



DEFENSE LOGISTICS AGENCY
STRATEGIC MATERIALS
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AUG 24 2012

MEMORANDUM FOR ALL DIRECTORATE EMPLOYEES

SUBJECT: Medical Surveillance Program

1. This memorandum provides information for Materials Management employees who participate in our Medical Surveillance Program.
2. Employees whose responsibilities require them to wear respirators and/or work in areas where there is the possibility of exposure to hazardous materials are required to participate in our Medical Surveillance Program.
3. The Medical Surveillance Program includes an annual exam conducted by a certified Occupational Health Physician. In addition to a physical examination, participation in the medical surveillance program includes a variety of tests: blood screening, urine analysis, hearing test, pulmonary function test, and a vision test. Our employees receive a chest-x-ray, which is read by a B-reader, every other year.
4. The occupational health physician conducting the examination will review the test results, and will discuss the results of his/her examination and tests with the employee. The occupational health physician may point out potential health issues unrelated to work related causes (e.g. high cholesterol, high blood pressure), and may advise an employee to seek the advice of his/her personal physician. Should an employee seek medical services regarding health issues unrelated to occupational health, the employee is responsible for paying for these medical services.
5. The occupational health physician may determine that certain test results or medical conditions related to occupational health require additional testing and/or evaluation. If the occupational health physician determines that additional testing or evaluation is required to produce a conclusive occupational health evaluation, it will be conducted at Government expense.
6. If an employee is seeking additional testing or evaluation, and is unsure if these additional services will be at his/her own expense or at Government expense, the employee must contact our Safety and Health Manager for a determination.
7. The occupational health physician's medical report, and the test results, will be forwarded to a Medical Review Officer (MRO). The MRO reviews the documents and determines if the employee is fit for duty. The MRO may request additional tests or examinations as part of his/her determination of an employee's fitness for duty. Any tests or examinations conducted at the direction of the MRO will be at Government expense.

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8. The MRO then notifies the Safety and Health Manager of each employee's medical status via a written Medical Qualification Statement. There are three categories: medically qualified, qualified with restrictions, or not qualified. The Safety and Health Manager will, in turn, provide a copy to each employee.

9. The occupational health physician and the MRO do not provide medical and/or test reports to the Safety and Health Manager. These reports are only given to the individual employees. Copies of any employee medical reports or test results are maintained solely by the medical unit.

10. Employees may request copies of their medical reports, examination results, or test results from the occupational health doctor or the MRO. Employees should consider requesting these records periodically and providing them to their personal physician. Employees should also consider obtaining all of their occupational health records at the end of their employment.

11. Questions regarding this information should be addressed to our Safety and Health Manager.



STEPHEN SURFACE
Director, Directorate of Materials
Management