

**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 33

19 Aug 04

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 04 to 31 Aug 04—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)

ARMY COMMUNITY OF EXCELLENCE-----MAKE IT A WAY OF LIFE

AMEDDC&S & FSH BULLETIN 33, Fort Sam Houston, 19 Aug 04

5. NEW ENTRANT CONFIDENTIAL FINANCIAL DISCLOSURE REPORT: All commanders and supervisors are required by DOD 5500.7-R Joint Ethics Regulation (JER) to review the job duties of each employee (military or civilian) newly assigned or detailed to a **"covered position"** and promptly report the name of the employee to the Ethics Counselor, Office of the Staff Judge Advocate, AMEDDC&S & FSH, ATTN: MCCS-BJA-AL. That employee is required to file a New Entrant Confidential Financial Disclosure Report (OGE Form 450) within thirty days of assuming his or her position. An employee occupies a **"covered position"** when the official responsibilities of the employee require them to participate personally and substantially through decision or exercise of significant judgment in taking official action for contracting or procurement; administering or monitoring grants, subsidies, licenses or other Federally conferred financial or operational benefits; regulating or auditing any non-federal entity; or other activities in which the final decision or action may have a direct and substantial economic impact on the interests of any non-Federal entity. An employee is also required to file an OGE Form 450 when the commander/supervisor determines that the duties and responsibilities of the position require the employee to file such a report to avoid an actual or apparent conflict of interests and to carry out the purpose of any statute, Executive Order, or regulation applicable to or administered by that reporting individual. On notification, the Ethics Counselor will contact the employee and assist him/her in obtaining, completing, and filing the OGE 450. The POC is the Ethics Counselor at 1-2373/0485. (MCCS-BJA-AL/1-2373/0485) 373/0485)

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. 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:

***NOTE TIME CHANGES:**

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>
29 September 2004	Blesse Auditorium	*0900-1000

(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, 1-8200/8199 located in Aabel Hall, Suite 025/113. (MCCS-BHR-SS/1-8200/8199)

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.

AMEDDC&S & FSH BULLETIN 33, Fort Sam Houston, 19 Aug 04

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.

9. LEVEL 1 ANTITERRORISM AWARENESS TRAINING SCHEDULE: The scheduled date for the OCONSUS Level 1 Antiterrorism Awareness Training is 6 October 2004. Scheduled date is subject to change due to availability of instructor or mission requirements. All training will last approximately 2.5 hours. Training will be held in Blesse Auditorium (building 2841). The purpose of publishing this 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 a Antiterrorism Awareness Instructor. Each command/activity 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 for this information is Mr. Lewis, 1-8200/8199. (MCCS-BHR-SS/1-8200/8199)

10. ARMY-WIDE RECORDS FREEZE-DO NOT DESTROY ANY ARMY RECORDS: There are currently 10 records moratoriums (record freezes) that have frozen the destruction of all Army records. The litigators involved in one of the record freezes are not able to narrow their scope to what records should be retained, so the solution is that ALL Army records are affected. Therefore, until further notice, no Army records are to be destroyed, regardless of the disposition instructions. Just to clarify, these freezes involve all administrative (housekeeping) and mission related records. Activities are reminded, that the AMEDDC&S & FSH does have a Records Holding Area (RHA) to store all records. Activities were always required to transfer records IAW regulatory requirements prior to these freezes (files to be retained more than three years). For an example, the Office of Civilian Personal Time and Attendance Files, which are to be retained for 6 years, 3 months. If any activity does not have the space to maintain their records, they are encouraged to transfer the records to the RHA. The POC for this action is AMEDDC&S & FSH Records Management Officer, Ms. Sharon Shull, 221-9986. (MCCS-BHR-PA/1-9986/5-9084) (2/3)

11. CLAIMS AGAINST DECEASED PERSONNEL: For individuals with claims against or who are indebted to the late PFC Hughes, Michael R., Delta Company, 187th Medical Battalion, Fort Sam Houston, please contact CPT Carden, Donald at 210-221-6800 during normal duty hours, or email Donald.carden@cen.amedd.army.mil. (2/3)

12. ATTENTION NEWCOMERS: MANDATORY - Newcomers' Extravaganza for all permanent party in-processing soldiers, LTC and below, within 60 days of their arrival. The next Newcomers' Extravaganza is scheduled at 0900 on 31 August 2004 at the Roadrunner Community Center. Everyone—soldiers, civilians, and family members—will have an opportunity to learn about Fort Sam Houston and San Antonio and participate in drawings, registrations, and social activities. This Extravaganza is the official "Newcomers' Orientation" for Fort Sam Houston. Commanders and supervisors are encouraged to allow soldiers and civilian employees administrative time to attend. Children are welcome at the Extravaganza. For additional information, call the Army Community Service Relocation Program at 221-2705/2418. (MCCS-BCA/1-2705/2418) (1/2)

AMEDDC&S & FSH BULLETIN 33, Fort Sam Houston, 19 Aug 04

13. THE SPONSORSHIP PROGRAM: The Sponsorship Program helps commanders exercise basic responsibility for assisting soldiers, civilian employees, and families successfully relocate into and out of their commands IAW AR 600-8-8. Army Community Service (ACS) conducts quarterly Sponsorship Trainings to assist commanders and leaders at all levels to have soldiers well-trained and ready to perform the duties of a sponsor. The sponsor will receive helpful hints, step-by-step instructions, and practical advice. Other topics include:

- Up-to-date relocation information.
- Information on writing sponsorship letters.
- Information on assisting the soldier and family members settle into the new community.
- A video tape about the Sponsorship Program.

"If you want to make a difference, this training is for you." The Sponsorship training is scheduled for 26 August 2004, 1400-1500, at the Roadrunner Community Center, Bldg 2797. For reservations, please call the ACS/Relocation Program Manager, 221-2418. ACS can also conduct Sponsorship Training at your unit upon request. The POC for this information is Alicia Tyson at 1-2418.

14. ETHICS TRAINING: The Acting Secretary of the Army has directed that all Army personnel (military and civilian) receive one hour of face-to-face ethics training annually. This supersedes the historical requirement that only SF278 and OGE 450 filers are required to receive ethics training. The Commander, AMEDDC&S & FSH, has directed that its personnel attend one of the following scheduled ethics classes. All classes will be taught in Evans Theatre, Bldg 1396. Questions may be directed to the Administrative and Civil Law Division, Office of the Staff Judge Advocate, AMEDDC&S & FSH at 221-2373/0485.

<u>Date</u>	<u>Start Time</u>	<u>End Time</u>
1 September 2004	0930	1030 "Sign Language Interpreter will be available on this date."
15 September 2004	0930	1030
5 October 2004	0930	1030
20 October 2004	0930	1030
3 November 2004	1330	1430
17 November 2004	0930	1030
1 December 2004	0930	1030
15 December 2004	1330	1430

15. ANTITERRORISM AWARENESS: OFFICE SECURITY.

- A clean desk policy facilitates security by making it difficult to hide intelligence collection or explosive devices in offices.
- Avoid leaving papers, correspondence, communications materials, and other documents in plain view or unattended overnight.
- Lock office doors when vacant for any lengthy period, at night and on weekends.
- Keep offices not in use locked to prohibit unauthorized or undetected access.
- Arrange office interiors so that strange and unfamiliar objects left in room will be immediately noticed.

The POC is Terri Stover, FSH Antiterrorism Office, 295-0535.

AMEDDC&S & FSH BULLETIN 33, Fort Sam Houston, 19 Aug 04

16. CASH & CARRY SALE OF NAF PROPERTY AND EQUIPMENT: NAF will conduct a cash and carry sale of new and used serviceable equipment and property on 25 August 2004 in building 4205 Bay "B" from 0800 to 6 1500. All property sold as is/where is. NO REFUNDS!! Check the Fort Sam News Leader for a list of sale items. For more information or questions please call the MWR Warehouse Supervisor at 221-4449/4950. The POC is Mr. Lonnie O'Haver, at 221-4449. (MCCS-BCA-FM/1-4449/4950) (2/3)

**FOR THE COMMANDER:
HQ AMEDDC&S & FSH
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JOHN J. SEBASTYN
LTC, AG
Adjutant General**

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