



MISSOURI NATIONAL GUARD
JOINT FORCE HEADQUARTERS
IKE SKELTON TRAINING SITE
2302 MILITIA DRIVE
JEFFERSON CITY, MISSOURI 65101-1203

NGMO-HRD-HN

20 September 2016

MEMORANDUM FOR DISTRIBUTION A

SUBJECT: Preplacement, Baseline, and Termination Physicals

1. In accordance with AR 40-5 and DoD 6055.5M, newly hired personnel who may be potentially exposed to health hazards in the work environment or who are assigned to positions requiring specific standards of physical fitness are required to have a pre-placement or baseline physical. New hires include **wage grade and wage leader** temporaries, indefinites and permanent dual status technicians.
2. Supervisors are required to coordinate pre-placement, baseline, and termination physical appointments with the Occupational Health Office. Supervisors will need to ensure these employees **legibly** and **completely** fill out the updated demographic information template and the Occupational Health form. A good contact number and military and civilian e-mail addresses should be included on the form. This form can be found on moguard.com under Human Resources, and then State Occupational Health.
3. All wage grade employees may start their position before their baseline or preplacement physical, however, their continued employment is contingent upon the physical results.
4. In addition, **wage grade and wage leader**, hired personnel require a termination examination when they terminate employment or a termination of exposure occurs. Termination of exposure examinations are performed when exposure to a specific hazard has ceased, for example, transferring from a WG to a GS position, or between one job code to another. Exposure to specific hazards may cease when a worker is reassigned, a process is changed, or the worker leaves employment. Please contact the Occupational Health Office for further guidance and coordination of termination examination appointments.
5. Individuals who leave their technician status to accept employment within the Active Guard or active duty military status and subsequently want to exercise reinstatement rights back to technician status may be required to take a return to duty physical. This decision will be made by the Human Resources Officer and The Adjutant General. This requirement may also apply to technicians who return to work from and on-the-job injury.
6. This memorandum supersedes NGMO-HRD-HN memorandum dated 8 March 2016, subject same as above.
7. The point of contact is the Occupational Health Office at (573) 638-9500 x 39743.

FOR THE ADJUTANT GENERAL:

RODNEY K. GINTER
LTC, MP, MOANG
Director of Human Resources