



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
WARRIOR TRANSITION BATTALION  
610 3<sup>RD</sup> ST. WHITESIDE BARRACKS  
FORT RILEY, KANSAS, 66442

MCXX-WTB

MEMORANDUM FOR: Commander, Warrior Transition Battalion

SUBJECT: Warrior Transition Battalion S-1/Transition Office Standard Operating Procedure (SOP) - Triad of Leadership Board

1. PURPOSE: This memorandum provides guidance on the Warrior Transition Battalion (WTB) Triad of Leadership (TOL) Board
2. PROCEDURES: The following procedures will be followed in regard to the WTB TOL Board.

a. TOL Board Packets for Entrance Nominations to the WTB will be prepared by the Division Surgeon's office Patient Administration NCO. Secondary Point of Contact (POC) for packet preparation is the WTB Contact Representative. Units can contact the WTB Contact Representative or WTB Ombudsman for assistance in preparing Entrance Packets, if needed. The following lists the steps taken to prepare the Entrance Packets:

- (1) The following documents will be sent from the requesting unit to the Division Surgeon's office or WTB Transition Office to be included in the packet: Commander's Nomination Letter, Current Physical Profile (DA Form 3349), Appendix 2 CDR's Performance Statement, Warrior Screening Matrix, Memo/Statement from Soldier, and ERB/ORB. Nomination packets will not be accepted after 1600 on the Tuesday preceding the TOL Board (normally held every other Monday), or 5 days prior to the TOL Board if the board is held on an alternate day. Packets will not be accepted for Soldiers who have an Adverse Action Flag or any type of UCMJ/Legal Action Pending.
- (2) Once the packet is received by the Division Surgeon, he will review the packet and the Soldiers Medical Record, and then add the Division Surgeon's Clinical Assessment memorandum and a Routing Checklist. The Division Surgeon's office will then deliver the completed packet to the Irwin Army Community Hospital (IACH) Deputy Commander of Clinical Services (DCCS) office.
- (3) The DCCS will review and sign the packet and forward to the WTB Transition Office. The WTB Contact Representative will check that all required documents are in the packet and obtain signature and approval from the WTB Battalion Commander.

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b. TOL Board Packets for Exit Nominations from the WTB will be prepared by the BN Contact Representative. Secondary POC for packet preparation is the WTB Transition Office Assistant. The following lists the steps taken to prepare Exit Packets:

(1) The following documents will be prepared by the WTB Transition Office for inclusion in the packet: NCM/WTB Physician/Squad Leader/Co Commander Recommendation Letter, Memo/Statement from Soldier, Current Physical Profile (DA Form 3349), Warrior Screening Matrix, and ORB/ERB.

(2) WTB Transition Office Personnel will coordinate with Nurse Case Manager (NCM), Squad Leader, Company Commander, and BN Surgeon to get all documents completed and entered into the packet.

(3) Medical documentation for the Recommendation letter is e-mailed to the BN Transition Office by the NCM and will be entered into the Memorandum by the BN Contact Representative. The Recommendation letter is initialed by the BN Surgeon, Squad Leader, and NCM. Signature block/approving signature is the Company Commander. NCM provides the Warrior's Current Profile and completes the Warrior Screening Matrix. The Warrior Screening Matrix is signed by the BN Surgeon and the Company Commander.

(4) An appt will be set with the Squad Leader for the Warrior to report to the BN Transition Office where the Contact Representative will speak to the Warrior in regards to the TOL Board and assist them in completing the Soldier's Statement and Memorandum.

(5) The WTB Transition Office will obtain and provide a copy of the current ERB/ORB for the packet.

(6) Once all documentation is complete, the Routing Check-sheet/Voting Ballot is affixed to the front of the packet and the Transition Office personnel will obtain the following signatures:

- i. Nurse Case Manager
- ii. Squad Leader
- iii. Company Commander
- iv. IACH DCCS
- v. WTB Battalion Commander

(c) Final preparation for the TOL Board for both Entrance and Exit Packets will be completed by the WTB Transition Office.

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(1) When all Entrance and Exit Packets are complete and all signatures are obtained, the WTB Transition Office Personnel will make seven copies of the complete packet. One copy is for the BN Surgeon's review and the other six are for each member of the Board. The original will be used for the Division Surgeon's review during the Board and for filing purposes when board proceedings are complete. The routing Checklist contains the voting ballot and is included on the front of each of the six packets for the board members.

(2) The WTB Transition Office Personnel will enter the names and data of the Soldiers who are nominated for Entrance and Exit of the WTB onto the Triad Tracking Matrix. The Triad Tracking Matrix will be sent via e-mail to the following Fort Riley Personnel; All IACH Nurse Case Managers and Medical Management Chief, G-1 Personnel, the WTB Ombudsmen, IACH and WTB Command Group and Command Admin Staff, WTB S-1, WTB BN Surgeon, Division Surgeon and Division Surgeon PAD NCOIC, Commanding General and Division CSM's Secretary, WTB S-3, and IACH PEBLO Chief.

(3) WTB Contact Representative is also responsible for sending an Outlook Calendar Appointment which contains the dates and location information for each TOL board. The Calendar Appointment should reflect the dates for the TOL Board two months out. WTB Contact Representative will make sure that the IACH HQ Conference Room is available for the Board. A reminder e-mail is sent the Thursday prior to the next TOL Board meeting, along with the number of Nominees that will be presented at that board.

### d. TOL Board Procedures

(1) WTB Contact Representative and Division Surgeon PAD NCO will be available thirty minutes prior to the time that the TOL Board commences, to speak with the Board Nominees, their Chain of Command, and Medical Personnel who are present. They will answer any questions those personnel may have and explain the TOL Board procedures and how to report to the Board. WTB Contact Representative will check to make sure that all Nominated Soldiers are present and make note of who is present from their Chain of Command. WTB Contact Representative will brief those parties on how to proceed if the Soldier is accepted to the WTB. It is explained that the Soldier needs to begin out-processing the current unit immediately upon receiving orders and to make an appointment with CIF immediately following acceptance to the WTB. WTB Contact Representative will obtain the Soldier's e-mail address so that a copy of the orders can be e-mailed directly to the Service Member.

(2) WTB Contact Representative and Transition Office Assistant are responsible for setting up the Board room prior to the arrival of the Voting Members of the

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Board. The Nomination Packets and the Triad Tracking Matrix will be placed on the conference table for each member of the Board to review. A copy of the Nomination Packets and the Triad Tracking Matrix will also be placed for the Division Surgeon and WTB Battalion Surgeon. All non-voting participants will receive a copy of the Triad Tracking matrix.

(3) The WTB Contact Representative and Division PAD NCOIC will record the votes of the Board. They will also be available to escort the Service Member into the Board if their presence should be requested by the Board Members. They will inform the Board if members of the SM's Chain of Command or Medical Providers have requested to speak before the board. They will escort these personnel into the room at the appropriate time.

(4) After all votes have been decided and recorded; the Board Members will have a closing discussion and talk about any issues or concerns in regard to TOL. The WTB Contact Representative will give a brief overview to the Board Members of which Nominees were accepted during the board proceedings. Once this is complete, the voting members will take their leave. At this time, the WTB Transition Office Personnel will remove all documentation and this concludes the TOL Board session.

### e. Post TOL Board Procedures:

(1) The WTB Contact Representative is responsible for distributing the TOL Board results to the following personnel: All IACH Nurse Case Managers, WTB Case Management OIC, and Medical Management Chief, G-1 Personnel, the WTB Ombudsmen, IACH and WTB Command Group and Command Admin Staff, WTB S-1, WTB BN Surgeon, Division Surgeon and Division PAD NCO, Commanding General and Division CSM Secretary, WTB S-3, and IACH PEBLO Chief. The Contact Representative is also responsible for coordinating with the BN S-1 and the Division G-1 personnel in regard to orders. Orders will be cut by the WTB S-1(for Entrance) or Division G-1 (for Exit) within 48 hours of the board meeting.

(2) The Division PAD NCOIC is responsible for recording the TOL Board Meeting Minutes. The WTB Contact Representative is the Secondary POC for recording the TOL Board minutes in the absence of the Division PAD NCOIC. When the minutes are complete, the PAD NCOIC will forward them to the WTB Contact Representative, who will then distribute them to the following personnel: All IACH Nurse Case Managers, WTB Case Management OIC and Medical Management Chief, G-1 Personnel, WTB Ombudsmen, IACH and WTB Command Group and Command Admin Staff, WTB S-1, WTB BN Surgeon, Division Surgeon and Division PAD NCO, Commanding General and Division CSM's Secretary, WTB S-3, and IACH PEBLO Chief.

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(3) All questions or concerns in regard to the decisions of the TOL Board in relation to Entrance Nominations are to be directed to the Division Surgeon. All questions or concerns in regard to the decision of the TOL Board in relation to Exit Nominations are to be directed to the WTB BN Commander.

f. TOL Board Participants

(1) The following personnel are the Voting Members of the TOL Board: Commanding General and Division Command Sergeant Major (or their designated representatives), IACH Commander and Command Sergeant Major (or their designated representatives), and the WTB Commander and Command Sergeant Major (or their designated representatives).

(2) The following personnel are non-voting participants required to be present at the TOL Board: G-1 Representative, Division Surgeon, Division Surgeon Patient Administration (PAD) NCOIC, IACH Deputy Commander of Clinical Services (DCCS) , WTB BN Surgeon, WTB S-1, and WTB Contact Representative.

(3) The Soldier whose packet is being presented to the TOL board for nomination for Entrance to or Exit from the WTB is required to be present at the TOL board. They may or may not be required to address the board. If the CG or another member of the board wishes to address the SM, they will report to the board. Someone from the Soldier's Chain of Command is also required to be in attendance at the Board. This should be the person or persons whom are most thoroughly aware of the nominated Soldier's history and current circumstances in regards to their military and medical situation/history.

(4) Primary Care Provider and Nurse Case Managers presence is requested by the Division Surgeon. Those personnel can also request to address the Members of the Board if they would like to speak on behalf of the service member who has been nominated for the TOL Board. These personnel will inform the WTB Contact Representative or Division Surgeon PAD NCOIC prior to the beginning of the meeting that they would like to address the board members on behalf of the Nominee.

5. This SOP was updated on 31 July 2009. POC for this Memorandum is Kara Reimler, WTB Contact Representative, 785-240-7167 or e-mail: kara.reimler@amedd.army.mil.

///ORIGINAL SIGNED///

ANDY J. PRICE  
LTC, AN  
Commanding