



## DoDEA ADMINISTRATIVE INSTRUCTION 6055.02

### DoDEA HEARING CONSERVATION PROGRAM

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**Originating Division:** Safety

**Effective:** November 20, 2020

**Releasability:** Cleared for public release. Available on the DoDEA Policy Website.

**Approved by:** Thomas M. Brady, Director

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**Purpose:** This Issuance establishes policy, assigns responsibilities, and implements procedures for the DoDEA Hearing Conservation Program (HCP).

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

### **1.1. APPLICABILITY.**

a. This Issuance applies to the DoDEA Headquarters Organization, the DoDEA Americas Region, the DoDEA Europe Region, the DoDEA Pacific Region, and to include all Schools under the DoDEA authority, and when applicable, support personnel, student teachers, and contractors.

b. This Issuance applies to all DoDEA employees who are occupationally exposed to hazardous noise. These DoDEA employees will follow all HCP procedures to include the use of hearing protection during instructional activities.

**1.2. POLICY.** It is the policy of DoDEA and Department of Defense (DoD) that hearing loss due to occupational exposure is preventable. In accordance with DoD Instructions 6055.01, 6055.05, 6055.12, DoD Directive 4715.1E, and this Issuance, DoDEA shall promote the hearing conservation culture to protect DoDEA employees performing duties with elevated noise exposures.

**1.3. INFORMATION COLLECTION.** This Issuance may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable Federal, DoD, and DoDEA regulations, policies and guidance.

## SECTION 2: RESPONSIBILITIES

### **2.1. DODEA DIRECTOR.** The DoDEA Director:

- a. Provides resources for the DoDEA HCP.
- b. Designates the DoDEA Safety and Occupational Health (SOH) Division Chief as the senior qualified SOH person to manage the DoDEA HCP.

### **2.2. DODEA CHIEF OF STAFF.** The DoDEA Chief of Staff (COS):

- a. Maintains oversight of the DoDEA HCP through the DoDEA SOH Division Chief.
- b. Ensures qualified DoDEA SOH professionals are in place at the DoDEA Headquarters (HQ) and the Districts.

### **2.3. DODEA SAFETY AND OCCUPATIONAL HEALTH DIVISION CHIEF.** The DoDEA SOH Division Chief:

- a. Serves as the principal DoDEA SOH advisor and DoDEA HCP developer.
- b. Develops and manages the DoDEA HCP to comply with DoD and applicable U.S. and host nation safety requirements.
- c. Evaluates the management, implementation, and effectiveness of the DoDEA HCP.
- d. Ensures that noise hazards are identified and the appropriate engineering controls in noise hazard areas are integrated into all new construction, major modifications, and design specifications.

### **2.4. DODEA DIRECTOR OF STUDENT EXCELLENCE.** The DoDEA Director of Student Excellence (DSE):

- a. Verify DoDEA facilities within the Region are free of safety and health hazards through communication with the DoDEA District and Community Superintendents and District Safety Officers.
- b. Comply with all applicable Federal, DoD, DoDEA and host nation safety regulations, policies, and guidance.
- c. Notify the District Safety Officer, the next business day, of unsafe conditions brought to his or her attention.

d. Designate a person to report work related accidents, injuries, and occupational illnesses, occurring at the Regional Office, to the DoDEA District Safety Officer responsible for the Regional office.

**2.5. DODEA DISTRICT SAFETY OFFICER** The DoDEA District Safety Officer:

a. Maintain oversight of the DoDEA HCP and ensure implementation in accordance with DoD Instruction 6055.12 and this Issuance.

b. Evaluate all DoDEA School HCPs each year in accordance with DoD Instruction 6055.12 and this Issuance. Provide a report of each DoDEA School's results to the DoDEA School Principal and the District and Community Superintendents.

c. Maintain a master list of District DoDEA position descriptions identified with hazardous noise and employees enrolled in the DoDEA HCP.

d. Assist the DoDEA Districts and Schools with selecting the appropriate type of hearing protection and engineering controls.

**2.6. DODEA REGION ENGINEER AND DISTRICT FACILITIES OPERATIONS**

**SPECIALIST.** The DoDEA Region Engineers and District Facilities Operations Specialists shall use engineering controls, when possible, as the primary means of eliminating exposure to potentially hazardous noise and protecting the hearing of DoDEA employees.

**2.7. DODEA DISTRICT AND COMMUNITY SUPERINTENDENT.** The DoDEA District and Community Superintendents:

a. Oversee the implementation of the DoDEA HCP at DoDEA Schools within the District and Community to ensure compliance with this Issuance.

b. Request and allocate funding for resources and equip DoDEA Schools to meet the DoDEA HCP requirements.

c. Participate in an annual review, with District SOH, of workplace hazards and the actions taken to mitigate hazardous noise (i.e., efforts to procure equipment which does not generate hazardous noise, applying engineering and administrative controls).

d. Ensure DoDEA District employees receive an audiogram prior to being placed into a hazardous noise job position and annually thereafter.

e. Coordinate with the DoDEA Lead Architect and DoDEA SOH Division Chief to identify potential noise hazard areas and equipment to ensure the appropriate acoustics are included in the specifications for all new facilities, equipment, and substantial modification projects.

f. Enforce the use of hearing protection for DoDEA employees identified as occupationally exposed or who may be exposed to hazardous noise.

g. Enforce DoDEA Regulation 5751.9, to include disciplinary action, for DoDEA employees exhibiting willful negligence of compliance with this Issuance.

## **2.8. DODEA SCHOOL PRINCIPAL, ASSISTANT PRINCIPAL, AND SUPERVISOR.**

The DoDEA School Principal, Assistant Principal, and supervisor shall:

a. Review documentation of workplace hazards, as provided by DoDEA Safety, military installation Safety and Industrial Hygiene (IH)/Bioenvironmental Engineering (BE). Ensure actions are being taken to mitigate hazardous noise (e.g., efforts to procure equipment which does not generate hazardous noise, applying engineering, and administrative controls).

b. Ensure DoDEA employees receive an audiogram prior to being placed into a hazardous noise job position and annually thereafter.

c. Procure and provide, free of charge, required HPDs as identified by IH or BE to their employees exposed to hazardous noise in the workplace.

d. In accordance with DoDEA Regulation 5751.9, DoDEA School Principals, Assistant Principals, and supervisors will coordinate with the Labor Management Employee Relations Branch for advice on administrative action relating to a DoDEA employee being DoD and/or DoDEA HCP non-compliance.

e. Ensure DoDEA employees enrolled in the DoDEA HCP are made available for associated examinations and scheduled medical appointments. No leave will be recorded in the official timekeeping system.

## **2.9. DODEA SCHOOL NURSE AND HEALTH TECHNICIAN.** The DoDEA School Nurse or Health Technician:

a. Receive notification of local IH survey results and DoDEA HCP requirements based on the survey results.

b. Provide a referral letter to the local Occupational Health (OH) Clinic for a DoDEA employee identified by IH survey results to be overexposed to hazardous noise.

## **2.10. DODEA ADMINISTRATIVE OFFICER OR COLATERAL DUTY SAFETY**

**PERSON.** The DoDEA Administrative Officer or Collateral Duty Safety Person (CDSP) shall:

a. Receive notification of local IH survey results and DoDEA HCP requirement.

b. Assist the DoDEA School Principal and Assistant Principal with compliance with DoDEA HCP procedures and HPD use.

c. Coordinate with the host military installation IH or BE to evaluate and identify noise hazard areas and equipment.

d. Ensure “hazardous noise areas” and “hazardous noise equipment” (as identified by IH or BE) are marked with signs and/or decals. Maintain a current list of all identified “hazardous noise areas” and equipment. Provide the list to the DoDEA District Safety Officer initially and when changes occur.

e. Ensure each tool or piece of equipment producing sound levels greater than or equal to eighty-five (85) decibels A-weighted (dBA) is conspicuously marked to alert employees of the potential noise hazard. The exception shall be when an entire space is designated a “hazardous noise area” or “potentially hazardous noise areas” such as a band or music room or gymnasium.

f. Inform IH or BE if workplace equipment or practices and procedures involving potentially hazardous noise changes and may be re-evaluated.

### **2.11. DODEA EMPLOYEES.** DoDEA employees shall:

a. Comply with all hazardous noise control measures to reduce exposure to hazardous noise and comply with all applicable hearing protection device (HPDs) requirements.

b. Wear the proper HPDs and advise others in the workplace to wear HPDs when exposed to hazardous noise.

c. Identify initiatives and inform immediate supervisor of opportunities to reduce or eliminate hazardous noise in their work areas.

d. Schedule and report for appointments to receive OH clinic medical exams as identified by the DoDEA School Nurse or supervisor. Take issued HPDs to the appointment, including any personal protective equipment (PPE) that is worn in combination with HPDs, such as eyewear, that could affect the fit of HPDs.

e. Report new or changes in operating procedures that affect workplace hazardous noise exposure to the DoDEA School Principal, Assistant Principal, or supervisor.

f. Assist in sound exposure surveys by wearing monitoring equipment if requested by IH or BE.

g. Receive audiograms and complete DoDEA HCP training in accordance with Occupational Safety and Health Administration (OSHA) Standards prescribed by Parts 1910 and 1926 of Title 29, Code of Federal Regulations, DoD Instruction 6055.12, and this Issuance.

h. Receive a termination audiogram upon change of duties, retirement, or resignation.

i. Failure to comply may result in disciplinary action being taken by the supervisor in accordance with DoDEA Regulation 5751.9. DoDEA employees with documented DoD and/or HCP non-compliance may jeopardize compensation for hearing loss applied for through the Office of Worker’s Compensation Program, may be transferred from their position to one in which the DoDEA and/or DoD HCP would not apply, and/or be removed from their position in accordance with DoDEA Regulation 5751.9.

## SECTION 3: NOISE EXPOSURE CONTROL MEASURES

**3.1. OVERVIEW.** Pursuant to DoD Instruction 6055.12, all DoD organizations are required to implement a comprehensive program and written plan for hearing conservation. This Issuance meets the intent and requirements of DoD Instruction 6055.12.

a. DoDEA employees who are occupationally exposed to continuous and intermittent sound levels between 20 (twenty (20) to sixteen thousand (16,000) hertz (Hz)) that have an eight (8) hour time weighted average (TWA) sound level of eighty-five (85) dBA or greater, are to be included in the DoDEA HCP.

b. The HCP is designed to protect DoDEA employees by establishing a baseline audiometric exposure level and continuing to monitor the DoDEA employee over the course of their employment. Noise exposure control measures include facility engineering controls (e.g., sound proofing), administrative means (e.g., audiograms, policy, and training) and applicable PPE (i.e., HPDs).

### 3.2. GENERAL INFORMATION ON DODEA HEARING CONSERVATION PROGRAM.

a. DoDEA District and Community Superintendents, DoDEA School Principals, Assistant Principals, and supervisors shall become familiar with their responsibilities in accordance with DoD Instruction 6055.12, DoD Directive 4715.1E, and DoD Instruction 6055.05.

b. Any DoDEA employee identified at or above the occupational exposed limit (OEL) to hazardous noise as a result of a sound level evaluation conducted by the host military installation IH or BE shall be enrolled in the host military installation and DoDEA HCP. DoDEA employees may be enrolled in the HCP based on IH or BE recommendations or as determined by the DoDEA District Safety Officer.

c. In situations where the host nation requirement is more stringent, the DoDEA District Safety Officer will inform the DoDEA SOH Division Chief. Procedures will be implemented at that level to comply with the more stringent requirement.

### 3.3. FACILITY.

#### a. Facility Testing.

(1) The DoDEA School Principal, Assistant Principal, Administrative Officer, CDSP, or supervisor shall request sound level surveys from the supporting IH or BE office. Sound level surveys should be conducted, at a minimum, to identify employee hazards in music/band rooms, gymnasiums and maintenance workshops.

(2) A follow-up sound level survey is required if the condition changes by introduction of new engineering controls or new equipment.

**b. Signage.** For identified hazardous noise areas, signs will be located at their entrances.

(1) The sound level survey report will identify high noise conditions and required signage. The IH or BE offices can assist in recommendations for the appropriate signage and verbiage.

(2) Recommended signage to be procured by submitting a work order with the District Facilities office.

**c. Mitigating Hazardous Levels.** The DoDEA School Principal, Assistant Principal, or supervisor responsible for a high noise process, task, or equipment shall collaborate with IH/BE and District Safety and Facilities in developing a mitigation plan.

(1) Priorities for noise control resources are assigned by IH/BE based on the applicable Risk Assessment Code.

(2) Where engineering controls are undertaken, the design objective shall be to reduce sound levels to below eighty-five (85) dBA, regardless of DoDEA employee's exposure time.

**d. Notification.** The DoDEA School Principal, Assistant Principal, Administrative Officer, or supervisor shall notify each of their employees of the results of sound monitoring performed by IH/BE in their workplace in accordance with Part 1910.95(e) of Title 29, Code of Federal Regulations.

**e. Records.** Record of DoDEA Employees. DoDEA School Principals, Assistant Principals, and supervisors shall maintain a current roster of their DoDEA employees occupationally exposed to hazardous noise.

**3.4. TRAINING REQUIREMENTS.** The HCP training requirements for DoDEA School Principals, Assistant Principals, supervisors, and HCP-enrolled DoDEA employees shall include:

a. Complete the DoDEA HCP training provided in the Cornerstone On-Demand Learning Management System (Cornerstone LMS) as needed. Contact the DoDEA District Safety Officer if access assistance is required.

b. Receive any additional training given by the OH Clinic and/or an audiologist.

## SECTION 4: ENROLLMENT PROCESS

### 4.1. ENROLLMENT INTO THE HEARING CONSERVATION PROGRAM.

- a. The DoDEA HCP enrollment process includes audiograms, training, procurement of HPDs, and use of DoDEA employee issued HPD.
- b. The DoDEA School Principal, Assistant Principal, and supervisor ensures DoDEA employees enrolled in the DoDEA HCP complete an audiogram and receive HCP training from the military installation medical prior to, but not to exceed 30 calendar days from the date of the DoDEA employee's initial exposure to hazardous noise.
- c. DoDEA employees enrolled in the DoDEA HCP shall receive workplace-specific hearing conservation training as located on the Cornerstone LMS and by their supervisor, CDSF, or District Safety Officer.
- d. DoDEA employees requiring custom fit hearing protection and DoDEA HCP enrollment will coordinate release with the DoDEA School Principal, Assistant Principals, or supervisor.

**4.2. TESTING.** After a DoDEA employee is identified for enrollment in the DoDEA HCP, the first step is for the DoDEA employee to have an initial audiogram, and then tested annually thereafter.

#### a. Appointment.

- (1) A local IH survey conducted at the DoDEA School, identifies the DoDEA employee job type as requiring an audiogram and enrollment into the DoDEA HCP.
- (2) The DoDEA employee is notified of the local IH survey results and the DoDEA HCP requirement and sent to the DoDEA School Nurse or Health Technician for a referral letter to the local OH Clinic for screening (See Figure 1: Example of HCP Enrollment and Testing Referral Letter). This specific letter is not required, but the information in it should be communicated.
- (3) The DoDEA employees scheduled for a noise-free audiogram (NFA) will remain noise free from occupational hazardous noise sources for at least fourteen (14) hours prior to testing. HCP testing and enrollment are free OH Clinic services to DoDEA employees in accordance with the March 26, 2008 Assistant Secretary of Defense Health Affairs (ASD(HA)) Policy Memorandum 08-002 regarding funding for medical treatment facilities.
- (4) The DoDEA employee provides a referral letter to the local OH Clinic. The local OH Clinic may conduct the audiogram on site or send the DoDEA employee to a local audiology clinic.
- (5) The DoDEA employee proceeds to a local audiology clinic for the audiogram. A test will be administered, and the results determined.

Figure 1: Example of HCP Enrollment and Testing Referral Letter  
(On School or District letterhead, as appropriate)

*04 February 2019*

MEMORANDUM FOR Local Occupational Health Nurse, (*Naval Health Clinic Quantico*)

SUBJECT: Referral Letter for Department of Defense Education Activity (DoDEA) Employee Work Physical Audiogram and Hearing Conservation Program Enrollment

1. The following employee, (*Schmidt, Jason E.-High School Physical Education Teacher*), has been identified by Industrial Hygiene or Bioenvironmental Engineering as being regularly exposed to hazardous noise levels and therefore must be enrolled in the Hearing Conservation Program (HCP) and receive routine audiometric testing. The HCP is required under the OSHA, Title 29 Code of Federal Regulation 1910; DoDEA Administrative Instruction 6055.02, “DoDEA Hearing Conservation Program;” DoD Instruction 6055.12, “DoD Hearing Conservation Program;” and DoDEA Administrative Instruction. 6055.01, “DoDEA Safety Program.”
2. Please refer the employee to the local Audiology Clinic for a work physical and audiogram, as needed, and automatic enrollment into the Defense Occupational and Environmental Health Readiness System – Hearing Conservation (DOEHRS-HC) tracking system.
3. Pursuant to the local Memorandum of Agreements or Installation Support Agreements, the Regional Medical Command should provide occupational health services on a non-reimbursable basis to DoDEA employees. This would include audiograms, HCP enrollment and the mold-making for custom fit, music-attenuating earplugs. DoDEA is responsible to fund HPDs or non-custom music-attenuating earplugs and to provide these items to DoDEA employees at no cost.
4. If you have any questions or concerns regarding this request, please contact the undersigned at DSN *999-9999*, opt. *1* or email: [\*Jessica.helm@dodea.edu\*](mailto:Jessica.helm@dodea.edu).

*Jessica Helm  
School Nurse  
Quantico Middle/High School*

**b. Results.** Upon receipt of the results, the DoDEA employee will provide a copy of the results to the DoDEA School Nurse, Health Technician, or their supervisor.

### 4.3. ACQUIRING TESTING AND EQUIPMENT.

**a. Requirement for Testing and Equipment.** The DoDEA HCP mandates the DoDEA employees with job duties and positions that expose them to high noise hazards, as identified by IH or BE, must have:

- (1) Annual hearing tests.
- (2) Complete required DoDEA HCP training.
- (3) Wear HPDs when performing identified high noise duties (e.g., instructing students, working with high noise equipment).

#### **b. Responsibilities.**

(1) The DoDEA School Nurse or Health Technician shall know the process of DoDEA employees to receive free hearing tests from the host military installation OH or local audiology clinic.

(2) The DoDEA HCP training is available in the Cornerstone LMS.

(3) There are three (3) types of HPD available for DoDEA employees in accordance with Section 5.1. of this Issuance.

### 4.4. TRAINING.

a. DoDEA employees must complete the DoDEA HCP training requirement and provide copies of the training certificate to their supervisor and the DoDEA School Nurse or Health Technician in accordance with Section 3.4. of this Issuance.

b. DoDEA employees shall contact the DoDEA School Nurse or Health Technician, local IH Office, or local DoDEA District Safety Officer for additional information on proper earplug use and care.

c. The DoDEA HCP training is available on the Cornerstone LMS in accordance with Section 3.4. of this Issuance. DoDEA employees shall document all training and maintain a copy of the training for three (3) years. Training covers the following:

- (1) Effects of noise on hearing.
- (2) Purpose of hearing protection.
- (3) Proper use of hearing protection devices and encouraging the use of hearing protection while off duty and when exposed to hazardous noise.
- (4) Advantages, disadvantages, and effectiveness of various types of hearing protectors.
- (5) Instructions on selection, use, proper wear, and care of HPDs.

(6) Purpose of audiometric testing.

(7) Hearing loss and how it may lead to disqualification from current duties if hearing is critical to job performance (e.g., job transfer).

(8) Mandatory requirement of assigned protective equipment and the disciplinary actions that may follow for failure to wear mandatory HPD in accordance with DoDEA Regulation 5751.9.

## SECTION 5: HEARING PROTECTIVE DEVICES

**5.1. TYPES OF EQUIPMENT.** The DoDEA employee job type and specific noise exposure determines the type of HPD needed.

a. DoDEA employees will use HPDs, (e.g., disposable foam earplugs, reusable earplugs, or earmuffs) which will be provided by the DoDEA School.

b. DoDEA Band and Music teachers may require noise-attenuating musician's earplugs, which will also be funded by the DoDEA School. These HPDs come in two (2) forms: Pre-molded and custom molded.

(1) The noise-attenuating musician's earplugs are either pre-molded (non-custom) or custom molded to the DoDEA employee's ear shape. DoDEA employees will first try the pre-molded earplug.

(2) If the pre-molded HPDs do not fit a DoDEA Band or Music teachers' ear shape correctly, then custom musician earplugs may be requested by the DoDEA employee.

(3) If the OH Clinic or local audiology clinic does not have the capability to make ear molds, the DoDEA employee will be directed to proceed to the closest military treatment facility having a mold impression-capable clinic for this service. This facility should make the molds on a non-reimbursable basis. HPDs are a reimbursable expense and the responsibility of the DoDEA School to purchase with operations and maintenance funds. If the closest military treatment facility is outside of the local area, temporary duty (TDY) travel will be authorized and funded using the DoDEA School's operation and maintenance funds.

(4) DoDEA employees requiring custom molds must schedule the appointment.

c. DoDEA School supply officers are responsible for ordering HPDs and will provide them to DoDEA employees.

## 5.2. FUNDING AND BILLING.

a. DoDEA School Principals, Assistant Principals, and supervisors will use the operation and maintenance budget funding to purchase HPDs. The DoDEA District and/or the Community Superintendent may assist with funding if the DoDEA School needs additional funding.

b. DoDEA will follow the policies and procedures in accordance with the March 26, 2008 ASD(HA) Policy Memorandum 08-002 and Defense Health Agency (DHA) Procedures Manual (PM) 6015.01.

## GLOSSARY

### G.1. ACRONYMS.

BE	bioenvironmental engineering
COS	Chief of Staff
CDSP	collateral duty safety person
dBA	decibels A-weighted
DHA	Defense Health Agency
DOEHRS-HCP	Defense Occupational and Environmental Health Readiness System – Hearing Conservation; an HCP database system
DSE	Director of Student Excellence
ESOH	Environment, Safety, and Occupational Health
HA	Health Affairs
HCP	Hearing Conservation Program
HPD	hearing protective device
HQ	headquarters
Hz	hertz
IH	industrial hygiene
JTR	Joint Travel Regulations
LMS	learning management system
OEL	occupational exposed limit
OEH	occupational and environmental health
OH	occupational health
OSHA	Occupational Safety and Health Administration
PPE	personal protective equipment
SOH	Safety Occupational and Health Division
TDY	temporary duty
TWA	time-weighted average

**G.2. DEFINITIONS.** Unless otherwise noted, these terms and their definitions are for the purpose of this Issuance only.

**audiogram.** The measurement of a DoDEA employee's hearing sensitivity expressed in decibels as a function of frequency. Data is reported in graphic or numeric form.

**audiologist.** A clinician, researcher, or consultant that specializes in the preservation, evaluation, and rehabilitation of hearing.

**hazardous noise.** Exposure to steady-state noise having an eight (8) hour TWA sound level greater than or equal to eighty-five (85) dBA or exposure to impulse and/or impact noise levels of one hundred and forty (140) dBA or greater, regardless of duration.

**hearing protection device.** HPD such as earplugs or earmuffs designed to reduce sound levels.

**noise.** Undesirable or unwanted sound.

**noise-free audiogram.** An audiogram performed after an employee has not been exposed to sound greater than 72 dBA or impulse sound greater than 120 dBA peak for a minimum specified amount of time (e.g., fourteen (14) hour noise-free audiogram, requires a minimum of fourteen (14) hours noise-free prior to the test). HPD cannot be used to reach this noise-free status. All noise-free follow-up audiograms must be completed within thirty (30) days of the annual audiogram.

**potentially hazardous noise area.** Any area where employees are likely to be exposed to sound levels equal to or greater than an eight (8) hour TWA of 85 dBA or where impulse sound levels are greater than or equal to 140 dBA.

**reference audiogram.** An audiogram conducted upon initial employment or prior to being placed into a hazardous noise position, free from auditory fatigue and other transient otologic pathology, against which future audiograms are compared.

**sound.** A neutral term referring to a type of mechanically generated compression wave that can be heard as one or multiple frequencies.

**termination audiogram.** A hearing test administered when an employee discontinues DoDEA employment involving hazardous noise exposure. A termination audiogram should be accomplished when a hazardous noise exposed DoDEA employee, who has been included on the DoDEA HCP, separates or retires from DoDEA.

**TWA.** A TWA is the average exposure within the workplace to noise using the baseline of an eight (8) hour per day or forty (40) hours per week work schedule. The TWA reflects the maximum average exposure to such hazardous contaminants to which employees may be exposed without experiencing significant adverse health effects over the standardized work period.

## **REFERENCES**

- Assistant Secretary of Defense Memorandum, HA Policy 08-002, “Policy for Billing for Care Furnished by Military Treatment Facilities to Federal Employees for On-the-Job Injuries and for Occupational Health,” March 26, 2008
- Code of Federal Regulations, Title 29
- DHA-PM 6015.01, “Military Medical Treatment Facility Uniform Business Office Operations,” October 24, 2017
- DoD Directive 4715.1E, “Environment, Safety, and Occupational Health (ESOH),” March 19, 2005, as amended
- DoD Instruction 6055.01, “DoD Safety and Occupational Health (SOH) Program”, October 14, 2014
- DoD Instruction 6055.05, “Occupational and Environmental Health (OEH),” November 11, 2008, as amended
- DoD Instruction 6055.12, “Hearing Conservation Program (HCP),” August 14, 2019
- DoDEA Administrative Instruction 6055.01, “DoDEA Safety Program,” November 27, 2017
- DoDEA Regulation 5751.9, “Disciplinary and Adverse Actions,” August 27, 1999

## APPENDIX

### APPENDIX: INTERNAL CONTROLS EVALUATION CHECKLIST

CHECKLIST ITEM	YES/NO
Have the District and Community Superintendent participated in an annual review of workplace hazards and the actions taken to mitigate hazardous noise?	
Is a copy of the documentation of DoDEA employee's acceptance of HCP enrollment policy requirements maintained in the personnel file and on file with the DoDEA School Nurse, Health Technician, or supervisor?	
Have DoDEA employees in the HCP taken the online training and have their HCP certificate on file?	
Have DoDEA employees been referred to a local Audiology Clinic for audiograms and HCP enrollment?	
Have DoDEA employees been granted time during the duty day to schedule and attend the hearing test appointment?	
Has the DoDEA employee requiring HCP enrollment received an initial audiogram and obtained annual audiograms during their tenure with DoDEA?	
Have duty change or departing Activity employees received a termination audiogram?	
Has the DoDEA School Principal, Assistant Principal, or supervisor procured and maintained a sufficient supply of hearing protection for DoDEA employees?	
Has the supervisor procured custom noise-attenuating earplugs for certain DoDEA employees needing a specialized fit or function?	
Are the HCP employees wearing the required protection when needed?	
Has District leadership been informed of the DoDEA employee's hearing loss and required follow-on actions (job transfers/work restrictions) for this employee?	