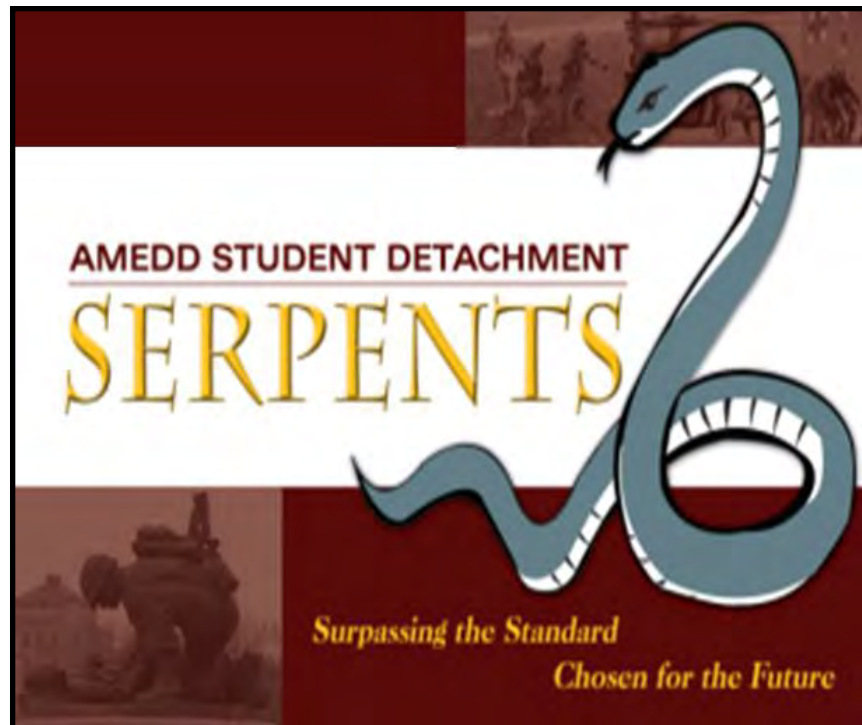


ARMY MEDICAL DEPARTMENT STUDENT DETACHMENT HANDBOOK



AMEDD Student Detachment (ASD) Contact Information

Note: Officers are assigned Human Resource Managers by the officer's last name. Enlisted are assigned to one specific Human Resources Manager.

CPT Heather Woodruff
Commander - (210) 221-5731 (Office)
(210) 373-2283 (Cell) or heather.a.woodruff2.mil@mail.mil

SFC Antoine L. White
Detachment Sergeant - (210) 295-3068 (Office)
(210) 381-4669 (Blackberry) or antoine.l.white.mil@mail.mil

Ms. Kaira Jones
Human Resources Supervisor and Enlisted HR Manager
(210) 221-3201(Office) or kaira.g.jones.civ@mail.mil

Miss Janeshia A. Grider
Human Resources Manager for Officers with last names beginning with A-E
(210) 221-5582 (Office) or janeshia.a.grider.civ@mail.mil

Mr. DeMarco Newton
Human Resources Manager for Officers with last names beginning with F- L
(210) 221-3167 (Office) or demarco.s.newton.civ@mail.mil

Mrs. Silas McCarthy
Human Resources Manager for Officers with last names beginning with M-R
(210) 221-5725 (Office) or silas.k.mccarthy.civ@mail.mil

Vacant
Human Resources Manager for Officers with last names beginning with S-Z
(210) 221-3243 (Office)

****Please contact Ms. Jones listed above****

Vacant
Human Resources Manager - (210) 221-3153 (Office)
(All Enlisted)

****Please contact Ms. Jones listed above****

Fax – (210) 221-0740

Commander's Critical Information Requirements

It is imperative to contact the commander, detachment sergeant or human resource manager (in that order) when involved in any of the following:

1. Sexual harassment/assault (if reporting as *unrestricted*). To report restricted, following page includes resources.
2. Hospital admissions (all emergencies to include alcohol/drug related incidents)
3. Arrest/apprehension/incarceration
4. Suicidal Ideations and/or attempts
5. DUI/DWI
6. Domestic violence
7. Aggravated assault
8. Convalescent leave recommendations/approvals by physician
9. Recent natural disaster in local area (earthquake, hurricane, wildfire, etc.)
10. Death of immediate family member (criminal in nature)
11. Death of immediate family member (on military installation/non-military treatment facility)
12. Racially or ethnically motivated criminal acts
13. Referral by physician to begin MEB process
14. Diagnosis by physician of condition that prohibits or lengthens program completion
15. Event resulting in media attention
16. Non selection for promotion
17. Presentations/publications of research containing military matters.
18. Law enforcement investigations (to include CID)

19. Any situation that may prevent or lengthen program completion.

Resources

1. Emergency medical or police response services, first call **911**

2. **Sexual Assault Crisis Lines:**

a) **JBSA (Joint Base San Antonio) SHARP (Sexual Harassment Response and Prevention) 24/7 Hotline:** (210) 808-7272

b) **DoD SAFE Helpline:** (877) 995-5247 or <https://www.safehelpline.org/>

c) **JBSA SHARP Advocacy Center:** Providing SARC (Sexual Assault Response Coordinator), victim advocacy, legal and counseling referrals for all service branch members and their families affected by sexual assault. Please call (210) 808-8990.

2. **Suicide Prevention Lifeline:** 1-800-273-TALK (8255) or <https://suicidepreventionlifeline.org/>

3. **Chaplain Services:** (210) 221-9363 or (210) 221-5010

4. **Family Advocacy Program:** Provides services to prevent intimate partner and child abuse by improving family functioning, helping to ease the kinds of stress that can contribute to abusive behavior and creating a community that is supportive of families. Offers maltreatment services, new parent support program, victim advocacy program and outreach/prevention services: (210) 292-5967

a) **Victim Advocacy Program:** Victim Advocates provide voluntary, needs based, immediate and ongoing services to survivors of domestic violence. They can be reached 24/7 to provide support, help survivors make informed decisions, walk through various stages involved in a case, along with working to reach an acceptable resolution. Please call: (210) 292-0418.

i) **National Domestic Violence Hotline:** (800) 799-7233

ii) **Domestic Abuse Victim Advocate Office:** (210) 292-0418

iii) **Domestic Abuse Hotline:** (210) 367-1213

iv) **Family Violence Prevention Services:** (210) 733-8810

v) **Victim Information and Notification (V.I.N.E):** 1-800-816-0491 or 877-894-8463

b) **New Parent Support Program:** Offers support, referral services, education, information for families who are expecting or parenting children from birth to 3 years. (210) 221-1996

c) **Outreach Program:** Designed to create community and command awareness of abuse, provide information of existing services, and provide specific educational programs at no cost. Programs offered include: Marriage Enrichment, Parenting Programs, Community Outreach, Weekly Play Group. Please call (210) 292-5967

5. **Legal:** (210) 808-0169

6. **Military One Source:** 800-342-9647 or <http://www.militaryonesource.mil/>

a) **Confidential Help:** Sometimes strength means asking for help. Military OneSource connects you – or immediate family members – to that needed help, whether it involves spouse education and career opportunities, matters specific to families with a member with special needs, financial and tax counseling or other important issues. Military OneSource offers a call center and online support to connect you to the program or professional to make sure that you receive the assistance you need. We are here for you 24/7 online and by telephone. No matter where you serve or live, you always have support. Learn more about who we serve and eligibility requirements or call Military OneSource 800-342-9647 to speak with a consultant <http://www.militaryonesource.mil/web/mos/confidential-help>

b) **Family and Relationships:**
<http://www.militaryonesource.mil/web/mos/family-relationships>

c) **Legal Resources Near You:**
<http://www.militaryonesource.mil/web/mos/legal-resources>

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Chapter 1: GENERAL INFORMATION

1-1. Welcome

Welcome to the Army Medical Department (AMEDD) Student Detachment (ASD), 187th Medical Battalion, Medical Professional Training Brigade, AMEDD Center & School Health Readiness Center of Excellence. Our primary mission is to serve as your mission command element. According to the first letter of your last name, you will be assigned a Civilian Human Resource Manager who will serve as your point of contact throughout your tenure with ASD. ASD Human Resource Managers coordinate all actions including, but not limited to: finance, full spectrum of personnel administration (except for new assignments), MEDPROS data administration, travel and Soldier training support for all students assigned to the detachment.

Communication is key in all environments but especially where Soldiers are geographically dispersed. ASD is responsible for roughly 500 Soldiers throughout CONUS and OCONUS locations. To ensure maximum communication, you must check messages from ASD often. We are committed to initiating contact with you and providing you with important and/or relevant information. *We will primarily send messages to your enterprise email account;* however, if you provide a civilian email account, we will send emails there as well. If you are located far from a military installation and require a CAC reader, please let us know and we will issue one to you. Please ensure to keep ASD informed at all times of any and all news (good and/or bad). If there are changes to your program (i.e. switching majors/degrees) and/or length of program (i.e. requiring an extension or early completion) please let me know immediately in order to properly account for you. As well, ensure that your time is spent towards completing your LTHET program and any off duty employment (to include multi-level marketing businesses) will not be allowed.

As your Commander, my door is always open. I wish you the best as you journey toward the completion of your specific program. Remember that you are a Soldier 24/7 and in the absence of guidance always steer towards the benefit of our taxpayers, the U.S Army, and the Nation. Note, all students are required to sign the "Acknowledgement of Receipt and Understanding" located on the last page of this handbook and return it via email during your in-processing to your assigned ASD Human Resource Manager for inclusion in your student file.

HEATHER A. WOODRUFF
CPT, MS
Commanding

1-2. Purpose

This handbook was created in an attempt to provide answers on procedural and administrative questions that arise by being geographically separated from the unit of assignment. This handbook is not a formal regulation or intended to be comprehensive. Each individual situation and circumstance is usually different, but this handbook can serve as a guide. Understand that information changes rapidly and may become outdated

As you read through this handbook there are several titles that are used that you must be familiar with. The term “Human Resource (HR) Manager” refers to your primary point of contact within ASD depending on the first letter of your last name. For all AN, DC, MS, SP and VC students, the term “Academic Personnel Manager” or PETD Manager refers to your appropriate Corps point of contact within Professional Education Training Department (PETD). For Medical Corps students, Graduate Medical Education (GME) will provide you with details and solutions to academic reimbursements. For AECP students, USAREC is your point of contact.

1-3. Roles and Responsibilities

a. ASD is a subordinate element of the 187th Medical Battalion, Medical Professional Training Brigade (MPTB), U.S. Army Medical Department Center and School Health Readiness Center of Excellence (AMEDDC&S HRCoE). ASD has UCMJ and mission command authority over of all ASD Soldiers.

b. The Professional Education and Training Department (PETD) is responsible for fund control/payment of tuition, stipends, and authorized TDY for fully funded students [in accordance with AR 351-3 (Professional Education and Training Programs of the AMEDD)].

c. HRC (LTHET manager for specific corps branch) is responsible for generating the LTHET contract, posting contract to the individual’s OMPF, and generating orders assigning the student to ASD.

d. PETD, Corps specific, Academic Personnel Managers (non-AECP) are responsible for functioning as the LTHET academic manager (changes in degree plans, program extensions, etc).

e. OTSG is responsible for the academic management (program extensions or delays) of Graduate Medical Education (GME) students, studying in civilian hospital/university programs.

f. US Army Recruiting Command (USAREC), Army Nurse Corps (AN) branch and officer accessions branch are responsible for the academic management (i.e. changes in degree plans, program extensions, dismissals, semester grade reviews. etc) of AECF students.

g. The DFAS office of Joint Base San Antonio, Texas, acts on *all finance matters* for students assigned to the ASD.

1-4. Address, Telephone Numbers and Email Contacts

Mailing Address: AMEDD Student Detachment
187th Medical Battalion
2745 Harney Path, Room B54A
JBSA-Fort Sam Houston, TX 78234-7678

Fax: (210) 221-0740

24-hour Access: Please contact the commander on their mobile number, either through a text message or a telephone call. If the commander cannot be reached, please contact the detachment sergeant on their mobile number.

It is imperative to inform the ASD Commander of any duty status changes, especially due to hospitalization. If a hospital stay occurs please inform us immediately. Upon release please send ASD the discharge summary and profile (if applicable). Most important are acute or chronic illnesses that keep students away from their duties for more than 24 hours.

Corps Academic Contacts: For changes to academic plans (to include type of degree change), approvals on extensions, questions about semester hours, tuition issues, other academic issues, and requests for funded TDYs, contact the appropriate Corps Academic Personnel Manager at PETD, or GME.

Professional Education and Training Department (PETD)
PETD Chief – (210) 295-9528
PETD NCOIC/Enlisted Programs – (210) 221-0144
SP/VC Academic Personnel Manager– (210) 295-9428

DC Academic Personnel Manager – (210) 295-9604
DC Education Administrator – (210) 221-0079
MS Academic Personnel Manager – (210) 295-9537
AN Academic Personnel Manager (non-AECP) – (210) 295-0274
AN Education Administrator – (210) 295-9030
PETD Fax – (210) 221-2832

MC Personnel Manager (OTSG) – (703) 681-5037

Department of Pastoral Ministry Training (DPMT) Chief – (210) 221-8721
DPMT Instructional Systems Specialist – (210) 221-8516

1-5. Student Responsibilities

a. Student Handbook All Soldiers assigned to ASD must follow the guidance provided in this handbook and all appropriate command policies. All students are required to review program rules IAW AR 350-1, AR 351-3, and AR 621-7, AMEDD HRCoE Reg 351-12, and local/program policies applicable to their program of study. Students are also required to review their contract prior to starting their program and additionally required to sign the “acknowledgement of understanding” (found on the last page of the handbook). Signing the acknowledgement indicates and confirms that the student read and understood all ASD command policies and the ASD Handbook.

b. Accountability: Refer to ASD’s Leave, Pass, PTDY, TDY and Accountability Policy for details. Present for Duty while assigned to ASD may differ from program, caveats are made in the following subparagraphs.

(1) All: The driving radius will be 250 miles from duty station, anything outside will require a DA 31 (Request and Authorization for Leave/Absence) or a DD 1610 (Request and Authorization for TDY Travel of DoD Personnel).

(2) Full-time Student: If you are attending school, you will be a full time student every single semester (fall/spring/summer), no exceptions, until degree completion. If courses required for your degree are not offered during the summer, please alert PETD and ASD immediately. If you graduate a semester earlier than anticipated, you will report changes to HRC and PETD immediately after notification of new graduation date. If your graduation will be delayed, contact PETD to start extension documentation. If you have a summer internship

between semesters, ensure ASD, PETD and your consultant are all in agreeance. If you have enrollment issues, immediately notify PETD, at no time should you be not enrolled in school when you are supposed to be. Understand that your place of duty is restricted to a 250 mile radius of your assignment. If you are traveling outside this radius for school, ensure you consult with ASD for proper PTDY/TDY documentation. Review AR 351-3, specifically paragraph 4-6 for corps specific details.

(a) Each semester a DA 2125 is due to your PETD Academic Program Manager to verify your degree plan is on track. This document lists the classes completed and you will take and in the order you will take them. ASD does not manage student academic affairs/progress and does not require copies of the DA 2125. AECP students will turn their required paperwork into the USAREC Program Director NLT 10 days after the end of each semester. MC students will maintain communication with GME and inform their POC of any program changes. Failure to turn in documents on time for most branches will result in non-payment on all tuition and stipends. A second failure to turn in documents will result in removal from the program. Each Program will be governed by their own published policies regarding dismissals. Review AR 351-3, specifically paragraph 4-6 for corps specific details.

(3) ALL: Maintain your AOC/MOS qualifications. Students must maintain their certifications in order to remain AOC/MOS qualified while they are in ASD (AECP students will ensure to be MOS qualified during school and until commissioned as an Officer). Failing to maintain qualifications may result in the student being needs of the Army if course is failed.

(a) 68W Combat Medic Specialist All 68Ws are required to maintain a current National Registry of Emergency Medical Technicians (NREMT) certification. Requirements for renewal: 72 Continuing Educational Units (CEUs), Current Basic Life Support (BLS) qualification, Skills validation- Tables I-VII and Table VIII (This must be completed through a valid testing site with a MODS code i.e. Medical Simulation Training Center (MSTC) or MTF Hospital Education department). CEUs can be acquired through Swank Health at <https://army.swankhealth.com/> and with submitting your completed DA 2125. All documentation for MODS updates will be submitted to the ASD Detachment Sergeant.

(b) 68C Practical Nursing Specialist: All 68Cs are required to maintain a current nursing license. If your state board of nursing requires you to

complete CEUs in order to renewal you may utilize Swank Health <https://army.swankhealth.com/> or another approved resource by your state board of nursing. Contact the ASD Detachment Sergeant for questions.

(3). Interns, Residents and Fellows: Your schedules will be governed by your local programs. Understand that your place of duty is restricted to a 250 mile radius of your assignment. If you are traveling outside this radius for work, ensure you consult with ASD for proper PTDY/TDY documentation. Review AR 351-3, specifically paragraph 4-6 for corps specific details.

(4) All: ASD must be notified of any changes in home address, telephone number, email address or work number immediately. Failure to provide accurate contact information can result in duty status changes.

(5) All: You are required to use your Enterprise email account. HRC will also only contact you via Enterprise. ASD is aware that some personnel may experience problems with accessing their Enterprise email, and therefore a secondary email is highly recommended to ensure communication. If you have an email access problem notify ASD immediately. Upon request, you will be issued a CAC Reader from ASD.

(6) All: An email accountability exercise will be conducted for every observed federal holiday. An email will be sent to each student prior to a 4-day weekend stating when to respond. The usual rule will be to respond no earlier than that Monday's evening and no later than 0500 on Tuesday morning. The email response will simply consist of a proper acknowledgement within the specified constraints. Observed holidays are (listed by the beginning of the fiscal year): Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Jr's Day, Presidents' Day, Memorial Day, Independence Day and Labor Day.

c. Monetary Gifts and Scholarships: You are prohibited from receiving any money from a third party to include funding/scholarships from a school/organization that is not the U.S Army without an ethics review from our legal office. Please contact ASD In order to initiate an ethical review. This process is quite common within our population as universities may pay/reimburse for certain travel/lodging, please do not hesitate to contact us.

d. TDY funding: If you belong to AN, DC, MS, SP, VC corps please contact your POC at PETD for guidance. If you belong to Medical Corps, please contact your POC at GME. ASD does not have funds available for student travel.

e. Special Pay: If you require a special pay contract, please contact ASD in order to generate your contract. Please be advised that you must contact ASD stating you want a contract, if we do not hear from you we will assume you do not want a special pay contract. If you have questions about how much you should receive please seek guidance from the OTSG Special Pay website.

f. Off-Duty Employment: In accordance with DOD 5500.7-R, AR 351-3 and MEDCOM 600-3, students in long-term civilian education programs are prohibited from engaging in off-duty remunerative professional employment or any other off-duty employment that provides monetary compensation. This includes multi-level marketing/networking and consumer direct marketing programs. No exceptions will be granted.

g. Height/Weight and Physical Fitness: You will maintain Army height/weight and physical fitness standards in accordance with AR 600-9 and AR 350-1. You are required to take a record APFT twice each calendar year. ASD students will complete a record APFT every April and October, no exceptions. It is incumbent upon you to find any available Army Physical Fitness Test (APFT) at or near your training location. We recommend to request an APFT from a local recruiting office or Army ROTC program. Failure to provide the required APFT data may result in a Suspension of Favorable Action (Flag).

h. Commissioning Physical: AECP Students will be required to pass a commissioning physical exam. The commissioning physical must be no older than 2 years from the end date of your graduation. The best time to do your physical is during your 2nd year in the program. AECP Soldiers who fail to meet the guidelines to include height/weight standards at their projected commissioning date will not be offered a commission and appropriate action will be taken.

i. Uniform Requirements: The authorized unit crest for the AMEDD Student Detachment is the 187th Medical Battalion unit crest. The authorized patch to be worn is the MEDCOM patch until the Medical Professional Training Brigade patch is widely available. You are authorized civilian attire while attending school/training. However, all personnel must still meet all Army

grooming standards at all times. No clothing allowances will be given for civilian attire.

j. Individual Medical Readiness: All Soldiers are required to be “green” and fully medically ready. Civilian facilities, to include Logistics Health Incorporated (LHI), can provide necessary medical readiness services. If you encounter problems, please contact the detachment sergeant for details or concerns. Privacy policies will be strictly adhered to throughout the process.

(1) All active component Soldiers are required to have a DNA sample on file at the DNA repository. If local, report to BAMC Pathology Department (4th floor) to have a sample taken; or report to your nearest military Medical Treatment Facility to have the sample taken (if you reside within 50 miles of a military MTF). Please contact the detachment sergeant for details or concerns.

(2) HIV exams must be completed every two (2) years and must be done through a military MTF or LHI. HIV test drawn by a civilian hospital is not acceptable to update your records.

(3) Vaccines must be up to date prior to your departure

(4) Pregnancy status must be accurate

(5) Physical Health Assessment (PHA) is an annual mandatory requirement. If you reside further than 50 miles from an Army MTF, utilize LHI.

(7) Post-deployment Health Re-assessment (PDHRA) is completed between 90-180 days post-deployment. If you reside more than 50 miles from an MTF, call 1-888-734-7299, option #5. It takes about 15 minutes and is available 24 hours a day. This is an Army requirement for all Soldiers.

(8) Dental readiness must be class 1 or 2 before departing your duty station. Annual exams are required to be conducted during your assignment to ASD. If you are seen by a civilian dentist, you will need a DD 2813 completed by your dentist. Once your dentist has completed the form, you are responsible for sending the document to DENCOM for MEDPROS update by faxing a copy to (210) 295-0963 and a copy to your HR manager.

(9) Hearing is a yearly requirement. Utilize your closest MTF or contact LHI.

K. Enlisted and Officer Record updates: Ensure your ERB and ORB is up to date prior to your PCS, especially if attending a promotion board during your tenure at ASD. Timely changes or additions that reflect data prior to your report date to ASD are not guaranteed.

Chapter 2. IN-PROCESSING

2-1. Information. Your adherence to these instructions will eliminate many of the in-processing delays that often result from a permanent change of station. If you need more guidance, contact your ASD Human Resource Manager. Please do not contact your HRC assignment officer or your PETD Corps Program Manager regarding administrative issues (i.e. in/out-processing, finance etc.).

2-2. Before Departing Your Present Duty Station:

a. Review your reassignment orders to ensure all information is correct and complete. IAW OTSG/MEDCOM Policy Memo 09-071, Long Term Health Education and Training (LTHET) and Fellowship Position Review Process Policy, no orders will be cut for students until a contract is in place. Orders **MUST** include the following:

(1) Assigned to: "Student Detachment Students (W077F1)", Joint Base San Antonio, TX, 78234 with duty at XXXXXXXX (name, location and zip code of school or training agency you will be attending). The name for ASD varies by whomever is making the orders, just ensure the UIC is correct. The title in quotations is what we most frequently see, but it may vary.

(2) Report Date: As stated on your orders, early reporting to ASD will not be more than 10 days. Prior approval must be coordinated through HRC and ASD for reporting more than 10 days early.

(3) Service Obligation: The obligation incurred for your training program should be stated in your orders. Enlisted Soldiers are required to extend or reenlist to meet service obligations.

(4) The following information: Period of study (must reflect the start and end dates of your academic program), degree to be awarded and discipline or major course of study (if applicable).

b. Email a copy of your orders and any amendments to ASD 30 days prior to your report date.

c. Update all personnel and medical records:

(1) Ensure your ERB/ORB, to include you DA photo, is updated especially if you have an upcoming promotion board.

(2) Ensure you are medically ready prior to your PCS. In order to set-up medical-coverage at your new duty assignment, contact Tricare Prime Remote.

(3) Ensure your DD93/SGLV are updated.

(4) Complete your IPERMS Review Completion Sheet for Finance and Personnel Sections from your Official Military Personnel File (OMPF).

d. PCS DA 31 (Request and Authority for Leave) must be completed prior to departure. If you are authorized PTDY for house-hunting with your PCS, your DA 31 must be signed by an O5 or above. Ensure the approval authority's name, rank and position is typed whether hand or digitally signed. **DA Form 31s without the approval authority's signature block may cause the entire period to be charged as leave.** If you are within 50 miles of a military installation, a housing stamp is required.

e. Ensure the following items are out-processed and in your possession before you leave:

(1) Medical and Dental Records. If doing a no-cost move (not moving more than 50 miles), keep your medical records at the MTF from which you receive treatment. If your new location has an MTF, the clinic/hospital will transfer them for you. If no MTF is within 50 miles of your new location, please keep the records yourself, in a secure location.

(2) Termination of government quarters statement if quarters were occupied at previous unit of assignment.

(3) Out-process your local Defense Travel System (DTS) office.

(4) Credentialing: before departing, **contact the appropriate Credentialing Office to ensure your Practitioner's Credentialing File (PCF) is forwarded to the new Credential Office.** You must also ensure that ASD has a current license on file for you. But, DO NOT send credentialing packets to ASD.

f. Review your personal finances:

(1) Reimbursement for PCS travel and dislocation allowance may require 6 to 8 weeks processing after **all documents** are received and transmitted for computation. You are authorized advanced PCS travel entitlements, Dislocation Allowance (DLA) and one month base pay advance from your gaining or losing command. Two additional months of advanced pay may be requested with justification and command support at your gaining command. This must be repaid in 12 to 24 months, depending on number of month's advance you received. Request advances before you leave your present duty station. You can request advance base pay up to six months after you in-process the ASD.

(2) If you do not physically move, you are not entitled to advance pay. Normally, advance base pay will be prorated over 12 months. BAH rates for single Soldiers, under the ranks of E-6 and those moving from OCONUS, will be stopped when they leave their present duty station and will not be reinstated until after their in-processing has been completed by ASD. Advance pay for single Soldiers must be fully justified. It cannot be used to defray school costs but only to defray actual costs of a PCS move.

(3) **Your military pay will be placed in accrual (Held Pay Status) if you fail to in-process ASD within 90 days of your report date and will include any allotments you might have made.** Accrual automatically occurs only if 90 days expire between departure of your previous duty station and your arrival to ASD. However, it will occur earlier if you have not reported.

g. If you are planning a Personally Procured Move (PPM), formerly known as Do-It-Yourself (DITY) move, contact the nearest transportation office to your duty location for documents and instructions, or log in to the Defense Personal Property System [website](#).

h. You may be eligible for Temporary Lodging Expense (TLE) during this move. For further information on TLE, seek guidance from your departing finance office.

2-3. Reporting to ASD

a. You may report in person and in uniform to ASD, located at Building 2791, 2745 Harney Path, Joint Base San Antonio, Texas, only if your new duty

location is Fort Sam Houston or San Antonio. You will not be authorized to report in person if your new duty location is not FSH/San Antonio. In-processing cannot be started until you have physically reached your new duty station. Your ASD HR manager will help you with any questions you have regarding in-processing.

b. You will email your HR manager on your report date IOT report-in and start your in-processing. Once positive contact is made, your HR manager will send you ASD's in-processing requirements. If emailing records, we recommend using your Enterprise email only. You will complete and turn-in all required in-processing documents no later than **10 days** after your report date.

2-4. Required In-Processing Documents

a. Furnish all information requested on the "AMEDD Student Detachment, 187th Medical Battalion Student In-Processing Sheet." ASD needs every question answered and document provided if it pertains to you. Ensure all copies are clear and legible, finance will kick-back any documents that are hard to read, thus not processing your travel and affecting the 90-day period of submission. Please understand that all finance documents are turned in to our local finance office, thus your packet will be in the mix with everyone else PCSing to Fort Sam Houston. Please scan and group documents as listed on the checklist (personnel vs. finance). We encourage you to utilize a proper scanner when submitting all the required documents. Scanning expenses will not be reimbursable.

b. Orders: A copy of your orders with all pages (back and forth) and amendments must be sent to ASD with the in-processing packet.

c. DA Form 31: Ensure scanned copies are acceptable by reviewing that all writing, control numbers and signature blocks are clearly understood. If PTDY was authorized en-route, the signature block of the O-5 or above approving authority must be legible. Block 14a must be completed by losing unit.

d. DD 93 and SGLV: Provide updated copies, ensure these documents are in your OMPF.

e. AECP or LTHET contract: Provide a copy of the contract you signed with USAREC or HRC, as applicable, for your participation in AECP or LTHET.

2-5. Finance

a. DD1351-2: Travel Voucher. This form only needs to be completed if you have a funded move or travel was performed. If you did not travel to your new home or new school from your previous duty station you do not need to do this. You must claim DLA on this form if you want to get paid the entitlement; it is not automatic.

(1) Copies of airline tickets, which were purchased by you, or were issued to you or your dependents must be included, if applicable.

(2) Original receipts for any reimbursable expenses in excess of \$75.00 must be included with your claim.

(3) Lodging receipts or non-availability statements (if you went to a military installation for TDY en-route) must be attached. TLE is not claimed on the travel voucher.

(4) If you received an advance for travel and/or dislocation allowance, you must annotate it on the form.

(5) Reimbursable Expenses (Block 5). Include all reimbursable costs incurred in your travel. Be sure to include costs of airline tickets purchased by you for this travel. Reimbursable expense can include:

(a) Mileage in and around the TDY point, if authorized in orders.

(b) Rental car, if authorized in orders.

(c) Laundry/incidentals costs (\$3 per day) if facilities not available during your TDY mission.

(d) Taxi fare to/from airport if it was necessary for duty.

(e) Baggage tips at airport/hotel/taxi.

(f) Tolls

(6) After you have completed DD Form 1351-2, check all entries to ensure they are correct, attach copies of receipts, copies of previous vouchers

for the same orders number or vouchers submitted for advance payments and copies of your orders with amendments, if any.

(7) If additional space is needed for any item, use the DD Form 1351-2c for a continuation sheet.

(8) Helpful Hints.

(a) You must list the amount paid for lodging at TDY sites in block 2. If you do not, the finance office will not pay the correct amount.

(b) We recommend to keep a copy of all receipts for your own records. This will prove invaluable should a question arise later. When you receive your payment a receipt of the paid voucher will be returned to you but all supporting documents will not.

b. DA 4187 (COLA): Check DFAS website to see if your city qualifies COLA, if so submit application.

c. DA 5960: Authorization to Start, Stop, or Change BAQ. ALL individuals must complete this form upon both in- and out-processing, including those that conducted a no-cost move and those in the San Antonio area prior to assignment. This form certifies authorization to receive BAH at the duty zip code and not the assigned installation zip code. If this is not processed within the 10 day limit for in-processing you will incur a debt if your previous unit's location had higher BAH. BAH waivers need to be requested prior to reporting to ASD and the approval memorandum must accompany the DA 5960. BAH at the rate of the new duty station does not start until you have officially signed into ASD.

d. Government Quarters Clearance Certificate: If you moved out of on-post housing at your last duty station, please provide certificate.

e. Temporary Lodging Expenses (TLE): In accordance with Part H of the Joint Federal Travel Regulation, you may be authorized to apply for TLE within CONUS when it is necessary for the member and/or family members to occupy temporary lodging incident to a PCS.

(1) The TLE applies to all uniformed members and/or dependent family members who occupy temporary lodging.

(2) The TLE is authorized for a total of 10 days in connection with a PCS. Lodging must be within 50 miles of the old or new duty station. The days spent in lodging can be broken up as you see fit for a total not to exceed 10 days.

(3) If you are near a military installation, you are required to use guest lodging unless it is full. If guest lodging is not available you must obtain a statement of non-availability.

(4) Requests must contain the following:

(a) Detailed receipts covering the lodging expense claimed with a zero balance.

(b) Copy of your PCS orders.

(c) Certificate of Non-availability of Government Quarters if near a military installation with no lodging availability within.

(5) Restrictions: TLE will not be granted for travel days that will be reimburse by per diem.

f. Temporary Lodging Allowance (TLA): TLA is only authorized if you are PCSing from an OCONUS duty station to ASD or your duty location while assigned to ASD is at an overseas assignment that is entitled to TLA such as Hawaii. If you are coming from an OCONUS assignment, ensure you have a copy of your TLA Authorization Memo and DA 4187 in hand prior to departing. TLA will not be paid if it is not provided. If your duty location while assigned to ASD is in Hawaii, or other authorized overseas location, you MUST sign into ASD immediately upon arrival in the overseas location in order to be paid TLA. TLA is not authorized to be paid if you are still in a "transit" status for PCS leave.

g. DD Form 2560 Advance Pay Request: If you do not desire an advance, disregard and go on to the next document. If you desire advance pay, have moved in conjunction with your PCS, and have proper justification, send the request with your finance documents.

h. DA Form 1561 Family Separation Allowance: Complete if circumstances apply to criteria.

2-6. Travel

a. Household Goods: Maintain contact with the travel office for delivery of your Household Goods (HHG) or issues with unaccompanied baggage. You must call the nearest installation's transportation office to arrange for HHG. Keep in mind that the nearest transportation office may not be on an Army installation. If you have questions, please visit their website, www.move.mil, for further information.

b. Personally Procured Move (PPM): A separate travel voucher, DD Form 1351-2, and a DD 2278, Authorization for DITY Move, must be submitted to claim a PPM move. The transportation office at your losing command should advise and provide you with the required documents, including PPM checklist.

(1). The student is responsible for filing their claim through the transportation office. DO NOT send claims to ASD.

(2). Claims for reimbursement of a PPM move or rental equipment must be sent directly to the transportation office.

2-7. ID Cards You must have a current/working Common Access Card (CAC) and know your PIN. To renew your card or change your pin, report to the closest RAPIDS office. To locate a RAPIDS office and to schedule an appointment, visit their website. Please note that DOD ID Card facilities are no longer accepting walk-ins, except for emergency situations.

2-8. Medical Care Coordinate with TRICARE to update your health coverage according to your new residence. If you will reside more than 50 miles from a MTF you will be put on TRICARE PRIME REMOTE where you will have a civilian Primary Care Manager assigned.

2-9. Payment of PCS Travel Allowances Travel/dislocation allowances will be paid by electronic funds transfer. Reimbursement should be received 6-8 weeks.

Chapter 3. FINANCE ACTIONS WHILE ASSIGNED TO ASD

3-1. Finance This section provides you with instructions on financial matters to help you complete finance actions.

3-2. Leave and Earnings Statement Your Leave and Earnings Statement (LES) is only available thru MyPay. Please do not mark, alter or hide any information.

3-3. W-2 Form The W-2 Form is only available on the MyPay website. You will be able to view and print tax statements, manage your TSP, Savings Bonds, allotments, and change federal and state tax withholdings.

3-4. Employment Verification or Statements of Service for Loans All employment verifications must be in writing with your signature authorizing ASD to release of your income information for employment verification for loans. Your request should be sent to your HR Manager. If you are en-route and have not in-processed, there may be a delay in processing your employment verification until your finance information becomes available. You need to provide ASD a current LES so income information can be verified if necessary for your application. Please provide a draft memorandum, according to the needs of the requesting entity, to your HR Manager so the commander's signature can be obtained.

3-5. Pay Allowances

a. BAH Authorization to Start, Stop, or Change BAQ (DA Form 5960)

(1) Anytime your marital status or any dependents' status' change, you must complete and submit a DA Form 5960. As applicable, you must attach a copy of your marriage certificate, divorce decree or birth certificate for new children. This form must be completed during both in/out-processing. If you have any dependents you are entitled to the BAH WITH rate based on your duty location unless you have obtained an approved BAH waiver prior to in-processing. Failure to update your BAH locality or overseas housing allowance (OHA) can result in a debt to the Army which must be repaid.

(2) If you are assigned family-type government quarters the local installation will coordinate your payment to the contracting firm. Your BAH will be sent via allotment to pay for your on-post housing.

b. Family Separation Allowance (FSH). If you are dual military and ordered to move more than 50 miles away from your spouse for 30 days or more, you are authorized FSH.

c. Foreign Language Proficiency Bonus (FLPB). A Soldier no longer is required to be assigned to a position coded for FLPB. In order to continue to receive your FLPB entitlement you must contact your HR Manager to get a DA 4187 to authorize you to take the Foreign Language Exam. Once you have received your results from the testing facility you are required to submit a DA 330 completed by the testing facility to your HR Manager to publish orders authorizing the pay and any Additional Skill Identifier (ASI). Both requirements must be completed annually or your entitlement will stop.

d. Other pays. Any Hazardous Duty Pay, Special Duty Pay, etc should stop as soon as those duties end. If they have not stopped by the time you in-process ASD, FSHTX finance will stop all entitlements once they in-process you.

e. Book Reimbursement Stipend. This pay is once per year. The same office that pays your tuition pays your book reimbursement stipend. It is a set amount, paid to every LTHET and AECP student annually, in order to defray the costs of books and associated school costs. It is not intended to cover the entire cost of text books. Costs for thesis and dissertations are reimbursable up to their assigned limits. Students are expected to cover all other books and associated school costs.

3-6. Pay Changes

a. Change documents must be processed as early as possible. Finance transaction cut-off dates vary from month to month, which determine mid-month and end-of-month payments, so documents need to be submitted to your Personnel Manager as soon as you are aware that a change is needed. The following forms are required in order to make changes to your monthly pay. Submit forms to ASD for review and transmittal to Finance for action.

(1) Blank DA and DD forms are available at
<https://armypubs.army.mil/>

(2) All forms submitted to finance for action must be physically signed and dated. Any forms received without signature, or with a digital signature, will not be processed.

b. Tax Withholdings, Allotments, Thrift Savings Plan changes and Direct Deposit account information can all be changed via MyPay website <https://mypay.dfas.mil/mypay.aspx>.

3-7. Special Pays (Officers Only). These payments are subject to revision each year by the Department of Defense and eligibility for payment and amounts of entitlement may change. Please visit the Special Pay website or seek assistance from your Consultant and HR Manager. Your HR manager will draft your contract.

3-8. Credentialing: In accordance with AR 40-68, paragraph 4-3, all MC Officers attending Long-Term Civilian Health Training are required to ensure that the former credentials committee of the losing MEDDAC or MEDCEN forward the Practitioner's Credentialing File (PCF) to:

MEDCOM
ATTN: MCHO-CL-Q,
2748 Worth Road, Ste 26,
Joint Base San Antonio, TX 78234-6026.

FOR DENTAL STUDENTS WITH DUTY AT LACKLAND AFB:

Administrator, Graduate and Continuing Dental Ed
59th Dental Group/SGDE
2133 Pepperrell St., Bldg 3352, Room A1077
Lackland, AFB, TX 78236-5345

FOR ALL DENTAL CORPS OFFICERS NOT AT LACKLAND AFB:

U.S. Army Dental Command
ATTN: Credentialing Coordinator
2748 Worth Rd, Ste 4
Joint Base San Antonio, TX 78234

This is not optional. Failure to confirm credentials with MEDCOM's office for your assignment with ASD will delay your ability to practice and/or provide health care services at any institution. All credentials information is being maintained in a database called CCQAS and monitored directly by the Army Surgeon General.

Chapter 4. PERSONNEL ACTIONS, EVALUATIONS, AND TRAINING

4-1. Personnel The information found in this section will help you complete personnel-type actions during your period of schooling.

4-2. Processing Actions All personnel actions will be sent through your HR Manager at ASD for processing. Questions about personnel actions should be directed to your HR Manager.

4-3. Awards All awards will be processed by ASD and will be posted to your official file. Award recommendations may be considered on a case-by-case basis but will not be based solely on academic success.

4-4. Identification Cards

a. Military ID Card. You may have your ID card renewed at any Army installation or RAPIDS location. To renew your card or change your pin, report to the closest RAPIDS office. Please research to locate a RAPIDS office and to schedule an appointment.

b. Dependent ID Card. Dependent ID cards can be issued by any military installation; however, dependents must be enrolled in DEERS first.

c. If you lose your ID card, a memorandum from the ASD commander will be needed to be issued a new one. Contact your Personnel Manager for this request.

4-5. Defense Eligibility Enrollment Report System (DEERS)

a. Defense Eligibility Enrollment Report System (DEERS) is a system used to identify personnel eligible for military benefits. All active duty Army members are automatically enrolled in the system.

b. If you have family members who are eligible for military benefits, it is your responsibility to enroll them in DEERS. It is important that you keep your information updated. Please note, step-children are authorized to be enrolled in DEERS and TRICARE and to receive military benefits. Make certain that all fields are correct: Sponsor's name, Sponsor's ID/Social Security Number, Patient Enrollee's name, Patient Enrollee's address, Patient Enrollee's birth date, Patient Enrollee's relationship to Sponsor.

c. TRICARE. If you enroll in TRICARE and the fields do not exactly match the data in DEERS, enrollment will be delayed, your prescriptions will be rejected, and the pharmacy claims will not be processed. See paragraph 2-8 for contact information.

d. Changes to DEERS, addresses, phone numbers must be maintained current. You can easily make changes by doing the following:

(1) Update your information via milConnect online or call DEERS at 1-800-538-9552.

(2) The following changes must be in person at a RAPIDS Site:

- a. Social Security Number – bring SSN card
- b. Birth Date – bring certificate
- c. Adding a person to your DEERS – bring birth certs or marriage certs and SSN cards

4-6 Academic Evaluation Reports (AER) (DA 1059 or DA 1059-1) AERs are governed by AR 623–3 and DA PAM 623-3. These regulations state, “*AMEDD Soldiers attending courses in long-term civilian education programs of more than 12 months under AR 351–3 will receive a DA Form 1059–1 as follows: The first report will be initiated **12 months after the beginning of the training program**, an additional report will be prepared **every 12 months thereafter** and upon completion of the training, whichever occurs first. An **official transcript of grades** will be sent directly to HRC. Refer to Section 5 of the LTHET Contract.*” If your course of study is conducted primarily through a military school or military hospital you will complete the DA 1059. If you are in a civilian institution, you will complete a 1059-1.

a. Responsibilities: The AER replaces the Officer Evaluation Report (OER)/Noncommissioned Officer Evaluation Report (NCOER) while you are in training. It is your responsibility to ensure that the AER is completed by your academic/program advisor and that the report is sent to the ASD. Academic Evaluation Reports for AMEDD students are required annually and upon completion of the program.

b. Soldiers attending Long Term Health Education and Training (LTHET) programs receive DA 1059 (service school) or DA 1059-1 (civilian school) to evaluate their performance and potential for the length of the program or annually if the program extends beyond a year. Like the Enlisted/Officer Evaluation

Report, the quality of the AER may be the difference between selection and non-selection for promotion. Authors unfamiliar to the evaluation system and nomenclature create a potential disadvantage. Academic advisors in various settings must understand the importance of the document in the career of the Soldier in order to grant a justified rating.

c. Allowing immediate access to Army Regulation (AR) 623-3 and Department of the Army Pamphlet (DA PAM) 623-3 the regulations governing DA 1059 and DA 1059 -1 and examples solidify your opportunity to strengthen the reports through self-edification and education of your evaluators, giving you ownership of this requirement.

d. Instructions: Students will complete Section I of the AER and forward it directly to their advisor. Student's academic advisor completes Section II and returns it to you for forwarding to ASD. ASD Commander will be the reviewer and input the latest APFT on record within the rated period. The finalized report will be forwarded to HRC and a copy of the report will be returned to the student.

e. Program Completion: Officers pursuing Master's, D.Sc. and Ph.D. Degrees are responsible for completing all work, including thesis and dissertation, during the training period. If you are unable to complete all work during this period, the Commander, ASD, must indicate in Section III of the AER that the training was not completed. If, at a later date, you do complete all of the degree requirements, you may take your final transcript and diploma to the Education Center on the installation where you are assigned and have an AER completed indicating degree completion for filing in your OMPF.

f. Special Instruction: Official transcripts are to be mailed directly to HRC and must indicate the degree awarded and the date. Transcripts are not required for residency or fellowship programs.

4-7. Army Physical Fitness Test (APFT) (DA FORM 705) The Army requires the Army Physical Fitness Test (APFT) to be completed twice a year. The APFT will be due in the months of April and October for all ASD Students. A memorandum of instruction will be released prior to the start of April and October for proper guidance. It is the responsibility of the student to make arrangements for an APFT.

4-8. Mandatory Training Due to the highly stressful academic environment, ASD personnel will not be required to complete the majority of the annual mandatory training requirements expected of Soldiers in other assignments. Listed below are the required training subjects. Training updates and notifications will be provided to students by the detachment sergeant with a NLT completion

date. All Soldiers will be given a reasonable amount of time to complete any additional mandatory training requirements as they are received from higher headquarters. All training certificates will be forwarded to the ASD Detachment Sergeant for input into the Digital Training Management System (DTMS). Refer to your civilian training institution or federal agency for any additional training requirements that they have for you.

(1) Equal Opportunity Training: Pertinent slides will be published. Training will require review of slides and confirmation from student.

(2) Sexual Harassment/Assault Response Program (SHARP): Search for latest SHARP course on Army Learning Management System (ALMS) and complete.

(3) Hot/Cold Weather Safety Training (April/October each year): Pertinent slides will be published. Training will require review of slides and confirmation from student.

(4) Global Assessment Tool (GAT): Training will be provided through AKO and accessible on the homepage's right side.

(6) Cyber Awareness Challenge Training and Test: This training can be found on the IA Training website. This training should be completed annually.

(5) DA Mandated Training: Guidance will be provided and timeline will be aligned with the higher echelon.

Chapter 5. SCHOOL BREAKS AND AUTHORIZED ABSENCES

5-1. Information This chapter provides information on procedures for applying for authorized absences during your assignment to the ASD.

5-2. School Breaks Your place of duty is the school to which you are assigned. You will be considered AWOL from your place of duty if you do not have approval to be absent. Any break in the academic calendar exceeding four calendar days will require one of the below options:

- (1) Submit a leave form in accordance with the ASD Leave and Pass policy, Policy Letter #1.
- (2) Attach to a local Army unit such as a Recruiting Station, MEPS, Reserve or National Guard for duty and accountability.
- (3) Be completing an approved independent study or research project.
 - a. Consultant approval must be in writing and notification to PETD and ASD is required. AECP students will not be granted independent study or research.
 - b. PETD, AECP, GDE and GME POCs, as applicable, must approve all academic summer plans.

5-3. Leaves and Passes

a. All leave and pass requests must comply with the published ASD Leave and Pass policy and be submitted in a timely manner. No leaves or passes will be approved if a Soldier, regardless of rank, has not completed their annual OER/AER, semi-annual APFT, or medically ready. Please refer to the Leave and Policy for further details.

5-4. Request for TDY (Temporary Duty) Orders

a. AR 351-3, Professional Education and Training Programs of the Army Medical Department, authorizes reimbursement for some activities in connection with Specialty Boards and Continuing Medical Education (CME) and Continuing Health Education (CHE). Providing application requirements are met, central funds are prioritized and approval is subject to availability of funds. Requests for TDY travel required for your training program will be submitted directly to your PETD POC or OTSG POC for GME.

(1) You will be required to submit a DA Form 3838, Application for Professional Training, and a statement verifying that the TDY is necessary and will not interfere with your training program.

(a) Applications for CME/CHE courses must include a brochure, projected costs obtained through Defense Travel System (DTS).

(b) Requests must be received by your PETD POC or OTSG POC **NLT 75 days prior** to the beginning date of the requested TDY period. If the TDY is OCONUS your POC must receive the request 120 days prior to TDY start date to allow for processing. If traveling OCONUS, ensure to contact your HR Manager IOT process an OCONUS packet.

(c) Applications. Specialty board exam applications must include a letter from the American Specialty Board, fee schedule, cancelled checks or credit card statement.

(d) GME Students. For questions and eligibility requirements for GME students, contact the GME Personnel Manager at 1-877-MED-ARMY (1-877-633-2769).

(2) If the request is approved, PETD will provide the fund site letter to the student. The student will ensure that the fund cite letter is uploaded on their authorization.

(3) The approval authority will be the ASD CDR. In their absence, the BN S4 will approve travel.

b. All TDY orders must be created using Defense Travel System (DTS). DTS is Soldier driven and student must have DTS access (CAC enabled

program). Ensure to complete all required DTS training and forms during in-processing

c. Medical Treatment TDY Orders. During your training period, it may become necessary for you to travel in a TDY status to receive medical treatment. If you are TRICARE Prime Remote, you need to submit a written request to ASD providing the following essential information:

(1) Authorization for medical TDY from TRICARE;

(2) Verification of appointment/referral/treatment to include date and hour of appointment or dates of required care/recovery from TRICARE and physician;

(3) Type of treatment (in/outpatient);

(4) Purpose of treatment, to include reason that treatment must be provided at requested TDY location;

(5) TDY / DTS worksheet and profile request sheet provided to you by your Personnel Manager.

5-5. Submission of TDY Travel Voucher

a. With-in five (5) days after the end of your TDY travel, you must login to DTS and initiate your Travel Voucher. All receipts must be uploaded for lodging and any other expenses over \$75. If it was a medical TDY any expenditures your requesting reimbursement for under \$75 must also have a receipt. Failure to provide the required items in the required time may result in a delay in processing your payment and may result in you being responsible for paying any charges made to your government travel card.

5-6. Payment of TDY Travel Allowances. Reimbursement should be received within 72 hours after approving official signs the DTS voucher. You will be reimbursed by EFT according to your DTS account. If you have an active Government Travel Card you must use it for TDY. You are responsible for uploading your voucher and all necessary receipts into the Defense Travel System (DTS) Website. If you have questions about how to correctly complete the voucher, please ask your HR Manager. Vouchers that are incorrectly filled out cannot be approved until they are corrected and the appropriate

documentation added. This can be a long process so please begin the voucher process as soon as you return from your trip. If you are not getting an issue resolved feel free contact the civilian supervisor, detachment sergeant, or commander and they will help you resolve the issue.

Chapter 6. MEDICAL AND DENTAL CARE

6-1. Information This chapter provides you with information on medical and dental care to include instructions on what to do for emergency care, routine care, and TRICARE phone number.

6-2. Hospitalization Contact ASD as soon as possible, but NLT 12 hours after admission, if you are hospitalized. If you are unable to contact ASD, a family member can call to inform the ASD command of your status and can ensure your duty status.

6-3. Convalescent Leave Send the ASD a copy of the convalescent leave form provided by the hospital and immediately notify the ASD by phone. Civilian doctors can provide you a note requesting “at home recovery” or similar to authorize you convalescent leave. If you will miss class and you need the ASD to provide notice to your school, you need to request it. We will contact your branch to let them know of extended absences in case you need an extension due to medical reasons.

6-4. Health Insurance Coverage While Assigned to ASD

a. Change your Region and Care package. Call TRICARE prior to PCSing to change your region as necessary.

(1) If you will reside more than 50 miles from a Military Treatment Facility (MTF), you will be converted to **TRICARE PRIME REMOTE** (unless you are on TRICARE **STANDARD**).

(2) With REMOTE, you will have a civilian PCM who will provide care for you and your dependents and provide referrals as necessary.

b. For emergencies, call 911 or report to the nearest hospital or 24-hour clinic, regardless of your location. If you end up in a civilian emergency room, send the bill to your TRICARE Region and submit a claim.

c. Non-Emergencies, Federal Facilities. When you are out of your duty station area (beyond 50 miles) for less than 30 days, you and all family members are entitled to medical care and hospitalization at any Armed Forces medical facility. When medical facilities of the uniformed services are available, you must use them. If facilities are not available, you may use other federal facilities such as Veterans Administration Hospitals or Public Health Service, if available.

d. Non-Emergencies, Civilian facilities. When out of your duty station area (beyond 50 miles) for less than 30 days and no federal facilities are available, TRICARE must authorize you to receive care at a civilian facility.

e. Medical TDY. If TRICARE authorized you to receive care more than 100 miles from your Duty Station 187th Medical Battalion will pay the travel portion of your TDY. You must contact us for orders. See paragraph 5-4c for required documents.

Chapter 7. SCHOOL, ACADEMIC REQUIREMENTS, AND TRAINING PROGRAMS

7-1. Information This chapter provides you with information and instructions on civilian school programs and training. This chapter also provides information which references AR 351-3, Professional Education and Training Programs of the Army Medical Department.

7-2. Fully-Funded Program The fully-funded program is a full-time civilian schooling program of 20 weeks or more. You draw full pay and allowances and are authorized a PCS to attend school. .

a. IAW AR 351-3, no form of tuition assistance is authorized while participating in any fully-funded program. Forms of tuition assistance include, but are not limited to: scholarships, grants, or loans to reduce the tuition under the threshold established by policy. A tuition waiver, approved in writing by the school, is authorized if current tuition exceeds maximum allowable by policy to bring the tuition under the cap established by AMEDDC&S HRCOE policy.

b. Tuition cannot be more than the current tuition cap set by AMEDDC&S Commander for LTHET as indicated in your contract and the current AMEDDC&S Policy memo. Refer to current AMEDDC&S policy memo for tuition caps.

c. Governing Regulation. All Soldiers assigned to ASD and participating in civilian training programs are governed by AR 351-3. AECP guidelines apply first for AECP Soldiers and AR 351-3 on topics not covered by the AECP Guidelines.

d. Tuition Payments. Your school has a third party billing agreement initiated with AMEDD once you register for classes. All tuition payment requests must be submitted directly to your PETD Program Manager.

e. Stipend. Fully-funded students are given a stipend in the amount authorized by current policies and procedures, as written in the LTHET contract. The allocation is intended to offset the cost of books, not cover the entire cost.

f. Scholarships and Grants. Students that qualify for other scholarships and/or grants must contact their HR manager immediately. You must receive approval from your Academic Personnel Manager prior to accepting any funds from a non-Army source. Adverse administrative action or UCMJ proceedings may be initiated for students who accept any non-Army monies without written

approval from your CPET or AECP Academic Personnel Manager via legal review. Any approval you receive will specify if you can receive the money directly or if it must be credited as tuition credit to the university.

7-3. Partially-Funded Programs (Civilian Facilities) The partially funded program is a full-time civilian schooling program for officers. The Army authorizes full pay and allowances but you must pay for all tuition, fees, and textbooks.

7-4. Academic Requirements

a. While attending a civilian institution under a full-time civilian education program, students must continue enrollment on an uninterrupted basis, including summer sessions.

b. All students must be enrolled full time and actively attending courses. A duty status will not be “sitting at home completing research” without proper authorization from a consultant or Corps Specific Branch Proponent Officer (CSBPO). All Soldiers will be actively in school, on leave or attached to an Army unit at any given time, only exception are in-between semester breaks.

c. IAW AR 351-3, full time students are enrolled no less than the following credits hours per degree/semester:

(1) Graduate studies = 12 hrs or as per school policy

(2) Undergraduate = 12 hrs or as per school policy

(3) Grad Summer = 4 hrs or as per school policy

(4) Undergrad Summer = 6 hrs or as per school policy

(5) Graduate Quarters = 12 hrs or as per school policy

(6) Undergrad Quarters = 15 hrs or as per school policy

d. Students must maintain the GPA associated with their contract and program guidelines.

e. Request for a change on a previously approved degree plan, must have written approval by Consultant and/or CSBPO.

7-5. Extensions of Training Programs. All students are expected to complete all degree requirements within the time specified on their orders. If additional time is required, a request must be sent to the right entity.

a. AECP students will submit a request for extension approval to the Director, Army Accessions Educational Programs Department of Nursing at USAREC.

b. AN, DC,MS, SP, VC students in LTHET or other programs must first notify PETD, and then request the extension in writing to the appropriate Corps Chief's office for approval. ASD must be informed of extension and provided proof of extension.

c. MC Officers must make this request through OTSG.

7-6. Withdrawal from the Training Program

a. Students who decide to withdraw from training prior to completion must submit a request to their appropriate PETD manager. The request must contain an effective date of withdrawal and a statement from the training program director indicating acceptance of the withdrawal request. This may result in your reassignment based on the needs of the Army, return to your MOS/AOC, reclassification into a new MOS/AOC.

b. Any Soldier that wishes to drop or withdraw from a course must receive written approval by their Academic Program Manager prior to the drop/withdraw deadline established by the school in order to dropping or withdrawing from that course. Failure to do so may result in the Soldier being required to repay the Government for tuition or fees already paid to the school.

7-7. Required Reports DA Form 2125 must be turned in to PETD each semester. Each DA Form 2125 must list completed courses with grades, future courses with course number for all remaining academic semesters until graduation. Include anticipated date of graduation (day, month, and year) and prepare this form in consultation with and signed by the school academic advisor.

a. Subsequent DA 2125s will show changes in your proposed program of instruction and GRADES. Changes in discipline or graduation date must have prior approval of your Academic Personnel Manager. The changes will include approval and signature of your faculty advisor.

b. Submit DA 2125 to your PETD or AECP managers as applicable within 10 duty days after the end of each semester, term, quarter, or summer session. Use the remarks section to explain below average grades, whether these low grades will affect completion of your training as scheduled, and whether special arrangements have been made with the school to allow you to continue.

c. Failure to submit a DA 2125 as required above may result in removal for your academic program and/or UCMJ action for dereliction of duty.

7-8. Material for Publication or Presentation

1. Any materials which you wish to submit for publication or presentation that involves operations of the national government, military matters, or foreign policy must be reviewed and cleared by AMEDDC&S HRCoE's public affairs officer. Most official and unofficial materials written or produced by OTSG/MEDCOM staff require public affairs clearance before being released to the public domain whether through general publications, speeches, web-based products, oral briefings, professional medical journals, or other public channels. Most of these materials can be reviewed at the lowest level by a public affairs officer (PAO) at the same facility as the author(s).

a. Intent is to ensure the chain of command is aware of and prepared for impending impact of public release of sensitive information, protects the author(s) from inadvertent release of protected/sensitive information, and determines if materials require review by a higher level. Army Professionals must ensure accurate information is provided to Soldiers, their families, leaders, professional organizations, and the media.

b. This review is not conducted to halt the release of information and there is no intent to deny personnel the right to speak or publish information about the work done. The intent is to ensure transparency while ensuring released information complies with Army policies, privacy considerations, and operational security directives.

2. The Director of Communications is the clearance authority for the AMEDD C&S HRCoE.

a. Approval Process: The author(s) must send the documents directly to the Director of Communications and notify the CPET Corps Academic Chief. The Director of Communications will respond with approval or provide comments to correct. You are not to submit these documents for publication or presentation prior to receiving such approval. Allow a minimum of 60 days for the review process to be completed. Upon approval, the documents will be returned to you.

b. Writings or speeches on topics not involving operations of the national government, military matters, or foreign policy; letters to the editor; and book or theatrical reviews expressing personal opinions, but not implying government sanction, need not be submitted for review. However, an appropriate disclaimer must accompany manuscripts submitted for publication or presentation in a private capacity. The following is considered an appropriate disclaimer: *“The views expressed in this article/book/speech are those of the author and do not reflect the official policy or position of the Department of the Army, Department of Defense, or the U.S. Government.”*

Chapter 8. PERMANENT CHANGE OF STATION (PCS) AND OUT-PROCESSING

8-1. Information This chapter contains instructions on PCS and out-processing procedures to follow upon completing the period of study.

1. All students must be in compliance with ASD requirements before orders will be generated

a. AECP students must complete, and pass, the NCLEX prior to orders being generated by USAREC. AECP Students will be allowed 45 days to study for the NCLEX that is not chargeable as leave upon graduation. No more than two (2) attempts are allowed. Two (2) failures of the NCLEX results in relief from the AECP and assignment back to their enlisted MOS to serve out additional obligation. If an AECP Student requires a second attempt at the NCLEX, they will immediately be placed back on admin time for another 45 days to prepare for their final attempt at the NCLEX. AECP Students will be required to be attached to an Army unit, or on leave, starting day 46 or the day after you take the NCLEX whichever is sooner).

8-2. Departure Date According to the established ASD and current DA policies, the departure date is governed by the completion date and PCS assignment orders. An earlier departure date is only authorized if early reporting is authorized. Students are given 10 calendar days to out-process.

8-3. PCS Instructions and Out-processing

a. Each branch POC at HRC will send Request for Orders (RFO) or assignment instructions (AI), as applicable, to ASD through the personnel system. Normally, reassignment instructions are received at least 90 days prior to completion date and PCS orders will be published **NLT 30** days prior to the specified report date.

b. Upon receipt of an RFO, each student is responsible to alert their HR manager. In turn, the HR manager will send an out-processing packet for student completion.

c. Branch POC at HRC must authorize all changes to reassignment instructions before orders are amended. HRC must initiate RFOs for any changes to orders, unless the change is per the regulation for PCS entitlements

and orders. Students are authorized and encouraged to contact their career branch and Consultant about reassignment.

f. If the student has not received their RFO or AI from HRC within 90 days of program completion, contact HRC for reassignment instructions and to confirm reporting date.

8-4. Passports If reassigned is OCONUS, each family member must have an individual passport, regardless of age. If no fee passports are needed for dependents, contact the nearest installation passport office.

8-5. PCS Leave Everyone departing ASD must have a DA Form 31 with a thru date matching their new report date, no exceptions. ASD will authorize PTDY for house-hunting if requested.

Chapter 9. ARMY/MILITARY SUPPORT AND OTHER RESOURCES

9-1. MWR. Soldiers can use any MWR facilities or programs at ANY military installation. If no installation is nearby, students are eligible for free YMCA enrollment (gym membership). Visit a local YMCA to obtain the proper form. Once the form is completed, turn in to ASD for certification.

9-2. Legal Assistance. If you are near a military installation, regardless of service, visit the local legal office for assistance. Legal advice cannot be given over the telephone.

9-3. Army Emergency Relief (AER). AER provides no-interest loans and grants to Soldiers and their Families through their chain of command or their local installation's AER section. AER is the Army's own emergency financial assistance organization dedicated to "Helping the Army Take Care of Its Own." AER is a private nonprofit organization incorporated in 1942 by the Secretary of War and the Chief of Staff of the Army to help Soldiers and their Families. All ASD personnel requesting AER assistance should contact the ASD Detachment Sergeant prior to initiating any action. Services can be provided by Navy, Air Force, Marine Corps, or Coast Guard installations. Visit the AER website for additional information and services.

9-4. Chain of Command Support. If there is a need of an Army service, community resource and the service cannot be located nearby, please contact your HR Manager or chain of command for assistance.

Chapter 10. AMEDD Student Detachment Policies
Click on each below to view

Policy # 1 - Leave, Pass, PTDY, TDY and Accountability

Policy #2 - Evaluation Reports and Rating Scheme

Policy #3 - Record Army Physical Fitness Test

Policy #4 - Off-Duty Employment

Policy #5 - Awards

Policy #6 - Complaint Procedures

Policy #7 – SHARP Policy

Policy #8 – Open Door

Policy #9 – Equal Opportunity

Policy #10 – EO Complaint Procedures

11. ACKNOWLEDGEMENT OF UNDERSTANDING RECEIPT

ACKNOWLEDGEMENT OF UNDERSTANDING

I have received, read, and understand the ASD Student Handbook and ASD Policy Letters # 1 - 10. Any questions have been addressed to the appropriate POC and have been answered to my satisfaction. I understand that any further questions that arise during my assignment to ASD will be brought to the attention of the appropriate POC in a timely manner. I further understand that my failure to adhere to any of the regulations or procedures listed in this handbook may result in administrative or UCMJ action taken against me.

This signed acknowledgment statement will be returned with your in-processing packet or your packet will be incomplete.

LAST, FIRST MI

RANK

EMAIL ADDRESS

TELEPHONE NUMBER

SIGNATURE AND DATE