



**DEPARTMENT OF THE ARMY
SAN ANTONIO MILITARY MEDICAL CENTER
3661 ROGER BROOKE DRIVE
FORT SAM HOUSTON, TEXAS 78234-6200**

MCHE-PA

10 July 2012

MEMORANDUM FOR RECORD:

SUBJECT: Welcome Letter for Reserve Component personnel arriving at San Antonio Military Medical Center (SAMMC) for Medical Evaluation Board Processing.

1. I wanted to take a moment to welcome you to SAMMC, Fort Sam Houston, TX for the start of your Medical Evaluation Board process. You will participate in the Department of Defense (DoD) and Veteran's Administration (VA) joint disability system known as Integrated Disability Evaluation System (IDES).

2. You will be placed on orders for the purpose of attending medical appointment to include Compensation and Pension (C & P) medical examination on and around Fort Sam Houston, TX. Your time here will be brief but essential in order to complete the documentation necessary for your disability evaluation.

3. During your stay at Fort Sam Houston, you will interact with various personnel that are working in collaboration to process your IDES case. There are key personnel that will be available to assist you during your short stay at SAMMC.

- a. Reception NCO — The reception NCO will facilitate transportation and billeting upon your arrival at FT. Sam Houston. HHC BAMC will maintain Command and Control while you are receiving care in and around SAMMC. SGT Benson Ray is the current reception NCO assigned to this duty. His Blackberry number is 210-4644974 / Email: benson.ray@amedd.army.mil . Please ensure you notify SGT Benson via email or telephone upon receiving your orders. (*Adhere to the travel entitlements and reimbursement instructions indicated in your orders)
- b. Physical Evaluation Board Liaison Officer (PEBLO) — The PEBLO will coordinate the administrative requirements to include travel dates for C&P appointment in collaboration with POCs provided to the IDES office. The PEBLO is ultimately responsible for collecting all necessary documents in a timely manner to process your case. They will also need your cooperation to prevent “no shows” for appointments and ensure information is collected and process.
- c. Judge Advocate General — The SJA will explain your rights and responsibilities during the process and be available should you have any questions during and after your stay at Fort Sam Houston.

4. Upon arrival to San Antonio International Airport, contact Warrior Transition Battalion transportation at 210-289-8296. They will provide transportation to Okubo Barrack Complex located on the BAMC Campus and VA appointments as required. You will need to check in with the CQ desk for room assignment (Okubo Barracks CQ Desk 210-916-1156/1134). If you are travelling by POV to the San Antonio Area, use the physical address in the letterhead, or contact SGT Ray, for detailed directions.

5. If you are not getting the support expected during your short stay at SAMMC, contact 916-1029 during duty hours.



FRANCISCO J. PORTALS

LTC, MS

Chief, Patient Administration Division