

## **3 FAM 1930**

# **MEDICAL EXAMINATION AND CLEARANCE**

*(TL:PER-457; 11-22-2002)*  
*(Office of Origin DGHR/MED)*

### **3 FAM 1931 MEDICAL EXAMINATION**

*(TL:PER-457; 11-22-2002)*  
*(Uniform/State/USAID/Commerce/Foreign Service Corps – USDA/BBG)*  
*(Applies to Civil Service and Foreign Service Employees)*

A medical examination shall be conducted to determine if a candidate or employee and his or her eligible family member(s) *have* any physical or mental conditions which may require medical management, follow-up monitoring and which could affect assignment abroad. See 3 FAM 1912 paragraph b.

#### **3 FAM 1931.1 Medical Examination and Clearance for Foreign Service Candidates and Eligible Family Members (Pre-Employment)**

*(TL:PER-443; 05-23-2002)*  
*(Uniform/State/USAID/Commerce/Foreign Service Corps – USDA/BBG)*  
*(Applies to Civil Service and Foreign Service Employees)*

a. MED is responsible for establishing the pre-employment medical standards and issuing medical clearance determinations. See 22 CFR 11.1(e)(4); and 5 CFR Part 339, Subpart, B and C.

b. All candidates who have received conditional offers of employment in the Foreign Service must, along with eligible family member(s), receive a medical examination and be issued a medical clearance. If the candidate does not receive a Class 1 (Unlimited Clearance for Worldwide Assignment) classification, the candidate will be issued a class V (Disqualified for Medical Reasons) classification. The candidate may request from the hiring agency an administrative waiver of the medical standards for employment.

c. A pre-employment medical clearance is valid for two years from the date of issuance unless there is a change in the candidate's medical condition. If the candidate does not enter on duty within two years of receiving the medical clearance, this clearance becomes void and a new medical evaluation and clearance action will be required.

d. The candidate is responsible for reporting to the Office of Medical Services (M/DGHR/MED) any changes in his or her own or his or her eligible family members' medical condition(s) that could affect appointment to the Foreign Service or assignment abroad. The candidate should make his or her report on the Form DS-3057, *Medical Clearance Update*.

e. MED may authorize payment for additional testing by issuing an Form DS-616, *Authorization for Medical Tests and/or Consultations*, which notifies the candidate that additional medical information is required prior to making a clearance decision.

f. The appropriate agency and candidate are notified by Form DS-823, *Abstract of Medical Report* of the candidate's and eligible family member(s)' medical clearance classification. *This is a multiple carbon printed card, and can not be filled out electrically.*

### **3 FAM 1931.2 Waiver of Pre-Employment Standards**

*(TL:PER-457; 11-22-2002)*

*(Uniform/State/USAID/Commerce/Foreign Service Corps – USDA/BBG)*

*(Applies to Civil Service and Foreign Service Employees)*

a. *When requested and authorized by the candidate, the Director General of the Foreign Service (DG) or a Deputy Assistant Secretary of Human Resources as the Director General's delegatee will review the case of any Department of State Foreign Service candidate who has been denied an unlimited medical clearance for assignment worldwide, and determine whether or not the candidate should be appointed despite the medical disqualification.*

b. *A waiver will only be granted if it is found to be in the best interest of the Service. In considering whether or not to grant a waiver, the DG or his or her delegatee will take into account factors including, but not limited to, the following:*

*(1) What percentage of posts is the candidate currently available to be assigned?;*

*(2) Is the disqualifying condition considered permanent and/or temporary in nature? (i.e., Is it likely that in the future the percentage of posts to which the candidate can be assigned will remain the same or increase or decrease);*

*(3) What is the nature of the specific position for which the candidate is applying? (e.g., Will this person be a specialist with skills the Foreign Service is in great need of at this time? How many posts have this type of position and where are those posts generally located?); and*

(4) *Does this candidate otherwise possess some extraordinary skill or experience the value of which would outweigh her or his inability to be assigned worldwide?*

c. *Decisions of the DG or his or her delegatee are final and are not subject to further appeal by the candidate.*

### **3 FAM 1931.3 Medical Examination and Clearance Determination for Employees and Their Eligible Family Members (In-Service)**

*(TL:PER-457; 11-22-2002)*

*Uniform/State/USAID/Commerce/Foreign Service Corps – USDA/BBG)*

*(Applies to Civil Service and Foreign Service Employees)*

a. Each agency must verify an employee's or eligible family member's medical clearance status before considering his or her assignment abroad. If an employee or eligible family member has a Class 2 Medical Clearance (Limited Clearance for Assignment Abroad), there must be post-specific approval from MED based on the person's medical condition prior to assignment. Failure to obtain post-specific approval before traveling abroad may result in the individual being denied participation in the medical program and access to health units abroad.

b. Each employee and eligible family member must have a valid and current medical clearance or waiver (for medical review and waiver see 3 FAM 1931.3-2) before traveling to a post abroad, while at post, or before moving from one post to another.

c. All TDY personnel, eligible for the medical program, including Civil Service and WAE employees, when assigned abroad on temporary duty for more than 60 days within a calendar year, must have a valid and current medical clearance.

d. Employees and eligible family members are required to notify the (Medical Clearance Section of DGHR/MED) of any change in their medical condition that could affect assignment outside the United States. If a pregnant employee or eligible family member is in the United States and plans to deliver in the United States within three months of planned departure for a post abroad, she will not be authorized travel to that post until after delivery.

e. An updated medical clearance is not required while assigned within the United States unless TDY travel of greater than 60 days per calendar year is expected. Employees and eligible family members, except TDY employee's family members, must renew their medical clearance prior to the next assignment abroad or prior to entry into *long-term* language training in preparation for an assignment abroad.

f. A medical clearance for individuals assigned abroad is valid for two years or the length of the tour, whichever is longer, unless there is a change in the individual's medical condition that could affect his or her medical clearance. A valid medical clearance or waiver must be maintained for each employee and eligible family member while located abroad. For medical review and waiver see 3 FAM 1931.3-2.

g. Class 2 Medical Clearance (Limited Clearance for Assignment Abroad) is only valid for the post to which the individual is assigned. If an individual with a Class 2 clearance is to be transferred directly to another post, the clearance section of MED must be informed by the employee or the employee's agency of the planned direct transfer and receive post specific approval directly from DGHR/MED Clearance Section prior to transfer.

**3 FAM 1931.3-1 Medical Clearance Classifications for Applicants, Employees, and Eligible Family Members (Classes 1, 5, and 7 pertain to applicants and eligible family members)**

*(TL:PER-443; 05-23-2002)*

*(Uniform/State/USAID/Commerce/Foreign Service Corps – USDA/BBG)  
Applies to Civil Service and Foreign Service Employees)*

The Clearance Classifications are:

(1) Class 1—UNLIMITED CLEARANCE FOR WORLDWIDE ASSIGNMENT—Issued to examinees who have no identifiable medical conditions that would limit assignment abroad;

(2) Class 2—LIMITED CLEARANCE FOR ASSIGNMENT ABROAD—Issued to examinees who have a medical condition that requires periodic and/or specialized medical evaluation or treatment, or whose medical condition would be aggravated by conditions at specific posts. The Office of Medical Services determines approval for assignment to a specific post based on the criteria above;

(3) Class 5—NOT CLEARED FOR ASSIGNMENT ABROAD—Issued to examinees who have a medical condition which is incapacitating or for which necessary specialized medical care is best obtained in the United States. Employees or eligible family members with a Class 5 medical clearance may not be assigned outside the United States;

(4) CLASS 6—CLEARANCE FOR TEMPORARY TRAVEL ABROAD— Issued to a family member eligible for the medical program and who is not medically cleared for an assignment abroad but who wishes to travel abroad for a defined period of time for visitation. Extensions of this temporary clearance over the time limitation must be requested by cable from the post to the Office of Medical Services with the appropriate bureau or agency's approval;

(5) CLASS 7—PENDING ACTION AWAITING CLEARANCE DECISION— Issued to examinees awaiting completion of the examination or evaluation of a medical condition. The examinee is placed in a pending status while awaiting clearance determination and is not authorized to travel abroad until a valid medical clearance or waiver is issued;

(6) CLASS 8—SEPARATION PHYSICAL INCOMPLETE OR WAIVER NOT SUBMITTED— Issued to examinees who have failed to submit or complete the separation medical examination or submit a Form DS-1689, *Waiver of Medical Claim*, within 90 days after separation from the Foreign Service; and

(7) CLASS 9—SEPARATION FROM THE MEDICAL PROGRAM— Issued to examinee following review of the completed separation physical. This includes eligible family members who have reached age 21, or persons leaving the medical program through legal separation from the employee.

### **3 FAM 1931.3-2 Medical Review of Class 2 and Class 5 In Service Clearance or Assignment Decision**

*(TL:PER-443; 05-23-2002)*

*(Uniform/State/USAID/Commerce/Foreign Service Corps – USDA/BBG)*

*(Applies to Civil Service and Foreign Service Employees)*

a. An employee may request a review of his or her own or his or her eligible family member's restricted medical clearance (Class 2 or Class 5) or denial for assignment to a specific post by submitting a request to the Medical Director.

b. The Medical Director will convene a three-physician panel to review the request and recommend a clearance decision. The panel's recommendation will be presented to the Medical Director for a final review and determination of the medical clearance.

c. The panel of physicians shall consider the totality of the circumstances of the limited medical clearance including, but not limited to, the following criteria:

(1) Medical risk to the examinee and others at post;

(2) The availability of competent and adequate medical care at post to manage the subject's specific medical condition(s);

(3) The possibility of medical evacuation from post for medical follow-up; or

(4) The requirement for specific medical services or equipment not available at post or in the region.

d. If the physician panel and the Medical Director uphold the restrictive medical clearance decision, the employee may request the Director of Human Resources of his or her agency to grant an administrative waiver for assignment abroad. If the administrative waiver is granted by the agency, the employee may proceed on assignment and is eligible for medical benefits during that assignment only. Any subsequent assignment abroad will require a new clearance decision.

### **3 FAM 1932 WAIVER OF FAMILY MEMBER'S IN-SERVICE MEDICAL EXAMINATION AND CLEARANCE CLASSIFICATION ON GROUNDS OF RELIGIOUS CONVICTIONS**

*(TL:PER-443; 05-23-2002)*

*(Uniform/State/USAID/Commerce/Foreign Service Corps – USDA/BBG)*

*(Applies to Civil Service and Foreign Service Employees)*

The employee may request his or her agency to grant an administrative waiver of the in-service medical examination of a family member on the grounds of religious conviction. Waiver of in-service medical examination for reasons of religious convictions applies only to eligible family members and not the employee.

### **3 FAM 1933 EMPLOYEE RESPONSIBILITY**

*(TL:PER-443; 05-23-2002)*

*(Uniform/State/USAID/Commerce/Foreign Service Corps – USDA/BBG)*

*(Applies to Civil Service and Foreign Service Employees)*

a. It is the employee's responsibility to initiate the clearance or waiver process for the employee and his or her eligible family member(s) at least 90 days prior to departure for an onward assignment from the United States or post abroad.

b. The employee must insure that he or she and his or her eligible family members obtain a valid medical clearance or waiver. If the clearance is a Class 2, the employee must obtain medical approval for the post of assignment prior to departure for an onward assignment.

c. An employee or eligible family member(s) with a Class 2 (Limited Clearance for Assignment Abroad) clearance must be medically cleared for each post to which he or she is assigned. Prior to considering assignment to specific post or posts, the employee must provide current medical information to Medical Clearances to assist in identifying posts that pose minimal risks to his or her relevant medical condition. The availability of appropriate health care resources necessary for follow-up testing or management of the medical condition is considered in determining medical approval for assignment to a post.

d. An employee has a responsibility to monitor his or her medical condition and follow the recommended treatment when abroad. Failure to follow procedures and/or the recommended course of treatment may result in a change in the employee's medical clearance by the Clearance Section of MED.

### **3 FAM 1934 MEDICAL CLEARANCE PROCESS FOR NEW FAMILY MEMBERS ACQUIRED THROUGH MARRIAGE, BIRTH OR LEGAL ADOPTION, OR GUARDIANSHIP**

*(TL:PER-443; 05-23-2002)*

*(Uniform/State/USAID//Commerce/Foreign Service Corps – USDA/BBG)*

*(Applies to Civil Service and Foreign Service Employees)*

a. It is the employee's responsibility to see that a new family member has a medical examination and receives a medical clearance or waiver within 90 days after becoming an eligible family member.

b. A new family member is eligible for medical benefits for up to 90 days while awaiting a medical clearance decision.

c. If an employee is abroad and the new family member's clearance is determined by the Medical Director or designee to be a class 2 or class 5, the advisability of the family member remaining at post will be considered at that time.

### **3 FAM 1935 MEDICAL CLEARANCE AND AUTHORIZATION OF MEDICAL BENEFITS**

*(TL:PER-443; 05-23-2002)*

*(Uniform/State/USAID/Commerce/Foreign Service Corps – USDA/BBG)*

*(Applies to Civil Service and Foreign Service Employees)*

a. The Office of Medical Services (MED) will review all medical clearance examinations and issue an appropriate medical clearance. The Bureau of Human Resources, Office of Career Development and Assignments (HR/CDA) will have access to the database that indicates medical clearance status and will consider this information when deciding assignments. It is the policy of the Bureau of Human Resources not to authorize travel orders until the Office of Medical Services has issued a current and appropriate medical clearance (Class 1 or Class 2). Persons with limited medical clearances (Class 2) are also required to obtain post-specific approval from MED prior to travel.

b. Personnel being assigned abroad have been instructed to obtain medical examinations and medical clearances before traveling to post. See 3 FAM 1912, paragraph b. An employee or eligible family member who is abroad without a valid medical clearance or waiver will not be authorized medical benefits and related allowances, such as medical travel, medical per diem, hospitalization reimbursement, and will not be allowed access to the health unit.

### **3 FAM 1936 MEDICAL CLEARANCE REVIEWS FOR MEDICAL EVACUEES**

*(TL:PER-443; 05-23-2002)*

*(Uniform/State/USAID/Commerce/Foreign Service Corps – USDA/BBG)*

*(Applies to Civil Service and Foreign Service Employees)*

a. Employees or their eligible family member(s) medically evacuated to the United States will be advised prior to travel that their current medical clearance is annulled and that they must receive medical clearance from MED prior to returning to post.

b. Patients who are evacuated to a medical evacuation site abroad must have their current medical clearance reviewed by the Foreign Service Medical Provider (FSMP) responsible for providing medical care at the medical evacuation site before the patient returns to his or her post of origin. If the FSMP determines the need for a change in the medical clearance, the FSMP will request the clearance change from the Clearances Section of MED. MED will then notify the medical personnel at post of the clearance change.

c. The patient is responsible for initiating the clearance review with MED/FP (Foreign Programs) when medical evacuation is to the United States or with the FSMP medical officer at the evacuation site when medevac occurs to a medevac location abroad. See also 3 FAM 3710 et seq. (Medical Travel). If the patient receives a Class 5 or Class 2 medical clearance that precludes return to post, the assigning bureau will be advised of that clearance decision.

d. Employees or eligible family members returning to a post abroad have been instructed to obtain medical clearances before traveling back to post. An employee or eligible family member who proceeds to post without a valid medical clearance or waiver will not be eligible for medical benefits and related allowances, such as medical travel, medical per diem, hospitalization, and access to the health units.

### **3 FAM 1937 MEDICAL EXAMINATION FOR SEPARATION**

*(TL:PER-443; 05-23-2002)*

*Uniform/State/USAID/Commerce/Foreign Service Corps – USDA/BBG)*

*(Applies to Civil Service and Foreign Service Employees)*

The medical examination performed at the time of separation from the Medical Program serves to identify medical conditions that may have developed during service abroad. Separation for these purposes includes retirement, resignation, or administrative separation of an employee. Upon the death of an employee, the eligible family members will be authorized a separation physical exam and clearance determination.

(1) All separating employees and their eligible family members must obtain a separation medical examination, either at post, in MED/Washington, DC, or from a personal physician in the United States, or submit a Form DS-1689, *Waiver of Medical Claim*. The examination must be initiated prior to the date of separation and completed within 90 days for employees and family members.

(2) The Office of Medical Services will review the separation medical examination. If additional tests or consultations are required, the examinee will be notified and must provide the results of such tests and consultations within 90 days of the notification. Upon completion of the clearance action, the appropriate agency will be notified that the separation medical examination has been completed or that a request for a waiver from a physical examination has been received.

(3) It is the employee's responsibility to see that he or she and eligible family members, including children when they reach age 21, begin and complete a separation medical examination(s) within 90 days prior to the employee's separation date or an eligible family member's twenty-first birthday. If the employee or an eligible family member does not complete an examination, a Form DS-1689, *Waiver of Medical Claim* must be completed for each individual and received by the Office of Medical Services before the date of the employee's separation.

(4) Failure to complete the separation medical examination within 90 days after separation will result in forfeiture of allowable medical benefits under the Medical and Health Program for treatment or care of a medical condition acquired while abroad and not identified at the time of separation.

### **3 FAM 1938 AND 1939 UNASSIGNED**