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Sent: Friday, May 19, 2000 8:24 AM
To: DIRECTORATES; MCOE; MCOW; ES MEPS; WS MEPS
Cc: MIM- Support Services
Subject: I-00-MAY-07(Read ASAP)(IMC 14 to USMEPCOM Regulation 40-8, 11 July 1991, HIV/DAT)

UNCLASSIFIED UNCLASSIFIED UNCLASSIFIED

IMC Message: I-00-MAY-07

IMC Effective Date: 22 May 2000 (Effective date < 30 days approved by COL Buchanan)

From MMD-PD

Subj IMC 14 to USMEPCOM Regulation 40-8, 16 July 1991, Human Immunodeficiency Virus (HIV) and
Department of Defense (DOD) Preaccession Drug and Alcohol Testing (DAT) Program

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

1. Purpose. This interim message change (IMC) officially—

- Changes disqualification periods for THC and alcohol from 6 months to 45 days.
- Removes sectors and MEPSs from exception to policy request procedures.
- Formalizes authority and procedures for HIV testing Recruiting Service military members (new Appendix E).
- Formalizes authority and procedures for HIV testing MEPS-assigned military members (new Appendix F).

2. New and/or changed material. New and/or changed material has been annotated by underscore/strikethrough method. File this IMC transmittal page in front of publication until superseded or rescinded. Remove and insert pages from USMEPCOM Reg 40-8, 16 July 1991, as follows:

Remove pages	Insert pages
ii and iii	ii and iii
vii	vii and viii
1-1 through 1-6	1-1 through 1-6
	E-1 - E-3 (new appendix)
	F-1 - F-3 (new appendix)

3. Implementation. This IMC is released for implementation on the effective date shown above.

4. USMEPCOM Electronic Pubs/Forms Library. The IMC transmittal message page (file name 408ri14m.doc) and page changes (file name 40-8ri14.doc) will be uploaded to the electronic library within 72 hours after the initial distribution via the Command Message System.

a. To review files from the electronic library, use the paths below as applicable.

HQ USMEPCOM and sector users. Using Windows Explorer, use the path below:

U:\common\pubs\mepcom\regs

MEPS users. Using Citrix WinFrame Client for DOS, select the drive letter that shows “<\\MEPS1\MIM>” and then use the path below:

SSD\pubs\mepcom\regs

b. The files are also available on the Intranet at <https://mepnet.mepcom.army.mil>.

5. Comments/suggested improvements. Users may submit comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) or by memorandum through Sector to point of contact (POC) in paragraph 6.

6. POCs. Sectors may contact Carolyn Carson, Program Manager, at DSN 792-3680 ext. 7138 or commercial (847) 688-3680 ext. 7138 for questions concerning publication policy and procedures. Users will refer questions concerning electronic distribution of USMEPCOM publications and forms to SGT Lisa Hill at DSN 792-3680 ext. 7738, commercial (847) 688-3680 ext. 7738, or e-mail 1hill@mepcom.army.mil.

Internal control system. This regulation is subject to the requirements of Army Regulation (AR) 11-2. It contains internal control provisions. Appendix C contains checklists for conducting internal reviews for DAT. Appendix D contains checklists for conducting internal control reviews for HIV testing.

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Glossary

Glossary 1

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Index 1

Chapter 1 General

Section I General

1-1. Purpose

This regulation establishes policies, procedures, and responsibilities for conducting DAT and HIV testing at the MEPs.

1-2. References

Required and related publications and prescribed forms are at Appendix A.

1-3. Explanation of terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

~~—a. Headquarters directorates and special staff offices keep informed of procedures and policy affecting these programs and coordinate all actions through the Operations, Plans, and Training Directorate.~~

a. Headquarters directorates and special staff offices will keep informed of program policy and procedures and coordinate all actions through Medical Plans and Policy Directorate (Program Manager). Medical Plans and Policy Directorate (Program Manager) accomplishes the following:

(1) Provides consultation and assistance with policies and practices, as requested.

(2) Provides necessary training assistance to Sectors and MEPS.

(3) Program Manager represents the Command in contractual issues, policy matters, and laboratory performance matters.

b. The Command Judge Advocate reviews requests for the release of DAT and HIV results and other information to State and local authorities.

c. The Resource Management Directorate represents the command in all contractual matters.

d. The Public Affairs Officer acts as command spokesperson for all media requests and support dealing with DAT and HIV data, statistics, commander or applicant interviews, and photography.

e. Sector headquarters monitor MEPS programs for compliance with this regulation. Sectors submit USMEPCOM Form 190-1 (Serious Incident and Significant Activities information) as outlined in USMEPCOM Reg 190-1.

f. The MEPS conduct DAT and HIV testing, notify applicants of positive test results, notify the recruiting Services of all results, and submit HIV situation reports (SITREPs) as prescribed in this regulation.

g. Inspector General monitors compliance during routine inspections.

Section II Policy

~~1-5. The Secretary of Defense has approved the Department of Defense (DOD) Preaccession Drug and Chemical and Alcohol Use and Dependency Testing policy required by Title 10, United States Code, section 978. Title 10 requires that all applicants for the Armed Forces undergo testing for drug, chemical and alcohol use and dependency. The appropriate Service Secretary will determine whether all testing for that Service will be conducted at the MEPS but who refuse such tests will not be accepted for enlistment for appointment in the Armed Forces. Persons determined to be positive for drugs, chemicals, or alcohol will be denied entrance into the Armed Forces and shall be referred to a civilian treatment facility. This Congressionally mandated testing also applies to the Coast Guard and requires those applicants to comply with DOD and Department of Transportation joint policy.~~

~~— a. Secretaries of the Army, Navy, and Air Force have exercised their options to conduct testing for all their enlisted applicants and officer candidates at the MEPS.~~

~~—— (1) Since Navy applicants began testing later than Army and Air Force applicants, a grandfather clause will allow Navy applicants who completed any portion of medical processing on or before 30 April 1997 to continue all other MEPS processing on and after 1 May 1997 without DAT. All applicants who begin any portion of medical processing for the first time on and after 1 May 1997 will receive all portions of DAT.~~

~~—— (2) Since Marine Corps enlisted applicants and officer candidates began testing later than Army, Navy, and Air Force enlisted applicants and officer candidates, a grandfather clause will allow Marine Corps enlisted applicants and officer candidates who completed any portion of medical processing on or before 31 July 1997 to continue all other MEPS processing on and after 1 August 1997 without DAT. All Marine Corps enlisted applicants and officer candidates who begin any portion of medical processing for the first time on and after 1 August 1997 will receive all portions of DAT.~~

~~—b. Secretary of Transportation has exercised his option to conduct testing for all and Coast Guard enlistees and officer candidates at their training centers. No testing for the Coast Guard will be conducted at the MEPS.~~

1-5. Policy for DAT

Secretary of Defense has approved the Department of Defense (DOD) Preaccession Drug and Chemical and Alcohol testing policy required by Title 10, United States Code, Section 978. Since all Armed Forces applicants must be tested for drug and alcohol use and abuse, Service Secretaries will determine whether all testing for their respective Services will be conducted at MEPS or basic training centers. This Congressional mandate also applies to Coast Guard applicants, so they must comply with joint DOD and Department of Transportation policy.

a. Secretaries of the Army, Navy, and Air Force have exercised their options to conduct testing for all their enlisted applicants and officer candidates at the MEPS.

(1) Since Navy enlisted applicants and officer candidates began testing later than Army and Air Force applicants, a grandfather clause allows Navy enlisted applicants and officer candidates who completed any portion of medical processing on or before 30 April 1997 to continue all other MEPS processing on and after 1 May 1997 without DAT. All Navy enlisted applicants and officer candidates who begin any portion of medical processing for the first time on and after 1 May 1997 will receive all portions of DAT.

(2) Since Marine Corps enlisted applicants and officer candidates began testing later than Army, Navy, and Air Force enlisted applicants and officer candidates, a grandfather clause will allow Marine Corps enlisted applicants and officer candidates who completed any portion of medical processing on or before 31 July 1997 to continue all other MEPS processing on and after 1 August 1997 without DAT. All Marine Corps enlisted applicants and officer candidates who begin any portion of medical processing for the first time on and after 1 August 1997 will receive all portions of DAT.

b. Secretary of Transportation has exercised his option to conduct testing for all Coast Guard enlistees and officer candidates at its training centers. MEPS will not conduct testing for Coast Guard enlisted applicants and officer candidates.

c. Persons required to test at MEPS who refuse such tests are disqualified for Armed Forces enlistment or appointment until they provide specimens for testing. Appendix B contains a specific list of persons requiring MEPS testing.

d. Persons testing positive for drugs or alcohol will be denied entrance into the Armed Forces and referred to civilian treatment facilities, even if tests were conducted by accident and/or that Service did not require MEPS testing.

1-2.1

1-6. Policy for HIV testing

The presence of the HIV antibody suggests past exposure to the virus which causes Acquired Immune Deficiency Syndrome (AIDS). This virus attacks the immune system and damages the ability to fight other diseases. Without a functioning immune system, the person becomes vulnerable to malignancies, bacteria, and other viruses which may cause life-threatening illness. To protect the health of military personnel., the Secretary of Defense directed that all potential military accessions be screened for HIV using a Food and Drug Administration-approved Enzyme-Linked Immunosorbent Assay (ELISA) and immunoelectrophoresis (Western Blot) tests. This testing will be accomplished during the initial medical examination at the MEPS. Persons refusing such tests will not be accepted for enlistment or appointment in the Armed Forces. Persons with serologic evidence of HIV infection are not eligible for appointment or enlistment for military service for the following reasons:

- a. The condition existed prior to enlistment.
- b. Clinical evidence shows some may suffer adverse or potentially life threatening reactions to live virus immunizations given at basic training.
- c. Persons testing positive are not able to participate in battlefield blood donor activities or other blood donation programs.
- d. There is no way to differentiate between persons who will progress to clinical disease and those who will remain healthy.

e The DOD avoids potential medical costs and the possibility that persons could not complete their Service commitments.

1-7. Timing of testing

a. Enlisted applicants for military service shall be tested for drug and alcohol use during their preenlistment medical examinations if testing is required at the MEPS. Officer candidates shall be tested during their precontracting or preappointment medical examinations, whichever occurs earlier.

b. Applicants for enlisted military service shall be tested for HIV during their preenlistment medical examinations. Applicants for officer service shall be tested during their precontracting or preappointment medical examinations, whichever occurs earlier.

1-8. Accepting results from other sources

Do not transcribe results of breath alcohol tests, urinalysis reports, or HIV tests from documents provided by sources outside USMEPCOM unless the test was done in a medical treatment facility overseas.

1-9. Expired medical examinations

a. If a medical examination expires, transcribe the DAT results onto the new SFs 88 and 93. Do not conduct a new DAT. Use MEPRS entries, USMEPCOM For 40-8-4 (Drug Testing Control Log), SF 88, or Product Control Number (PCN) ZHM002s (Drug and Alcohol Processing Eligibility Rosters) for source documents. If results are not available from these sources, contact sector for assistance.

b. If the medical examination expires and there is time to receive results before shipping conduct another HIV test. Be sure the Service liaison understands that once the specimen is drawn, the applicant will not be shipped to recruit training until negative results are received. If transcribe the results from the existing medical examination, MEPRS record, screening record, or USMEPCOM Form 40-8-6 (HIV Control Log). Annotate block 50 of the SF 88 to show the date of the original HIV test and record the following statement: "Results transcribed from expired medical examination because results of a new test could not be received before shipping to recruit training."

Section III Testing Procedures

1-10. Procedures

Chapters 2 through 10 contain specific procedures for administration of the DAT and HIV programs.

1-11. Drug testing procedures

Applicants for military service will be screened for tetrahydrocannabinol (THC) (active ingredient in marijuana) and cocaine use at the site where the preentrance medical examination is conducted. Analysis will be conducted in DOD certified drug testing laboratories using procedures established by the Assistant Secretary of Defense for Health Affairs. ~~Persons confirmed cocaine positive (positive gas chromatography/mass spectrometry test) are not eligible for further MEPS processing or military service, but may, at Service discretion, be retested 1 year following initial examination. Persons confirmed THC positive are not eligible for further MEPS processing or military service, but may, at Service discretion, be retested 6 months following initial examination. Individuals testing positive twice for either drug are not eligible for military service, but may, at Service discretion, retest 2 years from the date of the second test.~~ Federal law states that "nondrug use" of peyote by native Americans in bona fide religious ceremonies is legal and, in such circumstances, shall not be considered a controlled substance. Therefore, disclosure by Native American applicants of peyote or mescal use in religious ceremonies does not require either an annotation in the medical history or referral to the service liaison. If annotation is made in block 25, SF 93, it must state that usage was in a Native American religious ceremony and legal in accordance with Title 21, United States Code.

1-11. 1. Disqualification Periods

Public law and DOD policy require disqualification of all persons receiving positive results from further MEPS processing (specifically including any further medical processing or specialty consultation, operations processing, and ASVAB testing) or military service. Services will discharge those with positive results from the DEP or reserve component. Positive results and disqualification period lengths are not negotiable or waivable. At Service discretion, allow retesting at the end of the following disqualification periods.

a. Alcohol positive (breath alcohol level of .050 or above) for 45 days from the date of test. Applicant may return to process on the 46th day.

b. Marijuana positive for 45 days from the date of test. Applicant may return to process on the 46th day.

c. Cocaine positive for 12 months (365 days) from the date of test. Applicant may return to process on the 366th day.

d. Marijuana and cocaine positive on the same specimen for 12 months (365 days) from the date of test. Applicant may return to process on the 366th day.

e. Persons confirmed alcohol, marijuana, or cocaine positive for the second time for 24 months (730 days) from the date of test. Applicant may return to process on the 731st day.

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1-12. Alcohol testing procedures

Applicants for military service will be screened for alcohol use at the site where the preentrance medical examination is conducted. The examination will be conducted using a National Highway Traffic Safety Administration approved breath alcohol test. ~~Individuals confirmed positive at a blood alcohol level of 0.050 or above are not eligible for further MEPS processing or military service but may, at Service discretion, be retested 6 months following initial examination. Individuals testing positive twice are not eligible for military service, but may, at Service discretion, retest 2 years from the date of the second test.~~

1-13. Alcohol dependency evaluation procedures

Applicants will be evaluated for dependency by the physician performing the medical examination using appropriate medical and psychiatric criteria.

1-14. HIV testing procedures

Applicants for military service will be screened for HIV at the site where the preentrance medical examination is conducted. All specimens will be screened for HIV using ELISA as the first test. All specimens testing ELISA positive will be tested using Recombinant Elisa and Western Blot confirmation tests. Persons confirmed positive are not eligible for military service.

1-15. Provisional Delayed Entry/Enlistment Program (DEP) and Reserve component enlistment

a. Applicants otherwise qualified may enlist, provisionally, in the DEP or Reserve Component pending receipt of HIV results. However, should these enlistees later receive positive HIV results, they must be discharged from the DEP or Reserve Component within 30 days of receipt of positive results.

b. Applicants otherwise qualified may enlist, provisionally, in the DEP or Reserve Component pending receipt of drug test results. However, should

enlistees later receive positive drug test results, they must be discharged from the DEP or Reserve Component within 30 days of receipt of results.

c. Applicants who test positive for alcohol or drugs and are authorized by the sponsoring Service to take a second test after the appropriate waiting period will be allowed to enter the DEP or Reserve Component before final negative drug results are received. Should these enlistees later receive positive drug test results, they must be discharged from the DEP or Reserve Component within 30 days of the receipt of results.

d. Under no circumstances will DEP or Reserve enlistee be accessed or shipped to basic training without negative HIV, alcohol, and drug test results.

Section IV

Exceptions to policy, test reconsiderations and waivers

1-16. Exception to policy

The following applies to exceptions to policy:

a. Only the Assistant Secretary of Defense (Manpower Management-Personnel Procurement) will grant exceptions to policy for any portion of DAT or HIV.

b. Sector and MEPS commanders will not grant exceptions to policy for any portion of HIV or drug and alcohol testing, regardless of circumstances.

~~c. If Services need or desire exceptions, they will pursue them through their chain of command.~~

~~d. If MEPS need or desire exceptions, they will pursue them through the sector. Sectors will relay all requests for exception to HQ USMEPCOM (MEPCOPT-O-E).~~

e. MEPS are not responsible for securing exceptions to policy for applicants. Responsibility for requesting exceptions lies solely with the Recruiting Services. Liaisons must pursue exceptions through their chains of command. Recruiting Service Headquarters or Service Headquarters, as designated by their Service chiefs, will coordinate with USMEPCOM's Program Manager. Program Manager will request exceptions, as necessary, from Assistant Secretary of Defense and return approved or denied exceptions through Sector to MEPS, using USMEPCOM Form 40-8-11-R-E, Exception to Policy. Program Manager will not request exceptions if negative HIV results have not returned, drug specimens have been at laboratory for more than one work day, applicant previously tested positive, applicant previously refused to test, or applicant previously was unable to provide a specimen. If people shipping on exceptions receive positive results, Commander or Operations Officer will contact Sector immediately. Sector will immediately coordinate all action with Program Manager. MEPS will not discuss results with Recruiting Services without written authorization from Program Manager through Sector.

1-17. Test reconsiderations and waivers

a. The following applies to requests for reconsiderations and waivers to DAT procedures:

(1) Persons who test positive for DAT, but question the validity of the test, will not be retested or reconsidered, regardless of circumstances.

(2) There are no waivers to the ineligibility period for applicants testing positive.

(3) Recruiting Services may initiate waiver requests for applicants who initially test positive for drugs, then immediately test negative with an independent source, in accordance with individual Service waiver requirements. This specifically refers to persons undergoing medical care when medication used during treatment or prescribed by a treating physician would cause tests to show positive results.

(4) Persons with confirmed positive HIV results may request reconsideration only if a private physician documents negative results in writing and the person show no sign of immuno-incompetency. Forward such requests through sector to HQ USMEPCOM (MEPCM). The Service Surgeon General must make final determination on these cases. Do not forward requests for reconsideration or waiver under any other circumstances since none of the Services grant or recommend waivers of unchallenged positive tests. A waiver request for other medical conditions may be submitted on a copy of the SF 88 before HIV test results are available with the understanding that positive test results negate any medical waiver, and that applicants with positive test results will not be accessed unless positive results are later reversed by negative confirmatory tests.

Appendix E
HIV Testing of Military Personnel Assigned to Recruiting Services

E-1. Authority to conduct tests

Conduct testing under the following circumstances:

- a. Conduct tests as scheduled by MEPS.
- b. Test when requested in writing by local recruiting service commander. Do not test for any other reason.
- c. USMEPCOM has no authority to conduct testing for Recruiting Services' civilian employees.

E-2. Specimen preparation

- a. Only MEPS medical personnel using supplies provided by current contract laboratory will draw HIV specimens in the MEPS for recruiting service military personnel.
- b. Specimen labels will show special HIV specimen numbers designated for permanent party use and military members' social security numbers. These specimen numbers are in the "890" series. For example, Milwaukee would use specimen numbers beginning with "62890001" and number specimens consecutively. Since these are the same specimen numbers used for MEPS permanent party specimens, they must be used consecutively.
- c. Maintain HIV control logs, as necessary, but do not annotate results.
- d. Complete screening records just as for applicant testing.

E-3. Results

Results return through nightly transmission between testing laboratory and host computer. Because there are no medical records to receive results, results will default to the mismatch roster. Program Manager will fax results to MEPS for annotation in health record.

E-4. Health record annotation

CMOs will accomplish the following within one workday after results return:

- a. Annotate health records with "HIV antibody test performed at (MEPS Name) on (date)."
- b. Sign entry.

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- c. Do not annotate results on this entry.
- d. If military member does not have health record, complete entries on continuation page.

E-5. Positive first test

Recruiting Service commanders and CMOs will accomplish the following within one workday after results return:

- a. Advise military members of positive results.
- b. Without exception, perform confirmation test immediately after notification interview.
- c. Notify Program Manager through Sector that positive results have returned.

E-6. Positive second test

Recruiting Service commanders and CMOs will accomplish the following within one workday after results return:

- a. Advise military members of positive results.
- b. Direct military members to supporting medical activity for immediate evaluation.
- c. Accompany military members to medical activities if military members' emotional states warrant their presence or send other Recruiting Service personnel at members' request.
- d. Schedule appointments with physicians in charge of HIV monitoring and treatment at medical activities so there will be no waiting or confusion at medical activity.
- e. Notify Program Manager through Sector that positive results have returned.
- f. CMOs will:
 - (1) Annotate outer covers of medical records, if available, with "blood donor ineligible." Do not use any other term for positive results in medical record or on any document.
 - (2) Annotate Health Service Command (HSC) Forms 79-R, Master Problem Lists (these serve as temporary record flags until servicing medical activities review records), in medical records with "blood donor ineligible," regardless of service. If there are no HSC Forms 79-4 in medical records, CMOs will initiate them.

E-2

g. Program Manager will accomplish the following within one workday after positive second test results return:

(1) Make all required notifications to other military, state, or federal agencies.

(2) Coordinate any action necessary at Headquarters.

E-7. Privacy of persons tested

Protect the privacy of person tested, regardless of results. Do not release results to any persons other than those identified in this regulation. Do not maintain copies of screening records for military members in medical section after results are posted to military members' health records.

Appendix F
HIV Testing of Military Personnel Assigned to MEPS

F-1. Authority to conduct tests

Conduct testing under the following circumstances:

- a. Conduct tests as scheduled by MEPS.
- b. Test only when required by service regulation or when notified by the service agency responsible for the military member's health record or personnel record that tests are required. Do not test for any other reason.
- c. USMEPCOM has no authority to conduct HIV testing for MEPS civilian employees.

F-2. Specimen preparation

- a. Only MEPS medical personnel using supplies provided by current contract laboratory will draw HIV specimens in the MEPS for MEPS-assigned military personnel.
- b. Specimen labels will show special HIV specimen numbers designated for permanent party use and military members' social security numbers. These specimen numbers are in the "890" series. For example, Milwaukee would use specimen numbers beginning with "62890001" and number recruiting service specimens consecutively. Since these are the same specimen numbers used for Recruiting Service specimens, they must be used consecutively.
- c. Maintain HIV control logs for military members, as necessary, but do not annotate results.
- d. Complete screening records just as for applicant testing.

F-3. Results

Results return through nightly transmission between testing laboratory and host computer. Because there are no medical records to receive results, results will default to the mismatch roster. Program Manager will fax results to MEPS for annotation in health record.

F-4. Health record annotation

CMOs will accomplish the following within one workday after results return:

- a. Annotate health records with "HIV antibody test performed at (MEPS Name) on (date)."
- b. Sign entry.

- c. Do not annotate results on this entry.
- d. If military member does not have health record, complete entries on continuation page.

F-5. Positive first test

MEPS Commanders and CMOs will accomplish the following within one workday after results return:

- a. Advise military members of positive results.
- b. Without exception, perform confirmation test immediately after notification interview.
- c. Notify Program Manager through Sector that positive results have returned.

F-6. Positive second test

Recruiting Service commanders and CMOs will accomplish the following within one workday after results return:

- a. Advise military members of positive results.
- b. Direct military members to supporting medical activity for immediate evaluation.
- c. Accompany military members to medical activities if military members' emotional states warrant their presence or send other MEPS personnel at members' request.
- d. Schedule appointments with physicians in charge of HIV monitoring and treatment at medical activities so there will be no waiting or confusion at medical activity.
- e. Notify Program Manager through Sector that positive results have returned.
- f. CMOs will:

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F-2

- g. Program Manager will accomplish the following within one workday after positive second test results return:

- (1) Make all required notifications to other military, state, or federal agencies.
- (2) Coordinate any action necessary at Headquarters.

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