

STATE OF WEST VIRGINIA
HUMAN RESOURCE OFFICE
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085

JFHQ-WV-J1-HRO

22 December 2010

MEMORANDUM FOR Members of the West Virginia Army National Guard

SUBJECT: Memorandum of Instruction for Medical Travel Orders for Active Guard and Reserve (AGR) Soldiers

1. Reference.
 - a. NGR (AR) 600-5, The Active Guard /Reserve (AGR) Program Title 32, Full-Time National Guard Duty, dtd 20 February 1990
 - b. AR 135-18 The Army Guard Reserve (AGR) Program, dtd 1 November 2004
2. Applicability. This memorandum applies to all AGR Soldiers who are in need of Medical Travel Orders.
3. The Human Resource Office (HRO) and Medical Command (MEDCOM) office have combined to establish and distribute guidance on the Medical Travel Process for Active Guard Reserve (AGR) Soldiers.
4. If an AGR Soldier needs medical care from an Active Duty facility the Soldier must coordinate their travel with the HRO-AGR office. A Request for Orders (RFO) must be submitted to the HRO-AGR office 10 business days prior to the travel start date. Once the RFO has been approved, notification will be made to the Soldier. The Soldier will then input a Defense Travel System travel order. A Line of Accounting (LOA) will be obtained from USPF&O and provided to the Soldier. The Soldier must provide a copy of the medical travel order to the HRO-AGR office via e-mail when completed.
5. It is paramount that all injuries, illnesses, and/or diseases for AGR Soldiers are documented and filed at the unit level and the HRO-AGR office. If the Soldier needs to prove service connection to the Veterans Affairs (VA) the Soldier can contact his/her unit to obtain medical documentation and or any supporting documents that had previously been filed. Any concerns that may arise within the unit related to medical issues or regarding a Soldiers medical readiness can be addressed by coordinating with your unit assigned Health Care NCO or the MEDCOM office.

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SUBJECT: Memorandum of Instruction on the Line of Duty Process for AGR Soldiers

6. Personnel handling medical documents or any supporting documents related must be HIPAA certified. Contact your Unit Health Care NCO or the MEDCOM office, at 304-561-6346 or email andrea.peck@wv.ngb.army.mil to receive HIPAA training and certification.

7. POC for this memorandum is CPT Scott M. Bossie at 561-6424, or SSG Pete T Campbell at 561-6423 or pete.campbell@us.army.mil

Encl
Request for Orders



WILLIAM E. CRANE
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Human Resource Officer