

Department of the Army
U.S. Army Military Police School
Fort Leonard Wood, Mo 65473

USAMPS Regulation 350-1

DEC 21 2012

Training

STUDENT RECYCLE AND DISMISSAL PROCEDURES



MARK S. INCH
Brigadier General, USA
Commandant

History. This publication supersedes all previous versions of U.S. Army Military Police School (USAMPS) Regulation 350-1.

Summary. This regulation provides policies and establishes procedures for the recycle and dismissal of students from USAMPS courses.

Applicability. This regulation applies to all USAMPS resident courses. It does not apply to Distributed Learning (DL) or Mobile Training Team (MTT) courses or courses conducted by the 14th Military Police Brigade. This regulation applies to the recycle or dismissal of students for only disciplinary, motivational, or academic reasons.

Proponent and exception authority. The proponent for this regulation is the Director of Training and Education (DOT&E), USAMPS. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulation.

Supplementation. Supplementation of this regulation is prohibited without prior approval of the USAMPS Commandant.

Suggested improvements. Users are invited to send comments and suggested improvements on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Directorate of Training & Education, ATTN: ATSJ-TL, USAMPS, Fort Leonard Wood, MO 65473.

Contents	Page
Chapter 1 Introduction	3
Chapter 2 Student Status Review	4
Chapter 3 Reasons for Recycle or Dismissal	4
Chapter 4 General Procedures	5
Chapter 5 Notification to the Student	5
Chapter 6 Board Procedures	7
Chapter 7 Recycle Procedures	8
Chapter 8 Dismissal Procedures	9
Chapter 9 Service School Academic Evaluation Report	10
Appendix A Required and Related References	11
Appendix B Sample Documents	13
Figure B-1. Sample Notification to Student of Initiation of SSR (Recycle)	13
Figure B-2. Sample Notification to Student of Initiation of SSR (Dismissal)	14
Figure B-3. Sample Student Acknowledgement of Initiation of SSR	15
Figure B-4. Sample Memorandum of Appointment of and Instruction to Board Members	16
Figure B-5. Sample Memorandum of Board's Findings of Fact and Recommendation ...	18
Figure B-6. Sample Memorandum of Division Chief's Recommendation to DOT&E	20
Figure B-7. Sample Memorandum of DOT&E's Decision (Recycle)	21
Figure B-8. Sample Memorandum of DOT&E's Recommendation (Dismissal)	22
Figure B-9. Sample Memorandum of AC's Decision	23
Figure B-10. Sample Student Acknowledgment of AC's Decision and Right to Appeal ...	24
Figure B-11. Sample Memorandum of Commandant's Decision	25
Appendix C Student Recycle/Dismissal Flow Chart	26
Glossary	27

Chapter 1

Introduction

1-1. Purpose. This regulation provides policy guidance and procedures for the recycle and dismissal of students from U.S. Army Military Police School (USAMPS) resident courses for disciplinary, motivational, or academic reasons. USAMPS resident courses include only those courses conducted by the following divisions:

- a. Command and Tactics Division (CATD).
- b. Military Police Investigations Division (MPID).
- c. Force Protection Training Division (FPTD).
- d. Advanced Law Enforcement Training Division (ALETD).
- e. Family Advocacy Law Enforcement Division (FALETD).

1-2. References. Appendix A lists required and related references.

1-3. Explanation of abbreviations. The glossary defines abbreviations used in this regulation.

1-4. Responsibilities.

- a. Commandant, USAMPS. The Commandant, USAMPS, is responsible for publishing policies and establishing procedures to determine if students should be dismissed from training.
- b. Assistant Commandant (AC), USAMPS. The AC is responsible for ensuring fair and equitable processes in the adjudication of dismissal cases.
- c. Director of Training and Education (DOT&E), USAMPS. The DOT&E is responsible for ensuring fair and equitable processes in the adjudication of recycle and dismissal cases.
- d. Deputy Director of Training and Education (DDOT&E), USAMPS. The DDOT&E is responsible for fulfilling the DOT&E's responsibilities under this regulation in the absence of the DOT&E.
- e. Division Chief, Directorate of Training and Education, USAMPS. The Division Chiefs are responsible for ensuring that the Division's Course Management Plans (CMP) and the Individual Student Assessment Plans (ISAP) are in compliance with the requirements of this regulation.
- f. Course Manager. The Course Manager is responsible for insuring that students are briefed on the ISAP and that they understand and acknowledge the training (graduation) completion requirements prior to the start of their training and education, for maintaining student records, for ensuring that copies of this regulation and the ISAP are available for student review, and for evaluating student performance and conduct.

Chapter 2

Student Status Review

2-1. A Student Status Review (SSR) will be initiated by the course manager when a student fails to meet course standards or requirements. An SSR is initiated by a written counseling of the student. However, a counseling statement alone or one accompanied by a letter of concern does not constitute an SSR. An SSR is initiated when the written counseling includes notice to the student that the course manager is recommending either recycle of the student into a later course or dismissal of the student from the course.

2-2. If the course manager recommends either recycle of the student into a later course or dismissal of the student from the course, the SSR action will be forwarded to the Division Chief. Except as required in Chapter 6, an SSR does not require the convening of a board in every case.

2-3. If an SSR is initiated against a civilian student with a recommendation to either recycle the student into a later course or dismiss the student from the course, the Division Chief will consult with the Civilian Personnel Advisory Center (CPAC) and the Office of the Staff Judge Advocate's labor counselor prior to taking action.

Chapter 3

Reasons for Recycle or Dismissal

3-1. Students may be considered for recycle into a later course or dismissal from a course for the following reasons:

a. Personal conduct is such that continuance in the course is not appropriate (for example, if a student violates regulations, policies, or established discipline standards).

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

c. 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. Academic deficiency includes cheating and other integrity violations.

d. Failure to meet the physical fitness and body fat standards in accordance with Army Directive 2012-20, 17 Sep 2012. This reason only applies to students in the Captains Career Course (CCC) and Warrant Officer Advance Course (WOAC).

3-2. This regulation does not apply to recycles or dismissals for illness, injury, compassionate reasons, or other reasons that are not the fault of the student. Dismissals for these reasons will be made without prejudice. An SSR action will be completed, although the student may waive the board, for recycles or dismissals for illness, injury, compassionate reasons, or other reasons that are not the fault of the student.

3-3. All disciplinary, motivational, or academic issues involving International Military Students will be handled in cooperation with the International Student Office and in compliance with AR 12-15, paragraphs 10-45 and 10-69.

Chapter 4

General Procedures

4-1. Once an SSR has been initiated, the student may remain in the course pending completion of the SSR, including the period during an appeal. However, a student may be removed from the course by the Division Chief, in coordination with the Commander, 701st Military Police Battalion for military students, if removal better serves good order and discipline or safety in the classroom. If they are retained in the course, students will be afforded the opportunity to make up any missed instruction or assignments during the period they are removed from the classroom.

4-2. If an SSR is initiated for misconduct, the student is in the rank of E-7 or above, and the Commanding General (CG), U.S. Army Maneuver Support Center of Excellence (MSCoE) and Fort Leonard Wood (FLW), exercises Uniform Code of Military Justice (UCMJ) jurisdiction over the student, then the reporting requirements of FLW Command Policy 15 must be complied with and jurisdiction released before action under this regulation may be taken.

4-3. Although cheating is reportable misconduct under FLW Command Policy 15, cheating is considered an academic deficiency in this regulation. In cases of cheating, therefore, the 14th Military Police Brigade Commander, in coordination with the Commandant, will normally request that jurisdiction be released for disposition under this regulation.

4-4. If there is a criminal investigation or an investigation under AR 15-6 into a student's misconduct, the SSR will not be initiated until after the completion of the investigation. The results of the investigation may then be used during the SSR process.

4-5. Regardless of whether FLW Command Policy 15 must be complied with or not, 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 regulation. The standard of proof required to support a dismissal for misconduct is a preponderance of the evidence.

Chapter 5

Notification to the Student

5-1. When the Division Chief receives an SSR action with a recommendation that a student be recycled into a later course, the action must proceed to the DOT&E for decision, regardless whether or not the Division Chief thinks recycle is warranted. When the Division Chief receives an SSR action with a recommendation that a student be dismissed from the course, the action must proceed to the AC for decision, regardless whether or not the Division Chief or the DOT&E thinks dismissal is warranted. The student will receive notification of the SSR action, using either Figure B-1 or B-2, depending upon the course manager's initial recommendation to either recycle or dismiss the student.

5-2. If an SSR is initiated with a recommendation to recycle the student into a later course, the student will be provided with copies of all documents pertaining to the proposed action and notified in writing of the following (see Figures B-1 and B-3):

- a. The proposed action.
- b. The basis for the action.
- c. The availability of legal advice. The student has the right to consult with legal counsel, whether a board will be convened or not, but does not have the right to legal representation at a board proceeding.
- d. Whether a board will be convened or not in the case and if so, the date, time, and place of the board proceeding, which shall not be less than 48 hours from the time of notice to the student.
- e. If applicable, the right to appear before the board and present evidence, including witnesses.
- f. If applicable, names of witnesses the board intends to call.
- g. If there will be no board, the right to submit matters for consideration within 48 hours.
- h. The DOT&E is the approval authority for recycles.

5-3. If an SSR is initiated with a recommendation to dismiss the student from the course, the student will be provided with copies of all documents pertaining to the proposed action and notified in writing of the following (see Figures B-2 and B-3):

- a. The proposed action.
- b. The basis for the action.
- c. The consequences of dismissal.
- d. The availability of legal advice. The student has the right to consult with legal counsel, whether a board will be convened or not, but does not have the right to legal representation at a board proceeding.
- e. Whether a board will be convened or not in the case and if so, the date, time, and place of the board proceeding, which shall not be less than 48 hours from the time of notice to the student.
- f. If applicable, the right to appear before the board and present evidence, including witnesses.
- g. If applicable, names of witnesses the board intends to call.
- h. If there will be no board, the right to submit matters for consideration within 48 hours.

i. The right to appeal the decision of the Assistant Commandant (AC) to the Commandant, which must be submitted within seven (7) duty days after receipt of the written notification of the dismissal action.

5-4. If no board is convened and there is a recommendation to recycle or dismiss the student, the SSR procedures set forth in Chapters 7 and 8 of this regulation shall be followed as though a board had been convened.

Chapter 6

Board Procedures

6-1. All SSRs initiated with a recommendation to recycle or dismiss a student from the following courses require the convening of a board: Officer Transition Course (OTC); Captains Career Course (CCC); Basic Officer Leadership Course (BOLC); Warrant Officer Advanced Course (WOAC); Warrant Officer Basic Course (WOBC); and the U.S. Army Civilian Police Academy.

6-2. Unless required by paragraph 6-1 above, the decision to convene a board is discretionary but a board should normally be convened when there is a dispute about the facts, there is a subjective element in the reason for the SSR, or there is a need for an impartial fact-finder. If there is any doubt, legal advice should be sought to determine whether a board should be convened.

6-3. A board may be appointed by a Division Chief or the DOT&E (see Figure B-4). A Division Chief may appoint any service member or civilian within the Directorate of Training and Education to serve on a board. The DOT&E and Chief, CATD, may appoint any service member or civilian within USAMPS and, with the consent of the Commander, 14th Military Police Brigade, any service member or civilian in the 14th Military Police Brigade to serve on a board. If Chief, CATD, appoints a board member from outside the Directorate of Training and Education, the DOT&E will be notified.

6-4. A board will consist of three voting members who are senior in rank to the student and who have no prior personal knowledge of or involvement in the case. If the student is a civilian, at least one board member must be a civilian. The appointing authority may determine the rank structure of the board but may not appoint himself a member of the board. The senior member of the board shall serve as the President of the board.

6-5. The appointing authority will appoint a Recorder, who will serve as a non-voting member of the board and be responsible for coordinating the presence of witnesses before the board, for recording the board proceedings in writing, and for drafting the findings of fact and recommendations for the President's approval. The Recorder may be junior in rank to the student.

6-6. A member of the Law Division, USAMPS, will serve as legal advisor to the President of the board and, if requested, will serve as a non-voting member of the board.

6-7. The board will determine the facts in the case through documentary evidence and witnesses and, by a majority vote, make findings of fact based on the preponderance of the evidence. The board will also make a recommendation, by a majority vote, to the appointing authority based upon its findings of fact (see Figure B-5). The recommendation must be supported with a justification. A minority opinion may be submitted, when deemed appropriate, by a board member.

6-8. The board may make one of the following recommendations: retain the student in the current course; recycle the student into a later course; or dismiss the student from the course. The recommendation of the board is not binding upon the Division Chief, the DOT&E, the AC, or the Commandant.

6-9. When recommending the dismissal of BOLC or WOBC students, the board may also recommend whether the student should be rebranched to another branch or eliminated from the service. The justification for this recommendation must be very specific.

6-10. If a Division Chief is the appointing authority, the Division Chief will forward the SSR action to the DOT&E with his own recommendation for disposition of the case based on the findings of fact and recommendation of the board (see Figure B-6).

Chapter 7

Recycle Procedures

7-1. If there is a recommendation to recycle the student into a later course, regardless whether or not a board was convened, the SSR action with all related documents will be provided to the Law Division for a legal review prior to submission to the DOT&E.

7-2. The DOT&E is the approval authority for all SSRs recommending the recycle of a student into a later course (see Figure B-7). If an SSR results in a decision by the DOT&E to recycle a student into a later course, the student has no right to appeal that decision. Recycle is not the equivalent to dismissal from a course.

7-3. The DOT&E will coordinate with the Human Resources Command (HRC), National Guard Bureau (NGB), U.S. Army Reserve Command (USARC), and/or the student's unit, as appropriate, prior to making a recycling decision. This coordination may be accomplished through the NGB and USARC representatives at USAMPS.

7-3. The DOT&E may also retain the student in the current course but may not recommend the dismissal of the student from the course. If the student is retained in the current course, the SSR action will be returned to the Division Chief for appropriate action.

7-4. The DOT&E may at any time during the SSR process request additional information about a particular case and may direct the appointment of a board at any time during the SSR process to determine the facts in the case and make a recommendation based on the facts.

7-5. In the absence of the DOT&E, the DDOT&E will assume the DOT&E's responsibilities and authority under this regulation.

Chapter 8

Dismissal Procedures

8-1. If there is a recommendation to dismiss the student from a course, regardless whether or not a board was convened, the SSR action with all related documents will be provided to the Law Division for a legal review prior to submission to the DOT&E. Unless this legal review is done by the same legal advisor as the one who served as the board's legal advisor, this legal review serves as both the legal review required by AR 350-1, paragraph 3-14e(2)(a), and the review by an unbiased/neutral party required by TRADOC Reg 350-18, paragraph 3-30b(2)(a).

8-2. The DOT&E will review the entire SSR action, including the legal review, and make one of three recommendations (see Figure B-8). The DOT&E may recommend that the student be retained in the current course, recycled into a later course, or dismissed from the course. If the recommendation is to dismiss a BOLC or WOBC student, the DOT&E will also make a recommendation to either rebranch the student to another branch or eliminate the student from the service. The recommendation does not have to be consistent with the recommendation of the Division Chief or the board.

8-3. The DOT&E may at any time during the SSR process request additional information about a particular case and may direct the appointment of a board at any time during the SSR process to determine the facts in the case and make a recommendation based on the facts.

8-4. The DOT&E will forward the SSR action with his recommendation to the AC for decision. The AC is the approval authority for all SSRs recommending the dismissal of a student from a course (see Figure B-9). If the AC decides to retain the student in the current course or recycle the student into a later course, the SSR action will be returned to the DOT&E for appropriate action.

8-5. If the AC decides to dismiss the student from the course, the student will acknowledge by endorsement within two (2) duty days receipt of the written notification of the dismissal action (see Figure B-10). The endorsement must indicate whether or not the student intends to appeal the dismissal action to the Commandant. The appeal must be submitted within seven (7) duty days after receipt of the written notification of the dismissal action. No extensions are permitted.

8-6. If the AC's decision to dismiss the student from the course is not appealed, the SSR action will be returned to the DOT&E for appropriate action.

8-7. If the AC's decision to dismiss the student from the course is appealed, the SSR action will be provided to the Law Division for an additional legal review prior to submission to the Commandant. This legal review will be signed "FOR THE SJA."

8-8. If the AC's decision to dismiss the student from the course is appealed, the entire SSR action will be submitted to the Commandant for decision. The Commandant is the appellate authority for all SSRs in which a student appeals the AC's decision to dismiss the student (see Figure B-11). The Commandant may decide to retain the student in the current course, recycle the student into a later course, or dismiss the student from the course. Regardless of the decision, the SSR action will be returned to the DOT&E for appropriate action.

8-9. For BOLC and WOBC students, the decision by the AC or Commandant to dismiss the student from the course will include a concurrence or nonconcurrence on the recommendation to either rebranch the student to another branch or eliminate the student from the service.

8-10. The SSR action for dismissed military students will be sent to B Company, 701st Military Police Battalion, 14th Military Police Brigade, or the student's service detachment for appropriate action. The SSR action for dismissed civilian students will be returned to the appropriate Division Chief.

Chapter 9

Service School Academic Evaluation Report

9-1. Dismissals for misconduct, lack of motivation, or academic deficiency will be recorded on the student's DA Form 1059, if applicable, in accordance with AR 623-3.

9-2. Any verified derogatory information may be entered on an evaluation. References will be made only to actions or investigations that have been processed to completion, adjudicated, and had final action taken before submitting the evaluation to HQDA.

9-3. A report with a "Failed to achieve course standards" response is a referred report. If this block is checked, the preparing official will address in item 14 of DA Form 1059 whether the deficiency reflects on the character/behavior of the student or lack of aptitude in certain areas.

9-4. Comments in Item 14 of DA Form 1059 are required concerning the capabilities, potential, or limitations of the student. In particular, comments should be made if the student –

- a. Lacked ability or motivation.
- b. Demonstrated moral or character deficiencies.
- c. Failed to respond to recommendations for improving academic or personal affairs.
- d. Was required to appear before an academic board.

Appendix A
References

Section I
Required References

AR 12-15
Joint Security Cooperation Education and Training, 3 January 2011

AR 350-1
Army Training and Leader Development, 4 August 2009 (RAR: 4 August 2011)

Army Directive 2012-20
Physical Fitness and Height and Weight Requirements for Professional Military Education, 17 September 2012

TRADOC Regulation 350-10
Institutional Leader Training and Education, 12 August 2002

TRADOC Regulation 350-18
The Army School System, 21 July 2010

TRADOC Regulation 350-36
Basic Officer Leaders Course Training Policies and Administration, 16 November 2010

Fort Leonard Wood Command Policy 15
Limitation on Exercise of Authority, 27 January 2012

Section II
Related References

AR 15-6
Procedures for Investigating Officers and Boards of Officers, 2 October 2006

AR 135-175
Separation of Officers, 28 February 1987 (RAR: 4 August 2011)

AR 600-8-24
Officer Transfers and Discharges, 12 April 2006 (RAR: 13 September 2011)

AR 600-9
The Army Weight Control Program, 27 November 2006

AR 614-100
Officer Assignment Policies, Details, and Transfers, 10 January 2006

AR 623-3
Evaluation Reporting System, 5 June 2012

DA Pamphlet 623-3
Evaluation Reporting System, 5 June 2012

**Appendix B
Sample Documents**

Figure B-1. Sample Notification to Student of Initiation of SSR (Recycle)

OFFICE SYMBOL

DATE

MEMORANDUM FOR (STUDENT'S NAME)

SUBJECT: Notification of Initiation of Student Status Review

1. A Student Status Review (SSR) has been initiated against you with a recommendation that you be recycled into a later course. This recommendation is not binding on me, the Director of Training and Education (DOT&E), the Assistant Commandant, or the Commandant. I reserve judgment until I have seen the (matters submitted by you for my consideration) (findings of fact and recommendation of the board appointed by me).

2. The basis for this SSR is your alleged (misconduct) (lack of motivation) (academic deficiency) (failure to meet physical fitness and/or body fat standards). Specifically, you allegedly

3. You have the right to consult with legal counsel, whether a board will be convened or not, but you do not have the right to legal representation at a board proceeding.

(4. A board will not be convened in your case. You have the right to submit matters for my consideration within 48 hours of this notification.)

(4. A board will be convened in your case and will convene on DATE at TIME at LOCATION. You have the right to appear before the board and present evidence in person, in writing, or both. You have the right to call witnesses on your behalf. Witnesses will appear at no expense to the government. If a witness is determined to be unavailable, testimony may be taken by other means, such as by sworn statement or by telephone. Notify the Recorder of the name and contact information of any person you would like to testify before the board as soon as possible. The board intends to call the following witnesses: _____.)

6. I shall make my recommendation to the DOT&E based on (the matters submitted by you) (the findings of fact and recommendation of the board). The DOT&E is the approval authority for recycles.

SIGNATURE BLOCK
Division Chief

Figure B-2. Sample Notification to Student of Initiation of SSR (Dismissal)

OFFICE SYMBOL

DATE

MEMORANDUM FOR (STUDENT'S NAME)

SUBJECT: Notification of Initiation of Student Status Review

1. A Student Status Review (SSR) has been initiated against you with a recommendation that you be dismissed from the course. This recommendation is not binding on me, the Director of Training and Education (DOT&E), the Assistant Commandant (AC), or the Commandant. I reserve judgment until I have seen the (matters submitted by you for my consideration) (findings of fact and recommendation of the board appointed by me).

2. The basis for this SSR is your alleged (misconduct) (lack of motivation) (academic deficiency) (failure to meet physical fitness and/or body fat standards). Specifically, you allegedly

3. The consequences of dismissal from the course may be detrimental to your career.

4. You have the right to consult with legal counsel, whether a board will be convened or not, but you do not have the right to legal representation at a board proceeding.

(5. A board will not be convened in your case. You have the right to submit matters for my consideration within 48 hours of this notification.)

(5. A board will be convened in your case and will convene on DATE at TIME at LOCATION. You have the right to appear before the board and present evidence in person, in writing, or both. You have the right to call witnesses on your behalf. Witnesses will appear at no expense to the government. If a witness is determined to be unavailable, testimony may be taken by other means, such as by sworn statement or by telephone. Notify the Recorder of the name and contact information of any person you would like to testify before the board as soon as possible. The board intends to call the following witnesses: _____.)

6. I shall make my recommendation to the DOT&E based on (the matters submitted by you) (the findings of fact and recommendation of the board). The DOT&E shall then make his recommendation to the AC who is the approval authority for dismissals. You have the right to appeal the decision of the AC to the Commandant. The appeal must be submitted within seven (7) duty days after receipt of the written notification of the dismissal action.

SIGNATURE BLOCK
Division Chief

Figure B-3. Sample Student Acknowledgement of Initiation of SSR

OFFICE SYMBOL _____

DATE _____

MEMORANDUM FOR Division Chief, _____ Division

SUBJECT: Acknowledgement of Initiation of Student Status Review

1. I acknowledge that a Student Status Review (SSR) has been initiated against me and that I have been provided a copy of the SSR action and all related documents.
2. I understand that I have the right to consult with legal counsel but do not have the right to legal representation at a board proceeding.
- (3. I understand that I have the right to submit matters on my behalf for your consideration no later than 48 hours from this notification, which is DATE-TIME GROUP.)
- (3. I understand that I have the right to appear and present evidence, including witnesses, before the board which will convene on DATE at TIME at LOCATION.)
4. I understand that the Director of Training and Education (DOT&E) is the approval authority for all recycles and that the Assistant Commandant (AC) is the approval authority for all dismissals. I also understand that the DOT&E's decision on recycle may not be appealed but the AC's decision on dismissal may be appealed to the Commandant. The appeal must be submitted within seven (7) duty days after receipt of the written notification of the dismissal action.

Date/time received: _____

SIGNATURE BLOCK

Student

Figure B-4. Sample Memorandum of Appointment of and Instruction to Board Members

OFFICE SYMBOL

DATE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment of and Instructions to Board Members

1. You are hereby appointed to a board convening on DATE at TIME at LOCATION to consider the case of RANK, STUDENT'S NAME, COURSE NAME. NAME will serve as President of the board. NAME and NAME will serve as board members. NAME will serve as the nonvoting Recorder of the proceedings. NAME will serve as the nonvoting legal advisor to the board.
2. This board considers allegations of misconduct, lack of motivation, academic deficiency, and failure to meet physical fitness and body fat standards. The specific allegations in this case are contained in the Student Status Review (SSR) action which has been provided to you to read before the convening of the board.
3. You have also been provided a copy of USAMPS Regulation 350-1 which you must read before the convening of the board. It contains the basic procedures for the board and duties of the board members.
4. The proceedings with the student is normally closed but the President may for good cause open the proceedings. Deliberations of the board are closed.
5. The board will determine the facts in the case through documentary evidence and witnesses and, by a majority vote, make findings of fact based on the preponderance of the evidence. This standard means that, in order to make an adverse finding of fact, the evidence against the student must outweigh the evidence in favor of the student. In other words, the evidence must show that the allegations are more likely true than not true. You may consider all evidence presented, including the testimony of witnesses and the student, and weigh the value of the evidence based on the reliability and credibility of the source of the evidence.
6. The Recorder is responsible for coordinating the presence of all witnesses that are requested to appear before the board. Witnesses will appear at no expense to the government. If a witness is determined to be unavailable, testimony may be taken by other means, such as by sworn statement or by telephone.
7. The board must make specific findings of fact and, by a majority vote, make one of three recommendations: retain the student in the current course, recycle the student into a later course, or dismiss the student from the course. The recommendation must be justified with an explanation.
8. If deemed appropriate, a minority report may be submitted by a board member.

(9. When recommending the dismissal of BOLC or WOBC students, the board may also recommend whether the student should be rebranched to another branch or eliminated from the service. The justification for this recommendation must be very specific.)

10. Upon completion of the board proceedings, the Recorder will draft the findings of fact and recommendation of the board. The President will approve it and forward it to me within 24 hours of the completion of the board proceedings.

2 encls

1. USAMPS Reg 350-1
2. SSR action

SIGNATURE BLOCK

Division Chief

DISTRIBUTION:

(Board President)

(Board Member)

(Board Member)

(Recorder)

(Legal Advisor)

Figure B-5. Sample Memorandum of Board's Findings of Fact and Recommendation

OFFICE SYMBOL

DATE

MEMORANDUM FOR Division Chief (APPOINTING AUTHORITY)

SUBJECT: Board's Findings of Fact and Recommendation, STUDENT'S RANK AND NAME

1. The board commenced at PLACE at TIME on DATE.
2. The following persons were present:
 - a. NAME, President
 - b. NAME, Member
 - c. NAME, Member
 - d. NAME, Recorder
 - e. NAME, Legal Advisor
3. The board finished gathering/hearing evidence at TIME on DATE and completed findings and recommendations at TIME on DATE.
4. The board, having carefully considered the evidence, finds:
 - a. (The student (did) (did not) commit misconduct.) (The student (did) (did not) display a negative attitude or lack of motivation.) (The student (did) (did not) demonstrate academic deficiency.)
 - b. The following facts support the finding in subparagraph a:
5. In view of the above findings, the board recommends that the student (be retained in his current course) (be recycled into a later course) (be dismissed from the course).
6. The board provides the following justification for this recommendation:
 - a.
- (7. With the recommendation that this BOLC or WOBC student be dismissed from the course, the board also recommends that the student (be re-branched to another branch) (be eliminated from the service). This recommendation is based on the following justification: _____)

8. This report of proceedings is complete and accurate.

SIGNATURE BLOCK
Board President

SIGNATURE BLOCK
Board Member

SIGNATURE BLOCK
Board Member

SIGNATURE BLOCK
Recorder

SIGNATURE BLOCK
Legal Advisor

Figure B-6. Sample Memorandum of Division Chief's Recommendation to DOT&E

OFFICE SYMBOL

DATE

MEMORANDUM FOR Director of Training and Education, USAMPS

SUBJECT: Recommendation on Student Status Review of STUDENT'S RANK AND NAME

1. A Student Status Review (SSR) was initiated on DATE against RANK NAME, a student in COURSE NAME, for (disciplinary) (motivational) (academic) reasons.

(2. A board convened on DATE to determine the facts in the case and to make a recommendation. The board found that _____. The board recommended that _____. The board's findings of fact and recommendation are enclosed.

3. I (concur) (do not concur) with the findings of fact (and) (or) recommendation of the board. I recommend that the student (be retained in his current course) (be recycled into a later course) (be dismissed from the course). My recommendation is based on the following justification: _____)

(2. Based on the nature of the case and the evidence in the SSR action, I determined that a board was not necessary to determine the facts in this case. I find that NAME (did) (did not) (commit misconduct) (display a negative attitude or lack of motivation) (demonstrate academic deficiency).

3. In view of the above findings, I recommend that the student (be retained in his current course) (be recycled into a later course) (be dismissed from the course). My recommendation is based on the following justification: _____)

4. Pursuant to USAMPS Regulation 350-1, I submit this SSR action to you for further action.

Encl
SSR action

SIGNATURE BLOCK
Division Chief

Figure B-7. Sample Memorandum of DOT&E's Decision (Recycle)

OFFICE SYMBOL

DATE

MEMORANDUM THRU Division Chief

FOR STUDENT'S RANK AND NAME

SUBJECT: Decision on Student Status Review of STUDENT'S RANK AND NAME

1. After careful consideration of the evidence and recommendations of the academic chain of command (and the board) in your case, I have made the following decision:

() You are retained in your current course and will proceed in good standing.

() You are recycled and will be placed in a later course.

2. In accordance with USAMPS Regulation 350-1, you have no right to appeal my decision.

SIGNATURE BLOCK

Director of Training and Education

Figure B-8. Sample Memorandum of DOT&E's Recommendation (Dismissal)

OFFICE SYMBOL

DATE

MEMORANDUM FOR Assistant Commandant, USAMPS

SUBJECT: Recommendation on Student Status Review of STUDENT'S RANK AND NAME

1. A Student Status Review (SSR) was initiated on DATE against RANK NAME, a student in COURSE NAME, for (disciplinary) (motivational) (academic) reasons.

2. After careful consideration of the evidence and recommendations of the academic chain of command (and the board) in this case, I make the following recommendation:

That the student be retained in the current course.

That the student be recycled into a later course.

That the student be dismissed from the course.

(3. In addition, I recommend that this (BOLC) (WOBC) student be (transferred to another branch) (eliminated from the service).

4. Pursuant to USAMPS Regulation 350-1, I submit this SSR action to you for further action.

Encl
SSR action

SIGNATURE BLOCK
Director of Training and Education

Figure B-9. Sample Memorandum of AC's Decision

OFFICE SYMBOL

DATE

MEMORANDUM THRU

Director of Training and Education, USAMPS
Division Chief

FOR STUDENT'S RANK AND NAME

SUBJECT: Decision on Student Status Review of STUDENT'S RANK AND NAME

1. After careful consideration of the evidence and recommendations of the academic chain of command (and the board) in your case, I have made the following decision:

- You are retained in your current course and will proceed in good standing.
- You are recycled and will be placed in a later course.
- You are dismissed from the course.

(2. In addition, I am recommending to the chain of command that you should be (transferred to another branch) (eliminated from the service).)

3. My decision to retain or recycle is final. However, you have the right to appeal my decision to dismiss you from the course to the Commandant. You will acknowledge receipt of this decision and indicate within two duty days whether or not you intend to appeal my decision. You will have seven duty days after receipt of this decision to submit your appeal.

SIGNATURE BLOCK
Assistant Commandant

Figure B-10. Sample Student Acknowledgment of AC's Decision and Right to Appeal

OFFICE SYMBOL

DATE

MEMORANDUM FOR Assistant Commandant, USAMPS

SUBJECT: Acknowledgement of Decision on Student Status Review

1. I acknowledge that you have decided to dismiss me from COURSE NAME.
2. I understand that I have two (2) duty days after receipt of the written notification of the dismissal action to indicate whether or not I intend to appeal the dismissal action to the Commandant.
3. I understand that any appeal must be submitted within seven (7) duty days after receipt of the written notification of the dismissal action and that no extensions are permitted.
4. I make the following decision.
 - () I elect to appeal.
 - () I do not elect to appeal.

Date/time received: _____

SIGNATURE BLOCK
Student

Figure B-11. Sample Memorandum of Commandant's Decision

OFFICE SYMBOL

DATE

MEMORANDUM THRU

Assistant Commandant, USAMPS
Director of Training and Education, USAMPS
Division Chief

FOR STUDENT'S RANK AND NAME

SUBJECT: Decision on Student Status Review of STUDENT'S RANK AND NAME

1. After careful consideration of your appeal as well as the evidence and recommendations of the academic chain of command (and the board) in your case, I have made the following decision:

- () You are retained in your current course and will proceed in good standing.
- () You are recycled and will be placed in a later course.
- () You are dismissed from the course.

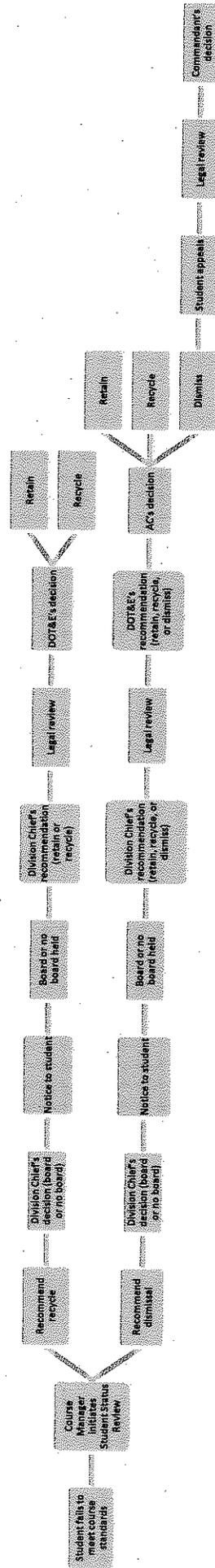
(2. In addition, I am recommending to the chain of command that you should be (transferred to another branch) (eliminated from the service).)

3. My decision is final. You have no right to appeal my decision.

SIGNATURE BLOCK
Commandant

Appendix C
Student Recycle/Dismissal Flow Chart

Appendix C to USAMPS Regulation 350-1 STUDENT RECYCLE/DISMISSAL FLOW CHART



Glossary

AC

Assistant Commandant

AR

Army Regulation

BOLC

Basic Officer Leadership Course

CCC

Captains Career Course

CG

Commanding General

CMP

Course Management Plan

CPAC

Civilian Personnel Advisory Center

DOT&E

Director of Training & Education

FLW

Fort Leonard Wood

HQDA

Headquarters Department of the Army

HRC

Human Resources Command

ISAP

Individual Student Assessment Plan

MSCoE

Maneuver Support Center of Excellence

NGB

National Guard Bureau

OTC

Officer Transition Course

SSR
Student Status Review

TRADOC
Training and Doctrine Command

UCMJ
Uniform Code of Military Justice

USAMPS
US Army Military Police School

USARC
U.S. Army Reserve Command

WOAC
Warrant Officer Advanced Course

WOBC
Warrant Officer Basic Course