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NCOA Pamphlet 623-3



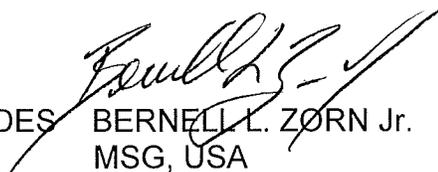
1 April 2016

## INDIVIDUAL STUDENT ASSESSMENT PLAN (ISAP)

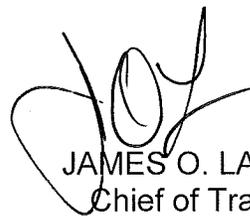
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**History.** This publication is a major implementation.

**Summary.** This pamphlet prescribes the policy and tasks for MSCoE NCOA's academic evaluation reports focused on student's assessment of performance and potential.

**Applicability.** This pamphlet applies to the Active Army, the Army National Guard, and the Army Reserve, unless otherwise stated.

**Proponent and exception authority.** The proponent of this pamphlet is the Chief of Training, S-3. The proponent may delegate this approval authority, in writing, to a Course 1SG within the proponent agency, in the rank of First Sergeant or above. All waiver requests must be approved by the Commandant.

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Effective 1 APR 2016, this pamphlet supersedes ISAP, dated 1 SEP 2015, and all Advanced and Senior Leader Courses' Student Evaluation Plans (SEPs) for Engineer; Chemical, Biological, Radiological, and Nuclear; Military Police; and Ordnance.

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## MSCoE NCO ACADEMY ISAP

### 1. GENERAL.

a. **Purpose:** The primary purpose of the NCO Academy ISAP is to inform students of the requirements and procedures for course completion. It also informs students of the methods used to evaluate them during the course.

b. **Scope:** This individual student assessment plan applies to all personnel assigned to the NCO Academy. The Course 1SG has responsibility for all students while assigned to the course.

#### c. **Command Relationship Responsibilities:**

(1) The Commanding General of the US Army MSCoE and Fort Leonard Wood, (FLW) is the General Courts-Martial convening authority for students and In Accordance With (IAW) FLW Command Policy # 15, Limitation on Exercise of Authority, the Commanding General withholds from subordinate Commanders authority to dispose of allegations of misconduct committed by senior NCOs (SFC – CSM).

(2) The Commander, 14<sup>th</sup> MP Brigade, FLW is the Special Courts-Martial convening authority for students.

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

(4) The Commandant (CMDT), NCO Academy maintains administrative authority and provides command and control over students.

#### b. **Student Responsibilities:**

(1) Be properly prepared for class and complete all assignments, both in class and homework, on time.

(2) Meet or exceed all course graduation requirements as outlined in 5b (1) and (2).

(3) Avoiding conduct, both on and off duty, which is immoral, illegal, unethical, or likely to bring discredit upon the Army.

(4) Understanding and complying with the guiding principles set forth below in paragraph 2a (Standards of Conduct).

(5) 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.

(6) Meet and sustain the APFT and HT/WT requirements IAW current Army references.

## 2. STANDARDS.

a. **Standards of Conduct.** Students will conduct themselves in a manner expected of a NCO. This includes demonstrating law abiding personal conduct and behavior, both on and off duty. The NCO Academy CMDT may release students from the course for any type of misconduct or behavior that violates local, state, federal law, UCMJ, DOD, Army, TRADOC, MSCoE, or FLW regulations or policies. This includes, but is not limited to substantiated honor code violations such as, cheating, any plagiarism, **25%** quoted material, or improper relationships (i.e. senior-subordinate or cadre-student). **Students shall be at their appointed place of duty on time, in the correct uniform, and with the proper equipment.**

**NOTE: Definition of plagiarism:** The Council of Writing Program Administrators states: "plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source."

b. **Counseling.** SGLs will provide continuous feedback to inform students of their performance and their course standing.

(1) Counseling, one of the most important tools of leader development at the NCO Academy, serves as the mechanism for feedback. SGLs must continually counsel students for both the positive and negative aspects of their performance throughout the course. All counseling must explain the students' progress to date. SGLs must conduct the following counseling as a minimum:

(a) Initial reception and integration counseling, which informs the student of the standards of conduct, course graduation requirements, retest/reassessment criteria, dismissal procedures, performance appraisal restrictions, and references allowed during performance appraisal.

(b) After each performance examination and assessment in which the student fails or achieves a minimal passing score of 70%. Effective 20 February 2016, CBRN ALC graduation requirement, students must score 80% or better on all examinations. Effective 1 January 2016, CBRN SLC graduation requirement, students must score 80% or better on all examinations. Effective 22 July 2014, EN ALC, 91L graduation requirement, students must score 80% or better on Module A and the last six performance-oriented assessments under the research ability column IAW Cumulative Summary Worksheet, dated 22 OCT 14. Failed examination and/or performance-

oriented assessment will NOT be considered an event-oriented counseling statement under substandard conditions.

(c) Performance counseling at the midpoint and end of the course regarding their academic evaluation report ratings. CBRN ALC and SLC will only conduct performance counseling at the end of each phase for school code L031 due to shortness of each phase.

(d) Positive counseling for those students who perform well during the course.

(e) Counseling that informs students of identified shortcomings, which performance indicator(s) apply, and corrective actions to remedy shortfalls.

(2) Refer to all appraisals in counseling and official records as "performance appraisal or performance evaluation." Conduct counseling in an appropriate setting. Conduct all counseling using the Developmental Counseling Form, DA Form 4856 IAW ATP 6-22.1. Record all counseling sessions in writing and place a copy in the student's training file. A copy of all event-oriented counseling under substandard conditions will be provided to the NCO Academy Registrar. Counseling records play a major role in the event favorable or unfavorable administrative action is taken.

c. **Minimum Achievements.** Students must complete all assigned reading/writing homework, Practical Exercises (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 and adhere to the Standards of Conduct set forth in this ISAP. Failure to meet the minimum standards will constitute failure to meet course standards and the student will be recommended to the CMDT for release from the course.

d. **Record APFT and Height and Weight (HT/WT).** Soldiers attending one of the NCO Academy courses, in either a Permanent Change of Station (PCS) or Temporary Duty (TDY) status, which require preparation of a DA Form 1059, will be administered a record APFT and HT/WT screening as a **mandatory course graduation requirement**.

(1) All Soldiers will take a record **APFT and weigh-in not earlier than (NET) training day one and not later than (NLT) training day Seven**. One retest/re-screening is/are allowed. It will be administered on **training day ten** after the initial failure to meet record APFT and/or body fat standards.

(2) Soldiers who meet academic course requirements but fail to meet the Army standards for body fat will be removed from the course. Soldiers who fail to meet APFT and/or body fat standards will have their service school academic evaluation report (DA Form 1059), item 11d marked "**FAILED TO ACHIEVE COURSE STANDARDS**" and item 14 will be marked "**Failed to Meet APFT and/or Body Fat Composition Standards.**"

e. **Absentees.** Students must obtain permission from their **1SG** to be absent from training. Students, who obtain permission to leave, will ensure both their student chain of command, SGL, and SSGL are aware of their departure, destination, and return and that they possess all documents required IAW the NCOA Pass and Leave Policy Letter 16. Students may be recommended for dismissal if they miss eight hours or more of training.

f. **Physical Readiness Training (PRT).** Students will participate in all scheduled PRT sessions. SGLs will monitor students during all PRT sessions and ensure students complete a Deliberate Risk Assessment Worksheet (DD Fm 2977) for all on and off installation physical activities.

(1) Students with permanent medical profiles will take part within their profile limitations and are required to know their alternate exercises based on their profile.

(2) Students who need an **over 40 Physical** will present a written authorization (memorandum) from their doctor stating that they are cleared to take the APFT to their SGL, along with their EKG. If the student has only their EKG, they must take it to a doctor or care provider to read the EKG to ensure they are cleared to take an APFT. EKG is also required for CBRN ALC Phase I in order to don Level "A" PPE for HazMat training.

g. **Physical profiles.**

(1) Soldiers with medical profiles due to operational deployment will be permitted by their immediate Commanders to attend appropriate courses (to include Professional Military Education) within the guidelines of their profile. Soldiers must arrive at the aforementioned courses of instruction with a copy of their current profile and a memorandum signed by their Commander stating the profile is a result of injuries sustained due to operational deployment.

(2) Soldiers with temporary profiles that are not a result of operational deployment will be denied enrollment into the course.

(3) Soldiers with a permanent designator of "2" in the physical profile must include a copy of DA Form 3349 (Physical Profile) as part of the course application. They will be eligible to attend courses (to include PME) and train within the limits of their profile provided they can meet course graduation requirements. Soldiers with a permanent designator of "3" or "4" in their physical profile must include a copy of DA Form 3349 and the results of their MOS Administrative Retention Review as part of the course application.

(4) Soldiers who have been before an MOS Administrative Retention Review and retained in their MOS or reclassified into another are eligible to attend appropriate courses (to include PME) and train within the limits of their physical profile. CMTD will

not dismiss nor deny enrollment of Soldiers into training based on physical limiting conditions in accordance with MOS Administrative Retention Review adjudication.

(5) Soldiers receiving temporary or permanent physical profiles limitations after enrolling in a NCOPDS course will be evaluated by the CMDT for continued enrollment. Soldiers who:

(a) Have met or will be able to meet graduation requirements will continue to be trained within the limits of their profile.

(b) Are unable to meet graduation requirements will be disenrolled from the course IAW AR 350-1, para 3-14 (b) and return to their unit or proceed to their PCS unit, and may, if eligible, be enrolled in a later course once the temporary profile is removed.

h. **Retraining/Retesting/Reassessing.** SGLs will conduct a formal counseling with students who fail an initial examination or Performance-Oriented Assessment (POA). The SGL will provide retraining during non-Program Of Instruction (POI) time. The second POA will be conducted by the SSGL. If the student must take a third POA, only the Chief of Training will authorize the third and final POA. Students will retest on failed examination and/or reassess on failed performance-oriented assessment on the next training day.

- i. **Consumption of Alcoholic Beverages.** IAW MSCoE Command Policy 21, Alcoholic Beverages – “Soldier may be considered intoxicated by default if he or she has a blood alcohol content (BAC) of .05 or above while on duty and not attending social functions. To violate this provision, the Soldier must have known, or should reasonably have know, prior to voluntarily consuming an alcoholic beverage, that he or she had duty to perform that would be fundamentally hampered by their consumption.”
- ii. **Refer to command policy 21 FLW MSCoE**

### 3. EXAMINATIONS AND PERFORMANCE-ORIENTED ASSESSMENTS.

Examinations administered to each course are listed in **ANNEX A** and performance-oriented assessments administered to each course are listed in **ANNEX B**.

a. Examinations and performance-oriented assessments will be administered by the appropriate instructor at the time, place, and date indicated on the approved training schedule.

b. Students will be provided with the result of their performance on examinations and performance-oriented assessments as soon as possible, usually the same training day.

c. Examination and performance-oriented assessment AARs for students will be conducted as soon as possible after the exam or assessment is administered/

performed; preferably immediately following each examination. These AARs are mandatory.

d. If students fail to take an original examination, assessment, retest, or reassessment at the prescribed time and place; without an authorized absence, they will earn an **automatic failure for that examination or performance-oriented assessment**. Only an excused absence or unforeseen emergency will be considered for waiver or rescheduling of the examination. The Course 1SG will determine the validity of an emergency.

e. Annex D outlines procedures for student reclaims.

f. Examination/performance-oriented assessment failures and retests/reassessments:

(1) Any student who fails to achieve a "GO" 70% [(80% for CBRN ALC examinations) (80% for 91L ALC module A examination) (80% for the CBRN SLC examinations)] will be counseled in writing by their SGL. Scoring less than 70% (80% for CBRN ALC/SLC or 91L ALC module A and the last six performance-oriented assessments under the research ability column IAW Cumulative Summary Worksheet, dated 22 OCT 14) requires a retest, which can only result in a satisfactory score of 70% (80% for CBRN ALC/SLC or 91L ALC module A and the last six performance-oriented assessments under the research ability column IAW Cumulative Summary Worksheet, dated 22 OCT 14). Counseling should concentrate on the specific enabling learning objective (ELO) that the student failed to master. Retesting will be conducted on the next academic day. The retest will be an alternate version of the entire test, not just the ELOs the student missed. One retest will be administered after remedial training. If a student earns two failed examination scores (one initial examination and one re-examination), dismissal procedures will be initiated.

(2) Any student who fails to achieve a "GO" (70%) on any performance-oriented assessment will be counseled in writing by their SGL. Counseling should concentrate on the student's specific shortcomings that the student failed to master. One reassessment will be conducted by the SSGL at the end of that particularly performance-oriented assessment block. One reassessment will be administered after remedial training. Student's that fail two POAs for the same assessment (re-test) will be counseled by the Chief of Training and the student will receive an unsatisfactory rating in the appropriate demonstrated abilities block(s) (DA Form 1059, block 12a-e) and **an overall marginal rating (DA Form 1059, block 11c)**.

(3) SGLs will be available to answer student questions regarding the concepts being evaluated and to assist the student to overcome academic shortcomings as indicated by a failed examination. Additionally, SGLs will at all times perform on the spot corrections using the Progressive and Proactive Approach during all POAs. Preparing for the retest and/or reassessment are/is the student's responsibility (students that failed

examinations should also look for peer instruction and study groups as viable means of preparing for exam retests or performance-oriented reassessments).

(4) SGLs will use peer instructors to assist in providing remedial training, but overall supervision and technical assistance must come from a SGL. Peer instruction will be on a voluntary basis and should not interfere with the peer instructor's own study time.

**4. DA FORM 1059, SERVICE SCHOOL ACADEMIC EVALUATION REPORT (SSAER).** The NCO ACADEMY student evaluation system is a process of assessing each student using the "Total Soldier" concept. It is both an **objective and subjective process** arrived at by examinations, observations, comparison, and analysis. It involves input from the Course 1SG, SSGLs, SGLs, and any instructors who teach a portion of the program of instruction. Students are evaluated in five primary areas during their respective courses. The results of the evaluations are reported IAW DA PAM 623-3 and recorded on DA Form 1059. Mandatory comments on Academic Evaluation Reports (AERs) are explained in DA PAM 623-3 and include detailed requirements for SGLs completing the DA Form 1059. Evaluated areas on the AER include:

a. **Block 9 (Referred Reports).** A referred report in accordance with AR 623-3, Academic Evaluation Reporting System, are provided to the student for acknowledgment or comment before being sent to HQDA. A rated student that receives a referred report will acknowledge receipt of their referred report on the referred report memorandum. The rated student will have **two duty (training) days** to consider submitting comments. The rated student will have **14 calendar days from the date of the referred report memorandum** to submit their comments to their Course 1SG. The comments must be factual, concise, and limited to matters directly related to the evaluation. Comments or statements made by the rated student do not constitute an appeal or Commandant's inquiry. Appeals are processed separately in accordance with AR 623-3, Para 4-7. Reasons for receiving a referred report:

- (1) UNSATISFACTORY(UNSAT) rating.
- (2) "Marginally Achieved Course Standards" response.
- (3) "Failed to Achieve Course Standards" response.
- (4) "NO" response in block 9.
- (5) "Failed" record APFT.
- (6) Any "NO" rating for HT/WT, indicating noncompliance with AR 600-9 and AR 350-1.
- (7) Any comments so derogatory that the AER may have an adverse impact on the Soldier's career.

b. **(Block 11) Performance Summary.** The SGL will support block 11 (Performance Summary) with the final ratings from the cumulative summary sheet, which will also appear in block 12 (Demonstrated Abilities).

(1) **"Exceeded Course Standards:"** This is limited to no more than **20%** of each MOS class from the total number of students who initially began training on day one. To achieve this rating, a student must consistently demonstrate superior competence and leadership abilities. The student must earn at least three SUPERIORs in block 12, earn a first time GO on all examinations and performance-oriented assessments, HT/WT, minimum score of 245 on APFT, academic grade point average of 90% or above, no event-oriented counseling statement under substandard conditions and consistently display superior military appearance and bearing. The following criteria will determine the final ratings of exceeds course standards if there are ties or if over 20% of the class gets recommended; grade point average, number of superior ratings, APFT score.

(2) **"Achieved Course Standards:"** To achieve course standards, the students must earn a FINAL passing score of 70% or higher on all examinations and performance-oriented assessments [(CBRN ALC graduation requirement, students must score 80% or better on all examinations) (CBRN SLC graduation requirement, students must score 80% or better on all examinations) (91L ALC graduation requirement, students must score 80% or higher in Module A and the last six performance-oriented assessments under the research ability column IAW Cumulative Summary Worksheet, dated 18 DEC 14)] and did not receive more than ONE event-oriented counseling statement under substandard conditions. Earn at least a "SATISFACTORY" rating in each of the demonstrated abilities listed in block 12 of the DA Form 1059.

(3) **"Marginally Achieved Course Standards:"** The student achieves a minimum acceptable course standard. Substandard performance includes the following:

(a) Initial failure of 35% or more for each demonstrated ability (12a-e, DA Form 1059).

(b) Student earns a FINAL "UNSAT" on performance-oriented assessments.

(c) Earns TWO event-oriented counseling statements under substandard conditions should the Soldier be retained in the course. The counseling does not need to be for the same event.

(4) **"Failed To Achieve Course Standards:"** Rating assigned to students who fail to meet the minimum course standards, such as failure to pass the record APFT and/or meet HT/WT standards on their second attempt. These include, but are not limited to, academic performance or personal conduct is such that continuance in the

course is not appropriate (for example, student violates regulations, policies, or established discipline standards or earns a FINAL "UNSAT" on written examinations.

(5) "**Compassionate, Medical, or Retirement/Separation Reason:**" Block 11 will be left blank.

c. **Demonstrated Abilities Grade Criteria (Block 12).** The "Point system" concept is applicable for all examinations and performance-oriented assessments except for HAZMAT examinations, which will use the "GO" or "NO-GO" concept. This means the student demonstrated competency in the evaluated skill and met the established standards. Ratings require further definition in the comment portion of evaluation forms by applying the evaluation of UNSATISFACTORY, SATISFACTORY, or SUPERIOR. These ratings correspond with the evaluation categories on the DA Form 1059, Service School Academic Evaluation Report (SSAER).

(1) **Written Communication (WC).** The SGL assesses the student's written communication ability based on the student's performance IAW AR 25-50.

(a) A superior rating is earned by a student who achieves first time "GOs" and with an overall WC GPA of 90% or higher. A superior rating cannot be given if the student earned an unsatisfactory in the written communication area.

(b) A satisfactory rating is earned by a student whose overall WC GPA is between 70-89% with no final UNSAT. Scoring less than 70% requires a retest/reassessment, which can only result in a satisfactory score of 70%.

(c) An unsatisfactory rating is earned by a student who requires more than one retest/reassessments (i.e., scores less than 70% on both the initial assessment and two reassessments).

(2) **Oral Communication (OC).** The SGL assesses the student's overall speaking ability. Speaking ability includes any oral communication other than the formally graded presentations completed by the SGL.

(a) A superior rating is earned by a student who achieves first time "GOs" and with an overall OC GPA of 90% or higher. A superior rating cannot be given if the student earned an unsatisfactory in the oral communication area.

(b) A satisfactory rating is earned by a student whose overall OC GPA is between 70-89% with no final UNSAT. Scoring less than 70% requires a retest/reassessment, which can only result in a satisfactory score of 70%.

(c) An unsatisfactory rating is earned by a student who requires more than one retest/reassessment (i.e., scores less than 70% on both the initial test/assessment and retest/reassessment).

(3) **Leadership Skills (LS).** SGL evaluates the student's Leadership ability in both garrison and tactical environments. In addition, the SGL evaluates the student's ability to influence others within the small group and class.

(a) A superior rating is earned by a student who achieves first time "GOs" and with an overall LS GPA of 90% or higher and no event-oriented counseling statement under substandard conditions. A superior rating cannot be given if the student earned an unsatisfactory in the leadership skills area.

(b) A satisfactory rating is earned by a student whose overall LS GPA is between 70-89% with no final UNSAT and not more than one event-oriented counseling statement under substandard conditions. Scoring less than 70% requires a retest/reassessment, which can only result in a satisfactory score of 70%.

(c) An unsatisfactory rating is earned by a student who requires more than one retest/reassessment (i.e., scores less than 70% on both the initial test/assessment and retest/reassessment). Students violating paragraph 2a (standards of conduct) will earn an unsatisfactory rating for leadership skills.

(4) **Contribution to Group Work (CGW).** Group work includes the group process of establishing norms, setting goals, group cohesiveness, and open communication. This rating will be based primarily on the student's participation in the lesson discussions, practical exercises, and annex E of this ISAP. Their participation and achievements in their selected class committees will also weigh heavily in this rating.

(a) A superior rating is earned by a student who achieves first time "GOs" and with an overall CGW GPA of 90% or higher. A superior rating cannot be given if the student earned an unsatisfactory in the contribution to group work area.

(b) A satisfactory rating is earned by a student whose overall CGW GPA is between 70-89% with no final UNSAT. Scoring less than 70% requires a retest/reassessment, which can only result in a satisfactory score of 70%.

(c) An unsatisfactory rating is earned by a student who requires more than one retest/reassessment (i.e., scores less than 70% on both the initial test/assessment and retest/reassessment).

(5) **Research Ability (RA).** This rating will be based primarily on the student's grade point average attained from the average of all written examinations and assessments administered during the course.

(a) A superior rating is earned by a student who achieves first time "GOs" and with an RA overall GPA of 90% or higher. A superior rating cannot be given if the student earned an unsatisfactory in the research ability area.

(b) A satisfactory rating is earned by a student whose overall RA GPA is between 70-89% with no final UNSAT. Scoring less than 70% requires a retest/reassessment, which can only result in a satisfactory score of 70%. CBRN ALC graduation requirement, students must score 80% or better on all examinations. CBRN SLC graduation requirement, students must score 80% or better on all examinations and EN ALC 91L students must score 80% or higher in Module A and the last six performance-oriented assessments under the research ability column IAW Cumulative Summary Worksheet, dated 18 DEC 14. Scoring less than 80% requires a retest/reassessment, which can only result in a satisfactory score of 80%.

(c) An unsatisfactory rating is earned by a student who requires more than one retest/reassessment (i.e., scores less than 70% on both the initial test/assessment and retest/reassessment). CBRN ALC students scoring less than 80% on both the initial research ability assessment and reassessment on any examination. CBRN SLC graduation requirement, students must score 80% or better on all examinations. EN ALC 91L students must score 80% or higher in Module A and the last six performance-oriented assessments under the research ability column IAW Cumulative Summary Worksheet, dated 18 DEC 14.

d. **Block 13 (Academic Potential).** Has the student demonstrated the academic potential for selection for higher level school/training? This portion of the evaluation strictly addresses the student's academic potential for future schooling/training. A rating of "NO" constitutes a referred report and comments must be specific and fully explained in block 16. "N/A" is used for compassionate or medical reasons.

e. **Block 14 (Comments).** Comments are required to articulate the capabilities, potential, and/or limitations of the Soldier, including significant achievements or deficiencies, and degree awarded, if applicable. Explain entries requiring further description and enter additional comments as required based on boxes checked in blocks 11, 12, or 13.

(1) Comments should be made if the Soldier:

(a) Displayed exceptional potential or demonstrated any exceptional capabilities, aptitudes, and/or limitations that should be considered in future selection opportunities/assignments.

(b) Lacked ability or motivation.

(c) Demonstrated moral or character deficiencies.

(d) Failed to respond to recommendations for improving academic or personal affairs.

(e) Was released from student status through no fault of his or her own (for example, medical or compassionate reasons) and is recommended for reinstatement in the course.

(f) Was released from student status based on an approved retirement or resignation.

(2) In accordance with AR 350-1, the APFT data, and "PASS" or "FAIL" (to indicate compliance fitness standards of FM 7-22) below the narrative and before the HT/WT data.

(3) In accordance with AR 350-1, the HT/WT data, and "YES" or "NO" (to indicate compliance with the body fat standards of AR 600-9) below the narrative in block 14.

## **5. STUDENT DISMISSAL.**

a. Under certain conditions, students may be dismissed from courses before course completion. To protect students from unfair, illegal, or prejudicial practices, CMTD will publish policies and establish procedures to determine if students should be dismissed from training. Policy and procedures will ensure timely execution of review.

b. Students may be considered for dismissal from courses for the following reasons:

(1) Personal conduct is such that continuance in the course is not appropriate (for example, if a student violates regulations, policies, or established discipline standards for example is late to formation twice). No formal adjudication of guilt by a military or civilian court or by a Commander under Article 15 of the UCMJ is necessary to support dismissal under this paragraph.

(2) Negative attitude or lack of motivation is prejudicial to the interests of other students in the class.

(3) Academic deficiency demonstrated by failure to meet course standards or lack of academic progress that makes it unlikely that the student can successfully meet the standards established for graduation.

(4) Illness or injury (as determined by a physician) or added physical profile limitation.

(5) Compassionate reasons.

(6) Students enrolled as a military member retiring or leaving the military and not continuing in a federal civilian capacity.

(7) A flag initiated on a student IAW AR 600-8-2.

(8) Two negative counseling statements.

(9) Failure to produce all required documentation within 72 hrs of the start of the course

(10) Failure to have all items on packing list within 72 hrs of the start of the course.

(11) Violation of any of the Army Values.

(12) Violation of installation, local, State, or Federal law.

(13) Missing more than eight academic hours of instruction.

c. In establishing student dismissal procedures:

(1) Ensure fair and equitable processes to adjudicate individual cases.

(2) Adhere to Army policies and standards.

(3) Inform students of the course and training completion requirements prior to the start of the training and education.

d. Students being considered for dismissal must be counseled by their Small Group Leader and Senior Small Group Leader prior to dismissal recommendation. Counseling sessions will be documented and signed by all counselors and acknowledged by the student. All counseling forms will be maintained with the student's records. Additionally, the CMDT or designated representative will notify the Commander of the student's parent unit or parent organization, when possible.

e. The following procedures apply in cases where dismissal is considered for motivational, disciplinary, or academic reasons:

(1) For academic reasons the Senior Small Group Leader will notify the student in writing of the proposed action, the basis for the action, the consequences of disenrollment, and the right to appeal. The Course 1SG will determine if the student is dismissed. The Course 1SG will advise the student that any appeal must be submitted within seven (7) duty days after receipt of the written notification of the dismissal action. Appeals will be submitted to the CMDT.

(2) For motivational or disciplinary the Course 1SG will notify the student in writing of the proposed action, the basis for the action, the consequences of disenrollment, and the right to appeal. The Assistant CMDT will determine if the student is dismissed. The Assistant CMDT will advise the student that any appeal must be

submitted within seven (7) duty days after receipt of the written notification of the dismissal action. Appeals will be submitted to the CMDT.

(3) The student will acknowledge by endorsement within two (2) duty (training) days receipt of the written notification of dismissal action. The endorsement must indicate whether the student intends to appeal the dismissal action.

(a) Appeals will be forwarded to the Commandant who will refer the proposed action and the appeal to the Office of the Staff Judge Advocate (OSJA) to determine legal sufficiency of the dismissal decision. All appellate actions will become part of the student's case file (IAW AR 350-1, para 3-15e (4), Page 55 dated 19 Aug 2014). Commandants will make their final decision on dismissals after considering the supporting Office of the Staff Judge Advocate recommendation. In cases where an OSJA is not available, the CMDT will forward appeals to the Commander who has general court martial convening authority (GCMCA) for review and final decision; General Court Martial Convening Authorities will obtain a legal review before final action.

(b) Students who elect to appeal will remain actively enrolled in the course pending disposition of their appeals. In cases where the decision of the appeal is delayed, students will participate in graduation ceremonies; however, the DA 1059 will be withheld until final adjudication.

f. Dismissals for misconduct, lack of motivation, academic deficiency, or failure to maintain physical fitness or HT/WT standards will be recorded on the student's DA Form 1059. Foreign student dismissals will be handled in accordance with AR 12-15.

(1) In accordance with AR 600-8-2, Soldiers dismissed for disciplinary reasons may be flagged. Soldiers dismissed for misconduct may be barred from reenlistment in accordance with AR 601-280 and AR 140-111. Unit Commanders will initiate suspension of favorable action, barred from reenlistment and may initiate separation proceedings in accordance with AR 635-200, AR 600-8-24, AR 135-175, and AR 135-178.

(2) Disenrollment for illness, injury, compassionate transfer, or other reasons beyond the control of the individual will be made without prejudice. The CMDT will provide a written statement to the student's unit or organization stating the reason for termination and that the student will be eligible to re-enroll as soon as conditions that led to disenrollment no longer exist.

(3) Soldiers dismissed from Basic Leader Course (BLC) for disciplinary or motivational reasons will not be eligible for further NCOPDS training for a period of six months.

(4) NCO Academy disenrollment policy is as follows:

(a) Soldiers dismissed from BLC for academic deficiency may apply to reenter the course when both the unit Commander and the CMDT determine that the student is prepared to complete the course.

(b) The Active Army (AA) Soldiers dismissed from Advanced Leader Course (ALC) for other than compassionate or medical reasons may be reconsidered for course attendance once they reappear before the local promotion board. The Reserve Component (RC) Soldiers dismissed from ALC for other than compassionate or medical reasons may be reconsidered for course attendance once the student's Commander determines that the student is prepared to complete the course per AR 350-1. Students will always be allowed back.

(c) The AA Soldiers dismissed from Senior Leader Course (SLC) for other than compassionate or medical reasons may be reconsidered for course attendance by the HQDA selection board. The RC Soldiers dismissed from SLC for other than compassionate or medical reasons may be reconsidered for course attendance once the first general officer in the chain of command per AR 350-1 determines that the student is prepared to complete the course or phase under One Army School System (OASS).

(5) Soldiers eliminated from NCOPDS who later re-enroll must take the complete course.

(6) Students dismissed from training for academic deficiency may be considered by their chain of command for retraining in their present occupational specialty or training for reclassification in another occupational specialty.

(7) Army National Guard Soldiers eliminated from NCOPDS courses for other than compassionate or medical reasons may not attend another NCOPDS course unless selected by a subsequent promotion selection board per ar 350-1.

g. Dismissal authorities:

(1) For academic, APFT, and HT/WT dismissals, the Course 1SG is the dismissal authority unless a third POA assessment is authorized and then the dismissal authority is the Chief of Training.

(2) For motivational or disciplinary dismissals, the Asst CMDT is the dismissal authority.

(3) For Medical or Compassionate dismissals, the CMDT is the dismissal authority.

6. **GRADUATION HONORS.** NCOs graduating from the SLC, ALC, and BLC may be recognized with five honors: Distinguished Honor Graduate (DHG), Distinguished

Leadership Graduate (DLG); CMDT's List, Iron Soldier Award, and Army Physical Fitness Badge Award.

a. Students must be in the top 20% in their class, encompass the "Total Soldier" concept, and meet the minimum graduation honor requirements listed in 6a(1) through (3) and meet the additional respective honor requirements.

- (1) Have an overall academic grade point average of 90% or above.
- (2) Have no examination and performance-oriented assessment failures.
- (3) Have no event-oriented counseling statements under substandard conditions.
- (4) Score a 245 or above on the initial APFT.

b. DHG: also includes the following minimum requirements:

- (1) Must have the highest overall academic grade point average.
- (2) Must earn a minimum of four superior ratings on their AER, block 12. One of the superior ratings must be in the area of leadership, block 12c.

- (3) Score a 245 or above on the initial APFT.

c. DLG: Must earn a minimum of four superior ratings on their Academic Evaluation Report, block 12. One of the superior ratings must be in the area of leadership, block 12c. Score a 245 or above on the initial APFT.

d. CMDT's List: Must earn a minimum of three superior ratings on their Academic Evaluation Report, block 12. One of the superior ratings must be in the area of leadership, block 12c. Score a 245 or above on the initial APFT.

e. Iron Soldier Award:

- (1) A score of 300 points on initial APFT
- (2) 6a(1) through (2) are not applicable for this award.

f. Army Physical Fitness Badge Award:

(1) Must score 270 points or higher and must achieve 90 points or higher in each event.

- (2) 6a(1) through (2) are not applicable for this award.

## **ANNEX A EXAMINATIONS**

1. Examination will measure and assess student research ability (1059, block 12e).

### **SLC 12B/C**

C05 General Engineer  
D02 Military Load Classification  
E04 Fixed Bridge  
F04 Float Bridge  
H10 Tactics

### **SLC 12H/P**

C46-01 Manage a Construction Project  
C46-02 Design Utilities

### **SLC 12N**

D02 Military Load Class  
C46-02 Resource Constrain a Project

### **SLC 12T**

B01-0412 Determine Soils Stabilization Method  
B05-0911 Determine Logistical Requirements for Bunkers and Shelters  
B06-0911 Supervise Infrastructures Reconnaissance  
B09-0911 Conduct Advanced Project Management  
C01-091 Artillery/Air Defense Survey  
C03-0612 Geodetics Supervisory Operations

### **SLC 12Y**

21Y40-E-130 Production Line Tool Set  
21Y40-D-120 Manage Geospatial Data Production and Quality Assurance Checks

### **SLC 31B**

191-4010 Staff and Tactical Operations Examination  
191-4020 Sustaining Operations Examination  
191-4030 Law Examination

### **SLC 31D**

191-4010 Staff and Tactical Operations Examination  
191-4220 CID Operations Examination  
191-4230 Detachment Sergeant Examination

### **SLC 31E**

191-4010 Staff and Tactical Operations Examination  
191-4120 Sustaining Operations Examination (I/R)  
191-4110 Corrections Examination

**SLC 31K**

191-4010 Staff and Tactical Operations Examination  
191-4160 MWD Examination A  
191-4170 MWD Examination B

**SLC 74D**

031-SLX01 Phase 1 Assessment  
031-SLX02 CBRN WRS Assessment  
031-SLX03 Phase 3 Assessment

**ALC 12B**

B07 Demolitions  
B09 Urban Breaching  
C09 Reconnaissance  
D08 Explosive Hazards  
E05 Combat Construction  
E07 Bailey Bridge

**ALC 12C**

B06 Demolition  
C07 Reconnaissance  
D06 Fixed Bridging  
E05 Float Bridging

**ALC 12H**

C02 Read Construction Prints  
C03 Prepare Bill of Materials  
C04 Schedule Work CPM  
C05 Utilize Framing Square  
C06 Concrete Structure  
C07 Masonry Structure  
C08 Wood Structure  
C09 Supervise Installation BLDG Utilities  
C10 Supervise Generator Operations

**ALC 12N**

A10 Reconnaissance  
B02 Interpret A Construction Print  
B04 Select Construction Equipment Production Technical  
B06 Direct Drainage  
B08 Direct Soil Stabilization  
B10 Determine Equip. Prod. Estimates  
B12 Interpret A Critical Path Method  
B14 Plan Surface Treatment Operation  
B18 Employ Crane Safety

**ALC 12T**

C01 Conduct Technical Construction Analysis  
C02 Soil Technician Supervisor Duties  
C03 Produce Construction Site Design  
C04 Prepare Roadway Designs Examination/Drainage Design  
C05 Produce Technical Design Reports  
C06 Perform Technical Construction Management  
C07 Principles of Geodetics Management  
C08 Survey Control Specifications

**ALC 12Y**

12Y30 C-150 Data Production and Editing Techniques (DPET)  
12Y30 D-190 Spatial Analyst for GEOINT (SAGI)  
12Y30 E-230 ENVI software  
12Y30 H-010 Operational AAO Brief  
12Y30 I-010 Tactical AAO Brief

**ALC 31B**

191-3010 CMF 31 Examination #1  
191-3020 CMF 31 Examination #2  
191-3040 Law Enforcement

**ALC 31D**

191-3010 CMF 31 Examination #1  
191-3210 CID Investigation  
191-3220 CID Examination on Evidence Procedures

**ALC 31E**

191-3010 CMF 31 Examination #1  
191-3120 CMF 31 Examination #2  
191-3110 Corrections Examination

**ALC 31K**

191-3010 CMF 31 Examination #1  
191-3150 MWD Examination #1  
191-3170 MWD Examination #2

**ALC 74D**

031-HMO01 HAZMAT Operations – Must score 80% or higher for IFSAC certification, which is a graduation requirement for CBRN ALC  
031-HMT01 HAZMAT Technician I – Must score 80% or higher for IFSAC certification, which is a graduation requirement for CBRN ALC.  
031-HMT02 HAZMAT Technician II – Must score 80% or higher for IFSAC certification, which is a graduation requirement for CBRN ALC  
031-BNX09 Nuclear II – Must score 80% or higher

031-OBR19 Basic Radiological Safety Course (BASIC RAD) – Must score 80% or higher

031-BNX05 CBRN NCO Staff Operations – Must score 80% or higher

### **ALC 91L**

A08 Module A: Common Logistics Examination – Must score 80% or higher to graduate

B06 Air Conditioning Systems is a two-part certification process that consists of a performance-oriented assessment and written examination, which requires 80% or higher for each area in order to obtain the A.S.E certification. However, students must earn a “GO” rating during performance-oriented assessment, which is a graduation requirement. Written examination is not a graduation requirement.

E01 Module E: Global Combat Support System - Army (GCSS-A) / Maintenance Management Examination – Must score 80% or higher for A.S.E. certification, but it is not a graduation requirement. Does not factor into GPA, however is a requirement for the course.

## **2. Peer Feedback.**

a. Although not a graduation requirement, each student leader should always solicit peer feedback at the conclusion of any training activity. In the spirit of an AAR, the students should discuss how well they conducted the activity and how to make improvements to the activity.

b. A peer evaluation will be completed at the end of the course where each student provides one (1) positive and one (1) negative aspect of their peer’s leadership qualities within their small group.

**ANNEX B  
FORMAL PERFORMANCE-ORIENTED ASSESSMENTS**

**1. Assessment will measure and assess student research ability (1059, block 12).**

**ENGINEER SLC**

<b>NCO ACADEMY Form Number, Date</b>	<b>Title</b>	<b>Areas Assessed (DA Form 1059)</b>	<b>Audience</b>
3, 16 JUL 13	Leadership in a Garrison Environment	Leadership	EN SLC
7, 16 JUL 13	In-Ranks Inspection	Leadership	EN SLC (-) 12B/C, 12H
9, 16 JUL 13	APA Written Communication	Written Communication	EN SLC
11, 16 JUL 13	Student Led Discussion (SLD)	Oral Communication	EN SLC
13, 21 DEC 12	Contribution to Group Work	Contribution to Group Work	EN SLC
13-R, 21 DEC 12	Rubric for Contribution to Group Work	Contribution to Group Work	EN SLC
12, 7 MAR 14	Formal Memorandum	Written Communication	EN SLC (-) 12Y
12-R, 7 MAR 14	Rubric for Formal Memorandum	Written Communication	EN SLC (-) 12Y
14S, 9 JAN 15	Physical Readiness Training	Leadership	EN SLC
16, 12B/C SLC 26 JUN 14	Cumulative Worksheet	ALL	12B/C SLC
16, 12H SLC 26 JUN 14	Cumulative Worksheet	ALL	12H SLC
16, 12N SLC 26 JUN 14	Cumulative Worksheet	ALL	12N SLC
16, 12T SLC 26 JUN 14	Cumulative Worksheet	ALL	12T SLC
16, 12Y SLC 26 JUN 14	Cumulative Worksheet	ALL	12Y SLC

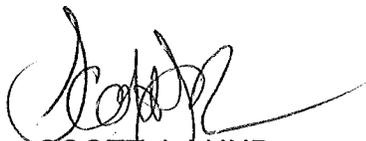
  
JOHN J. KANALY  
1SG, USA  
First Sergeant

JAMES O. LASURE  
Chief of Training

## ENGINEER ALC

<b>NCO ACADEMY Form Number, Date</b>	<b>Title</b>	<b>Areas Assessed (DA Form 1059)</b>	<b>Audience</b>
3, 16 JUL 13	Leadership in a Garrison Environment	Leadership	EN ALC
4E, 7 MAR 14	Leadership in a Tactical Environment	Leadership	EN ALC (-) 12Y,91L
7, 16 JUL 13	In-Ranks Inspection	Leadership	EN ALC
9, 16 JUL 13	APA Written Communication	Written Communication	EN ALC
11, 16 JUL 13	Student Led Discussion (SLD)	Oral Communication	EN ALC
13, 21 DEC 12	Contribution to Group Work	Contribution to Group Work	EN ALC
13-R, 21 DEC 12	Rubric for Contribution to Group Work	Contribution to Group Work	EN ALC
12, 7 MAR 14	Formal Memorandum	Written Communication	EN ALC (-) 12Y
12-R, 7 MAR 14	Rubric for Formal Memorandum	Written Communication	EN ALC (-) 12Y
14A, 5 JAN 15	Physical Readiness Training	Leadership	EN ALC
8, 14 MAR 14	Terrain Write Up	Written Communication	12Y ALC
8-R, 14 MAR 14	Rubric for Terrain Write Up	Written Communication	12Y ALC
17, 18 DEC 14	Geospatial Operational Exam	Research Ability	12Y ALC
17-R, 18 DEC14	Rubric for Geospatial Operational Exam	Research Ability	12Y ALC
18, 18 DEC 14	Geospatial Tactical Exam	Research Ability	12Y ALC
18-R, 18 DEC 14	Rubric for Geospatial Tactical Exam	Research Ability	12Y ALC
21, 11 MAR 14	3-D Terrain Briefing	Oral Communication	12Y ALC
21-R, 11 MAR 14	Rubric for 3-D Terrain Briefing	Oral Communication	12Y ALC

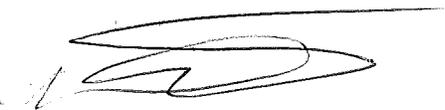
19A, 18 DEC 14	Air Conditioning A/C	Research Ability	12Y ALC
19B, 18 DEC 14	Brake System	Research Ability	12Y ALC
19C, 18 DEC 14	Electrical System	Research Ability	12Y ALC
19D, 18 DEC 14	Hydraulic System	Research Ability	12Y ALC
19E, 18 DEC 14	Engine System	Research Ability	12Y ALC
19F, 18 DEC 14	Power Trans System	Research Ability	12Y ALC
20, 11 MAR 14	Weather Briefing	Research Ability	12Y ALC
20-R, 11 MAR 14	Rubric for Weather Briefing	Research Ability	12Y ALC
16, 12B ALC 7 MAR 14	Cumulative Worksheet	ALL	12B ALC
16, 12C ALC 7 MAR 14	Cumulative Worksheet	ALL	12C ALC
16, 12H ALC 7 MAR 14	Cumulative Worksheet	ALL	12H ALC
16, 12N ALC 7 MAR 14	Cumulative Worksheet	ALL	12N ALC
16, 12T ALC 7 MAR 14	Cumulative Worksheet	ALL	12T ALC
16, 12Y ALC 7 MAR 14	Cumulative Worksheet	ALL	12Y ALC
16, 91L ALC 18 DEC 14	Cumulative Worksheet	ALL	91L ALC

  
 SCOTT J. LUND  
 1SG, USA  
 First Sergeant

JAMES O. LASURE  
 Chief of Training

**CBRN SLC**

<b>NCO ACADEMY Form Number, Date</b>	<b>Title</b>	<b>Areas Assessed (DA Form 1059)</b>	<b>Audience</b>
3, 16 JUL 13	Leadership in a Garrison Environment	Leadership	CBRN SLC
5, 17 SEP 12	Oral OPORD	Oral Communication	CBRN SLC
6, 17 SEP 12	Written OPORD	Written Communication	CBRN SLC
7, 16 JUL 13	In-Ranks Inspection	Leadership	CBRN SLC
9, 16 JUL 13	APA Written Communication	Written Communication	CBRN SLC
10, 17 SEP 12	Military Decision Making Process (MDMP)	Leadership	CBRN SLC
11, 16 JUL 13	Student Led Discussion (SLD)	Oral Communication	CBRN SLC
13, 21 DEC 12	Contribution to Group Work	Contribution to Group Work	CBRN SLC
13-R, 21 DEC 12	Rubric for Contribution to Group Work	Contribution to Group Work	CBRN SLC
14S, 9 JAN 15	Physical Readiness Training	Leadership	CBRN SLC
15, 7 MAR 14	Military/Memorandum Brief	Oral Communication	CBRN SLC
15-R, 22 MAY 14	Rubric for Military/Memorandum Brief	Oral Communication	CBRN SLC
16, 74D SLC 01 JAN 16	Cumulative Worksheet	ALL	CBRN SLC

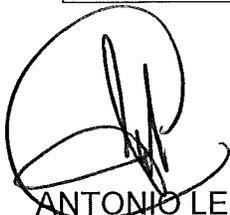


MARCUS A. FOSTER  
1SG, USA  
First Sergeant

JAMES O. LASURE  
Chief of Training

**CBRN ALC**

<b>NCO ACADEMY Form Number, Date</b>	<b>Title</b>	<b>Areas Assessed (DA Form 1059)</b>	<b>Audience</b>
3, 16 JUL 13	Leadership in a Garrison Environment	Leadership	CBRN ALC
4C, 7 MAR 14	Leadership in a Tactical Environment	Leadership	CBRN ALC
7, 16 JUL 13	In-Ranks Inspection	Leadership	CBRN ALC
11, 16 JUL 13	Student Led Discussion (SLD)	Oral Communication	CBRN ALC
13, 21 DEC 12	Contribution to Group Work	Contribution to Group Work	CBRN ALC
13-R, 21 DEC 12	Rubric for Contribution to Group Work	Contribution to Group Work	CBRN ALC
12, 7 MAR 14	Formal Memorandum	Written Communication	CBRN ALC
12-R, 7 MAR 14	Rubric for Formal Memorandum	Written Communication	CBRN ALC
14A, 5 JAN 15	Physical Readiness Training	Leadership	CBRN ALC
16, 74D ALC 28 SEP 16	Cumulative Worksheet	ALL	CBRN ALC



ANTONIO LEONVEGA  
1SG, USA  
First Sergeant

JAMES O. LASURE  
Chief of Training

**MP SLC**

<b>NCO ACADEMY Form Number, Date</b>	<b>Title</b>	<b>Areas Assessed (DA Form 1059)</b>	<b>Audience</b>
3, 16 JUL 13	Leadership in a Garrison Environment	Leadership	MP SLC
5, 17 SEP 12	Oral OPORD	Oral Communication	MP SLC
6, 17 SEP 12	Written OPORD	Written Communication	MP SLC
7, 16 JUL 13	In-Ranks Inspection	Leadership	MP SLC
11, 16 JUL 13	Student Led Discussion (SLD)	Oral Communication	MP SLC
12, 7 MAR 14	Formal Memorandum	Written Communication	MP SLC
12-R, 7 MAR 14	Rubric for Formal Memorandum	Written Communication	MP SLC
13, 21 DEC 12	Contribution to Group Work	Contribution to Group Work	MP SLC
13-R, 21 DEC 12	Rubric for Contribution to Group Work	Contribution to Group Work	MP SLC
14S, 9 JAN 15	Physical Readiness Training	Leadership	MP SLC
15, 7 MAR 14	Military/Memorandum Brief	Oral Communication	MP SLC
15-R, 22 MAY 14	Rubric for Military/Memorandum Brief	Oral Communication	MP SLC
16, 31B/D/E/K SLC 7 JAN 15	Cumulative Worksheet	ALL	MP SLC

  
**CAMERON J. REGUR**  
 1SG, USA  
 First Sergeant

**JAMES O. LASURE**  
 Chief of Training

**MP ALC**

<b>NCO ACADEMY Form Number, Date</b>	<b>Title</b>	<b>Areas Assessed (DA Form 1059)</b>	<b>Audience</b>
3, 16 JUL 13	Leadership in a Garrison Environment	Leadership	MP ALC
4M, 7 MAR 14	Leadership in a Tactical Environment	Leadership	MP ALC
7, 16 JUL 13	In-Ranks Inspection	Leadership	MP ALC
11, 16 JUL 13	Student Led Discussion (SLD)	Oral Communication	MP ALC
12, 7 MAR 14	Formal Memorandum	Written Communication	MP ALC
12-R, 7 MAR 14	Rubric for Formal Memorandum	Written Communication	MP ALC
13, 21 DEC 12	Contribution to Group Work	Contribution to Group Work	MP ALC
13-R, 21 DEC 12	Rubric for Contribution to Group Work	Contribution to Group Work	MP ALC
14A, 5 JAN 15	Physical Readiness Training	Leadership	MP ALC
15, 7 MAR 14	Military/Memorandum Brief	Oral Communication	MP ALC
15-R, 22 MAY 14	Rubric for Military/Memorandum Brief	Oral Communication	MP ALC
16, 31B/D/E/K ALC 7 JAN 15	Cumulative Worksheet	ALL	MP ALC



**DANIEL V. ECKROTH**  
1SG, USA  
First Sergeant

**JAMES O. LASURE**  
Chief of Training

## **ANNEX C**

### **STUDENT RECLAMA**

1. **Purpose.** This policy establishes uniform procedures for grade reclama actions by students enrolled in a NCO Academy course.

2. **Procedure.** 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 Small Group Leader (SGL) or instructor may be able to identify problem questions during test item analysis and request corrective action. The SGL or instructor uses the test item analysis to identify possible instructional omissions or other related problem areas. Critiques should resolve any mistakes or student questions. 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 for any of the following reasons:

(1) The test question is not worded correctly (to include the situation).

(2) There are multiple or no correct answers.

(3) 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 reference differs from the instruction and the instructor does not point out the difference).

b. All reclamation should clearly state the issue, justifying arguments and should clearly identify supporting documents (e.g., class handouts, regulations and/or other appropriate publications). The reclama must be submitted to the SGL or instructor within two training days of the critique.

c. Upon receipt of the reclama, the SGL or instructor will:

(1) Obtain the exact text of the question(s) involved and attach the text to the reclama.

(2) Safeguard the reclama to ensure academic security.

(3) Research the issue.

(4) Review the reclama, add comments as appropriate, sign the document, and forward it through the SSGL to the Course 1SG.

d. The Course 1SG will review the reclama and related documents and either approve or disapprove, and sign the document.

e. A response within 72 hours will be provided by the Course 1SG and furnished to the student.

3. **Other Scoring Exceptions:** Reclamas 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 of Training and MSCoE Test Branch may approve scoring exceptions and initiate corrective action using the following criteria:

a. Verified omissions from lesson presentations (includes not in assigned reading) will normally result in affected questions not being scored.

b. 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.

c. The test item is invalid, inherently flawed, or does not meet TRADOC standards. The following guidelines apply:

(1) The test item is vague and has more than one correct answer when only one answer is required.

(2) The test item has been rendered invalid by doctrinal publications, changes, or classroom instruction.

(3) The test item format is incorrect.

d. When the Chief of Training and MSCoE 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 of Training and MSCoE Test Branch will also initiate grade changes and test item revision procedures, if applicable.

**ANNEX D  
NON-PROGRAM OF INSTRUCTION (NPOI) COURSE REQUIREMENTS**

1. The Noncommissioned Officers Academy is frequently tasked to support non-POI events. Students are expected to participate in several such events, which may occur during their particular course. Exceptions and excusals from these events will be granted by the 1SG on a case-by-case basis. These events include, but are not limited to, the events listed below:

<b>Event</b>	<b>Tasker</b>	<b>SLC</b>	<b>ALC</b>	<b>BLC</b>
Attend CG Mixer	G-3	X		
Attend CG Leadership Training	G-3	X		
MSCoE Taskings	G-3	X	X	
TRADOC Direct Events	G-3	X	X	X
Installation Flag Detail	G-3	X	X	X
MSCoE /Regimental CoR or CoC	G-3	X	X	
ARI Surveys	G-3	X	X	
Post NCO Call	MSCoE CSM	X	X	X
VIP Lectures	CMDT	X	X	X
Army Birthday Events	CMDT	X	X	X
Community Relations (Tasking)	CMDT	X	X	X
Community Services ACS Sponsored Events	CMDT	X	X	X
Regimental Runs	RCSM	X	X	
Course Dining In	RCSM	X	X	
Regimental CMDT Reception	RCSM	X		
Regimental Week Support	RCSM	X	X	
HRC/Regimental/ Proponent Brief	RCSM	X	X	
Installation Ethnic Observances	MSCoE EO	X	X	X
VIP Visits	MSCoE SGS	X	X	X
MSCoE Cultural Presentation	MSCoE SGS	X	X	X
Community Service Project	CMDT	X	X	

2. Point of contact is the respective 1SG.

## **ANNEX E WEIGH-IN**

1. **Purpose.** To establish policy and guidance for the administration of the Weigh-in and to provide an overview of responsibilities and activities involved with the Weigh-in.

### **2. Policy**

a. All Soldiers will be weighed-in NET training day one and NLT training day two. One re-screening is allowed. It will be administered on training day ten after the initial failure to meet body fat standards. **Exception:** For NCOPDS courses with multiple phases, the initial height and weight screening will be administered during the first phase of the resident course if the student continues through each phase and graduates. If the student completes a phase and then returns at a later date, then the student will be weighed-in NET training day one at the start of the new phase. All Soldiers will be weighed in IAW AR 600-9.

b. Those Soldiers who fail to meet their prescribed table weight will then be taped IAW AR 600-9.

c. Those Soldiers who fail to meet body fat standards will be counseled in writing by their SGL.

### **3. Procedures**

#### **a. NLT Training Day Two**

SGL – Initial Tape

NOTE: 1SG or representative will be present for tapes.

#### **Training Day Ten**

SSGL – Final Tape

NOTE: Soldier must meet body fat percentage in order to remain in the course.

b. The location of the weigh-in will be determined based on availability.

## **ANNEX F APFT**

**1. Purpose.** To establish policy and guidance for the administration of a record APFT and to provide an overview of responsibilities and activities involved with a record APFT. Additionally, provide APFT Excellence Badge recognition procedures.

**2. Policy.** All Students are required to take a record APFT while attending a Noncommissioned Officer Professional Development System (NCOPDS) course at the NCOA. **Exception:** For NCOPDS courses with multiple phases, the initial APFT will be administered during the first phase of the resident course, which will be verified from their first phase DA Form 1059. Should verification not be possible, Soldiers will be weighed NLT day two of the current phase. Students will receive credit for taking a record APFT IAW FM 7-22 and will have their results recorded on DA Form 705 and will be furnished a copy of their performance upon completion of the course. Students that were waived from CBRN ALC Phase I will be required to take an APFT at the start of Phase II.

### **3. APFT Procedures.**

a. **All courses except CBRN ALC and SLC NET calendar day eight**

SGL – Initial APFT scorer

NOTE: SSGL or representative will be present for the APFT.

b. Calendar day 15

1SG Delegate – Final APFT scorer

**NOTE: The initial scorer will NOT serve as scorer for the final APFT.**

NOTE: 1SG or representative will be present for the APFT.

Note: No later than 24 days after initial failure

b. The location of the APFT will be determined by availability.

### **4. Recognition of Excellence.**

a. An APFT score of 300 points (**Iron Soldier Award**):

(1) Student earned a proper recognition in block 14 of their DA Form 1059.

(2) Student earned a certificate of achievement from the NCOA Commandant.

(3) Students will be recognized during the graduation ceremony.

b. An APFT score of 270 to 299 points (scored 90 points or more in each event).  
**APFT Badge of Excellence**

4a(1) and (2) are applicable for this award.