

MEDICAL PROCESSING AND QUALIFICATION FOR APPOINTMENT

Medical Processing and Qualification:

Pay close attention to all suspense deadlines indicated below.

Your medical processing consists of two major parts:

- The Department of Defense Medical Examination Review Board (DoDMERB) Commissioning Physical and Additional Medical Tests, and
- The Judge Advocate General's (TJAG) Command Surgeon Review and Waiver Process (if required)

PART I

A. Completing the Physical (Initial Appointments):

(1) Initial Appointment(s): Between two (2) and four (4) days after your pre-registration you should be able to log in and access your file. **(Must be completed by 1 April 2019)**
Here are the steps:

- a. Go to <https://www.dodmets.com>
- b. To access your file. Click "Applicant Login" then begin the login process (user ID= social security number, no dashes; initial password= your last name).
- c. You will then be prompted to change your password.
- d. Then you will see a screen with your information on it. You may now contact the providers to schedule your appointments at your convenience. **All initial medical appointments must be completed no later than 1 May 2019.**
- e. When contacting the provider, tell the clerk that you are requesting a **Concorde Academy exam.**
- f. Once you've made your initial appointments, enter the dates and time into <https://www.dodmets.com>. This will provide you the benefit of an email and telephonic reminder of the time, date, and place of your appointment the day before.
- g. If you have any questions regarding the scheduling of your appointment or the medical examination process, please email Mr. Larry Mullen at Larry.Mullen@dodmerb.tma.osd.mil.

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Please Note: You will NOT be required to pay for this exam.

You will attend the medical exam and provide any medical documentation needed to complete your initial physical. This physical is uploaded into the DoDMERB system for initial review. If any further medical documentation is needed a request will be sent directly to you for action. In conjunction with this physical you will simultaneously be setting up and completing additional medical tests as well.

(3) Checking Your DoDMERB Physical Exam Status: Upon completion of your initial appointments, you will be able to check the status of your physical at <https://www.dodmets.com>. There are four significant statuses to note:

a. REMEDIAL REQUESTED: After completing your initial physical exam appointment(s), DoDMERB will review your physical to determine if further information is required. If so, they will send a request to you for *remedial information*. You may receive several requests for additional *remedial information*, so continue to check your status on a regular basis until it changes to one of the following: (1) QUALIFIED, (2) DISQUALIFIED, or (3) AWAITING WAIVER PROCESSING.

b. QUALIFIED: This is the one everyone likes to see. It means that DoDMERB has received all necessary information/records and that you are deemed qualified under their medical process for appointment. Please note that this is only the first step in your medical review process. An additional step is required before you can be found to be medically qualified for US Army standards of appointment. (See *below Section (D) TJAG Command Surgeon Review*). We will coordinate directly with DoDMERB to receive a copy of your complete qualified physical for continued medical processing.

c. DISQUALIFIED: DoDMERB has received all needed information/records and you are deemed disqualified for Department of Defense standards of appointment, and therefore require a waiver. (DoDMERB does not typically use this status, but occasionally it will be used). For our purposes, there is no difference in this status and the subsequent status, AWAITING WAIVER PROCESSING. We will coordinate directly with DoDMERB to receive a copy of your completed physical for continued medical processing.

d. AWAITING WAIVER PROCESSING: DoDMERB has received all needed information/records and you are deemed not qualified for Department of Defense standards of appointment, and therefore require a waiver. We will coordinate directly with DoDMERB to receive a copy of your completed physical for continued medical processing. Once DoDMERB has provided their initial medical assessment they are no longer a part of the process from this point forward. Instead, individuals requiring a medical waiver for appointment will have that waiver reviewed as a part of the TJAG Command Surgeon's medical review process (See *below Section (D) TJAG Command Surgeon Review*).

NOTE: DoDMERB will provide you with a status notification once your physical is fully

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complete. As additional information may be requested after completing your physical appointment it is critical that you continue checking on your status until you have confirmation that your physical has been completed.

B. Additional Medical Tests: Additional medical tests must be completed by **1 June 2019**. The costs associated with the below described medical tests are your own and are not reimbursable at this time. DoDMERB does not schedule and/or process these medical tests, which is why they are not a part of your physical exam. However, they are required to be included in your medical packet, and as such, must be secured separately. Most can be done at a single location in your local area and/or through your normal medical care channels.

These additional tests include:

1. **HIV Screening**
2. **Drug Panel Testing:** The test must include negative results for the following drugs: Cocaine, Marijuana (THC), Amphetamines, Opiates, and Phencyclidine (PCP). Tests may include more than those 5 but not less.
3. **Alcohol Screening:** The test can be done using blood, urine, or breathalyzer screen. Choose whichever method is easier or least costly for you.
4. **Urinalysis for Protein and Glucose:** This test must be a urinalysis. You should refrain from doing strenuous physical training at least two days prior to taking this test as a heavy workout can cause trace protein in your urine after the workout. Your results must be Negative. If you have trace protein or trace glucose as a result, then you will be required to do a repeat test
5. **If you are (40) or older:**
 - Fasting Sugar Test
 - Fasting Lipid Test
 - Tonometry (glaucoma) test
 - EKG
6. **For Females: Pregnancy Test:** You cannot be pregnant when you enter military service. If you are pregnant, then you will need to wait until 6 months after delivery before you can be deemed medically qualified for military service.

Chain of custody is not required for these additional medical tests and they can be secured at a location of your choice and/or thru your normal healthcare channels.

C. Forwarding Your Medical Test Results: Once you have completed all of your above noted additional medical tests they will need to be sent to us **no later than 1 July 2019** by:

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(1) EMAIL: usarmy.pentagon.hqda-otjag.mbx.jaro@mail.mil
Subject: USAR ACCESSIONS – [YOUR NAME] / Medical Test Results

OR

(2) Sending results via FAX is not preferred; however, if the provider is unwilling to provide the results to you and will not transmit electronically, then the results may be faxed.

FAX: 703-806-0904
ATTN: USAR JARO ACCESSION TEAM

PART II

D. **TJAG Command Surgeon Review (CSO):** All DoDMERB physical exams are reviewed under US Army appointment standards by the CSO. This second level review can be time-consuming due to the number of medical packets the CSO must review at any given time and limited personnel. As the majority of the medical reviews take between (1.5) to (3) months to complete, we have to adjust the accession processing timeline to take this into account.

Any processing time beyond (3) months may impact your officer appointment forcing us to shift your final appointment and Judge Advocate Officer Basic Course (JAOBC) date to the right. This may mean that you will not get your first or second choice when it comes to scheduling your initial JAOBC training. We realize that this can be problematic for reservists and your civilian schedules so we make all attempts to limit the negative impact such delay may cause. Even so, sometimes it is unavoidable.

Regardless of the status of your DoDMERB physical (“*qualified*”, “*disqualified*”, or “*awaiting waiver processing*”) we are required to forward your physical and additional medical tests (Medical Packet) to the CSO to determine if you are medical qualified to meet US Army appointment standards. This process is detailed below:

a. **MEETS APPOINTMENT STANDARDS:** If you are given this status, you meet US Army appointment standards and are medically qualified for appointment. At this point your accession processing will move into the final stages of your appointment. This is the quickest determination status and can normally be received in (1.5) months of submission.

b. **ADDITIONAL INFORMATION REQUESTED:** For this status, the CSO has determined that it requires additional information (outside of your medical packet) to determine if you are medically qualified for appointment. We will coordinate with you to secure the additional information (as needed). We will work with the CSO to forward the additional information/records for their review and determination. One of two determinations will result from this status: (1) Meets Appointment Standards, or (2) Does Not Meet Appointment Standards.

c. **DOES NOT MEET APPOINTMENT STANDARDS:** If you are given this status, you

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have a condition(s) that does not meet US Army appointment standards. We will provide you with the condition/s identified by the CSO as not meeting the standard. If you wish to be appointed, you will need to request a medical waiver or provide additional documentation stating that you do not have the condition that does not meet the standard. We will provide sample letters and guidance to aide you in gathering information for obtaining a waiver. Documentation typically includes: medical documentation, letters of recommendation, and a personal statement regarding the medical condition/s. Medical waiver requests normally take between (2) to (3) months, but can take longer. Given the timeframes involved with seeking a medical waiver request we cannot guarantee that you will be able to attend your expected JAOBC class.

Again we will do everything in our power to lessen the negative impact such delay may cause.

d. **WAIVER REQUEST:** If after the Initial Review and (if necessary) a Request for Additional Information, you receive a "Does Not Meet Appointment Standards" you will be given the opportunity to submit a medical waiver request. It is likely that you have provided all of the documentation you wish to submit when your information was sent up for the initial review. However, if a new condition was identified, or if you would like to submit further information, this is your opportunity to do so.

e. **WAIVER RECOMMENDATION:** After reviewing all of the documentation provided in your waiver request, the CSO will make a waiver recommendation either to approve or deny the medical waiver. This recommendation is forwarded to TJAG for action.

f. **WAIVER APPROVAL/DENIAL:** TJAG will make a decision regarding the waiver based on the recommendation of the CSO and the recommendation from JARO. TJAG considers waivers on a case by case basis. The timeframes involved will fluctuate and are hard to project. Certain conditions require an additional level of review and approval beyond TJAG, up to the Director of Military Personnel Management (DMPM). Review at the DMPM level could take an additional (3) or more months. As stated above, we will aide you in requesting the waiver. If your waiver is approved then your accession processing will move into the final stages of your appointment. Unfortunately, if your waiver is denied, then you will not be qualified to accept your commission and your accession process will terminate.

As there is no waiver appeal authority, TJAG has the final say and will not reconsider a waiver denial unless *an abundant amount of evidence is provided showing that you either no longer have a condition or the condition has changed since the original documentation was submitted.*