



**DEPARTMENT OF THE AIR FORCE
59TH MEDICAL WING (AETC)
JOINT BASE SAN ANTONIO - LACKLAND TEXAS**

MEMORANDUM FOR COMMAND TEAMS OF ATTACHED SERVICE MEMBERS

FROM: 59 MDSS/CC

SUBJECT: Resources and Expectations for Airmen Attached to the 59 MDSS/AMTU

1. Your service member is currently attached to our Airman Medical Transition Unit (AMTU) and receiving specialized medical and/or behavioral health care in the Joint Base San Antonio - Lackland area. The AMTU's mission is two-fold: (1) ensure your member receives the right care, at the right place, and the right time and (2) ensure command teams receive the most up-to-date information on their member's care and/or administrative needs.
2. Points of Contact and Support: Please use the AMTU org box to reach the following personnel AMTU Org Box – usaf.jbsa.59-mdw.mbx.airman-medical-transitions-unit@health.mil

- (1) AMTU NCOIC
- (2) AMTU Flt Chief
- (3) AMTU Flt/CC
- (4) 59 MDSS First Sergeant
- (5) 59 MDSS/CC

3. Lodging and Transportation

a. Attached AMTU members will reside in one of the lodging options below. If government furnished lodging becomes unavailable, a Non-Availability letter will be provided, and your member will use their Government Travel Charge Card to secure lodging while engaged in treatment.

- (1) Liberty Barracks (Fort Sam Houston):
 - (a) Address: 3228 Schofield Road, Bldg. 3822, San Antonio, TX 78234
 - (b) Phone: (210) 808-6669
- (2) Holiday Inn Express Powless House (Fort Sam Houston):
 - (a) Address: 3298 Chambers Pass, Fort Sam Houston, TX 78234
 - (b) Phone: (210) 357-2705
- (3) Fisher House (Fort Sam Houston):
 - (a) Address: 3623 George C. Beach Road, Fort Sam Houston, TX 78234
 - (b) Phone: (210) 916-6000
- (4) Randolph Inns (JBSA-Randolph):
 - (a) Address: 415 B Street East, Universal City, TX 78150
 - (b) Phone: (210) 652-1844

b. Designated shuttles from the treatment centers and Fort Sam Houston offer roundtrip transportation for medical appointments, retail needs, and dining. If your member misses the scheduled shuttle to an off-base treatment facility, the member will be advised to establish their own means of transport (i.e., Uber/taxi) to treatment.

4. Attachment Expectations:

a. Upon arrival, your member will be required to review and acknowledge two expectation memorandums (see attached) highlighting expected behavior while attached to AMTU and the consequences. For the purposes of this memorandum, we will focus on the two most important acknowledgments below:



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(1) While in an outpatient status, members will check-in with the designated AMTU staff member daily (M-F, from 0600 until 0800). Failure to check-in will trigger AMTU's missing persons protocol, which activates a great deal of resources (e.g., law enforcement) and halts AMTU operations until your member is located.

Please stress to your member the importance of checking in on time, every time.

- (a) **1st missed check-in: Review check-in procedures, troubleshoot barriers to compliance and command notification.**
- (b) **2nd missed check-in: Verbal warning and command notification.**
- (c) **3rd missed check-in: Command notification requesting administrative action and pending AMTU detachment with continued non-compliance.**
- (d) **4th missed check-in: Command must send an NMA, and member may be detached from AMTU.**

(2) Lodging Rules - We have a **ZERO Tolerance** policy for any kind of sexual harassment and the storage and/or use of alcohol or illicit substances at Liberty Barracks. If contraband is discovered at any time, or if AMTU is informed of a positive drug test, your unit will be responsible for securing alternative off-base lodging and addressing transportation needs within 48 hours of notification.

(3) Leave - Members must coordinate all leave requests through home station command. Leave approval remains with the home station command team and will not be approved by the AMTU leadership, 59 MDSS leadership, or clinical/treatment teams, ever. Evidence of leave approval (e.g., screenshot of LeaveWeb approval, email from home station command, etc.) must be provided to AMTU staff prior to the member departing.

5. Medical Appointments, Health, and Well-Being:

a. If your member is repeatedly not attending treatment and/or disrupting clinical care, the member may be prematurely discharged and returned to home station. Before this occurs, AMTU will contact their command team to assist the member and encourage re-engagement in treatment.

b. If a non-medical attendant (NMA) or escort is needed, you will be asked to designate a trusted person (e.g., command representative, colleague, family member, etc.) to remain with the member for the duration of their treatment and/or return to home station. Your installation's Patient Travel Office at the Military Treatment Facility will assist in creating the orders and completing the travel vouchers for the escorts/NMAs. AMTU does not have the resources to act as escorts or NMAs.

6. If your command team has any questions or concerns, please feel free to contact me or the AMTU team. Thank you for your partnership and for the opportunity to support your member's treatment.