



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
WASHINGTON, D.C. 20372

IN REPLY REFER TO
BUMEDINST 6120.22A CH-1
BUMED-26
28 September 1981

BUMED INSTRUCTION 6120.22A CHANGE TRANSMITTAL 1

From: Chief, Bureau of Medicine and Surgery
To: Ships and Stations Having Medical Department Personnel
Subj: Department of Defense Medical Examination Review Board (DODMERB)

1. Action. While this instruction was in the printing process, the Bureau of Medicine and Surgery had a change of command. Therefore, the following pen change is to be made to the Navy signature line on page 3.

- a. Delete W. P. ARENTZEN.
- b. Insert J. WILLIAM COX.

A handwritten signature in cursive script, appearing to read "M. Museles".

M. MUSELES
Acting

Copy to:
SNDL, C37E (NPPSDO, NDW) (C/L-2)

Stocked:
CO, NAVPUBFORMCEN
5801 Tabor Ave.
Phila., PA 19120

Medical Service

DEPARTMENT OF DEFENSE MEDICAL EXAMINATION REVIEW BOARD (DODMERB)

This regulation establishes operation requirements and outlines the specific responsibilities of the DODMERB, individual Service Secretaries, Service Academies, and Reserve Officer Training Corps Scholarship Headquarters. It implements DOD Directive 5154.25, 11 June 1981, and applies to the Secretaries of the Army, Navy, Air Force, and Department of Transportation.

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Section A—General Information

1. Background Information. The DODMERB is established according to this regulation. This regulation explains the general mission, organization, and responsibilities of the DODMERB, the various Service Secretaries, Service Academies, and Reserve Officer Training Corps Scholarship Headquarters. It outlines the functions of the Board, designates the Secretary of the Air Force as executive agent,

and gives general guidelines on staffing, administrative responsibilities, and general supervision of the Board.

2. Administration and Logistical Support. As used in this regulation, this term means programming, budgeting, funding, fiscal control, manpower, personnel and security administration, space, materials, facilities, and other resources that may be required to ensure mission accomplishment.

3. Establishment of the Board. DODMERB is a joint agency of the military departments and is responsible for scheduling, reviewing, and certifying Service Academy and Reserve Officers' Training Corps (ROTC) scholarship applicant medical examinations, and other programs assigned by the Office of the Assistant Secretary of Defense, Health Affairs (OASD (HA)).

Supersedes AFR 160-37, AR 40-47, BUMEDINST 6120.22 and CG COMDTINST 6120.7, 23 May 1975. (See signature page for summary of changes.)

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OPR: HQ AFMSC/SGPA (CMSgt B. R. Holmes)

Approved by: HQ USAF/SG (Maj Gen M. A. Chesney)

Writer-Editor: M. M. Green

Distribution: (see page 4)

4. Medical Standards. Medical standards for appointment to the various programs are established by the Surgeons General of the Air Force, Army, Navy, and the Chief Medical Officer, US Coast Guard. Specific standards for appointment are in the service regulations that apply.

Section B—Responsibilities Assigned

5. Service Secretaries. The Secretaries of the Air Force, Army, Navy, and Transportation, or their designees:

a. Provide the necessary personnel authorizations, both civilian and military, on an equal distribution basis. As executive agent, the Air Force budgets and funds civilian personnel.

b. Designate specific offices within the military departments as offices of primary responsibility for contacting the DODMERB.

c. Provide enough medical resources and quotas at examination centers to complete the required number of medical examinations.

d. Provide the Board with medical standards for various program applicants.

e. Provide the necessary authorized military personnel to the Board.

6. The Secretary of the Air Force. The Secretary of the Air Force, operating as executive agent, is responsible for determining and providing (within the limits of resources available to the Department of the Air Force) the Board adequate administrative and logistical support. The Secretary of the Air Force may redelegate his or her authority within the Department of the Air Force command structure.

7. Department of Defense (DOD) Medical Examination Review Board. The Board develops and implements plans and organizational procedures necessary to:

a. Maintain a file of examining centers, with dates and quotas of examinations authorized to be given.

b. Schedule medical examinations for various program applicants when authorized by the proper program manager.

c. Notify applicants and the proper program managers of scheduling action taken.

d. Review and apply medical standards (set by the military departments) of the medical examination data received on various program applicants.

e. Notify applicants and the proper program managers of medical status and qualification determinations.

f. Provide copies of medical examinations and information on applicants until they are no longer eligible for the various programs.

g. Conduct statistical analyses that concern the medical status of applicants to each program.

Section C—Medical Examinations

8. Medical Examination Requirements. Medical examinations for applicants to the Service Academies and the

Service Reserve Officer Training Corps Scholarship Programs are conducted according to AFR 160-13, AR 40-29, and BUMEDINST 6120.3L. Medical examinations for applicants to other programs are conducted according to the proper department regulations.

9. Medical Examining Centers. To complete the examinations according to current requirements, Service Academy and ROTC scholarship medical examining centers are established throughout the geographical areas of the United States and overseas. The Director, DODMERB, is responsible for determining the need of examining centers and their locations. The Secretaries of the Air Force, Army, Navy, and Transportation assist (as may be required by the Director, DODMERB) in identifying, designating, and establishing the necessary examining centers. The Air Force, Army, Navy, and US Coast Guard medical facilities are used to the maximum, consistent with available examining and staffing capabilities. Selected Veterans Administration and Public Health Service medical facilities are used, provided the examining capability exists and the director of the medical facility agrees to complete the examinations. Examinations conducted at Veterans Administration facilities are on a reimbursable basis, and the examining facility sends vouchers for payment according to HQ USAF/SGHC current procedures.

10. Establishing Examining Centers. The Director, DODMERB, is responsible for evaluating the needs of the Board constantly, with respect to establishing examining centers. Each year the Director, DODMERB, evaluates the need for medical examining centers for the next selection year. On or before 1 April of each year, the Director, DODMERB, sends the designated office of primary responsibility of each service a request for establishing medical examining centers for the next selection year. Confirmation of examining centers must be sent to the Director, DODMERB, no later than 1 May.

Section D—Personnel Assignments

11. General Information. The DODMERB provides specific and unique services to various service departments. Therefore, the Board is a joint service board, and is manned on a joint service basis. The Board is staffed on an equal distribution basis according to current personnel requirements. Specific requirements for authorized positions are as follows:

a. **The Director, DODMERB.** The Director of the Board is designated by OASD (HA), and must be selected from military medical corps officers. The Surgeons General of the military departments nominate the Director on the basis of high professional qualifications and demonstrated medical administrative ability. The Directorship is, as a rule, for a period of 4 years, rotating among the Departments of the Air Force, Navy, and Army (in that order). The Director, DODMERB, is responsible for the day-to-day management control of the organization in all operational areas, both

administrative and medical. The Branch Chiefs' medical certification decisions are not subject to change by the Director. Policy supervision of the Director is exercised by the Office of the Assistant Secretary of Defense (Health Affairs). Staff supervision of the Director is exercised by the Secretary of the Air Force or a designated representative.

b. **Medical Officers.** Each service department (Army, Navy, and Air Force) assigns one senior medical officer in the grade of O-6 level to DODMERB. Each medical officer assigned, including the Director, performs the duties of Service Branch Chief (Army, Navy, and Air Force) and is responsible for reviewing, evaluating, and certifying medical examinations that pertain to service branch applicants.

c. **Dental Officer.** The Dental Branch Chief is the final Board authority to certify applicant dental examinations. As such, the chief represents each service department. The position is filled by a senior dental officer in the grade O-6 level on a rotational basis among the services, beginning with the Air Force, then Army, then Navy.

d. **Enlisted Personnel.** The service departments assign enlisted personnel as examination evaluators or administrators. The personnel act as assistants to the proper Branch Chiefs. They are selected based on qualification standards established by the proper Branch Chief and reviewed and approved by the Director.

e. **US Coast Guard.** The US Coast Guard must be encouraged to take part in the Board program. If participation is desired, a Coast Guard representative must be assigned to the Board.

12. Personnel Requisitions and Assignments. Each service department must specify, to the Director, procedures for personnel requisitions (both officer and enlisted). The Director determines the desired military occupational specialties of medical officers and if possible positions will be filled by the service departments.

13. Tours of Duty. The normal tour of duty is 4 years for all assigned military personnel. The Director may consider exceptions to this 4-year tour. If extension is desired, requests must be sent to the military personnel assignment center designated by the service department. The Director may request that an individual be reassigned before the 4-year tour is completed.

14. Performance Reporting. Performance reporting on assigned military personnel must be according to existing directives of their respective services. The Director is the reporting official on medical and dental officers.

Section E—Congressional Liaison

15. Direct Communication Authorized. Because most DODMERB actions have an effect on the nomination and appointment procedures of a member of Congress, direct contact between the Board and members of Congress is authorized.

BY ORDER OF THE SECRETARIES OF THE AIR FORCE, THE ARMY, THE NAVY, AND THE DEPARTMENT OF TRANSPORTATION

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VAN L. CRAWFORD, JR., Colonel, USAF
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The Adjutant General

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Chief of Staff

E. C. MEYER
General, United States Army
Chief of Staff

J. William Cox
~~W. P. ARENTZEN~~
Vice Admiral, MC, United States Navy
Chief, Bureau of Medicine and Surgery

OFFICIAL

JOHN B. HAYES
Admiral, US Coast Guard
Commandant

HARRY ALLEN
Rear Admiral, US Public Health Service
Chief, Office of Health Services

SUMMARY OF CHANGES

This revision explains administrative and logistical support as it applies to DODMERB (para 2); assigns more programs to DODMERB responsibilities by the Office of the Assistant Secretary of Defense (Health Affairs) (para 3); deletes reference to application of standards (para 4); explains specific support responsibilities of the Service Secretaries (para 5); explains specific responsibilities of the Secretary of the Air Force as executive agent (para 6); adds responsibility of conducting statistical analyses to DODMERB (para 7g); outlines procedures for selecting the DODMERB Director and explains the Director's responsibilities (para 11a); explains responsibilities of medical and dental officers assigned to the Board (para 11b and c); adds information on enlisted dental technicians and outlines their responsibilities (para 11d); outlines procedures to be followed when requisitioning personnel (para 12); adds authority for the Director to request reassignment of personnel (para 13); assigns the Director as reporting official for medical and dental officers assigned to the Board (para 14); and deletes requirement for notification of qualification.

Distribution:

Air Force: F

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Medical Services—Applicable to all Army Elements—D (Qty rqr block no. 76)

Navy: Ships and Stations having Medical/Dental Corps Personnel. Copy to SNDL FKM27/CL(NPPSMO). Stocking for Navy/Marine Corps; NAVPUBFORMCEN, 5801 Tabor Ave., Phila., PA 19120

Coast Guard: To be distributed by Commandant (G-CAS) pursuant to CG-236