



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON
FORT SAM HOUSTON, TEXAS 78234-5018

REPLY TO
ATTENTION OF

MCCS-GHR-SD

3 FEB 2004

MEMORANDUM FOR All Personnel, AMEDD Student Detachment

SUBJECT: Commander's Policy Letter # 1 – Leave, APFT and AER's

1. As the commander, I want to outline what I consider minimum standards of performance for members of the detachment.

2. LEAVE: Anytime you are away from your duty station, you must be on an authorized absence. Authorized absences are leaves, passes, and TDY. While I would like a DA Form 31 three weeks prior to the beginning date of the leave, you may submit, by mail or fax (210) 295-9925, anytime prior to the beginning of the leave. As a reminder, on 1 October, you will lose any leave in excess of 60 days. Some members of the detachment have in excess of 80 days leave accrued. New DOD policy states that if you desire to take leave or travel outside the United States you must obtain clearance:

a. Soldiers desiring to take leave or travel outside the United States must obtain approval.

b. Travel clearance requirements are located in the Department of Defense FCG.

c. Per message 011328Z SEP 99 requires that all soldiers pending travel outside the United States and its territories or possessions (further referred to as overseas area) must attend Antiterrorism/Force Protection (AT/FP) Level 1 Awareness Training prior to departure from their current duty station. Soldier must provide proof that he/she has attended the training to AMEDD Student Detachment.

3. APFT:

a. All Soldiers in the detachment are required to take the Army Physical Fitness Test twice a year. The standard for documenting this test is on DA Form 705. A member of the active Army, ARNG, or USAG must administer the test. The tester must neatly print his/her name, rank, SSN and phone number on the DA Form 705. A copy should be mailed to your program manager after the conclusion of each test.

b. The APFT is a mandatory entry on your AER. The following guidelines apply:

(1) APFT must be taken within 12 months prior to the ending date of the AER. The APFT includes height in inches, weight in pounds and Body Fat Content Worksheet (DA Form 5501-R) completed if the standard is not met.

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(2) A failed APFT will result in a referred report and negative comments on the AER and possible adverse career impact. Failure to submit an APFT card IAW 3a and b (1) will also result in a referred report.

(3) Failure to meet height/weight or body fat standards of AR 600-9 will result in a referred report, negative comments on your AER and possible adverse career impact.

d. Standards increased 1 Oct 1998. I encourage each of you to familiarize yourself to the new standards.

4. AER's: Academic Evaluation Reports will be prepared annually. For enlisted soldiers the beginning date of your training program using either DA Form 1059-1 (Civilian Institution Academic Evaluation Report) or DA Form 1059 (Service School Evaluation Report) if attending a Federal facility will be used to start the AER. For Warrant Officers and Officers, the following day of your last OER will be annotated in the "FROM" block.

a. Section I – Administrative Data – Will be completed by the Student Detachment.

b. Section II – Evaluation – To be completed by your academic advisor and must include an evaluation based on the normal standards of performance for the institution. Should also identify the discipline of study, degree, and any special achievements or deficiencies. Additionally, should include aptitude for further schooling. The typed name, title, and telephone number of the rater needs to be placed in the appropriate block. **The evaluation must be typed.**

c. The completed report must be reported to the Student Detachment with a copy of your APFT scorecard (DA Form 705). The APFT must be completed in the 12 months prior to ending date of the report. The printed name, rank, SSN and telephone number of the tester is to be included in the remarks section of the scorecard. If you are on a physical profile, a copy of the profile must be enclosed. If you do not meet height/weight standard of AR 600-9, a copy of your Body Fat Content Worksheet is required.

5. We are here to support you. If you have comments, compliments, complaints, or questions please call MAJ Lockbaum at (210) 221-4748.

//Original Signed//
BARBARA LOCKBAUM
MAJ, MS
Commanding