

**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 44**

**14 Nov 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:

**1 Oct 02–30 Nov 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 (Joint Ethics Regulation) to review the job duties of

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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 Staff Judge Advocate, ATTN: MCCS-BJA-AL, 1306 Stanley Road, Stop 19. Note that an employee

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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.asp> 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:

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:

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. UNAUTHORIZED USE/TRESPASSING IN BLDGS 1000, 2371, AND 2372:** In June 2001, Fort Sam Houston entered into a 50-year lease with a private developer, Orion Partners, Inc. for the renovation and reuse of the old Brooke Army Medical Center (BAMC), Bldg 1000, and the south and north wings of the Beach Pavilion Complex, Bldgs 2371 and 2372. These facilities are under the sole care of Orion Partners, Inc. and as such, entry into these facilities or use of the adjacent parking areas is prohibited. Questions concerning these facilities may be addressed to the USAG Business Development Office, 221-2761. (MCCS-BBD/1-2761)

**9. THE INFORMATION TECHNOLOGY BUSINESS CENTER (ITBC) ASSET TAG:** ITBC enlists the support of all computer users on the installation to help us identify each computer and where it is connected. This process will allow the ITBC to provide more complete and accurate customer support at all levels. In the near future ITBC will send out a note requesting all users to look at your CPU and see if there is a "U.S. Govt Asset Tag" on the front of the unit. The application will look to see if an asset file already exists, and if it is there, the application will end and your normal start up process will begin. If it is not already on file, a message will pop up upon start of your computer. There will be a 5 second Splash Screen, then another screen requesting each user to key in the Asset Number that is located on the CPU (i.e., 42347) into the space provided. Then simply click the "Save Tag" button. If your CPU does not have an Asset Tag, click on the "No Tag" button. This will allow ITBC to see how many computers actually have an Asset Tag but do not have an Asset file on record. If there is no asset tag, ITBC will need to send a technician to tag the unit. If the tag is there, we will save the cost of sending a technician out and also minimize disruption to users. (MCCS-BIM/1-8448) (2/3)

**10. NEW LOCATION AND HOURS FOR LEVEL I ANTITERRORISM AWARENESS TRAINING**

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**SCHEDULE:** Scheduled training dates are subject to change due to the availability of instructor, or mission requirements. All training starts at designated times which is located next to the dates and will last approximately 2.5 hours. Training will be held in Blesse Auditorium of building 2841.

Dec 9 (Monday)                      0900-1100

The purpose of publishing the above schedule is to allow DOD personnel to arrange their work or personal schedules in order to attend one of the Antiterrorism Awareness Training Sessions. This training is for travel outside the 50 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 **two** 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 Anti-terrorism Awareness Instructor. Each command/unit/activity that has a Level 11 trained instructor has the responsibility to brief their personnel. Each command should review DOD Instruction 2000.16, and DOD Antiterrorism Standards, June 14, 2001, concerning their specific responsibilities and requirements. The POC for this information is Mr. Lewis, 1-5022/1637. (MCCS-BHR-SS/1-5022/1637).

**11. NEW HOURS OF OPERATION FOR LEGAL ASSISTANCE:** The Fort Sam Houston Legal Assistance Office located in Bldg 134 on Stanley Road is available for walk-in consultations with an attorney at 0800, Monday, Thursday, and Friday on a first come basis. Only 10 walk-in consultations are available, and out of the ten, active duty personnel **in uniform** will have priority. Scheduled appointments are available one week in advance based on the availability of attorney's schedule. Notary service and power of attorney services are available from 0800-1600 Monday thru Friday, except during will signing (Tuesday afternoon from 1300-1600 and Wednesday morning from 0900-1000). THE ABOVE HOURS ARE SUBJECT TO CHANGE DUE TO MISSION REQUIREMENTS. For further information, please call 221-2353/2282.

**12. OFFICER CANDIDATE SCHOOL SELECTION BOARDS:** PERSCOM has announced the dates for the next years OCS selection boards. All interested soldiers must complete application packets and send them to the Personnel Management Branch by the application suspense dates as indicated below.

OCS suspense dates for FY 2003 are as follows:

Application Suspense	Local Interview Date
02 Dec 2002	11 Dec 2002
12 Feb 2003	19 Feb 2003
11 Jun 2003	18 Jun 2003
08 Sep 2003	17 Sep 2003

For complete information and OCS application packet, contact Mr. Gaines, Personnel Management Branch, building 2263, room B099, 1-1839. (MCCS-BHR-MM/1-1839)

**13. BULLETIN NOTICE:** Due to the downsizing at Document Automation & Publishing Services (DAPS), effective 28 Oct 02, the FSH & AMEDD Weekly Bulletin will be edited and published on Tuesdays instead of Wednesdays. To meet this deadline all articles must be submitted NLT COB Mondays. If Monday is a holiday the articles will be due by COB Tuesday. The POC for this information is Mrs. Walker, 5-9084. (4/5)

**14. THANKSGIVING DAY MEAL:** The sharing of Thanksgiving Day Meals with family members and guests in dining facilities is a long-standing Army tradition. All active duty officers and enlisted personnel (all Ranks) may purchase the 2002 Thanksgiving Day meal for \$5.25. Spouse and authorized dependents of E-5 and above may purchase the 2002 Thanksgiving meal for \$5.25. spouses and authorized dependent family members of E-4 and below military members and retirees will pay \$5.25. A

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traditional turkey dinner will be served at the midday meal, which will include shrimp cocktail, assorted salads, turkey, ham, beef, pumpkin, mincemeat, and assorted fruit pies, eggnog, and much more. The Garrison dining facilities on Fort Sam Houston, and Camp Bullis will have special Thanksgiving Day hours as noted below:

**Dining Facility No. 1, Bldg. 2789, FSH**

Breakfast 0730-0930  
Lunch 1200-1330  
Dinner 1700-1830

**Dining Facility No. 2, Bldg 1377, FSH**

Breakfast 0730-0930  
Lunch 1200-1400  
Dinner 1730-1930

**\*Dining Facility No. 4, Bldg 5105, Camp Bullis**

Breakfast 0530-0700  
Lunch 1130-1300  
Dinner 1630-1800

\* **Note:** Thanksgiving Day Meal will be observed on Wednesday, 27 Nov 02. This dining facility will be closed on Thursday 28 Nov 02 and re-open on 29 Nov 02, for the breakfast meal.

The POC is Mr. Lara, Installation Food Adviser, Food Services Branch, Supply and Service Division, Readiness and Logistics Business Center (RLBC), 221-5929. (MCCS-BRL-SS/1-5929) (2/3)

**15. FORT SAM HOUSTON FALL CLEAN-UP UNIT SPONSORSHIP PROGRAM 18-22 Nov 2002:** In accordance with (IAW) FSH Reg 420-2, Police and Maintenance of Grounds, 1 Oct 92. Fort Sam Houston will conduct Installation Fall Clean Up from 18-22 Nov 02. This establishes a week where everyone, military and civilian, concentrates efforts on appearance of areas adjacent to their work places and assigned police areas of responsibility as outlined in Fort Sam Houston Reg 420-2. This includes cleaning of parking lots and family-housing areas IAW the latest Area of Responsibility map sheet for tenant units. (4/4)

**Section II. UNOFFICIAL**

**16. MISSING EQUIPMENT:** The equipment identified below is missing from the Civilian Personnel Advisory Center, Building 144, Fort Sam Houston.

<b>ITEM</b>	<b>QUANTITY</b>	<b>NSN</b>	<b>SERIAL NUMBER</b>
Monitor: Magnavox (CTX) MTR Magnavox 1220 CM6	1	7025-01-Z38-6724	6400120

Anyone having knowledge of the identified items, please contact, Mr. Perez at 221-0639. (3/3)

**17. TRICARE 2002 BRIEFINGS AND BOOTHS:** TRICARE is the Military Health Care System that covers **Active Duty and Family Members, and Retirees and Family Members under and over age 65.** Information will be available at the following facilities to discuss the health care options for **TRICARE beneficiaries by age groups.**

**2002 Briefings and Booths for October are as follows:**

**Randolph AFB Retiree Appreciation Day, Hanger # 4**

16 November 2002, from 0900 to 1300 (a booth for all age groups, including TFL)

**Fort Sam Houston-Brooke Army Medical Center Auditorium, 4<sup>th</sup> Floor**

December 5, from 1700 to 1900 ( Briefing for those turning age 65, age 65 and older, a TRICARE For Life Briefing)

**Enrollment in TRICARE Prime** (under age 65) is available with Brooke Army Medical Center\*. Brooks AFB Clinic, Randolph AFB Clinic, Wilford Hall Medical Center,\* and Kelly Clinic, and with Network Civilian Primary Care Providers\*. For additional questions regarding these briefings, please call 1-800-406-2832 or [www.hnfs.net](http://www.hnfs.net) .

\* Please check with the service centers for these facilities as enrollment is limited in some clinics.

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