

**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 18

6 May 04

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 May 04 to 15 May 04—5th U.S.A.

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)

ARMY COMMUNITY OF EXCELLENCE-----MAKE IT A WAY OF LIFE

AMEDDC&S & FSH BULLETIN 18, Fort Sam Houston, 6 May 04

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 each newly assigned employee (military or civilian) and report the name on the 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. 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)

7. 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 dates:

***NOTE TIME CHANGES:**

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>
2 June 2004	Blesse Auditorium	*0900-1000
29 September 2004	Blesse Auditorium	*0900-1000

(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, 1-8200/8199 located in Aabel Hall, Suite 025/113. (MCCS-BHR-SS/1-8200/8199)

8. 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.

AMEDDC&S & FSH BULLETIN 18, Fort Sam Houston, 6 May 04

9. LEVEL 1 ANTITERRORISM AWARENESS TRAINING SCHEDULE: The scheduled date for the OCONSUS Level 1 Antiterrorism Awareness Training is 6 October 2004. Scheduled date is subject to change due to availability of instructor or mission requirements. All training will last approximately 2.5 hours. Training will be held in Blesse Auditorium (building 2841). The purpose of publishing this 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 a Antiterrorism Awareness Instructor. Each command/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 for this information is Mr. Lewis, 1-8200/8199. (MCCS-BHR-SS/1-8200/8199)

10. TRICARE 2004 BRIEFINGS: TRICARE is the Military Health Care System that covers **Active Duty and Family members, Retirees 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

18 May 2004, from 1300-1500

BRIEFINGS FOR THOSE NEARING AGE 65, AGE 65 AND OVER (TRICARE FOR LIFE BRIEFINGS)

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

17 June 2004, from 1700-1900

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

11. FY 2004 OFFICER CANDIDATE SCHOOL (OCS) SELECTION BOARDS: PERSCOM has announced the dates for the next years OCS Selection Boards (FY04). All interested soldiers must complete application packets and send them to the Personnel Management Branch by the application suspense dates listed below.

APPLICATION SUSPENSE

28 July 2004

OCS BOARD DATES

11 August 2004

The POC for complete OCS application information is Mr. Gaines, Personnel Management Branch, Bldg 2263, Room B99, 1-1839. (MCCS-BHR-MM/1-1839)

12. OFFICER EDUCATION SYSTEM (OES) CHANGES: Command and General Staff Officer's Course (CGSOC) Curriculum Revision-Non-Resident Course Begins June 2004.

Current Intermediate Level Education (ILE) for Army officers is designed to meet the requirements detailed by the Army Training and Leader Development Panel (ATLDP) with additional input from the CGSC-sponsored Needs Analysis. The new program, delivered by the ILE teaching team, will provide the Army with adaptive field grade leaders prepared to serve effectively at all levels of command and throughout the entire spectrum of operational environments.

The fundamental building blocks of the course are based on FM 22-100's seven leadership competences (Interpersonal, Conceptual, Technical, Tactical, Influencing, Operating, Improving) and are integrated into force-oriented constructs (build/change/resource the force, train the force, deploy the force, project the force, fight the force, sustain the force, and lead the force).

ILE will be offered at Fort Sam Houston as a non-resident program taught by the 11th Battalion (CGSOC), 6th Brigade (PD), 95th Division (IT). This program is available to all eligible Active Duty, National Guard, and Reserve Officers.

Non-resident ILE consists of three sequential phases over a period of 13 months. Phase I is a two week class conducted at Fort Leavenworth, Kansas starting June 2004. Phase II starts in October 2004 and ends May 2005. The classes for Phase II will be offered at Fort Sam Houston and consist of one of four hour class of instruction one night per week, or two eight hour classes offered one full weekend per month. Students may select the class option that best suits their personal requirements. Phase III is a two week class offered again at Fort Leavenworth, Kansas in June 2005. Students will graduate from ILE during Phase III.

Officers holding the rank of Captain (P), Major, or above are eligible to enroll in this class. Contact LTC Lowell Larson, USAR, 210-679-6393, Lowell.larson@us.army.mil, if you would like to attend non-resident ILE. A correspondence version of this course will be available FY 06.

13. FORT SAM HOUSTON 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 25 May 2004 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 221-2705/2418. (1/3)

14. COMMISSARY CLOSURE: The Fort Sam Houston Commissary will be closed on 31 May 2004, in observance of Memorial Day. The POC for this information is Ms. Boyd at 221-4678. (1/4)

15. THE SPONSORSHIP PROGRAM: The Sponsorship Program helps commanders exercise their basic responsibility for assisting soldiers, civilian employees, and families successfully relocate into and out of their commands IAW AR 600-8-8. Army Community Service (ACS) conducts quarterly Sponsorship Trainings to assist commanders and leaders at all levels to have soldiers well-trained

AMEDDC&S & FSH BULLETIN 18, Fort Sam Houston, 6 May 04

and ready to perform the duties of a sponsor. The sponsor will receive helpful hints, step-by-step instructions, and practical advice. Other topics include:

- Up-to-date relocation information.
- Information on writing sponsorship letters.
- Information on assisting the soldier and family members settle into the new community.
- A video tape about the Sponsorship Program.

If you want to make a difference, this training is for you. The Sponsorship Training is scheduled for 20 May 2004, 1400-1500, at the Roadrunner Community Center, Bldg 2797. For reservations, please call the ACS/Relocation Program Manager at 221-2418. Army Community Service can also conduct Sponsorship Training at your unit upon request. (1/2)

16. TELECOMMUNICATIONS SECURITY NOTICE: "ATTENTION: DO NOT PROCESS, STORE, OR TRANSMIT CLASSIFIED INFORMATION ON NONSECURE TELECOMMUNICATIONS SYSTEMS. OFFICIAL DOD TELECOMMUNICATIONS SYSTEMS—INCLUDING TELEPHONES, FACSIMILE MACHINES, COMPUTER NETWORKS, AND MODEMS—ARE SUBJECT TO MONITORING FOR TELECOMMUNICATIONS SECURITY PURPOSES AT ALL TIMES. USE OF OFFICIAL DOD TELECOMMUNICATIONS SYSTEMS CONSTITUTES CONSENT TO TELECOMMUNICATIONS SECURITY MONITORING." The POC is Ms. Loya, 1-1859 or Mr. Francis, 1-1906. (MCCS-BRL-CI) (1/1)

**FOR THE COMMANDER:
HQ AMEDDC&S & FSH
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