



**DEPARTMENT OF THE NAVY**

BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

IN REPLY REFER TO  
13 Jun 08

MEMORANDUM FOR COMMANDER, NAVY MEDICINE EAST  
COMMANDER, NAVY MEDICINE WEST  
COMMANDER, NAVY MEDICINE NATIONAL CAPITAL AREA  
COMMANDER, NAVY MEDICINE SUPPORT COMMAND

SUBJECT: TRICARE Prime Enrollment and Enrollment Transfer of Active Duty Service Members in Appellate Leave Status

- Reference: (a) Health Affairs Policy, 05-014, Policy Guidance for Active Duty Service Member Enrollment to TRICARE Prime of 19 August 2005  
(b) Health Affairs Memorandum, Enrollment of Active Duty Service Members in Appellate Leave Status of 8 November 2006  
(c) NAVMEDCOMINST 6320.3B, Medical and Dental Care for Eligible Persons at Navy Medical Department Facilities

This memorandum provides guidance for TRICARE Prime enrollment and enrollment transfer of Navy and Marine Corps Active Duty Service Members (ADSMs) in an appellate leave status. Reference (a) requires all ADSMs to be enrolled in TRICARE Prime and reference (b) provides specific guidance for enrollment of ADSMs in an appellate leave status. Prior to beginning appellate leave, ADSMs should be enrolled in TRICARE Prime and receive a brief on how to obtain health care while in an appellate leave status from the Navy and Marine Corps Appellate Leave Activity (NAMALA). This information is provided to the members when they are administratively transferred to the NAMALA. ADSMs remain enrolled until their separation or retirement date. The primary intent of this memorandum is to ensure TRICARE Prime enrollment and provision of health care benefits consistent with existing policy and guidance until reference (c) is revised.

ADSMs on appellate leave may need to be enrolled into TRICARE Prime and/or their enrollment transferred to facilitate routine care. ADSMs on appellate leave that present to a Navy Military Treatment Facility (MTF) with a valid Armed Forces ID card and a copy of their Leave Request Authorization Form, NAVCOMPT 3065, must be enrolled in TRICARE Prime. MTFs must validate and/or facilitate enrollment. ADSMs should be enrolled at the closest MTF to their appellate leave address. If there is an MTF of another Service that is closer to the member's leave address, MTFs will facilitate transfer of enrollment and medical records between the gaining and losing MTF. In the event transfer of enrollment cannot be accomplished and remaining at a Navy MTF places an undue hardship on the ADSM due to driving times and/or distances, MTFs will contact their Navy Medicine Regional TRICARE Operation staff to assist with the transfer to another Service's MTF.

MTFs may find it necessary to enroll and transfer enrollment of non-compliant ADSMs on appellate leave without the member's permission or without them completing an enrollment form. In this event, Navy Medicine Regional Commanders will approve the transfer of enrollment and provide any necessary oversight and liaison between the respective Managed Care Support Contractor(s), TRICARE Regional Office(s), or with other Service MTFs.

**SUBJECT: TRICARE Prime Enrollment and Enrollment Transfer of Active Duty Service  
Members in Appellate Leave Status**

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