

DEPARTMENT OF THE ARMY
U.S. Army Medical Department Center and School
2250 Stanley Road
Fort Sam Houston, Texas 78234-6100

AMEDDC&S Circular
No. 350-01-4

1 February 2002

EXPIRES 30 SEPTEMBER 02
TRAINING
**SCHEDULE OF COMMANDER'S RECEPTIONS FOR NEWLY ARRIVED
STUDENTS
FISCAL YEAR 02**

1. **History.** This is the first printing of this publication.
2. **Purpose.** This circular establishes the responsibilities and schedule for the Commander's receptions for newly arrived students.
3. **Scope.** This circular is applicable to all U.S. Army Medical Department Center and School (AMEDDC&S) staff, faculty, and Center Brigade personnel responsible for planning or participating in the receptions at Fort Sam Houston, Texas.
4. **Responsibilities.**
 - a. Protocol Specialist, Office of Executive Operations.
 - (1) Provides protocol guidance.
 - (2) Schedules and coordinates dates, times, and locations for all receptions for newly arrived students with the Aide-de-camp and the Course Director.
 - (3) Coordinates with club managers regarding menus and arrangements, and provides information to the course directors.
 - (4) Requests flags and ensures display.
 - (5) Retires general officer's flag upon his departure.
 - (6) Manages non-appropriated Commander's funds for receptions.
 - b. Aide-de-camp.
 - (1) Extends invitations to special guests of the Commander or his designated representative.
 - (2) Informs Executive Operations of command representation on receiving lines and any other special arrangements.
 - (3) Plans and conducts a smooth-flowing receiving line and coordinates with the Class Advisor.
 - (4) Designates an Acting Aide-de-camp in his/her absence and provides Executive Operations with the name of the designated individual.
 - (5) Provides guidance and instruction to the Acting Aide-de-camp as appropriate.
 - c. Class Advisor.

(1) Ensures students are aware of proper protocol procedures for proceeding through a receiving line.

(2) Ensures that students are present at the appointed time and organized in an orderly fashion.

(3) Prescribes the uniform for students, staff, and faculty following the guidance of the Course Director and coordinates between other Class Advisors in the event of multiple class receptions.

(4) Informs the Aide-de-Camp and Executive Operations of the uniform prescribed for students.

(5) Informs Executive Operations of class size.

(6) Coordinates changes in the number of students with Executive Operations and the Aide-de-camp. Direct contact with the club system by the Class Advisor concerning menu content and food amounts is not authorized.

(MCCS-GPR)

FOR THE COMMANDER:

OFFICIAL:

/S/
LUCY S. PEREZ
Secretary of The General Staff

DISTRIBUTION:

A (AMEDDC&S ONLY)
5-MCCS-BHR-AS (Pubs Stockroom)
2-MCCS-BHR-AS (MRS. WALKER)