Air Force Civilian Deployments:
A Guide to Pre-Deployment Medical Clearance

30 October 2014
This presentation outlines the basic steps to obtain medical clearance for deployment.

Pre-deployment medical clearance is necessary to ensure readiness and to protect your health in a contingency environment.

The Civilian deployment medical clearance process is similar to the clearance process for Active Duty personnel.

Like Service members, Civilian deployers must comply with Combatant Commander (COCOM) Reporting Instructions and DoDI 6490.07, Deployment Limiting Medical Conditions for Service Members and DoD Civilian Employees.
The medical clearance process requires face-to-face appointments with health care providers.

You must disclose pre-existing medical conditions to the Air Force Medical Treatment Facility (MTF) provider during examination.

Your private physician assists by providing a summary of your medical history to the MTF provider.

Individuals who fail to report to the MTF and/or complete pre-deployment medical requirements cannot be medically cleared to deploy.
The medical clearance process evaluates your health status and assures the COCOM that you are medically fit to do your job in a contingency environment.

Be open and honest about health your history/medical issues.

Don’t run the risk of being sent home or medically evacuated from theater.
¶ Per **AFI 10-403, Deployment Planning and Execution, 20 September 2012, Incorporating Through Change 2, 15 July 2014:**

- Deployment medical clearance is mandatory for Service members and DoD Civilians assigned to Air Force installations and agencies.

- All DoD Civilians entering theater for more than 30 days must report to Public Health/Force Health Management (PH/FHM) at the MTF within 120 days prior to their scheduled departure date to be medically cleared.

- Deploying Civilian personnel will contact the PH/FHM Office for guidance and location-specific medical requirements.

- COCOM Reporting Instructions are subject to change and are updated based on the assessment of current medical threats; additional medical requirements may be added to ensure protection of deploying personnel.
DoD Civilians must comply with DoDI 6490.07, *Deployment-Limiting Medical Conditions for Service Members and DoD Civilian Employees*, and COCOM Reporting Instructions.

DoD Civilians must bring an OF-178, Certificate of Medical Examination, to PH/FHM with Part B completed by the Appointing Officer prior to medical clearance.

PH/FHM will schedule an appointment with an MTF provider to conduct the medical examination.

Individuals who fail to report to PH/FHM and/or complete pre-deployment medical requirements will not be medically cleared to deploy.
The medical clearance process for Civilian deployments is the same, regardless of type, for example:

- Air & Space Expeditionary Forces (AEF)
- Joint Expeditionary Tasking (JET)
- Individual Augmentee (IA)
- OSD Civilian Expeditionary Workforce (CEW)
- Humanitarian
- Enablers & Others
As part of medical clearance, several medical exam forms must be completed before your appointment with the MTF provider; forms and instructions are provided on the next slide.

- These forms will be used by your private physician and the MTF provider, dentist, optometrist, and PH/FHM officials to evaluate your medical history and to assess your ability to deploy.

- You may be issued additional forms and documents at the MTF during the medical clearance process (e.g., immunization record, labs, etc.). Keep these documents; they are part of your deployment medical record.
## Pre-Deployment Medical Exam Forms and Documents

**INSTRUCTIONS:** Download the following documents and medical forms from the AF/A1 Civilian Community of Practice (CoP) and hand-carry them with you to the MTF. Take note of the special instructions detailed below. Certain items must be completed before your MTF appointment.

<table>
<thead>
<tr>
<th>Item Description and Instructions</th>
<th>Issued or Completed by</th>
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<tbody>
<tr>
<td>MTF Notification of DoD Civilian Deployment and Request for Deployment Medical Clearance</td>
<td>Commander, Sign &amp; Issue</td>
</tr>
<tr>
<td>- Hand-carry memo signed by your commander (or equivalent) with you to PH/FHM at the MTF</td>
<td></td>
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<tr>
<td>- This memo is required to initiate your medical clearance for deployment</td>
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</tr>
<tr>
<td>OF-178, Certificate of Medical Examination (April 2012 Version)</td>
<td>MTF Physician</td>
</tr>
<tr>
<td>- Part B must be completed by your commander (or equivalent) or “Appointing Official” before your appointment at the MTF</td>
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<tr>
<td>- Failure to complete Part B will delay your medical clearance</td>
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</tbody>
</table>

### Medical History
There are two options for the medical history requirement:

<table>
<thead>
<tr>
<th>DD Form 2807-1, Report of Medical History</th>
<th>OR</th>
<th>Copy of medical records related to current and/or past medical problems that may affect deployability</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Complete Blocks 1-29</td>
<td><strong>AND</strong></td>
<td></td>
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<tr>
<td>- Block 30 is completed and signed by your private physician before your appointment at the MTF</td>
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<td></td>
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<tr>
<td>- Hand-carry signed form with you to the MTF</td>
<td><strong>DD Form 2807-1, Report of Medical History</strong></td>
<td></td>
</tr>
<tr>
<td>DD Form 2795, Pre-Deployment Health Assessment (also referred to as DRHA 1)</td>
<td>Complete Form Online</td>
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<tr>
<td>- Must be completed electronically online before your appointment at the MTF</td>
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<td></td>
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<tr>
<td>- Handwritten or hardcopy forms are not accepted at the MTF</td>
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<td></td>
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<tr>
<td>- A military provider will review the DD Form 2795 with you during your appointment at the MTF</td>
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<td></td>
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<tr>
<td>DD Form 2813, Dental Examination</td>
<td>MTF Dentist</td>
<td></td>
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<tr>
<td>- Will be completed and signed by the MTF dentist</td>
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<tr>
<td>- Hand-carry form with you to the MTF</td>
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<td></td>
</tr>
<tr>
<td>DD Form 711, Eyewear Prescription (Gas Mask Inserts, if required)</td>
<td>MTF Optometrist</td>
<td></td>
</tr>
<tr>
<td>- Will be completed and signed by the MTF optometrist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Hand-carry form with you to the MTF</td>
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</table>
STEP 1: Notification of Deployment Tasking

- Your commander (or equivalent) or UDM will notify you and the PH/FHM Office of the deployment tasking, and will officially request initiation of the medical clearance process

  ✓ Refer to the sample *MTF Notification of DoD Civilian Deployment and Request for Deployment Medical Clearance Memorandum*; a copy of this memo can be downloaded from the AF/A1 Civilian Readiness CoP

  ✓ Hand-carry a signed copy of the memo to PH/FHM

- Your commander and UDM will monitor the status of your medical clearance via the Deployment Medical Clearance Module of ASIMS Web
STEP 2: Completion of OF-178, Part B

- Your commander (or equivalent) will complete Part B of the **OF-178, Certificate of Medical Examination, April 2012** to document functional and environmental requirements that are essential to the duties of your deployment position.

- Functional requirements must be annotated in section 4a.

- Environmental factors must be annotated in section 4b.

  ✓ Ensure Part B is completed prior to your medical appointment at the MTF; otherwise, medical clearance will not be initiated, and you will be asked to return at a later date, after Part B has been completed.

  ✓ Hand-carry a copy of the OF-178 **with Part B completed** to PH/FHM.
STEP 3: Completion of Medical History Requirements

- There are two options for completion of medical history requirements. Choose one of the following:

  - Visit your private physician* to complete
    DD Form 2807-1, Report of Medical History
    Your physician must provide details about your medical history in Block 30, Examiner’s Summary and Elaboration of all Pertinent Data
    ✓ Complete Blocks 1-29; disclose any pre-existing medical conditions that might limit your ability to deploy
    ✓ Hand-carry a copy of the signed DD Form 2807-1 to the PH/FHM Office

  - OR -

  - Bring a copy of your medical records to the MTF: medical records related to current and/or past medical problems that may affect deployability
    AND
    Bring DD Form 2807-1, Report of Medical History
    ✓ Complete Blocks 1-29; disclose any pre-existing medical conditions that might limit your ability to deploy
    ✓ Hand-carry a copy of the DD Form 2807-1 to the MTF to be completed by the MTF physician

*If you choose to see your private physician, you must do so at your own expense (unless you are a TRICARE beneficiary). Per AF/A1, you may attempt to obtain reimbursement by completing a voucher with DFAS. However, reimbursement is not guaranteed.
STEP 4: Completion of DD Form 2795 (DRHA #1)

- You will complete DD Form 2795, *Pre-Deployment Health Assessment*, (DRHA #1) via MyIMR at https://imr.afms.mil/imr/MyIMR.aspx*

  ✓ Complete this form online**prior to reporting to the PH/FHM Office

  ✓ Read each question carefully and answer truthfully; your health information will be reviewed by Public Health and the MTF provider during your medical examination

*Contact the ASIMS Helpdesk if you encounter difficulty accessing the ASIMS Web Application:
  DSN: 969-9742
  Commercial: 1-210-395-9742
  EMAIL: afmsa.sg6hhid-helpdesk@us.af.mil

**Hard copy or handwritten versions of this form will not be accepted.
STEP 5: Completion of DD Form 2813, DoD Active Duty/Reserve Forces Dental Examination

- Print DD Form 2813 at http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2813.pdf
  
  - Complete Blocks 1-5 prior to reporting to PH/FHM
  - Blocks 6-11 will be completed by an MTF dental provider

*Note: If dental care is required, it will be completed at your expense prior to deployment.*
STEP 6: Completion of DD Form 771, Eyewear Prescription

- Form will be completed by an MTF optometrist

- A fillable form is available at:
  

Note: If ophthalmic care is required, it will be completed at your expense prior to deployment.
STEP 8: Initiation of Medical Clearance at PH/FHM

- You will report to the PH/FHM Office at the MTF to initiate pre-deployment medical clearance

  ✓ Bring the “Notification of Deployment and Request for Medical Clearance” memo signed by your commander, along with the other medical exam forms

  ✓ Ensure the following, prior to reporting to PH/FHM:
    - Your commander completed Part B of OF-178
    - Your private physician completed DD Form 2807-1
    OR
    - You have a copy of your medical records related to current and/or past medical problems that may affect deployability
      - AND a DD Form 2807-1 to be completed with the MTF physician
    - You completed DD Form 2795 (DRHA #1) online
    - You are registered with the TOPA Office/UBO
STEP 7: Registration at the TOPA Office/UBO

- You will visit the MTF’s TRICARE Operations and Patient Administration (TOPA) Office to be registered in CHCS

- TOPA personnel will also ensure the correct patient category code* is applied to your patient record

  ✓ Bring the “Notification of Deployment and Request for Medical Clearance” memo signed by your commander, along with the other medical exam forms

*Regardless of your current beneficiary status (retiree, dependant spouse, etc.), you must have your patient category code updated; otherwise, you may be billed for deployment-related medical services.
STEP 7 is critical

You cannot be seen by PH/FHM or have any medical services rendered at the MTF until you are registered with the TOPA Office.
STEP 8, cont.

- If all required items have been accomplished correctly, PH/FHM will initiate pre-deployment medical clearance and schedule your appointment with the MTF provider.

- The following medical exam forms will be finalized at the MTF:
  - OF-178, Certificate of Medical Examination
  - DD Form 2795, Pre-Deployment Health Assessment (DRHA #1) completed at [https://imrafms.mil/imr/MyIMR.aspx](https://imrafms.mil/imr/MyIMR.aspx)
  - DD Form 2813, DoD Active Duty/Reserve Forces Dental Examination
  - DD Form 771, Eyewear Prescription
What to Expect

- During the pre-deployment medical clearance process, you will receive a variety of health assessments and medical services
- PH/FHM will provide you with a checklist of medical clinics and offices within the MTF you will need to visit to complete your requirements. Requirements may include:
  - Medical examination and dental screening
  - Deployment health assessment/mental health interview
  - Routine mobility and location-specific immunizations
    - Anthrax and Smallpox
    - TB screening
  - Medical and laboratory tests
    - DNA
    - HIV
  - Force Health Protection Prescription Products (FHPPPs)
    - Anti-malaria medications
    - Biological warfare/chemical warfare antidotes
When you have completed your deployment medical requirements, return to Public Health/ Force Health Management for final clearance.

If at any time you have questions or need help, return to PH/FHM for assistance.

A team of medical professionals will assist you.
Certain medical conditions may preclude you from deployment. A listing of these conditions can be found in:

- **DoD 6490.07, Deployment Limiting Medical Conditions for Service Members and DoD Civilian Employees**

- **COCOM Medical Reporting Instructions** (e.g., USCENTCOM MOD 12)

If a mobility-restricting medical condition is identified, your commander must request a medical waiver; medical waivers must be approved by COCOM.

Medical care at deployed locations is limited. If you fail to disclose a pre-existing medical condition to the MTF provider—one that might restrict or limit your ability to deploy—and you have to be returned from theater for treatment, you may be liable for the cost.
Deployment medical clearance requirements are provided at **no cost** to you.

However, this does not include:

- Personal prescriptions and medications
- Contacts and prescription eyeglasses
- Treatment and evaluation for pre-existing medical conditions (e.g., diabetes, hypertension, etc.)
- Treatment of dental caries, crowns, dentures, root canals, etc.
- Specialty referrals (e.g., MRI, CT, endoscopy, etc.)
- Mental health care

If treatment is required for a pre-existing condition or a deployment-limiting condition, you (or your insurance) are responsible for the costs of treatment.
After Deployment

- You will complete additional medical requirements after deployment

  - Complete the DD Form 2796, *Post-Deployment Health Assessment*, within 30 days prior to departure from theater*

  - Report to PH/FHM within 7 duty days of return from deployment for medical deployment in-processing

  - Complete the DD Form 2900, *Post-Deployment Health Reassessment*, between 90 and 180 days after return from deployment


*If not completed in theater, the DD Form 2796 must be completed within 30 days of return from deployment*
Additional Guidance

- Pre-Deployment Medical Clearance Instructions for DoD Civilian Personnel—a supplement to this briefing:

- Civilian Pre-Deployment Medical Requirements Checklist for DoD/GS Civilian Personnel:

- Guide--Deployment Medical Requirements for DoD Civilian Personnel:
- **DoD Instruction (DoDI) 1404.10, *DoD Civilian Expeditionary Workforce*, January 23, 2009

- **DoDI 6490.03, *Deployment Health*, September 30, 2011

- **DoDI 6490.07 Deployment-Limiting Medical Conditions for Service Members and DoD Civilian Employees, February 5, 2010

- **DoD Directive (DoDD) 6490.02E, *Comprehensive Health Surveillance*, February 8, 2012

- **Air Force Instruction (AFI) 10-403, *Deployment Planning and Execution*, September 20, 2012


- **USCENTCOM MOD12 to Individual Protection and Individual-Unit Deployment Policy, December 2013**