



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
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PENSACOLA, FLORIDA 32508-5220

NETCINST 6040.2A
N04
24 Feb 21

NETC INSTRUCTION 6040.2A

From: Commander, Naval Education and Training Command

Subj: DOMAIN PROCEDURES FOR PROPER TRACKING AND TRANSFER OF
HEALTH SERVICE TREATMENT RECORDS OF TRANSITIONING SERVICE
MEMBERS

Ref: (a) CNO WASHINGTON DC 271438Z Jul 17 (NAVADMIN 181/17)
(b) CNO WASHINGTON DC 131758Z Jul 17 (NAVADMIN 173/17)
(c) DoD Instruction 6040.45 of 16 November 2015

1. Purpose. To provide procedures and specify implementation requirements of the Service Treatment Record (STR) tracking and transfer program for the Naval Education and Training Command (NETC) domain to ensure compliance with references (a) through (c).

2. Background. Proper STR transfer is an integral part of a service member's transition from service as a result of discharge, retirement, or transfer to the Fleet Reserve. The term STR includes any Service provided medical and dental documentation, civilian provided medical and dental documentation, Armed Forces Health Longitudinal Technology Application Web Print, and STR Certification. STRs are the property of the U.S. Government, not the beneficiary or beneficiary's guardian. The patient has the right to a copy of the information in the DoD Health Record, unless specifically excepted by reference (c).

3. Applicability. This instruction applies to all activities within the NETC domain.

4. Responsibilities. All NETC activities shall comply with all aspects of references (a) and (b) and this instruction. Specific responsibilities within the NETC domain are as follows:

a. NETC N04 will:

(1) Provide program implementation guidance, evaluation, and assistance as required.

(2) Appoint an Echelon 2 STR Responsible Individual (RI) and an Alternate RI (ARI) for all STR disposition matters and manage the NETC STR tracking and reporting process. Additionally, they will coordinate and advise on all procedures outlined in references (a) and (b) and this instruction. Designation of primary and alternate STR Representatives will be by separate correspondence.

(3) Liaise with the Bureau of Medicine and Surgery (BUMED) and Navy Medicine Records Activity Coordination Cell as needed.

b. NETC Echelon 3 Commanding Officers (COs) and other directly reporting activities will:

(1) Appoint an STR RI and an ARI to execute STR tracking and reporting requirements for their subdomain.

(2) Notify and direct every service member under their cognizance to deliver any original medical or dental records in their possession to the servicing Medical Treatment Facility (MTF) or Dental Treatment Facility (DTF).

(3) Modify military personnel check-out sheets as follows:

(a) Ensure the check-out sheet contains 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.

(b) Ensure the check-out sheet identifies the service member's duty station(s) for the past 5 years.

(c) Ensure the MTF/DTF annotate on the check-out sheet whether the STR submission process is complete by checking a preprinted box on the check-out sheet indicating that either:

1. The medical and dental records are in the possession of the appropriate MTF/DTF; or

2. The medical and dental records are not in the possession of the appropriate MTF/DTF, but information has been obtained to initiate the search of the duty stations for the past five years, and the service member has signed SF-600

(Chronological Record of Medical Care) indicating that the STR is not in the service member's possession.

(d) Ensure no military personnel depart the activity without returning a completed 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 in command files for a period of 2 years.

(4) In no instance shall service members hand carry their original STR without specific authorization from their CO. When authorized to hand carry their original STR, service members shall protect the integrity of these records and promptly provide them to the appropriate DoD activity as directed.

(5) NETC activities located on Air Force or Army bases, which are serviced by Air Force or Army treatment facilities, shall ensure the servicing treatment facility is aware of the requirements of reference (b). If questions arise from that service's treatment facility, they may be referred to the appropriate BUMED Point Of Contact (POC). These POCs may be obtained by contacting the NETC STR RI or ARI.

5. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

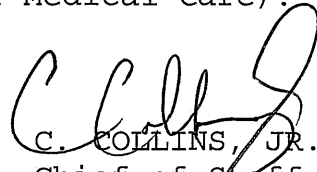
b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

6. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV

24 FEB 2021

5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

7. Forms. The following form is available for download from the GSA Forms Library (<https://www.gsa.gov/reference/forms>): SF-600 (Chronological Record of Medical Care).


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Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available via Content Manager or by emailing netc_directives@navy.mil.