

#INNOVATOR

Optimizing Combat Casualty Care

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USAISR Observes National Sexual Assault Awareness and Prevention Month

Spc. Rayon Thomas displays the T-shirt that she decorated at the T-shirt Designing contest as part of the USAISR SAAPM events scheduled throughout the month. Thomas won first place with her design.

The Official Newsletter of U.S. Army Institute of Surgical Research

CDR's Corner



Col. (Dr.) Shawn C. Nessen
Commander, USAISR

"Optimizing Combat Casualty Care"

Team ISR,

We had a busy month at the Institute with a couple of special observations, our day-to-day op tempo, and personnel departing and arriving. This month we bid farewell to my Battle Buddy, Master Sgt.(P) Natasha Santiago. Future Sergeant Major Santiago departed to attend the Sergeants Major Academy at Fort Bliss, Texas. For me, this is a bitter/sweet move. I am elated that she has been given the opportunity to attend the academy where she will continue motivating and inspiring young Soldiers as she's done her entire career, but I am saddened for losing one of the most talented and inspirational senior NCOs that I have had the pleasure of working with. I wish Natasha much success and luck with her next endeavor and know that she will be truly missed.

And, as usual, when we have a departure, we have an arrival. I would like to welcome Sergeant Major William David Poist Jr., who will take over as the new ISR senior enlisted advisor. Sgt. Major Poist has a long and distinguished career with a multitude of experience from which we will all



Col. (Dr.) Shawn Nessen and Spc. Rayon Thomas April 21 after the T-shirt Design contest as part of the USAISR SAAPM events. Thomas won first place with her design and was presented with a command coin by Col. Nessen.

benefit. Welcome to the ISR!

The two special observations that we observed last month were the National Sexual Assault Awareness and Prevention Month and Medical Laboratory Professionals Week. I would like to thank Maj. Kristi Morris and Sgt. 1st Class Franklin James for coordinating and executing SAAPM events throughout the month. It is important to remember and understand that this monthly observance should be and every day occurrence. While it is important to have a monthly observance to raise awareness to prevent sexual assaults and to support those who have been assaulted, it is a responsibility that we all should be thinking about every day. One sexual assault anywhere is one too many! When a Soldier loses trust in the leadership or the Army due to an event like sexual assault, it is difficult for that Soldier to regain that trust. We must all do our part to eliminate sexual assault in our Army and our society. If we all work together and do our part then we can accomplish zero incidents.

The other special observance that we had in April was the Medical Laboratory Professionals Week. Again, I would like to take this opportunity to thank Staff Sgt. Elizabeth Babcock

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THE INNOVATOR

Vol. 6 No. 5

Col. (Dr.) Shawn Nessen
Commander

Master Sgt.(P) Natasha Santiago
Acting Sergeant Major

Steven Galvan, D.B.A.
Public Affairs Officer

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Deadline for submission is five days before the first of the month. We reserve the right to edit submissions selected for publication.

USAISR Researchers Ensure Blood for Service Members is Zika Free

By Dr. Steven Galvan
USAISR Public Affairs Officer

Researchers at the U.S. Army Institute of Surgical Research recently initiated a study to ensure that all blood collected at Department of Defense blood collection facilities is free from the Zika virus; they are continuing to test all blood donations for the foreseeable future. The testing for the Zika virus in donor blood began in the fall of 2016 after the Zika outbreak in Puerto Rico prompted officials from the U.S. Food and Drug Administration to shut down blood collection on the island and mandated that all FDA-regulated blood collection centers in the U.S. test for Zika. Participation in the testing for the 20 DoD collection centers around the world from Guam to Germany was mandatory and failure to comply meant that all facilities would be shut down.

According to Lt. Col. (Dr.) Andre Cap, USAISR chief of blood research, the first of the 20 facilities began testing in September 2016 and all were compliant by January 2107 in accordance with FDA's mandated schedule for testing implementation.

"We are essentially running a 20-site clinical trial," said Cap. "It was a difficult task, but it was an urgent matter to keep the facilities from getting shut down."

Shutting down DoD blood collection facilities would mean a shortage of blood to troops deployed to austere locations and those supporting overseas contingency operations.

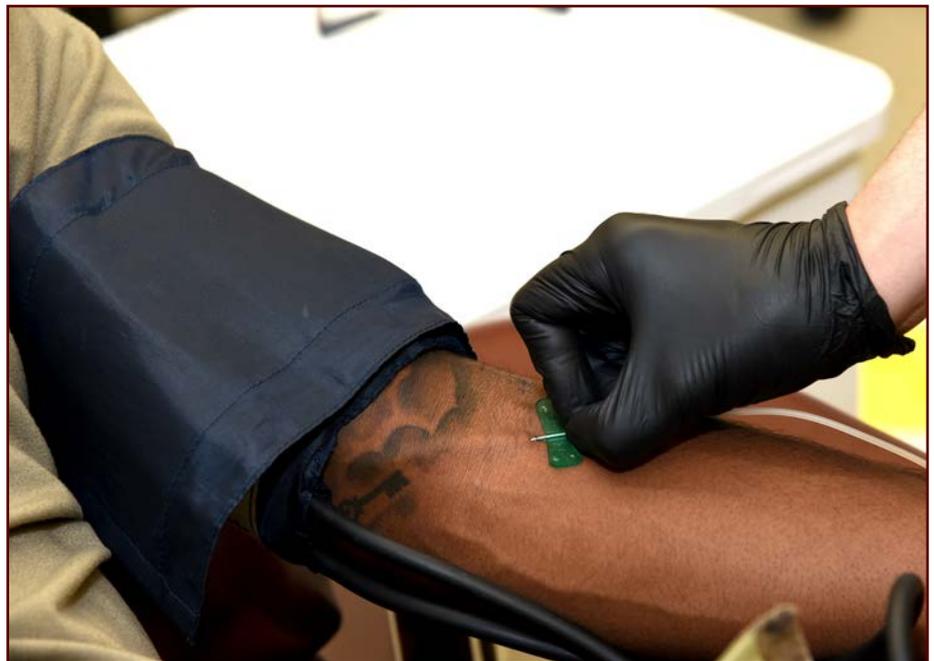
"The urgency of this study was to keep the facilities open," added Cap. "We coordinated this effort with the three services and the Armed Services

Blood Program and we got all blood donors tested for Zika to make sure that the DoD's blood supply that goes downrange is Zika-free."

Chriselda Fedyk, the USAISR blood research trial coordinator, worked with Roche Molecular Diagnostics, the developer of the blood testing process, the U.S. Army Medical Research and Materiel Command Institutional Review Board, and the service blood programs to launch the study. The trial was implemented in three phases according to Zika transmission risk: the first phase was for blood collection facilities in the southern U.S., to include Guam and Hawaii, then the facilities in the central U.S., and the final phase in the northern portion of the country. Testing for Zika will continue until the

FDA approves a license for a testing protocol. The protocol used for testing DoD blood supplies was one of two granted by the FDA under an investigational new drug or IND application. The data collected from the USAISR's study will go toward the licensing process for the IND. Once the license is granted, the testing protocol will end and Zika testing will become a routine part of blood safety evaluation.

"The good news is that we've had very few positive donors and we've been able to comply with the FDA mandate. Retesting the positive blood has come back negative in subsequent tests," Cap said. "It will be interesting to see what happens this year because we are getting close to the mosquito season."



Researchers at the U.S. Army Institute of Surgical Research recently initiated a study to ensure that all blood collected at Department of Defense blood collection facilities is free from the Zika virus; they are continuing to test all blood donations for the foreseeable future.

Company Notes



Company Commander
Capt. Cleveland S. Bryant Jr.

The ISR observed Sexual Assault Awareness and Prevention Month within the organization this month. The ISR Sexual Assault Response Coordinator, Maj. Kristi Morris and the ISR Victim Advocates, Sgt. 1st Class James Franklin and Staff Sgt. Olarewaju Magreola spearheaded events in the month to bring out continued awareness and education involving sexual assault and sexual harassment. On April 3, the Sexual Assault Awareness and Prevention Month officially began via the reading of the Institute Commander's Proclamation. Following this event, the ISR SHARP team promoted an open viewing of the critically acclaimed documentary, "The Invisible War" detailing personal experiences of sexual assault and sexual harassment within the military, a SHARP inspired fashion show competition, and designated blue jeans day to round out this observation.

During the last week in April, the ISR had a kick-off in the celebration of Medical Laboratory Professionals Week to recognize and appreciate the contributions and professionalism of medical technologists, medical laboratory technicians, etc. within the Institute. Given the varied nature of medicine and research, laboratory technicians play a critical definitive role in both the maintenance of sound healthcare as well as producing innovative products and methodologies in

support of the advancement of medical science. Following the official reading of its proclamation from Institute Commander, Col. Nessen, Lab Week included an elaborate laboratory coat fashion show competition with guest host, comedian Drew Hernandez of the You Tube sensation, "A Combat Veteran."

ISR also earlier in the month, conducted its celebration of the Easter holiday with the ISR "Egg-stravaganza" located at the Warrior Family Support Center. The event spearheaded by events committee coordinator, Sgt. Zeyar Htut and event committee Liaison, Stephanie Truss involved both civilian and military family members and friends engaged in arts and crafts, face-painting and the old fashioned Easter egg hunt. A special thank you to Sgt. Htut and his wife who were the photographers at the event.

Congratulations to the following personnel on their promotion: Col. Kevin Nemelka and Staff Sgt. Varkaris Thompson. Congratulations also to Spc. Amber Voelker on her reenlistment. Also, please congratulate Sgt. Jessica Fry and Spc. Eric Force when you see them. They were April's NCO of the Month and Soldier of the Month board winners.

Upcoming events: ISR vs. HHC BAMC flag football game (May 26), Cinco de Mayo, and Pay Day Activities.

Something that First Sgt. and I would like for you to always remember. Remain vigilant, be creative, be productive and stay focused on the mission you support here at the ISR. We as the Company Command team encourage you all to continue the great and innovative work you endeavor here every day. Once again, remember that your work and ideas from this organization are critical to the advancement of medicine and science globally. You are the tip of the spear of medical innovation and progress. Continue to be the torch of this noble cause.

Also, spring is finally here; however we are experiencing weather changes to include increasing. Enjoy this time with family and friends. Be sure to maintain good health and sound well-being throughout this year. Be sure to cherish the time with family and friends. Be a light of peace, hope and love to all.

Thank you all for everything you all do every day. Continually, it is truly an honor serving as your Company Commander and First Sergeant! God Bless you all.

One Team. One Purpose!
Conserving the Fighting Strength!



NCO of the Month
Sgt. Jessica Fry



Soldier of the Month
Spc. Eric Force

Around the ISR Company

Top right: Staff Sgt. VarKaris Thompson with his mother, Sherri Elder, left, and his sister Antanise Thompson during his promotion ceremony April 3.



Top center right: Maj. Rebecca Morrell, left, presents Staff Sgt. Adrian Whitaker with an Army Achievement Medal April 12.

Bottom center right: Spc. Amber Voelker, right, her husband Chet and Capt. Cleveland Bryant at her reenlistment ceremony April 13.

Bottom right: Capt. Cleveland Bryant awards the Army Achievement Medal to Spc. Chantoy Morgan during the Soldiers/Civilian Awards Ceremony April 7.



Bottom left: Col. (Dr.) Shawn Nessen presents Maj. Rebecca Morrell with the Meritorious Service Medal at her going away ceremony April 26.

Top left: Capt. Katie Odom presents Spc. Kirk May with a Certificate of Appreciation April 12.



USAISR Observes National Sexual Assault Awareness and Prevention Month

The USAISR staff observed National Sexual Assault Awareness and Prevention Month in April with several events. The SAAPM officially kicked-off with the reading of the Institute Commander's Proclamation. The other events included a Social Media Brief on the importance of SAAPM, the viewing of a movie *The Invisible War*, a T-shirt Designing contest and the display of the T-shirt on the "catwalk" for the judges to select the winning design, and Denim Day to raise awareness of rape and sexual assault.

Top right: Col. (Dr) Shawn Nessen addresses attendees at the Proclamation reading ceremony April 4.

Middle right: Burn Center staff, Vicky Barrera-Garcia, Mario Gonzales, Angela Cooper and Spc. Nicolas Mays, work together to design a T-Shirt at the designing session.

Bottom right: T-shirt design contestants designing shirts for display at the "catwalk."

Bottom left and Top left: Maj. Kristi Morris and James Duncan strut on the "catwalk."



USAISR Observes Medical Laboratory Professionals Week



The USAISR staff observed Medical Laboratory Professionals Week April 23-29. The events for the week officially kicked-off with the reading of the Proclamation by the Institute Commander, Col. (Dr.) Shawn Nessen April 24. Events during the week included an Ice Cream Social, "Test Your Skills" a lab-related game and a Lab Coat Fashion Show. Bottom right: Spc. Deveney Gillespie displays her lab coated that she designed for the Lab Coat Fashion Show where she won first place. Bottom left: Lab Coat Fashion Show winners: 1st place--Spc. Deveney Gillespie; 2nd place--Sgt. Benjamin Joiner; and 3rd place--Spc. Pedro Garcia. Center left: Drew Hernandez, left, YouTube comedian "A Combat Veteran" was a guest judge for the Lab Coat Fashion Show. The other two judges were Stephanie Truss and Capt. Cleveland Bryant. Top left: USAISR medical laboratory specialists gather around a ceremonial cake during the reading of Medical Laboratory Professionals Week Proclamation.



Easter Egg-stravaganza

The USAISR Events Committee sponsored the annual Easter "Egg-stravaganza" April 15 at the Warrior and Family Support Center. Staff members and their family and friends enjoyed an afternoon filled with fun, food, candy, games, face painting, crafts, an Easter egg hunt and photos with the Easter Bunny.

Photos by Sgt. Zeyar Htut and his wife May T. Khine



Easter Egg-stravaganza Cont.



Safety Notes

By Stephanie L. Truss
Health, Safety and Environmental Specialist



Driven to Distraction

When you drive a motor vehicle, you should give this task 100 percent of your attention. It is amazing how many drivers don't. They find other activities to keep them entertained and challenged as they try to pilot a ton of steel down a busy highway. Sometimes the result is tragic. Serious traffic accidents have occurred because the drivers were momentarily distracted and took their attention off their driving. Here are some typical distractions behind the wheel. Do any of them sound familiar?

- Mobile phone use – even using hands free devices increases your risk of an accident
- Reading or sending text messages
- Trying to find a radio station or selecting music on your smart phone.
- Fishing around in the glove compartment for something.
- Combing your hair, checking makeup in a mirror or even shaving.
- Drinking coffee, trying not to spill coffee, cleaning up spilled coffee.
- Trying to hold a hamburger together while you eat it and keep the ketchup off your shirt.
- Looking for an address or focusing on the GPS instead of the road
- Disciplining restless children in the car, or feeding them snacks.
- Dodging a bee in the vehicle.
- Staring in amazement at other drivers doing these things.

Certainly people today are rushed and many have become accomplished at doing other things while driving. However, driving and trying to do other tasks decreases the safety of the driver and passengers, because you do

In the Spotlight

Spc. Deveney Gillespie
Job title: Medical Laboratory Specialist

How long have you worked at the ISR? 1 year and 4 months

What or who has been an inspiration to you in your work? Knowing that even though I'm behind the scenes, I'm still making a difference in combat casualty care.

What is your favorite part of your work? Being genuinely appreciated for the hard work and the effort that I put into being a lab technician.

What is your proudest achievement? Being the only one of my siblings to obtain a Bachelors degree in Biology.

Short- and long-term goals: My short-term goal is to lose about 10 more pounds and my long-term goal is to obtain my Masters in Clinical Science.

Hobbies: Shopping, hanging with Bobbie, eating, Pinterest, and watching reality TV.

Favorite book: Any book by Zane

Favorite movie/TV show: It's a tie between *Love and Hip Hop*, *Power*, and *Empire*.

Favorite quote: "Get your life, go to bed, and you tried it."



not have as much control of the vehicle and you cannot drive defensively – anticipating other drivers' actions.

Here are some reminders for driving safely without distractions:

- Use cell phones safely. The safest thing is to make your calls before you set out. If you receive a cell phone call while you are driving, let the caller leave a message, pull over, and call that person back.
- Consider how your children might be observing your unsafe habits and thinking of them as something normal that everyone does. If you don't want your children jabbering away on cell phones while they are driving, don't let them see you doing it, ever.

- Be aware that using a hands-free, voice-activated cell phone can still distract you.
- A safe driver also stops before checking maps and addresses, looking at paperwork, and dealing with similar distractions.
- Program your GPS and familiarize yourself with the route before you start driving
- Even eating, drinking, fiddling with the radio or vehicle sound system, adjusting heaters and digging items out of the glove box while driving have caused vehicle crashes.
- Arguments or stressful conversations with passengers can also divert the driver's attention from the road. Fatigue, stress and strong emotions such as anger can also impair the ability to drive safely.

So, think twice about driver distractions. If you have to do something that requires your attention, then pull over. Safe driving takes all of your concentration!



STOP
Distracted
Driving

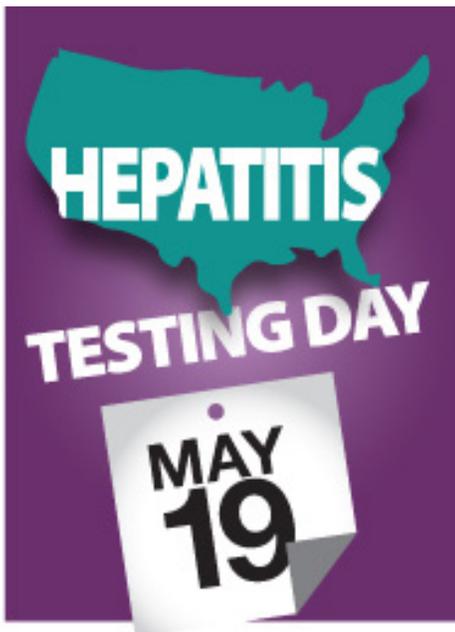
Health News



By Maria G. Dominguez, R.N.
COHN-S/CM
Occupational Health

May is Hepatitis Awareness Month and the sixth annual National Hepatitis Testing Day on May 19th!

- This site is a tool for people to enter their zip code and find ongoing services in their area. Please visit <https://gettested.cdc.gov/>
- CDC Resource Center has free tools to help support awareness activities and testing events. • Hear about what partners are doing to promote hepatitis B and C testing. Visit <http://bit.ly/2o1pKg4> to sign up and help spread the word.
- Join the Be #HepAware Thunderclap on May 19th at 12pm EDT/9am PDT! Supporters can sign up in advance using their Twitter, Facebook or Tumblr accounts for a one-time post that



CLEAN HANDS COUNT

will automatically be sent on May 19th. Visit <http://thndr.me/Ut-WAFY> to sign up and help spread the word. Contact ccarnes@cdc.gov or visit the Resource Center for more details.

- CDC feature on the ABCs of Viral Hepatitis encourages people to take the Hepatitis Risk Assessment to get personalized hepatitis vaccination and testing recommendations. The Risk Assessment can be shared by posting badges on your website or promoting the link on social media.
- The Know More Hepatitis campaign, which encourages people born from 1945-1965 to get tested for hepatitis C, and the multilingual Know Hepatitis B campaign, promoting hepatitis B testing among Asian Americans.
- Follow [@cdchep](https://twitter.com/cdchep) on Twitter for information about hepatitis resources, tools, publications, campaign updates, and events. Use the hashtags #HepAware, #hepatitis, #HepTestingDay, and #epatitisElimination to join the conversation and share information on viral hepatitis.

Our clean hands count now more than ever! Related to Hepatitis and other illnesses, sometimes we don't clean our hands as often as we should. It takes dedication, mindfulness, and a little extra time! May 5th brings "Clean Hands Count for World Hand Hygiene Day." In 2016, the CDC introduced the Clean Hands Count campaign to promote hand hygiene in healthcare settings. This year, we are excited to release a new promotional video for healthcare providers and launch a new hand hygiene education course (<https://www.youtube.com/watch?v=MzkNSzqmUSY&feature=youtu.be>). Watch and share the new Clean Hands Count video!

So more initiative to think about health, wellness and readiness! May a great month celebrating some very special people like Mother's day, Teacher's week and Nurses Week. National Military Appreciation Month: Military Spouse Appreciation Day (12th), Armed Forces Day (20th), and Memorial Day (29th). This very important month honors, remembers, recognizes and appreciates all military personnel; those men and women who have served throughout our history and all who now serve in uniform and their families, as well as those Americans who have given their lives in defense of our freedoms we all enjoy today. Thank you



CDR Continued from Page 2

for organizing and implementing the events throughout that week. It is important that we take time every year to honor our laboratory professionals for being a vital part of our staff. Although the week is designed to highlight the work that laboratory professionals do at our Institute and throughout our country, I'd like for you, regardless of your occupation, to know that each and everyone here is a valued staff member. It takes each one of you for this team to run as effectively and efficiently like we do. I am truly inspired and motivated by your work each and every day. You are doing some incredible work for our Wounded Warriors and their families. Keep up the great work! It is an incredible honor to command this Institute and to be a member of this team!

Around the ISR

Top right: Andrew Wallace, center, gives a tour of the Burn Center to members of the Los Angeles Recruiting Centers of Influence April 11.

Center right: The annual meeting of The Technical Cooperation Program Technical Panell 22 on Military Medicine was held at the USAISR. Left to right: Retired Capt. Sean Biggerstaff, Acting Director, R&D Directorate of DHA- the panel chair (US), Dr. Philip Packer- UK representative, Dr. Michael Dubick- US representative, and Dr. Stephen Bjarnason- Canadian representative.

Bottom right: Nurses from Brooke Army Medical Center were assigned to the USAISR Burn Center for a year. They take time for a photo with the USAISR Company guidon while checking-in April 19.

Bottom left: Sgt. Amber Woodson inspects Spc. Jose Bernal before he enters a Promotion Board.



Around the ISR cont.

Top left: Lt. Col. Gerald Ross, second from left, presented volunteers at the Burn Center with Certificates of Appreciation April 24 for their service at the Burn Center.

Center left.: An ice cream social was held as part of the Medical Laboratory Professionals Week April 23-29. Staff Sgt. Elizabeth Babcock organized the events and serves USAISR Soldiers with ice cream April 25.

Bottom left: Lt. Col. Vina Rajski gives a tour of the Burn Center to members of the Seattle Recruiting Centers of Influence April 19.



Burn Outpatient Clinic Provides Vital Care

By Dr. Steven Galvan
USAISR Public Affairs Officer

The U.S. Army Institute of Surgical Research Burn Center at Fort Sam Houston, Texas, recently received reverification status by the American Burn Association and the American College of Surgeons for its commitment to providing quality burn care to military and civilian patients. A critical component of the verification process for a burn center is operating and maintaining an outpatient burn clinic. Even though the USAISR Burn Center has been operational since the 1940s, it wasn't until the late 1990s that the Outpatient Burn Clinic was established.

The first Outpatient Burn Clinic was created in 1996 when Brooke Army Medical Center was opened in its current location. The 40-bed Burn Center has 16 Burn Intensive Care Unit and 24 Progressive Care Unit beds. As the only burn center in the region, the USAISR Burn Center cares for patients with all sizes of burns. Prior to 1996, patients requiring extensive burn care were admitted to the PCU, and those who did not require hospitalization were discharged with follow up elsewhere. Beginning in 1996, a small number of patients were treated in a triage room outside of the BICU. With an increase in patients requiring clinical evaluation and care, then, Maj. (Dr.) Leopoldo Cancio, Chief of the Clinical Division, established a permanent burn clinic. He was assisted by Dr. Christopher Lentz, Shari French, Carolina Lopez (registered nurses), Michael Shiels, Reuben Salinas and Sgt. Karliss Kimbrough (licensed vocational nurses).

"Before we opened the outpatient clinic, burn patients were either admitted to the Burn Intensive Care Unit or the Progressive Care Unit, it all depended on the severity of the burn," said Kimbrough, Burn Outreach



Col. (Dr.) Booker King places the latest American Burn Association and the American College of Surgeons reverification certificate next to previous certificates at the Burn Center.

and Burn Residency /GME Program Coordinator. "There wasn't a clinic for minor burns or outpatient care before the Burn Outpatient Clinic was established."

The clinic was moved from the BICU into a larger location at the PCU, but that move was short-lived due to infection control issues of treating in- and outpatients in the same area. The burn clinic was then moved from the PCU to the second floor of BAMC where patients were seen on Tuesdays during a four hour timeslot.

"By 2006, the clinic had moved to the fifth floor of BAMC alongside the pain management clinic," said Wanda Segroves, burn clinic head nurse.

The staff consisted of two physician assistants, Peter Yen and Michael Chambers; Wanda Segroves (RN), Karliss Kimbrough, Juan Soltero, Gracie Turner (LVNs), Anna Rodriguez (medical clerk), and Sgt. 1st Class Harrison Jules, noncommissioned officer

in charge.

"In conjunction with burn care, patients also received physical and occupational therapy as well as burn plastic reconstruction," added Segroves.

The following year, the clinic was relocated to the seventh floor where services were expanded to include acupuncture therapy and burn research support. The burn clinic also incorporated video teleconferencing that allowed physicians to coordinate care with doctors at the Good Samaritan Hospital in Baltimore, Maryland as well as with University of California Los Angeles for Operation Mend. With the utilization of video teleconferencing, the burn clinic staff treated more than 4,000 patients that year. In 2008, the clinic staff integrated telephone consultations and treated more than 6,000 patients which required the clinic to expand.

The burn clinic was moved again
CLINIC Continues on Page 15

CLINIC Continued from Page 14

in 2010 to a temporary facility in the BAMC parking lot due to the construction of the Consolidated Towers.

“This location outside the main hospital building came with many challenges,” said Segroves, who became the head nurse in 2009. “The distance from BAMC limited physician support and made it difficult for patients to be re-admitted.”

In 2012, the Outpatient Burn Clinic moved to its permanent location at BAMC’s fourth floor of the Consolidated Tower which had four large treatment rooms and an expansion of services that included Pulse Dye laser

therapy for the management of hypertrophic burn scars. The staff consisted of the director, two physician assistants, the head nurse, one triage RN, four LVNs, a uniform billing officer, a medical clerk and the NCOIC.

“This enabled us to include procedures like tissue expansion, staple and suture removal, acupuncture and laser therapy, soft tissue debridement, Recell application (spray-on skin), and negative pressure wound therapy,” said Bethany Martinez, burn outpatient clinic RN.

With the staff and capabilities, the number of procedures performed at the clinic more than quadrupled from 2013-2016. In 2016, the clinic increased the treatment rooms to six

and added CO2 laser for complex hypertrophic scarring. The staff also increased with the addition of a social worker as well as working closely with the Burn Post Anesthesia Care Unit to facilitate patients pre-operatively.

Today, the Burn Outpatient Clinic sees patients Monday through Friday and is an integral part of the Burn Center and treats more than 3,000 patients every year, providing the world-renowned care for which the Burn Center is recognized.

Thank you to everyone who contributed to this story: Dr. Leopoldo Cancio, Karliss Kimbrough, Reuben Salinas, Michael Shiels, Wanda Segroves, Bethany Martinez, and Frank Moran.



Stop the Bleed

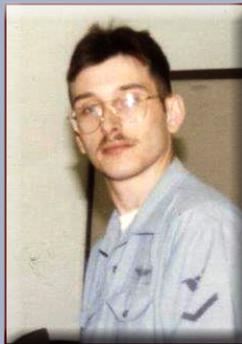
The “Stop the Bleed” campaign was initiated by a federal interagency workgroup covered by the National Security Council staff of the White House in 2016. The campaign is designed to build national resilience by better preparing the public to save lives by raising awareness of basic actions to stop life threatening bleeding following everyday emergencies and man-made natural disasters. In an effort to spread awareness of the campaign at Fort Sam Houston, Dr. Brian Eastridge, a trauma surgeon at the University of Texas Health Science Center at San Antonio, left, gave a presentation to Joint Trauma System staff members April 21 at the U.S. Army Institute of Surgical Research. Dr. John Kragh, orthopedic surgeon and USAISR researcher, demonstrates the proper way to apply a Combat Application Tourniquet.

Back When...



Can you guess who this ISR staff member is? This photo was taken in 2004 when she was a Pvt. attending Basic Combat Training at Fort Leonard Wood, Missouri,

Last Month's Answer:



Joseph Parent
Administrative Asst.

to legal discovery.

So how are we expected to manage our records and other information? If you are like most folks you have devised a method to finding the files you need to do your work.

What if you are not here? So you have saved those files to your shared drive areas and you made this known to others in your section. So say these files are to be retained for a long period of time like research data or Standard Operating Procedures. Now everyone in your office may be gone.

How long do we keep a record? That depends upon the needs of your office and the guidance provided by the National Archives and Records Administration (NARA).

What way can you organize the files to make sense to those who follow us? NARA has provided records management guidelines to all Federal Agencies to follow. For the Army these guidelines have been outlined in Army Regulation 25-400-2, The Army Records Information Management System (ARIMS) and supplemented with Army Publication 25-403, Guide to Recordkeeping in the Army.

By now you are probably feeling overwhelmed with the details. That is to be expected because recordkeeping is not simply saving a file to your computer. Good recordkeeping practices will differ between offices depending what and how we conduct our missions.

Your immediate answer to Recordkeeping practices: seek out the Record Coordinator for your office. Each office symbol has a Record Coordinator. If you do not know who this person is, have a records question that cannot be answered or need to discuss a records management process, send me an email.

Submit your photo to PAO for publication in upcoming issues.

For the Record

By Glen Gueller
Records/
Knowledge
Manager



What is a Federal Record? For us there is but one answer provided by the legal definition given in US Federal law (44 U.S.C. 3301, Definition of Records): "... all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the U.S. Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that

agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the data in them."

So is everything a Federal Record? Not everything you encounter is a Federal record. Records are only a subset of business information created by Federal agencies. The other types of materials created and maintained by Federal agencies are non-record materials and personal papers or files. Why is this important? You still need to manage these materials, because they are considered business information and may be subject to Freedom of Information Act (FOIA) requests and

*Army Records Information
Management System (ARIMS)*