

**HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON
FORT SAM HOUSTON, TEXAS 78234-5014**



BULLETIN

THIS PUBLICATION IS VALID FOR 90 DAYS
SPONSORS ARE RESPONSIBLE FOR KEEPING THEIR FAMILY MEMBERS INFORMED



BULLETIN 1

10 Jan 02

Section I. OFFICIAL

1. Official notices in this bulletin are orders of the command.
2. **DETAILS:** The units listed herein are scheduled for Casualty Notification Officer (CNO) duty on the dates indicated.

CASUALTY NOTIFICATION:

01 Dec 01– 31 Jan 02 AMEDDC&S

SPECIAL INSTRUCTIONS: Directors/staff section chiefs/commanders will ensure their affected soldiers are notified of changes. The CNO (formerly called Personnel Notification Officer (PNO)) is required to report to the Transition Point, Bldg 2267, on Wed for a briefing prior to going on detail. All SFCs through MAJ are required to notify the Duty Roster Custodian 15 days prior to departing on leave or TDY and 30 days prior to PCS, retirement, or ETS. Personnel scheduled for CNO duty are required to possess a Defensive Driving Course Card and a valid military/civilian driver's permit in order to operate military vehicles in the performance of their duty. Any questions pertaining to these instructions, please contact the Casualty Affairs Office during duty hours, 1-0051/1780. After duty hours contact the AMEDDC&S & FSH Staff Duty, Bldg 367, 1-2810.

3. FSH EQUAL OPPORTUNITY/SEXUAL & HARASSMENT HOTLINE TELEPHONE NUMBER: The AMEDDC&S & FSH Equal Opportunity/Sexual Harassment Hotline number is 5-0647 or DSN 421-0647. The purpose of the hotline is to provide procedural information on the filing of equal opportunity or sexual harassment complaints. The hotline is operational 24 hours a day. Callers may also contact the AMEDDC&S & FSH Equal Opportunity Office at 1-9276, DSN 471-9276, or by fax number 1-1322. The POC is EEO at 1-9276. (MCCS-BEO/1-9276)

4. AUTOMATED OUT-PROCESSING SYSTEM: The Automated Out-Processing System was established to decrease the clearing time and limit soldiers to clearing only those areas they have utilized during their tenure at FSH. Soldiers have a requirement to physically visit or call the Processing Branch at 1-9274, 35 days prior to departure, to schedule their initial appointment (which starts the process working). Soldiers will receive DA Form 137-R, Installation Clearance Record, at their initial briefing. The point of contact is Mr. Agosto, 5-8809. (MCCS-BHR-MI/ 5-8809)

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5. PRE-TRANSITION BRIEFING: In accordance with AR 635-10, Processing Personnel for Separation, soldiers are required to attend an Expiration Term of Service (ETS) Briefing. The schedule for 2002 is as follows:

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14 Feb, 14 Mar, 11 Apr, 09 May, 13 Jun, 11 Jul, 08 Aug, 12 Sep, 10 Oct, 07 Nov, and 05 Dec.

Representatives from Veterans Administration, Education Center, Post Finance, Transition Point, Reserves, etc. will discuss VA Benefits, GI Bill, Veterans Educational Assistance Program (VEAP), unemployment insurance, job hunting, resumes, college and vocational technical admissions, military experience converted to college or vocational technical credits, and other related matters. The POC for this information is Mr. Morris, 1-2964/0205. (MCCS-BHR-H/1-2964/0205)

6. PRE-RETIREMENT ORIENTATION: In accordance with AR 600-8-7, Retirement Services Program, soldiers are required to attend a Pre-Retirement Orientation no later than six months prior to retirement. Please call 1-0835/0936 for reservations. The schedule for 2002 is as follows:

17 Jan, 21 Feb, 21 Mar, 18 Apr, 16 May, 20 Jun, 18 Jul, 15 Aug, 19 Sep, 17 Oct, 14 Nov, and 13 Dec.

Representative from Veterans Administration, Tricare, Post Finance, Legal Assistance, ACAP, Texas Veterans Commission, Troops to Teachers, and Transition Services will discuss VA Benefits, GI Bill, unemployment insurance, Military Medical, Texas Benefits, Survivor Benefit Plan, and other related matters. Spouses of retiring personnel are also encouraged to attend. The POC for this information is Mr. Dixson or Ms. Brown 1-2467/0835. (MCCS-BHR-H/1-2467/0835)

7. FUEL STATION AT CAMP BULLIS: The Fuel Station at Camp Bullis, Bldg 6101, will be closed for approximately six (6) weeks, 01-18 Jan 02, for construction of a canopy over the fuel pumps and a water diversion berm. The last day to get fuel at that location will be 2 Dec 01, no later than 1630. Construction will begin on 3 Dec 01 and all electrical power to the fuel pumps will be shut off. The station should reopen on or before the final inspection scheduled for 18 Jan 02. Fuel Keys used at Camp Bullis can also be used at the Fort Sam Houston POL station, Bldg 4050. If you require a fuel card, contact Voyager Client Services at 1-888-785-1732. The points of contact are Ms. Adams/Mr. Taylor, 1-3108 or Ms. Alford at 1-3022. (MCCS-BRL-SS/1-3108/3022) (5/6)

8. CAREER STATUS BONUS: In accordance with Career Status Bonus (CSB) Implementing Guidance, Subtitle D of Title VI FY 2000, military personnel with a DIEMS (Date Initially Entered Military Service) on or after August 1, 1986 are requested to attend a CSB Briefing. The briefing will be held at Transition Services, Bldg 2267. The POC for reservations and information is Mr. Dixson at 1-2247 or Mrs. White, 1-0936.

DATES FOR 2002: 15 Jan, 12 Feb, 12 Mar, 16 Apr, 14 May, 11 Jun, 16 Jul, 13 Aug, and 17 Sep.

The POC for reservations and information is Mr. Dixson at 1-2247 or Mrs. White, 1-0936.

9. RECORDS MANAGEMENT ISSUES: The POC for these issues is the AMEDDC&S & FSH Records Management Officer, Ms. Shull, 1-9986.

a. **AMEDDC&S & FSH LIST OF FILE NUMBERS FOR CY 02.** The List of File Numbers for CY02 are **due 16 Jan 02**. Each list will be prepared, in duplicate, and submitted to the AMEDDC&S & FSH Records Management Officer for review and approval. Activities will submit the list on HQ, AMEDDC&S & FSH (CSFS) Form 4287-E-R to Ms. Shull, MCCS-BHR-AS. You may access the form on AEFSS 4.4 under the button labeled Local Forms and then "CSFS 4287." If you have any questions regarding the use of the form, contact Ms. Guerrero, 5-9081 or via e-mail at lydia.guerrero@cen.amedd.army.mil. **Several Garrison activities never did submit a list for CY00 and CY01. All offices, branches, and divisions within an activity are required to submit a list on an annual basis.** The POC for this action is Ms. Shull, 295-9084.

b. **RELOCATION OF OFFICE COPIER EQUIPMENT:** This information is to all HQ, AMEDDC&S & FSH activities and all tenant activities. Office copier equipment should not be moved or relocated

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from one activity to another without the prior approval from the Installation Copier Manager. Most activities have leased (Minolta) copier equipment, and only the contractor is authorized to move the equipment. The Installation Copier Manager must be informed by memorandum or email: imre.michura@cen.amedd.army.mil, prior to activities relocating equipment. The Installation Copier Manager will prepare documentation to allow the contractor to relocate the copier equipment. Activities that will be reorganizing or consolidating functions should be especially attentive of these requirements. For further information on copiers please call, Mr. Michura or Ms. Shull, 1-9012. (MCCS-BHR-AS/1-9012) (2/3)

10. NEW ENTRANT CONFIDENTIAL FINANCIAL DISCLOSURE REPORT: All commanders and supervisors are required by DOD 5500-7-R (the Joint Ethics Regulation) to review the job duties of each newly assigned employee (military or civilian) and report the name of Confidential Financial Disclosure Report, to the AMEDDC&S & FSH Ethics Counselor. The employee is required to file an OGE Form 450 no later than 30 days of assuming his or her new position. Forms are sent to the Office of the Staff Judge Advocate, ATTN: MCCS-BJA-AL, 1306 Stanley Road, Stop 19. Note that an employee may not be a new employee, but may be assigned a new duty which now requires the filing of an OGE Form 450. The OGE Form 450 may be obtained from the Intranet at <http://www.cs.amedd.army.mil/sja/Ethics.as> or from the AMEDD Electronic Forms Support System (AEFSS). The POC is the Ethics Counselor at 1-2373/0485. (MCCS-BJA-1-2373/0485)

11. PROCEDURES FOR TURN-IN AND ISSUE OF CELLULAR PHONES: The cutoff date for customers to request communication equipment (cellular phones and pagers) will be 14 Dec 01. After this date if customers don't respond, their cell-phone and pager will be turned off. The procedures for the turn-in and issue of equipment (cellular phones) once the customers have received information from the vendors on call plans and equipment cost. The hand receipt holders will provide their requirements to the Information Technology Business Center (ITBC) Acquisition Division, ATTN: Mr. Flores at 210-221-3019 or Mr. Rodriguez at 210-221-3975, the Project Managers for the Cellular Phones. The following information will be required to process the customer request via e-mail:

1. Vendors name (e.g., Sprint, AT&T, Verizon Wireless, Cingular Wireless, and Nextel).
2. Make and model for the equipment.
3. The minutes plans and cost per month.
4. Quantity.
5. Point of contact. Hand receipt holder/Code.
6. APC Code.
7. Phone Number.

Once ITBC has processed the customer's request for equipment and services, ITBC supply section will notify the hand receipt holder when the item will be ready for pick-up. The customer will be contacted by telephone or email to sign for their equipment. If at this time if the customer is requiring training for their organization they will contact Mr. Flores, Mr. Rodriguez, or Mr. Shaw to set up training with the vendor. Customers will contact ITBC Supply Division, Mr. Shaw, 1-4154 to schedule a turn-in date for customer equipment (cellular phones). The hand receipt holders will prepare a DA Form 3161, item number, stock number/line number, unit of issue, quantity and signature by the hand receipt holder IAW DA PAM 710-2. An ITBC representative from supply will sign the DA Form 3161 and provide a signed copy to the customer. ITBC will provide a second copy of the DA Form 3161 to Material Management Property Book Office to post to the customer's hand receipt. Cellular phones have a 1-year warranty, if within that time the customer is having problems with their equipment. The hand receipt holders will contact Mr. Shaw, 1-4154 for cellular phones and for pagers, contact Mr. Cantu, 1-5962 to have the equipment exchange. This is only for warranty issue. Customers requesting call detail will email: Butch.Shaw./Johnnie.Flores.@cen.amedd.army.mil to obtain a detail list of phone numbers for their organization. Once received the customer will be contacted that the information is ready for pick-up. (MCCS-BIM-A/1-3019/3975) (3/3)

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12. PROPER DISPOSAL OF TELEPHONE BOOKS: For proper disposal of telephone books, Southwestern Bell will have a large recycling bin set up in the parking lot on the corner of Schofield Road and Scott Road from 14 Dec 01 through 7 Jan 02. This receptacle is only for the deposit of old phone books. Please do not place other recyclables or trash in this container. The POC for this information is Mr. Marshall, 1-5909. (MCCS-BIM-A/1-5909) (1/3)

13. LEVEL 1 ANTITERRORISM AWARENESS TRAINING SCHEDULE: The following are scheduled dates for the OCONUS Level 1 Antiterrorism Awareness Training for Jan-March 2002. Scheduled training dates are subject to change to availability of instructor or mission requirements. All training starts at 0800 and will conclude at 1115. Training will be held in room 138 of building 4011.

Jan 10 and Jan 24
Feb 7 and Feb 21
Mar 14

The purpose of publishing the above schedule is to allow DOD personnel to arrange their work or personnel schedules in order to attend one of the Antiterrorism Awareness Training Sessions. This training is for travel outside the 5-United States, its territories, and possessions; and is valid for a period of one year. Subsequent travel within this year period requires the traveler to obtain area/country specific information within three months of travel. There are approximately 50 personnel assigned to Fort Sam Houston who have attended a Unit Advisors Course who may be certified as an Antiterrorism Awareness Instructor. Each command/unit/activity that has a Level II trained instructor has the responsibility to brief their personnel. Each command should review DOD Instruction 2000.16 DOD, Antiterrorism Standards, June 14, 2001, concerning their specific responsibilities and requirements. The POC is Mr. Krimbill, 1-1859 or Mr. Francis, 1-1906. (MCCS-BRL-CI/1-1859/1-1906.

14. COMISSARY/POST EXCHANGE ADVISORY COUNCIL MEETING: The Installation Commissary/PX Advisory Council meeting will be held Wednesday, 3 February, 0900, in the Break Room, Commissary, building 360. Please submit input for the agenda no later than 28 Jan 02 to Mr. Thomas Lara, Installation Food Advisor, Services Division, RLBC, at 1-5891 or Ms. Barbara King, Council Recorder at 1-5115. (1/3)

Section II. UNOFFICIAL

15. BECOME A CERTIFIED TEACHER AND EARN A MASTERS DEGREE AT THE SAME TIME: St. Mary's University will offer graduate courses starting 16 Jan 02 at Fort Sam Houston and on campus that will allow students to be teacher certified in Texas with 18 hours of graduate work and pursue a Master of Arts in Education or Educational Leadership at the same time. Special tuition grants of \$600 per three-semester-hour courses are available for: active duty military, retired military, DOD employees, spouses, and children under age 27 of these groups. For program information and dates of orientation sessions, please contact the St. Mary's University Education Department at (210)436-3121 or contact the Fort Sam Houston representative, Jeff Thomas, at 226-3360, FSH Learning Center.

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HQ AMEDDC&S & FSH
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**OFFICIAL:
THOMAS E. BAILEY
LTC, FA
Adjutant General**

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