DEPARTMENT OF THE ARMY



UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY FORT DIX BLDG 5518, SEVER AVENUE JOINT BASE MCGUIRE-DIX-LAKEHURST, NJ 08640

AFRC-RTC-ND 14 May 2015

MEMORANDUM FOR Academy Personnel

SUBJECT: Policy Letter 12 Medical

1. References:

- a. AR 40-66, Medical Record Administration and Health Care Documentation, dtd 17 June 2008, with RAR 002, 4 January 2010.
- b. AR 40-501, Standards of Medical Fitness, dtd 14 December 2007, with RAR 003, 4 August 2011.
- 2. Purpose. To establish process and procedures for medical appointments, procedures, and surgeries.
- 3. Discussion. Soldiers will utilize the medical treatment facility on Joint Base MDL, NJ for all sick call and medical appointments. Soldiers in need of emergency medical treatment will use 911 and the emergency medical services will determine the best location for treatment.
- a. Soldiers may call-in sick for a period not to exceed 24 hours with approval from their immediate supervisor. For illness in excess of one day, Soldiers will report to the military treatment facility to obtain a quarters request from the military physician. The quarters request will be provided to the immediate supervisor.
- b. Soldiers with referrals from TriCare for medical treatment outside of the joint base will arrange for medical care based on the military physician recommendation. Soldiers will provide appointment slips/documentation for each appointment to their immediate supervisor.
- c. All civilian doctor recommendations for profile and/or time away from work (quarters or convalescent leave) will be coordinated with the military physician who recommended referral or the primary care manger/physician. Civilian doctor's notes will not be accepted. The military physician will convert the civilian doctor recommendation to a military form for submission to the immediate supervisor.
- d. Surgeries or procedures completed by a civilian physician must be coordinated with the military physician prior to the surgery/procedure. The Commandant and/or Commander, 83rd USARRTC are the approval authority for convalescent leave.

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- (1) Civilian Doctor. When a military doctor recommends a Soldier to a civilian doctor for surgery/procedure, the civilian doctor will prepare a document for the military doctor annotating the surgery type, dates, recovery period, and recommended convalescent leave prior to the surgery/procedure. Soldier will provide that documentation to the supervisor and S1 for coverage during the surgery and up to two days post-surgery. Soldiers must obtain a convalescent leave form from the 87th Medical Group. The convalescent leave form from the 87th Medical Group will be attached to the DA Form 31 requesting convalescent. Extensions to convalescent leave will follow the same procedures.
- (2) Cosmetic Surgery. In accordance with AR 40-400, Patient Administration, paragraph 2-19, Soldiers pending cosmetic surgery as recommended by a civilian or military doctor will receive written permission from the Commandant prior to surgery. Cosmetic surgery, whether recommended by a military physician or elected by the Soldier, will be approved prior to the surgery/procedure. The Soldier will submit ordinary leave for recovery time prior to the procedure regardless of the recommendation for convalescent leave. Soldiers needing a profile will obtain a military physician profile. Civilian doctor notes will not be accepted.
- 4. Point of contact is the Academy First Sergeant at 609-562-2239.

KIMBERLY K. KEMPER CSM, USA Commandant