



Flight Medicine Physician

49th Medical Group, Holloman AFB, NM

CONTRACT #: HT940723F0024

PERIOD OF PERFORMANCE: 1 JUNE 2023- 31 MAY 2027

OPTION YEARS: 3

ANNUAL CONTRACT HOURS:

BASE YEAR: 1920

OPTION YEARS: 1912

Introduction: The Contractor shall provide primary care services for active duty personnel and their family members to the 49th Medical Group Holloman AFB, NM

Place of Performance: The work to be performed under this contract will be the MTF located on Holloman AFB, NM. HCWs will receive notification two weeks prior to any reassignment to another location within a 40-mile commuting radius of their assigned MTF.

Hours of Performance: The MTF operates between the hours of 0700 and 1700, Monday through Friday. Contract HCW shifts will normally be scheduled for an eight (8) hour period during these hours of operation. Flexibility with duty schedule is authorized with prior coordination between the Contracting Officer's Representative (COR) and the HCW. **In no instance shall the HCW provide services in excess of forty (40) hours per week. There are no Overage or On-Call hours authorized on this TO.**

Note: Hours worked do not include lunch breaks or travel time to reach the MTF or other places of performance.

Work Schedule: Duty hours are established by the assigned COR and will be for an eight (8) hour shift between 0700 and 1700 hours, Monday through Friday. Flexibility with duty schedule is authorized with prior coordination between the COR and the Contract HCW. In no instance shall the HCW provide services in excess of eight (8) hours per day or forty (40) hours per week

On Call/Call Back/Overage Hours: N/A

Billing for Services: The Contractor will only be paid for the actual hours the HCW provides services



Scheduling: The schedule or scheduling process is as follows:

The schedule or scheduling process will be managed by the COR assigned responsibility for this TO. At the mutual agreement of the Contractor and the Government, alternative schedules may be implemented, such as a compressed work schedule. Any changes in the schedule shall be coordinated between the Contract HCW and the Government. Any planned absences of the HCW shall be communicated to the Government supervisor in advance of the absence in order to ensure that clinical operations are not adversely affected. The Government reserves the right to change shift hours with advance notice to accommodate patient care needs and mission requirements.

Recording HCW Time: Changes to the recording of HCW time identified in the contract PWS are as follows: Contract HCW shall provide their assigned COR with a courtesy copy of their timesheet or record of hours worked at the time it is reported to their employer.

Closures: Under this task order, closures will be classified as either planned or unplanned.

Planned Closures: During a planned closure of the facility (due to training, federally recognized holiday, etc.), services of the Contract HCW will not be required, and the Contractor shall not invoice the Government for those hours.

Unplanned Closures: During an unplanned closure (due to unusual and compelling circumstances such as natural disasters, military emergencies, severe weather, etc.), the Contractor will be compensated for the unplanned closure

Mission Essential: N/A

Recognized Holidays: Contract HCWs **will not** be required to work on federally recognized holidays.

General Requirements:

Periodic Progress Meetings: Contractor **will** be required to attend periodic progress meetings at no additional cost to the Government. The terms at which the periodic meeting will be conducted include: Periodic progress meetings will only be required if performance issues fail to meet requirements defined in the TO. Should the Government determine these meetings are necessary, they may be conducted by telephone.

Contractor Travel: n/a

Orientation: Orientation will be paid at the **billable rate** compensated separately. Prior to performing services under this TO, Contract HCWs will be provided a Government-led orientation to familiarize HCWs with the policies and procedures of the MTF. Orientation attendance is required for all Contract HCWs and will be scheduled by the COR or Department Chief during normal duty hours.

Computer Skill Competency: Each Contract HCW shall demonstrate competency as required in the contract and as follows:

HCWs shall have experience working with an electronic health records system and will be expected to possess computer skills sufficient to satisfactorily perform all tasks required as described in Part 5 of this TO.

Contractor must be knowledgeable of the policies and procedures of their specific place of duty and of the medical activity. Such training may include instruction on automation processing, quality assurance policies,



and local in-service and safety briefings. This training shall be conducted during the scheduled shift of the HCW.

If additional training is needed due to mission changes, the MTF Information Management Office will conduct required computer training. This training will be provided at no cost to the Contractor. The COR or Clinic will schedule this training. The MTF will not reimburse the Contractor for any additional expenses incurred while undergoing any computer training.

MTF Standards: Specific policies, procedures, and instructions/regulations for the place of performance are as follows:

Specific policies, procedures, and instructions/regulations for the place of performance such as code of conduct, dress code, and standard operating procedures will be provide during orientation by the MTF.

Competency-Based HCW Interviews: Prior to HCW placement, the Government **will** contact the HCW to determine if the HCW meets the requirements set in the contract and/or task order.

Government Furnished Items and Services

General

The following additions are made to the Government furnished items and services for this TO:

The Government will provide an MTF identification card. The Contractor shall ensure its HCWs comply with MTF policy regarding the identification cards. The HCW shall coordinate with the COR in obtaining an identification badge. The HCW shall wear the identification badge in accordance with MTF policy. The HCW shall surrender the identification to the COR on his/her last contracted day of duty at the MTF. The HCW shall notify the COR immediately upon the realization that the Government identification card is lost or stolen.

Common Access Card: Access to DOD computer systems requires the issuance/use of a Common Access Card (CAC). The CAC issued to a contract HCW is an official Government credential, a controlled item and considered property of the U.S. Government. The issued CAC must be turned in to the COR on the employee's last day or upon notification of termination of contract employee services with the MTF. Failure to turn in the CAC may result in withholding of final payment.

Any space or equipment used by the Contractor's HCWs in performance of this contract may be used by the Government for other purposes during his/her absence. Items of clothing, personal effects, or equipment may not be able to be secured at all locations. The Government will not incur any liability for theft, damage to, or loss of such personal items.

Emergency Health Care for HCWs: The MTF will provide emergency health care for injuries or life-threatening medical emergencies occurring while on duty. The Contractor shall reimburse the Government for such services as billed by the MTF, unless the HCW is otherwise authorized to receive such series at no cost (e.g.is retired military or is a military dependent).

Contractor Furnished Items and Responsibilities

Rubber Stamp: The Contractor **will not** be required to ensure privileged HCWs providing services on this contract have a rubber stamp.

General: The HCW will have their own scrubs or appropriate professional civilian clothing.



Minimum QUALIFICATIONS

- **Degree:** Possesses a doctor of medicine degree or a doctor of osteopathy degree from an approved school of medicine or osteopathy.
- **Certification:** Current board certification in Aerospace Medicine is highly recommended. If not board certified in Aerospace Medicine, then must show proof of completion of any medical residency program and must have a minimum of 3 years of U.S. military Flight Surgeon experience.
- **Foreign Students:** Provide copy of completed Fifth Pathway of ECFMG.
- **Documentation:** Provide copies of all Postgraduate Training Certificate(s)
- **Licensure:** Possess and Maintain current U.S Medical License
- Possess and Maintain current NPI Certification/Registration
- Evidence of Approved Continuing Medical/ Health Education
- Possess and Maintain current BLS. The card must display the American Heart Association, the American Red Cross or Military Training Network emblem. **Web-based classes do not meet required standards.**
- **Legal Authorization to Work in the United States:** HCW performing under this contract must be a U.S. Citizen or as defined by the Department of Homeland Security, U. S. Citizenship and Immigration Services, either a noncitizen national of the United States, lawful permanent resident of the United States, or alien authorized to work in the United States. Eligibility to be issued a Common Access Card (CAC) is a mandatory
- **Experience:** The applicant must have a minimum of 35 hours of direct patient care in the past year. Applicant must have a minimum of 3 years' experience in the last 10 years having served as a privileged flight surgeon at a US Military installation, with experience in:
 - U.S. military medical standards to conduct special operational evaluations, including (but not limited to) PHA for flyers/special duty personnel, initial certification exams for flying/special duty applicants.
 - Aeromedical disposition for flying/special operational duty.
 - Conducting adaptability rating assessment for military special duty applicants.
 - Applying medical, fitness and profiling standards IAW AFIs 48-123, 36-2905 and 10-203 (including profiling and duty restrictions as Profile Officer).

HCW Health Requirements: The Contractor shall provide documentation certifying health requirements such as immunizations, annual vaccinations, medical testing (i.e., tuberculosis, N95 particulate respirator duckbill mask fitting) and physical examination when required at the time of initial placement. In addition:

OSHA requires that all contract personnel who will have occupational exposure to blood or body fluids, or other potentially infectious materials, shall receive Hepatitis B vaccine, sign a voluntary declination, or have documented proof of immunity to Hepatitis B infection. Personnel who sign declinations may change their minds at any time and receive the Hepatitis B vaccine without penalty.



Argent Technologies, LLC

Occupational Health: The HCW shall be required to obtain documentation of required physical testing or a report of a physical examination. All HCWs shall be physically capable of satisfactorily performing all tasks required of the position description as established in the task order for extended periods of time. The nature of this work may, at times, demand the contracted HCW be capable of responding to urgent/emergent medical issues. The MTF reserves the right to determine what is considered satisfactory performance. The Contractor shall be responsible for the expense and documentation of required physical testing and obtaining verification from the HCW's licensed medical practitioner certifying that the HCW is free from mental or physical impairments that would restrict the HCW from providing the services described in the contract and TO.

Tuberculosis Screening: The additional immunization/screening requirements for the risk of exposure to tuberculosis (TB) are as follows:

Prior to initial performance, all HCWs must produce documentation of an appropriate TB test protocol (either the two-step tuberculin skin test (TST), or an approved blood assay for TB screening) that was performed within the previous 12 months.

Privileged HCWs must obtain clinical privileges at the MTF prior to providing health care services.

Security Investigative Requirements: The estimated average time, in days, it takes to complete a security investigative package is: **seven (7) calendar days.**

NLT **seven (7) calendar days** before HCW required start date (for initial HCW placement and for any replacement HCW), the Contractor shall provide the complete and accurate Security Documents Package for the HCW. This package shall contain OF306, AF Form 2583 and copy of the background check completed by the employer. If a formal report cannot be provided, a memorandum on the company's letterhead shall state the type of investigation completed, when the investigation was completed and results of that investigation. The COR will coordinate the investigative process with the Unit Security Manager. Using the security investigative documents received, the Unit Security Manager will establish an account in a secure website called Electronic Questionnaires for Investigations Processing (e-QIP) and provide directions to the HCW. The HCW will be required to complete this prior to reporting on their first day. The COR may be reached via the contact information provided in section 1.5.5 of this TO PWS.

HCWs shall be subject to the following security processes for fingerprints:

The Contractor shall provide a complete and accurate Security Documents Package and completed the e-QIP application prior to the Contract HCW report date. The COR will schedule an appointment with the Unit Security Manager for the HCW's first day. The Unit Security Manager will schedule HCW for fingerprints during that appointment.

The HCW shall complete either an **SF-85** Questionnaire for National Security Positions (or equivalent OPM investigative product) this is accomplished electronically using the Electronic Questionnaires for Investigations Processing (e-QIP) application.

Pharmaceuticals: Credentialed HCWs authorized to prescribe pharmaceuticals shall become familiar with the MTF formulary and prescribe pharmaceuticals according to the drugs listed. The MTF Pharmacy Service will provide instruction to all prescribing HCWs on substitutions of generic drugs. HCWs shall prescribe and dispense medications as delineated by the MTF.



Duties: The duties include but are not limited to the following:

The applicant must be able to locate, interpret and apply current regulations

The flight medicine physician shall provide health care to beneficiaries assigned to the Flight Medicine Clinic, Occupational Health Clinic, or other civilian Flight Medicine physician positions as defined by the MTF. These tasks include performing primary care and occupational health clinician duties and the associated administrative tasks.

Care shall include but not be limited to continuing, comprehensive health maintenance and provision of medical care, including preventive medicine, behavioral health, occupational health, and community health.

The civilian Flight Medicine physician may become the primary care manager (PCM) for a panel of patients. As a PCM, the flight medicine physician will be the primary person responsible for the management of the health and wellness of his/her assigned patients.

Duties Include:

- Examination of patients, formulation of differential diagnostic plans, ordering of appropriate diagnostic testing.
- Interpretation of examination findings and test results, and implementation of treatment plans.
- Determination of the need for consultation and assisting in medical care and treatment provided at the direction of other specialists.
- Approving/disapproving subspecialty referrals.
- Directing case management activities
- Answering patient telephone consults with the assistance of clinic staff.
- Providing primary and secondary preventive maintenance care.
- The Chief, Flight Medicine Clinic will assign specific duties/patient care assignments, and other duties deemed necessary. All inpatients will be admitted as per the local MTF instructions.
- Diagnose and treat a wide-range of adult acute and chronic diseases and injuries including but not limited to conditions of the:

Skin	Throat	Musculoskeletal System	Endocrine System
Head	Neck	Genitourinary System	Psychiatric and
Eyes	Cardiovascular System	Reproductive System	Behavioral Health
Ears	Pulmonary System	Lymphatic System	
Nose	Gastrointestinal System	Central Nervous System	

- Perform medical procedures and maintain certification where appropriate to include, but not limited to, the following:

Basic Life Support	Cardioversion of life threatening arrhythmias
Secure and maintain an adequate airway, to include endotracheal intubation	Simple minor surgical procedures: punch biopsies, excision of skin lesions



Argent Technologies, LLC

Simple abscess incision and drainage

Nail trephination

Sling or swath injuries

Suture simple laceration

Suture removal

Cryotherapy

Nebulizer treatment

Bladder catheterization

Cultures (throat, wound)

Remove ocular, nasal and ear foreign bodies

Clearing of ears by flush technique

Reduce simple dislocations and fractures, when appropriate

Bandaging of sprains, minor burns, and minor lacerations

Perform venous punctures for lab studies and interpret results

Administer intravenous, intramuscular and subcutaneous medications as appropriate

Stabilize and evaluate cervical spine injuries as appropriate

Splint and stabilize traumatic injuries to extremities

Review, interpret, and act upon medical surveillance data relating to the Occupational Health program.

Prepare records and reports as required in support of services rendered in accordance with established procedures.

Attend and participate in patient care reports, review meetings, patient care conferences, team conferences, professional staff conferences and other appropriate professional activities only to the extent that such attendance and participation is relative to assigned cases and/or performance of services.

- Civilian flight medicine physicians will not fly (as part of their duties), or participate in exercises beyond the scope of medical care specified in their privileges and/or credentials. They will not be utilized as Squadron Medical Element physicians.
- Credentialed civilian flight medicine physicians may respond to HAZMAT and in-flight emergencies. After hours coverage will only be provided if requested by local authorities and written into local contract.
- Conduct special operational evaluations and determinations, including (but not limited to):
 - PHA for flyers/special duty personnel.
 - Initial certification exams for flying/special duty applicants (including foreign military personnel attending US military training, initial health screening for foreign military personnel attending US military training).
- Conduct adaptability rating assessment for military special duty applicants.
- Make PRP/PSP determinations IAW DoD 5210.42R and AFMAN 10-3902.
- **Aeromedical Dispositions:** Civilian Flight Medicine providers will be allowed to make aeromedical dispositions ONLY if they meet the Qualifications criteria listed in section 1. Aeromedical dispositions must be specifically listed on the Flight Surgeon's credentials and privileges list, which requires initial review and approval by the MTF's SGP. The term "aeromedical disposition" includes drafting and reviewing aeromedical waivers, approving DNIF/DNIC, and return-to-fly 1042s. Exceptions to this policy



Argent Technologies, LLC

require approval from AFMSA/SGPF. Civilian Flight Surgeons will be granted base-level waiver authority only on approval of MAJCOM/SGP.

- Apply medical, fitness and profiling standards IAW AFIs 48-123, 36-2905 and 10-203 (including profiling and duty restrictions as Profile Officer).
- Complete deployment health assessments

I have read and fully understand the minimum qualifications and duties and will comply with all requirements under this contract service.

(Print Name)

(Signature)

(Date)

