



DEPARTMENT OF THE ARMY  
HEADQUARTERS, MEDICAL CENTER OF EXCELLENCE  
3630 STANLEY ROAD  
JBSA FORT SAM HOUSTON, TEXAS 73234-6100

ATMC-RCAO

4 February 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) on the Army Reserve Components (Component 2 & Component 3) Army Medical Department (AMEDD) Basic Officer Leaders Course (BOLC) and Captains Career Course (CCC) Equivalent or Constructive Credit requests and the AMEDD Direct Commission Course Exception to Policy requests.

1. Reference.

a. Army Regulation (AR) 350-1, Army Training and Leader Development, 10 December 2017.

b. Department of the Army Pamphlet (DA PAM) 600-4, Army Medical Department Officer Professional Development and Career Management, 30 March 2020.

c. HQDA G-3/5/7 memorandum dated 28 JUL 2021, SUBJECT: Request Constructive Credit Exception to Policy (ETP) of the AMEDD Direct Commission Course (DCC) Attendance for Prior Service Soldiers.

2. Purpose. To provide guidance on requesting professional military education (PME) constructive credit and equivalent credit for AMEDD BOLC and CCC.

3. AMEDD Officers required to attend PME in accordance with reference b, must attend AMEDD specific BOLC and a CCC in order to be considered PME complete. In lieu of attendance, qualifying officers may request exception to policy (ETP), equivalent or constructive credit from the approval authority in accordance with this MOI.

a. BOLC consists of two parts.

(1) BOLC A: An officer meets BOLC A requirements when they have completed the Direct Commissioning Course (DCC), graduated from the Reserve Officer Training Course (ROTC), a U.S. Military Academy (USMA), Officer Candidate School (OCS), or Warrant Officer Candidate School (WOCS).

(2) BOLC B: An officer meets BOLC B requirements when they have completed their branch specific BOLC (see paragraphs 3.c.(2) and 3.c.(3)).

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b. CCC must be completed by Medical Service Corps officers (MFA 70 and AOC 67J) in the ARNG and USAR.

c. ATRRS Course Numbers.

(1) DCC:

(a) 3 week course (9E-F64 (RC)), only for COMPO 2 and 3 MC, DC and VC officers.

(b) 4 week course (9E-F63), all other AMEDD officers.

(2) BOLC B: COMPO 2 and 3 AMEDD officers except 67J, 70 series officers, ROTC Army Nurse Corps graduates, and ARNG 72 series officers.

(a) Phase 1 – Distance Learning (6-8-C20B RC DL), required before attending Phase 2.

(b) Phase 2 – Resident Course (6-8-C20B (RC)).

(3) BOLC B: COMPO 1 Officers and all COMPO 2 and 3 67J, 70 series officers, ROTC Army Nurse Corps graduates, and ARNG 72 series officers.

(a) Phase 1 - Common Course Phase (6-8-C20).

(b) Phase 2 - Track Phase (6-8-C20 (xxxx)); 70 series and 67J (MS70B/67J), AN (AN66), DC (DC63), MC (MC60-62/MS67G), Pharmacy (MS67E), Optometry (MS67F), Laboratory (MS71ABE), Nuclear MED (MS72A), Public Health (MS72BDE), Audiology (MS72C), Behavioral Health (MS73AB/71F), OT/PT (SP65AB), Dietitian (SP65C), PA (SP65D), VC (VC64).

(c) Track Phase should be taken right after the Common Course Phase. Ensure you are registered for both phases as enrollment into just the Common Course Phase does not guarantee you a seat in your Track Phase.

(3) CCC:

(a) 2 week course (6-8-C22 (RC)), only for COMPO 2 and 3 officers.

(b) 9 week course (6-8-C22), COMPO 1 officers. COMPO 2 AGR officers are allowed to attend if approved by their State.

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#### 4. DCC ETP.

a. If an officer has a commissioning source (ROTC, USMA, OCS, WOCS) and have less than 5 years break in service, they meet BOLC A requirements and DO NOT have to submit a DCC ETP.

b. If an officer has prior enlisted time, less than 5 years break in service, and meet either requirement below, they are eligible to request a DCC ETP.

(1) Army Basic Leader Course (include 1059s for ALC and SLC if completed) or USMC equivalent basic non-commissioned training.

(2) Completed training for USAF or USN Special Operations Forces, or USAF Security Police.

c. If an officer doesn't meet either criteria (in a or b above) they must attend and graduate DCC before they can go to BOLC B.

d. U.S. Army Medical Center of Excellence (MEDCoE), Department of Leader Training is the denial authority and retains approval authority for all DCC ETP requests.

#### 5. BOLC B and CCC Constructive Credit and Equivalent Credit.

a. If an officer has any Army CCC, they meet CCC requirements and DO NOT have to submit an equivalent credit packet.

b. Constructive credit may be requested by officers that have not attended an Army BOLC or Army CCC. Constructive credit may be granted based on previous leadership experience and/or past academic/training experiences.

c. Equivalent credit may be requested by officers that have previously attended a non-medical Army BOLC or non-Army CCC. Equivalent credit may be granted based on previous leadership experience and/or past academic/training experiences.

d. Army PME uses teaching modules known as terminal learning objectives (TLOs) and enabling learning objectives (ELOs). Previous leadership experience and/or past academic/training experiences must be applied to each AMEDD BOLC or CCC TLOs and ELOs in order to validate course standards have been met. Officers must possess the same skills and qualifications as course graduates.

e. In all cases, the proponent school (Medical Center of Excellence (MEDCoE)), will assess whether the individual's past comprehensive military, or civilian experience,

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meets the established AMEDD course TLOs and ELOs. MEDCoE is a denial authority for constructive credit and equivalent credit requests.

f. Army G3/7 determines whether constructive credit or equivalent credit will be approved. Army G3/7 is a denial authority and retains approval authority for all equivalent and constructive credit requests.

## 6. Packet Requirements.

a. ETPs, Constructive credit and Equivalent credit requests will be determined on a case-by-case basis.

b. ETPs, Constructive credit and Equivalent credit request packets format.

(1) All documents will be in PDF format and numbered/named as indicated in 6.c or 6.d.

(2) All documents will be combined together into one file by creating a PDF Portfolio.

(3) The file name will contain the Soldier's Rank, Last Name, First Name, packet type and if they are ARNG or USAR. For example: 2LT Smith, John – DCC ETP request (ARNG). Must use legal name. No nicknames.

c. All DCC ETP request packets must include:

(1) DA Form 4187 (AC use enclosure 1, ARNG use enclosure 2, USAR use enclosure 3)

(2) Academic Evaluation Report (DA 1059 or service equivalent) from courses listed in 4.b.(1) or 4.b.(2).

(3) RPAM Statement; NGB 23, DA 5016, or DA 1506 (dated within 6 months)

(4) Record Brief (dated within 6 months)

(5) DD 214 or NGB 22 reflecting your last day of service (if applicable)

(6) For officers in the Health Professions Scholarship Program (HPSP) packets must also include your appointment memo and order for HPSP and your DA 71 oath of office.

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d. All BOLC and CCC constructive credit and equivalent credit request packets must include:

(1) DA Form 4187 (AC use enclosure 4, ARNG use enclosure 5, USAR use enclosure 6)

(2) Record Brief (within 6 months)

(3) Officer Evaluation Reports (or service equivalent) – last three

(4) Commander MFR verifying height/weight and APFT/ACFT standards

(5) Academic Evaluation Report (DA Form 1059 or service equivalent) for non-medical Army BOLC or non-Army CCC (required only for equivalent credit requests)

(6) TLO/ELO supporting memorandum (see enclosure 7). Ensure the correct BOLC/CCC TLO sheet within enclosure 7 is use to prepare the memo.

(7) Copies of relevant military or civilian training certificates (if applicable)

(8) Letter of endorsement from the State Surgeon/Deputy State Surgeon (ARNG)

7. Packet Submission.

a. Components 2 and 3.

(1) Completed packets will be emailed directly to MAJ Matthew A. Fuhrhop, MEDCoE Reserve Component Student Advisor, at [matthew.a.fuhrhop.mil@army.mil](mailto:matthew.a.fuhrhop.mil@army.mil).

(2) All packets will be reviewed by the Reserve Component Student Advisor for quality assurance, signed by the Senior ARNG or USAR Advisor and then forwarded to the MEDCoE Department of Leader Training (DLT) Chief for assessment and/or recommendation. BOLC/CCC recommended packets will be forwarded to Army G3/7 for final determination.

b. Component 1.

(1) Completed packets will be emailed directly to Ms. Jordan and Ms. Miranda, Education Technicians for Department of Leader Training, MEDCoE, at [anna.l.jordan.civ@army.mil](mailto:anna.l.jordan.civ@army.mil) and [melissa.miranda1.civ@army.mil](mailto:melissa.miranda1.civ@army.mil).

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(2) Packets will be reviewed by the Education Technicians for quality assurance, then forwarded to the MEDCoE Department of Leader Training Chief for assessment and/or recommendation. BOLC/CCC recommended packets will be forwarded to Army G3/7 for final determination.

c. No hard copies will be accepted.

8. Point of contact is MAJ Matthew A. Fuhrhop, Reserve Component Student Advisor, Medical Center of Excellence, at 210-221-6576 or matthew.a.fuhrhop.mil@army.mil.

CORY J. OSWALD  
COL, MS  
Senior ARNG Advisor, MEDCoE

LEON E. HOOTEN IV  
COL, MS  
Senior USAR Advisor, MEDCoE

7 Encls

1. AC DCC DA 4187 Template
2. ARNG DCC DA 4187 Template
3. USAR DCC DA 4187 Template
4. AC BOLC/CCC DA 4187 Template
5. ARNG BOLC/CCC DA 4187 Template
6. USAR BOLC/CCC DA 4187 Template
7. TLO & ELO Supporting Memorandum

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