



**MSCoE  
NONCOMMISSIONED OFFICER ACADEMY**

**ENGINEER  
ALC**

**STUDENT EVALUATION PLAN**

**FY 2012**

**MSCoE NONCOMMISSIONED OFFICERS ACADEMY**  
**Engineer Advanced Leaders Course**  
**Student Evaluation Plan**

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**MSCoE NONCOMMISSIONED OFFICERS ACADEMY**  
**Engineer Advanced Leaders Course**  
**Student Evaluation Plan**

1. **General:** The Student Evaluation Plan (SEP) IAW TRADOC Reg. 350-70. This plan establishes student responsibilities and training requirements that the Maneuver Support Center of Excellence (MSCoE) NCO Academy and EN ALC will use to determine if a student has demonstrated a sufficient level of competency to graduate. This SEP focuses on the total soldier evaluation concept. The following guidance lays out the testing and graduation requirements that will be utilized to evaluate students during the course. This Student Evaluation Plan (SEP) applies to the following Engineer Advanced Leaders Courses (EN ALC), Course # 030-12B30-C45, Combat Engineer ALC, Course # 030-12C30-C45, Bridge Crewmember ALC, Course # 710-12H30-C45, Construction Engineer Supervisor ALC, Course# 713-12N30-C45, Construction Equipment Supervisor ALC, Course # 413-12T30-C45, Technical Engineering Supervisor ALC, and Course # 612-91L30, Construction Equipment Repairer

a. **Purpose:** The primary purpose of the Noncommissioned Officer Academy (NCOA) Student Evaluation Plan (SEP) is to inform Advanced Leaders Course (ALC) students of the requirements and procedures for course completion. It also informs ALC students of the methods used to evaluate them during the course.

b. **Scope:** This SEP applies to EN ALC. The First Sergeant has the responsibility for all students until completion of all training.

c. **Staff/Faculty/Command Responsibilities:**

(1) The Commanding General of the US Army Maneuver Support Center of Excellence, and Fort Leonard Wood, (MSCoE & FLW) is the General Courts-Martial convening authority for ALC students.

(2) The Commander, 3<sup>rd</sup> Chemical Brigade is the Special Courts-Martial convening authority for ALC students.

(3) The Commander, 43rd AG Battalion, Fort Leonard Wood is the Summary Courts-Martial convening authority for ALC students.

(4) The Commandant, Noncommissioned Officers Academy (CMDT, NCOA) provides command and control over ALC students.

(5) The Course Chief (1SG):

(a) Administer the weight control program, IAW AR 600-9 dated October 2, 2006.

- (b) Provide professional development, counseling, and assistance to students.
- (c) Supervise the activities of the noncommissioned officers assigned as Small Group Leaders (SGLs).
- (d) Exercise overall responsibility for the conduct, scheduling, and administration of the Advanced Leaders Courses.
- (e) Serve as the senior counselor and academic advisor to ALC students.
- (f) Coordinate with, and make recommendations to, the Commandant, NCOA.

(6) The Senior Small Group Leader (SSGL) will:

- (a) Be the primary training coordinators for training aids, devices, instructors, ranges, terrain and equipment for their respective class.
- (b) Provide professional and personal development to Small Group Leaders and their students.
- (c) Serve as the senior advisor and counselor for their respective classes.

(7) Small Group Leaders will:

- (a) Counsel students regarding academic responsibilities and performance throughout the course.
- (b) Are the primary trainers for ALC students.
- (c) Evaluate student performance IAW the Student Evaluation Plan
- (d) Make recommendations to First Sergeant regarding leaves, passes, and excused absences for assigned students.
- (e) Make recommendations to the First Sergeant regarding legal and Administrative actions concerning assigned ALC students.

2. **ACADEMIC GRADING AND TEST PLAN:** Academic subject matter is evaluated on a minimum of 70% for each examination to receive a GO/NOGO for subject areas within the course.

1. **Combat Engineer Advance Leaders Course:** 030-12B30-C45

- a. Module B – Demolition

- (1) 12B30-B07 Demolition Examination
  - (a) This exam covers POI File 12B30-B01 – B06
- (2) 12B30-B09 Urban Breaching operations Examination
  - (a) This exam covers POI File 12B30-B08
- b. Module C – Reconnaissance
  - (1) 12B30-C09 Reconnaissance Examination
    - (a) This exam covers POI File 12B30-C01 – C08
- c. Module D – Explosive Hazards
  - (1) 12B30-D08 Explosive Hazards Examination
    - (a) This exam covers POI File 12B30-D01 – D07
- d. Module E – Combat Construction
  - (1) 12B30-E05 Combat Construction Examination
    - (a) This exam covers POI File 12B30-E01 – E04
  - (2) 12B30-E07 Direct Assembly of the Bailey Bridge Examination
    - (a) This exam covers POI File 12B30-E06
- e. Module F – Call for / Adjust Fire and Call for Close Air Support
  - (1) 12B30-F04 Call for / Adjust Fire and CAS Examination
    - (a) This exam covers POI File 12B30-F01 – F02

2. **Bridge Crewmember Advance Leaders Course:** 030-12C30-C45

- a. Module B – Demolition
  - (1) 12C30-B06 Demolition Examination
    - (a) This exam covers POI File 12C30-B01 – B05
- b. Module C – Reconnaissance
  - (1) 12C30-C07 Reconnaissance Examination
    - (a) This exam covers POI File 12C30-C01 – C06
- c. Module D – Fixed Bridging
  - (1) 12C30-D06 Fixed Bridging Examination
    - (a) This exam covers POI File 12C30-D01 – D05

d. Module E – Float Bridging

(1) 12C30-E05 Float Bridging Examination

(a) This exam covers POI File 12C30-E02 – E04

e. Module F – Call for / Adjust Fire and Call for Close Air Support

(1) 12B30-F04 Call for / Adjust Fire and CAS Examination

(a) This exam covers POI File 12B30-F01 – F02

3. **Construction Equipment Supervisor Advance Leaders Course: 713-12N30**

a. Module A – Shared Engineer Task

(1) 12N30A02 Urban Breaching Examination

(a) This exam covers POI File 12B30-B08

b. Module A – Reconnaissance

(1) 12C30-C07 Reconnaissance Examination

(a) This exam covers POI File 12B30-C01 – C06; 12C30-C01-C06

c. Module C – MOS Specific Training

(1) 12N30/R2 Interpret a Construction Print Examination

d. Module C – MOS Specific Training

(1) 12N30C02/R2-Select Equipment and Production Techniques Examination

e. Module C – MOS Specific Training

(1) 12N30C03/R2 Direct Drainage Operations Examination

f. Module C – MOS Specific Training

(1) 12N30C05/R2 Plan Surface Treatment Examination

g. Module C – MOS Specific Training

(1) 12N30C06/R2 Determine Equipment Production Estimates Examination

h. Module C – MOS Specific Training

(1) 12N30C07/R2 Interpret a Critical Path Method

4. **Technical Engineer Supervisor Advance Leaders Course: 413-12T30-C45**

a. Module C – MOS Specific Training

(1) 12T30C01/1.0- Technical Construction Analysis Examination

b. Module C – MOS Specific Training

(1) 12T30C02/1.0- Soil Technician Supervisory Examination

c. Module C – MOS Specific Training

(1) 12T30C03/1.0- Produce a Construction Site Examination

d. Module C – MOS Specific Training

(1) 12T30C04/1.0- Prepare Roadway Designs Examination

e. Module C – MOS Specific Training

(1) 12T30C05/1.0- Prepare Technical Design Examination

f. Module C – MOS Specific Training

(1) 12T30C06/1.0- Technical Construction Management Examination

g. Module C – MOS Specific Training

(1) 12T30C07/1.0- Principles of Geodetic Examination

h. Module C – MOS Specific Training

(1) 12T30C08/1.0- Supervise Aviation Support Survey

**5. Construction Engineer Supervisor Advance Leader Course: 710-12H30-C45**

a. Module B – Shared Engineer Task

(1) 12H30B07/2H30- Technical Construction Analysis Examination

(a) This exam covers POI File 12B30-C01 – C06; 12C30-C01-C06

b. Module C – MOS Specific Training

(1) 12H30C01/1- Construction Prints Examination

c. Module C – MOS Specific Training

(1) 12H30C02/1- Bill of Materials Examination

d. Module C – MOS Specific Training

(1) 12H30C03/1- Schedule Work Examination

e. Module C – MOS Specific Training

(1) 12H30C04/1- Utilize a Framing Square Examination

f. Module C – MOS Specific Training

(1) 12H30C05/1- Concrete forms and structures Examination

g. Module C – MOS Specific Training

(1) 12H30C06/1- Masonry Structures Examination

h. Module C – MOS Specific Training

(1) 12H30C07/1- Construction Framed Structures Examination

i. Module C – MOS Specific Training

(1) 12H30C08/1- Installation of Building Utilities Examination

6. **Construction Equipment Repairer Advanced Leaders Course:** 612-91L3O-C45

a. Module A – Maintenance Management

(1) 91L3OA08/2 Maintenance Management Performance Based Examination

(a) This exam covers POI file 91L3OA01/2 – A07/2

b. Module C – Automotive Air Conditioning

(1)91L3OC05/2 Automotive Air Conditioning Examination

(a) This exam covers POI file 91L3OC01/2 – C04/2

3. **Counseling:** Students will participate in at least four counseling sessions conducted by a Small Group Leader (SGL) during the course, which include a reception and integration, minimum graduation requirements, mid-cycle, and end of course counseling. The student will establish and record a plan of action during the minimum graduation requirements counseling session aimed toward the successful completion of the course. Each student will agree to their plan of action with their SGL. Prior to departing the course, whether successful or not, the student will receive their performance and professional growth counseling, which will include the assessment of the student's plan of action, developed during the minimum graduation requirements counseling session. This performance and professional growth counseling will be the basis for comments annotated on the Service School Academic Evaluation Report (DA Form 1059). All counseling sessions will be recorded on a DA Form 4856-E and maintained in the student's historical record.

- a. **Additional Counseling:** Students will receive additional counseling whenever their academic standing falls below 80% or if they fail an examination and/or evaluation. Students may also be counseled for lack of motivation or for failing to meet or comply with student standards of conduct. Students must attend a mandatory study hall if they fail any examination, evaluation or are in danger of failing the course. All counseling sessions will be recorded on a DA Form 4856-E and maintained in the student's historical record. Any negative counseling will eliminate all students from competing for course honors (Failed to meet the height/ weight control standards on the report date, lack of motivation, ect.)

4. **Minimum Achievements:** This section is to inform the student, SGL and other concerned personnel of the course graduation requirements. The following information will be explained to the students at the beginning of the course and a copy will be provided to each student.

- a. **General:** Graduation is determined by a student's ability to successfully complete all course requirements as stated in this SEP. EN ALC utilizes the Small Group Instruction (SGI) technique of delivery. This technique places the responsibility for development on the student through their participation in a small group environment. These small groups will be led by an SGL who will serve as a primary facilitator and role model throughout the course. The SGL will also facilitate counseling, coaching, mentorship and team building within the small group. The small group concept is a technique for leader development that capitalizes on student-shared experiences, intensive interaction, and forces each student to be responsible for their own learning. To successfully complete this course, the student must:

- (1) Comply with the Army weight control program. Students may be subject to additional screening if their appearance suggests that body fat is excessive.
- (2) Pass all examinations with a minimum of 70 percent and maintain a 75% or higher GPA at the time of graduation.
- (3) Receive a "GO" on all performance-oriented evaluations.
- (4) Demonstrate satisfactory leadership skills while assigned in leadership positions.
- (5) Demonstrate oral communication skills by receiving a "GO" on all oral assignments.

#### **5. Student Responsibilities:**

- a. It is the responsibility of the student to learn and perform all Terminal Learning Objectives (TLOs). This includes completing all assigned Homework, Practical Exercises (PEs) and participating in classroom discussions and training activities. A student who displays an unprepared posture will be considered a training distracter to both their fellow students and the SGL. The NCO Academy will dismiss students who fail to meet performance standards and/or require extraordinary assistance to remain in the course.
- b. Maintain high standards of appearance, bearing, and professionalism at all times to include: daily inspections, social committee events, community service projects and the graduation ceremony.
- c. Develop and execute composite risk management assessments throughout the course.
- d. Avoid any type of misconduct both on and off duty that could be immoral, illegal, and unethical. This includes bringing discredit to the Noncommissioned Officer Corps and violating policies outlined in this SEP, MSCoE NCO Academy Policies, Fort Leonard Wood Policies and Army Regulations, and Federal and State Laws.
- e. Meeting or exceeding all course graduation requirements as outlined in this SEP.

#### **6. SGL Responsibilities:**

- a. Serve as the primary trainers for all course material.
- b. Counsel, mentor and evaluate students regarding academic responsibilities. This includes their plan of action, performance and/or disciplinary counseling as needed throughout the course.
- c. Evaluate student performance IAW this SEP.

- d. Enforce safety and composite risk assessments throughout the course.
- e. Facilitate and conduct all After Action Reviews (AAR).

## 7. Standards:

- a. **MINIMUM ACHIEVEMENTS.** Students must complete all assigned reading/writing homework, PEs, graded assignments and graduation requirements. Students will attend and participate in all classes and training activities. To graduate, students must complete each graduation requirement to the established standard. Failure to meet the minimum standards will constitute failure to meet course standards and the student will be recommended to the Commandant for release from the course.
- b. **STANDARDS OF CONDUCT.** Students will conduct themselves in a manner expected of a Noncommissioned Officer. This includes demonstrating law abiding personal conduct and behavior, both on and off duty. The NCO Academy Commandant may release students from the course for any type of misconduct or behavior that violates local, state, or federal law, the Uniform Code of Military Justice (UCMJ), DOD, Army and Fort Leonard Wood regulations or policies. This includes, but is not limited to, substantiated honor code violations such as: cheating, plagiarism, and improper relationships (i.e. senior-subordinate or student-cadre). Students shall be at their appointed place of duty on time, in the correct uniform, and with the proper equipment. Students demonstrating patterns of misconduct will be considered for dismissal.
- c. **PHYSICAL FITNESS.** Students will maintain physical fitness standards by participating in all scheduled physical fitness training sessions. SGLs will monitor students during all physical training sessions. Students with permanent medical profiles will take part within their profile limitations. The Commandant will consider administrative dismissal for those students that receive a temporary profile that precludes them from meeting the minimum graduation requirements of the course. Students who display a lack of motivation during physical training will be counseled and may be considered for dismissal from the course. Students that fall out of the course cohesion runs will be counseled for a lack of motivation.
- d. **RETRAINING AND RETESTING.** SGLs will conduct a formal counseling with students who fail an initial examination/evaluation. The SGL will provide retraining and offer a maximum of two retests during non-POI time. The student will retest for any examination on the next academic day.
- e. **PREPARING FOR A RETEST IS THE STUDENT'S RESPONSIBILITY.** The SGL will be available to answer student questions regarding the concepts being evaluated and to assist the student in overcoming academic short falls. Students are highly encouraged to obtain assistance from peers and study groups as a viable means for preparing for a retest. If a student fails a second retest, the Commandant will release the student from training for their academic deficiencies.

- f. SGLs should encourage student peers to assist in providing retraining. However, the SGL will provide overall supervision and technical assistance. Peer coaches will be on a voluntary basis and their assistance should not interfere with their own study time.
8. **Release Criteria:** The Commandant may release a student from the course for disciplinary reasons, honor code violations, apathy, lack of motivation, and/or other valid reasons, such as illness, injury, and academic deficiencies. The Commandant may also require students to report to the court-martial convening authority. Students who fail to maintain standards during the course may constitute an infraction of the UCMJ or students who simply indicate a lack of motivation or aptitude will be released. Students whose actions during the training constitute a violation of the UCMJ may also receive a suspension or dismissal from the course. SGLs will counsel those students considered for dismissal for motivational, disciplinary, or academic reasons.
9. **Denied Enrollment:** Students reporting to EN ALC who exceed the height/weight standards set forth in AR 600-9 by more than 3% or who arrive with a temporary profile may be recommended to the Commandant for denied enrollment. The Commandant will forward a memorandum to the first general officer in the student's chain of command addressing failure to meet Army standards. In addition, students are expected to arrive with all of their required documentation. Students who fail to do so will be given an additional 72 hours to obtain any missing enrollment paperwork. If the student cannot obtain the required paperwork, they may be released and the student's chain of command will be notified.

#### **10. Service School Academic Evaluation Report (DA Form 1059):**

- a. SGLs will evaluate each student's academic performance on the Service School Academic Evaluation Report (DA Form 1059). The DA Form 1059 will explain the student's accomplishments, potential, and limitations during the course.
- b. Students will be provided a copy of the DA Form 1059 on graduation day. DA Form 1059s will be prepared according to AR 623-3 and this SEP and signed by the Commandant or designated representative and the SGL. The SGL will consider the following when preparing the Performance Summary (Item 13) of the evaluation based on the following bullet guidelines:

**EXCEEDED COURSE STANDARDS.** Reserved for not more than 20 percent of the graduating class. The total Soldier concept will determine which students qualify for the Commandant's List. Students must achieve the following:

- Pass all examinations on the first attempt and attain a grade point average (GPA) of 90 percent or higher.
- Receive a "Superior" in Oral Communication.
- Receive a "Superior" in Leadership.

- Receive a "GO" on all leadership performance evaluations.
- Not receive any type of negative counseling.
- Participate fully in all course activities.

**ACHIEVED COURSE STANDARDS.** Students must achieve the following

- Pass all examinations with at least a 75% percent final GPA.
- Receive a "Satisfactory" rating in oral communication.
- Receive a "GO" on all leadership performance evaluations.
- Receive "Satisfactory" or above ratings in block 12 (Demonstrated Abilities) of DA Form 1059.
- Receive no more than one negative counseling statement.
- Participate fully in all course activities.

**MARGINALLY ACHIEVED COURSE STANDARDS.** Students must meet any one of the following:

- Failure to be IAW AR 600-9 by the date of graduation.
- Receive a "NO-GO" on the second attempt of any leadership performance evaluations.
- Fail three examinations on the first attempt during the course.
- Failure of any examination retest during the course.
- Receive an "Unsatisfactory" rating in any area in block 12 (Demonstrated Abilities) of DA Form 1059.
- Receive two or more negative counseling's (missed formations, demonstrated lack of motivation by falling out of a class run, etc).
- Fail to participate fully in all course activities.
- Receive a negative counseling for disciplinary reasons or violations of the standards of conduct outlined in the EN ALC Student Guide, this SEP, MSCoE NCO Academy

SOP, Fort Leonard Wood Policies or Regulations, or Army Regulations which do not warrant dismissal from the course.

- Achieves a grade point average of 70-74.99% at the time of graduation.

**FAILED TO ACHIEVE COURSE STANDARDS.** A student will fail to achieve course standards for the following reasons:

- Exceeds the body fat standards established IAW AR 600-9 by greater than 3% during enrollment.
- Fails the second re-test of any examination administered during the course.
- Receives two or more "Unsatisfactory" ratings in block 12 (Demonstrated Abilities) of DA Form 1059.
- Released from the course for disciplinary reasons or violations of the standards of conduct outlined in this SEP, MSCoE NCO Academy policy letters, Fort Leonard Wood policies or regulations, Army Regulations, or Local, State, and Federal Laws.

(3) Item 12 Demonstrated Abilities. For the Demonstrated Abilities block, Students may receive one of the four evaluations in the five categories listed below, based on the following:

**WRITTEN COMMUNICATION.** EN ALC will not evaluate Written Communication.

**ORAL COMMUNICATION.** The SGL will evaluate the student's overall speaking ability during the course. Speaking ability includes any oral communication, formal oral presentations, issuing orders and directives and student communication in the small group.

- **SUPERIOR** - To receive a "Superior" rating, the student must receive a "Superior" rating on the Lessons Learned briefing and/or receive a "Superior" rating on the oral Operation Order as part of the STX and effectively communicate within the small group environment.
- **SATISFACTORY** - The student may receive a "Satisfactory" rating for meeting the minimum requirements and satisfactorily completing all oral assignments and fully participate in small group discussions.
- **UNSATISFACTORY** - A student may receive an "Unsatisfactory" rating if he/she fails to meet the minimum requirements on the initial evaluation of any two oral presentations.

**LEADERSHIP SKILLS.** The SGL evaluates the student's Leadership ability in both garrison and in a Situational Training Exercise. In addition, the SGL evaluates the student's ability to influence others within the small group and class.

- **SUPERIOR** - To receive a "Superior," the student must receive a "Superior" rating while serving in a student leadership position and have received no negative counseling statements. In addition the student who has been selected as the "Sapper Spirit Leadership Awardee" or "Leadership Awardee" (91L) will be recognized with a "Superior" rating in Leadership Skills.
- **SATISFACTORY** - To receive a "Satisfactory," the student must receive a "GO" on all leadership evaluations, and have received no more than one negative counseling statement for disciplinary reasons or for his/her performance while in any leadership position.
- **UNSATISFACTORY** - To receive an "Unsatisfactory" rating, the student must receive a "NO-GO" rating on the second attempt of any leadership performance evaluation, or two or more negative counseling statements for disciplinary reasons or for his/her performance while in any leadership position. A negative counseling regarding apathy, lack of motivation, poor attitude, a violation of the standards of conduct, exceeding the body fat standards of AR 600-9, or failure to participate in training events will result in an automatic "Unsatisfactory."

**CONTRIBUTION TO GROUP WORK.** This rating will be based primarily on the student's participation in the lesson discussions and practical exercises. Their participation and achievements in their selected class committees will also weigh heavily in this rating.

- **SUPERIOR** - To receive a "Superior" rating the student must consistently contribute above and beyond that of fellow classmates by actively participating and contributing to the course through their class committee. They must also enhance training by sharing their experiences throughout classroom discussions. They must not have received any negative counseling statements regarding group/class participation, failure to complete homework/reading assignments, or failure to prepare for class.
- **SATISFACTORY** - To receive a "Satisfactory" rating, the student must actively participate in classroom discussions, and receive no more than one negative counseling statement for poor class participation, disruptive behavior, lack of participation or involvement in their particular class committee.
- **UNSATISFACTORY** - To receive an "Unsatisfactory" rating, the student must receive two or more negative counseling statements for poor class participation, disruptive behavior, lack of participation, failure to complete reading/homework assignments or lack of participation in their particular class committee.

**RESEARCH ABILITY.** This rating will be based primarily on the student's grade point average attained from the average of all written examinations administered during the course.

- **SUPERIOR** - To receive a "Superior" rating, the student must obtain a final Grade Point Average (GPA) of 90 percent or higher and pass all examinations on the first attempt.
- **SATISFACTORY** - To receive a "Satisfactory" rating, the student must receive a 70 percent GPA or higher.
- **UNSATISFACTORY** - To receive an "Unsatisfactory" rating, the student must receive less than 70 percent on the initial and subsequent retest on any of the examinations administered during the course. Students may also receive this rating for two or more negative counseling statements for failure to complete reading/homework assignments or failure to prepare for class.

11. **Student Reclama Procedures:** Reclama actions will occur only after test item analysis and the examination critique. A professionally conducted test item analysis and the critique can significantly reduce or eliminate reclama actions. The SGL may be able to identify problem questions during test item analysis and request corrective action. The SGL will use the test item analysis to identify possible instructional omissions or other related problem areas. Critiques should resolve any mistakes or student questions. For reclama request, students must comply with the following procedures:

- a. A reclama may be either typed or written and submitted to an SGL by a student or a class representative for any of the following reasons:
  - The test question is not worded correctly (to include the situation).
  - There are multiple or incorrect choices.
  - There is conflicting instruction or doctrine (e.g., two different instructors give different forms to record data and there is only one correct form, or the FM is different from the instruction and the instructor does not point out the difference).
- b. All reclus should clearly state the issue, justifying arguments and should clearly identify supporting documents (e.g., class handouts and/or appropriate publications). The reclama must be submitted to the SGL and/or senior SGL within two academic days of the examination or evaluation critique.
- c. Upon receipt of the reclama, the SGL will:
  - Obtain the exact text of the question(s) involved and attach the text to the reclama.
  - Safeguard the reclama to ensure academic security.
  - Research the issue.

- Review the reclama; add comments as appropriate, sign the document, and forward to the senior SGL and/or Course Chief for review.
- d. The Senior SGL and Course Chief will review the reclama and related documents and recommend either approval or disapproval, sign the document and forward the reclama through Chief, (MOS) Branch, Director, Directorate of Training and Leader Development (DOTLD).
- e. The Chief, Test Branch will review the reclama, supporting documents, comments and recommendations. A test item analysis will be initiated, if appropriate. The Chief, Test Branch will make additional comments, if appropriate, recommend either approval or disapproval, sign the document and forward it to the Director, DOTLD.
- f. Director, DOTLD will either approve or disapprove the reclama. A written response will be prepared by the Course Manager and furnished to the student. In the event the Director, DOTLD disapproves the reclama, the response will contain a brief statement explaining the reason for the disapproval. The course manager will retain a file copy of the response and the reclama, minus the text of the test item.
- g. If the reclama is approved, the reclama will be returned to the Chief, Test Branch, to effect appropriate scoring changes, grade changes, and to initiate test item revision procedures if necessary. The Chief, Test Branch will forward grade changes to the Course Manager.
- h. The Director, DOTLD is the only approval authority for reclaims. SGLs, Instructors, Branch Chiefs, Course Chiefs, and the Chief, Test Branch may not approve or disapprove reclaims.
- i. Reclaims are only one form of scoring exception. The need for other scoring exceptions may be identified during test administration, test scoring, test analysis, or during critiques. The Chief, Test Branch, may approve scoring exceptions and initiate corrective action using the following criteria:
- Verified omissions from lesson presentations (not in assigned reading) will normally result in affected questions not being scored.
  - Variances from school solutions may be granted individually, but only for those students who have supported positions in writing, citing specific references such as technical manuals or field manuals. Variances will not be granted under this paragraph when platform instruction is identified as being at variance with doctrinal publications.
  - The test item is invalid, inherently flawed, or does not meet TRADOC standards. The following guidelines apply: The test item is vague and has more than one correct answer when only one answer is required; the test item has been rendered invalid by doctrinal publications, changes, or classroom instruction; the test item format is incorrect.

- j. When the Chief, Test Branch approves a scoring exception, the test item will be stricken from the test. The scores will be computed based on the number of remaining questions. The Chief, Test Branch will also initiate grade changes and test item revision procedures, if applicable.

12. **Awards and Student Recognition:** Students who are successfully enrolled in the course will receive a Service School Academic Evaluation Report (DA Form 1059).

- a. The Sapper Spirit Leadership Award Nomination (Leadership Award 91L): SGLs will identify all eligible candidates. Each small group will nominate a representative to appear in front of a panel of SGLs. The nominees must have received a first time “GO” on all formal leadership evaluations to include Common Leader Combat Skill evaluations and have a 90% grade point average or above to be considered a candidate. They must also have demonstrated strong leadership abilities throughout the course; this will be determined by the SGL through the Developmental Leadership Evaluations and other documentation to support their decisions. A student will not be nominated if they receive any negative counseling and/or poor performance comments. The panel will convene during the final week of the course and will determine who will receive the Sapper Spirit Leadership Award (Leadership Award 91L). The members of the board will consist of the Course Chief (President) and all SGLs from their course. The uniform for this panel proceeding will be the ACU. All board questions will be extracted from publications issued and covered during the course.

- (1) The Sapper Spirit Leadership Awardee will receive special recognition during the graduation to include: an annual membership to the Army Engineer Association, a subscription to the Army Engineer Association Magazine, an Engineer Regimental Coin, a Certificate of Achievement and Coin of Excellence from the Engineer Regimental CSM and a Certificate of Achievement and Coin of Excellence from the MSCoE NCO Academy Commandant.

- (2) The 91L Leadership Awardee will receive special recognition during the graduation to include: a Certificate of Achievement and Coin of Excellence from the Engineer Regimental CSM and a Certificate of Achievement and Coin of Excellence from the MSCoE NCO Academy Commandant.

- b. **The Honor Graduate Award:** Selected from the top 20 percent of their class with the highest overall GPA and meet the criteria listed below:

- (6) Achieve an academic average of 90 percent or better.

- (7) Receive a first time passing score on all examinations and receive a first time “GO” on all other performance evaluations.

- (8) Must have no adverse counseling or actions.

(9) Must have “Exceeded Course Standards”.

(10) The Honor Graduate will receive special recognition during the graduation to include: a Certificate of Achievement and Coin of Excellence from the Engineer Regimental CSM and a Certificate of Achievement and Coin of Excellence from the MSCoE NCO Academy Commandant.

c. **Commandant’s List:** The top 20% of the class will receive special recognition during the graduation which consists of a Certificate of Achievement from the MSCoE NCO Academy Commandant.

13. **Returning Students:** Any student attending the course who has been previously released from the course for disciplinary reasons or academic failure is ineligible to receive honors.

14. Point of Contact for this memorandum is EN ALC Course Chief at 3-7436.

///ORIGINAL SIGNED///

SEAN A. WILSON  
1SG, USA  
Course Chief

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