



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF, MEDICAL SERVICE CORPS
2250 STANLEY ROAD
FORT SAM HOUSTON, TEXAS 78234-6100

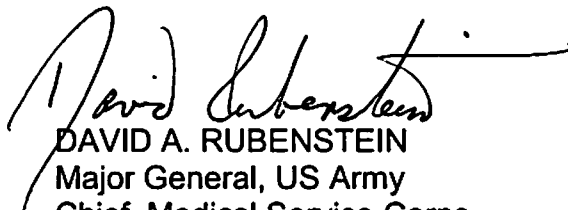
09 JUN 2009

MCCS-CM

MEMORANDUM FOR ALL MEDICAL SERVICE CORPS CONSULTANTS

SUBJECT: Long Term Health Education and Training Internship and Fellowship Programs of Instruction and Utilization Tours

1. **Background.** The purpose of the Medical Service Corps Long Term Health Education and Training (LTHET) Program is to identify the best qualified Medical Service Corps officers and provide them with the highest quality developmental opportunities. Therefore, as Senior Leaders it is our responsibility to ensure officers selected for Internships and Fellowships enjoy well-planned and coordinated quality training programs, and are assigned to appropriate utilization assignments upon completion of their programs.
2. **Policy.** Beginning with the LTHET Leader Training Assessment Conference for academic year 2011, all Internships and Fellowships must have a written and approved Program of Instruction (POI). The POI will be submitted to the Office of the Chief, MSC at Ft Sam Houston NLT 1 August 2009 in order to be reviewed and approved prior to the Leader Training Assessment Conference tentatively set for August 2009. Programs with existing POIs will not be required to submit a new POI as long as an approved and current POI is on file with HRC. To assist in developing a new POI, examples of approved POIs are available on the MSC Webpage under Educational Opportunities.
3. **Utilization assignments for any LTHET program (not just Internships and Fellowships) must be validated with HRC Medical Service Corps Branch as part of the Human Capital Distribution Plan (HCDP). Each LTHET Program Requirements Worksheet must contain a complete utilization plan for each program start that ensures the officers are appropriately placed in a follow-on assignment that best capitalizes on their training experience.**
4. **POC for this policy is LTC Brian Bauer, Chief, AMEDD Leader Development, Health Services Division, U.S. Army Human Resources Command at (703) 325-2344 or COL Dawn Smith, Deputy Chief, MSC at (210) 221-6693.**


DAVID A. RUBENSTEIN
Major General, US Army
Chief, Medical Service Corps