

**BY ORDER OF THE COMMANDER  
SPANGDAHLEM AB (USAFE)**

**SPANGDAHLEM AIR BASE  
INSTRUCTION**



**48-106**

**18 MAY 2023**

***Aerospace Medicine***

**NON-US CITIZEN CIVILIAN  
EMPLOYEE OCCUPATIONAL HEALTH  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 48-1, *Aerospace Medicine Program*, USAREUR Standard 40-11, *Occupational Health Services Contract*, as well as the Host Nation Laws (Arbeitsmedizinische Vorsorge). This instruction applies to all Non-US civilian employees who are exposed to potential workplace hazards. It explains the agreement between the Air Force and the German Occupational Health Clinic. It establishes responsibilities and guidance for conducting the Non-US Citizen Civilian Employee Occupational Health Program and applies to all organizations involved in ensuring the proper medical exams for industrial work centers and administrative workplaces at Spangdahlem Air Base, or the geographically separated units where exposure to any hazard is possible. It provides a comprehensive approach to the prevention and control of occupational illnesses and ensures the standardization of procedures for any required/recommended occupational medical surveillance. The success of the program depends on the cooperation of the Civilian Personnel Office (CPO), 52d Operational Medical Readiness Squadron, Public Health (PH) Flight (52 OMRS/SGXM), Contracted Occupational Health Provider, affected squadrons, supervisors, and employees. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility

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### ***SUMMARY OF CHANGES***

Major changes include administrative and format changes. Responsibilities for the different offices have changed. Name of the occupational health contractor was deleted and replaced by the term “occupational health provider”.

## Chapter 1

### PROGRAM OVERVIEW

**1.1. Overview:** All offices with primary responsibilities listed below are required to develop procedures for ensuring requirements are met. Close coordination between offices is necessary in order to avoid problems with scheduling, performing visits, and determining appropriate examinations and restrictions.

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### 2.1. PH shall:

- 2.1.1. Organize and administer the program.
- 2.1.2. Oversee the mass exam schedule and the shop visit schedule
- 2.1.3. Present pertinent documents to Occupational Health Provider and ensure all information is correct.
- 2.1.4. Ensure CPO and Works Council receive all necessary information and documents (for example: list of medical hazardous work areas including recommended exams, and shop visit reports).

#### 2.2. CPO shall:

- 2.2.1. Send monthly updated roster of newcomers, overhires, retirees and other terminations to PH.
- 2.2.2. Provide necessary information as well as the Occupational Health Data Sheet – Non-US Employees (OHDS, USAFE Base Form 106) and the information sheet on occupational employment and health protection to new personnel and PH.
- 2.2.3. Ensure that pre-placement exams are completed before entering employment.
- 2.2.4. Assist, suggest, and advise the Works Council of personnel changes due to the results of the exams.

#### 2.3. The supervisor shall:

- 2.3.1. Act as point of contact for the individual employee and responsible for exam attendance.
- 2.3.2. Arrange and coordinate with PH or Occupational Health Provider for the appointments (during duty hours, if possible).
- 2.3.3. Assist and support the Non-US Citizen Civilian Employee Occupational Health Program and keeps employees informed of the program.
- 2.3.4. Help employees with necessary forms and documentation (filling out OHDS).
- 2.3.5. Report any changes on the OHDS to PH.
- 2.3.6. Inform the Works Council of any health problems that might jeopardize the continuous work capability of the employee, so the Works Council may recommend further actions.
- 2.3.7. Arrange transportation to the location of the exams. If necessary, the employee will be reimbursed for using privately owned transportation to the exam. If the employee attends an exam during off duty hours, he/she will be time compensated.

#### 2.4. The Occupational Health Provider shall:

- 2.4.1. Accomplish exams as scheduled and send results of the exam to PH within 10 working days.

2.4.2. Perform shop visits as scheduled and send reports to partaking parties within 10 working days.

2.4.3. Send the bills appropriately.

**2.5. The Works Council shall:**

2.5.1. Be involved in all matters/actions which require their attention in accordance with the Personnel Representation Law.

LESLIE F. HAUCK III, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

**AFPD 48-1**, *Aerospace Medicine Enterprise*, 7 June 2011

**USAREUR Standard 40-11**, *Occupational Health Services Contract*, 5 August 2005

**Arbeitsmedizinische Vorsorge ArbMedVV** (Ordinance on Preventive Occupational Health Care), 12 July 2019

***Prescribed Forms***

None

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

USAFE Form 106, *Occupational Health Data Sheet – Non US Employees (Germany)*

***Abbreviations and Acronyms***

**AFPD**—Air Force Policy Directive

**CPO**—Civilian Personnel Office

**OHDS**—Occupational Health Data Sheet

**PH**—Public Health

**USAFE**—United States Air Force Europe

**USAREUR**—United States Army, Europe