

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

Memorandum  
Number 1-4

15 September

Administration  
**PERSONNEL AUGMENTATION REQUESTS**

1. **PURPOSE.** To establish procedures, policies, and responsibilities for managing requests for personnel augmentees (students and permanent party) within the U.S. Army Medical Department Center and School (AMEDDC&S), Fort Sam Houston, Texas.

2. **APPLICABILITY.** These procedures are applicable to all activities in the AMEDDC&S including but not limited to the Noncommissioned Officers' Academy, the Center Brigade, and the Academy of Health Sciences.

3 **GENERAL**

a. The Commander, Center Brigade, AMEDDC&S will process and adjudicate all requests for personnel augmentation on behalf of the Commanding General, AMEDDC&S. In this capacity, the Commander, Center Brigade is the executive agent for operations within the AMEDDC&S. The Center Brigade S-3 will prioritize and coordinate support based on the available resources.

b. Although a request may be approved and supported, requestors will be prepared to accomplish their mission without their personnel augmentation. The student population is transient, and may or may not be available on the requested day(s).

4. **RESPONSIBILITIES.**

a. Center Brigade S-3.

(1) Serves as the single AMEDDC&S point of contact for processing augmentation/requests for permanent party and students.

(2) Forwards by endorsement, requirements for personnel to the appropriate battalion or activity for action.

(3) Forwards requests which cannot be supported within the AMEDDC&S to the Fort Sam Houston Directorate of Plans, Training, Mobilization and Security (DPTMSEC).

(4) For students the Center Brigade S-3 will prioritize the requests. One of the following priorities will be assigned to each request:

(a) Priority 1 - Mission Essential: Details which are mission essential and directed by the command group have command emphasis (i.e., TMC, Command Suite, BUSHMASTER, and C4) or details which are not submitted in a timely manner, as directed by this memorandum, which the commander chooses to support. Details which directly pertain to training and require Students Awaiting Training (SAT) to complete the mission (i.e., program of instruction-directed exercises).

(b) Priority 2 - Mission Support: Details which directly affect the completion of mission (i.e., Bn mailrooms, SAC, PAC). Details which pertain to the mission, however, are not essential for mission completion (i.e., area set up, moving equipment).

(c) Priority 3 - Moral and Welfare: Details which provide a direct benefit to the soldier (i.e., Soldier Show, Hacienda, Prayer Breakfasts, retreats).

b. Activities and battalions.

(1) Coordinate requests for student and permanent party augmentation from the Center Brigade S-3.

(2) Provide the full name, rank, unit, place of duty telephone number of augmentees to the Center Brigade S-3. Identify a POC to coordinate these matters with the Center Brigade S-3.

(3) Battalion S-3 will ensure the appropriate Duty Roster Section is notified at least 30 days before the start date if the soldier requires exemption from the duty roster.

5. PROCEDURES.

a. Requests for personnel are forwarded by memorandum to the Commander, Center Brigade, ATTN: MCCS-AT. Requests must be received no less than 14 working days before the desired date for student personnel and 60 days before the desired date for permanent party personnel. Requestors will coordinate all substantive changes to their initial request through the Center Brigade S-3, not the detailed soldier's unit of assignment. All requests for support will include:

(1) The number of personnel.

The specific dates and times personnel are needed.

The duties to be performed.

(4) The MOS/Branch and rank of personnel required (permanent party personnel only).

(5) State what arrangements have been made for meals and transportation.

The date/time of pickup and return

(7) The uniform requirements, including special uniform requirements such as Class X fatigues for painting or extremely dirty jobs, physical training uniform, or special protective equipment or clothing.

(8) State what overnight arrangements have been made for billeting, meals, transportation, etc., if required.

(9) The point of contact and duty phone number of requestor. Also, specify who will be the immediate supervisor of the requested personnel.

(10) Who (primary and alternate POC) will pick up and return the students to the unit area.

b. When requesting permanent party personnel the requesting activity/battalion will:

(1) Submit requests 60 working days before the required date. Exceptions must be approved by the Center Brigade Commander.

(2) Ensure a fund cite and all information needed to complete DD Form 1610 are provided if TDY is required.

(3) Ensure personnel requested are properly briefed and supervised in a manner commensurate with their grade.

(4) Identify security clearance requirements if applicable.

c. Officer Tasks: The Center Brigade S-3 coordinates the selection of officers in support of augmentation requests. The DA Form 6, Duty Roster (maintained by the Center Brigade S-1 for special duties), is the tool used in the selection process. An officer may be relieved from a tasking as follows:

(1) Directors, department/branch/section chiefs and commanders may elect to substitute the tasked officer with an officer of similar qualifications. The officer who actually performs the duty will receive credit for the duty.

(2) If the unit/department/branch/section cannot provide any personnel, a request for a relief from the tasking must be submitted through the soldier's unit commander, to the Commander Center Brigade. If approved, the duty will be retasked via DA Form 6. The originally tasked officer will receive a 'D' on the DA Form 6 for the duration of that duty. On the first day after this tasked duty, the originally tasked officer's number on the DA Form 6 will again begin to increase.

(3) Officers scheduled to be TDY, on leave, or some other nonduty status should submit documentation of their nonduty status to the Center Brigade S-1. The DA Form 6 will be annotated appropriately. Officers must submit their nonduty status documentation as soon as it is available. The officers unit/department/section/branch will be responsible to either provide timely, before the fact, documentation of the tasked officer(s)' nonduty status or support the requirement with another officer within the agency/activity/directorate.

d. When requesting student personnel:

(1) Submit requests no less than 14 working days before the date required. By-name requests for student personnel will not be honored.

(2) Students will be used on a short-term basis and will not perform duties normally performed by permanent party or civilian personnel unless approved by the Center Brigade Commander. Student personnel will not be left alone (unsupervised) in areas where they have access to information that is classified, sensitive, or derogatory in nature to service members or civilians.

(3) Coordinate with the Center Brigade S-3 no less than 2 days before the requested start date to coordinate pick up of the SAT.

(4) Provide an active duty person to pick up SAT at 0800, unless requested and approved for a later time, from either the 187<sup>th</sup> Medical Battalion, building 1350, or the 232d Medical Battalion, building 1448N. The SAT supervisors will exhibit the highest standards of dress and behavior. If SAT are not picked up on time, they will be returned to the control of their parent unit. The SAT will not be transported in privately owned vehicles except in an emergency or with the consent of the Battalion Commander in which the SAT belongs.

(5) Ensure SAT are supervised and managed at all times. The SAT will not supervise one another.

(6) Provide a supervisor, knowledgeable in after-hours emergency procedures, to manage and remain on-site with SAT performing overnight missions.

(7) Ensure SAT are returned to the proper dining facility not later than 1115, or make arrangements for meals when duties are performed away from the AMEDDC&S. The SAT will be allowed at least 1 hour per meal during their task.

(8) Ensure SAT are returned, under supervision, to their parent unit no later than 1530 daily unless prior arrangements have been made. Requests for early return by the parent unit must be honored. The SAT performing details that run after 1600 which are not overnight commitments, must be returned to their unit no later than 2000 Sunday through Thursday and 2100 Friday and Saturday.

(9) The SAT will not be used for overnight commitments, except for field training exercises. Exceptions must be approved by the Center Brigade Commander.

(10) The SAT used on extended or overnight commitments, performing shift work or continuous operations, must be provided with a meal during the night.

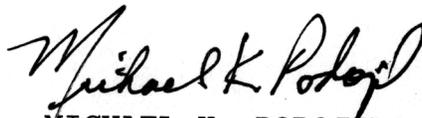
(11) Provide transportation and additional equipment including all safety equipment. Ensure all open vehicles used to transport soldiers are equipped with safety straps and that soldiers are seated in accordance with AR 385-55, para 2-17, 12 Mar 87, Prevention of Motor Vehicle Accidents, and TB 9-639, 9 Nov 88, Passenger-Carrying Capacity of Tactical and Administrative Vehicles Commonly Used to Transport Personnel. The safety of all SAT is the responsibility of the requestor at all times. The requestor will initiate an Unusual Occurrence/Accident Report on any injured SAT. In addition, the parent unit will be notified and the soldier will be taken immediately to the appropriate Troop Medical Clinic or emergency room.

AMEDDC&S Memo 1-4

(MCCS-AT)

FOR THE COMMANDER:

OFFICIAL:



MICHAEL K. PODOJIL  
MAJ, MS

Secretary of the General Staff

DISTRIBUTION:

B, plus:

25-MCCS-IAP

5-CDR, FSH (AFZG-PTM-PO)

5-CDR, MEDCOM (MCHO-OP-P)

5-CDR, BAMC (HSHE-PO)

25-CDR, AMEDDC&S (MCCS-AT)