



DEPARTMENT OF THE ARMY
HEADQUARTERS, USA MEDICAL DEPARTMENT ACTIVITY
126 MISSOURI AVENUE
FORT LEONARD WOOD, MISSOURI 65473-8952

REPLY TO
ATTENTION OF

MCXP-MD

9 Sep 08

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: MEDDAC Command Policy #10-08, Education Incentive Program

1. **REFERENCE:**

- a. AR 600-20, Army Command Policy.
- b. AR 601-280, Army Retention Program.

2. **PURPOSE:** This announcement establishes guidelines for the General Leonard Wood Army Community Hospital (GLWACH) education incentive program for reenlistment.

3. **SCOPE:** This program allows Soldiers who re-enlist under the provisions of AR 601-280, Table E-2, Current Station Stabilization Re-enlistment Option, the opportunity to pursue civilian education goals while stabilized at GLWACH. Duty days and work shifts are adjusted to allow Soldiers to attend courses of study as scheduled by the educational institution. Flexibility of work and education hours are coordinated with the supervisor/NCOIC and approved by the Company Commander, prior to the Soldier's reenlistment.

4. **APPLICABILITY:** Program participation is restricted to qualified initial term or mid career category Soldiers, as defined by AR 601-280.

5. **GENERAL:**

a. Soldiers reenlisting under the provisions of AR 601-280, Table E-2, Current Station Stabilization Re-enlistment Option, may elect to participate in the GLWACH Education Incentive Program. Under the provisions of this program, Soldiers may pursue civilian education requirements of up to 6 months. Classes may be scheduled during normal duty hours. Scheduled classes will not exceed more than one half of the Soldier's prescribed duty day and will not be defined as their place of duty. Soldiers utilizing this incentive will have 12 months from the day of reenlistment to complete all courses.

b. Prerequisites:

- (1) Soldiers must meet the basic eligibility criteria prescribed in AR 601-280, Chapter 3.

MCXP-MD

SUBJECT: MEDDAC Command Policy #10-08, Education Incentive Program

(2) Soldiers who have previously reenlisted for the education incentive within GLWACH command will have to wait an additional 1 year after the stabilization period ends to be allowed to participate in this program a second time.

(3) The Soldier must be qualified for and reenlist under the provisions of AR 601-280, Table E-2.

(4) If AR 601-280, Table E-2, is not offered to the Soldier, he/she may reenlist under AR 601-280, Table E-1, and participate, as an exception, to be determined on a case by case basis. This table does not guarantee stabilization to the Soldier. It is imperative that Soldiers understand that the needs of the Army have priority and subsequent reassignment instructions which would interrupt class attendance are insufficient cause for any deletion/deferment application. All requests for deferment/deletion for the purpose of Education Incentive Program participation will be denied.

(5) The general guideline for Soldiers is that at a minimum, he/she must reenlist for a period of 2 or more years. A Soldier may request up to 6 months to further his/her education which will in turn be completed within 1 year's timeframe.

c. Responsibilities:

(1) Career Counselor:

- (a) Will ensure that Soldiers understand all the responsibilities listed in this policy letter.
- (b) That enrollment, like reenlistment, is a privilege.
- (c) Applications are processed through the Education Center prior to reenlistment.

(2) Section Chief/NCOIC:

(a) Will submit an approved duty/educational plan for the Soldier to the Company Commander and provide the Soldier with a copy.

(b) Ensure the Soldier maintains appearance and fitness standards. Soldiers who fail to maintain standards may be removed from the program.

(c) Ensure the Soldier's duty hours are adjusted to support this incentive; emergency exceptions must be cleared through the Company Commander.

(d) Provide feedback to the Company Commander if any requirements cannot be met.

MCXP-MD

SUBJECT: MEDDAC Command Policy #10-08, Education Incentive Program

(3) Medical Company Commander will:

- (a) Monitor the program and ensure all requirements are met.
- (b) Ensure the Soldier and section are aware of program requirements and compliance.
- (c) Approve/disapprove all requests in consultation with Soldier's supervisor.

(4) First Sergeant will:

- (a) Monitor the program and ensure all requirements are met.
- (b) Exempt Soldiers from the duty roster, through the Adjutant's Office, by providing a class schedule.

(c) Ensure Soldier and sections are aware of program requirements and compliance.

(5) Reenlistee will understand that:

(a) Withdrawal from the program (voluntary/involuntary) does not void the conditions or guarantees of the reenlistment contract or option.

(b) Funding or classes rests solely with the Soldier. The Education Counselor will be utilized for information on various funding assistance programs and availability.

(c) The needs of the Army have priority. Every attempt to allow course attendance without interruption is provided.

(d) Approval for this program is a privilege.

d. Processing: Soldier/supervisor will submit an education and duty plan that outlines class times and duty schedule. Soldiers will utilize the Education Incentive Agreement Form and process the form through the Education Center for projected classes and funding. All paperwork will then be submitted to the Company Commander for approval.

e. Termination: Soldiers will be terminated from this program for the following reasons:

- (1) Successful completion of prescribed period.
- (2) Failing to maintain required grades for participation in tuition assistance or failing to maintain a good standing as determined by the Educational Institution or Education Center.

MCXP-MD

SUBJECT: MEDDAC Command Policy #10-08, Education Incentive Program

(3) Missing class without approval.

(4) Disciplinary reasons.

(5) Loss of reenlistment eligibility. Examples are, but not inclusive to, suspension of favorable actions, APFT failure, overweight program enrollment, UCMJ, etc.

6. **SUMMARY:**

a. Soldiers allowed to reenlist for this incentive program will coordinate class through their duty section and the Company Commander for approval. The Soldier will work an adjusted duty/work schedule. The work schedule will be agreed upon in writing by the Soldier and the work section and approved by the Company Commander. Participants will be exempt from the duty roster by the unit 1SG/CSM for the duration of the college course. Exemption from duty roster under this policy is defined as the day of class attendance for scheduled courses. This does not exclude Soldiers from all duty, rather, to assist in maximizing course attendance and focus. Soldiers must remember that their participation is based on continued compliance with standards, that any deviation from set standards will negate any remaining time in the course, and that the financial responsibilities connected with participation are the sole responsibility of the Soldier. This program is section workforce dependent! Personnel shortages will determine the ability of the individual to participate on a case-by-case basis.

b. This program is designed as an incentive to reward those Soldiers who are willing to make the commitment and remain part of the GLWACH team. It allows Soldiers committed to the unit to advance themselves both personally and professionally, resulting in better Soldiers for this command and the Army.

7. **SUPERSESSION:** This policy supersedes #10-06, Education Incentive Program, 2 Nov 06.

MCXP-MD

SUBJECT: MEDDAC Command Policy #10-08, Education Incentive Program

MEDDAC Command Policy #10-08, Education Incentive Program

8. **PROPONENT**: The proponent for this policy letter is the Hospital Retention NCO, 596-0091.

Original Signed
JUDITH RUIZ
COL, AN
Commanding

DISTRIBUTION:

A