



DEPARTMENT OF THE ARMY  
WALTER REED ARMY MEDICAL CENTER  
WALTER REED HEALTH CARE SYSTEM  
WASHINGTON, DC 20307-5001

REPLY TO  
ATTENTION OF:

MCHL-XS

20 February 2008

MEMORANDUM FROM Office of Executive Services

SUBJECT: Planning a Visit to Warriors in Transition at Walter Reed Army Medical Center (WRAMC)

1. At least 5 days advance notice is required to schedule a visit at WRAMC.
2. All visits to the hospital must be coordinated thru the Visitor's Bureau office. An escort from the Executive Office is required during the duration of your visit. No exceptions.
  - a. Visitors may contact the Visitor's Bureau at 202-782-6230 or 202-782-6231, Monday thru Friday between 1000-1500.
3. All visitations are scheduled *up to one hour*. Please be on time as your organization has been allotted this time and may affect our ability to escort later visits.
4. Visitation is scheduled Monday thru Friday with the first visit beginning at 1000 and the last at 1500.
  - a. Weekends our reserved for the Soldiers and their Families.
5. Groups must be no larger than 5 people.
6. All visitors must be 18 or older to visit the Soldiers on the Wards.
7. No camera's or photos of the patients or with the patients
8. Food, candy, etc given as gifts must be prepackaged.
9. Religious items such as bibles, reading material, artifacts must be donated to our Chaplains Office (202-782-6305). The visit should be a well-wish visit only.
10. The point of contact for this memorandum is Nicole Roy, Deputy Director of Executive Services, 202-356-1012 x40937 or [nicole.roy@na.amedd.army.mil](mailto:nicole.roy@na.amedd.army.mil)

Nancy J. Popejoy  
Director of Executive Services