

Title: NBIMC SOP BOOK IV: DISEASE MANAGEMENT FOCUS GROUP		
Section: 4.4.10 OCONUS/Shipboard Operational Assignments Approval Tracking	Effective Date: July 2021 Reviewed: Oct 2021 February 2022 May 2022 April 2023	Initiated by: M.V. Figueroa CAPT N Teneza-Mora D. Chambers

OCONUS/SHIPBOARD OPERATIONAL ASSIGNMENT APPROVAL TRACKING AND COORDINATION OF TREATMENT/CARE SERVICES IN PREPARATION FOR SERVICE MEMBER TRANSFER TO THE OPERATIONAL BILLET

1.0 INTRODUCTION:

MILPERSMAN 1300-1300 (of 8 Nov 2021) gives the Senior Medical Officer (SMO) at PERS-454 the authority to direct a unit to accept service members living with HIV (SMLWH) in order for them to go on sea duty and the Continental United States (OCONUS) tours. The SMO at PERS-454 reviews each member for acceptability and then forwards his or her information to Navy Bloodborne Infection Management Center Officer in Charge (NBIMC OIC) for his/her review. NBIMC OIC sends approval or denial for sea duty or outside the OCONUS tours back to PERS SMO before release of orders. NBIMC staff will track the member for the following:

- Member receives counselling prior to a Permanent Change of Station or transfer to sea duty or OCONUS duty.
- Member's compliance with clinic / provider visits while on sea duty or OCONUS.

2.0 PURPOSE:

This procedure defines the actions and tracking requirements to ensure (1) healthy outcomes for SMLWH and (2) 100% command visibility for BUMED oversight.

3.0 ACRONYMS:

BBP	Bloodborne Pathogen program
HETU	HIV Evaluation and Treatment Unit
HMS	HIV Management Services
MRRS	Medical Readiness Reporting System
MTF	Military Treatment Facility
PCM	Primary Care Manager
SSN	Social Security Number
UIC	Unit Identification Code

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4.0 OPERATIONAL SCREENING PROCESS

1. PERS-454 SMO Review. PERS-454 SMO reviews SMLWH for command acceptability and Forwards their information to NBIMC OIC via encrypted email. The email contains service member's name, SSN, and proposed command name/UIC for the new orders and the estimated date of arrival at the gaining command. If approved, orders are released for processing; if denied, detailer is contacted to negotiate for an approved location or alternate assignment.
2. NBIMC OIC Review. NBIMC OIC (as Infectious Disease Specialist) reviews each member's request for virologic control, medication, and appointment compliance. NBIMC OIC may consult with the service member's specialty provider for concurrence with operational assignment. NBIMC OIC sends approval or denial for sea duty or OCONUS tours back to PERS SMO via encrypted email including the service member's specialty provider, designated HETU POCs and NBIMC staff.
3. Service member Sea duty/Operational Assignment Screening for non-blood borne pathogen issues. After completing NBIMC screening for operational suitability from the Bloodborne Pathogen program (BBP) perspective, service member is responsible to undergo an Operational/Overseas Duty Screening at local MTF or command Medical Officer, if applicable, to review all non-HIV or non-HBV or non-HCV medical issues.
4. Designating the service member's status in the HMS. Designated NBIMC staff member toggles the member's HETU OCONUS button in HMS as No or Yes and enters their information into the "Members w deployment (operational assignment) approval" excel file located in NBIMC Shares drive-NBIMCMD 6400-6499- SCREEN REQUESTS folder. The following fields are entered on the spreadsheet tabs (by designated HETU): Last Name, First Name, Middle Initial, DOB, SSN, and Date Screening Approved by NBIMC, Operational Assignment UIC, Operational Assignment Command Location, Operational Assignment Medical Officer, or SMO.
5. PERS Notification of the unit's Commanding Officer (CO). PERS-454 SMO sends an encrypted email to the unit's CO (copying NBIMC designated staff members in step informing him/her to expect service member arrival to their command). This email is saved as a PDF file in same Shares drive folder as the Excel file by NBIMC designated staff in step 2 who also captures date email is sent to CO along with CO's name.
 - When CO replies acknowledging receipt of PERS-454 SMO email, NBIMC Staff enters date of CO's reply.

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6. NBIMC provides guidance to command's senior medical officer. NBIMC OIC sends an encrypted email introducing ID provider to the SMO of the gaining command, provides the HIV playbook, and includes the ID physician's contact information. SMO can choose to contact the ID provider, if needed.
7. NBIMC provides information on the service member's transfer date to the HETU Coordinator. NBIMC executes this step by including the service member's transfer date on the excel file of approved operational screenings. This excel file is distributed to the HETU coordinators with only the members assigned to his/her HETU every 1-2 months.
8. Service member's visit to the HETU prior to his or her transfer to the operational assignment command/UIC. HETU coordinator reaches out to the service member and arranges clinic/HETU visit appointment prior to the service member's transfer. Before service member transfers to a deploying/operational/OCONUS command, the member is seen by the HETU coordinator and specialty provider to achieve the following: (if the service member's location is outside of the commuting distance for an in-person visit, this step can be accomplished through a virtual or telephone visit as long as the service member can receive the appropriate counselling and medication supply).
 - At the visit, the HETU Coordinator provides patient education and medical instructions to the service member and documents the counselling in the medical record (AHLTA or MHS Genesis) using the following language:
 - Service member is advised to remain compliant with his/her ART and get his/her labs drawn every 6-8 months if operational assignment allows.
 - If transferring to a shipboard billet, the service member is advised to establish medical care with the command's SMO upon check-in (within 14 days of checking in to the new command) and arrange for a clinic visit with the SMO every 6 months, as allowed by shipboard duties.
 - If transferring to an OCONUS billet, the service member is advised to establish his/her medical care with a Primary Care Manager (PCM) at the MTF within 30 days of arriving at his/her new duty station and arrange for a clinic visit with his/her new PCM every 6 months, as allowed by operational duties. It is highly recommended that the service member's PCM be a medical officer at the MTF's Internal Medicine or Family Medicine Clinic.

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- Service member should be instructed to have 8–9-month supply of medication on hand prior to his/her unit’s departure for deployment. Service member should allow as much time in advance to obtain 8–9-month supply of medications. Express Scripts authorizes a maximum of a 90-day supply of medication to deploying service members. Given this limitation and the unpredictability of mail delivery, the service member must be informed that Express Scripts may not be a reliable option for service members who expect to be deployed 90 days or greater. Thus, for service members who require an 8–9-month medication supply, must obtain their medication supply from his or her home base MTF pharmacy. Each MTF pharmacy can have very specific requirements, so service members are advised to check with their home base MTF pharmacy for their requirements (For example, does the military pharmacy require service members’ orders? Does the military pharmacy require a provider prescription on ALTHA or CHCS or MHS Genesis? etc.)
- Service member who are transferring to a command OCONUS (but not considered a deployment) should have at least a 90-day supply of his/her medication before leaving for the new command. This will allow the service member time to establish his/her care with a primary care provider at the new duty station.
- The service member will remain in contact with his or her assigned HETU coordinator by email or phone and respond to correspondence initiated by HETU during the operational tour to allow for HETU follow-up and tracking per SECNAVINST 5300.30F.

9. Service member’s check-in procedure at the new command. The gaining command’s SMO generates a counselling statement to be placed in the service member’s health record.

- The service member is expected to remain compliant with his/her medication(s) and obtain laboratory testing every 6 to 8 months as allowed by his/her operational assignment.
- If assigned to a shipboard billet, the service member must establish his medical care with the command’s SMO upon check-in (within 14 days of checking in to the new command) and arrange for a clinic visit with the SMO every 6 months, as allowed by shipboard duties.

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- If assigned to an OCONUS billet, the service member must establish his/her medical care with a PCM at the MTF within 30 days of arriving at his/her new duty station and arrange for a clinic visit with his/her PCM every 6 months, as allowed by operational duties.
- The service member will plan to have an 8–9-month supply of medication(s) on hand before the command deploys. The service member should obtain their medication supply from the home base MTF pharmacy. The service member is expected to allow for maximum time before his/her deployment to receive these medications from the MTF pharmacy.
- The service member will remain in contact with his or her assigned HETU coordinator pond to correspondence initiated by him/her during the operational tour to allow for HETU follow-up and tracking per SECNAVINST 5300.30F.
 - The CO can delegate by direction authority to the SMO to issue and sign the page 13, which is also signed by the service member.
 - Service member checks in with the command's SMO or designated representative. The SMO uploads the signed counselling statement in the service member's electronic medical record.
 - The SMO reviews notes in the electronic health record from ID, review medications and set up telemedicine referrals, if needed. The SMO contacts the service member's ID physician (contact information provided by NBIMC's OIC per paragraph 6.a), if needed.

10. Medical Readiness Reporting System (MRRS) Query of Command Location. NBIMC staff sends an excel file to MRRS development person with names and SSNs requesting a query of UIC and command location for each service member by HETU. This information is copied on to columns in attachment 2 with date of MRRS query.

11. Tracking by NBIMC staff. NBIMC staff tracks service members with operational assignment to OCONUS and sea duty tours for appointment compliance recording information. The HETU coordinator will continue to track the service member during his/her tour. NBIMC staff regularly communicates with the HETU coordinator on the status of the service members being tracked through this process.