

# SHIPSHAPE

## Weight Management Program



U.S. Navy photo by Mass Communication Specialist 2nd Class Jamie V. Cosby

# About the ShipShape Program's Transition to Open Enrollment

The ShipShape Program is the official Navy weight management program managed by the Navy and Marine Corps Public Health Center (NMCPHC), designed to assist active duty and reserve military service members, beneficiaries, and government civilians with making healthy behavior changes in order to lose weight. The ShipShape Program is highly recommended for active duty and reserve military service members who have failed or are at risk of failing their body composition assessment (BCA) standards.

To enhance the program and increase the impact, a new open enrollment format of the ShipShape Program will be launched to existing facilitators in August 2016.

## What is the open enrollment format?

Open enrollment means that a participant can enroll in the ShipShape Program at any point while the program is being offered and attend sessions in any order they choose based on availability of offerings and the participant's ability to attend. Participants will have six months to complete the program from their first group session. To accommodate an open enrollment format, the NMCPHC is reviewing and updating the existing curriculum and program materials.

## Why is the transition happening?

The shift to an open enrollment format is in response to the 4 August 2015 release of [NAVADMIN 178/15 \(Physical Readiness Program Policy Changes\)](#) and the 9 March 2016 release of [NAVADMIN 061/16 \(Implementation of Physical Readiness Program Policy Changes Update #2\)](#) to enhance the ShipShape Program and flex offerings to meet the needs of the Navy. It is also a more suitable format to meet an anticipated increase in demand for the program.

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## FORMER STATE

- Limited enrollment periods
- Eight in-person group sessions required in sequential order
- Six of eight sessions required for completion
- Participants required to attend all sessions of one course
- Facilitator-driven follow-up

## FUTURE STATE

- Open enrollment
- Eight sessions required for completion:
  - *Steps for Success*, available online
  - Six group sessions, offered in-person only
  - *Preparing for the Future*, available online
- Participants can attend sessions of multiple courses, as available
- Participant-driven follow-up



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## What are the benefits of the open enrollment format?

Due to the recent policy changes, coordinators and facilitators may see an increased demand for the ShipShape Program. A flexible program will enable a larger number of both military and non-military participants greater and easier access to the program. Additionally, the open enrollment format will benefit the participants, facilitators, and commands by:

- ▶ Empowering commands to enroll any personnel who fails a physical fitness assessment (PFA) spot check into the program immediately.
- ▶ Allowing participants to self-enroll at any point throughout the year and attend sessions as their schedule allows within the six-month time period.
- ▶ Providing more flexibility for commands to offer sessions to meet the needs of their participants.

## How will this impact my program?

The benefit of the open enrollment format is its flexibility to meet the needs of any small, large, or rapidly growing program. Some locations may not see significant changes in how they offer the course or who is attending. It will vary depending on the population, availability of courses, and availability of ShipShape Program Facilitators.

While this format will be implemented Navy-wide, coordinators and facilitators will need to make decisions about how to implement open enrollment at the local level based on their needs. Decisions will include the frequency of courses; how to track and manage registration; the location, date, and time of each session based on participant needs; and how to best collaborate across multiple facilitators and locations to monitor participant attendance.

## **i** WHERE CAN I FIND MORE INFORMATION?

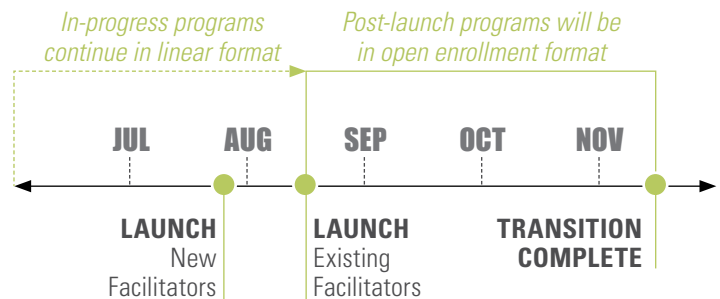
To help local programs prepare for the transition, NMCPHC will provide ongoing updates, and access to new resources and information. The resources offered by NMCPHC will include:

- ▶ Open Enrollment Transition Guide
- ▶ Facilitation Manual
- ▶ Participant Study Guide
- ▶ Updated Curriculum PowerPoint Slides and Handouts
- ▶ Open Enrollment Webinar (to be scheduled the first week of August)

The ShipShape Program Open Enrollment Transition Guide will be provided with additional guidance and recommendations for adapting your program to meet the new format.

## When will the change occur?

An updated curriculum and new materials and guidance to help facilitators with the transition will be available no later than 15 August 2016. All local ShipShape Program offerings with a start date on or after 15 August should be in the open enrollment format. Courses in progress by 15 August can be completed in the current linear state.



## What actions do local programs need to take?

### Before 15 August

Local programs should stay informed about upcoming changes by joining the [ShipShape Program Facilitator Group on milSuite](#) and reading update emails from NMCPHC. They should also begin conversations at a local level to determine the impact of the transition on their program.

### After 15 August

Once NMCPHC releases the new curriculum and materials, local programs should follow the guidance in the Open Enrollment Transition Guide to ensure they are taking all the steps required to meet the new format.

Look for updates through the following channels:

- ▶ [milSuite](#). If you are a ShipShape Program Facilitator or Coordinator, join our ShipShape Program Facilitator Group on milSuite for the latest information, program materials, and discussions! milSuite is a protected collaboration community and requires a CAC to create an account and access our resources, click [here](#) to register. For guidance on creating a milSuite account, joining the ShipShape Program Facilitator Group, and accessing program materials, click [here](#).
- ▶ Email. Look for emails from the ShipShape Program Manager over the next several months with new information and updates.

Comments or general questions can be emailed to the ShipShape Program Manager at [USN.HAMPTON-ROADS.NAVMCPUBHLTHCENPORS.LIST.NMCPHC-SHIPSHAPE@MAIL.MIL](mailto:USN.HAMPTON-ROADS.NAVMCPUBHLTHCENPORS.LIST.NMCPHC-SHIPSHAPE@MAIL.MIL).