

**DEPARTMENT OF THE ARMY
51ST TRANSPORTATION COMPANY (PLS)
UNIT 30020
APO AE 09166**

AETV-SCS-TB

28 MAY 2002

MEMORANDUM FOR 51st Transportation Company Soldiers

SUBJECT: Policy Letter #9, Sick Call Policy

1. **PURPOSE.** To ensure all soldiers of the 51st Transportation Company receive the best medical care at a minimum expense to the unit.
2. **APPLICABILITY.** All soldiers assigned to 51st Transportation Company.
3. **BACKGROUND.** Sick call is used for soldiers who are in need of medical care during the normal duty day. Soldiers should seek timely medical advice whenever they have reason to believe that a medical condition or physical defect affects, or is likely to affect, their physical or mental well-being. Soldiers will not wait until the time of their periodic medical exam to make such a condition known. The objectives of military medical exams are to provide information:
 - a) To inform the individual of medical health risks and to identify potential lifestyle modifications
 - b) Needed to initiate treatment of illness
 - c) To meet administrative and legal requirements

The 293d BSB policy is to have appointments made, prior to 0700 hours, with the soldier's primary care provider during the duty day solely for the need to initiate treatment of illness (see b, above). The other two objectives (a and c) will be done on an appointment basis only.

4. **POLICY.** It is the responsibility of every officer, NCO, and soldier within the company to be fully aware of the sick call policy to ensure the company is physically prepared to undertake the tasks that will present themselves in time of peace or war. Individual health is a soldier's responsibility, but it is the commander's responsibility to ensure the unit is combat ready at all times. The sick call program is designed to ensure the proper level of care is initiated for soldiers who are in need. The sick call policy is not intended for use as a means to miss Physical Fitness Training or not partake in other missions or training requirements. Under the provisions of AR 40-501, the following are in effect:

a) All soldiers requiring the need to initiate the treatment of an illness will report to the orderly room NLT 0600 hours Monday, Tuesday, Wednesday and Friday. On Thursdays, report time is NLT 1300 hours. Soldiers will conduct normally scheduled physical fitness when physically possible. The orderly room will make appointments for soldiers, fill out DD Form

689 and return to Platoon Sergeants following PT (or on Thursdays, after 1300 formation). Soldiers must specify their ailment or reason for going on sick call on the DD 689. Platoon sergeants will coordinate with soldiers for appointment. All DD form 689s will have the signature of the commander, XO, 1SG, or Truckmaster prior to issuance. Appointments will not be made during command motor stables or Sergeant's Time Training, unless it is a serious emergency.

b) Soldiers will report to the Mannheim Medical Center fifteen minutes prior to appointment time to assigned suite. Prior to scheduled appointments, soldiers will complete SF 93, stating the ailment and return it to the receptionist. Following the exam process, soldiers will ensure the doctor completes the remarks section of the DD Form 689. Information in that block will indicate administrative action only. For example, if the doctor wishes to see the soldier again, they should indicate in that block when they want the soldier to return. Soldiers will ensure "time in" and "time out" are annotated in the block. Soldiers will ensure no "profile" information is put into that block. Any profile information will be annotated on DA form 3349 or DD689 (DD689 for 30 days or less). Any restrictions to duty performance and physical capabilities will be annotated. Ensure temporary profile expiration date is specified.

c) Soldiers will return to the orderly room within one hour of signing out of the clinic with DD Form 689 and (if applicable) DA Form 3349 and ensure both documents are closed out. First Sergeant, or his representative will review and release the soldier to the platoon. Soldiers who have an appointment following the duty day will report to the CQ who will annotate on the CQ roster the return time. The CQ will also prepare copies for log and release of the soldier to the platoon. Soldiers may coordinate with First Sergeant or (Truckmaster) for exemption to this prior to the appointment.

5. SUPERSESSION. This command policy memorandum supersedes all other 51st Trans Co Sick Call Policies.

6. EXPIRATION. This policy memorandum expires 28 MAY 2002.

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CPT, TC
Commanding