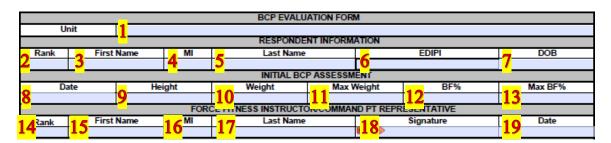
# **NAVMC 11621 Instructions**

1. This portion will cover guidelines on filling the NAVMC 11621 for a first and second assignment.

#### **SECTION A**: Initial assessment.



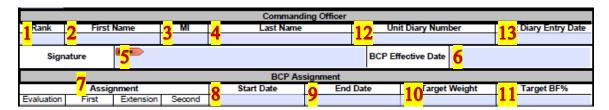
- 1. Unit Name up to first CG level. (Co L, 3d Battalion, 25th Marines, 4th Marine Division).
- 2. Marine's rank.
- 3. Marine's full first name.
- 4. Marine's middle initial. If none, leave blank.
- 5. Marine's full last name.
- 6. Marine's full EDIPI.
- 7. Marine's date of birth.
- 8. Date the initial Ht/Wt/BF BCE was done. Must have matching BCE sheet in BCP folder.
- 9. Marine's initial height. (Not the BCE height for BF.)
- 10. Marine's initial weight.
- 11. Marine's max weight for his height in box (9).
- 12. Marine's initial body fat percent; include the (%) sign.
- 13. Marine's max allowed body fat percent; include the (%) sign. (Include extra 1% for 250+ PFT/CFT scores if rated.)
- 14. FFI/CPTR rank.
- 15. FFI/CPTR full first name.
- 16. FFI/CPTR middle initial. If none, leave blank...
- 17. FFI/CPTR full last name.
- 18. FFI/CPTR signature. (Electronic CAC signature preferred.)
- 19. Date the FFI/CPTR signed. Must match electronic signature.

#### MEDICAL DOCTOR'S INITIAL EVALUATION AND FINDINGS Weight is due to a newly diagnosed medical condition known to result in weight gain Date diagnosed Weight is due to a medical condition know to result in weight gain, which has worsened in the last 6 months Date change Date char Weight is due to an increased dosage of medical therapy in the last 6 months known to reult in weight gain None of the above Recommendations Limitations Circle one of each Rank Signature Date Name CIV / MII MD / DO Signature Field rd Certified or Eliai CIV / MILMD / DO Board Certified or Eligibi Signature Field CIV / MII MD / DO Board Certified or Eligibi Signature Field **BCP Monthly Objectives** Month 1 Month 2 Month 3 Month 4 Month 5 Month 6 Weight BF% Weight BF% Weight BF% Weight BF% Weight BF% Weight BF%

#### **SECTION B**: Authorized medical provider evaluation.

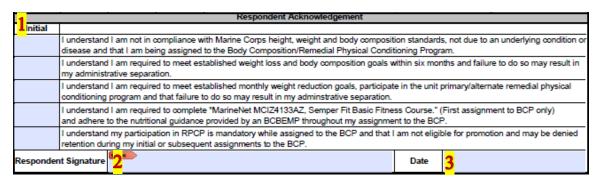
- 1. BCP Monthly Objectives. Use whole numbers and not fractions or decimals. This section can be filled out by the FFI/CPTR or authorized medical provider before signature in block (4) of this section. Medical Provider signature validates they looked over monthly objectives. Commands should get with their medical provider to establish a best practice for healthy monthly objectives. Ultimately, it is the medical provider's responsibility to establish healthy weight reduction goals.
  - \*\*NOTE: Healthy objectives may not always get the Marine to their maximum weight or body fat; that's why there is an extension process.
- 2. The medical provider must select one box after reviewing the Marine's record. If they find something concerning, they should order blood test results to see if an underlying condition is present before signing.
- 3. Medical provider can state any recommendations or limitations. Do not leave blank.
- 4. Medical provider rank, full name, signature, and date. (Electronic CAC signature preferred). Authorized medical providers are (Independent Duty Corpsman, Nurse Practitioner, Physician, or Physician Assistant). If an underlying medical condition is suspected then the Marine must be forwarded to a Board Certified/ Board Eligible Medical Care Provider. No lower level medical providers may recommend a temporary medical exemption.
  - \*\*NOTE: If you are at an independent duty location with an assigned corpsman, this does not automatically make them an Independent Duty Corpsman; they must be properly credentialed.

### **SECTION C**: Commanding Officer signature and determination.



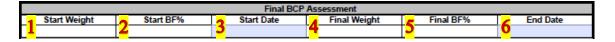
- 1. COs rank.
- 2. COs full first name.
- 3. COs middle initial. If none, leave blank.
- 4. COs full last name.
- 5. COs signature. (Electronic CAC signature preferred.)
- 6. Date the CO signed. Must match electronic signature. This is the official start date the BCP assignment.
- 7. CO or FFI/CPTR will circle the correct assignment. (First or Second)
- 8. Date must match the date CO signed in block (6) of this section.
- 9. Date six months after the start date this assignment is expected to end.
- 10. The target weight as stated in the previous section for the "Month 6" monthly objective.
- 11. The target BF% as stated in the previous section for the "Month 6" monthly objective.
- 12. Get the unit diary number from admin after the assignment has been entered in MCTFS.
- 13. Get the unit diary entry date from admin after the assignment has been entered in MCTFS.
  - \*\*NOTE: Get with your admin to standardize whether they will do unit diary entries or if the training section will use MCTIMS to enter all BCP assignments.

**SECTION D**: Marine acknowledgement. The date the Marine physically signs is not required to match the CO's signature date but should be done as soon as possible after the CO has officially signed this document. At the same time, the BCP assignment 6105 with promotion restriction should be dated/signed by the Marine.



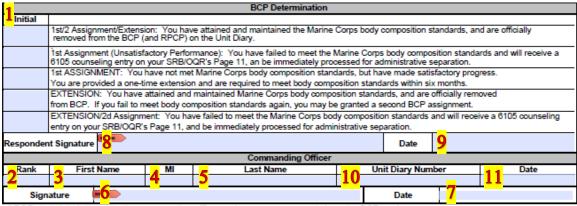
- 1. The Marine assigned to BCP must physically initial all five blocks.
- 2. Physical signature of the Marine.
- 3. Date the Marine signed. This date should also match the date on the corresponding BCP assignment 6105.

#### **SECTION E**: Overall BCP assessment.



- 1. Starting weight is the same initial weight as entered in Section A under the "Initial BCP Assessment".
- 2. Starting body fat is the same initial BF% as entered in Section A under the "Initial BCP Assessment".
- 3. Start date is the same date the CO signed Section C, block (6).
- 4. Marine's final weight after the six-month assignment. For second assignments, this could be earlier if the Marine is within standards prior to six-months.
- 5. Marine's final body fat after the six-month assignment. For second assignments, this could be earlier if the Marine is within standards prior to six-months. Put N/A if the Marine meets HT/WT standards and does not require taping.
- 6. End date is the same date the CO signs/dates in the last section at the bottom of the NAVMC 11621.

**SECTION F**: BCP determination. The date the Marine physically signs is not required to match the CO's signature date but should be done as soon as possible after the CO has officially signed this document.



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

- 1. The CO will initial <u>one</u> block to identify the action to be taken and sign/date blocks (6-7). Each block starts with which type of assignment it applies for. (i.e. for first assignment the only options are the first three blocks; for a second assignment the only options are the first or last blocks.)
- 2. COs rank.
- 3. COs full first name.
- 4. COs middle initial. If none, leave blank.
- COs full last name.
- 6. COs physical signature.
- 7. Date the CO initialed determination block and signed.
- 8. Physical signature of the Marine acknowledging the CO's determination.
- 9. Date the Marine signed. This date should also match the date on the corresponding 6105 if required. (NOTE: 6105 is not required/needed for BCP removal.)
- 10. Get the unit diary number from admin after the entry has been entered in MCTFS; if entry is required.
- 11. Get the unit diary entry date from admin after the entry has been entered in MCTFS; if entry is required.

# **EXAMPLE NAVMC 11621**: Example of a completed NAVMC 11621 for a first assignment granting an extention.

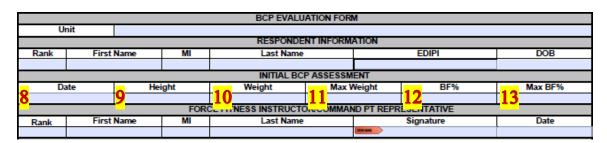
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Signature   Date   Signature   Date   Signature   Date   Signature   Date   Signature   Date   Signature   Date   Signature   Signature   Date   Signature   Sig					INITIAL BC							
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Rank   First Name   M	2017	11 09							•		1876	
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Norse of the above   Recommendations   Limitations   Follow diet and training regimen.								e last 6 month	5			
Recommendations   Circle one of each   Rank   Name   Signature   Date												
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Month 1						Signatu	re Field	Minus				
Month 1   Month 2   Month 3   Month 4   Month 5   Month 6					DCD Month							
Weight BF%   Weight BF%   Weight BF%   Weight BF%   Weight BF%   Weight BF%   186   185	Mor	nth 1	Mon	th 2				Mont	h 5	$\overline{}$	Month	6
Commanding Officer	Weight	BF%	Weight	BF%				Weight	BF%		ht	
Rank First Name MI Last Name Unit Diary Number Unit Diary Entry Date LTCOL IAM A CHARGER 123545 2017 12 08  Signature BCP Assignment  BCP Assignment  BCP Assignment  BCP Assignment  General Start Date End Date Target Weight Target BF% 2017 12 08  Respondent Acknowledgement  Initial Rank 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.  ABC I understand I am required to meet established weight loss 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.  ABC 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.  ABC I understand I am required to omeet established work of the Composition of the	206	23%	202	22%			20%	190	19%	186		18%
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Extension   Second   2017 11 26   2018 05 25   186   18%   Respondent Acknowledgement					BCP ASS	agnment						
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BCP start date is the date the commanding officer reviews, approves, and signs the BCP package

## **NAVMC 11621 Instructions for an Extension**

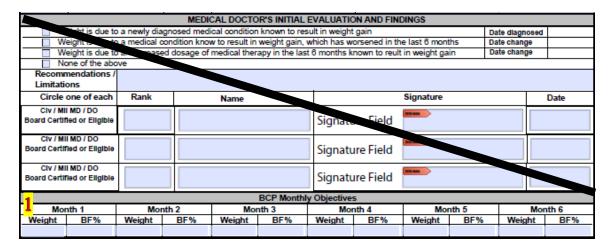
- 1. The first assignment NAVMC 11621 will be annotated and closed out.
- 2. A subsequent NAVMC 11621 will need to be filled out per previous instructions with minor differences. The following will identify these minor differences.

### **SECTION A**: Initial assessment.



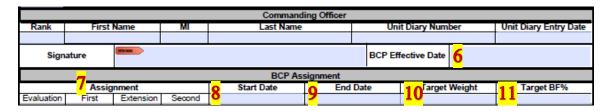
- 8. Date the last BCE Ht/Wt/BF was done that was used to identify Marines six month progress.
- 9. Marine's current height. (Not the BCE height for BF.)
- 10. Marine's current weight.
- 11. Marine's max weight for his height in box (9).
- 12. Marine's current body fat percent; include the (%) sign.
- 13. Marine's max allowed body fat percent; include the (%) sign. (Include extra 1% for 250+ PFT/CFT scores if rated.)

**SECTION B**: The Medical Evaluation is NOT REQUIRED and will be crossed out when using a second NAVMC for the extension assignment. The new monthly objectives are required.



1. BCP Monthly Objectives. Use whole numbers and not fractions or decimals. This section can be filled out by the FFI/CPTR. Commands should get with their medical provider to establish a best practice for healthy monthly objectives. This should be based off their current WT/BF and not copied from their first assignment. This will also identify new reduction goals for the required extension 6105.

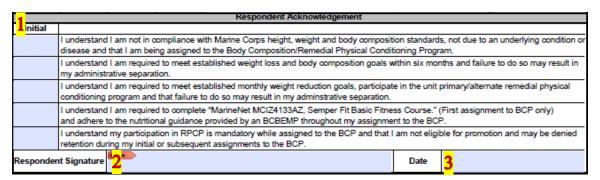
**SECTION C**: Commanding Officer signature and determination.



- 6. Date the CO signed. Must match electronic signature. This date should also be the same as when the CO signed closing the first assignment NAVMC 11621. This is the official start date for the BCP extension.
- 7. CO or FFI/CPTR will circle EXTENSION.
- 8. Date must match the date CO signed in block (6) of this section.
- 9. Date six months after the start date this extension is expected to end.
- 10. The target weight as stated in the previous section for the "Month 6" monthly objective.
- 11. The target BF% as stated in the previous section for the "Month 6" monthly objective.
- 12. Get the unit diary number from admin after the extension has been entered in MCTFS.
- 13. Get the unit diary entry date from admin after the extension has been entered in MCTFS.

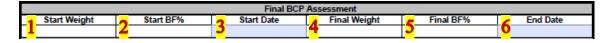
  \*\*NOTE: Get with your admin to standardize whether they will do unit diary entries or if the training section will use MCTIMS to enter all BCP assignments.

**SECTION D**: Marine acknowledgement. The date the Marine physically signs is not required to match the CO's signature date but should be done as soon as possible after the CO has officially signed this document. At same time, the BCP extension 6105 with promotion restriction should be signed by the Marine.



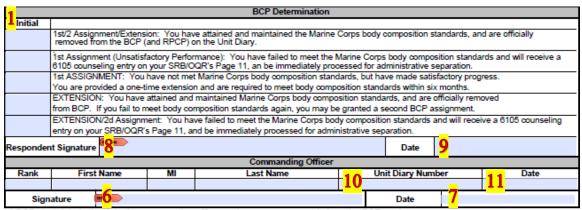
- 1. The Marine assigned to BCP must physically initial all five blocks.
- 2. Physical signature of the Marine.
- 3. Date the Marine signed. This date should also match the date on the corresponding 6105 for extension.

#### **SECTION E**: Overall BCP assessment.



- 1. Starting weight is the same initial weight as entered in Section A under the "Initial BCP Assessment".
- 2. Starting body fat is the same initial BF% as entered in Section A under the "Initial BCP Assessment".
- 3. Start date is the same date the CO signed Section C, block (6).
- 4. Marine's final weight after completion of the six-month extension or earlier if Marine is within standards prior to six-months.
- 5. Marine's final body fat percentage relating to final weight. Put N/A if the Marine meets HT/WT standards and does not require taping.
- 6. End date is the same date the CO signs/dates in the last section at the bottom of the NAVMC 11621.
  - \*\*NOTE: Marines on an extension may have their final weight and end date be earlier than six months the same as a second assignment.

**SECTION F**: BCP determination. The date the Marine physically signs is not required to match the CO's signature date but should be done as soon as possible after the CO has officially signed this document.



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

- 1. The CO will initial <u>one</u> block to identify the action to be taken and sign/date blocks (6-7). Here the only options are the last two blocks pertaining to extension. Do not use the first block for extensions.
- 6. COs physical signature.
- 7. Date the CO initialed determination block and signed.
- 8. Physical signature of the Marine acknowledging the CO's determination.
- 9. Date the Marine signed. This date should also match the date on the corresponding 6105 if required. (NOTE: 6105 is not required/needed for BCP removal.)
- 10. Get the unit diary number from admin after the entry has been entered in MCTFS.
- 11. Get the unit diary entry date from admin after the entry has been entered in MCTFS.

**EXAMPLE NAVMC 11621 for an Extension**: Example of a completed NAVMC 11621 where a Marine was granted an extension and meet the standards after three months on the extension.

