

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. 350-01-1

3 December 2001

Expires 30 September 2002
Training

CLASS SCHEDULING INFORMATION FOR FISCAL YEAR 2002 (FY 02)

1. **HISTORY.** This is the first printing of this publication.
2. **PURPOSE.** To serve as a guide in the planning and scheduling of U.S. Army Medical Department Center and School (AMEDDC&S) resident classes during FY 02.
3. **RESPONSIBILITIES.** Office of the Dean, Academy of Health Sciences (AHS), establishes all policies pertaining to class scheduling.
 - a. Training Systems Support Branch (TSSB), Department of Academic Support and Quality Assurance (DASQA), AHS:
 - (1) Publishes information required for scheduling resident courses.
 - (2) Maintains class schedule database.
 - (3) Compiles and submits AHS transportation requests to the Transport Branch, Transportation Division, Readiness and Logistics Business Center, AMEDDC&S and Fort Sam Houston (FSH).
 - b. Course Directors:
 - (1) Submit training schedules and transportation requests to the TSSB, DASQA, at least 6 weeks prior to the class report date for classes conducted at Fort Sam Houston and in San Antonio. Changes to schedules should be sent to the TSSB as soon as finalized.
 - (2) Ensure makeup instruction is provided to students taking leave in observance of religious holidays, as approved in accordance with paragraph 3c(4). Ensure makeup instruction is conducted prior to the scheduled class graduation date.
 - c. Unit Commanders:
 - (1) Ensure a Command Information Program (CIP) is conducted for all enlisted courses 6 weeks or more in duration, with the exception of the 6-8-C40 and 6-8-C42 courses.
 - (2) Coordinate the selection of students for parades with course directors.
 - (3) Submit transportation support requests and/or changes to the TSSB.
 - (4) Commanders of the 187th and 232d Medical Battalions, Center Brigade, may authorize leave for religious observances on recognized religious holidays other than those listed in paragraph 4a.

4. **HOLIDAYS.**

a. Holidays for the FY 02 training calendar are as follows:

Columbus Day	08 Oct 01
Veterans Day	12 Nov 01
Thanksgiving Day	22 Nov 01
(Training Holiday)	23 Nov 01
Holiday Leave Period	21 Dec 01 - 4 Jan 02
New Year's Day	01 Jan 02
Martin Luther King Day	21 Jan 02
President's Day	18 Feb 02
Memorial Day	27 May 02
Independence Day	04 Jul 02
Labor Day	02 Sep 02

(1) The holiday leave period (Exodus) is from 0700, 21 Dec 01 (Friday), through 2400, 4 Jan 02 (Friday). The last period of instruction will end at 1700, 20 Dec 01. During this Exodus, local commercial transportation may be unable to accommodate increases in students departing or returning from leave. Commanders may authorize up to 24 hours deviation from scheduled departure and termination dates, provided changes to scheduled class graduation dates will not result. All changes to training schedules must be coordinated with the course director. Deviations in excess of 24 hours will require concurrence of the Commandants, AHS and AMEDD Noncommissioned Officers Academy, and the Dean, U.S. Army School of Aviation Medicine.

(2) Other command-designated training holidays for FY 02 should be observed whenever possible. Participation on these days will not lengthen or shorten the class schedule or affect the graduation date in the Army Training Requirements and Resources System. The entire curriculum will still be accomplished as stated in the program of instruction (POI).

b. The dates for the AMEDD Regimental Anniversary are 26-29 July 02. Participation in scheduled activities is recommended, providing graduation dates are not affected.

5. **PARADE/RETIREMENT CEREMONIES.** The following information will be used in planning parade/retirement ceremonies conducted at AMEDDC&S during FY 02:

a. Preparation for parades will be scheduled at 0630. Immediately following the parade ceremonies, "Commandant's Time" may be scheduled for one period. Leadership parade practice will be conducted at 0700 on the Monday preceding the parade date. Full parade practices will be scheduled the first two periods (0800-0950) on the Tuesday preceding the parade date. The parade/retirement ceremonies will be conducted at 0745, unless otherwise announced.

b. Center Brigade will notify the Dean, AHS, of unscheduled parade/retirement ceremonies.

c. The following is a list of parade dates for FY 02:

25 Oct 01
29 Nov 01
31 Jan 02
28 Feb 02
28 Mar 02
18 Apr 02
21 Apr 02 (Fiesta Parade, 1530)
30 May 02
27 Jun 02
25 Jul 02
29 Aug 02
26 Sep 02

d. The following is a list of courses that are at least 6 weeks or more in duration that may participate in the monthly parade/retirement ceremonies as needed:

300-91W10	301-91D10	311-91K10	322-91S10
300-M6	302-91X10	312-91Q10	330-X2
300-P2	303-N3	313-91P10	513-91G10
300-P3	303-N9	321-91R10	551-91J10
300-Y6	304-P1	321-91T10	800-91M10

e. Exceptions to parade participation will be requested by memorandum, through the chain of command, for approval by the Commander, AMEDDC&S.

6. **187th MEDICAL BATTALION ENLISTED STUDENT CIP.** The unit commander will present command information. This CIP will be held on the third Tuesday of the month from 1700-1800.

(MCCS-HSM)

FOR THE COMMANDER:

OFFICIAL:

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

/S/
GREGORY D. STYLES
MAJ, MS
Adjutant General

DISTRIBUTION:
B, plus:
15-MCCS-HSM
30-MCCS-H
5-MCCS-BHR-AS (Pubs Stockroom)
2-MCCS-BHR-AS (Mrs. Walker)