



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH VA 22042

IN REPLY REFER TO
BUMEDINST 6110.16B
BUMED-N4
28 Mar 2023

BUMED INSTRUCTION 6110.16B

From: Chief, Bureau of Medicine and Surgery

Subj: MEDICAL DEPARTMENT RESPONSIBILITIES FOR SHIPSHAPE PROGRAM

Ref: (a) OPNAVINST 6110.1K
(b) OPNAVINST 6100.2A
(c) BUMEDINST 6110.13B

1. Purpose. To assign responsibility for Navy Medicine personnel supporting the Navy's ShipShape Weight Management Program following the guidance in references (a) through (c). This instruction is a complete revision and should be reviewed in its entirety.
2. Cancellation. BUMEDINST 6110.16A.
3. Scope and Applicability. This instruction applies to all Navy Medical Department activities.
4. Background. The overweight and obesity problem among our Navy and Marine Corps population reflects a nationwide problem. Failing or being at risk of failing Navy or Marine Corps body composition standards presents an obstacle to readiness and increases training costs to the Department of Navy. Likewise, weight-related medical conditions are common among family members and retirees, which contribute to unnecessary health care costs. The ShipShape program is the Navy's education-based weight management program and is grounded on current evidence for healthy weight management. The ShipShape program supports the goals of Healthy People 2030, the Chief of Naval Operations' "Sailor 2025" initiative, and population and force health by promoting permanent lifestyle improvements for nutrition, physical fitness, and psychological fitness. The program consists of a series of facilitator-led group classes, followed by several months of follow-up touchpoints between facilitator and participants, for a total of 6 months of engagement. The ShipShape program is recommended for Service members who fail to meet weight standards or those who are in jeopardy of failing. It is available for all active duty and Reserve military Service members, dependents, and government civilians desiring assistance with weight management. ShipShape program information may be accessed via the Defense Center for Public Health – Portsmouth (DCPH-P).

5. Responsibilities

a. Commander, Navy and Marine Corps Public Health Center must coordinate with Defense Health Agency via DCPH-P to:

- (1) Serve as the ShipShape program manager for Navy Medicine.
- (2) Designate a ShipShape program manager.
- (3) Provide complete curriculum and training materials to ShipShape program facilitators.
- (4) Provide ShipShape program facilitator training at multiple opportunities, live or virtually, throughout the year to meet the demand for instructors. Fleet command fitness leaders and Navy registered dietitians should be encouraged to be trained facilitators for integration of ShipShape into command fitness enhancement programs and other command-supported physical fitness programs.
- (5) Provide additional consultation upon request to ShipShape program facilitators to assist them in implementing successful programs.
- (6) Design and manage an evaluation component for the ShipShape program to track program metrics, including a participation report to be completed by ShipShape program facilitators to document progress toward goal weight among ShipShape program participants. Collect participation rosters from ShipShape program facilitators and feedback from program participants.
- (7) Collaborate with the U.S. Marine Corps Semper Fit Health Promotion Program to adapt the ShipShape program to address the needs of U.S. Marine Corps beneficiaries.

b. Commanders, Commanding Officers, and Officers in Charge of Navy Medicine activities that support delivery of primary care services must:

- (1) Designate in writing a qualified ShipShape program coordinator to provide general oversight and assistance to subordinate activities.
- (2) Ensure subordinate activities provide this program as part of a comprehensive weight management strategy, and submit participation reports to DCPH-P (Health Promotion and Wellness).
- (3) Resource, support, and staff an adequate number of certified ShipShape program facilitators to support a robust program. If additional facilitators are required, schedule training with the DCPH-P ShipShape program manager.

(4) Ensure all individuals designated to be ShipShape program facilitators complete mandatory facilitator certification training prior to conducting the ShipShape program. These individuals should be comfortable with public speaking, leading small groups, and discussing general nutrition, physical activity, and behavior change issues.

c. Commanding Officers and Officers in Charge of Navy Medicine activities that do not support delivery of primary care services must provide this program as part of a comprehensive weight management strategy, and submit annual Navy weight management participation reports to DCPH-P (Health Promotion and Wellness) unless ShipShape program is available at a local medical treatment facility.

d. ShipShape Program Coordinators must:

(1) Provide contact information to the DCPH-P ShipShape program manager (usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-shipshape@health.mil) upon appointment.

(2) Ensure at least three ShipShape programs are held annually. Provide additional programs as needed based on an assessment of need in the served population.

(3) Ensure the ShipShape program facilitator submits the ShipShape program roster to DCPH-P annually. ShipShape program coordinators may also be a command ShipShape program facilitator.

(4) Complete DCPH-P sponsored ShipShape program facilitator training. Certification will remain valid for 10 years.

(5) Manage and coordinate the efforts of the command ShipShape Program Facilitators assigned to them.

e. ShipShape Program Facilitators must:

(1) Complete DCPH-P sponsored ShipShape program facilitator training. Certification will remain valid for 10 years.

(2) Adhere to the program methodology and curriculum provided by DCPH-P and present all aspects of the program using the ShipShape Weight Management Program Facilitation Manual, provided by DCPH-P during ShipShape program facilitator training.

(3) Submit program roster to the command ShipShape program coordinator. A ShipShape program facilitator may also be the command ShipShape program coordinator.

(4) Inform commands and supervisors of the availability of the ShipShape program; provide an overview of program components and attendance requirements. Inclusion of all types of participants, including family members, is encouraged.

(5) Coordinate with local command fitness leaders to ensure the latest program information is available and support access to the program.

(6) Encourage Fitness Enhancement Program participants to attend at least one in-person session to learn more about the ShipShape program.

(7) Encourage local non-medical treatment facility commands to establish a ShipShape program for their command.

(8) The ShipShape program roster for each course will be used for participant contact information and tracking and will be submitted to DCPH-P. Ensure appropriate measures are taken to secure protected health information and personally identifiable information.

(9) Manage enrollment capacity of each ShipShape program cycle so that total enrollees do not exceed capabilities and resources available. DCPH-P recommends 15 participants or less per ShipShape program cycle in order to promote and support positive behavior change. Multiple groups may be conducted concurrently if the demand dictates.

(10) Schedule the number of classes required to meet the demand of the population served and schedule classes at times that allow for optimal participation.

(11) Inform participants that a maintenance phase will follow completion of the curriculum, for a total of 6 months inclusive of program classes. During this phase, the facilitator and participant will discuss continued weight loss progress and overcoming difficulties to avoid relapse.

(12) Support participant-driven follow-up during the maintenance phase by responding to participants, offering advice and encouraging healthy behaviors.

(13) During the maintenance phase, review participant progress to achieve stated goals and ask about problems, barriers, triggers for overeating, and offer possible solutions. Modifications to individual weight loss plans can be made during these follow-up encounters. While maintenance of a healthy weight is the goal of the maintenance phase, most participants will continue to follow their weight loss plans during the maintenance phase. Facilitators are encouraged to reach out to participants not meeting key milestones or attending meetings to encourage more active participation.

f. Individual ShipShape Program Participants (command or self-referred) must:

(1) Contact the local ShipShape program facilitator for initial ShipShape program information and complete all prerequisite administrative requirements and introductory training prior to attending group sessions.

(2) Discuss weight loss goals and commitment to participate in the program with the ShipShape program facilitator. Consider each ShipShape program session as a medical appointment.

(3) Actively participate in the weight management program, completing take-home activities in between sessions, and completing post-program follow-up.

(4) Contact the facilitator for any concerns, problems, or inability to attend sessions.

(5) Remain in contact with facilitator throughout the duration of the program, including the maintenance phase and provide program feedback through a voluntary survey.

6. Records Management

a. Records created as a result of this instruction regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, Bureau of Medicine and Surgery (BUMED) Support and Logistics (BUMED-N4) will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40, Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if still

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required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

A handwritten signature in black ink, appearing to read 'D. K. VIA', with a long horizontal flourish extending to the left.

D. K. VIA
Acting

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, <https://www.med.navy.mil/Directives/>