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AMEDDC&S & FSH Reg
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Schools
**ENROLLMENT, RELIEF, NEW START/RECYCLE, ADMINISTRATIVE DISPOSITION, AND
 COUNSELING OF STUDENT PERSONNEL**

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CHAPTER 1

GENERAL

1-1. HISTORY. This issue publishes a consolidation and revision of U.S. Army Medical Department Center and School (AMEDDC&S) Regulation 351-12, Enrollment, Relief, Recycle, and Administrative Disposition of Student Personnel, and Academy of Health Sciences Regulation (AHS) Regulation 351-18, Class Advisors and Academic Counselors. Because the publication has been extensively revised, the changed portions have not been highlighted.

1-2. PURPOSE.

a. Establishes policies and procedures pertaining to the enrollment, relief, and new start/recycle of enlisted, warrant officer, civilian, and officer students in courses overseen by the AMEDDC&S.

b. Establishes procedures and assigns responsibilities of course directors, class advisors, assistant class advisors, and academic counselors regarding the counseling of students.

1-3. REFERENCES. Related publications are listed in Appendix A. Definitions are listed in the Glossary.

1-4. APPLICABILITY.

a. All personnel responsible for the enrollment, relief, and new start/recycle of students will adhere to the procedures established in this regulation.

(1) This regulation applies to all student personnel, military or civilian, attending AMEDDC&S resident courses, the U.S. Army School of Aviation Medicine (USASAM), the Defense Medical Readiness Training Institute (DMRTI), the Medical Equipment Repairer's Course (at Sheppard AFB), and U.S. Army Medical Command (MEDCOM) medical treatment facilities (MTFs) that participate as clinical, applicatory, or Phase 2 training sites.

(2) This regulation also provides general information applicable to international military students. Further guidance is in Army Regulation (AR) 12-15, Joint Security Assistance Training (JSAT), and U.S. Army Medical Department Center and School and Fort Sam Houston (AMEDDC&S and FSH) Pamphlet 1-5, Staff and Faculty-International Military Students.

(3) Upon specific written approval of the Commandant, AHS, the Dean, USASAM, is authorized to modify this regulation to meet local requirements.

(4) Army Regulation 351-1, Individual Military Education and Training, and U.S. Army Training and Doctrine Command (TRADOC) Regulation 350-10, Institutional Leader Training and Education, govern the enrollment and relief of students from initial phases of noncommissioned (NCO) courses at the Army Medical Department Noncommissioned Officers Academy (AMEDD NCO Academy).

(5) U.S. Army Training and Doctrine Command Regulations govern policies and administration for initial entry training (IET) soldiers.

(6) For U.S. Navy (USN), U.S. Coast Guard (USCG), and U.S. Air Force (USAF) personnel, Navy, Coast Guard, and Air Force inter-service Memoranda of Agreement (MOA) or Understanding (MOU) may supersede the policies and procedures set forth in this regulation.

b. Counseling procedures. Applies to all AMEDDC&S elements. In regard to counseling procedures, the USASAM is exempt from the provisions of this regulation, but is encouraged to incorporate similar counseling procedures in local directives.

1-5. POLICIES.

a. The chain of command and faculty will ensure students reach their training potential and have their rights protected. The full range of preventive, remedial, and corrective measures available will be used when it appears that a student is experiencing difficulties that could lead to dismissal.

(1) Remedial training (previously known as reteach/retest). Soldiers unable to meet defined training standards in the course student evaluation plan (SEP) will be provided remedial training. Whenever possible, students should remain with their classes instead of receiving a new start into following classes. Remedial training and retesting will be conducted once per examination; students will be considered for new start or relief, after failure of a retest.

(2) New start or administrative hold. Students should be considered for holdover when it appears that such an action will assist the student in the successful completion of the course.

b. Class advisors, assistant class advisors, and academic counselors will be appointed, as appropriate, for all students enrolled in enlisted and officer resident courses conducted at the AHS. Courses with very large class size, very short course length, or seniority of the class members, are exempted when this is impractical. The AMEDDC&S Commander's designee determines policy exceptions.

c. A summary of the authority and procedures for governing the separation of students from courses, established in this regulation, will be incorporated into SEPs and posted on class bulletin boards. A brief explanation of separations, to include the location of a current copy of this regulation, as well as the location of the applicable SEP, will be provided to students during course orientations.

d. All students attending the 6-8-C20, Army Medical Department (AMEDD) Officer Basic Course (OBC) (All Corps), will be briefed on the Faculty Board provisions of AR 600-8-24, Officer Transfers and Discharges, during course orientation.

e. All student dispositions will be handled as expeditiously as possible with concern for the student's due process rights.

1-6. COORDINATION REQUIREMENTS.

a. Academic direction and control. Students engaged in training remain under the academic direction and control of the course director. No student will be relieved or receive a new start/recycle without proper coordination and written approval of the appropriate authority and documentation in the required automated training systems. Relief or new start/recycle is a student status change and should be posted in Automated Instructional Management System-Personal Computer (AIMS-PC) and the Army Training Resources and Requirements System (ATRRS).

b. In cases demanding immediate action, facts and recommendations regarding individual cases may be transmitted telephonically to the Commandant, AHS, or appropriate course director for expeditious resolution. Telephonic communications will always be followed by written correspondence documenting the basis for the actions requested/taken.

c. The student's company commander will be immediately advised of all adverse academic actions and notified prior to removing the student from training.

d. The following general information pertains to Active Army, Army National Guard (ARNG) and U.S. Army Reserve (USAR), civilian students, personnel from other U.S. Armed Services, and international military students. Refer to more specific requirements in the following paragraphs of this regulation:

- (1) ARNG/USAR - Paragraph 6-4.
- (2) Civilian - Paragraph 6-5.
- (3) Other Armed Services or federal agencies - Paragraph 6-6.
- (4) International military students - Paragraph 6-7.

CHAPTER 2

ENROLLMENT AND WAIVERS

2-1. ENROLLMENT.

a. Enrollment is complete when student data has been documented in ATRRS. No eligible student will be denied enrollment without concurrence by either the Commandant, AHS; Dean, USASAM; Commandant, AMEDD NCO Academy; or Commander, 32d Medical Brigade. Enrollment problems for USN, USAF, USCG, ARNG/USAR, international, or civilian members will be coordinated with respective service representatives or liaisons.

b. Enrollment requirements include compliance with:

(1) Course prerequisites as outlined in the ATRRS. This is based on the prerequisites listed in Department of the Army (DA) Pamphlet 351-4, U.S. Army Formal Schools Catalog.

(2) Height/weight or body fat standards in accordance with (IAW) AR 600-9, The Army Weight Control Program, or AR 40-501, Standards of Medical Fitness, as applicable.

(3) Fitness for intended area of concentration (AOC)/military occupational specialty (MOS)/additional skill identifier (ASI) IAW AR 40-501 and service-specific requirements for selection for training.

c. Unit Pre-Execution Checklist (Army students only).

(1) Except for IET status personnel, all soldiers who report for training must have in their possession a completed Unit Pre-Execution Checklist. The Pre-Execution Checklist is a pre-enrollment requirement for all AMEDDC&S courses. The purpose of this document is to assist the unit in preparing soldiers for school attendance, while providing one single document, with appropriate attachments, for the training institution.

(2) The Pre-Execution Checklist will be used to verify routine prerequisites such as line scores; PULHES; and DA Form 1059, Service School Academic Evaluation Report. This checklist will be completed by appropriate unit personnel and verified and signed by the unit commander. Soldiers reporting for training without the checklist signed by the soldier and unit commander will be given 72 hours from the report date to provide the checklist with appropriate attachments. After this time, soldiers will be denied enrollment and returned to their units.

(3) A copy of the Pre-Execution Checklist is found in TRADOC Regulation 350-18, The Army School System (TASS), Appendix H.

d. The ATRRS/AIMS-PC is the department/company tool to document arrival of students and document status.

e. All arriving students will be coded with a status of "Hold," a reason of "Other," and a description of "Awaiting School Start" in AIMS-PC, by the company.

f. U.S. Army Reserve students who are not assigned to troop units and do not have Pre-Execution Checklists will contact their active duty for training (ADT) orders' publishing authority and request further instructions on where to receive Pre-Execution Checklists.

2-2. PRIORITY FOR ENROLLMENT OF QUALIFIED STUDENTS.

a. Categories for enrollment are:

- (1) Reserve Enlisted Program, IAW AR 612-201.
- (2) Reserve Component (RC) soldiers on ADT.
- (3) Other services, civilian, and international students.

(4) Active Army with follow-on training, mandatory reclassification, date of rank, and other (volunteer to wait, single vs. married, remedial study required).

b. Students in wait-status on the ATRRS (if seats are available).

c. New Starts. A student who is recycled either to the beginning of another class or to a point within another class (in both cases the student remains in the same course) will be added to the class total but will not displace a first time student.

2-3. FAILURE TO MEET SERVICE TIME REMAINING REQUIREMENTS. Army students who fail to meet service time remaining requirements will not be enrolled unless they voluntarily agree to extend their term of service prior to the class start date. Other military service personnel (notably USN and USAF) will have time requirements verified by their units prior to reporting for training.

a. Active Army and USAR students will be referred through their company commanders to the Brigade Reenlistment Office where they will be counseled and offered an opportunity to extend their enlistments. Students who decline will be denied enrollment and referred to the Student Personnel Branch, Trainee/Student Processing Management Division, Human Resource Business Center (HRBC), U.S. Army Medical Department Center and School and Fort Sam Houston (AMEDDC&S and FSH), for appropriate disposition.

b. National Guard students will be referred through their company commander to the appropriate NG liaison NCO where they will be counseled and offered the opportunity to extend their enlistment. Students who decline will be denied enrollment.

2-4. ENTRY WAIVERS (Army students only).

a. General.

(1) Entry waiver requests for enlisted students (to include all RC soldiers) will be submitted to the AMEDD Personnel Proponent Directorate. The Chief, Enlisted Division, AMEDD Personnel Proponent Directorate, is the waiver approving authority for course prerequisites, as outlined in DA Pamphlet 351-4, for those courses conducted under the auspices of the AMEDDC&S.

(2) Waiver requests, other than for grade requirement or Armed Services Vocational Aptitude Battery (ASVAB) Composites Scores, will be coordinated with the respective course director prior to approval/disapproval. This procedure is applicable for both Active and Reserve Component soldiers.

b. Students who do not meet course prerequisites and are denied waivers for enrollment will be processed as follows:

- (1) Active Army students.

(a) Students without an enlistment/reenlistment commitment may either be recommended for enrollment in other AHS courses for which they are qualified or referred for reassignment. The Student Personnel Branch, Trainee/Student Processing Management Division, HRBC, AMEDDC&S and FSH, has the responsibility for such enrollment/reassignment actions in coordination with the U.S. Total Army Personnel Command.

(b) Students with an enlistment/reenlistment commitment will be referred through their respective company commanders to the Student Personnel Branch, Trainee/Student Processing Management Division, HRBC, AMEDDC&S and FSH, for appropriate counseling and disposition. Students in this category may remain in service and be assigned according to the needs of the Army, select an available course for which they are qualified, or elect to be separated from the service. If discharge is the option selected, the provisions of AR 635-200, Enlisted Personnel, apply.

(2) Students from other U.S. Armed Services will be processed through their specific liaison NCO/detachment commander for verification of enlistment/reenlistment commitment.

c. Students, found by the course director to be proficient in the skills and knowledge required of course graduates and who require no further training, will be reported as qualified to the Registrar Services and Training Management Branch (RS&TMB), Department of Academic Support and Quality Assurance (DASQA), AHS. They will be referred through the appropriate commander (Army students) to the Student Personnel Branch, Trainee/Student Processing Management Division, HRBC, AMEDDC&S and FSH, for administrative processing and reassignment. Equivalency skills and knowledge should be clearly identified in the approved SEP.

d. Students found by the course director to be proficient in some skills and knowledge required by the course and who can be advanced in training to an ongoing class will be reported to the RS&TMB, DASQA, AHS. This acceleration training must be documented on AMEDDC&S & FSH Form 29, Recommendation for Student Action (see Appendix C), for appropriate ATRRS entry.

e. Authority and procedures for reporting unqualified students:

(1) Unqualified students will be reported by the company commander or class advisor/program director on the official class roster. Unqualified students should be coded under ATRRS code U (with the appropriate reason code, see Appendix B), not under ATRRS Code I. This is accomplished in AIMS-PC on the Student Status tab, selecting a status of "Showed," the reason is "Other," and the appropriate description.

(2) The company commander will initiate an AMEDDC&S & FSH Form 29 when a student fails to comply with the weight or body fat standards IAW TRADOC regulation 350-6, AR 600-9, or AR 40-501, as applicable. In accordance with TRADOC Regulation 350-6, IET soldiers with less than 6 months on active duty have no height and weight requirements under AR 600-9. Initial entry training soldiers with more than 6 months active service who are overweight are flagged (transferable flag), counseled, and permitted to graduate and permanent change of station to their next duty station. All records pertaining to their counseling and treatment are forwarded to their new commander. Non-IET soldiers reporting for training who do not meet AR 600-9 standards are denied enrollment.

(3) Personnel from other U.S. Armed Services who fail to meet their service-specific requirements for physical fitness are denied enrollment.

CHAPTER 3
COUNSELING

3-1. COUNSELING. General.

a. Counseling, both academic and nonacademic, as well as other forms of individual communication, will be provided as early as possible. Frequency of academic counseling will be included in the student evaluation plan for each course.

b. Counseling documents must be signed and dated by both the counselor and student once the counseling is performed. If the student refuses to sign, the counselor must annotate on the document "student refuses to sign," then sign and date the counseling document.

c. Counseling will be in writing and include, as a minimum, the following:

(1) The reason(s) for the counseling.

(2) The possible consequences if any noted deficiency or conduct is not corrected.

(3) The rehabilitation step(s) to be taken to overcome the reason(s) for any noted deficiency.

(4) Positive actions the student can take to improve his performance to the next highest level.

d. If separation action is initiated, the counselor must comply with the counseling requirements of AR 635-200, paragraph 1-16.

3-2. APPOINTMENT OF CLASS ADVISORS AND ASSISTANT CLASS ADVISORS. Course directors will:

a. Appoint class advisors and assistant class advisors, using AMEDDC&S and FSH Form 4301-E-R, Duty Appointment/Assignment for Military or Civilian Personnel (see Appendix D), for all resident courses for which they are responsible.

b. Meet with class advisors and assistant class advisors, upon their appointment, and as necessary thereafter, to review their responsibilities and be briefed concerning class progress, issues, status, and/or unresolved student problems.

c. Provide additional training for class advisors and assistant class advisors, as requested, with the assistance/coordination of the Community Behavioral Health Service, Brooke Army Medical Center, Fort Sam Houston, Texas.

3-3. APPOINTMENT OF ACADEMIC COUNSELORS.

a. Course directors will appoint academic counselors for those courses exceeding 5 weeks in length for which they have exclusive responsibility. Normally, counselors will be senior to counselees except in cases where departments/activities employ civilian instructors. An equitable distribution of counselees is essential to ensure quality counseling.

b. Course directors will coordinate with other department/activity chiefs to obtain academic counselors in those courses and/or classes which have:

- (1) Classes which exceed the capability of the responsible department/activity to provide sufficient academic counselors.
- (2) A variety of MOS'/AOCs represented in the class and/or course.
- (3) Content presented by more than one department/activity.

3-4. RESPONSIBILITIES.

a. Course directors will coordinate and publish rosters of academic counselor assignments.

b. Class advisors will:

- (1) Assist the course director in monitoring academic performance.
- (2) Conduct the initial class orientation and thereafter ensure students are informed of changes in policies (see Appendix E).
- (3) Observe the class and keep the course director informed of student attitudes, complaints, recommendations, and overall classroom demeanor.
- (4) Coordinate with other staff and faculty members on matters which affect student response to academic instruction (to include contacting the RC liaison in matters pertaining to RC soldiers).
- (5) Initiate appropriate administrative action to recommend relief/new start or recycle of students, as prescribed in this regulation.
- (6) Coordinate with appropriate unit commanders for administrative actions.
- (7) Ensure that a completed DA Form 1059, Service School Academic Evaluation Report (AER) (see Appendix F), is submitted when required to the course director for review, as prescribed by AR 623-1.
- (8) Supervise the academic counseling and guidance program as administered by academic counselors within their scope of authority.
- (9) Make available to academic counselors data concerning student academic performance, class rank, awards, and promotions.
- (10) Ensure that all newly assigned academic counselors are briefed on their responsibilities prior to their assumption of counseling duties. Thereafter, all academic counselors will be briefed on an annual basis. As a minimum, this briefing will include, but is not limited to:

(a) The contents of this regulation (especially paragraph 3-3, above).

(b) The course director's guidance regarding expectations and policies.

(c) The contents of Field Manual (FM) 22-100, Army Leadership.

(11) Ensure academic counselors are maintaining appropriate, timely, and accurate documentation (counseling forms) for all students who are marginal achievers, fail tests, or are on academic probation. Counseling forms which should be used are:

(a) AMEDDC&S & FSH Form 123, Record of Student Counseling (see Appendix G1-G2).

(b) AMEDDC&S & FSH Form 123-1, Record of Student Counseling Continuation Sheet (see Appendix G3-G4).

(c) DA Form 4856, Developmental Counseling Form (see Appendix H).

Completion of these forms is self-explanatory, but any questions regarding the use of these forms can be directed to the class or course advisor. All forms are available through the AMEDD Electronic Forms Support System.

(12) Perform other duties as assigned by the course director.

c. Assistant class advisor(s) will aid in the accomplishment of the responsibilities outlined in paragraph 3-3, above, as directed by the class advisor.

d. Academic counselors will:

(1) Provide performance counseling to their counselees on academic matters.

(2) As necessary, assist students by arranging extra academic instruction. Refer students who continue to experience academic difficulty and/or present other related unusual or difficult problems to their class advisor or assistant class advisor.

(3) Perform personal counseling with the aim of assisting students in resolving personal problems that are or may potentially impede academic performance. Refer those students who present unusual or particularly difficult problems (issues) to their class advisor or assistant class advisor for further guidance/assistance.

(4) Record routine counseling sessions on AMEDDC&S & FSH Form 123 or AMEDDC&S & FSH Form 123-1.

(5) Meet with their assigned students during the first week of class or as soon thereafter as possible. During the initial meeting, the Privacy Act Statement for AMEDDC&S & FSH Form 123 will be discussed IAW AR 340-21. The student will also be informed about the academic counselor's evaluation role as prescribed by AR 623-1. Academic counselors will have students sign the Privacy Act Statement on the reverse side of the AMEDDC&S & FSH Form 123. If a student refuses to sign, the counselor will relay the circumstances to the course director who in turn will present the case to the Dean, AHS, for disposition. The final decision regarding noncompliance of Privacy Act requirements will be made by the Dean, AHS. At the conclusion of each counseling session, the counselor will summarize the content of the meeting and sign and date the entry in the remarks column of the form.

(6) Instruct the student to read and sign the form after each entry in the special action column. Inform the student of the option for commenting on any entry, in writing, on the form or on a separate sheet of paper. Separate sheet(s) of paper must include the rank, full name, SSN of student, the student's class number and title, and the student's signature and date.

(7) Record all non-routine counseling sessions on DA Form 4856 (see Appendix I).

(a) Ensure the DA Form 4856 is completed when it is believed a student's conduct is of sufficient severity to warrant action under provisions of Uniform Code of Military Justice (UCMJ) for possible discharge action or Faculty Board action.

(b) Report suspected UCMJ violations through the department/activity to the Dean, AHS. Provide notification to the student's company for investigation and appropriate action.

(c) Counsel students who receive scores which place them on academic probation for marginal achievement or failure regarding the potential impact this placement may have upon their careers (see Appendix J-1 to J-4).

(8) Meet with counselees individually, at least once a month (preferably twice), for courses which exceed 8 weeks, and at least weekly for courses which do not exceed 8 weeks. Additional counseling sessions for specific individual problems will be scheduled as needed. Ensure that students are aware of procedures for requesting counseling if needed.

(9) Identify potential barriers to academic achievement in a timely manner and conduct counseling and/or referral in order to prevent academic failure. Do not wait until the issue becomes a problem and the problem becomes a crisis.

(10) Keep dated notes of counseling sessions, significant problems discussed, incident reports, ratings on oral and written communication efficiency (for applicable students), academic grades attained, and relative academic class rank. Counseling records are official documents which must be used only for authorized purposes. Records will be filed IAW AR 25-400-2, The Modern Army Recordkeeping System (MARKS), under file number 351-1g, entitled "Collateral Individual Training Records."

(11) Present positive and constructive suggestions for each counselee who is failing or on academic probation. Field Manual 22-100 describes techniques for performance and counseling.

(12) Initiate and complete DA Form 1059, as a worksheet, when required by AR 623-1. When possible, review the worksheet with each evaluated counselee (providing each a copy after each counseling session) prior to placing within the Automated Instructional Management System in your respective department/activity. The AER (see paragraph 3-4b(7)) will be reviewed and approved by course proponent personnel. If approved, the AER must be signed by the class advisor and the Dean, AHS. If disapproved for any reason, the AER will be returned with guidance to the academic counselor for action.

(13) For international students, comply with policies established by the International Military Student Office, AHS.

(14) Submit counseling records to AHS Faculty Boards, upon request, IAW this regulation.

CHAPTER 4

PHYSICAL FITNESS IN AMEDDC&S COURSES

4-1. GENERAL. Physical fitness training in AMEDDC&S courses will be conducted IAW AR 350-41, Training in Units, TRADOC regulation 350-6, Enlisted Initial Entry Training (IET) Policies and Administration, and FM 21-20, Physical Fitness Training. In order to graduate from a course of instruction, officers, warrant officers, and enlisted personnel must take and pass (unless granted a waiver or deferment) the Army Physical Fitness Test (APFT) IAW AR 350-41 and this regulation.

4-2. APFT.

a. The record APFT will be administered at the eighth week of MOS training or during the last 2 weeks of training (if the course is shorter) to determine if the soldier has achieved the APFT standard for graduation (60 points per event; 180 minimum total points).

b. In accordance with AR 351-1 and TRADOC Regulation 350-10, students attending BNCOC or ANCOC will take the APFT within 72 hours of enrollment. If the soldier fails the initial APFT, he/she will be provided one retest 7 to 14 days after failure of the initial APFT. If the soldier fails the retest, he/she will be dismissed for failing to meet APFT standards.

c. United States Army physical fitness and weight standards do not apply to international, civilian, or other military service students. International students may participate in physical fitness training on a voluntary basis. Failure to achieve the minimum passing score on the physical fitness test will not be noted on international students' academic reports, but voluntary participation and passing test scores may be noted.

d. Unless granted a waiver, soldiers who have not passed an APFT prior to graduation may be retained in the fitness training unit (FTU), or similar holding unit, for remedial training; however, they will continue to receive remedial training as the chain of command determines.

e. The company is responsible for follow-up on APFT holds to include soldiers returned to the unit. Documentation must be posted on the Fitness Tab in AIMS-PC. The Physical Tab is optional for body measurements and other physical information. Students attending Inter-service Training Review Organization (ITRO) courses will undergo service-specific physical fitness evaluations within 72 hours of enrollment.

4-3. APFT WAIVERS.

a. General. Commanders will evaluate, on an individual basis, soldiers who fail to attain APFT standards.

(1) Remedial APFT and/or new start/recycle are considered appropriate measures for soldiers who fail to achieve minimum standards. Soldiers who continually fail to meet minimum standards will receive remedial training.

(2) Soldiers with physical limitations will be considered for medical profile. Soldiers without medical profile who repeatedly fail to meet standards after remedial training may be considered for elimination.

(3) Soldiers receiving temporary or permanent physical profile limitations after enrolling in resident training courses will be evaluated by commanders for continued enrollment. Soldiers who are unable to meet graduation requirements will be returned to their units and may, if eligible, re-enroll later.

b. IET soldiers.

(1) Unless granted waiver or deferment, AMEDD (OBC) (All Corps), IET soldiers must pass a diagnostic IAW TRADOC Reg 350-6 or a record APFT as a requirement for graduation.

(2) The record APFT may be waived for soldiers who have met the APFT standard of 180 points (at least 60 in each event) in a diagnostic APFT. Commanders will give credit (minimum passing score) for passing the APFT requirement to IET soldiers who cannot complete the APFT due to a medical profile but who have met APFT standards on a diagnostic test (all three events on the same test).

(3) Prior-service soldiers who do not pass the APFT are not granted a waiver or do not have a medical profile will receive a DA 1059 indicating that they did not meet course graduation requirements. A statement in the remarks section of the DA 1059 should indicate that the soldier failed to successfully pass the APFT and therefore failed to achieve course graduation requirements.

(4) Reserve Component soldiers must have the concurrence of the AMEDDC&S RC advisor to be held over for APFT failure.

c. Initial entry training students who have met all academic requirements but fail the APFT may be deferred (direct-commissioned officers only), retested, or held over in an administrative status for up to 30 days.

(1) Commander, AMEDDC&S, delegates authority to the Commandant, AHS, to defer APFT and height and weight requirements as prerequisites for course completion for direct-commissioned officers. Only direct-commissioned officers who have made significant progress in meeting these standards are eligible for this deferment. Officers will be counseled, in writing, by their academic counselors on their responsibility to meet these standards. Army Physical Fitness Test-deferred students have up to 180 days from the starting date of their OBC to meet APFT standards in all events. Graduation credit and branch qualification are withheld until officers meet APFT standards and record of passing scores on the APFT are received by the DASQA. Signature, by the first Colonel in the gaining unit chain of command, is required on all deferred APFT score reports.

(2) A request for deferment/waiver, AMEDDC&S & FSH Form 29 (to include documentation of prior-passed diagnostic APFT, if one exists) will be initiated by the class advisor/program director; routed through the company/detachment commander; battalion commander; and Commander, 32d Medical Brigade; then forwarded to the Commandant, AHS, for approval.

(3) Reserve Component soldiers who have met all academic requirements, but fail the APFT will be issued a certificate of completion and returned to their units. Graduation certificates will be withheld until soldiers pass the APFT and verified scores are received by the Registrar.

(4) The company is responsible for follow-up on APFT holds to include soldiers returned to the unit. Documentation must be entered in AIMS-PC.

4-4. PREGNANCY AND INSTITUTIONAL TRAINING COURSES.

a. IET soldiers. If a soldier is determined to be pregnant, she will be referred to the unit commander under the provisions of AR 635-200, Chapters 8 and 11, as appropriate.

b. All others. If it is determined that the soldier is pregnant during the course, the attending physician must make a determination if continuing the course would be harmful to the pregnant soldier.

c. A copy of the physician's determination/recommendation will be provided to the soldier's commander who will decide whether the soldier will continue or be dismissed from the course. Dismissal will be considered a medical dismissal; the soldier will be eligible to return to the course.

4-5. BODY COMPOSITION STANDARDS.

a. Accession standards for body composition, as stated in AR 40-501, apply during the first 6 months of the IET soldier's active duty service. The standards of AR 600-9 are applicable after the initial 6-month period.

b. Reserve Component soldiers enrolled in the split-training option must meet accession body composition standards for the successive period of active duty training.

c. Initial entry soldiers will be measured and weighed 7 days prior to graduation. This information will be entered on the soldier's DA Form 5286-R.

d. Soldiers who exceed 6 months active service and fail to meet body composition standards IAW AR 600-9 will be enrolled in the Army Body Composition Program and flagged. This flag will be forwarded to the gaining unit.

e. Prior service soldiers are required to meet the body composition standards of AR 600-9 upon reentry on active duty.

f. Reclassified soldiers must meet the requirements of AR 600-9.

4-6. APFT ENTRIES ON STUDENT EVALUATIONS.

a. Students who attend courses requiring AERs will have APFT results (pass, fail, or profile) noted on their AERs.

b. Students who graduate with an approved APFT deferment, other than for a valid medical profile, will have this noted in the narrative comments in Block 16, DA Form 1059.

CHAPTER 5

ADMINISTRATIVE DISPOSITIONS AND PROCEDURES

5-1. GENERAL.

a. Students may on occasion fail to meet course requirements due to unusual mitigating circumstances. Reasons may include: minor illness, answering a subpoena to testify at a trial, or other extenuating circumstances.

b. When neither accelerated graduation nor new start/recycle is considered an appropriate alternative, the course director and the battalion commander may hold a student past a course closing date for a period not to exceed 15-training days for the purpose of completing requirements for graduation.

(1) The course director will coordinate the hold action with the Student Personnel Branch, Trainee/Student Processing Management Division, HRBC, AMEDDC&S and FSH; RS&TMB, DASQA, AHS; and the student's company and brigade commander. (See Chapter 1, paragraph 1-6, of this regulation for additional coordination requirements.) This coordination must be accomplished prior to the course closing date.

(2) Students who complete the course while in hold status will be documented as graduating with the class in which they were initially enrolled.

(3) In the event a student cannot complete requirements for graduation in the 15-day hold period, an additional extension may be requested following the same procedures used to obtain approval for the initial hold status. In cases where an extension is not justified, action will be taken to new start/recycle or relieve the student.

(4) Army National Guard and USAR students will not be held past course closing dates without prior written concurrence from the appropriate ARNG/USAR advisor, as appropriate.

(5) Personnel from other U.S. Armed Services will not be held past the course closing dates without prior written concurrence from the appropriate service liaison.

5-2. HOLD STATUS. Personnel volume in each course will be managed IAW approved programs of instruction and ATRRS. It may be necessary, however, to place students in a hold status and thus increase class size.

a. Over-subscription disposition:

(1) Teaching departments will report excess students, by name, within 2-working days, to the RS&TMB, DASQA, AHS.

(2) Active Army nonprior-service soldiers will not be placed in a hold status for more than 30-calendar days, without written approval from the Dean, AHS. Holdover students will have first priority for enrollment in the next available class; if excess students arrive, new holdover(s) will be identified. Approval authority for holdovers over 30 days in the 91W program is the Commander, 32d Medical Brigade.

(3) Every effort will be made to ensure that Active Army students awaiting follow-on training are not held over more than 30-calendar days.

(4) Others without reservations on ATRRS will be returned to their parent units, unless there are unfilled training seats.

(5) Students recycled/new started by the course will not be counted in determining over-subscription.

b. If a class is significantly under-subscribed or adequate resources are not available (i.e., equipment, faculty, etc.) to conduct a class, the course director may recommend, in writing, that students be placed in a hold status until the start date of the next class or until resource deficiencies are corrected. Approval authority is the Commander, 32d Medical Brigade.

c. Individuals may be placed in a hold status due to incarceration or medical/compassionate reasons.

d. Functional Academic Skills Training (FAST). A student who scores below the standards prescribed in AR 621-5, on the Test of Adult Basic Education, in the area(s) of proficiency required for his/her military job (i.e., reading, mathematics, language), may be referred for FAST classes. Course directors or commanders may place students in a hold status for up to 6 weeks of remedial training at the local Army Education Center with the approval of the Commandant, AHS, or the Commander, 32d Medical Brigade.

e. Commanders are responsible for coordinating the placement of students in a hold status with the Student Personnel Branch, Trainee/Student Processing Management Division, HRBC, AMEDDC&S and FSH; RS&TMB, DASQA, AHS; 32d Medical Brigade, AMEDDC&S; RC advisors; and the Army Education Center, as appropriate. Reserve Component students will not be placed in a hold status without the prior concurrence of the appropriate RC advisor/liaison.

5-3. DOCUMENTATION OF STUDENT STATUS.

a. The ATRRS is the official Army system for training documentation records. All student enrollments, holds, new starts/recycles, graduations, and other student actions must be documented in ATRRS.

b. The ATRRS posting must be completed within 2-working days after the scheduled start date and end date of each class or any attrition, hold, or new start/recycle event. This requirement applies to all training courses taught at the AMEDDC&S and is applicable to all personnel attending those courses, to include Active Army, USAR, ARNG, sister-service personnel, international students, and civilian personnel.

c. To ensure timely ATRRS posting, all personnel responsible for student management must document student status and status changes in the AIMS-PC. This system is bi-directional with ATRRS.

5-4. GENERAL ADMINISTRATIVE POLICIES AT PHASE 2 SITES. U.S. Army Medical Center/medical department activity/unit commanders. The commander:

a. Ensures compliance with associated accreditation standards for each training program, as appropriate.

b. Ensures compliance with AMEDDC&S-implementing directives, AR 40-501, and AR 600-9 regarding physical fitness standards and weight control standards.

c. Provides coordination and assistance, to the AMEDDC&S, in the development and processing of class schedules and other course management data to support training requirements.

d. Prepares and submits student rosters of enrollment and graduation information IAW AMEDDC&S directives.

e. Provides feedback, to the AMEDDC&S, concerning program evaluation of both Phase 1 and 2 courses.

f. Collects required data on students regarding course requirements, including the administration of didactic/clinical tests, and reports results back to the AMEDDC&S course/program director.

g. Coordinates with the AMEDDC&S course director concerning student issues and welfare or program development.

h. Ensures students have one primary counselor who sees the students through the entire Phase 2 course of instruction.

i. Ensures that students receive a quality training experience and are not treated as borrowed military manpower.

j. Provides suitable billeting and mess facilities.

k. Coordinates the training program supervisor.

l. Ensures that all training programs are incorporated into the MTF's Quality Assurance Program.

m. Ensures that direct coordination with applicable AMEDDC&S program directors is made prior to a change to student training, such as relief, new start, or administrative hold.

n. Ensures that coordination and consideration be given to RC ADT soldiers for Phase 2 training site selection. Whenever possible, ADT soldiers will be assigned to the medical department activity nearest their home unit.

o. Ensures that adequate manpower and budget is maintained in support of student training programs.

5-5. STUDENT UTILIZATION.

a. Early arrivals/holds. Soldiers arriving early for a scheduled course, or soldiers in a hold status waiting for a training unit to fill, will be actively engaged in introductory training for the course they are to attend and will not be used solely for performing details. This introductory training may consist of orientation, in-processing, APFT, and unit-taught subjects selected by the unit commander. These soldiers will be posted in ATRRS on the "HO" display as being in a hold status ("H") awaiting class start ("6"). The hold status for an "H-6" soldier automatically ends when the soldier starts training and is posted in a class in ATRRS with input status of "I." Hold status will be posted in AIMS-PC. On the Student Status tab, the status will be "Hold," the reason will be "Other," and the description will be "Awaiting School Start." Registrar Services and Training Management Branch, DASQA, AHS, assures accurate postings in ATRRS.

b. Students, during academic instruction and clinical training, are assigned as part of the mission, not in support of the mission and will not

normally be required to perform guard, housekeeping, post police call, snow removal detail, or any other installation maintenance details or duties except:

- (1) When a requirement exists to clean and maintain their own immediate living and classroom areas.
- (2) When relieved from a course and awaiting orders in a disciplinary or casual status.
- (3) During clean up or recovery operations after an emergency.
- (4) When these duties are integral to learning objectives within the course of instruction.
- (5) When a student has arrived for training, but the formal training has not started.

b. Their duties are limited only to those outlined in the master rotation schedule of the specific course common table of allowances. They will not be utilized as adjunct staff. When justified by one of these circumstances, guard, housekeeping, or other similar duties will be assigned to students from different services on an equitable basis and will be appropriate to the individual's pay grade.

5-6. REFERRED AERS FOR STUDENTS PENDING ADMINISTRATIVE SEPARATION (see AR 623-1). Any AERs that are submitted on students relieved from a course, pending administrative separation from the service under provisions of AR 635-200, will not be given to the student by the reviewing official for acknowledgment and comment until the action is approved.

5-7. RECORDS OF SUCCESS AND ATTRITION RATES. Success and attrition rates of students, to include separate data on academic new starts/recycles, will be maintained for each course, by each course director, and made available for review by the Commandant, AHS, and the Evaluation and Accreditation Office, DASQA, AHS.

5-8. REPORTING ATRRS CODES. All requests for relief or new start/recycle must be documented IAW AIMS-PC status, reason, and description selection. These correspond with ATRRS codes in this bi-directional system (see Appendix B).

5-9. REPORTING BY COMPANY COMMANDERS, 32D MEDICAL BRIGADE, AMEDDC&S; COMMANDERS, PHASE 1 AND PHASE 2 SITES. Company commanders will ensure the appropriate course director is informed when any adverse action is taken against a student.

5-10. REPORTING BY CLASS ADVISORS. Class advisors will ensure that the appropriate company commander is informed when they become aware of any misconduct occurring within the academic setting. Class advisors will advise the chain of command of any adverse actions affecting a student to ensure proper coordination of command-conducted training and disciplinary actions.

CHAPTER 6

REASONS AND AUTHORITY AND PROCEDURES FOR RELIEF

6-1. REASONS FOR RELIEF. Students may be relieved from a course for academic or nonacademic reasons. Academic relief actions have first priority when both academic and non-academic relief actions are initiated for a student.

a. **REASONS FOR ACADEMIC RELIEF.** Failure to demonstrate minimum training competencies and requirements as prescribed in SEPs.

b. **REASONS FOR NONACADEMIC RELIEF.** A course director (after coordination with the Dean/Commandant, AHS) or a commander in the student's chain of command may submit recommendations for nonacademic relief. Each recommendation will be staffed appropriately as indicated on AMEDDC&S & FSH Form 29. Final approval authority for nonacademic relief of service members assigned or attached to the 32d Medical Brigade, AMEDDC&S, will be IAW Chapters 10, 11, 13, 14, & 15 of this regulation. Students may be relieved from a course of instruction for either administrative reasons or for personal misconduct, whether the action(s) took place on- or off-post or on- or off-duty. No formal adjudication of guilt by a military or civilian court or by a commander under provisions of Article 15, UCMJ, is needed to support a recommendation for dismissal under this paragraph. Conversely, the imposition of judicial or non-judicial punishment under provisions of the UCMJ is not necessarily grounds for dismissal. Each case must be considered individually and decided on its own merits. Dismissal for personal misconduct must be supported by a preponderance of the evidence. Examples which may justify nonacademic relief include:

(1) AOC/MOS/ASI-position unsuitability. Students' failure to demonstrate acceptable personal characteristics/attributes prescribed in SEPs as requisites for success in particular specialties or leadership positions. Examples include demonstrated aversions to required tasks, inability/unwillingness to establish helping relationships with psychiatric patients, or an inability to cope with stress.

(2) Repeated failure to report for and participate in training.

(3) Failure to conform to prescribed standards of dress, personal appearance, or military deportment.

(4) Cheating. This includes a wide variety of dishonest behaviors, but it is principally characterized by (though not limited to) the practice of obtaining examination answers or other graded materials inappropriately through means other than personal study, learning, and/or memorization.

(5) Plagiarism. Representing as one's own the work of others.

(6) Repetitive disruptive behavior which interferes with the opportunity of others to learn.

(7) Disability. Disqualifying physical or psychiatric conditions, IAW AR 40-501, or prolonged absence due to illness or injury.

(8) Compassionate reasons. Compassionate reasons are present when a student's continued attendance in a course imposes a serious hardship on his/her family, or when prolonged absence for personal reasons prevents the student from attending a critical portion of that course. Students will be

considered for compassionate dismissal only when the problem and time frame involved are such that neither new start/recycle nor placing the student in an administrative hold or casual status is a satisfactory alternative.

(9) Incarceration. Students will be considered for non-academic relief in instances where prolonged absence from training due to incarceration in a civilian or military detention facility (regardless of student fault/guilt) precludes new start/recycle or administrative hold.

(10) Alcohol/drug use abuse. Following verification of alcohol/drug abuse, to include testing positive on a urine analysis for a controlled substance, by alcohol and drug abuse prevention and control personnel, a student may be placed in casual status pending administrative, judicial, or nonjudicial action. The decision, on verification, will consider the legal opinion and advice of the Staff Judge Advocate (SJA), AMEDDC&S and FSH, or his/her representative.

(11) Recall by control agency. Receipt of orders requiring return to home station prior to completion of training.

(12) Pending administrative separation. Awaiting separation from the service as a result of administrative action IAW AR 635-200, AR 635-40, or AR 600-8-24.

(13) Security. Failure to obtain a favorable National Agency Check and/or involvement in disqualifying security violations.

(14) Absent without leave (AWOL). Once placed in AWOL status, the student will be processed for relief when the duration of the AWOL precludes successful completion of the course during that cycle.

(15) Death. In cases involving the death of a student, the course director will immediately notify the office of the Commandant, AHS, and complete an AMEDDC&S & FSH Form 29.

6-2. VOLUNTARY RELIEF.

a. A request for voluntary relief from a course does not, in itself, result in a voluntary release from active duty (REFRAD).

b. An officer student may request voluntary relief from a course. This request must be in writing and state the full reasons for the request. The program director or course director may accept such a request to avoid student embarrassment and unnecessary administrative delay. The officer will be counseled IAW AR 600-8-24, paragraph 1-12. If the course director has recommended that the officer student be relieved for academic reasons, the course director will inform the student that he/she may appeal this decision to the Commandant, AHS, or he/she may request voluntary relief. If the officer student chooses to appeal the course director's recommendation for relief, the officer student relinquishes the option to voluntarily resign from the course.

c. An AC enlisted student not in an initial entry training course may request voluntary relief from a course. The request must be in writing and state the full reason(s) for the request. The course director may accept such a request to avoid student embarrassment and unnecessary administrative delay. If the course director has recommended that the enlisted student be relieved for academic reasons, the course director will inform the student that he/she may appeal this decision to the Commandant, AHS, or he/she may

request voluntary relief. If the enlisted student chooses to appeal the course director's recommendation for relief, the enlisted student relinquishes the option to voluntarily resign from the course.

d. All requests for voluntary relief must have the concurrence of service-specific representatives, ARNG, and/or RC advisors, as appropriate, before approval.

6-3. AUTHORITY AND PROCEDURES FOR RELIEF. General.

a. During initial course orientations, students will be advised of the provisions of this regulation, including (and especially) their right to appeal any relief decision.

b. All relief actions will receive legal review by the Staff Judge Advocate before the relief decision is made, and again before any appeal decision is made. This review on the appeal will be performed by an attorney different from the one who reviewed the initial relief action.

c. Relief procedures from advanced technical courses linked to the AMEDD NCO Academy courses will be IAW AR 351-1 and TRADOC Regulation 350-10. Course directors will route recommendations for relief from these courses through the Commandant, AHS.

d. Reserve Component officers, with less than 3 years commissioned service, who are recommended for relief from the 6-8-C20 and 6-8-C20(RC), AMEDD OBC, will be referred to a Faculty Board, as required by AR 600-8-24, to determine whether they should be involuntarily released from active duty and have their commissions/appointments terminated.

e. Reserve Officer Training Corps scholarship recipients and other scholarship recipients recommended for separation under this provision will be considered for fulfillment of their service obligations IAW AR 145-1, Senior Reserve Officers' Training Corps Program: Organization, Administration and Training. An appropriate recommendation will be made to the Commander, AMEDDC&S, for forwarding to the separation authority.

f. Officer students who were branch transferred into the Army Medical Specialist Corps at the time of enrollment into the Inter-service Physician Assistant Program and are recommended for relief from the program will be referred to the Army Personnel Command (PERSCOM) for re-branching into another corps.

g. All other officers recommended for relief from an Academy course of instruction may be considered for elimination (or early release in the case of ARNG or USAR officers on ADT) from the service under provisions of AR 600-8-24. If elimination from the service is recommended at any level, a Board of Inquiry, under AR 600-8-24, Chapter 4, may be convened to consider the student for relief from the course.

h. Prior to initiating a Faculty Board/Board of Inquiry, all cases involving the elimination of an officer under AR 600-8-24 will be referred to Administrative and Civil Law, Staff Judge Advocate (SJA), AMEDDC&S and FSH, by the Faculty Board Coordinator. Administrative and Civil Law, SJA, AMEDDC&S and FSH, will furnish a legal advisor for consultation. For a Board of Inquiry, Criminal Law, SJA will provide a recorder.

i. All officer relief actions, whether or not resulting in the loss of commission/appointment and involuntary REFRAD, will be forwarded to the Commander, AMEDDC&S, even if the officer does not appeal the approval authority's decision. This will be done before any adverse action is taken.

j. Relief actions of all categories, whether academic or non-academic, will be processed in a timely manner. Commanders, course directors, and advisors will ensure availability of personnel and accomplishment of this process through all stages, to include board proceedings, during a time period not to exceed 30 days. This time period begins upon initiation of the AMEDDC&S & FSH Form 29 and ends when the student is notified of decision by the approval authority. Failure to meet time constraints will be addressed in a memorandum from the student's course director through the Commandant, AHS, to the Commander, AMEDDC&S.

6-4. ARNG AND USAR STUDENTS.

a. If an ARNG or USAR student is the subject of any recommendation which, if approved, would alter the duration of the student's training, the originator of the recommendation will notify the appropriate RC advisor or liaison NCO prior to submitting the recommendation.

(1) The AMEDDC&S & FSH Form 29 will be processed through company and battalion commanders for signatures on the same day it is initiated. The soldier will then be scheduled to meet with the ARNG or USAR liaison.

(2) The AMEDDC&S & FSH Form 29 will be transmitted to the appropriate ARNG or USAR liaison where the student will be counseled.

(a) IET. Personnel Command is the decision making authority for IET soldiers.

(b) USAR ADT. The soldier's home station unit commander will be the decision-making authority for ADT soldiers.

(3) The installation ARNG/USAR liaison personnel will be notified immediately when RC soldiers do not complete all graduation requirements. Installation ARNG/USAR liaison personnel will resolve any potential conflict on active duty extensions with the appropriate RC command. As necessary, ARNG or USAR personnel will be placed in a hold status IAW ATRRS Verification Tables (VR) Reason Codes.

(4) The soldier's training unit commander will issue the soldier clearance papers and a memorandum of release indicating the specific date of release from active duty.

b. A soldier in an ADT, annual training, or temporary duty status will not be held on active duty past his/her release date without the approval of the liaison.

c. An AMEDDC&S & FSH Form 29 will be processed through the RS&TMB, DASQA, AHS.

6-5. CIVILIAN STUDENTS. Any action initiated on a civilian student requires the course director to notify the student's employing agency, by telephone, prior to submitting the recommendation. An AMEDDC&S & FSH Form 29 will be staffed through the class advisor and the course director and approved by the Commandant, AHS (for academic relief) or Commander, 32d Medical Brigade (for non-academic relief). Final appeal authority will be the Commanding General, AMEDDC&S. Other procedures for the relief or recycle/new start of civilian student personnel will be the same as for officer student personnel.

6-6. PERSONNEL FROM OTHER U.S. ARMED SERVICES OR FEDERAL AGENCIES.

a. When a student from another U.S. Armed Service or federal agency is the subject of any recommendation which may alter the duration of the student's training at the AHS, the originator of the recommendation will staff the action through the student's detachment commander/agency.

b. Final disposition of the student will not be decided without written input from the student's service or civilian agency.

6-7. INTERNATIONAL MILITARY STUDENTS. Actions concerning international military students will be coordinated with the International Military Student Office, AHS.

6-8. EARLY REMOVAL FROM TRAINING.

a. Students will remain in training until recommendations for relief or new start/recycle are approved and all appeal procedures are completed. Exceptions to this policy include health or safety reasons, verified illegal substance abuse, disruptive behavior, disqualifying factors which indicate required certification/licensure can no longer be granted to the student regardless of grades, or when continued training by the student poses a threat to the student or others.

b. Company commanders will verify illegal drug use by urinalysis. Decisions for early removal of a student will be made only after consultation with the SJA.

c. Authority for early removal resides with the commander and at Phase 2 sites with the commander in coordination with their course directors.

CHAPTER 7

PROCEDURE FOR CONVENING A FACULTY BOARD

7-1. GENERAL.

a. A Faculty Board may be convened by the Commandant, AHS; Commander, 32d Medical Brigade; or the Commander, AMEDDC&S, to review the performance of an officer student.

b. The Commandant, AHS, is responsible for and authorized to select and organize Faculty Boards.

c. Questions concerning the selection, organization, or operation of the Faculty Board should be directed to Administrative and Civil Law, SJA, AMEDDC&S and FSH.

d. Non-concurrence with the recommendations of a Faculty Board by an appeal authority will be made in writing with explanation(s) for non-concurrence.

7-2. FACULTY BOARD SELECTION.

a. Whenever there is a need to convene a Faculty Board, the Commandant, AHS, will select a minimum of three officers to serve as voting members. All voting Faculty Board members must be senior to the officer student whose performance is being reviewed. If available, at least one of the voting Faculty Board members will be of the same gender and/or race of the student. Attention should also be given to possible ethnic/language differences of students.

b. The senior member of the Faculty Board, normally a lieutenant colonel or above, will serve as President. The Commandant, AHS, will also select a Recorder for the Faculty Board. The Recorder, a captain or above, is a nonvoting member whose responsibilities include administrative support for the Faculty Board.

7-3. FACULTY BOARD COORDINATOR.

a. The Faculty Board Coordinator will be the Chief, Administrative Support Office, AHS.

(1) The Faculty Board Coordinator will maintain a roster of all civilian secretaries assigned to the AHS and will, on a rotating basis, designate an individual to provide typing support to the Faculty Board Recorder.

(2) The Faculty Board Coordinator will provide recording equipment and tapes to the secretary.

(3) Attendance at the proceedings of the Faculty Board will take precedence over all other duties. Only the Commander, AMEDDC&S, or the Commandant, AHS, may excuse a Faculty Board member from attendance at a scheduled hearing.

b. If possible, the Faculty Board meeting room should be separated from student classrooms.

7-4. FACULTY BOARDS AT PHASE 2 SITES.

a. A Faculty Board will not be selected or convened at Phase 2 sites without the written approval of the Commandant, AHS.

b. With permission of the Commandant, AHS, a Faculty Board may be convened using Video Teleconference (VTC). For VTC Faculty Boards, the Phase II Clinical Coordinator/Program Director (non-voting board members) is the only Faculty Board member required to be provided by the MTF. Remaining board membership will be established as outlined in this regulation or individual course SEPs or MOAs in the case of ITRO courses.

7-5. FACULTY BOARD OPERATIONS. The operation of Faculty Boards will adhere to the following sequence of events unless an exception is authorized by the Commandant, AHS, the course SEP/MOA, or Faculty Board Coordinator.

a. Upon receipt of the AMEDDC&S & FSH Form 29 and supporting material from the course director/designee, the Commandant, AHS, or the Commander, AMEDDC&S, will review the recommendation and, if warranted, convene a formal Faculty Board.

b. The Faculty Board Coordinator will:

(1) Publish a memorandum of appointment denoting the makeup of the Faculty Board by the Commandant, AHS.

(2) Designate a civilian secretary to record and type the Faculty Board proceedings. This person is identified in the proceedings as the Reporter.

(3) Publish time, date, and place of the Faculty Board meeting, as determined by the Board President.

(4) Inform members of the uniform designated by the Board President for the Faculty Board.

(5) Request the student's personnel record and advise the Student Personnel Branch, Trainee/Student Processing Management Division, HRBC, AMEDDC&S and FSH, that a Faculty Board is being convened.

(6) Meet with Faculty Board Recorder to review the Recorder's responsibilities to the Faculty Board and to the student.

(7) Maintain a log of the Recorder's activities with Faculty Board members and student.

c. The Recorder will meet with the Faculty Board Coordinator prior to the formal proceedings of the Faculty Board to review materials prepared for Faculty Board members.

d. The Faculty Board then considers matters presented to it and at the conclusion of the hearing publishes its findings and recommendations in writing.

e. The Recorder will prepare a summary of the testimony presented at the Faculty Board proceedings. This will be completed no later than 10-working days after the Faculty Board meeting adjourns.

f. Faculty Board voting members will review and authenticate the DA Form 1574 (see Appendix K), together with all enclosures and exhibits. Once complete and accurate, the form is to be signed by all Faculty Board members.

g. The Recorder will hand-carry the record to the SJA, AMEDDC&S and FSH, for legal review.

h. The Faculty Board Coordinator will deliver the report to the Commandant, AHS, or through the Commandant, AHS, to the Commander, AMEDDC&S.

i. The Commandant, AHS, will inform the student officer of the approval authority's decision.

j. Files on the Faculty Board's activities will be maintained by the Faculty Board Coordinator until the conclusion of proceedings. Thereafter, files will be transferred to RS&TMB, DASQA, AHS.

7-6. RESPONSIBILITIES OF THE FACULTY BOARD PRESIDENT, MEMBERS, AND RECORDER.

a. Faculty Board President. The responsibilities of the Faculty Board President are to:

(1) Become familiar with the applicable regulations and preprinted Faculty Board script (see Appendix L), which will be provided by the Recorder.

(2) Remind members of the Faculty Board that questions will be specific and directed toward the root cause of the student's problem. Questioning techniques that may indicate racial, cultural, or religious bias are inappropriate and will not be used.

(3) Conduct the Faculty Board according to the preprinted script. Question witnesses to ensure all pertinent information is being revealed. Use AR 15-6, Procedures for Investigating Officers and Boards of Officers, as a guide for conducting the Faculty Board.

(4) Ensure the student has signed the Privacy Act Statement (see Appendix M) provided with the letter of notification. Attach the Privacy Act Statement to the proceedings as an enclosure.

(5) After proceedings are complete, excuse all personnel, except the voting Faculty Board members. Voting members will then deliberate, and after reaching a consensus by majority vote, make findings and recommendations. They will then review those findings and recommendations for accuracy, completeness, and correct form with the appointed legal advisor to the Faculty Board. Then, announce the Faculty Board's findings and recommendations to the Respondent, counsel for the Respondent (if applicable), Recorder, and Reporter. Enter the findings and recommendations of the Faculty Board into the record. After the Faculty Board findings are announced, the board will remind the Respondent that the final decision rests with the Commandant, AHS, or Commander, AMEDDC&S, as appropriate.

(6) Adjourn proceedings.

(7) Brief recommendations and findings of the Faculty Board to the Commandant, AHS, on the next duty day after the Faculty Board adjourns.

(8) Review for correctness and sign the written report of proceedings.

b. Faculty Board Members. The responsibilities of the Faculty Board Members are to:

(1) Become familiar with the regulations applicable to the Faculty Board proceedings. These include the provisions of AR 15-6 and Chapters 10 & 11 of this regulation.

(2) Assist the Faculty Board President, during the conduct of the Faculty Board, in ascertaining all relevant evidence from the witnesses who are testifying.

(3) Review, authenticate, and sign the written report of proceedings.

c. Faculty Board Recorder. The responsibilities of the Faculty Board Recorder are to:

(1) Review and become familiar with the references in the appointing memorandum.

(2) Coordinate with the Faculty Board Coordinator to receive a briefing on the case and pertinent administrative details (room, Reporter, President, members, etc.). Consult with the SJA, AMEDDC&S and FSH, as needed, on substantive and procedural legal issues.

(3) Obtain a preassembled packet of materials, prepared for the Faculty Board, from the Faculty Board Coordinator.

(4) Review the package of materials and ascertain the names and duty phone numbers of possible witnesses.

(5) Distribute copies of this material to the Respondent and/or his/her counsel as an enclosure. Prepare the notification memorandum. A student must have 3-duty days, from the date of notification by the Faculty Board Recorder, to prepare for the Faculty Board.

(6) Ensure the student has acknowledged the Faculty Board's notification. If the student has requested documents, procure them if possible. If the student requests witnesses, determine their availability. If witnesses are PCSing, advise the student to obtain sworn statements from them.

(7) Interview and ensure the availability of all important witnesses. A DA Form 2823 (see Appendix N), will be used for taking the sworn statements of witnesses who are unable to personally appear before the Faculty Board. Examples of some questions you might want to ask in this phase are: Do you know the Respondent in this matter? What is your relationship to the Respondent or under what circumstances have the two of you had occasion to come in contact with one another? Do you have any knowledge of the facts or circumstances concerning any alleged deficiencies or knowledge of any facts concerning an incident which occurred at (location) on (date)?, etc. Prepare notes as to the expected testimony of each witness. Outline case and the order of witnesses. Remember, the purpose is to get to the truth, so both positive (supporting your case) and conflicting (supporting the Respondent's case) information must be brought out. Record the "story" in a logical sequence. Coordinate with the Respondent's counsel (or Respondent if there is no counsel) and get a list of the witnesses the student expects to call. Make a list of all witnesses in the order they are to testify, listing Recorder's witnesses first. Provide a copy of this list to the Faculty Board President and counsel for the Respondent.

(8) Prepare copies of the preprinted script for the President, each Member, the Respondent, the Respondent's counsel (if necessary), the Reporter, and yourself.

(9) Give timely notice of the time, place, and prescribed uniform for the session to all participants, including board members, witnesses, legal advisor, respondent, counsel, reporter, and interpreter, if required.

(10) Arrange to have available all necessary Privacy Act Statements and, with appropriate authentication, all required records, documents, and real evidence.

(11) Take whatever action necessary to ensure a prompt, full, and orderly presentation of the case.

(12) At least 1 hour before start time, check the room where the proceeding is to be held. Ensure arrangement of the furniture is correct, the tape recorder is functioning, there is a supply of tapes for the Reporter, and a supply of paper and pens for the Members.

(13) Immediately prior to start, all witnesses should be seated outside the room or in some convenient location.

(14) Administer the oath to Board members and the Reporter, swear all witnesses, the Reporter, and the Respondent, if the Respondent wants to make a sworn statement. The Respondent may make an unsworn statement if he/she wants to do so.

(15) Conduct the Faculty Board hearing according to the preprinted script.

(16) Prepare a "findings and recommendations worksheet" for use by the Faculty Board Members.

(17) Prepare a complete summary of the Faculty Board proceedings. Faculty Board proceedings must be "summarized as fairly and accurately as possible." Army Regulation 15-6, paragraphs 3-13 through 3-16, detail the requirements of a proper report of proceedings. Enclosures (notification memorandum, recommendations by the chain of command, orders appointing the Faculty Board, etc.) are added to reflect the administrative processing of the Faculty Board and exhibits (investigation reports, counseling statements, witness statements, etc.) to include the documentary evidence considered in reaching the Faculty Board's findings and recommendations. If physical objects were introduced during the case, ask the President for permission to attach a photograph or written description as an exhibit to the record. Government exhibits are listed numerically (1, 2, 3, 4, etc.); Respondent's exhibits are listed alphabetically (A, B, C, D, etc.).

(18) Preparation of record.

(a) There is no requirement to tape record a hearing. If a recording is made, there is no requirement to retain the tape after the record has been prepared and authenticated. A reporter with a legal pad can take sufficient notes during the hearing to expeditiously prepare the record immediately after the hearing. If necessary, the Recorder can tape the proceedings and give the tape to the Reporter to type the summarized record. The Recorder would then review the record for accuracy before asking the members to authenticate it.

(b) The summary of the testimony must include all the relevant and material evidence presented by the parties and by the witnesses during direct and cross-examination. Most witness testimony cannot be adequately and accurately summarized in three to four lines. The summary should not cite "other miscellaneous information," but detail the testimony. The decision authority must have the benefit of the testimony of these witnesses when making the decision of whether to approve the findings and recommendations of the Faculty Board. A poor record deprives the decision authority of the opportunity to conduct a meaningful review.

(c) The record must also fully reflect any challenges or objections by the Respondent's counsel, the ruling on the challenge or objection by the President, and any rationale given for the ruling. Do not leave the reviewing judge advocate in a position where he/she must ask the question, "Why?" or say "I don't understand."

(19) Obtain required signatures. Hand-carry the completed report to the SJA, AMEDDC&S and FSH, for a legal sufficiency review.

d. Legal Advisor. Though not appointed to the Board, the legal advisor provides consultation as needed. The Legal advisor will be furnished by the Chief, Administrative and Civil Law Division, Office of the Staff Judge Advocate, AMEDDC&S and FSH. The legal advisor makes no rulings on procedural or evidentiary matters in the Board. The Board President rules initially on all matters (except for a challenge for cause against the Board President) subject to overrule by a majority of the voting members of the Board. The Appointing Authority rules on all challenges for cause against the Board President.

7-7. FACULTY BOARD OPTIONS.

- a. Recommend continuation in the course or graduation, as applicable.
- b. Recommend relief from the course and declare student a non-graduate.

NOTE: If option "a" is recommended, no further action is required. If option "b" is recommended, one of the following options may also be recommended.

- c. Recommend release from active duty (ARNG or USAR officers on ADT).
- d. Recommend retention in the service with branch transfer (AMEDD OBC and Physician Assistant students).
- e. Recommend loss of commission and discharge from the service (AMEDD OBC RC officers with less than 3 years commissioned service only).

NOTE: If option "e" is recommended, the Faculty Board must make a recommendation as to character of service IAW AR 600-8-24, Chapter 1, paragraphs 1-21a-g.

f. Recommend initiation of elimination action under provisions of AR 600-8-24 for:

- (1) Probationary Active Army officers (less than 5 years active commissioned service).
- (2) Non-probationary RC officers (3 or more years commissioned service).
- (3) Non-probationary Active Army officers (5 or more years active commissioned service).

- g. Recommend disciplinary action under the UCMJ.
- h. Recommend new start/recycle of the student.

NOTE: Use "recycle" and "new-start-since-recycle" as terms for officer courses and Faculty Boards held for officers; "new starts" is appropriate for OBC officers since they are IET students.

CHAPTER 8

BRIGADE INQUIRY

8-1. GENERAL. A Brigade Inquiry may be convened to review the performance of an enlisted or officer candidate student being considered for nonacademic relief by the Commander, 32d Medical Brigade, or Troop Commander, of a unit whose command and control is other than 32d Medical Brigade, AMEDDC&S, to review the performance of an enlisted or officer candidate student.

8-2. BRIGADE INQUIRY. The 32d Medical Brigade/Troop Commander/S1 is responsible for the selection and organization of the Brigade Inquiry.

a. Selection.

(1) Whenever there is a need to convene a Brigade Inquiry, the commander will select a minimum of three staff members to serve as voting members. All three panel members must be senior in rank to the student and will include representation from both cadre and faculty. The mix and appointment of members is at the discretion of the brigade/troop commander.

(2) At least one member of the panel must be a commissioned officer. The senior member of the panel will serve as President. If the student is a member of a minority group, every effort will be made to ensure that one member of the panel is of that ethnic group. At least one member of the panel should be of the same gender as the student.

(3) If the student whose performance is being reviewed is from the USN, USCG, or USAF, at least one panel member must be from that service.

(4) The brigade/troop command S1 will serve as the Recorder.

b. Organization. The Brigade Inquiry will be conducted at the Brigade Headquarters/Troop Command building, away from the student classrooms.

c. Responsibilities. As appropriate, the responsibilities of the Brigade/Troop Command S1 are the same as those of the Faculty Board Coordinator; the responsibilities of the Brigade Inquiry Recorder are the same as those of the Faculty Board Recorder; and the responsibilities of the President and voting members of the panel are the same as those of the Faculty Board.

8-3. ROUTING AND APPROVAL FOLLOWING THE BRIGADE INQUIRY.

a. The Brigade Inquiry Recorder will prepare a DA Form 1574 and send it to all Brigade Inquiry Board members for review, authentication, and signature. The Brigade Inquiry Recorder will forward the DA Form 1574 to the course director within 5-duty days.

b. The course director may either concur or non-concur and make recommendations contrary to those of the Board. In either instance, director will submit a written statement of concurrence/non-concurrence (with explanation of reason for non-concurrence) as an enclosure to the summary, forward the packet through to the Commander, 32d Medical Brigade/Troop Commander (if Phase 2 students). The course director will obtain concurrence/nonconcurrency endorsement from the service-specific liaison in the case of a student enrolled in an ITRO course.

c. A copy of all concurrences or non-concurrences, with an explanation, will be included in the packet of documents given to the student when he/she is notified of the final relief decision.

d. The 32d Medical Brigade S1 will prepare the notification memorandum, attach it to a copy of the Brigade Inquiry report, and provide this to the class advisor who will give it to the student.

CHAPTER 9

ACADEMIC RELIEF WITHOUT LOSS OF COMMISSION OR APPOINTMENT PROCEDURES FOR COMMISSIONED OFFICERS, APPOINTED WARRANT OFFICERS, AND CIVILIAN STUDENTS

9-1. PROCEDURES. The procedural flow for the academic relief without loss of commission or appointment for commissioned officers, appointed warrant officers, and civilian students is shown at Table 9-1.

a. The class advisor will:

(1) Initiate an AMEDDC&S & FSH Form 29 (see Appendix C). Non-concurrence by any signatory must be addressed as an enclosure to the AMEDDC&S & FSH Form 29.

(2) Coordinate as required in Chapter 1, paragraph 1-6, of this regulation.

(3) Notify the student, in writing, of the action being initiated (see Appendix O).

b. Referral to CBHS. All referrals to the CBHS must follow the guidelines of DOD Directive 6490.1, Mental Health Evaluations of Members of the Armed Forces.

(1) If the student elects to have an appointment with the CBHS, the class advisor or program director will contact the student's unit commander who will coordinate an appointment with the CBHS. UNDER NO CIRCUMSTANCES WILL THE STUDENT BE LEFT ALONE OR LEAVE WITHOUT AN ESCORT.

(2) A class advisor or course director who feels that a referral to the CBHS is needed, even if the student does not, must document their reasons for the referral in the student's record and notify the unit commander who will decide if a commander's referral is necessary.

(3) A physician or physician assistant may refer the student to the CBHS directly; however, they must notify the company commander at the time the referral to CBHS is made.

9-2. DIRECTOR'S CONFERENCE.

a. A Director's Conference will be held if a student elects to present extenuating and/or mitigating circumstances to the course director. The Director's Conference will be held not earlier than 3-duty days after notification; conference will occur before any recommendation is forwarded to the Commandant, AHS, for action. If the Director's Conference is held, a summary of the meeting will be prepared. In the absence of the course director, the acting course director may conduct the conference.

9-3. COURSE DIRECTOR'S RECOMMENDATION. Prior to rendering his/her decision, the course director will obtain the concurrence/non-concurrence of service-specific and RC advisors, as applicable. The course director will then inform the student, in writing, of the recommendation (i.e., relief, recycle, retention, etc.). The student may accept the course director's recommendation and/or request a voluntary relief at this point. The student will be informed that a written rebuttal to this recommendation can be submitted within 2-duty days. If the student decides to rebut the course director's decision, he/she relinquishes the option to resign during the rebuttal process. The course director will review the rebuttal and submit a recommendation (together with any non-concurrence statements from service-specific and RC advisors) to the Commandant, AHS. The rebuttal will be submitted to the Commandant, AHS, along with the recommendation of the course director.

9-4. DECISION BY THE COMMANDANT, AHS. The Commandant, AHS, as the approving authority, will approve/disapprove the recommendation after reviewing all submitted documentation.

9-5. DISPOSITION. The course director/designee (i.e., class advisor or program director) will notify the student, in writing, of the decision made by the Commandant, AHS (see Appendix P). It is the responsibility of the course director/designee to ensure appropriate coordination of required actions.

9-6. APPEAL. The student may appeal the decision of the Commandant, AHS, within 3-duty days, in writing, to the Commander, AMEDDC&S, who is the final appeal authority for the academic relief of commissioned officers, appointed warrant officers, and civilian students.

9-7. REQUIRED DOCUMENTATION. Documentation, in the packet to be forwarded to the Commandant, AHS, will include, but is not limited to:

- a. AMEDDC&S & FSH Form 29, Recommendation for Student Action (Appendix C).
- b. Memorandum, subject: Notification of Recommendation for Academic/Nonacademic Relief (Appendix O).
- c. Director's Conference summary, as necessary.
- d. Student rebuttal to the course director's/designee's recommendations, if submitted.
- e. Course director's recommendation to the Commandant, AHS (including a statement of concurrence by appropriate service-specific or RC Advisors, as necessary).
- f. Record of student counseling.
- g. Additional supporting documentation (i.e., student's appeal).

9-8. GENERAL ADMINISTRATIVE POLICIES AT PHASE 2 SITES.

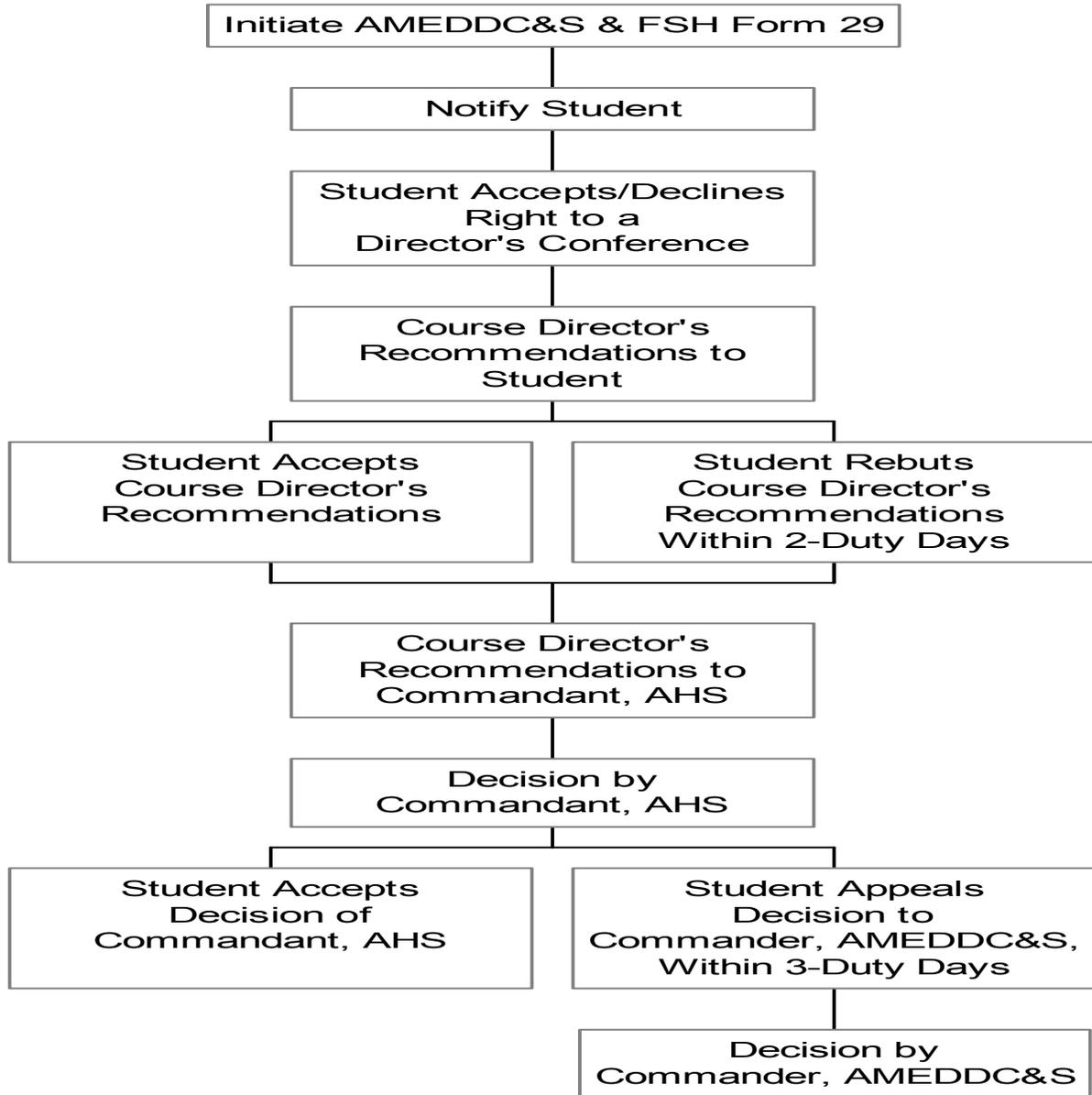
a. The U.S. Army Medical Center (MEDCEN)/MTF Phase 2 site clinical director serves the role of class advisor in recommending relief based on student performance at Phase 2 training. The MEDCEN/MTF clinical director will initiate the AMEDDC&S & FSH Form 29 after consultation with the AHS resident course director or designee and the service-specific and RC Advisors, as appropriate.

b. The student may accept the relief action or may voluntarily resign in lieu of relief. If the student accepts the relief or resigns, the packet is forwarded to the AHS resident course director.

c. In lieu of choosing a director's conference, the student may elect to rebut the clinical director's recommendation to the AHS resident course director. If the student decides to rebut, the student relinquishes his/her option to voluntarily resign once the rebuttal process is begun. The student has 2-duty days to submit the rebuttal to the clinical director. The packet is then forwarded to the AHS resident course director who forwards it to the approval authority, the Commandant, AHS.

d. The student may appeal the decision of the Commandant, AHS, within 3-duty days. The appeal will be in writing, to the Commander, AMEDDC&S, who is the final appeal authority for officers.

ACADEMIC RELIEF WITHOUT LOSS OF COMMISSION OR APPOINTMENT
 (COMMISSIONED OFFICERS, APPOINTED WARRANT OFFICERS, AND
 CIVILIAN STUDENTS)*/**



* For RC students, refer to Chapter 6, paragraph 6-3/6-4.

** For civilian students, refer to Chapter 6, paragraph 6-3/6-5.

Table 9-1. Commissioned Officers, Appointed Warrant Officers, and Civilian Students Disposition Flowchart

CHAPTER 10

NONACADEMIC RELIEF WITHOUT LOSS OF COMMISSION OR APPOINTMENT PROCEDURES FOR COMMISSIONED OFFICERS, APPOINTED WARRANT OFFICERS, AND CIVILIAN STUDENTS

10-1. PROCEDURES. The procedural flow for the nonacademic relief without loss of commission or appointment for commissioned officers, appointed warrant officers, and civilian students is shown at Table 10-1.

a. The class advisor will:

(1) Initiate an AMEDDC&S & FSH Form 29 (see Appendix C). Non-concurrence by any signatory must be addressed as an enclosure to the AMEDDC&S & FSH Form 29.

(2) Coordinate as required in Chapter 1, paragraph 1-6, of this regulation.

(3) Notify the student, in writing, of the action being initiated (see Appendix O).

b. Referral to CBHS. All referrals to the CBHS must follow the guidelines of DOD Directive 6490.1, Mental Health Evaluations of Members of the Armed Forces.

(1) If the student elects to have an appointment with the CBHS, the class advisor or program director will contact the student's unit commander who will coordinate an appointment with the CBHS. UNDER NO CIRCUMSTANCES WILL THE STUDENT BE LEFT ALONE OR LEAVE WITHOUT AN ESCORT.

(2) A class advisor or course director who feels that a referral to the CBHS is needed, even if the student does not, must document their reasons for the referral in the student's record and notify the unit commander who will decide if a commander's referral is necessary.

(3) A physician or physician assistant may refer the student to the CBHS directly; however, they must notify the company commander at the time the referral to CBHS is made.

10-2. DIRECTOR'S CONFERENCE. A Director's Conference will be held if a student elects to present extenuating and/or mitigating circumstances to the course director, within 3-duty days of notification, and will be accomplished before any recommendation is forwarded to the approval authority for action. If the Director's Conference is held, a summary of the meeting will be prepared. In the absence of the course director, the acting course director may conduct the conference. Course director will obtain service-specific representative (USAF or USN) and RC Advisor input as appropriate, prior to making a recommendation.

10-3. COURSE DIRECTOR'S RECOMMENDATION. The course director will inform the student, in writing, of the recommendation for relief. The student may accept the recommendation of the course director or request voluntary relief at this time. The student will be informed that he/she may also submit a written rebuttal to the course director within 2-duty days. The student also will be advised that the rebuttal relinquishes the option for voluntary relief once the rebuttal is initiated. The course director will review the documentation submitted, coordinate the action with Commandant, AHS, and submit a recommendation to the approval authority.

10-4. DECISION BY THE COMMANDER, 32D MEDICAL BRIGADE. The Commander, 32d Medical Brigade, as the approving authority, will approve/disapprove the recommendation after reviewing all submitted documentation.

10-5. FACULTY BOARD. A Faculty Board is convened to review a recommendation for nonacademic relief without loss of commission or appointment. The Faculty Board Coordinator will notify the student, in writing, of the action being initiated and direct that the student acknowledge the receipt of the notification (see Appendix Q).

a. A Faculty Board will be convened to consider evidence, determine findings, and make recommendations.

b. The Commander, 32d Medical Brigade, may approve, disapprove, or direct action contrary to the recommendation(s) of the Faculty Board. The Commander will prepare a memo detailing reasons for taking any action less favorable than that recommended by the Board.

10-6. DISPOSITION. The course director/designee (class advisor) will notify the student, in writing, of the decision made by the Commander (see Appendix R). It is the responsibility of the course director/designee to ensure appropriate coordination of required actions.

10-7. APPEAL. The student may appeal the decision of the Commander, 32d Medical Brigade, within 3-duty days. The student will submit the appeal, in writing, to the Commander, AMEDDC&S, who is the final appeal authority for non-academic relief of commissioned officers, appointed warrant officers, and civilian students under this chapter.

10-8. REQUIRED DOCUMENTATION. Documentation, in the packet to be forwarded to the Commandant, AHS, will include, but is not limited to:

a. AMEDDC&S & FSH Form 29, Recommendation for Student Action (Appendix C).

b. Memorandum, subject: Notification of Recommendation for Academic/Nonacademic Relief (Appendix O).

c. Memorandum, subject: Convening of the Faculty Board for Nonacademic Relief Without Loss of Commission or Appointment (Appendix Q).

d. Memorandum, subject: Data Required by the Privacy Act of 1974 (Appendix M).

e. Director's Conference summary, as necessary.

f. Student rebuttal to the course director's recommendations, as necessary.

g. Course director's/designee's recommendations.

h. Memorandum, subject: Decision of Battalion/32d Medical Brigade Commander.

i. Faculty Board Summary, if held.

j. Student appeal to the Commander, AMEDDC&S, as necessary.

k. Record of student counseling.

l. Additional supporting documentation.

10-9. GENERAL GUIDELINES FOR PHASE 2 SITES.

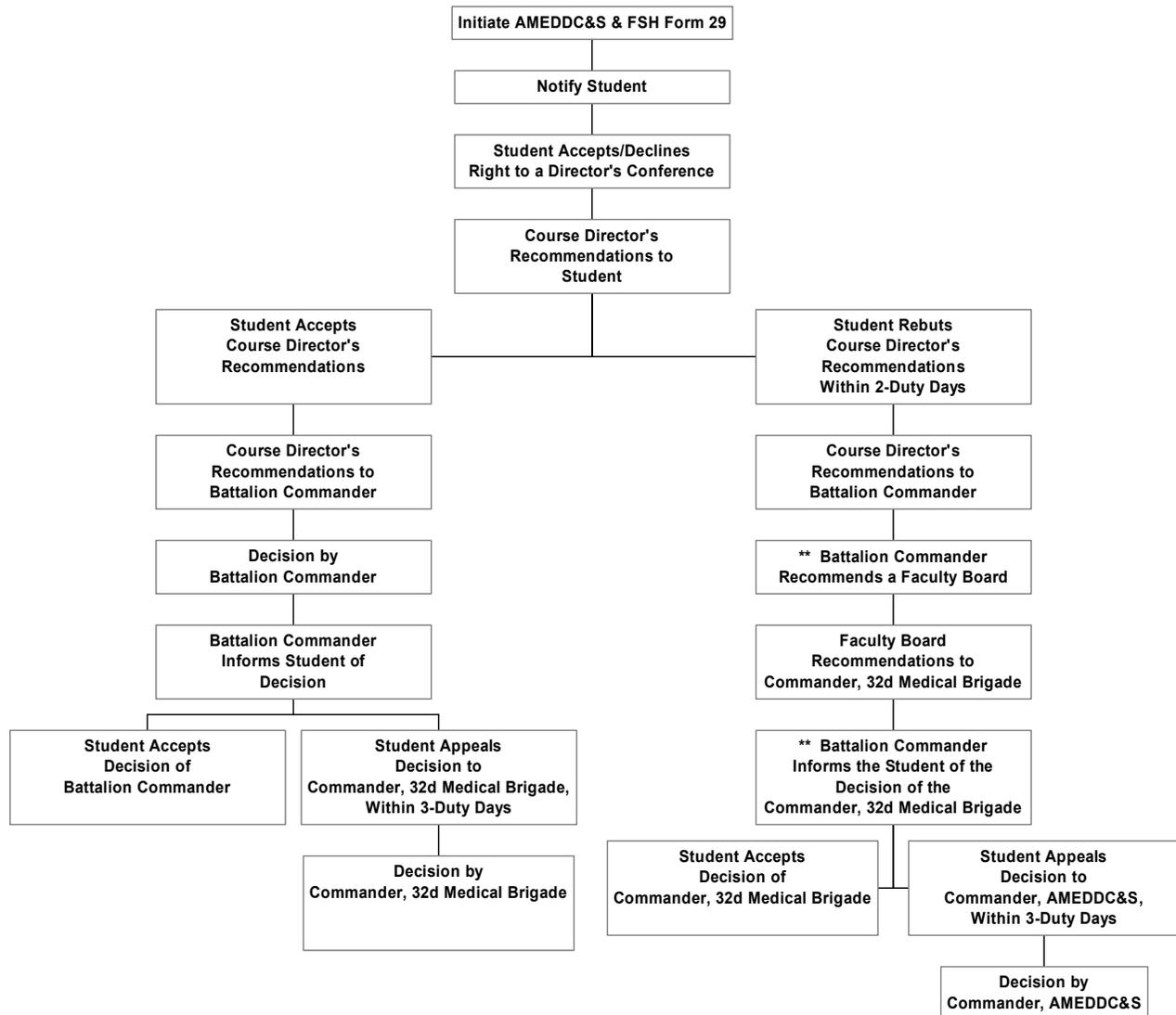
a. U.S. Army Medical Center (MEDCEN)/MTF Phase 2 site clinical director serves the role of class advisor in recommending a student be relieved for

nonacademic reasons based upon student's performance at Phase 2 training. The MEDCEN/MTF clinical director will initiate the AMEDDC&S & FSH Form 29 after consultation with the AHS resident course director or his/her designee and the service-specific and RC Advisors, as appropriate.

b. Approval authority for Phase 2 relief is the resident course director; appeal authority is the Commandant, AHS.

c. Conduct of Faculty Boards, at both AHS and Phase 2 sites, will follow the general guidelines of this regulation.

NONACADEMIC RELIEF WITHOUT LOSS OF COMMISSION OR APPOINTMENT
(COMMISSIONED OFFICERS, APPOINTED WARRANT OFFICERS, AND
CIVILIAN STUDENTS) */**



* For RC students, refer to Chapter 6, paragraph 6-3/6-4. For Civilian students, refer to Chapter 6, paragraph 6-3/6-5.

** Students must have at least 3-duty days to prepare for this faculty board.

*** Approval/Appeal Authorities for Phase 2 students are Course Director/Commandant, AHS.

Table 10-1. Commissioned Officers, Appointed Warrant Officers, and Civilian Students Disposition Flowchart

CHAPTER 11

ACADEMIC/NONACADEMIC RELIEF WITH POTENTIAL LOSS OF COMMISSION OR APPOINTMENT
PROCEDURES FOR COMMISSIONED OFFICERS AND APPOINTED WARRANT OFFICERS

11-1. PROCEDURES. The procedural flow for the academic/nonacademic relief with potential loss of commission or appointment of commissioned officers and appointed warrant officer is shown at Table 11-1. In those cases in which a recommendation for relief places the student's status in jeopardy (see AR 600-8-24), advice will be obtained from Administrative and Civil Law, SJA, AMEDDC&S and FSH, prior to initiating the action. Courses in this category include the 6-8-C20, AMEDD OBC, and the 6H-65B, U.S. Army/Baylor University Program in Physical Therapy Course.

a. The class advisor will:

(1) Initiate an AMEDDC&S & FSH Form 29 (see Appendix C). Non-concurrence by any signatory must be addressed as an enclosure to the AMEDDC&S & FSH Form 29.

(2) Coordinate as required in Chapter 1, paragraph 1-6, of this regulation.

(3) Notify the student, in writing, of the action being initiated and that his/her status on active duty as an officer has been placed in jeopardy by this recommendation (see Appendix S).

b. Referral to CBHS. All referrals to the CBHS must follow the guidelines of DOD Directive 6490.1, Mental Health Evaluations of Members of the Armed Forces.

(1) If the student elects to have an appointment with the CBHS, the class advisor or program director will contact the student's unit commander who will coordinate an appointment with the CBHS. UNDER NO CIRCUMSTANCES WILL THE STUDENT BE LEFT ALONE OR LEAVE WITHOUT AN ESCORT.

(2) A class advisor or course director who feels that a referral to the CBHS is needed, even if the student does not, must document their reasons for the referral in the student's record and notify the unit commander who will decide if a commander's referral is necessary.

(3) A physician or physician assistant may refer the student to the CBHS directly; however, they must notify the company commander at the time the referral to CBHS is made.

11-2. DIRECTOR'S CONFERENCE. A Director's Conference will be held if a student elects to present extenuating and/or mitigating circumstances to the course director, within 3-duty days of notification, and will be accomplished before any recommendation is forwarded to the Commandant, AHS, for action. If the Director's Conference is held, a summary of the meeting will be prepared. In the absence of the course director, the acting course director may conduct the conference.

11-3. COURSE DIRECTOR'S RECOMMENDATION. The course director will inform the student, in writing, of the recommendation (i.e., relief, recycle, retention, etc.). The student will be informed that a written rebuttal to this recommendation can be submitted within 2-duty days. The course director will review the documentation submitted and submit a recommendation to the Commandant, AHS. The rebuttal will be submitted to the Commandant, AHS, along with the recommendation of the course director.

11-4. ACTION BY THE COMMANDANT, AHS. The Commandant, AHS, will review the recommendations submitted and:

a. If the student declines the right to a Faculty Board, the Commandant, AHS, will forward the packet and his/her recommendation to the approval authority, the Commander, AMEDDC&S.

b. If the student accepts the right to a Faculty Board.

(1) The Commandant, AHS, will convene a Faculty Board on behalf of the Commander, AMEDDC&S.

(2) The Faculty Board Coordinator will notify the student, in writing, of the action being initiated, the convening date for the Faculty Board, and request that the student acknowledge the receipt of the notification (see Appendix T).

11-5. FACULTY BOARD.

a. The Commander, AMEDDC&S, is the approval authority for academic or nonacademic reliefs with potential loss of commission or appointment (commissioned officers and appointed warrant officers).

b. The Faculty Board will be convened to consider evidence and make findings of fact and recommendations based on those findings of fact. The findings and recommendations of the Faculty Board will be submitted through the Commandant, AHS, to the approval authority.

c. The Commandant, AHS, will forward his/her recommendations, along with the finding and recommendations of the Faculty Board, to the Commander, AMEDDC&S. While a Faculty Board may recommend discharge of an active duty Regular Army officer or non-probationary RC or NG officer, such officer must be referred to a Board of Inquiry under the provisions of AR 600-8-24 for elimination from the Army.

11-6. DISPOSITION.

a. The Commandant, AHS, will provide documentation of the decision of the Commander, AMEDDC&S, to the course director. It is the responsibility of the course director to ensure appropriate coordination of required actions.

b. Final decision of the Commander, AMEDDC&S. The Faculty Board Coordinator will prepare a memorandum (enclosing a summary of the faculty board's findings and recommendations) to be signed by the Commander, AMEDDC&S, notifying the student of the final decision of the Commander, AMEDDC&S, and requesting that the student acknowledge receipt of the notification (see Appendix U).

c. The Commander, AMEDDC&S, may approve, disapprove, or direct action contrary to the recommendations of the Faculty Board.

d. The student's company commander is responsible for the expeditious processing of the case and for notifying the Director, HRBC; Student Personnel Branch, Trainee/Student Processing Management Division, HRBC, AMEDDC&S and FSH; and the RS&TMB, DASQA, AHS, of the final decision.

11-7. REQUIRED DOCUMENTATION. Documentation, in the packet to be forwarded to the Commander, AMEDDC&S, will include, but is not limited to:

a. AMEDDC&S & FSH Form 29, Recommendation for Student Action (Appendix C).

b. Memorandum, subject: Notification of Recommendation for (Academic/Nonacademic) Relief, Voluntary/Involuntary Release from Active Duty, and Termination of U.S. Army Reserve Commission (Appendix S).

c. Memorandum, subject: Convening of the Faculty Board for (Academic/Nonacademic) Relief with Potential Loss of Commission or Appointment (Appendix T).

d. Memorandum, subject: Data Required by the Privacy Act of 1974 (Appendix M).

e. Director's Conference summary, as necessary.

f. Student rebuttal to the course director's recommendations, as necessary.

g. Course director's recommendations to the Commandant, AHS.

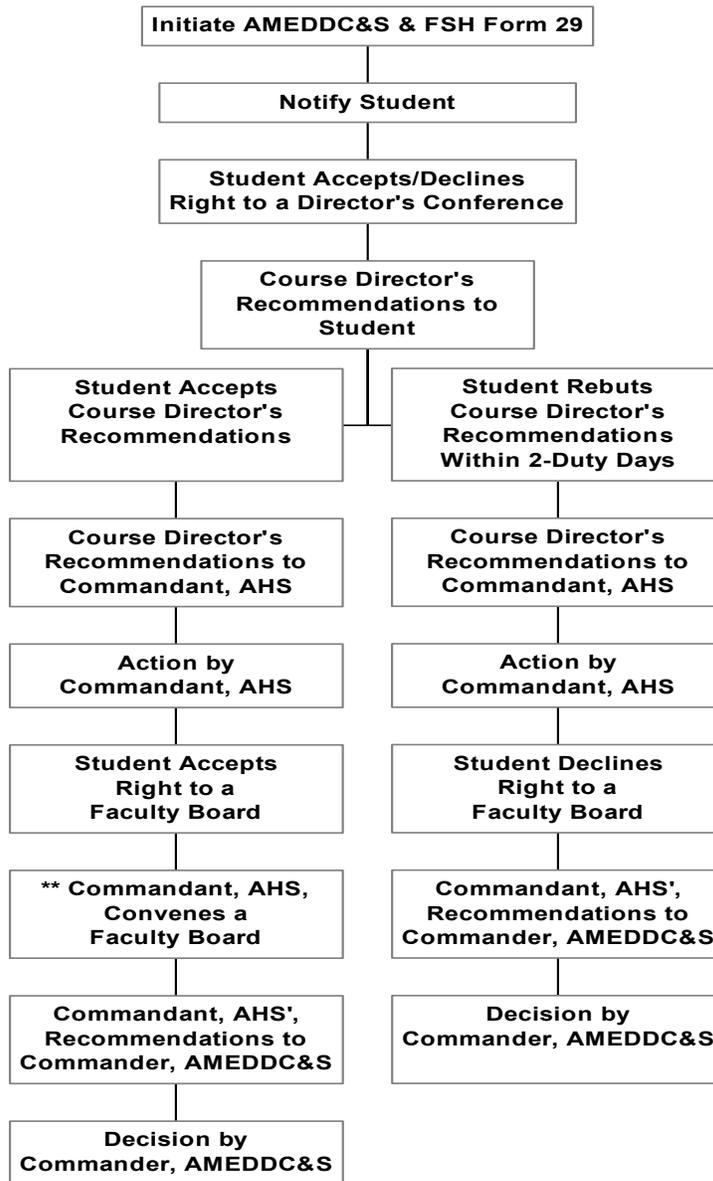
h. Commandant's recommendations to Commander, AMEDDC&S.

i. Faculty Board Summary, if held.

j. Record of student counseling.

k. Additional supporting documentation.

ACADEMIC OR NONACADEMIC RELIEF WITH POTENTIAL LOSS OF COMMISSION OR APPOINTMENT */**



* For RC students, refer to Chapter 6, paragraph 6-3/6-4.

** Students must be allowed a minimum of 7-calendar days, from the date of their response requesting a faculty board, to prepare, before the faculty board can convene.

Table 11-1. Commissioned Officers and Appointed Warrant Officers Disposition Flowchart

CHAPTER 12

ACADEMIC RELIEF PROCEDURES FOR
ENLISTED PERSONNEL AND OFFICER CANDIDATE STUDENTS

12-1. PROCEDURES. The procedural flow for the academic relief of enlisted personnel and officer candidate students is shown at Table 12-1.

a. The class advisor will:

(1) Initiate an AMEDDC&S & FSH Form 29 (see Appendix C). Nonconcurrency by any signatory must be addressed as an enclosure to the AMEDDC&S & FSH Form 29.

(2) Coordinate as required in Chapter 1, paragraph 1-6, of this regulation.

(3) Notify the student, in writing, of the action being initiated (see Appendix O).

b. Referral to CBHS. All referrals to the CBHS must follow the guidelines of DOD Directive 6490.1, Mental Health Evaluations of Members of the Armed Forces.

(1) If the student elects to have an appointment with the CBHS, the class advisor or program director will contact the student's unit commander who will coordinate an appointment with the CBHS. UNDER NO CIRCUMSTANCES WILL THE STUDENT BE LEFT ALONE OR LEAVE WITHOUT AN ESCORT.

(2) A class advisor or course director who feels that a referral to the CBHS is needed, even if the student does not, must document their reasons for the referral in the student's record and notify the unit commander who will decide if a commander's referral is necessary.

(3) A physician or physician assistant may refer the student to the CBHS directly; however, they must notify the company commander at the time the referral to CBHS is made.

12-2. DIRECTOR'S CONFERENCE. A Director's Conference will be held if a student elects to present extenuating and/or mitigating circumstances to the course director, within 3-duty days of notification, and will be accomplished before any action is taken by the course director. If the Director's conference is held, a summary of the meeting will be prepared.

12-3. DECISION BY THE COURSE DIRECTOR. The course director will decide to approve/disapprove the recommendation for relief after reviewing all submitted documentation.

12-4. DISPOSITION. The class advisor or program director will notify the student, in writing, of the decision made by the course director/designee to ensure appropriate coordination of required actions (see Appendix V). The student may accept the course director's decision or appeal the decision to the Commandant, AHS. The student may also request voluntary resignation at this time. If the student appeals the decision, he/she relinquishes the option to resign once the appeal is in process.

12-5. APPEAL. The student may appeal the decision of the course director within 3-duty days, in writing, to the Commandant, AHS, who is the final appeal authority for the academic relief of students from courses not linked to the Basic Noncommissioned Officer Course (BNCOC) or the Advanced Noncommissioned Officer Course.

12-6. REQUIRED DOCUMENTATION. Documentation, in the packet to be forwarded to the Commandant, AHS, will include, but is not limited to:

- a. AMEDDC&S & FSH Form 29, Recommendation for Student Action (Appendix C).
- b. Memorandum, subject: Notification of Recommendation for Academic Relief (Appendix O).
- c. Memorandum, subject: Notification of the Course Director's Decision for Academic Relief (Appendix V).
- d. Director's Conference summary, as necessary.
- e. Course director's decision to the Commandant, AHS.
- f. Student appeal to the Commandant, AHS.
- g. Record of student counseling.
- h. Additional supporting documentation (i.e., student's appeal).

12-7. GENERAL ADMINISTRATIVE POLICIES AT PHASE 2 SITES.

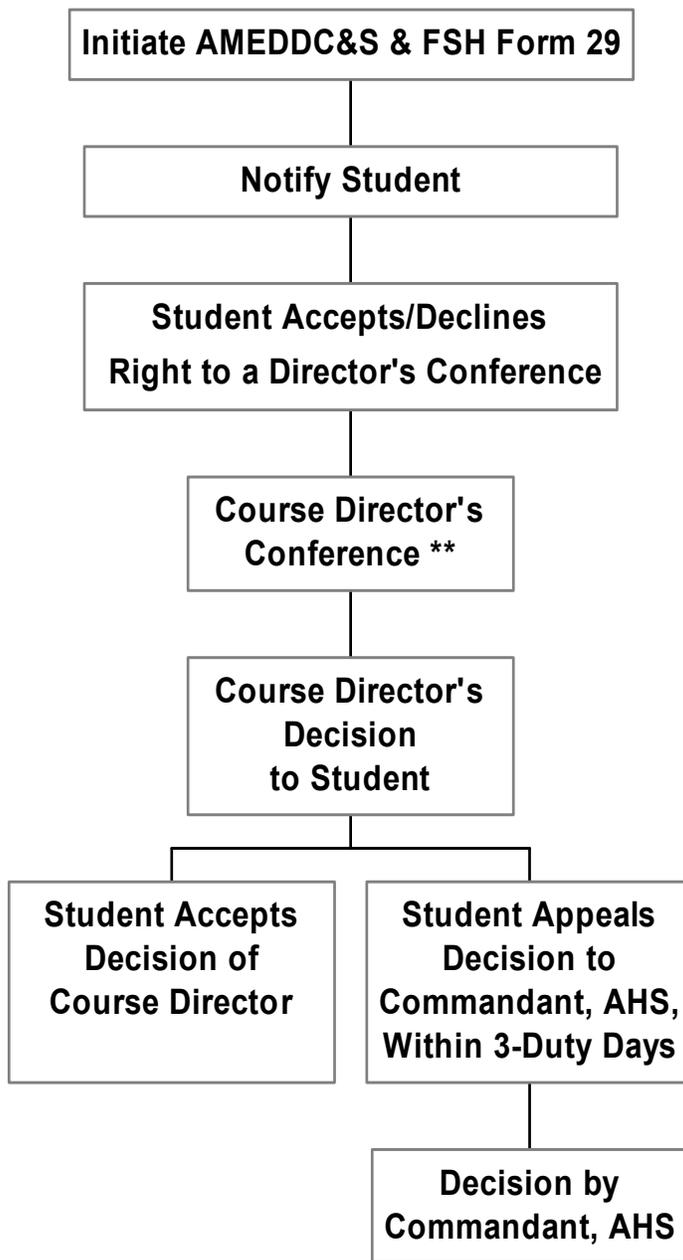
a. U.S. Army Medical Center (MEDCEN)/MTF Phase 2 site clinical director serves the role as class advisor in recommending relief at Phase 2 training. The MEDCEN/MTF clinical director will initiate the AMEDDC&S & FSH Form 29 after consultation with the AHS resident course director or his designee and the servicespecific representative and RC Advisors, as appropriate.

b. If the MTF clinical director recommends relief of the student, the student may accept the relief action or may resign to prevent embarrassment and administrative delays. If the student accepts the decision or resigns, the relief packet is forwarded to the AHS resident course director for approval.

c. Approval authority is the AHS resident course director. The student has 2-duty days to submit written statements before the relief packet is forwarded to the AHS resident course director. Course director conferences may utilize telephone resources available, to include video teleconferencing, if feasible and/or necessary; travel orders will be utilized when deemed necessary by the course director.

d. The student may appeal the decision of the AHS Resident Course Director within 3-duty days, in writing, to the Commandant, AHS, who is the final appeal authority for academic relief of Phase 2 enlisted and officer candidate students. If the student decides to appeal the course director's decision, he/she relinquishes the option to voluntarily resign once the appeal is initiated.

ACADEMIC RELIEF (ENLISTED PERSONNEL AND OFFICER CANDIDATES) **/**



* For RC students, refer to Chapter 6, paragraph 6-3/6-4.

** If elected by student.

Table 12-1. Enlisted Personnel and Officer Candidate Students Disposition Flowchart

CHAPTER 13

NONACADEMIC RELIEF OF ENLISTED PERSONNEL AND OFFICER CANDIDATE STUDENTS
(ASSIGNED TO 32D MEDICAL BRIGADE, AMEDDC&S)

13-1. PROCEDURES. The procedural flow for the nonacademic relief of enlisted personnel and officer candidate students assigned to 32d Medical Brigade, AMEDDC&S, are shown at Table 13-1 and 13-2.

a. The class advisor, program director, or company/detachment commander will:

(1) Initiate an AMEDDC&S & FSH Form 29 (see Appendix C). Nonconcurrence by any signatory must be addressed as an enclosure to the AMEDDC&S & FSH Form 29.

(2) Coordinate as required in Chapter 1, paragraph 1-6, of this regulation.

(3) Notify student, in writing, of the action being initiated (see Appendix W).

b. Referral to CBHS. All referrals to the CBHS must follow the guidelines of DOD Directive 6490.1, Mental Health Evaluations of Members of the Armed Forces.

(1) If the student elects to have an appointment with the CBHS, the class advisor or program director will contact the student's unit commander who will coordinate an appointment with the CBHS. UNDER NO CIRCUMSTANCES WILL THE STUDENT BE LEFT ALONE OR LEAVE WITHOUT AN ESCORT.

(2) A class advisor or course director who feels that a referral to the CBHS is needed, even if the student does not, must document their reasons for the referral in the student's record and notify the unit commander who will decide if a commander's referral is necessary.

(3) A physician or physician assistant may refer the student to the CBHS directly; however, they must notify the company commander at the time the referral to CBHS is made.

13-2. BRIGADE INQUIRY.

a. Should the soldier so elect, a Brigade Inquiry Board will be convened to consider evidence and make findings of fact and recommendations based on those findings of fact to new start, recycle, retain, conditionally retain, or relieve the student from class.

b. In all cases, the approval or appeal authority may approve, disapprove, or direct action contrary to the recommendation(s) of the Brigade Inquiry Board.

13-3. STUDENT DECLINES THE RIGHT TO A BRIGADE INQUIRY (Table 13-1).

a. When the battalion commander and the course director agree on the recommendation, the battalion commander makes the decision. The battalion commander also decides whether the student is eligible to request a voluntary resignation. The class advisor will notify the student, in writing, of the action being initiated (see Appendix X). If the student decides to appeal the decision, it must be done within 3-duty days to the appeal authority, the Commander, 32d Medical Brigade. If the student appeals the battalion commander's decision, he/she relinquishes the option to voluntarily resign, if eligible.

b. When the battalion commander and the course director disagree on the recommendation for nonacademic relief, the Commander, 32d Medical Brigade, makes the decision. The Commander, 32d Medical Brigade, also decides whether the student is eligible to request a voluntary resignation. If the student appeals the decision of the Commander, 32d Medical Brigade, he/she relinquishes the option to voluntarily resign, if eligible.

13-4. STUDENT ACCEPTS THE RIGHT TO A BRIGADE INQUIRY (Table 13-2).

a. The approval authority is the Commander, 32d Medical Brigade, AMEDDC&S, and the appeal authority is the Commandant, AHS, for the non-academic relief of enlisted personnel and officer candidate students assigned to 32d Medical Brigade, AMEDDC&S.

b. As the convening authority, the Commander, 32d Medical Brigade, is responsible for convening the Brigade Inquiry.

c. Student notification and rights.

(1) The Brigade S-1 will notify the student, in writing, of the action being initiated (the student will be allowed 3-duty days between notification and the Brigade Inquiry date (see Appendix Z).

(2) The student will have the opportunity to personally appear at the Brigade Inquiry. When this is not possible, the reasons for nonappearance will be entered in the record. The student has the right to have another individual voluntarily represent him/her at the inquiry.

(3) The student has the right to present evidence, to call reasonably available witnesses, and to question witnesses called to testify at the proceedings.

(4) The student is entitled to/will be given the opportunity to consult with legal counsel prior to the date of the Brigade Inquiry. The student is not entitled to military counsel for representation at the Brigade Inquiry. The student may have civilian legal representation present at the Brigade Inquiry, at no cost to the government.

(5) The Brigade Inquiry Board will make its recommendation to the Commander, 32d Medical Brigade, within 5-duty days. The Commander, 32d Medical Brigade, makes the decision. The Commander, 32d Medical Brigade, also decides whether the student is eligible to request a voluntary resignation. The student is notified of the decision of the Commander, 32d Medical Brigade, and whether the student is eligible to voluntarily resign. If the student appeals the decision of the Commander, 32d Medical Brigade, he relinquishes the option to voluntarily resign, if eligible.

(6) The student may appeal the decision of the Commander, 32d Medical Brigade, to the Commandant, AHS, by submitting written statements of extenuating circumstances within 3-duty days. The Commandant, AHS, is the final appeal authority for non-academic relief of enlisted students and officer student candidates.

13-5. DISPOSITION. The class advisor will notify the student, in writing, of the decision made by the Commander, 32d Medical Brigade, and will provide the student a copy of the Brigade Inquiry Report (see Appendix Y).

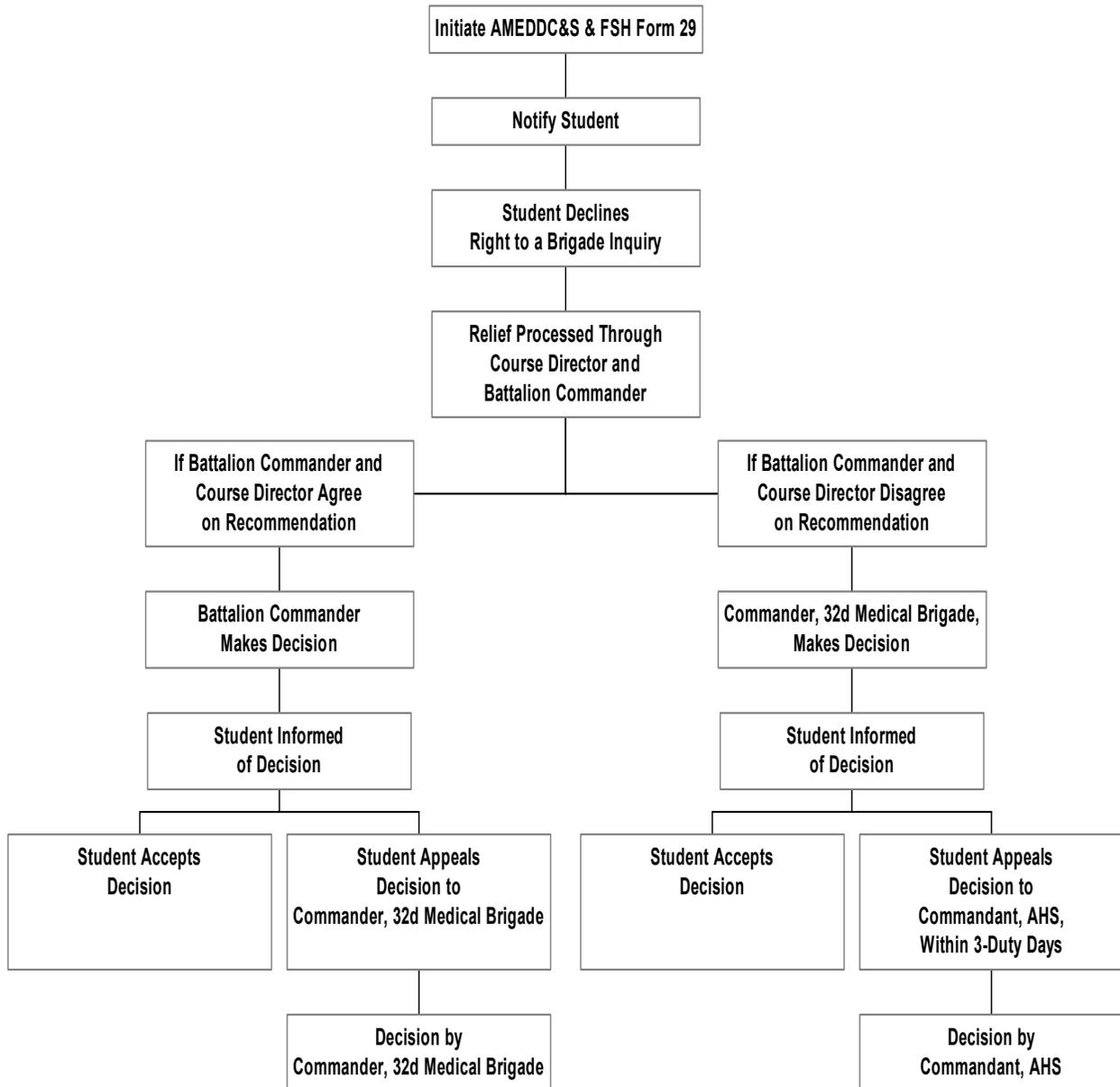
13-6. REQUIRED DOCUMENTATION. Documentation in the packet will include, but is not limited to:

a. AMEDDC&S & FSH Form 29, Recommendation for Student Action (Appendix C).

- b. Memorandum, subject: Notification of Recommendation for Nonacademic Relief (Appendix W).
- c. Memorandum, subject: Notification of the Decision of the Battalion Commander (Appendix X).
- d. Memorandum, subject: Notification of the Decision of the Commander, 32d Medical Brigade (Appendix Y).
- e. Memorandum, subject: Convening of the Brigade Inquiry (Appendix Z).
- f. Course director's concurrence/non-concurrence to the Brigade Inquiry.
- g. Student appeal to the Commander, 32d Medical Brigade, as necessary.
- h. Record of student counseling.
- i. Additional supporting documentation.
- j. Student appeal to the Commandant, AHS, if appropriate.

NONACADEMIC RELIEF
 (ENLISTED PERSONNEL AND OFFICER CANDIDATE STUDENTS
 ASSIGNED TO 32D MEDICAL BRIGADE, AMEDDC&S) *

STUDENT DECLINES THE RIGHT TO A BRIGADE INQUIRY

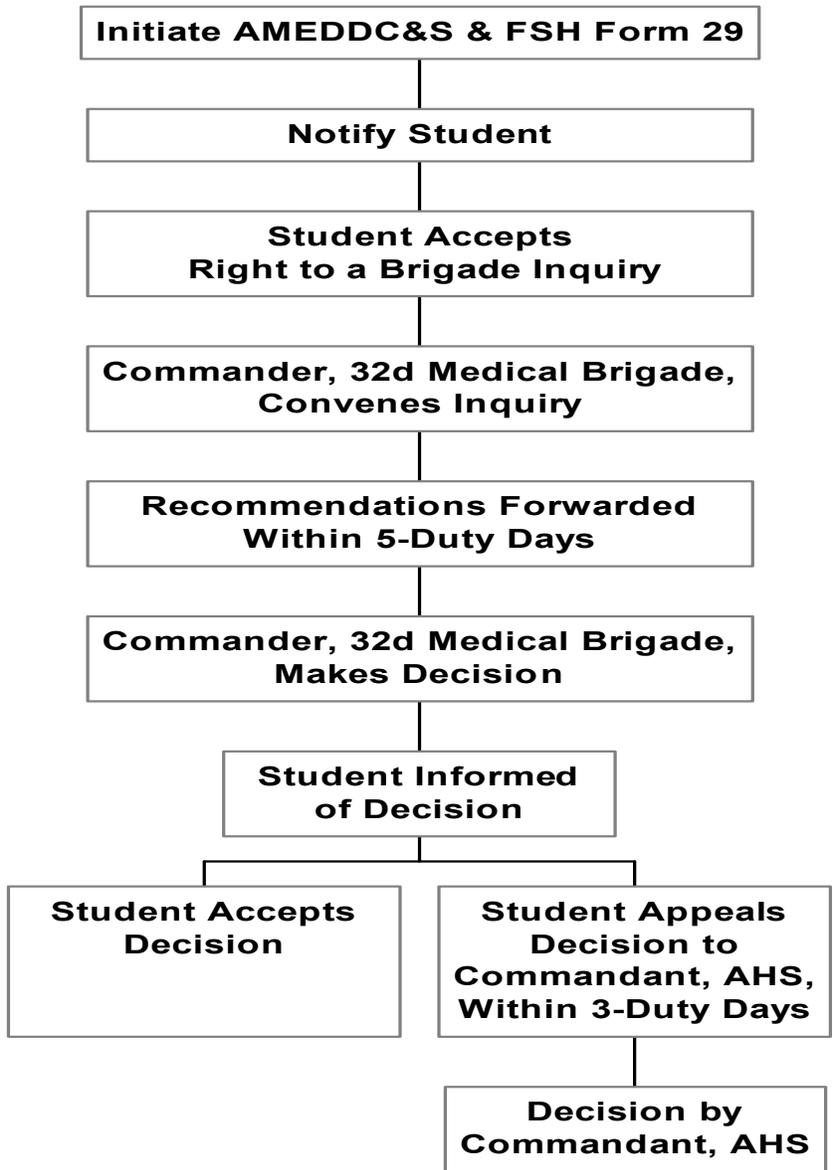


* For RC students, refer to Chapter 6, paragraph 6-3/6-4.

Table 13-1. Enlisted Personnel and Officer Candidate Students Disposition Flowchart

NONACADEMIC RELIEF
(ENLISTED PERSONNEL AND OFFICER CANDIDATE STUDENTS
ASSIGNED TO 32D MEDICAL BRIGADE, AMEDDC&S) *

STUDENT ACCEPTS THE RIGHT TO A BRIGADE INQUIRY



* For RC students, refer to Chapter 6, paragraph 6-3/6-4.

Table 13-2. Enlisted Personnel and Officer Candidate Students Disposition Flowchart

CHAPTER 14

NONACADEMIC RELIEF OF ENLISTED PERSONNEL AND OFFICER CANDIDATE STUDENTS
(ASSIGNED TO COMMAND AND CONTROL ELEMENTS OTHER THAN
32D MEDICAL BRIGADE, AMEDDC&S)

14-1. GENERAL.

a. Nonacademic relief of enlisted soldiers at command and control elements other than 32d Medical Brigade-Phase 2 site students.

b. The course director will obtain the input from the AHS service-specific and RC liaison, as appropriate, prior to making his decision on a recommendation for nonacademic relief.

c. The student may appeal the decision of the course director by submitting written statements of extenuating circumstances to the Commandant, AHS, within 3-duty days. The Commandant, AHS, is the final appeal authority in the case of non-academic relief of enlisted and officer candidate students assigned to Command and Control elements other than the 32d Medical Brigade.

14-2. PROCEDURES. The procedural flow for the nonacademic relief of enlisted personnel and officer candidate students assigned to command and control elements other than 32d Medical Brigade, AMEDDC&S, are shown at Tables 14-1/14-2.

a. The class advisor, program director, or company/detachment commander will:

(1) Initiate an AMEDDC&S & FSH Form 29 (see Appendix C). Nonconcurrency by any signatory must be addressed as an enclosure to the AMEDDC&S & FSH Form 29.

(2) Coordinate as required in Chapter 1, paragraph 1-6, of this regulation.

(3) Notify student. Notify the student, in writing, of the action being initiated (see Appendix AA).

b. Referral to CBHS. All referrals to the CBHS must follow the guidelines of DOD Directive 6490.1, Mental Health Evaluations of Members of the Armed Forces.

(1) If the student elects to have an appointment with the CBHS, the class advisor, program director, or company/detachment commander will contact the student's unit commander who will coordinate an appointment with the CBHS. UNDER NO CIRCUMSTANCES WILL THE STUDENT BE LEFT ALONE OR LEAVE WITHOUT AN ESCORT.

(2) A class advisor or course director who feels that a referral to the CBHS is needed, even if the student does not, must document their reasons for the referral in the student's record and notify the unit commander who will decide if a commander's referral is necessary.

(3) A physician or physician assistant may refer the student to the CBHS directly; however, they must notify the company commander at the time the referral to CBHS is made.

14-3. BRIGADE INQUIRY.

a. Should the soldier so elect, a Brigade Inquiry Board will be convened to consider evidence and make findings of fact and recommendations based on those findings of fact to new start/recycle, retain, conditionally retain, or relieve the student from the class.

b. In all cases, the approval or appeal authority may approve, disapprove, or direct action contrary to the recommendation(s) of the Brigade Inquiry Board.

14-4. STUDENT DECLINES THE RIGHT TO A BRIGADE INQUIRY (Table 14-1). When the student declines a Brigade Inquiry, the course director makes the decision. He also decides whether the student is eligible to request a voluntary resignation. If the student decides to appeal the decision, it must be done within 3-duty days to the appeal authority, the Commandant, AHS (see Appendix BB). If the student appeals the course director's decision, he/she relinquishes the option to request a voluntary resignation, if eligible.

14-5. STUDENT ACCEPTS THE RIGHT TO A BRIGADE INQUIRY (Table 14-2).

a. The approval authority is the course director and the appeal authority is the Commandant, AHS, for the nonacademic relief of enlisted personnel and officer candidate students assigned to command and control elements other than 32d Medical Brigade.

b. As the convening authority, the Troop Commander is responsible for convening the Brigade Inquiry.

c. Student notification and rights.

(1) The Brigade Inquiry Recorder will notify the student, in writing, of the action being taken (the student will be allowed 4-duty days between notification and the Brigade Inquiry date) (see Appendix CC).

(2) The student will have the opportunity to personally appear at the Brigade Inquiry. When this is not possible, the reasons for nonappearance will be made part of the record. The student has the right to have another individual voluntarily represent him/her at the inquiry.

(3) The student has the right to present evidence, to call reasonably available witnesses, and to question witnesses called to testify at the proceedings.

(4) The student is entitled to and will be given the opportunity to consult with legal counsel prior to the date of the Brigade Inquiry. The student is not entitled to military counsel for representation at the Brigade Inquiry. The student may have civilian legal representation present at the Brigade Inquiry, at no cost to the government.

(5) The student is entitled to have service-specific and RC representation on the Brigade Inquiry. Additionally, to the extent possible, the Board membership will include gender and racial representation appropriate to the student.

(6) The Brigade Inquiry forwards its recommendation to the course director within 5-duty days. The course director makes his/her decision. The course director will also determine if the student is eligible for voluntary resignation. This determination must be made only after consultation with appropriate service-specific and RC liaisons and, if necessary,

service-specific Staff Judge Advocate offices. If the student appeals the course director's decision, he relinquishes his option to resign, if eligible.

14-6. ROUTING AND APPROVAL FOLLOWING THE BRIGADE INQUIRY.

a. The Brigade Inquiry Recorder will prepare a DA Form 1574 and send it to all Brigade Inquiry Board members for review, authentication, and signature. The Brigade Inquiry Recorder will forward the DA Form 1574 to the course director within 5-duty days.

b. Upon receipt of the Brigade Inquiry report, the course director may either concur or non-concur and make a decision contrary to the recommendations of the Brigade Inquiry Board.

c. The Troop Commander/S1 is responsible for the timely transmittal of the report and will notify the class advisor of the approval authority's decision so the advisor can, in turn, can notify the student.

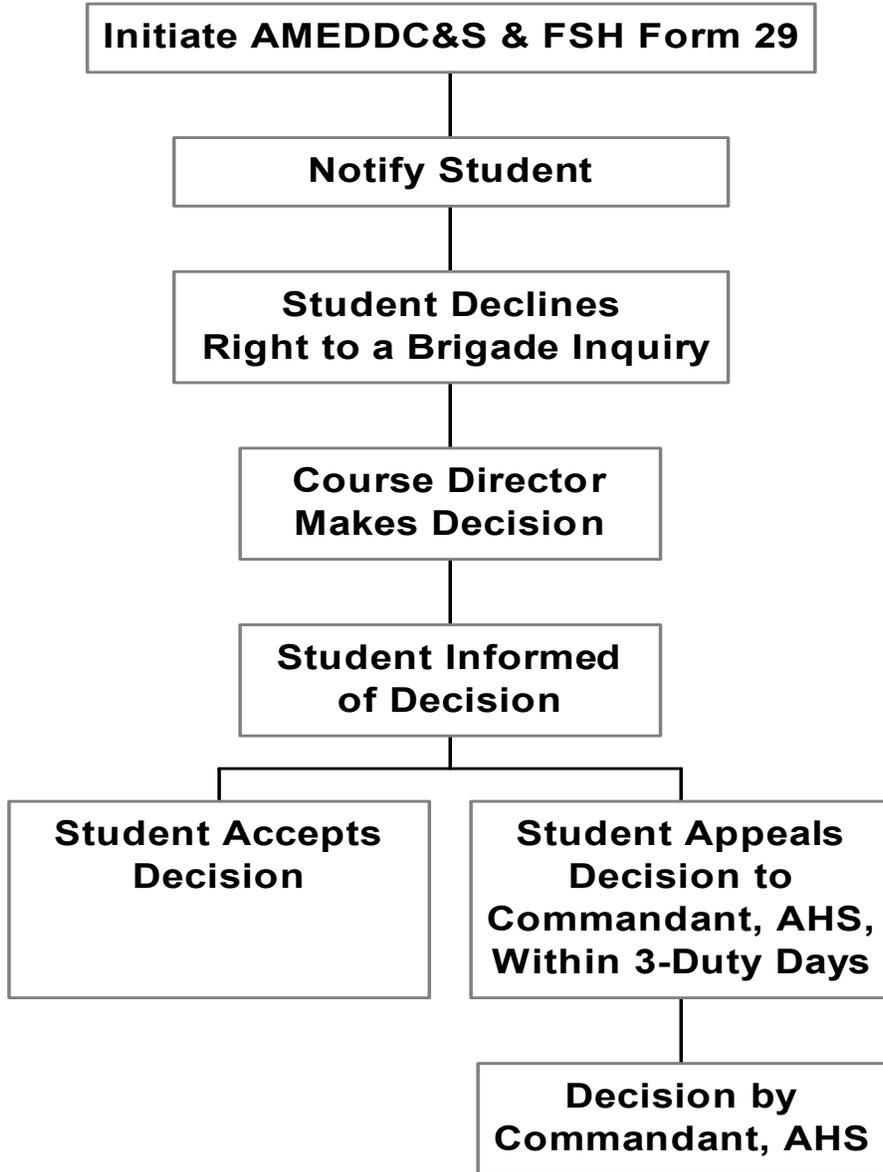
14-7. DISPOSITION. The class advisor will notify the student, in writing, of the decision made by the course director and provide the student with a copy of the Brigade Inquiry Report (see Appendix BB).

14-8. REQUIRED DOCUMENTATION. Documentation in the packet will include, but is not limited to:

- a. AMEDDC&S & FSH Form 29, Recommendation for Student Action (Appendix C).
- b. Memorandum, subject: Notification of Recommendation for Nonacademic Relief (Appendix AA).
- c. Memorandum, subject: Notification of the Course Director's Decision (Appendix BB).
- d. Memorandum, subject: Convening of the Brigade Inquiry (Appendix CC).
- e. Student appeal to the Commandant, AHS, as necessary.
- f. Record of student counseling.
- g. Brigade Inquiry Report.

14-9. GENERAL ADMINISTRATIVE POLICIES FOR PHASE 2 SITES. U.S. Army Medical Center (MEDCEN)/MTF Phase 2 site clinical director serves as class advisor in recommending non-academic relief of a student based upon the student's performance at Phase 2 training. The MEDCEN/MTF clinical director will initiate the AMEDDC&S & FSH Form 29 after consultation with the AHS resident course director or designee, and the service-specific representatives and RC Advisors, as appropriate.

NONACADEMIC RELIEF
(ENLISTED PERSONNEL AND OFFICER CANDIDATE STUDENTS
ASSIGNED TO COMMAND AND CONTROL ELEMENTS
OTHER THAN 32D MEDICAL BRIGADE, AMEDDC&S) *
STUDENT DECLINES THE RIGHT TO A BRIGADE INQUIRY

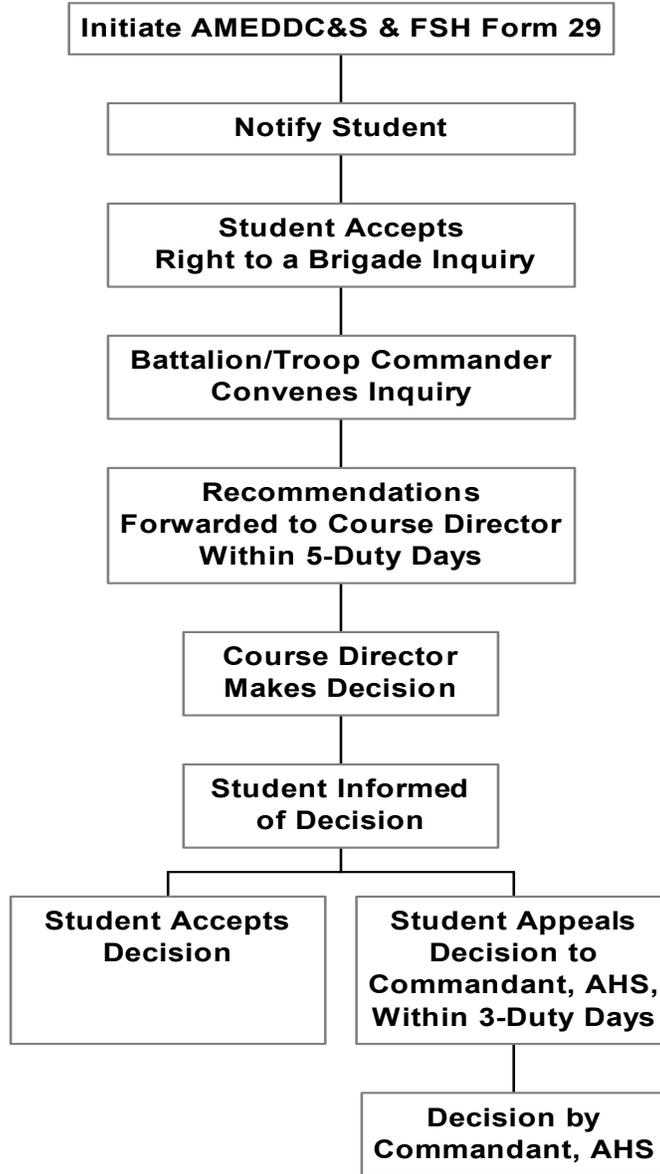


*For RC students, refer to Chapter 6, paragraph 6-3/6-4.

Table 14-1. Enlisted Personnel and Officer Candidate Students Disposition Flowchart

NONACADEMIC RELIEF
 (ENLISTED PERSONNEL AND OFFICER CANDIDATE STUDENTS
 ASSIGNED TO COMMAND AND CONTROL ELEMENTS
 OTHER THAN 32D MEDICAL BRIGADE) *

STUDENT ACCEPTS THE RIGHT TO A BRIGADE INQUIRY



*For RC students, refer to Chapter 6, paragraph 6-3/6-4.

Table 14-2. Enlisted Personnel and Officer Candidate Students Disposition Flowchart

CHAPTER 15

NONACADEMIC RELIEF OF USN, USCG, AND USAF STUDENTS; NEW START/RECYCLE OF STUDENTS; AND ACADEMIC PROBATION OF STUDENTS

15-1. NONACADEMIC RELIEF OF NAVY, COAST GUARD, AND AIR FORCE STUDENTS.

a. The procedures for the nonacademic relief of USN, USCG, and USAF students are set forth in the applicable Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), SEP, etc. If the MOA, MOU, etc., is silent on this point, then the procedures as set forth in this regulation for Army students will apply.

b. Students who have been relieved for nonacademic reasons will be processed through the administrative channels of the appropriate service in coordination with the program or course director/designee.

c. All recommendations for nonacademic relief of USN, USCG, and USAF students will include the concurrence/non-concurrence of the service-specific component advisor.

15-2. GENERAL GUIDELINES FOR PHASE 2 SITES. U.S. Army Medical Center (MEDCEN)/MTF commanders will comply with the general guidelines of this regulation and course MOA/SEP for the notification and processing of recommendations of changes to student status. Particular attention should be directed to obtaining guidance from the service-specific AHS course directors or designees to assure that service-specific and component-specific regulations and policies are considered in all student actions.

