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NASA
Procedural
Requirements

NPR 1810.1A
Effective Date: August 02, 2006
Expiration Date: August 02,
2011

COMPLIANCE IS MANDATORY

Health Services for International Travel or Assignment

Responsible Office: Office of the Chief Health & Medical Officer

NASA Interim Directive (NID): Health Services for International Travel or Assignment (April 2, 2008), NM 1810-61 (NASA Only)

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Preface

P.1 Purpose

This NASA Procedural Requirement (NPR) prescribes the Occupational Health (OH) responsibilities and procedures for safeguarding the health of NASA employees on international travel or assignment. It establishes the minimum content for the traveler health program and ensures that no official international travel orders shall be utilized by NASA civil service employees until medical clearance is obtained, in accordance with Agency travel policy.

P.2 Applicability

This NPR applies to NASA Headquarters and Centers, including Component Facilities, and to the Jet Propulsion Laboratory (JPL) to the extent specified in its contract with NASA, hereinafter referred to as "NASA Centers."

P.3 Authority

- a. 42 U.S.C. S 2473 (c) (1), Section 203 (c) (1) of the National Aeronautics and Space Act of 1958, as amended.
- b. 5 U.S.C. S 7901, Health Service Programs.
- c. 5 U.S.C. S 8101 et seq., Federal Employees' Compensation Act, as amended.
- d. 5 CFR, Chapter 1, Part 339, Medical Qualification Determinations.
- e. 48 CFR, Part 1852.242-78, NASA FAR Supplement, Emergency Medical Services and Evacuation.
- f. 29 CFR Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters.

P.4 References

- a. 5 U.S.C. S 552a, the Privacy Act of 1974.
- b. NPD 1800.2, NASA Occupational Health Program.
- c. NPD 1840.1, NASA Workers' Compensation Program.
- d. NPD 1810.2, NASA Occupational Medicine Program.
- e. NPD 8710.2, NASA Safety and Health Program Policy.
- f. Centers for Disease Control and Prevention (CDC) Health Information for International Travel (Latest Edition) ("Yellow Book").
- g. National Center for Infectious Diseases, Travelers' Health Web site at <http://www.cdc.gov/travel/yb/index.html>).
- h. Agreement Between the Office of Medical Services (M/MED) Department of State and the National Aeronautics and Space Administration, January 1980.
- i. FMM 2700, NASA Federal Travel Regulation Supplement (NFTRS).

j. NASA Financial Management Requirements, Volume 12, Chapter 1, Travel Web site at <http://www.nasa.gov>
http://www.nasa.gov/pdf/115628main_FMR%20Volume%2012%20Travel%204-29-05%20final.pdf

P.5 Cancellation

NPR 1810.1, Health Services for International Travel or Assignment with Change 3 (12/22/04).

/s/

Richard S. Williams, MD, FACS
Chief Health and Medical Officer

Chapter 1. Responsibilities

1.1 NASA Center Directors are responsible for safeguarding the health of their employees.

1.2 NASA Health Clinics shall:

- a. Ensure that specific health-related travel requirements as stipulated in the CDC Health Information for International Travel (Latest Edition) "Yellow Book" are met.
- b. Offer traveler health services as an integral part of their occupational health services and are responsible for contacting the NASA Chief Health and Medical Officer (CHMO) in the event that a traveler from its NASA Center is involved in a medical incident or evacuation.

1.3 NASA civil service travelers shall:

- a. Secure requisite information and medical clearance prior to going on foreign travel, including compensation claims information.
- b. Confirm that their personal medical insurance carrier provides adequate coverage for work-related and personal injury/illness medical costs.
- c. Return recyclable medical kit containers to the Health Clinic upon completion of travel.

1.4 Contractors are responsible for establishing their medical clearance policies and for making all arrangements for their own employees' emergency medical services and evacuation while performing work for NASA outside the United States (U.S.) or in remote locations in the U.S., in accordance with their contract as prescribed in NASA FAR Supplement, Clause 1852.242-78.

Chapter 2. Traveler Health Services

2.1 Official international travel orders shall not be approved or utilized by NASA civil service employees until medical clearance is obtained, in accordance with Agency travel policy.

2.2 A NASA Health Clinic physician shall certify all travel clearances provided by private physicians.

2.3 The NASA Health Clinic physician shall determine the length of clearance up to one year.

2.4 All NASA Centers' comprehensive travel services shall include the following:

- a) General pretravel briefing and information.
- b) General health risk assessment.
- c) Immunizations.
- d) Traveler's diarrhea information and advice.
- e) Malaria risk assessment and advice, if appropriate.
- f) Air travel and health information (including "Jet Lag" advice).
- g) Destination safety information.
- h) Travel kits, in accordance with NASA Center policy (see Chapter 4).
- i) Pretravel evaluation of any environmental health issues/concerns, identification of personal protective equipment, or training needs.
- j) Personal protective equipment and all applicable training.
- k.) Other sources of health-related information including:
 1. U.S. Embassy or consulate location and telephone numbers.
 2. Hospital/clinic locations and telephone numbers.
 3. Procedures to access emergency assistance.
 4. Insurance advice.
 5. International SOS assistance cards and information.
- l. Post-travel follow up scheduling and advice as required.

2.5 All special medical surveillance clearances or NASA job-certification examinations must be performed or reviewed by the NASA Center Occupational Health Services.

Chapter 3. Immunization and International Certificates

3.1 NASA Centers shall ensure that the traveler possesses immunizations required by CDC and vaccination certificates and shall ensure that the employee has no health condition which would put the employee or others at risk during travel or for any work to be done while on foreign travel assignment.

3.2 NASA employees shall be provided with CDC-recommended immunizations indicated for the area of travel and required immunizations for country of destination.

3.3 Tuberculosis (TB) Skin Testing

3.3.1 Depending upon the destination, pretravel confirmation of the TB intradermal skin test status with Purified Protein Derivative (PPD) may be required. If the skin test is positive (abnormal), a chest X-ray shall be prescribed. Appropriate referral for evaluation and/or treatment shall be documented by the Center before travel. Post-travel evaluation of the skin test status (at about three months post-return) is necessary for those who travel to areas where there are high incidences of TB.

3.3.2 Skin tests shall not be repeated for travelers with a known, documented history of a positive skin test. A baseline chest X-ray shall be obtained and, if normal, repeated in the future at the physician's discretion.

3.4 International Certificates of Vaccination

The U.S. Public Health Service and the CDC have authorized NASA to validate International Certificates of Vaccination against yellow fever and cholera with authorized NASA validation stamps, when such vaccinations are performed at NASA Centers. Medical Directors of NASA Health Clinics, or their designee, shall affix the NASA-approved validation stamp and sign the International Certificates of Vaccination. Each stamp bears the number unique to the user Center or Component Facility. Duplicate stamps shall not be issued or otherwise made available. Stamps shall be inventoried and safeguarded when not in use. Loss or theft of a stamp shall be reported immediately to the CHMO or his/her representative.

3.5 General Immunization

Immunizations shall be offered to NASA employees and to employees of other Government agencies assigned to the NASA Center or Component Facility, in accordance with current CDC guidelines.

Chapter 4. Travel Medical Kits

4.1 Centers are authorized to assemble and issue medical kits to NASA employees traveling on official NASA business. Instructions for the use of the contents shall be developed by each NASA Center and Component Facility and included with the kit.

4.2 At a minimum, the kit shall contain the following "over-the-counter" medical items: analgesics for minor pain control, motion sickness prevention, treatment for diarrhea prevention, a decongestant, antacid, antihistamine, cough suppressant, and eye wash. Topical preparations shall include steroid cream, antibiotic ointment, antiseptic preparations, bandages, gauze, and tape.

4.3 A summary of the traveler's past and current medical history, including allergies, medications, and special diet, shall be provided to the traveler with the medical kit, in accordance with all privacy-related regulations and laws. A copy of this record shall be maintained at the respective NASA Health Clinic. This record is maintained by NASA in the Health Information Management System (10HIMS) and is protected by the Privacy Act of 1974, 5 U.S.C. 552a, and NASA's implementing regulations at 14 CFR Part 1212.

Chapter 5. Medical Services During International Assignment

5.1 International SOS Service

5.1.1 NASA has contracted with International SOS Assistance, Inc., to provide medical assistance for NASA civil service employees traveling globally on official NASA-related business. SOS Access Cards are available at NASA Center Occupational Health Clinics during business hours. Each civil service employee is authorized to carry an SOS card which contains telephone numbers for the three worldwide alarm centers (Philadelphia, Geneva, and Singapore). Family members of the traveler are not covered by NASA's contract with International SOS Assistance, Inc., and should make other arrangements for medical assistance while traveling abroad.

5.1.2 Contractors are responsible for facilitating arrangements with a medical service provider for their employees, in accordance with their contract. The final responsibility for international emergency medical services remains with the contractor and contracted employee, as specified in NASA FAR Supplement, Clause 1852.242-78.

5.2 Medical services provided on non-NASA-related travel are the responsibility of the employees.

5.3 International Cooperative Administrative Support Service (ICASS)

5.3.1. Availability, extent, and authority for Department of State (DOS) ICASS services shall be confirmed prior to long-term TDY and Permanent Change of Station travel by contacting the NASA External Relations, Resources Management Office. Any DOS non-reimbursable coverage is only applicable to a DOS medical facility for any Government employee posted overseas on Government business.

Chapter 6. Compensation Benefits

6.1 NASA civil service employees who suffer a traumatic injury or occupational illness while in performance of their official duties may be eligible for compensation benefits under the Federal Employees' Compensation Act (FECA).

6.2 NASA civil service employees who are injured must report the mishap, in accordance with NPR 8621.1, NASA Procedural Requirements for Mishap Reporting, Investigating, and Recordkeeping.

6.3 Medical assistance shall be obtained as outlined in Chapter 5.

6.4 The Compensation Claims Officer at the parent NASA Center shall be contacted for necessary instructions and for forms to report the injury or work-related illness and to claim compensation benefits.

Chapter 7. CDC Publications

7.1 Each NASA Center Occupational Health Service Medical Director shall have current issues available of the following CDC publications:

- a. Health Information for International Travel (Yellow Book).
- b. Morbidity and Mortality Weekly Report.
- c. Weekly Summary of Countries with Areas Infected with Diseases Requiring Quarantine.
- d. Advisory Memoranda.
- e. Biweekly Summary of Health Information for International Travel (Blue Sheet).