



OFFICE OF THE
BRIGADE COMMANDER

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
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23 July 2010

MEMORANDUM FOR COMMANDANT, SCHOOL OF MEDICINE, SERVICE
COMMANDERS, AND HQ COMPANY COMMANDER

SUBJECT: Policy on Disenrolled Students

Purpose: Disenrollment from the School of Medicine, whether voluntarily, through resignation, or involuntarily as a result of an adverse recommendation by the Student Promotions Committee, can be a very traumatic event. Once the Dean of the School of Medicine approves disenrollment, the former student will be assigned to the Brigade for duty while awaiting reassignment or other actions by his/her parent service. Accordingly the following will occur.

Reporting Chain of Command: Once the service member is disenrolled, and after consultation with the Brigade Commander, he/she will be assigned by the HQ Company Commander to duties within the University or in the surrounding military community as appropriate. From the time of disenrollment to the time of separation or reassignment, the chain of command will be the immediate supervisor, followed by the HQ Company Commander, and then the Brigade Commander.

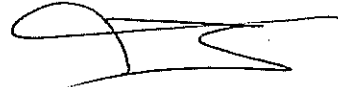
Responsibilities of the Service Commander:

a. Fitness For Duty/Reassignment: Medical students enter the Uniformed Services University (USU) with the expectation of serving as a health care professional. Reassignment of disenrolled students into other occupational specialties within their parent service can be a stressful transition. Accordingly, within a month of a student's disenrollment the Service Commander should arrange for a complete fitness for duty examination, to include a mental health examination. The Service Commander should explain that the mental health evaluation is voluntary and that the rationale for this evaluation is to provide the parent service with a full and complete medical evaluation of the service member. If the member declines the mental health evaluation the Service Commander will arrange for the member to complete the physical aspects of the fitness for duty examination, and will consult with Mental Health to determine whether a Command-directed mental health evaluation is in order (applicable service regulations will be followed). Service Commanders will work closely with the parent service to ensure that the service member's case is quickly reviewed. Service Commanders should regularly be in contact with the parent service Military Personnel Office to assist the parent service in handling the case of every former student in an expeditious manner. Service Commanders will be prepared to brief the Brigade Commander on the status of their cases, if any, on a weekly basis.

b. Officer Evaluation: It is important that the officer's performance be tracked and evaluated while performing their assigned duties within the USU community. Reports will be done in accordance with the schedules established by specific service regulations. Date of assignment for purposes of the evaluation period will be the day following disenrollment action

by the Dean of the School of Medicine. For purposes of performance evaluations, the Service Commander will provide timelines for the completion of the Officer's performance evaluation to the supervisor(s) for whom the officer has directly worked during the reporting period. The immediate supervisor, in accordance with applicable regulations, will conduct formal and informal feedback sessions, with guidance from the Service Commanders.

USUHS POC for this policy is Lt Col William Boyce, Brigade Legal Officer, 295-9699.



TANIS M. BATSEL STEWART
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Brigade Commander