



DEPARTMENT OF THE ARMY  
HEADQUARTERS, WARRIOR TRANSITION BRIGADE-NATIONAL CAPITAL REGION  
9045 BEALE ROAD  
BETHESDA, MD 20889-5634

MCAT-WTB-CDR

23 January 2014

MEMORANDUM FOR Warrior Transition Brigade-National Capital Region (WTB-NCR)

SUBJECT: Warrior Transition Brigade-National Capital Region (WTB-NCR) Policy Letter #12-Non-Medical Attendants (NMA)

1. REFERENCE: WCTP Policy Memo 13-008, WTU/CBWTU Non-Medical Attendants Policy, 3 October 2013.
2. APPLICABILITY: This Policy applies to all Soldiers assigned or attached to the Warrior Transition Brigade-National Capital Region (WTB-NCR). This policy extends to Bethesda, Fort Meade and Fort Belvoir WTUs.
3. GENERAL: To provide guidance on the WTB-NCR's NMA Program.
4. POLICY: The Warrior Transition Brigade-National Capital Region (WTB-NCR) Non-Medical Attendant (NMA) Policy will be implemented to meet the spirit and intent of reference 1; however, modifications contained in this policy letter are intended to meet the unique mission requirements of the WTB-NCR.
  - a. The NMA Program enables physician-designated, seriously ill or injured, or very seriously ill or injured Soldiers to identify an individual who will be placed on Invitational Travel Orders (ITO) to provide support and assistance to the Soldier as they heal and recover. The attending physician recommends and the WTB-NCR Commander approves the individual to serve as the NMA. Enclosure 1 identifies the WTB-NCR Commander as the approving authority for NMA orders in the WTB-NCR.
  - b. The WTB-NCR NMA Coordinators (primary and alternate) have been appointed IAW appointment letter. Enclosure 2 identifies the individuals responsible across the command.
  - c. All NMA related counseling directed in reference 1 will be done by the WTU (company) First Sergeant and should not be delegated to another Mission Command Cadre member at a lower level. The Wounded, Ill, Injured (WII) Soldier is counseled with the NMA present.
  - d. The Care for the Caregiver Training is broken down into modules to facilitate attendance to 30-45 minutes block of instruction with facilitators covering specific areas of expertise. The intent is for the NMA to cover all modules within six to nine months from the initial date of approved NMA orders.

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e. The WTB-NCR Brigade and Battalion Senior Nurse Case Managers will determine Care for the Caregiver Training requirements (modules) for each NMA based on length of stay. In some instances where the length of stay of an NMA is less than 90 days, the modules will be tailored or combined to meet short-term NMA requirements. For the NMAs who arrived prior to the date of issuing this policy, the WTB-NCR Brigade and Battalion Senior NCM will determine any retroactive training requirements.

f. The annual Cadre Orientation NMA refresher training will be conducted as part of the 2<sup>nd</sup> Quarter Station Training at Bethesda and Fort Belvoir. The WTB-NCR S3 ICW NMA Coordinators is responsible for scheduling the training and document as part of the 2<sup>nd</sup> Quarter Training Guidance.

5. The point of contact for this policy is the WTB-NCR Senior Nurse Case Manager at (301) 400-2285.

Caring for Our Soldiers...Heal, Educate, Transition!



DANA S. TANKINS

Encls

1. WTB-NCR Commander Appointment Memo <COL, SC
2. NMA Coordinator Appointment Memo Commanding