

**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 40

17 Oct 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:

1 Oct 02–30 Nov 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 (Joint Ethics Regulation) to review the job duties of

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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 Staff Judge Advocate, ATTN: MCCS-BJA-AL, 1306 Stanley Road, Stop 19. Note that an employee

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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.asp> 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:

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:

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. 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 Army Medical Department Center and School Security Office will be offering this training on the following dates:

DATE	LOCATION	TIME
*October 23, 2002	BLESSE AUDITORIUM	0900-1000

*** THIS IS A CHANGE TO LOCATION AND DATE**

(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 briefing. For more information, the POC is Mr. Lewis, Security Office, 1-5022/1637. (MCCS-BHR-SS-/1-5022/1637)

9. 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)

10. LEVEL I ANTITERRORISM AWARENESS TRAINING SCHEDULE UPDATE: The following are scheduled dates for the OCONUS Level 1 Antiterrorism Awareness training for September – 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.

Nov 14 (Thursday)
Dec 5 and 19 (Thursday)

This training is for travel outside the FIFTY United States, its territories, and possessions; and is valid for a period of one year. Subsequent travel within a year period requires the traveler to obtain area/country specific information within **two** months of travel. Reference for Antiterrorism Awareness OCONUS travel is AR 525-13, ANTITERRORISM, 4 JAN 02. The POC is Mr. Krimbill, 1-1859 or Mr. Francis, 1-1906. (MCCS-BRL-CI/1-1859/1906)

11. NEW LOCATION AND HOURS FOR LEVEL I ANTITERRORISM AWARENESS TRAINING

SCHEDULE: Scheduled training dates are subject to change due to the availability of instructor, or mission requirements. All training starts at designated times which is located next to the dates and will last approximately 2.5 hours. Training will be held in Blesse Auditorium of building 2841.

Nov 6 (Wednesday) 0900-1100
Dec 9 (Monday) 0900-1100

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 Anti-terrorism 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, and DOD Antiterrorism Standards, June 14, 2001, concerning their specific responsibilities and requirements. The POC for this information is Mr. Lewis, 1-5022/1637. (MCCS-BHR-SS/1-5022/1637).

12. NEW HOURS OF OPERATION FOR LEGAL ASSISTANCE: The Fort Sam Houston Legal Assistance Office located in Bldg 134 on Stanley Road is available for walk-in consultations with an attorney at 0800, Monday, Thursday, and Friday on a first come basis. Only 10 walk-in consultations are available, and out of the ten, active duty personnel **in uniform** will have priority. Scheduled appointments are available one week in advance based on the availability of attorney's schedule. Notary service and power of attorney services are available from 0800-1600 Monday thru Friday, except during will signing (Tuesday afternoon from 1300-1600 and Wednesday morning from 0900-1000). THE ABOVE HOURS ARE SUBJECT TO CHANGE DUE TO MISSION REQUIREMENTS. For further information, please call 221-2353/2282.

13. OFFICER CANDIDATE SCHOOL SELECTION BOARDS: PERSCOM has announced the dates for the next years OCS selection boards. All interested soldiers must complete application packets and send them to the Personnel Management Branch by the application suspense dates as indicated below.

OCS suspense dates for FY 2003 are as follows:

Application Suspense	Local Interview Date
02 Dec 2002	11 Dec 2002
12 Feb 2003	19 Feb 2003

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11 Jun 2003
08 Sep 2003

18 Jun 2003
17 Sep 2003

For complete information and OCS application packet, contact Mr. Gaines, Personnel Management Branch, building 2263, room B099, 1-1839. (MCCS-BHR-MM/11839)

14. POSITIVE ACTION FOR CIVILIAN EMPLOYEES (PACE) PRESENTS: The Cheese Experience by Spencer Johnson, MD. This four hour program provides you with a new and positive way of looking at change. Sessions will be interactive and include video presentation of "Who Moved My Cheese?" Come join us in looking at an entertaining way to view change, and learn a reliable way to win by doing what works in changing times. Workshop will be presented 24 October 2002, from 1430 to 1630. Sign up begins on 16 September. Classes are limited to ten participants and are by reservation only. Please call 221-2276 for reservations and information. The POC is Ms. Nash, 221-1008. (MCCS-BA/1-1008) (5/5) Please see attached flyer.

15. ADDRESS PREPARATION: IAW AR 25-51, paragraphs 2-10, 2-11, and 2-12 all addresses and return address will be typed or mechanically printed. An exception will be made for offices with no automation equipment. Addresses and return addresses will be formatted as follows:

Organizational or Office name
Attention line
Street address
City State and Zip+4

Suite numbers and nine digit zip codes must be used on all Fort Sam Houston return addresses. Building numbers are not authorized in Fort Sam Houston return addresses. No information is authorized below the City, State, and Zip+4. For questions, please contact Mr. Matthews, 1-4059. (MCCS-BHR-PA/1-4059) (3/3)

Section II. UNOFFICIAL

16. TRICARE 2002 BRIEFINGS AND BOOTHS: TRICARE is the Military Health Care System that covers **Active Duty and Family Members, and Retirees and Family Members under and over age 65.** Information will be available at the following facilities to discuss the health care options for **TRICARE beneficiaries by age groups.**

2002 Briefings and Booths for October are as follows:

Fort Sam Houston Retiree Appreciation Day, Willis Hall, Bldg 2841, Stanley Road

26 October 2002, from 0800 to 1400 (A booth for all age groups, including TFL)

Enrollment in TRICARE Prime (under age 65) is available with Brooke Army Medical Center*. Brooks AFB Clinic, Randolph AFB Clinic, Wilford Hall Medical Center,* and Kelly Clinic, and with Network Civilian Primary Care Providers*. For additional questions regarding these briefings, please call 1-800-406-2832 or www.hnfs.net .

* Please check with the service centers for these facilities as enrollment is limited in some clinics.

See new enclosed flyers for TRICARE Health Care Information.

FOR THE COMMANDER:

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LTC, FA
Adjutant General

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