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**Medical Command**

**THE WEIGHT MANAGEMENT PROGRAM**

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This instruction establishes how to administer the weight management program, measure body fat, update the personnel data system, and destroy weight management program documents. This instruction applies to all active duty Air Force, Air National Guard members who are under provisions of Title 10, United States Code, and the Air Force Reserve. It implements Air Force Policy Directive (AFPD) 40-5, *Fitness and Weight Management*, and requires collecting and maintaining information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed by this instruction derives from Title 10, United States Code, Section 8013. The System of Records Notice F035 AF MP N, *Individual Weight Management File*, applies to this instruction. Refer to **Attachment 1** for the glossary. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 37-160, volume 1, table 3.2, *the Air Force Publications and Forms Management Programs--Developing and Processing Publications* (formerly Air Force Regulation (AFR) 5-8).

**SUMMARY OF CHANGES**

This revision defines who may measure individuals for body fat. A | indicates revisions from the previous edition.

**Section A—Program Responsibilities**

**1. Installation Commander:**

- 1.1. Manages the WMP and serves as the final authority for matters concerning the WMP.
- 1.2. Grants individual exemptions for WMP participation.
- 1.3. Obtains recommendations on how to improve the WMP from the Director of Base Medical Services (DBMS) and the unit commander.

## 2. Unit Commander:

- 2.1. Administers the WMP.
- 2.2. Once a month but on an irregular schedule, conducts random weigh-ins. Keeps records to ensure that all personnel get weighed or measured at least once a year.
- 2.3. Measures the body fat percentage of any individual who exceeds their maximum allowable weight, appears to exceed the body fat standard, or who doesn't present a professional military appearance, or whenever appropriate.
- 2.4. Appoints a WMP manager, or one manager and an assistant of the opposite sex so that all personnel are measured for body fat by an individual of the same sex.
- 2.5. Organizes individual and unit sports, fitness, and recreational activities.
- 2.6. Encourages personnel to follow an active conditioning program and a proper diet regimen.
- 2.7. Notifies the Military Personnel Flight (MPF), Special Actions, when individuals enter and leave the WMP or undergo a change of status at non-PC-III configured units. Use AF Form 108, **Weight Program Processing**.
- 2.8. At PC-III units, updates the appropriate Weight Status Code (WSC) reflected on AF Form 108 into the Personnel Data System (PDS).
- 2.9. Mails the WMP Case File (WMPCF) to the gaining commander within 5 duty days after an individual departs on Permanent Change of Station (PCS) or Permanent Change of Assignment (PCA).
- 2.10. Reschedules the weigh-in dates of female personnel, based on their menstrual cycles.

3. **Unit WMP Manager:** Monitors individuals enrolled in the WMP.

4. **Supervisor:** Supports the WMP and gives motivational counseling to subordinates.

5. **Chief, MPF.** Provides procedural guidance on the WMP. Updates the PDS and provides copies of body fat percentage charts for non PC-III units.

6. **Geographically Separated Unit (GSU) Commanders:** Delays or waives the program requirements if limited facilities, equipment, or geographical location and conditions prevent people from completing all aspects of the WMP. Document any delay or waiver on AF Form 393, **Individual Record for Weight Management and Fitness Improvement Training Programs**.

### *Section B—Program Elements*

7. **The Air Force Body Fat Standard.** These are the Air Force's maximum body fat standards:

- 20 percent for men 29 years old and younger.
- 24 percent for men 30 years old and older.
- 28 percent for women 29 years old and younger.
- 32 percent for women 30 years old and older.

**8. When to Measure an Individual.** The WMP manager must measure anybody who:

- Exceeds the height-to-weight charts for body fat percentage. Use the circumferential measurement technique described in **Attachment 2**.
- According to the unit commander, appears to exceed body fat standards or doesn't present a professional military appearance.

**9. Weight Status Codes (WSC).** The unit commander and WMP manager use the following WSCs to track which phase of the WMP an individual is currently in:

WSC 1 - Satisfactory Progress (phase 1)

WSC 2 - Unsatisfactory Progress (phase 1)

WSC 3 - 6-Month Observation Period (phase 2)

WSC 4 - Body Fat Standard Adjustment

WSC 5 - Temporary Medical Deferral (phase 1)

WSC 6 - Initial Entry (phase 1)

WSC 7 - 1-Year Probation Period

**10. Processing Body Fat Standard Adjustments.** The unit commander considers an individual for an upward body fat standard adjustment if they are over the body fat limits according to the body fat percent charts in PC-III but otherwise appear physically fit. Only increases to the body fat percentage will be considered.

10.1. To assess whether an individual should receive a body fat standard adjustment, the unit commander:

- Refers the individual to DBMS for a medical evaluation to determine if a body fat standard adjustment is appropriate.
- Sends the recommendation and the results of the DBMS evaluation to the installation commander for consideration.

10.2. Installation commanders approve upward body fat standard adjustments for 6-month periods only. Individuals must submit for a reevaluation before the commander renews the request.

10.3. The WMP manager updates these PDS codes for individuals who receive approved body fat standard adjustments:

- WSC 4 for individuals not entered in the WMP.
- WSC 3 for individuals currently in Phase I of the WMP.

10.4. If the installation commander revokes a body fat standard adjustment, the unit commander allows individuals sufficient time to reduce their body fat percentage at the rate of 1 percent of body fat per month before determining entry into WSC 1 or 3.

10.4.1. Individuals who can't meet their body fat standard in the unit commander's designated time frame must enter into WSC 1.

## **11. When to Conduct Weight Checks, Body Fat Measurements, and Height Measurements.**

Weigh or measure individuals at least once a year and before these changes in status:

**11.1. Promotions and Appointments.** Weigh or measure before processing individuals for promotion, Regular Air Force (RegAF) appointments, Conditional Reserve Status (CRS), and before selecting officers for selective continuation.

**11.2. PCS.** Weigh or measure individuals no earlier than (NET) 30 and no later than 10 calendar days before departure.

**11.3. PCA.** The losing and gaining unit commander make sure that members don't have to interrupt their WMP activities.

**11.4. Temporary Duty (TDY).** The unit commander decides whether a member qualifies for command-support or normal-mission TDY. The individual carries a copy of their WMPCF to the TDY unit commander, when appropriate.

11.4.1. When the TDY is 29 days or more, the TDY commander enters members who exceed the body fat standards in the WMP and monitors their progress.

11.4.2. TDY for Professional Military Education (PME), retraining, or a training course (formal, specialization, or qualification training). Weigh or measure individuals NET 30 and no later than 10 calendar days prior to the projected departure date.

11.4.2.1. Individuals in Phase I are ineligible to attend PME.

**11.5. Reenlistments.** Weigh or measure an individual when initially identified and again NET 30 and no later than 10 workdays prior to reenlistment.

11.5.1. Individuals in Phase I cannot reenlist. The unit commander determines reenlistment eligibility during the individual's entire WMP participation period.

### ***Section C—Weight Management Program Phases***

**12. Assessment Period.** The WMP manager ensures that all overfat individuals get medically cleared and receive diet counseling before entering the WMP.

12.1. The DBMS determines whether individuals can safely and feasibly reduce weight or body fat, and be entered into a 90-day exercise program.

### **13. Phase I (Initial Entry and Body Fat Loss Period).**

13.1. The unit commander:

- Places individuals in Phase I of the WMP when their body fat percentage exceeds Air Force standards.
- Informs individuals that they must remain in Phase I until meeting the body fat standard or getting approval for a body fat standard adjustment.
- Ensures that individuals receive a medical examination, get initial and quarterly diet counseling and enter a 90-day exercise program.

13.2. The WMP manager:

- Measures all Phase I participants upon initial entry and on a monthly basis to determine their progress.
- Uses AF Form 393 to record medical clearances, diet counseling sessions, weight and body fat measurements, and administrative actions.
- Uses AF Form 108 each time a change in status occurs which requires update of a different WSC.
- Updates WSC 1 for individuals making satisfactory progress.
- Updates WSC 2 for individuals making unsatisfactory progress.
- Gives a copy of the WMP overview to each participant. (See **Attachment 3**).

#### **14. Phase II (Observation Period).**

14.1. The unit commander enters individuals into Phase II who:

- Successfully complete Phase I.
- Meet body fat standards during the DBMS evaluation after being identified as overfat.

14.2. The WMP manager:

- Measures participants monthly.
- Keeps participants in WSC 3 for a 6-month period when the commander approves a medical deferral.
- Update participants to WSC 7 after 6 months, if appropriate.

**15. Probation Period.** Unit commanders use the probation period to ensure that individuals who successfully complete Phase II remain committed to stay at or below their maximum body fat percentage for a 1-year period.

15.1. Unit commanders may weigh or measure individuals at any time during this 12-month probation period.

15.2. Individuals who receive a commander-approved medical deferral during the probation period remain in WSC 7.

#### **16. Reentering the WMP.**

16.1. The unit commander reenters individuals in Phase I any time they exceed body fat standards while in Phase II or the probation period.

16.2. Individuals who reenter Phase I must remain in WSC 2 for a minimum of 1 month.

16.3. Individuals who reenter Phase I must progress through Phase II and the probation period again.

#### **17. Participating in a 90-day Exercise Program.**

17.1. Individuals who enter Phase I or enter directly into Phase II must participate in a 90-day exercise program.

17.2. The unit commander:

- May require that individuals who don't present a professional military appearance enter a 90-day exercise program, regardless of weight or body fat percentage.
- Must direct individuals to get a medical clearance before entering the exercise program.
- Must specify, in writing, the date when individuals should complete the program and the requirements that they must meet.
- May extend the exercise program beyond the 90 days until participants achieve a professional military appearance.
- May allow individuals to exercise during duty hours, if appropriate.

**18. Processing Medical Deferrals.** Unit commanders may approve a temporary medical deferral for Phase I participants, when recommended by a medical practitioner. Unit commanders may also approve a medical deferral for the 90-day exercise program.

18.1. Unit commanders notify the individuals who get deferrals that they remain ineligible for many career-related events (see paragraph 11).

18.1.1. For medical deferrals from Phase I: The WMP manager updates the PDS to WSC 5. Don't measure these individuals until the deferral expires.

18.1.2. For medical deferrals from the 90-day exercise program: The WMP manager keeps the individual in WSC 1 or 2 and takes monthly weight and body fat measurements.

18.2. For medical deferrals due to pregnancy: The WMP manager updates the PDS to WSC 5. This deferral expires 6 months after the pregnancy ends. The unit commander may approve up to 18 months of deferral for pregnancy, based on a medical practitioner's recommendation.

18.3. In cases other than pregnancy, the unit commander may approve medical deferrals in 6-month increments, not to exceed 12 consecutive months. The unit commander recommends to the installation commander all deferrals exceeding 1 year.

18.4. The WMP manager measures a person after the deferral expires and enters him or her into WSC 1 or 3 using AF Form 108.

**19. Administrative Actions.** Unit commanders take administrative action when a person doesn't make satisfactory progress (see **Table 1**).

19.1. If a member fails to make satisfactory progress in the WMP on four occasions, unit commanders must make a recommendation to retain, discharge, or separate that member. If retained, the member gets assessed by the unit commander after each subsequent failure.

19.2. The installation commander makes the final decision to retain, discharge, or separate members who fail more than four times to satisfactorily lose the required monthly loss of weight or body fat while participating in the WMP.

19.3. Failing to make satisfactory progress in the WMP doesn't by itself constitute a violation of the Uniform Code of Military Justice (UCMJ). Unit commanders may not impose non judicial punishment on members solely for exceeding body fat standards or failing to meet monthly loss requirements.

*Section D—Documenting the WMP*

**20. AF Form 108.** The unit commander or WMP manager uses AF Form 108 to document an individual's date of entry, medical information, dietary information, WSC changes, temporary medical deferral from Phase I, approval or disapproval for an adjusted body fat standard, continuation in a 90-day exercise program, and reenlistment eligibility. The WSC change is effective on the date that the member acknowledges the action.

20.1. The Vice Commandant of the College of Enlisted PME and NCOs assigned duty as Detachment Chief or Academy Commandant have signature authority for the AF Form 108.

**21. AF Form 393.** The WMP manager uses AF Form 393 to document an individual's status, progress, and administrative actions given while in the WMP.

21.1. File a copy of the form in the transitory file when the individual departs PCS or PCA.

**22. Weight Management Program Case File (WMPCF).** The WMP manager files the AF Forms 108 and 393, records of administrative actions, and any other pertinent documents in the WMPCF.

22.1. The unit commander or WMP manager destroys the member's WMPCF when the probation period ends or after the member's separation or retirement.

**Table 1. Guide for Administrative Actions For The WMP. (See Note 1.)**

	Unsatisfactory Period							
	Options for Enlisted				Options for Officers			
	1st	2nd	3rd	4th	1st	2nd	3rd	4th
Verbal Counseling	X				X			
Letter of Admonition	X				X			
Verbal Reprimand	X	X			X	X		
Letter of Reprimand	X	X	X		X	X	X	
Establish UIF	X	X	X		X	X	X	
Limit Supervisory Responsibilities	X	X	X		X	X	X	
Remove Supervisory Responsibilities	X	X	X		X	X	X	
Performance Report Comments on Unsatisfactory Progress	X	X	X		X	X	X	
Prepare a "Directed by Commander" Report for Unsatisfactory Progress		X	X			X	X	
Promotion Propriety Action	X	X	X		X	X	X	
Control Roster		X	X			X	X	
Administrative Demotion			X					
Administrative Separation (note 2)				X				X
Retention with continuation in WMP and appropriate administrative actions from Third Unsatisfactory List				X				X

**NOTES:**

1. This figure provides the normal sequence and timing of administrative actions. Unit commanders take progressively more severe administrative actions, based on the number of unsatisfactory progress periods. Use one or more of the actions from the appropriate columns at each step. Don't use the same administrative action consecutively more than two times (except for OPR/EPR comments, which you may use at any point and as often as necessary). Unsatisfactory periods don't need to be consecutive for administrative actions.
2. The unit commander follows the procedures contained in AFI 36-3206, *Administrative Discharge Procedures* (formerly AFR 36-2) for officers and AFI 36-3208, *Administrative Separation of Airmen* (formerly AFR 39-10) for airmen. Unit commanders exercise their prerogative when selecting actions from



each unsatisfactory listing to document a member's lack of progress in the WMP. After making the decision whether to retain or separate the individual, notify the installation commander, in writing, and specify if this is the fourth or subsequent unsatisfactory progress period. For an officer, send the recommendation for discharge or retention to the initiating commander in accordance with AFI 36-3206.

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DCS/Personnel

## Attachment 1

### GLOSSARY OF REFERENCES, ABBREVIATIONS, AND TERMS

#### *References*

Article 15 UCMJ

DoD Directive 1308.1, 29 June 1981

Public Law 93-579

System of Records Notice F035 AF MP N

Title 5, United States Code, Section 552a

Title 10, United States Code, Section 8013

#### *Abbreviations*

**AFPD**—Air Force Policy Directive

**BFM**—Body Fat Measurement

**CRS**—Conditional Reserve Status

**DBMS**—Director of Base Medical Services

**DP**—Director of Personnel

**GSU**—Geographically Separated Unit

**MPF**—Military Personnel Flight

**NET**—No Earlier Than

**PCA**—Permanent Change of Assignment

**PCS**—Permanent Change of Station

**PDS**—Personnel Data System

**PME**—Professional Military Education

**RegAF**—Regular Air Force

**TDY**—Temporary Duty

**UCMJ**—Uniform Code of Military Justice

**WMP**—Weight Management Program

**WMPCF**—Weight Management Program Case File

**WSC**—Weight Status Code

#### *Terms*

**Body Fat Measurement (BFM)**— Determining an individual's body fat percentage by using circumferential measurement technique as outlined in **Attachment 2**.

**Body Fat Percentage**—The weight of the fat in an individual’s body as a percentage of total body weight.

**Monthly**—A calendar month or the period of time from any day of one month to the corresponding day of the next month. Periods of approximately 30 days.

**90-Day Exercise Program**—A specifically designed conditioning and dietary program for members in the WMP. Combine this program with the FIT program if the individual is aerobically unfit as well as overfat.

**Observation Period (Weight Management Program (WMP)—Phase II)** A 6-month period after the member has met the body fat standards, during which the member continues monthly body fat measurements to monitor fitness and dietary habits. Weight Status Code (WSC) 3.

**Overfat**—Body fat percentage exceeds the standards prescribed in paragraph 7.

**Personnel Data—System (PDS)** A collective term encompassing the total vertical computerized personnel data system. Use it when you’re not referencing a specific subsystem.

**Physical Fitness**—The ability to rapidly transform stored energy into work. The ability to do daily tasks efficiently, without undue fatigue, and have ample energy remaining for military contingencies, emergencies, and leisure pursuits.

**Physical Profile Serial Report (AF Form 422)**—As specified in AFI 48-123, *Medical Examination and Medical Standards* (formerly AFR 160-43), use this AF form for communicating information from a medical facility to personnel, command, and training authorities. The form describes the examinee’s condition in non technical terms, and records duty restrictions and assignment limitations.

**Probation Period**—A mandatory 1-year period following completion of the WMP’s Phase II.

**Satisfactory Progress**—A change in body fat composition or weight as specified in AFPD 40-5 that results in a decrease of at least 1 percent in body fat per month or a weight loss of 3 pounds per month for women or 5 pounds per month for men. PDS code: WSC 1.

**Temporary Medical Deferral**—A temporary deferral from Phase I of the WMP or 90-day exercise program for documented medical reasons. A medical practitioner and the unit commander must approve the deferral. With the exception of pregnancy deferrals, approved and revalidated deferrals by the unit commander must not exceed increments of 6 months. PDS code: WSC 5 for Phase I deferral only.

**Unit Weight Program Manager**—An individual selected by the unit commander to assist and advise the unit commander in conducting the WMP.

**Unsatisfactory Progress**—Failure to reduce body fat or weight at the rates described for satisfactory progress while in Phase I or an increase in body fat resulting in an individual’s exceeding body fat standards while in Phase II or the probation period. PDS code: WSC 2.

**Weight Management Program (WMP)**—A rehabilitative program designed to assist overfat individuals in meeting Air Force body fat standards. It also monitors individuals for 18 months after meeting body fat standards to reinforce long-term fitness and dietary changes.

**Weight Status Codes (WSC)**—The PDS codes identify an individual’s current status in the WMP.

## Attachment 2

### MEASURING BODY FAT

**A2.1. How to Measure.** To record an individual's body fat percentage, first measure the individual's height, rounding up to nearest half inch (see **Attachment 4**). Use a standard, non-stretching (metal, cloth or fiberglass) tape measure that has sufficient tension to remain in place without indenting the skin. With exception of women's buttocks measurement, take all measurements on bare skin. Take buttocks measurements while the woman is wearing nonrestrictive gym shorts. Don't measure individuals wearing skin-tight, lycra or spandex garments.

**A2.2. Procedures for Measuring the Neck.** With the individual looking straight ahead and shoulders down (not hunched), measure the neck circumference at a point below the larynx (adams apple) with the tape sloping slightly downward to the front. Due to the shape of the neck (spinal column), expect the tape to incline down toward the front (similar to the shirt collar line). Round neck measurements up to the nearest quarter inch.

#### **A2.3. Procedures for Measuring Women.**

- With the individual standing with arms at her sides and at the end of a normal relaxed exhalation, measure the natural waist circumference. The natural waist circumference is the narrowest point, usually located about half way between the naval and the lower end of the sternum (breast bone). When it is not easy to distinguish the narrowest point, take several measurements and use the smallest. Round the waist measurements down to the nearest quarter inch.
- While facing the individual's right side, and with the tape level to the floor, measure the buttocks circumference by placing the tape so it passes over the gluteal muscle (buttocks) at the point that protrudes the farthest. Apply the tape with sufficient tension to limit the effect of clothing. Round the buttocks measurements down to the nearest quarter inch.
- Determine the individual's body fat percentage by adding the waist and buttocks measurements then subtracting the neck measurement from the sum. Use the menu in PC-III and compare this value to the individual's height measurement.

#### **A2.4. Procedures for Measuring Men.**

- With the individual standing with arms at his sides and at the end of a normal relaxed exhalation, measure the abdominal circumference at the navel while keeping the tape level to the floor. Round abdominal measurements down to the nearest quarter inch.
- Determine the individual's body fat percentage by subtracting the neck measurement from the abdominal measurement. Use the menu in PC-III and compare this value to the individual's height measurement.

### **Attachment 3**

#### **WEIGHT MANAGEMENT PROGRAM OVERVIEW**

- Entry into WMP occurs when you exceed Air Force body fat standards
- Entry requires medical evaluation, diet counseling, and a body fat measurement
- The Installation Commander may adjust a your body fat standard upward based on the recommendation of the unit commander if the you exceed your body fat standard but present a professional military appearance. You need a medical evaluation.
- Entry into Phase I of WMP results in:
  - Ineligible for PCS reassignment if making unsatisfactory progress (unless mandatory move)
  - Ineligible to reenlist
  - Cannot assume higher grade, if selected (enlisted only)
  - Cannot attend PME
  - Cannot voluntarily retrain
  - 90-day Exercise Program enrollment (minimum of 90 days)
  - Diet counseling
- Weight and body fat loss evaluated by unit commander or WMP manager monthly
- Must reduce body fat 1 percent each month or lose 3 pounds (women) or 5 pounds (men) per month
- Unsatisfactory progress occurs when you fail to comply with the above monthly loss requirements or are reentered into Phase I from Phase II or Probation Period
- Unsatisfactory progress results in
  - Administrative action by unit commander
  - Administrative separation is appropriate for repeated unsatisfactory progress
- You progress to the 6-month observation (Phase II) when you reach your body fat standard
- You may be eligible for PCS reassignment, reenlistment, voluntary retraining, PME; may assume higher grade, if selected (enlisted only)
- Unit commander has option to deny reenlistment during Phase II
- Your body fat is measured monthly
- You should continue diet counseling
- At commander's discretion, the 90-day exercise program may be continued
- If you're entered directly into Phase II, a 90-day exercise program is mandatory
- If you exceed body fat standards during Phase II, you're reentered into Phase I, unsatisfactory progress with administrative actions
  - When you reach and maintain body fat standards for 6 consecutive months, you're entered in 1-year Probation Period

- During Probation Period, WMP data is retained in the PDS for 1 year
- Monthly body fat checks and diet counseling not required
- If ineligible for reenlistment during Phase II, unit commander has option to deny reenlistment during probation period
- If you exceed body fat standards during the Probation Period, you're reentered into Phase I, unsatisfactory progress with administrative actions
- When you maintain body fat standards for 1 year after completion of Phase II, all WMP data is removed from PDS, and WMPCF is destroyed

## Attachment 4

### PERFORMING WEIGHT CHECKS AND HEIGHT MEASUREMENTS

**A4.1. How to Weigh Individuals.** Individuals will be weighed with shoes off, in any military uniform with the contents of pockets emptied, and any extraneous equipment or outer clothing removed. While the individual is standing still read the measurement while standing directly in front or behind the scale, if possible. After 3 pounds is subtracted for clothing, record the weight to the nearest quarter-pound.

- Display the weight table (AFVA 40-503) near the scales.

**A4.2. How to Measure for Height.** Individuals will be measured with the back to hard surface method. Do not use the traditional "doctor scales". A properly calibrated index, marked off in quarter inch increments will be placed on a firm vertical surface adjoining a hard surface floor (noncarpeted). Take measurements against this index using a device with a true 90-degree angle (for example, a drafting triangle) or a bubble level to ensure accurate measurement.

- Measure individuals with their shoes off. Members must stand facing the person measuring them, making sure their heels are together and the back straight. The individuals line of sight must be horizontal.
- The measuring bar will come to a rest lightly on the crown of the head. Read the measurement directly in front of the bar, not at an angle from the side. Measure the member's height to the nearest quarter-inch for determining the interpolated weight. Round the measurement up to the nearest half inch to determine body fat percentage by charts in PC-III.
- Administer the measurement before 1,000 hours. Measure shift workers as early in the shift as reasonably possible.