



The In-Service Medical Clearance Process Made Easy

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Office of Medical Services
Medical Clearance Section**

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Mission Statement:

**"To safeguard and
promote the health
and well being of
America's global
Diplomatic
community."**



Medical Clearance Update

The in-service medical clearance update can be confusing. However, the following information will help explain the process and show you the way to a speedy clearance decision.

Why Do I Need to Update My Medical Clearance?

The medical clearance process is designed to identify health care problems before employees (or eligible family members) depart for their onward overseas assignment. If ongoing medical care or educational needs are known, then they are matched with available overseas resources. Adequate medical resources may not be available in some countries. Therefore the clearance process is individualized to meet the unique health needs of each person.



Required Medical Clearance Form:

- DS-3057 for Adults and Children

The Medical Clearance Process

- The employee completes the required form for each member of the family. Laboratory and clinical evaluation are not required to submit the DS-3057.

- Please scan medical documents into .pdf format and send via email to medMR@state.gov. If you are unable to scan **FAX**, *do not mail*, the DS-3057 to Medical Records (703) 875-4850. Keep original documents for your permanent files.

Tips for Your In-Service Medical Clearance Update

1. Take charge! Ask questions! Get involved! It is *your* clearance. Failure to have all family members' medical clearances completed will delay the issuing of travel orders for individuals departing Washington, DC.
2. You may start one year prior to departing for your next overseas assignment. The clearance is good for two years or the length of tour, whichever is longer.
3. Clearly print the person's name on each page submitted to Medical Records.
4. Provide a current phone number and valid mailing address.
5. Medical Clearance Notices will be sent to your e-mail address. Please make sure your e-mail address is correct. Your clearance determination will be sent to you via e-mail and US mail.
6. List your prescription medications, hospitalizations, and medical conditions since your last clearance.
7. Please check the signature area. A missing signature will delay the medical clearance review process.

Bidding with a Post-Specific Clearance (Class 2)

1. Submit status reports for all known medical conditions (For example: diabetes, heart surgery, hypertension or depression). A letter from your health care practitioner providing a *status report* including the required follow-up medical care (and frequency) is required.
2. Bidders who are unsure of their clearance constraints should consult with their Embassy



Medical unit, RMO or Medical Clearances (if posted in the U.S.) to discuss their clearance status and bidding.

3. Special Education Reports: if your child has a learning disability or special educational needs, please provide a copy of the most recent Individual Education Plan (IEP) and school reports to the Employee Consultation Service (ECS) FAX: (703) 875-4850.
4. Report name changes to your Human Resources Technician and Medical Records (703) 875-4842.
5. All new eligible family members (For example: birth, adoption or marriage) require a medical clearance. In addition, an updated OF-126 is required for Department of State employees.
6. Do not travel to your next overseas assignment without a valid medical clearance. A pending clearance (previously called Class 7) is not a valid clearance. Contact the Medical Clearance Section for instructions if you receive a "pending" notice.
7. Manage your chronic or long-term illness. Keep accurate records and notify Medical Clearances of any change in your health status.
8. Questions: Call Medical Clearances (703) 875-5411.