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MEDCoE Regulation
No. 351-12

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SCHOOLS
**ENROLLMENT, RECYCLE, RELIEF, ADMINISTRATIVE DISPOSITION,
AND COUNSELING OF STUDENT PERSONNEL**

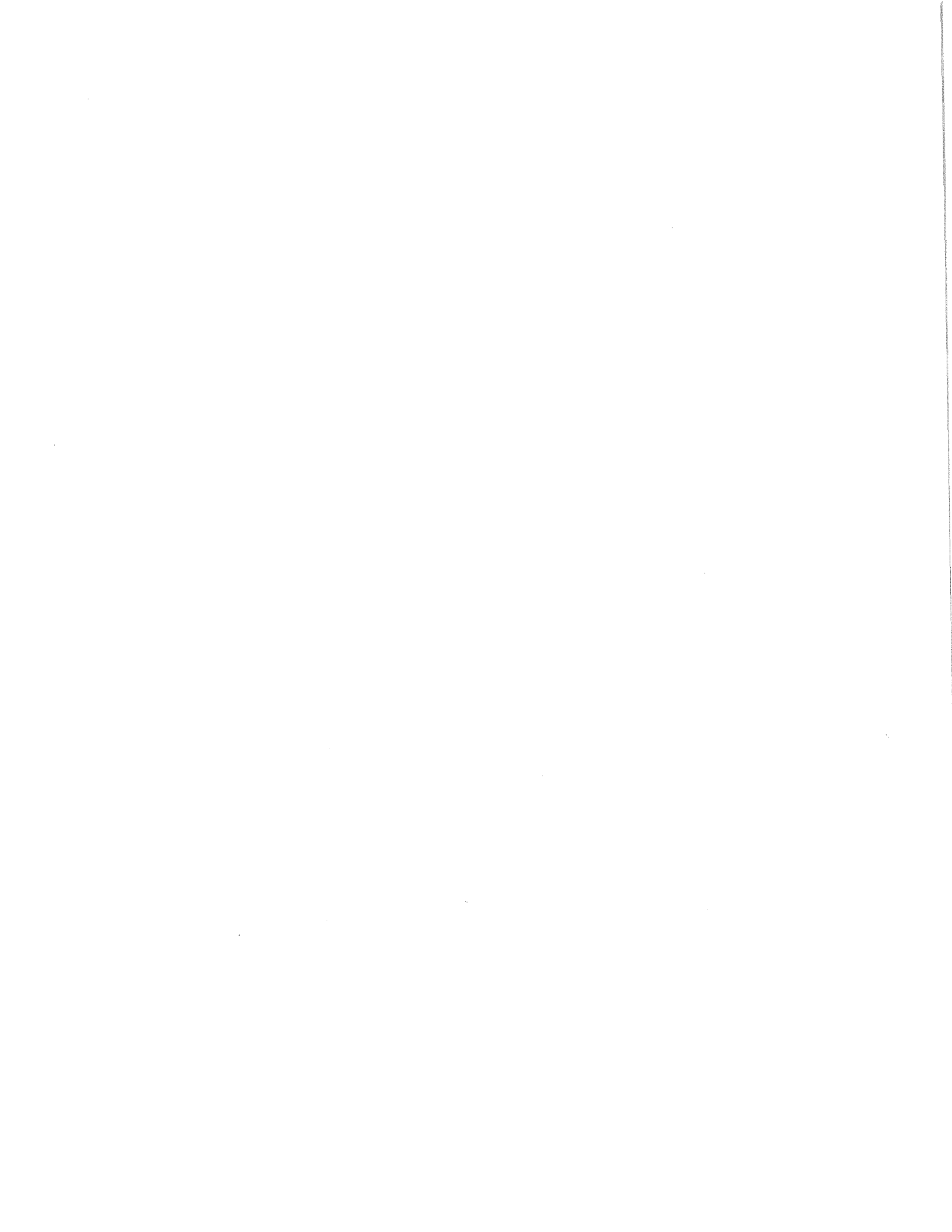
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* This regulation supersedes AMEDDC&S HRCoE Reg 351-12, 13 December 2017.

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CHAPTER 1

GENERAL

1-1. HISTORY. This issue has been extensively revised from the previous publication. Therefore, the changed portions have not been highlighted.

1-2. PURPOSE. Establishes policies and procedures and assigns responsibilities pertaining to the enrollment, recycle, relief, and administrative disposition of all officer, warrant officer, enlisted, civilian, contract, and international military student (IMS) personnel (hereafter referred to as students) in courses under U.S. Army Medical Center of Excellence (MEDCoE) proponency.

1-3. REFERENCES AND TERMS. References are listed in Appendix A and definitions of special terms used in this publication are explained in the Glossary.

1-4. APPLICABILITY.

a. Personnel responsible for the enrollment, recycle, relief, and administrative disposition of students will adhere to the procedures set forth in this regulation. For the purpose of this regulation, the Commander, MEDCoE, is the proponent Commandant in accordance with (IAW) U.S. Army Training and Doctrine Command Regulation (TR) 350-18, The Army School System (TASS), 1 May 2018.

(1) This regulation applies to students attending courses under the MEDCoE proponency. This includes the Department of Aviation Medicine, U.S. Army Medical Department (AMEDD) Noncommissioned Officers Academy (NCOA), the Medical Education and Training Campus (METC), and various medical treatment facilities (MTFs) that participate as clinical, applicatory, or hospital based training sites.

(2) This regulation also provides general information applicable to IMS. Further guidance is in Army Regulation (AR) 12-15, Joint Security Assistance Training, and MEDCoE Memorandum 12-16, International Military Students Administration.

(3) TR 350-6, Enlisted Initial Entry Training (IET) Policies and Administration, TR 350-36, Basic Officer Leader Training Policies and Administration, and AR 612-201, Initial Entry/Prior Service Trainee Support, govern enlisted and officer IET policies and administration for matters not specifically addressed in this regulation.

(4) Inter-service Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) may supersede the policies and procedures set forth in this regulation for U.S. Navy (USN), U.S. Coast Guard (USCG), and U.S. Air Force (USAF) students. If not specifically mentioned in the MOA/MOU, the policies and procedures of this regulation will be followed.

b. All Program/Course Directors, Advisors, Counselors, and unit chain of command elements will apply counseling procedures as outlined in this regulation.

1-5. COORDINATING REQUIREMENTS.

a. Academic direction and control. Students engaged in training remain under the academic direction and control of the Program/Course Director. Students enrolled in Noncommissioned Officers Academy (NCOA) courses will remain under the academic direction and control of the NCOA Commandant. No student will be a recycle or relieved without proper coordination and written approval of an approving official, as indicated in chapters 9 and 10 of this regulation. The student will remain in training until the recommended action is approved, unless the Commandant and/or Commander determines that a student's continued participation with the main student body is contrary to good order, discipline, or morale.

(1) Facts and recommendations regarding individual cases may be transmitted telephonically to the Deputy Commandant, OTC; or appropriate Program/Course Director for expeditious resolution. Telephonic communications will always be followed by written correspondence documenting the basis for the actions requested/taken and/or entered into the respective data entry system.

(2) Approval of a new start/recycle or relief results in a student training status change, which will be posted within 48 hours in the Army Training Requirements and Resources System (ATRRS) by the Office of the Registrar, Office of the Commandant (OTC). The NCOA will perform these functions for students enrolled in NCOA courses.

(3) The Unit Commander will be advised of all student actions and notified prior to student's removal from training.

b. The Commander, MEDCoE, will be notified of all academic and nonacademic relief actions. This requirement does not apply to initiation of separation under AR 635-200, Active Duty Enlisted Administrative Separations, Chapters 11 or 13. No student may be relieved prior to notifying the Commander, MEDCoE.

(1) The Deputy Commandant, OTC, is responsible for notifying the Commander, MEDCoE, of all pending relief actions submitted to the OTC.

(2) The Commandant, NCOA, is responsible for notifying the Commander, MEDCoE, of all pending NCOA relief actions.

c. Information, as it pertains to the Army National Guard (ARNG), U.S. Army Reserve (USAR), civilians, other U.S. Armed Services or Federal Agencies, and IMS are identified in the cited paragraphs below:

(1) ARNG/USAR – Paragraph 10-4.

- (2) Civilian – Paragraph 10-5.
- (3) Other U.S. Armed Services or Federal Agencies – Paragraph 10-6.
- (4) International military students – Paragraph 10-7.

d. Student's chain of command.

(1) Responsible for notifying the Program/Course Director of any pending disciplinary or personnel action against a student enrolled in the course. Program/Course Director will determine if the action is in violation of the Individual Student Assessment Plan (ISAP) (MEDCoE Courses) or the Student Evaluation and Administration Plan (SEAP) (METC courses), and if it warrants a change in student training status due to nonacademic reasons.

(2) At Phase 2 sites, this responsibility falls on the MTFs' chain of command in collaboration with Course/Program Leadership at the MEDCoE.

(3) For IET students, the Unit Commander is responsible for coordinating the processing and disposition of an action that results in possible reclassification or separation of the student. IAW AR 612-201, para. 3-23.a.(1), the Unit Commander will make a recommendation for retention in service or separation within 2 workdays following the student's relief from training. Recommendations for retention (re-class) must be forwarded to the Trainee/Student Processing Center no later than 3 workdays following relief from training. Recommendations for separation will be initiated within 7 calendar days following relief from training and sent to the Battalion Commander for approval.

e. ARNG/USAR students.

(1) Upon initiation of a recommendation for a change of an RC student status, the applicable MEDCoE RC advisor/liaison will be informed of the pending action.

(a) IET. U.S. Army Human Resources Command (HRC) is the decision-making authority for ARNG/USAR students. Budgeting and Home Station Unit Commanders do not affect the decision for new accessions.

(b) Active Duty for Training (ADT). Based on budgeting and mission requirements, the student's Unit Commander/service must be in concurrence with the recommendation for a change in student status which may have an effect on retaining a student beyond the date on the original orders for the action to be processed (e.g., recycle, hold, etc.). If the unit or service command cannot support the recommendation, the applicable advisor/liaison will communicate such to the Program/Course Director and chain of command so the student can be relieved from training and processed for return to their assigned unit for further instructions. This applies to all ARNG/USAR individuals in training other than IET.

(2) The RC advisor/liaison, MEDCoE, will be notified immediately when students do not complete graduation requirements.

f. Military Personnel Division, Installation Management Command, and JBSA FSH. Completes reclassification or separation actions. For Phase 2 sites, the applicable student personnel branch/division at the installation will provide this function.

g. Office of the Registrar. Post appropriate entries into ATRRS based on approved actions submitted by Program/Course Directors.

1-6. POLICIES.

a. The staff and faculty will ensure students are afforded the opportunity to reach their full training potential by protecting their rights and ensuring completion of due process IAW applicable policies and regulations. The full range of preventive, remedial, and corrective measures available will be used when it appears that a student is experiencing difficulties that may lead to failure to meet standards specified in the course ISAP/SEAP.

b. Students unable to meet defined training standards will undergo remedial training and retest IAW the course ISAP/SEAP before consideration for a recycle or relief. The course's ISAP/SEAP outlines policies and procedures IAW this regulation and in addition to the respective course specific requirements for successful course completion.

c. A recycle or hold will be processed IAW this and applicable regulations.

d. Class Advisors, Assistant Class Advisors, and Counselors (when appropriate) will be identified for students enrolled in enlisted and officer resident courses conducted at the MEDCoE.

e. All student academic and nonacademic decisions will be handled as expeditiously as possible with concern for the student's due process rights IAW this and applicable regulations.

f. Refer to the MOA between the MEDCoE and the METC for academic policies and procedures applicable to students.

CHAPTER 2

ENROLLMENTS AND WAIVERS

2-1. ENROLLMENTS.

a. Upon arrival at the MEDCoE or METC, enrollment requirements include compliance with course prerequisites as outlined in ATRRS and is complete when the student data has been documented in ATRRS.

b. Unit Pre-Execution Checklist (PEC) (Army students only; excludes students enrolled in enlisted PME courses).

(1) Except for IET and direct commission students, all students who report for training must have a completed Unit PEC in ATRRS. The PEC is a pre-enrollment requirement, used to assist units in preparing students for school attendance by defining course prerequisites, admission requirements, and administrative information.

(2) Students/Commanders will use the PEC found in ATRRS.

(3) The PEC is used as the Unit Commander's certification that students meet course prerequisites prior to attendance.

(4) Students reporting for training without the required PEC in ATRRS will have 72 hours from the report date to ensure the PEC is in ATRRS. Failure to have the PEC in ATRRS within the 72 hours may result in students being dis-enrolled from the course and returned to their home unit.

(5) Students who were initially admitted to a course but procured course admission through a material misrepresentation, omission, or concealment of information which, if known by the Army at the time of enrollment would have resulted in rejection from the course, will be relieved from the course.

c. Enrollment is complete when student data has been documented in ATRRS. No eligible student will be denied enrollment without the concurrence of the Deputy Commandant, OTC. Enrollment issues for USN, USCG, USAF, ARNG, USAR, international, civilian, or contractor students will be coordinated with respective service representatives or advisors/liaisons with regards to non-enrollment.

2-2. WAIVERS.

a. Waiver requests for enlisted students will be submitted to the AMEDD Personnel Proponent Directorate (APPD). The Chief, Enlisted Division, APPD, is the waiver approving authority for course prerequisites in military occupational specialty (MOS) and additional skill identifier (ASI) producing courses, as outlined in Department

of the Army Pamphlet (DA Pam) 611-21, Military Occupational Classification and Structure, and the ATRRS course catalog. When applicable, APPD will coordinate enlisted waiver requests with the respective Enlisted Class Advisor/Subject Matter Expert (SME) for the MOS/ASI producing course and the OTC Sergeant Major (SGM).

b. Acceleration in Training. Some students, found by the Program/Course Director as being proficient in the skills and knowledge required for initial training, based on supporting documents (e.g., degrees, certifications, etc.), may be accelerated in the program or advanced to the Phase 2 of the course; this will include all Reserve Component (RC) students. A request will be submitted to APPD for waiver approval. If approved, APPD will submit the request back to the Program/Course Director who will initiate the MEDCoE Form 29E or METC-01, reflecting the reason code for accelerated training. The MEDCoE Form 29E or METC-01, is submitted to the Office of the Registrar for processing (refer to MEDCoE STUDENT TRAINING STATUS CHANGE PROCESS (STSCP) STANDARD OPERATING PROCEDURE (SOP), paragraph 3.2). Note: Acceleration in training is not available in all programs.

c. Officer waiver requests will be submitted to the respective specialty waiver approving authority at HRC, Fort Knox, Kentucky.

d. Waiver requests for Enlisted, Officer, and Civilians for functional non-specialty producing courses will be coordinated with the applicable Program/Course Director prior to approval/disapproval.

2-3. COURSE SERVICE REMAINING REQUIREMENTS (SRRs). IAW AR 601-280, Army Retention Program, an SRR is a Headquarters, Department of the Army (HQDA) prerequisite for a student to have a specified amount of remaining contractual service for a service school/course attendance.

a. Upon arrival, the unit will ensure students meet course SRRs.

(1) Army students not meeting course SRRs will be referred through their Unit Commander to the Retention Office to be counseled and offered an opportunity to extend their enlistment or reenlist.

(2) RC students will be referred to their RC advisor/liaison where they will be counseled and offered the opportunity to extend their enlistment or reenlist.

(3) Students who have initiated DA Form 3340, Request for Reenlistment or Extension in the Regular Army, will be allowed enrollment. If the DA Form 3340 is disapproved for any reason, or the student changes his/her mind and decides not to extend or reenlist, the student will be removed from the course, and the Unit Commander will take appropriate action.

b. Students who decline to meet course SRRs will not be enrolled and referred to the Student Personnel Branch, HR&A, or RC advisor/liaison for appropriate disposition.

c. If it is discovered that an oversight has occurred, and a student close to graduating does not meet the SRRs, immediate extension or reenlistment will be processed prior to graduation. If the student refuses to meet SRRs, the student will not be allowed to graduate.

2-4. PRIORITY FOR ENROLLMENT OF QUALIFIED STUDENTS. Students with reservations in ATRRS. In cases of class overfill, the priority of fill is as follows:

- a. Reserve Enlisted Program, IAW AR 612-201, Initial Entry/Prior Service Trainee Support, chapter 3.
- b. RC students on ADT.
- c. Other Armed Services, Civilian, and international students.
- d. Active Army with follow-on training.
- e. Reclassified students (IET and prior service only).
- f. Students on a wait status in ATRRS (if seats are available).

2-5. REPORTING OF UNQUALIFIED STUDENTS.

- a. Students who do not meet course prerequisites.

(1) For unqualified students for reasons other than body composition, the Program/Course Director will generate a MEDCoE Form 29E or METC-01 and refer the student to the Unit Commander for processing (refer to MEDCoE STSCP SOP, paragraph 2.2).

(2) The Office of the Registrar will update the student's ATRRS record. The NCOA will update the ATRRS record for students attending NCOA courses.

(3) The Unit Commander will coordinate the processing and disposition of the student IAW paragraph 1.5.d.(3) of this regulation or return the student to his/her home duty station.

- b. Body composition.

(1) Students arriving from basic training will be in compliance with the IET Standards of TR 350-6. This applies to all MOS-producing courses as well.

(2) Reclassified students (enlisted MOS to enlisted MOS) who do not meet height/weight standards will still be enrolled in the course but must meet height/weight standards within 7 days of enrollment and rescreened on the 8th day after enrollment.

Students who fail to meet the standards will be removed from the course and returned to their unit or home station. Noncompliance will be annotated on DA Form 1059, Army Service School Academic Evaluation Report (AER).

(3) ASI-producing courses will comply with AR 350-1, Army Training and Leader Development.

(4) Students attending courses which require the preparation of a DA Form 1059 (Service School Academic Evaluation Report) will be administered body composition screenings.

(5) Personnel from other U.S. Armed Services who fail to meet their service-specific requirements for physical fitness will be denied enrollment.

2-6. TRAINING STATUS CHANGES.

a. For students assigned to a training unit while in training, Commanders will notify the Office of the Registrar via MEDCoE Form 29E to place the students on a hold-under status when the student reports for training three (3) or more days prior to the Class Report Date (refer to MEDCoE STSCP SOP, paragraph 2.1). Commanders must ensure the student's change-of-station/temporary duty (TDY) orders indicate which course and class the student is attending (this information can be verified in ATRRS). If there is no reservation for the student in either database, the Commander will contact the MEDCoE ATRRS Quota Management Office to reconcile any enrollment issues.

b. Once a student starts the course on the official start date, the Program/Course Directors will use the current enrollment documentation system to document the student's arrival by assigning the student the "New Input" training status. For a student who was placed on a hold-under status, the change to a "New Input" status indicates the student is officially enrolled in the course. The student will remain in the "New Input" status until the class end date, when the status will change to "Graduate," providing there are no reasons to remove the student from training.

c. After the student has been enrolled in a class, the Program/Course Director must complete a MEDCoE Form 29E or METC-01 to recommend changes to a student's status. Once a decision on a recommended change of training status is approved, the form is staffed and submitted to the Office of the Registrar, OTC for processing and filing (refer to MEDCoE STSCP SOP, Chapter 4).

d. If recommendation for new start/recycle is approved, the student will:

(1) Be placed on a hold status and returned to the unit until a training seat is available in the next class.

(2) While in a hold status, IET students will be engaged in the Students Awaiting Training Program (SATP).

e. If the recommendation for relief is approved, the student will return to the unit for processing (refer to paragraph 1.5.d.(3) of this regulation).

CHAPTER 3

COUNSELING

3. GENERAL.

a. Upon enrollment into a course, all students will receive academic counseling IAW Army Techniques Publication (ATP) 6-22.1, The Counseling Process. Included in the counseling will be the course ISAP/SEAP. The frequency of academic counseling will be included in the ISAP/SEAP for each course. The types of counseling are as follows:

(1) **Event Counseling.** Involves a specific event or situation, i.e., has an issue with performance, mission accomplishment, or has a personal issue.

(2) **Performance Counseling.** Review of the student's performance during a specific period. The counseling focuses on the student's strengths, areas to improve, and potential.

(3) **Professional Growth Counseling.** Planning for the accomplishment of individual and professional goals. The discussion is characterized as "the pathway to success" and assists the student in identifying and achieving educational goals. It is essential to the investment strategy.

b. Counselors will utilize the following forms to document counseling:

(1) MEDCoE Form 123, Record of Student Counseling, for all routine academic counseling.

(2) DA FORM 4856, Development Counseling Form, for all noted academic and nonacademic deficiencies that require a plan of action to be taken. At a minimum the following will be included:

(a) The possible consequences if any noted deficiency or conduct is not corrected.

(b) The plan of action to be taken to overcome the noted deficiency.

(c) The assessment to indicate if the plan of action achieved the desired results.

(d) Positive actions the student can take to improve his/her performance to the highest level.

c. If a student's conduct is of sufficient severity to warrant action under the provision of the Uniform Code of Military Justice (UCMJ) for possible discharge, the Unit Commander will comply with regulatory guidance.

d. Counselors will identify potential barriers of academic achievement of students in a timely manner and conduct counseling in order to prevent academic failure. Counselors will not wait until the issue becomes a problem, and the problem becomes a crisis. All questions pertaining to academic counseling should be addressed through the OTC for specific academic guidance in order to ensure proper documentation of a potential future student removal packet. Note: A courtesy copy of all Serious Incident Reports (SIRs)/**Commander's Critical Information Reports** (CCIRs) involving student personnel will be submitted to the Deputy Commandant, OTC.

e. For international students, comply with policies established by the International Programs Division (IPD), Assistant Chief of Staff for Operations, Plans, and Training/G-3/5/7.

CHAPTER 4

RESPONSIBILITIES

4-1. DEPUTY COMMANDANT, OTC.

a. Provides direction, has authority and control over academic matters, and provide academic guidance and support to the chain of command and training departments on issues that may affect a student's academic status or disposition.

b. Review and approve or disapprove course relief appeals.

4-2. COMMANDANT, NCOA.

a. Develop and administer course ISAPs IAW MEDCoE Reg 351-19, Testing Procedures and Policies.

b. Ensure course curriculum committee meetings, program of instruction (POI) revisions, and the development of lesson plans are administered IAW regulatory guidelines.

c. Identify and appoint faculty to counsel students.

(1) Counselors will be senior to the students.

(2) Counselors will provide quality counseling and ensure an equitable distribution of students to counselors.

d. Ensure student counseling is conducted IAW this regulation.

e. Ensure counselors monitor students' class progress, issues, status, and/or unresolved problems.

f. Review and approve or disapprove course new start/recycle and relief actions.

g. Review and approve or disapprove course relief appeals.

4-3. DEPARTMENT DIRECTOR.

a. Ensure all multi-phased, numbered courses within their department maintain a Clinical Training Guide, which is designed to provide more specific guidance to each training site.

b. Develop and administer course ISAPs/SEAPs IAW MEDCoE Reg 351-19.

- c. Ensure Annual Curriculum Reviews, program of instruction (POI) revisions, and the development of lesson plans are administered IAW regulatory guidelines.
- d. Ensure student counseling is conducted IAW this regulation.
- e. Coordinate and holds the Department Director's Meetings.
- f. Review and approve or disapprove course new start/recycle and relief actions.

4-4. PROGRAM/COURSE DIRECTOR (Where designated).

Note: MEDCoE and METC titles may vary based on which service manages the training program.

- a. Appoint class advisors and ensure class advisors monitor students' class progress, issues, status, and/or unresolved problems.
- b. Ensure class advisors maintain liaison with students' chain of command.
- c. Identify and appoint Faculty/Platoon Sergeants (PSGs) to counsel students.
- d. Ensure an equitable distribution of students to counselors.
- e. Conduct internal reviews of student counseling packets to ensure required counseling is performed.
- f. Coordinate with other Department/Activity Directors to obtain Counselors in those courses, which combine enlisted, and officer training, allowing for appropriate representation of students.
- g. Publish rosters of appointed counselors prior to course start date IAW the course ISAP/SEAP.
- h. Make training status change recommendations to hold, new start/recycle, or relief students from the course. Coordinate with phase 2 site Program/Course Director or Coordinator when making a recommendation for students training at phase 2 site locations.

4-5. CLASS ADVISORS (Specifically to MEDCoE only. These are selected by the Program/Course Director).

- a. Assist the Program/Course Director in monitoring academic performance of students.
- b. Conduct the initial class orientation and ensure students are informed of any changes in policies.

c. Inform students of course requirements as outlined in the ISAP/SEAP. For courses affiliated with the Uniformed Services University (USU) College of Allied Health Sciences (CAHS), a copy of the course syllabus must also be given to the students.

d. Coordinate with the chain of command and other staff and faculty members on matters, which affect a student's response to academic instruction. This may include contacting the USAR/ARNG/other service advisor in matters pertaining to USAR, ARNG, or other Armed Services students.

e. Ensure a completed DA Form 1059, AER, is submitted to the Program/Course Director for review, when required, as prescribed by AR 623-3, Evaluation Reporting System.

f. Supervise the academic counseling and guidance program as administered by Academic Counselors within their scope of authority.

g. Ensure counselors are maintaining appropriate, timely, and accurate documentation (counseling forms) for all students who are marginal achievers, fail tests, are on academic probation, and/or demonstrate nonacademic infractions that affect their academic success. This includes reviewing and assisting the training unit with counseling and documentation of nonacademic infractions at the chain of command level. Counseling forms to use are:

(1) MEDCoE Form 123-E-R, Record of Student Counseling and MEDCoE Form 123-1-E, Record of Student Counseling Continuation Sheet.

(2) DA Form 4856, Developmental Counseling Form.

h. Initiate the MEDCoE Form 29E or METC-01 to recommend new start/recycle or relief of students.

i. Coordinate with the appropriate ARNG, USAR, or other Armed Services advisor/liaison and Unit Commanders for actions that require chain of command endorsement (i.e. hold, new start/recycle, relief, etc...).

j. Ensure all newly assigned counselors are briefed on their responsibilities prior to their assumption of counseling duties. Thereafter, all academic counselors will be briefed on an annual basis. At a minimum, this briefing will include, but is not limited to:

(1) The contents of this regulation.

(2) The Program/Course Director's guidance regarding expectations and policies.

(3) The contents of Field Manual (FM) 6-22, Leader Development.

k. Ensure Counselors are maintaining appropriate, timely, and accurate documentation (counseling forms listed in chapter 3) for all students who are marginal achievers, fail tests, or are on academic probation. Academic records will be maintain IAW AR 350-1.

l. Perform other duties as assigned by the Program/Course Director.

4-6. BRIGADE COMMANDER. Review and approve or disapprove re-class and separation appeals.

4-7. BATTALION COMMANDER. Review and approve or disapprove re-class and separation actions.

4-8. UNIT COMMANDER.

a. Provide command and control for all students assigned.

(1) Assign Platoon Sergeants/Drill Sergeants as first-line liaison with course personnel.

(2) As necessary, assist students by arranging extra skills instruction.

b. Perform counseling with the aim of assisting students in resolving personal problems that are or may potentially impede academic performance. Refer those students who present unusual or particularly difficult problems (issues) to the appropriate agencies on the installation

c. Make re-class or separation recommendations (refer to paragraph 1.5.d.(3) of this regulation).

d. Generate student packets for re-class actions and ensure documented counseling is performed IAW this regulation. All non-routine counseling sessions will be recorded on DA Form 4856.

e. Submit re-class packets to Personnel Management Branch for re-class action.

f. Coordinate potential student activities that may impact students' academic performance or status, e.g., physical fitness test and urinalysis, with the Program/Course Director.

g. Ensure cadre maintains appropriate, timely, and accurate documentation (counseling forms) for all students who demonstrate nonacademic infractions that affect the academic success.

- h. Ensure appropriate USAR, ARNG, or other Armed Services advisor/liaison and Academic Departments are informed of any nonacademic matters affecting student status.
- i. Ensure students meet SRRs for courses.

4-9. FACULTY/PLATOON SERGEANT (PSG) WITH ACADEMIC COUNSELOR ROLE.

- a. Provide performance counseling to their students on academic matters.
- b. As necessary, assist students by arranging extra academic instruction. Refer students who continue to experience academic difficulty and/or present other related unusual or difficult problems to their Class Advisor.
- c. Perform counseling with the aim of assisting students in resolving personal problems that are or may potentially impede academic performance. Refer those students who present unusual or particularly difficult problems/issues to their Class Advisor, Squad Leader, and Platoon Sergeant for further guidance/assistance.
- d. Record routine academic counseling sessions on MEDCoE Form 123-E-R and MEDCoE Form 123-1-E.
- e. Meet with their assigned students during the first week of class. During the initial meeting, the Privacy Act Statement for MEDCoE Form 123 will be furnished IAW AR 340-21, The Army Privacy Program. The student will also be informed about the Counselor's evaluation role as prescribed by AR 623-3, Evaluation Reporting System. If a student refuses to sign, the counselor will relay the circumstances to the Class Advisor who will then present the issue to the Program/Course Director, if necessary. If the student still refuses to sign, the issue will be referred to the training unit leadership where appropriate action will be determined.
- f. Report suspected UCMJ violations through the appropriate channels to the student's chain of command for investigation and appropriate action.
- g. Meet with students individually, as outlined in the program's approved ISAP/SEAP.

4-10. RETENTION NCO/CAREER COUNSELOR.

- a. Review student records when identified by the chain of command as not meeting SRRs for course requirements.
- b. Prepare extension or reenlistment documents.
- c. Inform chain of command if student refuses to meet SRRs for course.

4-11. COURSE PHASE 2 COORDINATOR.

- a. Coordinate Phase 2 assignments.
- b. Whenever possible, RC ADT students will be assigned to the medical department activity nearest their home unit.

4-12. COURSE PERSONNEL AT PHASE 2 SITES. Assume responsibility for counseling as indicated in paragraph 3-1. In addition, Program/Course Directors or Site Coordinators will, as applicable:

- a. Ensure students have one primary counselor who sees the students through the entire Phase 2 course of instruction.
- b. Conduct periodic performance counseling IAW the course ISAP/SEAP.
- c. Coordinate with the MEDCoE Program/Course Director concerning student issues, as applicable.
- d. Ensure students are treated professionally (not as borrowed military manpower).
- e. Ensure direct coordination with and provide necessary documentation to the applicable MEDCoE Program/Course Director to recommend training status changes, such as hold, new start/recycle, or relief.
- f. Inform the phase 2 Unit Commander when a training status change has been recommended for a student assigned to his/her unit.
- g. Notify the phase 2 Unit Commander when a relief action has been approved.
- h. Assist students with the academic or nonacademic relief and/or appellate process.

4-13. UNIT COMMANDER AT PHASE 2 SITES. Assumes responsibility of the roles outlined in paragraph 4-7 of this regulation.

4-14. USAR, ARNG, AND OTHER U.S. ARMED SERVICES ADVISORS/LIAISONS.

- a. Review student records for justification or resolution when the training department recommends a student training status change (i.e. hold, new start/recycle, relief, etc...). If justified, the advisor/liaison will counsel the student on the change.
- b. For RC in-service students, if the training status change results in a new start/recycle, the advisor/liaison will contact the student's assigned unit/parent service to

inform them of the approved action. In cases where the parent unit or service does not concur with the new start/recycle action, the Program/Course Director will be informed, and the student will be counseled, relieved from the course, and returned to home station.

c. For RC IET students, if the training status change results in a relief, the advisor/liaison will coordinate with the Unit Commander to recommend re-class or separation. If the recommendation is to re-class, the advisor/liaison will work with the RC to re-class the student to another MOS.

CHAPTER 5

PHYSICAL FITNESS IN MEDCoE COURSES

5-1. GENERAL. Physical fitness training in MEDCoE courses will be conducted IAW AR 350-1; FM 7-22, Army Physical Readiness Training; and TR 350-6.

5-2. ARMY COMBAT FITNESS TEST (ACFT).

a. For courses requiring students to pass the ACFT, an ACFT will be administered during the last 2 weeks of training to determine if the student has achieved the ACFT standard for graduation (60 points per event; 180 minimum total points). Diagnostic ACFT's will be administered at least once a month through the 20th week of training in order to prepare students to meet the ACFT graduation requirements.

b. Students attending the AMEDD Advanced Leader Course (ALC) or Senior Leader Course (SLC) at the NCOA will take the ACFT within 72 hours of enrollment. Those who fail the initial ACFT test will be given one retest to be administered sometime between academic day 7 and 14. Without exception, students must pass the ACFT prior to the end of the course. In all cases, students who fail the ACFT retest will be dropped from the course for failure to meet standards. Students in TDY and return status will be returned to their unit of assignment and the Commandant, NCOA will send a memorandum to the first general officer in the student's chain of command stating the student's deficiencies and that he/she failed to achieve course standards. Students in a TDY en-route status will be attached to the installation pending clarification of assignment instructions for their follow-on assignment and the Commandant, NCOA will notify HRC of the student's ineligibility for training and request clarification of assignment instructions. Students failing the initial ACFT and found medically unqualified to retest within the required period of time will receive a medical dismissal (for non-prejudicial medical reasons), returned to their home unit, and allowed to be rescheduled to attend another class when medically capable.

c. United States Army physical fitness and weight standards do not apply to international, civilian, or other Armed Services students. International students may participate in physical fitness training on a voluntary basis. Failure to achieve the minimum passing score on the physical fitness test will not be noted on international students' academic reports, but voluntary participation and passing test scores may be noted and required if competing for recognition as honor graduate or distinguished honor graduate.

d. IET and BOLC students. Remedial ACFT is considered an appropriate measure for students who meet all academic requirements but fail to pass the ACFT by the class end date. These students may be retained by the Unit Commander for remedial training.

(1) The Program/Course Director will generate a MEDCoE Form 29E or METC-01 to document the hold-over status and refer the student to the Unit Commander. RC students must have the concurrence of their MEDCoE RC advisor/liaison to be placed on hold-over status.

(2) Students may be placed on a hold-over status for up to 30 days after the class end date for ACFT remedial training and retesting. This timeframe may be extended at the Unit Commander's discretion.

(3) For students who pass the ACFT within the allotted time, the Unit Commander will generate and submit a MEDCoE Form 29E to document the student meeting graduation requirements.

(4) For students who do not pass the ACFT within the allotted time, the Unit Commander will generate and submit a MEDCoE Form 29E to document the student's failure to meet graduation requirements and process the student for separation (refer to paragraph 1.5.d.(3) of this regulation).

e. Re-class in-service students who do not pass the ACFT and do not have a medical profile will be relieved from the course and receive a DA Form 1059 indicating that they did not meet course graduation requirements. A statement in the remarks section of the DA Form 1059 will indicate that the student failed to successfully pass the ACFT and therefore failed to achieve course graduation requirements.

(1) For students on TDY status, the Unit Commander will return the student back to his home unit.

(2) For students a permanent change of station (PCS) status, the Unit Commander will coordinate with the student's Branch Manager for a new assignment.

f. Students attending ITRO courses will undergo service-specific physical fitness evaluations within 72 hours of enrollment.

5-3. ACFT WAIVERS. Unit Commanders will evaluate, on an individual basis, students who fail to attain ACFT standards.

a. Students with physical limitations will be considered for a medical profile.

b. Students receiving temporary or permanent physical profile limitations after enrolling in resident training courses will be evaluated by the student's Unit Commander for continued course enrollment.

c. New start/recycle is considered an appropriate measure for students who fail to pass the ACFT.

d. IET students.

(1) Unless granted a waiver or deferment, students must pass a diagnostic ACFT IAW TR 350-6, Enlisted Initial Entry Training (IET) Policies and Administration or a record ACFT as a requirement for graduation.

(2) The record ACFT may be waived for IET students who have met the ACFT standard of 180 points (at least 60 in each event) in a diagnostic ACFT.

(3) Commanders will give credit (minimum passing score) for passing the ACFT requirement to IET students who cannot complete the ACFT due to a medical profile, but who have met ACFT standards on a diagnostic test (all three events on the same test).

e. AMEDD officers who have incurred a statutory active duty service obligation for participating in Army sponsored education and training programs such as the Armed Forces Health Professions Scholarship Program or the Uniform Services University of the Health Sciences are not required to pass the ACFT IAW AR 350-1, but must meet all other course requirements and common tasks.

f. The Commander, MEDCoE, delegates authority to the Deputy Commandant, OTC, to defer ACFT and height and weight requirements as prerequisites for course completion for direct-commissioned officers. Only direct-commissioned officers who have made significant progress in meeting these standards are eligible for this deferment. Officers will be counseled, in writing, by their academic counselors on their responsibility to meet these standards. The signature of the first Colonel in the gaining unit chain of command is required on all deferred ACFT score reports. An addendum to the DA Form 1059 will document completion of BOLC requirements and will be submitted to HRC. Refer to AR 600-8-24, Officer Transfers and Discharges, and AR 600-8-2; Suspension of Favorable Personnel Actions (FLAG), for additional information concerning transferrable flags.

g. A request for a deferment/waiver will be made using a MEDCoE Form 29E and include documentation of prior-passed diagnostic ACFT, if one exists. The MEDCoE Form 29E will be generated by the Program/Course Director; routed through the Unit Commander; Battalion Commander; and Brigade Commander; then forwarded to the Deputy Commandant, OTC, for approval.

5-4. PREGNANCY AND INSTITUTIONAL TRAINING COURSES.

a. IET students. The student will be referred to the Unit Commander and processed under the provisions of AR 635-200, Active Duty Enlisted Administrative Separations, chapters 8 and 11, as appropriate.

b. BOLC students. The student will be placed on a pregnancy profile by the attending physician IAW AR 40-502, Medical Readiness, paragraph 3-7. The Unit

Commander, in coordination with the attending physician, will determine if the profile's limitations will allow the student to continue in training. If the profile's limitations do not allow the student to continue in training, IAW TR 350-36, Basic Officer Leader Training Policies and Administration, paragraph 5-5.d.(1), the student will be put on a hold status until cleared to continue training. Otherwise, the student will remain in training.

c. All others students. The student will be placed on a pregnancy profile by the attending physician IAW AR 40-502, paragraph 3-7. The Unit Commander, in coordination with the attending physician, will determine if the profile's limitations will allow the student to continue in training. If the profile's limitations do not allow the student to continue in training, the student will be relieved from the course. The student, if eligible, may return to the course at a later date. This does not apply to the students enrolled in NCOA courses.

5-5. BODY COMPOSITION STANDARDS.

a. IET students, regardless of component, will have 180 days from entry to active service to meet the retention body fat standards established in AR 600-9, The Army Body Composition Program (ABCP), and enrolled in the ABCP. Students will be measured and weighed 7 days prior to class end date. This information will be entered in the student's Digital Training Management System (DTMS) record and the DA Form 5286, Individual Basic Training (BT), Advanced Individual Training (AIT), or One Station Unit Training (OSUT). Failure of a student to achieve retention body fat standards at 180 days from entry to active service will result in the student being flagged IAW AR 600-8-2 with a transferable flag. The student will be counseled on being permitted to graduate and move on a PCS to their next duty station. All records pertaining to their counseling will be forwarded to their gaining Unit Commander. The standards of AR 600-9 are applicable after the initial 7-month period.

b. Students attending the AMEDD Advanced Leader Course (ALC) or Senior Leader Course (SLC) at the NCOA will have a body composition screening within 72 hours of enrollment. Those who fail the initial body composition screening will be given one rescreening to be administered sometime between academic day 7 and 14. Without exception, students must meet the body composition standard prior to the end of the course. In all cases, students who fail to meet the body composition rescreening will be dropped from the course for failure to meet standards. Students in TDY and return status will be returned to their unit of assignment and the Commandant, NCOA will send a memorandum to the first general officer in the student's chain of command stating the student's deficiencies and that he/she failed to achieve course standards. Students in a TDY en-route status will be attached to the installation pending clarification of assignment instructions for their follow-on assignment and the Commandant, NCOA will notify HRC of the student's ineligibility for training and request clarification of assignment instructions. Students failing the initial body composition screening and found medically unqualified to retest within the required period of time will receive a medical dismissal (for non-prejudicial medical reasons), returned to their

home unit, and allowed to be rescheduled to attend another class when medically capable.

c. RC students enrolled in the split-training option must meet accession body composition standards for the successive period of ADT.

d. Students will meet Army body composition standards, which includes additional assessment and/or oversight for students who do not meet minimum weight standards for both over/under weight. Students who exceed 6 months active service and fail to meet body composition standards IAW AR 600-9 will be enrolled in the ABCP and flagged. This flag will be forwarded to the gaining unit.

e. Prior service students are required to meet the body composition standards of AR 600-9 upon reentry on active duty.

f. Reclassified students for MOS-producing courses must meet the requirements of AR 600-9. If they do not meet the requirements, they will be enrolled in the course and will have 72 hours to meet height and weight standards. If after the 72-hour period the student does not meet height and weight standards, he/she will be dropped from the course and their DA Form 1059 will reflect his/her failure to meet standards.

5-6. ACFT ENTRIES ON STUDENT EVALUATIONS. Students who attend courses requiring AERs will have ACFT results (pass, fail, or profile) noted on their AER IAW AR 623-3 and DA Pam 623-3, Evaluation Reporting System.

5-7. HIGH PHYSICAL DEMANDS TASKS (HPDT). Students who attend MOS/AOC courses are required to meet the high physical demands tasks test criteria listed in ATRRS in order to meet AOC/MOS course graduation requirements.

a. The HPDT measures an individual's ability to conduct common physical requirements associated with an MOS/AOC.

b. The HPDT will be conducted throughout the course and students must receive a GO for each HPDT task associated with the MOS/AOC prior to class end date.

c. Although the HPDT results are a graduation requirement, it does not affect a student's grade point average or class standing.

d. There is no limit to how many times the student may be assessed for each of the high physical demands tasks. If make-up training is required due to an excused absence, it must be completed prior to the evaluation. Instructors may permit students as many attempts at the HPDT as necessary to successfully pass all HPDT tasks prior to the scheduled class end date.

e. Without exception, students must pass the HPDT of the course prior to the class end date or first phase (whichever occurs first) to be eligible to graduate, (i.e., 68C student pass the HPDT before the end of phase 1).

f. In all cases, if the student fails to meet the standards prior to class end date they will be relieved from the course for failure to meet assigned HPDT task standards. A MEDCoE Form 29E will be generated and processed to document the relief.

g. IET students (direct-commissioned officers only) who have met all academic requirements but fail the HPDT may be deferred, retested, or held over not to exceed 30 days to pass the HPDT. A MEDCoE Form 29E will be generated and processed to document the hold status.

h. Students failing the HPDT test and found medically unqualified to retest within the required period of time, will be placed on a hold status and be given the appropriate amount of time to rehabilitate, and will retest not to exceed 14 days post course. A MEDCoE Form 29E will be generated and processed to document the hold status.

i. The student's Unit Commander is responsible for follow-up on HPDT retests.

j. The respective Brigade Commander is the designated approval authority to remove a student from an MOS/AOC producing course if the student fails to meet the HPDT standards criteria for that course for award of an MOS/AOC prior to class end date. The Brigade Commander will determine if an extension beyond 14 days is required. Students who fail HPFT standards will be processed IAW Chapter 9 of this regulation.

CHAPTER 6

PLAGIARISM, CHEATING, AND UNAUTHORIZED COLLABORATION

6-1. GENERAL.

a. Statement of Academic Ethics. Professional ethics is of paramount importance to the MEDCoE. Work presented by students, faculty, and staff as their own, will be their own work. To do otherwise results in unfair advantage and is inconsistent with the professional ethics and integrity expected of military officers, faculty, civilians, noncommissioned officers, and enlisted members of the Armed Forces.

b. Academic Ethics is defined as the application of ethical principles in an academic environment to include the giving and receiving of only authorized assistance, the conduct of legitimate research, and properly attributing credit to sources of information used in written submissions.

6-2. VIOLATIONS.

a. Serious breaches of academic ethics may be cause for relief or other adverse administrative action. Violations of this chapter may be processed as academic relief actions. Students attending METC courses are subject to METC's dismissal process.

b. The intent of all MEDCoE educational programs is to promote individual development. As a result, all student work is expected to be original work unless properly quoted and footnoted, or otherwise authorized by the student's instructor. This concept of 'individual work' is primarily used in an academic setting and is different than that used in most military units. In an officer or noncommissioned officer's military unit, documents, and/or briefings are generally prepared without regard for original work or proper citation to a source of copied material.

c. Plagiarism, cheating, or unauthorized collaboration in any form is strictly prohibited. Students must document all print, on-line, and oral sources they use to complete written assignments. Plagiarism includes, but is not limited to, the following:

(1) Presenting as new and original, an idea or product derived from an existing source. This includes 'self-plagiarism', which is work previously completed/published by the student for another course/class.

(2) Presenting another's ideas as one's own; copying words of another individual (including another student) or entity without attribution or documentation; copying words from a source without identifying those words with quotation marks and/or documentation.

(3) Borrowing from another student's paper, handing in a paper purchased from an individual or agency, or submitting papers from study groups or organizational files.

(4) Providing or asking for unauthorized assistance on exams, individual projects, or group projects.

(5) The direct copying or transfer in whole or in part text from websites, computer disks, and databases without placing that text in quotes and properly footnoting the source.

d. **Unauthorized Assistance.** Unauthorized assistance is defined as any type of assistance with assigned work products by any source not specifically allowed by instructors or indicated in the course syllabus. Unauthorized assistance does not include receiving proofreading assistance or format assistance from family members, fellow students or faculty. Such formatting or proof reading assistance will be indicated in the assignment when it is turned in by the student. Examples of unauthorized assistance include the following:

(1) Possession of, or use of copies of solutions to practical exercises, examinations, lessons, or any other controlled issued material used in any MEDCoE resident or nonresident course that have not been issued to them by the faculty conducting the course or courses in question. This includes materials used in prior years and in previous versions of the courses.

(2) The transfer of any of the material listed in the above paragraph to anyone unless specifically authorized to do so.

(3) Assisting or receiving assistance from any person in completing practical exercises, examinations, or the graded course requirements unless such assistance is expressly authorized by the instructor.

(4) Using information from previous examinations, to include information contained in other students' notes or information obtained from students who have already completed the lesson, assignment, or activity of the course in question.

e. **Group Work.**

(1) When an instructor assigns group work, the concept of teamwork will apply. This means that brainstorming, sharing of ideas, joint authorship, and critiquing of each other's work is important and critical to a successful project. Each member of the group will do his or her fair share of the effort. Groups will not delegate all or most of the work on a project to one or two individuals. All group members will participate equally in the completion of the project.

(2) When an instructor assigns similar projects to several groups, each group will produce its own solution or work product. Collaboration between groups to produce a common solution is prohibited unless specifically permitted by the instructor. If an instructor approves collaboration with other groups, the instructor will specify, in writing, the nature and limits of the collaboration allowed. A group solution or project based in whole or in part on help or collaboration with another group must indicate all such assistance received by another group or individual.

f. Proofreading. Part of the learning process is talking with fellow students and working on improving known weaknesses. As part of this learning process, MEDCoE students may ask another individual to proofread papers for simple punctuation, spelling errors, and clarity of expression. This type of assistance may not include any comment or correction on the paper or project content or help with research.

g. Copyright Laws. Copyright laws are specific and demanding. All papers submitted by students and faculty will abide by all copyright laws and will not photocopy, duplicate, or use other technologies in violation of these copyright laws. A violation of copyright laws may subject an individual to civilian and/or criminal penalties.

h. Professional Standards. All members of resident and nonresident courses, to include staff, faculty, and students, must maintain the highest professional standards and uphold Army values.

(1) Instructors are expected to do honest research and, when they publish for personal recognition, to attribute credit to those from whose work they borrow.

(2) Program/Course Directors, instructors, staff, and others providing additional instruction or tutorial assistance must be cautious not to compromise the spirit of academic ethics in their efforts to assist students desiring help.

6-3. RESPONSIBILITIES.

a. Program/Course Directors and instructors are responsible for ensuring each student is formally briefed on and acknowledges his or her understanding of this academic ethics policy.

b. Program/Course Directors, instructors, and adjunct faculty are responsible for providing students with the following specific guidance regarding permissible assistance:

(1) Kind and degree of assistance that is acceptable between students.

(2) What assistance documentation is required and how to document it on the assignment.

c. Program/Course Directors and instructors will ensure this chapter is included as an enclosure in all future ISAPs/SEAPs. In the event there is any conflict between this chapter and an ISAP/SEAPs or Student Handbook, this chapter is the controlling authority.

d. Students.

(1) Students are expected to understand and abide by the academic ethics as outlined in this chapter. If uncertain as to what is allowable, students are expected to ask the instructor.

(2) Students are expected to understand what study guides and study groups are and how to use them. Students may prepare, transfer, and share study guides for use in preparing for graded requirements. No group sharing is allowed after anyone in the group has been issued a graded examination or exercise designated and issued for individual student completion.

6-4. REPORTING PROCEDURES. All faculty and students are expected to comply with the rules set out in this Policy regarding individual and group work. Use the following reporting procedures when you suspect a violation:

a. Resident instruction:

(1) Students will report suspected ethics violations to the course Program/Course Director or instructor.

(2) During the initial investigation process, all parties involved will ensure the rights of the suspected violator are protected. Prior to speaking to or requesting a written statement from an individual suspected of violating the provisions of this regulation the individual doing the questioning will inform the suspect of his or her rights under Article 31, Uniform Code of Military Justice. DA Form 3881, Rights Warning Procedure Waiver Certificate, may be used when taking the statement of a suspected violator, whether a military or Civilian student.

(3) The Program/Course Director or course instructor will investigate the allegation, and based on the information gathered, will determine if a violation has likely occurred. If a violation has occurred, the Program/Course Director will notify the chain of command. Legal advice will be obtained from the MEDCoE Legal Advisor as necessary.

(4) A Program/Course Director will initiate a relief action if there is a reasonable belief that an ethics violation has occurred.

b. Nonresident Instruction:

(1) Distance Learning (DL). Adjunct faculty and students enrolled in a Distance Learning course will report suspected violations of academic ethics to the Brigade Command, and Deputy Commandant, OTC, or the Commandant, NCOA, MEDCoE.

(2) During the investigation process, all parties involved in the investigation will ensure compliance with applicable regulations, and the recognition of the rights of the suspected violator(s).

(3) The Program/Course Director will conduct a preliminary investigation into alleged ethics violations IAW local procedures and references above, and initiate a relief action IAW with Chapter 10 of this regulation.

CHAPTER 7

ADMINISTRATIVE DISPOSITION

7-1. GENERAL.

a. On occasion, students may fail to meet course requirements due to mitigating circumstances.

b. When neither accelerated graduation nor new start/recycle is considered an appropriate alternative, the Program/Course Director, with notification to the chain of command, may "hold" a student past a course closing date for a period not to exceed 15 training days for the purpose of completing requirements for graduation. This is not applicable to individuals attending courses on TDY orders, unless the funding unit issues extension orders for the student.

(1) The Program/Course Director will coordinate the "hold" action with the appropriate Student Personnel Branch; Office of the Registrar, OTC; and the student's Unit Commander. This coordination must be accomplished prior to the course end date.

(2) In the event a student cannot complete requirements for graduation in the 15-day hold period, an additional extension of 15 days may be requested following the same procedures used to obtain approval for the initial hold status. In cases where an extension is not justified, action will be taken to new start/recycle or relieve the student.

(3) ARNG and USAR students will not be held past course closing dates without prior written concurrence from the appropriate ARNG or USAR advisor, as appropriate. Students from other U.S. Armed Services will not be held past the course closing dates without prior written concurrence from the appropriate service advisor/liaison.

c. Students in an IET status that fail to meet initial contractual MOS course requirements will be referred to the Student Personnel Branch for coordination with HRC for reclassification into another MOS IAW AR 612-201, Initial Entry/Prior Service Trainee Support.

7-2. DOCUMENTATION OF STUDENT STATUS.

a. ATRRS is the official Army system for documentation of student training. Enrollment and graduation training status updates must be completed within 2 business days after the scheduled start and end date of each class. This requirement applies to all for MEDCoE and METC Army training courses and is applicable to all students attending those courses, to include active Army, ARNG, USAR, sister-service, international, Civilian, and contract personnel students.

b. All student training status changes for New Start/Recycle, Relief, and Hold actions must be initiated via the MEDCoE Form 29E or METC-01 and documented in ATRRS.

c. Early arrivals/holds. Students arriving earlier than three days prior to the class report date must be placed on a "Hold - Awaiting School Start" training status in ATRRS. The Program/Course Director or Unit Commander is responsible for initiating and submitting a MEDCoE Form 29E or METC-01 to place the student in the hold training status.

d. Students actively enrolled in a course. The Program/Course Director or Unit Commander will initiate recommendations for New Start/Recycle, Relief, and Hold training status actions via the MEDCoE Form 29E or METC-01. The recommendation is forwarded to the Department Director or Battalion Commander for a decision.

e. For relief actions, the Department Chief or Battalion Commander will review the recommendation for relief and meet with the student prior to rendering a decision. If the relief is approved and the student appeals the decision, an appeal packet will be forwarded thru the MEDCoE Legal Office to the Deputy Commandant or Brigade Commander for a decision.

f. Training status changes resulting from an approved MEDCoE Form 29E or METC-01 will be posted directly to ATRRS by the Office of the Registrar, OTC.

CHAPTER 8

PERFORMANCE REVIEW BOARD

8-1. GENERAL. A Performance Review Board will be convened to review the performance of an Enlisted, Officer, Officer Candidate, or Civilian student being considered for academic relief by the respective program/course to review the academic performance of a student. This chapter does not apply to the NCOA, MEDCoE.

8-2. PERFORMANCE REVIEW BOARD. The respective Program/Course Director is responsible for the selection and organization of the Performance Review Board. The make-up of the board will be defined in the ISAP/SEAP and will adhere to affiliated university standards as necessary and IAW the guidance below.

a. The Program/Course Director will select a minimum of three staff members to serve as voting members. All three-panel members must be senior in rank to the student and will include representation from both cadre and faculty. The mix and appointment of members is at the discretion of the Program/Course Director. Any member serving on the Performance Review Board cannot be a voting member at the Department Director's Meeting and is precluded from serving as a voting member on any other board pertaining to the same student.

(1) At least one member of the Board must be a commissioned officer. The senior member of the panel will serve as President. If the student is a member of a minority group, every effort will be made to ensure that one member of the panel is of a minority group. At least one member of the panel should be of the same gender as the student.

(2) If the student whose performance is being reviewed is from the USAF, USN, USCG, USAR, or ARNG, at least one panel member must be from that service. If a member of the same service as the student is not accessible within the course's teaching department, the Program/Course Director must coordinate with the following to provide representation. This requirement does not apply to Army MOS-producing courses.

(a) USAF, USN, & USCG – the service-specific liaison's office.

(b) USAR – the Senior USAR Advisor's Office for officer students or the Senior USAR Enlisted Advisor's Office for enlisted students.

(c) ARNG – the Senior ARNG Advisor's Office for officer students or the Senior ARNG Enlisted Advisor's Office for enlisted students.

(3) The respective Program/Course Director will assign the individual that will serve as the Recorder.

b. Organization. The Performance Review Board will be conducted at a location determined by the Program/Course Director that is away from the student classrooms.

c. The Board, by a majority vote, will recommend what action, if any, to take regarding the student.

8-3. ROUTING AND APPROVAL FOLLOWING THE PROGRAM LEVEL PERFORMANCE REVIEW BOARD.

a. The Performance Review Board Recorder is responsible for preparing a Memorandum for Record documenting the board proceedings and recommendation signed by the Program/Course Director. The Performance Review Board Recorder will forward the Performance Review Board Memorandum for Record to the Program/Course Director within 2-duty days.

b. The Program/Course Director may either concur or non-concur and make recommendations contrary to those of the Performance Review Board. In either instance, the Program/Course Director will submit a written statement of concurrence/non-concurrence (with explanation of reason for non-concurrence) as an enclosure to the summary. The Program/Course Director will obtain concurrence/non-concurrence endorsement from the Service-Specific advisor/liaison in the case of a student enrolled in an ITRO course.

c. A copy of all concurrences or non-concurrences, with an explanation, will be included in the packet of documents given to the student when he/she is notified of the final decision.

d. The Program/Course Director will prepare the notification memorandum, attach it to a copy of the Performance Review Board report, and provide it to the student.

CHAPTER 9**NEW START/RECYCLE****9-1. GENERAL.**

a. Attaining Army standards is the gauge for successful completion of training. Program/Course Directors will exhaust retraining and counseling procedures before making a determination that a student's performance and potential justify a new start/recycle or possible relief action. This chapter does not apply to the NCOA, MEDCoE.

b. All changes in status actions on USAR or ARNG students will not be initiated without prior coordination with the ARNG/USAR liaison. RC new starts must be processed with the student's unit before the action is approved.

c. Course ISAPs/SEAPs will address whether a new start/recycle is an option available to enrolled students.

9-2. STUDENT NEW START/RECYCLE.

a. Students that demonstrate deficiencies in achieving task standards consistent with their time in training, but maintain the motivation to do so, are considered for reassignment to a later cycle of training where the student has the opportunity to repeat the phase of training. These reassignments, made under the New Start/Recycle Program, are intended to give motivated students an additional opportunity to meet the skill standards, and become a productive student in the Army.

b. Students will be formally counseled on a DA Form 4856 about their deficiencies prior to being placed in the New Start/Recycle Program.

c. Medical or emergency new starts/recycles. Program/Course Directors may recycle students who (through illness, injury, emergency leave, or other unavoidable training absence) miss more than the maximum amount of missed POI hours allowable IAW the course ISAP/SEAP.

d. Academic new start/recycle should be limited to extraordinary circumstances when a student shows significant potential and Army needs dictate.

e. A student who is recycled into either the beginning of another class or to a point within another class (in both cases the student remains in the same course), will be added to the class total, but will not displace a first time student IAW TR 350-6. This will be reflected in the ATRRS database with a recycle code "Q" so the student is not counted as a new input in the course.

9-3. RETRAINING POLICY.

a. For other than IET courses, the course ISAP/SEAP will outline whether failures may return to the course at a later date if relieved during an active session of training.

b. Students will be provided remedial training and retesting to enhance success IAW the course ISAP/SEAP. Failing the maximum amount of retests allowable by the course ISAP/SEAP constitutes a relief action. Disposition will be determined by the Program/Course Director and if warranted, new start/recycle may be allowed. Students not eligible for new start/recycle due to substandard academic performance deficiency will be recommended for relief from the course.

CHAPTER 10**RELIEF, REMOVAL, AND SEPARATION**

10-1. GENERAL. Relief consists of releasing a student from a course. Program/Course Directors have the authority to recommend a new start/recycle or relief from training if the student does not contest the action. They may also direct that a student be placed in a hold status after the course end date in order to receive remedial training for course completion or wait for final adjudication of judicial or non-judicial action. Once a student is removed from a course, the Unit Commander is responsible for full mission command and processing for administration disposition in coordination with the Student Personnel Branch. Disposition is handled on a case-by-case basis. For Civilians, the relief notice will be forwarded to their supervisor. For international military students, the relief notice will be forwarded to the International Military Student Office.

- a. During initial course orientations, students will be advised of the provisions of this regulation, including their right to appeal any relief decision.
- b. Relief actions of all categories, whether academic or nonacademic, will be processed in a timely manner. Program/Course Directors, Class Advisors, and the chain of command will ensure availability of personnel and accomplishment of this process through all stages.
- c. The unit chain of command may recommend to applicable course personnel that a relief action for nonacademic reasons be initiated if the action warrants relief IAW the course ISAP/SEAP, this regulation, or Army regulatory guidance.
- d. Students will be afforded the opportunity to respond to and/or the opportunity to appeal a relief action IAW this regulation.
- e. Appellate Authority.
 - (1) The Commandant, NCOA, has final appellate approval/disapproval for all relief actions concerning NCOA students.
 - (2) The Deputy Commandant, OTC, has final appellate approval/disapproval for all relief actions, as delegated by the Commander, MEDCoE.
- f. Students must successfully meet both the academic and nonacademic requirements of a course in order to be awarded a degree, license, certification, or credential affiliated with that course. For example, a Master's in Social Work student must complete all academic and nonacademic requirements of the course to be awarded the affiliated university's master's degree.

10-2. REASONS FOR RELIEF. Students may be relieved from a course for academic or nonacademic reasons. Nonacademic relief actions have first priority when both academic and nonacademic relief actions are initiated for a student. If a student has a pending adverse action at the completion of the academic training, he/she will not be documented as a graduate until that action has been resolved. Refer to AR 350-1, Chapter 3-15, Student Dismissal, for reasons for relief.

a. **ACADEMIC RELIEF.** Failure to demonstrate minimum training competencies and requirements as prescribed in course ISAP/SEAP.

b. **NONACADEMIC RELIEF.** Students may be relieved from a course for either administrative reasons or for personal misconduct, whether the action(s) took place on- or off-post or on- or off-duty. No formal adjudication of guilt by a military or civilian court or by a Commander under provisions of the UCMJ is needed to support a recommendation for relief from the course under this paragraph. Conversely, the imposition of judicial or non-judicial punishment under provisions of the UCMJ is not necessarily grounds for relief. Each case must be considered individually and decided on its own merits. Examples of conduct that would warrant nonacademic relief include, but are not limited to administrative reasons, personal reasons, disruptive behavior, or personal misconduct such as plagiarism, cheating, or conduct in violation of the UCMJ.

c. Students will remain in training until final disposition of their appeals. When the Commandant and/or Commander determines that a student's continued participation with the main student body is contrary to good order, discipline, or morale, the student will stay enrolled in the class and continue course work separate from the main student body. In cases where the decision of the appeal is delayed, students will participate in graduation ceremonies; however, the DA Form 1059 will be withheld until final adjudication.

(1) The chain of command or other appropriate official informs the programs/courses' personnel about infractions made by the student and if the action warrants relief.

(2) The unit or appropriate official must provide counseling statements and appropriate documentation to course personnel to inform them of the basis to initiate a nonacademic relief recommendation.

d. **VOLUNTARY RESIGNATION.** A request for voluntary resignation from a course does not, in itself, result in a voluntary release from active duty (REFRAD). Voluntary resignation from a course and/or the Army is not an option available to enlisted IET students or students attending the NCOA. Voluntary resignation from the course is discretionary and may be disapproved if the student is under investigation or charges for nonacademic misconduct or similar reason as determined by the approval authority.

(1) An officer student may request voluntary resignation from a course. This request must be in writing and state the full reason(s) for the request. The Program/Course Director may accept such a request to avoid unnecessary administrative delay. The officer will be counseled on the career impact regarding a decision to resign from a course, as well as, on the impact of a REFRAD request IAW AR 600-8-24, paragraph 1-13 if applicable.

(2) An enlisted student not in an IET course or the NCOA may request voluntary resignation from a course. The request must be in writing and state the full reason(s) for the request. The Program/Course Director must document counseling regarding resignation and may accept such a request to avoid unnecessary administrative delay.

(3) All requests for voluntary resignation must have the concurrence of service-specific representatives, ARNG, and/or USAR advisors, as appropriate, before approval.

(4) Civilians may request voluntary resignation from a course. The request must be in writing and state the full reason(s) for the request. The Program/Course Director must document counseling regarding resignation and the Department Director may approve such a request to avoid unnecessary administrative delay.

(5) International students' actions will be coordinated with the IPD, G-3/5/7, to coordinate the voluntary resignation with the Security Assistance Training Field Activity (SATFA) Country Program Manager.

10-3. ACADEMIC/NONACADEMIC RELIEF PROCESS.

a. Overview. Procedures for students who receive a recommendation for academic or nonacademic relief at Phase 1 or 2 sites will follow the procedure as outlined in this regulation. Students will remain in training until final signature authority is received on the final disposition of their appeals. When the Commandant and/or Commander determines that a student's continued participation with the main student body is contrary to good order, discipline, or morale, the student will stay enrolled in the class and continue course work separate from the main student body. In cases where the decision of the appeal is delayed, students will participate in graduation ceremonies; however, the DA Form 1059 will be withheld until final adjudication. If a decision has not been made prior to the class end date, the Program/Course Director will generate a MEDCoE Form 29E or METC-01 to place the student on hold pending the decision; this includes a student's appeal to the Deputy Commandant, OTC.

b. Initiating the relief action. The Program/Course Director or designee or the Phase 2 site Coordinator/Instructor will:

(1) Initiate a relief packet containing the following:

- (a) A MEDCoE Form 29E or METC-01.
- (b) The Performance Review Board Memorandum for Record.
- (c) The Program/Course Director's written statement of concurrence/non-concurrence.

(2) Generate a Notification of Recommendation for Academic/Nonacademic Relief Memorandum and present the student with the following options. Refer to Appendix G for sample memorandum.

(a) Voluntary resignation (not applicable to enlisted IET and NCOA courses).

(b) Request for a meeting with Department Director to present extenuating and/or mitigating circumstances prior to a decision being rendered.

(c) Request an appointment with the Community Mental Health Service.

(3) Route the relief packet as required in Chapter 1 of this regulation. Non-concurrence by any signatory must be addressed as an enclosure in the packet.

c. At any time, the student has the option of using, or may be referred to, the services of the Community Behavioral Health Service (CBHS) IAW Department of Defense Directive (DoDD) 6490.1, Mental Health Evaluations of Members of the Armed Forces.

(1) If the student elects to have an appointment with the CBHS, the Class Advisor or Program/Course Director will contact the student's Unit Commander who will coordinate an appointment with the CBHS. **UNDER NO CIRCUMSTANCES WILL THE STUDENT BE LEFT ALONE OR LEAVE WITHOUT AN ESCORT.**

(2) A Program/Course Director or designee who feels that a referral to the CBHS is needed, even if the student does not, must document the reasons for the referral in the student's record and notify the Unit Commander who will decide if a Commander's referral is necessary.

(3) A physician/physician assistant or nurse practitioner may refer the student to the CBHS directly; however, they must notify the Unit Commander at the time the referral to CBHS is made.

d. The student will acknowledge the initiated action via the Notification of Recommendation for Academic/Nonacademic Relief Memorandum. The student's memorandum endorsement must indicate whether or not the student requests a voluntary resignation (if applicable), a meeting with the Department Director, and/or an appointment with the Community Mental Health Service. If the student requests to meet

with the Department Director, the meeting will occur no later than 3-duty days after the relief packet is ready for the Department Director's review and approval. A summary of the meeting will be prepared and attached to the relief packet. In the absence of the Department Director, the acting Department Director may conduct the meeting. Students will be provided with a copy of the relief packet as soon as practicable after electing a meeting with the Department Director or electing to appeal.

e. The Department Director will render a decision, note it in the MEDCoE Form 29E or METC-01, and return the relief packet to the Program/Course Director for student notification. For nonacademic relief actions involving students assigned to MEDCoE, the Department Director will also obtain the concurrence/non-concurrence of the student's chain of command prior to rendering his/her decision.

f. The Program/Course Director will generate a Notification of Decision for Academic/Nonacademic Relief Memorandum to notify the student of the decision. Refer to Appendix H for sample memorandum.

(1) If the decision is to allow the student to continue in training, and the class in which he/she is enrolled has ended, and:

(a) The student met all course requirements, he/she will be graduated from the course.

(b) The student has not met all course requirements, he/she will be recycled to the next available class.

(2) If the decision is to recycle, the student will be recycled to the next available class.

(3) If the decision is to relief, the student will be offered the following options:

(a) At the Department Director's discretion, voluntary resignation (not applicable to enlisted IET and NCOA courses).

(b) Request to appeal decision. A student who disagrees with the Department Director's decision has the option to appeal the relief decision to the Deputy Commandant, OTC.

g. The student will acknowledge the decision via the Notification of Decision for Academic/Nonacademic Relief Memorandum and the Program/Course Director will coordinate the appropriate required actions.

h. If the decision is to relief, the student's memorandum endorsement must indicate whether or not he/she requests to appeal the relief decision. The student will acknowledge by endorsement within 2-duty days of receipt of the written notification of dismissal action. If the student elects to appeal, he/she must submit a written appeal to

the Program/Course Director within 7-duty days of receipt of the written notification of dismissal action. The Program/Course Director will generate and forward the student's appeal packet to the Department Director.

i. The Department Director will review the appeal packet and include his/her recommendation, together with any non-concurrence statements from service-specific and RC advisors, then submit it, through the MEDCoE Legal Office, to the Deputy Commandant, OTC.

j. The Deputy Commandant, OTC, as the final appellate authority (except NCOA students), will review the appeal packet, render a decision, and note it in the MEDCoE Form 29E or METC-01. The packet will be returned, through the Department Director, to the Program/Course Director.

k. The Program/Course Director will generate a Notification of Decision of Appeal for Academic/Nonacademic Relief Memorandum to notify the student of the appeal decision. Refer to Appendix I for sample memorandum.

(1) If the appeal is approved, and the decision is to allow the student to continue in training, and the class in which he/she is enrolled has ended, and:

(a) The student met all course requirements, he/she will be graduated from the course.

(b) The student has not met all course requirements, he/she will be recycled to the next available class.

(2) If the appeal is approved, and the decision is to recycle the student to another class, the student will be recycled to the next available class.

(3) If the appeal is disapproved, the student will be relieved from the program/course effective the disapproval date.

l. The student will acknowledge the decision via the Notification of Decision of Appeal for Academic/Nonacademic Relief Memorandum.

m. It is the responsibility of the Program/Course Director to ensure the appropriate coordination of required actions.

n. Documentation in the appeal packet to be forwarded to the Deputy Commandant, OTC, will include, but is not limited to:

(1) Privacy Act Statement Memorandum.

(2) Notification of Decision for Academic/Nonacademic Relief Memorandum (endorsed with student's request for appeal)

- (3) The approved MEDCoE Form 29E or METC-01.
- (4) Records of student counseling.
- (5) Official student grade sheets.
- (6) Additional supporting documentation (e.i., underlying UCMJ or investigation results).
- (7) Student's written appeal.
- (8) Performance Review Board Memorandum for Record (as necessary).
- (9) Department Director's meeting summary (as necessary).
- (10) Department Director's recommendation to the Deputy Commandant, OTC (including a statement of concurrence by appropriate service-specific or RC Advisors, as necessary).

(11) A legal review of the relief action.

o. Additional guidance for Phase 2 Sites:

(1) The Phase 2 Site Clinical Coordinator/Director serves in the role of Class Advisor in recommending relief based on student performance at Phase 2 training. The Phase 2 Site Clinical Coordinator/Director will make a recommendation for relief to the MEDCoE Resident Program/Course Director or designee who may then initiate the MEDCoE Form 29E or METC-01 and coordinate with the service-specific and RC Advisors, as appropriate.

(2) The student may accept the relief action or may request voluntary resignation in lieu of the relief from the MEDCoE Program/Course Director, if eligible. All student actions in Phase 2 require coordination with the Program/Course Director at MEDCoE resident program/course prior to action.

(3) The student may elect to rebut the recommendation of the Phase 2 Site Clinical Coordinator/Director. The student has 7-duty days to submit the rebuttal to the Phase 2 Site Clinical Coordinator/Director. The packet is then forwarded to the MEDCoE resident Program/Course Director for forwarding to the Department Director. The Department Director will make a relief decision. If the student elects to appeal the Department Director's decision, the packet will be forwarded to the appeal authority, the Deputy Commandant, OTC.

10-4. ARNG AND USAR STUDENTS.

a. If an ARNG or USAR student is the subject of any recommendation, which, if approved, would alter the duration of the student's training, the Program/Course Director will notify the appropriate RC advisor/liaison prior to submitting the recommendation.

(1) Once the MEDCoE Form 29E or METC-01 is initiated by the Program/Course Director, course personnel will route the form to the appropriate RC advisor/liaison, or chain of command for concurrence.

(2) If applicable, the student will be scheduled to meet with the RC advisor/liaison where he/she will be counseled.

(a) IET. HRC is the decision-making authority for actions that cause a delay in an IET student's training path and assignment instructions.

(b) USAR ADT. The student's Home Station Unit Commander, RC advisor/liaison will be involved in this decision-making process for ADT students.

(3) The MEDCoE RC advisor/liaison, will be notified immediately when RC students do not complete all graduation requirements. The applicable RC advisor/liaison will resolve any potential conflict on active duty extensions with the appropriate RC command. As necessary, ARNG or USAR personnel will be placed in a hold status pending decision for relief.

(4) The student's Unit Commander will issue the student's clearance papers and a memorandum of relief indicating the specific date of release from active duty.

b. An RC student in an ADT, annual training, or TDY status will not be held on active duty past his/her release date without the approval of the RC advisor/liaison.

c. All approved 29Es will be forwarded directly to the Office of the Registrar, OTC for processing. All METC-01s will be staffed through the METC Registrar Office, prior to submission to the Office of the Registrar, OTC for processing.

10-5. CIVILIAN STUDENTS. Any action initiated on a civilian student requires the Program/Course Director to notify the student's employing agency by telephone, electronic mail, or fax, prior to submitting the recommendation.

10-6. PERSONNEL FROM OTHER U.S. ARMED SERVICES OR FEDERAL AGENCIES.

a. When a student from another U.S. Armed Service or federal agency is the subject of any recommendation, which may alter the duration of the student's training at

the MEDCoE, the originator of the recommendation will staff the action through the student's detachment Commander/Agency.

b. For nonacademic relief actions, final disposition of the student will be decided by the student's service or civilian agency with written input from MEDCoE. Coordination action and decision will be IAW ITRO guidelines, if applicable.

c. For academic relief actions, final disposition of the student will not be decided without written input from the student's service or civilian agency. Coordination action and decision will be IAW ITRO guidelines, if applicable.

10-7. INTERNATIONAL MILITARY STUDENTS. Actions concerning international military students will be coordinated with the International Programs Division (IPD), Assistant Chief of Staff for Operations, Plans, and Training/G-3/5/7.

10-8. EARLY REMOVAL FROM TRAINING.

a. Students will remain in training until recommendations for relief or new start/recycle are approved, to include completion of all appeal procedures. Exceptions to this policy include behavior that is contrary to good order, discipline, or morale such as health or safety reasons, verified substance abuse, disruptive behavior, or when continued training by the student poses a threat to the student or others.

b. Decisions for early removal of a student will be made only after consultation with the Unit Commander and MEDCoE Legal Office. The Commandant or Commander determines whether a student will continue to participate in training.

c. A MEDCoE Form 29E or METC-01 will be initiated placing the removed student on HOLD. Upon final decision, a new 29E/METC-01 will be initiated for student disposition and/or return to training.

d. Authority for early removal resides with the Course and/or Program/Course Director and at Phase 2 sites with the site coordinator in coordination with their Course and/or Program/Course Director after consultation with the chain of command.

10-9. STUDENTS PENDING AN ADMINISTRATIVE SEPARATION.

a. A student pending administrative separation action will be placed on a hold status until the pending separation action is finalized.

b. Administrative separations will be processed and a disposition code will be entered into ATRRS by the Office of the Registrar, OTC.

CHAPTER 11 - NONCOMMISSIONED OFFICERS ACADEMY RELIEF

11-1. GENERAL. The following governs relief actions initiated at the NCOA. Where this chapter is silent on a particular process or requirement for relief, the other chapters of this regulation shall apply.

11-2. ACADEMIC/NONACADEMIC RELIEF PROCESS.

a. Overview. Procedures for students who receive a recommendation for academic or nonacademic relief at the NCOA will follow the procedure as outlined in this regulation. If the student concurs with the recommended action, the process stops, and the student will be removed from class and processed IAW the recommendation.

b. Initiating the relief action. The Small Group Leader (SGL) will:

- (1) Coordinate as required in Chapter 1 of this regulation.
- (2) Counsel the student that is being recommended for relief.
- (3) Notify the student, in writing, of the initiated action.

c. Student counseling and notification.

(1) Students will be counseled regarding the recommendation for relief by the SGL. The First Sergeant will make the initial relief decision and will include the option to appeal the relief. Students will be advised that any appeal must be submitted within 7-duty days after receipt of the written notification of the relief action from the First Sergeant.

(2) The student will acknowledge by endorsement within 2-duty days receipt of the written notification of relief action by the SGL. The endorsement must indicate whether or not the student intends to appeal the relief action. Students who do not concur with the recommendation of the SGL can appeal to the Commandant, NCOA, within 7-duty days of the receipt of the written notification of the relief action.

d. The Commandant, NCOA, as the final appellate authority, will approve/disapprove the recommendation after reviewing all submitted documentation.

e. Documentation, in the packet to be forwarded to the Commandant, NCOA, will include, but is not limited to:

- (1) Memorandum, subject: Consideration of Academic/Nonacademic Relief.
- (2) Memorandum, subject: Data required by the Privacy Act of 1974.
- (3) Record of student counseling.

- (4) Official student grade sheets.
- (5) Student request for appeal.
- (6) Additional supporting documentation (e.g., student's appeal, underlying UCMJ or investigation results).
- (7) Legal review.

f. Referral to Community Behavioral Health Service (CBHS). All referrals to the CBHS must follow the guidelines of DoD Directive 6490.1.

(1) If the student elects to have an appointment with the CBHS, the Commandant, NCOA, will contact the student's Unit Commander who will coordinate an appointment with the CBHS. **UNDER NO CIRCUMSTANCES WILL THE STUDENT BE LEFT ALONE OR LEAVE WITHOUT AN ESCORT.**

(2) If the SGL feels that a referral to the CBHS is needed, even if the student does not, must document the reasons for the referral in the student's record and notify the Unit Commander who will decide if a Commander's referral is necessary.

(3) A physician/physician assistant or nurse practitioner may refer the student to the CBHS directly; however, they must notify the Unit Commander at the time the referral to CBHS is made.

CHAPTER 12

SUBMITTING A 29E

12-1. GENERAL. A change in student status, once a student is enrolled, requires submission of the MEDCoE Form 29E or METC-01 (refer to the METC policy for processing of the METC-01 as applicable). Refer to MEDCoE STSCP SOP for details instructions on processing 29Es and METC-01s.

12-2. PROCESS FOR RECOMMENDATION FOR STUDENT ACTION. The course identifies circumstances that require a student to be removed from the class and initiates the 29E. The unit can make nonacademic recommendations for a student action to the Program/Course Director if a circumstance interferes with the student's potential for success in the course, student misconduct, or if the student violates a nonacademic requirement in the course ISAP/SEAP. The unit must communicate the infraction to the Program/Course Director, who must agree that the infraction is grounds for removal from the course.

12-3. REQUIREMENTS FOR FILING RECOMMENDATION FOR STUDENT ACTION. Regardless of where the student is attending resident training, for any courses under the jurisdiction of the MEDCoE, the MEDCoE Form 29E will be forwarded to the appropriate Program/Course Director for action. The procedures must be outlined in the course ISAP/SEAP. The completed MEDCoE Form 29E is submitted to the Registrar's Office, TPMD, for filing and annotation in ATRRS.

12-4. PROCESSING A MEDCoE FORM 29E BY THE PROGRAM/COURSE DIRECTOR. Process is as follows:

- a. Class Advisor or Designee.
 - (1) Generates the MEDCoE Form 29E.
 - (2) Informs the student of the recommended action.
 - (3) Collects supporting documents and distributes all documentation related to the recommended action.
 - (4) Forwards complete packet to the Program/Course Director
- b. Program/Course Director.
 - (1) Reviews the packet to ensure all required documentation is included.
 - (2) Forwards packet to the Department Director for decision. Packets for RC, Foreign Military, Civilian, or other services students must be forwarded to the

appropriate liaison/representative for review prior to seeking the Department Director's decision.

c. RC, Foreign Military, Civilian, or other services liaison/representative.

(1) Reviews the packet for potential discrepancies prior to endorsement.

(2) RC Liaison, notifies a student's unit of the pending action, and/or ensures that the unit will fund additional training.

(3) Provides concurrence/non-concurrence with the recommended action.

(a) If concurred, forwards the packet to the Department Director for decision.

(b) If non-concurred, returns the packet to the Program/Course Director and includes a written recommendation. In turn, the Program/Course Director will review the recommendation, and if needed, resubmit the packet.

d. Department Director.

(1) Reviews the packet for decision.

(2) Returns the packet to the Program/Course Director with final decision.

(3) If action is disapproved, provides a written recommendation.

e. Program/Course Director.

(1) If the action is approved:

(a) For relief actions, notifies the student of the approved action and informs the student of the student's right to appeal the decision IAW paragraph 10.3.g of this regulation.

i. If student appeals the decision, submits appeal packet for Deputy Commandant, OTC decision.

ii. If student does not appeal decision, files the approved packet and forwards the approved MEDCoE Form 29E to the Office of the Registrar for processing.

(b) For other actions, notifies the student of the approved action and forwards the approved MEDCoE Form 29E to the Office of the Registrar for processing.

(2) If the action is disapproved:

- (a) Reviews recommendation and takes appropriate action.
 - (b) Resubmits packet if recommendation requires resubmission.
- f. Deputy Commandant, OTC:
 - (1) Reviews appeal packet and renders a decision.
 - (2) Returns the packet to the Program/Course Director with final decision.
 - (3) If appeal is approved, provides a written recommendation.
- g. Program/Course Director.
 - (1) If the appeal is disapproved, notifies the student, takes appropriate action, and forwards MEDCoE Form 29E to the Office of the Registrar for processing.
 - (2) If the appeal is approved:
 - (a) Reviews recommendation and takes appropriate action.
 - (b) Resubmits packet if recommendation requires resubmission
- h. Office of the Registrar, OTC.
 - (1) Updates student's ATRRS record with final action.
 - (2) Files approved MEDCoE Form 29E in the current approved filing system.

12-5. PROCESSING A MEDCoE FORM 29E BY THE UNIT COMMANDER. Process is as follows:

- a. Unit Designee.
 - (1) Generates the MEDCoE Form 29E.
 - (2) Informs the student of the recommended action.
 - (3) Collects supporting documents and distributes all documentation related to the recommended action.
 - (4) Forwards complete packet to the Unit Commander
- b. Unit Commander.
 - (1) Reviews the packet to ensure all required documentation is included.

(2) Forwards packet to the Battalion Commander for decision. Packets for RC, Foreign Military, Civilian, or other services students must be forwarded to the appropriate liaison/representative for review prior to seeking the Battalion Commander's decision.

c. RC, Foreign Military, Civilian, or other services liaison/representative.

(1) Reviews the packet for potential discrepancies prior to endorsement.

(2) RC Liaison, notifies a student's unit of the pending action, and/or ensures that the unit will fund additional training.

(3) Provides concurrence/non-concurrence with the recommended action.

(a) If concurred, forwards the packet to the Battalion Commander for decision.

(b) If non-concurred, returns the packet to the Unit Commander and includes a written recommendation. In turn, the Unit Commander will review the recommendation, and if needed, resubmit the packet.

d. Battalion Commander.

(1) Reviews the packet for decision.

(2) Returns the packet to the Unit Commander with final decision.

(3) If action is disapproved, provides a written recommendation.

e. Unit Commander.

(1) If the action is approved:

(a) For separation actions, notifies the student of the approved action and informs the student of the student's right to appeal the decision IAW paragraph 10.3.g of this regulation.

i. If student appeals the decision, submits appeal packet for Brigade Commander's decision.

ii. If student does not appeal decision, files the approved packet and forwards the approved MEDCoE Form 29E to the Office of the Registrar for processing.


(b) For other actions, notifies the student of the approved action and forwards the approved MEDCoE Form 29E to the Office of the Registrar for processing.

- (2) If the action is disapproved:
 - (a) Reviews recommendation and takes appropriate action.
 - (b) Resubmits packet if recommendation requires resubmission.
- f. Brigade Commander:
 - (1) Reviews appeal packet and renders a decision.
 - (2) Returns the packet to the Unit Commander with final decision.
 - (3) If appeal is approved, provides a written recommendation.
- g. Unit Commander.
 - (1) If the appeal is disapproved, notifies the student, takes appropriate action, and forwards MEDCoE Form 29E to the Office of the Registrar for processing.
 - (2) If the appeal is approved:
 - (a) Reviews recommendation and takes appropriate action.
 - (b) Resubmits packet if recommendation requires resubmission
- h. Office of the Registrar, OTC.
 - (1) Updates student's ATRRS record with final action.
 - (2) Files approved MEDCoE Form 29E in the current approved filing system.

(ATMC-DT)

FOR THE COMMANDER:

OFFICIAL:


RANDALL G. ANDERSON
Secretary of the General Staff

DISTRIBUTION:

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APPENDIX A

REFERENCES

Section I

Required Publications

AR 12-15

Joint Security Assistance Training (Cited in paragraph 1-4.a.(2))

AR 40-502

Medical Readiness (Cited in paragraphs 5-4.b, 5-4.c)

AR 340-21

The Army Privacy Program (Cited in paragraphs 4-9.e, Appendix F.3.b)

AR 350-1

Army Training and Leader Development (Cited in paragraphs 2-5.b.(3), 4.5.k, 5-1, 5-3.e, 10-2)

AR 600-8-2

Suspension of Favorable Personnel Actions (FLAG) (Cited in paragraphs 5-3.f, 5-5.a.)

AR 600-8-24

Officer Transfers and Discharges (Cited in paragraphs 5-3.f, 10-2.d.(1))

AR 600-9

The Army Body Composition Program (Cited in paragraphs 5-5.a, d, e, & f)

AR 601-280

Army Retention Program (Cited in paragraph 2-3)

AR 612-201

Initial Entry/Prior Service Trainee Support (Cited in paragraphs 1-4.a.(3), 1-5.d.(3), 2-4.a, 7-1.c)

AR 623-3

Evaluation Reporting System (Cited in paragraphs 4-5.e, 4-9.e, 5-6)

AR 635-200

Active Duty Enlisted Administrative Separations (Cited in paragraphs 1-5.b, 5-4.a)

ATP 6-22.1

The Counseling Process (Cited in paragraph 3-1.a)

MEDCoE Reg 351-12

DA PAM 611-21

Military Occupational Classification and Structure (Cited in paragraph 2-2.a)

DA PAM 623-3

Evaluation Reporting System (Cited in paragraph 5-6)

DoDD 6490.1

Mental Health Evaluations of Members of the Armed Forces (Cited in paragraphs 10-3.d, 11-2.f)

FM 6-22

Leader Development (Cited in paragraph 4-5.j.(3))

FM 7-22

Holistic Health and Fitness (Cited in paragraph 5-1)

MEDCoE Memo 12-16

International Military Students Administration (Cited in paragraph 1-4.a.(2))

MEDCoE Reg 351-19

Testing Procedures and Policies (Cited in paragraphs 4-2.a, 4-3.b)

MEDCoE STSCP SOP

Student Training Status Change Standard Operating Procedure (Cited in paragraphs 2-2.b, 2-5.a.(1), 2-6.a & c, 12.1)

TR 350-6

Enlisted Initial Entry Training Policies and Administration (Cited in paragraphs 1-4.a.(3), 2-5.b.(1), 5-1, 9-2.e)

TR 350-18

The Army School System (TASS) (Cited in paragraph 1-4.a)

TR 350-36

Basic Officer Leader Training Policies and Administration (Cited in paragraphs 1-4.a.(3), 5-4.b)

Section II

Related Publications

AR 15-6

Procedures for Administrative Investigations and Boards of Officers

AR 25-50

Preparing and Managing Correspondence

AR 135-200

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers

AR 145-1

Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training

AR 190-45

Law Enforcement Reporting

AR 600-20

Army Command Policy

AR 600-105

Aviation Service of Rated Army Officers

AR 600-106

Flying Status for Nonrated Army Aviation Personnel

AR 614-200

Enlisted Assignments and Utilization Management

AR 616-110

Selection, Training, Utilization, and Career Guidance for Army Medical Corps Officers as Flight Surgeons

AR 621-5

Army Continuing Education System

AR 635-40

Disability Evaluation for Retention, Retirement, or Separation

TR 350-36

Basic Officer Leader Training Policies and Administration

DoDD 5500.07

Standards of Conduct

DoDD 6490.02E

Comprehensive Health Surveillance

HQDA EXORD 097-16

U.S. Army Implementation Plan 2016-01 (Army Gender Integration)

MEDCoE Reg 10-1

Organization and Functions of the MEDCoE

Section III
Prescribed Forms

MEDCoE Form 29E

Recommendation for Student Action (Prescribed in para 1-5.g)

MEDCoE Form 123

Record of Student Counseling (Prescribed in para 3-3.b.(1))

DA Form 1059

Army Service School Academic Evaluation Report (Prescribed in para 2-5.b.(2))

DA Form 3340

Request for Reenlistment or Extension in the Regular Army (Prescribed in para 2-3.a.(3))

DA Form 4856

Developmental Counseling Form (Prescribed in para 3-1.b.(2))

METC Form 01

Relief/Recycle Action (Prescribe in para 1-5g.)

APPENDIX B

ATRRS STATUS AND REASON CODES

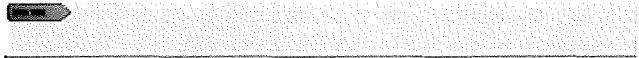
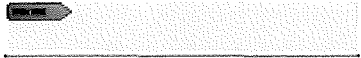
ATRRS STATUS CODES	
STATUS	DEFINITION
C	CANCELLED RESERVATION
D	DISCHARGED FROM THE SERVICE
G	GRADUATE, SUCCESSFULLY COMPLETED CLASS
H	HOLD (SHOWED DID NOT START OR DID NOT GRAD)
I	NEW INPUT
J	RETRAINEE IN, FROM ANOTHER COURSE OF INSTRUCTION
K	RETRAINEE OUT, TO ANOTHER COURSE OF INSTRUCTION
L	RECYCLE OUT, TO ANOTHER CLASS, SAME COURSE
M	MEP RESERVATION
N	NO SHOW
Q	RECYCLE IN, FROM ANOTHER CLASS, SAME COURSE
R	VALID RESERVATION
U	SHOWED, DID NOT BEGIN TRNG (POST APPROP REASON CODE)
W	WAITING FOR RESERVATION
Z	OTHER NON-SUCCESSFUL COMPLETION

ATRRS REASON CODES	
REASON	DEFINITION
D1	FAMILY/RESIDENCY(CHAPTER 5-8, 5-9, 5-10)
D2	EPTS: MEDICAL ISSUES (CHAPT 5-11)
D3	MENTAL ISSUES (CHAPTER 5-13)
D4	ARREST RECORD (CHAPTER 5-14)
D5	EARLY RELEASES (CHAPTERS 5-15, 5-16)
D6	ELS: FAILURE TO ADAPT (CHAPTER 11)
D7	ELS: UNSATISFACTORY BEHAVIOR (CHAPTER 11-3, 3 C)
D8	OTHR DESIG. PHYSICAL/MENTAL CONDITION (CHAPTER 5-17)
DC	DEPENDENCY OR HARDSHIP (CHAPTER 6)
DD	DEFECTIVE ENLISTMENT/INDUCTIONS (CHAPTER 7)
DE	ELS - GOOD OF SERVICE ACFT FAILURE (CHAPTER 11)
DF	ELS - GOOD OF THE SERVICE BRM FAILURE (CHAPTER 11)
DG	ELS - GOOD OF SERVICE EOCT FAILURE (CHAPTER 11)
DH	ELS - GOOD OF SERVICE ACADEMIC FAILURE (CHAPTER 11)
DK	OTHER MEDICAL DISCHARGES (AR 635-40/AR 40-501)
DN	ELS - LACK OF MOTIVATION (CHAPTER 11)
DO	PREGNANCY (AFTER ENTRY/VOLUNTARY SEP) (CHAPTER 8)
DP	REHAB FAILURE (ALCOHOL/OTH DRUG ABUSE) (CHAPTER 9)
DQ	IN LIEU OF TRIAL BY COURTS MARTIAL (CHAPTER 10)
DR	UNSATISFACTORY PERFORM (NON - ELS) (CHAPTER 13)
DS	MISCONDUCT (CHAPTER 14)
DU	DROP FROM ROLLS DESERTER
DW	OVERWEIGHT (CHAPTER 18)
DX	PREGNANCY (AFTER ENTRY/INVOLUNTARY SEP)(CHAPTER 11)
GW	GRADUATED CRS, DID NOT MEET AR 600-9 STANDARDS
H%	COVID-19 (CORONAVIRUS 2019)
H?	DOSSIER RECEIVED, AWAITING REVIEW
H+	AIT/OSUT COMPLETE - NACLK RESULTS NOT RCVD
H=	SECURITY CLRNCNCE OTHER THAN NACLK NOT RCVD
H2	RETRAINING
H3	AWAITING ASSIGNMENT INSTRUCTIONS
H4	FOLLOW ON SCHOOL START
H5	UCMJ - CM WITNESS
H6	AWAITING SCHOOL START
H7	RECLASSIFICATION TO ANOTHER MOS
H8	REMEDIAL TRAINING - ACADEMIC
H9	UCMJ - RESPONDENT
HA	INPROCESSING: PRE-COURSE ORIENTATION
HB	PHYSICAL FITNESS (REMEDIAL TNG - ACFT)
HC	MOTIVATIONAL
HC	MOTIVATIONAL
HD	FAILURE TO ACHIEVE REQUIRED OPAT

HE	END OF YEAR STAND DOWN
HF	MEDICAL SEPARATIONS (IAW AR 635-220/AR 635-40)
HG	DOES NOT MEET WEIGHT CONTROL STD. OF AR600-9
HI	LEAVE, EMERGENCY
HJ	MEDICAL (TEMPORARY MEDICAL HOLD/NONDEPLOYABLE)
HM	AIRBORNE HOLD
HN	UNIT RECALL
HP	HOSPITALIZATION
HQ	CONFINEMENT
HR	READINESS TRAINING
HS	SECURITY/FLAGGED UP AR600-8-2
HT	TRAINEE DISCHARGE PROGRAM
HU	PORT CALL PENDING
HV	PERSONNEL ACTION PEND NOT OTHERWISE DEFINED
HW	AWOL, FROM DUTY TO
HX	SPONSORSHIP NOT RECEIVED
HY	DA APPROVED HOLDOVER I.E. SPT BASE OP MISSION
HZ	OTHER, NOT INCLUDED IN OTHER REASON CATEGORY
I%	DOES NOT MEET COURSE PREREQUISITES
SS	INPUT IN SAME CRS SAME STARTDATE
Z-	SHOWED BUT RETURNED (LOW / OVER FILL)
Z#	IN AIT/OSUT - NACLC RESULTS NOT RCVD
Z\$	TRAINING PREVIOUSLY COMPLETED
Z%	DOES NOT MEET COURSE PREREQUISITES
Z&	GOVERNMENT FURLOUGH
Z(RETURN TO UNIT DUE TO MOBILIZATION
Z)	VOLUNTARY DROP FROM CRS/VOLUNTARY ABN TERMINATION
Z<	TRANSFER TO FTU/RHU
Z>	2ND TIME NON-SUCCESSFUL COMPLETION
Z1	DRUG ABUSE
ZA	COMPREHENSION/ACADEMIC/HANDS ON
ZD	LEADERSHIP SKILLS
ZE	ENGLISH LANGUAGE COMPETENCY
ZH	ACCELERATED IN TRAINING
ZK	DISCIPLINARY/MISCONDUCT/VIOLATION OF SCHOOL POLICY
ZL	COMPASSIONATE/DEPENDENCY/HARDSHIP
ZO	ERRONEOUS ENROLLMENT
ZR	AWOL, RETURN FROM
ZT	EXCEEDED TIME LIMIT TO COMPLETE COURSE
ZW	COMPLETED COURSE REQTS; AR 600-9 VIOLATION
ZX	DESERTION

APPENDIX C

MEDCoE FORM 123, RECORD OF STUDENT COUNSELING (SAMPLE)

RECORD OF STUDENT COUNSELING (For use of this form see AMEDDC&S Regulation 351-12, the proponent is MCCS-H) (See reverse side for Privacy Act Statement)			
			PAGE <u> </u> OF <u> </u>
COURSE:			
Last Name, First Name, MI		Grade	
DODI#	MOS	Age	Marital Status
Educational Level	Length of Service	Component	Service Obligation
DATE	REMARKS	SPECIAL ACTION	
	<p>Soldier has been informed of the counseling requirements of AMEDDC&S Regulation 351-12, Counseling, Enrollment, Relief, New Start/Recycle, and Administrative Disposition of Student Personnel, to include the counselor's role to provide counseling and guidance for students with academic, performance, or personal problems which affect the student's academic proficiency.</p> <p>Soldier has also been informed of the requirements of this course; written exams, critical tasks, performance checklists, pass/fail determinants, remedial training/retest procedures, and new start, recycle, or relief procedures.</p>		
	 _____ (Counselor's Signature)	 _____ (Soldier's Signature)	

Note: This form number will be updated to MEDCoE if still applicable or in use.

APPENDIX D

DA FORM 4856, DEVELOPMENTAL COUNSELING FORM
(SAMPLE NON-ROUTINE COUNSELING)

DEVELOPMENTAL COUNSELING FORM		
For use of this form, see ATP 6-22.1; the proponent agency is TRADOC.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army.	
PRINCIPAL PURPOSE:	To assist leaders in conducting and recording counseling data pertaining to subordinates.	
ROUTINE USES:	The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system.	
DISCLOSURE:	Disclosure is voluntary.	
PART I - ADMINISTRATIVE DATA		
Name (Last, First, MI)	Rank/Grade	Date of Counseling
Organization	Name and Title of Counselor	
PART II - BACKGROUND INFORMATION		
<p>Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)</p> <p>1. State the facts why counseling is being performed (e.g. routine).</p> <p style="margin-left: 20px;">a. Be brief, but thorough. b. Provide any pertinent background/history. c. Include the counselee's explanation of the situation and record that statement as near to verbatim as possible.</p> <p>2. Avoid including personal opinions held by you as the counselor.</p> <p>EXAMPLE: Had orientation meeting with the student as prescribed in regulatory guidance.</p>		
PART III - SUMMARY OF COUNSELING		
Complete this section during or immediately subsequent to counseling.		
<p>Key Points of Discussion:</p> <p>1. State alternatives considered.</p> <p>2. Indicate whether counselee had input in to decisions which were made.</p> <p>3. Specify, in detail, all agreements and understandings resulting from the counseling.</p> <p>4. State any consequence of compliance or non-compliance.</p> <p>EXAMPLE: Informed student of standards of conduct, necessary course milestones for successful course completion (e.g. examinations, FTX participation), and the importance of preparing for the next duty stations (if applicable). Agreed with the student that we would meet at least once per month at a minimum, with a preferable goal of two to four times per month. Encourage student to come in if there were problems, or if I could provide assistance in any area of concern. We discuss career plans and professional issues of mutual interest.</p>		
OTHER INSTRUCTIONS		
This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.		

Plan of Action (*Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)*)

Session Closing: (*The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.*)
Individual counseled: I agree disagree with the information above.
Individual counseled remarks:

Signature of Individual Counseled: _____ Date: _____

Leader Responsibilities: (*Leader's responsibilities in implementing the plan of action.*)

Signature of Counselor: _____ Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (*Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.*)

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.

APPENDIX E

DA FORM 4856, DEVELOPMENTAL COUNSELING FORM
(SAMPLE ACADEMIC DEFICIENCY AND MISCONDUCT COUNSELING)

DEVELOPMENTAL COUNSELING FORM		
For use of this form, see ATP 6-22.1; the proponent agency is TRADOC.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army.	
PRINCIPAL PURPOSE:	To assist leaders in conducting and recording counseling data pertaining to subordinates.	
ROUTINE USES:	The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system.	
DISCLOSURE:	Disclosure is voluntary.	
PART I - ADMINISTRATIVE DATA		
Name (Last, First, MI)	Rank/Grade	Date of Counseling
Organization	Name and Title of Counselor	
PART II - BACKGROUND INFORMATION		
<p>Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)</p> <p>1. It has come to my attention that your (duty performance) (conduct) (overall behavior) has been deficient as indicated below:</p> <p>a. _____</p> <p>b. _____</p> <p>2. This constitutes a formal counseling session IAW the requirements of AR 635-200 concerning your noted deficiencies. You are to correct these deficiencies and to rehabilitate yourself into a productive, satisfactory Soldier. Your subsequent behavior will be monitored and you will be given every opportunity to improve yourself.</p>		
PART III - SUMMARY OF COUNSELING		
Complete this section during or immediately subsequent to counseling.		
<p>Key Points of Discussion:</p> <p>On (date), the Soldier was counseled concerning the above incident(s). The Soldier was told that if this type of behavior continues, action may be initiated under the UCMJ and / or to administratively separate the Soldier prior to normal ETS under the provisions of AR 635-200. The Soldier was told that such a separation could result in the issuance of an Honorable, or a General, or an Under Other Than Honorable Conditions (UOTHC) discharge. Further, the Soldier was advised that a General or UOTHC discharge might result in difficulty in finding civilian employment. And if an UOTHC discharge is issued, the Soldier would lose substantially all Army and VA benefits and could encounter substantial prejudice in the civilian sector. Also, the Soldier would find it almost impossible to re-enlist in the Armed Forces. Further, the Soldier was advised that although the Soldier may request to upgrade any unfavorable discharge received, such an upgrade is unlikely.</p> <p>ADDITIONAL SUMMARY:</p> <p>_____</p> <p>_____</p>		
OTHER INSTRUCTIONS		
<p>This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.</p>		

Plan of Action (*Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)*)

Session Closing: (*The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.*)
Individual counseled: I agree disagree with the information above.
Individual counseled remarks:

Signature of Individual Counseled: _____ Date: _____

Leader Responsibilities: (*Leader's responsibilities in implementing the plan of action.*)

Signature of Counselor: _____ Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (*Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.*)

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.

APPENDIX F

**PRIVACY ACT STATEMENT
SAMPLE MEMORANDUM**

[Use ONLY if the transcript of the hearing or results of the Board will be filed under the witness' name or other personal identifier; generally, this is usually only applicable to the subject of the relief and any alleged victims.]

MCCS-

(Date)

MEMORANDUM FOR (enter recipient information)

SUBJECT: Privacy Act Statement

1. **PURPOSE.** The authority for the collection of personal information during the conduct of this relief action under MEDCoE 351-12 is 10 U.S. Code §3013.
2. **PRINCIPAL PURPOSE.** The purpose for soliciting this information is to ascertain sufficient factual information on which to make findings and recommendations to assist the approval authority in determining the appropriate disposition of this matter.
3. **ROUTINE USES.** Any information you provide may be filed in a system of records under your name or other personal identifier and may be used for any lawful and official purpose. Additionally, any information you provide is disclosable to members of the Department of Defense (DOD) who have an official need for this information in the performance of their duties. Blanket routine uses listed in AR 340-21 also apply. In addition, the information may be disclosed to government agencies outside DOD as follows: to members of the Department of Justice when necessary in the defense of litigation against DOD or members of DOD as a result of actions taken in their official capacity; to members of the Department of Justice when necessary for the further investigation of criminal misconduct.
4. **DISCLOSURE:** For an individual who may be ordered to testify (no right to refuse to testify): Providing information is **MANDATORY**. Failure to provide information could result in disciplinary action or other adverse action against you under the Uniform Code of Military Justice, Army regulations, or Office of Personnel Management regulations, as appropriate. For an individual who is warned of his/her rights under Article 31, UCMJ, or the Fifth Amendment to the U.S. Constitution: Providing information is **VOLUNTARY**. There will be no adverse effect on you for failure to furnish information, other than that which might result as a consequence of the appointing authority having less than complete information on which to base his/her disposition of this matter.

Student's Name

Signature and Date

APPENDIX G

**NOTIFICATION OF RECOMMENDATION FOR ACADEMIC/NONACADEMIC RELIEF
SAMPLE MEMORANDUM**

MCCS-H

(Date)

MEMORANDUM FOR (Student's Rank, Name, Class Number, Course Number and Title, and Department), (Street Address), U.S. Army Medical Department Center and School, U.S. Army Health Readiness Center of Excellence (MEDCoE), JBSA Fort Sam Houston, Texas 78234

SUBJECT: Notification of Recommendation for Academic/Nonacademic Relief

1. This is to inform you that you are being recommended for relief for the following reason(s):
2. You may request a voluntary resignation. All requests for resignations must be approved by your service-specific and Reserve Component Advisor as applicable. **(Not applicable to IET and NCOA).**
3. If you believe that there are extenuating and/or mitigating circumstances, you may elect to present such matters at a Department Director's Meeting.
4. If you are experiencing emotional difficulties as a result of this action, you have the opportunity to request an appointment with the Community Mental Health Service.
5. Request you acknowledge receipt of this memorandum, indicating your desire for a voluntary resignation in lieu of relief (if applicable), a Director's Meeting, and/or an appointment at the Community Mental Health Service, by specifying, signing and dating below.

Program/Course Director's Signature

FOR (Program/Course Director's Rank and Name, Class Number, Course Number and Title, and Department), MEDCoE, (Street Address), JBSA Fort Sam Houston, TX 78234

I acknowledge receipt of this memorandum.

I do, do not, request voluntary resignation in lieu of relief. **(Not applicable to IET and NCOA).**

I do, do not, request a Department Director's Meeting.

I do, do not, request an appointment with the Community Mental Health Service.

Student's Signature and Date

APPENDIX H

**NOTIFICATION OF DECISION FOR ACADEMIC/NONACADEMIC RELIEF
SAMPLE MEMORANDUM**

MCCS-

(Date)

MEMORANDUM FOR (Student's Rank, Name, Class Number, Course Number and Title, and Department), (Street Address), U.S. Army Medical Department Center and School, U.S. Army Health Readiness Center of Excellence (MEDCoE), JBSA Fort Sam Houston, Texas 78234

SUBJECT: Notification of Decision for Academic/Nonacademic Relief

1. This is to inform you that the Department Director has decided to:
 - Allow you to continue in training.
 - Recycle you to the next available class.
 - Relieve you from the program/course.
2. The Department Director has, has not offered you the option of voluntary resignation.
3. You may appeal this decision to the Deputy Commandant, Office of the Commandant (OTC). If so, you must submit a written appeal within 7-duty days of receipt of this dismissal.
4. Request you acknowledge receipt of this memorandum by specifying, signing, and dating below within 2-duty days of receipt of this dismissal.

Program/Course Director's Signature

FOR (Program/Course Director's Rank and Name, Class Number, Course Number and Title, and Department), MEDCoE, (Street Address), JBSA Fort Sam Houston, TX 78234

I acknowledge receipt of this memorandum.

If relieved:

- 5.1 do, do not request voluntary resignation in lieu of relief (if applicable).
- 6.1 do, do not appeal this decision to the Deputy Commandant, OTC.

Student's Signature and Date

APPENDIX I

**NOTIFICATION OF DECISION OF APPEAL FOR ACADEMIC/NONACADEMIC RELIEF
SAMPLE MEMORANDUM**

MCCS-

(Date)

MEMORANDUM FOR (Student's Rank, Name, Class Number, Course Number and Title, and Department), (Street Address), U.S. Army Medical Department Center and School, U.S. Army Health Readiness Center of Excellence (MEDCoE), JBSA Fort Sam Houston, Texas 78234

SUBJECT: Notification of Appeal Decision for Academic/Nonacademic Relief

This is to inform you that your request for appeal for relief from this course has been reviewed. After considering the underlying relief action and the documents you submitted in support of your appeal, the Deputy Commandant, Office of the Commandant, has decided to:

- Allow you to continue in training.
- Recycle you to the next available class.
- Relieve you from this program/course.

Request you acknowledge receipt of this memorandum by signing and dating below.

Program/Course Director's Signature

FOR (Class Advisor's/Program/Course Director's Rank and Name, Class Number, Course Number and Title, and Department), MEDCoE, (Street Address), JBSA Fort Sam Houston, TX 78234

I acknowledge receipt of this memorandum.

Student's Signature and Date

GLOSSARY

DEFINITIONS

ACADEMIC PROBATION. Students may be put on academic probation status when their academic performance is below course standards but they have not yet met the criteria for relief from the course. Program/Course directors define the conditions of academic probation in the course ISAP/SEAP. The ISAPs/SEAPs also include how the student will be released from probation. Academic probation usually includes mandatory study halls or other opportunities to assist students to improve performance.

ADMINISTRATIVE HOLD. Retention of a student beyond the closing date of a course to permit completion of administrative and/or academic/nonacademic requirements for course completion or to begin follow-on training.

APPLICATORY (PHASE 2) TRAINING. Training conducted at Army MTFs or civilian institutions that formally completes resident MEDCoE POI.

CHEATING. To act dishonestly, to violate rules, and/or to practice fraud. The acts of stealing, lying, and plagiarizing are also considered cheating for purposes of this policy. Examples of cheating include, but are not limited to: copying answers from another student during tests; copying examination answers from another mode of the course; removing test booklets from the examination room after completion of the test unless approved by the examination proctor; failing to turn in test booklets at the end of the test; or using crib notes or unauthorized materials when taking examinations.

CLASS ADVISOR. The individual responsible to the Program/Course Director for monitoring the academic performance of students in a specific course.

CLINICAL DIRECTOR. The individual at the Phase 2 training sites to which authority and responsibility for clinical training has been delegated by the MEDCoE resident Program/Course Director and the Commander, MEDCEN, or MTF. Serves as the Class Advisor in initiating recommendations for changes in student status (probation/recycle/relief); initiates MEDCoE Form 29E for Phase 2 student actions.

DEPARTMENT DIRECTOR. The department/branch chief, having authority for oversight of the planning, developing, coordinating, revising, and conducting courses of instruction under that department's proponenty.

DEPARTMENT DIRECTOR'S MEETING. Meeting held at the request of the student, between the student and department director or his/her designee to discuss extenuating and/or mitigating circumstances impacting on the proposed action.

ENROLLMENT. Occurs when a class roster is received by the Training Program Management Department from the responsible in-processing activity.

EXTERNAL COURSE. Any AMEDD-numbered course conducted in an informal institutional setting external to the school (i.e., unit training, correspondence courses).

HOLD STATUS. Status of a student assigned or attached for the purpose of attending a course of instruction, but who is temporarily removed from training for medical, compassionate, or other administrative reasons.

ISAP/SEAP. Individual Student Assessment Plan/Student Evaluation and Administration Plan provide course standards and graduation requirements. The ISAP/SEAP outlines policies and procedures IAW this regulation and in addition to the respective course specific requirements for successful course completion.

PERFORMANCE REVIEW BOARD. A board convened at the program level, under the procedures of this regulation, to review the performance of a student. NOTE: A Performance Review Board is not the same as a Board of Inquiry, which is conducted under the provisions of AR 600-8-24.

PLAGIARISM. To present the words, ideas, research, or works of another as one's own. Plagiarism can involve submitting work that is prepared, in whole or in part, using another's work from published or unpublished sources, online, oral sources, or from commercial sources, without proper acknowledgment to that source. Plagiarism includes but is not limited to: (1) Presenting as original an idea or product derived from an existing source; (2) Presenting another's ideas as one's own; copying the words of another individual (including another student) or entity without attribution or documentation; copying words from a source without identifying those words with quotation marks and/or documentation; or (3) The direct lifting or transfer, in whole or in part, of text without placing that text in quotes and properly documenting the source.

NOTE: Writing in an academic environment differs significantly from traditional "staff work." To quote the Air Force's AFH 33-337, *The Tongue and Quill*, p. 341, "In the staff environment, we frequently reuse previously prepared data to save time and avoid 'reinventing the wheel,' but we rarely need to cite the source of such data. In the academic world, however, reusing another's work without giving that person credit and deliberately trying to pass it off as your own, is *plagiarism* and can get you into a heap of trouble." "When and where do you document sources? The rule is simple: **If the ideas and information in what you have written are not "common knowledge" or do not represent your own work, you must document where and from whom the "borrowed" ideas and information came.** As a writer, when you quote an authority word for word, paraphrase someone's thoughts or use someone's ideas, model, diagram, research results, etc., you need to do so at that point in the text. . . . Citation, if done properly, fulfills a writer's responsibility for maintaining academic integrity. So, to keep yourself out of a literary (and perhaps legal) jam-give credit where credit is due and cite those sources!"

PROGRAM/COURSE DIRECTOR. The individual to whom authority has been delegated by the Department Director for the conduct of a program/course of instruction.

NEW START/RECYCLE. The removal of a student from a course for the purpose of reenrollment in a later iteration to repeat either the entire course or a portion of it.

NEW START/RECYCLE TIME. The number of calendar days elapsing between a student's formal removal from a course and reinstatement in a subsequent iteration.

RELIEF. The dismissal of a student from a program/course for academic or nonacademic reasons.

REMEDIAL TRAINING/RETEST. Any student earning less than the established standard in the ISAP/SEAP will be taught and retested one time on critical tasks as specified in AR 351-1, Individual Military Education and Training, and TR 350-10, Institutional Leader Training and Education. Remedial training/retest must cover all objectives on which minimum standards of performance were not met initially IAW MEDCoE Regulation 351-10, Student Achievement Recognition.

RETRAINEE. The resumption of training by an individual in another course.

RETRAINING (IET). Refers to an initial military training student, failing to qualify for an MOS after the first training assignment, being considered for retention in a second MOS.

RESIDENT COURSE. Any AMEDD-numbered course taught in whole or part in a formal institutional setting. Included in this category are courses taught at MEDCoE, SAAM, various MEDCOM MTFs, and other training locations where MEDCoE has course proponentcy or agreements with other service schools (e.g., Phase 2 instructional sites).

UNAUTHORIZED COLLABORATION. Working jointly with others on a project or written assignment, if that project or paper has been assigned as an individual project, for the sole purpose of acting dishonestly or practicing fraud. This may include but is not limited to cooperating or allowing another student to copy one's answers during an examination; openly passing notes or discussing examination answers/solutions during the examination or discussing the examination with a student who hasn't yet taken the examination; or receiving unauthorized assistance in preparing out-of-class assignments.