

# Med-Alert

## The 5<sup>th</sup> BDE(HS) Newsletter



June 2000  
Volume 5

### The Colonel's Corner

Once again, another member of our family has lost a member of their family. I, along with the rest of the Brigade, want to offer our heart-felt condolences to LTC Bill Lee on the death of his father, William. Our thoughts and prayers are with Bill and his family in this difficult time.

I want to congratulate the Brigade's team that participated in the Ft. Sam Houston Combat Medic Run. Sporting the new Brigade t-shirts, the team ran the 10-K route in the pouring rain. Thanks to MAJ Rudy Villarreal (AV), MAJ Barry Birdwell (SC), CPT Gordon Tate (IN), CPT Greg Willingham (AR), and SPC Tony Cortez (71L) for their representation of the Brigade.



PND Drill: 15 & 16 July 2000  
HHD Drill: 15 & 16 July 2000  
3457<sup>th</sup> Drill: 24 & 25 July 2000

### Your Chain of Command

#### 5<sup>th</sup> BDE(HS)

COL Angel Padilla      CSM Roger Carlisle

#### 10<sup>th</sup> Battalion

LTC Gordon L Koenig      CSM Paul Castro

#### 3457<sup>th</sup>

LTC Floyd Priester      CSM Jackie Adams

#### PND

MAJ Mary C. Gomez      CSM David Stading

#### HHD – 5<sup>th</sup> BDE

2LT Beth Ann Spoon      SFC Jose Rameriz

If you have an e-mail address and would like to get this and future issues of the Brigade newsletter sent directly to your computer, please ensure that your e-mail address is correct on the Alert Roster.

### NEW TRAVEL EXPENSE FORMS

1. Travel Tech Message (TTM 00-05) reestablishes the administrative review and signature requirement for travel settlement vouchers for all travelers serviced by the DFAS-IN network. The provisions of this message are effective immediately, and apply to all military and civilian travelers, as well as non-DOD individuals traveling on invitational travel orders. This applies to settlement vouchers for temporary duty (TDY), permanent change of station (PCS) and local travel vouchers (SF1164s).
2. After travel completion, the traveler prepares a travel voucher (DD1351-2) or SF1164. Travelers are encouraged to use the new DD1351-2, dated March 2000, that is available on the Internet at <http://web1.whs.osd.mil/icdhome/ddeforms.htm>. The new form has specific blocks (20C and 20D) for the reviewer's signature and date. For TDY travel and local travel, the travel voucher (DD1351-2) or SF1164 is submitted to the traveler's commander/supervisor (or designated representative when the commander/supervisor is unavailable) for review. For a PCS travel settlement voucher, the reviewer is the in and out processing individual receiving the voucher from the traveler. Reviewers for an invitational travel order are in the office inviting the individual to travel.
3. The review and signature is not intended as a payment computation, nor is it for approval of items on the claim requiring specific approval. The review ensures that the claim is complete and proper, and complies with the intent of the orders. See attached commander/supervisor reviewer checklist for Travel Settlement Vouchers.
4. After the reviewer finishes the review, the reviewer signs the travel settlement voucher in block 20C and enters the date in block 20D. **If an old version of the DD1351-2 is used or travel is claimed on SF1164, the reviewer signs and dates over his/her printed name in the upper right corner. The reviewer will not, repeat, will not use block 21a (on the March 2000 DD1351-2) for this signature.**
5. Signature cards (DD Form 577) are not required for individuals performing this administrative review. Signature cards are still required for individuals appointed as travel approving officials, per DFAS-IN regulation 37-1. Travel settlement vouchers requiring specific approval, such as after-the-fact approval of entitlements not on the original orders, must have the travel approving official approve the after-the-fact items. If this is not done by an amended order, but is done in the remarks block on the DD Form 1351-2 with the signature of the approving official in block 21a and date of signature in block 21B, additional administrative review is not required, as the travel approving official has the authority to review the voucher. **In this instance, the travel approving official who is doing the administrative review as well as approving an additional entitlement will sign in blocks 20C and 21A (on the March 2000 Form), showing they are performing both functions.**
6. In order to give our customers time to implement the above procedures, the DFAS-SA Travel Office has

**THE BRIGADE SHIRTS WILL BE HERE ON 24 JUNE FOR THE 3457<sup>th</sup>. HAVE YOUR MONEY READY!  
THE COST IS \$9.80 EACH.**

established a cut-off date of July 15, 2000. **Effective July 15, 2000**, Travel Settlement vouchers (DD1351-2 and SF1164s) received by the Travel Office without the required review signature will be returned to the traveler without payment. Travelers may resubmit their travel vouchers after getting the required reviewer's signature on the travel settlement voucher.

Travel Customer Service Desk  
(210) 527-8234 (DSN 448)

#### **SAFETY TIP #5**

Housekeeping - It Makes A Difference

OSHA requirements state that "All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in a sanitary condition."

Good Housekeeping. The very word brings to mind numerous areas of safety concern. We all know what good housekeeping looks like and smells like. No clutter, everything in its place and a place for everything. But in the real world, things just don't stay in one place.

Does good housekeeping efforts add to the production effort? In many ways it does. A well kept workplace saves time and money by improving morale, lowering soldier frustration, reducing accidents and mistakes, improving quality control, elimination of fire hazards and waste reduction. Good housekeeping can also extend the life of equipment. Clean equipment is less likely to overheat and it certainly makes it easier to spot minor equipment problems before they become expensive.

Some checklist items include:

- . Keeping all aisles clear all the time
- . Putting materials in their proper storage location immediately upon receipt or after each use
- . Immediate clean up of all spills
- . No storage of material on or near stairs or ladders
- . Keeping workstations clean and well organized
- . Periodic wipe down of equipment

As a supervisor you can help your workers by:

- . Establishing a cleanup routine
- . Providing material staging areas
- . Ensuring adequate cleanup material is on hand and ready to use
- . Providing workstation storage for tools and material
- . Continuously looking for unnecessary tools and supplies
- . Providing an easily accessible storage area for frequently needed items
- . Continuous monitoring and encouragement

#### **Nursing History**

1861-1865

During the Civil War (12 April 1861-26 May 1865), many women served as nurses in the hospitals of both the Union and the Confederate Armies, among them a large number of Catholic sisters of several religious orders. Some of the

women who served in the Union hospitals were not on the Army payroll but were sponsored by the United States Sanitary Commission or by volunteer agencies. Women served as nurses in many hospitals, but the work was largely limited to preparing diets, supervising the distribution of supplies furnished by volunteer groups, and housekeeping details. Nonetheless, nearly one hundred years before development of the mid-twentieth century concept of progressive patient care, one nurse wrote of separating patients according to their needs:

"My ward was now divided into three rooms; and, under favor of the matron, had managed to sort out the patients in such a way that I had what I called my 'duty room,' my 'pleasure room,' and my 'pathetic room,' and worked for each in a different way. One, I visited with a dressing tray full of rollers, plasters, and pins; another, with books, flowers, games, and gossips; a third, with teapots, lullabies, consolation and-sometimes, a shroud."

Louisa May Alcott  
Hospital Sketches, 1863

#### **FROM THE S1**

NOTHING SUBMITTED BY THE S-1

#### **FROM THE PND**

The PND's San Antonio and Iowa sites began new 91C10 classes on 08 June 00 and 10 June 00, respectively. The Arkansas site is preparing its students for NCLEX review since they will graduate in July 2000. Welcome to all our new students and congratulations to those students who are about to graduate!

#### **FROM THE S3**

DIAGNOSTIC and RECORD APFT will be conducted for HHD soldiers only on 15 July 00, 0630 hrs, at McArthur field. The following individuals are required to take the record APFT are:

- . SPC Tony Cortez
- . SSG Glen Gonzales
- . SPC Alfonso Herrera
- . LTC Bruce Koenig
- . LTC Bill Lee
- . SFC Carl Lein
- . CPT Kristi Muniz
- . SSG Danny Nevins
- . SFC Sandra Ockletree
- . MSG Israel Padilla
- . PVT Daniel Palma
- . SFC Jose Rameriz
- . SFC Ramiro Rodriguez
- . SSG Gloria Salazar
- . SSG Rebecca Shigekawa
- . SPC P. Thirakul

All others will take a diagnostic APFT.

**Schools**

Dates given as "day-month-year"

**AMEDD ANCOC, Phase 2**

Garcia, Eduardo  
150700, FSH

Rothell, William  
150700, FSH

**PLDC**

Drotos-Pabon, William  
160900, Camp Ashland, NE

**CTC**

Oronsaye, Edward  
070800, Ft. McCoy, WI

**RC Personnel Services Specialist (75H10)**

Castilleja, John  
180600, Parks RFTA, Dublin, CA

Pantoja, Lucio  
180600, Parks, RFTA, Dublin, CA

**RC Admin Specialists (71L10)**

Herrera, Alfonso  
080700, Ft. McCoy – or –  
230700, Parks RFTA, Dublin, CA

**TATS AMEDD BNCOC**

Cowans-Johnson, Shelia  
160700, FSH

Miller, Robert  
160700, FSH

Stuekerjuergen, Dennis  
160700, FSH

Thornhill, Michael  
160700

**Total Army Instructor Training**

Duran, Elisa  
100700, Camp Mabry, TX

Fee, Gail  
100700, Camp Mabry, TX

Fulcher, Michael  
100700, Camp Mabry, TX

Garcia, Leonel  
100700, Camp Mabry, TX

Loperzolon, Esteban  
100700, Camp Mabry, TX

Nichols, Robert  
100700, Camp Mabry, TX

Elkins, Darin  
100900, Camp Mabry, TX

Patterson, James  
100900, Camp Mabry, TX

Rothell, William

100900, Camp Mabry, TX

Sanchez, Norberto  
170600, Santa Fe, NM

**EMT Refresher Courses (Video Tele Training)**

<i>Date</i>	<i>Times</i>
17-21 July	0800 – 1600
24-28 July	0600 – 1000
21-25 Aug	1000 – 1700
28 Aug – 1 Sep	1000 – 1700
11-15 Sep	0600 – 1500

For more information, contact Steve Van Gilder at (DSN) 471-8135 or (210)221-8135.

**FROM THE S-4**

The S-4 shop is looking for any soldier who needs additional Annual Training days. The 10<sup>th</sup> Battalion in Houston will be having their AT from 8 through 28 July. Any MOS will be taken. The location is at Ft. Sam Houston. Please help if you can.

**FROM THE BDE PAO**

The following HHD personnel must bring their money for their BDE t-shirts on Saturday, 15 July 2000.

CPT Del Prete, V.	SGT Schuld, J.
MAJ Garcia, J.	CPT Muniz, K.
LTC Barrett, W.	COL Padilla, A.
SFC Olkette, S.	

**FROM THE HHD COMMANDER**

**For ALL 5<sup>th</sup> BDE(HS) Soldiers...**

If you have a change of address or phone number or e-mail address, notify your supervisor and have that information passed on up the chain of command. We need to know where you live!

*Articles for the newsletter are due by close of business each Saturday's drill. Please submit to the BDE PAO on floppy disk.*