**Inspectors General Checklist**

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| **HEALTH SERVICE SUPPORT (HSS) 6000** | | | |
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| **Functional Area Sponsor**: HQMC, Health Services | | **Name of Command** |
| **Subject Matter Expert**:  HM1 Tylar Parra  DSN: 664-4602; COMM: 703-604-4602  Tylar.Parra@usmc.mil | | **Date** |
|  | | **Inspector** |
| **Revised**: 23 April 2024 | | **Final Assessment**  **Total Questions: 44**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | | |
| **Subsection 1** – MEDICAL READINESS AND DEPLOYMENT HEALTH (applicable to all echelons and commands with or without organic medical assets) | | | |
| 0101 | Are medical and dental readiness being reported to higher authority as required?  Reference: DoDI 6025.19, BUMEDINST 6110.14A | | |
| Result | Comments | | |
| 0102 | Is the command’s Total Force Medical Readiness rate at or above 90%?  Reference: DoDI 6025.19, BUMEDINST 6110.14 | | |
| Result | Comments | | |
| 0103 | Is the command’s Partially Medically Ready rate below 15% for AC and 25% for RC?  Reference: DoDI 6025.19, BUMEDINST 6110.14 | | |
| Result | Comments | | |
| 0104 | Is the command’s dental readiness at or above 95%?  Reference: MCO 6600.3B, sec 4.A.1. | | |
| Result | Comments | | |
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| 0105 | Are all Pre-deployment Health Assessments (DD 2795) completed within 120-days prior to service members deployment for any deployment 30-days or longer?  Reference: DoDI 6490.03; OPNAVINST 6100.3A, Sec 5.a.1. | | |
| Result | Comments | | |
| 0106 | Are Post-Deployment Health Assessments (DD 2796) completed no earlier than 30-days prior to redeployment and no later than 30-days after redeployment?  Reference: DoDI 6490.03 P. 14, 3.2, A.B.C.; OPNAVINST 6100.3A Sec 5.a.2. | | |
| Result | Comments | | |
| 0107 | Are Post-Deployment Health Reassessments (DD 2900) completed 90-180 days after redeployment?  Reference: DoDI 6490.03 P. 14, 3.2, A.B.C.; OPNAVINST 6100.3A Sec 5.a.3. | | |
| Result | Comments | | |
| 0108 | Do all personnel assigned have an HIV test completed within the last 24 months?  Reference: DoDI 6025.19; DoDI 6485.01, Enclosure (3).c.1. | | |
| Result | Comments | | |
| 0109 | Do all personnel assigned have a DNA sample on file with the Armed Forces Repository of Specimen Samples?  Reference: DoDI 5154.30, 5.4.6, MCO 1771.1B. | | |
| Result | Comments | | |

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| 0110 | Do all personnel assigned have a G6PD screening recorded in their EHR? If EHR is unavailable, is G6PD screening recorded in STR?  Reference: DoDI 6465.01, Enclosure (3) 1.a. |
| Result | Comments |
| 0111 | Do all personnel assigned have a sickle cell trait screening recorded in their EHR? If EHR is unavailable, is sickle cell screening recorded in STR?  Reference: DoDI 6465.01, Enclosure (3), 1.a. |
| Result | Comments |
| 0112 | Do all personnel have a PHA completed within the last 12 months?  Reference: DoDI 6025.19, P9.2.a.b.c. |
| Result | Comments |

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| **Subsection 2** – TRAINING/ADMIN | |
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| 0201 | Does the S-3 utilize MCTIMS to track all TCCC certifications as required?  For reference, the required MCTIMS codes are:  TCCC        TIER 1 ASM TRAINER    TIER 1 ASM TRAINER  TCCC        TIER 2 CLS TRAINER    TIER 2 CLS TRAINER  TCCC TIER 3 CM/C TRAINER   T7  Reference: DODI 1322.24, MARADMIN 367/22, MARADMIN 421/22, MARADMIN 675/22. |
| Result | Comments |
| 0202 | Does the S3 ensure that at least two Marines per Corpsman on the unit table of organization are trained and certified in Tier 2 TCCC-CLS 12 months prior to deployment or every three years?  Reference: DODI 1322.24: MARADMIN 421/22; MARADMIN 238/23 |
| Result | Comments |
| 0203 | Does the S3 ensure that all non-designated Tier 2 TCCC-CLS Marines and non-medical Sailors are certified in Tier 1 TCCC-ASM 12 months prior to deployment or every three years?  Reference: DODI 1322.24; MARADMIN 338/21; MARADMIN 367/22 |
| Result | Comments |
| 0204 | Does the S-3 and medical ensure that all HSS personnel are certified in Tier 3 CCC-CM/C 12 months prior to deployment or every three years?  Reference: DODI 1322.24; MARADMIN 675/22. |
| Result | Comments |
| 0205 | Does the S-3 ensure that ALL medical personnel are certified in BLS every 2-years?  Reference: NAVMC 3500.84B, p. 6-18; BUMEDINST 1500.15F,  Sec. 6 (a). |
| Result | Comments |
| 0206 | Does the S-3 ensure that HIPAA training is completed annually for all medical personnel and personnel designated by the Commanding Officer to receive medical information?  Reference: DoDI 6025.18 p. 6-18; BUMEDINST 1500.15F, Sec. 6 (a). |
| Result | Comments |
| 0207 | Does the command have a written policy in which the commanding officer designates permission to specific personnel/positions to receive, use, and disclose protected health information on a need-to-know basis. Reference: DoDM 6025.18, Pg. 47, sec. 4 (f) |
| Result | Comments |
| 0208  Result  0209 | Does the command (S-3) ensure HSS personnel comply with Chapter 4 requirements of the T&R Manual per the required sustainment intervals?  Reference: NAVMC 3500.84B, Enclosure (1), Chapter 4   |  | | --- | | Comments |   Does the command (S-3) ensure HSS personnel comply with Chapter 5 requirements of the T&R Manual per the required sustainment intervals?  Reference: NAVMC 3500.84B, Enclosure (1), Chapter 5 |
| Result | Comments |
| 0210 | Has each Sailor with NEC L02A (formerly 8403) completed the individual events in Chapter 9 in proper sustainment intervals?  Reference: NAVMC 3500.84B, Enclosure (1), Chapter 9. |
| Result | Comments |
|  | **Subsection 2a**  HEALTHCARE PROVIDER (OFFICER) TRAINING |
| 0211 | Are privileged provider qualifications consistent with their assigned responsibilities?  Reference: BUMEDINST 6010.30; NAVMED P-117, Chapter 13, Section II, Article 13-8. |
| Result | Comments |

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| 0212 | Do all licensed independent practitioners on the command’s T/O maintain and document their credentials and required training appropriately?  Reference: BUMEDINST 6010.3; OPNAV 6320.7B; MCO 6320.4. |
| Result | Comments |

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| **Subsection 3** – INDEPENDENT DUTY CORPSMAN (IDC) PROGRAM | |
| 0301 | Does the Program Director maintain their respective appointment letter on file from the Medical Officer of the Marine Corps, which appoints him/her as the Program Director for their respective IDC Program? Reference: MCO 6400.1A. |
| Result | Comments |
| 0302 | Has the Program Director appointed an IDC Program Manager in writing? Is the Program Manager an IDC that is an HMC or higher?  Reference: MCO 6400.1A. |
| Result | Comments |
| 0303 | Has the Program Director assigned a physician supervisor in writing for each IDC within the MEFs/MARFOR?  Reference: MCO 6400.1A. |
| Result | Comments |
| 0304 | Has the Program Director and/or IDC Program Manager assigned Major Subordinate Command IDC Program Managers in writing?  Reference: MCO 6400.1A. |
| Result | Comments |
| 0305 | Are quarterly and annual reports forwarded to the HQMC IDC Program Manager via respective chains of command?  Reference: MCO 6400.1A. |
| Result | Comments |
| 0306 | Does the program manager have access to the Independent Duty Corpsman Recording System (IDCRS) or maintain a six-part training record on all IDCs within their designated authority?  Reference: MCO 6400.1A. |
| Result | Comments |
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| 0307 | If the command is not organic to a MEF/MARFOR and has an IDC, does the IDC fall under a BSO-18 (nearest ISIC or MTF) supervision program?  Reference: MCO 6400.1A |
| Result | Comments |
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| 0308 | Does each IDC diagnose and treat a minimum of 30 patients per month? If assigned to instructor billets, as ISIC IDCs, or directorate-level leadership positions at BSO-18 commands, does the IDC diagnose and treat a minimum of 10 patients per month?  Reference: MCO 6400.1A. |
| Result | Comments |
| 0309 | Has the Physician supervisor conducted the IDCs quarterly audits? Reference: MCO 6400.1A. |
| Result | Comments |
| 0310 | Has the Program Director completed all requirements for certification maintenance for all assigned IDCs?  Reference: MCO 6400.1A. |
| Result | Comments |
| |  |  | | --- | --- | | 0311 | Is the IDC authority to see patients (appendix A) file maintained for all IDCs? (not required to be completed, but started by physician supervisor prior to IDC conducting patient care)  Reference: MCO 6400.1A. | | Result | Comments | | 0312 | Do both S-3 and medical ensure that all IDCs obtain and maintain all Patient Care/ Operational certification and training requirements?  Reference: MCO 6400.1A Sec. 2 (c) | | Result | Comments |   **Subsection 4** – FLIGHT AND SPECIAL OPERATIONS EXAMINATIONS | |
| 0401 | Are all personnel involved in Flight or Special Operations duties properly evaluated within required intervals?  Reference: NAVMED P-117, Chapter 15, Section IV, Article 15-70; OPNAVINST 3710.7V, Chapter 8.8.2. |
| Result | Comments |
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| 0402 | Are all Flight and Special Operations duty waivers submitted for review and endorsement through the proper avenues?  Reference: NAVMED-117, Chapter 15, Section IV, Article 15-71; Article 15-105. |
| Result | Comments |
| 0403 | For individuals on special duty status, is there documentation on NAVMED 6150/2 (Special Duty Medical Abstract)?  Reference: NAVMED P-117, Chapter 15, Section IV, Article 15-77. |
| Result | Comments |
| 0404 | Are critical and non-critical flight deck screenings completed for all  flight deck personnel (if applicable)?  Reference: NAVMED P-117, Chapter 15, Section IV, Article 15-96; Article 15-97. |
| Result | Comments |

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| **Subsection 5** –SUPPLY |
| |  |  | | --- | --- | | 0501 | Is there a command policy (controlled substances inventory board) that reflects the proper receipt, storage, and distribution for use of controlled substances in the event a unit draws narcotics (i.e. for field exercises / operations)?  Reference: MANMED P-117, Chapter 21. | | Result | Comments | | 0502 | Are Responsible Officers for Authorized Medical Allowance List/Authorized Dental Allowance List blocks a SNCO or Officer?  Reference: NAVMC 4000.2A, para. 2.5.4.1/2.5.5.1. | | Result | Comments |   **Subsection 6** – HEALTH RECORDS |

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| 0601 | Are paper copy service treatment records and deployment health records maintained within standards for applicable personnel?  Reference: DHA-IPM 18-018 (Dec 11, 2020); DoDI 6040.43; BUMEDNOTE 6150; NAVMED P-117, Chapter 16, Section I, Article 16-10. |
| Result | Comments |
| 0602 | Are paper copy service treatment records or deployment health records properly stored and secured?  Reference: DHA-IPM 18-018; NAVMED P-117, Chapter 16, Section I, Article 16-9; 16-10; DoDI 6040.43; BUMEDNOTE 6150. |
| Result | Comments |