



DEPARTMENT OF THE ARMY
SCHOOL OF ARMY AVIATION MEDICINE
301 ANDREWS AVENUE
FORT RUCKER, ALABAMA 36362-5377

ATMC-WAD

6 May 2022

MEMORANDUM FOR: Army Flight Surgeon Primary Course Students

SUBJECT: Course Welcome Letter

1. Congratulations on being selected to attend the Flight Surgeon Course at the School of Army Aviation Medicine (SAAM)! Keeping aviators and aircrew members flying and keeping them strong is our mission. This will be a busy and challenging curriculum, but we will have fun doing it! At the end of this program, we look forward to welcoming you into an exciting new career within one of the fastest paced operational communities in the Army. Please come ready to commit yourself to training. There are multiple tests, group projects, and briefs that will require your full attention and mental effort.

2. This course is not a Military Training Service Support (MTSS) funded course. What this means is we do not provide lodging and meals. You must report with an active government credit card (GOVCC) and sufficient funds to cover lodging, meals and transportation while at Fort Rucker. You will be reimbursed when you submit a travel voucher following the course. Centrally funded students (does not apply to unit funded, Compo 2(NGB), Compo 3 (USAR) students) will have funding provided by the Central Training Branch, MEDCoE G-8 at JBSA, Ft Sam Houston, TX. To request funding, complete the funding request form and email it to MEDCoE G-8 @ usarmy.jbsa.medical-coe.other.ameddcs-rm-wlc@mail.mil. A fund cite memorandum will be emailed back to you via your military email. Reference the fund cite memorandum for questions in regards to MEDCoE-approved TDY allowances. Fund cite memos are sent out approximately 30 days prior to the course start date. TDY and return students: Upon receipt of the fund cite memo, follow all instruction on the memo to create your DTS authorization and then request the LOA (line of accounting) from MEDCoE G-8. TDY/PCS enroute students: Upon receipt of the fund cite memo, follow all instruction on how to create your manual DD1610 and receive your completed manual DD1610 from MEDCoE G-8.

3. Prior to your arrival, there are a number of administrative documents you must submit on Blackboard and bring with you to Fort Rucker.

Please prepare the below documents (you will receive a separate welcome email and letter with blackboard login information and you will upload these document to blackboard)

It is advisable to bring a hardcopy of the documents with you to Day 1 of the course.

***Travel Orders and DD1610 (PCS, TDY en-route, or TDY and return) are required to be hand carried to Day 1 of the course. ***

Pre-Course Documents (You will be dropped without these):

*** = Required to be uploaded to the Blackboard Site**

1. * Travel Orders and DD 1610 (PCS, TDY en-route, or TDY and return)
2. * DD 93 (Record of Emergency Data) (Dated < 12 months)
3. * SGLV-8286 (SGLI - Current) (Dated < 12 months)
4. Pre-Execution Checklist (not required, used as guideline for you your own SA)
5. * Security Clearance Verification Letter (Appendix 1)
6. * Information Assurance (IA) Certificate (Appendix 1)
7. * Acceptable Use Policy (<https://cs.signal.army.mil/>)
8. * DA 705 (ACFT Scorecard) (Dated < 6 months) Note: Only required after ACFT becomes test of record 01OCT2022
9. * DA Form 5500/5501 (for females) (Height & Weight) (if required to tape test)
10. * DD Form 2875 System Authorization Access Request (SAAR) (See instructions on blackboard)

After uploading your documents into the blackboard site, navigate to the ISAP page and read the ISAP provided for the Flight Surgeon Course. Once you have reviewed the ISAP, mark the ISAP reviewed with the 'Mark Reviewed' button.

NOTE: While a personal laptop is not required for the in-classroom portion, one will be required in case we are required to go virtual. We are unable to issue laptops, so please coordinate with your unit to provide one, we utilize Army 365 so a CAC enabled device is required. In addition, a personal CAC reader is also recommended. A majority of class material is via electronic format in Blackboard or Army 365. Each student will have their own tablet, however, you will need computer/internet access to study course materials and work on individual and group assignments after duty hours. Tablets will remain in the classroom.

4. Prerequisites.

a. Flight Physical – If you are attending anything other than the NCO Clinic Course, Flight Surgeon Refresher/Orientation Course, or are a civilian, **you must have a QUALIFIED INITIAL Class 2 Flight Duty Medical Exam (FDME) stamped approved by AAMA no later than 30 days PRIOR to the start of the course or you will be dropped.**

Military students from branches other than the U.S. Army should have a service-specific flight physical entered into AERO or send the physical to the Course Director with enough lead-time to ensure qualification prior to the course start date. If you report to Fort Rucker WITHOUT a fully qualified Class 2 FDME, have a disqualifying medical condition for which

a waiver has not yet been granted, or are missing pre-requisites **you will be dropped from the course.**

Students can view and print their flight physicals, aeromedical summaries, and waivers via AERO Service Member access to AERO at

<https://aero.health.mil/aero/portal/airportal.main.welcome>

b. Pre-execution checklist: This serves as a guide for you to ensure you have everything you need for the course. Please do not neglect it because if you lack required documents you may be dropped.

5. FOR INDIVIDUALS ON PCS ORDERS: Copies of your orders, amendments, and leave form (DA Form 31) are required as above. **If you are coming to the course TDY en-route, you must have a leave form that covers the time between graduation from this course and reporting to your next duty station PRIOR to departing your present duty station.** We are not authorized to generate DA 31s for you here. We ARE able to sign you out on leave upon completion of the course.

6. OVERSEAS PCS: Personnel who are going overseas need to ensure that they have their tickets or port of call paperwork prior to departing their present duty station. Passports and immunizations for family members need to be taken care of prior to departing from the last duty station due to extremely limited facilities at Fort Rucker.

7. FOR INDIVIDUALS ON TDY ORDERS: One copy of your orders is required.

8. FAMILY: Unless family members are authorized on service member's orders, be prepared to assume all costs for them. Special considerations will not be made by housing for unauthorized family members.

9. ACCOMODATIONS: Lodging will be at IHG housing on post or local hotels in Ozark, Daleville or Enterprise. To secure lodging first exercise the use of DTS to its fullest capability in securing lodging. If unable to secure lodging on post, visit IHG Website or call 334-598-5216. IHG is highly recommended as it is walking distance to the course.

10. ARRIVAL:

a. You should get to the local area NLT 1700 on the day prior to start of classes in order to get settled in, and get a good night's rest

b. Those personnel arriving from OCONUS duty stations may report to Fort Rucker early IAW the Joint Travel Regulation (JTR). The School of Army Aviation Medicine is located in the rear of Lyster Army Health Clinic, 301 Dustoff Ave, Fort Rucker, AL 36330. A map is provided in welcome email.

c. If you are reporting to Fort Rucker as a permanent duty station, you should contact the Fort Rucker Soldier Assistance Center immediately upon receipt of orders for specific guidance at 334-255-1814.

11. REPORTING: On the first day of in-person training students will report to SAAM, Room X-102, the day the course begins at 0730 hours. Army personnel uniform will be

Multicam/OCP. Non-Army personnel including civilians will report in Multicam/OCP equivalent uniform/business casual dress (civilians only).

a. Parking is limited and only authorized in the main Lyster Health Clinic lot, so park in the main/front (South side) of the hospital. Students are not authorized to park in any other parking lots. Vehicles parked in the side lots, rear SAAM lot or lots across the street from Lyster are subject to immediate ticketing by Military Police.

b. Access to SAAM will be through the clinic front entrance only. You should plan to arrive early enough daily to allow travel through the main entrance of the Lyster Army Health Clinic and follow signs to SAAM at the back of the hospital on the basement level. In addition, you will be required to pass through COVID-19 screening at the front of the building daily. **MASKS ARE REQUIRED in the clinical portion of the building.**

12. TRANSPORTATION: No transportation is available to or from SAAM. Limited taxi service is available on post. Students are expected to use POV, rental car (highly encouraged), or student car pool for transportation. Civilian taxi services are available from the Dothan Airport to Fort Rucker. Rental cars are not authorized by SAAM, this is determined at the discretion of the student's unit and available funds, but is highly recommended.

13. MEALS: Meals are not provided during any portion of the course (to include ROM). DFAC is currently not available to SAAM students.

14. FORWARDING MAIL: Mail and packages should be delivered to your hotel at which you will reside.

15. PERSONAL AFFAIRS: It is important that all personal affairs be completed prior to arrival. While you will have the weekends off, your free time during the course is extremely limited and you will need weekends for study. National Guard, Reserve and IMA students need to process through their home station finance PRIOR to their arrival at Fort Rucker. Students will NOT be excused from scheduled activities in order to conduct or complete personal business unless it is an emergency.

16. GRADUATION: All students are required to attend graduation. All out-processing and receiving final orders and certificates will occur at that time. DO NOT book departing flights after graduation before 1400 hours from Dothan, 1600 hours from Montgomery/Panama City or 2000 hours from Atlanta. Students that fail to appear at graduation will not receive their wings or aeronautical rating and will be entered into ATRRS as failure to complete the course.

a. Students attending only Phase I, Orientation/NCO course do not have a formal graduation. However, students should book departing flights for the day following their final day of class as they will be required to attend all training that final day which will end around 1700 making travel that day not feasible.

b. If you are taking leave after the completion of the course, you must bring a DA 31 signed by your unit. We are not authorized to generate DA 31s for you here. We ARE able to sign you out on leave upon completion of the course.

17. **PERSONAL APPEARANCE:** Fort Rucker is a training post where strict adherence to standards of military courtesy and appearance is the norm. AR 670-1 is strictly enforced. Additionally, as an AIT training post, you are not authorized to roll up Army OCP/Multicam uniform sleeves. Sister services may roll their sleeves according to their service specific policies. Failure to maintain military appearance will result in written counseling and possible elimination from the course.

18. **ALCOHOL OR DRUG ABUSE:** It should be sufficient to state that alcohol or drug abuse is incompatible with aviation, and more importantly, military service. If there's any chance you might be impaired, **DON'T DRIVE!** Reach out to a (sober) classmate the course NCOIC or course director and we will come get you.

19. **COMMUNICATION:** Once welcome packet is received, reply with receipt and military and civilian email addresses. Please let the staff know which is preferred (which is used on a daily/regular basis). Email should be checked frequently for course updates. If preferred email is a civilian based provider no military relevant content will be sent as this presents an OPSEC risk. The course director will also create a class Whatsapp group.

20. **PASSES/ MILEAGE LIMIT:** Students are limited to travel 150 miles from Fort Rucker on any two-day weekend. Extended weekends (3-4 days), mileage limit is no greater than 250 miles. Passes for longer distance travel will not be granted except in case of emergency (discretion of Assistant Dean). DA-31 and Deliberate Risk Assessment Worksheet form will be required for all passes high-risk activities or extended distances. There will be no exceptions to this. If your paperwork is not turned in by COB of Wednesday of each week you are wishing to take a pass, then the pass will not be granted. Travel requiring having to fly somewhere will not be permitted except on an emergency case-by-case basis. If any emergencies arise during the course, please let the cadre know as soon as possible. If leaving the local area please ensure your squad leader and class leader are tracking and report your departure by email or in the Whatsapp thread to the course director or NCOIC.

21. If you are TDY enroute to your next duty station, please ensure your local IMD POC has designated your account "in transit" and not deleted. If you are currently stationed at a Joint Base, please make sure that your account is also "in transit" even if you are returning to your Joint Base. This will make your in-processing and AERO account creation go much more smoothly. If you have not done your IA training within 12 months, or if it will expire while you are at the course, please update that training prior to arrival so that you don't get locked out of your account while at the course.

22. **CONCLUSION:** The staff and faculty will do everything possible to make your training challenging, academically and professionally rewarding, and memorable. We look forward to your arrival and to providing you with an exciting educational experience. We are committed to training a dedicated corps of aeromedical providers for military aviation units. Please send an e-mail and any questions regarding the course to medcoesaamfsc@army.mil. An alternate number for SAAM is DSN 558-7300 or COM 334-255-7300.

BENJAMIN STORK
MAJ, MC
Director, Army Flight Surgeon Course