



DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY EUROPE REGIONAL MEDICAL COMMAND
CMR 442
APO AE 09042

REPLY TO
ATTENTION OF

MCEU-O

3 January 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: ERMCM Command Policy Letter 22, Training Calendars

1. Purpose: To delineate procedures for adding events to the ERMCM Master Training Calendar. Intent is to share information and synchronize training events within the command.

2. Procedures.

a. Training calendar updates will be provided to the ERMCM Training Office NLT the first Monday of each month.

b. ERMCM Training Office will post updates to ERMCM Master Training Calendar on public folders.

c. Requesting external training support will be done through ERMCM Training Office. Any training support obtained from outside the Medical Treatment Facility must be requested in writing using a Staff Action Summary.

(1) Generate a Staff Action Summary (SAS) addressing the following:

(a) Description of training event including time and location.

(b) Resources needed (fund cite if applicable).

(c) Country or theater clearance requirements (if applicable).

(2) Route SAS through the following:

(a) All relevant staff elements within organization.

(b) All appropriate agencies within HQ, ERMCM for coordination/support.

(c) Once staffed and approved, ERMCM Training Office will post event on Master Calendar under ERMCM public folders under "ERMCM", "CALENDARS", "FY03 TRAINING CALENDAR".

3. Responsibilities.

a. ERMCM ACSOPS, ATTN: Training Officer.

(1) Receive training calendar updates from MTF Operations Sections and post events on the ERMCM Master Training Calendar.

(2) Manage staffing actions for requests for external training support and respond to MTF Training Officer with status of staffing action within five working days of request.

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- (3) Monitor requests for country/theater clearances of personnel approved for training.
- b. Medical Treatment Facility Training Officer/sponsoring staff.
 - (1) Manage training calendar and forecast minimum six to twelve months out.
 - (2) Initiate and coordinate a SAS for the following events:
 - (a) Events requiring country/theater clearances approval.
 - (b) Events requiring external support.
 - (3) Provide written requests for external training support NLT 30 days from training event.
 - (4) Initiate theater clearance packet for individuals brought in from out of country NLT 30 days from training event.
4. The proponent for this policy is ERM ACSOPS at DSN 371-3362.


ELDER GRANGER
Brigadier General, USA
Commanding

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