

CON LEAVE INFORMATION SHEET FOR THE ACTIVE DUTY SERVICE MEMBER

1. KAHC health care providers **recommend** con leave to your Unit Command on a DD Form 689 or in a memorandum. You need to obtain this recommendation and take to your Unit Command. **Your Unit Command is the final approving authority.** You must obtain con leave orders from your Unit Command. Your Unit Command assigns the date you leave and return from con leave.

2. If you require health care services while on con leave, you can seek care at a Military Treatment Facility. If you require emergency care due to loss of limb or eyesight, uncontrollable bleeding or pain, call 911 or report to the nearest emergency room.

Your military ID card is your insurance card. You must present it anytime you seek medical care anywhere. Failure to show your ID can result in you receiving a bill for services.

If you require urgent care, call your assigned clinic (Active Duty Clinic-ADC 804-734-9057/9967 or (Troop Medical Clinic-TMC 804-734-6093/6474) during normal working hours or the On Call Provider (804-734-9000) after duty hours to obtain an urgent care referral.

3. AIT Soldiers are responsible for making arrangements and financing transportation to and from con leave. If you require financial assistance to purchase an airline ticket, you can contact Army Community Services at 804-734-6388 to apply for a grant or loan from the Army Emergency Relief Fund.

4. If you are experiencing mobility issues due to your injury or illness and require assistance at the airport, make sure you notify your airline ahead of time of your need for a wheelchair or motorized cart.

5. Your duty assignment while on con leave is to rest and heal. You are expected to follow your health care provider's recommendations: take the prescribed medications, adhere to the activity limitations listed in your profile, and return to your assigned clinic when you return from con leave.

6. If you require health care services or monitoring of a specific health care condition while on con leave, a nurse case manager will be assigned to coordinate your health care. Your health care provider will determine if you require case management services and will direct you to the case management office, 1st Floor, Room C-116 if necessary.

7. You are expected to report to the ADC or TMC on the next duty day after returning to Fort Lee at the end of con leave unless you are under the care of another clinic such as orthopedics. If under the care of orthopedics (804-734-9226), you should have a scheduled appointment before you return.