



Medical Clearance Process for USPSCs, and TCNPSCs not subject to the Local Compensation Plan (LCP)

A Mandatory Reference for ADS Chapter 309

Partial Revision Date: 05/24/2019
Responsible Office: M/OAA/P
File Name: 309mac_052419

**MEDICAL CLEARANCE PROCESSES FOR USPSCs,
AND TCNPSCs NOT SUBJECT TO THE LOCAL COMPENSATION PLAN**

- (a) This mandatory reference implements [AIDAR Appendix D, sec.12, contract clause 3 \(DCC3\)](#). It applies to USPSCs, and TCNPSCs not subject to the local compensation plan, who are serving abroad or traveling abroad for temporary duty (TDY).

Note that pending revisions to the AIDAR Appendix D, the updated standards and procedures of this mandatory reference apply to the types of PSCs specified above.

- (b) **Travel for less than 30 calendar days.** Unless a contractor has a current active medical clearance from the Department of State, Office of Medical Services, USAID requires the contractor to obtain a physician's statement of physical fitness. The Contracting Officer (CO) must not authorize the contractor to travel or begin work without first obtaining the physician's statement (see the specific requirements of [DCC 3](#)).

- (c) **Travel for 30 calendar days or more.** For a contractor whose duties involve travel abroad for 30 consecutive days or more in a calendar year, the CO must obtain a valid medical clearance from the Department of State (DS), Office of Medical Services, Medical Clearance Division (M/MED/MC) as required in [16 FAM 122](#), before awarding the contract for performance abroad, or issuing travel orders for the contractor and any traveling eligible family members (EFMs). Note that medical clearances are valid for differing lengths of time depending on the class of the clearance, place of performance, and any change in the contractor's medical status. The CO must inform the contractor that any Travel Authorization (TA) for travel abroad for 30 consecutive days or more is contingent on the contractor and any EFMs receiving a valid medical clearance from M/MED/MC. M/MED/MC may waive this requirement only in special situations - see **paragraph (f)** below.

The CO must ensure that the contractor complies with the following:

- See M/MED, medical clearances guidance [and instructions](#) available at: <https://www.state.gov/guidance-medical-clearances/>.
- The contractor and examining physician/medical care provider must complete and submit the appropriate form(s). The most commonly applicable forms are the following:
 - [Overseas Pre-assignment Medical History and Exam - Non-Foreign Service Personnel and their Family Members](#) – for the contractor and their EFMs.
 - Medical Clearance Update – for contractors to renew an existing clearance on file with M/MED/MC.

- The contractor must notify the CO in advance if M/MED/MC requests additional tests, so that the CO can issue a pre-contract authorization for the contractor to incur such expenses. Such additional tests will be reimbursed at 100% of the cost to the USPSC, minus any costs paid by the insurance company of the USPSCs, or their USPSC's spouse's, insurance company. For such pre-contract expenses, the CO must ensure sufficient funds are included in the budget and are properly obligated.
- The physician, medical provider, or contractor must submit the required forms, as well as any other relevant documentation, to M/MED/MC as indicated in the forms by either email or fax.
 - M/MED/MC will **not** accept documents sent by regular postal mail. M/MED/MC will also **not** accept documents sent by *both* fax and email; submissions must be made *using only one* of those two methods.
 - M/MED/MC will confirm receipt with an automatic email reply after it receives the documents electronically. In the event the contractor does not receive the auto-reply, the contractor may email MEDMR@state.gov for M/MED/MC to confirm receipt of the documents.
- If clearance is approved, M/MED/MC will inform the contractor in writing using their official form.

(d) Additional Tests

- If M/MED/MC requires additional tests before providing the clearance, M/MED/MC will inform the contractor, in writing, using their official form.
- It is USAID policy that the contractor is eligible for reimbursement for such tests, minus any costs paid by the contractor's, or their spouse's, insurance company (see [ADS 309](#)).
- Before the contractor undergoes such additional tests, the CO must ensure sufficient funds were included in the budget to reimburse the contractor, and the CO must provide a pre-contract authorization to the contractor for such expenses.

(e) Mission-Specific Forms. The CO must ensure the contractor submits any additional medical forms as may be required by a specific Mission or Operating Unit (e.g. Afghanistan or Iraq Pre-Deploy. Physical Exam Acknowledgement Sheet).

(f) Clearance Waivers. M/MED/MC has agreed to waive clearances on a case-by-case basis for contractors who are travelling abroad for work on emergency/disaster relief missions (e.g. Office of Foreign Disaster Assistance (OFDA)).

See also DS cable [14 STATE 31156](#). For other questions about medical clearances or waivers, contact M/MED/MC by emailing: MedClearances@state.gov.

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