



DEPARTMENT OF THE ARMY
WARRIOR TRANSITION COMMAND
200 STOVALL STREET
ALEXANDRIA, VIRGINIA 22332-5200

31 MAR 2018

MCWT-PER

WCTP Policy Memo 16-001

Expires: 31 March 2018

MEMORANDUM FOR Commanders, Regional Health Commands (RHCS) and Western Regional Medical Command (RMC)

SUBJECT: Policy Memorandum – Enrollment of Warrior Transition Unit (WTU), Warrior Transition Office (WTO), and Warrior Transition Command (WTC) Staff and Cadre into the Warrior Care and Transition Program (WCTP)

1. Reference: AR 40-58, Warrior Care and Transition Program, 23 March 15.
2. Purpose: To establish procedural guidance for WTU, WTO, and WTC staff and cadre enrollment into the WCTP.
3. Proponent: The proponent for this policy is the WTC, G1.
4. Applicability: This policy applies to all components (AC, ARNG, and USAR) as it relates to the processing of WTU, WTO, and WTC 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 1, paragraph 6-4.
5. Policy: All WTU, WTO, and WTC staff and cadre entry into the WCTP will follow the guidance below:
 - a. Meet the entry criteria IAW chapter 6, section 1 of reference 1.
 - b. Respective commanders/leaders will identify the cadre as early as possible for enrollment into the WCTP and assignment or attachment to a WTU. The cadre will submit relevant medical documentation accompanying with a WTU entry packet through the requesting WTU, WTO, or WTC.
 - c. At a minimum, WTU entry packets will comply with the standards IAW reference 1 above.
 - d. Once validated by the WTU, WTO, or WTC, the requesting unit will submit the WTU entry packet for approval IAW the guidance below:

*This policy supersedes WCTP Policy Memo 14-006, 12 June 2014, 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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(1) WTU staff and cadre. Entry packets for WTU staff and cadre will be submitted through the RHC Warrior Transition Office (WTO). The entry packet will then go to the WTC Commander 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 to the WTC Commander for approval or disapproval. Approved packets will then be forwarded to the gaining WTU for entrance into the WCTP.

(3) WTC Staff. WTC Division Chiefs will submit entry packets for WTC staff through the WTC G1; the WTC Surgeon will validate if request meets the entry criteria IAW AR 40-58, chapter 6. The entry packet will then go through the WTC Commander for approval or disapproval. Approved packets will be forwarded to the gaining WTU.

e. Reserve Component (RC) Soldiers on Active Duty (AD) under Title 10 United States Code Section (USC) 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. If the proposed WTU location is where the Soldier most recently served as staff or cadre, the RHC or RMC may recommend the Soldier for an alternate WTU provided the recommendation is based on substantial evidence of prior issues while serving as staff or cadre or based on other significant factors.

6. Approval: The WTC Commander is the sole approval and disapproval authority for all WCTP staff and cadre.

7. Responsibilities:

a. Requesting unit will:

(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 or attached to units with a supporting BN Surgeon.

(b) DCCS/Chief Medical Officer (CMO) for staff or cadre assigned or attached to units without a supporting BN Surgeon.

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(3) Submit an official WTU entry packet IAW paragraph 5 of this policy to the RHC or RMC to ensure packet is complete IAW reference 1 above and recommend a WTU location.

b. WTC:

(1) G1 validates entry criteria of cadre and WTC staff IAW reference 1 above.

(2) Command 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 WTC Commander.

(3) WTC Commander approves or disapproves IAW paragraph 6 of this policy.



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