**Requesting DOEHRS-IH Environmental Health training and access**

MTF Commanding Officers and Officers in Charge must ensure all assigned BSO-18 preventive medicine personnel receive DOEHRS-IH-EH initial training. Completion of this training is being tracked by NMCPHC and documented in a quarterly progress report provided to BUMED-M4 no later than 15 days following the end of each quarter.

DOEHRS-IH-EH Training

Per BUMEDINST 6240.12, NMCPHC is responsible for coordinating and executing the training. During initial training personnel will be guided to request a DOEHRS-IH-EH demonstration account which will be utilized during the course. Following training personnel have 2 weeks to conduct in-house practice and prepare for data input into the production environment. Personnel must receive DOEHRS-IH-EH training and have a demonstration account showing practice before a production account is approved. Navy Medicine Regional EHO responsible will be notified of training compliance.

Production access requests are initiated by the EHO or senior PMA for the MTF location program office. NMCPHC provides a guide for requesting access with name of MTF production program office, and permissions utilized by Navy EH. Only personnel assigned to the MTF and associated clinics will be authorized access to production program office. EHO or senior PMA will supply NMCPHC with implementation progress and subsequent performance. Information will be forwarded to Navy Medicine Regional EHO to ensure preventive medicine programs utilize DOEHRS-IH-EH.

QA role and permissions will be approved for MTF program office EHO or senior PMA per Navy Medicine Regional EHO.

Individual Augmentee (IA); when designated to deploy members will receive DOEHRS-IH-EH training and demonstration account within the DOD Deployment Surveillance program office. Following training and prior to departing for deployment member will be guided in requesting a production account within the DOD Deployment Surveillance program office.

FDPMU Teams; as part of the training plan members will receive DOEHRS-IH-EH OEHSA training and demonstration accounts within the Navy OEHSA Training demonstration program office. Following training and prior to departing for deployment team members will be guided in requesting a production account within the DOD Deployment Surveillance program office.

Anyone requesting access to a MTF program office in which they are currently not assigned must request permission in writing with a detailed explanation of why they are making the request to the Navy Medicine Regional EHO’s via NMCPHC DOEHRS-IH EH SMEs.