

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER  
& SCHOOL AND FORT SAM HOUSTON

AMEDDC&S & FSH Pamphlet  
NO. 25-32

1 November 2002

INFORMATION MANAGEMENT  
DISTRIBUTION SERVICES

1. **HISTORY.** This issue publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

2. **PURPOSE.** To consolidate and update the U. S. Army Medical Department Center and School (AMEDDC&S) and Fort Sam Houston (FSH) Distribution Formulas. This pamphlet provides information and guidance on the proper method of distributing publications and select correspondence pertaining to AMEDDC&S & FSH.

3. **REFERENCES.**

- a. AR 25-30, The Army Publishing and Printing Program.
- b. AR 25-51, Official Mail and Distribution Management
- c. AMEDDC&S & FSH Pam 25-51, Office Symbols

4. **SCOPE.** This pamphlet is applicable to all organizations assigned or attached to the AMEDDC&S & FSH and those activities using the services provided by the Mail and Distribution Branch. Specific functions discussed in this pamphlet are subject to change as expended to keep our customers informed.

5. **SERVICES.** The AMEDDC&S & FSH Mail and Distribution Branch is managed by the Administrative Services Division, Human Resource Business Center. It is located in building 4190, with satellite offices in building 2792, U.S. Army Medical Command (MEDCOM), and building 2840, AMEDDC&S. The Mail and Distribution Branch provides the services discussed below to all members of the AMEDDC&S staff, U.S. Army Garrison (USAG), and all tenant activities assigned or attached. Reciprocal services are also provided for the 5th U.S Army (5th Army), MEDCOM, and Brooke Army Medical Center (BAMC).

6. **POLICY.** Organizations assigned or attached to AMEDDC&S & FSH will use the distribution formulas outlined in this publication. Refer to paragraph 7e below for those items classified as needing special distribution.

7 **PROCEDURES.**

a. **Distribution System.** The distribution system is for official use only. Items such as personal mail, non-official advertisements, and invitations to parties or luncheons will not normally be sent through the distribution system. For exceptions refer to AR 25-51.

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\*This pamphlet supersedes AMEDDC&S Pamphlet 25-32, 19 Mar 93 and FSH Pamphlet 25-35, 15 Sep 94.

b. Materials received for distribution to those organizations not located on Fort Sam Houston, and not listed in the distribution scheme, will be properly prepared for mailing by the originating office prior to forwarding to the Mail and Distribution Branch.

c. Distribution formulas are established to identify those organizations eligible to receive distribution and at what level, it established the exact number of copies required at each level, refer to paragraphs 7c(1)-(6) below. Distribution schemes are used to determine the exact number of copies an organization will receive based on the distribution formula.

(1) DISTRIBUTION A: This distribution formula is used to make distribution of publications and other material of general applicability, wide interest, and which are of low reproduction cost. Distribution is made to all AMEDDC&S & FSH staff, separate tenants, USAG Business Centers, department level, subordinate branches and units. Distribution A is used for distribution to all offices. Distribution A requires 345 copies.

(2) DISTRIBUTION B: This distribution formula is used to make distribution of publications and other material of general or limited applicability, and which are of low reproduction cost. Distribution is made to all AMEDDC&S & FSH staff, separate tenants, USAG Business Centers, and department level. Distribution B requires 200 copies.

(3) DISTRIBUTION C: This distribution formula is used to make distribution of publications and other material of limited applicability, which are of low, intermediate, or high reproduction cost. Distribution is made to AMEDDC&S directorates, USAG Business Centers, and department level only. Distribution C requires 155 copies.

(4) DISTRIBUTION D: This distribution formula is used to make distribution to key elements, it consist of materials of interest or application at the AMEDDC&S directorates, special staff, and USAG Business Center levels only. Distribution D requires 79 copies.

(5) DISTRIBUTION E: This distribution formula is used to make distribution of publications, bulletins, job announcements, and other materials of wide applicability and interest. This material is usually of interest to all personnel at all levels to include tenant organizations. Distribution E requires 501 copies.

(6) DISTRIBUTION F: This distribution formula is used to make distribution of Staff Directories, Mercurys, and News Leaders. This material is usually of interest to personnel at all levels to include tenant organizations. Distribution F requires 1,109 copies.

d. **Modifying Distribution Formulas.** Distribution formulas may be modified in varying situations by adding plus or minus factors to a standard distribution formula, when there is a need to add or delete addressees. For example:

DISTRIBUTION:	-OR-	DISTRIBUTION:	-OR-	DISTRIBUTION:
D, Plus:		A, less:		A, less:
Cdr, MEDCOM		Cdr, MEDCOM		USAG, Unions, and 90th RSG

e. **Special Distribution.** Special distribution is defined as material identified by the customer as requiring a distribution level not identifiable with any of the standard distribution formulas listed in this pamphlet. Material requiring special distribution is usually limited to administrative publications or material normally defined as periodical. Special distribution may be applied to correspondence in certain situations.

(1) In cases where there is a need for special distribution, the originating office will type the word "Special" on the document, at the left margin, immediately below the word distribution. The originating office will prepare the special distribution list and bring it along with the material to be distributed to the Mail and Distribution Branch.

(2) Any material received at the Mail and Distribution Branch requiring special distribution service to an organization not listed on the distribution scheme, will be properly prepared for mailing by the originating office prior to forwarding the material to the Mail and Distribution Branch. This includes the required mail out to the unions located on the installation.

f. **Miscellaneous Material.** Printed material(s) received at the Mail & Distribution Branch, from other organizations, with no specified distribution formula, will be forwarded to the action office (based on the subject matter). The action office will review the material, determine distribution, make the required copies, and return the material to the Mail & Distribution Branch for proper distribution.

g. **Distribution Services.** The Mail & Distribution Branch provides pick up and delivery service to approved customers based on established distribution routes. The Mail & Distribution Branch will deliver distribution to these customers at least once a day. Those customers not receiving delivery service will pick up their distribution from building 4190 between 0700-1600 Monday through Friday.

h. **Distribution Stop Numbers.** Stop numbers are used to expedite delivery of distribution. When preparing Message Center Envelopes, for distribution, please use the **NAME** of the office, **Building NUMBER AND OR ADDRESS**, and correct **STOP NUMBER** from the most current list of Distribution Stop Numbers. See Appendix B.

Appendix A

DISTRIBUTION SCHEME - INITIAL DISTRIBUTION FORMULA

<u>UNITED STATES ARMY GARRISON</u>	Office	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
	<u>Symbol</u>						
Garrison Commander	MCCS-B	1	1	1	1	5	10
A-76 Operations Center	MCCS-BA	1	1	0	0	6	12
Community Activity Business Center	MCCS-BCA	10	5	5	1	15	80
Camp Bullis (Commander)	MCCS-BCB	1	1	1	1	6	10
Chaplain	MCCS-BCH	1	1	0	0	7	10
Civilian Personnel Advisory Center	MCCS-BCP	1	1	1	1	5	20
Human Relations/Equal Opportunity	MCCS-BEE	1	1	1	1	1	4
Dir of Safety Environment & Fire	MCCS-BFE	5	3	1	1	5	10
Human Resource Business Center	MCCS-BHR	15	10	10	5	15	80
Inspector General	MCCS-BIG	1	1	1	1	1	4
Information Technology Business Center	MCCS-BIM	8	4	4	1	10	40
Internal Review	MCCS-BIR	1	1	1	1	1	10
Staff Judge Advocate	MCCS-BJA	1	1	1	1	10	15
Law Enforcement Command	MCCS-BLE	15	10	10	5	15	25
147 <sup>th</sup> Medical Logistics Battalion	MCCS-BML	1	1	0	0	5	10
Public Affairs Office	MCCS-BPO	1	1	1	1	1	10
Public Works Business Center	MCCS-BPW	15	5	5	1	15	40
USAG Career Counselor	MCCS-BRE	1	1	0	0	1	1
Readiness & Logistics Business Center	MCCS-BRL	20	10	10	1	20	150
AMEDD Museum	MCCS-BRL-MM	1	1	1	1	1	1
Resource Management Office	MCCS-BRM	1	1	1	0	10	30
Special Troops Battalion	MCCS-BST	15	10	10	6	20	25
	<b>SUBTOTAL</b>	<b>117</b>	<b>71</b>	<b>65</b>	<b>30</b>	<b>175</b>	<b>597</b>
<u>UNITED STATES ARMY MEDICAL DEPARTMENT CENTER &amp; SCHOOL</u>	Office	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
	<u>Symbol</u>						
Office of the Commanding General	MCCS-Z	4	4	4	4	4	4
Corps Chiefs	MCCS-C	7	1	1	1	7	7
AMEDD Regiment Office	MCCS-GAR	1	1	1	1	3	4
Borden Institute (WRAMC)	MCCS-GBI	2	1	1	1	1	1
Clinical Investigation Regulatory Office	MCCS-GCI	6	3	1	1	4	6
Facilities Engineering Office	MCCS-GFD	1	1	1	1	1	1
Historian	MCCS-GHI	1	1	1	1	1	1
Executive Operations Office	MCCS-GPR	1	1	1	1	1	1
AMEDD Pharmacoeconomic Center	MCCS-GPE	2	1	1	1	4	6
USAR/ARNG Advisors	MCCS-GRE/GNG	2	2	2	2	2	2
Center Bde, 187th/232d/Acad Bn	MCCS-A/AB/AC/AD	35	30	10	1	10	15
Dept of Combat Medic Training	MCCS-AW	1	1	1	1	10	16
Asst Cdr For Force Integration	MCCS-F	1	1	1	1	3	5
U.S. Army Medical Department Board	MCCS-FB	1	1	1	1	1	1
Directorate of Combat & Doctrine Development	MCCS-FC	10	5	5	1	3	10
Battle Lab Support	MCCS-FSB	1	1	1	1	3	4
AMEDD NCO Academy	MCCS-N	1	1	1	1	1	1
Directorate of Resource Management	MCCS-R	3	3	2	1	3	5

Appendix A

DISTRIBUTION SCHEME - INITIAL DISTRIBUTION FORMULA

<u>UNITED STATES ARMY MEDICAL DEPARTMENT CENTER &amp; SCHOOL (CONT)</u>		<u>Office Symbol</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
Defense Medical Readiness Training Institute (DMRI)		MCCS-T	2	1	1	1	5	10
Detachment 1, 381st TRS (USAF)		MCCS-UA	1	1	1	1	1	1
Naval School of Health Sciences Detachment		MCCS-UN	1	1	1	1	1	1
		<b>SUBTOTAL</b>	<b>84</b>	<b>62</b>	<b>39</b>	<b>25</b>	<b>69</b>	<b>102</b>
<u>ACADEMY OF HEALTH SCIENCES</u>		<u>Office Symbol</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
Office of the Commandant/Dean		MCCS-H	54	34	20	3	5	5
USA School of Aviation Medicine (Fort Rucker)		MCCS-HA	4	1	1	1	1	1
Admin Support Office		MCCS-HB	1	1	1	1	4	4
Department of Clinical Support Services		MCCS-HC	1	1	1	1	2	4
Department of Dental Science		MCCS-HD	1	1	1	1	2	4
Department of Health Education & Training		MCCS-HE	1	1	1	1	2	4
Department of Healthcare Operations		MCCS-HH	1	1	1	1	2	4
Battle Simulation Center		MCCS-HHT	1	1	1	1	2	2
International Military Student Office		MCCS-HIS	1	1	1	1	2	2
Department of Distance Learning Services		MCCS-HL	1	1	1	1	2	2
Department of Medical Science		MCCS-HM	1	1	1	1	2	4
Department of Nursing Science		MCCS-HN	1	1	1	1	2	4
Department of Preventive Health Services		MCCS-HP	1	1	1	1	2	4
Center for Healthcare Education & Studies		MCCS-HR	1	1	1	1	2	
Department of Academic Support		MCCS-HS	1	1	1	1	2	4
Stimson Library		MCCS-HSL	1	1	1	1	2	3
Nonresident Instruction Branch		MCCS-HSN	1	1	1	0	2	4
Department of Training Support		MCCS-HT	10	5	5	1	2	
Department of Veterinary Science		MCCS-HV	1	1	1	1	2	4
		<b>SUBTOTAL</b>	<b>84</b>	<b>56</b>	<b>42</b>	<b>20</b>	<b>42</b>	<b>67</b>
<u>UNION/TENANT/OTHERS</u>		<u>Office Symbol</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
Local 28 LIUNA, PO Box 340119 Ft Sam Houston TX 78234-0119			0	0	0	0	1	1
Local F-89 IAFF 264 Spring Meadow Lane, Schertz, TX 78154			0	0	0	0	1	
Local 3961 AFGE, PO Box 340611 Ft Sam Houston, TX 78234-0411			0	0	0	0	1	1

Appendix A

DISTRIBUTION SCHEME-INITIAL DISTRIBUTION FORMULA

<u>UNIT/TENANT/OTHERS (CONT)</u>	Office <u>Symbol</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
		Medical Command (MEDCOM)	MCCG	27	8	8	1
MEDCOM Central Contract	MCAA-C	1	1	0	0	10	30
Brooke Army Medical Center (BAMC)	MCHE-CG	3	0	0	1	20	20
Director of Health Services	MCHE-CG	1	0	0	1	2	2
Fifth U.S. Army	AFKB-CG	1	1	1	1	15	125
2d Brigade, 75 <sup>th</sup> Infantry	AFKR-TTX	1	0	0	0	10	10
79th Explosive Ordnance Disposal Battalion	AFYB	1	0	0	0	2	2
797th Explosive Ordnance Disposal Company	AFYB-BJ	1	0	0	0	2	2
Facility Engineer Center Southwest	AFRC	1	0	0	0	2	2
5th Recruiting Brigade	RCSW	1	0	0	0	20	20
San Antonio Recruiting Battalion	RCSW-SA	1	0	0	0	5	10
5th AMEDD Recruiting	RCSW-AM	1	0	0	0	4	4
90th Reserve Support Group	ASRC-CAR-RGA-CG	1	0	0	0	15	15
228th Combat Support Hospital	AFRC-CAR-HB	1	1	0	0	10	10
Commissary		1	0	0	0	20	20
Army & Air Force Exchange Service (AAFES)		1	0	0	0	1	1
Thrift Shop		0	0	0	0	1	1
Marine Corps Recruiting		1	0	0	0	4	4
6th MP Group (CID)	CIRF	1	0	0	0	3	3
314th MI Battalion	IAGG-SB-CDR	1	0	0	0	2	2
US Army Element Air Force Hometown News Service	AFNEWS/HN	1	0	0	0	2	2
Defense Language Institute English Language Course (DLIELC) LAFB	DLIELC-CCQA	1	0	0	0	2	3
Physical Evaluation Board (PEB)	TAPD-PEB-T	1	0	0	0	5	5
Defense Military Pay Office (DMPO)	DEAS-IN-KM	1	0	0	0	3	3
Document Automation & Publishing Services (DAPS)		1	0	0	0	2	2
Area Frequency Management Office CONUS	SFIS-FAC-SC	1	1	0	0	1	
Army Audit Agency (AAA)		1	0	0	0	3	3
U.S. Customs Office		1	0	0	0	1	1
4th RECON Marines		1	0	0	0	2	2
Naval Reserve Center		1	0	0	0	2	2
Military Entrance Processing Center	MEPS-SA	1	0	0	0	5	5
Office of Complaint Investigations	CPMS-OCI	1	0	0	0	4	4
	<b>SUBTOTAL</b>	<b>59</b>	<b>10</b>	<b>9</b>	<b>4</b>	<b>215</b>	<b>343</b>
	<b>GRAND TOTAL</b>	<b>345</b>	<b>200</b>	<b>155</b>	<b>79</b>	<b>501</b>	<b>1109</b>

Appendix B

Distribution Stop Numbers

1. USAG Command Group, Deputy to the Garrison Commander, Command Sergeant Major, and Business Development Office.
2. Readiness and Logistics Business Center (RLBC), Special Security Office, Museums, and Reserve Training.
3. Headquarters Special Troops Battalion, Headquarters Company, and 323d Army Band OFFICIAL MAIL ONLY.
4. Public Affairs Office (PAO).
5. Information Technology Business Center (ITBC).
6. Commissary (DECA).
7. Public Works Business Center (PWBC).
8. Battle Simulation Center.
9. Not Used.
10. Physical Evaluation Board (PEB).
11. U.S. Army Medical Information Systems Support Activity (USAMISSA) Property Warehouse.
12. Corps of Engineers.
13. 90th Reserve Support Group (RSG) and Reserve units, 5501st Army Hospital, 7210th Medical Detachment, 384th Medical Detachment Patient Administration, 217th Transportation Company, 321st Military Intelligence Battalion, 345th Public Affairs Detachment, 90th Reserve Support Center (RSC) Customer Support Team, 328th P&A Battalion, 3457th U.S. Army Medical Training Center, 10th Battalion, 5th Brigade, 5th Brigade Historical Support, 344th DPU, 321st Civil Affairs Brigade ECS-2, 90th Military History Detachment, 670th Signal Company, and 121st Chaplain Detachment.
14. Mail and Distribution Branch.
15. Medical Command Central Contracting Office.
16. Not Used.
17. Document Automation and Publishing Service (DAPS).
18. Human Resource Business Center (HRBC).
19. Staff Judge Advocate (SJA).
20. Community Activities Business Center (CABC), Recreation Services, Clubs, Frame Shop, Guest House, Unaccompanied Personnel Housing, and Travel Camp.
21. Human Relations/Equal Opportunity Office (EEO).
22. Civilian Personnel Advisory Center (CPAC).
23. San Antonio Operating Location (OPLOC), Defense Finance & Accounting Service (DFAS).
24. Army Career & Alumni Program (ACAP), Texas Vets, Order of the Purple Heart, and Veteran Affairs.
25. Installation Safety Office (ISO).
26. Inspector General (IG).
27. Internal Review (IR).
28. Personnel Operations & Transition Point and Retirement Services.
29. Post Library.
30. Army Continuing Education Center.
31. Thrift Shop.
32. Army Frequency Management Office (AFMO).
33. Visual Information Division, ITBC VI.
34. Army Medical Department Recruiting Detachment, San Antonio Recruiting Battalion, Marine Corps Recruiting, U.S. Army Reserve Team 9, and Graphics Office, ITBC.

Appendix B

Distribution Stop Numbers

35. AMEDD & Installation Staff Chaplain Office.
36. Director of Safety, Environment and Fire.
37. Installation Resource Management Office (RMO).
38. Law Enforcement Command, A Company, 443d Military Police Company, and 142d Infantry Company.
39. 147th Medical Logistics (MEDLOG) Battalion.
40. American Red Cross.
41. Not Used.
42. Army & Air Force Exchange Service (AAFES).
43. 228th Combat Support Hospital.
44. Trainee, Student Personnel and National Guard & Reserve Liaison.
45. USAG Career Counselor.
46. Not Used.
47. Not Used.
48. Fort Sam Houston Independent School District (FSHISD).
49. U.S. Army Medical Department Center & School (AMEDDC&S).
50. U.S. Army Medical Command (MEDCOM).
51. Brooke Army Medical Center (BAMC).
52. 5th U.S. Army, 4th ROTC 5th Brigade; AMEDDC&S Activities: Director of Combat Development, Battle Lab, and Force Structure & Analysis.
53. Patient Administration Systems and Biostatistics (PASBA).
54. Dial Control Office (Post Telephone Operators).
55. Clinical Investigation Regulatory Office AMEDDC&S.
56. 79th Explosive Ordnance Disposal Battalion.
57. **Personal Mail for Troop Apartments in Buildings 372 and 2263.**
58. Not Used.
59. 6th MP Group (CID).
60. 797th Explosive Ordnance Disposal Company.
61. 5th Recruiting Brigade.
62. 2d Brigade, 75th Infantry Division.
63. Facility Engineer Center Southwest, Confederation of Interallied Officers Reserve (CIOR), and 1st Judge Advocate General Legal Support Office (JAGLSO).
64. Nonresident Instruction Branch, AMEDDC&S.
65. Not Used.
66. Camp Bullis, Detachment 1, 343d TRS/CC USAF, USAG Environmental Office, Academy Battalion Maintenance Branch, Integrated Training Area Management (ITAM), Deployable Medical Systems Equipment for Training (DMSET), National Guard Armory, Southwest Army Reserve Intel Support Center (SWARISC), 6th Battalion MI 3d Brigade 90th Regiment, Medical Station.
67. 4th RECON, Naval Recruiting, and Naval Reserve Center.
68. Not Used.
69. Not Used.
70. Not Used.
71. Not Used.
72. 314th MI Battalion at Lackland AFB South.
73. Not Used.
74. Fort Sam Houston National Cemetery.
75. Department of Health, Education, and Training, AMEDDC&S.
76. A-76 Operations Center.
77. Not Used.

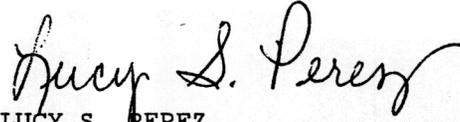
Appendix B

Stop Numbers

- 78. Department of Training Support, AMEDDC&S.
- 79. Army Audit Agency (AAA).
- 80. Air Force Hometown News at Lackland AFB South AFNEWS.
- 81. PHARMACOECONOMICS Center.
- 82. DOD Office of Complaint Investigation (CPMS-OCI).
- 83. U.S. Customs Service.
- 84. Tri-service Information Management Program Office (TIMPO).
- 85. Defense Military Pay Office (DMPO).
- 86. Not Used.
- 87. Greenway Park, Energy Plaza, Tactical Army Medical Management Information Systems (TAMMIS), Army Medical Department Property Accounting System (AMEDPAS), U.S. Army Medical Information Systems Support Activity (USAMISSA) Property Warehouse.
- 88. Not Used.
- 89. 381st Air Force Detachment.
- 90. Not Used.
- 91. Defense Medical Readiness Training Institute (DMRTI).
- 92. Publications and Blank Forms Stockroom.
- 93. Center Brigade.
- 94. Not Used.
- 95. Army Community Service, Army Emergency Relief, and Family Advocacy.
- 96. Child and Youth Services.
- 97. Not Used.
- 98. Not Used.
- 99. Not Used.
- 100. General Delivery, Guesthouse, Unaccompanied Personnel Housing, and Travel Camp. PERSONAL MAIL ONLY
- 101. Not Used.
- 102. San Antonio Military Examination Processing Service.
- 103. 187th Medical Training Battalion.
- 104. 232d Medical Training Battalion.
- 105. Academy Battalion.
- 106. U.S. Senator.

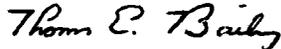
The proponent of this publication is Administrative Services Division, Human Resource Business Center. Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, to HQ, U.S. Army Medical Department Center and School and Fort Sam Houston, ATTN: MCCS-BHR-AS, 2108 9th Street, Fort Sam Houston, TX 78234-5014.

FOR THE COMMANDER:



OFFICIAL:

LUCY S. PEREZ  
Secretary of the General Staff



THOMAS E. BAILEY  
LTC, FA  
Adjutant General

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