

HOW TO CREATE A BCA

1. From the PFA details page (Refer to How to View PFA Cycle Records), on the BCA's related list on the right, select down arrow and click "New".

The screenshot shows a web application interface for PFA details. On the left, there are tabs for 'CVC-3695' and 'PFA-578...'. Below the tabs, there are sections for 'Details' and 'Related'. The 'Information' section contains fields for Member, DODID, First Name, Middle Name, Last Name, Suffix, Gender, Date of Birth, Branch of Service, Rate, and HM. The 'PFA Performance Summary' section contains fields for Navy Cycle Name, Navy Cycle Start Date, Navy Cycle End Date, Email, Phone, DSN Phone, CFL Certification Date, and CFL Seminar Date. On the right, there is a list of related items: PARFQs (0), Medical Waivers (0), BCAs (0), and PRTs (0). A red arrow points to the 'New' button next to the 'BCAs (0)' item.

2. The "New BCA" form will appear similar to this. Enter the "BCA Date," followed by the "Height in Inches," and "Weight in Pounds." Click "Save"

The screenshot shows the 'New BCA' form. The form has a title 'New BCA' and a section for 'Information'. The 'BCA Date' field is highlighted with a red box and a red arrow. Below it, there is a note: 'NOTE: BCA Date cannot exceed PRT Date. This field is calculated upon save'. The 'Participation Status' dropdown is set to 'Participant'. The 'BCA Result' field is empty. The 'Step 1' section contains three fields: 'Height in Inches', 'Weight in Pounds', and 'Rounded Height for Height/Weight'. The 'Height in Inches' and 'Weight in Pounds' fields are highlighted with red arrows. The 'Rounded Height for Height/Weight' field is empty. Below the 'Step 1' section, there are three calculated fields: 'Age at the time of BCA', 'Gender', and 'BMI'. The 'System Information' section at the bottom contains a 'Created By' field and three buttons: 'Cancel', 'Save & New', and 'Save'. A red arrow points to the 'Save' button.

3. If Sailor is within height / weight, display will look similar to:

The screenshot shows the 'BCA Cycle 1 2022' form. At the top, it displays 'Navy Cycle Start Date' as 1/1/2022, 'Navy Cycle End Date' as 12/31/2022, and a redacted 'Member Full Name'. Below this is a 'Details' tab with a sub-tab 'Information'. The 'Information' section contains several fields: 'BCA Date' (5/1/2022), 'Participation Status' (Participant), 'BCA Result' (Pass), 'Age at the time of BCA' (46), and 'Gender' (M). A note states 'BCA Date cannot exceed PRT Date.' There is also a 'Step 1' section partially visible at the bottom.

4. If Sailor is not within height / weight, complete Step 2 by entering the abdominal circumference and click "Save"

The screenshot shows the 'Step 2 - ABDOMINAL CIRCUMFERENCE' form. A red arrow points to the 'Abdominal Circumference (IN)' input field. To the right, it shows 'Abdominal Circumference Rounded' as 0.0 and 'Step 2 Performance' as 'This field is calculated upon save'. Below this is the 'System Information' section, which includes 'Created By' and 'Last Modified By' (both redacted), and 'ACM Required?' set to '--None--'. At the bottom right, there are 'Cancel' and 'Save' buttons, with a red arrow pointing to the 'Save' button.

5. If Sailor is within allowable abdominal circumference, display will be similar to the screen shot in number 3 above. If Sailor is not within allowable abdominal circumference, complete Step 3 (Body Composition Measurement) by entering neck and abdomen for men and click “Save”.

Step 3 - BCM

Neck (IN)

Abdomen (IN)

Neck Rounded
0.0
This field is calculated upon save

Abdominal Rounded
0.0
This field is calculated upon save

Rounded Height for BCM (IN)
60.0
This field is calculated upon save

CV
0.0
This field is calculated upon save

Body Fat %

Step 3 Performance
This field is calculated upon save

Age Adjusted Standard Result
Outside Standard
This field is calculated upon save

System Information

Created By

Last Modified By

ACM Required?
--None--

PFA
PFA-6493414

Cancel Save

If Sailor is not within allowable abdominal circumference, complete Step 3 by entering neck, waist and hips for females and click “Save”.

Step 3 - BCM

Neck (IN)

Waist (IN)

Hips (IN)

Neck Rounded
0.0
This field is calculated upon save

Waist Rounded
0.0
This field is calculated upon save

Hips Rounded
0.0
This field is calculated upon save

Rounded Height for BCM (IN)
60.0
This field is calculated upon save

CV
0.0
This field is calculated upon save

Body Fat %

Step 3 Performance
This field is calculated upon save

Age Adjusted Standard Result
Outside Standard
This field is calculated upon save

System Information

Created By

Last Modified By

ACM Required?
--None--

PFA
PFA-6493415

Cancel Save

6. If Sailor is within allowable body composition measurement, display will be similar to the screen shot in number 3 above. If Sailor is outside of allowable body composition measurement, display will appear similar to:

 **BCA**
Cycle 1 2022

Navy Cycle Start Date	Navy Cycle End Date	Member Full Name
1/1/2022	12/31/2022	[REDACTED]

Details Related

∨ Information

BCA Date	5/1/2022	Participation Status	Participant
NOTE:	BCA Date cannot exceed PRT Date.	BCA Result	Fail
Age at the time of BCA	24		
Gender	F		

HOW TO EDIT A BCA

1. From the PFA details page on the BCA's related list on the right, click on the hyper link next to BCA Name.

The screenshot shows a web interface with two browser tabs: 'PFAS' and 'PFA-649...'. The main content area is divided into two sections: 'Details' and 'Related'. The 'Details' section has a sub-section 'Information' with fields for Member, DODID, First Name, Middle Name, Last Name, Suffix, Gender (F), Date of Birth, Branch of Service (United States Navy (USN)), PFA Performance Summary (FAIL), Navy Cycle Name (Cycle 1 2022), Navy Cycle Start Date (1/1/2022), Navy Cycle End Date (12/31/2022), Email, Phone, DSN Phone, CFL Certification Date, and CFL Seminar Date. The 'Related' section contains workflow instructions and a list of items: PARFQs (0), Medical Waivers (0), and BCAs (1). Under 'BCAs (1)', there is a list for 'Cycle 1 2022' with 'BCA Name: BCA-0005149649' and 'BCA Date: 5/1/2022'. A red arrow points to the BCA Name. A 'View All' link is at the bottom of the list.

2. Click on "Edit"

The screenshot shows the 'BCA Cycle 1 2022' details page. At the top, there are fields for 'Navy Cycle Start Date' (1/1/2022), 'Navy Cycle End Date' (12/31/2022), and 'Member Full Name'. An 'Edit' button is located in the top right corner, with a red arrow pointing to it. Below this is a 'Details' section with a sub-section 'Information' containing fields for BCA Date (5/1/2022), Participation Status (Participant), NOTE (BCA Date cannot exceed PRT Date.), Age at the time of BCA (24), and BCA Result (Fail). To the right is a 'PFA Details' section with fields for Member Full Name, Navy Cycle Name (Cycle 1 2022), DODID, Navy Cycle Start Date (1/1/2022), UIC (84282), and Navy Cycle End Date (12/31/2022). At the bottom right, there is a 'PARFQs for Parent PFA (0)' section.

3. Edit the necessary fields and click “Save”

Edit BCA-0005149649

Information

* BCA Date
5/1/2022

* Participation Status
Participant

NOTE:
BCA Date cannot exceed PRT Date.
This field is calculated upon save

Age at the time of BCA
24
This field is calculated upon save

Gender
F
This field is calculated upon save

BCA Result
Fail

Step 1

Edit as necessary

* Height in Inches
60.00

* Weight in Pounds
200.00

Rounded Height for Height/Weight
60
This field is calculated upon save

Weight in Pounds Rounded
200
This field is calculated upon save

BMI
39.1
This field is calculated upon save

Step 1 Performance

Step 2 - ABDOMINAL CIRCUMFERENCE

Edit as necessary

Abdominal Circumference (IN)
43.0

Abdominal Circumference Rounded
43.0
This field is calculated upon save

Step 2 Performance
MEMBER MUST COMPLETE STEP 3
This field is calculated upon save

Step 3 - BCM

Edit as necessary

Neck (IN)	13.00	Neck Rounded	13.0
			<i>This field is calculated upon save</i>
Waist (IN)	40.0	Waist Rounded	40.0
			<i>This field is calculated upon save</i>
Hips (IN)	40.0	Hips Rounded	40.0
			<i>This field is calculated upon save</i>
		Rounded Height for BCM (IN)	60.0
			<i>This field is calculated upon save</i>
		CV	67.0
			<i>This field is calculated upon save</i>
		Body Fat %	46%
		Step 3 Performance	FAIL
			<i>This field is calculated upon save</i>
		Age Adjusted Standard Result	Outside Standard
			<i>This field is calculated upon save</i>

System Information

Cancel Save & New **Save**

4. Updated data is saved.