

7 November 2003

OFFICE OF THE COMMANDANT  
ACCOUNTABILITY POLICY  
POLICY # 102

**Purpose.** This policy outlines the accountability policy for School of Medicine (SOM) medical student officers.

**References.**

1. Medical Student Handbook/Academic Planner, 2003-2004, page 125.
2. AFI 36-3003, "Military Leave Program," 14 April 2000.
3. USUHS Instruction 1327, "Military Pass Program (Liberty)," 26 July 1996.
4. AR 600-8-10, "Leave and Passes," 1 July 1994.
5. MILPERSMAN 1320-100, "Travel Time in Execution of Permanent Change of Station Orders and Temporary Additional Duty Orders".
6. Office of the Commandant, "Leave and Pass Policy," 6 August 2003.
7. MILPERSMAN 1050, "Leave and Liberty," 22 August 2002.

**Applicability and Scope.** This policy applies to Army, Navy, Air Force, and Public Health Service medical students assigned to USUHS, SOM. Accountability is a military requirement. Given the nature of the military mission, commanding officers must know where assigned personnel are at any given time in order to meet periodic requirements for emergency recall and ensure the personal welfare of their troops. Even though full-time students generally do not have mission essential roles to play, learning to be personally accountable is a fundamental part of student training and is essential to good order and discipline. As future military physicians and leaders, it is essential that USUHS graduates leave the University with an increased sense of accountability as a result of standards upheld while attending USUHS. Commanders have a responsibility to ensure the welfare of their troops. Since Commanders do not work with the students in a day-to-day role an accountability procedure is even more critical to allow Commanders the ability to support their troops.

**Policy and Responsibilities.**

**MS I/ MS II Academic Periods.**

All USUHS SOM MS-I and MS-II medical student officers will sign-in on the appropriate roster prior to 1300 as a military requirement, currently Mondays, Wednesdays, and Fridays whenever academic instruction is scheduled. Since academic instruction is not scheduled on official holidays and during exam weeks, accountability requirements may be altered as directed by the Office of the Commandant.

1. The Commandant, School of Medicine determines the accountability policy.
2. Company Commanders (Co Cmdrs) and First Sergeants implement the accountability policy.

3. First Sergeants prepare the sign-in/accountability forms, post and recover forms, monitor the accountability process for violations, and provide reports to the Co Cmdrs by COB of each accountability day.
4. MS I and MS II students initial posted accountability forms by 1300 on specified days.
5. If the student needs to be excused for some reason, i.e. sick, stuck in traffic, car broke down, medical appointment... etc, they are to call the Co Cmdr's office and inform someone of his/her dilemma.
6. In order to enhance understanding and compliance of the accountability policy, the following consequences will be enforced by the Office of the Commandant for failure to follow the signing-in procedures:
  - 1st infraction:** verbal counseling from First Sergeants or Co. Cmdrs
  - 2nd infraction:** a letter is required from the student to the respective Co. Cmdr stating the reason for missing the sign-in requirement for the 2nd time and what the student plans to prevent any recurrence.
  - 3rd infraction:** student is required to report to the First Sergeant/Co. Cmdr at 0730 for 10 consecutive duty days
  - 4th infraction:** student is counseled and receives a Letter of Counseling from the Co. Cmdr
  - 5th infraction:** The Commandant counsels Student and appropriate action is taken.
7. First Sergeants monitor sign-in process and note infractions in writing to Co Cmdr
8. Co Cmdrs maintain records of infractions, conduct counseling, document counseling, and place Letter of Counseling in student's file.
9. Co Cmdrs provide written notification of 4<sup>th</sup> or 5<sup>th</sup> infractions to Commandant.
10. Commandant prepares documentation of counseling and may report behavior to the Student Promotions Committee whenever a student proves to be intractable to counseling concerning accountability requirements.

**Clinical rotations to include Military Medical Field Studies (MMFS) for MS I.**

1. Clinical site preceptors maintain accountability for MS III and MS IV students during clinical rotations.
2. Each student must notify his/her Company/Squadron Commander or First Sergeant upon return from MMFS.
  - a. The student must physically sign-in on Wednesdays from 0730-1300 if not on Pass/Liberty or Leave.
  - b. Company/Squadron Commanders' office will maintain the sign-in sheets.

- c. No service uniform is required during this period for signing in. Grooming standards must be maintained.
- d. The Company Commanders Office will seek out any student that has failed to sign-in by the time described in paragraph 1.a. within 24 hours.
- e. Any student who fails to physically sign-in on Wednesday will be required to report to the Company/ Squadron Commanders' office every Monday, Wednesday and Friday between 0730 and 0830 for the remainder of the summer break.
- f. Any student that fails to report for a daily disciplinary accountability will be subject to further disciplinary action as deemed appropriate by the Commandant.

**Spring, Winter, and Summer Break Leave and Accountability.**

1. Spring break and Winter Break is an opportunity to study or to travel. LEAVE or PASS/Liberty is strongly encouraged regardless of accrued leave. If you plan to leave the local area you MUST be in Pass or Leave status for the entire time you are out of the local area. Passes may not be taken back-to-back and can only encompass a 96-hour period. Passes will not be issued to cover the sign-in day. If a student is unable to sign-in they need to be on leave. All students must report in to the Co Cmdrs office the next duty day after returning to the local area for accountability.
2. Mandatory sign-in will be required for those students not out of the area during summer, spring or winter break. The date of sign-in will be determined by the Office of the Commandant and will be sent via e-mail to all students. Sign-in sheets will be located in the Co Cmdrs office. No service uniform is required during break sign-in period, however proper grooming must be maintained.

**USMLE Study Period end of MS II Year**

1. Pass/Liberty or Leave for leisure travel will not be routinely approved until student has completed the USMLE Step 1.
2. To support students to successfully prepare and accomplish the USMLE Step 1 exam. The following guidelines are required to request pass/liberty or leave for approval during the USMLE study period:
  - a. Pass/Liberty request must have prior approval by the Office of Student Affairs (OSA) to submit for final approval by Company/Squadron Commanders.
  - b. Leave request must have prior approval by the Office of Student Affairs (OSA) to submit for final approval by Company/Squadron Commanders.
  - c. Submit Pass/Liberty request at least 7 days in advance of the period.
  - d. Submit Leave request at least 7 days in advance of the leave.

3. To ensure the safety and welfare of all officers during the USMLE Step 1, the following accountability guidelines are mandatory:

- a. Officers will be required to perform personal accountability via a phone call to their specific Squadron or Company First Sergeant/Senior Enlisted Advisor or Commander on every Monday and Friday between the hours of 0730 and 1000.
- b. Officer must physically sign-in on Wednesdays from 0730-1300 if not on Pass/Liberty or Leave.
- c. Company/Squadron Commanders' office will maintain the sign-in sheets.
- d. No service uniform is required during this period for signing in. Grooming standards must be maintained.

4. The following are corrective actions for failure to comply with accountability guidelines in paragraph 3:

- a. Any student who fails to call in on Monday/Friday or report in on Wednesday will be required to report to the Company/Squadron Commanders' Office every Monday, Wednesday and Friday between 0730 and 1300 for the remainder of the study period unless on leave.
- b. Any student that fails to report for accountability as outlined above will be subject to disciplinary action as deemed appropriate by the Commandant.

*Original Signed- Linda L. Lawrence*  
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