



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE DISTRICT OF WASHINGTON**

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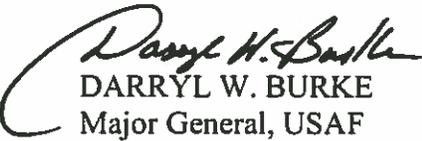
MEMORANDUM FOR ALL AF ELEMENT COMMANDERS AND SUPERVISORS

FROM: AFDW/CC

1500 Perimeter Rd, Suite 5570
Andrews AFB MD 20762-7001

SUBJECT: Commander/Supervisor-Directed Mental Health Evaluations for Servicemembers

1. One of the primary responsibilities of commanders and supervisors is to take care of Airmen. Unfortunately, some Airmen have mental health issues that may impact their ability to do their job. Sometimes those mental health issues also present very real threats to their personal safety. When commanders or supervisors have such concerns about a servicemember, they need to consider whether to order a mental health evaluation (CDE) to determine the member's safety and fitness for duty.
2. To assist commanders and supervisors with this decision, we have developed the attached bullet background paper which provides an overview of CDE rules for service members, including recent changes. Please take the time to review this paper so you are prepared to take care of your Airmen who may need assistance with mental health issues. If you have concerns about a civilian employee, contact your servicing legal office and civilian personnel office for available options.
3. My POC on this matter is Lt Col Mitzi O. Weems, DSN 612-6100, comm 240-612-6100.


DARRYL W. BURKE
Major General, USAF
Commander

Attachment:
CDE Bullet Background Paper

cc:
AFDW/A1
AFDW/JA
11 WG/JA

BULLET BACKGROUND PAPER

ON

COMMANDER/SUPERVISOR-DIRECTED MENTAL HEALTH EVALUATIONS

PURPOSE: To provide information about commander and supervisor-directed mental health evaluations (CDEs) for servicemembers in light of recent changes to controlling AFIs.

- What is a Command-Directed Mental Health Evaluation (CDE) and who may order it?

-- A CDE is a mental health evaluation of a servicemember ordered by a commander (CC) or supervisor.

-- For the purposes of ordering a CDE, a supervisor is:

--- A commissioned officer within or out of a servicemember's official chain of command or a civilian employee (grade comparable to a commissioned officer) who supervises the servicemember.

--- Only authorized to direct a CDE when impracticable to involve a commander.

- What are the two types of CDEs and when can a CDE be ordered?

-- Emergency CDE: May be ordered as soon as practicable when a member intends or is likely to cause serious injury to himself/herself/others and the CC/supervisor believes the member is suffering from a severe mental disorder. A CDE order has the same status as any other military order.

--- Safety is the first priority and CC/supervisor must take precautions to protect the safety of member/others pending transport of member for the evaluation.

--- CC/supervisor must report to a mental health professional (MHP) circumstances and observations that led to the CDE referral (either prior to or while member en route to evaluation).

-- Non-Emergency CDE: May be ordered when a CC/supervisor has a good faith belief member needs to be evaluated by a MHP to determine fitness for duty, occupational requirements, safety issues, when there has been significant changes in performance or behavioral changes due to possible mental health changes. A non-emergency CDE order has the same status as any other military order.

-- Recommendation (Not a CDE): At any time, a CC/supervisor may make informal, non-mandatory recommendations for servicemembers to seek care from a MHP when circumstances do not require a CDE based on safety or mission concerns. CC/supervisor

will inform the service member that he or she is providing a recommendation for voluntary self-referral and not ordering the care. This will not trigger a CDE and is not a military order.

- **What is the CC/supervisor required to tell the member when ordering a CDE?**

- That the member is being referred to a MHP and MHP's name and contact information.
- That there is no stigma associated with obtaining mental health services.
- The date, time, and place of the scheduled CDE.

NOTE: CC/supervisors are no longer required to provide notice memorandum, notice period, or member's rights.

- **What should CC/Supervisor do to prepare for a CDE before it becomes necessary?**

- Identify the correct person to order a CDE for members of the organization.
 - Some AF Elements and GSUs may not have CCs stationed at the organization.
 - Some AF Elements may have other-service CCs/Supervisors .
- Identify the closest military mental health facility (civilian facilities will not accomplish involuntary evaluations based solely on a commander's order and may not be able to provide fitness for duty/other needed information) to members in the organization and ask:
 - How to contact a MHP during duty and non-duty times.
 - The process for obtaining a CDE and any paperwork required .
- Identify the servicing AF legal office for the organization and obtain contact information.
 - For AF Elements and organizations located on an AF base, contact the base legal office.
 - For Pentagon personnel and AF Elements not located on AF bases, contact JB Andrews AFB Legal Office at 240-612-5752/DSN 612-5752 or thru the command post at 301-981-5058.
 - The legal office can advise on and assist with the CDE process.

- The information in this paper does not apply to civilian employees. Contact the servicing legal office and civilian personnel office regarding mental health concerns for civilians.

- References: DoDI 6490.04, AFI 44-172_AFGM2014-01, and AFI 44-109_AFGM2014-01