



DEFENSE
HEALTH AGENCY

**OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
HEALTH AFFAIRS**

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MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE ARMY (INSTALLATIONS, ENERGY AND ENVIRONMENT)
ASSISTANT SECRETARY OF THE NAVY (MANPOWER AND RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE NAVY (ENERGY, INSTALLATIONS AND ENVIRONMENT)
ASSISTANT SECRETARY OF THE AIR FORCE (MANPOWER AND RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE AIR FORCE (INSTALLATIONS, ENVIRONMENT AND LOGISTICS)
DIRECTOR OF THE JOINT STAFF
DIRECTOR, HEALTH AND SAFETY, U.S. COAST GUARD

SUBJECT: Standardized Process Guidance for Completing, Approving, and Posting Periodic Occupational and Environmental Monitoring Summaries

- References: (a) Department of Defense Instruction 6490.03, "Deployment Health," September 30, 2011
(b) Department of Defense Directive 3000.10, "Contingency Basing Outside the United States," January 10, 2013
(c) Under Secretary of Defense (Personnel and Readiness) Memorandum, "Waiver of Requirement to Include Occupational and Environmental Monitoring Summaries in Individual Medical Records," July 30, 2013

Periodic Occupational and Environmental Monitoring Summaries (POEMS) are unclassified occupational and environmental health (OEH) monitoring summaries (e.g., noise, temperature, airborne pollutants, soil and water contaminants, and infectious diseases) and population based risks for individuals assigned or deployed to contingency locations as referenced in Department of Defense Instruction 6490.03, "Deployment Health," September 30, 2011, (Reference (a), paragraphs 6.3.1.3., 6.4.3.2, and E4.A2.7), and Department of Defense Directive (DoDD) 3000.10, "Contingency Basing Outside the United States," (Reference (b)). POEMS contain environmental monitoring information reflecting current environmental hazards and conditions that may lead to possible exposure during deployment. They identify both location specific OEH hazards and population based health risks. The overarching goal of the attached guidance is to ensure POEMS are available to medical providers, Service members, veterans, civilian employees, their families, Department of Veterans Affairs claims adjudicators, and the general public. POEMS also will constitute an important data component of the Individual Longitudinal Exposure Record that is under development, providing awareness of environmental health hazards that may impact an individual's health.

Effective immediately, all POEMS will be completed, reviewed, approved for content, reviewed for clearance, and posted online as described in the attached guidance. The Joint Environmental Surveillance Work Group will periodically evaluate the requirements of the

POEMS process to ensure their completion and posting is accomplished in the most efficient and effective manner.

In accordance with the memorandum, "Waiver of Requirement to Include Occupational and Environmental Monitoring Summaries in Individual Medical Records," (Reference (c)), POEMS or other summaries of environmental health conditions and hazards are not appropriate for inclusion in medical records. However, any clinically evaluated individual exposures must be entered into medical records in accordance with Reference (a).

In evaluating cases with deployment related health concerns, health care providers should refer to the applicable POEMS document or contact the installation preventive medicine/public health unit or the applicable Service Surveillance Center for pertinent interpretation. Consultation resources are as follows:

- United States (U.S.) Army Public Health Command (USAPHC)
Phone: (800) 222-9698;
- Navy and Marine Corps Public Health Center
Phone: (757) 953-0700
E-mail: nmcphc-epmnmssc@med.navy.mil;
- U.S. Air Force School of Aerospace Medicine
Phone: (888) 232-3764;
- Additional medical consultative assistance for providers: Environmental Medicine-Clinical Consult Service
Phone: (410) 436-2714, or (410) 436-2578,
E-mail: usarmy.apg.medcom-phc.mbx.emp@mail.mil,
<http://phc.amedd.army.mil/organization/institute/doem/Pages/EnvMed.aspx>

Thank you for your support of these important actions. My point of contact for this action is Dr. Craig Postlewaite, Deputy Chief, Public Health Division, Defense Health Agency. Dr. Postlewaite may be reached at (703) 681-8384, or Craig.Postlewaite@dha.mil.



Douglas J. Robb, DO, MPH
Lieutenant General, USAF, MC, CFS
Director

Attachments:
As stated

cc:

Assistant Secretary of Defense, Health Affairs
Deputy Under Secretary of Defense, Installations and Environment
Under Secretary for Health, Department of Veterans Affairs
Deputy Assistant Secretary of Defense, Force Health Protection & Readiness
Surgeon General of the Army
Surgeon General of the Navy
Surgeon General of the Air Force
Joint Staff Surgeon
Medical Officer of the Marine Corps
Director, Health, Safety, and Work-Life, U.S. Coast Guard
Surgeon General, National Guard Bureau
Director, National Center for Medical Intelligence
Director, Armed Forces Health Surveillance Center
Commander, U.S. Air Force School of Aerospace Medicine
Commander, U.S. Army Public Health Command
Commander, Navy-Marine Corps Public Health Center

Guidance for Completing, Approving, and Posting Unclassified Theater Periodic Occupational and Environmental Monitoring Summaries

Overview:

Periodic Occupational and Environmental Monitoring Summaries (POEMS)

- The Department of Defense Instruction (DoDI) 6490.03, “Deployment Health,” requires the completion of unclassified Periodic Occupational and Environmental Monitoring Summaries (POEMS) to summarize occupational and environmental health (OEH) monitoring results (e.g., noise, temperature, airborne pollutants, soil and water contaminants, infectious diseases) and possible population-based health risks for contingency locations during specific timeframes. POEMS are intended for use by health care providers (military, Department of Veterans Affairs, and private health care providers) and are a resource for Service members and veterans to help address deployment health-related questions and concerns associated with environmental hazards. Completed POEMS documents are not to be placed into medical records and will be accessible from the Military Exposure Surveillance Library (MESL) online at <https://mesl.apgea.army.mil/mesl>. However, any clinically evaluated individual exposures must be entered into the individual’s medical record.
- The Geographic Combatant Commander (GCC) will ensure POEMS are completed by requesting Service support to author and accomplish POEMS in accordance with GCC written guidance. In accordance with DoDI 6490.03, paragraph 5.7, GCCs are responsible for identifying health surveillance resources in plans, and for ensuring OEH monitoring data and reports are submitted. Per paragraph 5.5., the Military Services are responsible for staffing support to conduct activities to identify, evaluate, and document deployment health threats and OEH surveillance. The GCC approves content and recommends the POEMS for public release; each POEMS will be reviewed by the Office of the Secretary of Defense (OSD) Office of Security Review prior to release for posting on a public-access MESL Website, in accordance with DoDI 5230.29, “Security and Policy Review of DoD Information for Public Release.”
- While the goal is the completion of annual POEMS for each contingency location where Service members or the DoD civilians deploy, the GCC should conduct risk-based prioritization of the completion of initial and annual POEMS at semi-permanent and other contingency locations (Ref: DoD Directive 3000.10) within their command, considering: the contingency location’s duration of operations, presence, or absence of a fixed U.S. medical treatment facility, duration and number of assigned personnel at that location, and the environmental health risks for that region or country, to include any changes since the last POEMS was accomplished (Ref: DoDI 6490.03, paragraphs 6.4.1.1.- 6.4.1.4. and MCM 0028-07, “Procedures for Deployment Health Surveillance”).

Completion, Approval, and Posting of POEMS

- The responsible GCC will ensure POEMS are completed in accordance with this guidance and GCC guidance. Any shortfalls in Service support to accomplish POEMS will be elevated from the GCC to the Joint Staff for mediation.
 - POEMS authors must use the POEMS template, developed by the Joint Environmental Surveillance Work Group to fulfill the DoDI 6490.03 requirement, available online at <https://mesl.apgea.army.mil/mesl/healthSummary.jsp>
 - The initial POEMS for a contingency location should be completed within 12 months after completion of the initial Occupational and Environmental Site Assessment (Ref. DoDI 6490.03, paragraph E2.15).
 - Annually, the GCC will update each POEMS or, when still accurate, certify it as current. Locations with the greatest OEH risks and largest magnitude of change since the last POEMS may be prioritized for annual update. When an existing POEMS is no longer current, the GCC will request an updated version from the supporting Service.
 - The OSD Office of Security Review will review and clear each GCC-approved POEMS prior to release for posting on a designated public-access portion of the MESL Website, in accordance with DoDI 5230.29, “Clearance of DoD Information for Public Release.”
 - Where appropriate, POEMS may cover multiple contingency locations within a given geographic area, based on common health risks and availability of data.
 - When determined necessary by the GCC or the Services, and written into GCC or Service guidance, a standardized optional-use SF 600 overprint template (attachment 1) describing the purpose and online availability of POEMS may be placed in medical records.
- The responsible GCC reviews and approves content of POEMS based on the following recommended framework:
 - The GCC staffs the draft POEMS to internal stakeholders, such as GCC Surgeon General, Operations (operational security review), Antiterrorism Office, Environmental, Safety, Public Affairs, and Legal offices.
 - The GCC staffs the comments to the POEMS author (typically, a Service public health center) to adjudicate GCC stakeholder comments.
 - The POEMS author sends the adjudicated and edited draft POEMS to Joint Staff/J-4/Health Service Division (HSD).
- JS/J-4/HSD completes blocks 1–6 of DD Form 1910, “Clearance Request for Public Release of DoD Information,” (attachment 2) and staffs the draft POEMS as follows:

- JS/J-4/HSD annotates block 6 of the DD 1910 with, “Remarks. This Periodic Occupational and Environmental Monitoring Summary (POEMS) provides an official summary of information known about ambient environmental conditions, used to characterize population-level health risks at the specified location(s), in accordance with DoDI 6490.03. The content of this POEMS has been reviewed and approved by the appropriate offices in Block 5.”
- JS/J-4/HSD staffs the POEMS and DD Form 1910 to organizations from which material not already approved for public release originated (e.g., material obtained from limited-access websites). These may include the National Center for Medical Intelligence (NCMI), State Department, or other sources. Requests for NCMI review should be forwarded to NCMI Operations, (301) 619-7574, ncmiops@ncmi.detrick.army.mil.
- JS/J-4/HSD staffs the POEMS, with any comments from NCMI or other sources of material, and the DD 1910 to the author for subject matter expert review and adjudication.
- JS/J-4/HSD staffs the resulting POEMS and DD 1910 to the GCC for final review including adjudication of any new comments. The GCC then indicates final POEMS content approval and recommendation for public release and open publication by signing block 7 of the DD Form 1910 as the submitting agency.
- GCC sends the approved POEMS and its DD Form 1910 back to JS/J-4/HSD.
- Review and release for public Website posting of POEMS (in accordance with DoDD 5230.09, “Clearance of DoD Information for Public Release”, DoDI 5230.29, and the Secretary of Defense Information Security/Website Alert, ALDODACT 11/06, August 6, 2006).
 - JS/J-4/HSD routes the POEMS and DD Form 1910 to OSD Office of Security Review for clearance for open publication (on the public access MESL Website).
 - After receiving clearance, JS/J-4/HSD will electronically transmit each releasable POEMS and DD Form 1910 to the following:
 - The GCC responsible for tracking and reporting on the completion of each POEMS.
 - United States Army Public Health Command (USAPHC) for entry into the Defense Occupations and Environmental Health Readiness System-Industrial Hygiene (DOEHRs-IH) and publishing on the public access MESL Website, via an e-mail to oehs.data@us.army.mil, with a subject line that includes the contingency location, the period the POEMS covers, and date of the POEMS in the following format: “POEMS for XXXX (name of contingency location) for the period YYYYMM to YYYYMM dated YYYYMMDD – for public posting.”

- POEMS and U.S. Air Force Environmental and Occupational Health Workplace Exposure Data reports developed prior the POEMS process, completed previously and residing in the MESL, need the same review process for public release (including use of the DD Form 1910) and posting. The GCC may prioritize the accomplishment of this process considering current OEH risk and magnitude of change in risks.
- Annual certifications of POEMS with minor updates and POEMS without significant health or operational security risks may be approved, documented in DOEHRS-IH, and sent to USAPHC following an abbreviated GCC review.

Reporting on POEMS Completion Status

- The GCCs will report on the status of contingency locations needing POEMS and the POEMS completed, updated, and certified as current (Ref: DoDI 6490.03, paragraphs 5.7.10., E4.A2.2. and E4.A3.2.13, and Tables E4.T2 and E4.T3).
 - The GCCs will report on the status of POEMS quarterly; however, the frequency may be adjusted in the future. POEMS reports from each GCC will route through the JS/J-4/HSD to USAPHC and the Defense Health Agency, Public Health Division.
 - POEMS reports shall include each GCC's listing of contingency locations requiring a POEMS and the date of each contingency location's most recently completed POEMS (date of GCC review and approval in Block 7 of DD Form 1910) and, for recertified POEMS, the date of last certification.