DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON
2250 STANLEY ROAD
FORT SAM HOUSTON, TEXAS 78234-6100

REPLY TO
ATTENTION OF

MCCS-Z

10 NOV 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: In and Out processing procedures for AMEDDC&S contract employees

1. Purpose: The purpose of this policy is to implement in and out processing procedures for contract employees who perform contract services at the US Army Medical Department Center and School.

2. The language contained in this paragraph will be included in all contracts and contract agreements as applicable.

a. All contract personnel will report to the Contract Manager's Office to obtain instructions on In and Out processing procedures. This includes AMEDDC&S procedures for obtaining a Civilian Access Card (CAC), a Fort Sam Houston Automobile Registration Sticker, a US Army Medical Department Center and School Parking Sticker and access to the Local Area Network (LAN).

b. Additionally, the contractor will be responsible for ensuring their employees comply with the items below at the end of the contract period of performance or when the contract employee resigns or is terminated:

(1) Report to the contract manager's office (Room 037) Aabel Hall, Fort Sam Houston, Texas to initiate out-processing procedures.

(2) Return their Government Issued CAC Card to the I.D. Card Section (Bldg 367), Fort Sam Houston, Texas.

(3) Remove and return their Fort Sam Houston issued Automobile Registration Sticker to the Provost Marshals Office (Bldg 367) Fort Sam Houston, Texas. (When removing sticker in as much as possible the sticker identification number should be intact and readable.)

(4) Remove and return their U.S. Army Medical Department Center & School Vehicle Parking Sticker to the AMEDDC&S Security Office, Room 113 Aabel Hall, Fort Sam Houston, Texas.

(5) Deactivate their LAN Account with ITBC, Rm 023, Bldg 2840 Fort Sam Houston, Texas.

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3. The above listed contract information becomes effective as of date on this policy memorandum.

GEORGE W. WEIGHTMAN
Major General, MC
Commanding

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