

DEPARTMENT OF THE ARMY
U.S. Army Medical Department Center and School
2250 Stanley Road
Fort Sam Houston, Texas 78234-6150

Circular
Number 350-1

Expires 30 September 2000
Training

CLASS SCHEDULING INFORMATION FOR FISCAL YEAR 2000 (FY 00)

1. **PURPOSE.** To serve as a guide in the planning and scheduling of U.S. Army Medical Department Center and School (AMEDDC&S) resident classes during FY 00.

2. **SCOPE.** This circular is applicable to all AMEDDC&S staff and faculty who are responsible for resident classes.

3. **RESPONSIBILITIES.** Office of the Dean, Academy of Health Sciences (AHS), establishes all policies pertaining to class scheduling.

a. Training Systems Support Branch (TSSB), Department of Academic Support (DAS), AHS.

(1) Publishes information required for scheduling resident courses.

(2) Provides a list of courses eligible for parade participation.

(3) Maintains class schedule database.

(4) Compiles and submits AHS transportation requests to the Transport Branch, Transportation Division, Directorate of Logistics, U.S. Army Medical Department Center and School and Fort Sam Houston (AMEDDC&S and Fort Sam Houston).

b. Course Directors.

(1) Submit training schedules and transportation requests to TSSB, DAS, at least 6 weeks prior to class start date for classes conducted at Fort Sam Houston and San Antonio.

(2) Ensure makeup instruction is provided to students taking leave in observance of religious holidays as approved in accordance with paragraph 3c(4). Ensure makeup instruction is conducted prior to the scheduled class graduation date.

*This circular supersedes AMEDDC&S Cir 350-1, 1 Oct 98.

(3) Ensure mandatory safety briefings are coordinated with the Safety Officer, AMEDDC&S and Fort Sam Houston, and are scheduled for all courses during one of the three following time frames on 17 Dec 99 and 26 May 00: 0825, 0920, or 1550.

c. Unit Commanders.

(1) Ensure a Command Information Program (CIP) is conducted for all enlisted courses 6 weeks or more in duration with the exception of the 6-8-C40 and 6-8-C42 courses.

(2) Coordinate selection of students for parades with course directors.

(3) Submit transportation support requests and/or changes to TSSB.

(4) Commanders of the 187th and 232d Medical Battalions, Center Brigade, may authorize leave for religious observances on recognized religious holidays other than those listed in paragraph 4a.

4. **HOLIDAYS.**

a. Holidays for FY 00 training calendar are as follows:

Columbus Day	11 Oct 99
Veterans Day	11 Nov 99
Thanksgiving Day	25 Nov 99
(Training Holiday)	26 Nov 99
Holiday Leave Period	18 Dec 99-3 Jan 00
Martin Luther King Day	17 Jan 00
President's Day	21 Feb 00
Memorial Day	29 May 00
Independence Day	4 Jul 00
Labor Day	4 Sep 00

b. The holiday leave period for the AMEDDC&S is from 0700, 18 Dec 99 (Saturday), through 2400, 3 Jan 00 (Monday). The last period of instruction will end at 1635, 17 Dec 99.

c. The dates for the AMEDD Regimental Anniversary are 8-9 Jun 00. Participation in scheduled activities is recommended providing graduation dates are not affected.

d. Other command-designated training holidays should be observed whenever possible. Participation of these days will not lengthen or shorten the class schedule or affect the graduation date in the Army Training Requirements and Resource System.

e. During the holiday leave period, local commercial transportation facilities may be unable to accommodate increases resulting from students departing on and returning from leave. Commanders may authorize up to 24 hours deviation from scheduled departure and termination dates, providing changes to scheduled class graduation dates will not result. All changes to training schedules must be coordinated with the course director. Deviations in excess of 24 hours will require concurrence of the Commandants, AHS and AMEDD Noncommissioned Officers Academy, and the Dean, USASAM.

5. **PARADE/RETIREMENT CEREMONIES.** The following information will be used in planning parade/retirement ceremonies to be conducted at the AMEDDC&S during FY 00:

a. Preparation for parades will be scheduled at 0630. Immediately following the parade ceremonies, Commandant's Time may be scheduled for one period. Leader parade practice will be conducted at 0700 on the Monday preceding the parade date. Full parade practices will be scheduled the first two periods (0730-0920) on the Tuesday preceding the parade date. The parade/retirement ceremonies, unless otherwise announced, will be conducted at 0745.

b. Center Brigade will notify the Dean, AHS, of unscheduled parade/retirement ceremonies once notified by its higher headquarters.

c. The following is a list of parade dates for FY 00:

- 28 Oct 99
- 18 Nov 99
- 27 Jan 00
- 24 Feb 00
- 30 Mar 00
- 16 Apr 00 (Fiesta Parade, 1530)
- 27 Apr 00
- 25 May 00
- 29 Jun 00
- 27 Jul 00
- 31 Aug 00
- 28 Sep 00

d. The following is a list of classes/courses, which are at least 6 weeks or more in duration, that may participate in the monthly parade/retirement ceremonies as needed:

300-91B10	300-91C10	300-91V10	300-P2	300-Y6
301-91D10	302-91X10	303-N3	303-N9	311-91K10
312-91Q10	313-91P10	321-91R10	321-91T10	322-91S10
330-X2	513-71G10	551-76J10	800-91M10	

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e. Exceptions to parade participation will be requested by memorandum, through the chain of command, for approval of the Commander, AMEDDC&S.

6. **187th MEDICAL BATTALION ENLISTED STUDENT CIP.** The unit commander will normally present command information. This CIP will be held on Tuesdays from approximately 1550-1700. The schedule is as follows:

1st Tuesday of the month - Delta Company
2d Tuesday of the month - Charlie Company
3d Tuesday of the month - Echo Company
4th Tuesday of the month - Bravo Company

(MCCS-HSM)

FOR THE COMMANDER:

OFFICIAL:

LUCY S. PEREZ
Secretary of the General Staff

DISTRIBUTION:

B, plus:
15-MCCS-HSM
30-MCCS-H
25-MCCS-IAP

MCCS-HST (350)

MEMORANDUM FOR See Below

SUBJECT: Coordination of AMEDDC&S Cir 350-1

1. PURPOSE. To coordinate AMEDDC&S Cir 350-1, Class Scheduling Information for Fiscal Year 2000.

2. DISCUSSION. This yearly update formally publicizes the following class scheduling policies/procedures:

a. Responsibilities of Dean, Academy of Health Sciences, Executive Operations coordinator, Aide-de-Camp, and class advisors in the planning and participation of these policies and procedures at the AMEDDC&S.

b. Establishment of scheduled holidays, parade dates and participants, and the 187th Medical Battalion Student Command Information Program.

3. RECOMMENDATION. That addressees show concurrence by initialing their office symbol. Nonconcurrence should be annotated by adding a tab with comments.

4. The point of contact is Ms. Emery, 17385.

Encl
as

NETA T. LESJAK
C, Department of
Academic Support

CONCURRENCES:

MCCS-A_____	DATE_____	MCCS-HN_____	DATE_____
MCCS-HA_____	DATE_____	MCCS-HO_____	DATE_____
MCCS-HC_____	DATE_____	MCCS-HP_____	DATE_____
MCCS-HD_____	DATE_____	MCCS-HR_____	DATE_____
MCCS-HE_____	DATE_____	MCCS-HS_____	DATE_____
MCCS-HH_____	DATE_____	MCCS-HV_____	DATE_____
MCCS-HM_____	DATE_____		