



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND  
2450 CONNELL ROAD, BLDG 2264  
JBSA FORT SAM HOUSTON, TEXAS 78234-7664

REPLY TO  
ATTENTION OF

OTSG/MEDCOM Policy Memo 22-009

ATMC-CCE

Expires 11 March 2024

11 MAR 2022

**MEMORANDUM FOR**

**Commanders, MEDCOM Major Subordinate Commands  
Directors, OTSG/MEDCOM OneStaff  
All AMEDD Units**

**SUBJECT: Army Medicine Wolf Pack Award**

**1. References.**

- a. AR 672-20, Incentive Awards, 17 Sep 20.
- b. AR 600-8-22, Military Awards, 5 Mar 19.

**2. Purpose.** To establish guidelines for an Army Medicine wide honorary award created by The Surgeon General/Commanding General, US Army Medical Command and the AMEDD Civilian Corps Chief to recognize exceptional teamwork and achievements of integrated teams throughout Army Medicine.

**3. Proponent.** The proponent for this program is the Office of the AMEDD Civilian Corps.

**4. Eligibility.**

a. This policy applies to individuals employed by or assigned to an Army Medicine healthcare team. For Civilians, this is defined as MEDCOM employees in all occupational series, plus Army employees in the Career Field (CF) Medical healthcare occupations across the Army Enterprise. See Annex A (Encl 1) for a list of CF Medical occupational series. For military, it includes all Soldiers with a medical AOC or MOS.

b. Teams must include a mix of Army Medicine Civilians and military members, and/or individuals assigned to medically oriented organizations and other components within Department of Defense. The Wolf Pack Award recognizes teamwork that drives excellence in outcomes supporting the Army Medicine mission.

**5. Nomination Procedures.**

a. Anyone in Army Medicine may nominate a team for this award, within local guidelines and policies for incentive awards, and with command endorsement.

b. Nominations must include the Wolf Pack Award nomination form, provided at Annex B (Encl 2) and available online at the AMEDD Civilian Corps website:

ATMC-CCE  
SUBJECT: Army Medicine Wolf Pack Award

<https://ameddciviliancorps.amedd.army.mil/CivilianCorps.aspx?ID=0134b56e-121c-442d-862a-4cf5525a1dfb>.

c. In addition to the nomination form, the nomination received must also include:

(1) A nomination statement, not to exceed two pages, describing the team's contributions, teamwork, achievements, and impact, plus a 50-100 word narrative citation.

(2) A command-level memorandum of endorsement supporting the nomination.

(3) An Equal Employment Opportunity (EEO) and an adverse action clearance is required for Civilians and equal opportunity (EO) certification for military from the respective offices on all team members. The clearance must be within a 30 day window of submission of the nomination packet.

(4). All nominations must be submitted NLT the last business day for each quarter, i.e., 1Q, 31 December; 2Q, 31 March; 3Q, 30 June; and 4Q, 30 September.

6. Responsibilities: The MEDCOM Commanding General is the approving official for the quarterly winners of the award and chairs an awards board each year to select the annual winning team.

a. Winning teams will be announced quarterly and will receive the Wolf Pack Award certificate from the AMEDD Civilian Corps. Presentation should be at an appropriate recognition ceremony, in accordance with internal policies and applicable local labor agreements.

b. Quarterly winners automatically compete for the Army Medicine "*Wolf Pack of the Year*" Award, presented annually at an appropriate forum. The annual award consists of a team statue. The winning team's organization/activity may also award appropriate individual recognition within policy and guidelines on fiscal limits of discretionary awards.

c. The AMEDD Civilian Corps office will convene an annual awards board to review quarterly winning team nominations, reconfirm organizational endorsement, verify EEO and adverse action clearances, make recommendations to the Civilian Corps Chief for recommendations to the MEDCOM Commander for final selection.

d. Winning Teams for the quarterly and annual award will be commemorated on the Wolf Pack Award plaque maintained by the office of the AMEDD Civilian Corps with the plaque displayed at the Army Medicine Museum located at Joint Base San Antonio, Fort Sam Houston, TX. Additionally, winning teams will be responsible for hosting and coordination of the formal Wolf Pack ceremony for their organization as referenced in Annex C checklist (Encl 3.)

7. Wolf Pack Awards Board

a. The Wolf Pack awards board will normally convene with five (5) senior panel

**ATMC-CCE**  
**SUBJECT: Army Medicine Wolf Pack Award**

**members comprised of active duty military officers, Colonel/O6; active duty enlisted, CSM/SGM/E9; and Civilian, GS15.**

**b. Nominations received will be reviewed based on specific criteria demonstrating excellence and effective teamwork resulting in significant products or services with potential for broad impact in support of Army Medicine.**

**FOR THE COMMANDER:**

**3 Encls**

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Date: 2022.03.11 09:10:39 -0500  
**RICHARD R. BEUCHEMIN**  
**Chief of Staff**

## ANNEX A. Career Field (CF) Medical Occupational Series

Non-MEDCOM Civilians in the following occupational series are included a part of the Army Medical Department (AMEDD) and are eligible team members for the Wolf Pack award.

| Series | Series Title                            | Series | Series Title                        | Series | Series Title                               |
|--------|---|--------|-------------------------------------|--------|--|
| 89     | Emergency Management Specialist         | 630    | Dietician & Nutritionist            | 690    | Industrial Hygienist                       |
| 101    | Social Science Series                   | 631    | Occupational Therapist              | 696    | Consumer Safety                            |
| 102    | Social Science Aid & Tech               | 633    | Physical Therapist                  | 698    | Environmental Health Technician            |
| 180    | Psychology                              | 635    | Kinesiotherapist                    | 699    | Medical/Health Student Trainee             |
| 181    | Psychology Aid & Tech                   | 636    | Rehabilitation Therapy Assistant    | 701    | Veterinarian                               |
| 184    | Sociology                               | 638    | Recreation/Creative Arts Therapist  | 704    | Animal Health Technician                   |
| 185    | Social Work                             | 640    | Health Aid and Technician           | 799    | Veterinary Student Trainee                 |
| 186    | Social Services & Assistant             | 642    | Nuclear Medicine Technician         | 856    | Electronics Technician                     |
| 187    | Social Services Representative          | 644    | Medical Technologist                | 858    | Biomedical Engineer                        |
| 199    | Social Science Student Trainee (Intern) | 645    | Medical Technician                  | 899    | Engineer/Architecture Student Trainee      |
| 301    | Misc Admin and Program (Med)            | 646    | Pathology Technician                | 962    | Contact Representative                     |
| 303    | Misc Clerk/Assistant (Med)              | 647    | Diagnostic Radiologic Technologist  | 1083   | Technical Writer                           |
| 304    | Information Receptionist                | 648    | Therapeutic Radiologic Technologist | 1306   | Health Physician                           |
| 340    | Program Management (Med)                | 649    | Medical Instrument Technician       | 1530   | Statistics (Medical)                       |
| 343    | Program Analysis (Med)                  | 650    | Medical Technical Assistant         | 1531   | Statistics Assistant (Medical)             |
| 401    | Gen Natural Res Mgt/Biological Science  | 651    | Respiratory Therapist               | 1725   | Public Health Educator                     |
| 403    | Microbiology                            | 660    | Pharmacist                          | 1801   | Gen Inspection, Investigation & Compliance |
| 404    | Biological Technician                   | 661    | Pharmacy Technician                 | 1802   | Compliance Inspection and Spt (Med/Vet)    |
| 405    | Pharmacology                            | 662    | Optometrist                         | 1863   | Food Inspector                             |
| 410    | Zoology                                 | 665    | Speech Pathologist/Audiologist      | 1910   | Quality Assurance (Subsistence/Clinical)   |
| 413    | Physiology                              | 667    | Orthotist and Prosthetist           | 3511   | Laboratory Worker                          |
| 414    | Entomology                              | 668    | Podiatrist                          | 3515   | Laboratory Support Worker                  |
| 415    | Toxicology                              | 669    | Medical Records Administrator       | 3566   | Custodial Worker                           |
| 440    | Genetics                                | 670    | Health System Administrator         | 4010   | Prescription Eyeglass Maker                |
| 487    | Animal Science                          | 671    | Health System Specialist            | 4805   | Medical Equipment Repairer                 |
| 499    | Biological Science Student Trainee      | 673    | Hospital Housekeeping Manager       | 5031   | Insects Production Worker                  |
| 601    | General Health Science                  | 675    | Medical Records Technician          | 5048   | Animal Caretaker                           |
| 602    | Medical Officer                         | 679    | Medical Support Assnt.              |        |  |
| 603    | Physician Assistant                     | 680    | Dental Officer                      |        |  |
| 610    | Nurse                                   | 681    | Dental Assistant                    |        |  |
| 620    | Practical Nurse                         | 682    | Dental Hygiene                      |        |  |
| 621    | Nursing Assistant                       | 683    | Dental Laboratory Technician        |        |  |
| 622    | Med Supply Aid & Technician             | 685    | Public Health Program Specialist    |        |  |
| 625    | Autopsy Assistant                       | 688    | Sanitation                          |        |  |

**ANNEX B. AMEDD Wolf Pack Award Nomination Form**

Complete the following information and submit this form by email to the office of the AMEDD Civilian Corps at: [usarmy.jbsa.medical-coe.mbx.civilian-corps-chief@army.mil](mailto:usarmy.jbsa.medical-coe.mbx.civilian-corps-chief@army.mil). Please use the term 'Wolf Pack Award Nomination' as the subject line and attach the signed form.

**Team Name:**

**Organization:** (Activity, Location, and Region if applicable.)

**Purpose of Team:**

**Period of Service to be recognized:** (Example Jan 2014-Jun 2014)

**Team Members:** List members by name, grade/rank, AOC/MOS/Occupational Series, and position title.

**Nomination Statement and Proposed Citation:** Provide team accomplishments and circumstances that support and justify this nomination. Nomination statements should be no more than two pages in length. Also include a 50-100 word narrative citation.

**Nominating Official Information:**

Typed Name & Title:

Telephone #:

Relationship to team: (For example: supervisor, co-worker, customer, etc.)

**Command Endorsed Memorandum and Adverse Action Clearance:** (Adverse action clearance includes EO, EEO, and HR review)

Typed Name & Title:

Telephone #:

Signature & Date

**Annex C. ARMY MEDICINE WOLF PACK AWARD CEREMONY CHECKLIST**

Name of Host Organization \_\_\_\_\_

Name of POC \_\_\_\_\_

Wolf Pack Award \_\_\_\_\_

| <b>LEAD ORGANIZATION</b> | <b>TASK</b>  | <b>STATUS</b> | <b>REMARKS</b> |
|--------------------------|--|---------------|----------------|
| TSG/Corps Chief/SGS      | Publish TSG/Corps Chief Wolf Pack Award Formal Announcement                              |               |                |
| TSG/Corps Chief          | Schedule on TSG/Corps Chief Calendar/Org Calendars                                       |               |                |
| MEDCOM/OTSG PAO          | Develop ceremony invitation and provide list of VIPs to include script                   |               |                |
| Host Organization        | Coordinate logistics with TSG/Corps Chief Office   |               |                |
| Host Organization        | Schedule on Senior Leadership Calendar   |               |                |
| Host Organization        | Identify Location / Platform, i.e. MS Teams, etc   |               |                |
| Host Organization        | Identify Master of Ceremony/Narrator   |               |                |
| Host Organization        | Draft Script Template/provide to OTSG Chief of Staff for approval                        |               |                |
| Host Organization        | Public Affairs Office/ Protocol office   |               |                |
| Host Organization        | Identify VIP List GO/SES   |               |                |
| Host Organization        | Forward Invitations  |               |                |
| Host Organization        | Provide list of Team Members   |               |                |
| Host Organization        | Provide proposed TSG and Corps Chief Talking Points                                      |               |                |
| Host Organization        | Publish Ceremony Article (local PAO) & provide to MEDCOM PAO/AMEDD Civilian Corps office |               |                |
| AMEDD Civilian Corps     | Certificate/Award (Quarterly Winner)   |               |                |
| AMEDD Civilian Corps     | Wolf Pack Award Statue (Annual Winner)   |               |                |