

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

Circular
Number 350-4

Expires 30 September 2000
Training

PRIMARY CLASSROOM ASSIGNMENTS FOR FISCAL YEAR 2000

1. **PURPOSE.** To assign primary classrooms to individual teaching departments within the U.S. Army Medical Department Center and School (AMEDDC&S) and other activities within the AMEDDC&S and Fort Sam Houston, and outline the responsibilities inherent to those assignments.

2. **REFERENCES.**

a. U.S. Army Medical Department Center and School Circular 350-3, U.S. Army Medical Department Center and School Schedule of Classes Fiscal Year 2000.

b. U.S. Army Medical Department Center and School Memorandum 1-2, Classroom, Auditorium, and Audio-visual Support Procedures.

c. Memorandum, U.S. Army Medical Department Center and School, MCCS-HST, 16 Apr 96, subject: Utilization of the Loading Dock Area, Building 2841.

3. **GENERAL.** Classrooms at the AMEDDC&S are either dedicated or general. As directed, classrooms are the responsibility of individual teaching departments. Under the Army Instructional Management System - Redesign (AIMS-R), resources (to include classrooms) will be assigned "ownership." Ownership implies the primary user of a room. Secondary user implies another department or AMEDDC&S and Fort Sam Houston activity that wishes to schedule a room "owned" by the primary user.

a. Departments/activities will adhere to the following classroom scheduling priorities:

- (1) Student classes (military training).
- (2) Other training (civilian, college classes, post, etc.).
- (3) Meetings for on-post groups/organizations.
- (4) Off-post requests.

*This circular supersedes AMEDDC&S Circular 350-4, 1 Oct 98.

b. Departments/activities will adhere to the following auditorium scheduling priorities:

- (1) Official ceremonies/meetings.
- (2) Student classes (military training).
- (3) Other training (civilian, colleges, post, etc.).

c. Event/ceremony practices (i.e., graduation, parades, etc.) will not be scheduled during duty hours.

d. Primary room assignments have been made considering the usage recorded by the Training Systems Support Branch (TSSB), Department of Academic Support (DAS), Academy of Health Sciences (AHS), and other requirements as determined by the Dean, AHS. Primary room assignments are at Appendix A. Periodic assessments may dictate adjustments to these primary room assignments. The Defense Medical Readiness Training Institute will be assigned rooms for conduct of weekend training courses.

e. The AMEDDC&S supports the college program for soldiers and their dependents. The TSSB will coordinate the use of classrooms for college classes with the U.S. Army Education Center.

4. **RESPONSIBILITIES.**

a. Office of the Dean, AHS.

(1) Establishes all policies pertaining to scheduling, usage, and maintenance of classrooms.

(2) Approves primary classroom assignments and requests for changes.

(3) Directs responsibilities for maintaining individual classrooms to departments and activities assigned primary responsibility.

(4) Makes recommendations to the AMEDDC&S Space Utilization Committee regarding classroom requirements and requests for modifications to the standard configuration.

b. Training Systems Support Branch, Department of Academic Support, AHS.

(1) The Chief, TSSB and scheduling personnel.

(a) Provides recommendations to the Dean, AHS, regarding primary room assignment requests.

(b) Documents all schedules for training and other events. Reviews and monitors training schedules for compliance with reference 2a.

(c) Provides statistical reports regarding room usage, occupancy, etc., and makes recommendations to increase the efficiency of classroom usage.

(d) Provides training in the automated training scheduling system to department users.

(e) Schedules activities, classes, etc., that are outside the responsibility of the individual teaching departments (i.e., Civilian Personnel Advisory Center training, college classes, meetings, parades, etc.).

(f) Resolves room scheduling conflicts between departments based on priorities stated in paragraph 3a and 3b of this circular.

(g) Receives reports of policy noncompliance and initiates corrective actions.

(h) Provides training location, numbers, events, etc., information to the Dean, AHS.

(i) Maintains database of room usage and availability to assist departments and outside agencies with room requests.

(2) Classroom Support Section. Administrative procedures for classroom and audio-visual support are outlined in reference 2b.

(a) Maintains accountability for audio-visual equipment for TSSB classrooms and Classroom Support Section.

(b) Assists departments with maintenance checks and services on audio-visual equipment as necessary.

(c) Provides support for additional internal and external audio-visual requirements as personnel staffing and resources permit. Notifies Health Sciences Media Division, Directorate of Information Management, AMEDDC&S and Fort Sam Houston, of events in Blesse Auditorium requiring media support and equipment issues.

(d) Provides ceremonial support as requested.

(e) Maintains Blesse Auditorium and general classrooms managed by TSSB (rooms 0201A/B, 2121, 2122, and 2206).

(f) Augments the janitorial service contract by providing cleaning services in stairwells and other common areas on an as needed basis.

(g) Initiates and processes work orders for TSSB-managed classrooms. Coordinate work orders for common areas with the designated building managers.

(h) Assists primary users, upon request and when possible, to maintain classrooms.

c. Departments/activities.

(1) Provide department designated point of contact for classroom scheduling to TSSB.

(2) Enforce all policies pertaining to scheduling, usage, and maintenance of classrooms. Report discrepancies regarding room use to the TSSB as soon as the discrepancy is noted.

(3) Ensure department scheduling personnel receive training in the automated training scheduling system maintained by the TSSB.

(4) Maintain key accountability.

(5) Adhere to priority for room usage when responding to requests from outside the department.

(6) Maximize room usage within department resources. Coordinate requests with the other departments and the TSSB to borrow rooms.

(7) Maintain room condition to include, but not limited to, the following:

(a) Furniture and all equipment.

(b) Walls and floors.

(c) Chalkboards and other fixtures.

(d) Cleanliness and orderliness; free of trash.

(e) Initiation of work orders through the Assistant to the Dean, Office of the Dean, for repairs/modifications affecting space, configuration, or room use.

(f) Regular contract cleaning will remain. Cleaning equipment (i.e., vacuum, mop, broom) for special needs may be borrowed and returned to the Classroom Support Section.

(8) Submit all training schedules and transportation requests to the TSSB at least 6 weeks prior to class start date.

Annotate command interest training events on schedules. Any schedule change that affects a transportation requirement must be submitted to TSSB at least 2 days prior to execution of the requirement. Transportation requests/changes with less than 24 hours notice and after normal duty hours, must be coordinated directly with the transportation office by the requestor.

(9) Maintain classroom integrity.

(a) Departments are not authorized to reconfigure spaces, as documented in Appendix A, that permanently affect the number of students that can be accommodated in a classroom. Requests for reconfiguration or room assignment changes must be forwarded by memorandum, from the department, through DAS, to the Dean, AHS.

(b) Classrooms may not be used for storage or administrative space.

(c) Promptly report to the TSSB, discrepancies noted as a result of loaning a room to another element.

(d) Loss or misplacement of property from classrooms should be reported to the department NCOIC for resolution. Unresolved issues should be reported to the Installation Property Book Officer to determine appropriate referral action (i.e., Provost Marshal, 15-6 Investigation, etc.).

**APPENDIX A
PRIMARY ROOM ASSIGNMENTS**

Department/Activity	Room	Capacity	Type
Department of Academic Support (MCCS-HS)	1500	500	Auditorium
	0201A	30	Lab
	0201B	45	Arm Chairs
	2121	24	Tables
	2122	52	Tables
	2205	55	Arm Chairs
	2206	90	Arm Chairs
	2306*	60	Tables
	2403A	18	Tables
	2403B	18	Tables
Department of Healthcare Operations (MCCS-HH)	2203	60	Tables
	2204	60	Tables
	2305	60	Tables
	2404	60	Tables
	2405	60	Tables
	3201 (A,B,C,D)	16	Tables
	3202 (A,B,C,D)	16	Tables
	3203 (A,B,C,D)	16	Tables
3402 (A,B,C,D)	16	Tables	

*Room 2306 is currently being used as temporary administrative space for the Department of Preventive Health Services. When they move to their permanent location, the room will revert to Department of Academic Support.

Department/Activity	Room	Capacity	Type	
Department of Dental Science (MCCS-HD)	3307	40	Tables	
AMEDD Noncommissioned Officers Academy (MCCS-N)	Bldg 902	100	Arm Chairs	
	Bldg 902 (A,B,C,D)	16	Tables	
	Bldg 1397	16/16 person	SGI	
Center Brigade (MCCS-A)	Evans Theater	450	Arm Chairs	
	Theater #1	400	Arm Chairs	
Center for Healthcare Education and Studies (MCCS-HR)	0501	21	AESTC	
	1405		DL	
	1406		DL	
	101/BLDG 2840		DL	
	2103	22	Compu Lab	
	2105A	15	Compu Lab	
	2105B	15	Compu Lab	
	2105C	20	Compu Lab	
	2113	50	TNET	
	2407	50	Conf Room	
	2312	60	Tables	
	2207	60	Tables	
	Department of Preventive Health Services (MCCS-HP)	2114	40	Tables
		2115	24	Tables
		2201	60	Tables
3204		32	Tables	
3303		40	Tables	
	3304	40	Tables	

Department/Activity	Room	Capacity	Type
	3305	40	Tables
	3308	40	Tables
	3503	24	Tables
Department of Medical Science (MCCS-HM)	2202	70	Tables
	2307	70	Tables
	2406	70	Tables
	3403	60	Tables
	3404	60	Tables
Department of Clinical Support Services (MCCS-HC)	2117	32	Arm Chairs
	2120	40	Tables
	2304	37	Arm Chairs
	2308	60	Arm Chairs
	2309	60	Arm Chairs
Department of Veterinary Science (MCCS-HV)	BLDG 250		
	BLDG 2265		

SUSPENSE:

MCCS-HSM (350)

MEMORANDUM FOR SEE BELOW

SUBJECT: Coordination of AMEDDC&S Cir 350-4

1. PURPOSE. To coordinate AMEDDC&S Cir 350-4, Primary Classroom Assignments for Fiscal Year 2000.

2. DISCUSSION: This yearly update formally assigns responsibilities and guidelines associated with classroom assignments and maintenance.

a. Responsibilities of the Dean, Academy of Health Sciences, Training Systems Support Branch, and individual teaching departments are outlined.

b. Establishment of scheduling and room usage policies and capacities are addressed in addition to transportation requests to support classes.

c. Annex A lists the room assignments, capacities, and configurations. Only changes from the original room configuration, approved through the Dean's office, are reflected. Please annotate current configuration/capacity as required in your response.

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-HP	DATE
MCCS-HC	DATE	MCCS-HR	DATE
MCCS-HD	DATE	MCCS-HS	DATE
MCCS-HE	DATE	MCCS-HV	DATE
MCCS-HH	DATE	MCCS-N	DATE
MCCS-HM	DATE		
MCCS-HN	DATE		