



UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12792.1C
CPO/RAW/jn
20 Sep 1979

BASE ORDER 12792.1C

From: Commanding General
To: Distribution List

Subj: Medical examinations and services for civil service employees

Ref: (a) FPM Supp 339-31 (NOTAL)
(b) NCPI 792 (NOTAL)
(c) FPM Supp 831-1 (NOTAL)
(d) BO 12715.1
(e) BO 12750.1G
(f) BUMEDINST 6320.31A (NOTAL)
(g) BUMEDINST 6260.6B (NOTAL)
(h) NAVREGMEDINST 5450.2A (NOTAL)
(i) NAVREGMEDINST 5000.2A (NOTAL)
(j) Federal Register, Vol. 43, No. 22 (NOTAL)

Encl: (1) Examination Intervals for Persons in Hazardous Occupations

1. Purpose. To set forth the policy and to provide instructions and guidance to all personnel concerning the various medical examinations and services applicable to civil service employees, in accordance with references (a) through (j).

2. Cancellation. BO 12792.1B.

3. Pre-employment Medical Requirements. It is the policy of the Office of Personnel Management to require that applicants have only the minimal medical capacities which are necessary for safe and efficient work performance. To effect this policy, physical standards have been developed for specific jobs and groups of jobs to assure that applicants and employees have the physical ability to perform the duties of the positions to which appointed without hazard to themselves or others. Appointing officers are authorized to determine that applicants meet the appropriate requirements for employment in competitive positions. They are also authorized to eliminate an applicant or employee from consideration for appointment to a specific position for failure to meet appropriate medical requirements. The

appointing officer's determinations will be made on the basis of information provided in Standard Form 171 (Application for Federal Employment) and Standard Form 177 (Statement of Physical Ability for Light-Duty Work) or Standard Form 78 (Certificate of Medical Examination) and the pre-employment medical tests.

* a. Pre-employment Medical Tests. As part of the employment processing, all new and reinstated employees will receive a blood test (Rapid Plasma Reagin-Serology), urinalysis, and audiogram. The tests will be conducted at the Branch Clinic, Building 15. Additionally, as indicated by the type of position, the medical information required in subparagraphs b or c below will be provided.

b. Light-Duty General Schedule Positions. For appointments to light-duty General Schedule positions, except the ones excluded by reference (a), a SF-177 will be completed in full by the applicant. If, as a result of replies on the SF-177, personal observation, or results of the medical tests, the appointing officer believes an applicant is medically unable to do the job or would create a hazard to self or others, he/she may require the applicant to undergo a medical examination (SF-78) as a prerequisite to employment in the position.

c. Wage Grade and Other General Schedule Positions. For appointments to Wage Grade and the General Schedule positions excepted by subparagraph b above, a medical examination is required. This examination will be performed by a Medical Officer and recorded on a SF-78.

d. Procedures

* (1) Medical Tests. All applicants selected for employment will be provided MCBCL Form 12339 (Request for Pre-Employment Medical Tests) in duplicate and sent to the Occupational Health Nurse in Building 15 who will arrange for the tests. The original of Form 12339 will be sent to the Civilian Personnel Office via the Occupational Health Nurse with the results of the tests.

(2) Medical Examinations. Applicants and employees required to undergo a medical examination will be examined by a Medical Officer and the examination results recorded on a SF-78. The Civilian Personnel Office will originate the SF-78 and enter all required information on the form other than preliminary examining data and the examining physician's report. The applicant will take the form to the Occupational Health Nurse who will perform preliminary examining duties

and arrange for the applicant to be examined. Part C and D of the SF-78 will be completed by the examining physician and returned to the Civilian Personnel Office via the Occupational Health Nurse. The Employment Superintendent is responsible for reviewing the completed medical certificate to determine if the applicant or employee meets the physical requirements of the position for which he/she is being considered. If the applicant meets the requirements, Parts A through C of the SF-78 will be returned for filing by the Occupational Health Nurse in the employee's medical record. Parts D through F will be retained at the Civilian Personnel Office and filed in the employee's Official Personnel Folder. When practicable, the medical tests and examination will be conducted at the same time.

- * 4. Separation Medical Requirements. All civilian personnel who enter into, or terminate service with, the Navy or Marine Corps shall, to the extent feasible, receive audiometric examinations, in order to comply with reference (g). The tests will be conducted at the Branch-Clinic, Building 36, on all employees. In complying with the check-out procedures set forth in reference (d), attention should be given to the work schedules of the appropriate examining facilities to allow for the tests to be made.

5. Return to Duty from Sick Leave

a. All employees who have been absent from work due to illness or injury for seven or more consecutive calendar days shall be examined before they are permitted to begin work.

- * b. Procedure. Employees returning to duty will report to their supervisor at the beginning of working hours and obtain form NAVSO 5100/9 (Dispensary Permit) in duplicate. Employees, with their medical certification, will then report to the Occupational Health Nurse, Building 15. The examining physician will record findings and disposition on both copies of the Dispensary Permit. The original will be given to the employee for return to the supervisor and the copy will be sent to the Occupational Health Nurse.

c. The supervisor will return the employee to work or send him/her home as may be indicated on the form. If the examining physician recommends that the employee be assigned light duty, the duration of the assignment will be specified and the necessity of further examination prior to return to full duty indicated. In such case, the supervisor will attempt to have the employee assigned to light duty in lieu of sending him/her home.

d. In emergencies, the examining physician may send the employee directly home. In such instances the Occupational Health Nurse or other examining official will notify the employee's supervisor by telephone.

6. Hazardous Occupations

a. All employees subject to exposures hazardous to their health and all employees whose defects may endanger the health of themselves and/or others shall be given health examinations at intervals sufficient to ensure that necessary precautions may be taken to maintain and improve their health and efficiency. Enclosure (1) is a partial list of hazardous occupations and examination intervals. Additional occupations may require examination as determined by the Occupational and Preventive Medicine Service.

b. Procedure. Physical examinations of civilian employees shall be made in accordance with the existing rules and regulations of the Office of Personnel Management and with instructions issued by or under the direction of the Secretary of the Navy in regard thereto. Examination schedules will be maintained by the Civilian Personnel Office in accordance with established intervals. A SF-78 will be originated for each employee and forwarded to the Occupational Health Nurse in accordance with the schedules. The Occupational Health Nurse will attach any additional forms that may be required and arrange for the examination. Thereafter, the SF-78 will be used and processed as prescribed in paragraph 3d(2), above. The Administrative Office of the unit concerned will be notified of the time and date the employee is to report to the Branch Clinic, Building 15, for examination.

7. Influenza Vaccinations

a. Influenza vaccination of all employees will be given annually on a voluntary basis.

b. Procedure. When Preventive Medicine has vaccine available for Civil Service employees, the Civilian Personnel Office will be notified and a notice published in the Guidepost. Vaccinations will be provided prior to the flu season or as soon thereafter as possible.

8. Annual Tuberculin Skin Testing

* a. Tuberculin skin testing of all employees having "negative" skin test shall be conducted, if practicable, once a year on a voluntary basis. Annual 14 x 17 chest x-ray of

personnel with a positive reaction will be conducted only in accordance with reference (j).

b. Procedure. Schedules for conducting the annual Tuberculin Testing Program will be established by the Occupational Medicine Branch, Occupational and Preventive Medicine Service, Naval Regional Medical Center. The Occupational Health Nurse will advise supervisors of the time, date, and place employees may report for testing.

9. Special Examinations

a. Background. Under the provisions of reference (a), certain types of special examinations may be made upon the request of the employee or management officials to determine:

(1) An employee's physical ability to perform the work assigned.

(2) An employee's visual or auditory acuity.

(3) The nature of illness when an employee becomes ill at work.

(4) Fitness for continuing assignment (alcoholism, psychopathic personality, or contagious disease).

(5) Need for change of duty.

(6) Presence of conditions of chronic and/or serious nature.

(7) Presence of mental illness and/or acute emotional imbalance.

(8) Degree of progress occurring in cases requiring rehabilitation.

b. Procedures. One of the following procedures, as applicable, will be used when requesting a special physical examination for any of the reasons specified in paragraph 8a above:

(1) Request by Employee

(a) An employee may submit a written request via his organizational commander/staff section head/department head/chief of service to the Commanding General/Commanding Officer (Attention: Civilian Personnel Officer) requesting a special physical examination to determine his/

her fitness for continued performance of regularly assigned duties. This request must include the following:

1. A brief statement explaining fully the reasons for requesting the examination,

2. A statement concerning the specific duties of the position that he/she is unable to perform, and

3. A statement from the employee's private medical doctor which includes history, diagnosis, prognosis, and a recommendation concerning continuation of work.

(b) The endorsement by the organizational commander, head of staff section, department head, or chief of service (as appropriate) shall contain additional information concerning the employee's ability to perform regularly assigned duties and shall specifically state the duties that the employee is unable to perform because of his/her physical condition.

(2) Request by Management Officials

(a) Organizational commanders, heads of staff sections, departments heads, and chiefs of services (as appropriate) are responsible for making a preliminary determination that the employee's performance, attendance, or behavior is below the level of acceptability, and on the basis of management evidence, that a health problem exists which could account for the service deficiencies. Management evidence means information obtained from such readily available sources as supervisory observation of job performance, absence from duty, or knowledge of illness, accident, or hospitalization.

(b) The organizational commander, head of staff section, department head, or chief of service (as appropriate) must have evidence of record that the employee's services are not useful and efficient (based on such things as performance, attendance, or behavior) and that the apparent cause is mental or physical illness or injury of other than a short-term nature. Except where an issue of safety of life or property or an issue of security clearance can be decided only upon the basis of the state of physical or mental health of the employee, the available evidence should be sufficient to warrant consideration of the employee's removal under adverse action procedures if medical findings do not support disability retirement.

(c) A counseling session will be conducted by a representative of the organization concerned and of the Civilian Personnel Office to discuss the problem and to inform the employee of the advantages/disadvantages of the various alternatives.

(d) If the counseling session does not result in a mutually acceptable course of action, the employee may be directed to report for a fitness-for-duty examination.

(e) In the event that a fitness-for-duty examination is necessary, it shall be scheduled and conducted in accordance with the provisions of reference (c). The employee has the right to be heard and represented at all stages and must be informed in writing as to why he/she is being sent for a fitness-for-duty examination. The Civilian Personnel Officer, or designated representative, will review all drafts of correspondence directed to the employee prior to issuance to ensure that the prescribed procedures are followed. Necessary contact with medical officers or physicians will be coordinated by the Civilian Personnel Office.

10. Motor Vehicle Operators

a. Background. Separate instructions for Marine Corps Base personnel require that one copy of Standard Form 47 (Physical Fitness Inquiry for Motor Vehicle Operators), be completed and submitted with each application for a Government Motor Vehicle Operator's Identification Card.

b. Procedure. The supervisor concerned will assist the employee in completing the SF-47. The form will then be sent to the Occupational Health Nurse, Building 15, for review and comparison with the employee's medical records. If the medical records do not indicate a need for a physical examination, the appropriate certification will be made on the SF-47 and the form will be forwarded to the Motor Transport Licensing Section. If the SF-47 or the employee's medical record indicate that a physical examination may be necessary to determine whether or not the employee is physically able to operate a motor vehicle, the application for the license will be forwarded to the Civilian Personnel Office for review. If it is determined that a physical examination is required, a SF-78 will be prepared and sent to the Occupational Health Nurse for scheduling. A medical examination is always required for truck drivers who have not been examined in the past year. Employees selected for promotion to truck driver will also be examined prior to the effective date of their promotion.

* 11. Hearing Conservation Program. In addition to the audiogram required for all new and reinstated employees, employees assigned to work in designated noise hazardous areas will be referred to the Occupational Health Nurse who will arrange for proper size, fit and instruction in the proper use of insert-type ear plugs.

a. Employees will be referred by the supervisor by use of NAVSO 5100/9 (Dispensary Permit) in duplicate, requesting an audiogram and/or fitting of ear plugs as appropriate.

(1) The size of the ear plugs required will be noted on the Dispensary Permit, a copy of which will be attached to the audiogram in the employee's Health Record.

(2) The original of the Permit will be returned to the supervisor who will procure the ear plugs from self-service.

b. The Occupational Health Nurse will maintain appropriate records and follow-up on employees referred under the Program.

c. The employing Section/Department Head is responsible for referring exposed employees to the Nurse, procuring prescribed protective devices, and informing the Nurse when employees are no longer exposed.

* 12. Sight Conservation Program. Employees working in eye hazardous areas and who wear prescription eye wear are required to wear occupational safety glasses.

a. Employees are referred by the supervisor to the Occupational Health Nurse who prepares NAVMED 5101/2 (Prescription Safety Eye Wear) in quadruplicate.

b. The Nurse refers the employee to an ophthalmologist at the Naval Regional Medical Center or under contract to the government or a private eye doctor, if requested by the employee; with the NAVMED form.

c. After the examination, the prescription is forwarded to the appropriate Safety Office at the Naval Regional Medical Center or Marine Corps Base, which orders the safety glasses.

d. When the glasses are received by the Nurse, the employee is contacted to pick them up and is referred to the ophthalmologist for fitting.

e. The Nurse contacts affected employees approximately every two years for re-examination.

f. Separating employees are permitted to keep prescription eye wear issued to them.

13. Refusal to be Examined. If an employee objects to being examined by a medical officer and is unwilling to select a different medical examiner, charges may be brought against the employee which may include a charge of refusing to report for an examination as directed.

14. Medical Treatment

a. Background. When a civilian employee sustains a personal injury while in the performance of duty, he/she is entitled to full medical care for effects of the injury under the Federal Employee's Compensation Act. The term "injury" includes a disease which is proximately related to the duties of the employee.

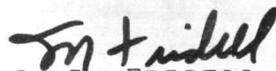
b. Procedure. The procedure prescribed for "return-to-duty" examinations in paragraph 5 above will be followed.

15. Competence-for-Duty Examination. Procedures for obtaining medical evaluations of employees suspected of reporting for duty or being on duty under the influence of intoxicants are contained in reference (e).

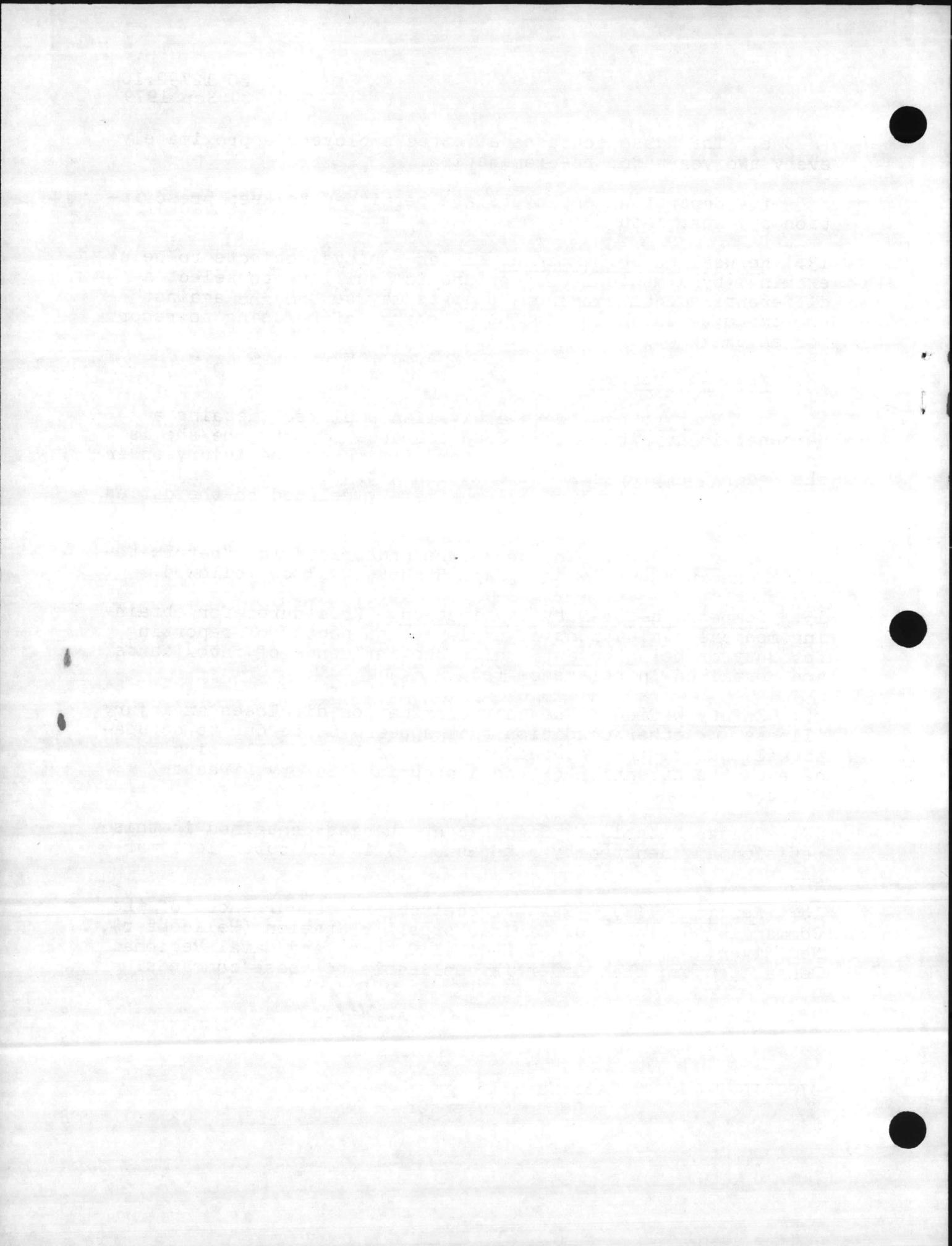
16. Safety Office. When any examination discloses an injury, illness, or other condition that appears to be due to occupational causes, the Occupational Health Nurse will bring the case to the attention of the appropriate Safety Director/Officer.

17. Change Notation. Significant changes contained in this revision are denoted by asterisks (*) in the outer left margin.

18. Applicability. Having received the concurrences of the Commanding Officers of Marine Corps Air Station (Helicopter), New River, Naval Regional Medical Center, and Naval Regional Dental Center, this Order is applicable to those commands.


J. R. FRIDELL
Chief of Staff

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EXAMINATION INTERVALS FOR PERSONS IN HAZARDOUS OCCUPATIONS

The following is a partial list which may serve as a guide of the occupations now considered to entail hazards to the personnel involved. Examination intervals indicated are approximate and will vary depending on the degree of exposure as determined by the Occupational and Preventive Medicine Service.

OCCUPATION OR CHARACTER OF WORK

EXAMINATION INTERVALS

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| (1) Handling radium or radioactive luminous compounds. | Complete medical and dental examination every six months. Radon breath samples only when radium is not in capsule. |
| (2) X-ray operators. | Complete medical examination yearly. Complete blood count and hemoglobin every three months. |
| (3) Cutting and welding painted or coated materials containing lead. | Porphyryn screening test on urine quarterly, if positive perform lead urine test. |
| (4) Spraying lead and non-lead pigmented paint. | Same as (3), in addition to a complete medical examination yearly. |
| (5) Crane operators. Operations on scaffolding. | Complete medical examination yearly-should include history and urinalysis. (Epilepsy, diabetes, hypertension, etc.) |
| (6) Enginemen (hoisting and portable). | Same as (5). |
| (7) Firefighters. | Same as (5). |
| (8) Benzol Processes. | Complete blood count and urinary sulphate determination every six months. |

ENCLOSURE (1)

BO 12792.1C
20 Sep 1979

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| (9) Cable splicers, solderers, linotype operators and remelt men. | Same as (3). |
| (10) Lead azide workers and others engaged in handling of explosives. | Test annually for pathological factors which may be associated with exposure to the particular explosive. |
| (11) Foundry Workers and Sandblasters (silicone exposure). | Chest x-ray every six months. |
| (12) Pest Control Mixers and Applicators. | Cholinesterase, kidney and liver function tests, and neurological examination on annual basis. |
| (13) Operators of nuclear reactors and radar equipment. | Eye examination annually. |
| (14) Buffers and Polishers, Magnoflux operators, pipe coverers (asbestos). | Annual chest x-ray. |
| (15) Electroplate operators. | Nasal examination and complete blood count semi-annually, annual chest x-ray. |
| (16) Paint stripping operations. | Complete blood count quarterly. |
| (17) Chlorinated hydrocarbons processes. | Complete physical examination and cephalin flocculation test yearly. |
| (a) Trichlorethylene processes. | (a) Complete physical and trichloroacetic and urine yearly. |
| (18) Waxes, pitches and tars. | Complete medical and physical examination and x-ray of lungfields |

ENCLOSURE (1)

- yearly. Special attention should be given to the skin.
- (19) Cold room workers. Physical examination yearly.
- (20) Excessive noise. Audiometric examination as indicated.
- (21) Motor Vehicle Operators. Physical examination as required by Federal Personnel Manual.
- (22) Aviation technical observers. Physical examination as indicated (Manual of the Medical Department).
- (23) Personnel exposed to possible radiation associated with particle accelerators, nuclear reactors, and radar equipment. Eye examination by qualified ophthalmologist including visual acuity tests, ophthalmoscopic examinations for retinal lesions, and slit-lamp examinations with diagrammatic recording of all lesions. Tests shall be performed prior to duty assignment, periodically as deemed necessary by cognizant medical officers, and when duty is terminated.

