



REPLY TO
ATTENTION OF

MCXW-MED

DEPARTMENT OF THE ARMY
UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY
REDSTONE ARSENAL, ALABAMA 35809-7000

7 August 2003

MEMORANDUM FOR All Soldiers, Fox Army Health Center, U.S. Army Medical Department Activity, Redstone Arsenal, Alabama 35809-7000

SUBJECT: Command Policy Letter 03-11: Military Schools

1. Selection for attendance at a military school is a privilege. The training NCO maintains an Order of Merit List of those personnel who have been recommended by their chain of command for school attendance. Based on the importance of these schools (promotion, promotion points, professional development, etc.), once designated, attendance will be considered mandatory. Once placed on the Order of Merit List, **the individual must be prepared to attend school at any time.** The schools list is established in order to allow the soldier to accomplish long range planning and preparations. Switching of class dates is prohibited unless personally approved by the company commander.

2. Before attending any school, the soldier's section leader will confirm that the service member has not previously attended a similar course, **MEETS THE ARMY APFT AND WEIGHT STANDARDS**, meet retainability requirements for the course, and is financially able to attend. First Sergeant will inspect the service member prior to their departure to ensure the soldier has all uniforms and equipment as prescribed in the appropriate clothing list and that the soldier has taken the necessary measures to ensure his family's welfare, if applicable.

LAURA S. EDWARDS
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Commanding