

STATEMENT OF AGREEMENT
BETWEEN
DEPARTMENT OF MILITARY AND EMERGENCY MEDICINE
AND
OFFICE OF THE COMMANDANT, SCHOOL OF MEDICINE

SUBJECT: Summer Operational Experience (SOE) Administration

1. BACKGROUND. The Department of Military and Emergency Medicine conducts several learning activities throughout the four year curriculum at off campus locations or installations; examples include medical field practicums, summer operational experiences, clerkships, and capstone projects. Many of these activities require participants to be on official travel orders due to either the distance from the University or length of time away from the University.

2. PURPOSE. This agreement establishes and outlines the responsibilities and procedures between the Department of Military and Emergency Medicine (MEM) and the Office of the Commandant for the School of Medicine (OCS) for processing student travel in support of MEM's Summer Operational Experience (SOE) curriculum.

3. ISSUE. The Department of Military and Emergency Medicine is responsible for the academic program. The Office of the Commandant, School of Medicine (OCS) is responsible for student accountability and the processing of student travel orders.

4. ASSUMPTIONS.

- a. SOE student travel funding is controlled by MEM under a respective cost center.
- b. SOE staff and faculty travel funding is controlled by MEM under a respective cost center.

5. RESPONSIBILITIES.

a. Department of Military and Emergency Medicine.

(1) Assigns a Course Director responsible for validation of summer operational experiences, activities, student assignments, and student grading.

(2) Maintains SOE curriculum in a Sakai site.

(3) Processes faculty and staff travel orders in support of the SOE curriculum.

(4) Develops and provides a proposed SOE student travel budget to OCS.

(5) Coordinates with Finance to allocate funds through LOA and to obligate funds into DTS for individual student SOE accounts.

(6) Provides OCS with a cross-organizational memorandum for student order processing.

(7) Coordinate lodging, meals, and mode of transportation to and within the rotation sites with the host course units.

(8) Assigns rental cars (if authorized) to specific students and provides their names to the Student Travel Program Manager within (OCS) no later than 30-days prior to SOE rotations.

(9) Assists and provides students with guidance on required documents, passports, and training certificates that are needed for country clearances for rotations outside of the United States.

(10) Provides a SOE student travel list in an excel spreadsheet (see attachment) to the Student Travel Program Manager within the Office of the Commandant no later than 30-days prior to SOE rotations with the following (See attachment):

- a. Student name.
- b. Name of SOE Activity.
- c. Destination.
- d. Inclusive dates of travel.
- e. Lodging arrangement, i.e., government billeting availability.
- f. Meal arrangement, i.e., government meals availability.
- g. Transportation arrangements, i.e., authorization for POV or rental car/vans.
- h. Name of student assigned rental car (if authorized)
- i. Authorized miscellaneous expenses.
- j. Funding source.
- k. Estimated cost for travel.

(11) Provides manpower assistance in teaching students how to complete travel authorizations (orders) and processing of travel authorizations.

(12) Tracks students who need to complete travel orders and notifies OCS one week prior to travel to assist with completion of any open/non-completed travel orders.

(13) Ensures the Line of Accounting for each funded SOE is loaded into the student's DTS account.

b. Office of the Commandant, School of Medicine.

(1) Assigns the Student Travel Team along with Senior Enlisted Advisors and Company Commanders the task of teaching medical students the following items:

- a. Creation of travel authorizations/orders in the Defense Travel System (DTS).
- b. Acquisition and appropriate use of the Government Travel Charge Card.
- c. Timely completion of travel vouchers for reimbursement of authorized expenses.

(2) Assigns the Approving Official (AO) of the Student Travel Team to:

- a. Review and approve student travel authorizations and vouchers.
- b. Provide the SOE Course Director and the SOE Course NCO transmittal of all completed/approved orders two weeks prior to the start of each TDY course and every week thereafter until SOE curriculum is completed to support MEM's tracking of timely completion of TDY orders.

(3) Enforces timely completion of travel vouchers for reimbursement of authorized expenses.

(4) Holds student's responsible for traveling on approved travel orders and enforces disciplinary action for any student found to be AWOL, traveling without approved orders or arriving late to their SOE.

6. TERMS AND AMMENDMENTS. This agreement remains binding with perspective representing parties' signatures but may be annulled after 12 months from the date of writing and signed notification by either parties. Likewise, this agreement may be modified or amended, in writing, by mutual consent of both parties only once per year.

(b)(6)

COL, MC, U.S. Army
Chair, Dept. Military and Emergency Medicine

28 April 2015
Date

(b)(6)

LTC, MC, U.S. Army
Commandant, School of Medicine

28 Apr 2015
Date

