MEMORANDUM FOR: Army Flight Surgeon Primary Course Students

SUBJECT: Course Welcome Letter

1. Congratulations on being selected to attend the Flight Surgeon Course. Keeping aviators flying and keeping them strong is our mission. This will be a busy and challenging curriculum, but we will have fun doing it! Expect to work hard, both mentally and physically. The class will be fast-paced and demanding, encompassing a variety of topics in Aviation, Survival equipment and skills, Flight Physiology, MEDEVAC Doctrine and Operations, Aeromedical Administration, Aviation Safety, Mishap Prevention and Investigation, and Clinical Aerospace Medicine. At the end of this program, we look forward to welcoming you into an exciting new career within one of the greatest and proudest communities in the Army.

2. Because this is not a Military Training Service Support (MTSS) funded course, you will be expected to pay for your lodging, travel and daily expenses. You must report with sufficient funds to cover lodging and transportation while at Fort Rucker. You will be reimbursed when you submit a travel voucher following the course.

3. Prior to your arrival, there are a number of administrative documents you must bring with you to Fort Rucker. These will allow us to get you in-processed into both the school and into Army Aviation. Please bring the following documents with you to class on the first day of the course:

   a. Documents Needed:

      (1) ***Stamped Qualified Flight Physical (In AERO, or hard-copy)

      (2) Travel Orders and DD 1610 (PCS, TDY en-route, or TDY and return)

      (3) DD 93 (Record of Emergency Data) (Dated < 6 months)

      (4) SGLV-8286 (SGLI - Current) (Dated < 6 months)

      (5) Medical Student Evaluation Form (Medical Students only)
(6) Pre-Execution Checklist (Appendix 1)

(7) Copy of valid HIPAA Certificate

(8) Security Clearance Memo

NOTE: While a personal laptop is not required, we highly encourage you to bring one for use throughout the course.

4. Prerequisites.

   a. ***Flight Physical – If you are attending anything other than the NCO Clinic Course, or are a civilian, you must have a QUALIFIED Class 2F Flight Duty Medical Exam (FDME) completed no later than 30 days PRIOR to the start of the course or you will be removed in order to accommodate qualified applicants. Your flight physical should be submitted on-line through the AERO system to the U.S. Army Aeromedical Activity (USAAMA). If the flight surgeon does not have access to AERO, (for example National Guard) the completed packet may be mailed in to the U.S. Army Aeromedical Activity (AAMA), but this will significantly delay processing. There will be NO initial or repeat FDMEs at Fort Rucker once the course begins, and all waiver requests must be approved before arrival due to lack of medical resources to support waiver requirements at Lyster Army Health Clinic. The FDME process is detailed, and may take from several weeks to several months to complete. Therefore, BEGIN THIS PROCESS WITHOUT DELAY. NCO Course students do not require a physical exam. Military students from branches other than the U.S. Army should have a service-specific flight physical which should be hand carried to the course.

If you cannot find a flight surgeon or aeromedical PA to submit your flight physical through AERO, do one of two things:

   (1) Contact and send your physical (electronically and a hard copy) to the following addresses: (Clearly state that you are attending an upcoming FS course in your correspondence)

       AERO Help Desk Support
       PH: (334) 255-0749 or DSN 558-0749
       FAX (334) 255-0747 or DSN 558-0747
       E-mail: aero.helpdesk@amedd.army.mil
(2) Send a hard copy of the physical and any associated studies to USAAMA at the following postal address:

USAAMA
ATTN: MCXY-AER (AAMA)
FORT RUCKER AL 36362-5333

(3) Remember that if materials are not received and qualified through AAMA at least 30 days before the start of classes, your seat may be given to a qualified applicant on a waiting list.

(4) Weight in excess of standards is administratively disqualifying and will not be waived. If you present yourself at Ft. Rucker WITHOUT a fully qualified Class 2F FDME, or have a disqualifying medical condition for which a waiver has not yet been granted, you will not be able to participate in any aerial flights or Dunker training and will be removed from the course.

b. You must confirm you have a class reservation in ATRRS for your desired course dates through your Active, Reserve Component, or National Guard ATRRS clerk. Active component Soldiers request course enrollment through their respective Branch Managers. Reserve Component requests go through the Reserve chain of command and are forwarded to the appropriate approval authority. When requesting a training slot, specify if the training is necessary for a scheduled deployment, or to fill a much-needed vacancy (particularly for the National Guard).

c. **CAC card, registered in AKO** - It is essential for the Army's on-line Flight Physical system (AERO) training that you register your CAC card in AKO, and be able to log into AKO. If you are not Army and/or do not have an AKO account you should request sponsorship from your receiving unit or military branch liaison.

d. **“Privacy Act and HIPAA Clinical Training”** - All students must have current (< 12 months–old) copy of this certificate of training.

e. **Security Clearance Memorandum** - (usually from your security officer). This document is also required for an AERO account. See Appendix 1 below for an example.

f. **Pre-execution checklist**: You must bring the attached pre-execution checklist, signed by your Chain of Command, on day 1. Failure to report with required items and the signed checklist may result in immediate return to duty station.
5. **BOOTS:** For a list of boots authorized for aviation duties (not specifically required for course) visit the USAARL Website: [http://www.usaarl.army.mil/](http://www.usaarl.army.mil/) Click on the USAARL drop screen in the upper left corner, scroll to “Approved boots for Army Aviation”.

6. **UNIFORMS:** The classroom uniform will be ACUs (or service equivalent) unless otherwise specified. You will need to bring four sets of ACUs.

   **Uniform Packing List:**

   (1) ACUs (“sand brown” T-shirt)

   (2) ACU patrol cap (with sew-on rank) or Service equivalent

   (3) Physical Fitness Uniform (PFU) or service equivalent (full winter; from OCT-APR)

   (4) Service Members will wear ACU’s or service equivalent for pool PT

   (5) ACU’s will be worn for Dunker/HOST training

   (6) CLASS A’s (or service equivalent Dress Uniform) are **NOT required**

   (7) IDENTIFICATION TAGS: Identification tags (dog tags) are required by AR 95-1 for flying duties.

   (8) STETHOSCOPE (for clinic days)

   **NOTE:** In addition to the above packing list, during the spring and summer months, it is advisable to bring rain gear. During the winter months bring cold weather gear. Common sense applies in this course.

7. **FOR INDIVIDUALS ON PCS ORDERS:** Copies of your orders, amendments, and leave form (DA Form 31) are required as above. If you are coming to the course TDY en-route, you must have a leave form that covers the time between graduation from this course and reporting to your next duty station PRIOR to departing your present duty station.

8. **OVERSEAS PCS:** Personnel who are going overseas need to ensure that they have their tickets or port of call paperwork prior to departing their present duty station. Passports and
immunizations for family members need to be taken care of prior to departing from the last duty station due to extremely limited facilities at Fort Rucker.

9. FOR INDIVIDUALS ON TDY ORDERS: One copy of your orders is required.

10. FAMILY: Unless family members are authorized on service member’s orders, be prepared to assume all costs for them. Special considerations will not be made by housing for unauthorized family members.

11. GLASSES: If you did not score at least 20/20 uncorrected visual acuity on your FDME, then you must wear glasses that correct your vision to 20/20. Contact lenses are acceptable, but require a waiver (done prior to arrival) for flying duties.

12. ACCOMODATIONS: Lodging is available at Corvias (formerly Picerne) housing. Please contact Corvias Military Living Ft. Rucker, AL 36362; (334) 503-3644, website: www.corviasmilitaryliving.com. You must register online in advance no later than 4 weeks before the course start date. Please go to the Corvias website and go to “I’m relocating” and then go to “apply for on post housing.” Specifically request a room reservation with the ‘FLIGHT SURGEON COURSE’ regardless of attending phase I, phase II, NCO or Orientation courses. Failure to call within 4 weeks from start of classes or to specify ‘FLIGHT SURGEON COURSE’ may result in room non-availability. For on post housing, you must arrive prepared to pay lodging costs on a monthly basis or with a travel advance to cover all expense required for the duration of the course. Linen service will be supplied by Corvias Housing.

Corvias Housing on Fort Rucker is an option for modest accommodations. Living on-post greatly reduces travel time and distance to and from class. However, students are not required to stay on post. IHG Military Lodging manages the hotel on-post. There are several hotels in the area that are available for short term lodging. Due to extended drive time, we highly discourage all students from staying in Dothan. No accommodations will be made for students who arrive late to training events due to traffic in and around the Dothan area.

13. ARRIVAL:

   a. Students reporting early may stay on or off post at their discretion. Students should make appropriate accommodations prior to arrival.

   b. Students requesting to stay in Corvias Housing will be contacted by Corvias housing, prior to course for final arrangements for your house. You should get here NLT 1700 on
the day prior to start of classes in order to secure lodging, get settled in, and get a good night’s rest.

c. Those personnel arriving from OCONUS duty stations are authorized to report to Ft. Rucker early IAW the Joint Travel Regulation (JTR). The School of Aviation Medicine is located on the back side of Lyster Army Health Clinic, 301 Dustoff Ave, Fort Rucker, AL 36330.

d. If you are reporting to Fort Rucker as a permanent duty station, you should contact the Ft. Rucker Soldier Assistance Center immediately upon receipt of orders for specific guidance. Checking in as permanent party after the course rather than before the course will result in non-payment of TDY and readjustment of your BAH. Unless you are assigned to duties at Ft. Rucker immediately upon graduation, do not report to the Post Arrival Center.

e. For PCSing/TDY enroute students: please verify that your Active Directory Account is either “deleted” or “moved” into the “In-Transit Folder”.

f. For TDY and return students: please verify that your Active Directory Account is enabled and that all required training is completed at your home station prior to departure.

g. For TDY and return students at a Joint Base: please verify that your Active Directory Account are either enabled or moved to the “In-Transit Folder”.

14. REPORTING: All Students, will report to USASAM, Room X-112, the day the course begins at 0615 hours for in-processing to begin promptly at 0630. The duty uniform is ACUs or service equivalent.

*Do not report to USASAM the day prior as there will be no one to receive you.*

a. Parking is limited and only authorized in the main Lyster Health Clinic lot, so park in the main/front (South side) of the hospital. Students are not authorized to park in any other parking lots. Vehicles parked in the side lots, rear USASAM lot or lots across the street from Lyster are subject to immediate ticketing by Military Police.

b. USASAM, Building 301 Dustoff Ave, is located at the back (North side) of Lyster Army Health Clinic. If entering the hospital through the front entrance, walk to the rear of the hospital and take the staircase down to the ground level. There will be small signs posted to guide you to your classroom.
15. TRANSPORTATION: No transportation is available to or from the School of Aviation Medicine. Limited taxi service is available on post. You will be issued a statement of transportation non-availability at the end of the course to file with your travel voucher. Students are expected to use POV, rental car or student car pool for transportation. Civilian taxi services are available from the Dothan Airport to Fort Rucker.

16. MEALS: Meals are not provided and students will be issued a statement of non-availability for meals at the end of the course to file with your travel voucher. Meals are available for purchase at the PX and various establishments on post (e.g., the Landing Zone) throughout the course. In addition, there are numerous civilian establishments located outside the Daleville Gate.

17. FORWARDING MAIL: Mail and packages should be delivered to the on post house address or hotel at which you will reside. Mail delivered to USASAM goes through several different organizations on post, sometimes resulting in late or non-delivery.

18. PERSONAL AFFAIRS:

   a. It is important that all personal affairs be completed prior to arrival. While you will have the weekends off, your free time during the course is extremely limited. National Guard, Reserve and IMA students need to process through their home station finance PRIOR to their arrival at Ft Rucker. Students will have very minimal time to be excused from scheduled activities in order to conduct or complete personal business. **Do not plan routine tasks or medical appointments during the work week (Monday through Friday) as absences are recorded and may result in a failure to achieve course objectives.**

   b. Alabama does get cool during the winter, so you may wish to bring off-duty clothing accordingly. Fort Rucker is a large post in rural Alabama, but is within 1.5 hours of the Florida Gulf Coast.

A. GRADUATION: All students are required to attend graduation. All out-processing and receiving final orders and certificates will occur at that time. **DO NOT book departing flights before 1500 hours on the day of graduation from Dothan or 1800 from Atlanta. DO NOT attend this course expecting to depart Fort Rucker prior to graduation.**

   **Students that fail to appear at graduation will not receive their aeronautical rating and will be entered into ATRRS as failure to complete the course.**

B. Phase I, Orientation and NCO clinic students do not have a formal graduation.
C. If you are taking leave after the completion of the course, you must bring a DA 31 signed by your unit. We are not authorized to generate DA 31s for you here. We are able to sign you out on leave upon completion of the course.

19. PERSONAL APPEARANCE: Fort Rucker is a training post where strict adherence to standards of military courtesy and appearance is the norm. Standards in AR 670-1, Sec. 1-6 through 1-15 will be enforced. This includes haircuts. Failure to maintain military appearance will result in elimination from the course.

20. MEDICATION USE/ALCOHOL OR DRUG ABUSE: NO MEDICATION WILL BE TAKEN UNLESS PRESCRIBED BY A FLIGHT SURGEON AT FORT RUCKER. Army Policy on Alcohol/Drug Abuse is outlined in AR 600-85. It should be sufficient to state that alcohol or drug abuse is incompatible with aviation and military service.

21. PHYSICAL TRAINING (PT) POOL EVENTS: Our assessment program is designed to assess our student’s ability to fully pass Dunker training. Expect Pool PT to start at 0530 hrs. Those individuals unable to complete the initial assessment will be placed in remedial training.

   a. ALL students will participate in an initial assessment of their ability to complete Dunker/HOST training.

   b. Students are expected to be able to swim (Breast stroke or side stroke, comfortably) 25 meters wearing flight suit, survival vest, boots, and flight helmet, as well as tread water for 2 minutes and transition to a 2-minute “dead man’s float” wearing the same gear.

   c. Participation in these water survival events is mandatory, as they are required for full designation as a Flight Surgeon/Aeromedical Physician Assistant/Aviation Medicine Nurse Practitioner. Swimming lessons (and training) prior to course attendance is highly recommended unless you are already proficient in swimming.

24. CONCLUSION: The staff and faculty will do everything possible to make your training challenging, academically rewarding, and memorable. We look forward to your arrival and to providing you with an exciting educational experience. We are committed to training a dedicated corps of aeromedical providers for military aviation units. Your recommendations for any course improvements are welcome, and your active participation in the training is important. An alternate number for USASAM is DSN 558-7634 or COM 334-255-7634. I encourage you to take a few moments to review the official website for Fort Rucker as it contains some helpful information: http://www-rucker.army.mil/.
25. POC is the undersigned at (334)-255-7772.

AFSPC Director
MEMORANDUM FOR Flight Surgeon Course students

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<thead>
<tr>
<th>1ST LINE SUPERVISOR INITIALS</th>
<th>STUDENT INITIALS</th>
<th>PART I: UNIT PREPARATION OF THE STUDENT (THIS CHECKLIST AND ATTACHMENTS MUST BE TURNED IN UPON REPORTING TO THE COURSE)</th>
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<tr>
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<td>Student has a current Stamped Qualified Flight Physical (copy to accompany student to course) Not required for Aviation Clinic NCO Course</td>
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<td>Student has a current/valid military CAC ID card that remains valid throughout the course length (2 weeks from the report date)</td>
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<td>Student has 1 pair of identification tags issued</td>
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<td><strong>Travel Orders (PCS, TDY en-route) or DD Form 1610 (TDY and return)</strong> (10 copies)</td>
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<td>Verification of Security Clearance from unit</td>
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<td>HIPAA Training certificate (current last 12 months)</td>
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<td>Medical Student Evaluation Form (if applicable)</td>
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<td>Student has a Government Credit Card/Travel Advance that will preclude financial hardship while attending the course <em>(Lodging, meals, and rental car must be included in the fund citation, course is NOT MTSS funded)</em>. Lodging, meals, transportation not provided.</td>
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<td>Student has a current SGLV Election Form</td>
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<td>Student has a current DD Form 93 Record of Emergency Data</td>
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<td>If applicable, student is in receipt of flight information that covers transportation to and from the course</td>
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<td>If applicable, student has a current POV Inspection Checklist completed within two weeks of report date to the course <em>(If needed POV Inspection Checklist is posted on the website)</em></td>
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<td>If applicable, student has 1 set of prescription eyeglasses (contact lenses will not be worn during the course)</td>
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<td>Student is in receipt of school/course information <em>(Website Welcome Letter)</em></td>
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<td>Student has all required clothing/equipment IAW Course Packing List <em>(Website Welcome Letter)</em></td>
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<td>DA Form 31 to carry you through the entire course / If taking leave, leave needs to be included on the same DA Form 31. Student has service-specific leave for arrival and departure of the course if needed</td>
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<td>Student has POV, approval for rental car or will carpool with other students</td>
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UNIT POINTS OF CONTACT

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<thead>
<tr>
<th>Commander:</th>
<th>Cell:</th>
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<tr>
<td>First Sergeant:</td>
<td>Cell:</td>
<td>Office:</td>
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<td>1st Line Supervisor:</td>
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<td>Unit Fax:</td>
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<td>First Sergeant Email:</td>
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CERTIFICATION OF COMPLETION

Student Signature:

Commander/1SG Signature:

Page 10 of 11
MEMORANDUM FOR RECORD

SUBJECT: Security Clearance Verification

1. This memorandum verifies the security clearance of the following individual, who will be enrolled at the United State Army School of Aviation Medicine (Fort Rucker, AL) from JUL 14 to AUG 14. This verification is required to participate in training and receive a user account for the Aviation Electronic Resource Office (AERO).

2. Security clearance information is as follows:
   
   A. NAME, L_Name, F_Name, MI  
   B. SSN: 000-00-000  
   C. Grade/Rank:  
   D. Date of Birth:  
   E. Place of Birth:  
   F. Investigation Type: NLC  
   G. Investigation Date: Open 2010xxxx  
   H. Security Clearance: Secret  
   I. Clearance Date: 2010xxxx  

3. The point of contact is the undersigned at DSN 558-XXXX or (334)255-XXXX

YOUR SECURITY MANAGER’S NAME
RANK, USA
Security Manager