

Work Center Description  
Office of the State Surgeon  
Occupational Health / Industrial Hygiene

**Section I**  
**WCD Summary**

- 1. Medical Surveillance.**
- 2. Industrial Hygiene.**
- 3. Radiation Safety.**
- 4. Training and Inspection.**
- 5. Administration and Budget.**
- 6. Certification and Training.**

## **Section II WCD Detail**

### **1. Medical Surveillance.**

#### **1.1. Determines Employee Examination Requirements (Includes Pre-Placement / Baseline (Job Change or Return to Duty) / Periodic / Termination).**

AUTHORITY: AR 40-5, Para 1-5(j); DODI 6055.05.M, Section C1.3.3.1; DA PAM 40-11, Para 5-2c (5); NG PAM 40-17; 29 CFR 1910; OSHA Title 5 CFR 339.

WORK UNIT: HRO Memo/Local Form.

SOURCE OF COUNT: Local file.

- 1.1.1. Receives notification from HRO/Supervisor.
- 1.1.2. Reviews Occupational Health and Industrial Hygiene (OH/IH) survey results for employee location of assignment.
- 1.1.3. Reviews employee's position description.
- 1.1.4. Researches appropriate regulations.
- 1.1.5. Determines category / type of examination or screening (baseline, periodic, termination, etc.).
- 1.1.6. Notifies HRO/Supervisor that employee examination is required.
- 1.1.7. Uploads employee demographic into databases.

#### **1.2. Schedules Pre-Placement Medical Surveillance Examination.**

AUTHORITY: AR 40-5, Para 1-7(c); DODI 6055.05.M, Section C1.3.3.1; 29 CFR 1910; DA PAM 40-11, Para 5-2c(7); NG PAM 40-17.

WORK UNIT: Pre-Placement Examination Request Form.

SOURCE OF COUNT: Local file.

- 1.2.1. Identifies the need for internal / external health care provider(s) for conducting examination.
- 1.2.2. Coordinates with USP&FO for approval of contractor.
- 1.2.3. Submits SOW, DA Form 3953 and other supporting documents (SOP's) to USP&FO for contract approval.
- 1.2.4. Coordinates with supervisor, employee, and contractor for conducting examination.
- 1.2.5. Updates database with pending examination date.

#### **1.3. Performs/Schedules Annual / Periodic Medical Surveillance Examination.**

AUTHORITY: AR 40-5, Para 1-7(c); DODI 6055.05.M, Section C1.3.3.4 ; DA PAM 40-11, Para 5-2; NG PAM 40-17, OSHA Title 5 CFR 930.108.

WORK UNIT: History and Physical documentation, DD Form 2215/2216 (Hearing).

SOURCE OF COUNT: Local file.

- 1.3.1. Identifies number of employees requiring annual examinations.
- 1.3.2. Coordinates schedule with contractor/site location.

- 1.3.3. Coordinates schedule with site location.
- 1.3.4. Travels to location.
- 1.3.5. Conducts and assists with performance of examination.
- 1.3.6. Returns from location.
- 1.3.7. Files completed physical documentation.

**1.4. Reviews and Analyzes Examination Results.**

AUTHORITY: DODI 6055.05-M, Section C1.4.3; DA PAM 40-11, Para 5-2; NG PAM 40-17; AR 40-5.

WORK UNIT: Employee Examination Results.

SOURCE OF COUNT: Local file.

- 1.4.1. Receives or obtains employee examination results.
- 1.4.2. Researches reference values.
- 1.4.3. Reviews, evaluates, and compares with previous examination results if required.
- 1.4.4. Prepares individual examination results and health promotion assessment.
- 1.4.5. Monitors and evaluates contractor performance if required.
- 1.4.6. Files copy of examination results.

**1.5. Counsels Employee on Examination Results.**

AUTHORITY: DODI 6055.05.M, Section C1.4.5; DA PAM 40-11, Para 5-2; NG PAM 40-17; AR 40-5.

WORK UNIT: A completed Counseling Document.

SOURCE OF COUNT: Local file.

- 1.5.1. Identifies a need to counsel employee based on examination results.
- 1.5.2. Coordinates with employee supervisors.
- 1.5.3. Travels to location.
- 1.5.4. Counsels employee on screening results.
- 1.5.5. Travels from location.
- 1.5.6. Schedules additional testing for employee, if required.
- 1.5.7. Refers for non-job related testing, if required.
- 1.5.8. Documents findings and recommendations from meeting in medical record.
- 1.5.9. Files documentation.

**1.6. Recommends Job Modification / Employee Reassignment.**

AUTHORITY: DODI 6055-05.M C1.4.5.1.3 &.4; DA PAM 40-11, Para 5-2.

WORK UNIT: HRO Memo / OH Medical Record.

SOURCE OF COUNT: Local file.

- 1.6.1. Identifies a need for a job modification.
- 1.6.2. Requests additional documentation on physical requirements of job modification/reassignment.
- 1.6.3. Prepares memo to HRO with written physical limitations/restrictions.
- 1.6.4. Coordinates with employee, supervisor, and HRO.
- 1.6.5. Documents findings and recommendations from meeting in medical record.

1.6.6. Files documentation.

**1.7. Responds to Request for Occupational Health Documentation.**

AUTHORITY: DODI 6055-05.M, Section C1.4.4; 29 CFR 1910.1020; 29 CFR Part 1960.11; AR 40-66; 5 CFR 293; Office of Personnel Management Operating Manual 293-31. DODI 6055-05.M; 29 CFR 1960.66 & .74; CFR1910.1020/1030; AR 40-66 Ch 2 & 7; 5 CFR 293.307; Office of Personnel Management Operating Manual 293-31 ADA1990 (42 USC 12/01) Privacy Act 1974 HIPAA; DODI 6025.18-R (Public Law (PL) 104-191); DA PAM 40-11.

WORK UNIT: HIPAA/Records Release Form.

SOURCE OF COUNT: Local file.

1.7.1. Receives request for OH documentation.

1.7.1.1. Forwards HIPAA or record release form to technician.

1.7.1.2. Receives signed HIPAA or record release form from technician.

1.7.2. Retrieves OH medical file.

1.7.3. Copies file per request.

1.7.4. Forwards to requestor.

1.7.4.1. Provides additional documentation, if required.

1.7.5. Files request into OH medical record.

**1.8. Reports OH Statistical Data (General report).**

AUTHORITY: DA PAM 40-11; NG PAM 40-17; DODI 6055.5.M; AR 40-5; 29 CFR Part 1960.IV B.(2).

WORK UNIT: Occupational Health Report (OHPSR (annual), Installation Status Report (ISR) (quarterly), etc.).

SOURCE OF COUNT: Local file.

1.8.1. Identifies a need for OH statistical data report.

1.8.2. Gathers statistical data.

1.8.3. Inputs data into the proponent's database.

1.8.4. Compiles report.

1.8.5. Analyzes statistical data.

1.8.6. Briefs OH statistics to command group.

1.8.7. Files report in local file.

**1.9. Conducts an Employee Hearing Test /Evaluation.**

AUTHORITY: AR 40-5, Para 1-7 (c); DODI 6055.12; DA PAM 40-501; DA PAM 40-11; AR 385-10; 29 CFR 1910.95; 1960.79 subpart j.; DODI 6065.12, Para 6-8; ANSI S.1.4A-S.3.6 (1989); ANSI 1.25-1991/S1.11-1993.

WORK UNIT: DOEHS HC Report.

SOURCE OF COUNT: Local file.

1.9.1. Identifies need to perform hearing test on employees.

1.9.2. Reviews IH reports.

1.9.3. Determines criteria for inclusion in program.

- 1.9.3. Coordinates screening / testing.
- 1.9.4. Travels to location.
- 1.9.5. Conducts screening / testing.
- 1.9.6. Travels from location.
- 1.9.7. Evaluates results of testing.
- 1.9.8. Identifies and recommends corrective actions.
- 1.9.9. Repeats testing, if required, and refers as needed.
- 1.9.10. Updates databases to Defense Occupational Health and Environmental Readiness System (DOEHRS) repository.
- 1.9.11. Conducts follow up actions.
- 1.9.12. Fits appropriate protective equipment (plugs, muffs & ear bands).
- 1.9.12.1. Provides training and education for use of protective equipment.
- 1.9.13. Documents findings and recommendations from meeting in medical record.
- 1.9.14. Files documentation.

**1.10. Conducts an Employee Respiratory Protection Evaluation.**

AUTHORITY: AR 40-5, Para 1-7(c), OSHA 3079, TB MED 503, TB MED 502 & 509, 29 CFR 1910.134 (f), AR 40-5, AR 11-34; DODI 6055.05-M, Section C4.13 & 14; DA PAM 40-11.

WORK UNIT: OSHA Respirator Questionnaire.

SOURCE OF COUNT: Local file.

- 1.10.1. Identifies need to perform a Respiratory Protection Evaluation on employee.
- 1.10.2. Reviews IH reports.
- 1.10.3. Determines criteria for inclusion in program.
- 1.10.4. Travels to location.
- 1.10.5. Reviews/performs OSHA Respirator questionnaire and spirometry and medical clearance from provider.
- 1.10.6. Coordinates and conducts fit testing.
- 1.10.7. Travels from location.
- 1.10.8. Evaluates and reports results.
- 1.10.9. Identifies & recommends corrective actions.
- 1.10.10. Updates databases.
- 1.10.11. Performs follow up actions.
- 1.10.12. Fits appropriate protective equipment.
- 1.10.12.1. Provides training and education for use of protective equipment.
- 1.10.13. Documents findings and recommendations from meeting in medical record.
- 1.10.14. Files documentation.

**1.11. Conducts an Employee Vision Evaluation.**

AUTHORITY: AR 40-5, Para 1-7(c); DA PAM 40-506; ANSI Z87.1; ANSI Z358.1; ANSI Z136.1; AR 40-63; CFR 1910.136; AR 385-10; DODI 6065.2; DA PAM 40-11.

WORK UNIT: Memo, Eyewear Prescription or Local Form.

SOURCE OF COUNT: Local file.

- 1.11.1. Identifies need to perform a Vision Evaluation on employee.

- 1.11.2. Coordinates vision screening.
- 1.11.3. Travels to location.
- 1.11.4. Conducts vision screening.
- 1.11.5. Travels from locations.
- 1.11.6. Identifies & recommends corrective actions.
- 1.11.7. Coordinates availability of safety glasses.
- 1.11.8. Updates local database.
- 1.11.9. Conducts follow up actions.
- 1.11.10. Fits appropriate protective equipment.
- 1.11.10.1. Provides training and education for use of protective equipment.
- 1.11.11. Documents findings and recommendations from meeting in medical record.
- 1.11.12. Files documentation.

**1.12. Performs a Radiation Medical Exam.**

AUTHORITY: AR 40-5, Para 1-7(c); NGR 385-11; AR 11-9; 29 CFR 1910.96 and 1910.97; 10 CFR Parts 19-21; NRC Form 3; DA PAM 40-18; AR 385-9&24; ANSI Standard Z136.1.

WORK UNIT: A Completed Radiation Exam.

SOURCE OF COUNT: Local file.

- 1.12.1. Identifies need to perform a Radiation exam on employee through the Translucent Dosimetry (TLD) program.
- 1.12.2. Receives list from USPFO / DOL of Ionizing/Non-ionizing, Radio Frequency and LASER equipment.
- 1.12.3. Schedules employee exam.
- 1.12.4. Conducts or verifies performance of exam.
- 1.12.5. Receives and reviews TLD program report.
- 1.12.6. Reports recommendations to TAG/DOL/USPFO/CECOM on incident/exposure of Ionizing/Non-ionizing radiofrequency/LASER equipment.
- 1.12.7. Documents findings and recommendations from meeting in medical record.
- 1.12.8. Files documentation.

**1.13. Conducts an Employee Ergonomics Evaluation (includes OH and IH).**

AUTHORITY: AR 40-5, Para 1-7(c); DA PAM 40-21; HQDA LTR 40-04-1; ANSI Z-365; DODI 6055.1; 29 CFR 1910; DODI 6055.1, E6 Enclosure 6; DA PAM 40-21, Ch 7-4; DA PAM 40-11, Ch 5-10, DA PAM 40-503 (Ch 7-4).

WORK UNIT: A Completed Ergonomic Evaluation.

SOURCE OF COUNT: Local file.

- 1.13.1. Identifies employee(s) requiring ergonomic evaluation (through personnel request, CA1, walkthrough survey or specific request).
- 1.13.2. Travels to location.
- 1.13.3. Performs ergonomic evaluation.
- 1.13.3.1. Performs work site/station analysis.
- 1.13.4. Identifies and recommends corrective actions.
- 1.13.4.1. Coordinates equipment or other work needs.

- 1.13.5. Travels from location.
- 1.13.6. Updates local database.
- 1.13.7. Re-evaluates modification of worksite, if required.
- 1.13.7.1. Travels to location.
- 1.13.7.2. Re-assesses work site/station.
- 1.13.7.3. Travels from location.
- 1.13.8. Documents findings and recommendations from evaluation in medical record.
- 1.13.9. Files documentation.

**1.14. Conducts an Employee Reproductive Evaluation.**

AUTHORITY: AR 40-5, Para 1-7 (2) (d); 29 CFR 1910.1200; NIOSH 99-104; DA PAM 40-11; TB MED 510; 29 CFR Part 1604.10; AR 11-9, DA PAM 40-11. 5-5.

WORK UNIT: Health Evaluation Form.

SOURCE OF COUNT: Local file.

- 1.14.1. Identifies need to conduct an employee Reproductive Health evaluation.
- 1.14.2. Travels to location.
- 1.14.3. Determines criteria for inclusion in program.
- 1.14.3.1. Reviews IH Survey.
- 1.14.3.2. Reviews Material Safety Data Sheets (MSDS).
- 1.14.3.3. Reviews Chemical/Radiation inventories.
- 1.14.4. Counsels employee.
- 1.14.5. Identifies and recommends corrective actions.
- 1.14.6. Travels from location.
- 1.14.7. Updates local database.
- 1.14.8. Conducts follow up actions.
- 1.14.9. Coordinates with HRO / Supervisors on duty modifications.
- 1.14.10. Documents findings and recommendations of meeting in medical record.
- 1.14.11. Files documentation.

**1.15. Conducts a Blood Borne Pathogen Evaluation.**

AUTHORITY: AR 40-5, Para 1-7 (c); TG 190, 29 CFR 1910.1030; USACHPPM TG 190; DA PAM 40-11, 5-6, Health Affairs Policy 97-006.

WORK UNIT: Incident Report or OSHA Report Log.

SOURCE OF COUNT: Local File.

- 1.15.1. Identifies need to conduct an employee Blood Borne Pathogen Evaluation.
- 1.15.2. Determines criteria for inclusion in program.
- 1.15.3. Travels to location.
- 1.15.4. Performs evaluation.
- 1.15.5. Identifies and recommends corrective actions.
- 1.15.6. Travels from location.
- 1.15.7. Updates local database.
- 1.15.8. Conducts follow up actions.
- 1.15.9. Coordinates with HRO and Supervisors.
- 1.15.10. Provides counseling.

- 1.15.11. Documents findings and recommendations of meeting in medical record.
- 1.15.12. Files documentation.

**1.16. Provides Recommendations for employees in the OH Case Management Program.**

AUTHORITY: 20 CFR Ch 10 Part A; AR 40-400; Federal Employee Compensation Act (FECA) as amended 5 USC 8101 et seq; DA PAM 40-11 Chap. 5-11.

WORK UNIT: OSHA 300 Report Log or OH Medical Record.

SOURCE OF COUNT: Local file.

- 1.16.1. Receives notification of injured employee.
- 1.16.2. Reviews incident report.
- 1.16.3. Researches information, policies, and regulations.
- 1.16.4. Identifies and recommends corrective actions for employee enrolled in case management program with HRO / Supervisors.
- 1.16.5. Issues recommendations.
  - 1.16.5.1. Coordinates with employee and Supervisor.
  - 1.16.5.2. Coordinates with HRO / Supervisor / Federal Employees Compensation Act (FECA) based on physician recommendation.
- 1.16.6. Conducts follow up actions concerning return to work recommendations.
- 1.16.7. Documents findings, recommendations, and employee meeting outcome in medical record.
- 1.16.8. Files documentation.

**1.17. Conducts Workplace Epidemiology study.**

AUTHORITY: AR 40-5 Para 1-7 (c,e); PAM 40-11 Ch 2.5-9 & 6, OSHA 1970 Sec.5.

WORK UNIT: Epidemiology Report.

SOURCE OF COUNT: Local file.

- 1.17.1. Identifies need for Workplace Epidemiology study.
- 1.17.2. Gathers data and identifies risk.
- 1.17.3. Coordinates with agencies (Federal, State, Local) if required.
- 1.17.4. Reviews current standards.
- 1.17.5. Travels to location.
- 1.17.6. Performs evaluation.
- 1.17.7. Travels from location.
- 1.17.5. Review results.
- 1.17.6. Develops report and makes recommendations.
- 1.17.7. Notifies employee(s) of epidemiological issues.
- 1.17.8. Educates and counsels employee(s) if required.
- 1.17.9. Follows up if required.
- 1.17.10. Documents findings and recommendations of meeting in medical record.
- 1.17.11. Files documentation.

**2. Industrial Hygiene.**

### **2.1. Develops Industrial Hygiene Implementation Plan (IHIP).**

AUTHORITY: DODI 6055.1, Sections E3.5.3.1, E3.4.1.2 and E2.1.22 (Definition of Safety and Occupational Health Personnel), DODI 6055.05, Enclosure 3; AR 40-5, Section 1-7, Paragraphs (c),(d),(e); DA PAM 40-503, Para. 3-6, and Appendix C.

WORK UNIT: An initial Industrial Hygiene Implementation Plan.

SOURCE OF COUNT: Local file.

FREQUENCY: Annual

- 2.1.1. Identifies need to develop the IHIP.
- 2.1.2. Compiles list of facilities from Facilities Maintenance Office (FMO) input.
- 2.1.3. Compiles list of workplace operations for each facility.
- 2.1.4. Prioritizes list for IH assessment regarding exposure risks from chemical, biological, radiological, and physical hazards.
  - 2.1.4.1. Analyzes operations or previous reports.
  - 2.1.4.2. Investigates and identifies health hazards, risks, and exposures associated with each operation.
  - 2.1.4.3. Researches regulatory standards.
  - 2.1.4.4. Assigns preliminary risk assessment category identifying health hazard and associated health risk.
- 2.1.5. Staffs IHIP with OHN and Regional IH.
- 2.1.6. Prepares final IHIP.
- 2.1.7. Submits IHIP to stakeholders (i.e. Safety and Occupational Health Office and Regional IH offices).
- 2.1.8. Files copy of IHIP, both electronic and hard copy, per appropriate Federal regulations.

### **2.2. Updates Industrial Hygiene Implementation Plan.**

AUTHORITY: DODI 6055.1, Sections E3.5.3.1, E3.4.1.2 and E2.1.22 (Definition of Safety and Occupational Health Personnel); DODI 6055.05, Enclosure 3; AR 40-5, Section 1-7, Paragraphs (c),(d),(e); DA PAM 40-503, Para 3-6, and Appendix C.

WORK UNIT: An Updated Industrial Hygiene Implementation Plan.

SOURCE OF COUNT: Local file.

- 2.2.1. Identifies need to update the IHIP to reflect day to day changes and emergencies.
- 2.2.2. Researches reason for change/update.
- 2.2.3. Communicates and coordinates changes to IHIP with OHN and Regional IH.
- 2.2.4. Prepares final documents.
- 2.2.5. Files and maintains copy of IHIP, both automated and hard copy, per appropriate Federal regulations.

### **2.3. Reviews Design Plan for Building Acceptance.**

AUTHORITY: NGR 415-5, Ch 7 (f); NG PAM 415-5, Para 3 -3, Section (i) subsection 5; NG PAM 415-3, Para 11-3 (i) and subsection 4; DA PAM 40-503, Para 5-8 and Figure 4-1, and Appendix C, Section (c)(17); Unified Facility Criteria 3-410-04N, Industrial

Ventilation, Para 2-2 and NGR 385-15, Section 1-12 (e); MIL-HDBK-1003/17A Paragraph 1.1 and 1.2.

WORK UNIT: A completed Design Review Comment Report.

SOURCE OF COUNT: Local file.

2.3.1. Identifies need for a design review on new building/facility (from construction plan, Facilities Management Office meetings, etc.).

2.3.2. Reviews building concept plan.

2.3.3. Performs building design review (e.g., at 35, 65, and 95 percent).

2.3.4. Prepares design review comment report.

2.3.5. Submits to OHN and Regional IH for review.

2.3.6. Prepares final report.

2.3.7. Submits final design review comment report to CFMO.

2.3.8. Files and maintains automated and hard copy design review comment report.

#### **2.4. Conducts Initial Building Evaluation.**

AUTHORITY: : NGR 415-5 Ch 7 (f); NG PAM 415-5 Para. 3 -3, Section (i) subsection 5; NG PAM 415-3, Para. 11-3 (i) and subsection 4; DA PAM 40-503, Para. 4-4, 5-8 and Figure 4-1, and Appendix C, Section (c)(17); Unified Facility Criteria 3-410-04N, Industrial Ventilation, Para. 2-2 and NGR 385-15, Section 1-12 (e).

WORK UNIT: A completed Industrial Hygiene Building Acceptance Report.

SOURCE OF COUNT: Local file.

2.4.1. Receives notification from CFMO that building construction is complete and requires acceptance.

2.4.2. Coordinates with CFMO and/or Safety Office to conduct building acceptance team.

2.4.3. Travels to building location.

2.4.4. Evaluates the adequacy of proposed or modified engineering controls and building systems.

2.4.3. Travels from building location.

2.4.5. Prepares IH acceptance report.

2.4.6. Submits IH report to OHN and Regional IH for review/comment.

2.4.6.1. Takes corrective action, if required.

2.4.7. Submits final report to CFMO.

2.4.8. Files and maintains automated and hard copy of report.

#### **2.5. Conducts IH Baseline Survey. (New facility, first time survey, or changes to facility)**

AUTHORITY: DODI 6055.05, Enclosure 3; DA Pam 40-503 Para 4-4; DA PAM 40-11 Para 5-2.

WORK UNIT: IH Baseline Survey Report.

SOURCE OF COUNT: Local file.

2.5.1. Identifies need to conduct a facility baseline survey based on IHIP or receives request for a baseline survey.

- 2.5.2. Contacts Regional IH and requests assistance as needed.
- 2.5.3. Schedules appointment and coordinates with shop/site supervisor.
- 2.5.4. Researches regulations, reviews design documents and develops survey strategy.
- 2.5.5. Travels to facility location.
- 2.5.6. Conducts In-Brief.
- 2.5.7. Conducts site inspection, risk assessment, necessary sampling and identifies future sampling requirements.
- 2.5.8. Conducts out-brief.
- 2.5.9. Travels from facility location.
- 2.5.10. Prepares draft report and submits to OHN and Regional IH for review.
- 2.5.10.1. Takes corrective action if required.
- 2.5.11. Submits baseline survey report to stakeholders.
- 2.5.12. Files and maintains automated and hard copy of report.

## **2.6. Conducts IH Worksite Evaluation/Inspection.**

AUTHORITY: DODI 6055.05, Enclosure 3; DODI 6055.1, Section E3.5.3.1, Enclosure 3; DA PAM 40-11, Para 5-2; DA PAM 40-503, Para 4-4.

WORK UNIT: IH Workplace Evaluation Report.

SOURCE OF COUNT: Local file.

- 2.6.1. Identifies need to conduct an IH worksite evaluation/inspection or receives request for a worksite evaluation/inspection.
- 2.6.2. Contacts Regional IH and requests assistance as needed.
- 2.6.3. Researches appropriate documents (previous report, MSDS, statutory regulations)
- 2.6.4. Develops survey strategy.
- 2.6.5. Forwards facility information sheet to supervisor for completion.
- 2.6.6. Prepare schedules / coordinates with site supervisor.
- 2.6.7. Travels to worksite.
- 2.6.8. Assesses health hazards in workplace that have potential chemical, physical, or biological health hazards.
- 2.6.9. Reviews MSDS and chemical inventory documents.
- 2.6.10. Performs necessary sampling.
- 2.6.11. Evaluates severity of hazard.
- 2.6.12. Assigns Risk Assessment Code (RAC) to operations or chemical, physical, or biological health hazards for inclusion in worksite prioritized abatement action plans.
- 2.6.13. Identifies exposed employees.
- 2.6.14. Identifies corrective measures.
- 2.6.15. Travels from worksite.
- 2.6.16. Prepares draft report and submits to OHN and Regional IH for review.
- 2.6.16.1. Takes corrective action, if required.
- 2.7.17. Conducts follow up visit if required (when the process changes, personnel change, the work rate changes, engineering controls are modified, or the building changes).
- 2.6.18. Prepares completed report.

2.6.19. Files and maintains automated and hard copy of report.

**2.7. Conducts Workplace Operation Health Hazard Analysis.**

AUTHORITY: DA PAM 40-11, Para 5-2; DODI 6055.1, Section E3.5.3, Enclosure 3; DA PAM 40-503, Para 4-8.

WORK UNIT: A Completed IH Task Analysis Report.

SOURCE OF COUNT: Local file.

2.7.1. Identifies a need to conduct a workplace operation health hazard analysis or receives a request for a workplace operation health hazard analysis.

2.7.2. Contacts Regional IH and requests assistance as needed.

2.7.3. Researches appropriate documents and develops strategy.

2.7.4. Schedules / coordinates with site supervisor.

2.7.5. Travels to location.

2.7.6. Observes tasks performed.

2.7.7. Identifies potential hazards.

2.7.8. Performs necessary sampling.

2.7.9. Travels from location.

2.7.10. Develops hazard analysis report for the task to include RACs and associated health risk.

2.7.11. Recommends engineering controls and/or appropriate protective equipment based on sample results.

2.7.12. Analyzes lab reports.

2.7.13. Prepares draft report and submits to OHN and Regional IH.

2.7.13.1. Takes corrective action, if required.

2.7.14. Conducts follow up visit if required (when the process changes, personnel change, the work rate changes, engineering controls are modified, or the building changes).

2.7.15. Prepares completed report.

2.7.16. Files and maintains automated and hard copy of report.

**2.8. Conducts Personal/General Area Air Sample.**

AUTHORITY: DODI 6055.05, Enclosure 3; DA Pam 40-503, Para. 4-8; DODI 6055.1, Ch E3.5.1; DA PAM 40-11, Para. 5-12.

WORK UNIT: A Completed IH Air Sample Report.

SOURCE OF COUNT: Local file.

2.8.1. Receives notification or identifies a need to conduct a Personal / General Area Air Sample.

2.8.2. Contacts Regional IH and requests assistance as needed.

2.8.3. Reviews appropriate documents (i.e. MSDS, OSHA, ACGIH, and local regulations) and develops strategy.

2.8.4. Requests list of specific work site activities from supervisor.

2.8.5. Schedules / coordinates with site supervisor.

2.8.6. Prepares to travel.

2.8.7. Collects equipment.

- 2.8.8. Performs operational calibration of equipment.
- 2.8.9. Selects appropriate sampling media.
- 2.8.10. Travels to location.
- 2.8.11. Calibrates air sampling equipment.
- 2.8.12. Collects sample / monitors equipment for proper function.
- 2.8.13. Performs equipment post-calibration.
- 2.8.14. Documents task being performed during the sampling procedure.
- 2.8.15. Travels from location.
- 2.8.16. Prepares sampling documentation and chain of custody form.
- 2.8.17. Submits samples to certified lab for analysis.
- 2.8.18. Receives sample results from laboratory.
- 2.8.19. Analyzes sample results.
- 2.8.20. Recommends engineering controls and/or appropriate personal protective equipment based on sample results.
- 2.8.21. Prepares report and submits to OHN and Regional IH for review.
- 2.8.21.1 Takes corrective action if required.
- 2.8.22. Conducts follow up visit if required (when the process changes, personnel change, the work rate changes, engineering controls are modified, or the building changes).
- 2.8.23. Files and maintains automated and hard copy of report.

**2.9. Collects Wipe Sample (includes lead, cadmium, Cr+6).**

AUTHORITY: DODI 6055.05, Enclosure 3; DA PAM 40-11, Para 5-12; OSHA Technical Manual, 5<sup>th</sup> Edition, Section II, Ch 2, Paragraph II B, NG PAM 420-15, Section 1-4, Paragraph b, 29 CFR 1910.1025 (h)((1), USACHPPM Technical Guide 141, Para. 2-15.  
 WORK UNIT: A completed Wipe Sample Report.  
 SOURCE OF COUNT: Local file.

- 2.9.1. Receives notification or identifies a need to conduct a wipe sample.
- 2.8.2. Contacts Regional IH and requests assistance as needed.
- 2.9.3. Researches appropriate documents and develops strategy.
- 2.9.4. Schedules / coordinates with site supervisor.
- 2.9.5. Travels to location.
- 2.9.6. Selects appropriate media and coordinates with laboratory.
- 2.9.7. Collects samples.
- 2.9.8. Documents task with photographs and log.
- 2.9.9. Travels from location.
- 2.9.10. Prepares sampling and chain of custody documents.
- 2.9.11. Ships samples to lab.
- 2.9.12. Analyzes lab reports
- 2.9.13. Receives sample results from lab.
- 2.9.14. Recommends engineering controls and/or appropriate personal protective equipment based on sample results.
- 2.9.15. Prepares report and submits to OHN and Regional IH for review.
- 2.9.15.1. Takes corrective action if required.

2.9.16. Conducts follow up visit if required (when the process changes, personnel change, the work rate changes, engineering controls are modified, or the building changes).

2.9.17. Files and maintains automated and hard copy of report.

### **2.10. Collects Bulk Sample.**

AUTHORITY: DODI 6055.05, Enclosure 3; DA PAM 40-503, Para 4-8; DA PAM 40-11, Para. 5-12.

WORK UNIT: A completed Bulk Sample Report.

SOURCE OF COUNT: Local file.

2.10.1. Receives notification or identifies a need to conduct a bulk sample.

2.10.2. Contacts Regional IH and requests assistance as needed.

2.10.3. Researches appropriate documents and develops strategy.

2.10.4. Schedules / coordinates with site supervisor.

2.10.5. Travels to location.

2.10.6. Selects appropriate collection media and coordinates with laboratory.

2.10.7. Collects samples.

2.10.8. Documents task with photographs and log.

2.10.9. Travels from location.

2.10.10. Prepares sampling and chain of custody documents.

2.10.11. Ships samples to lab.

2.10.12. Receives lab reports.

2.10.13. Analyzes lab reports

2.10.14. Recommends engineering controls and/or appropriate personal protective equipment based on sample results.

2.10.15. Prepares Bulk Sample report and submits to OHN and Regional IH for review.

2.10.15.1. Takes corrective action if required.

2.10.16. Conducts follow up visit if required (when the process changes, personnel change, the work rate changes, engineering controls are modified, or the building changes).

2.10.17. Files and maintains automated and hard copy of report.

### **2.11. Conducts Ventilation Measurement.**

AUTHORITY: DA PAM 40-503, Para. 4-8; DA PAM 40-11, Para 5-12; 29 CFR 1910; American Conference of Governmental Industrial Hygienists (ACGIH), Ventilation Manual; American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) 62.1-2007, ASHRAE 55-2004.

WORK UNIT: A Completed Ventilation Report.

SOURCE OF COUNT: Local file.

2.11.1. Receives notification or identifies a need to conduct ventilation measurements.

2.11.2. Contacts Regional IH and requests assistance as needed.

2.11.3. Researches appropriate documents and develops strategy.

2.11.4. Schedules / coordinates with site supervisor.

2.11.5. Selects appropriate ventilation equipment.

- 2.11.6. Verifies Calibration of ventilation equipment.
- 2.11.7. Travels to location.
- 2.11.8. Measures ventilation flow and calculates flow rate.
- 2.11.9. Compares flow rates to appropriate standards.
- 2.11.10. Documents measurement procedures.
- 2.11.11. Recommends engineering controls and/or appropriate personal protective equipment based on sample results.
- 2.11.12. Travels to and from location.
- 2.11.13. Prepares report and submits to OHN and Regional IH for review.
- 2.11.13.1. Takes corrective action if required.
- 2.11.14. Conducts follow up visit if required (when the process changes, personnel change, the work rate changes, engineering controls are modified, or the building changes).
- 2.11.15. Prepares completed report.
- 2.11.16. Files and maintains automated and hard copy of report.

### **2.12. Conducts General Area Noise Sample.**

AUTHORITY: DODI 6055.12, Para. 6.3-6.7; DA Pam 40-503, Para. 4-8; DA PAM 40-501, Para. 3-2; DA PAM 40-11, Para. 5-12.

WORK UNIT: A Completed General Area Noise Sample Report.

SOURCE OF COUNT: Local file.

- 2.12.1. Receives notification or identifies a need to conduct noise sample.
- 2.12.2. Contacts Regional IH and requests assistance as needed.
- 2.12.3. Researches appropriate documents and develops strategy.
- 2.12.4. Schedules / coordinate with site supervisor.
- 2.12.5. Selects appropriate measuring instrument.
- 2.12.6. Travels to location.
- 2.12.7. Calibrates instruments.
- 2.12.8. Collects data and documents on DD form 2214.
- 2.12.9. Performs post-calibration.
- 2.12.10. Documents task and identifies noise hazardous areas.
- 2.12.11. Travels from location.
- 2.12.12. Analyzes lab reports
- 2.12.13. Prepares report and submits to OHN and Regional IH for review.
- 2.12.13.1. Takes corrective action if required.
- 2.12.14. Conducts follow up visit if required (when the process changes, personnel change, the work rate changes, engineering controls are modified, or the building changes).
- 2.12.15. Prepares completed report.
- 2.12.16. Files and maintains automated and hard copy of report.

### **2.13. Conducts Noise Dosimetry.**

AUTHORITY: DODI 6055.12, Para 6.3-6.7; DA Pam 40.501, Para 3-2; DA PAM 40-503, Para. 4-8; DA PAM 40-11, Para 5-12; TG 181.

WORK UNIT: IH Report or Dosimetry Report.

SOURCE OF COUNT: Local file.

- 2.13.1. Receives notification or identifies a need to conduct noise dosimetry.
- 2.13.2. Contacts Regional IH and requests assistance as needed.
- 2.13.3. Researches appropriate documents and develops survey strategy.
- 2.13.4. Schedules / coordinate with site supervisor.
- 2.13.5. Travels to location.
- 2.13.6. Identifies employee(s) requiring noise survey.
- 2.13.7. Performs pre-calibration.
- 2.13.8. Places device on employee(s) for a full shift dosimetry study.
- 2.13.9. Logs worker activity during monitoring.
- 2.13.10. Performs post survey calibration.
- 2.13.11. Travels from location.
- 2.13.12. Downloads all dosimetry data
- 2.13.13. Documents procedures and findings.
- 2.13.14. Analyzes data and categorizes exposures and identifies noise hazardous areas.
- 2.13.15. Recommends controls and appropriate level of hearing protection.
- 2.13.16. Prepares report and submits to OHN and Regional IH for review.
- 2.13.16.1. Takes corrective action if required.
- 2.13.17. Conducts follow up visit if required (when the process changes, personnel change, the work rate changes, engineering controls are modified, or the building changes).
- 2.13.18. Prepares completed report.
- 2.13.19. Files and maintains automated and hard copy of report.

#### **2.14. Calibrates / Maintains Industrial Hygiene Equipment.**

AUTHORITY: DA Pam 40-503, Para 5-5; TB 750-25, Para. 2-2; AR 750-1, Para. 3-1.

WORK UNIT: Calibration Form.

SOURCE OF COUNT: Local file.

- 2.14.1. Receives calibration suspense log from the Combined Support Maintenance Shop (CSMS).
- 2.14.2. Contacts Regional IH and requests assistance as needed.
- 2.14.3. Prepares equipment for use.
- 2.14.4. Performs user level maintenance.
- 2.14.5. Processes equipment for calibration.
- 2.14.6. Determines calibration requirements.
- 2.14.7. Prepares and sends equipment for proper calibration.
- 2.14.8. Processes non-conformance equipment for turn-in to USPFO DRMO warehouse.
- 2.14.9. Submits DA Form 3953 (Purchase Request and Commitment) for equipment replacement.
- 2.14.10. Files and maintains automated and hard copy of report.

#### **2.15. Calibrates/Certifies Audiometric Booth.**

AUTHORITY: DODI 6055.12, Ch 6.8; American National Stds Institute (ANSI) S-3.1.  
WORK UNIT: A Completed Calibration Form.  
SOURCE OF COUNT: Local File.

- 2.15.1. Receives notification that an audiometric booth needs calibration.
- 2.15.2. Contacts Regional IH and requests assistance as needed.
- 2.15.3. Procures a "Type 1" Octave Band Analyzer.
- 2.15.4. Travels to Audiometric booth location.
- 2.15.5. Calibrates the octave band analyzer.
- 2.15.6. Measures octave band noise levels.
- 2.15.7. Records results and posts booth certification document.
- 2.15.8. Travels from Audiometric booth location.
- 2.15.9. Files copy of certification document with calibration records.
- 2.15.10. Recertifies the booth if it is relocated or exterior noise levels change.

### **2.16. Prepares IH Report.**

AUTHORITY: DODI 6055.1, E7.2, Table E7.T2; DA PAM 40-503, Para 4-12; AR 40-66, Para. 3, Section 1, Paragraph 3-1 (b)

WORK UNIT: IH Report.

SOURCE OF COUNT: Local file.

- 2.16.1. Receives lab reports.
- 2.16.2. Compiles field data (sample results, ventilation measurements and other notes).
- 2.16.3. Prepares IH report in memorandum format detailing purpose, background, findings, recommendations as well as sampling/measurement protocol and applicable references.
- 2.16.4. Assigns Risk Assessment Code (RAC) to each operation for inclusion on the Hazard Log.
- 2.16.5. Submits report to OHN and Regional IH for review.
  - 2.16.5.1. Takes corrective actions if required.
- 2.16.6. Publishes report with copies.
- 2.16.7. Distributes report to stakeholders.
- 2.16.8. Consults with stakeholders as needed.
- 2.16.9. Files and maintains automated and hard copy of report.

## **3. Radiation Safety.**

### **3.1. Reconciles Annual Ionizing, Non-ionizing, Radio Frequency (RF), Laser and General License Radioactive Commodities.**

AUTHORITY: AR 385-10, Ch 7, DA PAM 385-10, AR 40-5, TACOM, CECOM; 10 CFR Part 20; DA PAM 385-24, Para 1-4; NGR 385-11 Para 1-6(d).

WORK UNIT: A Completed Radioactive Commodities Reconciliation report.

SOURCE OF COUNT: Local file.

FREQUENCY: Annual.

- 3.1.1. Receives inventory from Communications-Electronics Command (CECOM).

- 3.1.2. Reconciles inventory.
- 3.1.3. Prepares recommendations for corrective action and forwards to appropriate channel (Serialization Officer/USPFO, Chief of Staff, G4/J4).
- 3.1.4. Receives report of corrective actions taken from USPFO.
- 3.1.5. Files documentation.

**3.2. Reviews Delinquent Report and Conducts Follows Up Corrective Actions.**

AUTHORITY: AR 385-10, Ch 7, DA PAM 385-10, AR 40-5, TACOM, CECOM; 10 CFR Part 20; DA PAM 385-24; NGR 385-11.

WORK UNIT: CSMS Calibration Report/List for Delinquent report.

SOURCE OF COUNT: Local file.

- 3.2.1. Receives reports from CSMS.
- 3.2.2. Analyzes report and identifies delinquent items.
- 3.2.3. Conducts follow up actions with command.
- 3.2.4. Receives finalized report from CSMS.
- 3.2.5. Files documentation.

**3.3. Reviews Quarterly Surface Wipe Test Report.**

AUTHORITY: AR 385-10, Ch 7, DA PAM 385-10, AR 40-5, TACOM, CECOM; 10 CFR Part 20; DA PAM 385-24, Para1-4; NGR 385-11, Para 1-6(d).

WORK UNIT: Lab Test Results.

SOURCE OF COUNT: Local file.

FREQUENCY: Quarterly.

- 3.3.1. Receives quarterly wipe report results from maintenance facilities, warehouse, and CBRNE Enhanced Response Force Package (CERFP).
- 3.3.2. Reviews and analyzes reports.
- 3.3.3. Conducts follow up actions to ensure corrective actions are taken on areas identified as abnormal.
- 3.3.4. Receives repeat wipe testing if required.
- 3.3.5. Files documentation.

**3.4. Reviews Quarterly Dosimetry Report.**

AUTHORITY: AR 385-10 Ch 7, DA PAM 385-10, AR 40-5, TACOM, CECOM; 10 CFR Part 20; DA PAM 385-24; NGR 385-11.

WORK UNIT: Lab Test Results.

SOURCE OF COUNT: Local file.

FREQUENCY: Quarterly.

- 3.4.1. Receives quarterly dosimetry report.
- 3.4.2. Reviews and analyzes report.
- 3.4.3. Conducts follow up actions.
  - 3.4.3.1. Interviews employee and supervisor.
  - 3.4.3.2. Makes recommendations for corrective action.

3.4.3.3. Conducts follow up actions to ensure corrective actions are taken on areas identified as abnormal.

3.4.4. Files report.

### **3.5. Performs a State Radiation Safety Inspection (Includes State Radiation Safety Office, CSMS, RF, USPFO warehouse, etc.).**

AUTHORITY: AR 385-10, Ch 7, DA PAM 385-10, AR 40-5, TACOM, CECOM; 10 CFR Part 20; DA PAM 385-24, Para1-4; NGR 385-11, Para 1-6(d).

WORK UNIT: CECOM Checklist.

SOURCE OF COUNT: Local file.

FREQUENCY: Annual.

3.5.1. Receives notification and checklist from CECOM.

3.5.2. Notifies states of scheduled inspection.

3.5.3. Coordinates inspection detailing date, time, and location.

3.5.4. Travels to location.

3.5.5. Conducts inspection/completes checklist.

3.5.5.1. Approves Individual Controlled Radioactive Item (ICRI) movement.

3.5.6. Travels from location.

3.5.7. Conducts follow up actions to ensure corrective action are taken on areas identified as non-compliant.

3.6.8. Completes report.

3.6.9. Files report.

### **3.6. Responds to Reported Radiation Related Incident.**

AUTHORITY: AR 385-10, Ch 7, DA PAM 385-10, AR 40-5, TACOM, CECOM; 10 CFR Part 20; DA PAM 385-24; NGR 385-11.

WORK UNIT: A Completed Radiation Related Incident Report.

SOURCE OF COUNT: Local files.

3.6.1. Receives notification of incident.

3.6.2. Reviews and assesses extent of reported incidents (equipment damage, exposure levels, cross examination).

3.6.3. Determines level of State Radiation Safety Officer (SRSO) involvement.

3.6.4. Prepares situational report and forwards to appropriate level of command.

3.6.5. Develops plan of corrective action.

3.6.6. Conducts follow up actions to ensure or implement remediation process.

3.6.7. Completes report.

3.6.8. Files report.

## **4. Training and Inspection.**

### **4.1. Develops Annual OH and IH Training Plan.**

AUTHORITY: AR 40-5, Section II.1-6.b,d (3); 2-30(1)(a).

WORK UNIT: Completed OH and IH Training Plan

SOURCE OF COUNT: Local File.  
FREQUENCY: Annual

- 4.1.1. Reviews regulatory requirements and determines training needs.
- 4.1.2. Prepares draft training plan.
- 4.1.3. Submits training plan to G3 and coordinates and validates training dates against master training plan.
- 4.1.4. Files copy of OH and IH training plan.

**4.2. Prepares for Occupational Health / Industrial Hygiene / Health Promotion Training (includes Automated External Defibrillator (AED), BLS (Basic Life Support), and Regulatory OH).**

AUTHORITY: AR 40-5, Para 1-7(2); DA PAM 40-11; 10 CFR 1910.12000, 12001,14501,10301;49 CFR 172; OTSG/MEDCOM Policy Memo 04-004; Public Law 106-505.

WORK UNIT: Training Request.  
SOURCE OF COUNT: Local file.

- 4.2.1. Receives notification that training event is required.
- 4.2.2. Identifies and assesses target audience for curriculum.
- 4.2.3. Develops program of instruction (POI).
- 4.2.4. Identifies requirements (funding, date, location, and training resources/equipment/tools).
- 4.2.5. Writes letter of instruction (LOI).
- 4.2.6. Develops agenda for training.
- 4.2.7. Publishes scheduled training.
- 4.2.8. Updates course evaluations.
- 4.2.9. Files updated training curriculum in local file.

**4.3. Conducts Occupational Health / Industrial Hygiene / Health Promotion Training (includes AED, BLS (Basic Life Support), Regulatory OH).**

AUTHORITY: AR 40-5, Para 1-7(2); DA PAM 40-11; 10 CFR 1910.12000, 12001,14501,10301;49 CFR 172; OTSG/MEDCOM Policy Memo 04-004; Public Law 106-505.

WORK UNIT: Class Roster.  
SOURCE OF COUNT: Local file.

- 4.3.1. Travels to training site, if required.
- 4.3.2. Sets up classroom.
  - 4.3.2.1. Ensures audio visual, automation, handouts, etc. are available.
- 4.3.3. In-processes students (student roster, sign-in roster).
- 4.3.4. Conducts assigned class if required.
- 4.3.5. Conducts course evaluation with students.
- 4.3.6. Disassembles equipment and clears training area.
- 4.3.7. Travels back to duty location, if required.
- 4.3.8. Prepares after action review.

- 4.3.8.1. Validates attendance for annual reporting.
- 4.3.8.2. Verifies successful completion of course.
- 4.3.8.3. Prepares and distributes training certificates if required.
- 4.3.9. Files and maintains record of training session (student roster) of completed training course.

**4.4. Coordinates / Evaluates Training Conducted by Contractor.**

AUTHORITY: AR 40-5, Para 1-7(2); DA PAM 40-11; 10 CFR 1910.12000, 12001,14501,10301;49 CFR 172; OTSG/MEDCOM Policy Memo 04-004; Public Law 106-505.

WORK UNIT: Evaluation Report, AAR, Certificate, Training Log.

SOURCE OF COUNT: Local file.

- 4.4.1. Identifies a need for a contracted OH/IH training event.
- 4.4.2. Identifies and selects contractor source(s).
- 4.4.3. Prepares and submits DA Form 3953 to approval authority.
- 4.4.4. Receives notification from Purchasing and Contracting on the approved contractor.
- 4.4.5. Reviews previous evaluation reports.
- 4.4.6. Organizes and schedules training being conducted.
- 4.4.7. Travels to location.
- 4.4.8. Evaluates contractor performance.
- 4.4.7. Travels from location.
- 4.4.8. Verifies training certificates and updates databases.
- 4.4.9. Prepares After Action Report (AAR) (includes quality assurance of contract).
- 4.4.10. Enters employee into database and report.
- 4.4.11. Receives invoice for service received.
- 4.4.12. Reviews invoice for accuracy
- 4.4.13. Prepares DD Form 250.
- 4.4.14. Forwards DD Form 250 and invoice to USP&FO for payment.
- 4.4.15. Files documentation

**4.5. Conducts OH Site Survey / Evaluation / Inspection.**

AUTHORITY: AR 40-5.

WORK UNIT: Completed OH Checklist.

SOURCE OF COUNT: Local file.

- 4.5.1. Identifies need for an OH site survey.
- 4.5.2. Schedules / coordinates visit with site supervisor.
- 4.5.3. Travels to site.
- 4.5.4. Reviews previous reports / evaluations.
- 4.5.5. Conducts site survey.
- 4.5.6. Conducts out-brief.
- 4.5.7. Travels from site.
- 4.5.8. Completes AAR.
- 4.5.9. Distributes report to appropriate department.

- 4.5.10. Assists with development of Standing Operating Procedures (SOPs) and updates.
- 4.5.11. Coordinates and collaborates review of facility plans, drawings, and construction modifications.
  - 4.5.11.1. Provides technical assistance.
- 4.5.12. Incorporates on-site consultation if required.
- 4.5.13. Implements immediate action if required.
- 4.5.14. Follows up if required.
- 4.5.15. Files documentation.

## **5. Administration and Budget.**

### **5.1. Responds to Internal/External Customer Inquiry (Includes Phone Calls, Emails, Subject Matter Expert (SME) Support, etc.).**

AUTHORITY: AR 40-5; 29 CFR 1910; AR 11-9; 10 CFR part 20; AR 385-10 Ch 7, DA PAM 385-10.

WORK UNIT: A Reponse to Inquiry.

SOURCE OF COUNT: Local file.

FREQUENCY: Daily.

- 5.1.1. Receives inquiry from customer via email, telephone, etc.
- 5.1.2. Analyzes inquiry to determine solution.
- 5.1.3. Performs research if required.
- 5.1.4. Coordinates with other stakeholders.
- 5.1.5. Provides feedback to customer.
- 5.1.6. Performs and documents all follow up as needed.

### **5.2. Develops and Updates Procedures and Guidance (Includes OSHA and IH).**

AUTHORITY: AR 40-5; 29 CFR 1910; AR 11-9; 10 CFR part 20; AR 385-10 Ch 7, DA PAM 385-10, AR 40-5, TACOM, CECOM; 10 CFR Part 20; DA PAM 385-24; NGR 385-11;

WORK UNIT: Memo / Directive / State Regulation.

SOURCE OF COUNT: Local file.

- 5.2.1. Identifies needs to develop/update procedures or guidance for state level requirements.
- 5.2.2. Reviews and research regulations, publications and policy letters.
- 5.2.3. Drafts and staffs updated brochures, memos, SOP's (State/OH), etc.
- 5.2.4. Approves updated brochures, memos, SOP's (State/OH), etc.
- 5.2.5. Receives comments from staffing.
- 5.2.6. Incorporates comments/revisions.
- 5.2.7. Re-staffs for concurrence.
- 5.2.8. Submits to publications.
- 5.2.9. Files documentation.

**5.3. Attends and Participates in Internal Advisory Council Meeting/Workshop (Shop Chiefs, Safety & Occupational Health, and FECA).**

AUTHORITY: AR 385-10; NGR 385-10; DODD 1400.25-M, Civilian Personnel Workgroup Subchapter 810; DA PAM 40-11, 5-17.

WORK UNIT: Briefing / Agenda.

SOURCE OF COUNT: Local file.

Frequency: Quarterly.

- 5.3.1. Initiates/receives attendance request.
- 5.3.2. Researches agenda materials.
- 5.3.3. Prepares agenda / briefing items.
- 5.3.4. Travels to site.
- 5.3.5. Conducts briefing / attends meeting.
- 5.3.6. Travels from site.
- 5.3.7. Prepares, receives, and/or distributes briefing minutes.
- 5.3.8. Conducts follow up actions.

**5.4. Develops and Maintains Occupational Health Medical Record.**

AUTHORITY: AR 40-66; 5 CFR Part 293.307; 29 CFR 1960, section 66-74

WORK UNIT: Medical record and HRO.

SOURCE OF COUNT: Local file.

- 5.4.1. Identifies need or receives documentation required to be posted to medical record.
- 5.4.2. Reviews material to be posted to medical record.
- 5.4.3. Develops OH medical record.
- 5.4.4. Posts documentation to medical record.
- 5.4.5. Files documentation.

**5.5. Prepares Occupational Health Medical Record for Retirement/Close Out.**

AUTHORITY: AR 40-66; 5 CFR Part 293.307; 29 CFR 1960, section 66-74

WORK UNIT: Medical record and HRO.

SOURCE OF COUNT: Local file.

- 5.5.1. Identifies employee requiring termination physical.
- 5.5.2. Receives exam report.
- 5.5.3. Organizes and close out OH medical record.
  - 5.5.3.1. Pulls employee file.
  - 5.5.3.2. Removes the content and places in blue retirement record.
  - 5.5.3.3. Reviews folder to ensure all documentation is present.
- 5.5.4. Submits completed record to HRO for processing IAW AR 40-66.

**5.6. Completes Occupational Health Personnel Status (OHPSR) Report.**

AUTHORITY: DA PAM 40-11; NG PAM 40-17; DODI 6055.5.M; AR 40-5; 29 CFR Part 1960.IV B.(2).

WORK UNIT: Occupational Health Report (OHPSR (annual),

SOURCE OF COUNT: FOO  
FREQUENCY: Annual

- 5.6.1. Identifies a need to complete OHPSR.
- 5.6.2. Gathers statistical data.
- 5.6.3. Inputs data into the proponent's database.
- 5.6.4. Compiles report.
- 5.6.5. Analyzes statistical data.
- 5.6.6. Briefs OH statistics to command group.
- 5.6.7. Files OHPSR in local file.

**5.7. Completes Installation Status Report (ISR).**

AUTHORITY: DA PAM 40-11; NG PAM 40-17; DODI 6055.5.M; AR 40-5; 29 CFR Part 1960.IV B.(2).

WORK UNIT: Installation Status Report (ISR) (Quarterly)

SOURCE OF COUNT: FOO

FREQUENCY: Quarterly

- 5.7.1. Identifies a need for OH statistical data report.
- 5.7.2. Gathers statistical data.
- 5.7.3. Inputs data into the proponent's database.
- 5.7.4. Compiles report.
- 5.7.5. Analyzes statistical data.
- 5.7.6. Briefs OH statistics to command group.
- 5.7.7. Files report in local file.

**5.8. Prepares Occupational Health/Industrial Hygiene Budget.**

AUTHORITY: DoD Financial Management Regulation 7000.14-R, DFAS-IN Reg 37-1, AR 1-1, AR 11-2, AR 11-7, AR 36-5.

WORK UNIT: Completed Budget Plan.

SOURCE OF COUNT: AFCOS

FREQUENCY: Annual

- 5.8.1. Receives request for budget submission requirements.
- 5.8.2. Reviews annual funding guidance from USPFO.
- 5.8.3. Determines funding requirements for upcoming year.
  - 5.8.3.1. Estimates operating funding requirements (personal services contract, medical surveillance contracts, survey travel, equipment purchase and maintenance, government purchase card, etc.)
- 5.8.4. Computes total dollar value of requirements.
- 5.8.5. Drafts memorandum of justification of needed funding.
- 5.8.6. Develops impact statement if funding is not received.
- 5.8.7. Forwards draft budget plan to chain of command for review.
- 5.8.8. Receives draft budget plan from chain of command.
- 5.8.9. Incorporates changes, if required.
- 5.8.10. Sends memorandum to appropriate chain of command.

5.8.11. Files copy of budget plan request.

**5.9. Attends Quarterly Program Budget Advisory Council (PBAC) Meeting.**

AUTHORITY: NGR 37-1.

WORK UNIT: Meeting Notice.

SOURCE OF COUNT: Local file.

FREQUENCY: Quarterly.

5.9.1. Receives notice of meeting.

5.9.2. Prepares for meeting, collect historical and forecasted budget data.

5.9.3. Attends quarterly meeting.

5.9.3.1. Reports current Annual Funding Program (AFP) statement to Comptroller.

5.9.3.2. Projects financial requirement for remainder of FY.

**5.10. Develops Statement of Work / Purchase Request (includes IH Equipment, Eyewear, Training).**

AUTHORITY: DoD Financial Management Regulation 7000.14-R, DFAS-IN Reg 37-1, AR 1-1, AR 11-2, AR 11-7, AR 36-5.

WORK UNIT: Statement of Work / DA Form 3953 / Web Purchase Request.

SOURCE OF COUNT: Local file.

5.10.1. Identifies need for contractor source.

5.10.2. Prepares and submits statement of work, letter of justification, and DA Form 3953 to approval authority.

5.10.3. Files documentation.

**5.11. Processes IH/OH Items Using Government Purchase Card (GPC).**

AUTHORITY: AR 735-5

WORK UNIT: Statement.

SOURCE OF COUNT: Local files.

FREQUENCY: Monthly.

5.11.1. Receives request for purchase of necessary items, training, service.

5.11.2. Researches and identifies source of supply.

5.11.3. Obligates funds in Automated Fund Control Order System (AFCOS).

5.11.4. Purchases all authorized items, training, and supplies.

5.11.5. Receives all authorized items, training, and supplies.

5.11.6. Reconciles all orders.

5.11.7. Maintains on-going documents for purchases.

5.11.8. Reconciles monthly all orders with US bank.

5.11.9. De-obligates funds in AFCOS.

**6. Certification Training.**

**6.1. Completes Refresher Training to Maintain OH Competency**

- 6.1.2. DOHERS-HC (Defense Occupational Health & Environmental Readiness System-Hearing Conservation) (40 hours) (every 5 yrs)
- 6.1.2. Spirometry (24 hours)
- 6.1.2. Radiation Protection (24 hours)

**6.2. Completes Refresher Training to Maintain IH Competency.**

- 6.2.1. Lead Inspection Certification (16 hrs)
- 6.2.2. Asbestos Inspection Certification (8 hrs)
- 6.2.3. Mold Assessment (16hrs)
- 6.2.4. Hearing Conservation (16 hrs)