



DEPARTMENT OF THE ARMY
WALTER REED ARMY MEDICAL CENTER
6900 GEORGIA AVENUE, N.W.
WASHINGTON DC 20307-6001



REPLY TO
ATTENTION OF:

MCHL-MCB

9 July 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Flagging Actions – Policy Memorandum #25

1. **PURPOSE:** To provide information on the negative impact of flagging actions on all military personnel assigned to WRAMC.
2. **REFERENCE:** AR 600-8-2, Suspension of Favorable Personnel Actions (Flags).
3. **PROCEDURES:**
 - a. The flagging system is a method used to guard against the accidental execution of specified favorable personnel actions for soldiers not in good standing.
 - b. Actions prohibited by a flag IAW AR 600-8-2, Chapter 1-14. Some exceptions apply:
 - (1) Permissive Temporary Duty (PTDY)
 - (2) Promotion or reevaluation for promotion
 - (3) Unqualified resignation or discharge
 - (4) Appointment, reappointment, extension
 - (5) Family Member Command Sponsorship Overseas
 - (6) Attendance at civil or military schooling
 - (7) Family member travel to an overseas command when sponsor is overseas
 - (8) Awards and decorations
 - (9) Reenlistment, resignation or retirement
 - (10) Assumption of command
 - (11) Advanced or excess leave
 - (12) Entry on AD or ADT

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SUBJECT: Flagging Actions – Policy Memorandum #25

c. Counseling.

(1) Officers in the grade of O5 & above will be counseled by the Medical Center Brigade Commander.

(2) Officers in the grade of O4 & below will be counseled by their Company Commander.

(3) All enlisted personnel will be counseled by their respective Company Commander.

4. Point of contact is the Brigade S-1 at (202) 782-7881.



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20 August 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Evaluations – Policy Memorandum #26

1. PURPOSE: To establish procedures for the control and administration of evaluations for personnel assigned to WRAMC.
2. SCOPE: Applies to all military personnel assigned or attached to WRAMC.
3. REFERENCES:

AR 623-105, Officer Evaluations dated 1 April 1998
AR 623-205, Noncommissioned Officer Evaluations dated 15 May 2002

4. PROCEDURES:

- a. Submit evaluations IAW Army Regulations and MILPER Messages.
- b. Submit evaluations within suspense guidelines.
 - 1) OERs: Evaluations are due to BDE NLT 45 days following the thru date.
Evaluations are due to MILPO NLT 60 days from thru date
 - 2) NCOERs: Evaluations are due to BDE NLT 20 days following the thru date.
Evaluations are due to MILPO NLT 30 days from thru date
- c. Submit all original evaluations to BDE. DO NOT submit evaluations directly to MILPO, DA or EREC unless approved by BDE. Under special circumstances, departments may be allowed to process evaluations internally (i.e, evaluations that may be late if not hand-carried). However, a copy of the evaluation must be provided to the BDE. Copies may also be provided for evaluations completed while a soldier was deployed or under circumstances where the rating chain was outside of WRAMC.
- d. The rated officer/NCO and the rating chain are responsible for a late evaluation report (>90 days to DA and >60 days to EREC). The rated officer/NCO and the rating chain will not be authorized leave, PTDY or TDY until the evaluation is complete.
- e. Soldiers who depart the Installation are required to have an evaluation report to out-process Brigade S1. If a soldier's evaluation is not complete, they may request an exception to policy. A memorandum signed by the Department Chief must be provided to the Brigade S1 in order to out-process the soldier. Upon receipt of the memorandum, the Brigade S1 will provide an exception to policy memorandum signed by the Brigade Commander or her designee. This memo will allow the soldier to complete final out-processing at MILPO.
- f. Upon notification of personnel deployment or extended Temporary Duty (TDY) greater than 60 days, departments will notify the BDE Evaluation Section for updates. Departments will prepare the appropriate reports (Change of Rater, (COR), Depart for Temporary Duty (DTDY).

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SUBJECT: Evaluations – Policy Memorandum #26

g. The Management Report is a tool to assist the departments with tracking their evaluations. It should not be used solely as a document in which departments manage their evaluations. A draft management report will be forwarded by email to the Department Administrators and/or designated evaluations POCs for review every Tuesday. Department Administrators and/or designated evaluations POCs will submit changes or discrepancies by email to the BDE S1, CPT Sabrina Rooks-Thweatt, NLT COB every Thursday. Changes will be verified and annotated on the management report that will be distributed at the weekly DCCS meeting and Morning report. Input received after the suspense will be annotated on the following week's report. All evaluations will be listed as "ANNUAL" on the management report until received by BDE.

5. RESPONSIBILITIES:

a. Commander, WRHCS will monitor evaluations timeliness on a weekly basis. Department Chiefs who are responsible for OERs that are >60 days from the thru date and have not been received by BDE will report to the Commander, WRHCS with a status on the evaluations.

b. Deputy Commanders will monitor evaluations that are 30-60 days from the thru date that have not been received by BDE.

c. Commander, Medical Center Brigade will provide the Evaluations Management Report to the Department Chiefs and Deputies NLT 0630, every Tuesday.

d. Brigade S1 (Evaluations) will:

1.) Process and log in all evaluations IAW the timeliness guidelines listed above.

2.) Maintain copies of current rating schemes provided monthly by the companies.

3.) Publish an accurate Management Report and provide copies to the Brigade Commander for distribution, NLT COB every Monday.

4.) Provide Company Commanders a special management report showing evaluations approaching the 45 day brigade deadline. This report will be provided at Command and Staff.

e. Medical Center Brigade Companies will:

1.) Receive copies of their departments rating schemes monthly.

2.) Provide Brigade S1 (Evaluations) a copy of the rating scheme NLT the 5th of every month.

3.) Assist the Brigade S-1 with acquiring the timely submission of evaluations by monitoring the evaluations listed on the special management report. Companies are requested to contact departments for a current status of those evaluations that are approaching the BDE suspense of 45 days.

4.) Post the NCO rating scheme in the Company area and distribute the Officer rating scheme to each department.

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SUBJECT: Evaluations – Policy Memorandum #26

5.) Prepare and forward an OER Shell or a memorandum all evaluations 60 days prior to the thru date. This serves as a reminder to the departments of which evaluations are due in the next 60 days. The Memorandum at a minimum will list the following information:

Part I- Administrative Data (DA Form 2166-8 and DA Form 67-9)

Part II- Authentication (Rating Chain)

f. Departments (Chief's, Rated Officer/NCO, Rating Chain) will:

1.) Prepare and forward evaluations IAW the guidelines listed above.

2.) Provide rating scheme to their company NLT than the last day of the month

3.) Maintain a current status of an evaluation from the beginning of processing at the BDE until the evaluation has processed DA or EREC.

6. Direct all questions concerning any portion of this policy to the Brigade Adjutant at 782-8095.



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REPLY TO
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MCHL-MCB

1 September 2004

MEMORANDUM FOR All Walter Reed Army Medical Center Brigade Personnel

SUBJECT: Sponsorship Program - Policy Memorandum #27

1. **REFERENCE.** AR 600-8-8, 3 April 2003, The Total Army Sponsorship Program
2. **PURPOSE.** To establish standards and implement a program to sponsor newly assigned personnel and to welcome and assist them with relocating to Walter Reed Army Medical Center.
3. **APPLICABILITY.** This policy applies to all soldiers assigned or attached to the Medical Center Brigade.
4. **GENERAL.** Sincere and effective sponsorship is essential to integrating new arrivals into WRAMC. Every soldier receiving an assignment to WRAMC will be provided a sponsor. Also, every effort will be made to provide a pinpoint assignment for all married soldiers in the grade of E1 through E4. A reactionary sponsor will be provided for all soldiers if a pinpoint assignment and advance arrival sponsor cannot be provided. Each soldier will receive a welcome letter, which will indicate projected unit of assignment.
5. **POLICY.**
 - a. Company commanders will establish a sponsorship program in their unit.
 - b. Every newly assigned soldier (officer or enlisted) will be assigned a sponsor of equal or greater rank. When possible, sponsors will be the same gender, marital status, and career field as the new arrival.
 - c. A welcome letter will be sent from the Brigade Commander (for officers) and the Command Sergeant Major (for enlisted) to the incoming soldier.
 - d. The Brigade S-1 will receive and review the gains roster from MPD and determine a pinpoint assignment (by Company, not department) based on the soldier's/officer's MOS/AOC. The Brigade S-1 will notify, by memorandum, Company Commanders and First Sergeants of incoming personnel.
 - e. Commanders will assign a sponsor and send a welcome letter, which at a minimum will provide the name of the sponsor, AKO email address and contact numbers to the sponsor and unit. Alternates will also be identified.

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SUBJECT: Sponsorship Program - Policy Memorandum #27


f. Sponsors will provide a welcome packet to soldier (provided by Army Community Service) and sponsors will make email contact or telephonic contact, if possible within 10 days of being appointed as a sponsor.

g. Commanders will be prepared to provide reactionary sponsorship for soldiers who arrive unexpectedly. Soldiers who arrive without prior notification will be assigned a sponsor and provided a welcome packet upon arrival.

h. Upon appointment, sponsors will receive guidance through the Army Community Service (ACS) Relocation Assistance Program.

i. Sponsors will be given time as needed to exercise their sponsorship duties. If a sponsor is unavailable due to TDY, Leave, etc, the alternate will be available to assume sponsorship duties.

6. Point of contact for this policy memorandum is the Brigade S-1 OIC or NCOIC at 782-8095/8096.



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14 December 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Medical Center Brigade Sergeant's Time Training – Policy Memorandum #28

1. **PURPOSE:** This policy letter prescribes guidance for conducting Sergeant's Time Training within the Medical Center Brigade. Training to standard is the most important responsibility of a peacetime Army. Quality Sergeant's Time Training provides first-line leaders with the necessary time to train individual soldiers on tasks, which in the MEDCEN environment; they would not normally be exposed to. The intent is to strengthen the linkage between the METL and soldier tools that support it. Sergeant's Time belongs to the first-line leader, but is the responsibility of the entire chain-of-command.

2. **APPLICABILITY:** All personnel assigned or attached to WRAMC Medical Center Brigade

3. **POLICY:**

a. Sergeants Time Training provides dedicated training time—a precious resource—to the noncommissioned officer (NCO) corps to train our soldiers on perishable soldier skills. Upon deployment or reassignment to a deployable unit, soldiers must be able to perform tasks and basic soldier skills equivalent to their skill level.

b. NCOs will conduct hands-on training with their sections or departments on soldier tasks that will ensure soldiers are able to perform in combat related scenarios. To the maximum extent possible training should be conducted under realistic conditions. Sergeant's Time will be progressive, sequential, and adhere to existing doctrine.

c. NCOs will plan and organize the training at least six weeks prior to the training date; they are responsible to the chain of command for its effectiveness. Training will be rehearsed prior to execution. Department Chiefs/ NCOICs, Commanders and First Sergeants will ensure that no junior leader is ever put in front of soldiers to conduct training in which the junior leader is not proficient; specialists and below are not authorized as primary trainers, they may only assist. FM 7-1 (Battle Focused Training) 5-38 through 5-45 will serve as a guide when planning training.

d. Sergeant's Time Training will last 5 hours, from 0700 to 1200 or 1200 to 1700 on the designated training day. Training conducted will primarily be common soldier task training. Low-density tasks and section specific training may be included; however, it may only be trained on for 1 of the 5 hours of planned training.

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SUBJECT: WRAMC Medical Center Brigade Sergeant's Time Training

e. The standard uniform for training is the Battle Dress Uniform (BDUs). Sections/Trainers will ensure soldiers are in the proper uniform for the training being conducted. It is recommended that sections make it policy that BDUs are worn on training days for practicality.

f. All soldiers SFC and below will attend STT. Officers may participate in STT and are also encouraged to observe, evaluate, and help when necessary. Officers will participate in STT in order to maintain proficiency in basic soldier skills, which are needed during deployments.

g. ISGs and Company Commanders are the approval authority for requests excusing soldiers from STT training. Sections/Trainers will ensure that a list of assigned personnel is in the STT Book and any soldier not present will be accounted for in writing.

h. Every section/department is required to have a Sergeant's Time Training Book at every training event. STT Book, as a minimum, will include the following:

(1) A sign in roster with the names of all assigned soldiers, and signature of each attending the training. At the bottom of the roster include the total number of assigned soldiers, total number on leave, and total number on TDY/Quarters/Pass. If applicable, the signed request excusing soldiers from training will be located after the sign-in roster.

(2) Training plan for that day's training and planned training 6 weeks out.

(3) A training outline for that day's training. ("Task, Conditions and Standards")

(4) A sign in roster for visitors.

(5) Risk assessment.

(6) AAR Sheets

i. Sergeant's Time training is a "contract" between our soldiers, their first-line leaders and commander. This time is vital to our soldier's success in the future battlefield. I expect chain-of-command involvement.

j. Each training session will have at least one practical exercise to enhance the learning process. Conduct after action review's (AAR's) following each training session to improve training effectiveness in the future.

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SUBJECT: WRAMC Medical Center Brigade Sergeant's Time Training

4. Proponent for this policy is CSM Sosa, MEDCEN BDE CSM.



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COL, MS
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CDR, B COMPANY
CDR, C COMPANY
CDR, STUDENT COMPANY
CDR, MED HOLD COMPANY



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7 January 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Firearms Training System Utilization for Pre-Marksmanship Instruction – Policy Memorandum #29

1. PURPOSE: This policy letter prescribes guidance for units conducting Pre-Marksmanship Instruction (PMI) prior to live fire on Medical Center Brigade ranges. It is imperative that soldiers receive quality PMI prior to record qualification or live-fire training events. This ensures that the soldier understands the weapon and its functions and refreshes the soldier's perishable basic marksmanship skills. Safety and familiarization of the weapon and range procedures will be stressed in all pre-marksmanship instruction.
2. APPLICABILITY: All personnel assigned or attached to WRAMC Medical Center Brigade
3. POLICY:
 - a. All soldiers scheduled for live-fire ranges will use the Firearms Training System (FATS) during PMI prior to deploying to the range. The FATS machine gives the most realistic simulation available to our soldiers preparing for weapons training/qualification and will be utilized for PMI unless the system is unavailable for training.
 - b. Should the FATS machine be unavailable, as determined by the Brigade S-3, an alternate PMI will be conducted. Appendix A of FM 3-22.9 (FM 23-9) outlines alternate dry-fire exercises which can be substituted for the FATS machine if needed.
 - c. PMI will be conducted no more than one week in advance of the scheduled live-fire. When possible, PMI should be conducted on the same day as the live-fire. Soldiers will not be allowed to fire on any Medical Center Brigade ranges without being PMI certified. Units conducting ranges will ensure compliance with PMI attendance and firing.
4. Proponent for this policy is SFC Espenshade, MEDCEN BDE Training NCO.


ROSALINE CARDARELLI
COL, MS
Commanding

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SUBJECT: Firearms Training System Utilization for Pre-Marksmanship Instruction – Policy
Memorandum #29

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9 February 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: DA Form 6 Duty Roster – Policy Memorandum #30

1. **PURPOSE:** This policy letter prescribes guidance for the use of a DA Form 6 within the Walter Reed Army Medical Center (WRAMC) Brigade. This DA Form 6 will be utilized for recurring duties such as Casualty Assistance Officer, Casualty Notification Officer, Report of Survey Officer, AR 15-6 Investigating Officer, Disinterested Officer Duties, Monthly Controlled Substance Inventory and other duties requiring tasking of individuals. This DA Form 6 **does not include AOD/AAOD/AAAOD or Escort Duty**, which is controlled by the Hospital Executive Office.

2. **APPLICABILITY:** All Senior Noncommissioned Officers (NCO) and Commissioned Officers (SFC and above) assigned to WRAMC Medical Center Brigade.

3. **POLICY:**

a. The Brigade S-1 will maintain a master roster of all eligible personnel, SFC and above, assigned to Brigade. Each specific duty listed above will be run on a separate DA Form 6 due to the different parameters that may be associated with each duty (i.e rank requirements, specific company). Each DA Form 6 will be derived from the appropriate population on master roster.

b. Commanders, CSMs, 1SGs, Hospital Deputies and Department Chiefs are permanently exempt from this roster. IAW AR 40-1, Medical Corps officers and Army Nurse Corps officers are also exempt from the duties associated with this roster. AR 40-1, Sect 2-3(2) states "Except when regulations provide other, such officers will not be detailed as members assigned to other duties in which medical training is not essential." AR 40-1, Sect 2-19c also states "ANC officers will not perform AOD, SDO, or other additional duties in which nursing professional education, training and experience are not essential." Directorates or sections who require other assigned soldiers to be exempted from the duties of the DA Form 6 roster should submit their request with justification through their appropriate chain of command. Permanent exemptions will be granted on a case-by-case basis.

c. Individuals identified on the Master roster as eligible to pull duty are responsible for ensuring their exempt status due to leave, TDY, or other justified requirement is posted to the DA Form 6. Individuals will turn in exemptions to their assigned company NLT the 5th of every month prior to the next month in order to get credit. The company will forward all exemptions to the Brigade S-1 NLT the 9th of the month. The point of contact for exemptions is the BDE S1. Failure to provide exemptions by the above deadline will not relieve the individual from duty.

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SUBJECT: DA Form 6 Duty Roster – Policy Memorandum #30

d. Upon the soldiers return to the barracks, SDNCO and duty driver duties will resume in Bldg 14. The Brigade S-3 will publish a roster assigning each company Staff Duty for a specific month. Companies are responsible for establishing an internal DA Form 6, specifically for SDNCO and duty driver duties. This requirement will follow the same procedures currently used for AAOD and AAAOD.

e. Taskings are identified as nonrecurring duties for one time events. The Brigade S-3 will receive taskers and subsequently notify a specific company, department or individual for assignment of the individual to the tasking.

4. Proponent for this policy is the Brigade S-1 at 202-782-8095.



ROSALINE CARDARELLI
COL, MS
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