



**mUNITED STATES MARINE CORPS**  
MARINE CORPS LOGISTICS BASE  
814 RADFORD BLVD STE 20312  
ALBANY, GEORGIA 31704

BO 6120.5  
A20000  
3 Nov 03

BASE ORDER 6120.5

From: Commanding Officer  
To: Distribution List

Subj: PREVENTIVE HEALTH ASSESSMENT

Ref: (a) OPNAVINST 6120.3

1. Situation. The Preventive Health Assessment (PHA) is directed by the Chief of Naval Operations as an effective tool to consolidate medical, occupational health and risk screening services, medical record review, preventive counseling, and risk factor communication under the umbrella of an annual assessment for all active duty men and women. Reference (a) was implemented to ensure the operational readiness of Marines and Sailors worldwide.

2. Mission. The purpose of this Order is to provide clear guidance for Marines and Sailors in order to maintain their medical readiness on an annual basis.

3. Execution

a. Branch Medical Clinic

(1) The Medical Records Division will generate a PHA list of Marines and Sailors who have a birthday in the current month. This list will then be forwarded to the Company Gunnery Sergeant via e-mail for dissemination. Individual Marines will call for an appointment at 639-5976, option #1, to schedule appointments on Tuesdays.

(2) For those Marines who fail to make an appointment or fail to show up for their appointment, the Medical Records Division will generate a list and send it to the Company Gunnery Sergeant. Those Marines who call medical and attempt to cancel are to be referred to the Company Gunnery Sergeant before they are permitted to cancel their appointments.

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b. Company Gunnery Sergeant

(1) Serve as the Marine command lead for the PHA Program.

(2) Disseminate the PHA list to the Marines and Sailors who are on the PHA list for their birth month. Provide the Marines and Sailors with the POC for the clinic to make an appointment.

(3) Identify Marines who fail to show up for scheduled PHA to their respective platoons for appropriate action.

c. Individual Marines and Sailors. Contact the Branch Medical Clinic at 639-5976, option #1, upon notification that a PHA is required. In order to simplify this process, appointments will be made with an Independent Duty Corpsman scheduled solely for Preventive Health Assessments. If possible, all requirements will be completed in one day. Those Marines or Sailors that need to return are those that have medical conditions that require further medical evaluation or treatment.

4. Command and Signal

a. Command. This Order applies to all active duty and reserve Marines and Sailors assigned to MCLB Albany, Georgia.

b. Signal. Questions or problems may be addressed to the NAVHOSPJAX Branch Medical Clinic, Physical Examinations Division Bldg 7200, MCLB Albany, Georgia, 31704, telephone 639-7813.

(signed)  
J. R. WINGARD

Distribution: A