be run on unit diary.
 - (11) Receive MAP candidates from Headquarters Battery and assist the BCP Coordinator in assigning them.

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- (12) Scan a digital copy and mail a certified registered/receipt copy of a BCP Marine's package to their next command's operations section in the event that the Marine executes Permanent Change of Station/Permanent Change of Assignment orders in accordance with reference (a).
- b. <u>Regimental Executive Officer</u>. Ensure all officers in Headquarters Battery are in compliance with MCBCMAP and all references.
- c. <u>Regimental Sergeant Major</u>. Ensure all staff noncommissioned officers (SNCO) in Headquarters Battery are in compliance with MCBCMAP and all references.

d. Headquarters Battery Commander

- (1) Assign, in writing, a minimum of 20 Marines of the rank of Sergeant and above as Battery CPTRs.
- (2) Ensure all CPTRs have completed required MarineNet courses (FFD01PFT02, FFD02CFT02, and FFD03BCP02) and provide copies of their CPTR letters and MarineNet certificates to the Regimental Operations Chief.
 - (3) Assign, in writing, a minimum of ten SNCOs or Officers as RCP representatives.
 - (4) Ensure all Marines conduct a semi-annual weigh-in per reference (a).
 - (5) Record and certify all copies of height, weight, and body fat tape measurement rosters into MCTIMS.
 - (6) Comply with all directions regarding RCP, BCP, and MAP.
- (7) Ensure a SNCO or Officer CPTR from each platoon/section accompanies their Marines assigned to RCP for daily check-in at the S-3 for accountability. That CPTR will also conduct the physical training with their Marine(s).
- (8) Ensure a CPTR conducts a weekly weigh-in for Marines assigned to BCP with another CPTR from the Regimental S-3.
- (9) Conduct quarterly Service 'C' uniform inspections to identify any MAP candidates and submit them to the Regiment Operations Chief, Sergeant Major, and BCP Coordinator for action.

e. Command Physical Training Representatives

- (1) Conduct PFTs and CFTs in accordance with reference (a).
- (2) Conduct semi-annual height, weight, and applicable body composition evaluations in accordance with reference (d).
 - (3) Act as a secondary CPTR with the Regiment S-3 CPTR during weekly BCP weigh-ins.

f. Regimental Medical Officer

- (1) Conduct the required physical exams and laboratory tests on Marines that are identified as being out of Marine Corps height and weight standards.
- (2) Recommend a healthy and realistic weight loss goal for each BCP candidate to achieve prior to assignment.
- (3) Provide physical training capabilities of light duty and limited duty Marines assigned to BCP to the BCP Coordinator during their period of restrictive duty.

g. Regimental BCP Coordinator/Force Fitness Instructor

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- (1) Supervise the overall conduct of the MCBCMAP.
- (2) Create, manage, and track all packages for personnel to be assigned to BCP and MAP.
- (3) Submit approved personnel assigned to BCP into MCTIMS for running on unit diary.
- (4) Send all copies of page 11 entries, NAVMC 11620 forms, and NAVMC 11621 forms to the Regiment S-1 for entry into the Marine's Official Military Personnel File (OMPF).
- (5) Create a 30-day scalable training plan for RCP Marines to utilize in order to have a well-rounded approach to physical training.
- (6) Create a physical training schedule tailored to those Marines on RCP that are on light duty or limited duty that are based on their capabilities and limitations. Consult with the Regimental Medical Officer and the Regimental Athletic Trainers for designing these plans.
- (7) Conduct periodic assessments of Regimental Headquarters Battery's platoon/section physical training plans to ensure they address all aspects of physical fitness.

h. Force Fitness Instructors

- (1) Create a training schedule each month, which will include, but is not limited to, nutritional classes and proper workout techniques, for presentation to the Battery's Marines.
 - (2) Assist the Regimental BCP Coordinator in the performance and conduct of RCP.

4. Coordinating Instructions

- a. All MCBCMAP packages will be in a six-part folder with identical layouts in accordance with Enclosures (1 6). These folders will also include a NAVMC 118(11) form that identifies the type of assignment for each Marine.
- b. All RCP Marines will muster at the S-3 every work day at 1045 for accountability with their platoon/section SNCO or Officer RCP representative.
- c. Any Marine that is unable to attend daily RCP activities must have their SNCO contact the Regimental Operations Chief for an excused absence. The Regiment S-3 will annotate the reason for the absence on the daily physical training record sheet. On days that the Battery secures earlier than 1300, RCP activities will still occur.
- d. Weekly BCP weigh-ins will occur in the Regiment S-3 the last day of the work week at 0830. Each BCP Marine must have a CPTR from their respective platoon or section accompany them in order to act as the secondary CPTR for body composition evaluation purposes.
 - e. The point of contact for this matter is Master Gunnery Sergeant Anthony D. Bedell at 760-725-3836.

P F FI DRIDGE

Distribution: A

BCP EVALUATION FORM

PRIVACY ACT STATEMENT

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

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; 10 U.S.C. 1074f, Medical Tracking System for Members Deployed Overseas; 32 CFR 64.4, Management and Mobilization; DoD Dir 1215.13, Reserve Component Member Participation Policy; DoD Instruction 3001.02, Personnel Accountability in Conjunction with Natural and Manmade Disasters; CJCSM 3150.13B, Joint Reporting Structure Personnel Manual; DoD Instruction 6490.03, Deployment Health; MCMEDS: SECNAVINST 1770.3D, Management and Disposition of Incapacitation Benefits for Members of the Navy and Marine Corps Reserve Components (Renamed Line of Duty(LOD)); and MCO 7220.50, Marine Corps Policy for paying Reserve Marines; E. O. 9397 (SSN), as amended; and SORN M01040-3 (available at: http://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570625/m01040-3/).

PRINCIPAL PURPOSE: Information collected by this form will be used to record body composition data for compliance with the Marine Corps Body Composition and Military Appearance Program (MCBCMAP) and will be entered in Marine Corps Total Force System (MCTFS).

RETENTION: The collected information will be maintained in the MCTFS database with restricted, limited access permissions and PKI/password protections in place. Records in this file system will only be retrieved by the record subject's name and EDIPI number. Records will be maintained for five years and will then be destroyed pursuant to provisions set forth in SECNAV M-5210.1; Subj. DON RECORDS MANAGEMENT PROGRAM.

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

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



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NAVMC 11621 (Rev. 11-16)

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

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DAILY RCP LOG

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MONTHLY COUNSELING

NAME:		EDIPI:	
MONTH 1 DATE:	REMARKS:		
CPTR NAME:		CPTR SIGNATURE:	
MARINE SIGNATURE:			
MONTH 2 DATE:	REMARKS:		
CPTR NAME:		CPTR SIGNATURE:	
MARINE SIGNATURE:			
MONTH 3 DATE:	REMARKS:		
		CPTR SIGNATURE:	
MARINE SIGNATURE:			
CPTR NAME:		CPTR SIGNATURE:	
MARINE SIGNATURE:			
MONTH 5 DATE:	REMARKS:		
CPTR NAME:		CPTR SIGNATURE:	
MARINE SIGNATURE:			
		CPTR SIGNATURE:	
MARINE SIGNATURE:			

BCP EDUCATION

NAME:	EDIPI:	
COURSE TITLE / CODE: Semper Fit Basic F	itness Course / MCIZ4133AZ	
DATE ASSIGNED:	MARINE SIGNATURE:	
DATE COMPLETED:	CPTR SIGNATURE:	
COURSE TITLE / CODE: Semper Fit Advance	ed Course / MCIZ4134AZ	
DATE ASSIGNED:	MARINE SIGNATURE:	
	CPTR SIGNATURE:	
COURSE TITLE / CODE:		
	MARINE SIGNATURE:	
	CPTR SIGNATURE:	
COURSE TITLE / CODE:		
DATE ASSIGNED:	MARINE SIGNATURE:	
DATE COMPLETED:	CPTR SIGNATURE:	
COURSE TITLE / CODE:		
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DATE COMPLETED:	CPTR SIGNATURE:	
COURSE TITLE / CODE:		
	MARINE SIGNATURE:	
	CPTR SIGNATURE:	
COURSE TITLE / CODE:		
	MARINE SIGNATURE:	
	CPTR SIGNATURE:	

MEDICAL DOCUMENTATION



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)	(Sigi	nature)	(Signature)
: Counseled this date concerning Marine Corps Body Composition Program. Specific recommendations for corrective actio body fat reduction goals by losing the prescrib body fat per month for six months and actively and exercise program. Assistance is available command. You are advised that failure to take corrective established weight/body composition standard for administrative separation from the USMC failure or unsatisfactory performance per paragmant MARCORSEPMAN. I understand that failure to complete my enlist honorable characterization of service may precibenefits from the Department of Veterans Affa and have an adverse effect on future civilian ending the entry, a written rebuttal can be submitted affiled in my OMPF. I choose (to) (not to) Signature of Marine	n are: Meet your weight/ ed lbs and % participate in your diet through your chain of action and meet a may result in processing or either weight control traphs 6206 and 6215 of ment contract with an lude my eligibility for irs or other organizations inployment. er acknowledgment of ind this rebuttal will be	promotion to <rank> Program for a period of unless waived by the app I was advised that within entry, a written rebuttal</rank>	nd that I am eligible but not recommended for due to my assignment to the Body Composition 6 months IAW MCO P1400.32D, par 1204.4x, appropriate authority. In five working days after acknowledgment of this can be submitted and this rebuttal will be filed in a make a rebuttal. Signature of Commanding Officer
SMITH, JOHN A.			1234567890
NAM	E (last, first, middle)		EDIPI
NAVMC 118(11) (REV. 05-2014) (EF)			

PREVIOUS EDITIONS ARE OBSOLETE

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ENCLOSURE (7)

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ADMINISTRATIVE REMARKS (1070) DATE DATE DATE I have been counseled concerning SBP and fully understand the automatic enrollment and future enrollment provisions on the Plan. 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. (Signature) (Signature) (Signature) : Counseled this date concerning your unsatisfactory performance while assigned to the Marine Corps BCP. Due to insufficient effort, you have not met your weight/body composition reduction goals. Specific recommendations for corrective action are: Meet your weight/ body composition reduction goal and actively participate in your diet and exercise program. Assistance is available through your chain of command. You are advised that failure to take corrective action and reach your required body composition will result in administrative separation for unsatisfactory performance per paragraph 6206 of MCO 1900.16_. 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 acknowledgment of this entry, a written rebuttal can be submitted and this rebuttal will be filed in my OMPF. I choose (to) ____ make a rebuttal. Signature of Marine Signature of Commanding Officer

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

SMITH, JOHN A.

11.

ENCLOSURE (<)

1234567890

EDIPI

NAME (last, first, middle)

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 you performance while assigned to the Marine Corps effort, you have met your weight/body composition reduction goal and your weight/body composition reduction goal and your diet and exercise program. Assistance is available of command. You are advised that failure to take corrective act required body composition will result in administ unsatisfactory performance per paragraph 6206 of Signature of Marine Signature of Marine	rr satisfactory BCP. Due to sufficient on reduction goals. re: Continue to meet d actively participate in iilable through your ion and reach your trative separation for	
SMITH, JOHN A.	·!	1234567890
NAME	(last, first, middle)	EDIPI
NAVMC 118(11) (REV. 05-2014) (EF) PREVIOUS EDITIONS ARE OBSOLETE	11	

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ENCLOSURE (9)

DATE	DATE		DATE
Articles UCMJ explained to me this date as required by Article 137, UCMJ.	Articles UCMJ explained required by Article 137, U	to me this date as ICMJ.	I have been counseled concerning SBP and fully understand the automatic enrollment and future enrollment provisions on the Płan.
(Signature)	(Signa	nture)	(Signature)
: Counseled this date concerning you with established weight/body composition standarthe Marine Corps BCP. Specific recommendations for corrective action a your weight/body composition reduction goal and your diet and exercise program. Assistance is available of command. You are advised that failure to take corrective act processing you for administrative separation for a performance per paragraph 6206 of MCO 1900.1 I understand that failure to complete my enlistme honorable characterization of service may preclubenefits from the Department of Veterans Affairs and have an adverse effect on future civilian emp. I was advised that within five working days after this entry, a written rebuttal can be submitted and filed in my OMPF. I choose (to)(not to)	re: Continue to meet d actively participate in tilable through your lion has resulted in unsatisfactory 6 at contract with an de my eligibility for cor other organizations eloyment.	iture)	(Signature)
SMITH, JOHN A.			1234567890
	flant Sunt world 19-1		
NAME	(last, first, middle)		EDIPI
NAVMC 118(11) (REV. 05-2014) (EF)		11. 223	

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ENCLOSURE (10)

	ADMINIOTRATIVE 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 you performance while assigned to the Marine Corps effort, you have met your weight/body composition have been removed from the BCP. Specific recommendations for corrective action a weight/body composition and actively participate exercise program. Assistance is available through command.	BCP. Due to sufficient on reduction goals and re: Maintain your	
Signature of Marine Signature of	of Commanding Officer	
SMITH, JOHN A.		1234567890
NAME	(last, first, middle)	EDIPI
	<u>-</u>	
NAVMC 118/11\ (REV_05-2014\ (EE\		

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ENCLOSURE (11)

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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 required by Article 137,		I have been counseled concerning SBP and fully understand the automatic enrollment and future enrollment provisions on the Plan.
(Signature)		pature)	(Signature)
	r extension on the rogress but have failed tion standards while on have been granted a ly composition re: Meet your weight/lbs and% articipate in your diet ough your chain of ion while on this six-ninistrative separation performance per nt contract with an de my eligibility for or other organizations loyment. acknowledgment of	: I understand promotion to <rank> Program for a period of unless waived by the applement of the program of the</rank>	d that I am eligible but not recommended for due to my assignment to the Body Composition 6 months IAW MCO P1400.32D, par 1204.4x,
SMITH, JOHN A.			1234567890
NAME	(last, first, middle)		EDIPI
NAVMC 118(11) (REV. 05-2014) (EF) PREVIOUS EDITIONS ARE OBSOLETE		11	ENCLOSURE (12

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	ADMINISTRATIVE	E 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		I have been counseled concerning SBP and fully understand the automatic enrollment and future enrollment provisions on the Plan.
(Signature)	(Sign	nature)	(Signature)
Counseled this date concerning you to the Marine Corps Body Composition Program. Specific recommendations for corrective action a body fat reduction goals by losing the prescribed body fat per month for six months and actively pand exercise program. Assistance is available the command. You are advised that failure to take corrective act established weight/body composition standards in for administrative separation from the USMC for failure or unsatisfactory performance per paragra MARCORSEPMAN. I understand that failure to complete my enlistme honorable characterization of service may preclubenefits from the Department of Veterans Affairs and have an adverse effect on future civilian emp. I was advised that within five working days after this entry, a written rebuttal can be submitted and filed in my OMPF. I choose (to)	re: Meet your weight/lbs and% articipate in your diet rough your chain of ion and meet hay result in processing either weight control phs 6206 and 6215 of nt contract with an de my eligibility for or other organizations loyment. acknowledgment of	promotion to <rank> Program for a period of unless waived by the app I was advised that within entry, a written rebuttal</rank>	d that I am eligible but not recommended for due to my assignment to the Body Composition 6 months IAW MCO P1400.32D, par 1204.4x, propriate authority. In five working days after acknowledgment of this can be submitted and this rebuttal will be filed in make a rebuttal. Signature of Commanding Officer
SMITH, JOHN A.		<u> </u>	1234567890
NAME ((last, first, middle)		EDIPI
NAVMC 118(11) (REV. 05-2014) (EF)		11	

ENCLOSURE (13)

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DATE	DATE		DATE
Articles UCMJ explained to me this date as required by Article 137, UCMJ.	Articles UCMJ explained to me to required by Article 137, UCMJ.	nis date as	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 you mandatory weekly weigh-in while assigned to the Conducting a body composition evaluation is a w while assigned to BCP. You have been counseled during your initial counseling when you were first program. Specific recommendations for corrective action a body composition evaluations during your assign Assistance is available through your chain of contract I was advised that within five working days after this entry, a written rebuttal can be submitted and filed in my OMPF. I choose (to) (not to)	Marine Corps BCP. eekly requirement on this requirement t assigned to the re: Conduct weekly ed day of the week amand. acknowledgment of		
SMITH, JOHN A.	I		1234567890
NAME	last, first, middle)		EDIPI
NAVMC 118(11) (REV. 05-2014) (EF) PREVIOUS EDITIONS ARE OBSOLETE	11.		12

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ENCLOSURE (14)

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 you weekly body composition evaluation on <your (not="" (to)="" a="" action="" advised="" after="" and="" assigned="" assistance="" attention="" available="" bcp.="" be="" body="" can="" challenge="" choose="" composition="" conducting="" corrective="" days="" entry,="" evaluation="" evaluations="" filed="" five="" for="" full="" having="" i="" in="" involved="" is="" leadership="" marine="" marines="" monitor="" my="" n="" needs="" of="" ompf.="" on="" progress="" rebuttal="" recommendations="" s-3="" should="" specific="" submitted="" take="" td="" that="" the="" their="" this="" through="" time="" to="" to)<="" w="" was="" while="" with="" within="" working="" written="" you="" your=""><td>MARINE>. reekly requirement for ssigned to the BCP is a h. As a leader, you pur assigned Marine program. re: Conduct weekly Marine that is assigned chain of command. acknowledgment of this rebuttal will be</td><td></td></your>	MARINE>. reekly requirement for ssigned to the BCP is a h. As a leader, you pur assigned Marine program. re: Conduct weekly Marine that is assigned chain of command. acknowledgment of this rebuttal will be	
SMITH, JOHN A.		1234567890
NAME	EDIPI	
NAVMC 118(11) (REV. 05-2014) (EF) PREVIOUS EDITIONS ARE OBSOLETE	11.	

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ENCLOSURE (15')



UNITED STATES MARINE CORPS

11TH MARINE REGIMENT 1ST MARINE DIVISION (REIN) FMF BOX 555503 CAMP PENDLETON, CA 92055-5503

> IN REPLY REFER TO: 1500 S-3

From: Commanding Officer

To: Corporal John A. Smith 1234567890/9999 USMC

Subj: REVOCATION OF MARINE CORPS MARTIAL ARTS PROGRAM (MCMAP) BELT RANK

Ref: (a) MCO 1500.59

- 1. Your current Marine Corps Martial Arts Program (MCMAP) belt rank of Green is hereby revoked, and you are reverted and reduced to the MCMAP belt rank of Tan.
- 2. This action is being taken in accordance with reference (a). Your performance is not in keeping with the values of MCMAP. Your failure to maintain height, weight, and body composition standards as a Marine is unacceptable.
- 3. You are authorized to advance through the MCMAP belt system, but you must complete all training requirements for each belt syllabus in order to be awarded the next MCMAP belt ranking status. If you choose to be a Martial Arts Instructor (MAI) or Martial Arts Instructor (MAIT), you are required to attend the prerequisite course.

P. F. ELDRIDGE

Copy to: IPAC/MCTIF

FIRST ENDORSEMENT

From: Corporal John A. Smith 1234567890/9999 USMC

To: Commanding Officer

Subj: REVOCATION OF MARINE CORPS MARTIAL ARTS PROGRAM (MCMAP) BELT RANK

1. I hereby acknowledge and understand that my MCMAP belt rank of Green is hereby revoked and I have been reverted and reduced to the MCMAP belt rank of Tan.

J. A. SMITH



UNITED STATES MARINE CORPS

11TH MARINES 1ST MARINE DIVISION (REIN) FMF BOX 555503 CAMP PENDLETON, CA 92055-5503

> IN REPLY REFER TO: 6110 CO

From: Commanding Officer, Headquarters Battery

To: Staff Sergeant John A. Smith 1234567890/9999 USMC

Subj: APPOINTMENT AS HEADQUARTERS BATTERY, 11TH MARINE REGIMENT REMEDIAL CONDITIONING PROGRAM REPRESENTATIVE

Ref: (a) MCBUL 6100 dtd 15 Dec 16

(b) MCO 6110.3A W/CH 1-3

(c) MCO 6100.13A W/CH 1-4

- 1. Per the references, you are hereby appointed as the Headquarters Battery, 11th Marine Regiment Remedial Conditioning Program (RCP) representative.
- 2. You are responsible for all issues pertaining to the Battery's remedial conditioning program Marines. This includes, but is not limited to, the development, implementation, management, and supervision of the unit's Remedial Conditioning Program. You will act as the liaison to the Regiment Operations Chief, Body Composition Program Coordinator, and Force Fitness Instructors.
- 3. This appointment terminates upon your transfer or reassignment.

B. A. COMMANDER

RECEIVING ENDORSEMENT

From: Staff Sergeant John A. Smith 1234567890/9999 USMC

To: Commanding Officer, Headquarters Battery

Subj: APPOINTMENT AS HEADQUARTERS BATTERY, 11TH MARINE REGIMENT REMEDIAL CONDITIONING PROGRAM REPRESENTATIVE

1. I have read the above appointment letter and understand its contents. I acknowledge the duties and requirements of the said named billet.

J. A. SMITH

MILITARY APPEARANCE PROGRAM EVALUATION FORM

PRIVACY ACT STATEMENT

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

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; 10 U.S.C. 1074f, Medical Tracking System for Members Deployed Overseas; 32 CFR 64.4. Management and Mobilization; DoD Dir 1215.13, Reserve Component Member Participation Policy; DoD Instruction 3001.02, Personnel Accountability In Conjunction with Natural and Manmade Disasters; CJCSM 3150.13B, Joint Reporting Structure Personnel Manual; DoD Instruction 6490.03, Deployment Health; MCMEDS: SECNAVINST 1770.3D, Management and Disposition of Incapacitation Benefits for Members of the Navy and Marine Corps Reserve Components (Renamed Line of Duty (LOD)); and MCO 7220.50, Marine Corps Policy for paying Reserve Marines; E.O. 9397 (SSN), as amended; and SORN M01040-3 (available at: http://dpcid.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570625/m01040-3/).

PRINCIPAL PURPOSE: Information collected by this form will be used to record military appearance data for compliance with the Marine Corps Body Composition and Military Appearance Program (MCBCMAP) and will be entered in Marine Corps Total Force System (MCTFS).

RETENTION: The collected information will be maintained in the MCTFS database with restricted, limited access permissions and PKI/password protections in place. Records in this file system will only be retrieved by the record subject's name and EDIPI number. Records will be maintained for five years and will then be destroyed pursuant to provisions set forth in SECNAV M-5210.1; Subj: DON RECORDS MANAGEMENT PROGRAM.

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

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

Unit MAP EVALUATION FORM											
		187 180			RESPONDE	NT INFORM	ATION				
Rank	First	Name	MI		Last Name	175.21g 6		EDIPI	THE STATE OF THE STATE OF	DOB	
					INITIAL MA	P ASSESME	NT		CONTRACTOR NO.		
D	ate	Hei	ight	V	Veight	THE RESERVE OF THE PERSON NAMED IN	Weight	В	F%	Max BF%	
				FOR	CE FITNESS I	NSTRUCTO	R/COMM/	THE RESERVE THE PERSON NAMED IN	_		
Rank	First	Name	MI	-	Last Name			Signature		Date	
				Executive Officer Rank				Name			
				Sergeant Rank Major/Senior			Name				
				Enliste	ed Advisor						
				-	110		FI	NDINGS	100 100		
Photo			Respondent presents suitable military appearance Respondent does not present suitable military appearance due to subjective personal appearance indicators Respondent does not present suitable military appearance due to improper								
					weight dist		Meserr 2		2 abhearar	ico dua io inspribia	
						8211	REC	OMMENDAT	ION		
					MAP assig	nment not v	varranted	no further a	ction requir	ed with military	
						riment requi e standards		DIENT TO ENSUITE	compliance	with muitary	
	7	Assert				SIGNMENT				- 0/4 0	
		Ini	tial			1000		Exte	nsion	-	
Start	Date	End	Date	Tar	get BF%	Start	Date	End	Date	Target BF%	
Rank	First	Name	MI		Last Name	DING OFFIC		Jnit Diary Nur	-hai	Date	
- Name	7 3	(40)116			Last Manie			JILL DIALY NUS	ILDAN	Date	
Sign	Signature			Date							
7. 141.A				R	ESPONDENT	ACKNOWLE	EDGEMEN	IT			
Initial	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.										
	prescribed to	meline and f	aiture to do s	o may res	ult in my contin	ued assignm	ent to the	Military Appea	rance Progr		
	Program and	d that failure	to do so may	result in I	my continued a	ssignment to	the MAP.			thysical Conditioning	
	and adhere	to the nutritio	nal guidance	e provided	by an BCBEMI	P throughout	my assign	nment to the M	AP.	ment to MAP only)	
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.											
Responden	t Signature					110	•	Date			
Initial					MAP DET	ERM INATIO	N				
ne A f A fee (M)	You are in co Unit Diary.	ompliance wi	ith Marine Co	orps militar	y appearance	standards, ar	nd are offic	cially removed	from the MA	P (and RPCP) on the	
	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											
Die C		Mines and				DIRECTOR DRIKE	ER	- Committee			
Rank		First Name		MO		ast Name		Unit Dia	ry Number	Date	
Signa	Signature							Date			

NAVMC 11620 (Rev. 11-16) (EF)

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 established weight/body composition standards. The being out of standards, and have already been ass You cannot be processed for a third assignment to 6110.3A, and will therefore be recommended and administrative separation. On July 17, 2020, you inches. Your maximum allowable weight is 156 body fat percentage allowed is 27%. You weight with a body fat percentage of 37%. Specific recommendations for corrective action a body composition reduction goal and actively parand exercise program. Assistance is available throcommand. You are advised that failure to take corrective act processing for administrative separation for unsate per paragraph 6206 of MCO 1900.16. I understand that failure to complete my enlistmenhonorable characterization of service may preclube benefits from the Department of Veterans Affairs and have an adverse effect on future civilian emp I was advised that within five working days after this entry, a written rebuttal can be submitted and filed in my OMPF. I choose (to)	This is your third time igned twice before. To BCP, per MCO I processed for an were heighted at 65 pounds, and maximum and in at 170 pounds re: Meet your weight/ ticipate in your diet bugh your chain of the ion may result in isfactory performance that contract with an the my eligibility for or other organizations loyment.					
FRAMES, SAMANTHA J.	I	1462002617				
NAME (last, first, middle)	EDIPI				
NAVMC 118(11) (REV. 05-2014) (EF) PREVIOUS EDITIONS ARE OBSOLETE	11.					

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ENCLOSURE (19)