



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
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NSTCINST 6040.1A
N511
26 Feb 15

NSTC INSTRUCTION 6040.1A

Subj: PROPER TRANSFER OF HEALTH SERVICE TREATMENT RECORDS OF
TRANSITIONING SERVICE MEMBERS

Ref: (a) NAVADMIN 187/14
(b) NETCINST 6040.1
(c) NETC N1 email of 5 Feb 15

1. Purpose. To provide guidance regarding active duty Navy health Service Treatment Records (STRs), to ensure compliance with references (a) and (b), and to specify quarterly reporting requirements. The requirements in this instruction apply to all active duty Navy personnel, including, per reference (c), separated/discharged recruits and officer candidates. This instruction does not apply to active duty Marines or disenrolled midshipmen (MIDN), except MIDN who receive an injury on active duty during summer training resulting in entitlement to ongoing medical services from the Department of Defense (DoD).

2. Cancellation. NSTCINST 6040.1.

3. Background. STRs are medical and dental records and include documents from any Service or civilian provided medical or dental facility/office, Armed Forces Health Longitudinal Technology Application Web Print, and/or STR certification. STRs are DoD property.

4. Maintaining STRs. The STRs for all personnel near a Medical Treatment Facility (MTF) shall be kept at the MTF. All units in the Naval Service Training Command (NSTC) domain not near an MTF should normally keep STRs for their personnel, ensuring the integrity and privacy of the records maintained. Individuals who do not reside in proximity to their units or an MTF, such as some Duty Under Instruction (DUINS) students, may retain their STRs but must safeguard them from loss. While this guidance does not apply to Marines or most MIDN, units should follow similar procedures for maintaining those STRs. To ensure STR integrity and safety:

a. Unit check-in sheets shall contain a block for MTFs or appropriate unit personnel to acknowledge receipt of STRs. For personnel not in the proximity of an MTF or the unit, the member will indicate retention of the STR on the check-in sheet. Once the member has completed the check-in process, units will retain check-in sheets until the member departs the command;

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b. Units not near an MTF that retain possession of STRs shall develop procedures for personnel to sign out and return STRs. Personnel shall only retain STRs for the time necessary to receive medical treatment. Personnel shall not sign out STRs in order to keep them in their possession;

c. Units shall ensure that no members detach without returning a completed command check-out sheet. Terminal leave and permissive temporary duty may be denied until the completed check-out sheet is returned. Retain the completed check-out sheet for two years. Check-out sheets shall contain the following:

(1) A block that states the actual discharge/separation/retirement/Fleet Reserve date not indicative of terminal leave or permissive temporary duty.

(2) A statement that all medical and dental records in the service member's possession are required to be returned to the appropriate medical and dental facilities.

(3) The member's duty station(s) for the past five years.

(4) A block for the MTF to indicate the STR submission process is complete by checking a preprinted box indicating either:

(a) The STR is in the possession of the appropriate MTF; or

(b) The STR is not in possession of the appropriate MTF but information has been obtained to initiate the search of the duty stations for the past five years and that the member has signed an SF-600 indicating that the STR is not in the member's possession.

d. For transferring personnel, the MTF will normally mail the STR to the MTF at the next duty station, although some MTFs may allow members to hand carry the STRs if transferring to a remote duty station.

e. For personnel separating or retiring, the MTF will mail the STRs to Navy Medicine Records Activity (NMRA). Units not near an MTF are responsible for mailing STRs for separating/retiring personnel, including STRs for any personnel who retained possession due to distance between the MTF and the unit, to NMRA at the following address:

Navy Medicine Records Activity (NMRA)
BUMED Detachment St. Louis
4300 Goodfellow Blvd, Bldg. 103
St. Louis, MO 63120

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For these personnel, unit administrators will initial the check-out sheet to indicate the STR process is complete;

f. STRs maintained by an Army or Air Force MTF must also be forwarded to NMRA by either the MTF or the unit, to be determined locally.

g. If the STR process is not complete at the time of the member's departure, the specific reason shall be annotated on the check-out sheet. The commanding officer or office in charge must determine if the reason is valid prior to the member's departure; and

h. Units shall ensure that no personnel depart the activity without returning a completed check-out sheet. Retain the completed check-out sheet in command files for two years.

5. Required Reports.

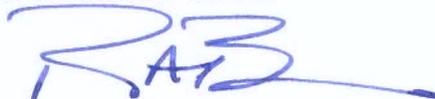
a. Units shall provide a monthly projected loss report to the servicing MTF, if any, including all losses projected for the next 45 days.

b. Quarterly, on the first business day of the month, units shall complete SECNAV 6320/2. NROTC units shall forward reports to OD2A, Officer Development, Medical Programs. Recruit Training Command, Officer Training Command Newport, and OD2A shall forward reports to NSTC N511, Medical Liaison. This report shall include the previous quarter's data. Units must include separate reports by individual Unit Identification Code (UIC) and are not to combine separate UICs into a single, all inclusive report. Negative reports for each UIC are required and shall be provided by email.

6. Forms

a. The following form is available from Naval Forms Online (<https://navalforms.documentservices.dla.mil/web/public/forms>): SECNAV 6320.2 (Service Treatment Records (STR) Quarterly Report).

b. The following form is available for download from GCE Forms Library (<http://www.gsa.gov/portal/forms/type/sf>): SF600 (Medical Record - Chronological Record of Medical Care).



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Distribution: (NSTCINST 5216.1B)
List 3 & 4