

## How to Apply for Civilian treatment (Aviation/Warfighter Program Management)

### Step 1

Complete your personal information and review mandatory questions section on the application form – application page 1 (click application icon below to download).

### Step 2

Have the commander's authorization form endorsed (click commander's authorization icon below to download).

Note that you will require signatures from your supervisor, unit deployment manager, unit commander, and medical treatment facility commander. If you are an aviator, you must obtain endorsement from your FSO on the application form.

Review USAF-RS webpage for specific requirements for your management program. Even though you are seeking civilian treatment, you are required to meet documentation, treatment, and pre- and post-refractive surgery evaluation schedules as required for your management group.

### Step 3

Schedule appointment with your Health Benefits Advisor, if Active Duty, for counseling regarding requirements of seeking elective civilian health care (not TRICARE covered) and its impact on your military benefits and status (not TRICARE covered benefit). (sample form available below - click USAF-RS Health Benefits Sample icon below to download). If your organization does not have an assigned Health Benefits Advisor, your commander or designated representative may provide this counseling.

### Step 4

Coordinate completion of the application (application page 2 – clinical examination and Orbscan/corneal topography) with a civilian eye clinic. Be sure to enter the location and contact information of preferred refractive surgery center on the application form.

### Step 5

Submit the completed application package to the Appropriate Program Manager for Permission-to-Proceed authorization. The application package contents are listed below. The Appropriate Program Manager will review the application and issue a letter approving or denying "Permission to Proceed". An application granted Permission-to-Proceed (Approved) indicates your submitted package has met administrative criteria and you may proceed to the next step of the process. If an application has been denied Permission-to-Proceed you are not authorized to proceed or seek refractive surgery treatment in any military or civilian center.

#### Mailing Address for Completed Applications

##### Aviation Program Manager (APM)

Email Completed Application to:

[USAFSAMAircrewProgramManager@wpafb.af.mil](mailto:USAFSAMAircrewProgramManager@wpafb.af.mil)

Comm: 937-938-2684/2676

DSN: 798-2684/2676

##### Warfighter Program Manager (WPM)

2200 Bergquist Drive, Suite 1

Attn: 59 SSS / SG02ER (WF Pkts)

Lackland AFB, TX 78236-9908

[WHMC-CRS@lackland.af.mil](mailto:WHMC-CRS@lackland.af.mil)

FAX: Commercial (210) 292-2813 / DSN 554-2813

Voice: Commercial (210) 292-3495 / DSN 554-3495

#### Complete Application Package includes (at minimum)

Completed by Member

Application (page 1 of 2 page)

Release of Information Form

Completed by Member's Unit Commander

Commander's Authorization

Completed by Military Eye Clinic

Administrative Monitoring Agreement - Civilian Treatment

If Active Duty - Completed by Health Benefit Advisor

Health Benefits Counseling Form

Completed by Civilian Eye Clinic

Application (page 2 of 2 page)

Orbscan/ Corneal Topography - Color Copies

Managed Care Agreement for Civilian Treatment

### Step 6

Read the booklet "VISX Patient Information Booklet". (click "VISX Patient Information" icon below to download).

### Step 7

If granted Permission-to-Proceed (Approved), contact the civilian refractive surgery center listed on your application to schedule an appointment. Note Permission-to-Proceed does not guarantee that refractive surgery will be accomplished. Final treatment decision will be made by the treating surgeon.

### Step 8

After refractive surgery, coordinate completion of all required post-treatment follow-up appointments (at your own cost) with your civilian eye care provider. Consult with your AF eye care provider and your primary care manager (or flight surgeon) to manage your return-to-duty status and to ensure timely and appropriate evaluations are accomplished.

#### A typical time course of treatment (your time period may vary).

1. 6-weeks: An estimated time to allow between your commander's endorsement, the application processing (including your local clinical examination for application, the Appropriate Program Manager review, various other miscellaneous administrative

requirements) and receipt of Permission-to-Proceed authorization.

2. 2-4 weeks: Upon receipt of Permission-to-Proceed authorization, you may schedule treatment at the Refractive Surgery Center indicated on your application or as authorized by the Permission-to-Proceed letter.

3. 7-10 days: Leave for treatment to include: final clinical evaluation and determination to proceed with refractive surgery treatment, recommended refractive surgery procedure, and initial recovery period. This will vary depending on the refractive surgery procedure performed and the location of the treatment facility. NOTE: You must be on leave status for elective refractive surgery treatment at a civilian center.

4. You are not deployable (not World-Wide-Qualified – WWQ) while on steroid drops or for at least one month following refractive surgery, whichever is later. You should anticipate steroid eye drops use for 1-2 weeks following Intra-Stromal Ablation (ISA - LASIK, etc) and up to 4 months following Advanced Surface Ablation (ASA - PRK, etc). For aircrew to return to flight duties, a MAJCOM waiver must be granted (see waiver guide online at: <https://kx.afms.mil/waiverguide>).

**Important Points:**

1. You may not undergo Refractive Surgery until you have received Permission-to-Proceed authorization. Upon receipt of your Permission-to-Proceed authorization, you must coordinate and undergo treatment within six (6) months of the date your commander signed the commander’s authorization. The commander’s date of authorization is found on the commander’s authorization form and on the Permission-to-Proceed letter.

2. If you are considered on Active Duty status, you must be on leave to undergo civilian elective surgery. You are not authorized convalescent leave unless recommended by a military health care provider and approved by your unit commander. Convalescent leave will be authorized only if you experience complications and are seeking treatment (not follow-up) from your MTF.

**Click on icons below to download forms or Information booklet**

USAF-RS  
Civilian RS Application



USAF-RS  
Commander’s Authorization



USAF-RS  
AFI references to Civilian RS



USAF-RS  
Health Benefits Sample



USAF-RS  
Administrative Monitoring  
Agreement for Civilian  
Treatment



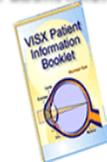
USAF-RS  
Managed Care Agreement for  
Civilian Treatment



USAF-RS  
Release of Information Form



**VISX Patient Information**





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