

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

Memorandum
No. 1-1

15 November 1993

Administration
LEADERSHIP CALL

1. **PURPOSE.** This memorandum establishes responsibilities and procedures for the conduct and administration of Leadership Call at the U.S. Army Medical Department Center and School (AMEDDC&S).
2. **POLICY.** Leadership Call will normally be conducted each month for all permanent party officer personnel and enlisted personnel in the rank of SFC and above, assigned or attached to the AMEDDC&S. Civilian personnel in the grade of GS-7, WS-8, and WG-12 and above are invited and encouraged to attend. The agenda will include a Hail and Farewell and the presentation of a topic of general interest. The time and place of each session will be announced by informal memorandum and the Weekly Bulletin.
3. **RESPONSIBILITIES.**
 - a. The Chief of Staff will select the topic and participants for Leadership Call. The AMEDDC&S Staff and Faculty may submit proposed topics or information through the Secretary of the General Staff. Topics must be submitted at least two months in advance of the scheduled Leadership Call to allow for coordination or research, as appropriate.
 - b. Commanders, directors, and heads of activities are responsible for attendance of personnel assigned or attached to their activity. They are also responsible for providing a list of new arrivals and departees to be introduced at the Hail and Farewell portion of Leadership Call. A list will be submitted to the Executive Assistant to the Secretary of the General Staff five days prior to Leadership Call and will include the individual's current assignment or next assignment, whichever is appropriate. Individuals to be introduced will arrive at Leadership Call fifteen minutes prior and will be seated in the front row, center section.

(HSMC-ZX)

FOR THE COMMANDER:

OFFICIAL:

CHARLES E. DYER, II
Colonel, MS
Secretary of the General Staff


CLODETH C. FINDLAY
CPT, MS
Adjutant General

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