MCRC FROST CALL 014-03 DATED 3 MARCH 2003

From: Commanding General, Marine Corps Recruiting Command

Subj: PROCEDURES FOR PROCESSING OFFICER MEDICAL PACKAGES AND WAIVERS

Ref: (a) MCO P1100.73 MPPM
(b) NAVMED p-117
(c) MCRC Waiver Policy for Officer Accessions and Programs, dated 1 May 2002

Encl: (1) PLC/OCC Ground and Air flow charts
(2) ON/OE Ground and Air flow charts

1. Purpose. To notify all levels within the Marine Corps Recruiting Command (MCRC) with guidance which addresses the procedures for processing all officer medical packages (i.e., physical exams with supportive documents) and medical waivers.

2. Background. References (a) and (b) contain commissioning standards for officer accessions, and reference (c) contains waiver policy, however, there is no definitive guidance in the proper procedures for processing officer medical packages and waivers. The intent for this Frost Call is to provide guidance and instructions in regards to how MCRC level officer medical packages and waiver requests are to be handled.

3. Information. The MCRC Waivers Section, which handles all officer and enlisted waivers, has developed standardized operating procedures (SOP) for all MCRC level officer medical packages, to include waivers. (The new SOP was developed to closely parallel the manner in which enlisted criteria and medical waivers are processed, so that any complexities that could possibly develop with the use of two separate processes can be eliminated and allow for a more uniform system.) Since February 2002, the MCRC Waivers Section has been utilizing Bureau of Medicine and Surgery's (BUMED) new E-Room initiative, which is an electronic means of submitting and storing files via the Internet, for all of it's enlisted medical waivers. With the E-Room initiative, medical waivers that normally took up to 30 days to process are now turned around between 2 and 4 days. To capitalize on this new and efficient method, BUMED and MCRC have included the Marine Corps Districts' (MCD) Officer Programs sections in the use of the E-Room for the submission of officer (i.e., PLC and OCC) medical packages as of January 2003. To further this, BUMED has also

agreed to provide E-Room access to the two MCRC sections (i.e., ON and OE), which handle all of the other officer programs.

4. Action. By March 10, 2003, all officer medical packages, to include waivers, are to be submitted utilizing BUMED's E-Room initiative. The following procedures are to be executed utilizing the new E-Room process:

a. E-Room Process for PLC/OCC:

(1) Ground

(a) Physically Qualified (PQ). If a MCD receives a physical exam which is deemed "Physically Qualified" by a MEPS doctor (or qualified physician), then the District Corpsman is to review and submit the physical directly to BUMED for review. If BUMED finds the applicant "Physically Qualified" for Ground, they will then return the approved physical exam, along with an approval letter, back to the MCD for further processing. For more information, see enclosure (1).

Note: If BUMED concludes that the physical exam is NPQ'd and requires a waiver, they will forward the physical directly to MCRC so that a waiver request can be drafted. MCRC will draft and return the waiver request to BUMED for recommendation. Once BUMED makes a recommendation, the recommendation letter is returned to MCRC who will endorse and return it to the MCD.

(b) "Not Physically Qualified" (NPQ). If a MCD receives a physical exam that is deemed "Not Physically Qualified" by a MEPS doctor (or qualified physician), then the District Corpsman is to review and submit the physical directly to MCRC for review. The physical will then be examined by the Medical Reviewers, to see if it warrants a waiver, if it does not, then the medical package is forwarded to BUMED for final review. If BUMED confirms the physical to be NPQ, they then draft a letter with their determination and submit it to MCRC for command endorsement. After MCRC endorses the letter, it is returned to the MCD.

(c) Waivers. NPQ physical exams that were submitted to MCRC for review will be examined by the Medical Reviewers. For physical exams that the Medical Reviewers determine warrant a waiver, a waiver request is drafted, and then submitted to BUMED for determination. Once BUMED makes their determination, they return a recommendation letter to MCRC for a command endorsement. After endorsing the letter, MCRC then

returns the letter to the MCDs. For more information, see enclosure (1).

(2) Air

(a) Physically Qualified (PQ). Before a physical examination for Air can be forwarded to Naval Operational Medical Institute (NOMI), it must first be PQ'd for Ground by BUMED. After a MCD receives a physical exam that has been PQ'd for Ground by BUMED, the MCD Corpsman will then submit the entire medical package directly to NOMI. Once NOMI receives and prints a hard copy of the medical package, they will then process the package in-house. After NOMI's assessment, they will then email a letter with their decision and endorsement to the MCD. For more information, see enclosure (2).

***Note: For packages that NOMI finds NPQ for Air, yet warrant a waiver, they will draft the waiver recommendation and submit it to MCRC for command endorsement. After endorsing the letter, MCRC returns it to the MCD.**

(b) "Not Physically Qualified" (NPQ). If a MCD receives an Air physical exam that is deemed "Not Physically Qualified" by a MEPS doctor, flight surgeon, or a qualified physician, then the District Corpsman is to review and submit the physical directly to MCRC for review. The physical will then be examined by the Medical Reviewers, to see if it warrants a waiver, if it does not, then the medical package is submitted to BUMED for final review. If BUMED confirms the physical to be NPQ, they then draft a letter with their recommendation and return it to MCRC for command endorsement. After MCRC endorses the letter, it is returned to the MCD. For more information, see enclosure (2).

(c) Under **no circumstances** will Air physicals be submitted to NOMI without first being Physically Qualified for Ground by BUMED.

***Note: If BUMED determines that a physical exam is NPQ and requires a waiver, they will submit the physical to MCRC so that a waiver request can be drafted and returned to BUMED for determination. Following the decision, MCRC will then return the endorsed waiver letter directly to the MCD.**

b. E-Room Process for ON and OE Sections (Ground and Air) (**Attention: This portion of the Frost Call pertains to OE/ON Officer Program sections at MCRC, and is guidance for them to provide to the operational units in the fleet, as well as MOIs at colleges throughout the nation, in the procedures for processing medical waivers.)

(1) Ground. **All** Physical Examinations that are sent from a Marine unit or school will be routed directly, via E-Room, to BUMED for determination. BUMED will then review each medical package. Physical Exams that are deemed PQ will be returned to MCRC (i.e. ON/OE) via E-Room, with their stamp of approval. Physical Exams, which BUMED considers NPQ, will be returned to ON/OE with a disapproval stamp; however, if BUMED deems an NPQ physical exam worthy of a waiver, they will draft the waiver recommendation and submit it to MCRC for approval and command endorsement. For more information, see enclosure (2).

(2) Air

(a) Once BUMED PQs an applicant's physical exam for Ground, it is returned to ON/OE for further processing. ON/OE will then submit the medical package to NOMI, via E-Room. Once NOMI receives the digital copy of the medical package, they will then print it out and process the package in-house. If NOMI deems an applicant's Physical exam PQ or NPQ, they will then submit an official letter with their determination to ON/OE. However, for NPQ cases with conditions that NOMI deems waiverable, they will draft the waiver recommendation and submit it directly to MCRC for approval and command endorsement. For more information, see enclosure (2).

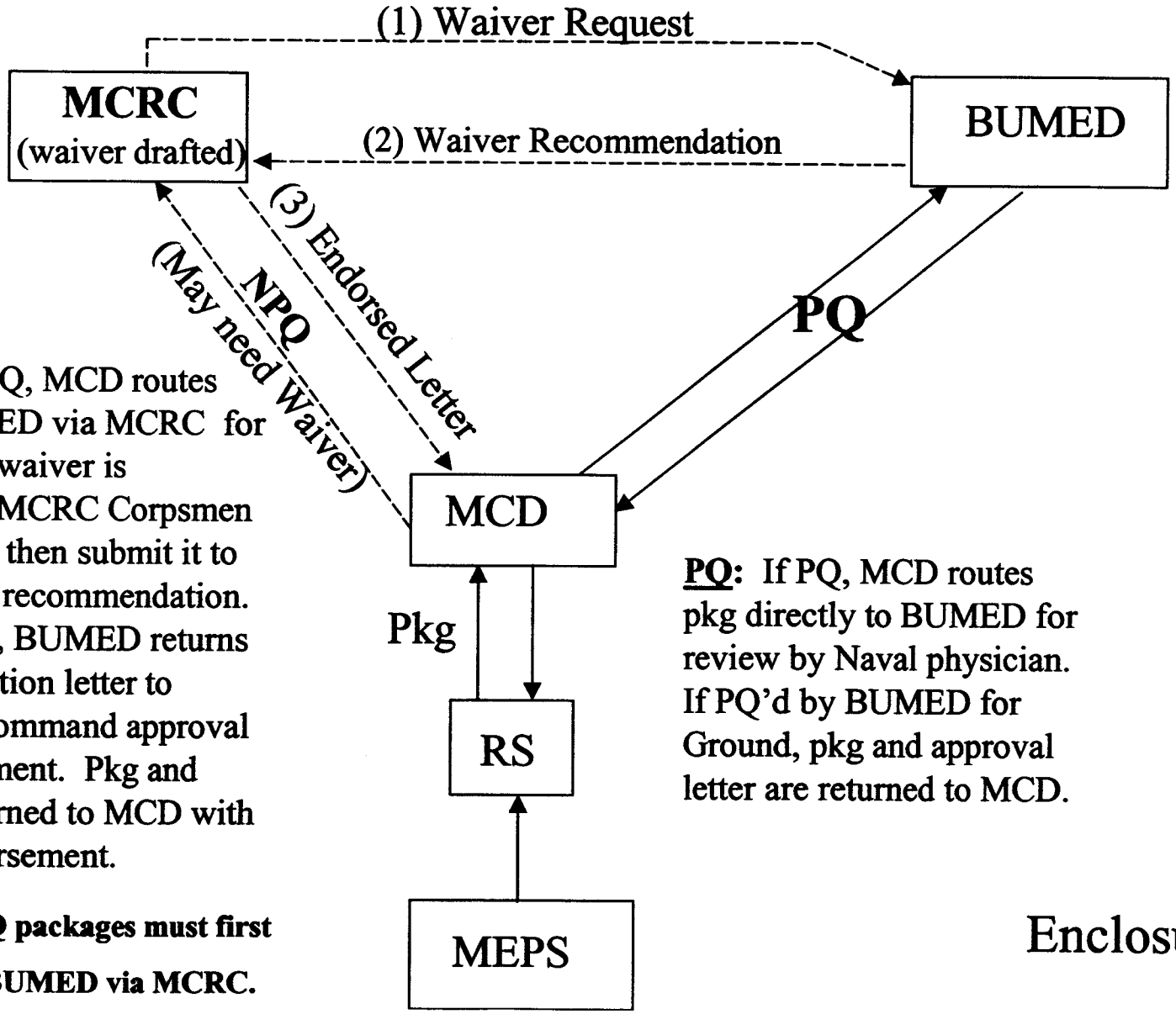
(b) Under **no circumstances** will Air physicals be submitted to NOMI without first being Physically Qualified for Ground by BUMED.

5. Officer criteria (to include Exception to Policy) and medical waiver reports can be viewed online in real-time, by going to MCRC's website, Officer Programs, under "Downloads/Reports."

6. Point of contact is: Capt B. Mora, MCRC G-3 Waivers Officer, at commercial (703) 784-9403 or DSN 278-9403.

D. L. MCMANUS
By direction

PLC/OCC E-ROOM PROCESS FOR GROUND OFFICER MEDICAL PACKAGES



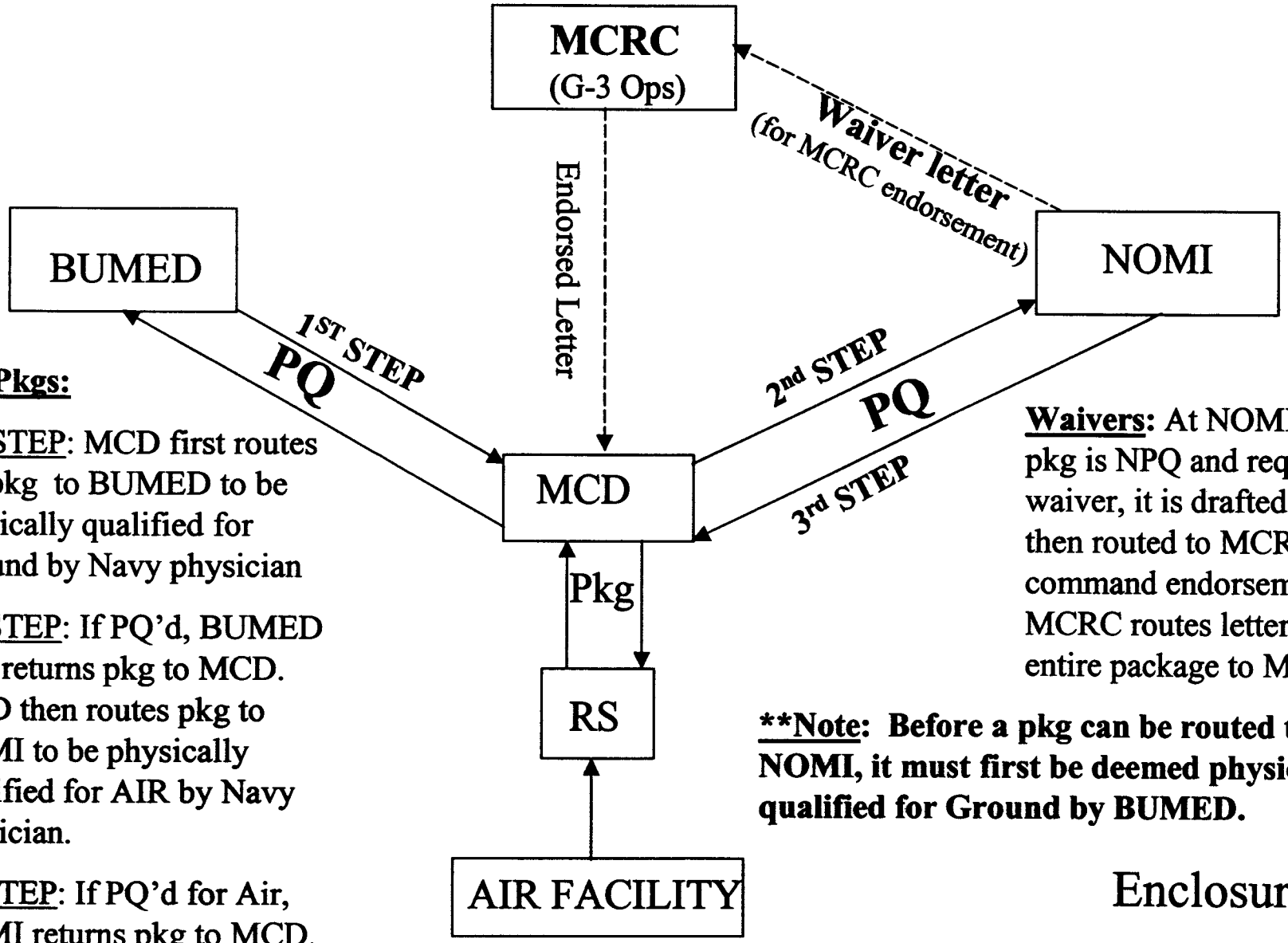
NPQ: If NPQ, MCD routes pkg to BUMED via MCRC for review. If a waiver is appropriate, MCRC Corpsmen draft waiver, then submit it to BUMED for recommendation. After review, BUMED returns recommendation letter to MCRC for command approval and endorsement. Pkg and letter is returned to MCD with MCRC endorsement.

Note: All NPQ packages must first be routed to BUMED via MCRC.

PQ: If PQ, MCD routes pkg directly to BUMED for review by Naval physician. If PQ'd by BUMED for Ground, pkg and approval letter are returned to MCD.

Enclosure (1)

PLC/OCC E-ROOM PROCESS FOR AIR OFFICER MEDICAL PACKAGES



PQ Pkgs:

1ST STEP: MCD first routes PQ pkg to BUMED to be physically qualified for Ground by Navy physician

2nd STEP: If PQ'd, BUMED then returns pkg to MCD. MCD then routes pkg to NOMI to be physically qualified for AIR by Navy physician.

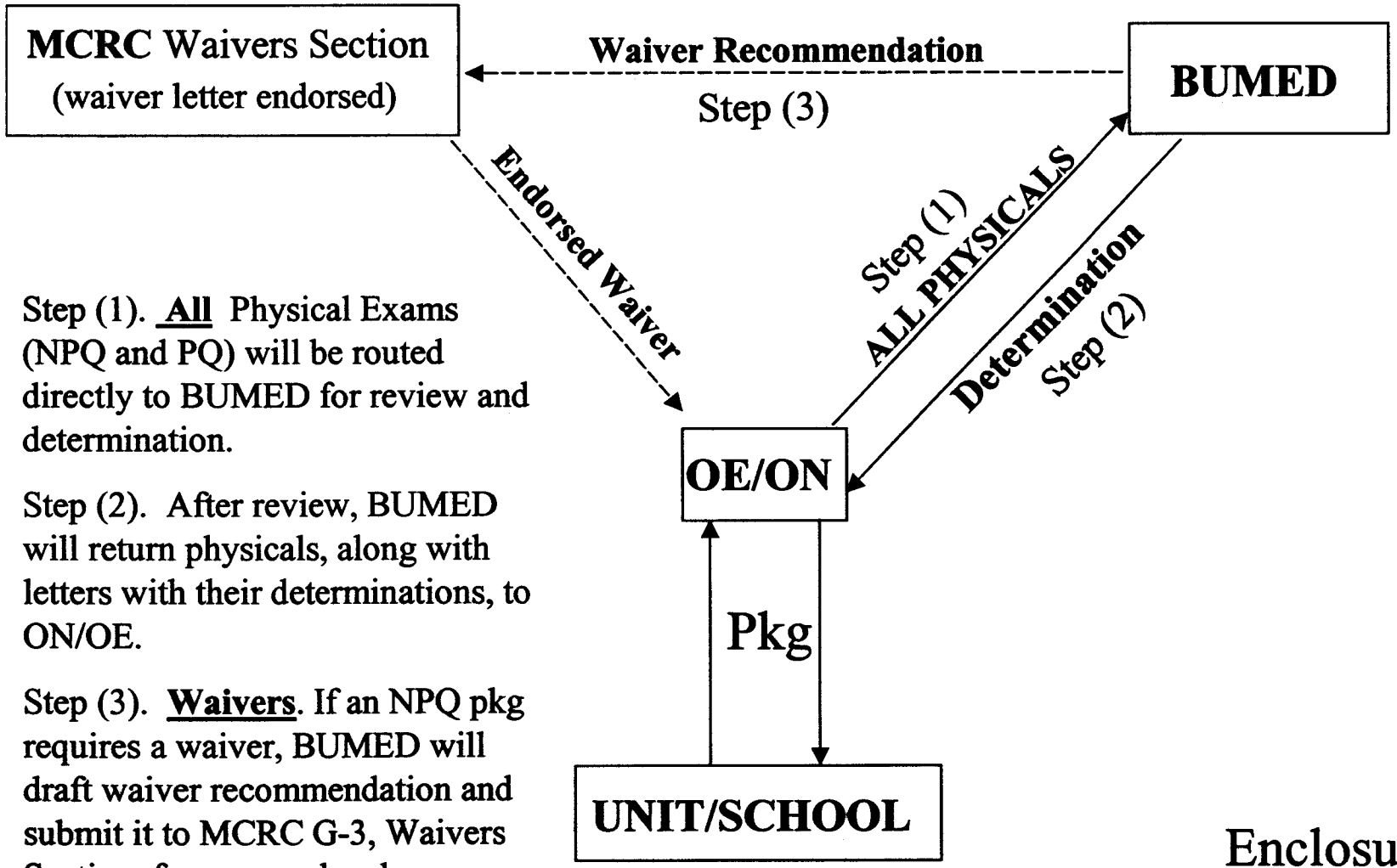
3rd STEP: If PQ'd for Air, NOMI returns pkg to MCD.

Waivers: At NOMI, if Air pkg is NPQ and requires a waiver, it is drafted at NOMI then routed to MCRC for command endorsement, then MCRC routes letter, with entire package to MCD.

****Note: Before a pkg can be routed to NOMI, it must first be deemed physically qualified for Ground by BUMED.**

Enclosure (1)

OE/ON E-ROOM PROCESS FOR GROUND MEDICAL PACKAGES



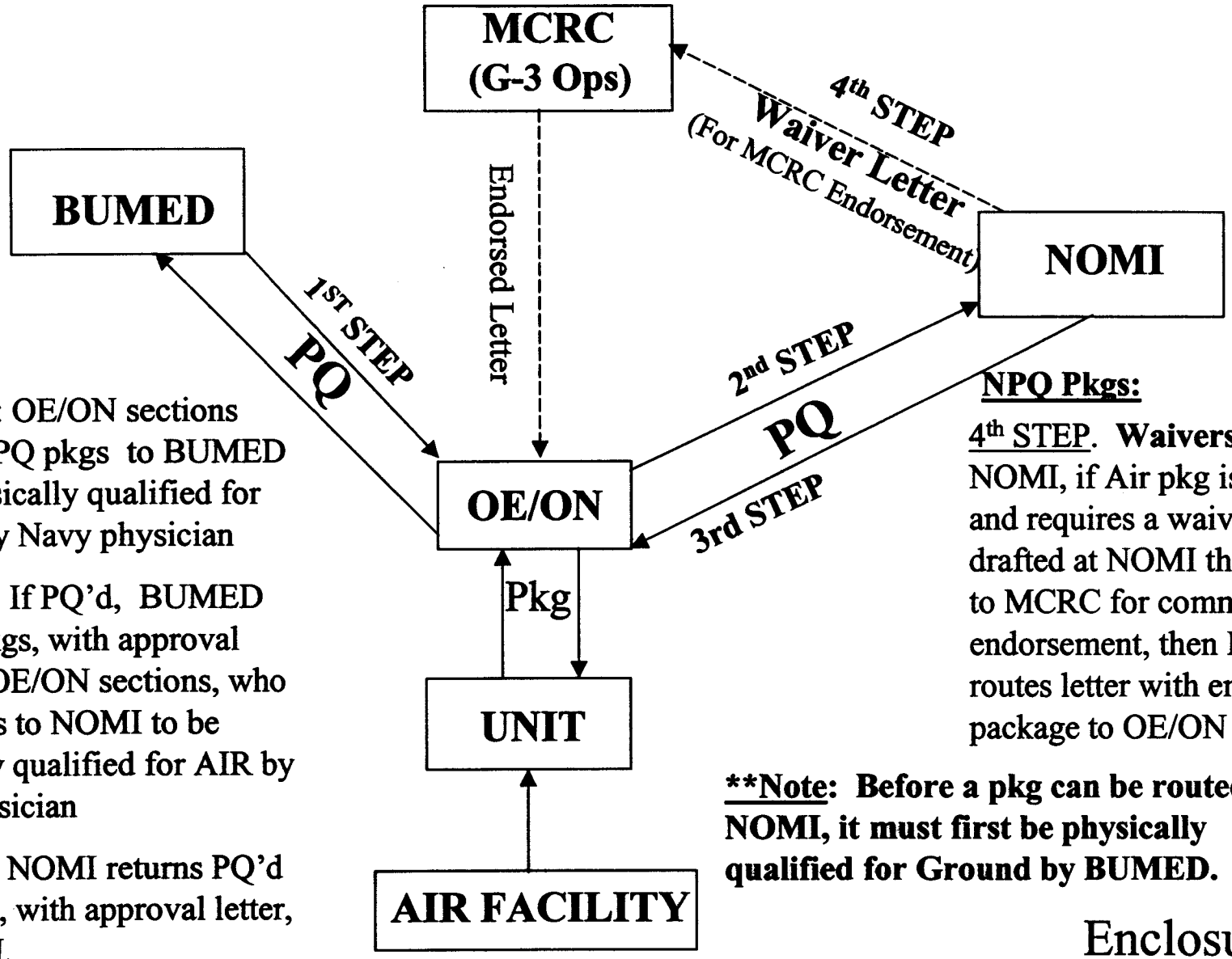
Step (1). **All** Physical Exams (NPQ and PQ) will be routed directly to BUMED for review and determination.

Step (2). After review, BUMED will return physicals, along with letters with their determinations, to ON/OE.

Step (3). **Waivers**. If an NPQ pkg requires a waiver, BUMED will draft waiver recommendation and submit it to MCRC G-3, Waivers Section, for approval and command endorsement.

Enclosure (2)

OE/ON E-ROOM PROCESS FOR AIR MEDICAL PACKAGES



PQ Pkgs:

1ST STEP: OE/ON sections route all PQ pkgs to BUMED to be physically qualified for Ground by Navy physician

2nd STEP: If PQ'd, BUMED returns pkgs, with approval letter, to OE/ON sections, who route pkgs to NOMI to be physically qualified for AIR by Navy physician

3rd STEP: NOMI returns PQ'd flight pkg, with approval letter, to OE/ON.

NPQ Pkgs:

4th STEP. **Waivers:** At NOMI, if Air pkg is NPQ and requires a waiver, it is drafted at NOMI then routed to MCRC for command endorsement, then MCRC routes letter with entire package to OE/ON section.

****Note: Before a pkg can be routed to NOMI, it must first be physically qualified for Ground by BUMED.**

Enclosure (2)