



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA MIRAMAR
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and
3d Marine Aircraft Wing, FMFPac
Miramar (San Diego), CA 92145-2001

ABO 6200.4C
MCABWA/MCCS
3dWg/Adj

17 JUL 2001

AIR BASES ORDER 6200.4C

From: Commander, Marine Corps Air Bases Western Area
Commanding General, 3d Marine Aircraft Wing
To: Distribution List

Subj: MARINE CORPS SEMPER FIT HEALTH PROMOTION PROGRAM

Ref: (a) MCO 1700.29
(b) SECNAVINST 5100.13B
(c) MCO 6100.10B
(d) MCO P5300.12A
(e) MCO P10110.17C
(f) MCO P1700.24B
(g) MCO 1510.25C
(h) SECNAVINST 5300.30 series
(i) MCO 6100.3J
(j) MCO P5100.29
(k) MCO P5102.1
(l) MCO 5355.4
(m) SECNAVINST 5300.28C
(n) MCO P1700.27A

Encl: (1) Semper Fit Health Objectives
(2) Command Assignments for Semper Fit Directors, Semper Fit Health Promotion Directors (SFHPD), Semper Fit Officers (SFO) and Semper Fit Committee Members (SFCM)
(3) Duties of the SFHPDs, SFOs, SFCMs and Medical Liaison Officers
(4) Health Promotion Director/Semper Fit Officer Resources
(5) Commanding General Inspection Program (CGIP) Checklist
(6) Sample SFO Appointment Letter

1. Purpose. To establish Semper Fit, a comprehensive Marine Corps health promotion program within Marine Corps Air Bases Western Area (MCABWA) and 3d Marine Aircraft Wing (MAW), as required by reference (a). This program encourages healthy lifestyles, which result in increased productivity, reduced medical costs and greater military readiness.

Semper Fit consolidates programs already mandated by references (b) through (h). These existing programs should be used as resources in the establishment of local Semper Fit Programs. The initiative behind Semper Fit is the Healthy People 2010 Program, a program directed by the Department of Health and Human Services to improve the health of our nation. Objectives from Healthy People 2000 have been derived for the Department of Defense (DoD). These objectives have been tailored as they pertain to the Marine Corps and are found in enclosure (1).

2. Cancellation. ABO 6200.4B.

3. Background. The Marine Corps has a responsibility to its personnel, military (active, reserve and retired), civilian and family members, to maintain and encourage a high state of health and military readiness. Approximately 50 percent of all deaths and illnesses in the United States relate directly to unhealthy lifestyle habits: primarily tobacco use, poor diet, lack of exercise, alcohol abuse and unmanaged stress. Additional compromises to health and productivity result from undiagnosed or inadequately controlled hypertension (high blood pressure) and injuries. Positive lifestyle and behavioral changes should result in optimal health, an enhanced quality of life, and improved combat readiness for the Marine Corps. Semper Fit is a combination of health education and related organizational, social, economic and health care interventions designed to improve and protect health. Operationally, the health promotion program includes nine elements: tobacco use prevention and cessation; physical fitness and sports; injury prevention; nutrition education and weight management; stress management; suicide awareness; alcohol and substance abuse prevention and control; early identification and control of hypertension; and prevention of Sexually Transmitted Diseases (STD) and Human Immunodeficiency Virus (HIV).

4. Commander's Intent. A positive change is sought in Marine Corps culture. Surveys show that tobacco use and excessive alcohol consumption are widespread throughout the Corps. These and other unhealthy lifestyle choices undermine and weaken the most precious assets we have, our Marines. As leaders committed to combat readiness, we place great importance in maintaining all our weapons and aviation combat support systems to the highest degree of readiness. This must include all personnel assigned to MCABWA and 3d MAW. We require a Marine Corps environment which will foster peak performance through maximal wellness, an "ultimate

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health and fitness club" which serves to maintain the "ultimate weapon," the U.S. Marine. Commanders and leaders at all levels are tasked to "lead by example" by promoting a healthy lifestyle for Marines to emulate and to shape our Marine Corps culture, through education, by implementing the letter and spirit of this Order.

5. Applicability and Scope. This order applies to all Marine Corps personnel under operational and/or administrative control of MCABWA and 3d MAW (active, reserve and retired) and family members. Civilian appropriated and nonappropriated fund employees may participate on a voluntary basis. However, this instruction does not override provisions of existing civilian collective bargaining agreements until their expiration. Prior to implementing this policy for civilian employees, activities must, where applicable, discharge their labor relation obligations.

6. Policy. All unit commanders and leaders within MCABWA and 3d MAW will ensure total force and family readiness and maximize individual performance by adopting a variety of programs which encourage healthier lifestyles and a quality of life at least equal to that of the nation which we defend, as indicated in reference (a). Programs will be made available to all MCABWA and 3d MAW personnel and their family members, in accordance with the nine elements.

7. Elements. MCABWA and 3d MAW's support of the Marine Corps policy for each element of the Semper Fit Program are as follows:

a. Tobacco Use and Cessation. Provide a safe, healthy and unpolluted environment, which supports abstinence and discourages the use of tobacco products per reference (b). The Marine Corps discourages the use of all tobacco products on Marine Corps facilities and employs a positive educational and awareness approach designed to improve our state of health and military readiness. Professional assistance is offered through the local Medical Treatment Facilities (MTF).

b. Physical Fitness. Provide opportunities and incentives to establish healthy and active lifestyles in order to achieve and maintain optimal physical fitness and body composition standards per references (c) and (i). Professional personal training programs are offered, through the Fitness Centers (Gym), for all active duty, as well as their family members.

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c. Injury Prevention. Provide education to reduce the incidence of injuries in accordance with references (j) and (k). These programs will assist in establishing and maintaining proper posture, body mechanics, lifting skills and safe work environments. The incidence of injuries shall be monitored by the local MTF providing medical treatment and reported to the Navy doctors/flight surgeons assigned to the applicable unit.

d. Nutrition Education. Provide comprehensive nutrition education programs to achieve and maintain an optimal level of nutritional health and body composition per references (c) and (e). Specific assistance is available in diet management and weight control through the MTFs (Training Department).

e. Stress Management. Provide programs to develop adaptive coping skills to effectively deal with stress per reference (f). This training may be augmented and monitored by the cognizant Chaplain on an "as required" basis. Additional assistance in counseling and training is available through the Marine Corps Community Services (MCCS) Personal Services Division.

f. Suicide Awareness. Provide annual training in suicide awareness. Training should be provided to the smallest possible element (i.e., squadron, sections, etc.) to gain maximum effectiveness in this important element. MCCS Personal Services Division and local Chaplains may provide additional assistance.

g. Alcohol and Substance Abuse Prevention

(1) Provide programs and initiatives that prevent alcohol/substance abuse and/or addiction, address early intervention, identifies the risk, consequences and legal ramifications, and provides referral support for substance and alcohol abuse rehabilitation to break the cycle per references (d), (l) and (m). The local Substance Abuse Counseling Center (SACC) can provide professional assistance.

(2) Stress individual, leadership and command responsibility in the consumption of alcohol.

(3) Deglamorize the use of alcohol by decreasing or eliminating the association of alcohol with "good times."

(4) Promote the responsible use of alcohol through messages that promote the following philosophies: "Don't get drunk;" "Don't drink and drive;" "Get help if you need it;" and "It is okay not to drink."

h. Hypertension Education and Control. Provide programs for early hypertension identification, information on factors influencing blood pressure (e.g., diet, exercise and medications) and treatment referral indicated in reference (d). Preference should be given to monitoring blood pressure prior to the semi-annual physical fitness test. The local MTF provides screening and treatment.

i. STD and HIV Prevention. Provide annual training programs that focus on modes of transmission and prevention of STD's and HIV per reference (h). Ensure adequate information resources are available, as required and provide referrals to cognizant agencies for further information.

8. Organizational Objectives. Semper Fit will be administered by all commands. Installation commanders (enclosure (2)) will assign a Semper Fit Director (SFD) and Semper Fit Health Promotion Director (SFHPD) within MCCS to accomplish the operation and implementation of the Semper Fit Program. MCCS will coordinate the Semper Fit Health Promotion through the SFHPD. Subordinate units listed in enclosure (2) will assign Semper Fit Officers (SFO) in order that the program can be implemented and maintained at the lowest echelon. Resources available to SFHPDs and SFOs are located in enclosure (4). Enclosure (3) are the guidelines for the duties of the SFOs. SFOs are authorized to be staff noncommissioned officers for the purpose of this program. In addition, Marines, vice Navy medical personnel, are recommended for assignment as SFHPDs and SFOs per reference (a). SFHPDs will utilize local training resources and personnel to help promote health and fitness themes by establishing and conducting routine Semper Fit briefs.

a. SFHPDs will utilize local medical training personnel, Chaplains, SACC and Drug Demand Reduction Coordinator (DDRC) personnel, as well as other appropriate resources or personnel, to the fullest extent possible at the until level for instruction and coordination of the Semper Fit Health Promotion Program. External resources from the Medical Treatment Facility (MTF), SACC, MCCS, Red Cross, Chaplain Corps or other organizations may be utilized as needed.

b. Specialized services such as tobacco cessation classes, injury rehabilitation classes, etc., which are beyond the capability of locally assigned medical or training personnel will be sought from available resources such as the MTF, clinics and hospitals through the Semper Fit Health Promotion Director.

c. SFHPDs and SFOs may seek assistance from any other available resources as well. A list of several suggested resources is provided in enclosure (4). Liaison with other SFHPDs and other command SFOs is encouraged.

9. Program Requirements. The ultimate goal of Semper Fit Health Promotion is to create an atmosphere within the Marine Corps that contributes to total health. To achieve this atmosphere, all Marines must understand the importance of a healthy lifestyle. Through proper education and training the goal of total health will be attainable.

a. MCABWA and 3d MAW commands must ensure that all Marines receive education and training for one hour annually in suicide awareness, STD/HIV transmission prevention, tobacco use and cessation, as well as annual training on alcohol and substance abuse prevention, as required by reference (d). In addition, commands must ensure that three additional hours of Semper Fit training are provided annually. The three additional hours may be divided among the remaining Semper Fit elements. Choice of training should be based upon the needs and interests of the respective units. For example, a unit with high incidence of Marines on weight control should devote part of their additional training to focus on nutrition. They may call the local MTF and ask that the Health Promotion Branch provide nutrition training. One of the training periods may also be devoted to a general orientation or introduction to health promotion.

b. All MCABWA and 3d MAW commands must ensure that the following mandatory training programs and requirements are met for each of the elements. Additionally, SFHPDs will brief, to all unit SFOs, the elements and themes listed below, with materials provided by MCCS Health Promotion office and the Semper Fit Committee Members (SFCM). SFOs must ensure that all Semper Fit classes are identified in the annual and/or quarterly training schedules. SFOs must also ensure that accurate attendance rosters are kept and retained on file for a minimum of two years.

(1) STD and HIV Prevention. All Marines will receive one hour of standardized annual training on STD and HIV prevention. Lesson guides with audiovisual materials available through major command SFHPDs should be utilized. Training will be provided to all Marines, as well as paid work time for civilian employees, to attend the subject training annually.

(2) Suicide Awareness. All Marines will receive one hour of standardized annual training on suicide awareness. Lesson guides with audiovisual materials available through major command SFHPDs should be utilized. Training will be provided to all Marines, as well as paid work time for civilian employees, to attend the subject training annually.

(3) Alcohol and Substance Abuse Prevention. All Marines will receive training on alcohol and substance abuse prevention. Lesson guides with audiovisual materials available through major command SFHPDs should be utilized. Training will be provided for all Marines and civilian employees in accordance with reference (d). Major commands will provide direct support through advertising and/or pro bono use of facilities and support groups which help alcoholics, addicts and their families with recovery.

(4) Tobacco Use and Cessation. All Marines will receive a minimum of one hour of standardized annual training on tobacco awareness and on smokeless tobacco awareness. Lesson guides with audiovisual materials available through major command SFHPDs should be utilized.

c. All commands should ensure the following additional programs and training are available:

(1) Physical Fitness. All Marines will receive training on physical fitness. Standardized lesson plans and/or audiovisual programs are available through the SFHPDs. In addition, ensure that facilities are available and programs exist for all personnel to maintain physical fitness as well as participate in command sponsored fitness and sports programs and events. This will be accomplished through the establishment of formal policy and promotional campaigns to encourage participation, by all personnel, in fitness programs. Instruction and training on the benefits of regular exercise should be available to all personnel, either through Marine Corps personal training for active duty Marines and civilian personnel or through non-funded training for retirees and

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family members. Weight control issues and physical fitness requirements are outlined in references (c) and (i).

(2) Injury Prevention. Provide training on injury prevention. Lesson guides with audiovisual materials available through major command SFHPD's should be utilized, as well as guidance provided on safety in references (j) and (k). Training will be provided for all Marines and civilian employees annually.

(3) Stress Management. Provide training on stress management. Lesson guides with audiovisual materials available through major command SFHPDs should be utilized. Training will be provided for all Marines and civilian employees annually. Suggested training opportunities include pre and post deployment and holiday periods.

(4) Nutrition Education. Provide training on nutrition education and body weight management. Lesson guides with audiovisual materials available through major command SFHPDs should be utilized. Individually tailored weight control or dietary consultation should be sought as needed from the local MTF. Weight control support groups will be provided, through advertising and/or pro bono use of facilities, to applicable military personnel, families, retirees and civilian employees.

(5) Hypertension Education and Control. Provide appropriate training and encourage all Marines to receive bi-annual blood pressure checks. All other personnel should check their blood pressure annually as well.

10. Reporting Requirements

a. All training completed in accordance with this Order will be annotated in individual training records, to provide a personal record of training completed for each Marine. Safety Stand-Down attendance roster can also be used to obtain training information.

b. Completion of annual training requirements will be reviewed during regularly scheduled inspections (enclosure (5)).

11. Action

a. Installation commanders, as listed in enclosure (2), will appoint project officers to coordinate and accomplish the following requirements:

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- (1) Assign, in writing SFDs who will work as a team to conduct a Semper Fit Program. These SFDs will coordinate with their Health Promotion Directors to continually evaluate and improve the existing program.
- (2) Assign health promotion responsibilities as outlined in enclosure (3), to command SFHPDs and provide training to assist them in their duties.
- (3) Include Semper Fit program compliance and evaluation as part of the command inspection program (enclosure (5)).
- (4) Support formation and conduct of a command Semper Fit Advisory Committee to implement the Semper Fit Health Promotion Program. This committee will be coordinated by MCCS and will include, at a minimum, SFOs from MCABWA, 3d MAW, SACC, Drug Demand Reduction Coordinator (DDRC), MTF, Station Safety/DOSS, Miramar Exchange, Dining Facility and Chaplain's office. Enclosure (3) outlines their duties.
- (5) Assign a Semper Fit Medical Liaison, from the local MTF, to provide support to SFOs with medical resources necessary to the program. Enclosure (3) outlines the liaison's duties.
- (6) Assign MCCS Personal Services Division to provide a committee member to give support to SFOs with resources necessary to the program.
- (7) Assign MCABWA and 3d MAW respective Chaplains, Food Services Officer, Human Resources Director, Medical and Dental representative, Public Affairs Officer (PAO), one Sergeant Major representative, SACC and DDRC representatives to attend local advisory committee meetings.
- (8) Coordinate the use of nonappropriated funds, from local MCCS resources (reference (n)), for use by major commands to successfully implement and operate the Semper Fit Health Promotion Program. Additionally, have the SFHPDs prepare a budget for Health Promotion programming, with respect to graphics support, in order to reproduce training manuals and teaching guides for all the respective SFOs.
- (9) Ensure commander indoctrination briefs include information on the Semper Fit committee.

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b. Commanding Officers, Group and Squadron levels will:

(1) Assign, in writing, SFOs for their respective units. The SFO should be a Staff Noncommissioned Officer (SNCO) or above. The SFO should be a Marine, per reference (a) as this is a Marine Corps program. Navy Corpsmen may act as SFOs only when personnel shortages dictate.

(2) Ensure compliance with program direction from the SFHPD and local Semper Fit committee.

(3) Ensure required Semper Fit training is provided to all personnel.

(4) Use assigned medical assets to the fullest extent possible in carrying out Semper Fit training at the unit level.

(5) Include Semper Fit Program compliance and evaluation as part of the command inspection program per reference (a). A brief checklist to ensure unit compliance during the Commanding General's Inspection Program (CGIP) is listed in enclosure (5).

(6) Sponsor and/or participate in local community activities that enhance and encourage physical fitness (especially youth oriented activities) in support of Semper Fit programs.

(7) Ensure command orientation programs include information on where to obtain Semper Fit assistance and resources.

(8) Promote a smoke-free working environment in accordance with reference (b), and issue a written tobacco use policy, which includes a list of designated smoking/smokeless tobacco use areas.

(9) Encourage sponsorship or participation in an annual health fair and any safety awareness promotion. Health fairs are encouraged to coincide with national monthly health themes such as the National Hypertension and Physical Fitness and Sports Month (May). Assistance is available from local MTFs and MCCA activities. Additionally, MCCA Health Promotion will organize one health fair annually, with assistance from the SFOs.

(10) Use local command religious program (Chaplains), Counseling Center, SACC, DDRRC and local Branch Medical and Dental Clinics as the primary resources for development of command stress management programs. Address stress management by ensuring:

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(a) The availability of programs designed to support personnel and their families as they deal with day-to-day stresses.

(b) That major subordinate commands use Critical Incident Stress Debriefing (CISD) teams if available. CISD personnel work in conjunction with the Chaplain and command personnel at the unit level in peacetime as well as combat. The team's focus on normalizing reactions of personnel while educating them about the psychological and emotional responses they might experience following incidents which affect some or all unit personnel, such as suicides, vehicular accidents resulting in death, aircraft mishaps, etc.

(11) Promote leadership practices that reduce job related stress through programs that enhance a condition of mental alertness and physical well-being among members or their command (e.g., quality of life policies, equal opportunity, sexual harassment, MCCS programs, counseling services, etc.).

(12) Ensure the existence of a work environment conducive to improving and protecting health.

(13) Provide an environment that promotes the message: "It's OK to get help." Personnel experiencing difficulties in the break-up of a relationship, alcohol abuse, managing stress, etc., should be referred to an appropriate resource for counseling and supportive services without prejudice to their career.

(14) Maintain close liaison with your respective unit SFOs, as well as the command SFHPD and Medical liaison, all of who can provide necessary information as required.

c. All personnel are ultimately responsible for their own lifestyle choices and physical readiness. All personnel will become familiar with Semper Fit Health Promotion policies, objectives and assistance resources, and will comply with the conditions set forth in this Order.

P.P. McNamara

P. P. MCNAMARA
Chief of Staff

D. J. McDaniel

D. J. MCDANIEL
Chief of Staff

DISTRIBUTION: A

SEMPER FIT HEALTH OBJECTIVES

1. The Marine Corps Semper Fit Health Promotion Measures of Effectiveness (MOE) are based on objectives adopted from the Department of Health and Human Services Healthy People 2010 Program, as well as the goals and objectives agreed to by the Secretary of Defense through the Prevention, Safety and Health Promotion Council (PSHPC). The purpose of the PSHPC is to advance health promotion and prevention initiatives that support the DoD Strategic Plan, especially the goals: Fit and Ready Force; and Healthy Communities at home and abroad, and in peacetime and conflict.

2. The areas addressed are: tobacco use prevention and cessation; physical fitness and sports; injury prevention; nutrition education; stress management; suicide awareness; alcohol and substance abuse prevention; hypertension screening, education and control; and STD/HIV prevention.

3. The main source of information to determine progress toward goals and objectives will be the DoD Survey of Health Related Behaviors Among Military Personnel. This survey is conducted approximately every three years and is designed to establish baseline data to assess progress toward selected Healthy People 2010 objectives for active duty military personnel. Any reference to the survey in this enclosure will refer to the DoD Survey of Health Related Behaviors Among Military Personnel only. Participation in this survey is completely voluntary and the names of participants are held confidential.

4. The focus of health promotion in the Marine Corps will be on continuous improvement above and beyond those goals set in the Healthy People 2010 program. However, the objectives listed below are those determined for the Marine Corps to achieve by the year 2000. Updated and improved goals and objectives will be promulgated as future DoD surveys determine progress.

5. Measures of Effectiveness

a. Tobacco Use Prevention and Cessation

(1) Goal. To provide effective, safe, quality tobacco cessation education.

ENCLOSURE (1)

(2) Performance Measure

(a) All Marine Corps Bases/Installations will provide a minimum of one medically endorsed tobacco cessation program to Marines, family members, retirees and DoD civilian employees.

(b) Continuously increase the number of Marines who report on the survey that they do not use tobacco products.

b. Physical Fitness

(1) Goal. To provide fitness education programs.

(2) Performance Measure. Continuously increase the number of Marines who report on the survey that they are exercising a minimum of three hours per week.

c. Injury Prevention

(1) Goal. To provide effective, quality injury prevention education to all Marines.

(2) Performance Measure. Continuously reduce work-related injuries resulting in hospitalization, medical boards and physical evaluation boards.

d. Nutrition Education

(1) Goal. To provide effective, quality nutrition education programs.

(2) Performance Measure. Continuously reduce the number of Marines who report on the survey that they have been told by a health professional that they had high cholesterol.

e. Stress Management

(1) Goal. To provide quality, effective stress management programs.

(2) Performance Measure. Continuously increase the number of Marines who report on the survey that they experienced no decrease in job performance due to stress at work or at home.

ENCLOSURE (1)

f. Suicide Awareness

(1) Goal. To provide suicide awareness/prevention programs.

(2) Performance Measure. Continuously reduce the number of Marine Corps suicides annually.

g. Alcohol and Substance Abuse Awareness

(1) Goal. To provide quality, effective alcohol and substance abuse prevention programs.

(2) Performance Measure

(a) Continuously reduce the number of Marines who report on the survey that they are drug users/heavy drinkers.

(b) Continuously decrease the number of Marines who report on the survey that their job performance was affected due to alcohol and/or substance abuse.

(c) Reduce the incidents of alcohol abuse and illegal substance abuse, per reference (j).

h. Hypertension

(1) Goal. To provide a quality hypertension awareness program.

(2) Performance Measure

(a) Continuously increase the number of Marines who report on the survey the results of their blood pressure checks within the past two years.

(b) Continuously reduce the number of Marines who report on the survey that they have been told by a health professional that their blood pressure was high.

(c) Continuously increase the number of Marines who report on the survey that they understand what hypertension is and where to go for assistance in hypertension reduction.

ENCLOSURE (1)

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i. STD and HIV Transmission Prevention

(1) Goal. To provide quality, effective STD/HIV transmission programs.

(2) Performance Measure

(a) Continuously increase the reported use of condoms among sexually active unmarried Marines.

(b) Continuously reduce the average incidence of new Marine HIV cases annually.

(c) Continuously decrease the number of Marines who report on the survey that they have had a sexually transmitted disease in their lifetime.

6. Installation SFD will utilize local MCCS capabilities to include SACC, MCCS Personal Services Division or other organizations such as the local MTF to the fullest extent possible for coordination and support of Semper Fit Health Promotion requirements.

7. SFD's may seek assistance from other available resources. Liaison with CMC (MR) and other major command SFDs is encouraged.

ENCLOSURE (1)

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COMMAND ASSIGNMENTS FOR SFDS, SFHPDS, SFOS, SFCMS

1. The major commands directed by reference (a) to assign a SFD and SFHPD will be, at a minimum, those listed below:

MARFORLANT	1ST FSSG	MCAS MIRAMAR
MARFORPAC	2D FSSG	MCAS CAMP PENDLETON
MARFORRES	3D FSSG	MCLB BARSTOW
I MEF	COMCABEAST	MCLB ALBANY
II MEF	COMCABWEST	MCAGCC TWENTYNINE PALMS
III MEF	MCRD SAN DIEGO	MCRD PARRIS ISLAND
1ST MAR DIV	MCCDS QUANTICO	MCAS NEW RIVER
2D MAR DIV	MCB CAMP LEJEUNE	MCAS BEAUFORT
3D MAR DIV	MCB CAMP PENDLETON	MCAS YUMA
1ST MAW	MCB CAMP BUTLER	MCAS IWAKUNI
2D MAW	MCB HAWAII	HWMC, HENDERSON HALL
3D MAW	MCAS CHERRY POINT	

2. The following commands will assign an SFO in writing with a copy to respective COMCABWEST/3D MAW SFCs:

<u>COMCABWEST/Station</u>	<u>3d Marine Aircraft Wing</u>
Dental, Medical,	All MAGs/Squadrons at:
Station Training and	MCAS Miramar, MCAGCC 29 Palms,
HQHQRON Training	MCB Camp Pendleton and MCAS Yuma

Tenant units (Intermediate Maintenance Activity (IMA) and MAG-46 are encouraged to designate an SFO to participate in the base program.

3. The following representatives are requested to be assigned to the SF Committee Member Advisory Board: Flight Surgeon, Chaplain, Sergeant Major, MCCS Personal Services Division Director, PAO, HRO Director, Food Services, Medical and Dental Branches, MCCS Semper Fit Division Director, MCCS Fitness Center Director, DOSS/Safety from Wing/MAG, DDRC and SACC. MCABWA and 3d MAW SFOs will sit on MCCS Miramar committee.

ENCLOSURE (2)

DUTIES OF THE SFCMs AND MEDICAL LIAISON OFFICER

1. SEMPER FIT HEALTH PROMOTION DIRECTOR. The command Health Promotion Director shall be a qualified health promotion expert and will be assigned in writing. This billet does not require an officer or active duty member to fulfill the duties. Basic guidelines of Director duties are as follows:

a. Advise the Commander on all matters pertaining to health promotion and wellness, and maintain a close liaison with the Medical Liaison Officer.

b. Prepare and provide standardized educational material for unit level training in each of the areas specified in this Order.

c. Form a Semper Fit Health Promotion Advisory Committee consisting of key personnel whose agencies/areas are part of Semper Fit responsibilities (i.e., SACC, MCCS personal Services, MTF, etc.) and act as Committee Chairman. Conduct quarterly Semper Fit Committee Member (SFCM) meetings to identify, discuss and act upon issues directly and indirectly affecting the Marine Corps Semper Fit Health Promotion Program.

d. Assist in providing administration and logistics support for Semper Fit Health Promotion training and events.

e. Educate personnel on the elements of Semper Fit.

f. Maintain contact with members of the local Semper Fit network to include: MTF, SACC, Chaplains, Safety Office, Dining Facility, lower echelon SFOs and MCCS Personal Services Division, Fitness and Athletic offices.

g. Ensure compliance and assistance from all members of the Semper Fit network.

h. Keep the Commanders MCABWA and 3d MAW, and G-3 (Training) staff informed of all training requirements and completions.

i. Oversee the development of command programs for involvement of Marines, family members and civilian personnel.

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j. Provide training to those officers assigned at lower echelons on the aspects and functioning of the Health Promotion Program; conduct quarterly SFO meetings following SFCM meetings to pass theme and support structure to SFO's.

k. Identify immediate, intermediate and long-range needs of the command in order to reach goals set by Headquarters Marine Corps (HQMC) in enclosure (1).

l. Provide Commanding General Inspection Program (CGIP) checklists for CGIP inspections per enclosure (5), and coordinate with G-3 Training and the Inspector to ensure units are in compliance with the checklist items.

m. All Health Promotion Directors will report program costs and usage data to the SFD on a periodic basis as determined by the SFD.

2. SEMPER FIT OFFICER. The unit SFO shall be assigned in writing. This billet does not require a commissioned officer to fulfill the duties. Duties can be determined by each command. However, basic guidelines of SFO duties are as follows:

a. Advise the Commanding Officer on all matters pertaining to health promotion and wellness and on all capabilities provided by the Semper Fit program.

b. Maintain a close liaison with the Medical Liaison Officer.

c. Prepare and provide standardized educational materials, lesson plans and outlines for unit level training in each of the areas specified in this Order.

d. Prepare and maintain a valid turnover folder.

e. Assist in providing administration and logistics support for Semper Fit training and events.

f. Educate personnel on the elements of Semper Fit.

g. Keep the Commanding Officer abreast of all training requirements and completions.

ENCLOSURE (3)

h. Function as the overall liaison between the local unit and the installation SFD.

i. Identify to the SFHPD short, intermediate and long-range requirements of the command in order to reach goals set by HQMC in enclosure (1).

j. Attend monthly meetings held by Health Promotion Director. When possible, coordinate transportation with other members in your local area.

k. Provide information to your command via Monthly Theme Bulletin Boards, Safety Standdowns, educational materials collected from resources available, as noted in enclosure (4), as well as from HQMC approved non-profit health agencies as provided by your Health Promotion Director (i.e., American Heart Association, American Cancer Society, etc.).

l. Ensure unit is in compliance with checklist for CGIP per enclosure (5).

3. SEMPER FIT COMMITTEE MEMBERS who are identified in writing will be requested to:

a. Attend quarterly Semper Fit Committee meetings chaired by the SFHPD.

b. Provide support to SFHPD and SFOs in areas of expertise or direct Marine leaders to local support programs.

c. Place Semper Fit letterhead and logo material on any subjects that connect to Semper Fit and Health Promotion.

d. Periodically review unit and Semper Fit Health Promotion Programs for currency and applicability. Reoccurring analysis will enable the SFOs to better determine how available information and resources can best be utilized.

4. MEDICAL LIAISON OFFICER (MLO). A designated surgeon will act as Medical Liaison Officer and will provide appropriate training. Designated MLOs will attend quarterly Semper Fit Committee Meetings. MLOs will work closely with, and advise SFHPDs on all medical aspects of Health Promotion, to include:

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a. Advise Commanders on all medical matters pertaining to health promotion and wellness.

b. Provide assistance in establishing a Health Risk Appraisal (HRA) program, using the DoD HRA forms.

ENCLOSURE (3)

HEALTH PROMOTION DIRECTOR/SEMPER FIT OFFICER RESOURCES

AGENCY	CONTRIBUTIONS TO SEMPER FIT
Medical Treatment Facilities	Blood pressure checks/training; HIV/STD information; nutrition education; injury prevention information; smoking cessation programs; stress management; suicide awareness information; suicide evaluations
MCCS Personal Services Division	Stress management classes; suicide awareness information; family counseling information; post suicide assistance information
Red Cross	HIV/STD awareness and prevention information and training; smoking cessation information
Marine Corps Community Services	Coordination of local sports and recreation; funding and marketing of command sponsored events and promotions; assistance in providing availability of installation equipment and facilities for events, promotion and training
Public Affairs	Promotion and publicity of Semper Fit
Chaplain	Sexual awareness/abstinence; suicide awareness assistance, training and education; stress management education; spirituality
Substance Abuse Counseling Center	Alcohol and substance abuse prevention training, assistance and treatment
Safety Office/Semper Care	Injury prevention, mishap prevention
Drug Demand Reduction Coordinator	Alcohol and illegal drug abuse prevention training

CGIP CHECKLIST

Unit Inspected: _____ Date: _____

a. Does the command have a Semper Fit Representative (must be a SNCO or Officer) assigned in writing (ABO 6200.4c, para 11b(1)).

Mission Capable	Non- mission capable	N/A
_____	_____	_____

b. Does the command have an area (bulletin board, web page or library) dedicated to the monthly educational theme, which is passed via the joint SFC's after each month's committee meeting? (If the unit is to deploy in one month or has just returned from deployment within the month they are exempt from this requirement.) (ABO 6200.4C, enclosure (3), para 2k)

_____	_____	_____
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c. Is the required training in seven of the nine elements provided to all personnel annually as per the orders and are Semper Fit classes identified in the annual/quarterly training schedule? (ABO 6200.4C, para 9a)

_____	_____	_____
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d. Does the command conduct mandatory training annually in the following areas and are attendance rosters for Semper Fit classes retained for two years? (ABO 6200.4C, para 9b)

_____	_____	_____
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- STD and HIV Prevention
- Suicide Awareness
- Alcohol and Substance Abuse Prevention and Control
- Effects of Tobacco Use

e. Does the command provide a smoke free work environment in accordance with published orders and has the unit Commander issued a written tobacco use policy which includes a list of designated smoking/smokeless tobacco use areas? (SECNAVINST 5100.13B NOTAL)

_____	_____	_____
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ENCLOSURE (5)

ABO 6200.4C

17 JUL 2001

f. Does the command actively provide information on the local medical center's Tobacco Cessation Program which is offered free each month by the Local Navy Medical Training Department? ___ ___ ___
(ABO 6200.4C, para 8b)

g. Does the command have a turnover folder and lesson plans/outlines covering the nine elements of Semper Fit? ___ ___ ___
(ABO 6200.4C, encl (3), para 2d)

ENCLOSURE (5)

ABO 6200.4B
17 JUL 2001

SAMPLE SFO APPOINTMENT LETTER

XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

From: Commanding Officer, XXXXXXXXX
To: Rank, Full Name, SSN/MOS, USMC

Subj: APPOINTMENT AS SEMPER FIT OFFICER

Ref: (a) MCO 1700.29
(b) ABO 6200.4C

1. Per the references, you are appointed as the Semper Fit Officer (SFO) for (unit name).
2. You will thoroughly familiarize yourself with the references and effectively utilize them as guidance in the performance of your duties.
3. This appointment will remain in effect until properly relieved by the Commanding Officer of (unit name)

X. X. XXXXXXXXXXXXX

Copy to:
SFD, MCAS Miramar

ENCLOSURE (6)