



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2050 WORTH ROAD
FORT SAM HOUSTON, TEXAS 78234-6000

REPLY TO
ATTENTION OF

MCPE-C

23 January 2003

MEMORANDUM FOR COMMANDERS/DIRECTORS, MEDCOM MAJOR SUBORDINATE
COMMANDS, INSTALLATIONS, AND ACTIVITIES

SUBJECT: Transition Employment Assistance for MEDCOM (TEAM)

1. The purpose of this memorandum is to implement TEAM as a 6-month test effective 3 February 2003. TEAM is a program to assist eligible spouses and other family members to continue their employment as they accompany their sponsors to new duty stations.
2. Our civilian and military members face many challenges when they move to new duty stations to include uncertainty of their spouses and family members' continued employment. A break in Federal service causes loss of income and benefits; it is also a loss of much needed talent and skill. The loss of employees from our rolls is a loss in our capital investment. Additionally, it disrupts the delivery of healthcare services and increases the cost of doing business. TEAM aims to become a positive force in the transition of our military and civilian members as well as in our effort to fill vacancies quickly by using the pool of available spouses or family members. The success of this program will support our mission to provide quality and timely healthcare, enhance employee retention, and take care of our soldiers, civilians, and their families.
3. TEAM's concept is simple. The medical treatment facilities and activities will receive advance notice of incoming family members. The hiring official may name-request a spouse or family member on the Request for Personnel Action to place the employee without competition. Request commanders to plan ahead for April/May and other times when most Permanent Changes of Station (PCS) occur and set aside labor dollars to support TEAM. Additionally, lend your support to my staff who will issue information and taskers to make this program operational.
4. Our point of contact is Mrs. Nora Seifert, Civilian Personnel Division, Office of the Assistant Chief of Staff for Personnel, Commercial (210) 221-7289 or DSN 471-7289, E-mail nora.seifert@cen.amedd.army.mil.


JAMES B. PEAKE
Lieutenant General
Commanding