



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
WARRIOR TRANSITION UNIT  
U.S. ARMY MEDICAL DEPARTMENT ACTIVITY  
WEST POINT, NEW YORK 10996-1197

MCUD-WTU

14 October 2010

MEMORANDUM FOR Personnel Assigned/Attached to Warrior Transition Unit, West Point, New York 10996

SUBJECT: Policy Memorandum # 18, Resiliency Training, Admin Time and Family "Warrior" Time

1. **Reference:** N/A
2. **Purpose:** To build a cohesive team and to avoid provider burnout among the Cadre and Staff.
3. **Applicability:** This policy applies to all Cadre & civilians assigned and attached within the Warrior Transition Unit (WTU).
4. In an effort to build a more motivated team and to reduce some of the "Provider Burnout" we will begin monthly Provider Resiliency Training (PRT) and weekly Family "Warrior" Time for Cadre. The monthly PRT will be held on the 3<sup>rd</sup> Thursday of every month and the remaining Thursdays will be considered Admin Time. Warrior Time will be conducted every Friday starting at 1430.
5. Provider Resiliency Training: To be conducted the 2<sup>nd</sup> Thursday of each month from 1400-1600 and will be designed to be a time of not only training, but fun "un-winding" activities that will allow providers, leaders and staff the opportunity to get the stressors of this job. Trainers will be identified in advance and when placed on the training schedule to organize the training, it becomes the responsibility of the trainer to organize the training event to ensure that organized well executed training events are conducted. All personnel assigned/attached or employed by this unit are required to attend unless on leave, pass, TDY, or mission related requirements do not allow (must be excused by the Commander/First Sergeant only).
6. Admin Time: This time is designated as the staff, NCM's and leadership sections being "unavailable" unless an emergency or Soldier issues must be resolved. Since Soldiers are normally in SFAC Training on Thursday afternoons and all KACH departments are closed for training, we will utilize this time to get all administrative and logistical items taken care of. This will include but is not limited to all staff sections matters, counseling folder, annual required training and vehicle maintenance. Again, all emergencies will be seen and in/out processing will continue at this time.

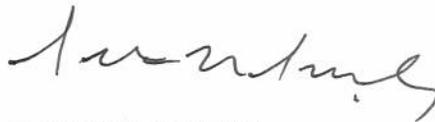
MCUD-WTU

SUBJECT: Implementation of Provider Resiliency Training, Admin Time and Family "Warrior" Time

7. Family "Warrior" Time: This time will be conducted Friday afternoons from 1430-1700 for all Cadre. This time will be utilized to build a strong family unit and to allow Soldiers to tend to personal matters. In light of this policy, it is advised that Soldiers try to limit the amount of time they are taken away from the mission during days other than Friday afternoons when possible. This policy will be adhered to when mission allows. If there are matters not completed or that require Friday afternoons to be accomplished, supervisors will make efforts to compensate Soldiers for this time when permissible and mission allows. Civilian Staff will be allowed the "59" minute rule when permissible and as authorized by the Commander of his direct representative.

8. These changes will hopefully make a more motivated unit and will build on esprit de corps amongst our team. This policy will remain in effect until superseded.

9. Point of contact this policy is the undersigned at (845) 938-0264.



SCOTT M. SMILEY  
CPT, IN  
Commanding

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