OTSG/MEDCOM Policy Memo 18-038

MCWT-PER

Expires 14 June 2020

MEMORANDUM FOR Commanders, Regional Health Commands (RHC)

SUBJECT: Enrollment of Warrior Transition Unit (WTU), Warrior Transition Office (WTO), and Deputy Chief of Staff-Warrior Care and Transition (DCS-WCT) Staff and Cadre into the Warrior Care and Transition Program (WCTP)

1. References:
   a. AR 40-58, Warrior Care and Transition Program, 23 March 2015.
   b. OPORD 17-52, Warrior Care and Transition Program Reserve Component Entrance Criteria, 17 April 2017.
   c. WCTP Policy Memo 16-001, Enrollment of WTU Cadre and WTC Staff into the WCTP, 31 March 2016.

2. Purpose: To establish procedural guidance for WTU, WTO, and DCS-WCT staff and cadre enrollment into the WCTP.

3. Proponent: The proponent for this policy is the WCT, Soldier Service Directorate (SSD).

4. Applicability: This policy applies to all components (AC, ARNG and USAR) as it relates to the processing of WTU, WTO and DCS-WCT staff and cadre for enrollment into the WCTP. This policy does not apply to cadre and staff that are processing through a Mobilization Force Generation Installation (MFGI) for Release from Active Duty (REFRAD). These Soldiers are treated like any other Soldier processing through the MFGI for REFRAD and may be considered for entry into a WTU and processed in accordance with (IAW) reference 1a, paragraph 6-4 and reference 1b.

5. Policy: All WTU, WTO and DCS-WCT staff and cadre entry into the WCTP will follow the guidance below:
   a. Meet the entry criteria IAW Chapter 6, section 1 of reference 1a and reference 1b.

*This policy memo supersedes WCTP Policy Memo 16-001, 31 Mar 16, subject: Enrollment of Warrior Transition Unit (WTU) Cadre and Warrior Transition Command (WTC) Staff into the Warrior Care and Transition Program (WCTP).*
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b. Respective commanders/leaders will identify the cadre and/or staff as early as possible for enrollment into the WCTP and assignment or attachment to a WTU. The cadre and/or staff will submit relevant supporting medical documentation with a WTU entry packet through the requesting RHC or DCS-WCT.

c. At a minimum, WTU entry packets will comply with the standards IAW references 1a and 1b.

d. Once validated by the WTU, WTO, or DCS-WCT, the requesting unit will submit the WTU entry packet for approval IAW the guidance below:

(1) WTU staff and cadre. Entry packets for WTU staff and cadre will be submitted through the RHC Warrior Transition Office. The entry packet will then go to the gaining Triad of Leadership for approval or disapproval. Approved packets will be forwarded to the gaining WTU for entrance into the WCTP.

(2) WTO Staff. Entry packets for WTO staff will be submitted through the RHC Commander to the gaining Triad of Leadership for approval or disapproval. Approved packets will then be forwarded to the gaining WTU for entrance into the WCTP.

(3) WCT Staff. WCT Directorate Chiefs will submit entry packets for WCT staff through the SSD; the WCT Surgeon will validate if request meets the entry criteria IAW references 1a and 1b. The entry packet will then go through DCS-WCT, then to the Office of The Surgeon General-Deputy Surgeon General (DSG) for approval or disapproval. Approved packets will be forwarded to the gaining WTU for entrance into the WCTP.

e. Reserve Component Soldiers on Active Duty under Title 10, United States Code (USC), Section 12301(d) who are approved for entry into the WCTP will be converted to Title 10, USC, Section 12301(h) orders under Medical Retention Processing.

f. If the proposed WTU location is where the Soldier most recently served as a staff or cadre, the RHC may recommend the Soldier for an alternate WTU provided the recommendation is based on substantial evidence of prior issues while serving as a staff or cadre or based on other significant factors.

6. Approval: The approval authority for WTO Staff and Cadre is the Triad of Leadership at the gaining WTU.

7. Responsibilities:

a. Requesting WTU will:
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(1) Identify and procure all relevant medical documentation pertaining to the Soldier’s wound, illness and/or injury (including any and all documentation from both civilian and military care providers).

(2) Conduct medical review and validation of WTU entry packet by the following personnel:

   (a) Battalion (BN) Surgeon for staff or cadre assigned to a unit.

   (b) Chief medical officer for staff or cadre assigned to units without a supporting BN Surgeon.

(3) Submit an official WTU entry packet IAW paragraph 5 of this policy through the RHC to ensure packet is complete IAW reference 1 above, recommend a WTU location, and forward to the gaining Triad of Leadership for approval or disapproval.

b. WCT:

(1) Soldier Management Division validates entry criteria of WCT staff IAW reference 1 above.

(2) WCT Staff Surgeon reviews and validates WTU entry packet based on medical necessity per civilian and/or military medical records and regulatory guidance. Recommends concurrence or non-concurrence to the DCS-WCT.

(3) DCS-WCT recommends approval or disapproval to the DSG for approval or disapproval. Approved packets will be forwarded to the gaining WTU for entrance into the WCTP.

FOR THE COMMANDER:

[Signature]

MARK S. DAVIS
Chief of Staff