

State of Kansas, Military Division
The Adjutant General's Department
Topeka, Kansas, 31 January 1992

ARNG WEIGHT CONTROL PROGRAM

THIS SOP IMPLEMENTS AR 600-9 AS THE POLICY OF THE ADJUTANT
GENERAL PERTAINING TO ARNG WEIGHT CONTROL PROGRAM FOR THE KANSAS
ARMY NATIONAL GUARD.

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*This SOP supersedes SOP 600-9, dated 8 November 1991.

1. Purpose. AR 600-9 is effective for the Weight Control Program for all members of the Kansas Army National Guard.

2. Policy. The provisions of AR 600-9 are applicable to the Kansas Army National Guard except as supplemented herein. The implementation of these policies requires that every officer, warrant officer and enlisted soldier, regardless of age or duty assignment, engage in an effective physical fitness and weight control program.

3. Responsibilities.

a. Commanders will ensure all soldiers of their command meet physical fitness standards as contained in AR 600-9 and this SOP.

b. The next higher headquarters above unit level will make the weight control program a part of all routine inspections, using checklist from Kansas Army National Guard Inspector General Special Edition Number 3, "Organizational and Command Readiness Inspection Guide", pages 13-1 through 13-3.

4. Objective. The objective of the weight control program, applicable to the Kansas Army National Guard, is outlined in AR 600-9, paragraph 4. Commanders are directed to enforce standards without exception.

5. Weight and Appearance Standards.

a. All soldiers will be weighed and visually inspected for appearance standards semiannually in accordance with AR 600-9. Results will be documented using AGO Kan Form 600-9B. Commanders will determine body fat content in accordance with AR 600-9 for soldiers that exceed screening weight. Suspension of favorable personnel actions, "flagging", in accordance with AR 600-31, will be initiated with one copy of DA Form 268 (Suspension of Favorable Actions) provided to AGKS-DOP-PPAB, for all soldiers that exceed screening weight and body fat standards or appearance standards.

b. AR 600-9, paragraph 20 and Table 1, are applicable standards for all KSARNG personnel.

c. All soldiers will maintain their weight, body composition and appearance within allowable standards. Soldiers who become pregnant are exempt from the standards for the duration of their pregnancy. Following pregnancy and allowable convalescent leave, with approval of a medical doctor, soldiers

will be required to participate in a weight control program if their weight indicates the necessity. Pregnant soldiers must furnish documentation from their personal physician to verify pregnancy and approval to participate in weight control program after pregnancy.

d. AR 600-9, paragraphs 21 and 22, are applicable for soldiers who exceed standards. When it is determined that a health care personnel evaluation is required for M-Day soldiers, Kansas Army National Guard resources will be utilized. Their assistance is to be requested on a case-by-case basis with the first available resource in the chain of command being utilized. When it is determined that a health care personnel evaluation is required for AGR soldiers, for any reason, the following resources will be used in priority as indicated:

(1) Active Military Facilities, e.g., Ft Riley, Ft Leavenworth, McConnell AFB, etc.

(2) Kansas Army National Guard Resources. Assigned health care personnel will support all Kansas Army National Guard Commanders. Their assistance is to be requested on a case-by-case basis, from AGKS-DOP-M. Personnel weighing scales are a commercial, nonportable and calibrated item of equipment. Commanders are not authorized to remove scales from the armory except for repair and/or calibration.

(3) Other Federal facilities, such as VA Hospitals, etc.

6. Administrative Actions.

a. Commanders will establish a case file on each overweight person. Sample memorandums, endorsements and forms are contained in AR 600-9. This file will consist of:

(1) Semiannual Weight Check, AGO Kan Form 600-9B.

(2) Commander's Evaluation and Notification. Commander's evaluation will be accomplished utilizing DA Form 5500-R or DA Form 5501-R, as appropriate. The commander will furnish the soldier a copy of the DA Form 5500-R or DA Form 5501-R, as appropriate. For M-Day soldiers, he/she will recommend that the soldier consult his/her personal physician at their own expense.

(3) Health Care personnel evaluation, AGO Kan Form 600-9D. Only if required in accordance with AR 600-9 for AGR soldiers.

(4) Monthly weight and body fat records and counseling sessions by commander. Record data on DA Form 5511-R (printed on reverse side of DA Form 5500-R and DA Form 5501-R).

(5) Any personnel actions and other records relating to the soldier's overweight status.

b. Weight control files will be maintained in the soldier's Military Personnel Records Jacket (MPRJ). In addition:

(1) A roster of overweight soldiers will be maintained at each unit to identify those who must be weighed monthly.

(2) Semiannual records, AGO Kan Forms 600-9B, will be maintained for 36 months.

(3) Active files. Individual weight control files for those who are on Weight Control Program.

(4) Retired files. Individual weight control files for those who were on the Weight Control Program and who have completed the monitoring stage. A copy of the DA Form 5511-R will be forwarded to AGKS-DOP-PPAB with DA Form 268 indicating the case closed favorably. Units will maintain a copy of these records in the MPRJ for 36 months. AR 600-9, paragraph 21k, identifies procedures to take for a soldier found overweight after removal from the program.

(5) Upon discharge of a soldier, the file will be retained with the soldier's records.

c. Administrative actions for soldiers' failure to comply with weight, body fat and appearance standards:

(1) Soldier's suspension of favorable personnel actions, "flagging". DA Form 268 and AGO Kan Form 600-8-2 will be utilized to accomplish this action. See AR 600-8-2 for further guidance on completing the DA Form 268.

(2) Denying reenlistment or extension. AR 600-9, paragraph 22, applies. Waivers will be considered in accordance with NGR 600-200.

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(3) Commander notifies soldier of recommendation for separation in accordance with AR 600-9 for unsatisfactory progress in weight loss. A copy of the letter will be mailed to AGKS-DOP-PPAB the same day the notice is provided to the soldier. Request for separation will be submitted to AGKS-DOP-PPAB within five (5) working days. Soldier's MPRJ, to include health records, will accompany request. Records will be returned to unit following final action.

(4) A cover letter will accompany the request for separation and will include specific comments regarding overweight status on officer and enlisted evaluation reports.

(5) Soldier will not be authorized to attend service schools. The unit commander will determine fitness for attendance at Annual Training. Other forms of additional duty (e.g., ADSW, ATA, RMA, ADT) may be authorized by commanders if they desire.

d. Mandatory promotion from 2LT to 1LT will not be approved if officer is overweight and proper suspension of favorable personnel action has been taken. Such officers will be separated from the KSARNG and transferred to the USAR. Commanders will identify these officers to AGKS-DOP-PPAB no later than 90 days prior to their mandatory promotion date. Other soldiers on the weight control program that are making satisfactory progress may be considered by promotion boards.

7. Changes. Changes to this SOP should be sent to the office of The Adjutant General of Kansas, ATTN: AGKS-DOP-M, PO Box C-300, Topeka, KS 66601-0300

FOR THE ADJUTANT GENERAL:

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DISTRIBUTION:

A

WEIGHT CONTROL CHECKLIST

1. There was insufficient evidence to substantiate that an effective continuous weight control program was in existence.
2. The commander had not implemented the Army Weight Control Program (AWCP), including the evaluation of the weight and military appearance of all soldiers within his jurisdiction. (AR 600-9, paragraph 17a)
3. A significant percentage of subordinate units failed to properly maintain or administer the AWCP.
4. Additional staff supervision and guidance were required in the unit's AWCP.
5. Overweight soldiers had not been properly identified. (AR 600-9, paragraph 20a)
6. Overweight soldiers had not been properly counseled. (AR 600-9, paragraph 20a)
7. Soldiers who became pregnant while in the AWCP were removed from the program and the flagging action was terminated. (AR 600-9, 20d)
8. The commander had not maintained data in the MPRJ for personnel who had subsequently met the body fat standards. (AR 600-9, paragraph 21n)
9. There was no evidence that the commander had provided educational or other motivational programs and required nutritional educational sessions conducted by health care personnel to soldiers in the AWCP. (AR 600-9, paragraph 20b)
10. Suspension of favorable personnel actions had not been initiated under AR 600-8-2 for soldiers in a weight control program. (AR 600-9, paragraph 21e)
11. Favorable personnel action had been processed for soldiers who were in the weight control program. (AR 600-9, paragraph 20d)
12. Soldiers who were overweight (exceeded percent body fat standard) had not been medically evaluated when required. (AR 600-9, paragraph 18c)

NOTE: Required when soldier has a medical limitation; is pregnant; required by unit commander; considered for separation due to unsatisfactory progress or within six months of ETS. AR 600-9, paragraph 21d)

13. Soldiers in the AWCP had not been weighed monthly or during unit assemblies to measure progress. AR 600-9, paragraph 21e(1)

14. The commander had not taken action on soldiers who had no weight loss after two consecutive monthly weigh-ins.

NOTE: Soldiers in a weight control program who do not make satisfactory progress toward the body fat standard may be subject to separation from the service if there is no weight loss in any two consecutive months.
AR 600-9, paragraph 21e(2)(a) and (b)

15. Commanders and supervisors had not administratively removed soldiers from the AWCP or removed the suspension of favorable actions as soon as the body fat standard was achieved.
AR 600-9, paragraph 21f

16. Appropriate action had not been taken when soldiers had not made satisfactory progress toward the body fat standard and still exceeded the screening table weight after a period of dieting and exercise for 6 months. AR 600-9, paragraph 21g

17. The Commander or supervisor had not informed the soldier in writing that initiation of separation proceedings is being considered or that the soldier is subject to separation when the soldier is removed from the AWCP but later exceeded the screening table weight and body fat standard within 13 to 36 months from the date of the previous removal. (Soldiers will be allowed 90 days to meet the body fat standard before separation proceeding is initiated. AR 600-9, paragraph 21k(1)(b)

18. Soldiers had not been subject to separation when they had been removed from the AWCP and exceeded the screening table weight and body fat standard within 12 months from the date of the previous removal. AR 600-9, paragraph 21k(1)(a)

19. Soldiers had not been weighed at least every 6 months.
AR 600-9, paragraph 20a

20. Appropriate literature and training aids for use by personnel, supervisors, and commanders in selection of a proper diet had not been provided. AR 600-9, paragraph 14a(2)
(Indicate the major medical command)(Section 4)

21. DA Form 5500-R (Male) and DA Form 5501-R (Female) Body Fat Content Worksheets) were improperly completed. AR 600-9, Appendix B)