

USUHS

PRESIDENTIAL POLICY MEMORANDUM

001-2006



OFFICE OF THE
PRESIDENT

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
F. EDWARD HEBERT SCHOOL OF MEDICINE
4301 JONES BRIDGE ROAD
BETHESDA, MARYLAND 20814-4712
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PPM-001-2006

MAR 27 2006

SUBJECT: International Academic Activities at the Uniformed Services University of the Health Sciences (USUHS)

Purpose. This President's Policy Memorandum (PPM) establishes policies and procedures regarding all international academic activities sponsored by or involving the F. Edward Hébert School of Medicine (SOM), the Graduate School of Nursing (GSN), AFRRRI, USMCI, and all other USUHS associated institutes and activities.

Applicability. This memorandum applies to:

1. All international education and research programs sponsored by the SOM, GSN, AFRRRI, USMCI and all other USUHS associated institutes or activities.
2. All international students/scholars attending, sponsored by, or hired by the SOM, GSN, AFRRRI, USMCI and all other USUHS associated institutes or activities. It does not apply to permanent U.S. residents (green card holders).

Policy.

1. Oversight.

The Associate Dean for Clinical Affairs (ADA), SOM, will provide oversight for all international academic activities at USUHS.

2. International Research Collaborations.

Per guidance provided by the Office of the DOD General Counsel, many international research collaborations involving USUHS faculty, staff, and/or resources can be approved locally by the President, USUHS. Some international research collaborations may require approval by the Office of the Assistant Secretary of Defense for Health Affairs (OASD (HA)). All research proposals involving international collaboration(s) will accordingly be submitted for review using Form 1325B (attached) to the Office of the Associate Dean for Clinical Affairs (ADA). The ADA will ensure that all proposals are appropriately staffed within USUHS prior to review by the President, USUHS, and will coordinate with OASD (HA) as appropriate.

3. International students/scholars (ISS).

- A. Applications/proposals concerning foreign nationals who wish to attend USUHS should be referred to the ADA for administrative review and approval. No international student or scholar will be accepted for any program or activity within USUHS (to include degree programs, clinical clerkships, or research affiliations, etc.) without approval from the ADA and the appropriate Department Chief. The sponsoring activity/department/program must complete Form 1325a (attached) for each proposed ISS and submit it to the Office of Clinical Affairs for coordination and clearance through OASD (HA).

- B. ISS sponsored by the Henry M. Jackson Foundation must also be cleared through the Office of the Assistant Secretary of Defense for Health Affairs (OASD (HA)) before they are accepted for work or study at USUHS. Form 1325a must be completed for each proposed Jackson Foundation Scholar and submitted to the Office of Clinical Affairs for coordination and clearance through OASD (HA).
- C. A specific activity/department/program will normally sponsor each ISS. Exceptions are rare and must be approved by the ADA. The ADA will also coordinate assignments/sponsorship for scholars or students attending USUHS at the request of another entity (e.g., Office of the Surgeon General, OASD/HA, EUCOM, PACOM, etc.).
- D. No approval is required from the ADA for international courtesy visits or official visits to USUHS that do not involve USUHS academic sponsorship, study programs, or formal international research collaboration. The USU President will assign responsibility for coordinating such visits to the appropriate USU element.
- E. The following considerations must be kept in mind concerning the role of the United States Embassy in the ISS's home country:
- (1) All international visitors are required to obtain a visa from the U.S. Embassy in their home countries.
 - (2) USUHS may, as appropriate, issue letters of acceptance or other forms (e.g., DS-2019 for exchange visitors), which will permit an international visitor to obtain the appropriate visa from the U.S. Embassy. It is normally the responsibility of the U.S. Embassy to:
 - (a) Test a prospective student for English competency (unless the country is exempt by the Department of State).
 - (b) Issue the appropriate visa and, in the case of military personnel, Invitational Travel Orders (ITOs).
An ITO is a document that is required in order to provide recognition of the military status or affiliation of the ISS. The ITO is also the controlling document for authorized training, terms, conditions and privileges of military personnel (e.g., free or reimbursable healthcare), as well as a basic document for accounting purposes.
- F. Arrangements for individuals attending the University under any of DOD's Security Assistance Programs (e.g., FMS, IMET) must be coordinated with the Army Security Assistance Training Field Activity (SATFA) through the Office of the Associate Dean for Clinical Affairs (ADA). ADA will coordinate all appropriate matters with SATFA.
- (1) Departments need to:
 - (a) Ensure that ADA (POC: Ms. Melanie Joy, tel. 301-295-1918) has been notified of the proposed acceptance of any international military student.
 - (b) Confirm the availability of training capability/space.
 - (c) Provide a course description and course cost data (developed in conjunction with USUHS FMG).

- (2) SATFA's responsibilities include:
 - (a) Providing ITO information to the U.S. Embassy.
 - (b) Collecting tuition and providing obligating authority to FMG at USUHS.
 - (c) Being a liaison between USUHS and the foreign embassy
 - (d) Handling any serious problems.

- (3) ADA responsibilities include:
 - (a) Being the liaison between USUHS and SATFA.
 - (b) Posting the course.
 - (c) Providing the cost to SATFA.
 - (d) Notifying the SATFA Desk Officer of the proposed acceptance of any international military student.

- G. It is the responsibility of the sponsoring USUHS activity/department/program to:
 - (1) Obtain approval from ADA for each ISS.
 - (2) Coordinate with appropriate USUHS offices as outlined on USUHS Form 1325a.
 - (3) Respond to each ISS in writing.
 - (4) Provide a letter of acceptance, or justification if rejection occurs.

After the ISS has been accepted, the sponsoring department should assign a sponsor who will be responsible for ensuring that a "welcome aboard" packet, specific program details or requirements, and housing and area information are sent to each selectee. Sponsors can obtain sample packets from the Office of Civilian Human Resources (CHR) for civilians and the University Brigade for members of the military. Arrangements should be made for a member of the University to meet each ISS at the airport, if at all possible, or else information must be provided to each ISS to ensure that he/she can find his/her way to USUHS and to his/her lodging. Similarly, for military ISS, the sponsor should ensure that the Brigade has made arrangements for either a member of the University or the foreign embassy to meet incoming military ISS, or that the ISS have adequate information and resources to find lodging near, and travel to, USUHS. **For all ISS, the sponsor must ensure that CHR or the University Brigade "check-in" and "check-out" procedures (as appropriate) are completed for the University.**

- H. The University Brigade must be notified of all anticipated military ISS, and all military ISS must check in with the Brigade upon arrival at USUHS. The responsibilities of the Brigade for each military medical and/or nursing student/scholar include:
 - (1) Maintaining a military student file.
 - (2) Making room reservations at the NPMC BOQ or BEQ as needed/appropriate.
 - (3) Arranging for pickup at the airport.
 - (4) Providing a "welcome aboard packet" to the sponsoring department.
 - (5) Conducting an orientation brief.
 - (6) Providing military check-in and check-out forms.
 - (7) Determining support requirements in helping ISS settle.

(8) Assisting ISS with obtaining ID cards (if the program is for more than 30 days) from the Personnel Support Division at the Naval Hospital and library cards from the Learning Resource Center.

(9) International military nursing or medical students will be assigned by the GSN or SOM Commandant to the appropriate Assistant Commandant, who will be responsible for:

(a) Providing guidance and leadership to the students/scholars.

(b) Counseling students/scholars during the progression of their USUHS courses.

(c) Advising students/scholars on University policies and procedures.

(d) Acting as a primary point of contact in emergency situations.

I. Requests for applications by exchange visitors must be coordinated with the CHR Directorate. CHR responsibilities include:

(1) Being the liaison between USUHS and the Office of Exchange Coordination and Designation, U.S. Department of State.

(2) Approving/disapproving applications for exchange visitors (EVs).

(3) Issuing Form DS-2019 (required for J-1 visas).

(4) Providing civilian "check-in" and "check-out" forms to EVs upon arrival at USUHS.

(5) Acting as a POC for EVs during their stay at USUHS concerning U.S. governmental administrative and specific program requirements (e.g., financial issues, health care insurance).

(6) Notifying the Office of Exchange Coordination and Designation, U.S. Department of State upon the EV's departure.

Effective Date. This PPM is effective immediately.



Charles L. Rice, M.D.
President

Enclosures:

1. USUHS Form 1325A: "Proposal for Admitting International Student/Scholar(s) to the School of Medicine, USUHS"
2. USUHS Form 1325B: "Memorandum for Associate Dean for Clinical Affairs (ADA)"

Proposal for Admitting an International Student/Scholar to the School of Medicine (SOM) or Graduate School of Medicine (GSN), USUHS

*****Please complete items 1 through 5 ONLY*****

Submission date: _____ Date(s) of attendance: _____

1. Name of student/scholar: _____

2. Nationality: _____

3. Proposed position at USUHS/AFRRI: _____

4. Sponsor (Department of Activity): _____ POC: _____

Date: _____ Department Chair Signature: _____

Funding Source (USUHS, Grant): _____

5. Applicable international program/authority:

FMS IMET ESEP

DoD/USUHS MOU (Title 10) with: _____

ECA/EC (exchange visitor category). Please mark one of the following:

J-1 Visa (USUHS sponsored) H1-B Visa (Jackson Foundation sponsored)

J-1 Visa (Jackson Foundation sponsored) H1-B Visa (USUHS sponsored)

Other – please explain

6. Approval/Review by Associate Dean for Clinical Affairs (A1006A) (A1040B)

Date: _____ Signature: _____

7. Coordination with/approval by Director, Security, USUHS (UP001)

Date: _____ Signature: _____

8. If/as appropriate: Coordination with/approval by Civilian Human Resource Directorate (A1023)

Date: _____ Signature: _____

9. Coordination with SATFA through Manpower Analyst, Financial and Manpower Management Division, USUHS for FMS, IMET, or other programs involving fund transfers (A1040B)

Date: _____ Signature: _____

10. Coordination with University Brigade (for military students/scholars) (C1039)

Date: _____ Signature: _____

11. Please return original copy to the Office of Clinical Affairs, A1006-A. Ensure that all steps outlined are completed.

MEMORANDUM FOR ASSOCIATE DEAN FOR CLINICAL AFFAIRS (ADA)

SUBJECT: Proposal for a new School of Medicine (SOM) or Graduate School of Medicine (GSN), USUHS, International Research Collaboration or Educational Program

1. Briefly describe the Program or Research Collaboration. (Attach a *brief one-page* summary that addresses all issues regarding the collaboration. This summary should include a short discussion about the research/program, list names and addresses of all involved institutions, list all involved parties and their affiliations, identify if the collaborator/institution is a government or private entity, identify if there will be any exchange of personnel and/or data/samples, and address funding (grant, department, or other).

2. Program sponsors:

Department Chair signature: _____ Date: _____

POC/PI: _____ Telephone/Email: _____

3. Date received by the Associate Dean for Clinical Affairs (ADA): _____

4. CONCURRENCES/COMMENTS:

a. Vice President for Research (VPA) Preliminary Review/Approval: Date: _____

b. Associate Dean for Clinical Affairs (ADA) Review/Comments: Date: _____

c. USUHS General Counsel (OGC) Review/Comments: Date: _____

5. APPROVAL

a. By President, USUHS: _____ Date: _____

b. OASD/HA notified by: _____ Date: _____

c. If required, request for approval sent to OASD/HA on: Date: _____

OASD/HA received approval on: Date: _____

Name/title of authorizing official: _____

Please return the completed form to ADA, Room A1006A, for filing or further action.