DEPARTMENT OF THE ARMY
WARRIOR TRANSITION COMMAND
200 STOVALL STREET
ALEXANDRIA, VIRGINIA 22332

JUN 22 2012

MCWT-CG

WCTP Policy Memo 12-001

Expires: JUN 22 2014

MEMORANDUM FOR COMMANDERS, REGIONAL MEDICAL COMMANDS

SUBJECT: Work Site Selection

1. Reference:

a. OTSG/MEDCOM Memo 11-098, Comprehensive Transition Plan Policy, 29 November 2011.

b. WTC Comprehensive Transition Plan Guidance, 1 December 2011.

2. Purpose: To provide policy regarding work sites for Wounded, Ill, and Injured (WII) Soldiers.

3. Applicability: This policy applies to all Warrior Transition Units (WTU) and Community Based Warrior Transition Units (CBWTU).

4. Definition of work site. For purposes of this policy, work sites are considered a place of duty. There are two types of work sites:

a. A Career and Education Readiness work site where a Soldier participates in a Career and Education Readiness activity. The Career and Education Readiness activity must align with the Soldier's Comprehensive Transition Plan track and support the Soldier's long-term career goals.

b. An accountability-only work site where a Soldier goes solely to provide accountability for that Soldier. For CBWTU/Remote Care Soldiers this work site must be at an armory, a reserve center, or the CBWTU doing federal work. An accountability-only work site should be rank-appropriate and consistent with the Soldier's medical profile.

5. Policy:

a. Wounded, Ill, and Injured Soldiers assigned to WTU/CBWTU must live within 50-miles or one-hour drive from their primary medical care provider and place of duty/work site. In the case of Soldiers in the National Guard and Army Reserve, if an armory or reserve center is not located within 50 miles, they will work at the armory/reserve center closest to their home.

b. Permanent Change of Station orders, Temporary Duty orders or Temporary Change of Station orders may not be issued to Soldiers assigned/attached to a WTU/CBWTU to support a work site placement.

c. Outside the Continental United States (OCONUS) work sites are not permitted except for Joint Base Elmendorf-Richardson-Alaska, CBWTU-Puerto Rico, Pacific Regional Medical Command and Europe Regional Medical Command. For all aforementioned locations, work sites must be in the local OCONUS location. Overseas travel to a work site is not permitted.

d. WTUs/CBWTUs must ensure that all Wounded, Ill, and Injured Soldiers know their work site.

e. Exceptions must be granted by the undersigned originator of this policy.

6. Roles and Responsibilities: Unit commanders are responsible for enforcing the provisions of this policy.

7. This policy is effective immediately and will remain in effect until superseded.

8. The WTC point of contact is COL R. G. Dickinson, (703) 325-2019, rick.g.dickinson.mil@mail.mil.

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