

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



# BULLETIN

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SPONSORS ARE RESPONSIBLE FOR KEEPING THEIR FAMILY MEMBERS INFORMED



**BULLETIN 34**

**28 Aug 03**

## 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 Aug 03–31 Aug 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 date:

DATE	LOCATION	TIME
08 OCTOBER 2003	BLESSE AUDITORIUM	0900-1100

(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. For more information, the POC is Mr. Elbert Lewis, AMEDDC&S & FSH Security Office, 1-5022/1637 (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, 1-2761. (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).

**ATTENTION: ANTITERRIOSIM CLASS FOR 10 SEP HAS BEEN CANCELED.**

15 OCT	0900-1130
05 NOV	0900-1130
10 DEC	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

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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, 1-5022/1637. (MCCS-BHR-SS 1-5022/1637).

**9. NEW HOURS OF OPERATION FOR LEGAL ASSISTANCE:** Beginning on 1 April 2003, the Fort Sam Houston Legal Assistance Office located in Bldg 134 on Stanley Road will be available for walk in consultations with an attorney from 0900–1100, Monday, Thursday, and Friday. Active duty personnel **in uniform** will have priority. Walk-in wills service will be provided on Wednesdays starting in the mornings from 0900-1100 and continuing in the afternoon from 1330–1530. Scheduled appointments are available one week in advance based on the availability of attorneys' schedules. Notary service and power of attorney services are available from 0800–1600, Monday through Friday. THE ABOVE HOURS ARE SUBJECT TO CHANGE DUE TO MISSION REQUIREMENTS. For further information, please call 1-2353/2282.

**10. OFFICER CANDIDATE SCHOOL SELECTION BOARDS:** PERSCOM has announced the dates for the next years OCS selection boards (FY03). All interested soldiers must complete application packets and send them to the Personnel Management Branch by the application suspense dates as indicated below.

Application Suspense	Local Interview Date
08 Sep 03	17 Sep 03

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

**11. CAREER STATUS BONUS (CSB):** In accordance with Career Status Bonus (CSB) Implementing Guidance, military personnel with a Date Initially Entered Military Service (DIEMS) on or after 1 August 1986, need to attend a briefing to obtain sufficient information to make an informed retirement decision. The briefing will be held at Transition Services, Bldg 2267, from 0900 until 1100 on the following dates:

9 Sep 03, 7 Oct 03, 18 Nov 03, and 9 Dec 03.

The POC for reservations and information is Mr. Dixon, 1-2467 or Mrs. White, 1-0936.

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

**13. MULTIFUNCTIONAL DIGITAL DEVICES (MDD):** The Installation Copier Program returns to Information Technology Business Center (ITBC) on 1 October 2003. The new program will also bring a new concept. The MDD is being introduced to Fort Sam Houston with the installation of a device with the capability of connectivity to the network.

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**TRAINING SESSIONS:** Classes on the use of these new devices will be offered continuously between the hours of 0800-1600 on 9, 18, and 23 September 2003 at the Roadrunner Community Center. The classes will last approximately 1 hour each of these dates. Customers are encouraged to allow maximum attendance to ensure a full understanding of the equipment is available to all employees. Sign up for these classes is not required. All current Minolta customers have now been contacted by e-mail and are aware of which models they will be receiving, as well as the monthly and annual costs involved. Questions regarding these models and their capabilities should be held and asked at the training sessions, where trained personnel will be available to address these questions. The ITBC points of contact for this program are Mr. Al Randez at 1-3053 or Mr. Mitch Michura at 1-5251. (MCCS-BIM-B/1-3053/5125) (1/2)

**14. OFFICE CLOSURE:** The Office of the Staff Judge Advocate, Claims Division and the Legal Assistance Office will be closed on 29 August 2003 through 1 September 2003 in observance of the Training Holiday and Labor Day. In case of an emergency, please contact the On-Call Officer at 286-6227. The POC for this information is Genice Poloa or SFC Douglas at 221-0484. (MCCS-BJA/1-0484) (1/1)

**15. INSTALLATION PROPERTY MANAGEMENT BRANCH:** According to AR 25-1, Army Information Management, there is no longer a requirement for software to be a property book managed item. All software orders and licenses, throughout the Fort Sam Houston network, will continue to be processed through your IMO or ITBC Acquisition Division. The POC is Mr. Aguilar, Chief, Property Management Branch, 1-3378 or Ms. Gilcrease, Chief, Material Management Section, 1-4507. (7/10)

**16. INSTALLATION COMMISSARY/PX ADVISORY COUNCIL:** Meeting will be held at 0900, 28 August 2003, in the Class 6 Store Training Room, Building 2400. If there are any questions, concerns, or specific items you would like to have discussed at this meeting, please submit them to Mr. Thomas Lara, Council Coordinator, or Ms. Su Johnson, Council Recorder, no later than 21 August 2003. Contact Mr. Thomas Lara, Council Coordinator, 1-5929, E-mail [thomas.lara@cen.amedd.army.mil](mailto:thomas.lara@cen.amedd.army.mil), fax, 1-5807, or Ms. Su Johnson, Council Recorder, 1-5115, E-mail [su.Johnson@cen.amedd.army.mil](mailto:su.Johnson@cen.amedd.army.mil), fax 1-5520. (3/3)

**17. TRICARE 2003 BRIEFINGS:** TRICARE is the Military Health Care System that covers Active Duty and Family members under age 65 and Retirees and Family Members age 65 and older. Information will be available at the following facilities to discuss the health care options for TRICARE beneficiaries by age groups.

**BRIEFINGS FOR THOSE UNDER AGE 65**

**Randolph AFB in the Ballroom at the Family Support Center, 555 F St West (for evening briefings, please park and enter from rear off E St W)**

12 November 2003 from 1300-1500

**Lackland AFB TRICARE at the Family Support Center, 2160 Kenly Ave, Bldg 1249, 1<sup>st</sup> Floor Classroom**

15 October 2003 from 1700-1900

**BRIEFINGS FOR THOSE NEARING AGE 65, AGE 65 AND OVER**

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**Randolph AFB in the Ballroom at the Family Support Center, 555 F St West (for evening briefs, please park and enter from rear off E St W)**

17 September 2003 from 1300-1500

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

10 December 2003 from 1700-1900

For additional questions regarding these briefings, please call 1-800-406-2832 or visit our website at [www.hnfs.net](http://www.hnfs.net).

**Section II. UNOFFICIAL**

**18. MISSING ITEM:** The following item is missing from the Recreation and Fitness Division (RFD), Marketing, Bldg 124: Telephone Cellular, Noika # 5165, phone # 872-8847. Anyone having any information concerning the above item please contact Margaret McKenzie at 221-2307. The Point of Contact for this notice is Jeanette Wahl, RFD Admin, 12523. (3/3)

**19. MISSING ITEMS:** The following items are missing from the PA Branch Testing Office. Please check your laptops for missing: HEWLETT PACKARD NBK HP OMNIBK XE-2  
NSN# 702501Z391231  
SER 3 TW02210244

Please check your slide projectors for missing: EKTRA PROJECTOR SLIDE  
NSN# 6730010796394  
SER#A-719552

The Point of Contact for this notice is SFC Juarez, 221-7791. (2/3)

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