

**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 48**

**19 Dec 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 Dec 02–31 Jan 03 BAMC**

**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 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. 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, 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 Army Medical Department Center and School Security Office will be offering this training on the following dates:

DATE	LOCATION	TIME
23 APRIL 03	BLESSE AUDITORIUM	0900-1100
08 OCTOBER 03	BLESSE AUDITORIUM	0900-1100

(Duration of training approximately 1 hour). The purpose of the publishing the above scheduled is to allow DA personnel time to arrange their work/personal schedules in order to attend the SAEDA briefings. For more information, the POC is Mr. Elbert Lewis, AMEDDC&S Security Office, 221-5022/1637 (MCCS-BHR-SS)

**7. 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)

**8. LEVEL 1 ANTITERRIOSIM AWARENESS TRAINING SCHEDULE:** Following are the scheduled dates for the OCONUS Level 1 Antiterrorism Awareness Training for Jan –Dec 2003. Scheduled training dates are subject to change due to availability of instructor, or mission requirements. All training starts at designated times located next to the dates and will last approximately 2.5 hours. Training will be held in Blesse Auditorium of building 2841.

JAN 10	0900-1130
FEB 05	0900-1130
MAR 05	0900-1130
APR 09	0900-1130
MAY 07	0900-1130
JUN 11	0900-1130
JUL 09	0900-1130
AUG 06	0900-1130
SEP 10	0900-1130
OCT 15	0900-1130

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NOV 05            0900-1130  
DEC 10            0900-1130

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 an Antiterrorism Awareness Instructor. Each command/unit/activity that 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. Lewis, (MCCS-BHR-SS 1-5022/1637).

**9. 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.

**10. 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
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)

**11. FORT SAM HOUSTON COMMUNITY HOLIDAY CONCERT:** The Holiday Concert featuring the 323<sup>rd</sup> Army Band and The Texas Children's Choir will be presented 19 Dec 02, 1900. Concert will be held at Roadrunner Community Center, Bldg 2797 Stanley Road, Fort Sam Houston. Enclosed is a flyer for the concert.

**12. HAND RECEIPT HOLDER TRAINING:** Material Management Section, Property Management Branch, Supply and Services Division, Readiness and Logistics Business Center, will be conducting Primary Hand Receipt Holder's training on 23 Jan 03, 24 Apr 03, 24 Jul 03 and 23 Oct 03. The training will be held at the MEDCOM Contracting Center Training Room, Bldg 4197, located on 17<sup>th</sup> Street and Wilson Street. Training will be conducted from 0800-1000 each day. Class size is

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limited to 30 people. To make a reservation, contact Charles E. Lomax/295-4308, Alicia Torres/221-4067, or your hand receipt manager.

**Section II. UNOFFICIAL**

**13. THE NATIONAL GRADUATE SCHOOL OF QUALITY MANAGEMENT:** Earn a Masters Degree in 12 months. The National Graduate School of Quality Management is now forming a new Masters Program scheduled to start on **29 Jan 03**. Classes will be held on Wednesday evenings from 1800-2200 at Willis Hall. Students will earn a M.S. in Quality Systems Management. Our institution is regionally accredited, nationally recognized and eligible for VA/TA Benefits. Call us today toll free at 1-800-838-2580. Our web address is : [www.ngs.edu](http://www.ngs.edu) (3/3)

**14. ITEM FOR SALE:** A 2002 trailer (enclosed) Cargo Craft-14x7x6 ft. Excellent condition, has a ramp and side door, vent on top and a light inside. Asking \$3,100.00, call 210-912-4747.(2/3)

**15. FORT SAM HOUSTON COMMISSARY:** The Fort Sam Houston Commissary will close at 1500 on 24 December 2002 and will be closed 25 December 2002 and 1 January 2003. The POC is Ms. Boyd/ 221-4678.

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

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