



**DEPARTMENT OF THE ARMY**  
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1  
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WASHINGTON, DC 20310-0300

**MAR 08 2016**

DAPE-CPP

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Department of the Army Civilian Post-Deployment Health Reassessment Implementation Guidance**

**1. References:**

- a. DoD Directive 1404.10, "DoD Civilian Expeditionary Workforce," January 23, 2009.
- b. DoD Instruction 6490.03, "Deployment Health," August 11, 2006.
- c. ALARACT Message 082/2015, 16 May 2015, subject: HQDA EXORD 015-14 Deployment Health Assessment Program.

**2. Purpose.** This memorandum establishes Army-wide implementation guidance for the Post-Deployment Health Reassessment (PDHRA) screening process for all current and previously deployed Department of the Army (DA) Civilian employees in accordance with the above references.

**3. Background.**

a. All Civilian employees selected for, or whose duties include availability for, deployments greater than 30 days, outside the Continental United States, to locations without fixed U.S. Military Treatment Facilities, must comply with the Deployment Health Assessment Program (DHAP). DHAP requirements include an annual deployment health assessment for deployable personnel, a Pre-deployment Health Assessment, a Post Deployment Health Assessment, and a PDHRA.

b. Historically, DA Civilian employees have shown a low rate of participation in the PDHRA. This guidance establishes a framework for planning and managing Civilian PDHRA participation. This framework will help ensure early identification, and referral for further testing or treatment, of Civilian employees experiencing deployment-related health issues, and identify emerging mental health and other deployment-related health concerns. The DHAP supports the Army-wide effort to promote well-being, reduce medical disqualifications, and maximize organization and unit readiness.

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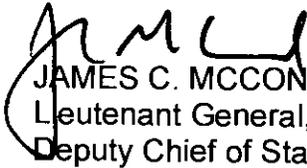
4. Commands at all levels must have a plan in place to ensure their Civilian employees complete the PDHRA 90 to 180 days following redeployment. This requirement also applies to non-operational commands that have gained Civilians who are in the post-deployment periods.

5. The PDHRA screening will be completed within 90 to 180 days following the redeployment of all eligible Civilian employees; or three to six months after discharge from a medical treatment facility as an inpatient if evacuated from a combat zone, or three to six months from the date of medical evacuation from a combat zone if never admitted as an inpatient.

6. Questions regarding this guidance should be directed to Ms. Denetris Winston, denetris.a.winston.civ@mail.mil, or Ms. Jacqueline Lawrence, jacqueline.c.lawrence.civ@mail.mil, Civilian Expeditionary Workforce Branch, Employment Policy Division, Office of the Assistant G-1 for Civilian Personnel.

2 Encls

1. Guidance and Procedure
2. Abbreviations/Glossary

  
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## Enclosure 1

### Department of the Army Post-Deployment Health Reassessment Guidance and Procedures

1. General Information. The Post-Deployment Health Reassessment (PDHRA) Program was implemented in 2005 as part of a comprehensive health program designed to safeguard the long-term health of Soldiers and Department of the Army (DA) Civilians returning from deployment. Field research indicates that health concerns, particularly those involving mental health, are more frequently identified several months following return from an operational deployment. The PDHRA program will ensure early identification and treatment of emerging mental health and other deployment-related health concerns. The DA Civilians program follows the currently mandated PDHRA program which is administered to Soldiers and Civilians are required to complete the PDHRA within 90 to 180 days following redeployment. Deployment Health Assessments (DHA) past due or incomplete over 24 months will be listed as noncompliant and removed from the overall organization/unit DHA compliance percentage in Medical Protection System (MEDPROS).

2. Roles and Responsibilities. In addition to responsibilities listed in DoDI 6490.03 and ALARACT Message 082/2015, the following shall apply:

a. Deputy Chief of Staff, Army G-1.

(1) Assistant G-1 for Civilian Personnel (AG-1CP), Employment Policy Division, Civilian Mobilization and Expeditionary Workforce Branch will provide policy guidance and serve as the primary DA staff under the Deputy Chief of Staff, G-1 DHA Program Manager as the point of contact for the DA Civilian employees DHA and PDHRA matters.

(2) AG-1CP will collaborate with and assist the Office of The Surgeon General and U.S. Army Medical Command in the development of policy guidance that addresses procedures for DA Civilian employee to access healthcare through the Military Medical Support Office (MMSO), record completion of DHA screening in the personnel records of eligible DA Civilian employees utilizing the MEDPROS system and establish service connectivity for care through the Federal Health Benefits Program.

b. Commanders/Directors/Managers.

(1) All redeployed DA Civilians are the responsibility of the Command to which they belong when they have entered the 90 to 180 day PDHRA compliance timeframe or are in a state of non-compliance regardless of the circumstances of their deployment (e.g., they deployed with/from a different Command and subsequently transferred). Commanders have a critical role to play in supporting the PDHRA program and ensuring their employees understand the impact on their organization and their own personal health and well-being.

(2) Have a DHA plan in place to collect and report data as directed on the organization's progress toward achieving 100% Deployment Health Assessment Program

(DHAP) compliance, to include special emphasis on the PDHRA, for DA Civilian employees to ensure DA Civilians complete the PDRHA in a timely manner. This requirement applies to all organizations with DA Civilian employees who are in post-deployment periods. The Vice Chief of Staff, Army (VCSA) has set a goal of 100% compliance. Commands are responsible for ensuring their compliance rates meet the VCSA's stated expectations and remain compliant. Non-compliance rates are documented in the Medical Protection System (MEDPROS) and the Electronic Medical Record and are reported to DA leadership regularly.

(3) Designate a point of contact who will manage the execution of the DHAP program within their commands. In many commands, this individual may be part of the Human Resources organization (G-1) or the Command Surgeon's Office. Commands should designate an individual that will monitor and ensure PDHRA compliance among their redeployed DA Civilian population. In accordance with the DODI 6490.03, the person occupying this position must have access to MEDPROS to produce DHA reports.

(4) Remind redeployed DA Civilians of the requirement to complete their PDHRA no later than ten (10) days prior to the 90 to 180 days PDHRA compliance timeframe by any means available (e.g., in person, by telephone, by electronic mail, etc.).

(5) Assist DA Civilians in using the Occupational Health Clinic within their supporting Military Treatment Facility (MTF) to complete their PDHRA. If there is not a MTF within the DA Civilian's local community, arrangements must be made to provide for PDHRA compliance (e.g., usage of contracted service providers). Current DA Civilians who deployed as Soldiers (Active component, National Guard, Army Reserve, or Individual Ready Reserve) but did not complete their PDHRA prior to separating from military service, may be offered the opportunity to complete the PDHRA on-line with a follow-up screening assessment by a health care provider from the DOD call center. They will call into the following telephone number: 1-888-PDHRA-99 (1-888-734-7299). They should identify to the DOD representative that they deployed as a Soldier.

(6) Be responsible for ensuring PDHRA notification is provided to former DA Civilians that deployed and subsequently left government service while still within the deploying Command's command-and-control structure.

(a) Reasonable attempts must be made to contact and assist former DA Civilians to complete their PDHRA.

(b) Contact must be attempted via telephone, mail, electronic mail, or other appropriate means available to the Command. All contacts must be documented (e.g., date and time of contact, person who initiated contact, type of contact attempted, and outcome of attempt).

(c) Successful contact must be made at least once within the 90 to 180 day PDHRA compliance timeframe or until the former DA Civilian have been made of aware of their requirement to complete the PDHRA.

(7) Contracted services may be used to assist with this process. Currently, each Command would be responsible for costs associated with this contracted service.

c. Supervisors.

(1) The supervisor of a redeployed DA Civilian is responsible for assisting the Command and the DA Civilian in completing the PDHRA.

(2) The supervisor must allow redeployed DA Civilians the time needed to complete their PDHRA.

(3) The supervisor must be aware of the requirements and timelines for PDHRA compliance and must identify DA Civilians within their organization that need to complete the PDHRA.

d. Redeployed DA Civilians. DA Civilians that deploy for greater than 30 days outside the continental United States, to locations without fixed MTFs, have a requirement to complete the PDHRA 90-180 days after redeployment, or three to six months after discharge from a medical treatment facility as an inpatient if evacuated from a combat zone, or three to six months from the date of medical evacuation from a combat zone if never admitted as an inpatient. These employees should take this requirement seriously as this reassessment may assist in identifying deployment-related health concerns.

(1) Civilian employees must acknowledge that, after redeployment to home station, failure to complete the PDHRA within the required period may make them ineligible for future deployment.

(2) Redeployed DA Civilians must notify their supervisor of their availability for scheduling the PDHRA screening requirement and timeline once they return to their home station.

(3) A pre-DHA will be accepted to meet the PDHRA requirement for personnel who deploy within 180 days of the completion of a prior deployment.

(4) The PDHRA process starts with the completion of the Civilian self-reassessment portion of the DD Form 2900. However, it is recommended that Army Resilience Training be completed, using the Global Assessment Tool-Department of the Army Civilian, prior to the completion of the self-reassessment portion of the DD Form 2900. Following the self-assessment a one-on-one confidential session with a health care provider will be conducted.

(5) To start the process of taking the PDHRA, log into AKO, and click-on the "Self-Service" Toolbar and go to "My Medical Readiness" and then click on the link to the DD Form 2900 found under the "Post Deployment Health Reassessment (PDHRA)" tab. This will take you to the MEDPROS Deployment Health Assessments website. Click on the

“DD2900” box located near the center of the screen. This will take you to the “Post Deployment Health Reassessment DD 2900” webpage. Click on the “Start New Survey” box to access the PDHRA questionnaire and complete the electronic DD Form 2900. If you deployed as a Soldier, or with the United States Army Corps of Engineers, please contact the PDHRA Call Center at 1-888-PDHRA-99 (1-888-732-7299).

(6) When DA Civilians have completed the PDHRA questionnaire (DD Form 2900), they should schedule an appointment with the Occupational Health Clinic of the supporting MTF for a face-to-face assessment with a medical professional within the 90 to 180 PDHRA compliance timeframe. They must ensure they are present for their screening.

(7) Redeployed DA Civilians must determine if they are within commuting distance of a supporting MTF. If they are not, they must contact their Command PDHRA Point of Contact or HR representative to determine how they can complete this requirement. Former employees need to contact the Command to which they last belonged for assistance.

(8) Current DA Civilians who deployed as a Soldier (Active component, or National Guard, Army Reserve, or Individual Ready Reserve) who did not complete their PDHRA prior to separating from military service, must call into the Logistics Health Incorporated (LHI) Call Center to complete their PDHRA: 1-888-PDHRA-99 (1-888-734-7299). They should identify to the LHI representative that they deployed as a Soldier.

(a) DA Civilians eligible for Call Center services should first complete their PDHRA (DD 2900) on line using their CAC or AKO access before calling the call center; however, this is not mandatory. If the PDHRA is not completed on line before the telephone call, the telephone completion procedures will require more time to complete.

(b) Once the DA Civilian calls into the Call Center, a medical provider will conduct an interview over the telephone and complete the PDHRA in MEDPROS.

(c) If the individual requires a referral for further evaluation, they will be directed to use the closest supporting Veterans Administration (VA), VET Center, or MMSO if not located near a VA or VET Center. The employee should take their DD 214 and DD 2900 to the VA referral. The Call Center will mail the DD Form 2900 to the individual so they may take the copy to the referral appointment.

(d) For any emergency cases, the Call Center will call the local supporting first responders and notify the designated Command point of contact. In most cases the Command point of contact is the command's PDHRA Action Officer and the name and email will be provided by the Command to the Call Center. Notification of first responders will be followed by contacting the DA Civilian's agency point of contact (as identified in paragraph 1c of this document) and an Army G-1 point of contact.

e. If referral is indicated, guidance is given to DA Civilians to contact their Occupational Health Clinic, private provider, or Employee Assistance Program depending upon the

type(s) of problem(s) presented. The employee with a referral recommendation is also advised to contact their local Injury Compensation Program Administrator.

f. Monthly reports are generated indicating who has been screened and of those, who were referred.

Enclosure 2

ABBREVIATIONS/GLOSSARY

AG1-CP	Assistant G-1 for Civilian Personnel
AR	Army Regulation
BHS	Behavioral Health Specialists
CEW	Civilian Expeditionary Workforce
DA	Department of the Army
DAC	Department of the Army Civilian
DHAP	Deployment Health Assessment Program
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
FHP	Force Health Protection
FM	Field Manual
HA	Health Affairs
LHI	Logistics Health Incorporated
MEDPROS	Medical Protection System
MODS	Medical Operational Data System
MTF	Military Treatment Facility
NLT	No Later Than
PAM	Army Pamphlet
PDHRA	Post-Deployment Health Reassessment
QA	Quality Assurance
VCSA	Vice Chief of Staff of the Army