

From: Lt Col Annette Waddelow
To: DISTRIB, MCOE - Command Group, MCOW - Command Grou...
Date: 5/22/98 4:37pm
Subject: MSG IMC 10 to USMEPCOM Reg 40-8

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<WP Attachment Enclosed>

Please print the attachment using Wordperfect, not from e-mail.

NOTE: Due to the length of this IMC, please review the document in Wordperfect to make sure your system has the page breaks in the proper places. At the top of every page (except pages 5-20 and 5-21) is:

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Sector IMC Review Suspense: 12 Jun 98 (Administrative Suspense to Sectors to review the IMC)

Also, see paragraph 9 for additional suspended requirements. (Applies to all commanders)

From MMD

Subj IMC 10 to USMEPCOM Reg 40-8, 16 Jul 91, Human Immunodeficiency Virus (HIV) and Department Of Defense (DOD) Preaccession Drug and Alcohol Testing (DAT) Program

To HQ USMEPCOM Directors & Special Staff Officers
All Sector and MEPS Commanders

1. This message contains IMC 10 to USMEPCOM Reg 40-8 and becomes **effective on 1 June 1998**.
2. The attached WordPerfect document 40-8ri10.wpd (Chap 5), contains all pages with changes. Please note this is an entire chapter change and, since every paragraph has been changed or rearranged, it is necessary to remove the entire old chapter 5 and replace it with the new chapter 5.
3. File this message in front of the regulation until a permanent change or revision supersedes it or when the regulation is rescinded. When MIM-SS receives this IMC, the records management NCO will upload it to the Electronic Pubs/Forms Library's "Regs" subdirectory and file this message and the attached file under "40-8ri10.wpd."
4. This IMC is released for implementation (1 Jun 98) and coordination. Please coordinate in accordance with USMEPCOM Reg 25-33 (USMEPCOM Publications Program), paragraph 5-4.
5. This IMC contains serious changes in administrative requirements for HIV testing and updated procedures for conducting HIV testing, completing control logs, screening records, bar coding, packaging specimens, and shipping specimens. This IMC also deletes the requirement for RPR testing. Although every paragraph has changed, the most significant changes include:
 - a. Paragraph 5-2. Verify results. Requires results verifiers to countersign appointment memorandums to indicate they understand their duties and to provide an original signature and initial. Once verifiers provide this information, they may initial control logs in verifier blocks.
 - b. Paragraph 5-3. USMEPCOM Form 40-8-1-E, HIV Testing Acknowledgment Form. Requires briefers to make the following statement at the end of paragraph j: "Alabama, Arizona, Colorado, Florida, Idaho, Illinois, Indiana, Minnesota, Nevada, Oklahoma, South Carolina, Tennessee, Virginia, West Virginia, and Wisconsin require reporting of all positive HIV results. If you are a resident of those states and receive positive results, the MEPS' higher headquarters will report those positive results to the state health services."
 - c. Paragraph 5-3. USMEPCOM Form 40-8-1-E, HIV Testing Acknowledgment Form. Prohibits Recruiting service and MEPS employees from completing any portion of acknowledgment forms, including stamping, printing, or writing dates or SSNs unless forms are computer generated.
 - d. 5-4. Specimen numbers. Requires use of MIRS or DFF generated bar code labels for all specimens.
 - e. 5-6. USMEPCOM Form 40-8-6-E, HIV Testing Control Log. Requires the following:

- (1) Use of MIRS or DFF generated control log with bar code labels.
 - (2) Requires applicant to sign control log.
 - (3) Requires technician's name on control log.
 - (4) Requires technician to initial for each specimen collected.
- f. 5-7. Drawing blood. Requires the following:
- (1) Have applicant initial and date two bar code labels.
 - (2) Use of bar code labeled serum separator tubes for shipping specimens.
 - (3) Fill 7 cc serum separator tubes with blood.
 - (4) Changes blood clotting time from at least 25 to 30 minutes, but not longer than 1-1/2 hours.
 - (5) Changes centrifuge time from 5 minutes at 1000 to 1300 gyrations per minute to 15 minutes at 1100 to 1300 gyrations per minute.
- g. 5-8. Shipping specimens. Requires the following:
- (1) Use of foam cubes and protective card board sleeves for shipping.
 - (2) Ship specimens in cardboard box with green "lab pack" label, rather than laboratory pack.
- h. 5-10. USMEPCOM Form 40-8-9-E, HIV Screening Record. Requires MIRS or DFF bar coded screening records for all specimens.
- i. 5-14. Transporting applicants to and from MEPS for interviews. Specifies a Department of Defense requirement for Recruiting Service personnel to escort applicants to the MEPS for interviews and escort them to their homes after interviews are complete.
- j. 5-20. Minors not accompanied by parents or legal guardians. Requires Command and CMO to wait for parents or legal guardians who want to attend interviews.
- k. 5-23. Advise Sectors of Positive Results. Requires MEPS Commanders to fax a copy of SF 88 and notification letter to Sector within 1 workday after receiving positive results and requires Sectors to verify proper notification has been initiated or show MEPS the correct notification method.
- l. 5-27. Specimen numbers. Requires bar code labels for redraws beginning with MEPS identification number and followed by a six digit number beginning with "9."
- m. 5-32. Shipping specimen. Requires the following:
- (1) Use of a different packaging material for redraws and indicates laboratory provides only one redraw kit at a time.
 - (2) Use of a red "Shipper's Declaration for Dangerous Goods" label for each redraw and preprint as much information as possible.
- n. 5-35. Positive HIV records. Formalizes requirement to send all documents pertaining to applicants with positive results to the Program Manager once all notification procedures are complete and authorizes a consolidated Medical Section file containing nothing except DA Forms 1613-R (Cross Reference) showing "Records held by Program Manager."
- o. 5-40. Notification Interviews. Requires Program Manager to provide letters and memorandums necessary for notifying applicants and recruiting services of negative second test results on case by case basis, rather than having MEPS adjust generic documents.
- p. 5-41. Result Codes. Formalizes MIRS codes.

- q. 5-42. Cancellation codes. Formalizes HIV cancellation codes.
- r. 5-43. Results. Provides description of test results.
- s. 5-48. States. Formalizes Program Manager's authority to notify States and eliminates MEPS authority to notify any other agency besides the local Recruiting Service.
- t. 5-49. Individual Ready Reserve. Clarifies notification procedures.
- u. 5-50. Inservice Applicants and Nonapplicants. Clarifies notification procedures.
- v. 5-52. Boards for Correction of Military Records. Opens testing to all persons being reinstated or reenlisted as a result of action by a board for correction of military records, rather than just the Army.
- w. 5-54. Contacting the laboratory. Restricts communication with laboratory to faxing supply inventories to the laboratory with a copy to Sector.

6. Change USMEPCOM Reg 40-8, 16 July 1991, as follows:

Remove pages	Insert Pages
5-1 through 5-30	5-1 through 5-32

7. Since every paragraph was changed or rearranged, only the chapter number is marked by a star (*).

8. File this change in front of the publication. Annotate the top right hand corner of the change title page to indicate incorporation of changes, date and sign.

9. Because of the seriousness of the changes contained in this IMC, **all Commanders will accomplish the following within three working days of its receipt:**

- a. Acknowledge receipt of this change in writing to Sectors.
- b. Provide copies of this change to all members of the Medical Section and all other MEPS personnel involved with HIV testing.
- c. Review this change with all members of the Medical Section and all other MEPS personnel involved with HIV testing.
- d. Once copies have been disseminated and review has been accomplished, make the following entry on this page and sign and date the entry: "I have discussed this change to USMEPCOM Reg 40-8 with every member of the Medical Section and all other MEPS personnel involved with HIV testing. All members understand the provisions of this regulation change." Fax a copy of this page and the Commander's statement to Sector.
- e. Every member of the Medical Section and all other MEPS personnel involved with drug testing will receipt for a copy of the IMC by providing the MEPS Commander a copy of this page with the following statement, "I have read and understand this change to USMEPCOM Reg 40-8." MEPS Commanders will maintain copies of those statements, along with their own statements.

10. For HQ USMEPCOM Directors and Special Staff Officers: This message tasks Headquarters review of this IMC. Please submit all comments, suggested improvements, concurrences, and nonconcurrences to point of contact by the suspense date.

11. For Sectors: C1 to USMEPCOM Reg 25-33, paragraph 4-5.3d requires each Sector to coordinate the IMC with at least seven MEPS. Please submit all comments, suggested improvements, concurrences, and nonconcurrences to point of contact by the suspense date.

12. For MEPS: This message requires implementation on 1 June 1998. Sectors will notify those MEPS involved in formally reviewing and coordinating this IMC.

13. Sectors and Directorates should address comments to Carolyn Carson, Program Manager, at (847) 688-3680, extension 7138.

CC:

ES MEPS, WS MEPS

***Chapter 5
HIV Testing**

**Section I
Initial HIV Tests**

5-1. Accepting results from other sources

Tests conducted outside the MEPS are acceptable only in the following circumstances, regardless of Service desires:

- a. Air Force Officer Training School candidate tests bear an Air Education and Training Command Surgeon Acceptance Stamp dated after the date of test.
- b. Test was conducted in a military medical facility overseas.

5-2. Verify results

Commanders will appoint at least one person and an alternate in writing to assist in reviewing HIV results daily and verifying results have been received and posted correctly to all required documents. Only those persons appointed in writing will assist the Commander in verifying results. Verifiers will countersign appointment memorandums to indicate they understand their duties and to provide an original signature and initial. Once verifiers provide this information, they may initial control logs in signature blocks, rather than signing their full names. **Figure 5-1** has an example of an appointment memorandum.

5-3. USMEPCOM Form 40-8-1-E, HIV Testing Acknowledgment Form

This regulation refers to this form as “acknowledgment form.” This is the only document used as an acknowledgment form for specimens collected in the MEPS. Its use is mandatory for all MEPS. Since this is a very sensitive, legally restricted program, all persons receiving drug tests in the MEPS must complete and sign acknowledgment forms before tests are conducted.

- a. Medical briefers will read acknowledgment form aloud, verbatim, explaining all parts so its contents are fully understood, then answer any questions before continuing the brief or conducting tests.
- b. Briefers will make the following statement at the end of paragraph j: “Alabama, Arizona, Colorado, Florida, Idaho, Illinois, Indiana, Minnesota, Nevada, Oklahoma, South Carolina, Tennessee, Virginia, West Virginia, and Wisconsin require reporting of all positive HIV results. If you are a resident of those states and receive positive results, the MEPS’ higher headquarters will report those positive results to the state health services.”
- c. Do not test applicants who do not complete and sign acknowledgment forms. There are no exceptions.
- d. Do not allow applicants who refuse to complete and sign forms to continue processing (including remaining portions of the medical examination, consultations, operations processing, and ASVAB testing). Return these applicants to Service liaisons. Allow those who change their minds and decide to complete and sign acknowledgment forms to complete processing at the MEPS Commander’s discretion.
- e. Recruiting service and MEPS employees will not complete any portion of acknowledgment forms,

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including stamping, printing, or writing dates or SSNs unless forms are computer generated.

5-4. Specimen numbers

- a. MIRS assigns a different specimen number to each applicant at beginning of processing.
- b. MEPS will use MIRS or Delrina Form Flow (DFF) generated bar code labels. If MIRS fails, MEPS will request authorization from Program Manager through Sector to use DFF computer generated labels. Program Manager will coordinate with testing laboratory for short term use of DFF computer generated labels. MEPS will not submit hand-written labels to the laboratory under any circumstances.
- c. Assign different specimen labels when additional tests are conducted for the same applicant (redraws after expired medical examinations or cancellations).
- d. Save remaining specimen numbers for drug testing.

5-5. Standard Form 88, Record of Medical Examination

Complete block 50 as follows if not completed for drug testing:

- a. Record test date above "first specimen."
- b. Apply specimen label above or to the left of the space marked "first specimen."
- c. Specimen label must match control log and screening record.

5-6. USMEPCOM Form 40-8-6-E, HIV Testing Control Log

This regulation refers to these forms as "control logs." These are the only forms to be used as control logs for specimens collected in the MEPS; their use is mandatory for all MEPS.

a. Technicians will, without exception, complete control logs as follows to show all specimens collected that day. Technicians will complete steps as specimens are drawn and will not wait until the end of the module or the end of the workday.

- (1) Test date: Enter collection date.
- (2) Page: Enter page numbers.
- (3) Name applicant: Print applicant's name in this block.
- (4) Signature applicant. Applicant will sign immediately after specimen is drawn and labeled.
- (5) Name technician: Print, stamp, or type technician's name.

(6) Signature technician: Technician will initial for each specimen collected. Initialing this block means technician personally collected and labeled specimen. Technician must initial this entry as specimens are

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collected and labeled and will not wait until the end of the day to complete this block.

b. File control logs, courier receipt attached, until results return.

c. HIV results verifiers will, without exception, complete control logs as results return. Verifiers will not wait until end of module or workday to complete control logs.

(1) Confirm result: Enter result.

(2) Date result received: Enter date result returned to MEPS by computer interface or fax.

(3) Verified and released: Initial each specimen verified. Initialing this block means verifier personally compared USMEPCOM PCNs ZHM005 or faxes with SFs 88 to verify correct results, delivered all properly annotated records with negative results to files room for disposition, and delivered all properly annotated records with positive results to CMO or Commander for review and further action. Verifier must initial this entry as results are entered. Verifiers will not wait until the end of the day to complete this block.

d. Received by files room, etc: Files room clerk will initial and date to indicate receipt of each record. Initialing this block means the files room clerk personally received complete record with HIV results annotated. Files room clerk must initial this entry as records are received. Files room clerk will not wait until the end of the day to complete this block.

5-7. Drawing blood

The following will establish a strict chain of custody for HIV specimens:

a. Double check to ensure medical records contain signed and dated acknowledgment forms.

b. Have applicant initial and date two bar code labels.

c. Apply bar code labels to tubes about 1/4 inch below the rubber cap. **Bar code labels must extend lengthwise on tubes; laboratory cannot scan labels placed horizontally around the tube and will cancel those specimens.** Specimen labels must match control logs, screening records, and SFs 88.

d. Fill 7 cc serum separator tubes with blood.

e. Invert tubes at least five times to mix clot activator with blood.

f. Allow blood to clot for at least 30 minutes, but not longer than 1 1/2 hours.

g. Spin blood into serum (15 minutes at 1100 to 1300 gyrations per minute). A barrier will form and separate serum from the clot. Premature centrifugation results in fibrin production and insufficient serum for testing.

5-8. Shipping specimens

a. Double check to ensure specimens and labels match SFs 88, control logs, and screening records.

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- b. Place properly labeled tubes into foam cube in ascending numerical order. Begin in upper left corner of cube and proceed from left to right, then continue in the next row. Continue until all specimens are seated securely in the cube
- c. Slide cube into a protective cardboard sleeve.
- d. Select a tamper proof seal (lock) and record its number on a matching screening record. **Laboratory will cancel all specimens listed on screening record if lock number is missing or illegible.**
- e. Sign screening record. **Laboratory will cancel all specimens listed on screening record if signature is missing or illegible.**
- f. Place cube, cardboard sleeve, one matching screening record, and two sheets of brown absorbent paper into a ziplock bag.
- g. Twist top of sealed zip lock bag tightly. Wrap a blue, numbered tamper proof seal (lock) around neck of bag and slide beaded "tail" through hole in tab marked "enter." Pull tightly to secure in place. Do not break or cut seal, punch holes in bag, or try to thread seal through sides of bag.
- h. Place one secured zip lock bag into shipping box. Place another completed and signed screening record into box. Use newspaper to keep bag from sliding around in box. Do not use brown absorbent paper for this purpose.
- i. Secure box lid by wrapping one strip of tape all the way around the box.
- j. Complete air bill and attach to shipping container.
- k. Apply a green "lab pack" label to the outside of the box and ship to the laboratory by overnight courier.
- l. Have courier sign air bill. Couriers will not inspect specimens or shipping container for any reason. Do not release package until courier provides receipt. If courier provides a single air bill for multiple containers, include copies of air bill with each shipping container and write number of boxes on air bill.
- m. Attach copy of air bill to copies of screening record and control log and file as required by USMEPCOM Reg 601-23.
- n. Do not leave specimens unattended at any time unless secured in a locked container.

5-10. USMEPCOM Form 40-8-9-E, HIV Screening Record

This regulation refers to this document as "screening record." Technicians will, without exception, complete three original screening records showing all specimens collected that day. MEPS will use DFF or MIRS-generated screening records. For MIRS-generated screening records, stamp, computer generate, or type all entries, except signatures and preprinted areas. For DFF screening records, be sure all entries are correctly completed, and sign appropriate areas. Bar coding is mandatory for all MEPS. **Testing laboratory will cancel specimens with handwritten SSNs or specimen numbers without further discussion.**

a. Front of form:

(1) Block 1, Submitting Agency: Enter "USMEPCOM."

(2) Block 2, Collection Site: Enter MEPS name and address.

(3) Block 3. Laboratory name and address: Enter the testing laboratory's name and address.

(4) Block 4. Means of shipment: Enter name of laboratory's contract courier.

(5) Block 5. Releasing Official: Technicians preparing specimens for shipment will sign this block to acknowledge personal comparison of all specimen numbers and SSNs on tubes, SFs 88, control logs, and screening records, verified all entries matched (entered correctly or corrected, initialed, and dated all errors on all documents). Ensure date is correct. Do not sign this block in advance. This block requires an original signature on all three pages. **Laboratory will cancel all specimens on the screening record if the signature is missing, illegible, or copied.**

(6) Block 5, Lock number: Stamp or type lock number from tamper proof seal. Do not pre-print this block. If lock breaks or must be changed, change number on screening record, date, and initial entry. **Laboratory will cancel all specimens on screening record if lock number is missing, does not match number on tamper proof seal, or was changed and not initialed.**

(7) Testing laboratory will complete all other portions of the screening record. Since the "For Testing Laboratory Use Only" block refers to the testing laboratory, MEPS will not make any entries in those blocks.

b. Backside of form: Technicians must scan bar codes in specimen number order from top left to bottom left, then from top right to bottom right.

c. Testing laboratory will cancel all specimens missing specimen numbers or SSNs, with illegible specimen numbers or SSNs, with handwritten information, if screening record specimen numbers do not match specimen numbers on shipping tube, or if the order listed on the screening record does not match the order of specimens in the box.

d. File a copy of screening record with control log and courier receipt until results return.

e. Forward two original screening records with specimens. Copies are unacceptable because of the testing laboratory's quality control requirements.

5-11. Ship specimens by overnight courier service

a. All MEPS will forward specimens to contract laboratory by overnight courier service provided as part of the testing laboratory contract.

b. Do not ship specimens for testing under provisions of this regulation to any other testing laboratory unless specifically directed in writing by Program Manager, through Sector, regardless of Service desires or other circumstances.

c. Ship specimens collected on Saturday openings to testing laboratory on next working day. Do not request Saturday pick up. Refrigerate specimens on Saturday and remove them on Monday for shipment.

5-12. Administrative processing

Accomplish the following immediately after completion of medical processing:

a. Retain original SFs 88 and 93 in secure file in medical Section. Do not return records to files room until final results return and are posted on appropriate documents.

b. Suspend files to ensure timely results. Negative results should return on second working day. Positive results should return on third working day.

c. Give liaisons reproduced copies, both front and back, of SFs 88 and 93 with "working copy" overprint to enlist or access applicants into DEP, Reserve, or National Guard while specimens are being tested.

d. Reconcile control logs, screening records, and SFs 88 at the end of the day to ensure tests were conducted and match appropriate documents.

Section II

Positive HIV Notification

5-13. Advise applicants to return to the MEPS

Commanders will use the checklist at **figure 5-2** to be sure all necessary steps are taken for proper notification. Accomplish the following within 1 workday of receipt of confirmed positive results:

a. CMO will send a registered letter (**figure 5-3**) advising the applicant a serious condition exists and asking the applicant to contact the recruiting service immediately for transportation to the MEPS. Set a 15-day suspense for return receipt. CMO or Acting CMO must sign this letter; signatures of other personnel are prohibited.

b. Commander must advise local recruiting service commander by memorandum (**figure 5-4**) that the applicant will contact a recruiter for transportation to the MEPS and attach a copy of the applicant's letter. Commander or Acting Commander must sign this memorandum; signatures of other personnel are prohibited.

c. If applicant acknowledges receipt of the letter, but does not return within 30 days of receipt date, send the mail notification letter at **figure 5-5**. This letter informs applicants of positive results and asks them to return to MEPS. Include USMEPCOM Form 40-8-7 (Facts About HIV), and a list of health care facilities. If applicants are minors, send the letter at **figure 5-6** to the parents or legal guardians. Suspend these letters with a 15-day limit and close the case if there is no response.

d. If the first letter is unacknowledged or registered receipt card does not return, request recruiting service assistance with the memorandum at **figure 5-7**.

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e. If the applicant is located, continue with notification procedures. If the applicant is not located or refuses to return, close the case and forward the record to the Program Manager.

5-14. Transporting applicants to and from MEPS for interviews

Department of Defense policy requires Recruiting Service personnel to escort applicants to the MEPS for interviews and escort them to their homes after interviews are complete. Applicants may return home alone if they specifically request to do so and appear to be in control of their situations. Recruiting Service personnel do not have the option of refusing to escort applicants for interviews. Recruiting Service personnel do not have the option of having another person or another agency provide transportation for applicants returning to MEPS for interviews or returning home after interviews.

5-15. Notification responsibility

These procedures apply to all persons tested at the MEPS.

a. If an HIV test is conducted at MEPS, CMO will notify applicant of positive results in the presence of the commander. Do not pass notification responsibility to another person or command (other than another MEPS) under any circumstances.

b. The testing facility is responsible for any tests conducted outside the MEPS. Do not accept notification responsibility for any test conducted outside the MEPS (except at another MEPS) under any circumstances.

5-16. Attendance at notification interviews

When applicant returns to MEPS, conduct a private interview with CMO, commander, and applicant in attendance.

- a. Allow spouses of married applicants to attend at the applicant's request.
- b. Allow parents or legal guardian of minor applicants to attend at the parents or legal guardian's request.
- c. Married minors are emancipated-allow the spouse to attend at the applicant's request instead of the parents or legal guardians.
- d. Never permit Recruiting Service or other MEPS personnel to attend the interview.

5-17. Notification interviews

- a. CMO will use the checklist at **figure 5-8** and accomplish the following during notification interview:
 - (1) Notify applicant of medical disqualification because of positive HIV results.
 - (2) Offer applicant a second test to confirm first test results. Strongly recommend that applicant have second test.
 - (3) If applicant accepts a second test, complete interview and conduct test immediately.
 - (4) If applicant declines second test, continue with interview. After completion of interview, annotate SF 88 to show applicant declined second test.

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(5) Encourage applicant to seek further evaluation from health care facilities specializing in infectious diseases, but do not recommend specific facilities.

(6) Provide applicant with the following:

(a) Originally typed letter showing reason for permanent medical disqualification, **figure 5-9**.

(b) Copy of "Facts About HIV."

(c) List of current local health care facilities provided by state agencies with this disclaimer: "List provided by State Department of Health. Facilities are not part of, or endorsed by, Department of Defense."

(d) List of current local health care facilities compiled by MEPS if unavailable through state agencies. Make every effort to ensure listed facilities will not discredit the Government. All lists will contain this disclaimer: "Listed organizations are not part of or endorsed by Department of Defense."

b. Commander will accomplish the following during notification interviews:

(1) Ensure CMO covers important points with applicant without going into inappropriate areas.

(2) Remind CMO, if necessary, of points to cover.

(3) Offer support to applicant and CMO, as necessary.

(4) Summon technician to draw blood when applicant consents to second test.

(5) Summon recruiter to accompany applicant home after notification interview. DOD policy requires recruiting service personnel to escort applicants home.

(6) Allow applicant to return home alone, if requested, and applicant appears to be in control of the situation.

c. Commander and CMO will not normally discuss interview contents with recruiting service personnel; however, commander will advise local recruiting service commander if applicant becomes aggressive or reacts violently to notification. Do not put recruiters in the position of transporting these applicants without previous knowledge of their situations.

d. Make every effort to return applicant home on the same day. Applicants who cannot return home on the same day will stay in contract facility for notification interview first thing the next day.

5-18. Applicants who are not minors

If applicant was a minor during medical processing, but reached the age of 18 before notification interview, do not contact parents or legal guardians.

a. When applicant returns to MEPS, conduct private interviews with CMOs, commanders, and applicants in attendance.

- b. Allow spouse of married applicant to attend at applicant's request.
- c. Do not allow parents or legal guardians to attend if applicant is 18 or married.
- d. Never permit recruiting service or MEPS personnel to attend interviews, regardless of circumstances.
- e. Married minors are emancipated and have the same privileges as applicants over the age of 18. Spouse may attend rather than parents or legal guardians at applicant's request.

5-19. Minors accompanied by parents or legal guardians

- a. When applicant returns to MEPS, conduct private interviews with CMO, commander, parents or legal guardians, and applicant in attendance.
- b. Emancipated minors have the same privileges as applicants over the age of 18. Spouse may attend at applicant's request rather than parents or legal guardians.
- c. Never permit recruiting service or MEPS personnel to attend interviews, regardless of circumstances.

5-20. Minors not accompanied by parents or legal guardians

If parents or legal guardians do not accompany applicant to MEPS, accomplish the following:

- a. If parents or legal guardians want to attend interview, wait for their arrival before continuing, then conduct private interview with CMO, commander, applicant, and parents or legal guardians.
- b. If parents decline to attend, conduct private interview with CMO, commander, and applicant.
- c. Advise applicant that parents or legal guardians will be notified of results by registered letter.
- d. Send the letter at **figure 5-10** to parents or legal guardians if applicant declines second test.
- e. Send the letter at **figure 5-11** to parents or legal guardians if applicant has a second test.

5-21. Final notification after second test

Accomplish the following within designated time frames:

- a. On first workday after receipt of positive results, CMO will:
 - (1) Issue registered letter at **figure 5-12** to advise applicant of positive second test results.
 - (2) Use figure exactly as shown in example. Do not adjust letter without specific direction from Program Manager through Sector.
 - (3) Sign letter. Signatures of other personnel are prohibited.
 - (4) Send letter by registered mail, return receipt requested.

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(5) Set 15-day suspense for return receipt.

b. On first work day after receipt of positive results, Commander will:

(1) Send memorandum (**figure 5-13**) to appropriate local recruiting service commander with copy of letter to applicant as enclosure.

(2) Mark memorandum "For Official Use Only."

(3) Sign memorandum. Signatures of other personnel are prohibited.

(4) Send memorandum by registered mail, return receipt requested.

(5) Set 15-day suspense for return receipts.

(6) Call appropriate local recruiting service commander to advise registered mail is coming.

c. On fifteenth workday after receipt of positive results, commander will:

(1) Ensure DEP discharge action is complete.

(2) Gather all documents pertaining to applicants and send by certified mail to Program Manager for permanent maintenance.

Section III HIV Redraws

5-22. Redraws and second tests

The terms "redraw" and "second test" are interchangeable in this regulation. Both refer to a second specimen drawn to confirm the results of a positive first test.

5-23. Advise Sectors of Positive Results

MEPS Commanders will fax a copy of SF 88 and notification letter to Sector within 1 workday after receiving positive results. Sectors will verify proper notification has been initiated or show MEPS the correct notification method.

5-24. Authority to conduct second tests

Conduct second tests only if first test confirms positive, CMO notifies applicant of positive results, and applicant consents to second test. Do not, under any circumstances, draw blood before CMO completes notification interview and applicant agrees to an additional test.

5-25. USMEPCOM Form 40-8-1-E, HIV Testing Acknowledgment Form

Do not have applicants complete and sign additional acknowledgment forms for redraws; signed acknowledgment forms for first tests are sufficient.

5-26. Applicants who refuse to provide specimens

If applicant refuses to provide a second specimen, consider medical examination complete and permanently

disqualify applicant on basis of positive first test. Continue notification process.

5-27. Specimen numbers

Bar code labels for redraws must show a special specimen number beginning with MEPS identification number and followed by a six digit number beginning with "9." For instance, Milwaukee's redraw number would be "62900001." **Laboratory will cancel specimens bearing same number as initial specimen without further discussion.**

- a. MIRS assigns a different specimen number to each redraw.
- b. Assign a different specimen number when conducting additional tests for the same applicant.

5-28. Standard Forms 88

Complete block 50 as follows:

- a. Record test date above "second specimen" block.
- b. Apply specimen label above or to the right of the space marked "second specimen."
- c. Specimen label must match labels on control log and screening record.

5-29. HIV Testing Control Logs

Complete control logs as indicated above.

5-30. HIV Results Verifiers

Verifiers will complete control logs as indicated above on the same day results return.

5-31. Drawing blood

Use the procedures indicated above to establish a strict chain of custody for HIV specimens.

5-32. Shipping specimens

- a. Double check to be sure specimens and labels match SFs 88, control logs, and screening records.
- b. Place 1 properly labeled tube into foam cube. Do not draw more than 1 specimen unless directed in writing by the Program Manager through Sector.
- c. Slide cube into a zip lock bag and seal.
- d. Place zip lock bag into card board and metal can. Place lid on can.
- d. Select a tamper proof seal and record its number on a matching screening record. **Laboratory will cancel all specimens listed on screening record if lock number is missing or illegible.**
- e. Sign screening record. **Laboratory will cancel all specimens listed on screening record if signature is missing or illegible.**

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f. Place cardboard and metal can, 1 matching screening record, and 1 sheet of brown absorbent paper into a ziplock bag.

g. Twist top of sealed zip lock bag tightly and apply tamper proof seal as indicated above.

h. Place one secured zip lock bag into shipping box. Place another completed and signed screening record into box. Use newspaper to keep bag from sliding around in box. Do not use brown absorbent paper for this purpose.

i. Secure box lid by wrapping one strip of tape all the way around the box.

j. Laboratory will provide a red "Shipper's Declaration for Dangerous Goods" label for each redraw and preprint as much information as possible. Do not change any information entered by laboratory. Complete blocks 1, 2, and 6 as indicated below:

(1) Block 1: Enter MEPS name (not technician's name), address, city, stage, and zip code. Enter "Medical Section" under "Sent by" and Medical Section phone number.

(2) Block 2: Medical technician must sign this block. Courier will not accept package if this block is not signed.

(3) Block 6. Medical technician must sign this block. Courier will not accept package if this block is not signed.

k. Have courier sign declaration. Couriers will not inspect specimens or shipping container for any reason. Do not release package until courier provides receipt. If courier provides a single air bill for multiple containers, include copies of air bill with each shipping container and write number of boxes on air bill.

l. Attach top copy of declaration to screening record and control log and file as required by USMEPCOM Reg 601-23.

m. Do not leave specimens unattended at any time unless secured in a locked container.

5-33. HIV screening records

Complete screening records as shown above. Never show redraw specimens on same screening record as initial tests.

5-34. Administrative processing

Retain original SFs 88 and 93 in secure file in medical Section. Do not return records to files room. Suspend files to ensure timely results.

5-35. Positive HIV records

Once all notification procedures are complete, send all documents pertaining to that applicant to Program Manager by certified mail. Do not retain any documents in MEPS except for a consolidated Medical Section file containing nothing except DA Forms 1613-R (Cross Reference) showing "Records held by Program Manager." Do not record medical disqualification reasons or codes on any document held by MEPS. Maintain file for 7 years.

**Section IV
HIV REVERSALS**

5-36. Negative second test results

Commanders or CMOs (involvement of other personnel is strictly prohibited) will accomplish the following for reversals within 1 workday after receipt of negative results for second tests:

- a. Notify Program Manager through Sector by telephone and provide specimen numbers, SSNs, and dates of all previous tests for these applicants.
- b. Follow up telephone calls with fax copies of all screening records, control logs, and SFs 88.
- c. Do not notify applicants or recruiting services, either by telephone or mail, unless specifically directed to do so by Program Manager through Sector. Program Manager will ask Chief of Virology, WRAIR, to compare Western Blots of both initial and redraw specimens. Notification before this procedure is complete is inappropriate.
- d. Submit Serious Incident Report to document reversal.

5-37. Notification Interviews

Program Manager will provide letters and memorandums necessary for notifying applicants and recruiting services of negative second test results.

**Section V
Results**

5-38. Result Codes - Block 50, code block entries must reflect one of the following HIV codes:

Code Result

- 5A Results required or pending
- 5B Negative HIV results
- 5C Reversal (positive first test, negative second test). **MEPS will not enter this code**
- 5D Positive HIV results
- 5Z Test was not conducted

5-39. Cancellation codes. Refer to chapter 6.

5-40. Results:

- a. Negative results mean ELISA screens were negative. Further tests were not performed. Laboratory indicates negative results by transmitting "5B" for each negative specimen to USMEPCOM's host computer within 1 workday after specimens are drawn at the MEPS.
- b. Positive results mean positive ELISA screens were confirmed by Western Blot tests. Laboratory

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indicates positive results by transmitting "5D" for each positive specimen to USMEPCOM's host computer within 2 workdays after specimens are drawn at the MEPS. Do not ship applicants with positive results under any circumstance.

c. "Indeterminant" means ELISA screens were positive, but Western Blot screens were negative. In this case, Program Manager notifies Sector in writing. HIV laboratory sends these specimens to WRAIR for further evaluation. Specimens may remain at WRAIR for 30 days before final results are known. Those results will eventually report as "5B" or "5D." Do not ship applicants with indeterminant specimens under any circumstance.

d. Negative redraw results mean negative ELISA screens were confirmed by Western Blot. Laboratory indicates negative redraw results by transmitting "5C" to USMEPCOM's host computer within 3 work days after specimens are drawn at the MEPS. Immediately notify both the CMO and MEPS commander of negative redraw results. This is a REVERSAL. **MEPS will not enter this code.** Commanders will notify Sector and Program Manager immediately, for assistance. Do not ship applicants with reversed results without specific direction from the Program Manager through Sector.

e. Cancellation codes mean specimens were unsuitable for testing. The laboratory uses these codes to report specimen rejections to USMEPCOM's host computer within 1 workday after specimens are drawn at the MEPS. These applicants must return to the MEPS and have specimens redrawn. Use new specimen numbers when redrawing these specimens. Do not enlist or ship applicants whose specimens have been canceled until specimens are redrawn, tested, and negative results return.

5-41. Posting negative HIV results

Medical Sections will accomplish the following within 1 workday:

- a. Annotate control logs with "NEG" or "NEGATIVE."
- b. Annotate HIV blocks in item 50 of SFs 88 with "NEG." Mark "5B" in code blocks.
- c. Distribute medical records:

(1) Provide original SFs 88 and 93, etc., for DEP-ins and Reserve or Guard accessions to liaisons within 1 workday. Applicants cannot DEP-out or ship until Services receive documents.

(2) Return all other documents showing negative results to the files room for inclusion in applicant files.

5-42. Posting positive HIV results

Medical Sections will accomplish the following within 1 workday:

- a. Annotate control logs with "POS" or "POSITIVE" beside appropriate specimen numbers and SSNs.
- b. Annotate HIV blocks in item 50 of SFs 88 with "POS." Mark "5D" in code blocks.
- c. CMO will enter "5D" in item 78 of SFs 88 for medical disqualification and change entries under "P" in PULHES to "3." Make all other entries on SFs 88 IAW USMEPCOM Reg 40-1.

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- d. Generate USMEPCOM PCNs 714 ADP and stamp "WB Positive."
- e. Deliver all documents to MEPS commander for final review.

5-43. Posting Indeterminant HIV specimens

Do not post indeterminant specimens on SFs 88. Keep SFs 88 and all related medical documents in separate and secure files in the medical Section until final results return. Advise liaisons within 1 workday that tests require further evaluation and applicants must not be projected for further processing before final results return.

5-44. Posting positive HIV redraw results

Medical Sections will accomplish the following within 1 workday:

- a. Annotate control logs with "POS" or "POSITIVE."
- b. Annotate HIV blocks in item 50 of SFs 88 with "POS." Mark "5D" in code blocks.
- c. CMOs will enter "5D" in item 78 of SFs 88 for medical disqualification and change entries under "P" in PULHES to "3." Make all other entries on SFs 88 as required by USMEPCOM Reg 40-1.
- d. Generate USMEPCOM PCNs 714 ADP and stamp "WB Positive."
- e. Deliver all documents to MEPS Commander for final review.

5-45. Posting negative HIV redraw results

Medical Sections will accomplish the following within 1 workday after Program Manager confirms a reversal:

- a. Annotate control logs with "NEG" or "NEGATIVE."
- b. Annotate HIV blocks in item 50 of SFs 88 with "NEG." Mark "5C" in code blocks.
- c. Do not delete references to previous positive results from SFs 88 or any other documents.
- d. Distribute medical records:
 - (1) Provide original SFs 88 and 93, etc., for DEP-ins and Reserve or Guard accessions to liaisons within 1 workday. Applicants cannot DEP-out or ship until Services receive documents.
 - (2) Return all other documents showing negative results to files room for inclusion in applicant files.

Section VI

Notifying Other Federal or State Agencies

5-46. States

Some States require notification of positive results. Those States must submit written requests to the program Manager for coordination with the Command Judge Advocate. MEPS will not release any information to the States, regardless of circumstances. The Program Manager will release results to the States after all legal coordination is complete.

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5-47. Individual Ready Reserve

Send notification letters to the Commander of the unit listed on the request for MEPS processing.

5-48. Inservice Applicants and Nonapplicants.

Send notification letters to the Commander of the unit listed on the request for MEPS processing.

Section VII

Miscellaneous

5-49. Registered mail procedures

Registered mail is more expensive than other means, but provides best accountability over the shortest period of time. All MEPS will, without exception, use registered mail, return receipt, address correction requested, for all individual positive HIV notifications. If letter is not delivered, initiate tracer action through post office.

5-50. Boards for Correction of Military Records

Persons being reinstated or reenlisted as a result of action by a board for correction of military records will process through the MEPS. If this person receives positive results, notify the Program Manager through Sector, immediately. Program Manager will contact the service headquarters for final determination.

5-51. Serious Incident Reports

Serious incident reports (SIRs) are required for, but not limited to the following:

- a. Reversals. Submit SIRs detailing all circumstances involving reversals. Submit additional SIRs to update and close the case.
- b. Adverse publicity. Submit SIRs if adverse publicity concerns general HIV testing or testing at the MEPS. Provide copies of adverse material to the Public Affairs Officer.
- c. Legal action. If legal action is indicated or instituted by an applicants or the parents or legal guardians of a minor, submit SIRs with all available information. If a person brings legal action against the government

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or testing laboratory but does not specifically name the MEPS, submit an SIR if the test in question was conducted at the MEPS.

5-52. Contacting the laboratory. Communication with the testing laboratory is deliberately restricted. MEPS will fax supply inventories to the laboratory with a copy to Sector. MEPS will not call the testing laboratory for any reason, regardless of circumstances.

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(Letterhead Stationery)

MEPCW-MIL (MARKS)

(DATE)

MEMORANDUM FOR CPT Merle Schneider

SUBJECT: Appointment as Human Immunodeficiency Virus (HIV) Results Verifier

1. Reference USMEPCOM Reg 40-8, Department of Defense (DOD) Preaccession Drug and Alcohol Testing (DAT) and Human Immunodeficiency Virus (HIV) Antibody Testing Programs.
2. You are appointed HIV results verifier as required by the reference.
3. Read the reference carefully and perform all duties in strict accordance with its policies and procedures. Ensure all results are correctly annotated on Standard Forms 88, Reports of Medical Examination, and HIV control logs, then compare both documents to the results shown on USMEPCOM PCN ZHM005s. Initial and date HIV control logs to show results have been verified.
4. Failure to meet reference requirements may result in disciplinary action up to and including dismissal of civilian employees and nonjudicial punishment for military members.
5. You may be required to submit statements or give testimony in legal proceedings concerning MEPS tests.
6. This appointment will end with termination of your current assignment or at my discretion.

CHARLES W. SURLES
 Lieutenant Colonel, USMC
 Commanding

I have read and understand the reference and will perform all duties in strict accordance with its provisions.

Printed Name

Signature

Initials

Date

Figure 5-1. HIV results verifier appointment memorandum

POSITIVE HIV NOTIFICATION CHECKLIST			
POSITIVE FIRST TEST			
	EVENT	DUE	RESPONSIBLE
	Annotate control log	1 workday after results return	Technician
	Enter results and 5D in item 50		Technician
	Change PULHES		CMO/Commander
	Verify ZHM005 matches control log	Same day entries made	Verifier
	Verify SF 88 matches ZHM005, control log		Verifier
	Initial control log	As entries are reviewed	Verifier
	Send registered letter advising applicant to return to MEPS	1 workday after result returns	CMO
	Send registered memo to Recruiting Service saying applicant must return	Same day letter prepared	Commander
	Call Recruiting Service Commander to advise memo is coming	Same day letter prepared	Commander
	Fax applicant letter to Sector	Same day letter prepared	Commander
APPLICANT ACKNOWLEDGES FIRST LETTER, DOES NOT RETURN FOR NOTIFICATION			
	Send registered letter to applicant with copy of SF 88, Fact Sheet, and list of health care facilities	Same day letter returns unclaimed	CMO
	Send registered letter to minor's parents/legal guardians with copy of SF 88, Fact Sheet, and list of health care facilities	Same day unclaimed applicant letter returns	CMO
	Fax applicant letter to Sector	Same day letter prepared	Commander
	Memo to local Recruiting Service commander for discharge action with 714 ADP, copies of SFs 88 and 93, other pertinent documents and suspense for 30 days	15 days after notification	Commander
	Begin DEP discharge action	15 days after notification letter	Commander
	Close case if applicant is not in DEP and forward record to Program Manager	15 days after notification letter	Commander
APPLICANT DOES NOT ACKNOWLEDGE FIRST LETTER OR RETURN FOR INTERVIEW			
	Memo to local Recruiting Service requesting assistance in locating applicant. If recruiter locates applicant, notify.	1 day after notification letter returns unclaimed	Commander
	Recruiter does not locate applicant, prepare registered letter to applicant	30 days after first letter	CDR assigns

	Send registered letter to minor's parents/legal guardians with copy of SF 88, Fact Sheet, list of health care facilities	Same day as letter to applicant	CMO
	Close case if applicant is not in DEP and forward record to Program Manager	15 days after notification letter	Commander
	Begin discharge action if applicant is in DEP	15 days after notification letter	Commander
	Memo to local Recruiting Service commander for discharge action with 714 ADP, copies of SFs 88 and 93, other pertinent documents, and suspense for 30 days	15 days after notification	Commander
	Complete discharge action	30 days after first letter returns unclaimed	Commander
	Close case and forward package to Program Manager	1 afterdischarge action complete	Commander
APPLICANT RETURNS FOR INTERVIEW, DECLINES SECOND TEST			
	Notify applicant and provide supporting documentation	During interview	CMO/Commander
	Registered mail to minor's parents/legal guardians	1 day after interview	CMO
	Memorandum to recruiting service with supporting documents	1 workday after interview	Commander
	Begin DEP discharge action	30 days after interview	Commander
	Close case and send package to Program Manager	1 day after discharge action complete	Commander
APPLICANT RETURNS FOR INTERVIEW, CONSENTS TO SECOND TEST			
	Notify applicant and provide supporting documentation	During interview	CMO/Commander
	Collect specimen and send to testing laboratory	End of interview	Technician
	Registered mail to minor's parents/legal guardians	1 day after interview	CMO
POSITIVE SECOND TEST			
	Registered mail to applicant	1 workday after results return	CMO
	Registered mail to minor's parents/legal guardians	1 workday after results return	CMO
	Memorandum to Recruiting Service with supporting documents and request discharge action	1 workday after results return	Commander
	Begin DEP discharge action	30 days after results return	Commander
	Close case and send package to Program Manager	1 workday after discharge action complete	Commander
NEGATIVE SECOND TEST			
	Notify Program Manager through Sector, provide supporting documents	Same day results return	CMO/Commander
	Submit Serious Incident Report	Same day results return	Commander

	Contact applicant by telephone and ask to return to MEPS	Only after Program Manager confirms negative results	CMO/Commander
	Notify applicant and provide supporting documents	After telephone conversation	CMO/Commander
	Registered mail to minor's parents/legal guardians with supporting documents	1 workday after notifying minor	CMO
	Conduct third test	Only after coordination with Program Manager through Sector	CMO/Commander
	Registered mail to applicant with results	1 workday after results return	CMO
	Registered mail to minor's parents/legal guardians with results	1 workday after results return	CMO
	Clear applicant for processing if negative results, otherwise qualified	1 workday after results return	CMO/Commander
	Disqualify applicant if positive results	1 workday after results return	CMO
	Disqualify applicant if negative results, otherwise disqualified	1 workday after results return	CMO
	Submit Serious Incident Report to close case	1 workday after action complete	Commander
	Close case and send positive records to Program Manager	1 workday after discharge action complete	Commander

Figure 5-2. Notification Checklist

22 May 1998

IMC 10, USMEPCOM Reg 40-8

(Letterhead Stationary)

(Date)

Medical Section

Mr. John Doe
212 Main Street
Milwaukee, Wisconsin 53203-2288

Dear Mr. Doe:

We would like you to return to Milwaukee Military Entrance Processing Station (MEPS) to discuss the results of the medical examination conducted on January 4, 1998. Test results reveal a potentially serious condition of a personal nature. Contact your recruiter immediately for an appointment with the MEPS physician and arrange for transportation to the MEPS.

Your medical results are being held in confidence. Your recruiters have been informed that you will contact them to arrange your appointment. They do not know the reason for your return to the MEPS and cannot provide specific details or discuss the matter with you.

Sincerely,

Mary Lee Fuentes, M.D.
Chief Medical Officer

Figure 5-3. Advise applicant to return to MEPS

(Letterhead Stationery)

22 May 1998

IMC 10, USMEPCOM Reg 40-8

MCO-WMI (MARKS)

(Date)

MEMORANDUM FOR COMMANDER, U.S. MARINE CORPS RECRUITING STATION, 2500
EAST MAIN STREET, MILWAUKEE, WI 60063

SUBJECT: Medical Examination of John Doe, 123-45-6789

1. Mr. Doe has been sent the enclosed letter advising him we would like to discuss the results of his medical examination and directing him to contact his recruiter. Recruiters must not, regardless of circumstances, initiate discussion with Mr. Doe concerning his reason for returning to the MEPS. Refer all questions to the MEPS physician.
2. Please coordinate directly with me to schedule Mr. Doe's appointment and make arrangements for the recruiter to accompany him to and from the MEPS. Please show by return endorsement if Mr. Doe does not respond or indicates he will not return to the MEPS.

Encl

CHARLES W. SURLES
Lieutenant Colonel, USMC
Commanding

Figure 5-4. Advise recruiting service to return applicants to MEPS

22 May 1998

IMC 10, USMEPCOM Reg 40-8

(Letterhead Stationery)

(Date)

Medical Section

Mr. John Doe
212 Main Street
Milwaukee, Wisconsin 53203-2288

Dear Mr. Doe:

During your medical examination at the Milwaukee Military Entrance Processing Station (MEPS), we obtained a blood sample for testing. A separate series of very specific laboratory tests show the Human Immunodeficiency Virus (HIV) antibody in your blood.

The test shows the presence of an antibody to the virus which causes Acquired Immune Deficiency Syndrome (AIDS). Please understand that I am not saying you have AIDS, only that you have the HIV antibody. The enclosed fact sheet has more information.

Please seek a complete diagnosis of your condition immediately. Neither the MEPS nor your recruiter can provide necessary assistance because that guidance is not part of your medical examination. Take this letter to a physician or clinic and let them know your specimen tested repeatedly ELISA positive with Western Blot confirmation. A list of treatment facilities and a copy of your medical examination are enclosed.

You are not qualified for military service, but you may return to the MEPS for another blood test to confirm the initial tests. Please contact your recruiter immediately and arrange for an appointment and transportation to the MEPS.

I strongly urge you to seek immediate medical assistance.

Sincerely,

Mary Lee Fuentes, M.D.
Chief Medical Officer

Enclosures

Figure 5-5. Mail notification letter to applicants

22 May 1998

IMC 10, USMEPCOM Reg 40-8

(Letterhead Stationery)

(Date)

Medical Section

Mr. and Mrs. John Doe
212 Main Street
Milwaukee, Wisconsin 53203-2288

Dear Mr. and Mrs. Doe:

During your son John's medical examination at the Milwaukee Military Entrance Processing Station (MEPS), we obtained a blood sample for testing. A separate series of very specific laboratory tests show the Human Immunodeficiency Virus (HIV) antibody in John's blood.

The test shows the presence of an antibody to the virus which causes Acquired Immune Deficiency Syndrome (AIDS). Please understand that I am not saying John has AIDS, only that he has the HIV antibody. The enclosed fact sheet has more information.

John must seek a complete diagnosis of his condition immediately. Neither the MEPS nor his recruiter can provide the assistance he needs because that guidance is not part of his medical examination. Take this letter to a physician or clinic and let them know his specimen tested repeatedly ELISA positive with Western Blot confirmation. A list of treatment facilities and a copy of his medical examination are enclosed.

John is not medically qualified for military service, but may return to the MEPS for another blood test to confirm the initial tests. Please contact his recruiter immediately to arrange for an appointment and transportation to the MEPS.

I strongly urge you to seek further medical assistance for your son immediately.

Sincerely,

Mary Lee Fuentes, M.D.
Chief Medical Officer

Enclosures

Figure 5-6. Mail notification letter to parents or legal guardians of minors

(Letterhead Stationery)

22 May 1998

IMC 10, USMEPCOM Reg 40-8

MCO-WMI (MARKS)

(Date)

MEMORANDUM FOR COMMANDER, U.S. MARINE CORPS RECRUITING STATION, 2500 EAST MAIN STREET, MILWAUKEE, WI 53203-2288

SUBJECT: Request for assistance in locating John Doe, 123-45-6789

1. Mr. Doe should return to the MEPS to discuss the medical examination conducted on 4 January 1996. He gave 212 South Main Street, Milwaukee, WI 53203-2288 as his current address. We have been unable to contact him and need your assistance.
2. Please report his status by endorsement below.

CHARLES W. SURLES
 Lieutenant Colonel, USMC
 Commanding

MCRS-MIL (MCO-WMI/31 Jan 94) (MARKS) 1st End Maj Jones/SR/DSN 555-1212

CDR, U.S. MARINE CORPS RECRUITING STATION, 2500 EAST MAIN, MILWAUKEE, WI 53203-2288 (DATE)

FOR CDR, MILWAUKEE MEPS, 310 WEST WISCONSIN AVENUE, TENTH FLOOR, MILWAUKEE, WI 53203-2288

- 1. Unable to locate applicant.
- 2. Applicant's current address:
- 3. Will make appointment to return to MEPS.
- 4. Applicant does not desire to return to MEPS.
- 5. Other (specify).

(Signature)

Figure 5-7. Request recruiting service assistance in locating applicant

CHECKLIST FOR POSITIVE HIVPERSONAL NOTIFICATION
Purpose of the interview is to notify applicants of positive results with the understanding that the classic doctor-patient relationship does not exist. CMOs and commanders must accomplish the

	following and make all statements in quotations during the interview.
	Introductions in CMO's office should make the applicant feel at ease.
	"We asked you here today to confirm the results of blood tests taken during your medical examination."
	"You consented to a blood test for an antibody to the Human Immunodeficiency Virus, also called HIV."
	"Those test results are positive. This means you have contracted the virus and built antibodies to the virus in your blood."
	"HIV causes Acquired Immune Deficiency Syndrome, also called AIDS."
	"This positive test does not mean you have AIDS. It only means you have the virus."
	"At this time, you are disqualified for military service."
	"We would like to take another specimen today to confirm the results of the first specimen." (If applicant consents, have technician draw a specimen immediately)
	"You must seek medical advice for an evaluation of your condition as soon as possible. Neither the MEPS nor your recruiter can give the assistance you need. I can't be your doctor."
	"We have compiled an information packet for you. The packet contains a letter confirming our conversation today, information fact sheet, list of State health counseling services, and copies of your medical examination forms."
	"You must take the letter and examination forms to a physician or clinic immediately. They need to know your blood sample tested repeatedly ELISA positive with Western Blot confirmation."
	Restate all major points of the interview, inform the applicant of return time for test results, and obtain the applicant's telephone number.
	Advise minors that parents will be notified of the interview and test results.
	Advise military members the chain of command will be notified of all test results.
	Conclude with the statement: "I'm sorry you're not qualified for military service."
	Recruiter should be waiting to escort the applicant home.

Figure 5-8. Personal Notification Checklist

(Letterhead Stationery)

(Date)

Medical Section

22 May 1998

IMC 10, USMEPCOM Reg 40-8

Mr. John Doe
212 Main Street
Milwaukee, Wisconsin 53203-2288

Dear Mr. Doe:

During your medical examination at the Milwaukee Military Entrance Processing Station (MEPS), we obtained a blood sample for testing. A separate series of very specific laboratory tests show the Human Immunodeficiency Virus (HIV) antibody in your blood.

The test shows the presence of an antibody to a virus which causes Acquired Immune Deficiency Syndrome (AIDS). Please understand I am not saying you have AIDS, only that you have the HIV antibody. The enclosed HIV Fact Sheet has more information.

Please seek a complete diagnosis of your condition immediately. Neither the MEPS nor your recruiter can provide the assistance you need because that guidance is not part of your medical examination. Take this letter to a physician or clinic and let them know your specimen tested repeatedly ELISA positive with Western Blot confirmation. A list of treatment facilities and a copy of your medical examination are enclosed.

You are not medically qualified for military service, but, if you desire, we will take another specimen to confirm the initial test. I will notify you of those results by registered mail as soon as they arrive. If you decline a second test, you are disqualified for military service based on initial positive results.

I strongly urge you to seek immediate medical assistance.

Sincerely,

Mary Lee Fuentes, M.D.
Chief Medical Officer

Enclosures

Figure 5-9. Personal notification letter

22 May 1998

IMC 10, USMEPCOM Reg 40-8

(Letterhead Stationery)

(Date)

Medical Section

Mr. and Mrs. John Doe
212 Main Street
Milwaukee, Wisconsin 53203-2288

Dear Mr. and Mrs. Doe:

During your son John's medical examination at the Milwaukee Military Entrance Processing Station (MEPS), we obtained a blood sample for testing. A separate series of very specific laboratory tests show the Human Immunodeficiency Virus (HIV) antibody in his blood.

The test shows the presence of an antibody to a virus which causes Acquired Immune Deficiency Syndrome (AIDS). Please understand I am not saying John has AIDS, only that he has the HIV antibody. The enclosed HIV Fact Sheet has more information.

John was notified of these results on January 16, 1996 and received a letter similar to this one with a copy of his medical examination. Please seek an immediate diagnosis of his condition. Neither the MEPS nor his recruiter can provide the assistance he needs because that guidance is not part of his medical examination. Take this letter to a physician or clinic and let them know his specimen tested repeatedly ELISA positive with Western Blot confirmation. A list of treatment facilities and a copy of John's medical examination are enclosed.

We offered to take another specimen to confirm the initial test, but John declined. Although your son is not medically qualified for military service, based on the initial positive result, we will still conduct another test if he returns to the MEPS

I strongly urge you to seek immediate medical assistance for your son.

Sincerely,

Mary Lee Fuentes, M.D.
Chief Medical Officer

Enclosures

Figure 5-10. Notify parents or legal guardians if minor declines second test

(Letterhead Stationery)

22 May 1998

IMC 10, USMEPCOM Reg 40-8

(Date)

Medical Section

Mr. and Mrs. John Doe
212 Main Street
Milwaukee, Wisconsin 53203-2288

Dear Mr. and Mrs. Doe:

During your son John's medical examination at the Milwaukee Military Entrance Processing Station (MEPS), we obtained a blood sample for testing. A separate series of very specific laboratory tests show the Human Immunodeficiency Virus (HIV) antibody in his blood.

The test shows the presence of an antibody to a virus which causes Acquired Immune Deficiency Syndrome (AIDS). Please understand I am not saying John has AIDS, only that he has the HIV antibody. The enclosed HIV Fact Sheet has more information.

Your son was notified of these results on January 16, 1998, and received a letter similar to this one. Please take either letter to a physician or clinic and seek a complete diagnosis of your son's condition as soon as possible. Please let your physician or clinic know his specimen tested repeatedly ELISA positive with Western Blot confirmation. He should also tell them we have taken another sample to confirm the initial series of tests. I will notify him of those results by registered mail as soon as they arrive. A list of possible treatment facilities and a copy of John's medical examination are enclosed. Neither the MEPS nor his recruiter can provide the assistance you need because that guidance is not part of his medical examination.

I strongly urge you to seek immediate medical assistance for your son.

Sincerely,

Mary Lee Fuentes, M.D.
Chief Medical Officer

Enclosures

Figure 5-11. Notify parents or legal guardians if minor accepts second test

22 May 1998

IMC 10, USMEPCOM Reg 40-8

(Letterhead Stationery)

(Date)

Medical Section

Mr. John Doe
212 Main Street
Milwaukee, Wisconsin 53203-2288

Dear Mr. Doe:

On January 16, 1995, you were retested at the Milwaukee Military Entrance Processing Station for the HIV antibody. This letter confirms that second test results were also positive.

I want to emphasize that I am not saying you have AIDS, only that you have contacted the HIV antibody. I strongly encourage you to seek immediate medical assistance in your local community.

Sincerely,

Mary Lee Fuentes, M.D.
Chief Medical Officer

Figure 5-12. Notify applicants of positive second test results

22 May 1998

IMC 10, USMEPCOM Reg 40-8

(Letterhead Stationery)

MCO-WMI (MARKS)

(Date)

MEMORANDUM FOR COMMANDER, U.S. MARINE CORPS RECRUITING STATION, 2500
EAST MAIN, MILWAUKEE, WI 60063

SUBJECT: Medical Disqualification of John Doe, 123-45-6789

1. Mr. Doe has been notified he is not medically qualified for military service. Copies of his USMEPCOM PCN 714 ADP, SF 88, Report of Medical Examination, and SF 93, Report of Medical History, are enclosed.
2. Please take necessary action to discharge him from the DEP, using discharge code "ZAA." Please forward a copy of discharge paperwork within 30 days of the date of this letter.
3. This memorandum and its enclosures are "FOR OFFICIAL USE ONLY." Please safeguard this extremely sensitive information in accordance with DOD Directive 5400.7, DOD Freedom of Information Act Program, and pertinent service regulations.

Encl
as

CHARLES W. SURLES
Lieutenant Colonel, USMC
Commanding

Figure 5-13. Notify recruiting Service of positive second test results