Periodic Health Update (PHU) Submission Check List

Updated January 28, 2025

Use this checklist to ensure that you are submitting the required documents in your PHU package:

- ☐ **Disclosure Statement**
- ☐ **DD-2807-1, "Report of Medical History," completed by me and verified, signed and dated by my healthcare provider. (Mandatory)**
- ☐ **PHS-7083, "Behavioral Health Survey," completed by me after downloading, then signed and dated by my healthcare provider documenting that they reviewed the form. (Mandatory)**
- ☐ **DD-2808, "Report of Medical Examination," dated in field #1, completed by my healthcare provider containing the minimum requirements of a recorded pulse, blood pressure, weight, height. If my Body Mass Index (BMI) is greater than 29.9 kg/m^2, "taping" must be done by your provider or their designee. (Mandatory)**
- ☐ **PHS-7044-1, "Verified Weight Report," if my BMI is greater than 29.9 kg/m^2**
- ☐ **DD-2813, "DoD Active Duty/Reserve/Guard/Civilian Forces Dental Examination," based on a dental examination I had within 12 months of my PHU submission date. (Mandatory)**
- ☐ **Other laboratory tests or diagnostic examinations, as determined by my provider.**
- ☐ **I have an active pregnancy waiver**
- ☐ **I am submitting a retirement physical**

_____ _____

Officer's Name SERNO

_____ _____

Officer's Signature Date

Preferred order of documents: Submission Checklist, Disclosure statement, DD-2807-1, PHS, 7083, DD-2808, PHS-7044-1 (if needed), DD-2813, additional medical records

All forms and provider instructions are included in a single PDF file, "PHU Appointment Documents," which can be found on the CCMIS website under Forms/Medical.

You must scan all documents and test results into a SINGLE PDF and submit them using the medical section of eDOC-U with the document name, "Periodic Health Update."

Your PHU should be screened for completeness within two-three working days after your submission. Check your readiness dashboard 4-5 days after your upload to see if the date of your last PHU is updated. If it is not, check your emails and junk mail folders for an automated email stating that your PHU was rejected and why. The rejection emails are sent to the email addresses that you have listed on your RDB Self Service page. Be certain those email addresses are current. If after following these steps, you still have questions about the status of your PHU submission, contact PHSMACCHQ@hhs.gov.