

**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 11**

**21 Mar 02**

## 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:

**01 Feb 02– 31 Mar 02 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)

**5. NEW ENTRANT CONFIDENTIAL FINANCIAL DISCLOSURE REPORT:** All commanders and supervisors are required by DOD 5500.7-R (the Joint Ethics Regulation) to review the job duties of each newly assigned employee (military or civilian) and report the name of 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 the Staff Judge

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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.as> 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. PRE-TRANSITION BRIEFING:** In accordance with AR 635-10, Processing Personnel for Separation, soldiers are required to attend an Expiration Term of Service (ETS) Briefing. The schedule for 2002 is as follows:

11 Apr, 09 May, 13 Jun, 11 Jul, 08 Aug, 12 Sep, 10 Oct, 07 Nov, and 05 Dec.

Representatives from Veterans Administration, Education Center, Post Finance, Transition Point, Reserves, etc. will discuss VA Benefits, GI Bill, Veterans Educational Assistance Program (VEAP), unemployment insurance, job hunting, resumes, college and vocational technical admissions, military experience converted to college or vocational technical credits, and other related matters. The POC for this information is Mr. Morris, 1-2964/0205. (MCCS-BHR-H/1-2964/0205)

**7. PRE-RETIREMENT ORIENTATION:** In accordance with AR 600-8-7, Retirement Services Program, soldiers are required to attend a Pre-Retirement Orientation no later than six months prior to retirement. Please call 1-0835/0936 for reservations. The schedule for 2002 is as follows:

18 Apr, 16 May, 20 Jun, 18 Jul, 15 Aug, 19 Sep, 17 Oct, 14 Nov, and 13 Dec.

Representative from Veterans Administration, Tricare, Post Finance, Legal Assistance, ACAP, Texas Veterans Commission, Troops to Teachers, and Transition Services will discuss VA Benefits, GI Bill, Unemployment Insurance, Military Medical, Texas Benefits, Survivor Benefit Plan, and other related matters. Spouses of retiring personnel are also encouraged to attend. The POC for this information is Mr. Dixson or Ms. Brown 1-2467/0835. (MCCS-BHR-H/1-2467/0835)

**8. CAREER STATUS BONUS:** In accordance with Career Status Bonus (CSB) Implementing Guidance, Subtitle D of Title VI FY 2000, military personnel with a DIEMS (Date Initially Entered Military Service) on or after August 1, 1986 are requested to attend a CSB Briefing. The briefing will be held at Transition Services, Bldg 2267. The POC for reservations and information is Mr. Dixson at 1-2247 or Mrs. White, 1-0936.

**DATES FOR 2002:** 16 Apr, 14 May, 11 Jun, 16 Jul, 13 Aug, and 17 Sep.

The POC for reservations and information is Mr. Dixson at 1-2247 or Mrs. White, 1-0936.

**9. 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, Subversion and Espionage Directed Against the U.S. Army (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 Readiness and Logistics Business Center's (RLBC) Counterintelligence and Security Office will be offering this training on the following dates:

DATE	LOCATION	TIME
March 27, 2002	BLDG 1026	0800-0900
June 26, 2002	EVANS THEATER	1000-1100
September 25, 2002	BLDG 1026	0800-0900

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(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. Request unit representative(s) provide RLBC, Training Division with a list of individuals requiring SAEDA training and dates available for training. For more information, the POC is Mr. Hrna, RLBC Training Division, 1-1620 or E-mail: [edward.hrna@cen.amedd.army.mil](mailto:edward.hrna@cen.amedd.army.mil). (MCCS-BRL-TN/1-1620)

**10. 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, 221-2761. (MCCS-BBD/12761)

**11. LEVEL I ANTITERRORISM AWARENESS TRAINING SCHEDULE:** Following are the scheduled dates for the OCONUS Level 1 Antiterrorism Awareness Training for April-December 2002. Scheduled training dates are subject to change due to availability of instructor, or mission requirements. All training starts at 0800 and will conclude at approximately 1115. Training will be held in room 138 of building 4011.

Apr 4 and 25 (Thursday)  
Jun 6 (Thursday)  
Jul 11 (Thursday)  
Aug 1 and 22 (Thursday)  
Sep 12 (Thursday)  
Oct 3 and 24 (Thursday)  
Nov 14 (Thursday)  
Dec 5 and 19 (Thursday)

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 a Level 11 trained instructor 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. Krimbill, 1-1859 or Mr. Francis, 1-1906. (MCCS-BRL-CI/1-1859/1906)

**12. AMMUNITION INVENTORY:** The quarterly ammunition inventory will be conducted by Supply & Services Division, Readiness & Logistics Business Center on 08-12 April 2002. Ammunition **will not** be issued during this time. The POC is Ms. Alford, Accountable Officer, 1-3022. (MCCS-BRL-SS/1-3022) (2/4)

**Section II. UNOFFICIAL**

**13. MISSING ITEMS:** The following items have been found missing: smart terminal #7035001018639, and an IBM typewriter #743000110679. Anyone knowing the location of these items, the POC is Mr. Bartel, 1-4388. (2/3)

**14. EMPLOYMENT OPPORTUNITIES-KOREA:** Mr. James H. Downing, Chief, 8<sup>th</sup> U.S. Army Civilian Recruiting Office, Seattle, Washington, will conduct two briefings at Fort Sam Houston, TX in Bldg 2263, Room B101 (Basement), on 21 March 2002 at 0900 and 1300. The 8<sup>th</sup> U.S. Army Civilian Recruiting

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Office is located in the U.S. to serve as the primary source for obtaining information on Korea and as a liaison for the Civilian Personnel Operations Center and the four (4) Civilian Personnel Advisory Centers in Korea (Uijongbu, Seoul, Pyongtaek, and Taegu). Reservations are HIGHLY recommended. You may reserve a space by contacting the 8<sup>th</sup> U.S. Army Civilian Recruiting Office, Seattle, WA by e-mail, phone, or fax. Provide your name, commercial phone/fax numbers, e-mail address, current status, and time you wish to attend. E-mail reservation request to: [Robert.D.Stephen@nws02.usace.army.mil](mailto:Robert.D.Stephen@nws02.usace.army.mil). Phone reservations accepted at (206) 764-3821 (Mon-Thu, 0800-1600 PST) (Closed Fridays). Fax reservation request to: (206) 764-6705. If you wish to attend and have been unable to reserve a space, you may attend without a reservation, if space permits. Briefings will cover application procedures for current and projected vacancies; information regarding overseas allowances and benefits; PCS entitlements; various duty locations throughout Korea; command/non-command sponsored tour areas; and living conditions. The briefings are open to current Civil Service status employees; current regular NAF and CIPMS employees eligible for appointment under an Interchange Agreement and veterans eligible for appointment under VRA or VEOA. Spouse of military or civilian personnel being assigned to Korea are also invited to attend. Recruitment is primarily for professional, technical, and management positions in grades GS-9 and higher and occasionally WS and NAF positions. Recruitment is rarely extended worldwide for WG/WL positions and GS positions below the GS-9 level. Family members and other local candidates traditionally fill these in country. Applications must be submitted using the electronic Resumix System in accordance with directions provided in the individual announcement. Applications must be received on or before the closing date; therefore, do not delay submitting applications solely because you plan to attend one of the briefings. Applications cannot be accepted at the briefings. Individuals are strongly encouraged to visit our Web Page at: <http://www.nws.usace.army.mil/eusacro> or the Army Web Page <http://cpol.army.mil> to view our current vacancy list as well as the full text of the announcement.

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