

**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 20

22 May 03

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:

16 May 03–31 May 03 5th Rctg Bde

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 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. 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, 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 date:

DATE	LOCATION	TIME
08 OCTOBER 2003	BLESSE AUDITORIUM	0900-1100

(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. For more information, the POC is Mr. Elbert Lewis, AMEDDC&S & FSH Security Office, 1-5022/1637 (MCCS-BHR-SS)

7. 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, 1-2761. (MCCS-BBD/1-2761)

8. LEVEL 1 ANTITERRIOSIM AWARENESS TRAINING SCHEDULE: Following are the scheduled dates for the OCONUS Level 1 Antiterrorism Awareness Training for Jan–Dec 2003. Scheduled training dates are subject to change due to availability of instructor, or mission requirements. All training starts at designated times located next to the dates and will last approximately 2.5 hours. Training will be held in Blesse Auditorium of (building 2841).

ATTENTION: ANTITERRIOSIM CLASSES FOR 11 JUN AND 10 SEP HAVE BEEN CANCELED.

09 JUL	0900-1130
06 AUG	0900-1130
15 OCT	0900-1130
05 NOV	0900-1130
10 DEC	0900-1130

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

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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 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. Lewis, 1-5022/1637. (MCCS-BHR-SS 1-5022/1637).

9. NEW HOURS OF OPERATION FOR LEGAL ASSISTANCE: Beginning on 1 April 2003, the Fort Sam Houston Legal Assistance Office located in Bldg 134 on Stanley Road will be available for walk in consultations with an attorney from 0900–1100, Monday, Thursday, and Friday. Active duty personnel **in uniform** will have priority. Walk-in wills service will be provided on Wednesdays starting in the mornings from 0900-1100 and continuing in the afternoon from 1330–1530. Scheduled appointments are available one week in advance based on the availability of attorneys' schedules. Notary service and power of attorney services are available from 0800–1600, Monday through Friday. **THE ABOVE HOURS ARE SUBJECT TO CHANGE DUE TO MISSION REQUIREMENTS.** For further information, please call 1-2353/2282.

10. 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 03 are as follows:

Application Suspense	Local Interview Date
11 Jun 03	18 Jun 03
08 Sep 03	17 Sep 03

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

11. CAREER STATUS BONUS (CSB): In accordance with Career Status Bonus (CSB) Implementing Guidance, military personnel with a Date Initially Entered Military Service (DIEMS) on or after 1 August 1986, need to attend a briefing to obtain sufficient information to make an informed retirement decision. The briefing will be held at Transition Services, Bldg 2267, from 0900 until 1100 on the following dates:

10 Jun, 8 Jul, 12 Aug, 9 Sep, 7 Oct, 18 Nov, and 9 Dec 03.

The POC for reservations and information is Mr. Dixon, 1-2467 or Mrs. White, 1-0936.

12. HAND RECEIPT HOLDER TRAINING: Material Management Section, Property Management Branch, Supply and Services Division, Readiness and Logistics Business Center, will be conducting Primary Hand Receipt Holder's training on 24 Jul 03 and 23 Oct 03. The training will be held at the MEDCOM Contracting Center Training Room, Bldg 4197, located on 17th Street and Wilson Street. Training will be conducted from 0800-1000 each day. Class size is limited to 30 people. To make a reservation, contact Charles E. Lomax/295-4308, Alicia Torres/221-4067, or your hand receipt manager.

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13. INSTALLATION COMMISSARY/PX ADVISORY COUNCIL MEETING: The Installation Commissary/PX Advisory Council meeting will be held Wednesday, 28 May 2003, 0900 in the Commissary Break Room, BLDG 360. If there are any questions, concerns, or specific items you would like to have discussed at this meeting, please submit them to Ms. Alford, Chief, Supply and Services Division, Readiness and Logistics Business Center, or Ms. Johnson, Council Recorder, no later than 21 May 2003. The POC is Ms. Alford, Chief, Supply and Services Division, 1-4575, E-Mail vanessa.alford@cen.amedd.army.mil , fax 1-5520, or Ms. Johnson, Council Recorder, 1-5115, E-Mail su.Johnson@cen.amedd.army.mil , fax 1-5520. (MCCS-BRL-SS/1-4575/15115) (2/2)

14. CLAIMS AGAINST DECEASED PERSONNEL: For individuals with claims against or who are indebted to the late PV2 Smith, Tony M. of Company D, 232d Medical Battalion, 32d Medical Brigade, please contact 1LT Golden of Company D, 232d Medical Battalion, 32d Brigade at 210-221-3180 during normal duty hours, after duty hours 210-221-4770/4165/4158.

15. ARMY COMMUNITY SERVICE: The Army Community Service (ACS) Relocation Assistance Program will conduct Sponsorship Training for all service members selected to be sponsors. The sponsorship training provides:

- Up to date valuable relocation information.
- Information on writing the sponsorship letters.
- Information on how to help the service member and family settle into the new community.
- A Sponsorship Program Video Tape.

The Sponsorship Training is scheduled for 22 May 2003, 1400 at the Roadrunner Community Center, Bldg 2797. to reserve your place call ACS/Relocation Program at 1-2418.

16. CHAPEL EVENTS: Marriage and Family Licensed Therapist, Kelly Simpson will be offering these seminars at the AMEDD Chapel on the below dates. These seminars are fun as well as educational, and are meant for couples (married or dating), although single people can attend to observe and learn. Games, activities, and didactics are used to encourage interaction among partners and to help in the relationships. Class size is limited to 40, so please call the AMEDD Chapel and register if you desire to attend. Cost is free. The POC is MAJ Jeffrey J. Giannola, 32d Medical Brigade Chaplain, 1-4210.

Title	Dates
Class # 3 – Creating Traditions that keep Love Alive and Families Strong Saturday 0800-1800	31 May 8-10 hrs

17. WOMEN'S BIBLE STUDY: Join us every Thursday evening for a Women's Bible Study. The study is open to all women. You do not have to be a member of the chapel to attend. Childcare will be provided. The study starts at 1900 and concludes approximately 2030 and is held at DODD Field Chapel. We are currently studying Women Like Us: Wisdom for Today's Issues by Ruth Haley Barton. We will work with contemporary female issues: singleness, infertility, caring for aging parents, materialism, and the role of women in marriage and ministry. The lessons begin with a study of a real woman whose life portrays contemporary issues: the Samaritan women, Mary, Martha, Sarah, Abigail, Ruth, Naomi, and several others. For more information, contact Becky at 1-6260 or Robb at 1-5428.

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18. FORT SAM HOUSTON NEWCOMER'S EXTRAVAGANZA: The Garrison Commander cordially requests the attendance of all Fort Sam Houston residents, especially newcomers to the Fort Sam Houston community, at the Newcomers' Extravaganza at 0900 on 27 May 2003 at the Roadrunner Community Center. Everyone—soldiers, civilians, and family members—will have an opportunity to learn about Fort Sam Houston and San Antonio and participate in drawings, registrations, and social activities. This Extravaganza is the official "Newcomers' Orientation" for Fort Sam Houston. Commanders and supervisors are encouraged to allow soldiers and civilian employees administrative time to attend. Children are welcome at the Extravaganza. Strollers are available and special treats will be provided. Attendance to the Newcomers' Extravaganza is mandatory for all permanent party in-processing soldiers, LTC and below, within 60 days of their arrival. For additional information, call the Army Community Service Relocation Program at 1-2705/2418.

19. TRICARE 2003 BRIEFINGS: TRICARE is the Military Health Care System that covers Active Duty and Family members under age 65 and Retirees and Family Members age 65 and older. Information will be available at the following facilities to discuss the health care options for TRICARE beneficiaries by age groups.

BRIEFINGS FOR THOSE UNDER AGE 65

Randolph AFB in the Ballroom at the Family Support Center, 555 F St West (for evening briefings, please park and enter from rear off E St W)

16 July 2003 from 1300-1500
12 November 2003 from 1300-1500

Fort Sam Houston-Brooke Army Medical Center Auditorium, 4th Floor

20 August 2003 from 1300-1500

Lackland AFB TRICARE at the Family Support Center, 2160 Kenly Ave, Bldg 1249, 1st Floor Classroom

15 October 2003 from 1700-1900

BRIEFINGS FOR THOSE NEARING AGE 65, AGE 65 AND OVER

Randolph AFB in the Ballroom at the Family Support Center, 555 F St West (for evening briefs, please park and enter from rear off E St W)

17 September 2003 from 1300-1500

Fort Sam Houston-Brooke Army Medical Center Auditorium, 4th Floor

18 June 2003 from 1030-1230
10 December 2003 from 1700-1900

For additional questions regarding these briefings, please call 1-800-406-2832 or visit our website at www.hnfs.net.

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20. OFFICE CLOSURE: The Office of the Staff Judge Advocate, Claims Division will be closed on 23-26 May 2003 in observance of the Training Holiday and Memorial Day. The Legal Assistance Office will be open for Power of Attorney and Notary Services only on 23 May 2003 until 1500. The POC is SFC Douglas or Mrs. Poloa at 1-0484.

Section II. UNOFFICIAL

21. TOYOTA 4RUNNER FOR SALE: A 1997 Toyota 4Runner, Limited Edition, 112K highway miles, automatic, 2 WD, V-6, 3 CD changer, power everything, sun roof, alloy wheels, grill guard, running boards, tinted windows. Immaculate condition.....Excellent Buy for \$10,900. Call (210) 821-5551 and leave a message.

22. COMMISSARY CLOSURE: The Fort Sam Houston Commissary will be closed on Memorial Day, 26 May 2003. The POC is Ms. Boyd, 1-4678.

**FOR THE COMMANDER:
HQ AMEDDC&S & FSH
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**OFFICIAL:
THOMAS E. BAILEY
LTC, FA
Adjutant General**

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