**a. BN APFT and Body Composition SOP, Testing Policy, and Separation Process**.

 (1) Scope. This SOP section applies to all Soldiers, NCOs and Officers (from here on referred to as Service Member or SM), attached or assigned, within the 185th MP BN.

 (2) Testing Policy. Per reference AR 350-1, SM must meet the physical readiness standards as measured during the APFT, and recorded on a DA Form 705

 (a) Traditional M-Day National Guard SM will complete the one, for record, APFT per training year (TY) (or 8 months minimum between tests). AGRs and SM on ADOS orders, will complete two, for record, APFTs per TY (or 4 months minimum between tests).

 (b) APFTs and corresponding height and weight measurements will be conducted in April and October of each TY.

 (3) BN APFT Program Guidance. To be reflected in company/detachment APFT programs and policies.

 (a) Companies will maintain an APFT binder. This binder is an inspectable item as part of the BN OIP. Binders will conform to the format as described below.

 (b) SM who fail the APFT, fail to improve during body composition screening, who fail or have failed to retake a for record APFT within 180 days of their initial APFT failure, or who have not taken an APFT within 14 months, will be flagged IAW 600-8-2.

 (c) APFT failures will retake the APFT not more than 180 days (per AR 350-1) from the initial failure to retake the APFT. A second for record APFT may be conducted sooner if the Company Commander AND SM feel the SM is ready. SM who fail to take a second for-record APFT within 180 days will be barred from reenlistment.

 (d) Soldiers who fail body composition screening and fail to make satisfactory progress over 6 months, will have a bar to reenlistment placed against them (see Annex F Appendix 2 Tab A10c-185 Body Comp Bar Template BN Less 10yrs or Annex F Appendix 2 Tab A10d-185 Body Comp Bar Template BN More 10yrs). "Satisfactory improvement" is defined as a monthly weight loss of either 3 to 8 pounds or 1 percent body fat.

 (e) Counseling. SM who fail the APFT or fail body composition screening will be counseled accordingly on the templates provided (see Annex F Appendix 2 Tab A2 through Annex F Appendix 2 Tab A7), and will:

 1. Be conducted during the same drill period that the failure/failure to improve occurred (for either APFT, diagnostic or body composition).

 2. Include the closing of any previous counseling (adding information to and signing the “Part IV, Assessment” portion of the 4856”).

 3. Will be separate for APFT failure and failure to demonstrate improvement on diagnostic APFTs/body composition screening (see Annex F Appendix 2 Tab A3-185 INITIAL Body-Comp Failure and Annex F Appendix 2 Tab A6-185 Body Composition-failure to improve).

 4. Include physical fitness routines for SM who fail the APFT and or information on available no-cost counseling and or how to establish a proper dietary programs.

 (f) Monthly remedial PT and diagnostic APFT. Participation for SM who fail the APFT, fail body composition screening, or who have not taken an APFT within 14 months, is mandatory. Remedial PT and diagnostic APFTs will not interfere with normal drill training and activities.

 1. Companies conduct one diagnostic APFT monthly. Record results on Soldier’s DA Form 705, with the word “DIAGNOSTIC” printed clearly in the comments box of the test column.

 2. Companies conduct two remedial PT sessions daily minimum (can include diagnostic APFT).

 3. Body composition failures will weigh-in and/or tape-test monthly. SM must show progress in losing weight or will be barred from reenlistment.

 (g) Company Commanders notify the BN Commander/BN S1 section upon second for-record APFT or failure to show progress in body composition.

 (4) APFT Binders. Inspectable BN OIP item.

 (a) Company APFT and body composition policy (and SOP if desired) that is in line with BN guidance.

 (b) BN APFT/body composition policy and SOP, to include copies of counseling templates.

 (c) Roster of current APFT failures and SM who have not taken an APFT within 14 months.

 (d) Roster of current body composition failures.

 (4) Counseling. First line leaders/Platoon level leaders conduct improvement/event oriented counseling. See Annex F Appendix 2 Tab A1a-185 APFT Counseling Process flowchart for visual steps on counseling process. See Annex F Appendix 2 Tab A1b-185 HT-WT Counseling Process flowchart for visual steps on counseling process.

 (a) Initial APFT failure counseling. Conducted during the same drill when the SM fails. Utilize Annex F Appendix 2 Tab A2-185 INITIAL APFT Failure Counseling.

 (b) Initial Body Composition failure counseling. Conducted during the same drill when the SM fails. Utilize Annex F Appendix 2 Tab A3-185 INITIAL Body-Comp Failure Counseling.

 (c) Diagnostic APFT-failure to improve counseling. Follow-up counseling conducted when SM fails to demonstrate improvement from initial APFT failure. Conducted during the same drill the SM failed to demonstrate improvement.

 1. Conduct separate diagnostic APFT-failure to improve counseling for every diagnostic APFT that the SM fails to improve from the previous diagnostic APFT (using Annex F Appendix 2 Tab A4-185 Diagnostic APFT-failure to Improve).

 2. Ensure to complete PART IV – Assessment of the Plan of Action, on all/any previous counseling.

 3. Used when recommending recommendation to initial a bar to reenlistment. Utilize applicable BN bar to reenlistment template (Annex F Appendix 2 Tab A10a-185 APFT Bar Template BN Less 10yrs, or Annex F Appendix 2 Tab A10b-185 APFT Bar Template BN More 10yrs).

 4. Utilize Annex F Appendix 2 Tab A4-185 Diagnostic APFT-failure to improve Counseling.

 (d) Diagnostic APFT-Recommendation for administrative action for failure to improve. Optional follow-up counseling and rehabilitative tool conducted when SM repeatedly fails to demonstrate improvement per their initial and follow-up counseling. Utilize Annex F Appendix 2 Tab A5-185 Rec for Administrative Action Counseling.

 (e) Body Composition-failure to improve counseling. Follow-up counseling conducted when SM fails to demonstrate improvement from initial body composition failure. Counseling conducted during the same drill the SM failed to demonstrate improvement.

 1. Per AR 600-9, satisfactory improvement/progress is defined as a monthly weight loss of either 3 to 8 pounds or 1 percent body fat.

 2. Ensure to complete PART IV – Assessment of the Plan of Action, on all/any previous counseling.

 3. Used when recommending recommendation to initial a bar to reenlistment. Utilize applicable BN bar to reenlistment template.

 i. For SM with less than 10 years, utilize Annex F Appendix 2 Tab A10c-185 Body Comp Bar Template BN Less 10yrs.

 ii. For SM with more than 10 years, utilize Annex F Appendix 2 Tab A10d-185 Body Comp Bar Template BN More 10yrs.

 4. Utilize Annex F Appendix 2 Tab A6-185 Body Composition-failure to improve Counseling.

 (f) 2nd for-record APFT failure counseling. Conducted during the same drill when the SM fails 2nd for record APFT. Utilize Annex F Appendix 2 Tab A7-185 2nd APFT Failure Counseling.

 (g) SM who have had a bar to reenlistment placed against them will be counseled after a 6 months (M-Day)/3 months (AGR) if the bar is not recommended to be removed (submit request for removal if the SM is making progress, demonstrating improvement, etc.). Utilize Annex F Appendix 2 Tab A10e-185 Bar Review counseling (or Annex F Appendix 2 Tab C5c-185 Bar Review counseling).

 (h) Unit commander will conduct a counseling prior any SM with 1 for record APFT failure wishing to the conduct a second for record APFT, before the applicable 6 month mark directed in a.(3) above.

 (7) Timelines.

 (a) Soldier fails 1st for record APFT/Body Composition screening: Counseled before end of drill.

 (b) Soldier fails diagnostic APFT/Body Composition screening: Counseled before end of drill. Diagnostic APFTs/taping should be given monthly as part of remedial PT.

 (c) Soldier fails 2nd for record APFT: Counseled before the end of drill. 2nd for records APFT to be given no more than 180 days from initial failure, and as close to 180 days depending on drill dates.

 1. Separation packet will be submitted NLT 5 working days following the 2nd failed APFT IAW CAARNG separations checklist located at: (do not keep a local copy, as checklists are always being updated) <https://ngcaportal.ng.army.mil/sites/G1/enl/separations/Document%20Library/Forms/AllItems.aspx>

 (d) Soldier fails to demonstrate satisfactory progress in 3 out of 6 months, will have a bar to reenlistment placed against them (see Annex F Appendix 2 Tab A10c-185 Body Comp Bar Template BN Less 10yrs or Annex F Appendix 2 Tab A10d-185 Body Comp Bar Template BN More 10yrs). "Satisfactory improvement" is defined as a monthly weight loss of either 3 to 8 pounds or 1 percent body fat.

 (e) Soldiers who have failed a for record APFT and have not taken a 2nd for record APFT within 180 days and or Soldiers who have not taken a fore record APFT within 14 months, will have a bar to reenlistment placed against them.

 (8) References, Guides and Training.

 (a) FM 7-22, Army Physical Readiness Training.

 (b) AR 600-9, Change 1, The Army Body Composition Program.

 (c) AR 350-1, Army Training and Leader Development.

 (d) AR 600-8-2, Suspension of Favorable Personnel Actions (Flag).

 (e) AR 135-175, Enlisted Administrative Separations.

 (f) NGR 600-200, Enlisted Personnel Management

 (g) EPM Separations document library:

<https://ngcaportal.ng.army.mil/sites/G1/enl/separations/Document%20Library/Forms/AllItems.aspx>

 (h) Tabs to this SOP section:

 i. Annex F Appendix 2 Tab A1a-185 APFT Counseling Process

 ii. Annex F Appendix 2 Tab A1b-185 HT-WT Counseling Process

 iii. Annex F Appendix 2 Tab A2-185 INITIAL APFT Failure

 iv. Annex F Appendix 2 Tab A3-185 INITIAL Body-Comp Failure

 v. Annex F Appendix 2 Tab A4-185 Diagnostic APFT-failure to Improve

 vi. Annex F Appendix 2 Tab A5-185 Diag Fail Rec for Administrative Action

 vii. Annex F Appendix 2 Tab A6-185 Body Composition-failure to improve

 viii. Annex F Appendix 2 Tab A7-185 2ND APFT Failure

 ix. Annex F Appendix 2 Tab A8-185 14 Month No APFT Bar Counseling

 x. Annex F Appendix 2 Tab A10a-185 APFT Bar Template BN Less 10yrs

 xi. Annex F Appendix 2 Tab A10b-185 APFT Bar Template BN More 10yrs

 xii. Annex F Appendix 2 Tab A10c-185 Body Comp Bar Template BN Less 10yrs

 xiii. Annex F Appendix 2 Tab A10d-185 Body Comp Bar Template BN More 10yrs

 ixx. Annex F Appendix 2 Tab A10e-185 Bar Review counseling

 (9) APFT/HT-WT Separation Process, Procedures and Standards.

 **(a) See “Annex F Appendix 2 Tab A1a-185 APFT Counseling Process” and “Annex F Appendix 2 Tab A1b-185 HT-WT Counseling Process.”**