



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR  
9820 FLAGLER ROAD, SUITE 213  
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO  
ATTENTION OF

IMBV-MWA

22 August 2012

MEMORANDUM FOR US Army Fort Belvoir Garrison Personnel

SUBJECT: Fort Belvoir Policy Memorandum #41, Processing and Serving Warrior in Transition Soldiers and their Families through the Soldier and Family Assistance Center.

1. Purpose. To provide tailored support services and act as an information broker/clearing house for Warriors in Transition (WT) who are wounded, ill or injured and their Families.
2. Applicability. This policy applies to all Soldier and Family Assistance Center (SFAC) personnel, garrison directorates, and Soldiers assigned to and/or under the operational control of the Warrior in Transition Unit (WTU).
3. Policy. Services are designed to equip and aid Soldiers and Family members in making healthy decisions as they transition back to duty or civilian life. The SFAC should be a warm, relaxed environment where Soldiers and their Families can gather to receive non-medical services such as financial assistance/counseling, educational benefits and employment support.
4. Procedures.
  - a. All Soldiers assigned to the WTU will in-process through the SFAC and receive an overview of garrison services and programs.
    - (1) The WTU leadership will notify the SFAC when a WT has or is expected to arrive at the installation.
    - (2) The SFAC will conduct weekly Newcomer briefs with WTs, Family Members, and Non-Medical Attendants (NMA) covering the SFAC, Army Community Service, the Directorate of Family and Morale, Welfare and Recreation (DFMWR) and other key service and support programs that are available through garrison and partner agencies. The SFAC will coordinate with designated representatives from garrison and partner agencies to present at the briefs as required.
  - b. SFAC services should be tailored and responsive to the needs of the WTs, Family members, and NMAs. All efforts will be made to provide services on-site at the SFAC; however, in the event that services cannot be provided on-site, WTs and Family members will receive priority off-site appointments from garrison directorates with SFAC coordination.
5. Proponent. Directorate of Family and Morale, Welfare and Recreation, SFAC (571) 231-7000.

  
GREGORY D. GADSON  
Colonel, FA  
Commanding

**“LEADERS IN EXCELLENCE”**