



DEPARTMENT OF THE ARMY
2ND BATTALION, 6TH AIR DEFENSE ARTILLERY
1612 RANDOLPH ROAD
FORT SILL, OKLAHOMA 73503

REPLY TO
ATTENTION OF:

ATSA-TPY

25 AUG 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #10 - Missed Medical Appointments.

1. Purpose. To provide guidance on the requirements for Soldiers to make their medical appointments and defines corrective actions if missed.
2. Applicability. This policy applies to all Soldiers and Civilians assigned, attached, or under operational control of the 2-6 Air Defense Artillery Battalion.
3. Background. A Soldier's chain of command must address missed medical appointments directly with their Soldier. The Fort Sill MTF is operating at maximum capacity, causing it to refer patients off-post which increases the cost of healthcare to Soldiers. Every missed appointment at a MTF costs an average of 208 dollars, wastes care providers' time, and increases the backlog and wait time for other Soldiers to receive timely and necessary medical appointments.
4. Policy.
 - a. All Soldiers (Cadre and Students) have an individual responsibility to make it to their assigned appointments at Brigade TOMS Clinic, MTFs, or off-post facilities and keep their leadership informed of upcoming appointments (date, time, facility) but do not need to disclose the specific reason. Once an appointment is scheduled, the specified time and location is that Soldier's place of duty unless cancelled in accordance with the provider's cancellation policy.
 - b. A Soldiers (Cadre and Students) that fail to be at their appointed place of duty is punishable under the Uniform Code of Military Justice (UCMJ) and will result in a written counseling, corrective training, adverse administrative action, and/or punishment. The following checks are in place to ensure accountability:
 - (1) First missed appointment. For enlisted personnel, the unit's First Sergeant (1SG) will counsel that Soldier and forward a copy of that counseling to the Battalion Command Sergeant Major (BN CSM). For Officers and Warrant Officers, after the first missed appointment, the Battalion Executive Officer (BN XO) will counsel the offending officer.
 - (2) Second missed appointment. The BN CSM will counsel the Soldier with his/her Battery chain of command present. For Officers and Warrant Officers, the

Battalion Commander will counsel the offending officer with the Battery Command Team present.

(3) All subsequent missed appointments will initiate UCMJ consideration against the Service member (SM) and/or hold the SM financially responsible for the missed appointment.

c. Soldiers are responsible for:

(1) Informing their supervisor of any appointments made at a MTF or off-post treatment facility with sufficient advanced notice (at least the day prior) if they require transportation to an appointment.

(2) Informing their supervisor of any conflicts regarding appointments or any situation – personal or professional – that requires additional assistance.

(3) Canceling or rescheduling appointments as necessary and within the allowed timeframe of the respective MTF or off-post treatment facility.

d. Supervisors are responsible for:

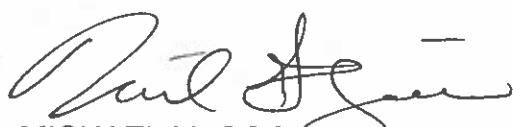
(1) Tracking subordinates' appointments.

(2) Deconflicting subordinates' work schedules.

(3) Assisting subordinates with making it to their appointment, if necessary.

(4) Battery CQ desks will keep track of all scheduled appointments that require transportation on or off post for the next duty day and coordinate with the battery command team (or designated representative) to ensure vehicles are appropriately allocated.

5. Point of Contact for this policy is the undersigned at michael.m.goglia.mil@army.mil.



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LTC, AD
Commanding