

Headquarters
US Army Armor Center and Fort Knox
Fort Knox, Kentucky 40121-5111
6 October 2009

*Fort Knox Reg 40-6

Medical Services

INDIVIDUAL SICK SLIPS AND TEMPORARY PROFILES

Summary. This regulation provides policy and guidance concerning the use of DD Form 689 (Individual Sick Slip), and the issuing of DA Form 3349 (Physical Profile).

Applicability. This regulation applies to all major activities, staff offices, directorates, departments, and Partners in Excellence, this headquarters.

Suggested Improvements. The proponent of this regulation is Director, Directorate of Health Services (DHS). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Medical Department Activity (MEDDAC) (MCXM-DM), 289 Ireland Avenue, Fort Knox, KY 40121-5111.

1. Purpose. To establish policy, assign responsibility, and provide procedures for managing Fort Knox Soldier sick call using DD Form 689 and temporary profiles using DA Form 3349.

2. References.

a. AR 40-66, 17 Jun 08, Medical Record Administration and Health Care Documentation, Chapter 13, Individual Sick Slip (DD Form 689) (with RAR 001, 18 Mar 09).

b. AR 40-501, 14 Dec 07, Standards of Medical Fitness, Chapter 7, Physical Profiling (with RAR 001, 10 Sep 08).

3. Responsibility.

a. All Soldiers, officers and enlisted, reporting for non-emergency sick call at any USA MEDDAC Fort Knox facility will obtain a DD Form 689 from their assigned unit before reporting for sick call.

b. Unit commanders may authorize individual Soldiers, in the grade of staff sergeant or higher, to report directly to the servicing clinic. If unit commanders wish to exercise this

*This regulation supersedes Fort Knox Reg 40-6, 10 August 1998.

authority, they must notify the clinic in writing. The USA MEDDAC personnel will initiate DA Form 3349 per reference 2b above.

c. Unit commanders may authorize individual Soldiers, in the grade of staff sergeant or higher, to report directly to the servicing clinic. If unit commanders wish to exercise this authority, they must notify the clinic in writing. The USA MEDDAC personnel will initiate DA Form 3349 per reference 2b above.

4. Procedures.

a. Units will originate a DD Form 689 for each Soldier who wishes to report to sick call. Upon the Soldier's arrival at the medical facility, MEDDAC personnel will annotate the DD Form 689 with the time of arrival. The MEDDAC personnel will return Soldiers who report to sick call with non-emergency conditions and who do not possess a DD Form 689 to their unit to obtain an Individual Sick Slip.

b. Upon discharge, MEDDAC personnel will annotate DD Form 689 with the time of discharge and return the form to the Soldier. Units will account for time spent by Soldiers at sick call by collecting a DD Form 689 from each Soldier returning from sick call.

c. For temporary duty limitations up to 72-hours, MEDDAC personnel will annotate the DD Form 689 accordingly.

d. For temporary duty limitations exceeding 72-hours, but less than 30-days, MEDDAC personnel will annotate the DD Form 689 accordingly and provide a detailed written description of duty limitations.

e. For duty limitations exceeding 30-days, MEDDAC personnel will initiate a DA Form 3349. The original copy of the DA Form 3349 will become part of the medical record. One copy will be issued to the individual as their personal record. MEDDAC will send one copy to the unit commander, through distribution, for the unit record.

FOR THE COMMANDER:

OFFICIAL:



KENT R. SHAW
Director, Human Resources

DISTRIBUTION:
A plus
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JEFFREY L. DAVIDSON
COL, AR
Chief of Staff