



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS UNITED STATES AIR FORCE**  
**WASHINGTON DC**

30 May 2008

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ USAF/SG3  
110 Luke Avenue, Room 400  
Bolling AFB, DC 20032-7050

SUBJECT: Preventive Health Assessment (PHA) Policy Update - AF WEB HA Policy (SG3  
DOC 07-037, Preventive Health Assessment, 16 Apr 07)

The SG3 policy memo dated 16 Apr 07 (attached) required the AF WEB HA for all PHAs NLT 1 Jan 07. With the abeyance of the face-to-face PHA requirement, there was confusion as to whether this abeyance applied to the AF WEB HA as well--it does not. AF WEB HA is required for all active component PHAs and, when available, for ANG and AFRC PHAs. Previously used paper-based questionnaires may only be used when the AF WEB HA is inoperable. Members will complete the WEB HA in the clinic prior to their PHA visit if they do not complete it in advance.

In addition, MDG/CCs will establish the capability to monitor AF WEB HA Critical and Priority findings using the administrative functions of the AF WEB HA application. These AF WEB HA findings must be monitored each duty day. Critical findings will be acted upon within 1 duty day and Priority findings within 3 duty days. The ANG/SG and AFRC/SG will develop criteria for the WEB HA/HART-R findings and for appropriate follow-up and require similar monitoring and action as appropriate. The Draft PHA Guide and AF WEB HA User's Guide are located on the AFMS Knowledge Exchange (<https://kx.afms.mil/pha>) and should be used as recommendations. A new AFI for PHAs is in final coordination and should be published within the next 6 months.

My POC for this memorandum is Lt Col Cindy Thomas, AFMOA/SG3PM, (202) 767-4268, DSN 297-4268, or [Cynthiag.Thomas@pentagon.af.mil](mailto:Cynthiag.Thomas@pentagon.af.mil).

A handwritten signature in black ink, appearing to read "T. Loftus", written over a faint rectangular box.

THOMAS J. LOFTUS  
Major General, USAF, MC, CFS  
Assistant Surgeon General, Health Care Operations  
Office of the Surgeon General

Attachment:  
SG3 DOC 08-037, Preventive Health Assessment, 16 Apr 07

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16 April 2007

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FROM: HQ USAF/SG3  
110 Luke Avenue, Room 400  
Washington DC 20032-7050

SUBJECT: Preventive Health Assessment (PHA) Improvements

We have taken initiatives to improve and standardize the PHA process. The first change will be the replacement of all history-taking and assessment tools with the AF Web-based Health Assessment (AF WEB HA). Many AF MTFs are successfully using this tool. The remaining MTFs should begin the transition as soon as practical. All AF MTFs will use the Web HA (or RC-Web-HA for ARC units) by the end of calendar year 2007. The point of contact at the Population Health Support Division's (PHSD) Health Center is William M. Kenyon, DSN 240-6511, toll free at 1-800-298-0230, or [bill.kenyon.ctr@brooks.af.mil](mailto:bill.kenyon.ctr@brooks.af.mil).

Beginning NLT 1 January 2008, to further enhance the PHA experience for Airmen, including those at geographically separated units (GSU), every PHA will include a face-to-face meeting with the primary care manager (PCM) to discuss health issues. These encounters will address health issues affecting our Airmen, such as effects of deployment and operations tempo, tobacco use, and unhealthy weight. MAJCOMs and MDG/CCs will develop policies to assist GSUs where a face-to-face evaluation is impractical. The minimum will be an AF Web-HA, plus a personal contact by a provider.

Air Reserve Component (ARC) members will continue to accomplish PHAs according to current ARC guidance. Flying and Special Operational Duty Personnel will have annual PHAs with providers. Non-flying members will have face-to-face PHAs with a provider every 3 years (AFRC) and 5 years (ANG).

Plans are underway to improve the process further, to include centralizing the management of the PHA, and to establish ownership with physical examinations and standards experts. All of these changes are being formally coordinated in a new AFI and supporting guidelines. If you have any questions concerning these initiatives, my POC is Col Bill Courtney, AFMOA/SG3PP, DSN 297-4331, or [william.courtney@pentagon.af.mil](mailto:william.courtney@pentagon.af.mil).

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