



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

03 OCT 2013

MCWT-CSD

WCTP Policy Memo 13-008

Expires: 03 OCT 2015

MEMORANDUM FOR Commanders, US Army Regional Medical Commands

SUBJECT: WTU/CBWTU Non-Medical Attendants Policy

1. References:

a. Title 37 United States Code Section 481k, Travel and Transportation Allowances: Non-Medical Attendants for Members who are Determined to be Very Seriously or Seriously Wounded, Ill or Injured.

b. Joint Federal Travel Regulations, 1 August 2013, paragraph U5250.

c. DoD Financial Management Regulation, Volume 9, Chapter 8, paragraphs 080503.D through 050503.F, August 2011.

d. AR 600-8-1, Army Casualty Program, 30 April 2007.

e. DoDI 1341.12, Special Compensation for Assistance with Activities of Daily Living, 24 May 2012.

f. Army Directive 2011-22, Special Compensation for Assistance with Activities of Daily Living, 21 November 2011.

g. AR 40-400, Patient Administration, 27 January 2010, RAR, 15 September 2011.

h. ALARACT 171/2007, DD Form 93 Update: Non Medical Attendant, 3 August 2007.

i. DoDI 1300.24, Recovery Coordination Program (RCP), 1 December 2009.

j. Warrior Transition Unit Consolidated Guidance (Administrative), 20 March 2009.

k. Warrior Transition Policy Memorandum 13-005, Military Escort for Family Members and Non-Medical Attendants, 29 April 2013.

l. AR 600-20, Army Command Policy, 18 March 2008, RAR, 20 September 2012.

m. MEDCOM OPERATION ORDER 07-55, 05 0522Q Jun 07, MEDCOM Implementation of the Army Medical Action Plan (AMAP).

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n. EXORD 118-07, 02 1000Q Jun 07, Healing Warriors.

o. JFTR, paragraph U4340.D, Lodging and/or Meals Obtained Under Contract, 1 June 2013.

p. OTSG/MEDCOM Policy 11-098, Comprehensive Transition Plan, 29 November 11.

2. Purpose. To provide guidance to Regional Medical Commands (RMC), Warrior Transition Units (WTU), and Community Based Warrior Transition Units (CBWTU) on the Warrior Transition Unit Non-Medical Attendant (NMA) Program.

3. Proponent. The proponent for this policy is the Warrior Transition Command (WTC), Clinical Support Division.

4. Applicability. This policy applies to all WTUs and CBWTUs.

5. General overview. The NMA Program enables physician-designated, seriously ill or injured, or very seriously ill or injured Soldiers to identify an individual that will be placed on Invitational Travel Orders (ITO) to provide support and assistance to the Soldier as they heal and recover. The attending physician and the Military Treatment Facility (MTF) Commander must approve the individual to serve as the NMA. Normally, one person is authorized to serve as a NMA. In extenuating circumstances, more than one NMA may be authorized. Once the Soldier reaches a level of independence, the NMA is no longer authorized.

a. Entitlements. See Enclosure 1 for a sample NMA Entitlement Counseling form.

(1) If the NMA is a Uniformed Service Member or a government employee, the NMA is authorized TDY travel and transportation allowances.

(2) If the NMA is a family member or friend not affiliated with the military, the individual will be placed on Invitational Travel Orders (ITOs; commonly referred to NMA Orders) with entitlements as described in the Joint Federal Travel Regulation at paragraphs U5250-D, U5250-E and U5250-F. These paragraphs are reproduced in Enclosure 1. The JFTR is updated and changed often. Commanders must periodically review these paragraphs to ensure entitlements have not changed. The JFTR is available at [http://www.defensetravel.dod.mil/Docs/perdiem/JFTR\(Ch1-10\).pdf](http://www.defensetravel.dod.mil/Docs/perdiem/JFTR(Ch1-10).pdf).

(3) The NMA is entitled to one round trip ticket between the NMA's home and the location at which the Soldier is receiving treatment. There are times when a NMA purchases their own ticket, however they will only be reimbursed the amount the government would pay for a ticket. For example, the government will not reimburse for a first class ticket unless it is the same amount the government would pay for a ticket.

(4) NMAs required to drive to the military treatment facility where the Soldier is receiving care can be reimbursed for mileage incurred during their trip to the Soldier's MTF. However, NMAs that reside within the military treatment facility's local commuting area (as designated by the area's senior mission commander) are not entitled to reimbursement.

(5) Other Trips. If the NMA accompanies the Soldier to another authorized treatment facility, the NMA may be entitled to transportation or reimbursement for travel. Normally this reimbursement is for travel outside of the local commuting area.

(6) Per Diem.

(a) While the NMA is on ITOs, the NMA is entitled to per diem allowance. Per diem allowance covers the cost of lodging, meals, and incidentals. Lodging and meal per diem rates are based upon location and have a pre-determined limit established by the Federal Government. If the NMA's primary residence is within the local commuting area for the location where the Soldier is receiving treatment, the NMA will not receive per diem. The local commuting area is determined by the Senior Commander within that area.

(b) Per diem allowances are not granted to a NMA when the NMA accompanies a Soldier to non-therapeutic activity such as a recreational event. A therapeutic activity is an activity that is determined by a physician to be of medical benefit to the Soldier; a recreational event does not meet this requirement. For example, when the NMA attends an overnight event that is purely for fun (i.e. accompanies the Soldier on his/her leave), the NMA is not entitled to per diem for the time the Soldier is attending that activity.

(c) Per Diem is paid on a monthly basis to the NMA via the Defense Travel System (DTS). It is normally deposited into the NMA's specified bank account. Monthly reimbursement continues until the Primary Care Manager (PCM) determines that the Soldier no longer needs a NMA. At that time, the NMA orders will be terminated.

(d) Per Diem pay and SCAADL. NMA entitlements and SCAADL are two unrelated programs. A Soldier may receive SCAADL while having a NMA however, the NMA entitlements will be granted upon the above criteria. See reference 1f for more information on SCAADL.

(7) Health Care. If the NMA is a non-DEERS eligible person, the NMA is entitled to military evaluation and care on a space available basis at the local MTF (hospital). Local commands will provide additional information on the care available within their MTF and the local area. The NMA will be required to provide information of their private health insurance to the MTF and the Nurse Case Manager (NCM). If the NMA has insurance and needs care not offered by the MTF, the NCM will assist with finding health care within the local area.

(8) Soldiers at Veterans Health Administration (VHA) Polytrauma Rehabilitation Centers. If the Soldier is transferred to a VHA Polytrauma Rehabilitation Center, lodging will be available to the NMA at no cost. The VA Inpatient Liaison will serve as the coordinator for lodging, however, the WTU or CBWTU Squad Leader (SL) or NCM will ensure the NMA is briefed on the accommodations and check in procedures. The NMA will continue to receive per diem for meals and incidentals while at the VHA Polytrauma Rehabilitation Center. The NMA will not receive the lodging portion of per diem payments.

b. NMA Responsibilities. The NMA's primary responsibility is to contribute to the Soldier's health and welfare. The NMA and the Soldier will be counseled (by the Squad Leader) on NMA duties and responsibilities upon arrival to the unit. NMA responsibilities focus not only on the Soldier's health and welfare, but also on the NMA's self care. Enclosure 2 provides a sample counseling on NMA Responsibilities and Duties.

(1) The NMA will support the cadre and abide by all Army Regulations and local command policies while on NMA orders and at Army Facilities.

(2) The NMA contributes to the Soldier's health and welfare by:

(a) Providing support and comfort to the Soldier.

(b) Escorting the Soldier to and from medical and military appointments.

(c) Assisting the Soldier with shopping.

(d) Assisting the Soldier to maintain an environment that facilitates healing, recovery, and transition.

(e) Assisting the Soldier to maintain an environment that minimizes hazards or dangers in their daily living environment.

(f) Understanding the Soldier's medical care plan including medications, prescribed therapies, dietary needs, and exercise requirements.

(g) Serving as an advocate for the Soldier regarding medical care and administrative activities.

(h) Motivating the Soldier to complete medical care and transition plans.

(i) Helping the Soldier establish daily routine and participating with setting and meeting goals/expectations.

(j) Assisting the Soldier in the physical security of medications and pertinent medical equipment, medical records, and personal information as appropriate.

(k) Abide by all Health Insurance Portability and Accountability Act (HIPAA) rules and policies. HIPAA rules provide guidelines for maintaining privacy of personal health information.

(3) Self Care Responsibilities:

(a) NMAs must provide necessary demographic information to their DTS personnel in order to complete the required paperwork to receive their pay and entitlements. The information includes providing their full name, birthdate, social security number, checking account number, and bank routing number.

(b) NMAs should designate an emergency point of contact at their home to provide assistance in their absence. This person can help take care of things at the NMA's home, such as picking up the mail, or taking care of the house. NMAs may need legal assistance to generate a power of attorney if the NMA is going to be away from their home of record for an extended time period. The cadre should help facilitate a legal assistance appointment for the NMA.

(c) Contact friends and family to gain emotional support and assistance as needed. In addition, NMA are encouraged to use the Soldier Family Assistance Centers for assistance and support.

(d) Receive Care for the Caregiver Training from the Nurse Case Manager. This training will provide the NMA with valuable tools to help manage stress and increase resiliency.

(e) Access WTU Behavioral Health Care (Social Workers) as needed and as available for support and help with gaining skills to manage stress and adjust to the new environment, Soldier expectations, and NMA resiliency.

c. NMA administrative duties include but are not limited to:

(1) Complete all required training designated below and by the local command.

(2) Complete required DTS documents (Enclosure 3) as directed.

(3) Notify the DTS Specialist any time the Soldier is on leave or attends a recreational trip of greater than 24 hours as the NMA is not entitled to per diem during these periods. If the NMA does not notify the DTS Specialist, the NMA is at risk of overpayment and recoupment of funds.

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(4) Accompany the Soldier, at least weekly to Squad Leader (SL) meetings and at least twice per month to NCM meetings.

(5) Attend formations and Town Halls with the Soldier at least once per quarter.

(6) Attend Family Readiness Group meetings at least once per quarter.

(7) Meet with the MTF Ombudsman who works with the WTU/CBWTU within 30 days of arrival. If the Soldier is attached to a CBWTU, this meeting can occur via telephone communication. The Soldier's SL or Platoon Sergeant (PSG) will document that this action is complete in the Soldier's personnel file.

(8) Meet with the Soldier Family Assistance Center (SFAC) staff as soon as possible after arrival to the WTU/CBWTU to receive an orientation brief. The Soldier's SL or Platoon Sergeant (PSG) will document that this action is complete in the Soldier's personnel file. While at the SFAC, the NMA may schedule classes that will be helpful to the Soldier and/or the NMA. The SFAC offers many classes such as financial planning, education and tuition assistance, and family assistance.

(9) Attend Transition Assistance Program(s) and Comprehensive Soldier and Family Fitness Programs with the Soldier.

d. Regional Medical Commands (RMC).

(1) RMCs will maintain a list of all NMAs within their region.

(2) Ensure WTU/CBWTU Cadre are trained in the management of NMAs.

(3) RMC Commanders will ensure a method for direct billing is in place for NMA lodging near VHA Polytrauma Rehabilitation Centers for individuals on NMA orders.

(a) RMC Commanders will coordinate with their supporting contracting activity to determine the best direct billing method for their region.

(b) Lodging facilities should offer the following amenities or a combination thereof: handicap accessibility, Americans with Disabilities Act compliance, wheelchair accessible shuttle service, continental breakfast, kitchenettes, handicap parking, and be in close proximity to the VHA Polytrauma Rehabilitation Center.

(c) Contracting actions will be in accordance with the Joint Federal Travel Regulation, which limits the daily amount paid for lodging to applicable per diem rates. NMA travel orders will be annotated to reflect that lodging will be provided by Government contract at no cost to the traveler.

e. Warrior Transition Unit or Community Based Warrior Transition Unit Commander Responsibilities. Commanders will manage the NMA program effectively to ensure NMAs needs are met in a proactive manner.

(1) Ensure the WTU/CBWTU Cadre have a thorough understanding of the NMA Program and understand which Soldiers may be assigned a NMA (Enclosure 4).

(2) Train cadre on the NMA recommendation process and the process for assigning a NMA. See Enclosure 4 for cadre training and Enclosure 5 for Primary Care Manager training.

(3) Appoint a WTU/CBWTU NMA Coordinator as an additional duty for a unit personnel. Ensure the designated NMA Coordinator:

(a) Manage the NMA program.

(b) Proactively anticipate and manage NMA needs, ensuring customer service focus is maintained.

(c) Remain current on all NMA policies and regulations.

(d) Plan and execute NMA support groups based upon the commander's intent.

(e) Serve as the NMA support group facilitator.

(f) Keep the chain of command informed of NMA issues and concerns.

(4) Ensure NCMs receive training on Care of the Caregiver (training occurs at the AMEDD C&S via the NCM Course).

(5) Maintain an accurate list of all NMAs with contact information.

(6) Conduct NMA training. Required training includes:

(a) WTU and SFAC Orientation within 30 days of arrival.

(b) Integrated Disability Evaluation System Familiarization Briefing within 30 days of arrival.

(c) Orientation to the expectations, duties, and responsibilities of a NMA within 5 days of assignment as a NMA (Enclosure 6).

(d) Care for the Caregiver training conducted by the NCM (Enclosure 7).

(e) Encourage NMAs to participate in unit fire and rescue drills.

(7) Provide support to the NMA.

(a) Assign and train one WTU/CBWTU Cadre member on the DTS system. Ensure the designated cadre inprocesses all NMAs in the DTS system within 1 business day of NMA approval. This individual provides administrative support for all subsequent required DTS submissions.

(b) Provide resources for NMA who wish to take First Aid and CPR training.

(c) Ensure any Soldier transferring to a VA Polytrauma Rehabilitation Center is connected to a VA Polytrauma Liaison, who will provide the NMA with specific lodging accommodations at the VA Polytrauma Rehabilitation Center for which the Soldier is transferred. The Commander will ensure the NMA receives information on accommodations, understands that they are not required to pay for accommodations at the VA Polytrauma Rehabilitation Centers, and they will not receive the lodging portion of per diem.

f. Designated WTU/CBWTU NMA Coordinator will:

(1) Manage the NMA program.

(2) Proactively anticipate and manage NMA needs, ensuring customer service focus is maintained.

(3) Remain current on all NMA policies and regulations.

(4) Plan and execute NMA support groups based upon the commander's intent.

(5) Serve as the NMA support group facilitator.

(6) Keep the chain of command informed of NMA issues and concerns.

g. Squad Leaders will:

(1) Identify, to the Interdisciplinary Team (IDT), Soldiers who would benefit from the support of a NMA.

(2) Counsel Soldiers and their NMAs on the NMA's entitlements (Enclosure 2), and NMA's duties and responsibilities (Enclosure 3).

(3) Ensure the Soldier and NMA attend required training and training is documented in the Soldier's personnel file.

(4) Maintained accurate NMA contact information.

(5) Escort the NMA to the WTU/CBWTU DTS-trained personnel so the NMA can initiate and complete required paperwork.

(6) At least weekly, meet with both the Soldier and the NMA. Communicate any needs to the Interdisciplinary Team and help resolve issues as soon as possible.

(7) Ensure the Soldier initiates a Comprehensive Transition Plan goal for developing skills that facilitate independent living and enhanced resiliency.

h. Nurse Case Managers will:

(1) Meet with both the Soldier and the NMA on a monthly basis. Assess the NMA for signs of stress, decreased resiliency, and burnout. If needed, meet with the Soldier's IDT to discuss the diminished resiliency. Coordinate for appropriate care. Reinforce Care for the Caregiver tools and techniques to improve coping.

(2) Train NMAs on stress, burnout, and resiliency and Care for the Caregiver (see Enclosure 7). Document training in AHLTA and ensure SL document in the Soldier's personnel file.

(3) Train NMAs on HIPAA related to the protection of the Soldier's health information and ensure SL document in the Soldier's personnel file.

(4) Assist the NMA with locating health care if needed based upon MTF policy, the NMA's insurance coverage, and NMA health care needs.

(5) Assist the Soldier to gain independent living skills.

i. Primary Care Managers will:

(1) Understand the PCM training related to assignment process for NMAs within 10 days for assignment as a PCM (see Enclosure 5).

(2) Validate the Soldier will benefit from a NMA.

(3) Counsel the Soldier and the NMA on the reason the Soldier will benefit from a NMA and the anticipated length of time the NMA will be needed.

(4) Complete the PCM worksheet that recommends the Commander approve the Soldier for a NMA. The PCM will document the reason for the NMA and the anticipated length of time the NMA will be needed (see Enclosure 8).

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(5) Assess the Soldier at least 30 days prior to the NMA Orders ending to determine if the NMA is still needed. If needed, the PCM will complete the required documentation on the PCM worksheet to exceed orders.

j. The Soldier will:

(1) Inform the PCM and Command team of the person they would like to serve as their NMA.

(2) Inform the Chain of Command and IDT of NMA issues impacting NMA's ability to provide support as soon as possible.

(3) Inform the NMA of areas where he or she may need assistance.

(4) Strive to gain independence by developing and implementing a proactive, engaged, and realistic CTP.

k. The process to have an individual designated as a NMA is outlined below.

(1) The Soldier's PCM will recommend, to the Commander or the first O-5 in the Chain of Command, the need for the Soldier to have a NMA assigned and identify the anticipated length of time for the NMA (the initial length of time cannot exceed 180-days). In addition, the PCM will ensure the Soldier has a completed DA Form 2984 on record that designates the Soldier as seriously or very seriously ill/injured. The PCM must counsel the Soldier and the NMA on the reason(s) why the Soldier would benefit from a NMA, the anticipated length of time needed for the NMA, and when a re-evaluation will be performed to determine the continued need for the NMA. This counseling must be documented in AHLTA and discussed with the WTU's (or CBWTU) IDT to ensure all members understand the reason for the NMA and the anticipated length of time for the NMA. This will ensure the interdisciplinary team delivers consistent messages to the Soldier and the NMA.

(2) The PCM must complete and forward the PCM worksheet to the WTU (or CBWTU) Commander within 1 business day of confirming the Soldier's need for a NMA.

(3) The WTU/CBWTU Commander will document the Soldier's need for a NMA on a DA Form 4187, annotate their recommendation for approval or disapproval of the NMA, and submit the DA Form 4187 to the MTF Commander within 1 business day after receiving the PCM worksheet.

(4) The MTF Commander will return the DA Form 4187 to the WTU/CBWTU with their approval or disapproval within 5 days of initial submission.

(5) The WTU/CBWTU Commander will submit approved DA Form 4187 to the unit finance personnel within 2 duty days of receipt from the MTF Commander

(Enclosure 9). If the MTF Commander disapproves the request, the WTU/CBWTU Commander will meet with the Soldier to discuss the rationale.

(6) For approved requests, the unit finance clerk complete the necessary documents to generate the NMA's ITO orders. Once the orders are complete, the finance clerk will forward to the unit DTS Specialist. The DTS Specialist will meet with the NMA to establish the NMA's DTS account and counsel the NMA on their DTS requirements including submitting travel vouchers and close out procedures (see Enclosure 10).

(7) The Interdisciplinary Team will ensure the Soldier develops goals in their Comprehensive Transition Plan to gain independence that enable the Soldier to function without a NMA.

(8) At a minimum of 30 days prior to the end of the NMA orders, the Soldier must be re-assessed for the continued need for a NMA. The Soldier and the NMA must be counseled on the outcome of the re-evaluation by the PCM and this must be documented in AHLTA. In addition, the first Commander in the Soldier's chain of command must counsel the Soldier and the NMA in writing if the PCM determines the Soldier no longer requires a NMA. See attached counseling form (Enclosure 11).

(9) The Soldier may appeal the denial of a NMA request or the decision to terminate the NMA orders. The Regional Medical Commander, or their representative, is the Appellate Authority.

(a) In order to appeal the NMA denial, the Soldier or someone with the legal authority to act on the Soldier's behalf, must complete and submit a DA Form 4187 (Request for Personnel Action) within 5 days of denial to the WTU/CBWTU Commander (Enclosure 12).

(b) The WTU/CBWTU Commander will forward the appeal to their RMC Commander within 7 days.

(c) The Regional Medical Commander will provide a decision to the Soldier and the WTU/CBWTU within 5 days of receipt.

(10) Removal from NMA Status. An individual may lose their NMA status if their presence does not contribute to the recovering Soldier's health and welfare. If NMA status is removed, the NMA will lose the NMA benefits and entitlements. The Approval Authority for removal of NMA status is the WTU Commander in conjunction with the MTF Commander.

(a) If the removed NMA is a spouse or parent, that individual will no longer receive NMA benefits and entitlements but may remain with the Soldier at their own expense. However, the Soldier may select another candidate as a NMA. If lodging

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accommodations do not support having the removed NMA and the new NMA, the Soldier, along with the Triad of Care, may elect to send the removed NMA back to their originating location.

(b) If the Triad of Care witnesses or receives a credible, substantiated report of a NMA providing unsafe care or impeding the Soldier's ability to heal, recover, and transition, the WTU will report the findings to the Military Treatment Facility's Family Advocacy Program (FAP). The WTU will work with FAP to outline a plan to ensure the Soldier has a safe environment. The WTU and FAP may also refer the case to Adult Protective Services in the state in which the MTF is located. If the NMA is deemed unsafe for the Soldier, the WTU Commander must consult their servicing Judge Advocate for guidance. Removal of a NMA from the Soldier's immediate location must be approved by the first O-5 in the Chain of Command (under the advisement of FAP and the Staff Judge Advocate (SJA)). The WTU Commander should also consult the installation for installation level policy and guidance.

Encls



DAVID J. BISHOP
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Assistant Surgeon General
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WCTP Policy Memo 13-008
 SUBJECT: WTU/CBWTU Non-Medical Attendants Policy
 NMA Entitlements Counseling

DEVELOPMENTAL COUNSELING FORM		
For use of this form, see FM 6-22; the proponent agency is TRADOC.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army.	
PRINCIPAL PURPOSE:	To assist leaders in conducting and recording counseling data pertaining to subordinates.	
ROUTINE USES:	The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system.	
DISCLOSURE:	Disclosure is voluntary.	
PART I - ADMINISTRATIVE DATA		
Name <i>(Last, First, MI)</i>	Rank/Grade	Date of Counseling
Organization	Name and Title of Counselor	
PART II - BACKGROUND INFORMATION		
<p>Purpose of Counseling: <i>(Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)</i></p> <p>Discussion of NMA Entitlements.</p> <p>Note to user: This form should be individualized to the NMA's specific demographics. For example if the NMA is a non-military member, #1 should be removed. For the comment related to health care, please insert the local command's policy.</p>		

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

As a Non-Medical Attendant on official military orders, you are entitled to the following:

1. If you are a Service member or a government employee, you are authorized TDY travel and transportation allowances.
2. If you are a family member or friend not affiliated with the military, you will be placed on Invitational Travel Orders (ITOs) with the following benefits:

a. One round trip ticket between your home and the location at which the Soldier is receiving treatment. If you purchased your own ticket, you are entitled to reimbursement (but reimbursement will not to exceed the cost of a government procured ticket).

b. If you drove to the Soldier's location and the location is not in the local area, you can be reimbursed for mileage incurred during your trip.

c. Other Trips. If you accompany the Soldier to another authorized treatment facility, you may be entitled to transportation or reimbursement for travel. Normally this reimbursement is for travel outside of the local commuting area.

d. Per Diem.

(1) While on ITOs, you are entitled to per diem allowance. Per diem allowance covers the cost of lodging, meals, and incidentals. Lodging and meal per diem rates are based upon location and have a pre-determined limits established by the Federal Government. However, if you live in the vicinity of the treatment facility or at the Soldier's duty station, you are not entitled to receive per diem allowances.

(2) Per diem allowances are not granted when you accompany the Soldier to non-therapeutic activity such as a recreational event. A therapeutic activity is an activity that is determined by a physician to be of medical benefit to the Soldier; a recreational event does not have required medical clearance. For example, if you were to attend an overnight event that is purely for fun (i.e. accompanying the Soldier on personal leave [military vacation]), you are not entitled to per diem for the time the Soldier is attending that activity. If you do accompany the Soldier on a recreational activity that is greater than 24 hours, you are required to inform the Defense Travel System (DTS) specialist as your per diem allowance will have to be adjusted. If you do not do this, you are at risk of an overpayment of per diem and the government is entitled to re-coup the funds paid.

(3) Per Diem is paid on a monthly basis directly to you via the DTS. It is normally deposited into your specified account. You will meet with the Unit's DTS Specialist to assist you in setting this up. You will need to provide your account number and bank routing number. Monthly reimbursement will continue until it is determined by the medical doctor that the NMA is no longer required at which point NMA orders will be terminated.

e. While on NMA orders, you may be entitled to military medical evaluation and care on a space available basis. Our local policy is: _____.

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (*other than rehabilitative transfers*), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

Plan of Action *(Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)*

1. As the Non-Medical Attendant for (insert Soldier's name), this counseling has provided you with information regarding entitlements as a NMA. It is important that you understand your entitlements. They may not be exactly the same entitlements as another NMA in the same Warrior Transition Unit or Community Based Warrior Transition Unit.

2. Should you have any questions about your entitlements, please see the following personnel for assistance:

A. Squad Leader. Your Squad Leader's name and contact information are as follows:

Name: _____ Contact information: _____

B. Platoon Sergeant. Your Platoon Sergeant's name and contact information are as follows:

Name: _____ Contact information: _____

C. DTS Specialist. Your DTS Specialist's name and contact information are as follows:

Name: _____ Contact information: _____

3. Your Squad Leader has set up a meeting with you and the DTS Specialist on the following date/time: _____

4. The Commander has also appointed _____ as a NMA Coordinator. This individual will contact you about NMA Support Group meetings and will serve as a point of contact should you have any issues while on NMA orders. _____ contact information is: _____.

Session Closing: *(The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)*

Individual counseled: I agree disagree with the information above.

Individual counseled remarks:

Signature of Individual Counseled: _____ Date: _____

Leader Responsibilities: *(Leader's responsibilities in implementing the plan of action.)*

1. Squad Leader will ensure the you meet with the DTS Specialist as soon as possible.
2. The NMA Coordinator will ensure the you are aware of all NMA Support Group Meetings and keep in touch with you to ensure your concerns and/or issues are addressed.
3. The Commander will facilitate the unit's NMA Program to ensure NMA's are supported.

Signature of Counselor: _____ Date: _____

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NMA Entitlements Counseling

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: *(Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)*

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.

REVERSE, DA FORM 4856, AUG 2010

APD PE v1.00ES

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 SUBJECT: WTU/CBWTU Non-Medical Attendants Policy
 NMA Duties and Responsibilities

DEVELOPMENTAL COUNSELING FORM		
For use of this form, see FM 8-22; the proponent agency is TRADOC.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army	
PRINCIPAL PURPOSE:	To assist leaders in conducting and recording counseling data pertaining to subordinates.	
ROUTINE USES:	The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system.	
DISCLOSURE:	Disclosure is voluntary.	
PART I - ADMINISTRATIVE DATA		
Name (Last, First, MI)	Rank/Grade	Date of Counseling
Organization	Name and Title of Counselor	
PART II - BACKGROUND INFORMATION		
<p>Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)</p> <p>Discussion of NMA Duties and Responsibilities while supporting a WTU or CBWTU Soldier.</p>		

WCTP Policy Memo 13-008

SUBJECT: WTU/CBWTU Non-Medical Attendants Policy

NMA Duties and Responsibilities

PART III - SUMMARY OF COUNSELING	
Complete this section during or immediately subsequent to counseling.	
Key Points of Discussion:	
As a NMA, Your primary responsibility is to provide support to the Soldier. Part of this responsibility includes the following:	
<ol style="list-style-type: none">1. Support the cadre and abide by all Army Regulations and local command policies.2. Provide support and comfort to the Soldier.3. Escort the Soldier to and from medical and military appointments.4. Assist the Soldier with shopping.5. Assist the Soldier to maintain an environment that facilitates healing, recovery, and transition.6. Assist the Soldier to maintain an environment that minimizes hazards or dangers in his/her daily living environment.7. Understand the medical care plan including medications, prescribed therapies, dietary needs, and exercise requirements.8. Serve as an advocate for the Soldier regarding medical care and administrative activities for the Soldier.9. Advocate for the Soldier when needed.10. Motivate the Soldier to complete the medical care and transition plans.11. Help the Soldier establish a daily routine for and participate with setting and meeting goals/expectations.12. Assist the Soldier in the physical security of medications and pertinent medical equipment, records, and personal information.13. Abide by all Health Insurance Portability and Accountability (HIPAA) rule and policies.14. Take care of yourself.	
Administratively, you will have the following duties:	
<ol style="list-style-type: none">1. Complete required DTS documents and/or travel vouchers as directed; complete all required training.2. If the Soldier goes on a recreational trip that is greater than 24 hours, you must notify the DTS Specialist of the time period so that the per diem entitlements can be adjusted accordingly. If you do not notify the DTS Specialist, you may be at risk of overpayment and the recoupment of funds.3. Along with Soldier, meet with the Squad Leader (SL) at least weekly & the Nurse Case Manager (NCM) at least twice per month.4. Assist the Soldier to maintain an environment that is safe and positively impacts the Soldier's wellbeing.5. Attend formations and Town Halls with the Soldier at least once per quarter.6. Attend Family Readiness Group meetings at least once per quarter.7. Meet with the Military Treatment Facility Ombudsman that works with the WTU/CBWTU within 30 days of arrival. If the Soldier is attached or assigned to a CBWTU, this meeting can occur via telephone communication.8. If at a WTU, meet with the Soldier Family Assistance Center (SFAC) staff within 30 days of arrival, to outline required classes and receive an orientation brief.9. You may may attend Transition Assistance Program(s), and Comprehensive Soldier and Family Fitness Programs	
OTHER INSTRUCTIONS	
This form will be destroyed upon: reassignment (<i>other than rehabilitative transfers</i>), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.	

WCTP Policy Memo 13-008

SUBJECT: WTU/CBWTU Non-Medical Attendants Policy

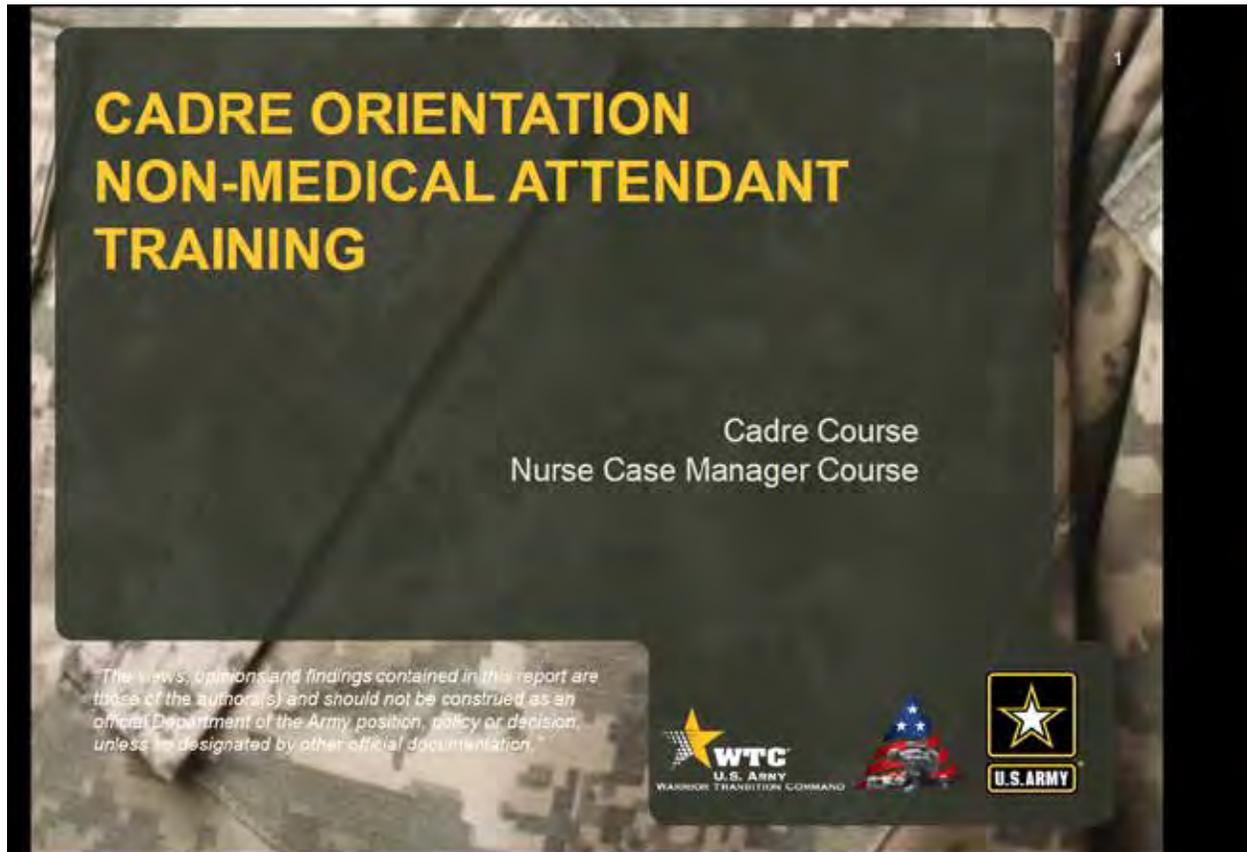
NMA Duties and Responsibilities

<p>Plan of Action <i>(Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)</i></p> <ol style="list-style-type: none">1. Your Squad Leader, _____ (fill in SL's name) _____ will assist you with accomplishing your duties and responsibilities. If you are having any difficulties notify your Squad Leader immediately.2. _____, the unit's NMA Coordinator will ensure you are aware of the unit's NMA Support Group Meetings. These meetings offer camaraderie of other NMAs, Families, and friends. Attending these meetings will offer information and support.3. It is also important to care for your own well-being while supporting the Soldier. The following are steps you can take to maintain your resiliency.<ol style="list-style-type: none">A. Designate an emergency point of contact at your home to provide assistance while you are away. This person can help take care of things at your home, such as picking up the mail, or taking care of the house. If you need legal assistance to generate a power of attorney, _____ (fill in SL's name) _____ will help set up a legal assistance appointment.B. Contact friends and family to gain emotional support and assistance as needed. In addition, use the Soldier Family Assistance Centers to get assistance and support.C. Talk with the NCM regarding Care for the Caregiver Training.D. Access WTU Behavioral Health Care (Social Workers) as needed for support and help with gaining skills to manage stress and adjust to the new environment, Soldier expectations, and NMA resiliency.E. Access WTU Behavioral Health Care (Social Workers) as needed for support and help with gaining skills to manage stress and adjust to the new environment, Soldier expectations, and NMA resiliency.
<p>Session Closing: <i>(The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)</i></p> <p>Individual counseled: <input type="checkbox"/> I agree <input type="checkbox"/> disagree with the information above.</p> <p>Individual counseled remarks:</p> <p>Signature of Individual Counseled: _____ Date: _____</p>
<p>Leader Responsibilities: <i>(Leader's responsibilities in implementing the plan of action.)</i></p> <ol style="list-style-type: none">1. Ensure the SL assists the NMA.2. Ensure the NMA Support Group meetings are valuable and provide support to the NMAs.3. Monitor NMA resiliency and provide assistance when needed. <p>Signature of Counselor: _____ Date: _____</p>

DTS Self Registration Worksheet

Please complete the information below and provide to the WTU/CBWTU DTS Specialist

General Information	
First Name	
Middle Initial	
Last Name	
SSN	
Gender	
Email Address	
Mailing Address (Home)	
Mailing Address, City, State and Zip/Postal Code	
Home Telephone Number	
Required Work Information	
Civilian/Military Status	
Title/Rank	
Tech Status	
Organization Name	WTU / CBWTU -
Office Address, City, State and Zip/Postal Code	
Time Zone	
Work Hours	
Emergency Contact Name and Phone Number	
Electronic Funds Transfer Data	
Account Type - Checking or Savings	
Account Routing Number	
Account Number (Checking)	
Account Number (Savings)	
Government Charge Card (GOVCC)	
Charge Card Status	
Account Number	
GOVCC Exp. Date	
Additional Work Information	
Printed Organization	
Present Duty Station	
Miles from Office to Airport	
Office Phone	
Office Fax	
Office Mail Stop	



OBJECTIVES

2

- Identify Soldier eligibility requirements for a Non-Medical Attendant.
- Discuss Non-Medical Attendant entitlements.
- Discuss Non-Medical Attendant duties/responsibilities.
- Differentiate between Non-Medical Attendants and SCAADL Programs.
- Identify Non-Medical Attendant Requirements related to pay.
- Describe the process by which a Soldier receives a Non-Medical Attendant, and how the requirement is stopped.

File Name





WHAT IS A NON-MEDICAL ATTENDANT

- A Non-Medical Attendant is an individual designated by the Soldier
- Determined by the physician or surgeon and the military medical facility commander to be appropriate to serve as a NMA for the Soldier
- Whose presence may contribute to the health and welfare of the Soldier



WHO IS ELIGIBLE FOR A NMA?

- The decision to permit a Soldier to have a NMA is based upon the Soldier's medical need
 - Per the JFTR, a Soldier, as a result of a wound, illness, or injury, has been determined by a physician or surgeon to be in a category known as "*seriously wounded, ill or injured (SI)*" or "*very seriously wounded, ill, injured (VSI)*" **AND**
 - Is hospitalized for treatment of the wound, illness, or injury; or requires continuing outpatient treatment for the wound, illness, or injury.



WHY WOULD A SOLDIER NEED A NMA?

- Many Soldiers need additional support as they recovery, rehabilitate, and transition
 - In non-WTU units, Soldiers often receive support from unit assets or their spouses/Families.
 - In WTUs/CBWTUs, fellow Soldiers have their own recoveries to focus on and cadre are tied up managing other Soldiers.
- Non-Medical Attendants provide support while Soldiers face the challenges of recovery and transition

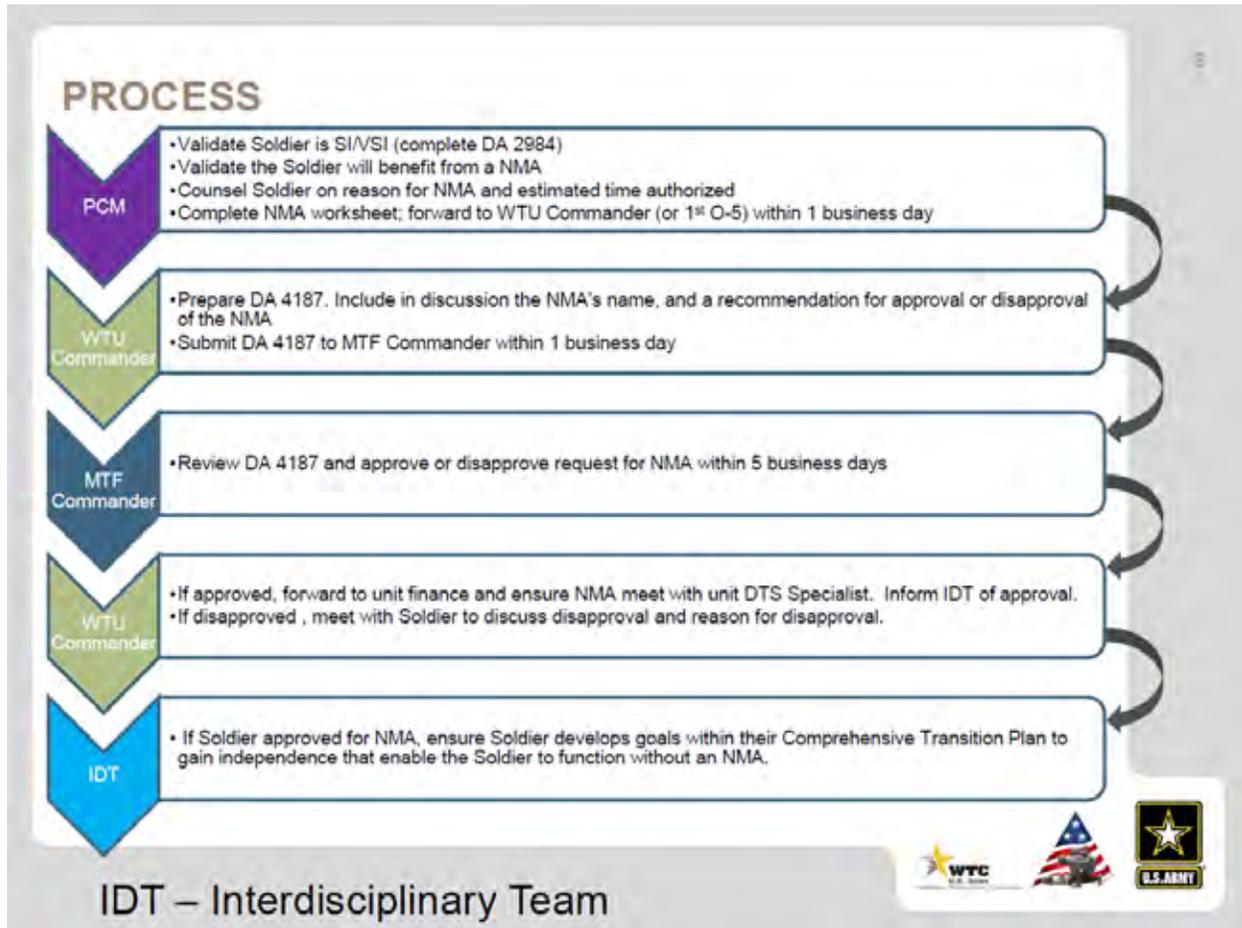


SCENARIO 1

Soldier, assigned to the WTU X 8 months, tells Squad Leader that he has been waking up in the middle of the night due to nightmares and wishes that he could have someone in his room for security.

- Who/What determines if this Soldier is eligible?
- Can anyone recommend a Soldier be assessed for the need for a NMA?
- Is this Soldier eligible after 8 months without a NMA?





HOW LONG CAN A NMA STAY?

- Based upon the Soldier's medical needs
- Initial orders can be up to 180 days
- Thirty (30) days prior to the end of the NMA orders, the PCM will re-evaluate the Soldier
 - If the Soldier continues to need support, the PCM will complete another PCM worksheet and forward to command as previously done.
 - If the Soldier no longer needs a NMA, the PCM will formally counsel the Soldier and NMA on rationale for discontinuing NMA orders.
 - Soldier may appeal to the RMC Commander.

GOAL IS TO REACH INDEPENDENCE!



ULTIMATE GOAL - INDEPENDENCE

10



Fun

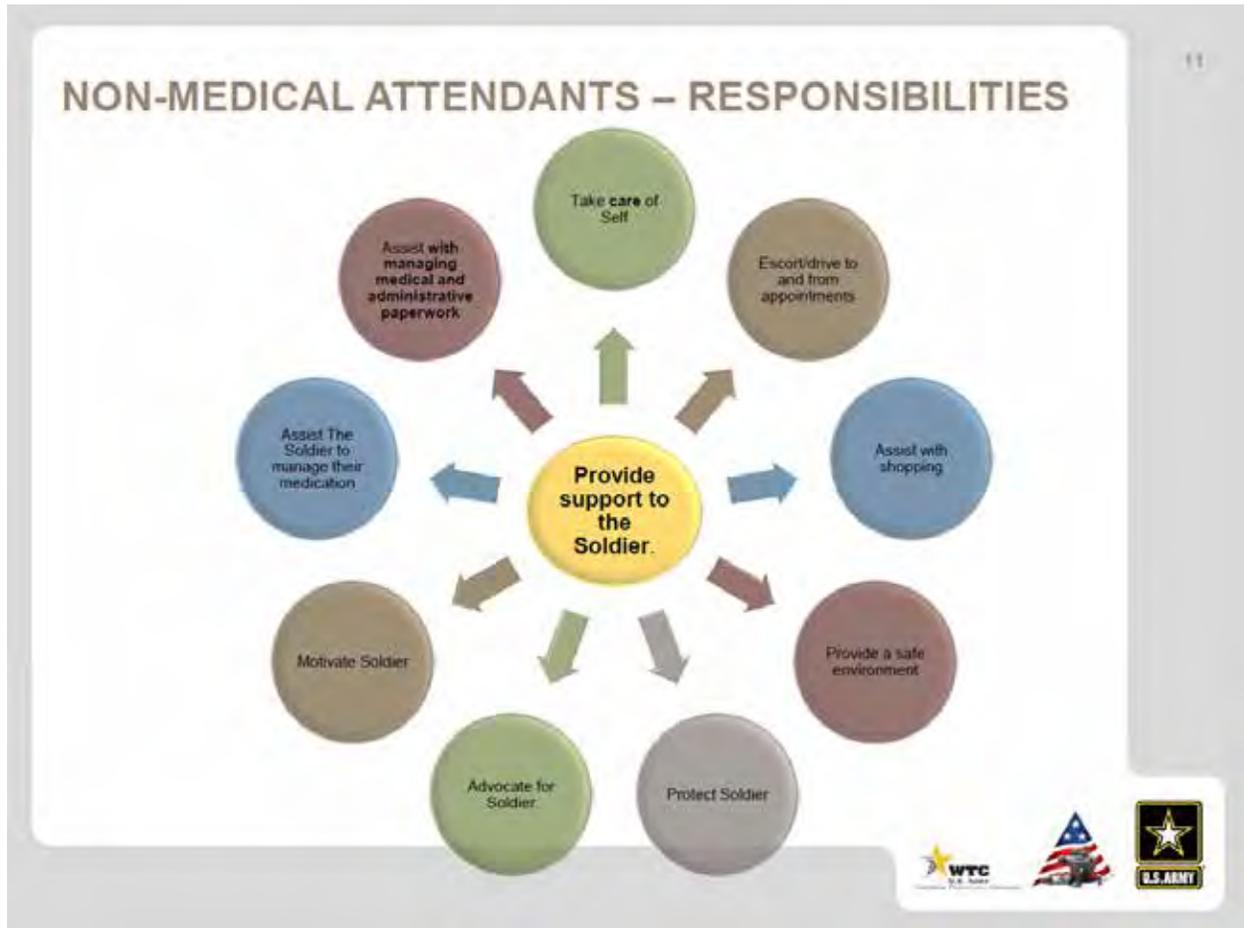


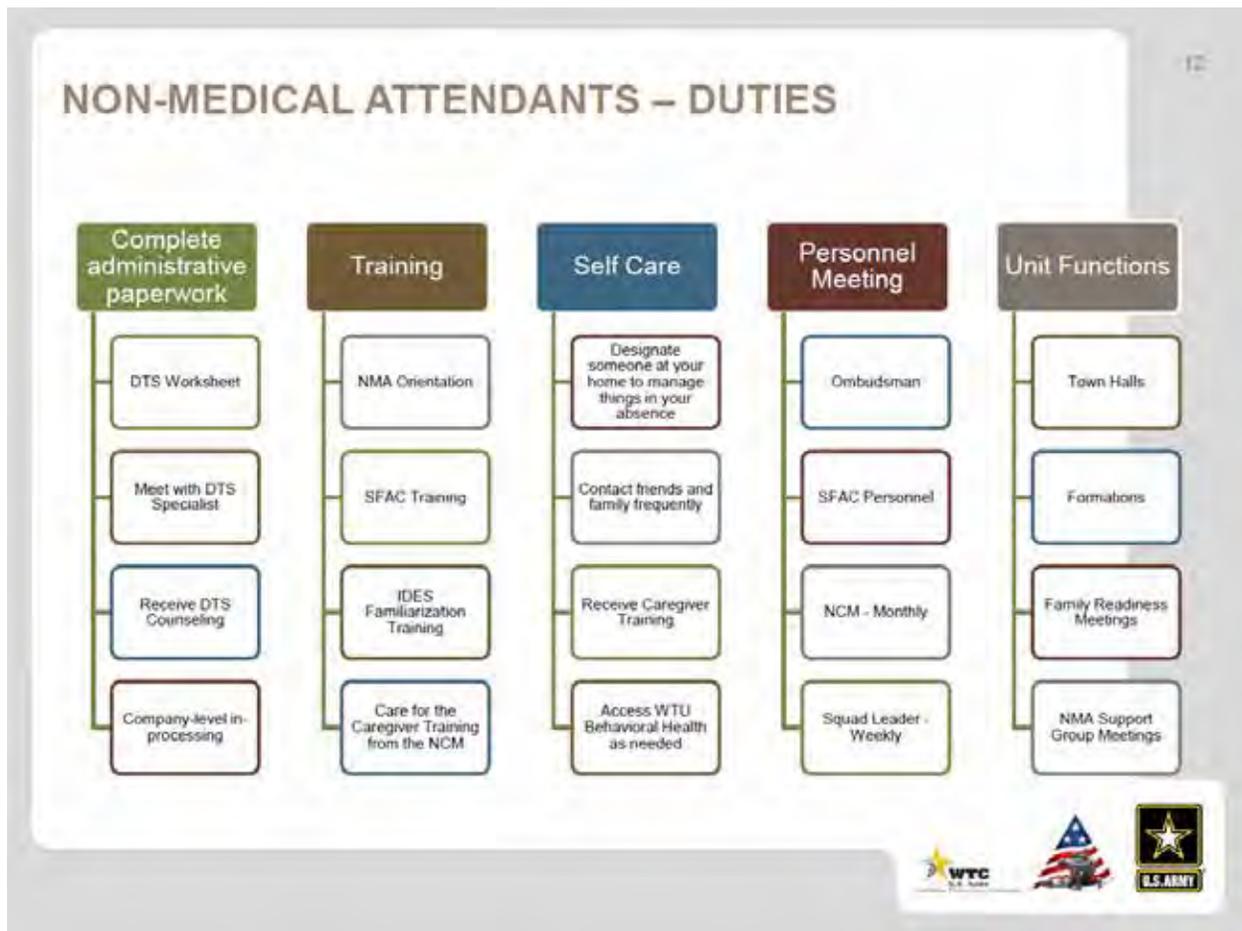
Activities of Daily Living



Work







NON-MEDICAL ATTENDANTS – REMOVAL PROCEDURES ¹³

If the NMA does not contribute to the Soldier's health and welfare or impedes the Soldier's ability to heal, recover, and transition, the WTU may remove the NMA status from the person.

- The WTU Commander and the MTF Commander are the approval authority for removal
- If the Triad of Care witnesses or receives credible reports that a NMA is providing unsafe care or impeding the Soldier's ability to heal, recover, or transition, the Family Advocacy Program should be consulted.
- The Staff Judge Advocate should be involved in all NMA removal proceedings.



NMA ENTITLEMENTS

Not all NMAs qualify of all entitlements.

Per the Joint Federal Travel Regulation, entitlements include:

• Per Diem. This is pay to cover the expenses for food and incidentals.

- If serving as a NMA at the Soldier's PDS, the NMA does not qualify for Per Diem Pay
- If the Soldier goes on leave, the NMA is not paid per diem during the leave time.

NMA Per Diem Entitlements **ARE NOT** SCAADL Benefits.

SCAADL is a special monthly compensation for service members who incur a permanent catastrophic injury or illness. SCAADL helps offset the loss of income by a primary caregiver who provides non-medical care, support, and assistance for the service member.



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NMA ENTITLEMENTS

Travel

One round trip ticket from their home to the hospital where the Soldier is receiving care	If the NMA drives from their home to the hospital where the Soldier is receiving care, can be reimbursed for mileage incurred during their trip	NMAs that reside in the Soldier's hospital's local commuting area are not entitled to tickets or reimbursement	NMA will not be reimbursed for travel to and from recreational events.	Costs incurred from driving the Soldier to and from medical appointments or therapies may be reimbursed.
---	---	--	--	--

Entitlements may change; refer to the JFTR for further guidance



12

NMA ENTITLEMENTS

Per Diem

<p>Per Diem allowance covers the cost of lodging, meals, and incidents incurred by the NMA while supporting the Soldier. Lodging is only reimbursed if the NMA incurs a cost.</p>	<p>Per Diem is paid via the Defense Travel System on a monthly basis. The Unit DTS Specialist will assist the NMA to establish and maintain the DTS account.</p>	<p>Per Diem payments are not SCAADL payments. Per Diem payments go to the NMA and are to cover incidents while providing support to the Soldier</p>	<p>NMAs will not receive per diem pay while the Soldier is on official military leave.</p>
---	--	---	--

Entitlements may change; refer to the JFTR for further guidance



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NMA ENTITLEMENTS

Health Care

<p>If Non-DEERS eligible, the NMA is entitled to evaluation and care on a space available basis at the local MTF.</p>	<p>The NMA must provide information on their private health insurance to the MTF and the Soldier's NCM.</p>	<p>The NCM will assist with finding health care in the local area if needed.</p>
---	---	--

Entitlements may change; refer to the JFTR for further guidance



POLICIES PERTINENT TO NON-MEDICAL ATTENDANTS

18

- DoDI 1300.24
- Title 37 USC Section 481K
- JTFR
- AR 600-8-1
- AR 40-400
- ALARACT 171/2007
- WTC Consolidated Guidance



CADRE RESPONSIBILITIES

Commanders

- Provide oversight and guidance for the NMA Program
- Train cadre on the NMA Program
- Appoint a NMA Coordinator
- Ensure NMAs receive all required training
- Maintain accurate list of NMAs with contact information
- Proactively support the NMAs

File Name



CADRE RESPONSIBILITIES

NMA Coordinator

- Additional Duty
- Manage the NMA Program
- Proactively anticipate and manage NMA needs
- Ensure customer focus environment is maintained
- Remain current on all NMA-relevant policies and regulations
- Plan and execute NMA support groups
- Serve as the NMA Support Group facilitator
- Keep chain of command informed of NMA issues

File Name:



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CADRE RESPONSIBILITIES

Squad Leader

- Proactively identify Soldiers that may benefit from a NMA
- Counsel Soldiers and their NMAs on the NMA's entitlements, duties and responsibilities
- Counsel Soldier on their responsibilities
- Ensure Soldier and NMA attend required training and document attendance in Soldier's personnel file
- Maintain accurate NMA contact information
- Escort NMA to the DTS Specialist upon arrival to complete inprocessing
- Meet with NMA weekly
- Ensure Soldier initiates a Comprehensive Transition Plan goal for developing skills that facilitate independent living and enhanced resiliency

File Name:



CADRE RESPONSIBILITIES

Nurse Case Manager

- Meet with Soldier and NMA on arrival and on a monthly basis. Orient to the role of NCM
- Provide "Care of the Caregiver" Training to the NMA upon arrival and refresh training throughout NMA stay as needed
- Assess NMA for burnout and decreased resiliency
- Coordinate for appropriate health care, including referral to WTU SW
- Train NMA on HIPAA related to the protection of the Soldiers' health information
- Ensure Soldier has an appointment with PCM at least 30 days prior to the end of the NMA orders for a re-evaluation
- Assist the NMA with understanding required medical information that is relevant to the Soldiers care and meets HIPAA requirements
- Assist the Soldier in gaining independence

File Name:



CADRE RESPONSIBILITIES

Primary Care Manager

- Complete the PCM-specific NMA training
- Validate the Soldier will benefit from a NMA and meets the eligibility criteria (SI/VSI)
- Counsel Soldier and NMA on the reason for the recommendation for the NMA and the anticipated length of time the NMA will be needed
- Communicate to the IDT the reason and anticipated length of time the NMA will be needed
- Complete the PCM worksheet within 1 day of validating need for NMA and forward to WTU Commander
- Assess the Soldier 30 days prior to the end of the NMA orders to determine if the Soldier has gained enough independence that they no longer would benefit from a NMA or if the NMA orders should be renewed.

File Name:



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CADRE RESPONSIBILITIES

<p style="text-align: center;">Social Work</p> <ul style="list-style-type: none">• Monitor resiliency of NMAs and Soldier• Assess for signs of compassion fatigue and stress• Help develop resiliency plans	<p style="text-align: center;">Chaplain</p> <ul style="list-style-type: none">• Monitor resiliency of NMAs and Soldier• Design programs to improve relationships
--	--



10

CADRE RESPONSIBILITIES

Soldier

- Carefully select a person to serve as a NMA
- Inform the PCM and Chain of Command of the individual they would like as their NMA
- Inform NMA of areas where support or assistance is needed
- Strive to gain independence by developing and implementing a proactive, engaged, and realistic CTP

File Name:



SCENARIO 2



- Soldier who was medically evacuated from theater for attempted suicide. Initially was admitted as an inpatient. Physician completed Seriously Ill (SI) paperwork while inpatient.
- Recently discharged. Stable on medications and group therapy. No longer SI.
- Soldier completes Self Assessment and identifies trigger points. Acknowledges group therapy is beneficial. Does not voice any suicidal thoughts.
- No immediate medical concerns.

Does the Soldier meet the eligibility for a NMA?



SCENARIO 3

- Soldier is medically evacuated from theater after suffering from traumatic below the knee amputations and was considered VSI.
- Initial inpatient stay was for 6 months.
- Discharge from inpatient will happen in 1 week.
- Per inpatient team, Soldier is proficient in wheelchair and can complete transfer independently.
- Behavioral Health team notes Soldier is impulsive and they are concerned about Soldier's coping with loss.
- Soldier remains SI.



Does the Soldier meet the eligibility for a NMA?



SCENARIO 4

- Soldier comes to the WTU from the Demob site for hip pain, low back pain, and high blood pressure.
- Soldier requires a hip replacement and is set for surgery next week. Per NCM, the physician did not list the Soldier as either SI or VSI. However, the Soldier will require assistance post surgery for 14 days.
- Soldier completes self assessment and lists no issues as he feels all his care needs are being met.
- Risk assessment level is low.

Does the Soldier meet eligibility requirements?



SCENARIO 5

- Soldier's brother is serving as Soldier's NMA.
- Soldier has Traumatic Brain Injury, Post Traumatic Stress Disorder, and is an upper extremity amputee.
- Squad leader found NMA and Soldier intoxicated in the barracks room.



What actions does the Squad Leader take?

Can the NMA be removed?

What if the NMA was the Soldier's wife?

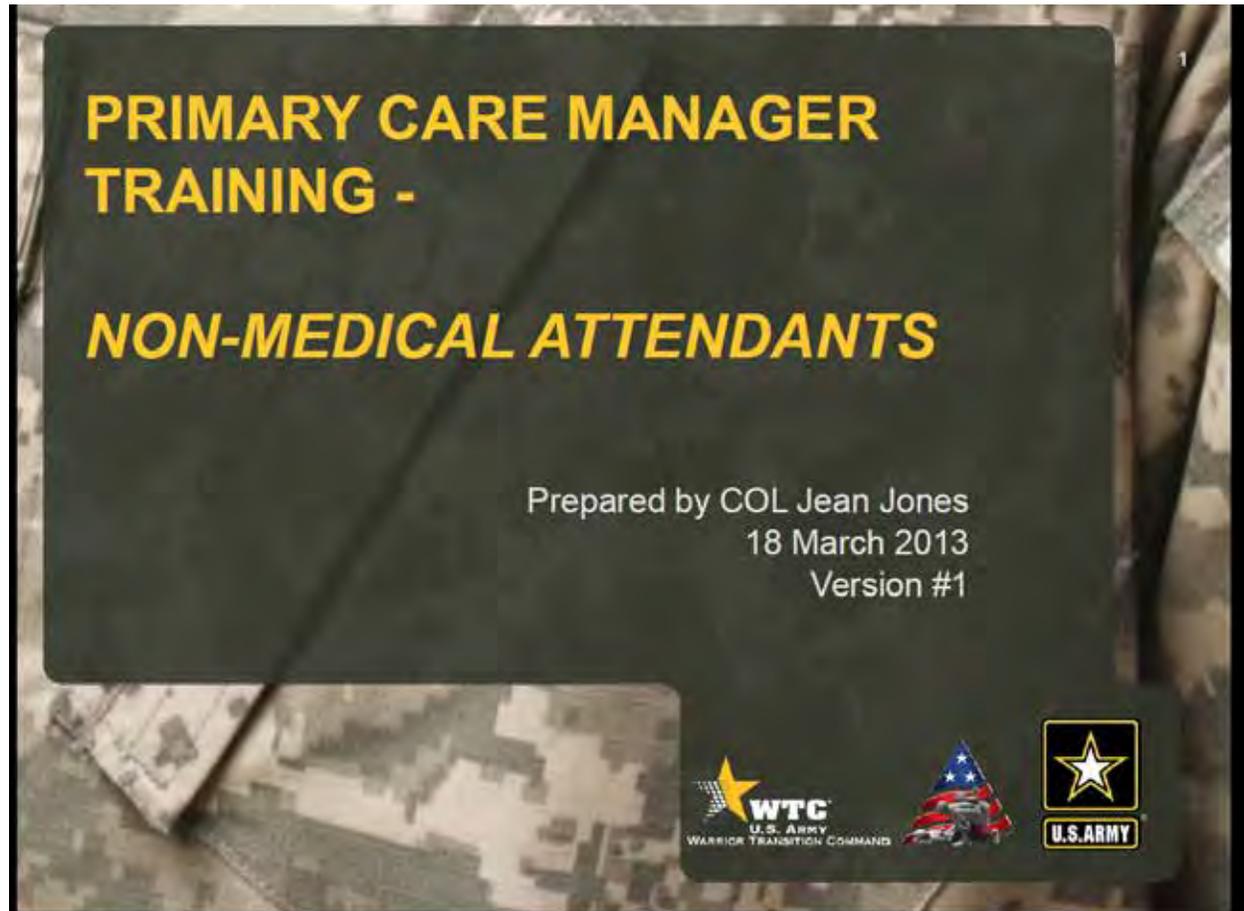


SCENARIO 6

- NMA tells the Squad Leader that she has not been paid since she was placed on orders as a NMA, over 45 days ago.

*What actions does the Squad Leader take?
Who else should be involved?*





AGENDA - NMA TRAINING FOR PCMs

- Non-Medical Attendant Definition
- Soldier Eligibility Requirements
- PCM Requirements
- Termination of NMA Orders and
- NMA Duties and Responsibilities



WHAT ARE NON-MEDICAL ATTENDANTS

Non-Medical Attendants

- An individual selected by the Soldier
- *Determined appropriate by the physician and the military treatment facility commander to be appropriate to serve as a NMA*
- Whose presence may contribute to the health and welfare of the Soldier



WHO IS ELIGIBLE FOR A NMA?

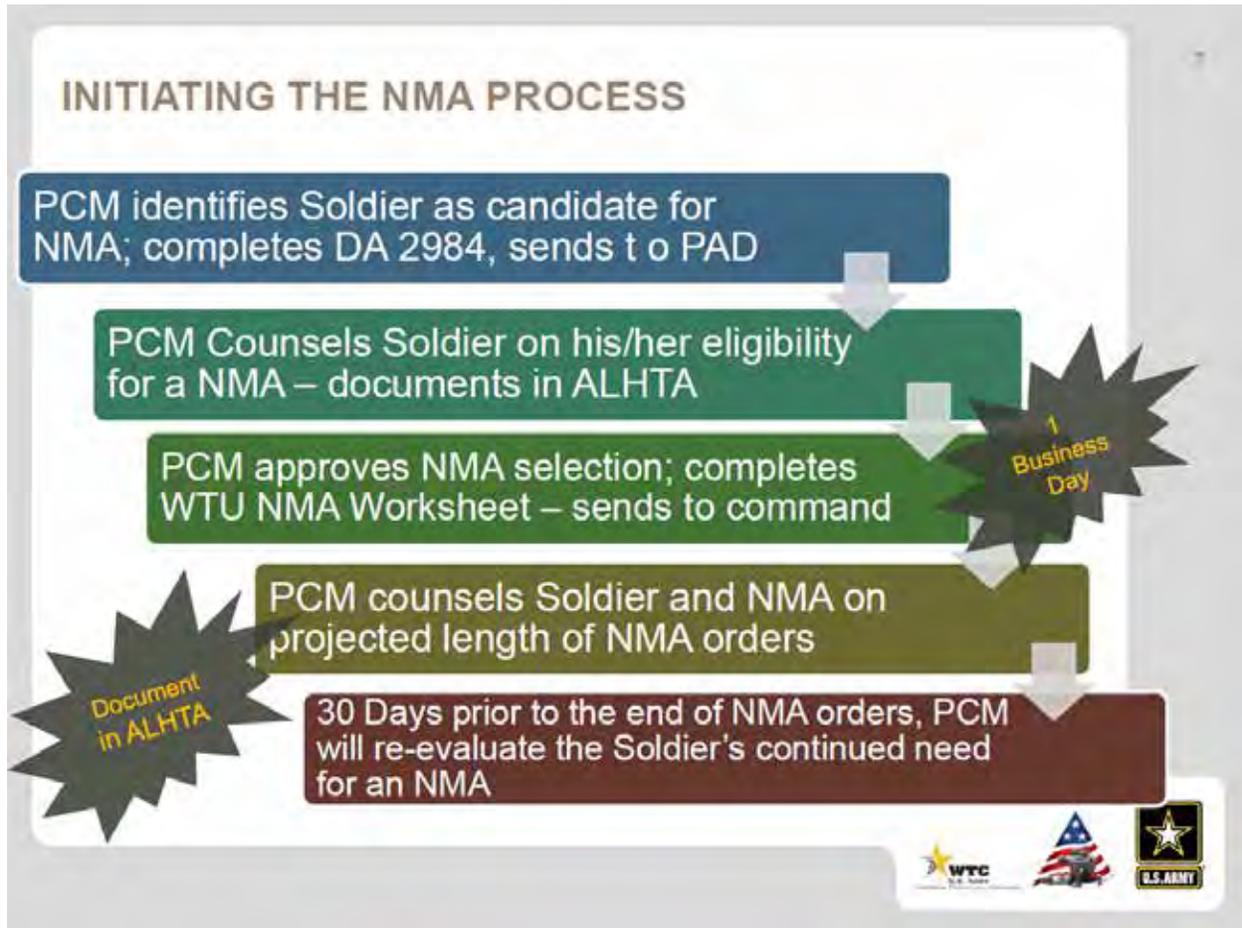
- Eligible Population
 - A Soldier who as a result of a wound, illness, or injury has been determined by the attending physician or surgeon to be in the category known as “very seriously wounded, ill or injured (VSI)” or “seriously wounded, ill, or injured (SI)”
 - **AND** is hospitalized for treatment of the wound, illness, or injury or requires continuing outpatient treatment for the wounds, illness, or injury.



ELIGIBILITY CRITERIA

- **Very Seriously Injured (VSI):** classified by medical authorities to be of such severity that life is imminently endangered.
- **Seriously Ill or Injured (SI):** classified by medical authorities to be of such severity that there is cause for immediate concern, but there is no imminent danger to life.
- **Incapacitating Illness or Injury (III):** requires hospitalization, but medical authority does not classify as very seriously ill or injured or seriously ill or injured; the illness or injury makes the person physically or mentally unable to communicate with the next of kin.
- **Not Seriously Injured (NSI):** may or may not require hospitalization but not classified by a medical authority as very seriously injured (VSI), seriously injured (SI), or incapacitating illness or injury (III); the person is able communicate with the Next of Kin (NOK).





PCM RESPONSIBILITIES

Determine the length of time a NMA is required

- **Up to 180 days** – Initial NMA orders for all Very Seriously Ill or Injured (VSI) may be **up to** 180 days based upon their medical needs.
- **Up to 90 days** - Initial NMA orders for seriously Ill or Injured (SI) Soldiers may be between for up to 90 days based upon their medical needs.
- **Time specific for convalescent leave** – Soldiers that require assistance during their convalescent leave periods may have a NMA for the part or all of their convalescent leave.
- Psychological / Emotional support should be considered when making a determination of the need for a NMA and the length of time a Soldier may need a NMA.
 - As a reminder, Soldiers are not always forthcoming about their psychological health. Ask the NMA for insight.



PCM RESPONSIBILITIES

Documentation of the NMA need

- **AHLTA**
 - Prescribe as a medical order the need for a NMA and include the length of time.
 - Soldier's Patient Category must be documented as well (SI/VSI)
 - The need for a NMA must be documented in ALHTA in your clinical notes to include the rationale for the need and document your counseling of the Soldier and the NMA.

- **PCM Worksheet**
 - To communicate the need for the Soldier to have a NMA, use the PCM worksheet and forward to the command.
 - If a NMA is required, the worksheet must be forwarded to the command within 1 business day of the decision.



WCTP Policy Memo 13-008

SUBJECT: WTU/CBWTU Non-Medical Attendants Policy

13

MCWF-CSD _____ Date: _____

MEMORANDUM For: Commander, WTU/CBWTU (write in unit specific information)
THRU: Commander, XX Company, WTU

SUBJECT: Request for Non-Medical Attendant (NMA) Orders

1. Request for the assignment of a Non-Medical Attendant (NMA) for the following Soldier: _____
(Last Name, First Name, and MOS#)

2. The Soldier medical condition is considered (check box):

- Very Serious
- Serious
- Guarded due to the needs for cognitive guidance/direction
- Guarded due to behavioral health stability

3. The Soldier will need assistance with the following (circle any that apply):

- Eating
- Bathing/Hygiene
- Dressing/Undressing
- Toileting
- Walking/Transferring
- Compliance
- Cognitive Guidance/Direction
- Emotional Stability

4. Based upon the medical determination the Soldier will need a NMA for approximately (circle one):

- 180 days
- 90 days
- 30 days
- Renewal Orders for (circle one) 30 days 90 days
- Renewal Orders for specified time of _____
- No longer has the medical need for a NMA

5. The POC is the Soldier's PCM and can be reached at: _____
(US phone number)

PCM RESPONSIBILITIES

Re-evaluate the need for a NMA

- **30 days prior to the end of NMA orders** – re-evaluate the Soldier's continuing need for a NMA.
- If the NMA is still needed, order length should be based upon the needs of the Soldier.
 - You must document findings in ALHTA and use the PCM worksheet as with the initial set of NMA orders.
- If the NMA is no longer needed to assist the Soldier, the PCM must counsel the Soldier and the NMA on why this decision has been reached.
 - Counseling must be documented in ALHTA.
 - A medical order must be written to discontinue the NMA.
 - A PCM worksheet must be submitted to the command documenting that the Soldier no longer needs a NMA.
 - If the Soldier is no longer SI/VSI, submit an updated DA Form 2984 to remove from SI/VSI list.



WCTP Policy Memo 13-008

SUBJECT: WTU/CBWTU Non-Medical Attendants Policy

MCWT-CSD _____ Date: _____

MEMORANDUM FOR: Commander, WTU/CBWTU (write in unit specific information)

THRU: Commandal, XX Company, WTU

SUBJECT: Request for Non-Medical Attendant (NMA) Orders

1. Request for the assignment of a Non-Medical Attendant (NMA) for the following Soldier _____
(Last Name, First Name, and 4 Digits)

2. The Soldier medical condition is categorized (check box)

- Very Serious
- Serious
- Guarded due to the needs for cognitive guidance/direction
- Guarded due to behavioral health stability

3. The Soldier will need assistance with the following (circle any that apply)

- Eating
- Bathing/Hygiene
- Dressing/Grooming
- Talking
- Walking/Transferring
- Confusion
- Cognitive Guidance/Direction
- Emotional Stability

4. Based upon the medical determination the Soldier will need an NMA for approximately (circle one)

- 180 days
- 90 days
- 30 days
- Renewal Orders for (circle one): 30 days 50 days
- Renewal Orders for specified time of _____
- No longer has the medical need for an NMA

5. The POC is the Soldier's PCM and can be reached at _____
(List phone number)

WTC U.S. Army  

APPEALS

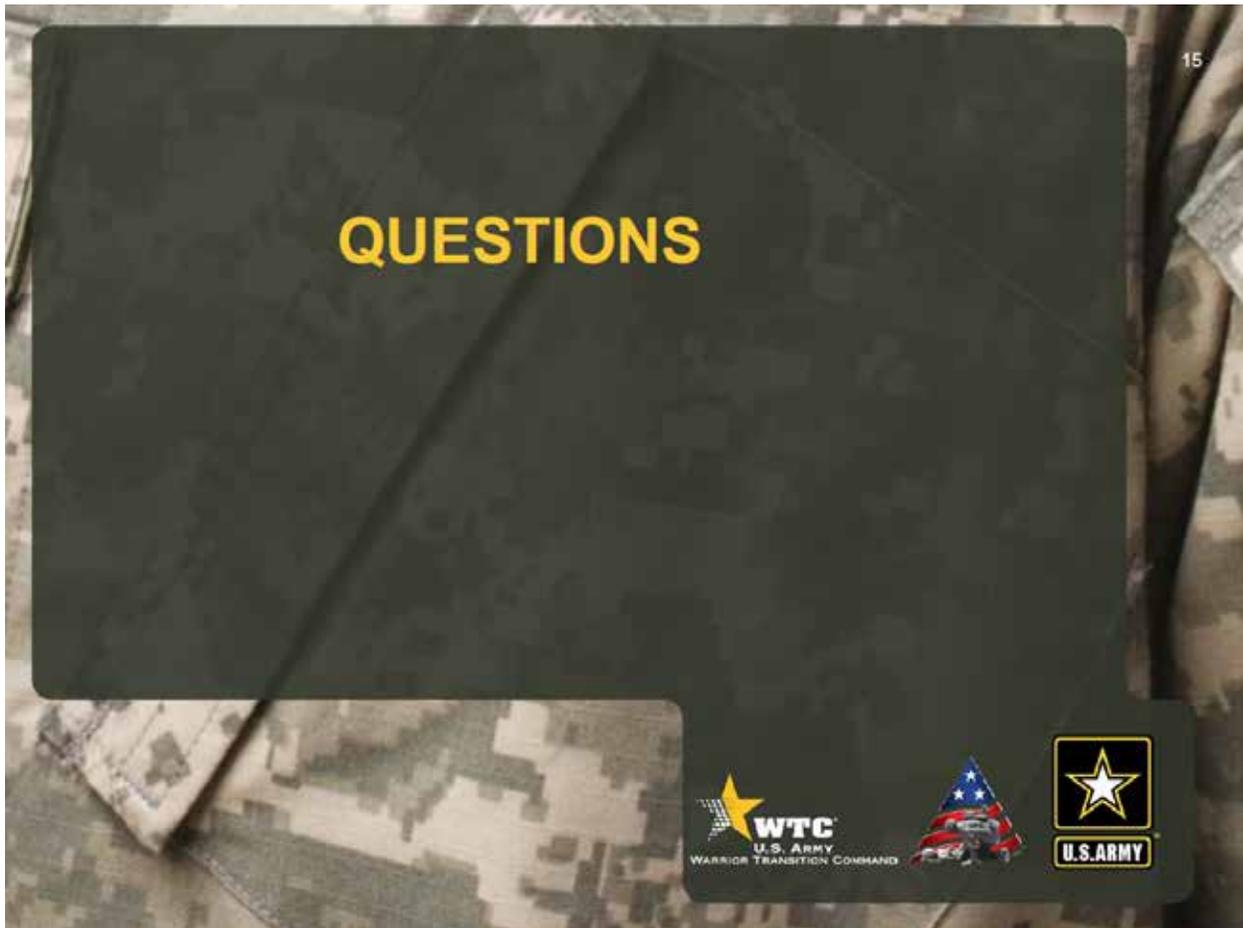
A Soldier may appeal the denial of a NMA or a decision to terminate NMA orders.

- Appeals are directed to RMC Commanders.
- The RMC Commander will use MD notes to understand the decision. Documentation should clearly articulate why the NMA is not/no longer needed.



WCTP Policy Memo 13-008

SUBJECT: WTU/CBWTU Non-Medical Attendants Policy



WCTP Policy Memo 13-008

SUBJECT: WTU/CBWTU Non-Medical Attendants Policy



AGENDA

- Welcome
- Warrior Transition Units
- Army 101
- Medical 101
- Non Medical Attendant
- Taking care of yourself
- Where to go for assistance
- Schedule
- Tour (and maps)



**WARRIOR TRANSITION UNITS
WE ARE YOUR UNIT**

WARRIOR ETHOS

I will always place the mission first.

I will never accept defeat.

I will never quit.

I will never leave a fallen comrade.



MILITARY 101

- The Army is a complex system. The Army has developed training to help you learn about the Army.
- Register at Army One Source,
<https://www.myarmyonesource.com>
- Go to Family Programs
- Go eLearning Center - AFTB Level 1 training
 - Lesson 1.1: Expectations / Impact of the Mission on Family
 - Lesson 1.2: Military Acronyms and Terms
 - Lesson 1.3: The Chain of Command In Progress
 - Lesson 1.4: Introduction to Military Customs and Courtesies
 - Lesson 1.5: Basic Military Benefits and Entitlements
- **Complete classes 1 - 5**



5

ARMY ONE SOURCE

The image displays two screenshots of the ARMY OneSource website. The left screenshot shows the homepage with a navigation menu where the 'Home' link is circled in red. The right screenshot shows the 'Online Learning Management System' page, also with a 'Home' link circled in red in the navigation menu, and a red circle around a form field on the page. The page includes logos for WTC, U.S. Army, and the U.S. Army OneSource logo.

File Name

MEDICAL 101

- Military Treatment Facilities
- TRICARE
- "The Network"
- Access to Care
- Health care staff
- Patient Advocates / Ombudsmen



WTU Mission Statement

Provide mission command, primary care and case management for recovering Soldiers as the Army's premier capability to set the conditions for healing and promote the timely return to the force or transition to civilian life.

“.. turning an injury or illness limiting event into unlimited potential.”



WARRIOR TRANSITION UNITS

Warrior's Mission

I am a Warrior.

My job is to heal as I transition back to duty or
continue serving the nation as a veteran in my
community.

This is not a status, but a mission.
I will succeed in this mission because

**I AM A WARRIOR and
I AM ARMY STRONG**



WTU 101

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- Interdisciplinary Team
- AW2 Advocates
- Comprehensive Transition Plan
- Self Assessments
- Risk Assessments
- Scrimmages / Focused Transition Reviews
- Career Education and Rehabilitation
- Adaptive Reconditioning

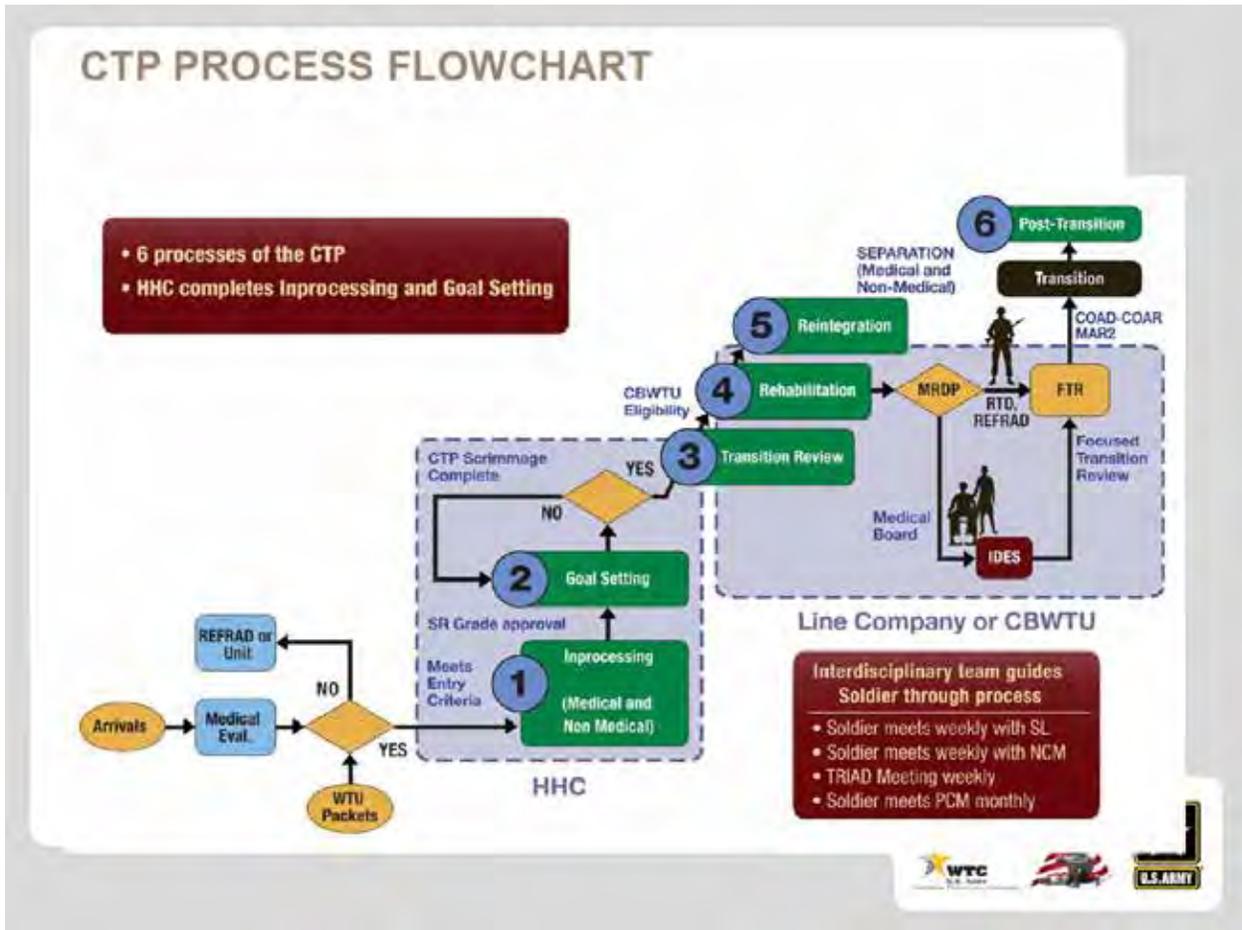


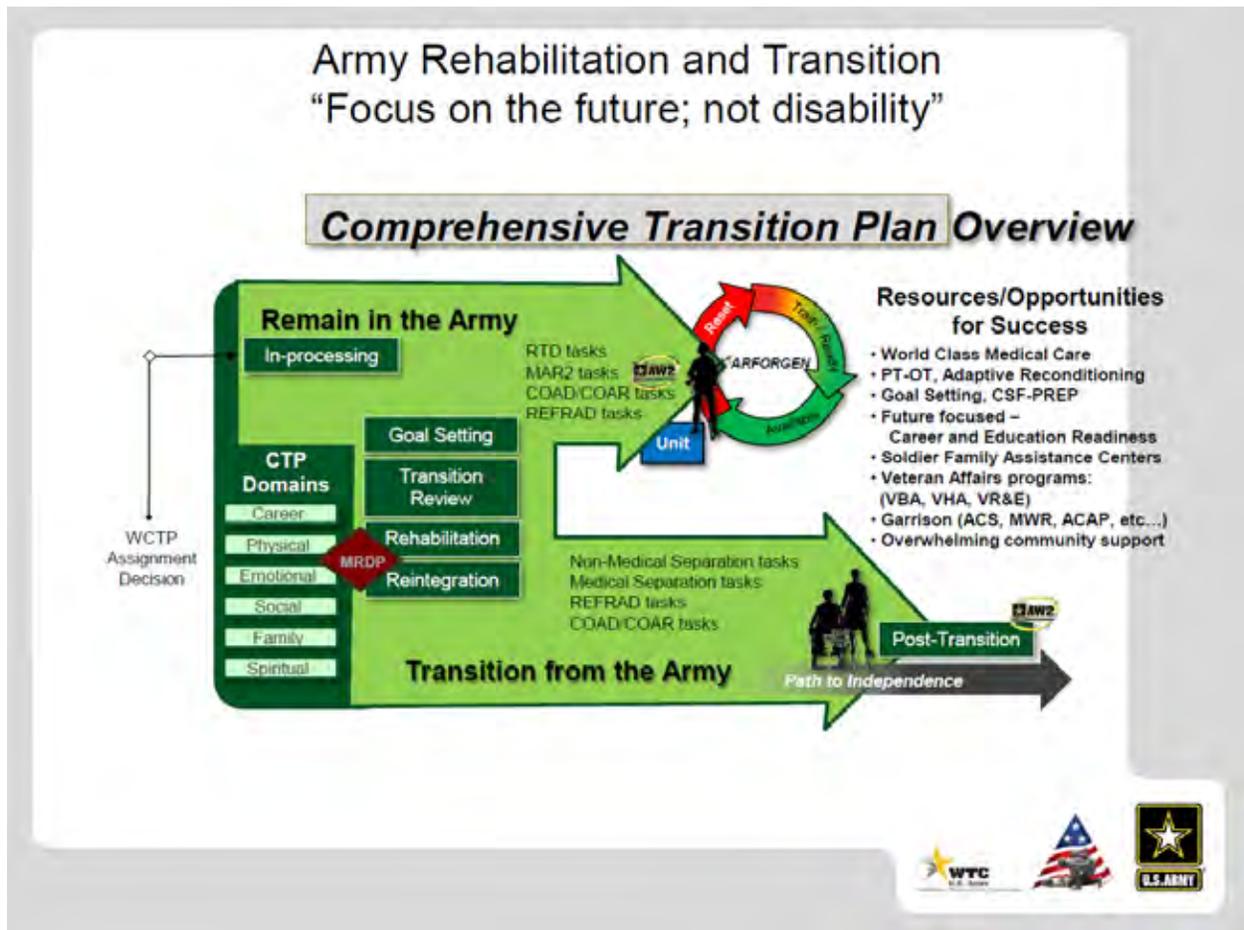


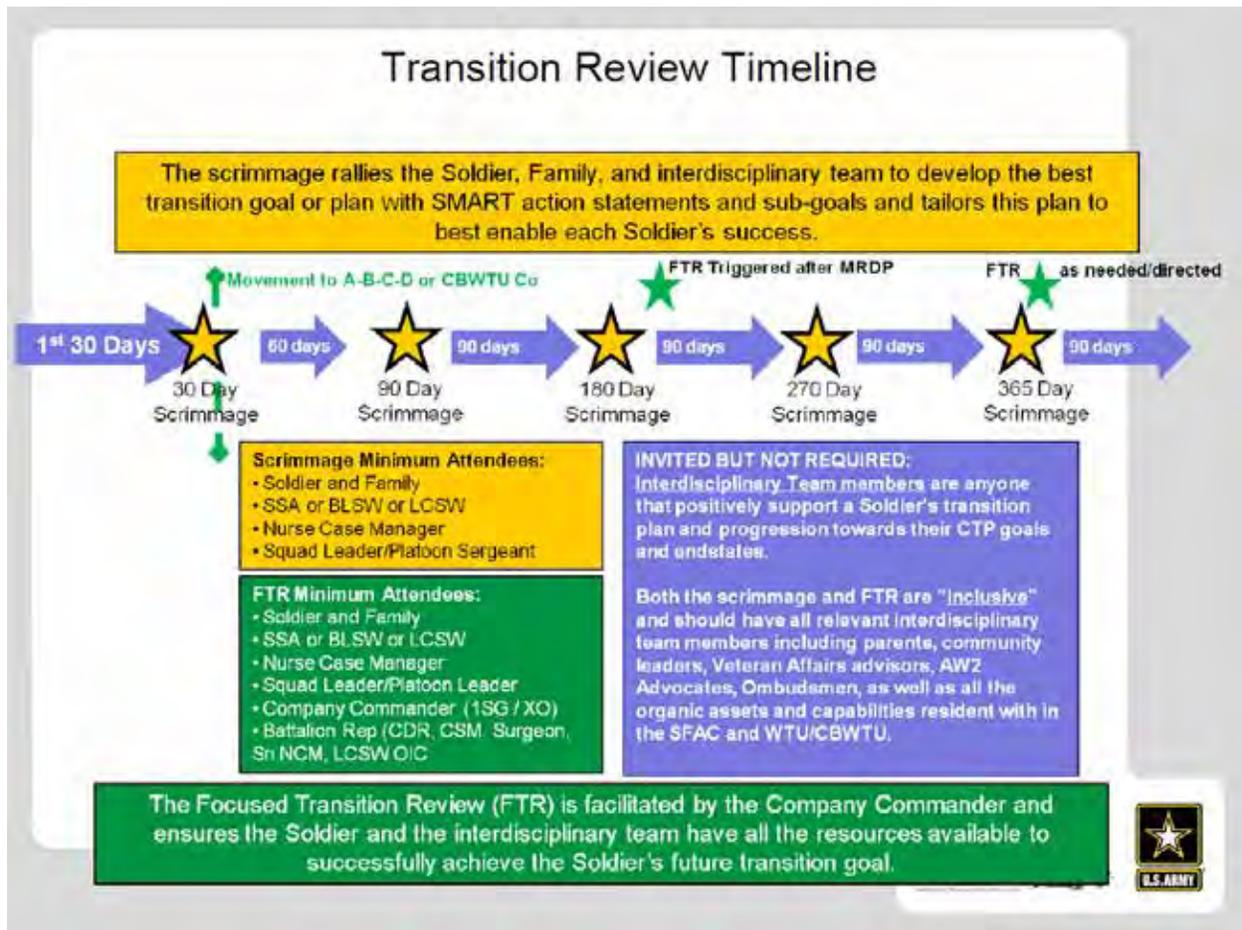
COMPREHENSIVE TRANSITION PLAN (CTP)

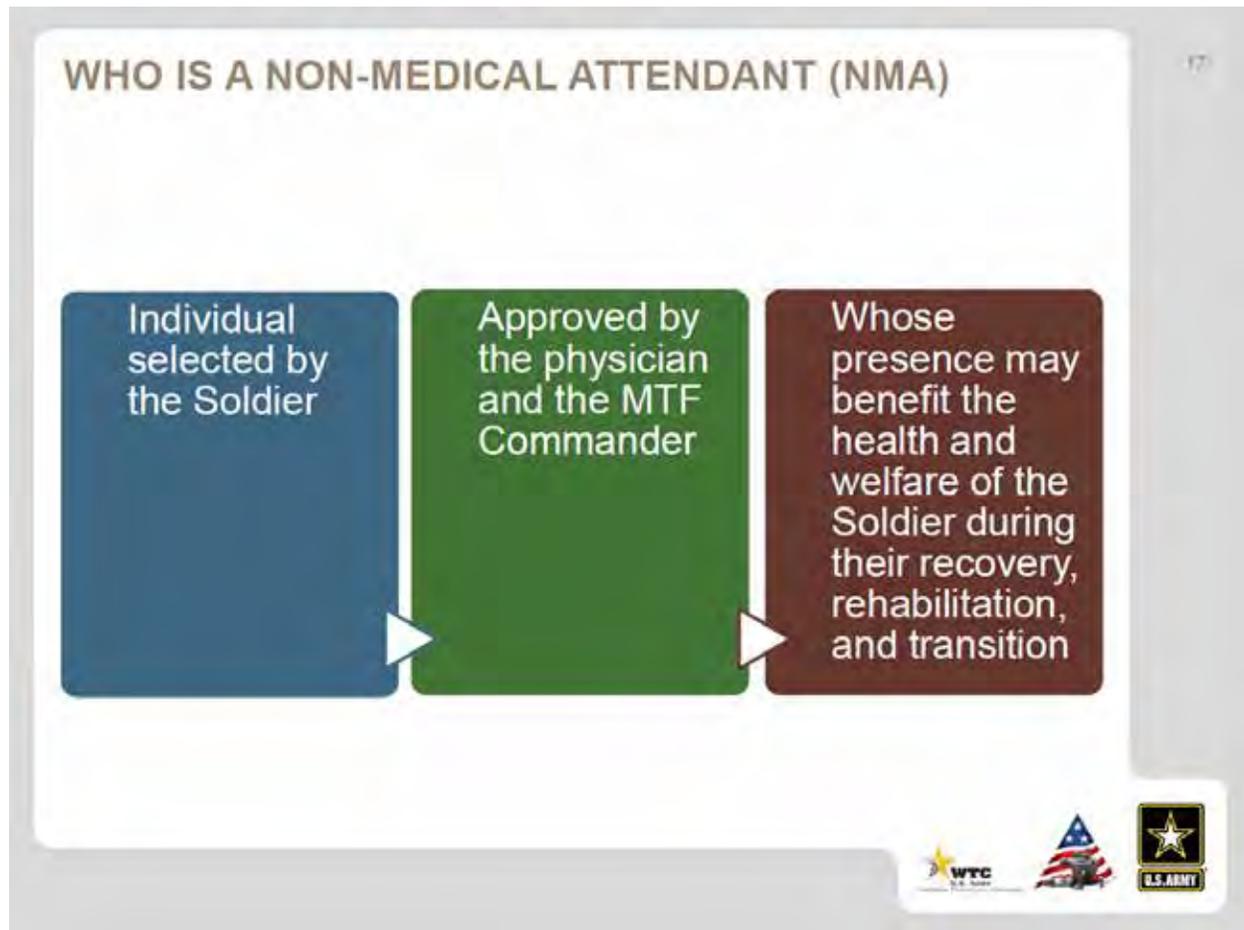
- The CTP is a holistic process to accomplishing your transition plan while in the WTU that addresses six main dimensions: career, physical, emotional, social, Family and spiritual.
- It is the Soldier's primary focus and will help lead to a successful transition.
- The CTP is process to enable each Soldier to complete a successful transition to their desired goal.
- Elements of CTP have been automated to allow each Soldier and ability provide the inter-disciplinary team with information regarding self assessment, goals and sub-goals.

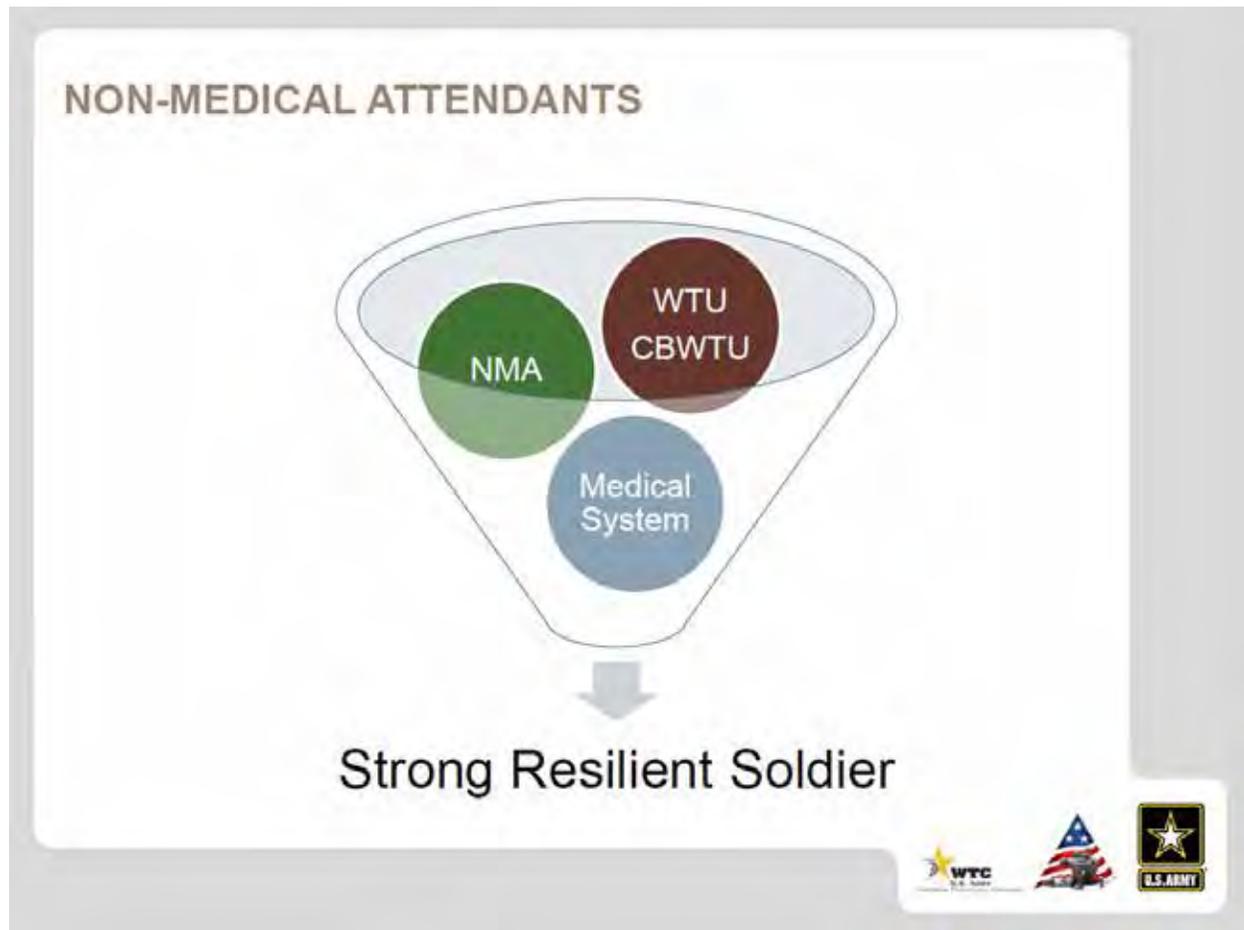












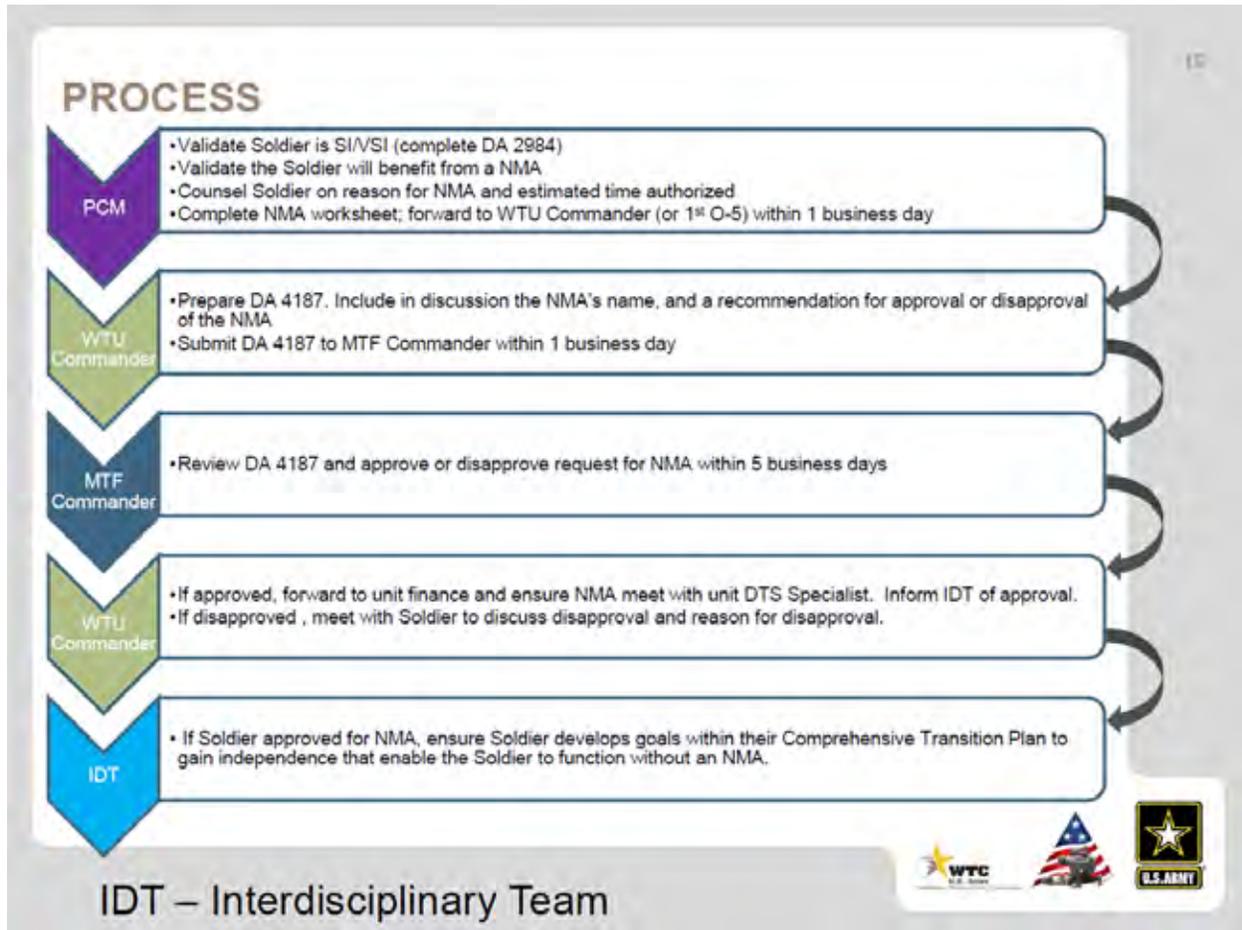
SOLDIER ELIGIBILITIES FOR A NMA

A Soldier who as a result of a wound, illness, or injury is:

Determined by a physician to be in the category known as Very Seriously III (VSI) or Seriously III (SI), AND

Is hospitalized for treatment of the wound, illness, or injury; or requires continuing outgoing outpatient care for the wound, illness, or injury.





WTU AND THE NMA

The WTU considers the NMA as part of the WTU family and will be there to assist the NMA just as we will the Soldier.

Social Workers

Access to Health Care

Access to Support Activities

Soldier Family Assistance Centers

National Resource Database

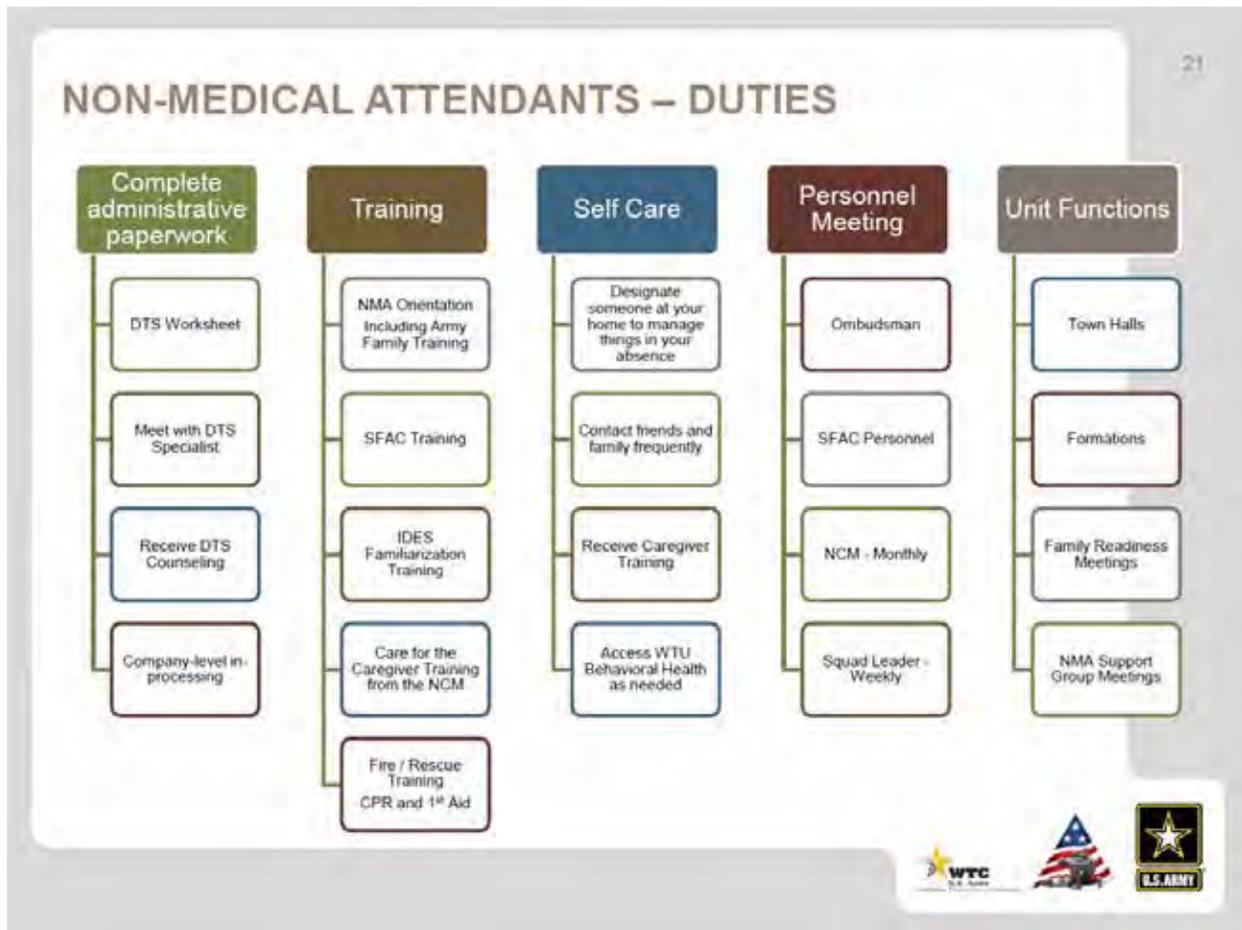
Military One Source

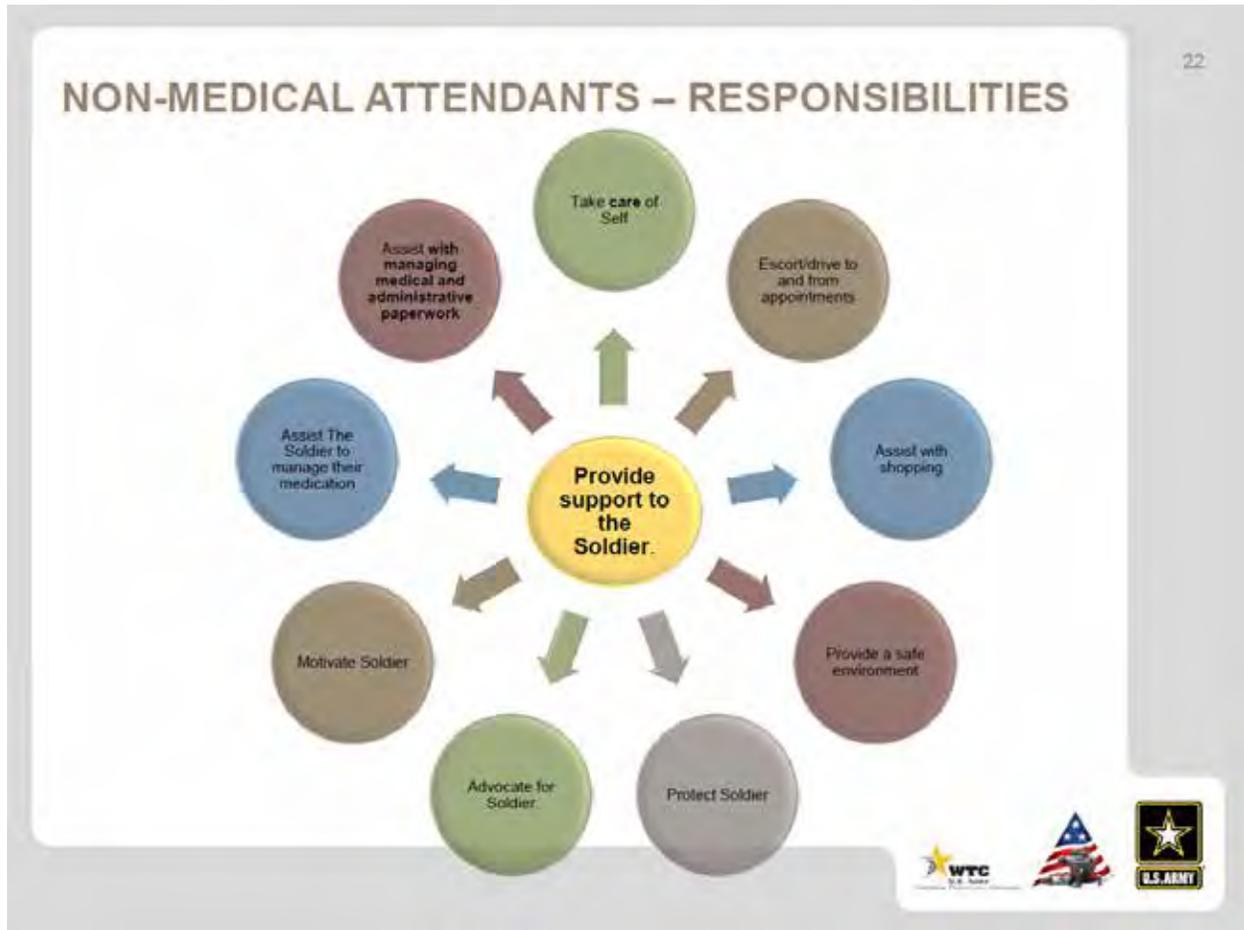
Life Family Counselors

Financial Counselors

Child Care







23

ULTIMATE GOAL - INDEPENDENCE



Fun



Activities of Daily Living



Work



TERMINATION OF NMA STATUS

The Primary Care Manager will decide, based upon the Soldier's medical condition, when the Soldier no longer needs a NMA.

The Soldier will be re-evaluated 30 days prior to the end of the NMA orders.

The PCM will explain the decision to the Soldier and NMA at that time.

The Command team will provide counseling to the Soldier and the NMA on the activities that must occur when NMA orders end.

The Soldier can appeal the decision to terminate NMA orders to the Regional Medical Commander.



NMA ENTITLEMENTS

Travel

One round trip ticket from their home to the hospital where the Soldier is receiving care	If the NMA drives from their home to the hospital where the Soldier is receiving care, can be reimbursed for mileage incurred during their trip	NMAs that reside in the Soldiers hospital's local commuting area are not entitled to tickets or reimbursement	NMA will not be reimbursed for travel to and from recreational events.	Costs incurred from driving the Soldier to and from medical appointments or therapies may be reimbursed.
---	---	---	--	--

Entitlements may change; refer to the JFTR for further guidance



NMA ENTITLEMENTS

Per Diem

<p>Per Diem allowance covers the cost of lodging, meals, and incidents incurred by the NMA while supporting the Soldier. Lodging is only reimbursed if the NMA incurs a cost.</p>	<p>Per Diem is paid via the Defense Travel System on a monthly basis. The Unit DTS Specialist will assist the NMA to establish and maintain the DTS account.</p>	<p>Per Diem payments are not SCAADL payments. Per Diem payments go to the NMA and are to cover incidents while providing support to the Soldier</p>	<p>NMAs will not receive per diem pay while the Soldier is on official military leave.</p>
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Entitlements may change; refer to the JFTR for further guidance



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NMA ENTITLEMENTS

Health Care

<p>If Non-DEERS eligible, the NMA is entitled to evaluation and care on a space available basis at the local MTF.</p>	<p>The NMA must provide information on their private health insurance to the MTF and the Soldier's NCM.</p>	<p>The NCM will assist with finding health care in the local area if needed.</p>
---	---	--

Entitlements may change; refer to the JFTR for further guidance



TAKING CARE OF YOURSELF

- Eat healthy meals.
- Drink water.
- Get some sleep.
 - Limit caffeine (especially in the late afternoon/evening).
 - Avoid watching stressful TV in the hour before you go to sleep.
- Rest when you can; Inquire about Respite Care with NCM.
- Get some exercise.
- Reduce other stress in your life.
- Identify a "spokesperson."
- When people offer to help, accept the offer.
- Acknowledge how you feel.
- Seek spiritual guidance if religious beliefs are part of your life.



TAKING CARE OF YOURSELF

Try writing about your feelings in a notebook or journal.

- Set realistic expectations for your service member and yourself.
- Grieve for your losses, then try to adjust your expectations to a realistic "new normal." This can reduce your stress level significantly.
- Take time to manage your finances and work leave benefits.
- Use the resources available to you.
- Connect with other families that are going through the same experience.
- Don't feel guilty about making time for yourself.



COMMUNICATING WITH THE TEAM

- Be assertive in a friendly way.
- Remember that the medical team takes care of many patients, but that you take care of one. Speak up to make sure that your service member's needs are met,
- Keep in mind that all these people are on your side.
- Recognize that when you are stressed, scared, or confused you may need to step back from your emotions to communicate effectively.
- Be friendly with the people around you.



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YOUR WTU TEAM

- Contact numbers

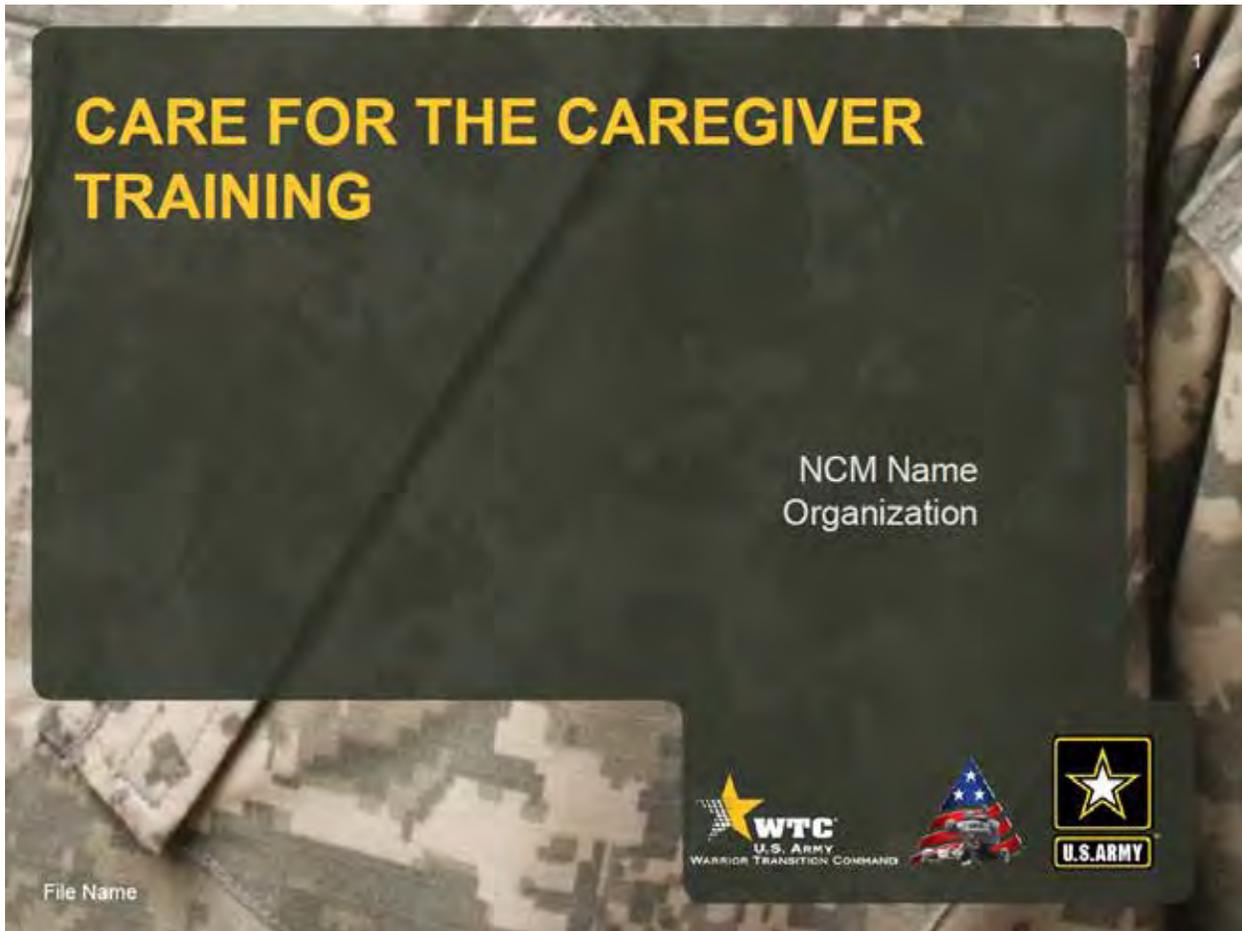
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The slide features three logos in the bottom right corner: a yellow star with 'WTC' and 'U.S. Army' below it, a stylized American flag, and the official U.S. Army logo with a white star on a black background and 'U.S. ARMY' below it.

WCTP Policy Memo 13-008

SUBJECT: WTU/CBWTU Non-Medical Attendants Policy
Caregiver Training



CARE FOR THE CAREGIVER TRAINING

- Overview
- Performance Triad
- Compassion Fatigue and Burnout
- Techniques for Managing Stress
- Managing Children while Caregiving
- Managing Daily Life while Caregiving
- Communication
- Health Concerns



OVERVIEW

Being the Family Caregiver of a Wounded, Ill or Injured Soldier can be difficult, demanding, exhausting, and rewarding.

As a Caregiver the very best thing you can do for those who depend on you is to take care of yourself



LIFESPACE



About one-third of life is spent working, another third with Family and friends and another third sleeping.

Providers see patients on average about 100 minutes out of 525,600 minutes. Health occurs in the Lifespace, or in other words, the 525,500 minutes spent away from the doctor's office.

How are you dealing with your personal Lifespace, so that you can be at your best for those that you care for?



PERFORMANCE TRIAD

The diagram illustrates the Performance Triad, a concept where three interconnected components—Sleep, Activity, and Nutrition—lead to a "Stronger, Resilient Caregiver". The components are represented by colored circles (green for Sleep, brown for Activity, and blue for Nutrition) arranged in a triangle within a funnel shape. An arrow points from this funnel to the text "Stronger, Resilient Caregiver".

ACTIVITY

A photograph of three individuals (two women and one man) wearing helmets and sunglasses, riding bicycles on a paved path outdoors.

NUTRITION

A close-up photograph of a smiling woman with dark hair, wearing a camouflage-patterned shirt, eating a fresh salad with a fork.

SLEEP

A photograph of a woman with long brown hair sleeping peacefully in a bed with white linens.

5

6

TAKE THE CHALLENGE



10000 steps per day for 30 days

8 servings of fruits and vegetables for 8 days

8 hours of sleep per night for 8 nights



ANY EXPERIENCE MAY CAUSE STRESS

Positive and negative experiences can elicit stress responses.

Stress mobilizes physical, mental, and/or emotional energy in response to any good or bad stimuli.

Mobilized energy elicits a stress response and energy management techniques are required to balance the effects.

Its not stress that kills us, it is our reaction to it.

- Hans Selye



COMPASSION FATIGUE

Also called "vicarious traumatization" or secondary traumatization

The emotional residue or strain of exposure to working with those suffering from the consequences of traumatic events.

Can occur due to exposure on one case or can be due to a "cumulative" level of trauma.

It differs from burn-out, but can co-exist.

(Figley, 1995).



MOTHER TERESA AND COMPASSION FATIGUE



She wrote in her plan to her superiors that it was **MANDATORY** for her nuns to take an entire year off from their duties every 4-5 years to allow them to heal from the effects of their care-giving work.



BURNOUT

The end result of stress in the professional life of a physician or caregiver and combines emotional exhaustion, depersonalization and low personal accomplishment.

Burnout can impair the quality of care delivered to patients as well as have serious consequences for the personal life of the carer.

Stress and burnout are among the most common occupational diseases in health care professionals.



(Penson, Dignan, Canellos et al., 2000)



SIGNS OF BURNOUT



Withdrawal from friends,
family, and other loved ones

Loss of interest in activities
previously enjoyed

Feeling blue, irritable,
hopeless, and helpless

Changes in appetite, weight, or both

Changes in sleep patterns

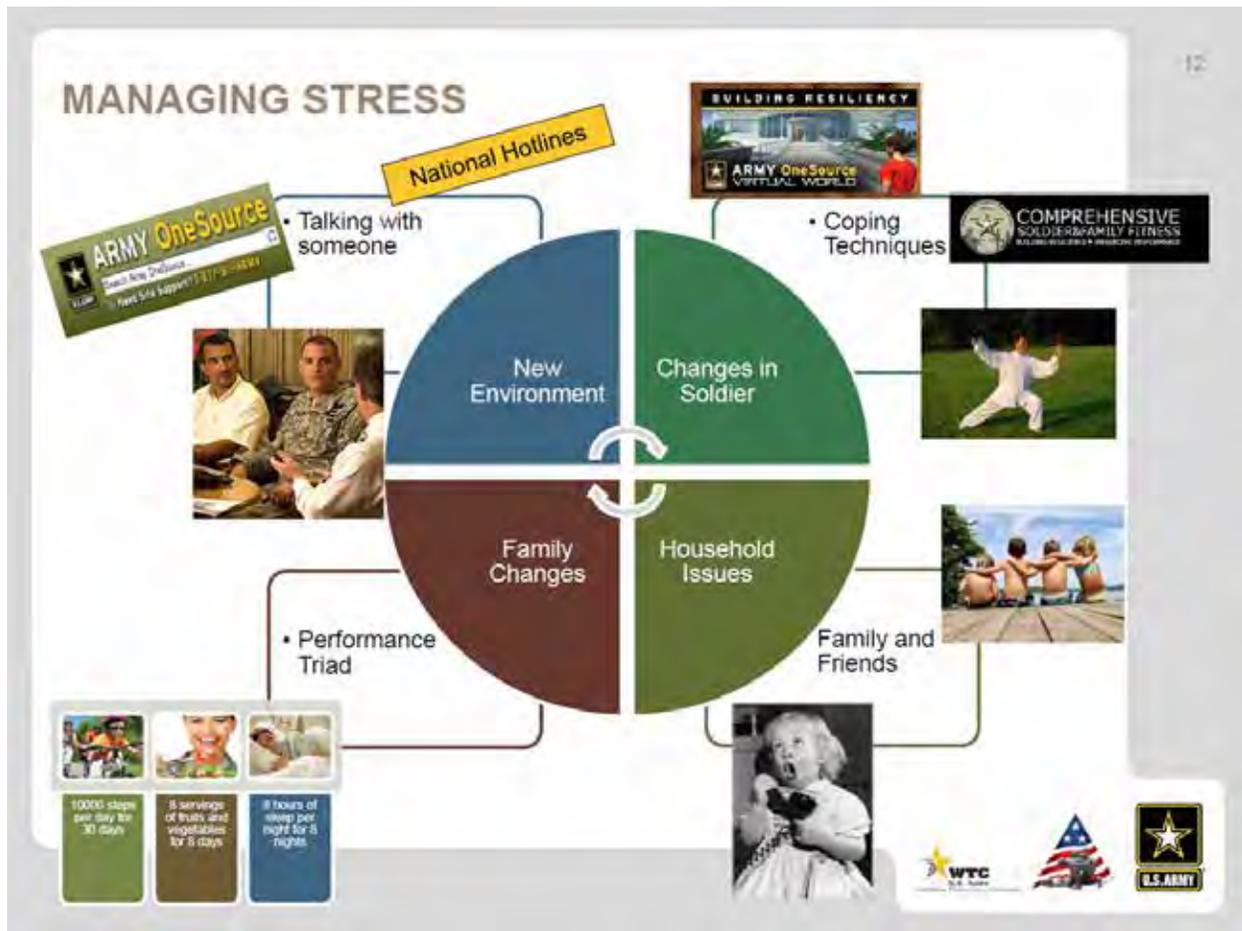
Getting sick more often

Feelings of wanting to hurt yourself
or the person for whom you are
caring

Emotional and physical exhaustion

Irritability





TOOLS FOR MANAGING ENERGY:

Hit the Gas!



Reinterpret what you're up against
Reinterpret situations as **challenges** and **opportunities** rather than threats to improve performance.

Control the Controllables
You can only truly control *what you think*, *what you say*, and *what you do!*

Top off the Tank!



Deliberate Breathing techniques
Composure and control during extreme stress

Energy is a scarce resource – Be greedy with it!



MANAGING CHANGE

SETTING EXPECTATIONS

- Understand new realities
- Learn as much as possible about the Soldier's health condition and its impact on the Soldier and Family.
- Set realistic goals, including self needs
- Understand your strengths, weaknesses, and limitations
- Talk with someone

MANAGING THE ENVIRONMENT

- Find local resources
- Understand change may be slow
- Don't over-react
- Step away when needed
- Don't isolate



IMPORTANT CAREGIVER TOOLS

- Organize important documents
 - Important contacts – WTU / CBWTU contact numbers
 - Physician contact information
 - Soldier's Demographic information
 - Legal documents (wills, power of attorney, etc)
- Medication Log
 - For the Soldier
 - For the Caregiver
- Care Notebook
 - Write down questions to ask the medical team
 - Write down questions to ask the WTU/CBWTU Cadre



MANAGING CHILDREN WHILE PROVIDING CARE

- Make time for your children - play
- Selective discussion about injury/illness
- Talk with WTU Social Work
- Use available resources



Attention and Love



Army One Source



Sesame Street for Military Families



RESPITE CARE

- Respite care is short-term care for a patient to provide rest and change for the primary caregivers who have been caring for the patient at home and assisting with activities of daily living.
- The active duty service member respite benefit is intended to mirror the benefits provided under the [TRICARE Extended Care Health Option \(ECHO\) Home Health Care benefit](#).
- Respite benefits are limited to:
Maximum of 40 respite hours in a calendar week
No more than five days per calendar week
No more than eight hours per calendar day



PLANNING TO GO HOME

- Ask about special needs and explore options with health care team
- Write down care requirements
- Create a schedule prior to departing
 - Test it prior to departing
 - Write in time for yourself and your children
- Inform / employ family and friends
 - Inform of assistance that is needed
 - Outline visiting times
- Explore the local resources prior to leaving with your WTU/CBWTU NCM
- Plan for immediate care needs
- Work with primary care team and inform them of issues and your own health needs



HOME SAFETY



As a Caregiver, it is especially important that your home environment is safe for the Veteran and yourself. Although home accidents and falls can cause serious injuries, these can be prevented by checking your home for safety hazards and making some simple changes



MANAGING CHALLENGING BEHAVIORS

- **Communication**
 - Ask open ended questions
 - Be aware of body language and gestures
 - Encourage your loved one to talk about topics of interest or familiar topics.
 - Be patient and give your full attention to the discussion
- **Keep things simple**
- **Allow the Soldier plenty of time to do tasks**
- **Keep a daily routine. Change can increase frustration**



SUICIDE AWARENESS

1. True or False: People who talk about suicide won't really do it.
2. True or False: Anyone who tries to kill him/herself must be crazy.
3. True or False: If a person is determined to kill him/herself, nothing is going to stop them.
4. True or False: People who commit suicide are people who were unwilling to seek help.
5. True or False: Talking about suicide may give someone the idea.



MANAGING CHALLENGING BEHAVIORS

Suicide is real and something that needs to be talked about!

Suicide Signs & Symptoms:

- a. Talk about suicide, death, wanting to hurt or kill someone
- b. Giving away items, acting recklessly
- c. Increased drinking or substance use
- d. Change in sleep and appetite
- e. Increased depression, anxiety, paranoia
- f. Change in behavior



Getting Help:

- a. Take threats seriously
- b. Local emergency room
- c. Suicide Hotlines

<http://www.armyg1.army.mil/hr/suicide/>

National Suicide HOTLINE: 1-800-273-TALK



MANAGING CHALLENGING BEHAVIORS

Substance Abuse

Signs of Substance Abuse:

- Intoxication, incoherency, bloodshot eyes or dilated pupils, smell of substances, impaired coordination
- Loss of interest in hobbies, isolation, and finding new friends & activities.
- Change in personality, sleeping patterns, appetite, & mood
- Carelessness about personal grooming
- Appears fearful, anxious, paranoid or “spaced out

Getting Help:

- Tell someone!
- Healthcare Provider, NCM,
- Clergy
- AA , AL-ANON



RESOURCES

- Soldier Family Assistance Center
- WTU/CBWTU Team
- Local Military Treatment Facility
- National Resource Directory - www.nrd.gov
- VA Caregiver Program – www.caregiver.va.gov
- USO Family Caregivers – www.uso.org





DDEPARTMENT OF THE ARMY

**WARRIOR TRANSITION COMMAND
200 STOVALL STREET
ALEXANDRIA, VIRGINIA 22332-2500**

MCWT-(YOUR OFFICE SYMBOL)

DATE

MEMORANDUM For Commander, WTU/CBWTU (write in unit specific information)

THRU Commander, XX Company, WTU

SUBJECT: Request for Non-Medical Attendant (NMA) Orders

1. Request for the assignment of a Non-Medical Attendant (NMA) for the following Soldier: _____

(Last Name, First Name, last 4 SSNs)

2. The Soldier medical condition is considered (check box):

- Very Seriously Ill
- Seriously Ill

3. The Soldier will need assistance with the following (circle any that apply):

- Emotional Domain
- Physical Domain
- Spiritual Domain
- Social Domain
- Family Domain

4. Based upon the medical determination the Soldier will need a NMA for approximately (circle one):

- 180 days
- 90 days
- 30 days
- Renewal Orders for (circle one): 30 days 90 days
- Renewal Orders for specified time of: _____
- No longer has the medical need for a NMA.

5. The POC is the Soldier's PCM who may be reached at : _____

(list phone number)

PCM signature block

PERSONNEL ACTION		
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	Title 5, Section 3012; Title 10, USC, E.O. 9397.	
PRINCIPAL PURPOSE:	Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).	
ROUTINE USES:	To initiate the processing of a personnel action being requested by the soldier.	
DISCLOSURE:	Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.	
1. THRU (include ZIP Code)	2. TO (include ZIP Code)	3. FROM (include ZIP Code)
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above soldier's duty status is changed from <u>not requiring a NMA</u> to <u>requires a NMA for XX days</u> effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<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"/> Begin NMA Orders for XX Days
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
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)

WCTP Policy Memo 13-008

SUBJECT: WTU/CBWTU Non-Medical Attendants Policy

DTS Counseling

DEVELOPMENTAL COUNSELING FORM		
<small>For use of this form, see FM 6-22; the proponent agency is TRADOC.</small>		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army.	
PRINCIPAL PURPOSE:	To assist leaders in conducting and recording counseling data pertaining to subordinates.	
ROUTINE USES:	The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system.	
DISCLOSURE:	Disclosure is voluntary.	
PART I - ADMINISTRATIVE DATA		
Name <i>(Last, First, MI)</i>	Rank/Grade	Date of Counseling
Organization	Name and Title of Counselor	
PART II - BACKGROUND INFORMATION		
Purpose of Counseling: <i>(Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)</i>		
DTS Counseling:		
The purpose of DTS counseling is to inform the Non-Medical Attendants (NMA) of their responsibilities related to DTS, to include what they must do initially, how often they will get paid and how; and what must be done at the completion of their orders.		
DTS Document Processing Manual: http://www.defensetravel.dod.mil/Docs/Training/Document_Processing_Manual.zip		
PART III - SUMMARY OF COUNSELING		
Complete this section during or immediately subsequent to counseling.		
Key Points of Discussion:		
While assigned as a NMA, you will receive your pay entitlements via the Defense Travel System (DTS). This system enables the Army to deposit your pay directly into your bank account. The use of this system is mandatory.		
As the unit DTS Specialist, I will provide any assistance you need to get set up in the system, complete any paperwork, and help you when you close out your account.		
<ol style="list-style-type: none"> 1. To get started, you will need to complete the DTS Worksheet. It contains personal information such as your name and social security number and your bank account information. This will be entered into DTS and the worksheet will be shredded to ensure your personal information is secure. Once you are in the system, you should begin to receive payments within 30 days. 2. If your orders are for greater than 120 days, you will receive partial payments. These payments can go directly to your bank account. You will receive payments every 30 days. 3. You are required to return to "close out" your orders within 5 days for your orders ending to ensure you the receive correct pay. 4. If you go on "leave" with your Soldier, you will need to submit your leave dates to the DTS Clerk. You will not receive Per Diem pay while on leave status. 5. If your Soldier is assigned to the WTU and you are a spouse or dependent, you will no longer be entitled to per diem and will be taken off NMA orders. If this occurs, you must return here to close out your entitlements. 		
OTHER INSTRUCTIONS		
<small>This form will be destroyed upon: reassignment <i>(other than rehabilitative transfers)</i>, separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.</small>		

WCTP Policy Memo 13-008

SUBJECT: WTU/CBWTU Non-Medical Attendants Policy

DTS Counseling

Plan of Action (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)

- NMA must be registered in DTS by Agency DTA Personnel (see attachment).
- All Authorizations longer than 120 days MUST be set up for Partial Payments in DTS.
- All Vouchers after completion of TDY MUST be settled within 5 days of end date.

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)

Individual counseled: I agree disagree with the information above.
Individual counseled remarks:

Signature of Individual Counseled: _____ Date: _____

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action.)

Signature of Counselor: _____ Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.

WCTP Policy Memo 13-008

SUBJECT: WTU/CBWTU Non-Medical Attendants Policy

Termination of NMA Status

DEVELOPMENTAL COUNSELING FORM		
<small>For use of this form, see FM 6-22; the proponent agency is TRADOC.</small>		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army.	
PRINCIPAL PURPOSE:	To assist leaders in conducting and recording counseling data pertaining to subordinates.	
ROUTINE USES:	The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system.	
DISCLOSURE:	Disclosure is voluntary.	
PART I - ADMINISTRATIVE DATA		
Name (Last, First, MI)	Soldier's and NMA's name	Rank/Grade Input Soldier's rank
Organization	Input Organization name	Date of Counseling Input date
	Name and Title of Counselor	Input name of Counselor
PART II - BACKGROUND INFORMATION		
Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)		
Termination of Non-Medical Attendant status		

PART III - SUMMARY OF COUNSELING
Complete this section during or immediately subsequent to counseling.
<p>Key Points of Discussion:</p> <p>Per your Primary Care Manager, you no longer require the assistance of a Non-Medical Attendant (NMA) due to improvements in your overall health. We understand that transitioning to independent living is stressful, however, your PCM would not place you in a position that would cause you harm. The WTU cadre are here to assist in this transition. We also want to support the NMA as they prepare for departure. We can make an appointment for you and/or your NMA to meet with your Social Worker and NCM to help during this transition period so you (and your NMA) can gain confidence that you can take charge of your health care.</p> <p>Your NMA will remain on orders until the the end of the current set of NMA orders. Prior to the orders end date, you and your NMA must complete the following:</p> <ol style="list-style-type: none"> 1) Meet with the Unit Finance Personnel or the DTS personnel to complete required paperwork to complete the vouchers related to per diem expenses. 2) If the NMA will return to their home, meet with SFAC personnel to assist with transportation plans. <p>If the NMA is returning to their home, you (Soldier) may be required to transition to another lodging accomodation. If so, your Squad Leader will assist you in the move and orientation to new accomodations.</p> <p>If the NMA will remain on site, you may still be required to transition to another lodging accomodation. If so, your Squad Leader will assist you and the NMA in the move and orientation to the new accomodations.</p> <p>We understand NMA per diem pay, may have been used to supplement monthly income. As such, you may meet with the financial planner in the SFAC to assist with future financial plans.</p> <p>If you believe that you still require a NMA, you may appeal the PCM's decision. To do so, your Squad Leader will assist you in the completion of a DA Form 4187 requesting to appeal the NMA decision to the WTU's Surgeon or the MTF's Deputy Commander for Clinical Services. This should be completed within 5 days of the PCM's decision. You will receive a response within 5 days from the time the WTU Surgeon or the MTF's Deputy Commander for Clinical Services receives the DA Form 4187.</p>
OTHER INSTRUCTIONS
<small>This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.</small>

WCTP Policy Memo 13-008

SUBJECT: WTU/CBWTU Non-Medical Attendants Policy

Termination of NMA Status

Plan of Action *(Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)*

Session Closing: *(The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)*
Individual counseled: I agree disagree with the information above.
Individual counseled remarks:

Signature of Individual Counseled: _____ Date: _____

Leader Responsibilities: *(Leader's responsibilities in implementing the plan of action.)*

Signature of Counselor: _____ Date: _____

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Assessment: *(Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)*

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.

WCTP Policy Memo 13-008

SUBJECT: WTU/CBWTU Non-Medical Attendants Policy

Appeal NMA Decision

PERSONNEL ACTION		
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	Title 5, Section 3012; Title 10, USC, E.O. 9397	
PRINCIPAL PURPOSE:	Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).	
ROUTINE USES:	To initiate the processing of a personnel action being requested by the soldier.	
DISCLOSURE:	Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.	
1. THRU (include ZIP Code) WTU Company	2. TO (include ZIP Code) WTU Battalion Surgeon or MTF DCCS	3. FROM (include ZIP Code) Soldier's information
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI) Input Soldier's name	5. GRADE OR RANK/PMOS/AOC Input Soldier's rank	6. SOCIAL SECURITY NUMBER
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above soldier's duty status is changed from <u>N/A</u> to _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<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) Appeal NMA Decision
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
Appeal the decision of the Primary Care Manager (PCM) to have a Non-Medical Attendant. Input specific rationale as to why the Soldier believes they require a NMA and for the estimated length of time.		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
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)

1. Non-Medical Attendant (NMA). A person selected by an eligible Soldier, and approved by the Soldier's attending physician **and** the Military Treatment Facility (MTF) Commander, who will contribute to the healing and recovery of the Soldier. This individual is placed on military orders which provide certain benefits to the individual.
2. Eligible Soldier. To be eligible for a NMA a Soldier must be found to be "seriously ill, injured, or wounded"; or "very seriously ill, injured or wounded" by their attending physician (as designated on form DA 2984); and due to the illness, injury, or wounds, needs continuing outpatient treatment.
3. Invitational Travel Orders (ITOs). Invitational travel orders (ITOs) outline the benefits and entitlements that a person receives while performing a specific duty. NMA will receive ITOs, commonly referred to as NMA Orders, for providing support as outlined in this policy to the Soldier. The entitlements and benefits a NMA receives are based upon the JFTR, the Soldier's geographic location, the NMA's primary residence, and the relationship of the NMA to the Soldier.
4. Special Compensation for Assistance with Activities of Daily Living (SCAADL). SCAADL provides compensation to a catastrophically injured or ill Soldier in order to offset the cost that may be incurred if a Soldier hired a home health care aid to provide assistance with activities of daily living or help with the Soldier's safety. In order to receive SCAADL, a physician must certify that the Soldier requires daily assistance from another person to perform activities of daily living or prevent the Soldier from harming to self or others and in the absence of this provision would require some form of residential institutional care. SCAADL compensation is based on the Soldier's level of dependency, caregiver assistance required, and the local wage rate for a home health aide in the Soldier's geographic location. SCAADL and the NMA programs are different. SCAADL was developed to ensure catastrophically injured or ill Soldiers have the financial means to pay for someone to help them with activities of daily living if they so choose. NMAs are placed on orders to provide support as outlined in this policy to the Soldier. NMA entitlements and benefits are in place to help the NMA with some of the costs of remaining geographically close to the Soldier. Based upon the Soldier's medical condition and physician determination, the Soldier may be eligible for both programs. Neither SCAADL nor NMA entitlements are to offset the loss of income by a NMA.
5. Per Diem. Per diem is the allowance for lodging (if required, excluding taxes), meals and incidental expenses. The calculation of travel per diem rates within the Federal government is a shared responsibility of three organizations: Government Services Administration (GSA) which prescribes rates for the continental United States; the Department of State (DoS) which prescribes rates for foreign overseas locations; and Defense Travel Management which prescribes rates for Overseas Non-foreign areas (for example, Alaska, Hawaii, Puerto Rico and Guam).

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SUBJECT: WTU/CBWTU Non-Medical Attendants Policy
Definitions of NMA Policy

6. Unit Assignment. To place personnel in an organization where such placement is relatively permanent, and where the organization controls and administers the personnel primary functions.

7. Attachment. The placement personnel in an organization where such placement is relatively temporary.