

**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 43**

**30 Oct 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 Oct 03 to 30 Nov 03 -- 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. 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 each newly assigned employee (military or civilian) and report the name on the 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. 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)

**7. 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.**

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 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).

**8. 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.

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**9. 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:

18 Nov 03 and 9 Dec 03.

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

**10. OFFICE CLOSURE:** The Office of the Staff Judge Advocate, the Legal Assistance Office, and the Claims Office will be closed on the 10<sup>th</sup> and 28<sup>th</sup> of November 2003 in observance of the Training Holidays. The POC for this information is Mr. Cramer, 1-0484. (MCCS-BJA/1-0484) (1/4)

**11. FY 2004 OFFICER CANDIDATE SCHOOL (OCS) SELECTION BOARDS:** PERSCOM has announced the dates for the next years OCS Selection Boards (FY04). All interested soldiers must complete application packets and send them to the Personnel Management Branch by the application suspense dates listed below.

<u>APPLICATION SUSPENSE</u>	<u>OCS BOARD DATES</u>
24 March 2004	7 April 2004
28 July 2004	11 August 2004

The POC for complete OCS application information is Mr. Gaines, Personnel Management Branch, Bldg 2263, Room B99, 1-1839. (MCCS-BHR-MM/1-1839)

**12. 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

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

**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).

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**Section II. UNOFFICIAL**

**13. MISSING ITEM:** The Defense Medical Readiness Training Institute has the following items missing: 2 Defibrillators (AED's) ECN: 017223 and 017320 SN: 0502061573 and 0502061575. The POC for this information is SFC Erskine at 221-9550/1-9571. (2/3)

**FOR THE COMMANDER:  
HQ AMEDDC&S & FSH  
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THOMAS E. BAILEY  
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