



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY MEDICAL COMMAND
2748 WORTH ROAD
JBSA FORT SAM HOUSTON, TEXAS 78234

MCCM

10 October 2013

MEMORANDUM FOR All MEDCOM Soldiers

SUBJECT: Memorandum of Introduction

1. First of all, thank you for taking the time in allowing me to introduce myself. I am assigned here as the MEDCOM Recruiting Command Outreach NCO. My duty here is to serve as a liaison between the Medical Command and Recruiting Command to assist you and your Soldiers with any questions, concerns and issues that may arise about Recruiting Command. Below is a list of areas that I can support you and/or your Soldiers with:

- Initial Entry Contract Issues
 - Any discrepancies on a Soldiers Initial Entry Contract (Student Loan Repayment, Bonus Money etc...). I can work these issues directly with Recruiting Command and handle them immediately.
- Department of the Army Selected Recruiters
 - Assist in preparing packets and prepare NCOs for the Army Recruiters Course so we can set the selected NCOs up for success.
 - Answer any questions about recruiting duty and prepare for the transition into the assignment.
- Volunteer Recruiting Packets
 - If you are thinking about volunteering for Recruiting Duty or have questions about Recruiting Duty I am here to answer any questions about the position and assist in preparing a packet.
- Community Relations for your Unit.
 - Recruiters have a lot of experience in setting up community events. If you or your unit is looking to conduct a community relations event, or conduct volunteer work in your community I can assist with the set up.
- Directly assist in Recruiter related questions.
 - I can assist with the preparation of Officer Candidate School, Warrant Officer and AMEDD commission applications.
 - If you have a friend or family member that is asking you questions about Army opportunities, I can provide you with the most up to date information available.

2. Again, thank you for your time and please contact me to make an appointment at the MEDCOM HQ Retention Office at (210) 221-8783.

MEDCOM Outreach NCO