

DEPARTMENT OF THE ARMY
U.S. Army Medical Department Center and School
Fort Sam Houston, Texas 78234-6100

Memorandum
Number 600-4

19 October 1993

Personnel-General
ORIENTATION BRIEFING FOR NEWLY ASSIGNED PERSONNEL

1. PURPOSE. This memorandum is designed to provide procedures for the conduct of the initial newcomers' orientation briefing for personnel assigned to the U.S. Army Medical Department Center and School (AMEDDC&S).

2. POLICY

a. A bimonthly orientation briefing will be scheduled for all newly assigned permanent party military and civilian personnel. The procedures outlined in this memorandum will be followed for each briefing. The briefing will be held bimonthly between the hours of 0800 and 1630. Location of the briefing will be announced in the AMEDDC&S Weekly Bulletin.

b. All newly assigned personnel must attend the next scheduled orientation following their assignment to the AMEDDC&S. Those individuals who do not meet this requirement must submit a memorandum through channels to the Cdr, AMEDDC&S, ATTN: HSMC-ZD-S, with an explanation of why they were unable to attend. Personnel assigned from other units on Fort Sam Houston and those attending professional development courses will not be required to attend the briefing.

3. RESPONSIBILITIES.

a. Strategic Planning Office.

- (1) Responsible for the overall conduct of the program.
- (2) Maintains a record of personnel attending the briefing.
- (3) Prepares orientation packets for distribution to all newly assigned personnel attending the orientation briefing.
- (4) Keeps a current schedule similar to the example at the Appendix and coordinates presentation.

(5) Furnishes one person to assist in monitoring the briefing.

(6) Coordinates with the Directorate of Operations, for audiovisual and classroom support.

b. Directorate of Personnel. Will submit the names of all military personnel assigned to the AMEDDC&S since the last orientation briefing to the Chief, Strategic Planning Office. Names will be submitted two working days prior to the announced date in the AMEDDC&S Weekly Bulletin.

c. Directorate of Resource Management. Will submit the names of all civilian personnel assigned to the AMEDDC&S since the last orientation briefing to the Chief, Strategic Planning Office. Names will be submitted two working days prior to the announced date in the AMEDDC&S Weekly Bulletin.

d. Directorate of Operations

(1) Provides adequate classroom facilities.

(2) Provides personnel from the Classroom Support Branch to assist in the operation of audiovisual equipment as needed.

e. Activity Representatives. Representatives of activities listed in the Appendix will prepare an appropriate briefing to conform to the areas listed in the Appendix. Videotapes, slides, and other audiovisual material are encouraged for use as supplements to the presentations; however, personnel listed on the agenda must be present to introduce and present such materials. Alternate arrangements must be coordinated with the Strategic Planning Office at least one week prior to the orientation.

4. PROCEDURES.

a. The Strategic Planning Office will coordinate with the Directorate of Operations to determine the exact location of the orientation. This will be based in part on the number of personnel scheduled to attend.

b. The responsible office will prepare and present an appropriate briefing to conform to the subject and time allocated as listed in the Appendix. The sequence of events will be followed as closely as possible. Deviations will be coordinated with the Strategic Planning Office.

5. DIVISION/BRANCH DETAILED BRIEFING AND TOUR. The formal orientation supplements but does not replace the requirement for a standard interview and detailed briefing in the respective AMEDDC&S elements to which the new personnel are assigned. In addition to the orientation briefings, a tour of the AMEDDC&S will be arranged and conducted by the respective AMEDDC&S elements within the first 30 days after the new arrival reports for duty.

APPENDIX

NEWCOMERS' ORIENTATION
AGENDA

0800 - 0810	Welcome/Administrative Announcements
0810 - 0830	Film/Commander's Representative
0830 - 0845	Command Sergeant Major
0845 - 0900	Chaplain
0900 - 0915	Information Management
0915 - 0930	EO/EEO
0930 - 0945	Staff Judge Advocate - Legal Brief
0945 - 1015	Resource Management
1015 - 1030	Break
1030 - 1100	Drug and Alcohol Prevention
1100 - 1130	Army Community Services
1130 - 1150	Security
1150 - 1300	Lunch
1300 - 1630	Total Quality Management/ Strategic Planning

(HSMC-ZD-S)

FOR THE COMMANDER:

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