

**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 5**

**7 Feb 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 Feb 02– 31 Mar 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)

**5. 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

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**AMEDDC&S & FSH BULLETIN 5, Fort Sam Houston, 7 Feb 02**

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)

**6. 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:

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)

**7. 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:

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)

**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:** 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. SUBVERSION AND ESPIONAGE DIRECTED AGAINST THE U.S. ARMY (SAEDA) TRAINING:** IAW Army Regulation 380-5, Department of the Army Information Security Program and Army Regulation 381-12, Subversion and Espionage Directed Against the U.S. Army (SAEDA), all Department of the Army (DA) personnel, military and civilian, regardless of clearance and/or access level held will receive SAEDA training at least biennially. The Readiness and Logistics Business Center's (RLBC) Counterintelligence and Security Office will be offering this training on the following dates:

March 27, 2002

June 26, 2002

September 25, 2002

**AMEDDC&S & FSH BULLETIN 5, Fort Sam Houston, 7 Feb 02**

(Duration of training-approximately 1 hour) The purpose of publishing the above schedule is to allow DA personnel time to arrange their work/personal schedules in order to attend the SAEDA briefings. Request unit representative(s) provide RLBC, Training Division with a list of individuals requiring SAEDA training and dates available for training. For more information, the POC is Mr. Hrna, RLBC Training Division, 1-1620 or E-mail: [edward.hrna@cen.amedd.army.mil](mailto:edward.hrna@cen.amedd.army.mil). (MCCS-BRL-TN/1-1620)

**10. 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.

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.

**11. COMISSARY/POST EXCHANGE ADVISORY COUNCIL MEETING:** The Installation Commissary/PX Advisory Council meeting will be held Wednesday, **13 Feb 02** at 0900, in the Break Room, Commissary, building 360. Please submit input for the agenda no later than 28 Jan 02 to Mr. Lara, Installation Food Advisor, Services Division, RLBC, at 1-5891 or Ms. King, Council Recorder at 1-5115. (5/5)

**Section II. UNOFFICIAL**

**12. EARN A MASTERS DEGREE IN 12 MONTHS:** The National Graduate School (NGS) of Quality Management is now forming a Spring 2002 Masters Program scheduled to start in February 02. Classes will be held on Wednesday evenings from 1800-2200 at Fort Sam Houston. Students will earn a M.S. in Quality Systems Management. Our institution is regionally accredited, nationally recognized and approved for VA benefits and we assist with Financial Aid/Tuition Assistance/ etc. Call us today toll free at 1-800-838-2580. Our web address is [www.nationalgraduateschool.org](http://www.nationalgraduateschool.org). The POC is Mr. Marino-TX Site Coordinator-NGS. (2/3)

**13. LOST ITEM:** Lost, Motorola Pager, SN: 12CUBU2KRS on 7 Jan 02, if found please notify Ms. Thomas, 1-9004. (2 /3)

**14. FORT SAM HOUSTON COMMISSARY:** The Fort Sam Commissary will be open from 0900-1800 on 18 Feb 02, Presidents Day. The POC for this information is Ms. Boyd, at 1-4678. (2/3)

**15. UNITED WAY AT WORK, REFERRAL AGENT PROGRAM TRAINING & REGISTRATION FORM:** United Way of San Antonio provides help at the workplace through the Referral Agent Program. Volunteer employees are trained to become Referral Agents who link troubled co-workers to health and human care agencies so the employee's work performance and personal life is not compromised.

Referral Agents help co-workers with issues such as:  
Child Care.  
Elder Care.

**AMEDDC&S & FSH BULLETIN 5, Fort Sam Houston, 7 Feb 02**

Divorce.  
Health Concerns.  
Substance Abuse.  
Parenting.

The Referral Agent program benefits to employees include:  
Less Work Time lost in locating the appropriate service.  
Access to 1,200 no-or low-cost health and human care services.  
Someone they know and trust is available to assist them.

The benefits to the employer are:  
Employees lose less work time due to personal issues.  
Addresses employee absenteeism, morale, safety, and productivity.  
Demonstrates the employer's concern for the employees' well-being and enhances communication.

Registration and a continental breakfast will be held each day from 0745-0800. The training will start promptly at 0800 and will conclude by 1645. Dress is business casual. Participants are asked to clear their calendars for training times/dates. We request that employees arrive on time and leave following the conclusion of training each day. Breaks will be provided to allow participants to make phone calls, if necessary. This training is accredited for approximately one Social Work CEU and 10 contact hours. The training is free, however, if you would like CEU credit, there is a \$10 fee. Please make checks payable to United Way. For additional information the POC is Ms. Lyons, call 210-352-7016, or E-mail at [simery@unitedwaysatx.org](mailto:simery@unitedwaysatx.org). **ENCLOSED YOU WILL FIND A FORM TO FILL OUT TO ATTEND CLASS.**

**16. MISSING ITEM:** On 12 Dec 01, the following item was found missing from Public Works Business Center (PWBC), HVAC Shop, Bldg 4197: 1 Motorola Radio E-121 serial number 500AUA0104. If you have any knowledge about this item, the POC is Mr. Rodrigues, 1-3212. (MCCS-BPW-O/1-3212) (1/3).

**FOR THE COMMANDER:  
HQ AMEDDC&S & FSH  
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FT SAM HOUSTON, TX**

**OFFICIAL:  
THOMAS E. BAILEY  
LTC, FA  
Adjutant General**

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DB**