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UNCLASSIFIED/

MARADMIN 637/13

MSGID/GENADMIN,USMTF,2007/CMC WASHINGTON DC(UC)/F002//

SUBJ/PROPER TRANSFER OF HEALTH SERVICE TREATMENT RECORDS (STRS) OF
TRANSITIONING SERVICE MEMBERS TO THE VETERANS ADMINISTRATION RECORDS
MANAGEMENT CENTER (VARMC)//

REF/A/DODI 6040.45//

REF/B/MANMED 16-20 (4) (D)//

REF/C/MCO P1070.12K//

NARR/REF A IS THE SERVICE TREATMENT RECORD AND NON-SERVICE TREATMENT
RECORD LIFE CYCLE MANAGEMENT REF B IS THE MANUAL OF THE MEDICAL
DEPARTMENT REF C IS THE IRAM//

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GENTEXT/REMARKS/1. THIS MARADMIN ANNOUNCES NEW GUIDELINES FOR THE
SUBMISSION OF SERVICE TREATMENT RECORDS (STRS) TO THE VETERANS AFFAIRS
RECORDS MANAGEMENT CENTER (VARMC). AN STR IS CONSIDERED COMPLETE ONLY
WHEN IT CONTAINS A MEDICAL RECORD, A DENTAL RECORD, A DD FORM 2963 OR
NON-AVAILABILITY LETTER, AND A DD-214 OR APPROPRIATE DISCHARGE ORDER.
COMMANDING OFFICERS AND OFFICERS-IN-CHARGE MUST ENSURE COMPLIANCE WITH
THE REQUIREMENTS AND GUIDELINES ESTABLISHED IN THE REFERENCE AND THIS
MARADMIN.

2. THE BUREAU OF MEDICINE AND SURGERY (BUMED) HAS ESTABLISHED THE
NAVY MEDICINE RECORDS ACTIVITY (NMRA) AS THE CENTRAL SITE FOR
COLLECTION OF ALL STRS. THE PURPOSE OF NMRA IS TO PERFORM A QUALITY
ASSURANCE REVIEW ON ALL STRS TO ENSURE COMPLETENESS PRIOR TO
FORWARDING THE STR TO THE VA. EFFECTIVE IMMEDIATELY AND UNTIL 31
DECEMBER 2013, ALL STRS WILL BE MAILED TO NMRA AT THE FOLLOWING
ADDRESS: NAVY MEDICINE RECORDS ACTIVITY (NMRA), BUMED DETACHMENT ST
LOUIS, 4300 GOODFELLOW DRIVE BLDG 103, ST. LOUIS, MO 63120. COMMANDS
ARE REQUIRED TO CERTIFY AND PROCESS THE STR PER REFERENCE A PRIOR TO
SENDING TO NMRA. AS OF 1 JANUARY 2014, MAILING OF STRS WILL CEASE AND
ALL STRS WILL BE SUBMITTED ELECTRONICALLY AS DETAILED IN PARAGRAPH 5
BELOW.

3. PRIOR TO FORWARDING THE STRS TO NMRA, THE FOLLOWING ACTIONS WILL
BE COMPLETED:

A. SERVICING MEDICAL DEPARTMENT:

(1) ENSURE ALL MEDICAL RECORD DOCUMENTATION IS COLLECTED, TO
INCLUDE ANY "KNOWN" INFORMATION PRINTED FROM CHCS 1 AND THE ARMED
FORCES HEALTH LONGITUDINAL TECHNOLOGY APPLICATION (AHLTA) (E.G.,
LABORATORY AND RADIOLOGY RESULTS) AND PLACED IN THE RECORD.

(2) COMPLETE AND INSERT THE DD FORM 2963 OR NON-AVAILABILITY
LETTER INTO THE STR JACKET.

(3) ENSURE THE MEDICAL RECORD IS DELIVERED TO THE SEPARATING

MARINE AT LEAST 5 DAYS PRIOR TO THE MARINE DEPARTING ON SEPARATION LEAVE OR TRANSITIONAL PERMISSIVE TAD.

(4) IF A MEDICAL RECORD CANNOT BE LOCATED, A REPLACEMENT RECORD SHALL BE CREATED PER THE GUIDANCE IN CHAPTER 16 OF REF B.

B. DENTAL TREATMENT FACILITY WILL ENSURE THAT A COMPLETE DENTAL RECORD, TO INCLUDE ALL XRAYS, IS PROVIDED TO THE MARINE AT LEAST 5 DAYS PRIOR TO THE MARINE DEPARTING ON SEPARATION LEAVE OR TRANSITIONAL PERMISSIVE TAD. IF A DENTAL RECORD CANNOT BE LOCATED, A REPLACEMENT DENTAL RECORD WILL BE CREATED USING THE SEPARATING T2 EXAM. A NON-AVAILABILITY LETTER WILL ONLY BE NEEDED IF A REPLACEMENT DENTAL RECORD CANNOT BE CREATED.

C. IPAC OR SEPARATING ADMIN UNIT:

(1) ENSURE NO MARINE DEPARTS ON SEPARATION LEAVE PRIOR TO TURNING IN A STR (HEALTH AND DENTAL RECORD THAT INCLUDES A DD FORM 2693 OR NON-AVAILABILITY STATEMENT).

(2) PLACE A COPY OF THE MEMBER'S DD 214 OR APPROPRIATE DISCHARGE ORDERS INSIDE THE STR.

(3) COMMANDERS, COMMANDING OFFICERS AND OFFICER-IN-CHARGE, OR THEIR DESIGNEE RESPONSIBLE FOR STR PROCESSING, WILL SIGN AS THE SENDER ON THE NAVPERS 5000/64, RECORDS TRANSMITTAL FORM, VERIFYING THAT EACH STR BEING FORWARDED TO NMRA IS COMPLETE.

(4) MAIL THE COMPLETE STR TO NMRA AT THE ADDRESS LISTED IN PARAGRAPH 2 ABOVE NLT 30 DAYS AFTER ECC/EAS DATE.

(5) IN THE EVENT ADDITIONAL DOCUMENTATION IS DISCOVERED, THE SEPARATING ACTIVITY WILL IMMEDIATELY FORWARD IT TO THE NMRA WITH A DD FORM 2963.

(6) PAPER COPIES OF STRS FOR MARINES ASSIGNED TO TDRL WILL BE MAILED TO THE NMRA (CENTRAL CELL) ADDRESS IN PARAGRAPH 2 FOR SUBSEQUENT SCANNING INTO THE HEALTH ARTIFACT AND IMAGING MANAGEMENT SOLUTION (HAIMS) EFFECTIVE IMMEDIATELY.

4. COMMANDS LOCATED IN TRICARE PRIME REMOTE SERVICE AREAS, TO INCLUDE OCONUS, SHALL ENSURE THAT ACTIVE DUTY SERVICE MEMBERS OBTAIN COPIES OF ALL CIVILIAN MEDICAL RECORDS PRIOR TO SEPARATION, RETIREMENT OR PERMANENT CHANGE OF STATION. MEDICAL RECORD COPYING COSTS WILL BE BORNE BY THE TRICARE CONTRACTOR. FOR TRICARE OVERSEAS PRIME REMOTE ENROLLEES, THE TRICARE CONTRACTOR WILL PROVIDE MEDICAL RECORD TRANSLATION SERVICES WHEN REQUESTED BY THE MEMBER. IN THE EVENT A MEMBER IS REQUIRED TO PAY "OUT OF POCKET" FOR MEDICAL RECORDS COPYING, THE MEMBER SHOULD SUBMIT A DD FORM 2642, TRICARE CLAIM FORM, TO THE COGNIZANT TRICARE CONTRACTOR FOR REIMBURSEMENT. MEDICAL DOCUMENTATION RESULTING FROM APPOINTMENTS WITH CIVILIAN PROVIDERS WILL BE INCORPORATED INTO THE MEMBER'S STR PER CHAPTER 16 OF REF B.

5. EFFECTIVE 1 JANUARY 2014, IPACS/ADMIN UNITS ARE RELIEVED OF ALL STR SUBMISSION RESPONSIBILITIES. EFFECTIVE THIS DATE, THE DD-214 WILL NO LONGER BE SUBMITTED WITH THE STR AND THE MTF (CLINICS/BAS'S/RAS'S)

WILL ASSUME RESPONSIBILITY FOR SUBMITTING STRS DIRECTLY TO NMRA AT THE ABOVE ADDRESS OR THROUGH THE HEALTH ARTIFACT AND IMAGING MANAGEMENT SOLUTION (HAIMS). A COMPLETE STR AFTER 1 JANUARY IS DEFINED AS A MEDICAL RECORD, DENTAL RECORD, AND A DD FORM 2963. MTF

(CLINICS/BAS'S/RAS'S) WILL NO LONGER BE REQUIRED TO PRINT AHLTA, AND UPON CERTIFYING THE MEDICAL RECORD, ALL AHLTA NOTES MUST BE REMOVED PRIOR TO SENDING THE RECORD TO NMRA. THE MTF (CLINICS/BAS'S/RAS'S) WILL USE THE PUSH BUTTON FEATURE TO SEND AHLTA NOTES TO HAIMS PRIOR TO MAILING A PAPER STR. IF A MEDICAL TREATMENT FACILITY DOES NOT HAVE AHLTA, THE CLOSEST FACILITY WITH AHLTA ACCESS MUST BE NOTIFIED BY THE SEPARATING MEDICAL STAFF FOR ASSISTANCE WITH SUBMISSION OF THE AHLTHA NOTES. IF THE MEDICAL RECORD IS COMPRISED OF ONLY AHLTA NOTES, USE THE PUSH BUTTON FEATURE TO TRANSFER AHLTA NOTES INTO HAIMS. PROCEDURES FOR SUBMISSION OF TDRL RECORDS WILL REMAIN AS OUTLINED ABOVE.

6. THE ABOVE CHANGES WILL BE INCORPORATED IN A FUTURE REVISION OF REF C.

7. RELEASE AUTHORIZED BY LTGEN R. E. MILSTEAD, JR., DEPUTY COMMANDANT, MANPOWER AND RESERVE AFFAIRS//