



JUL 05 2018



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

SUBJECT: Support of USU Medical Field Practicums

Instruction 6101

(BDE)

ABSTRACT

This Instruction details the Uniformed Services University of the Health Sciences (USU) policy, procedures, and responsibilities for support of Medical and Field Practicums (MFP). These exercises are a central part of the USU mission. This instruction provides all uniformed and civilian personnel to support these exercises, as required by USU Leadership, and guidelines.

A. Purpose and Reissuance.

1. The purpose of the USU Medical Field Practicums (MFPs) is to effectively reinforce the education of USU students in basic military skills, tactical medical care, and leadership. This is accomplished by providing high quality, realistic field practicums in which students are given an opportunity to learn, train, lead, and follow.

2. This instruction reissues USU Instruction 6101 (Reference a) to ensure that:

a. Medical Field Practicums (MFPs) are appropriately and effectively planned and resourced to ensure the safe and proper execution of the practicums.

b. USU responsibility centers are familiar with the responsibilities and procedures in support of the MFPs.

B. Applicability. This Instruction applies to all uniformed and civilian personnel, attached or assigned to USU.

C. Policy.

It is USU policy that:

1. The medical field practicums are the responsibility of the Department of Military and Emergency Medicine under the School of Medicine. The Chair, Department of Military and Emergency Medicine (MEM) is responsible for the development, planning, and execution of the medical field practicums.

2. The Chair of MEM and the USU Brigade Commander (BDE CDR) will establish a field organizational structure that will include an administrative, logistics and operations capability for coordinating and supporting all MFP activities. This structure will be under the control of a MFP Field Director appointed by the Chair of MEM.

3. The Chair of MEM and the USU BDE CDR shall be responsible for coordinating a support plan for the MFPs.

D. Responsibilities.

1. USU Brigade Commander

- a. Is responsible for all matters of administration or discipline outside the normal conduct of any USU practicum.
- b. Serves as the approval authority for all USU Practicum Risk Assessments.
- c. Serves as the approval authority to exempt personnel from supporting the MFPs.

2. USU Brigade Operations Office Will

a. Prepare, publish, and track the Brigade (BDE) operations orders (OPORD) in support of MFP manning and training requirements.

b. Coordinate and submit official request for support to external organizations and agencies for personnel, equipment, logistical support, and permits as necessary.

c. Coordinate and schedule training areas and facilities (ranges, barracks, dining facilities, administrative space, classrooms, motor pools, etc.).

d. Serve as subject matter expert on installation/base policies, procedures and regulations that govern training, safety and operations. Communicate policies, procedures and regulations as necessary.

e. Forecast, coordinate, request and manage training ammunition as requested by MFP Field Director or USU Leadership.

f. Coordinate personnel support training as required, i.e. range safety, driver's training, HAZMAT, ammunition handler, Training Support Center, etc.

g. Maintain a roster of current USU military licensed drivers.

h. Coordinate and request aviation assets in support of MFP training as requested by MFP Field Director or USU Leadership.

i. Attend and provide input into In-Progress Reviews (IPRs), rehearsals, and after action reviews (AARs).

j. Prepare, staff and publish (NLT 30 days prior to MFP) the USU Brigade Order Number 1.

k. Serve as a member on the MFP Risk Management Working Group.

l. Submit safety documents to external organizations as required.

m. Provide situational awareness to MFP Field Director/Leadership throughout the planning phase; attend the MEM Chair weekly meeting as requested.

n. Maintain historical continuity files of practicum support.

3. Chair, Department of Military and Emergency Medicine Will

a. Appoint a MFP Field Director/Leadership responsible for the oversight of planning, safety and execution of the practicum.

b. Develop, schedule and execute the curriculum and is responsible for student education.

c. Prepare and publish MFP student guidance.

d. Coordinate Defense Travel System (DTS) orders for staff, faculty and students when required.

e. Maintain a MFP Standing Operating Procedure (SOP); review annually and update as needed.

f. Assume tactical control (TACON) of participating students, staff and faculty that are tasked to support the MFP.

4. MFP Director/Leadership

a. Provides the Brigade Operations Office with MFP support requirements to include: personnel, equipment, supplies, training areas, and life support requirements in line with MFP Support Planning Timeline.

b. Coordinates and requests commercial transportation requirements, i.e. buses, and rental vehicles.

c. Coordinates for contracting or Military Interdepartmental Purchase Request (MIPR) support.

d. Coordinates and requests simulation education support.

e. Coordinates, schedules and conducts USU Senior Leadership IPRs, rehearsals and AARs.

f. Convenes and conducts the Practicum Risk Management Working Group. Consolidate the Composite Risk Assessment for review and approval signature by BDE CDR via BDE OPS.

g. Ensures that personnel supporting MFPs, particularly those in education/training roles, are assigned positions with duties commensurate with their rank, training, and abilities to the greatest extent possible.

h. Provides situational awareness of changes in exercise support requirements to BDE OPS throughout the planning phase; attend the OPS planning meeting as requested.

5. USU Responsibility Centers Leads and Department Chairs

a. Ensure that section supervisors adjust workloads as necessary to enable their personnel adequate time to meet tasked support requirements.

b. In the event of the inability to meet the tasking requirements, supervisors must submit RECLAMA request to BDE CDR via BDE OPS in line with MFP Support Timeline

6. Brigade Surgeon Will

a. Arrange for real world medical resources in support of the MFPs in the form of the on-site provider, enlisted medical staff, and medical equipment and supplies.

E. Procedures.

1. The below table identifies the process and recommended timelines for MFP personnel support planning.

MFP Support Planning Timeline	MFP 102	Antietam	MFP 101/202	MFP 201
Step 1. MFP Support Requirements to BDE OPS	15 NOV	15 NOV	01 JAN	01 JUN
Step 2. MFP Personnel Requirements to BDE OPS	01 FEB	01 FEB	01 MAR	01 SEP
Step 3. BDE OPORD to Responsibility Centers & Dept. Supervisors and Members	15 FEB	15 FEB	15 MAR	15 SEP
Step 4. MFP Personnel Designation to BDE OPS	01 MAR	01 MAR	01 APR	01 OCT
Step 5. RECLAMA Submission	01 MAR	01 MAR	01 APR	01 OCT
Step 6. Final OPORD	15 MAR	15 MAR	01 MAY	01 NOV

1. The date MEM must provide the BDE OPS with MFP support requirements (equipment, supplies, training areas, air support and life support requirements) for the upcoming medical field practicum.
2. The date MEM will provide the BDE OPS with MFP personnel requirements for the upcoming medical field practicum.
3. The date BDE OPS will send OPORD tasking the Responsibility Centers with military personnel requirements to support upcoming MFP.
4. The date Responsibility Centers & Department Chairs will submit to BDE OPS their designated personnel to support the MFP in compliance with manning requirements. Department Chairs are responsible for informing their section supervisors and the tasked uniformed personnel of the schedule.
5. The NLT date the Department Chair can submit a RECLAMA (Enclosure 2 and 3) to the BDE CDR via BDE OPS for consideration if a Department Chair concludes that supporting the tasking would seriously jeopardize the Department's mission. BDE OPS will collate all departmental input and together with the Headquarters Company Commander, Senior Enlisted Advisors, and MFP OIC/NCOIC will coordinate refinements to ensure the practicum is appropriately supported with the sufficient number, rank, and capabilities of personnel.
6. The date the BDE OPS will publish a final OPORD showing personnel support. Once the Brigade commander has approved, all assignments are then "locked in." Changes can only be made by a supervisor through the Brigade Commander via BDE OPS on a case-by-case basis.

2. All uniformed personnel who are not specifically tasked may volunteer (with their supervisor's approval) to support any MFP. Volunteers will coordinate their participation with Brigade OPS and MFP Field Director.

3. Following the MFP, BDE OPS will document participation in the MFP by all uniformed personnel in order to credit the uniformed participants as having contributing to the MFP.

4. BDE OPS will capture enlisted individual total man-hours of support to the MFP in accordance with USU Instruction 1326, "Enlisted Training Program." (Enclosure 1 - Reference b).

5. Individuals who cannot participate in their assigned MFP will be assigned to a later MFP as determined by mission needs and in accordance with their supervisor's recommendations as appropriate.

F. Effective Date. This Instruction is effective immediately.



Richard W. Thomas, MD, DDS
President

Enclosure:

1. References
2. Sample Request for Release Cover page
3. Sample Request for Release MEM

REFERENCE

- a) USUHS Instruction 6101, Support of USU Field Training Exercise, dated July 23, 2015.
- b) USUHS Instruction 1326, Enlisted Training Program, dated September 13, 2006

Brigade Commander

Date

SAMPLE REQUEST FOR RECLAMA

**MEMORANDUM FOR BRIGADE COMMANDER, UNIFORMED SERVICE
UNIVERSITY**

SUBJECT: Request for Release

1. Request that SSgt John Doe be released from attending the (Specify MFP).
2. SSgt John Doe is the only industrial hygiene/bioenvironmental engineering technician we have in this Division which is normally manned by four people. Daily, the member inspects laboratories, provides chemical hygiene guidance and picks up, packs and manifests chemical waste from the laboratories (over 300 labs). The division has manning gaps and billeted personnel will arrive sometime after the MFP. SSgt Doe's absence would adversely impact our ability to accomplish the USU mission because he is a key person in ensuring that these essential procedures are processed properly.
3. I have determined to safely conduct our operations and accomplish the mission we require SSgt John Doe's expertise.
4. I request that SSgt John Doe be excused from Bushmaster so he can perform his duties at the University as described.
5. SSgt Doe will be available to support the field medical practicum (specify MFP).
6. If you have any questions or concerns, please contact me at 301-295-XXXX or first.last@usuhs.edu. Thank you for your assistance in this matter.

Name (First MI. Last)
Department Chair, Department Name