

DEPARTMENT OF THE ARMY
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AMEDDC&S Memorandum
No. 350-3

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Training
**PROCEDURES FOR INITIATING AND ESTABLISHING NEW COURSES
AT THE U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL (AMEDDC&S)**

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 provide guidance related to the procedures and processes for initiating and establishing new courses at the AMEDDC&S, in order to ensure standardization of new course development and identify adequate resources prior to the course or commencement of a pilot course. The basic elements of the procedure should include the following:

- a. Development of a decision paper.
- b. Stuffing requirements of the decision paper.
- c. Disposition of the approved decision paper.
- d. Preparation of a training requirements analysis system (TRAS) document, individual training plan (ITP), course administrative data (CAD), and program of instruction (P01).
- e. Training development and implementation of a course.

The guidance in this memorandum should also be used to change the delivery strategy for all or part of a training program to include the Interservice Training Review Organization (ITRO) and Distance Learning (DL).

3. **REFERENCE.** Guidance for the training development process at the AMEDDC&S is in accordance with U.S. Army Training and Doctrine Command (TRADOC) Regulation 350-70, Systems Approach to Training Management, Processes, and Products.

4. **RESPONSIBILITIES.** Course development documentation, and processes for changes in delivery strategy for all or part of a course, are the responsibility of each proponent teaching department. Course management for the AMEDDC&S is the responsibility of the Department of Academic Support and Quality Assurance (DASQA).

5. **POLICIES.** All courses taught and managed under the auspices of the AMEDDC&S are to be documented in the Army Training Requirements and Resources System (ATRRS). The procedures in this memorandum are a guide for course managers and developers to ensure full consideration when establishing and/or making significant adjustments to training courses.

6. **PROCEDURES.**

- a. Establishment of a new course.

*This memorandum supersedes AMEDDC&S Memo 350-3, 14 Apr 99.

(1) The documentation of a requirement for a new course may come in one of the following forms: doctrine change; a new mission; changes in military occupational specialty/area of concentration; an organization change; new equipment or system acquisition; or a directive such as a Department of Defense training requirement, special task force result, train-up for an Army-wide initiative, or results of a study or evaluation, etc. Decisions to combine, divide, or otherwise reconfigure existing courses are also driven by these situations. The formal correspondence and documentation will provide the reference material, enclosures, and basis for the development of a decision paper for approval by the Commander, AMEDDC&S.

(2) The purpose of the decision paper is to fully explain the initiative's background and implementation plan. Additionally, the paper will address manpower and funding needed to meet and sustain mission and support functions. Where possible, an offsetting bill payer option/plan will be defined to meet manpower and funding needs in mission and support areas. Examples include, but are not limited to, supplies, printing, facilities (classroom and administrative), equipment, affiliation or accreditation fees, student and instructor TDY costs, base operations, information management, and guest speaker costs. Additionally, address, as a minimum, the training concept course description to include the target audience, objectives, and mission relationship. A draft CAD should also be included.

(3) Once a draft is prepared, it is recommended that an information staffing action be completed with affected and other appropriate organizations, particularly the Directorate of Resource Management (DRM), Reserve Component (RC) Advisor's Office, AMEDD Personnel Proponent Directorate (APPD), and the DASQA. These offices make recommendations for other informal staffing. After the staffing comments have been incorporated or resolved, the final decision paper will be staffed, at a minimum, to the following offices: Corps Specific Branch Proponent Office; APPD; DRM; Center Brigade; RC Advisor's Office; DASQA; Office of the Dean, Academy of Health Sciences (AHS); Commandant, NCO Academy; Commander, Defense Medical Readiness Training Institute; and Commander, AMEDDC&S. (See paragraph 6d for specific documentation and staffing information for The Army School System (TABS) courses.) The decision paper should be staffed using AMEDDC&S Form 429-R-E, Cover Sheet Action Form, with instructions for reviewers to add comments.

(4) Upon approval of the decision paper, the signed copy will be provided to the Chief, DASQA. This department will be responsible for assigning a course number for conduct of the pilot iterations of the course. New courses generally conduct at least two pilot iterations before finalizing the POI. The Training Management Branch (TMB), DASQA, will load the course information into the ATRRS and contact the proponent for additional information such as class schedules, size, etc. The Evaluation and Standardization Branch (ESE), DASQA, will assist the proponent department's Instructional Systems Specialist (ISS) with the development of a validation plan and the student evaluation plan (SEP) and evaluate the pilot course. The ESB will maintain a copy of the decision paper in the repository. The new course will be added to the Training Document Repository Status Report maintained by the ESB.

(5) Distribution of the decision paper must also be made by the proponent department to DRM, and other organizations that may be proponent for programs affected by the new course to facilitate the update of those program ITPs.

(6) After the distribution has been made to the appropriate entities, the ISS should prepare a complete draft P01 and convene a Curriculum Committee Meeting (CCM) to finalize the curriculum. The minutes of the

meeting will be staffed for approval by the Dean, AH5, in accordance with AHS policy letter #21, Curriculum Committee Meeting.

(7) The following outlines the procedures for conducting training of a new course:

- (a) Conduct and validate the 1st pilot course.
- (b) Evaluate the pilot course.
- (c) Revise training materials.
- (d) Conduct the 2d pilot course.
- (e) Evaluate the pilot course.
- (f) Make final revisions.
- (g) Staff and submit approved Poi.
- (h) Conduct the final approved course.

(8) See paragraphs 6b-d below, for specific guidance on existing nonnumbered courses, DL courses, and TABS courses.

b. Establishment of nonnumbered, existing courses in ATRRS. This guidance is applicable to the process for capturing existing courses taught by U.S. Army Medical Command organizations other than the AMEDDC&S. To establish a nonnumbered, existing course in the ATRRS, the following considerations and steps apply:

(1) Provide a memorandum of request, with the course P01 enclosed, to the Chiefs DASQA. The memorandum should include the justification for, and impact on, establishing the course in ATRRS. The ESB, DASQA, coordinates the review and requirements with the appropriate teaching department who has subject matter proponency and administrative requirements in TMB to establish course maintenance responsibilities.

(2) The TMB, DASQA, coordinates manpower and funding issues, with the DRM and the proponent, to ensure appropriate funding codes are identified in the documents and resource information is added to the appropriate ITP.

(3) The subject matter proponent should, in coordination with ESB, DASQA, evaluate the P01 and identify any duplicate training and make recommendations for the course materials and delivery method(s).

(4) Once proponency has been established, the course documentation is the responsibility of the proponent teaching department who coordinates all requirements with the training provider (if other than AHS). This includes, at a minimum, conducting or coordinating the CCM; developing/staffing POIs, SEPs, ITPs, and minutes, etc.; submitting class schedules; responding to ATRRS issues; and responding to taskings regarding any other training issues.

c. Changes to course delivery strategy for all or part of a course. This requires a memorandum with an attached draft CAD for each phase of the course. The memorandum must include, or be accompanied/referenced by, documentation (i.e., directive, approved ITP, AMEDDC&S Total Army Distance Learning Plan (TADLP) initiative, etc.) that initiates the change.

(1) For DL programs, a separate POI must be developed for each part or phase of the program. The existing POI must also be revised to reflect the program strategy. Each CAD for each part/phase of the program should include a full explanation of the entire program in the "SPECIAL INFORMATION" field. Course numbers for DL parts/phases of a program will include "(DL)" at the end of the number.

(2) Distance learning courses that are required as a prerequisite or follow-on for academic recognition will be managed under school code 081 in ATRRS. The same courseware may also be made available for self-development at school code 555.

(3) Web-based instruction on the AMEDD virtual schoolhouse will include specific information regarding the necessity for ATRRS enrollment for official course/academic recognition.

(4) Upon approval of the CCM that addresses the course changes, the POI will be staffed for approval.

d. The Army School System courses conducted by TASS Health Services Brigade training battalions. Coordination and concurrence must be made with the Deputy Chief of Staff, Training (DCST); U.S. Army Reserve Command (USARC); and National Guard Bureau (NGB). For the AMEDDC&S, the Nonresident Instruction Branch (NRIB), DASQA, is the coordinating office. The TRADOC Regulation 350-70, Systems Approach to Training Management, Processes, and Products, paragraph II-8-3e, provides general and specific guidance. Proponent teaching departments will prepare course documentation and courseware for TABS courses.

(1) The TASS courses are numbered the same as the AMEDDC&S resident course preceded by "081-." Each TASS region precedes "081-" with its region letter designation, A-G.

(2) The CAD is required for entry into the ATRRS. As soon as the draft CAD is entered into the Program of Instruction Management Module (POIMM), coordination with the Chief, NRIB, DASQA, should be made. The Chief, NRIB, will prepare a letter of transmittal for the signature of the Dean, ABS, and forward it to the DCST.

(3) The DCST inputs the TABS data into school code 0000 on the ATRRS. The TABS course is added to the Training Document Repository Status Report maintained by the EBB.

(MCCB -HST)

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