



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

16 MAY 2014

MCWT-PER

WCTP Policy Memo 14-005

Expires: 16 MAY 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum - Exception to Policy for Transfer of Soldiers in Warrior Transition Units (WTUs) and Community Care Units (CCUs)

1. References:

- a. AR 614-100, Officer Assignment Policies, Details, and Transfers, 10 January 2006.
- b. AR 600-8-11, Reassignment, 1 May 2007, RAR 18 October 2012.
- c. AR 600-20, Army Command Policy, 18 March 2008, RAR 20 September 2012.
- d. AR 614-200, Enlisted Assignments and Utilization Management, 26 February 2009, RAR 11 October 2011.
- e. AR 600-8-14, Identification Cards for Members of The Uniformed Services, their Eligible Family Members, and other Eligible Personnel, 17 June 2009.
- f. AR 40-400, Patient Administration, 27 January 2010, RAR 15 September 2011.
- g. Department of Army EXORD 118-07, FRAGO 3, 1 July 2008.
- h. Department of Army EXORD 118-07, FRAGO 4, 19 May 2009.
- i. Department of the Army Personnel Policy Guidance for Overseas Contingency Operations, 1 July 2009, last updated 9 August 2013.
- j. Army G-1 Warrior Transition Unit Consolidated Guidance (Administrative), 20 March 2009, available at <http://www.armyg1.army.mil/>.
- k. MEDCOM OPORD 09-34, 041700 May 2009, Centralized WT Transfer Process - USAMEDCOM.
- l. MEDCOM, FRAGO 1 to OPORD 09-34 (Centralized WT Transfer Process) 150705 April 2010.

\*This policy supersedes WCTP Policy Memo 13-007, 3 October 2013, Subject: Exception to Policy for Transfer of Soldiers in Warrior Transition Units and Community Based Warrior Transition Units.

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m. MEDCOM OPORD 09-67, 251000 August 2009, Enhanced Medical Regulation of Patients.

n. MEDCOM OPORD 07-55, 050522 June 2007, MEDCOM Implementation of the Army Medical Action Plan (AMAP)

o. MEDCOM, FRAGO 46 to OPORD 07-55 (MEDCOM Implementation of the Army Medical Action Plan (AMAP)) 201800 May 2009.

p. MEDCOM OPORD 08-21, 071100 February 2008, Soldier Transfer and Regulating Tracking Center.

q. WCTP Policy Memorandum 13-010, 15 November 2013, subject: WTU/CBWTU Risk Assessment and Mitigation Policy and Behavioral Health Processes.

r. Comprehensive Transition Plan Policy and CTP- Guidance (CTP-G), 1 December 2011 (Policy Extension memo dated 6 November 2013).

s. WCTP Policy Memorandum 13-006, 30 August 2013, subject: Entry and Exit Criteria for the Warrior Care and Transition Program (WCTP).

2. Purpose: To provide policy guidance on transfers requiring an exception to policy (ETP) to ensure the expeditious evaluation and movement of Soldiers assigned/attached to Warrior Transition Units (WTUs) and the new Community Care Units, including those who are enrolled in the Disability Evaluation System (DES). Use of the term Community Care Unit (CCU) is synonymous with the term Community Based Warrior Transition Unit (CBWTU) throughout the transition period.

3. Applicability. This Policy Memorandum applies to the active Army, the U.S. Army National Guard, and the U.S. Army Reserve, unless otherwise stated.

4. Proponent: The proponent for this policy is the United States Army Warrior Transition Command (WTC) G1.

5. Policy:

a. Active Component. All Active Component Soldiers will be assigned/attached to the WTU at the installation of their parent unit (reference 1.s.). If a WTU does not exist on that installation or medical capability or capacity is not available, an alternate WTU with medical capability and capacity commensurate with their needs closest to their support network may be requested with supporting documentation, to include an indication from attending physician that the necessary medical care cannot be accomplished through the use of routine medical TDY.

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b. Reserve Component. All Reserve Component Soldiers will be attached or transferred to a WTU/CCU with medical capability and capacity commensurate with their needs closest to their support network.

6. Responsibilities:

a. Leadership involvement. Leaders will actively support the entire spectrum of a Soldier's movement between WTUs and CCUs. Regular messages from senior leaders identifying the goal of healing "closest to home" is a priority.

b. WTC, G1. Human Resources Action Branch will process all ETP transfers to the WTC Commanding General (CG) for action. Additionally, the WTC G-1:

(1) Is the single arbitrator for resolution of discrepancies and disputes.

(2) Is responsible for overall process improvement and subsequent changes to policy and documentation regarding WTU transfers.

c. Regional Medical Commands (RMC). Monitor submitted ETPs and provide feedback to Soldier Transfer and Regulating Tracking Center (STARTC) personnel regarding eligibility NLT 48 hours of request of information.

d. WTU/CCU Commanders. Ensure command team and medical management coordination and communication between gaining and losing unit. The gaining unit must acknowledge report date of the Soldier and be proactively involved in the warm handoff of the inbound Soldier and his/her Family.

e. WTU/CCU Triads of Care/Leadership. Ensure compliance with eligibility criteria and associated checklists by utilizing a proactive approach to ensure a seamless handoff.

f. Medical Command (MEDCOM) STARTC. Coordinate, regulate and track all WTU/CCU Soldier transfers. Additionally, the STARTC:

(1) Will request assistance from RMCs as necessary and ensure submitted Patient Movement Requests are resolved within three business days.

(2) Will update Soldier movements within the TRANSCOM Regulating and Command Control Evacuation System (TRAC2ES) database within three business days upon receipt of the response from the WTC.

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g. MEDCOM Human Resources (HR). In coordination with STARTC, publish attachment orders for all Reserve Component WTU/CCU Soldiers within three business days of notification from STARTC IAW the goal of moving Soldiers closest to their support system or home.

7. Procedures:

a. Any transfer action that does not meet criteria outlined in paragraph 5 will be considered an exception to policy. Active Component and Reserve Component Soldiers are eligible to transfer as an exception to policy when:

(1) The problems cannot be resolved through the use of leave, correspondence, power of attorney, or the help of Family members or other parties.

(2) The request is based on medical problems of a Family member to include the Soldier's Family member having disabling allergies aggravated by climatic conditions. A signed statement from the attending physician giving medical diagnosis and prognosis of illness must be provided. This statement should also address how transferring the Soldier will mutually benefit the Family member's medical condition.

(3) The request is related to legal issues. A signed statement from a licensed attorney or other personal representative who has legal status must state the legal problems and reasons why the transfer will benefit the Soldier and his/her Family.

(4) The request may be based upon other than medical or legal problems. Supporting documents from appropriate persons (such as clergy, social workers, and others who have a working knowledge of the problem) must be included.

(5) The request is based upon the health and welfare of the Family members. The affected Family member must be:

(a) The spouse, child, parent, minor brother, sister, guardian (in loco parentis) or the Soldier's only living blood relative.

(b) Or other authorized dependent, as described in AR 600-8-14.

(6) The request is based upon the condition of a parent-in-law and no other member of the spouse's Family is available to assist with or resolve the problem.

(7) The request is based upon terminal illness with less than 12 months life expectancy of an immediate Family member or Soldier. Documentation by attending physician must be provided.

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(8) The request is based upon the threat that the Soldier's minor children are being made wards of the court or placed in an orphanage or foster home as a result of Family separation. Separation must be the result of military service and not of neglect or misconduct on the part of the Soldier.

(9) The request is based on a threat to life to the Soldier or Family member.

(10) The request provides adequate documentation supporting movement of Soldier (PCS) more than once within the same fiscal year (FY) if applicable.

b. To prevent delays in Soldiers completing the DES process, Soldiers will not be transferred to another WTU/CCU once enrolled in the DES without an approved ETP. Request for an ETP may be considered based on extenuating circumstances under the provisions of this policy.

c. Originating WTU/CCU Triad of Care will ensure Soldiers meet both clinical and administrative eligibility as outlined in references 1.j. and 1.r., and IAW reference 1.q. above.

d. Notwithstanding the guidelines in reference 1.s., Active Component Soldiers may request ETP for transfer to a CCU with medical capability and capacity commensurate with their needs closest to their support network or to another WTU with medical capability and capacity commensurate with their needs closest to their support network provided they meet at least one of the following criteria:

(1) Incurred a severe/catastrophic injury or terminal illness with significant care needs; or

(2) Requires the assistance of Family caregivers/support network who live remote to the installation to manage activities of daily living and are not expected to return to duty or remain in military; or

(3) Other exceptions which require case-by-case review, including unique cases involving assistance of Family caregivers/support network for single Soldiers.

e. Soldiers will submit a DA Form 4187 with supporting documentation (Enclosure 1) to request an ETP for transfer. All requests must be endorsed by the first Lieutenant Colonel (O-5) or higher in the Soldier's chain of command and set forth the extenuating circumstances (Enclosure 2). Requests with supporting documentation will be sent through the RMC for their endorsement then forwarded to the STARTC. For those requests that affect two RMCs, both must provide a recommendation prior to being sent to STARTC.

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f. The WTC CG is the approval authority for all ETP transfers. The WTC CG may delegate this approval authority, in writing, to a division chief within the WTC.



DAVID E. WILMOT, MD, FAAFP  
Brigadier General, Medical Corps, USA  
Deputy Commanding General  
for Support and Assistant Surgeon  
General for Force Projection

2 Encls

1. Sample DA Form 4187
2. Sample Memo

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DIRECTOR, SOLDIER TRANSFER AND REGULATING TRACKING CENTER  
CHIEF OF STAFF, US ARMY MEDICAL COMMAND

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Circle the appropriate copy designator

Copy 1                      Copy 2                      Copy 3                      Copy 4

<b>PERSONNEL ACTION</b>		
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER		
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>		
<b>AUTHORITY:</b> Title 5, Section 3012; Title 10, USC, E.O. 9397.		
<b>PRINCIPAL PURPOSE:</b> Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).		
<b>ROUTINE USES:</b> To initiate the processing of a personnel action being requested by the soldier.		
<b>DISCLOSURE:</b> Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.		
<b>1. THRU (Include ZIP Code)</b> Commander, USA MEDCOM, ATTN: STARTC 4270 Gorgas Circle, Bldg 1070 Fort Sam Houston, TX 78234	<b>2. TO (Include ZIP Code)</b> Commander, Warrior Transition Command Attn: MCWT-HR Alexandria, VA 22332	<b>3. FROM (Include ZIP Code)</b> Commander, WTU
<b>SECTION I - PERSONAL IDENTIFICATION</b>		
<b>4. NAME (Last, First, MI)</b> Smith, John M.	<b>5. GRADE OR RANK/PMOS/AOC</b> SPC/68W40	<b>6. SOCIAL SECURITY NUMBER</b> 111-11-1111
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>		
7. The above soldier's duty status is changed from _____ to _____		
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty Station Change (Enl only)	<input type="checkbox"/> Duty Station Change (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Overseas Service	<input type="checkbox"/> Family Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Assignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Priority	<input type="checkbox"/> Classification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input type="checkbox"/> Exception to Policy to Transfer
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)</b>		
1. Request an exception to policy to transfer while enrolled in the Disability Evaluation System (DES).		
2. Patient movement request from _____ to _____. Projected report date is _____.		
3. Justification:		
4. Will this request delay Soldier's DES process? Yes/No. If yes, please explain.		
5. MEB or PEB (Circle One) submission date:		
6. Flagged? Yes/No		
7. M2 and MC coordinated and validated with gaining unit? Yes/No		
____ Enclosure(s) (if applicable)		
<b>SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL</b>		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)
Thomas Jones, CPT, MS, Commanding		

DA FORM 4187, JAN 2000                      PREVIOUS EDITIONS ARE OBSOLETE                      APO PE v1.02E9

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**Letterhead**

(Office Symbol)

(Date)

MEMORANDUM THRU

Commander, **XXX** Regional Medical Center, ATTN: Warrior Transition Office, 9300 Dewitt Loop, Fort Belvoir, VA 22060

Commander, United States Army Medical Command, ATTN: MCHO-CL-P, 4270 Gorgas Circle, Building 1070, Fort Sam Houston, Texas 78234-0051

FOR Commander, Warrior Transition Command, ATTN: MCWT-HR, 200 Stovall Street, Alexandria, VA 22332-2500

SUBJECT: Exception to Policy (ETP) to transfer – **(Rank, Last Name, Middle, First Name), (Last four of Social Security Number)**

1. Request an ETP for **(Rank) (Name)** to transfer from **(WTU/CBWTU)** to **(WTU/CBWTU)**.
2. **(Rank) (Name)** is currently in the **(Phase of the DES)** of the Disability Evaluation System (DES). **(Justification of the request)**.
3. Point of contact for this action is **(Name)**, at **(Phone Number)**, or **(Email)**.

Encl(s)  
**(Supporting Document(s))**

**(Signature block of LTC  
or higher commander)**