

RESERVE OFFICER TRAINING CORPS (ARMY ROTC)



DoDMERB GUIDE FOR MEDICAL PROCESSING

Aug 2006

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INTRODUCTION

This guidebook has been color coded to reflect items that are specific to the Army

Applicable to all Services – Black

Army –Green

This guide was developed to assist Department of Defense Reserve Officer Training Corps (ROTC) personnel in processing, organizing, and submitting medical examinations to the Department of Defense Medical Examination Review Board. It is strongly suggested that each unit maintain a copy of this guide and refer to it **BEFORE CONTACTING DODMERB**. Please forward recommendations for additions, deletions, or clarifications on this guide to Mr. Larry Mullen at his e-mail address below. All changes and subsequent revisions to this guide will be posted on the DoDMERB website:

<https://dodmerb.tricare.osd.mil/>

We are striving to provide you with as much guidance as possible to assist you and the applicant in navigating through the medical process. This guide does not rescind or supersede any official DoD or Service specific regulation or directive.

The most important action a Detachment can take is to notify DoDMERB of the Detachment address of an incoming 4-year or 3-year advanced designee (high school applicant); however, requests for change of address should only be sent to DoDMERB **after** the applicant is physically there on campus. This may be done by contacting the applicable Section via e-mail at:

kathleen.ometer@dodmerb.tma.osd.mil

(E.g. Subject line: **AROTC FICE 01111**– Change of address/Text: John J. Jones, 121-44-0106 is now a member of this Det XXX located at 1661 Redwood Path, Seaford, New York 11783. Please forward all future correspondence to this address.). This will ensure future DoDMERB correspondence is sent to the Detachment instead of the applicant's home address.

For 2-, 3-, or 4-year in college, on-campus scholarship applicants needing his/her file reactivated and reviewed, please contact (using the same information as above) the DoDMERB College Scholarship Program (in-college applicants as opposed to high schoolers) medical clerk at

csp@dodmerb.tma.osd.mil

Commanders (Only) can contact Larry Mullen, Director of Operations, at anytime regarding specific applicants, policies or procedures. The preferred method is email at larry.mullen@dodmerb.tma.osd.mil. His work number is (719) 333-7856, DSN 333-7856, Fax number 3569 and his home number is (719) 481-3441. **Due to the number of commanders at all levels, he will not respond directly to anyone other than the commanders.**

GLOSSARY OF TERMS

4-YEAR SCHOLARSHIP DESIGNEE	High school seniors awarded a four-year ROTC scholarship.
ADEP	Active Duty Enlisted Program, also referred to as Green to Gold (Army).
3-YEAR ADVANCE DESIGNEE	High school seniors awarded a three-year ROTC scholarship
APPOINTMENT NOTIFICATION CARD	An appointment listing is sent by the Contractor to the Detachment notifying them of the available exam dates and facilities for 2- or 3-year applicants. The Detachment is required to schedule the examination appointment within two (2) days of receipt of the examination authorization from the Contractor.
AUTOMATED REVIEW (AR)	Review of the applicant's medical file and search of the system for pending action or requirements.
CERTIFICATION	The final <u>verified</u> DoDMERB medical status. Certification is program-specific and is valid for one cycle or one year, whichever occurs first.
CERTIFICATION DATE	The date contracting can occur for qualified/waiver approved exams. The date DoDMERB certifies Q, DQ, Waiver Approved, or Waiver Denied with the final medical status.
CIVILIAN EXAMINATION CONTRACTOR	Civilian organization contracted by DoDMERB to perform specific services for the completion of initial DoDMERB physical examination. The Contractor sub-contracts the clinical and optometric portions of the exam and performs an administrative QA before forwarding to DoDMERB. Currently the Contractor is Concorde, Inc., in Philadelphia, PA (https://www.dodmets.com/).
CSP PROGRAM CYCLE	A one-year recruiting year. Each program has beginning and ending cycle periods; dates vary for each program. See: In- C ollege S cholarship P rogram
CYCLE DATE OF EXAMINATION	A one-year recruiting year. <u>Cycle years run from 1 July – 30 June.</u>
DATE OF EXAMINATION	Date the physical examination was performed. All DoDMERB exams are valid for two years from the date of the examination, NOT the date of the final medical determination/certification.
DISQUALIFIED	Medical status determination by DoDMERB indicating the applicant is not medically qualified for commissioning or entry into military service. Disqualifications are based on applicable DoD medical standards, published in DoD Instruction 6130.4, " <i>Medical Standards for Appointment, Enlistment, and Induction in the Armed Forces.</i> " January 18, 2005.
DoDMERB	Department of Defense Medical Examination Review Board

HQ AROTC

Cadet Command, Fort Monroe, VA (Army Waiver Authority for ADEP and ROTC scholarships.)

IN COLLEGE SCHOLARSHIP PROGRAM (CSP)

Programs managed at the detachment level for scholarship applicants who are located at the college at the time of their application and selection.

MEDICAL STATUS

Indicates an applicant's file status (remedial, disqualified, pending waiver review/submission, or qualified).

MEPS

Military Entrance Processing Stations. Not acceptable for ROTC scholarship or non-scholarship physicals. (effective 03 June 2002)

MTF

Military Treatment Facilities to include medical facilities of the Army, Navy, Air Force, and Coast Guard.

PREVIOUS MEDICAL UPDATE

DD Form 2372 (Statement of Present Health). An applicant signed statement that indicates any or no change to the applicant's medical status since their initial exam as required by service specific directives. This is required after reactivation of an inactive file that still meets the two-year term of validity of the physical examination. Form available at:

<https://dodmerb.tricare.osd.mil/forms.asp>

QUALIFIED

Indicates an applicant's final status as medically qualified by DoDMERB for commissioning or entry into military service.

RECERTIFICATION

Required action once the original DoDMERB certification expires or the applicant is transferring from one program to another. Certifications are valid for one year or one cycle.

REMEDIAL

DoDMERB or the Waiver Authority requires additional information or evaluations from the applicant before a final medical status determination will be rendered.

SCHOOL ID CODE

The FICE or Detachment number. Please provide DoDMERB the FICE or Detachment number on 3- and 4-year advance designee applicants upon their arrival on-campus. Schools must provide DoDMERB with written (e-mail or regular mail) notification of the applicant's address change (from home address to Detachment address) and clearly identify which program the applicant should be reviewed for (4-year / 3-year AD or 2/3-year CSP). **For 2, 3, and 4-year on-campus CSP applicants the Detachment address must be in block 8 of the DD Form 2351. Failure to identify the Detachment will result in serious delay in processing. The physical will not be processed until identified by the Battalion.**

SHIP DATE

Date the physical exam is electronically placed on the DoDMERB website to be downloaded by the Detachment. <https://dodmerb.tricare.osd.mil>.

SUB-CONTRACT EXAMINER

Physician or optometrist contracted by the Contractor to complete specified portions of the initial DoDMERB physical examination.

TERM OF VALIDITY The length of time the DoDMERB physical examination is valid. Initial examinations are valid for two years from the date of examination for all ROTC scholarship programs.

WAIVER A waiver allows applicants to enter programs even though there may be a disqualifying medical condition. (NOTE: DoDMERB does **not** grant waivers. Waivers are granted by The Service Specific Waiver Authorities)

POINTS OF CONTACT/INFORMATION
(E-mail is the preferred method of communication)

<p>DoDMERB ADDRESS</p>	<p>Department of Defense Medical Examination Review Board (DoDMERB) 8034 Edgerton Drive, Suite 132 USAF Academy, CO 80840-2200</p>
<p>DoDMERB TELEPHONE NUMBERS</p> <p>Monday – Friday: Between 0630 – 1100 & 1300-1530 (Mountain Time)</p>	<p>NOTE: Faxes will only be sent when <u>specifically requested</u> by DoDMERB staff and will be limited to five pages or less. Other submission of remedials or related correspondence should be sent via regular or overnight mail. Faxing often wastes valuable time because the copies are not clear enough for optical scanning. Mailing and faxing duplicates workload, which further delays processing.</p>
<p>Note to Detachments: In-college applicants’ calls will NOT be accepted. Det personnel are the advocates representing all in-college applicants.</p> <p>All Detachments: Contact your service specific HQ for all 4-year ROTC status checks, as well as advance designees.</p>	<p>Four-year ROTC applicants and parents:</p> <ul style="list-style-type: none"> Commercial: (719) 333-3562; DSN: 333-3562 (option 1 – 1) E-mail: army@dodmerb.tma.osd.mil (medical questions) <p>Detachments (for 2- & 3-year CSP applicants – not advance designees): Commercial: (719) 333-3562; DSN: 333-3562 (option 3)</p> <ul style="list-style-type: none"> E-mail: csp@dodmerb.tma.osd.mil (status checks/additions/deletions/address changes) (Subject line will read: AROTC, FICE or Det XXX). This will allow DoDMERB, in peak periods, to re-distribute the work load to ensure a more timely response.
<p>CONTRACTOR Currently: Concorde, Inc. 1835 Market Street, 12th Floor Philadelphia, PA 19103-2994</p>	<ul style="list-style-type: none"> Phone numbers: (215) 587-9600 (0900-1700 EST) Fax numbers: (215) 587-9389 Website: http://www.dodmets.com

SCHEDULING MEDICAL EXAMINATIONS

All four-year applicants, to include all Military Junior College (MJC) applicants, will be scheduled for physical examinations by DoDMERB through Military Treatment Facilities (MTFs) or the current civilian medical facility contractor. **Detachments currently using MTFs for scholarship/non-scholarship exams should call Concorde at 215-587-9600 to see if an exam site has been established in your location.**

PRESCREEN PROCEDURE

Before scheduling an applicant for a DoDMERB physical examination, the applicant will be prescreened by the Detachment IAW Headquarters guidance. Applicants should not be scheduled for a physical exam until they meet acceptable height / weight or body fat standards.

MILITARY TREATMENT FACILITY (MTF)

In-college, on-campus scholarship applicants must be scheduled by their ROTC Detachment. The Detachment will schedule the examination and provide the applicant with the forms necessary PRIOR to going to the MTF to complete the physical (DD Forms 2351 and 2492). The forms can be downloaded from the following website:

<https://dodmerb.tricare.osd.mil/forms.asp>

It is the responsibility of the Detachment to ensure its address is in Block 8 of the DD Form 2351. Failure to identify the Detachment will result in untimely exam processing. The exam will not begin processing until the Detachment is properly identified via e-mail to **DoDMERB's Campus Based Scholarship (CSP) Section at: cspace@dodmerb.tma.osd.mil**.

When a Detachment determines the need for a scholarship medical examination, it should contact their supporting MTF or Concorde. In the absence of an MTF, the Contractor will be used (see further instructions). **NOTE:** Applicants must remove their soft contact lenses for a minimum of three (3) days and hard contact lenses for a minimum of 21 days prior to the exam. Allow **two to six weeks** from the time the appointment is made until the completion of the physical examination. The MTF or Concorde will forward the completed exam to DoDMERB. MTF operational commitments and mission take priority over ROTC/CSP physical examinations.

MILITARY ENTRANCE PROCESSING STATION

DoDMERB will not accept ROTC/CSP physical exams (SF 88/93 or DD 2807/2808) conducted at a Military Entrance Processing Stations (MEPS). DoDMERB exams are more extensive and require special exams not performed by MEPS.

CONTRACTOR

In-college, on-campus applicants will be scheduled by their Detachments through the Contractor. Before a Detachment requests the Contractor to perform a physical, it must establish from the applicant whether he/she has completed a DoDMERB physical within the past one to two years. If the applicant is uncertain, the Detachment must contact DoDMERB. The applicant's social security number is needed to initiate the search.

If the applicant has a previous valid DoDMERB exam, the Detachment will use that physical exam. (NOTE: An exam is valid for two years from the date of the medical examination.) Please refer to "Previous Medical Examination" section for the

correct procedures to follow.

ROTC CAMP PHYSICALS

DoDMERB does not process camp physicals. These are processed by your headquarters. No support will be provided for these programs UNLESS an exam was completed for a scholarship and can be utilized in lieu of obtaining another exam. Completed scholarship exams may be requested for use at camp and applicants that are going to camp to compete for a scholarship may undergo a DoDMERB exam. However, adequate lead-time must be allowed in the latter case to ensure a final determination is made PRIOR to leaving for camp.

CONTRACTOR

If an applicant does not have a current DoDMERB examination within the past two years, the Detachment schedules an exam through the Contractor using the following guidelines.

- Detachments contact Concorde at <http://www.dodmets.com> or if automation will be down for several days, the Detachment will prepare a letter stating their specific physical examination requirements. The letter will be forwarded to the Contractor only, not to DoDMERB. You may also call Concorde at 215-587-9600 for guidance.
- The Contractor will assign the applicant to a specific exam center.
- The Detachment will schedule the examination at the center authorized by the Contractor and provide the applicant with the forms necessary to complete the physical (DD Forms 2351 and 2492). The forms can be downloaded from the following website: <https://dodmerb.tricare.osd.mil/forms.asp>

**Civilian
contract
companies will
not provide the
results of
examinations
or copies to
individuals or
Detachments.**

The Detachment is responsible for rescheduling any exam or a portion thereof.

- If rescheduling of the exam is necessary, the Detachment immediately contacts the supporting exam center. If the new exam date is more than five (5) working days after the original exam date, the Detachment notifies the Contractor and provides them with the examination date.
- Failure of an applicant to appear for a scheduled appointment will result in a cost charge to the government. After two failures to appear, the Contractor cannot authorize any additional examinations to be scheduled and the Detachment will be instructed to contact DoDMERB.
- Upon completion of all parts of the physical exam, the examining facility forwards the exam to the Contractor, who, in turn, forwards the exam to DoDMERB.

It is important to remember that communications between Detachments and civilian contract companies should be limited to appointment scheduling and scheduling-related questions.

PREVIOUS MEDICAL EXAMINATIONS

PREVIOUS EXAMS

Detachments must determine if an applicant has had a previous DoDMERB exam that has been forwarded to DoDMERB for review. Determination is made by first asking the applicant, then verifying with DoDMERB that the exam is still valid.

- If the applicant has had a physical exam, it is valid for two years from the date of the medical exam; however the physical must be reviewed for the program for which the applicant is currently applying.

PREVIOUS EXAM REVIEW REQUEST

Detachments may request a current review of the previous physical exam by forwarding a memorandum of request. Please note: Exams more than two years old from the date of the exam will not be reviewed nor mailed to the Detachment. The following information must be included in the request:

- **Request must state that they are currently a scholarship applicant presently attending your school**
- **Detachment name** (Name of college/university)
- **Detachment number** (school office, school code number)
- **Applicant's name** (bold letters)
- **Applicant's social security number** (bold numbers)
- **Detachment's point of contact person(s)**
- **Detachment's telephone number**

DD FORM 2372 (DoDMERB STATEMENT OF PRESENT HEALTH)

A Statement of Present Health should accompany the above request to save processing time. DD Form 2372 is required if the previous physical exam is more than one year from the examination date. The DD Form 2372 is available at:

<https://dodmerb.tricare.osd.mil/forms.asp>

- Any changes to the applicant's medical history (surgeries, fractures, newly diagnosed medical conditions, medications, etc.) since his/her last physical exam must be reported to DoDMERB.
- The applicant completes the DD Form 2372 with his/her printed name, date, social security number, documented changes and if none, so state, and signature.

Upon receipt of the previous exam request and DD Form 2372, DoDMERB reviews the examination for the specific program for which the applicant is applying. This review accomplishes two things:

- Eliminates the need to complete new exam for the applicant
- Saves time and money for the government, the applicant, and the Detachment.

3-YEAR & 4-YEAR ADVANCE DESIGNEES

It is the responsibility of the Detachment to notify DoDMERB of an address change when 3- and 4-year advance designees arrive on campus via phone or e-mail at:

kathleen.ometer@dodmerb.tma.osd.mil

Note: The program does not change unless the applicant did not receive a scholarship and is now applying for a new scholarship as on-campus CSP. This notification and request for review is sent to the CSP medical clerk at csp@dodmerb.tma.osd.mil and will be reviewed as a “Previous Examination”.

**PREVIOUSLY
CERTIFIED
EXAMS**

If the Detachment requests a previously certified physical exam (for two- and three-year scholarship applicants) due to loss, school transfer, etc., a request must be submitted in writing, (to include Detachment address, applicant’s name and social security number), explaining the reason for the request. **DoDMERB will not respond to telephonic requests for physicals.** The request should be addressed to the attention of the College Scholarship Program Medical Clerk.

If the applicant requests a copy of previous physical exam for his/her own personal use, training, or for inclusion in other school packages, the applicant must send a signed, written request (to include his/her name, social security number and the reason for the request) to the attention of: Medical Records Section, DoDMERB. It is not certified by DoDMERB for scholarships and is stamped as such.

**FOUR-YEAR
SCHOLARSHIP
EXAMS**

Copies of all four-year scholarship exams, including advance designees (excluding those applicants that are in-college applicants versus high school applicants) must be requested from:

**US Army Cadet Command, ATCC PS, Fort Monroe, VA 23651-5000.
Telephone: (757) 788-4566. or via e-mail: atccps@monroe.army.mil.**

ADVANCE DESIGNEES (PHYSICALS AND REMEDIALS)

Advance designees are four-year ROTC Scholarship applicants who were not awarded full four-year scholarships but have been offered a three and a half or three-year scholarship. Advance designees are processed by DoDMERB through the end of the calendar year.

Detachments must identify advance designees at the beginning of a school year, and encourage them to complete their medical exams prior to 31 December to avoid additional delays in processing their exams. All four- and three-year advanced designee medical exams are automatically forwarded to **Cadet Command** when the applicants are medically qualified/waived, **and** have accepted a scholarship.

- Detachments will request copies of the medical exams from: **Cadet Command**

POINTS OF CONTACT:

Cadet Command: E-Mail: morrisl@monroe.army.mil; DSN 680-4559; Comm: (757)-727-4559

NOTE FOR DETACHMENTS: If the applicant has not been identified for your program, all letters requesting remedial information, or other correspondence, for the advance designees will be sent to the designee’s home address.

- If the applicant is already at the school and remedials are still pending, DoDMERB requires the correct address of the applicant.
- The Detachment must notify DoDMERB immediately, via e-mail, of the applicant’s change of address. Verbal requests will not be accepted.

SUBMITTING PROCEDURES FOR MEDICAL EXAMINATIONS

MEDICAL EXAMS PERFORMED AT MTFs OR CONTRACT FACILITIES

All initial medical exams on scholarship applicants must be performed using DD Forms 2351 and 2492, and will be forwarded by the examining facility to DoDMERB for review. DoDMERB will not accept exams performed on SF 88 or SF 93, DD 2807 or DD 2808 for ANY PROGRAMS, INCLUDING ADEP. This is not form over substance; there will be too many remedials for exams that are not completed on the appropriate DoDMERB forms.

- The Contractor will review all parts of the medical exams for completeness prior to sending to DoDMERB.
- MTFs will review all medical exams performed at their facilities for completeness prior to sending to DoDMERB.

Detachment ADDRESS

Detachments will ensure their address, to include the Detachment number, is in Block 8 of DD Form 2351 (Report of Medical Examination) to ensure results of the exam are reported to the appropriate ROTC unit. Immediately notify DoDMERB of any change in Detachment address or of a new Detachment number. Physicals received without the Detachment address WILL result in serious delays in processing. Unidentified exams will be placed in a “hold pattern”. Such cases can result in lost scholarships, frustrated applicants, and parents,

SUPPLEMENTAL REVIEW (REMEDIALS)

There are three types of remedial information requested by DoDMERB:

- Clarification of information provided by the applicant.
- Copies of medical records pertaining to injury or illness.
- A current medical evaluation/test by a physician or specialist.

Applicants have two options when obtaining a medical evaluation:

- Make arrangements with a physical examination office at a military treatment facility using the authorization letter sent by DoDMERB. The applicant must be in possession of the authorization letter when reporting for the examination. (NOTE: MTFs will perform the evaluation/ test(s) only if they have the ability to provide that particular test and/or evaluation and the staff available.) Please check to ensure the facility has the capability to perform the request tests prior to scheduling an appointment.
- Or, the applicant may obtain the evaluation or test(s) through civilian medical facilities *at their own expense*. This includes all follow-up tests at the current civilian medical facility. (The care obtained at the contracted facilities is considered a “civilian medical facility”, **after** the initial physical examination is accomplished.) This means that any additional evaluations will be the financial responsibility of the applicant.

Once all remedial action has been completed/resolved, submit the results (or ensure the physician submits) to DoDMERB with applicant name and full social security on **all** pages.

Note: If the applicant is a military dependent make sure the applicant's social security number is used - not the sponsors.

MEDICAL EXAMINATION FINAL DISPOSITION

Once an applicant is physically qualified or disqualified, DoDMERB, ~~through file transfer,~~ electronically places the applicant file on the DoDMERB website. When the file is downloaded by the detachment, the DD 2351 will have an electronic stamp indicating the status (qualified/disqualified). NOTE: Refer to (<https://dodmerb.tricare.osd.mil>) for step-by-step instructions ([link above Service Seals](#)) on how to download shipped documents. For 4-year/3-year Advance Designees (high school applicants), a status letter is mailed to the applicant and serves as notification of final status.

The date a medical exam is certified to be qualified is a non-negotiable date. **NOTE:** Prior planning is necessary to ensure medical exams are certified and received by the Detachments prior to the contracting dates.

DoDMERB WEBSITE

The DoDMERB website (<https://dodmerb.tricare.osd.mil/>) is available for your use 24/7. This will allow you to track your in-college applicants (4-, 3-, 2-, and 1-year) via Detachment link, then Army Seal. High school applicants are still processed through Cadet Command or HQ ROTC. You may access status checks on high school applicants via Agency link, then Army ROTC. The website will be your **PRIMARY** means of information from DoDMERB. Please follow other procedures contained in this guidebook **ONLY** after you've consulted the website. The advantage for this procedure is that DoDMERB will spend **far less** time on the phones and processing emails and **far more** time processing your applicants. Comments regarding the website appearance or functionality may be sent to larry.mullen@dodmerb.tma.osd.mil. Please place the following subject on your email "Website Improvement". Otherwise, due to the vast number of ROTC Detachments/Battalions from all Services; he will only accept questions on policies, procedures, or specific cases from Detachment/Battalion Commanders or above.

Security of the website is imperative due to Privacy Act information. It is a secure website, but the use of User IDs and passwords must be maintained at all times and is, as always, a command responsibility.

NOTE: Each user must have their own User ID and Password. To obtain a User ID and Password, please contact Chris Krex at Cadet Command at: Chris.Krex@usaac.army.mil Please provide the following information in your e-mail: your name, Det number, phone number, reason for needing User ID and Password, and the name of the person you are replacing.

MEDICAL STATUS INQUIRIES

It is the responsibility of the Detachment to monitor, track and maintain applicant status files. The Detachment should develop a means to track applicant status to prevent unnecessary calls or inquiries and receive the final medical status from DoDMERB as quick as possible.

On rare occasions when an applicant's medical status is necessary, the applicant's social security number is required to retrieve information.

DoDMERB will respond to requests for additional information, beyond that provided on the website, via e-mail. The subject line should read: **AROTC, FICE 01111** School Name, Status Request, SSN: xxx-xx-xxxx. If you have sent DoDMERB remedial information on an applicant, please allow at least 10 duty days before requesting a status check, after you have checked the website and there has been no change.

- For all three- and four-year advance designees, Detachments may contact their respective headquarters for status checks or check the DoDMERB website.
 - E-mail is, in most cases, both time and cost effective for dealing with inquiries. DoDMERB must be able to readily identify incoming e-mail from Detachments. The following format must be used in the subject line (failure to provide exact format will result in delays processing your request: **AROTC, FICE 01111 school name**
-

WAIVERS

Two-, Three-, and Four-Year College Scholarship Program (CSP)

- Scholarship physicals for applicants who are determined medically disqualified by DoDMERB are not automatically reviewed by the waiver authorities for waiver consideration. NOTE: When an applicant is disqualified, their status on the website will be reflected as: “Pending Waiver Submission/Review”.
- **All medically disqualified applicants for AROTC/CSP must request a waiver, in writing, to the Battalion Commander/Professor of Military Science (PMS). The Battalion Commander/PMS will forward the request to US Army Cadet Command, ATTN: ATCC-PA-C, Fort Monroe, VA 23651-5000.**
- The initial request must include all appropriate medical information affecting the waiver consideration. DoDMERB will not discuss these cases any further with Detachment personnel until waiver determination has been made.
- Waiver authorities will inform the PMS/PNS and DoDMERB when a waiver is approved. If any remedials exist, DoDMERB will notify the applicant via the Detachment by letter. Once the remedials have been cleared, the applicant file will be electronically placed on the DoDMERB website to be downloaded by the Detachment.
- Both DoDMERB and Waiver Authorities can better serve the Detachments and accomplish their mission if phone calls for “status checks” are kept to a minimum. Questions regarding medical waivers should be directed to the Waiver Authority. Utilization of the website will help you by not having to call DoDMERB and consequently, we should be able to process exams faster.

Four-Year & 3-Year Advance Designee Programs (High School Applicants)

- **For AROTC, the applicant’s file is automatically placed on the DoDMERB website to be viewed by the waiver authority. Before being considered for a waiver, a disqualified applicant must request waiver consideration through Cadet Command, as they are not assigned to a Battalion**

- The applicant will be notified by DoDMERB, via mail, of the review results.

“IF OTHERWISE CLEARED” (IOC)

DoDMERB is very concerned about wasting Detachment and/or applicant's resources. That is why there may be additional tests or evaluations (remedials) that are required when there is already a disqualifying condition(s) identified. DoDMERB refers to these as “If Otherwise Cleared” (IOC) remedials. What this means is, “if” a medical waiver is granted, before the applicant may be placed in a final status, the IOC remedials need to be obtained, evaluated, and cleared. It is possible that another DQ condition(s) may be determined.

Therefore, IOC remedials are NOT being directed by DoDMERB for applicants to complete until and unless a medical waiver is granted. The IOC remedials are posted so the Detachment and/or applicant will know these have been identified. If the applicant “chooses” to obtain the remedials anyway, it is under the conditions that they are obtaining them at their own expense in hopes of a medical waiver being granted. The obvious and inescapable consequence is that an IOC remedial may be obtained and the medical waiver for the original DQ condition(s) is denied

PROCESSING TIME FRAMES

CIVILIAN EXAMINATION CONTRACTOR

The Contractor is required to forward all completed reports to DoDMERB within 20 calendar days from the date of the medical examination.

- There may be times when the Contractor requests additional information from the applicant in order to meet contract obligations. The Contractor will hold the examination until the applicant provides the requested information. This may delay submission.

MILITARY TREATMENT FACILITY (MTF)

Military Treatment Facility’s (MTFs) are required to forward complete medical examinations to DoDMERB within ten (10) duty days.

DoDMERB

DoDMERB has three separate processing actions, each having different levels of review resulting in differing time frames.

Initial medical examination

- Review process requires a minimum of fifteen calendar days from the receipt of the exam for initial medical status determination, but may take as long as thirty calendar days during high volume processing times. (February through June)

Remedial

- Review process requires five to nine calendar days from receipt of the remedial information to medical status determination, but may take as long as ten to fifteen calendar days during high volume processing times.

Certification date or shipping of the file

- Once an applicant is physically qualified, ~~or~~ disqualified, or waiver approved, DoDMERB, ~~through file transfer,~~ electronically places the applicant file on the DoDMERB website. When the file is downloaded by the detachment, the DD 2351 will have an electronic stamp indicating the status (qualified/disqualified). NOTE: Refer to (<https://dodmerb.tricare.osd.mil>) for step-by-step instructions on how to download shipped documents.

DODMERB MEDICAL EXAMINATION FORMS

Current medical examination forms may be accessed at the following website and used for the Detachment's needs:

<https://dodmerb.tricare.osd.mil/forms.asp>

- **DD Form 2351** (Report of Medical Examination), **MAR 2004**
- **DD Form 2492** (Report of Medical History), **MAR 2004**
- **DD Form 2372** (Statement of Present Health) **MAR 2004**

Important Note: For CSP physicals, it is imperative that Detachments put the school address and the Detachment number or FICE Code in Block 8 on the DD Form 2351.