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UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3800 BELLEAU WOOD
SAN DIEGO, CALIFORNIA 92140-5199

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BnO 6010.1A
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2 Dec 98

BATTALION ORDER 6010.1A

From: Commanding Officer
To: Distribution List

Subj: PROCEDURES FOR MAINTAINING MEDICAL, DENTAL, AND ADMINISTRATIVE
READINESS

1. Purpose. To establish procedures to maintain medical, dental, and administrative readiness.

2. Information

a. Medical. The Branch Medical Clinic will publish a roster on the Bulletin Board System (BBS) of Marines that require shots, physical exams, and other medical treatment. Marines that require shots will report to the Branch Medical Clinic between 0800 - 1100 or 1300 - 1500 on Monday thru Friday. Yellow fever shots are given on Thursday from 1330 to 1430. Marines needing physical exams, or PAP tests will call 4-1565 for an appointment. If the Marine is on leave or TAD, the section NCOIC/SNCOIC can call to schedule the appointment.

b. Dental

(1) A Marine's annual exam should be conducted within 12 months of his/her previous exam.

(2) Dental will publish on the BBS a roster of Marines who have not received an annual exam within the last year (the Class 4 roster). When a Marine appears on the roster, he/she must call dental at extension 4-4005 to schedule an annual exam appointment. Once the appointment is scheduled the date will appear under the Appointment Date column. When the Marine reports for the appointment and completes the exam, he/she will be removed from the Class 4 list. If the Marine fails to keep the appointment, "Failed" will appear under the appointment date column. The Marine must call to reschedule an appointment.

(3) If additional work is needed after the annual exam, that work will be scheduled and the Marine will be reported on the Class 3 (immediate dental needs) roster on the BBS until all work is completed to upgrade the Marine to Class 1 or 2. When a date appears under the appointment date column on the Class 3 report, that means that an appointment is scheduled. If there is no date, that means an appointment is not scheduled and the Marine must call dental to schedule an appointment. If the Marine fails to keep an appointment, "Failed" will appear and the Marine must call to reschedule an appointment.

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c. Administrative. Marines are required to have an audit of their service records conducted annually. The audit will be conducted after the annual Leave and Earning Statement (LES) is received. As an example if the last digit of the Marine's social security number is 6, the annual LES (i.e. June LES) will normally be received by 15 July at the Consolidated Personnel Administrative Center (CPAC). CPAC will publish a roster of Marines requiring audits on the BBS and announce when the monthly audit class will be held.

3. Procedures

a. Medical and Dental

(1) Monthly medical and dental will update the rosters of Marines requiring treatment.

(2) The S-4 will send an E-Mail to the battalion announcing that the rosters have been updated and providing coordinating instructions.

(3) Section OIC/SNCOIC will ensure their Marines complete their medical and dental requirements by the end of the month.

b. Administrative

(1) CPAC will update the roster of Marines requiring an annual audit.

(2) The Adjutant will send an E-mail to the battalion announcing that the rosters have been updated and providing coordinating instructions.

(3) Section OIC/SNCOIC will ensure their Marines complete the administrative requirements by the end of the month.

4. Action. Company Commanders, Adjutant, S-4, CPAC and section OIC's will comply with the procedures outlined above.



P. J. MULLIN

DISTRIBUTION: A
Medical
Dental