



HIV INITIAL POSITIVE NOTIFICATION PROCESS

- Confirmatory HIV results reviewed and validated.
- Member's demographic information verified (HIV Management Service (HMS), Defense Enrollment Eligibility Reporting System (DEERS), Military Health System Genesis (MHSG).
- Active-Duty Member's Command and Commanding Officer/Officer-in-Charge information confirmed (PERS-454, HQMC, USCG).
- Notification email sent to Command Officer that includes:
 - Subject Line includes BUMED Serial # and Command Location
 - BUMED Notification Letter
 - HIV Lab Reports
 - Command Officer and Officers in Charge Guide
 - Service Member Guide
- Navy Recruit-Send BUMED letter and HIV report to Navy Recruit Training Center – Legal.
- Marine Recruit-Send BUMED letter and HIV report to Marine Recruit POCs.
- Navy Cadet- Send BUMED letter and HIV report to Naval Academy POCs.
- Army and National Guard, Air Force, and Coast Guard-Send HIV report to POCs.
- Communication with the Command Officer and NBIMC staff:
 - PKI exchanged, encrypted communication via email.
 - Sent through DOD S.A.F.E.
- Submitting Laboratory Notification/Contract Laboratory:
 - NBIMC notified Laboratory to hold barcode in CHCS/MHSG (pending the notification process).
 - Lab is also instructed to have Health Care Provider contact NBIMC for additional information or instructions.
- HIV Evaluation and Treatment Unit (HETU) Notification
 - BUMED Letter and lab report sent HETU to inform location of the member.
 - 2nd validation sample drawn upon arrival.
- Personnel Command Notification (PERS-454, HQMC, USCG)
 - Once CO confirms the member notification.
- Member tracked in (HMS) for 2nd validation sample results.
- Member tracked in HMS HETU module for re-evaluation compliance.