



DEPARTMENT OF THE ARMY
WARRIOR TRANSITION COMMAND
200 STOVALL STREET
ALEXANDRIA, VIRGINIA 22332-2500

27 MAY 2015

MCWT-CIO

WCTP Policy Memo 15-003

Expires: 27 May 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Authorization to Upload Documents in the Army Warrior Care and Transition System (AWCTS)

1. References:

- a. AR 40-58, Warrior Care and Transition Program, 23 March 2015.
- b. AR 25-30, Army Publishing Program, 27 March 2006.
- c. AR 40-66, Medical Record Administration and Healthcare Documentation, 17 June 2008, RAR 4 January 2010.
- d. AR 25-1, Army Information Technology, 25 June 2013.
- e. AR 25-400-2, The Army Records Information Management Systems (ARIMS), 2 October 2007.
- f. AR 380-5, Department of the Army Information Security Program, 29 September 2000.
- g. AR 340-21, Army Privacy Program, 5 July 1985.
- h. AR 600-20, Army Command Policy, 6 November 2014.
- i. WCTP Policy Memo 14-02, Comprehensive Transition Plan (CTP) Policy, 10 February 2014.

2. Purpose: To provide guidance on the authorization to upload documents in the Army Warrior Care and Transition System (AWCTS).

3. Proponent: The proponent for this policy is the United States Army Warrior Transition Command, G-6.

4. Applicability: This policy applies to all commanders, staff, and Soldiers who have access to the AWCTS.

MCWT-CIO

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5. Policy:

a. Documents required for upload. Non-clinical documents that support all key aspects to document the Comprehensive Transition Plan (CTP) six processes, in-processing, goal setting, transition review, rehabilitation, reintegration, and post-transition will be uploaded in the AWCTS (see reference 1g above).

b. Additional documents authorized for upload. At the Commander's discretion and base on the needs of the Soldier, commanders and staff are authorized to upload non-clinical documents in AWCTS in compliance with the Health Insurance Portability and Accountability Act (HIPAA), and the Protected Health Information (PHI) (see reference 1a above). Non-clinical documents such as physical or other training records, records of counseling, etc., to include Commander's Critical Information Requirements (CCIRs) and Serious Incident Reports (SIRs) can be uploaded in AWCTS, except as stated in c. below. Retention and disposition requirements of these documents will be in accordance with AR 25-400-2, reference 1c above.

c. Documents not authorized for upload. All clinical documents and non-clinical documents such as CCIRs and SIRs containing sexual assault/harassment, or other sensitive information that can be considered harmful or detrimental to the Soldier's healing or transitioning will not be uploaded in AWCTS.

d. Control Measures. Documents containing Personally Identifiable Information (PII) should be handled by those with an official need to know that are involved directly in providing assistance for meeting the needs of the Warrior Transition Unit (WTU) Soldier toward healing and transitioning from the Warrior Care and Transition Program (WCTP). Commanders will ensure guidance are in place requiring individuals with AWCTS access, to attach to their AWCTS user profile a completed DD 2875, HIPAA and DoD Cyber Awareness certificates, and acknowledgement of this policy prior to granting AWCTS access. They will also ensure individuals have HIPAA, PHI, and PII annual training with current HIPAA certificates uploaded to AWCTS user Admin record.

6. Responsibilities:

a. Commanders will ensure only staff members with an official need to know as stated in 5d. above have access to AWCTS and those individuals are HIPAA, PHI, and PII trained, and are fully informed of this policy prior to granting AWCTS access.

MCWT-CIO

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b. Commanders will re-enforce data entries and document upload requirements based on each of the CTP processes and develop a tracking method to monitor that data entries input and upload of documents are made in a timely manner.

7. This policy memorandum is an interim change to AR 40-58 in accordance with AR 25-30.



CHRIS R. TONER
Colonel, IN
Assistant Surgeon General
for Warrior Care and Transition and
Commander, Warrior Transition Command

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