



DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION AND FORT CARSON
6105 WETZEL AVENUE, BUILDING 1435
FORT CARSON, COLORADO 80913-4289

AFYB-CG

OCT 07 2025

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #5 – Administrative Medical Procedures

1. In order to simultaneously protect the health of our Soldiers and efficiently process administrative actions for individuals with significant health care needs, the enclosed medical policies shall remain in effect until rescinded.
2. The point of contact for this memorandum is the Division Surgeon, LTC Matthew Westhoff, at 719-503-0900 or the Assistant Chief of Staff, 4ID G-1, LTC Bennetta Hamm, at 719-503-0101.

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

PATRICK J. ELLIS
Major General, USA
Commanding