



DEPARTMENT OF THE ARMY
HEADQUARTERS, WARRIOR TRANSITION BRIGADE- NATIONAL CAPITAL REGION
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MCAT-WTB-CDR

24 January 2014

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

SUBJECT: Warrior Transition Brigade- National Capital Region (WTB-NCR) Policy Letter
20- Soldiers in Transition Trip Policy

1. REFERENCES:

- a. Department of Defense Instruction 1327.06, Leave and Liberty Policy and Procedures, 16 June 2009 (Incorporating Change 2, 13 August 2013)
- b. Army Regulation 600-8-10, Leave all day Passes, 15 February 2006 (Rapid Action Revision (RAR) 4 August 11)
- c. Integrated Disability Evaluation System (IDES) Guidebook, paragraph 1-10
- d. OTSG/MEDCOM Policy Memo 11-098, Comprehensive Transition Plan (CTP) Policy, 29 November 2011
- e. AR 1-101, Gifts and Donations to Individuals, dated 01 May 1981

2. PURPOSE: To establish a policy for trip requests for Wounded, Ill and Injured (WII) Soldiers in Transition assigned or attached to the WTB-NCR. The purpose of the Non-Participatory Event Clearance and Approval Form enclosed is to ensure the safety and accountability of all WII Soldiers in Transition attending organizational activities organic to installations such as Morale Welfare Recreation (MWR), United Service Organization (USO), Soldier and Family Assistance Center (SFAC), and Warrior Family Coordination Cell (WFCC) events; and external agencies such as Wounded Warrior Project (WWP), Operation Home Front (OHF), and Yellow Ribbon Fund (YRF) events.

3. APPLICABILITY: This policy applies to all WII Soldiers assigned, attached or on temporary duty (TDY) to the WTB-NCR. This policy extends to Bethesda, Fort Meade and Fort Belvoir WTUs.

4. TRIPS/EVENTS: Defined as activities that are vetted through the WTB-NCR S3 Event Coordinator (NRMCSJA), WFCC (WRNMMC SJA), SFAC (Garrison SJA), or installation external support agencies. Trips that are overnight or outside of 150 miles from the Soldier's installation may be classified by the Soldier's PCM or equivalent medical provider and members of the Interdisciplinary Team (IDT), as either a Therapeutic Rehabilitative Trip or Therapeutic Leisure Activity. The determination of whether or not a trip is a Therapeutic Rehabilitative Trip or Therapeutic Leisure Activity is based upon specific elements explained below. Soldiers in

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Transition attending Trips/Events must have a Non-participatory Event Clearance and Approval Form completed by the Soldier's WTU IDT prior to the trip/event.

a. All trip requests will be approved or disapproved based on the Soldier's overall risk assessment in the Army Warrior Care and Transition System (AWCTS). Soldiers in Transition will need appropriate signatures on the TRF at least *two* business days prior to departure of all events coordinated through the WTB-NCR S-3 Events Office, WFCC, and SFAC. Units will maintain a copy of the approved event clearance and approval form in the Soldier's Company file.

b. Soldiers in Transition must be in compliance with all medical (includes MEDPROS) and unit mandatory training requirements in order for leave, PTDY, or TDY to be approved. All non-High Risk Soldiers in Transition going on day trips will need approval from their assigned Nurse Case Manager and Squad Leader/Platoon Sergeant, or Command Team (Commander or First Sergeant). All overnight events or high-risk Soldiers in Transition require approval from the Nurse Case Manager, Squad Leader, Platoon Sergeant, and Command Team.

c. Soldiers in Transition should have their DA Form 31 or DD Form 1610 approved prior to purchasing tickets or paying for reservations to ensure Soldiers do not incur additional expenses if there is a need to change or disapprove the leave/PTDY/TDY request.

5. REHABILITATIVE TRIPS: These are Adaptive Reconditioning Activities, delivered as part of the goal-oriented Comprehensive Transition Plan (CTP) rehabilitation, which are used in a Soldier's in Transition recovery process. Such activities are provided to Soldiers in Transition for the purpose of optimizing physical well-being, returning to an active productive life-style or helping in the achievement of short or long-term goals related to any of the six CTP areas of intervention consisting of: Physical, Emotional, Career, Family, Social, and Spiritual. In case of those Soldiers for whom an event is determined to be a rehabilitative activity and the trip necessitates traveling overnight or outside of 150 miles from the Soldier's installation, both the Soldier and the staff medical attendant may be placed on a TDY status. Rehabilitative Trips, IAW reference (d) include the following elements:

a. *Specific rehabilitation/transition goals*, documented as part of the Soldier's CTP process, are identified by the WTB IDT for Soldiers who are to participate in the event.

b. A *medical clearance* process. For the purpose of risk mitigation, the medical clearance must be routed through the WTB Medical team, which may include the WTB PCM, NCM, the Rehab Team, and Social Worker.

c. A determination as to whether or not there is a requirement for a *staff medical attendant*, which would be necessary as a part of risk management during the trip, to be available at all times that the rehabilitative event is being held.

d. The trip/event *will not impede* the Soldier's treatment progression, interfere with the performance of official duties, or detract from readiness.

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6. LEISURE TRIPS: These are activities that facilitate the exploration and development of personal interests, skills and opportunities for amusement, recreation and/or relaxation. Leisure trips may or may not be tied to specific CTP goals such as social, emotional and/or physical but do not require staff assistance in order for the Soldier to engage in the activity. The Chain of Command and AR 600-8-10 determine the type of absence, if the Leisure Trip requires traveling overnight or is outside of 150 mile radius from the installation.

a. Soldiers in Transition do not require staff medical assistance on leisure activities as activities are engaged independently. Participation in these activities, among other outcomes, leads to exploration of more recreational/community based activities that the Soldier translates to their home environment as a part of the transition process. Some leisure activities may be CTP goal-oriented activities. The WTB IDT clearance process applies to these trips. The specific CTP leisure goal, medical management and chain of command approval/disapproval is annotated on the WTB Non-Participatory Event Clearance and Approval Form. Completed forms are maintained in the Soldier's file.

b. Leisure activities that are not CTP goal-oriented activities are vetted through the appropriate WTB-NCR S3 Events Coordinator, and a description of the participatory requirements of the activity is determined (i.e. mobility access, availability of appropriate bathrooms, physical profile considerations, emergency medical service availability, etc.). WTB-NCR Non-Participatory Event Clearance and Approval Form is to be completed to mitigate potential risks in attending these activities. Chain of Command and AR 1-101 regulation specifics determines the type of absence.

7. The point of contact for this policy is the WTB-NCR Brigade S-3 at (301) 400-2303.

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

Encl


DANA S. TANKINS
COL, SC
Commanding