

PROCEDURAL GUIDANCE MESSAGE

Name and Grade of Action Officer MSGT DAMIAN M. ARMIJO				Office Symbol RSOPA		Series Number 604		Signature of Action Officer			Review Date 020920
	To	Action	Initials/Date		To	Action	Initials/Date		To	Action	Initials/Date
1	RSOP/ CCU	Coord	RSOP _____ CCU _____	5				9			
2	JA	Coord	JA _____	6				10			
3	RSO/ CCU	APPR	RSO _____ CCU _____	7				11			
4	RSOPA	X-MIT	_____	8				12			

FROM: HQ AFRS/RSO

SUBJECT: AETC/SGPS Surgeon General (SG) Review Procedures

TO: All Operations/MEPS Personnel

1. The following is guidance for sending SG Waivers:

A. Medical Waivers (Medically disqualified applicants)

1. Mail or FedEx one **legible copy** of the physical (SF 88 & 93 or DD 2808 & 2807-1), a second **legible copy** of the DD 2808-1 or the front page of the SF 88, and all consults, medical documents, etc.

**** NOTE:** The original physical should remain at the MEPS

2. It is not necessary to send the DD 2807-2 (Prescreening Form), HIV Acknowledgement, Drug & Alcohol Acknowledgement, and Privacy Act Statement.

3. File Order:

- a. Memorandum Request For Waiver Of Physical Standards (See sample in AETCI 36-2002, Attachment 18) or locally produced cover letter (include disqualification)
- b. Copy of DD 2808-1 or front page of SF 88
- c. Copy of DD 2808 or SF 88 (all pages)
- d. Copy of DD 2807-1 or SF 93 (all pages)
- e. Copy of current consults (with signature and signature block)
- f. Copy of any medical documents

B. GTEP Job Certifications (Medically qualified applicants who require SG review for certain AFSC's) **for applicants whose EAD is 30 days or more from reservation date**

1. Ensure applicants have completed flying physical requirements (Heterophoria, Valsalva, and Reading Aloud Test (RAT), when applicable, and that this information is documented on the physical).

2. Ensure the applicant is qualified for the job using the AFSC prerequisites and Manual QC's.

3. Mail or FedEx one **legible copy** of the physical (SF 88 & 93 or DD 2808 & 2807-1), a second **legible copy** of the DD 2808-1 or the front page of the SF 88, and all consults, medical documents, etc.**

NOTE: The original physical should remain at the MEPS

4. It is not necessary to send the DD 2807-2 (Prescreening Form), HIV Acknowledgement, Drug & Alcohol Acknowledgement, and Privacy Act Statement.

5. File Order:

- a. Memorandum requesting Job Certification or locally produced cover letter (include AFSC)
- b. Copy of DD 2808-1 or front page of SF 88
- c. Copy of DD 2808 or SF 88 (all pages)
- d. Copy of DD 2807-1 or SF 93 (all pages)
- e. Copy of current consults (with signature and signature block)
- f. Copy of any medical documents

6. Write EAD on the front of the envelope (MAIL GTEP CERTIFICATIONS SEPARATELY).

7. If you have not received a response by the 5th duty day prior to EAD, contact RSOPA. **** NOTE:** There are no waivers for GTEP AFSC specific defects.

C. GTEP Job Certifications for shippers within 30 days of EAD

1. Job Certifications within 30 days of EAD can be faxed to SGPS
 - a. Fax between 1000 and 1200 Central Standard Time. Certifications will be returned to RSOPA.
 - b. If you have not received a response by the 5th duty day prior to EAD, contact RSOPA.

D. Quick Ship GTEP Job Certifications, and same day shipper DQ's/Waivers

1. Quick Ship Job Certifications (Applicants shipping within 48 hours of reservation) and waivers on shippers disqualified on ship day can be faxed to the SGO.
 - a. Fax anytime. E-mail or call RSOPA if you don't receive a response within two hours.

E. SGPS Waiver Returns (Waivers requiring consults, additional documents, etc.)

1. These are waivers (complete physicals) that were reviewed by the SG and need additional information.
2. RSOPA will retain the physical and send out a consult request sheet or request sheet for additional documents, which is provided by SGPS.
3. The consult report/additional documents and the request sheet should be faxed back to RSOPA; these will be hand carried back to SGPS by RSOPA personnel.
4. The SG will try to process these within 5 working days, certified cases or requests for additional information will be passed to RSOPA. E-mail or call RSOPA if you don't receive a response within 5 duty days.
5. If we do not receive the additional information or response within 30 days SGPS will close the case and the physical will be returned without action. If re-submitted the review clock may start over.

F. SGPS Prescreens

1. These are applicants who have been PDQ'd by the CMO through a MEPS Prescreen.
 2. Obtain SGPS approval prior to faxing the case. Fax the approved cover sheet, the DD 2807-2 (Prescreening Form) and all medical documents to SGPS between 1000 and 1200 Central Standard Time. E-mail or call RSOPA if you don't receive a response within 10 duty days.
 3. If approved, SGPS will return the prescreen documents to RSOPA along with the Physical Authorization form SGPS.
 4. If disapproved, SGPS will provide the disapproval letter to RSOPA and scan the documents to file.
2. Except for quick ships job certifications and same day shipper DQ's results, RSOPA will fax the SGPS results to the appropriate MEPS or squadron. SGPS will not be mailing any certifications from their office.
 3. **ALL EA SGPS INQUIRIES MUST COME THROUGH RSOPA.** Any cases received, not in compliance with the above, may not be returned or acted upon by SGPS.
 4. Attached is the *approved* SGPS fax cover sheet and the SG requirements for applicants with a history of ADD/ADHD and/or asthma. Please use the cover sheet when faxing prescreens, certifications, and waivers to the SG's office.
 5. If you have any questions regarding this guidance, please contact AFRS/RSOPA, DSN 487-6188 or commercial (210) 652-6188.

/////SIGNED/////

JAMES R. HOLADAY, Colonel, USAF
Chief, Operations Division

DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND
HQ AETC/SGPS
63 Main Circle Ste 3
Randolph AFB TX 78150-4549
Fax (210) 652-8968

MEPS: _____ Physical Date: _____ Page 1 of

Applicant Name (last, first mi) _____

Social Security Number: _____

Pre-screen

Defect: _____

GTEP Cert Reservation Date: _____

AFSC: _____

Waiver (Shipper ONLY)

Defect: _____

CMO Recommendation Qual / DQ (circle one)

EAD Quick ship Reservation Date: _____

Ship Date: _____

Return info Fax number: _____

Voice Number: _____ P.O.C: _____

MEMORANDUM FOR MEPS

FROM: HQ AETC/SGPS

63 Main Circle Ste 3

Randolph AFB TX 78150-4549

SUBJECT: ADHD/Ritalin Use

1. Due to the large volume of cases received with the medical finding of ADHD/ Ritalin use the following required for waiver consideration:

- (a) Must be off medication (e.g.,Ritalin) for a minimum of one year;
- (b) Current note from primary care provider / Mental Health validating stable status with condition, must summarize the diagnosis, history of treatment, and should rule out any residua of **ADHD**;
- (c) Evidence of successful academic and work endeavors while off medication; and
- (d) Evidence that applicant was not provided classroom aids such as a private study area, special tutors, additional time to complete assignments or tests.

2. Physical exam packages received without the required items as stated above will be returned with a request for said information. Please use this as your authorization to evaluate these applicants in the future.

3. If you have any questions, feel free to contact AFRS Standards at DSN 487-6188 or Comm (210) 652-6188.

JAMES R. LITTLE, Col, USAF, MC, CFS
Chief, Aerospace Medicine Division
Directorate of Medical Svs & Trng

**PRE & POST PFT WORKSHEET
FOR USE BY AIR FORCE ACCESSION APPLICANTS
CREATED BY HQ AETC/SG**

DATE _____ APPLICANT: _____ SOCIAL: _____ - _____ - _____

PRE PFT

Spirometry	Reference	Pre Measurement	Pre % of Reference
FVC Liters			
FEV1 Liters			
FEV1/FVC %			
FEF 25-75 % L/sec			
FEF 50%			

POST EXERCISE PFT

Spirometry	Reference	Post Measurement	Post % of Reference	Post % Change (compared to Pre % Ref)
FVC Liters				
FEV1 Liters				
FEV1/FVC %				
FEF 25-75 % L/sec				
FEF 50%				

POST BRONCHODILATOR PFT

Spirometry	Reference	Post Measurement	Post % of Reference	Post % Change (compared to Pre % Ref)
FVC Liters				
FEV1 Liters				
FEV1/FVC %				
FEF 25-75 % L/sec				
FEF 50%				

TECHNICIAN: _____

Signature Block:

PHYSICIAN: _____

Signature Block: