



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 24 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. Regimental Executive Officer. Ensure all officers in Headquarters Battery are in compliance with MCBCMAP and all references.

c. Regimental Sergeant Major. 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. ELDRIDGE

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://dpclid.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.

BCP EVALUATION FORM											
Unit											
RESPONDENT INFORMATION											
Rank	First Name	MI	Last Name			EDIPI			DOB		
INITIAL BCP ASSESSMENT											
Date	Height		Weight		Max Weight		BF%		Max BF%		
FORCE FITNESS INSTRUCTOR/COMMAND PT REPRESENTATIVE											
Rank	First Name	MI	Last Name			Signature			Date		
MEDICAL DOCTOR'S INITIAL EVALUATION AND FINDINGS											
<input type="checkbox"/> Weight is due to a newly diagnosed medical condition known to result in weight gain									Date diagnosed		
<input type="checkbox"/> Weight is due to a medical condition known to result in weight gain, which has worsened in the last 6 months									Date change		
<input type="checkbox"/> Weight is due to an increased dosage of medical therapy in the last 6 months known to result in weight gain									Date change		
<input type="checkbox"/> None of the above											
Recommendations / Limitations											
Circle one of each		Rank	Name			Signature			Date		
Civ / Mil MD / DO Board Certified or Eligible		<input type="checkbox"/>	<input type="checkbox"/>			Signature Field <input type="checkbox"/>			<input type="checkbox"/>		
Civ / Mil MD / DO Board Certified or Eligible		<input type="checkbox"/>	<input type="checkbox"/>			Signature Field <input type="checkbox"/>			<input type="checkbox"/>		
Civ / Mil MD / DO Board Certified or Eligible		<input type="checkbox"/>	<input type="checkbox"/>			Signature Field <input type="checkbox"/>			<input type="checkbox"/>		
BCP Monthly Objectives											
Month 1		Month 2		Month 3		Month 4		Month 5		Month 6	
Weight	BF%	Weight	BF%	Weight	BF%	Weight	BF%	Weight	BF%	Weight	BF%
Commanding Officer											
Rank	First Name	MI	Last Name			Unit Diary Number			Unit Diary Entry Date		
Signature					BCP Effective Date						
BCP Assignment											
Assignment			Start Date		End Date		Target Weight		Target BF%		
Evaluation	First	Extension	Second								
Respondent Acknowledgement											
Initial											
		I understand I am not in compliance with Marine Corps height, weight and body composition standards, not due to an underlying condition or disease and that I am being assigned to the Body Composition/Remedial Physical Conditioning Program.									
		I understand I am required to meet established weight loss and body composition goals within six months and failure to do so may result in my administrative separation.									
		I understand I am required to meet established monthly weight reduction goals, participate in the unit primary/alternate remedial physical conditioning program and that failure to do so may result in my administrative separation.									
		I understand I am required to complete "MarineNet MCIZ4133AZ, Semper Fit Basic Fitness Course." (First assignment to BCP only) and adhere to the nutritional guidance provided by an BCBEMP throughout my assignment to the BCP									
		I understand my participation in RPCP is mandatory while assigned to the BCP and that I am not eligible for promotion and may be denied retention during my initial or subsequent assignments to the BCP.									
Respondent Signature					Date						
Final BCP Assessment											
Start Weight		Start BF%		Start Date		Final Weight		Final BF%		End Date	
BCP Determination											
Initial											
		1st/2 Assignment/Extension: You have attained and maintained the Marine Corps body composition standards, and are officially removed from the BCP (and RPCP) on the Unit Diary.									
		1st Assignment (Unsatisfactory Performance): You have failed to meet the Marine Corps body composition standards and will receive a 6105 counseling entry on your SRB/OQR's Page 11, and be immediately processed for administrative separation.									
		1st ASSIGNMENT: You have not met Marine Corps body composition standards, but have made satisfactory progress. You are provided a one-time extension and are required to meet body composition standards within six months.									
		EXTENSION: You have attained and maintained Marine Corps body composition standards, and are officially removed from BCP. If you fail to meet body composition standards again, you may be granted a second BCP assignment.									
		EXTENSION/2d Assignment: You have failed to meet the Marine Corps body composition standards and will receive a 6105 counseling entry on your SRB/OQR's Page 11, and be immediately processed for administrative separation.									
Respondent Signature					Date						
Commanding Officer											
Rank	First Name	MI	Last Name			Unit Diary Number			Date		
Signature					Date						

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

NAVMC 11621 (Rev. 11-16)

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

ENCLOSURE (1)

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 NAME: _____ **CPTR SIGNATURE:** _____

MARINE SIGNATURE: _____

MONTH 4 DATE: _____ **REMARKS:** _____

CPTR NAME: _____ **CPTR SIGNATURE:** _____

MARINE SIGNATURE: _____

MONTH 5 DATE: _____ **REMARKS:** _____

CPTR NAME: _____ **CPTR SIGNATURE:** _____

MARINE SIGNATURE: _____

MONTH 6 DATE: _____ **REMARKS:** _____

CPTR NAME: _____ **CPTR SIGNATURE:** _____

MARINE SIGNATURE: _____

ENCLOSURE (4)

BCP EDUCATION

NAME: _____ **EDIPI:** _____

COURSE TITLE / CODE: Semper Fit Basic Fitness Course / MCIZ4133AZ

DATE ASSIGNED: _____ MARINE SIGNATURE: _____

DATE COMPLETED: _____ CPTR SIGNATURE: _____

COURSE TITLE / CODE: Semper Fit Advanced Course / MCIZ4134AZ

DATE ASSIGNED: _____ MARINE SIGNATURE: _____

DATE COMPLETED: _____ CPTR SIGNATURE: _____

COURSE TITLE / CODE: _____

DATE ASSIGNED: _____ MARINE SIGNATURE: _____

DATE COMPLETED: _____ CPTR SIGNATURE: _____

COURSE TITLE / CODE: _____

DATE ASSIGNED: _____ MARINE SIGNATURE: _____

DATE COMPLETED: _____ CPTR SIGNATURE: _____

COURSE TITLE / CODE: _____

DATE ASSIGNED: _____ MARINE SIGNATURE: _____

DATE COMPLETED: _____ CPTR SIGNATURE: _____

COURSE TITLE / CODE: _____

DATE ASSIGNED: _____ MARINE SIGNATURE: _____

DATE COMPLETED: _____ CPTR SIGNATURE: _____

COURSE TITLE / CODE: _____

DATE ASSIGNED: _____ MARINE SIGNATURE: _____

DATE COMPLETED: _____ CPTR SIGNATURE: _____

ENCLOSURE (5)

MEDICAL DOCUMENTATION

ENCLOSURE (6)



ADMINISTRATIVE REMARKS (1070)

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

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.

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.

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) ___ (not to) ___ make a rebuttal.

Signature of Marine

Signature of Commanding Officer

_____: I understand that I am eligible but not recommended for promotion to <RANK> due to my assignment to the Body Composition Program for a period of 6 months IAW MCO P1400.32D, par 1204.4x, unless waived by the appropriate authority.

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) ___/(not to) ___ make a rebuttal.

Signature of Marine

Signature of Commanding Officer

SMITH, JOHN A.	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.
<i>(Signature)</i>	<i>(Signature)</i>	<i>(Signature)</i>

_____: 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) ___ (not to) ___ make a rebuttal.

Signature of Marine

Signature of Commanding Officer

SMITH, JOHN A.

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

_____: Counseled this date concerning your satisfactory performance while assigned to the Marine Corps BCP. Due to sufficient effort, you have met your weight/body composition reduction goals.

Specific recommendations for corrective action are: Continue to 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_.

Signature of Marine

Signature of Commanding Officer

SMITH, JOHN A.	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>_____</p> <p>(Signature)</p>	<p>DATE</p> <p>Articles UCMJ explained to me this date as required by Article 137, UCMJ.</p> <p>_____</p> <p>(Signature)</p>	<p>DATE</p> <p>I have been counseled concerning SBP and fully understand the automatic enrollment and future enrollment provisions on the Plan.</p> <p>_____</p> <p>(Signature)</p>
--	--	---

_____: Counseled this date concerning your failure to comply with established weight/body composition standards while assigned to the Marine Corps BCP.

Specific recommendations for corrective action are: Continue to 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 has resulted in processing you for 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)____ (not to)____ make a rebuttal.

Signature of Marine

Signature of Commanding Officer

SMITH, JOHN A.	1234567890
NAME (last, first, middle)	EDIPI

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

11. _____

ENCLOSURE (10)

FOUO - Privacy sensitive when filled in

Adobe LiveCycle Designer 9



ADMINISTRATIVE REMARKS (1070)

<p>DATE</p> <p>Articles UCMJ explained to me this date as required by Article 137, UCMJ.</p> <p>_____ (Signature)</p>	<p>DATE</p> <p>Articles UCMJ explained to me this date as required by Article 137, UCMJ.</p> <p>_____ (Signature)</p>	<p>DATE</p> <p>I have been counseled concerning SBP and fully understand the automatic enrollment and future enrollment provisions on the Plan.</p> <p>_____ (Signature)</p>
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_____: Counseled this date concerning your successful performance while assigned to the Marine Corps BCP. Due to sufficient effort, you have met your weight/body composition reduction goals and have been removed from the BCP.

Specific recommendations for corrective action are: Maintain your weight/body composition and actively participate in your diet and exercise program. Assistance is available through your chain of command.

Signature of Marine

Signature of Commanding Officer

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

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.

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.

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) ___ (not to) ___ make a rebuttal.

Signature of Marine

Signature of Commanding Officer

_____: I understand that I am eligible but not recommended for promotion to <RANK> due to my assignment to the Body Composition Program for a period of 6 months IAW MCO P1400.32D, par 1204.4x, unless waived by the appropriate authority.

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) ___/(not to) ___ make a rebuttal.

Signature of Marine

Signature of Commanding Officer

SMITH, JOHN A.	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>_____ (Signature)</p>	<p>DATE</p> <p>Articles UCMJ explained to me this date as required by Article 137, UCMJ.</p> <p>_____ (Signature)</p>	<p>DATE</p> <p>I have been counseled concerning SBP and fully understand the automatic enrollment and future enrollment provisions on the Plan.</p> <p>_____ (Signature)</p>
---	---	--

_____: Counseled this date concerning your second assignment to the Marine Corps Body Composition Program.

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.

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.

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) ___ (not to) ___ make a rebuttal.

Signature of Marine

Signature of Commanding Officer

_____: I understand that I am eligible but not recommended for promotion to <RANK> due to my assignment to the Body Composition Program for a period of 6 months IAW MCO P1400.32D, par 1204.4x, unless waived by the appropriate authority.

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) ___/(not to) ___ make a rebuttal.

Signature of Marine

Signature of Commanding Officer

SMITH, JOHN A.	1234567890
NAME (last, first, middle)	EDIPI



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>
---	---	--

_____: Counseled this date concerning your failure to conduct a weekly body composition evaluation on <YOUR MARINE>. Conducting a body composition evaluation is a weekly requirement for Marines assigned to the BCP. Having a Marine assigned to the BCP is a leadership challenge that needs your full attention. As a leader, you should take the time to monitor the progress of your assigned Marine and be involved with their progress while on the program.

Specific recommendations for corrective action are: Conduct weekly body composition evaluations with S-3 on your Marine that is assigned to the BCP. Assistance is available through your chain of command.

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)____(not to)____ make a rebuttal.

Signature of Marine

Signature of Commanding Officer

SMITH, JOHN A.	1234567890
NAME (last, first, middle)	EDIPI



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 Trainor (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

ENCLOSURE (16)



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

ENCLOSURE (17)

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://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 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.

MAP EVALUATION FORM						
Unit						
RESPONDENT INFORMATION						
Rank	First Name	MI	Last Name	EDIPI	DOB	
INITIAL MAP ASSESSMENT						
Date	Height	Weight	Max Weight	BF%	Max BF%	
FORCE FITNESS INSTRUCTOR/COMMAND PT REPRESENTATIVE						
Rank	First Name	MI	Last Name	Signature	Date	
Photo	Executive Officer		Rank	Name		
	Sergeant Major/Senior Enlisted Advisor		Rank	Name		
	FINDINGS					
	<input type="checkbox"/>	Respondent presents suitable military appearance				
	<input type="checkbox"/>	Respondent does not present suitable military appearance due to subjective personal appearance indicators				
	<input type="checkbox"/>	Respondent does not present suitable military appearance due to improper weight distribution				
	RECOMMENDATION					
	<input type="checkbox"/>	MAP assignment not warranted, no further action required				
	<input type="checkbox"/>	MAP assignment required in order to ensure compliance with military appearance standards				
	MAP ASSIGNMENT					
Initial		Extension				
Start Date	End Date	Target BF%	Start Date	End Date	Target BF%	
COMMANDING OFFICER						
Rank	First Name	MI	Last Name	Unit Diary Number	Date	
Signature				Date		
RESPONDENT ACKNOWLEDGEMENT						
Initial						
	I understand I do not present a suitable military appearance and that failure to comply with established height/weight and body composition standards may result in my assignment to the Body Composition Program.					
	I understand I am required to comply with established body composition, personal hygiene, grooming and uniform standards within the prescribed timeline and failure to do so may result in my continued assignment to the Military Appearance Program.					
	I understand I am required to meet established military appearance standards, participate in the unit Remedial Physical Conditioning Program and that failure to do so may result in my continued assignment to the MAP.					
	I understand I am required to complete MarineNet MCIZ4133AZ, Semper Fit Basic Fitness Course* (First assignment to MAP only) and adhere to the nutritional guidance provided by an BCBEMP throughout my assignment to the MAP.					
	I understand my participation in RPCP is mandatory while assigned to the MAP and that I am not eligible for promotion and may be denied retention during my initial or subsequent assignments to the MAP.					
Respondent Signature				Date		
MAP DETERMINATION						
Initial						
	You are in compliance with Marine Corps military appearance standards, and are officially removed from the MAP (and RPCP) on the Unit Diary.					
	You are not in compliance with Marine Corps military appearance standards, your assignment to the MAP (and RPCP) remains in effect.					
	You are not in compliance with Marine Corps body composition standards and will be evaluated for assignment to the Body Composition Program (and RPCP).					
Respondent Signature				Date		
COMMANDING OFFICER						
Rank	First Name	MI	Last Name	Unit Diary Number	Date	
Signature				Date		



ADMINISTRATIVE REMARKS (1070)

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

Counseled this date concerning your failure to comply with established weight/body composition standards. This is your third time being out of standards, and have already been assigned twice before. You cannot be processed for a third assignment to BCP, per MCO 6110.3A, and will therefore be recommended and processed for an administrative separation. On July 17, 2020, you were heighted at 65 inches. Your maximum allowable weight is 156 pounds, and maximum body fat percentage allowed is 27%. You weighed in at 170 pounds with a body fat percentage of 37%.

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 may result in processing for 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) (not to) make a rebuttal.

Signature of Marine

Signature of Commanding Officer

FRAMES, SAMANTHA J.	1462002617
NAME (last, first, middle)	EDIPI

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

11. _____

FOUO - Privacy sensitive when filled in

ENCLOSURE (19)
Adobe LiveCycle Designer 9