

Army Music Noncommissioned Officer Academy  
Individual Student Assessment Plan  
Senior Leaders Course  
4-42-C46 and 4-42-C46 (RC)



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Commandant

Approval Date: 16 September 2013

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**Overview** This Individual Student Assessment Plan establishes policies, assigns responsibilities, and prescribes procedures for the Army Music NCO Academy Senior Leaders Course (SLC). It addresses requirements for course completion and the methods used to determine if students demonstrate a level of competency sufficient to pass the course. The policies, procedures and responsibilities prescribed herein apply to all Soldiers attending SLC.

**Standards of Conduct** As a student, one must strive to:

- Conduct oneself in a manner that will bring credit upon the NCO Corps, military service, and the country at all times.
- Be at the proper place of duty at the proper time.
- Perform all individual tasks by oneself, unless otherwise instructed.
- Meet or exceed course graduation requirements.
- Recognize one's shortcomings and request assistance as needed.
- Avoid actions that are prejudicial to others in the class.
- Continuously progress academically.
- Demonstrate motivation and a positive attitude.
- Be personally responsible.

Conduct relative to cheating, plagiarism, immoral or unethical standards, substance abuse, disrespect, insubordination, personal appearance, etc., will be handled in accordance with the guidelines established in this Individual Student Assessment Plan or the NCOA SOP. If students are found to be in violation of the Uniform Code of Military Justice, conduct standards, or course requirements for this training academy, they will be subject to disenrollment and/or punishment in accordance with AR 27-10, AR 350-1, TRADOC Regulation 350-10, and the NCOA Student Guide, as appropriate. Additionally, those disenrolled will receive a DA Form 1059 in accordance with AR 623-3 and AR 350-1.

**Course Description** The Army Music NCO Academy Senior Leaders Course is a performance oriented course of instruction designed to prepare SSGs and SFCs in PMOS 42R. The challenging curriculum focuses on the development of entertainment concepts for all varying types of Music Performance Teams (MPTs). Students will serve as Senior Teams Leaders throughout the course with focus on providing vision, while productively managing and empowering Soldiers within the MPT to effectively develop, train, and lead highly relevant MPTs.

This course is taught at Joint Expeditionary Base Little Creek-Ft. Story, Virginia Beach, VA. See the Student Guide located at <https://abi.army.mil/resources/default.asp?group=257&category=649> for

logistical details about the course.

- Course Length**
- AC SLC consists of a single 6 weeks, 4 day residency phase.
  - RC SLC consists of a DL phase followed by 2 week residency phase.
    - DL phase enrollment is controlled by the NCO Academy.
    - Students scheduled to attend the residency phase will receive DL phase information approximately 60 days prior to start of residency.

**Enrollment Policy** In accordance with AR 350-1, para 3-12:  
*Soldiers flagged for APFT failure or weight control will not be selected, scheduled, or attend institutional training. Once Soldiers meet standards, they will be considered eligible for military schools and institutional training.*

Soldiers are expected to arrive at the course with all documents listed in the Required Documents Listing located at

<https://abi.army.mil/resources/default.asp?group=257&category=649>.

Students who fail to submit these documents within 72 hours of the class start date will be considered for disenrollment. This includes, among other documents:

- 1) The Army School System (TASS) Unit Pre-execution Checklist / TRADOC FORM 350-18-2-R-E, JUL 2009 (Signed)
- 2) DTS Travel Orders or DD Form 1610 (Signed)
- 3) Unit DA Form 705 (Army Physical Fitness Test Scorecard), with the last APFT being within 30 days of class report date
- 4) Unit DA Form 5500 (JUN 2010 / Male) or DA Form 5501 (JUL 2010 / Female) (Body Fat Content Worksheet), if applicable
- 5) ASOM Form 1-9, 1 January 2012, Army Musician Proficiency Assessment (AMPA) Form. Commander's assessment form within 30 days (AC) and 90 days (USAR) of class report date. ARNG AMPA submitted for Order of Merit List (OML).
  - With Board Member (BM) and Senior Member (SM) signature
- 6) Cardiovascular Screening Program (CVSP) (Soldiers 40 and older)
  - An annual periodic health assessment is required for all enlisted personnel of the Army, regardless of component.
  - IAW AR 40-501 / Chapter 8-26 (h): For all Soldiers upon reaching the age of 40, there is no need to require the cardiovascular screen prior to continuing PRT. However, if a

physician feels a profile restricting physical activity is warranted, they will complete the medical profile DA Form 3349 in accordance with chapter 7 of AR 40-501.

- Effective immediately, Soldiers are no longer required to hand carry a copy of the Cardiovascular Medical Screening with them. Units will place the physical examination date from the SF 88 (Medical Record - Report of Medical Examination) or DD Form 2808 (Report of Medical Examination) on the Pre-execution Checklist / Part III – Required Documents, in the “All required waivers (if applicable)” block. Write “Current Physical: DDMMYY.” This will confirm the Soldier has been medically screened within the last 5 years. The DA Form 4970 (Medical Screening Summary Over-40 Physical Fitness Program) and DA Form 4970-E is obsolete.

All required documents will be submitted in digital format via email prior to the start of the course. Small Group Leaders (SGLs) will communicate specific details pertaining to document submission in the weeks prior to course start date.

**Profile Policy** The NCOES profile policy is in accordance with AR 350-1, paragraph 3-13:

- a. Profiles. Soldiers with medical profiles (temporary or permanent) due to operational deployment will be permitted by their immediate commanders to attend PME 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.*
- b. Soldiers with temporary profiles that are not a result of operational deployment prevent full participation in a course will be removed from school attendance consideration by their immediate commander until the temporary profile is removed.*
- c. 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 appropriate courses 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 Military Medical Review Board (MMRB) as part of the course application.*
- d. Soldiers who have been before an MMRB, awarded medical*

*limitations, and allowed to retain their occupational classification will be eligible to attend appropriate courses (to include PME) and train within the limits of their profile. Commandants will not disenroll nor deny enrollment of Soldiers into training based on physical profiles in accordance with MMRB rulings.*

*e. Soldiers receiving temporary or permanent physical profiles limitations after enrolling in resident training courses will be evaluated by school commandants and commanders for continued enrollment.*

*Soldiers who:*

- i. Have met, or will be able to meet graduation requirements, will continue to be trained within the limits of their profile.*
- ii. Are unable to meet graduation requirements will return to their unit or proceed to their PCS unit, and may, if eligible, be enrolled in a later course.*

**Course  
Graduation  
Requirements**

All student assessments are performance-based. A minimum score of 70% must be achieved on each scored assessment. This requirement applies to examinations given during all parts of training.

If a Soldier fails any initial written or performance-based assessment, he or she will receive remedial training and one retest of the appropriate test. The retest score will be annotated in the Soldier's student course records along with counseling and remediation documentation. However, if the Soldier requires and passes a retest, he or she will receive the minimum passing score (70%) for that event.

**APFT &  
Height/Weight  
Requirements**

IAW Army Directive 2012-20 (Physical Fitness and Height and Weight Requirements for Professional Military Education):

Soldiers who are flagged for failure to pass the APFT or comply with Army height and weight standards are not eligible for selection, scheduling or attendance of the Senior Leaders Course. Any Soldier who is flagged becomes eligible for scheduling and attendance once the flag is removed.

Successful completion of the APFT and height and weight screening are mandatory for graduation. Soldiers attending will be administered an initial height and weight screening on the morning of day one of the course. The APFT will be administered within the first week of the course. One APFT retest and/or height and weight screening is allowed and will be administered no earlier than 7 and no later than 24 days after the initial failure of the APFT and/or height and weight screening. Soldiers who subsequently fail to meet physical fitness and/or height and weight standards will be removed

from the course.

The DA Form 1059 (Service School Academic Evaluation Report) of Soldiers who fail to pass the APFT and/or meet height and weight standards will be annotated in block 11d "Failed to Achieve Course Standards." Soldiers who fail to achieve course standards are not eligible to reenroll in the course for 6 months after their dismissal. The 6-month waiting period begins on the day after the DA Form 1059 is signed. Soldiers who fail to pass the APFT and/or meet height and weight standards a second time are not eligible to reenroll for 1 year after the second failure.

Additional actions taken by the school Commandant and Soldier's chain of command are annotated in Army Directive 2012-20 attached to this ISAP.

**Army  
Musician  
Proficiency  
Assessment**

The Army Musician Proficiency Assessment (AMPA) will be given in the first week of the course. One retest is allowed for failure to meet graduation standard. It will be given during the final week of the course. Students who fail to achieve the AMPA standard on their incoming AMPA will be required to take lessons throughout the course. Other students may take lessons as individual instrumental instructors' schedules permit. Students who achieve the AMPA standard on their incoming AMPA but desire to improve their score may request a second AMPA; if instrumental division schedule permits, they will be given one.

The assessment score for achieving and exceeding course standards is 30. Soldiers who fail to meet course standards may be subject to receiving a Marginally Achieved Course Standards on their DA Form 1059. Soldiers who fail to meet the Advanced Individual Training (AIT) graduation standard may be subject to receive a Failed to Achieve Course Standards on their DA Form 1059.

Soldiers who fail to meet the Advanced Individual Training (AIT) graduation standard will be subject to an Academic Review Board (ARB), as described below. Soldiers who fail to achieve the course standard of 30 may be subject to an ARB, at the discretion of the Commandant.

**Academic  
Review Board  
(ARB)**

The Academic Review Board is conducted to determine the reason for academic deficiencies and to recommend the appropriate course of action for the Soldier to ultimately be successful. The board makes a recommendation to the Commandant, NCOA, who makes the final determination. Soldiers subject to an ARB will not be eligible to exceed course standards.

The ARB process is fully defined by the Commandant's ARB Policy Letter.

## **Student Dismissal**

In accordance with AR 350-1, para. 3-14, students may be considered for dismissal from courses for the following reasons:

- Personal conduct is such that continuance in the course is not appropriate (for example, if a student violates regulations, policies, or established discipline standards). 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.
- Negative attitude or lack of motivation is prejudicial to the interests of other students in the class.
- 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.
- Illness or injury (as determined by a physician), or added physical profile limitation.
- Compassionate reasons.

Additionally, Soldiers may be considered for dismissal for failure to bring a DA Form 5500/5501 (Body Fat Worksheet) (if applicable), DA Form 705 (APFT Score Card), or Commander's Army Musician Proficiency Assessment Form.

### Procedures

- 1) The following procedures will be used in situations where student dismissal is being considered for motivational, disciplinary, or academic reasons:
  - a. The Small Group Leader (SGL) 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 supervisor will advise the student that any appeal must be submitted within 7 duty days after receipt of the written notification of the dismissal action. Appeals will be submitted to the school commandant or commander.
  - b. The student will acknowledge by endorsement within 2 duty days receipt of the written notification of dismissal action. The endorsement must indicate whether or not the student intends to appeal the dismissal action.
    - i. Appeals will be forwarded to the school commandant or commander who will refer the proposed action and the appeal to the Office of the Staff Judge Advocate to determine legal sufficiency of the dismissal decision. All appellate actions will become part of the student's case file. Commandants and commanders will make their final decision on dismissals after considering the supporting OSJA recommendation. In cases where an OSJA is not available, the commandant or commander

will forward appeals to the commander who has general court martial convening authority (GCMCA) for review and final decision.

- ii. 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.
  - c. Dismissals for misconduct, lack of motivation, academic deficiency, or failure to maintain physical fitness or height and weight standards will be recorded on the individual's DA Form 1059, if applicable, in accordance with AR 623-3.
- 2) Disenrollment for illness, injury, compassionate transfer, or other reasons beyond the control of the individual will be made without prejudice. The school commandant or commander 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) Students being dismissed due to lack of required paperwork or unit body fat will not receive a DA Form 1059. The school commandant will provide a written statement to the student's unit or organization stating the reason for termination. The student will be eligible to re-enroll as soon as conditions that led to the disenrollment no longer exist.

Soldiers eliminated from NCOES who later re-enroll must take the complete course.

**Course Objectives**

- Develop and implement entertainment concepts
  - Marketing and Publicity
  - Programming and Production
  - Copyright Compliance
- Manage MPT Personnel and Missions
  - Personnel Management Fundamentals
  - Tools for Improving Team Processes
  - Role of the Supervisor in MPTs
- Perform as a Bandmaster in a Review Ceremony
- Explore the Role of Military History in Leadership Development
- Develop an Effective Physical Readiness Training Program

**Academic Grading and Test Plan**

Academic subject matter is assessed on a basis of 100 percentage points. The percentage is computed to the second decimal place and used to determine student's completion of training.

A breakdown of percentages that each lesson's assessments contribute to the final Grade Point Average (GPA) can be found in the attached component-specific GPA Breakdown Addendum.

**Student  
Developmental  
Counseling  
Requirements**

Developmental counseling is a means of assisting and developing students and subordinates. SGLs will counsel students in regards to:

- Negative and positive performance.
- Working as a team member.
- How well or how poorly student is performing.
- Attaining required standards.
- Setting personal and professional goals.
- Resolving personal problems.
- Conducting self-assessments.

Feedback is essential for students to know how they are performing and where they stand in the course. All counseling must explain students' progress to date. SGLs will conduct the following counseling as a minimum:

- 1) Initial counseling using reception and integration counseling. This counseling should determine whether the student has any personal problems or outside distracters that would interfere with completing the course.
  - This session must include the statement "The Army requires students of Class #\_\_\_ to demonstrate their own knowledge of the test subject by completing their own work. As such, the Army does not tolerate academic dishonesty. Students are obligated to conduct themselves in a manner consistent with the seven Army Values and must refrain from participating in dishonest academic acts, which may include, but are not limited to knowingly giving or receiving unauthorized aid to another on a practical exercise, or copying answers from a 'study aid' or another student. Cheating on assessments is a direct violation of Army Values and undermines the academic integrity of the Army Band NCO Academy. Cheating on assessments, or helping others cheat on assessments / PEs, will result in academic sanctions and possible UCMJ punishment under Articles 133 or 134, expulsion from the course or administrative action." This eliminates the DA Form 5160 (Test Administration Statement) requirement.
- 2) After any written or performance assessment/re-assessment failure.
- 3) After any missed training exceeding 4 hours per incident. The session

must include the statement “Missing a cumulative 24 hours or more of training may result in dismissal from the course.”

- 4) Any negative or positive event-specific incidents at the discretion of the SGL.
- 5) Midcourse developmental counseling-progress to date.
- 6) Comprehensive end-of-course counseling.

### **Demonstrated Abilities**

Students are constantly assessed while attending NCOES, and these assessments are reflected in part in block 14 of the DA Form 1059. The following are examples of specific areas of the course that the NCOA cadre may use to help determine ability ratings:

- 1) **Oral Communication.** Assessment is based on the student’s oral communication performance during class discussions and assigned briefings, while in student leadership positions, and any other oral communication.
- 2) **Leadership Skills.** Assessment is based primarily on the student’s demonstration of the core leader competencies and leader attributes, as well as their performance while serving in a leadership position. A counseling statement for apathy, poor attitude, or failure to fully participate in training events will result in an Unsatisfactory rating.
- 3) **Contribution to Group Work.** Assessment is based on the student’s participation in the lesson discussions and practical exercises, contribution to class projects, and overall success of the class as a whole.
- 4) **Research Ability.** Assessment is based on the student's research abilities demonstrated through written reports and class assignments.
- 5) **Written Communication.** Assessment is based on the student's written reports, homework, and other documents prepared by the student and submitted to the Small Group Leader.

### **Performance Summary**

Student performance in the course will be reflected on the Academic Evaluation Report (AER), DA Form 1059. This report is intended to measure the level of performance of each student against the course standards. Following are the four performance summary categories:

- 1) **"Exceeded course standards."** For those students whose overall course achievements are significantly above the standards of the

course. The category is limited to those students who are considered deserving by the Commandant, but will not exceed 20 percent of the class enrollment. If more than 20 percent exceed course standards, student academic scores will determine the outcome. Criteria for consideration include but are not limited to:

- Receive at least three Superior ratings in the Demonstrated Abilities Block (item 14) of the DA Form 1059 with one being in Leadership Skills and no Unsatisfactory ratings
  - Grade point average
  - Pass all assessments on first attempt (excluding AMPA)
  - Army Musician Proficiency Assessment score (must achieve a 30 or higher)
  - APFT Score
  - Receive no negative counseling statements for incidents of substandard performance
  - Participate fully in all course activities
  - Recommendation by SGL, with concurrence of the Deputy Commandant and final approval from the Commandant.
- 2) **"Achieved course standards."** For those students who achieved the overall acceptable course standards. Criteria include but are not limited to:
- Receive Satisfactory or above ratings in all the demonstrated abilities blocks (item 14) of the DA Form 1059
  - Pass all assessments
  - Require no more than two retests on any combination of subject areas
  - Achieve a 30 or higher on the Army Musician Proficiency Assessment
  - Receive no more than two negative counseling statements for incidents of substandard performance
  - Participate fully in all course activities
  - Recommendation by SGL, with concurrence of the Deputy Commandant and final approval from the Commandant.
- 3) **"Marginally achieved course standards."** For those students who achieved, with difficulty, the minimum acceptable course standards

as identified in the course grading plan. Students who receive this rating do not qualify for a Superior rating in block 14c, leadership ability. Criteria include but are not limited to:

- Receive any Unsatisfactory ratings in the demonstrated abilities blocks (item 14) of the DA Form 1059
  - Fail a retest of any single subject area
  - Require three or more retests of any combination of subject areas
  - Score between 18 and 29 on the AMPA
  - Receive three counseling statements for incidents of substandard performance
  - Fail to participate fully in all course activities
  - Recommendation by SGL, with concurrence of the Deputy Commandant and final approval from the Commandant.
- 4) **"Failed to achieve course standards."** A student will fail to achieve course standards if any of the following apply:
- Receive three or more Unsatisfactory ratings in the demonstrated abilities blocks (item 14) of the DA Form 1059
  - Fail to meet physical fitness and/or height and weight standards on retest
  - Fail retest of two or more subject area
  - Score less than 18 on the AMPA
  - Receive four or more negative counseling statements for incidents of substandard performance
  - Dismissal from the course for disciplinary reasons or violations of the standards of conduct as outlined above.
  - Recommendation by SGL, with concurrence of the Deputy Commandant and final approval from the Commandant.

### **Student Recognition**

The following are categories of student recognition. Each of the awardees will have a bullet on his or her DA Form 1059 indicating the appropriate award.

- 1) **Commandant's List:** Students who are evaluated as "Exceeded Course Standards" will be recognized as Commandant's List

graduates. This is limited to 20 percent of the total class, with the top two awardees being the Distinguished Honor Graduate and Honor Graduate. Grade Point Average, as well as AMPA and APFT scores will be taken into consideration to determine the top awardees.

## **2) Distinguished Leadership Award**

- The Distinguished Leadership Award recognizes the student who consistently demonstrates outstanding leadership skills, exemplary behavior on and off duty, outstanding performance, as well as one who promotes teamwork, esprit de corps, and professionalism.
- Students will be selected by their peers for this award.
- In the event of a tie the SGL will facilitate a revote.
- All students who are recommended by their SGL and have achieved or exceeded course standard are eligible for this award.
- Recipients of the Distinguished Leadership Award receive a commemorative trophy.

## **3) Commandant's Physical Fitness Award**

- Students who achieve 300 points on the APFT during the course will receive the Commandant's Physical Fitness Award which includes a Coin of Excellence and a Certificate of Achievement.
- Students who achieve a score of 270 points or above, with 90 points in each event, will receive a Certificate of Achievement.
- Profiled Soldiers are not eligible for the Commandant's Physical Fitness Award.

## **4) Peer Mentor Award**

- Students who make significant contributions as Peer Mentors may be considered by their Primary SGL for approval by the Commandant. If approved, awardees will have their contributions annotated on the Academic Evaluation Report. They will also receive a Commandant's Coin of Excellence and Certificate of Achievement.

**End-of-Course Review** Students must complete and submit an end-of-course review questionnaire for the course. The SGL will ensure students accomplish this as close as possible to the end of the course. Students will not be required to provide any identification data on the critique form.



DEPARTMENT OF THE ARMY  
ARMY MUSIC NONCOMMISSIONED OFFICER ACADEMY  
1420 GATOR BOULEVARD  
VIRGINIA BEACH, VA 23459-2617

REPLY TO  
ATTENTION OF:

ATSG-SMN

16 September 2013

MEMORANDUM FOR Active Component Senior Leaders Course (4-42-C46) Students, Army Music NCO Academy

SUBJECT: Active Component (AC) Senior Leaders Course (SLC) Individual Student Assessment Plan (ISAP) Academic Grading and Test Plan Addendum

1. Academic Grading and Test Plan (ISAP, p. 9) is as follows:

a. Band Functions - 70% of Final Grade

(1) MPT Concepts

(a) Marketing and Publicity: 13%

(b) Programming and Production: 12%

(2) Review Ceremony: 15%

(3) Ceremonial Conducting: 5%

(4) Army Musician Proficiency Assessment (AMPA): Go/No-Go

(5) MPT Unveiling: 10% (Combined cumulative average of 25% with STX Mission Performance Scenario Assessment.)

(6) Mission Performance Scenario Assessment: 15% (Combined cumulative average of 25% with MPT Unveiling.)

b. Unit Leader Functions - 30% of Final Grade

(1) Leadership Attributes and Core Competencies: 20%

(2) Fundamentals of Management: 5%

ATSG-SMN

SUBJECT: Active Component (AC) Senior Leaders Course (SLC) Individual Student Assessment Plan (ISAP) Academic Grading and Test Plan Addendum

(3) Battle Analysis: 5%

(4) Evaluation Reporting System: Go/No-Go

(5) Training Units and Developing Leaders: Go/No-Go

c. Mandatory Training - 0% of Final Grade

(1) Mandatory Training Certificates: Go/No-Go

2. The proponent for periodic review of this addendum is the Army Music NCO Academy Deputy Commandant at (757) 462-5680 / DSN: 253.



JEFFREY J. DUDZIENSKI

SFC, USA

Deputy Commandant



DEPARTMENT OF THE ARMY  
ARMY MUSIC NONCOMMISSIONED OFFICER ACADEMY  
1420 GATOR BOULEVARD  
VIRGINIA BEACH, VA 23459-2617

REPLY TO  
ATTENTION OF:

ATSG-SMN

16 September 2013

MEMORANDUM FOR Reserve Component Senior Leaders Course (4-42-C46 (RC)) Students,  
Army Music NCO Academy

SUBJECT: Reserve Component (RC) Senior Leaders Course (SLC) Individual Student  
Assessment Plan (ISAP) Academic Grading and Test Plan Addendum

1. Academic Grading and Test Plan (ISAP, p. 9) is as follows:

a. Band Functions - 75% of Final Grade

(1) MPT Concepts

(a) Marketing and Publicity: 15%

(b) Programming and Production: 15%

(2) Review Ceremony: 15%

(3) Ceremonial Conducting: 5%

(4) Army Musician Proficiency Assessment (AMPA): Go/No-Go

(5) Mission Performance Scenario Assessment: 25%

b. Unit Leader Functions - 25% of Final Grade

(1) Leadership Attributes and Core Competencies: 20%

(2) Battle Analysis: 5%

(3) Evaluation Reporting System: Go/No-Go

(4) Training Units and Developing Leaders: Go/No-Go

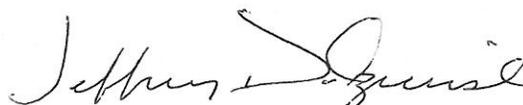
ATSG-SMN

SUBJECT: Reserve Component (RC) Senior Leaders Course (SLC) Individual Student Assessment Plan (ISAP) Academic Grading and Test Plan Addendum

c. Mandatory Training - 0% of Final Grade

(1) Mandatory Training Certificates: Go/No-Go

2. The proponent for periodic review of this addendum is the Army Music NCO Academy Deputy Commandant at (757) 462-5680 / DSN: 253.



JEFFREY J. DUDZIENSKI  
SFC, USA  
Deputy Commandant



SECRETARY OF THE ARMY  
WASHINGTON

17 SEP 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive 2012-20 (Physical Fitness and Height and Weight Requirements for Professional Military Education)

1. This directive revises Army policy for the Army Physical Fitness Test (APFT) and height and weight standards for Soldiers to attend Professional Military Education (PME) in Army Regulation (AR) 350-1 (Army Training and Leader Development). A complete list of references is at the enclosure.
2. This policy is effective 1 November 2012 and applies to the following PME schools and courses: Senior Service College, Sergeants Major Academy, Joint Special Operation Forces Senior Enlisted Academy, Captains Career Course, Intermediate Level Education, Warrant Officer Advance Course, Warrant Officer Staff Course, Warrant Officer Senior Staff Course, Advanced Leaders Course, Senior Leaders Course, and Warrior Leader Course.
  - a. Soldiers who are flagged for failure to pass the APFT or comply with Army height and weight standards are not eligible for selection, scheduling or attendance at the PME schools and courses listed in paragraph 2. Any Soldier who is flagged becomes eligible for scheduling and attendance at the PME schools and courses once the flag is removed.
  - b. Successful completion of the APFT and height and weight screening are mandatory for course graduation. Soldiers attending the identified PME schools and courses will be administered an initial APFT and height and weight screening. For PME courses with multiple phases, the initial APFT and height and weight screening will be administered during the first phase of the resident course. One APFT retest and/or height and weight screening is allowed and will be administered no earlier than 7 and no later than 24 days after the initial failure of the APFT and/or height and weight screening. Soldiers who subsequently fail to meet physical fitness and/or height and weight standards will be removed from the course.
3. The DA Form 1059 (Service School Academic Evaluation Report) of Soldiers who fail to pass the APFT and/or meet height and weight standards will be annotated in block 11d "Failed to Achieve Course Standards." Soldiers who fail to achieve course standards are not eligible to enroll in any PME courses for 6 months after their dismissal. The 6-month waiting period begins on the day after the DA Form 1059 is signed. Soldiers who fail to pass the APFT and/or meet height and weight standards a second time are not eligible to enroll in any PME courses for 1 year after the second

SUBJECT: Army Directive 2012-20 (Physical Fitness and Height and Weight Requirements for Professional Military Education)

failure. School commandants and commanders will take the following actions for Soldiers who fail to meet APFT and/or height and weight standards:

a. Active Army Soldiers

(1) Soldiers in a temporary duty (TDY) and return status will be returned to their unit of assignment. School commandants and commanders will send a memorandum to the first general officer in the Soldier's chain of command stating the Soldier's deficiencies and that he/she failed to achieve course standards. The unit commander will initiate appropriate actions, to include flagging in accordance with (IAW) AR 600-8-2 (Suspension of Favorable Personnel Actions (Flags)), changing the immediate reenlistment prohibition code as appropriate and/or initiating a bar to reenlistment.

(2) Soldiers in a TDY en route status will be attached to the gaining installation pending clarification of assignment instructions for their follow-on assignment. The school commandant or commander will notify U.S. Army Human Resources Command (AHRC) of the Soldier's ineligibility for training and request clarification of assignment instructions. Upon receipt of assignment instructions, the school commandant or commander will send a memorandum to the first general officer in the Soldier's chain of command at the gaining installation stating the Soldier's deficiencies and that he/she failed to achieve course standards. Upon the Soldier's arrival at the gaining installation, the unit commander will initiate appropriate actions, to include flagging IAW AR 600-8-2, changing the immediate reenlistment prohibition code as appropriate and/or initiating a bar to reenlistment.

(3) Soldiers in a permanent change of station (PCS) status will be attached to the gaining installation pending clarification of assignment instructions. The school commandant or commander will notify AHRC of the Soldier's ineligibility for training and request assignment instructions. The school commandant or commander will initiate appropriate actions, to include flagging IAW AR 600-8-2, changing the immediate reenlistment prohibition code as appropriate and/or initiating a bar to reenlistment.

b. Army National Guard

(1) Title 32 Man Day (M-Day) and Active Guard Reserve (AGR) Soldiers in a TDY and return status will return to their home unit. School commandants and commanders will send a memorandum to the State Adjutant General in the Soldier's chain of command stating the Soldier's deficiencies and that he/she failed to achieve course standards.

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(2) Title 32 M-Day and AGR Soldiers in a PCS status will return to their home stations. School commandants and commanders will send a memorandum to the State Adjutant General in the Soldier's chain of command stating the Soldier's deficiencies and that he/she failed to achieve course standards.

(3) Title 10 AGR Soldiers in a TDY and return status will return to their home unit. School commandants and commanders will send a memorandum to the Chief of Staff, National Guard Bureau (NGB) (NGB-ARZ-T) and the first general officer in the Soldier's chain of command stating the Soldier's deficiencies and that he/she failed to achieve course standards.

(4) Title 10 AGR Soldiers in a TDY en route status will proceed to their next permanent duty station. School commandants and commanders will send a memorandum to the Chief of Staff, NGB (NGB-ARZ-T) and the first general officer in the chain of command of the gaining unit stating the Soldier's deficiencies and that he/she failed to achieve course standards.

(5) Title 10 AGR Soldiers in a PCS status will be attached to the Office of the Senior Army National Guard Advisor at the gaining installation pending receipt of assignment instructions from NGB-ARZ-HCM. School commandants and commanders will send a memorandum to the Chief of Staff, NGB (NGB-ARZ-T) and the first general officer in the chain of command of the gaining unit stating the Soldier's deficiencies and that he/she failed to achieve course standards.

c. U.S. Army Reserve

(1) Troop Program Unit, Individual Mobilization Augmentee and AGR Soldiers in TDY and return status will return to their home units. School commandants and commanders will send a memorandum to the first general officer in the Soldier's chain of command stating the Soldier's deficiencies and that he/she failed to achieve course standards. The unit commander will initiate appropriate actions, to include flagging IAW AR 600-8-2, changing the immediate reenlistment prohibition code as appropriate and/or initiating a bar to reenlistment.

(2) Individual Ready Reserve Soldiers in TDY and return status will return home. School commandants and commanders will send a memorandum to the Commander, HRC stating the Soldier's deficiencies and that he/she failed to achieve course standards. The unit commander will initiate appropriate actions, to include flagging IAW AR 600-8-2, changing the immediate reenlistment prohibition code as appropriate and/or initiating a bar to reenlistment.

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(3) AGR Soldiers in a TDY en route status will be attached to the installation where they were to receive training pending clarification of assignment instructions. School commandants and commanders will notify AHRC of the Soldier's ineligibility for training and request assignment instructions. The school commandant or commander will notify the first general officer in the chain of command of the gaining unit stating the Soldier's deficiencies and that he/she failed to achieve course standards. The unit commander will initiate appropriate actions, to include flagging IAW AR 600-8-2, changing the immediate reenlistment prohibition code as appropriate and/or initiating a bar to reenlistment.

(4) AGR Soldiers in a PCS status will be attached to the gaining installation pending clarification of assignment instructions from AHRC. School commandants and commanders will immediately notify AHRC (AHRC-ARE) that a Soldier in PCS status failed to achieve course standards and that AHRC needs to clarify assignment instructions. In addition, a memorandum will be sent to the first general officer in the chain of command of the Soldier's gaining unit. The unit commander will initiate appropriate actions, to include flagging IAW AR 600-8-2, changing the immediate reenlistment prohibition code as appropriate and/or initiating a bar to reenlistment.

4. Soldiers in the Judge Advocate General Corps or Army Medical Detachment who fail to achieve course standards will have a memorandum sent to the first general officer in the Soldier's chain of command from the school's commandant or commander stating the Soldier's deficiencies and that he/she failed to achieve course standards. In addition, these Soldiers will be reported as course failures to the Offices of the Judge Advocate General or Surgeon General, respectively. The unit commander will initiate appropriate actions, to include flagging IAW AR 600-8-2, changing the immediate reenlistment prohibition code as appropriate and/or initiating a bar to reenlistment. This information will be provided to the offices for Soldiers who fail to achieve course standards:

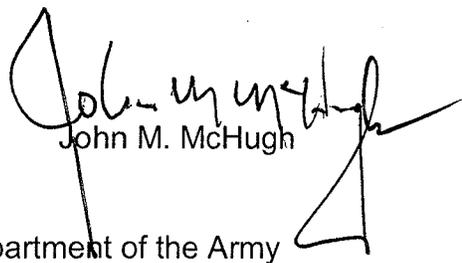
- a. name and grade,
- b. Social Security number,
- c. date of Soldier failure to achieve course standards, and
- d. a brief synopsis of the reason for Soldier failure to achieve course standards.

5. School commandants are responsible for updating the Soldier's record in the Army Training Requirements and Resources System with the appropriate reason and status codes to show that they are a course failure.

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6. The Army Deputy Chief of Staff, G-3/5/7 is the proponent for this policy and will incorporate the provisions of this directive into AR 350-1 as soon as practical.

7. This directive is rescinded upon publication of the revised regulation.



John M. McHugh

Encl

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## REFERENCES

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2. AR 350-1 (Army Training and Leader Development), Rapid Action Revision 4 Aug 11.
3. AR 600-8-2 (Suspension of Favorable Personnel Actions (Flags)), 23 Dec 04.
4. AR 600-8-19 (Enlisted Promotions and Reductions), Rapid Action Revision 27 Dec 11.
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6. AR 601-280 (Army Retention Program), Rapid Action Revision 15 Sep 11.
7. AR 623-3 (Evaluation Reporting System), 10 Aug 07.
8. Department of the Army Memorandum, SAMR-PO, 23 Jul 09, subject: Reinstatement and Revision of the Qualitative Management Program (QMP).
9. U.S. Army Training and Doctrine Command Regulation 350-6 (Enlisted Initial Entry Training Policies and Administration), 28 Jan 11.
10. Message, ALARACT, 067/2012, subject: Army Physical Fitness Testing (APFT) Requirements for Military Institutional Training.
11. Message, ALARACT, 248/2010, subject: The Army Weight Control Program.