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DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER  
AND SCHOOL AND FORT SAM HOUSTON  
2250 Stanley Road  
Fort Sam Houston, Texas 78234-6150

AMEDDC&S & FSH Circular  
No. 350-03-2

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Training

**PRIMARY CLASSROOM ASSIGNMENTS**

1. **HISTORY.** This issue publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

2. **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 U.S. Army Medical Department Center and School and Fort Sam Houston (AMEDDC&S & FSH), and outline the responsibilities inherent to those assignments.

3. **REFERENCES.**

a. Army Regulation 190-13, The Army Physical Security Program. (Related)

b. Army Regulation 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive). (Related)

c. U.S. Army Medical Department Center and School and Fort Sam Houston Memorandum 1-2, Classroom and Audiovisual Support Procedures. (Related)

d. Academy of Health Sciences Policy Letter #43, Classroom Usage for Non-Army Medical Department Center and School Entities. (Related)

e. Academy of Health Sciences Policy Letter #22, Managing Course Administrative Changes and Army Training Requirements and Resources System (ATRRS) Modifications. (Related)

f. Memorandum, Academy of Health Sciences, MCCS-HSM, 1 Aug 02, subject: College Classroom Usage at the Academy of Health Sciences (AHS). (Related)

4. **GENERAL.** Classrooms at the AMEDDC&S are categorized as level 0, level 1, level 2, level 3, or level 4, and are either dedicated or for general use. Classrooms are the responsibility of individual teaching departments. Ownership implies the primary user of a room. Secondary user implies another department or AMEDDC&S & FSH activity that wishes to schedule a room maintained by the primary user. In conjunction with the primary user, all scheduling of level 1 and level 2 classrooms, with the exception of classroom 2113, will be accomplished by the Training Systems Support Branch (TSSB), Department of Academic Support and Quality Assurance (DASQA).

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

- (1) Student classes (active duty military training).

\*This circular supersedes AMEDDC&S & FSH Cir 350-02-2, 16 Jun 03

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

b. Departments/activities will adhere to the following scheduling priorities for Blesse Auditorium:

- (1) Official ceremonies.
- (2) Student classes (Active Duty and Reserve Component Military Training).
- (3) Other training (civilian, colleges, post, etc.).

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

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

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

f. Organizations and/or individuals that are using a classroom for which they are not the primary user, will be responsible for all equipment in that classroom during their scheduled time and will leave the room in the same configuration as found posted on the wall.

## 5. 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 to classrooms.
- (3) Directs responsibilities for maintaining individual classrooms to the departments and activities assigned primary responsibility.
- (4) Convenes Classroom/Technology Review Board, as required, and approves all requests for change in the configuration and technology applications of rooms.
- (5) Approves Field Training Exercise (FTX) schedule changes within 45 days of FTX execution.

b. AMEDDC&S departments/activities.

- (1) Ensure maximum use of classrooms.

- (2) Coordinate changes to classrooms with the Dean, AHS.
- (3) Submit training schedules to TSSB, DASQA, 6 months prior to start date of class.
- (4) Provide a designated point of contact for assigned/primary classrooms to the TSSB. Post this information outside each classroom.
- (5) Enforce all policies pertaining to scheduling, usage, and maintenance of classrooms. Report discrepancies regarding room usage to the TSSB, as soon as the discrepancy is noted. Post room configuration diagram on room bulletin board.
- (6) Maintain key accountability for assigned rooms and notify the AMEDDC&S Security Office of any changes. Submit and maintain up-to-date copies of appointment orders for all primary and alternate key control custodians to the AMEDDC&S Provost Marshal/Physical Security NCO in accordance with paragraph 3a of this circular. Ensure the AMEDDC&S Security Office has access to an override key for all cipher-locked entries.
- (7) Adhere to priority for room usage when responding to requests from outside the department (see paragraph 4a).
- (8) Maximize room usage within department resources. Coordinate additional room requests with other departments or the TSSB.
- (9) Maintain room conditions 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.
  - (e) Regular cleaning will be accomplished through the cleaning contract. Cleaning equipment (i.e., vacuum, mop, broom) for special needs may be borrowed and returned to the Classroom Support Section, TSSB, DASQA.
- (10) Submit work orders to the designated building manager or the designated representative. In the absence of either, the request will be submitted to the Classroom Support Section, TSSB, DASQA, who will submit and track the work order. All work orders requesting duplicate keys must be submitted to the AMEDDC&S Provost Marshal/Physical Security NCO.
- (11) Submit all training schedules, on the approved TSSB Microsoft Excel spreadsheet provided to the scheduler, and transportation requests to the TSSB at least 6 months prior to class start date. Annotate command interest training events on schedules. All schedule changes will be forwarded to the TSSB as soon as they are finalized. Any schedule change that affects a transportation requirement must be submitted to the TSSB, DASQA, at least 2 days prior to execution of the requirement. Transportation requests/changes, with less than 2-duty days notice and after normal duty hours, must be coordinated directly with the Transport Branch, Transportation Division, Readiness and Logistics Business Center (RLBC), AMEDDC&S & FSH.
- (12) Field training exercise schedules will not be changed less than 45 days prior to execution unless approved by the Dean, AHS.

(13) Maintain classroom integrity.

(a) The AMEDDC&S departments/activities are not authorized to reconfigure spaces that permanently affect the number of students that can be accommodated in a classroom or the designated use of a classroom as documented in Appendix A. Requests for reconfiguration or room assignment changes must be forwarded, by memorandum, from the department chief; through the Chief, DASQA; to the Dean, AHS.

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

(c) Promptly report discrepancies noted as a result of loaning a room to another user to the building manager.

(d) Loss or misplacement of property from classrooms should be reported to the department noncommissioned officer in charge for resolution. Unresolved issues should be reported to your Installation Property Book Officer at the Supply and Services Division, RLBC, AMEDDC&S & FSH, to determine appropriate referral action (i.e., AMEDDC&S Provost Marshal/Security Office NCO, 15-6 Investigation, etc.).

(14) Make requests/recommendations to the Dean, AHS, regarding classroom requirements and requests for modifications to the standard configuration (see paragraph 6).

c. Training Systems Support Branch, DASQA, AHS.

(1) The Chief, TSSB:

(a) Provides recommendations to the Dean, AHS, and/or Commander, 32d Medical Brigade and/or Commandant, Noncommissioned Officer (NCO) Academy regarding primary room assignments and requests for changes, modifications, technology applications, etc. The Chief, TSSB, serves as the Chair of the Classroom/Technology Review Board.

(b) Documents all class schedules for training and other events and inputs into a database. Reviews and monitors training schedules for compliance with paragraph 4a, above.

(c) Provides statistical reports regarding room usage, occupancy, etc., and makes recommendations to the Dean, AHS, and/or Commander, 32d Medical Brigade, and/or Commandant, NCO Academy. Up-to-date room usage is available on the DASQA, TSSB, website.

(d) 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.). Coordinates evening and weekend dates with the respective primary user and security office.

(e) Resolves room scheduling conflicts between departments based on priorities stated in paragraphs 4a and 4b, above.

(f) Receives reports of policy noncompliance and initiate corrective actions.

(g) Provides training location, numbers, events, etc., to the Dean, AHS, and Commander, AMEDDC&S.

(h) Maintains database of room usage and availability to assist departments and outside agencies with room requests. Assigns available level 1 and level 2 classrooms to users other than the primary user.

(i) Makes assignments to level 1 and level 2 classrooms, Blesse Auditorium, and the LTC Bart Nelson Coers (COERS) Conference Room.

(j) Provides support for additional internal and external audiovisual requirements as personnel staffing and resources permit. Notifies the Visual Information Division, Information Technology Business Center (ITBC), AMEDDC&S & FSH, of events in Blesse Auditorium or the COERS conference room requiring media support and/or equipment.

(k) Conducts scheduled events in the COERS conference room (#2407) which require videoteleconference capability.

(l) Assists the ITBC with technology preventive maintenance and on-site assistance.

(2) Classroom Support Section, TSSB, DASQA.

(a) Assists departments and ITBC with preventive maintenance checks and services on audiovisual equipment.

(b) Provides ceremonial, audiovisual support, and on-site assistance as requested.

(c) Maintains condition/environment of Blesse Auditorium.

(d) Augments the janitorial service contract by providing cleaning services in stairwells and other common areas.

(e) Ensures safety hazards are posted and corrected (i.e., initiates floor drying following rains).

(f) Initiates and processes work orders for TSSB-managed classrooms (see Appendix A). Coordinates work orders for common areas with the designated building managers.

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

#### 6. REQUEST FOR CHANGES TO ROOM TECHNOLOGY/CONFIGURATION.

a. The department chief submits a request for approval through the Chief, DASQA, to the Dean, AHS, to change room technology or configuration and includes a completed information sheet (see Appendix B).

b. The DASQA will convene the Classroom Technology Review Board for review and consideration of the request. The review board will consist of a department representative; ITBC representative; Office of the Dean representative; Facilities Engineering manager; and the Chief, TSSB, DASQA. The following data will be used to make a recommendation to the Dean, AHS, regarding the approval of the request:

(1) Department's information sheet with the following additional information:

(a) Current program of instruction requirements that support the request.

(b) Documentation that supports need for future initiatives/integration of training that may require classroom/technology changes.

(c) Impact on training if request is not approved.

(2) The Classroom Technology Review Board will consider the following data/information specific to each request:

(a) The TSSB will provide historical schedule data regarding the number of hours scheduled for level 1 and level 2 classrooms (the requestor's hours as well as overall hours).

(b) The TSSB and ITBC personnel will make a site visit assessment.

(c) The TSSB will provide data regarding other users of the space in question and the impact on the overall AMEDDC&S training mission.

(d) The ITBC will provide cost estimates to reconfigure and/or add technology, to include facility modifications, that may be required as well as leasing and maintenance costs for additional technology equipment.

c. Upon completion of the data/information gathering process, the TSSB will schedule a meeting with the Classroom Technology Review Board and the department representative to finalize the recommendation to the Dean, AHS, using the Room Request Review Board Checklist (see Appendix C).

APPENDIX A, PRIMARY ROOM ASSIGNMENTS

PRIMARY ROOM ASSIGNMENTS				
Department/ Activity	POC & Telephone Number	Room/Level*	Capacity	Type
Academic Support and Quality Assurance (MCCS-HS)	Ms. Bergstedt, 221-6629	1500/0 (Blesse Auditorium)	500	Auditorium
		2121/1	24	Tables/Chairs
		2122/1	44	Tables/Chairs
		2202/1	50	Tables/Chairs
		2206/1	69	Tables/Chairs
		2407/0 (COERS Room)	36	Conference Room/ Videoteleconference
	SFC Howard, 221-8816	2205/1	50	Arm Chairs
		2403A/1	15	Tables/Chairs
		2403B/1	15	Tables/Chairs
	Health Services Administration (MCCS-HF)	Ms. Pryor, 221-6443	2207/1	40
2312/1			50	Tables/Chairs
Ms. Kajioka, 221-8566		Bldg 1026, Rm 106/0	20	Tables/Chairs
		Bldg 1026, Rm 107/2	20	PC Lab
		Bldg 1026, Rm 110/2	45	PC Lab
		Bldg 1026, Rm 111/2	45	PC Lab
		Bldg 1026, Rm 136/0	140	Auditorium
SFC Workman, 221-3554		Bldg 2640, Rm 1/1	50	Chairs
		Bldg 2640, Rm 2/1	60	Chairs
		Bldg 2640, Rm 3/1	60	Chairs
		Bldg 2640, Rm 4/1	60	Chairs
		Bldg 2640, Rm 5/1	60	Chairs
		Bldg 2640, Rm 6/1	60	Chairs
Clinical Support Services (MCCS-HC)	Radiology, SSG Schuyler, 221-8597	2117/1	45	Arm Chairs
		2118/1	45	Arm Chairs
		2119/1	45	Arm Chairs
		2120/1	50	Tables/Chairs
	Pharmacy, MSG Smith, 221-7361	2308/1	50	Arm Chairs
		2309/1	50	Tables/Chairs

\* All rooms are located in building 2841 unless otherwise stated.

Department/ Activity	POC & Telephone Number	Room/Level	Capacity	Type
Dental Science (MCCS-HD)	SSG Courtright, 221-8946	3303/1	26	Tables/Chairs
		3307/1	40	Tables/Chairs
		3313/1	40	Tables/Chairs
Learning Innovation & Technology (MCCS-HL)	Mr. Gutierrez or Mr. Armstrong, 221-6400	1406/3	20	Digital Training Facility (DTF)
		1407/3	20	DL DTF
		Bldg 2840, Rm 101/3	20	DL DTF
	Ms. Gravett, 221-6147	2103/2	21	Learning Resource Lab
	Mr. Robinson, 221-8138	2113/1	29	Videoteletraining
	Ms. Bergstedt, 221-6629 (MCCS-HSM)	0501/2 (AESTC Rm)	21	PC Lab
		2105A/2	15	PC Lab
		2105B/2	15	PC Lab
2105C/2		20	PC Lab	
Leader Training Center (MCCS-HH)	MSG Clark, 221-6406	2203/1 (A,B, and C)	3/20 each	Tables/Chairs
		2204/1 (A,B, and C)	3/20 each	Tables/Chairs
		2305/1 (A,B, and C)	3/20 each	Tables/Chairs
		2404/1 (A,B, and C)	3/20 each	Tables/Chairs
		2405/1 (A,B, and C)	3/20 each	Tables/Chairs
	SFC Hendricks, 221-5003	Bldg 4196		Rock Drill Facility
	SFC Guzman, 221-7560	3201/1 (A,B,C, and D)	4/16 each	Tables/Chairs
		3202/1 (A,B,C, and D)	4/16 each	Tables/Chairs
3203/1 (A,B,C, and D)		4/16 each	Tables/Chairs	
3402/1 (A,B,C, and D)		4/16 each	Tables/Chairs	
Medical Science (MCCS-HM)	Ms. Castillo, 221-6457	2114/1	40	Tables/Chairs
		2406/1	60	Tables/Chairs
	Ms. Charles, 221-8004	0201A/1	60	Tables/Chairs
		3403/1	60	Tables/Chairs
		3404/1	60	Tables/Chairs
Nursing Science (MCCS-HN)	MAJ Benham, 221-6329	2303/2	50	Tables/Chairs

Department/ Activity	POC & Telephone Number	Room/Level	Capacity	Type
Preventive Health Services (MCCS-HP)	Mr. Rodriguez, 221-7519	2115/1	25	Tables/Chairs
		2201/1	60	Tables/Chairs
		2306/1	50	Tables/Chairs
		3204/1	25	Tables/Chairs
		3304/1	24	Tables/Chairs
		3305/1	40	Tables/Chairs
		3308/1	40	Tables/Chairs
	3503/1	32	Tables/Chairs	
	Mr. Glenn Mitchell, 221-6189	3505/2	15	PC Lab
Veterinary Science (MCCS-HV)	SSG Malone, 295-1023	Bldg 325, Rm 20/0	40	Tables/Chairs
		Bldg 325, Rm 33/1	35	Tables/Chairs
		Bldg 325, Rm 39/2	22	PC Lab
		Bldg 2657, Rm 1/1	48	Tables/Chairs
		Bldg 2657, Rm 2/1	48	Tables/Chairs
AMEDD Noncommissioned Officers Academy (MCCS-N)	MSG Devine, 221-4294	Bldg 1397/2	4/18 each	Small Group
		Bldg 1397/2	8/16 each	Small Group
		Bldg 1397/2	4/14 each	Small Group
32d Medical Brigade (MCCS-A)	Mr. Anderson, 221-4083	Evans Theater/0	500	Arm Chairs
U.S. Army Medical Command (MCCG)	CPL Zarriello, 221-6802	Bldg 2792 (Wood Auditorium)	150	Chairs
		Bldg 2792, Rm 229	30	Conference Room/ Videoteleconference

APPENDIX B

REQUEST FOR CLASSROOM/TECHNOLOGY CHANGE

1. BLDG/ROOM NUMBER: \_\_\_\_\_ LEVEL: \_\_\_\_\_

2. PRIMARY USER (BRANCH/COURSE): \_\_\_\_\_

3. CURRENT ROOM CAPACITY: \_\_\_\_\_

CAPACITY IF REQUEST IS APPROVED: \_\_\_\_\_

4. LIST SPECIFIC TECHNOLOGY TO SUPPORT REQUEST/MODIFICATION/  
UPGRADE:

\_\_\_\_\_  
\_\_\_\_\_

5. PROGRAM OF INSTRUCTION HOUR CLASSROOM REQUIREMENTS: (Provide for each POI per course that regularly uses this room.)

LEVEL 1 \_\_\_\_\_

LEVEL 2 \_\_\_\_\_

LEVEL 3 \_\_\_\_\_

LEVEL 4 \_\_\_\_\_

SPECIAL LAB \_\_\_\_\_

6. OTHER INITIATIVES WITH DOCUMENTATION (OTHER THAN CURRENT POI) THAT SUPPORT THIS REQUEST: \_\_\_\_\_

\_\_\_\_\_

7. WILL THIS INITIATIVE RESULT IN ADDITIONAL/OTHER ROOMS REQUIRED TO ACCOMPLISH THE POI TRAINING? (Yes/No) If yes, identify approximate number of hours by room type. \_\_\_\_\_

8. OTHER PROGRAMS THAT MAY BENEFIT: \_\_\_\_\_

9. STATEMENT ON IMPACT TO TRAINING IF REQUEST IS NOT APPROVED:

\_\_\_\_\_

APPENDIX C

ROOM REQUEST REVIEW BOARD CHECKLIST

1. YES/NO Department request is complete?
2. YES/NO a. POI is current?  
YES/NO b. New/revised POI in progress?
3. YES/NO POI hours document request?
4. YES/NO Others (outside branch/department) use/schedule room?  
\_\_\_\_\_ Number of other programs using room.  
\_\_\_\_\_ Total hours others use room.
5. YES/NO Other programs impacted by change (verify with TSSB scheduling).
6. YES/NO Infrastructure modifications required?  
\_\_\_\_\_ Estimated cost to reconfigure.  
\_\_\_\_\_ Estimated technology cost.
7. YES/NO Current configuration verified by TSSB?
8. YES/NO Requestor scheduling history data reflects need?
9. \_\_\_\_ / \_\_\_\_ Course length/number iterations per year.
10. YES/NO Supports Classroom Management Initiative?

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(MCCS-HS)

FOR THE COMMANDER:

OFFICIAL:

*Thomas E. Bailey*

THOMAS E. BAILEY  
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