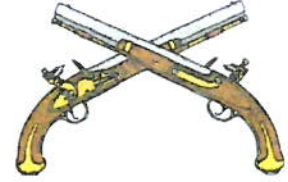


**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**



United States Army  
Military Police School  
Fort Leonard Wood

**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

This individual Student Assessment Plan (ISAP) replaces the ISAP dated 09 February 2017.

Approving Official:


  
\_\_\_\_\_  
Director of Training and Education


  
\_\_\_\_\_  
Date


Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)

Coordination:

Concur/Non-concur:  Date: 28 APR 23  
*For the* Chief, Law Division (USAMPS)

Concur/Non-concur:  Date: 28 APR 23  
Course Manger, Military Police  
Investigations (MPI) Course

Concur/Non-concur:  Date: 28 Apr 23  
Chief, Military Police Investigations  
Division (MPID)

Concur/Non-concur:  Date: 28 APR 23  
Chief, Individual Training and Education  
Development Division (ITEDD)

Concur/Non-concur: \_\_\_\_\_ Date: \_\_\_\_\_  
Deputy, Director of Training and Education (DOT&E)

**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

**Table of Contents**

Welcome Letter	4
1. General	5
a. Purpose	
b. Applicability	
c. Explanation of Terms	
2. Course Prerequisites	6
3. Academic Course Standards	6
4. Expedited Removal Triggering Events	7
5. Non-academic Standards	7
6. Examination Procedures	8
7. Student Reclama Procedures for Individual Examination Failures	9
8. Dismissal Procedures	9
9. Administrative Information and Actions	10
10. Absences	10
11. Graduation Requirements	11
12. Annexes	
A. Physical Fitness Training	12
B. Weight Control	13
C. MPI Examinations	14
D. Resources Required for Training	15
E. Student Evaluation Reports	16-18
F. Student Reclama Procedures	19-20
G. Sample Documents (G-1 to G-7)	21-27
H. Board Procedures Amendment	28

**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**



**DEPARTMENT OF THE ARMY  
MILITARY POLICE INVESTIGATION DIVISION  
UNITED STATES ARMY MILITARY POLICE SCHOOL  
FORT LEONARD WOOD, MISSOURI 65473-8300**


ATSJ-T

14 April 2023

MEMORANDUM FOR Military Police Investigator (MPI) Course (830-ASIV5) Students

SUBJECT: MPI Individual Assessment Plan (ISAP)

1. On behalf of the Commandant, United States Army Military Police School (USAMPS), welcome to the MPI Course. I encourage each of you to use the time during this course to prepare yourself for this challenging assignment and establish professional relationships with your peers. Before you start this course, it is essential that you understand the individual duties and requirements outlined in this plan.
2. The ISAP is a guide for all students attending the MPI Course to include Civilians, Air Force, Marines, Navy, and Space Force students. It provides you the student, with the overall requirements and procedures for successful course completion. Read, understand, and use this document as a guide throughout the course.
3. Direct any questions/concerns regarding this ISAP to the MPI Course Manager.

  
MICHAEL P. CRANE  
COL, MP  
Director of Training and Education

**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

1. General.

a. Purpose. The purpose of this Individual Student Assessment Plan (ISAP) is to provide information on policies and administrative procedures by which student achievement of training objectives can be evaluated and to give administrative guidance concerning students who fail to meet course requirements.

b. Applicability. The provisions of this evaluation plan apply to all U.S. military personnel and U.S. government employees enrolled in the MPI Course (830-ASIV5) at the United States Army Military Police School (USAMPS), Fort Leonard Wood, Missouri 65473.

c. Explanation of Terms.

(1) Action. A unit of work activity that constitutes a logical and necessary step in the performance of a job or duty.

(2) Condition. Factors which describe the necessary equipment and physical setting under which the student is required to accomplish a specific task on the job.

(3) Standards. Specifications of how well completely or accurately, a task must be performed.

(4) Performance Measures. The behaviors, products, or characteristics of a student that an evaluator observes or checks to determine if the student has performed a task satisfactorily.

(5) Examination. The testing of a task or group of tasks to determine whether the student can perform the tasks to a specified standard under controlled conditions. All examinations will be either performance oriented in which the student must perform the task or will be written in which the student must demonstrate knowledge necessary to perform the task, or a combination of both.

(6) Graded Practical Exercise (GPE). A performance-oriented test of a student's ability to perform a task or group of tasks.

(7) Test Administration Guide (TAG). A document which contains the action, conditions, and standards contained in all examinations and GPEs. It also details instructions to be read to the students specifying how to complete an examination and a scoring key for use in conducting a critique after the students complete the examination.

(8) Additional Skill Identifier (ASI) Action (U.S. Army students). All applicants

**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

must successfully complete the basic course of instruction. Since graduation is defined as successfully completing the course of instruction, those students who fail to graduate because of reasons specified in this plan will not be awarded the ASI V5.

(9) Student Status Review (SSR). When a student fails to meet requirements to graduate, the USAMPS Director of Training and Education will consider the student's status using the whole person concept to decide if the student should be dismissed or retained in the course.

2. Course Prerequisites.

a. Army candidates (military and civilian) must meet the selection and certification requirements per AR 190-30, paragraph 2-1.

b. All other services must meet the qualification standards identified in their applicable service regulation.

c. Waivers may be approved by the USAMPS Directorate of Training and Education (DOT&E).

d. Passed physical fitness test **within 30 days** of course start date IAW service specific regulations.

e. Meet requirements for height/weight and body fat composition IAW service specific regulations. If applicable, the test must be conducted **no later than 30 days** from course start date.

f. IAW AR 350-18 CH 3-22, para d (1), Soldiers reporting for courses without the required documented evidence have 72 hours from the class start date to provide required documents to course administrators. Failure to provide required documents in the established time will result in the service member/civilian being disenrolled and returned to their unit.

3. Academic Course Standards.

a. All written examinations and GPEs of the course are critical events (see ANNEX C). Each student must successfully complete all written examinations and GPEs to the prescribed USAMPS standards to be declared a graduate (70 percent on each examination and a "Go" for each GPE).

b. If a student fails to achieve a 70 percent grade on any examination or GPE, he/she will be issued a counseling (DA Form 4856) of academic deficiency by the

**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

exam proctor after reviewing missed concepts and will be provided the date of the retest from the Course Manager. A copy of the counseling will also be provided to the Course Manager. The retest will cover the entire contents of the instruction and will be administered using a different version of the examination. Additional training on the subject matter will be provided, as needed, regarding the concepts being evaluated. The MPI Course Manager is responsible for coordinating scheduling requirements with the instructors and to review information already obtained in the classroom presentation.

c. If the student fails the retest on any examination or GPE, he/she will be processed through SSR IAW USAMPS Regulation 350-1.

d. Students who fail an examination after successfully retesting two prior examinations will be recommended for dismissal and processed through SSR IAW USAMPS Regulation 350-1. In addition, they will be counseled and retested on the third failure; however, a successful retest does not prevent the student from being dismissed from the course.

4. Expedited Removal Triggering Events. Any student (Civilian or Military) who is charged with a misdemeanor or felony by Fort Leonard Wood Police or a civilian law enforcement agency or titled with a UCMJ offense will be immediately removed from the class and may be dismissed in accordance with USAMPS Regulation 350-1.

5. Non-academic Course Standards.

a. Physical Fitness Training (See ANNEX A).

b. Weight Control (See ANNEX B).

c. Communication Skills. Students will be evaluated on both written and oral communication skills. Comments regarding these skills will be annotated on the Service School Academic Evaluation Report (AER), prepared by the MPI Course Manager. IAW AR 350-1, paragraph 3-26, all students will be evaluated based on input from all instructors and evaluators who have had professional contact with the student. This will be accomplished through daily interaction with instructors, and Company B, 701<sup>st</sup> MP BN personnel, as well as through instructor observations of the student.

d. Standards of Conduct/Appearance. Students are expected to always maintain the highest standards of conduct and appearance during the course. Uniforms will be serviceable and appropriate civilian attire will be considered as business casual (slacks or Dockers with a collared shirt or suits). Female personnel will be expected to dress in attire commensurate with appropriate business attire.

**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

e. **Discrediting Examples.** Students whose conduct or appearance is such that it brings discredit upon USAMPS, or their appropriate service may be dismissed IAW AR 350-1, paragraph 3-15. Some examples are as follows:

(1) Students who demonstrate a lack of motivation, poor attitude, lack of integrity, or conduct which is not cause for formal disciplinary action but is prejudicial to the interests of the other students in the class.

(2) Disciplinary reasons such as tardiness at formations or class and unexcused absences, etc.

(3) Lack of participation in class discussions or ceremonies, personal appearance, sanitary habits, care and cleanliness of government property.

(4) Violation(s) of the UCMJ.

(5) Other valid reasons which could disqualify the student as an investigator.

f. **Leadership Skills.** All students will display leadership traits and skills commensurate with their grade/rank. Students in leadership positions will be evaluated by the MPI Course Manager with input provided by Company B Cadre, and the evaluation will be addressed on the student's AER. This will be accomplished through daily interaction with instructors and Company B personnel as well as through instructor observations of the student.

**6. Examination Procedures.**

a. Written examinations and GPEs will be graded IAW approved TAGs. Students will receive a grade of GO/NO-GO, based on a 70 percent standard.

b. When each written examination or GPE is graded an After Action Review (AAR) will be conducted to provide the student with immediate knowledge of the tentative results pending test quality assurance/In-Process Review (IPR).

c. Failure of a student to perform to standard on a written examination or GPE will result in the following action:

(1) A counseling of academic deficiency (DA Form 4856) will be initiated by the exam proctor and provided to the Course Manager. This notification will include a study reference, instructors names who will answer questions concerning the concepts being evaluated, and the tentative retest date scheduled by the Course Manager.



**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

(2) The MPI Course Manager will conduct a personal interview with the student to determine the existence of any underlying issues that may affect the student's ability to retest.

d. Failure of a student to take a test at a prescribed time and place without making prior arrangements or giving a valid explanation may result in an automatic failure without option to retest.

**7. Student Reclama Procedures for Individual Examination Failures.**

a. Students may initiate a reclama concerning alleged discrepancies in grading, requirements, or the alleged inadequacy of supporting instruction and/or materials which would alter a failing grade to a passing grade IAW ANNEX F. Students are encouraged to provide comments on test errors or supporting instructions. An information copy of all student reclamationas will be provided to the DOT&E for review.

b. Upon receiving a grade on the written examination or GPEs, the students may submit a written reclama. Written reclamationas need not be typed but should clearly and concisely state the issues and justifying arguments. Memorandum format will be utilized. Any documents required to support the reclama (classroom issue, solution sheets, etc., except for examinations) will be attached as enclosures. The written reclama will be submitted to the MPI Course Manager within two (2) academic days following the return of the written examination or GPE in question. Reclamationas will be forwarded to the appropriate Branch Chief and Chief, MPID or designated representative.

c. All reclamationas will be filed individually in accordance with USAMPS policy.

**8. Dismissal Procedures.**

a. Academic Dismissal. When a student is recommended for dismissal from the course, a decision on their status as a student will be made as quickly and reasonably as possible. This serves the interests of the student, as well as the class.

(1) The MPI Course Manager will recommend a student for an SSR in any of the following circumstances:

(a) Failure of a re-test on any examination.

(b) Failing a total/combination of three (3) examinations or GPEs on the first attempt. Should an SSR be initiated for failing a third exam in the last two weeks of training, the student will be disenrolled without the option of a board.

(c) Unexcused absence from any written examination or GPE.

**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

(d) Cheating on an examination or a demonstrated lack of integrity.

(2) Authority for academic dismissal is AR 350-1, paragraph 3-15, and further detailed in USAMPS Regulation 350-1.

b. Non-academic Dismissal:

(1) A student may be recommended for an SSR for non-academic reasons. Any member of the staff and faculty may initiate the recommendation through MPID channels to the Commander, Company B, 701<sup>st</sup> MP BN. The decision of the Company B Commander is subject to the review of the Assistant Commandant. Recommendations will be submitted IAW ANNEX G.

(2) Reasons for non-academic dismissal may include but are not limited to:

(a) Lack of motivation.

(d) Disciplinary issues.

(c) Failure to maintain conduct and appearance standards or unprofessional conduct.

(d) Violation(s) of the UCMJ.

9. Administrative Information and Actions. At the conclusion of the course, an AER will be prepared for each student. An AER will be prepared for both graduates and non-graduates. AERs will be processed through the local Registrar and a copy will be given to the student.

10. Absences. Student accountability is of paramount importance. Student attendance at all instruction, testing or other activities as assigned by the USAMPS faculty is required. Absences may be authorized for special circumstances when coordinated and approved or for emergency circumstances as applicable. MPI Class Leaders have **NO** authority to grant student absences. All requests for absence must be routed through the MPI Course Manager.

a. Leaves will be granted by the Commander of Company B, 701<sup>st</sup> MP BN after approval by the student's academic chain. Legitimate emergency leave (e.g., family emergency) may be granted by the Commander of Company B, 701<sup>st</sup> MP BN without pre-approval by the academic chain when necessary.

b. Failure of a student to take a test or retest at the prescribed time and place without authorized absence may result in an automatic failure of that test.

**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

Unforeseen emergencies will be considered for waiver. The Chief, MPID in coordination with the Commander of Company B, 701<sup>st</sup> MP BN will determine the validity of an emergency.

c. The MPI Course Manager may excuse up to four (4) consecutive academic hours. Absences will not be granted during hours when written examinations or GPEs are scheduled except in extreme circumstances. Longer periods of absence for personal reasons will not be authorized. Longer absences for official reasons (testifying at courts-martials, etc.) must be cleared through Company B, 701<sup>st</sup> MP BN. The information regarding the absence must also be coordinated with the MPI Course Manager.

d. The Class Leader will ensure he/she knows the whereabouts of all class members and that all absences are coordinated with the Course Manager and appropriate instructors. Requests for absences of more than four (4) consecutive hours must be submitted in memorandum format through the MPI Course Manager to the Chief, MPID. All submissions must clearly document a legitimate need for absence.

e. When students miss eight (8) or more consecutive hours of instruction or 16 or more cumulative academic hours, the MPI Course Manager will notify the Chief, MPID to determine if an SSR will be initiated to determine if the absence has adversely affected the student's ability to complete the course requirements.

11. Graduation Requirements. The MPI Course Manager is required to ensure that all students fully understand the graduation requirements and course standards prior to the start of the course. All training material presented in this course is evaluated through written examinations and GPEs. Graduation is determined by the student's ability to successfully complete all course requirements as stated in this ISAP. The requirements for graduation and receipt of a course diploma include the following:

a. All students must pass all the written examinations with a score of at least 70 percent and receive a GO on all GPEs.

b. All military service students must meet their required height, weight, and body composition standards.

c. Students must demonstrate the proper attitude and professionalism required of a Military Police Investigator.

**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

ANNEX A

PHYSICAL FITNESS TRAINING

1. Military students will conduct physical fitness training while attending the course. Cancellations or changes will be made by the MPI Course Manager. Students with physical profiles must identify themselves and present documentation to the course manager.
2. Soldiers, Sailors, Marines, Airmen, and Guardians who arrive for training with an active permanent medical profile or temporary profile will not be accepted for training unless they are able to meet the physical requirements of training. The MPI Course Manager will decide to accept the student on a case-by-case basis.
3. Military female students determined to be pregnant after the beginning of training will be evaluated and cleared by Fort Leonard Wood medical personnel to attend this course. The student will have to complete all aspects of training after being medically cleared. Civilian female students determined to be pregnant after the beginning of training will comply with the provisions set forth in AR 350-1.
4. Service members will present documentation of a recorded physical fitness test conducted **within 30 days** prior to the course start date. This documentation will be a requirement for enrollment into the course.

**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

**ANNEX B**

**WEIGHT CONTROL**

1. All service members must maintain height/weight standards listed in their service appropriate regulations throughout the duration of the course. Service members who fail to maintain height/weight standards will be counseled informing them of the deficiency and will be screened IAW their service specific guidance. If failure of the screening should occur, the service member will be subsequently counseled, declared a non-graduate, and disenrolled from the course. Students will receive a DA Form 1059 (Academic Evaluation Report (AER)) or MFR that annotates "Failed to Achieve Course Standards".

2. In-processing Requirements:

a. Navy, Air Force, and Space Force personnel will present documentation from their parent command annotating that they meet service specific weight control requirements. Documentation will be the most current record maintained by the parent unit.

b. Army and Marine personnel will be screened IAW AR 350-1 and the applicable service weight control regulation at in-processing. Service members who are not in compliance will be given ten (10) calendar days to meet their service specific weight/body composition requirements. If the tenth day falls on a weekend, the service member will be re-screened on the next training day. Failure to meet their service standards will result in dismissal from the course.

3. Civilian students are not subject to height/weight requirements.

**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

ANNEX C

MPI EXAMINATIONS

Written Examinations

EXAM	TITLE
191-9000	Testimonial Evidence Written Examination
191-9010	Law Examination
191-9040	Criminalistics Examination
191-9060	Drug Investigation Examination

GRADED PRACTICAL EXERCISES

191-9020	Crime Scene Processing Practical Exercise
191-9095	Interrogation Practical Exercise

**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

ANNEX D

**RESOURCES REQUIRED FOR TRAINING**

Students are recommended to have the following equipment/clothing to complete the resident Military Police Investigator Course.

1. 4 sets of service utility uniforms (duty uniform). Civilians will be in business casual. Wet weather jackets are suggested for outdoor training. Gortex or fleece jacket (if attending class from September through April) with fleece cap and gloves are also recommended.

2. Physical Training uniform: April - September:

a. Army: APFU shorts x 2, short sleeve shirt x 2, long sleeve shirt x 1, AR 670-1 compliant socks x 4. PT jacket and pants recommended in case of cold weather.

b. Marines: USMC summer PT uniform, and jacket.

c. Navy: Navy PT shorts x 2, short sleeve shirt x 2, and sweatshirt.

d. Air Force: USAF PT shorts x 2, short sleeve shirt x 2, and jacket.

3. Physical training uniform: September - April.

a. Army: APFU shorts x 2, short sleeve shirt x 1, long sleeve shirt x 2, AR 670-1 compliant socks x 4. PT jacket and pants, fleece cap, and gloves.

b. Marines: USMC winter PT uniform with appropriate head cover and gloves

c. Navy: Navy PT shorts, long sleeve shirt, full pair of sweats (either the blue sweatshirt or blue sweatshirt with hood bearing Navy reflective logo and blue sweatpants bearing Navy reflective logo on both legs), black gloves, black or green fleece cap.

d. Air Force: USAF PT shorts, pants, shirt, sweatshirt, jacket, black gloves, and black, dark blue, or sage green fleece cap (without logos).

4. Documents required for in-processing include DOD cyber awareness challenge, current record physical fitness card, and orders authorizing attendance to the course.

**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

ANNEX E

STUDENT EVALUATION REPORTS

1. Computation of Academic Standing. The grading system is based on 600 total points, which is used to determine class standing. The student with the highest cumulative points will be ranked number one in the class unless otherwise disqualified. The possible points for all graded events are shown in the table below.

Computation of Academic Standing

<b>Evaluated Areas</b>	<b>Possible Points</b>	<b>How Points are Awarded</b>
Law Examination	100	Test Score= Points Awarded
Criminalistics Examination	100	Test Score= Points Awarded
Testimonial Evidence Examination	100	Test Score= Points Awarded
Drug Investigation Examination	100	Test Score = Points Awarded
Crime Scene Processing GPE	GO/ NO GO (100 / 0)	TAG dictates the point system
Interrogations GPE	GO/ NO GO (100 /0)	TAG dictates the point system
<b>Total Possible Points:</b>	<b>600</b>	

2. Students are graded based on demonstrated performance through:

a. Multiple Choice Examinations.

(1) Examinations will be graded IAW the approved TAG.

(2) Examination AARs will be scheduled as soon as possible after the examination. The AAR period will be a discussion where students may question the SME/instructor as to the doctrine/regulation which differentiates correct responses from programmed distracters.



**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

(3) After completion of the AAR, grades will be submitted by the test administrator to the Course Manager for student distribution in a manner that will not identify the student by name.

b. Graded Practical Exercises.

(1) Examinations will be graded IAW the approved TAG.

(2) Examination AARs will be scheduled as soon as possible after the examination. The AAR period will be a discussion where students may question the SME/instructor as to the doctrine/regulation which differentiates correct responses from programmed distracters.

(3) After completion of the AAR, grades will be submitted by the test administrator to the Course Manager for student distribution in a manner that will not identify the student by name.

c. Written Communication Skills Evaluations. Students will be evaluated on writing skills during all correspondence and practical written exercises. Instructors will use these grades as input for each student's demonstrated written communication abilities on the student's DA Form 1059.

d. Oral Communication Skills Evaluations. Oral expression is an important part of a student's overall communication skills. Students demonstrated oral communication abilities will be reflected on the student's DA Form 1059.

3. Retest of Graded Assignments. Students who do not achieve a passing score on a graded assignment or event will be counseled in writing by the subject instructor. The counseling will include the study reference list with the name of the instructor who will outline the supplemental training and the date a retest will be administered. Although a student must achieve a passing score on a subsequent attempt, the points achieved on the first attempt will determine the points awarded towards the overall academic average. A retest covering the entire contents of the instruction will be administered to a student that fails to achieve a minimum passing score on a graded assignment. Students who are retested will not be eligible for the award for highest grade point average recognition.

4. Reclama. The reclama process is the means by which students are given the opportunity to challenge an examination question. These procedures are found in Annex F.

5. DA Form 1059. AERs will be prepared by the Course Manager upon course completion and a copy will be furnished to each Army and Marine student. In addition to comments on academic proficiency, each AER will:

**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

a. Reflect superior, satisfactory, or unsatisfactory performance in written communication, oral communication, leadership skills (if class leader), contribution to group work, and research ability.

b. Address additional duties performed by the student (e.g., class leader, S-1).

**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

ANNEX F

**STUDENT RECLAMA PROCEDURES**

1. A reclama is the means by which students may challenge answers to examination questions the student believes to be erroneous. The following steps must be taken in order to submit a reclama:

**STEP 1.** The student must submit his/her reclama within two academic days of the examination critique to the MPI Course Manager. All reclaims must comply with the following procedures:

a. It may be either written or typed and submitted to the MPI Course Manager for any of the following reasons:

(1) The question, or a scenario within the question, was improperly worded.

(2) The question had multiple correct answers or no correct answers.

(3) There is conflicting doctrine or instruction, and the difference is not highlighted (e.g., an ATP, ATTP or AR is different from what was presented in a block of instruction; or different instructors gave conflicting information).

b. Each must clearly state the issue, justify the argument, and provide supporting documents (e.g., regulations, other publications, or class handouts, etc.).

**STEP 2.** The MPI Course Manager or the SME/instructor obtains the exact text of questions involved and attaches the text to the reclama, safeguards to ensure academic security, researches the issue, reviews the reclama, adds comments as appropriate, signs the document and forwards the document to the Chief, Military Police Investigation Division (MPID), or his/her designated representative within 48 hours.

**STEP 3.** The Chief, MPID, or designated representative, will review the reclama and related documents, recommend either approval or disapproval, sign the document, log it, and then forward it to the instructor that taught the block of instruction within 72 hours.

**STEP 4.** The instructor will review the question(s) listed in the reclama, and then respond back to the Chief, MPID, or his/her designated representative, within 24 hours (one workday). The instructor will provide a written response to the student(s) to explain reasons for, or against his/her submission.

**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

**STEP 5.** The MPI Course Manager will retain a copy of the reclama (with response) and forward a copy of the response to the student. In cases where a question is deemed inaccurate, poorly worded, etc. the Chief, MPID, or his/her designated representative will then coordinate to eliminate or reword the question as appropriate.

**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

**ANNEX G**

**SAMPLE DOCUMENTS**

G-1. Sample Notification to Student of Initiation of SSR (Dismissal)

ATSJ-TSA

DATE

MEMORANDUM FOR (Student's Name)

SUBJECT: Notification of Initiation of Student Status Review

An SSR has been initiated against you with a recommendation that you be dismissed. This recommendation is not binding on me, the Director of Training and Education (DOT&E), the Assistant Commandant, or the Commandant. I reserve judgment until I have seen the matters submitted by you for my consideration.

The basis for this SSR is your alleged (misconduct) (lack of motivation) (academic deficiency). Specifically, you allegedly \_\_\_\_\_

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

You have the right to consult with legal counsel, but you do not have the right to legal representation at the board proceedings.

You have the right to submit matters for my consideration within 48 hours of this notification.

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

Division Chief

**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

G-2. Sample Student Acknowledgment of Initiation SSR

ATSJ-TSA

DATE

MEMORADUM FOR Division Chief, Advanced Law Enforcement Training Division

SUBJECT: Acknowledgement of Initiation of Student Status Review (SSR)

1. I acknowledge that an SSR has been initiated against me and that I have been provided with a copy of the SSR action and all related documents.

2. I understand that I have the right to consult legal counsel but do not have the right to legal representation at board proceedings.

3. I understand that I have the right to submit matters on my behalf for your consideration no later than 48 hours from this notification.

4. I understand that the Directorate of Training and Education is the approval authority for recycle, and the Assistant Commandant is the approval authority for dismissals. The Commandant is the dismissal appellate authority. The appeal must be submitted within seven (7) duty days after receipt of the written notification of the dismissal action.

5. I make the following decision:

I elect to submit matters for you to consider.

I do not elect to submit matters for you to consider.

Date / Time received: \_\_\_\_\_

SIGNATURE BLOCK  
Student

**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

G-3. Sample Memorandum of Division Chief's Recommendation to DOT&E

ATSJ-TSA

DATE

MEMORANDUM FOR Director of Training and Education, USAMPS

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

1. An SSR was initiated on DATE against RANK NAME, a student in MPI Class XXX-XX for (disciplinary) (motivational) (academic) reasons.
2. I recommend that the student (be retained in his/her current course) (be dismissed from the course). My recommendation is based on the following justification: \_\_\_\_\_
3. Pursuant to USAMPS Regulation 350-1, I submit this SSR action to you for further action.

Encl  
SSR action

SIGNATURE BLOCK  
Division Chief

**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

G-4. Sample Memorandum of DOT&E's Decision (Dismissal)

ATSJ-TSA

DATE

MEMORANDUM FOR Assistant Commandant, USAMPS

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

1. An SSR was initiated on DATE against RANK NAME, a student in MPI Class  
XXX-XX, for (disciplinary) (motivational) (academic) reasons.

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

( ) That the student be retained in the current course.

( ) That the student be dismissed from the course.

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

Encl  
SSR action

SIGNATURE BLOCK  
Director of Training and Education



**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

G-5. Sample Memorandum of AC's Decision

ATSJ-TSA

DATE

MEMORANDUM THRU Director of Training and Education, USAMPS Division Chief

FOR STUDENT'S RANK AND NAME

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

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

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

You are dismissed from the course.

2. My decision to retain or dismiss is final. However, you have the right to appeal my decision to dismiss you from the course to the Assistant Commandant. You will acknowledge receipt of this decision and indicate within two (2) duty days whether you intend to appeal against my decision. You will have seven (7) duty days after receipt of this decision to submit your appeal.

SIGNATURE BLOCK  
Assistant Commandant

**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

G-6. Sample Student Acknowledgment of AC's Decision and Right to Appeal

ATSJ-TSA

DATE

MEMORANDUM FOR Assistant Commandant, USAMPS

SUBJECT: Acknowledgement of Decision on Student Status Review

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

Date / Time received: \_\_\_\_\_

SIGNATURE BLOCK  
Student

**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

G-7. Sample Memorandum of Commandant's Decision

ATSJ-TSA

DATE

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

FOR STUDENT'S RANK AND NAME

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

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

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

You are dismissed from the course.

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

SIGNATURE BLOCK  
Commandant

**Individual Student Assessment Plan  
Military Police Investigator Course  
(830-ASIV5)**

ANNEX H



**DEPARTMENT OF THE ARMY  
MILITARY POLICE INVESTIGATION DIVISION  
UNITED STATES ARMY MILITARY POLICE SCHOOL  
FORT LEONARD WOOD, MISSOURI 65473-8300**

ATSJ-T

14 April 2023

**MEMORANDUM FOR RECORD**

**SUBJECT: Amendment of USAMPS Regulation 350-1 - Removal of Student Status Review Board Requirement**

**1. Policy Change. Effective immediately, United States Army Military Police School (USAMPS) Regulation 350-1, para. 6-1 is amended to reflect the following change:**

The "board procedures" discussed in this chapter are not required as part of any Student Status Review (SSR) action. Students are not entitled to a board when an SSR is initiated against them regardless of whether it is recommended they be retained, recycled, or dismissed from a course.

**2. This change will be incorporated into future versions of USAMPS 350-1.**

**3. All other provisions of USAMPS Reg. 350-1 are unaffected; including the ability of a course manager to convene a board pursuant to USAMPS 350-1, para. 6-2, when they believe it is appropriate. For certain USAMPS students, such as BOLC-B students, a board may be required prior to dismissing or separating a Soldier from the service. Those boards are appointed and held by the Soldier's commander, not USAMPS.**

**4. The point of contact for this memorandum is the undersigned at (573) 563-8039 or michael.p.crane3.mil@army.mil.**

**///Original Signed///  
MICHAEL P. CRANE  
COL, MP  
Director of Training and Education**