



DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY
FORT SILL, OKLAHOMA 73503-5600

ATSF-W

16 September 2014

MEMORANDUM FOR All Personnel, Assigned or Attached to the USA NCO Academy, Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy Policy Letter # 30, Health Risk Assessment (HRA)

1. All School Chiefs will implement the Health Risk Assessment (HRA) into their in-processing schedules.

a. All students will be given the HRA surveys upon reporting to the NCO Academy and must complete the surveys prior to first formation of day one, in-processing.

b. The SGL will collect all HRAs and deliver to the SSGL or School Chief for initial review. Deliver those HRAs receiving a **HIGH** to **VERY HIGH** rating to the Community Health Nurse at Reynolds Army Community Hospital (RACH), phone 442-2061. School Chiefs will also immediately notify the Commandant that High or Very High risk levels exist.

c. Once the nurse has evaluated the HRAs, the nurse will contact the School Chief and inform him/her of the results. The nurse will also provide a written report and forward a copy to the School Chief via E-mail with recommendations concerning the "at risk" individual's circumstance, treatment and other precautions pertinent to Cadre awareness. **THE SCHOOL CHIEF MUST PROACTIVELY SEEK THIS INFORMATION.** Maintain a copy of the HRA in the student record.

A handwritten signature in black ink, appearing to read "Philip J. Brunwald", is positioned above the typed name.

PHILIP J. BRUNWALD
CSM, USA
Commandant