

UNITED STATES ARMY MILITARY POLICE SCHOOL

COURSE MANAGEMENT PLAN (CMP)

Advanced Crime Scene Investigative Techniques Course (ACSITC) (7H-F57/832-F21)

This is a revised Course Management Plan.

Approving official:

Signature

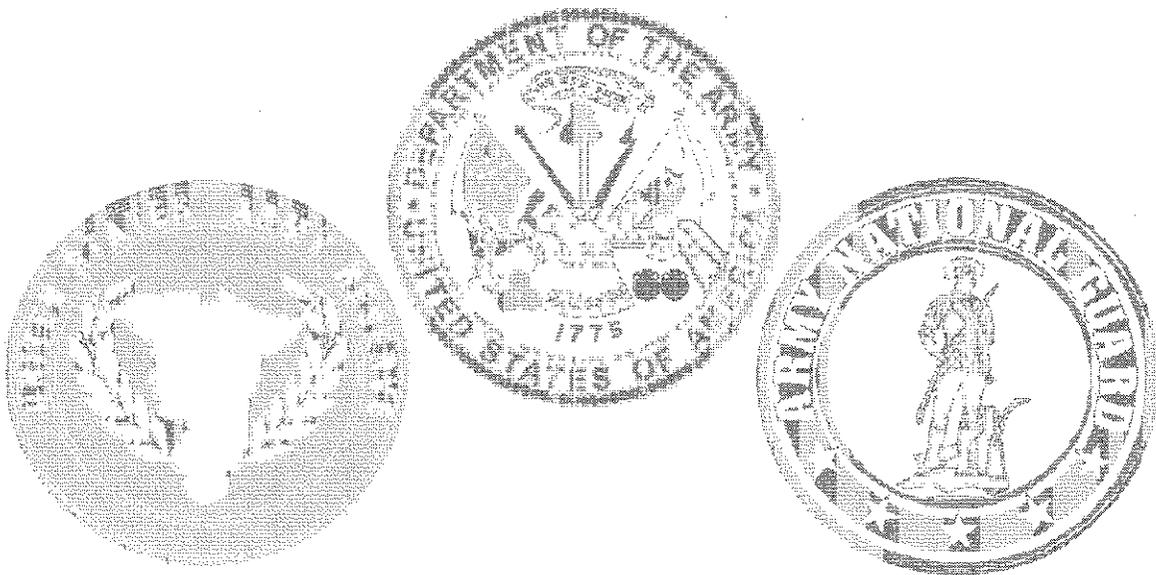
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Title

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Date

United States Army Military Police School



Course Management Plan

7H-F57/832-F21

**Advanced Crime Scene
Investigative Techniques Course
(ACSITC)**

7H-F57/832-F21

| Title | Page |
|-------------------------------------------------|---------|
| Introduction | 3 |
| Course Structure | 4 |
| Course Map | 5 |
| Training Schedule | 6 |
| Course Manager Qualifications | 6 |
| Course Manager Guidance | 7 |
| Instructor/Facilitator Qual./Cert. Requirements | 7 |
| Instructor/Facilitator Guidance | 8 |
| Student Guidance | 8 |
| Test Administrators Guidance | 8 |
| Required References | 8 |
| Administrative and Academic Chain of Command | 9 |
| Student Enrollment/Graduation Requirements | 9 |
| ACSITC Training Schedule | Annex A |
| Individual Student Assessment Plan | Annex B |
| Test Administrators Guide | Annex C |
| References | Annex D |
| ACSITC POI | Annex E |
| ACSITC Lesson Plan List | Annex F |

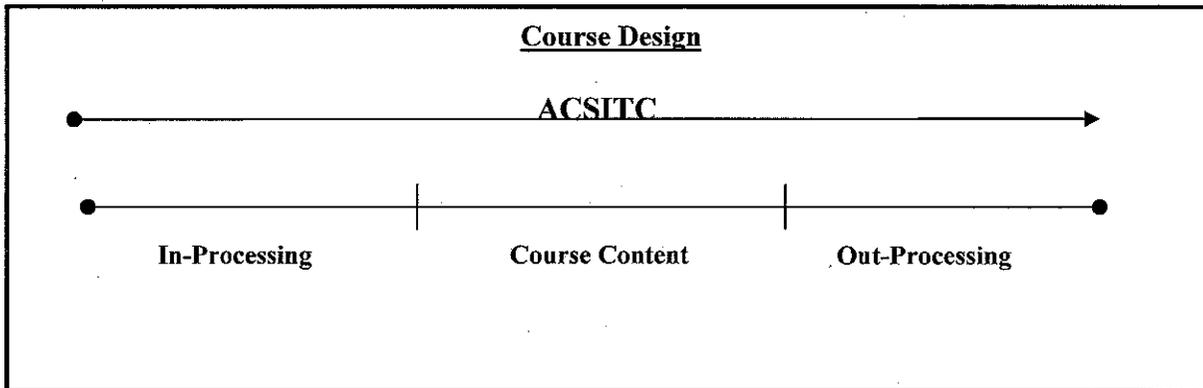
Introduction**1. Purpose:**

a. This Course Management Plan (CMP) is approved by the Commandant of the United States Army Military Police School (USAMPS) and is designed for use by Military Police Investigation Division (MPID) when providing training and evaluation programs for the Advanced Crime Scene Investigative Techniques Course (ACSITC). The training program within this plan is compatible with resident instruction at USAMPS.

b. The CMP provides the course managers and the instructors the information required to conduct the training prescribed by the enclosed training materials. It also provides information students need to meet their responsibilities for learning and successful completion of the course.

c. This Program of Instruction (POI) reveals substantial revisions to the course since the previous POI was approved.

Chart 1



**Introduction
Continued**

d. This course's lesson plans have been designed to train Criminal Investigative Division (CID) Special Agents (SA) in advanced techniques of crime scene processing. These tasks are necessary to be successful as a CID SA in both the combat and garrison environments. These lesson plans reflect changes in the Operating Environment (OE) to ensure proactive advanced techniques of crime scene processing are fluid and rapid.

2. Scope: The course will entail advanced methods of collecting, preserving, identifying, and marking items of evidence. It will also focus on crime scene interpretation, advanced photography methods, advanced methods of crime scene documentation, DNA evidence collection, risk management, and crime scene task force operations.

**Course
Structure**

1. This course consists of a three module structure. The following is a graphic depiction that illustrates this structure.

| | |
|------------------------------|-------------------------------------------------------------------|
| | 24.5 Hours |
| | Module: A |
| Technique of Delivery | Large Group Instruction |
| Method of Instruction | Conference, Discussion (Title: Collection of Evidence) |
| Lessons | 5 |

| | |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| | 55.5 Hours |
| | Module: B |
| Technique of Delivery | Large Group Instruction |
| Method of Instruction | Conference, Discussion, Lecture PE, Test (Title: Processing a Body, Lab Issues & Other Crime Scene Activities) |
| Lessons | 7 |

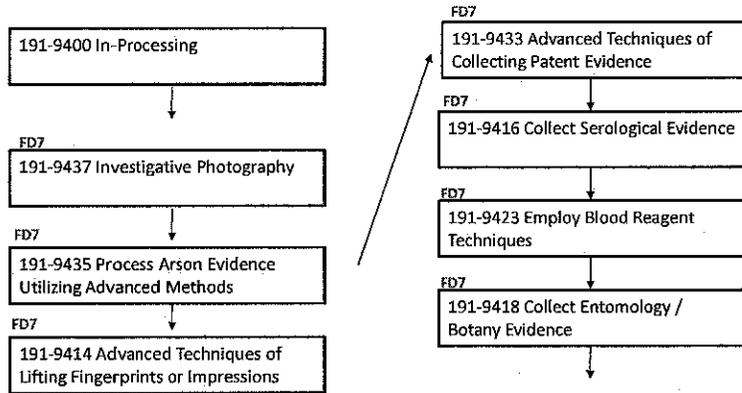
| | |
|------------------------------|-------------------------------------------------------------------------|
| | 7 Hours |
| | Module: C |
| Technique of Delivery | Large Group Instruction |
| Method of Instruction | Conference, Discussion PE, Test (Title: Administrative Time) |
| Lessons | 4 |

Course Map

This course map shows the recommended training sequence for this course. Some variance to the training course map is permitted but close attention must be given to prerequisite lesson plans and tests. Soldiers cannot be given a test in an area that he/she has not received training on. The next two pages reflect the course map.

ACSITC Course Map

Advanced Crime Scene Investigative Techniques Course Map

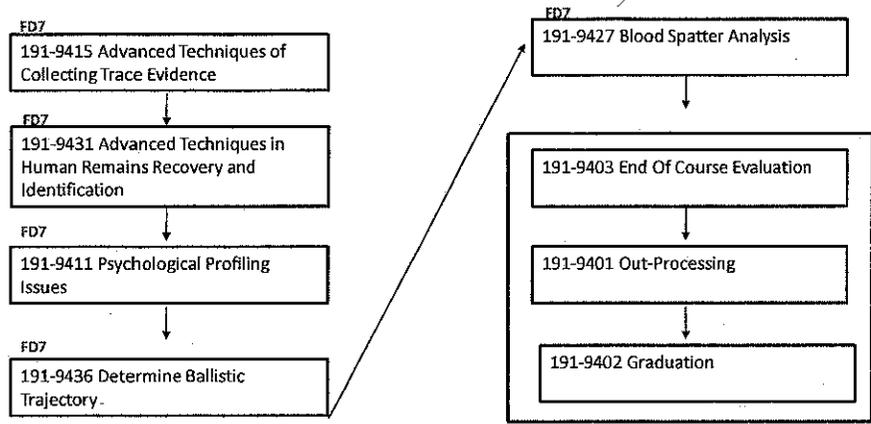


Notes:

- Lessons that have arrows must be taught in that order.
- - - Lessons in dashed lines can be moved anywhere within that block.
- Lesson plans surrounded by a solid line must be taught in that group sequence.

FD7 = Foreign Disclosure - 7

Advanced Crime Scene Investigative Techniques Course Map



Notes:

- Lessons that have arrows must be taught in that order.
 - - - Lessons in dashed lines can be moved anywhere within that block.
 - ▭ Lesson plans surrounded by a solid line must be taught in that group sequence.
- FD7 = Foreign Disclosure - 7

**Training
Schedule
Course
Manager
Qualification**

The sample outline of a training schedule is found in Annex A.

The course manager is not required to receive quarterly instructor evaluations.

**Course
Manager
Guidance**

The course manager is responsible for ensuring the training is presented as designed. Specifically, the course manager must:

- a. Ensure required training resources are available for presenting the training as scheduled.
- b. Ensure instructors receive support, materials, and equipment required for presenting this training.
- c. Ensure staff and faculty are trained to present and manage this training.
- d. Continuously evaluate course effectiveness and efficiency, and provide appropriate feedback to USAMPS Directorate of Training and Education (DOT&E).
- e. Ensure staff, faculty, and students comply with safety and environmental protection rules, regulations, laws and course requirements.
- f. Ensure facilities, materials, equipment, and systems required for presenting this instruction, are properly maintained.
- g. Obtain required reference materials (Annex D).
- h. Ensure the POI is reviewed for proper instructor to student ratios for each method of instruction. Instructor to student ratios during small group instruction (SGI) is 1:6; large group instruction (LGI) is 1:24. The optimum class size is 24. When there is a different ratio, the lesson plan(s) will reflect changes.

**Instructor/
Facilitator
Qualification/
Certification
Requirements**

Instructors presenting this training must meet the following certification requirements:

- a. Be a graduate of the ACSITC, and the Instructor Training Course (ITC) or Army Basic Instructor Course (ABIC) and the Small Group Instructor Training Course (SGITC).
- b. Be at least E-6/SSG if military, GS-11 if civilian.

**Instructor/
Facilitator
Guidance**

Instructors are directly in contact with the students and represent the command in the presentation of the instruction. They are role models for the students and must be technically competent and professional in demeanor. Each instructor/facilitator must:

- a. Thoroughly study and be well versed in the material prior to presenting the lessons.
- b. Maintain an environment conducive to student learning.
- c. Supervise and guide the learning process.
- d. Provide immediate feedback on student performance.
- e. Be alert to students having difficulty, and intercede when appropriate.
- f. Explain the Individual Student Assessment Plan (ISAP) (See Annex B), graduation criteria, and requirements to the students prior to the start of training.
- g. Ensure students comply with safety and environmental protection rules, regulations, laws, and course requirements.
- h. Counsel students.
- i. Provide appropriate remedial training.
- j. Continuously evaluate course effectiveness and efficiency and provide appropriate feedback to USAMPS Director of Training and Education (DOT&E).

**Student
Guidance**

It is the responsibility of the student to learn to perform the learning objectives of this training. This includes completing the research assignments, completing practical exercises, and participating in training activities.

- a. The student is to be provided the ISAP and Student Guide before instruction starts. The use/importance of these items and student responsibilities must be thoroughly explained to the students.
- b. Students need to provide constructive criticism concerning the efficiency and effectiveness of the training and training materials.

**Test
Administrators
Guidance**

Administer and secure all tests IAW with the guidance in the enclosed training material and AR 611-5. Refer to the Test Administrators Guide (TAG), Annex C, for specific information related to each test. Be sure to read, verbatim, the "Directions to Students" in the TAG BEFORE every test you administer.

**Required
References**

All required references are listed in Annex D. The POI is attached at Annex E. The lesson plan titles are at Annex F.

**Administrative
and Academic
Chain of
Command**

Students attending ACSITC operate under a single chain of command. The chain of command is responsible for:

- a. Individual issues involving medical, dental, personnel, finance, and travel.
 - b. Student in and out-processing.
 - c. UCMJ actions.
 - d. Academic and non-academic Student Status Reviews (SSR).
 - e. Execution of the ACSITC IAW the approved POI.
 - f. Issues involving course instructors.
 - g. Issues or problems concerning course content, scheduling, and classroom instruction.
 - h. Ensuring students fully understand the course standards prior to the start of the iteration of the course.
-

**Student
Enrollment/
Graduation
Requirements**

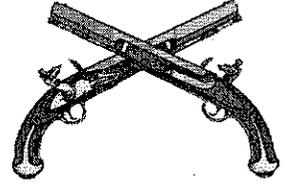
1. Actively participate in the classroom work and all of the practical exercises (PE).
 2. Attain a score of at least 70 percent on all written tests.
 3. Graduation is determined by the student's ability to successfully complete all course requirements as stated in this ISAP.
-

ANNEX A

Training Schedule

| In-process Forensic Photography | Forensic Photography | Arson Control Substance | Outdoor Human Remains Processing | Psychological Profiling |
|----------------------------------------|-----------------------------|--------------------------------|-----------------------------------------|--------------------------------|
| Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
| 191-9400 | 191-9437 | 191-9435 | 191-9433 | 191-9411 |
| 191-9437 | | | 191-9416 | |
| | | | | |
| | | | | |

| Advanced Latent Print Development | Remains Scenario | Determine Ballistic Trajectory | Blood Spatter Recognition & Identification | Graduation |
|------------------------------------------|-------------------------|---------------------------------------|-------------------------------------------------------|-------------------|
| Day 6 | Day 7 | Day 8 | Day 9 | Day 10 |
| 191-9418 | 191-9415 | 191-9436 | 191-9423 | 191-9403 |
| 191-9414 | 191-9431 | | 191-9427 | 191-9401 |
| | | | | 191-9402 |
| | | | | |
| | | | | |



UNITED STATES ARMY MILITARY POLICE SCHOOL

INDIVIDUAL STUDENT ASSESSMENT PLAN (ISAP)

Advanced Crime Scene Investigative Techniques Course (ACSITC) (7H-F57/832-F21)

This is a revised Individual Student Assessment Plan.

Approving official:



Signature

Deputy DV

Title

160513

Date

Individual Student Assessment Plan Table of Contents

| | |
|--------------------------------------------------------------|------------|
| Individual Student Assessment Plan ----- | ANNEX B |
| Appendix A - Honor Code----- | Page A-1 |
| Appendix B - Student Status Review Procedures----- | Page B-1 |
| Table 1 - Student Acknowledgment of SSR----- | Page B-1-1 |
| Table 2 - Instructor Recommendation----- | Page B-2-1 |
| Table 3 - Course Manager or Branch Chief Recommendation----- | Page B-3-1 |
| Table 4 - Chief, MPID Letter to DOT&E----- | Page B-4-1 |
| Table 5 - DOT&E Letter to AC (Retain)----- | Page B-5-1 |
| Table 6 - DOT&E Letter to AC (Dismiss)----- | Page B-6-1 |
| Table 7 - Student Acknowledgment of Decision----- | Page B-7-1 |
| Appendix C - Student Reclama Procedures----- | Page C-1 |
| Table 1 - Student Reclama Form----- | Page C-1-1 |
| Appendix D - Responsibilities----- | Page D-1 |
| Appendix E - Internal and External Evaluation Plan----- | Page E-1 |
| Appendix F - Student Absences----- | Page F-1 |
| Appendix G -Physical Fitness----- | Page G-1 |
| Appendix H - Safety----- | Page H-1 |
| Appendix I - Refusal to Train----- | Page I-1 |

Advanced Crime Scenes Investigative Techniques Course ISAP

1. General.

a. **Purpose.** To inform all Advanced Crime Scene Investigative Techniques Course (ACSITC) students of the requirements and procedures for course completion. Moreover, the student evaluation plan describes key actions and responsibilities necessary to ensure standardization and standing operating procedures.

b. **Scope.** This Individual Student Assessment Plan (ISAP) applies only to ACSITC students.

c. **Course Requirements.** Graduation status is determined by a student's ability to complete all course requirements. These requirements include:

(1) Students must demonstrate a working knowledge of advanced crime scene investigative techniques to include:

- (a) Investigative Photography.
- (b) Entomology/Botany Evidence
- (c) Advanced Latent Print Collection Techniques.
- (d) Advanced Techniques of Collecting Trace Evidence.
- (e) Advanced Techniques of Collecting Patent Evidence.
- (f) Employ Blood Reagent Techniques.
- (g) Serological Evidence.
- (h) Psychological Profiling.
- (i) Advanced Techniques in Human Remains Recovery and Identification.
- (j) Advanced Arson Investigations.
- (k) Determine Ballistic Trajectory.
- (l) Blood Spatter Analysis.

(2) Compliance with Safety Program IAW Appendix J.

(3) Students will demonstrate Army Values and Ethics. Violations will not be tolerated and are grounds for Student Status Review (SSR).

(4) Appendix C outlines student reclama procedures.

NOTE: The course manager has the responsibility for ensuring that all students fully understand the course standards prior to the start of each ACSIT Course.

2. Student Evaluation Procedures.

Advanced Crime Scenes Investigative Techniques Course
ISAP

a. Students will participate in group practical exercises. The performance evaluations are graded on a GO/NO GO basis.

b. Student Reclama procedures are at Appendix C. Safety violations are assessed and may be justification for a student status review (SSR).

3. Administrative Information and Actions.

a. Academic Failures

(1) Performance Evaluation: A student is academically deficient when he/she fails the performance examination. Performance examinations will test the students' abilities to perform as a Criminal Investigative Division (CID) Special Agent (SA). Students who get a NO GO will receive an explanation of the failure and corrective action, an opportunity to practice, and one retest.

(2) Students who are academically deficient will be referred by the course manager, through the Chief, Military Police Investigative Division (MPID), to the Directorate of Training (DOT) for action, IAW SSR procedures.

(3) The DOT will send a letter to the student's chain of command identifying the reason for failure. The course manager will prepare the letter.

(4) Students identified as academically deficient will not participate in graduation or receive a graduation certificate.

b. Counseling Procedures:

(1) General: Students have the right to be counseled to ensure they are given the opportunity to achieve the highest academic standards. A student will be counseled verbally or in writing when they fail to meet course requirements or are in violation of the UCMJ or Fort Leonard Wood policies. The counseling will cover all details involved in the deficiency or incident, and courses of action available to the student.

(2) Safety: Depending upon the severity, students who are observed violating safety procedures will be verbally counseled immediately by the instructor or responsible safety personnel on site. Subsequent safety violations, depending on severity, will be documented by written counseling, and the student may be considered for SSR and/or elimination from ACSITC. This counseling will be annotated in the memorandum for record (MFR) and filed in the class folder.

(3) Performance Evaluations: A student will be counseled verbally when he/she fails to meet the course requirements for successful completion of performance evaluations on their first attempt. This counseling will be annotated in an MFR and filed in the class folder. A student will be counseled when identified as deficient in meeting course requirements for completion of

Advanced Crime Scenes Investigative Techniques Course
ISAP

performance evaluations on their subsequent attempts. The counseling will cover all details involved in the deficiency and courses of action available to the student, which could include consideration for SSR and/or elimination from ACSITC.

c. Student Status Review (SSR).

(1) The course manager will initiate the SSR for students who fail either the written or performance retest, refuse to participate in training, self-eliminate, violate ethics and values, excessive absence or violate safety standards (Appendix B).

(2) For the purpose of SSR, failure of a performance retest will have the same effect as a written examination failure.

(3) If it is determined that a student will be subject to elimination, the elimination procedures are set forth in USAMPS Regulation 350-1.

d. Academic Evaluation Reports (AER).

(1) An AER (DA Form 1059) will be prepared by the team instructor for U. S. Army Reserve students upon course completion.

(2) A copy will be furnished to each student.

e. Student Absences.

(1) Emergency leave and absence for medical consultations may be granted by the Commander, Company B, 701st MP Battalion. Prior coordination must be made with the Branch Chief and/or Course Manager for accountability purposes. (Appendix F).

(2) The student will coordinate all absences, up to two hours in length, with the student leader, branch chief, or the course manager.

(3) Requests for absences of more than two hours must be submitted in writing (Appendix F) to the class leader and then will be submitted to the course manager for approval. Whenever a student misses two or more hours of instruction, the student leader will notify the Chief or Course Manager, to determine if an SSR should be initiated, IAW USAMPS Regulation 350-1.

f. Student Eliminations. Violations of the USAMPS Honor Code (Appendix A), the UCMJ, or published Fort Leonard Wood policies will result in elimination from the course. Repeated safety violations will result in SSR.

U.S. Army Military Police School Honor Code

1. Honor Code:

a. First and foremost, every student will live the Army values: Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage.

b. USAMPS operates on the honor code. While broad in application, the Honor Code is precise in its meaning: You must do your own work. Honor Code violations are punishable under Article 133, Conduct Unbecoming an Officer and Gentlemen, of the UCMJ and General Article 134 of the UCMJ. Additionally, Honor Code violations are considered officer misconduct and will be adjudicated in accordance with (IAW) the Commanding General's Command Policy #15, "Limitation on Exercise of Authority", dated 27 January 2012. The Commanding General withholds authority to take disciplinary action on all officer and senior noncommissioned officer misconduct cases. Noncommissioned officer misconduct will be referred to the student's chain of command for action as appropriate. Civilian personnel will be released from the course and never allowed re-enrollment.

c. While the UCMJ does not specifically list or define academic honor code violations, such violations fall under Article 133, Conduct Unbecoming an Officer and Gentleman or Article 134, General Article of the UCMJ. The following subparagraphs are examples of academic honor code violations that may be pursued under UCMJ.

(1) Copying/Cooperating on Individual Work. Students may discuss individual solutions to future graded homework requirements prior to turn-in of the solutions. However, the end-of-course examination requirement must be an individual effort. The mandatory participation in practical exercises (PEs) is a group effort unless otherwise directed. For individual assignments, students are encouraged to have a classmate proofread their assignments prior to submission. Proofreading is allowed to obtain and identify grammatical errors or highlight portions of text that are cumbersome, inaccurate, or otherwise do not make sense. The proofreader may not rewrite the assignment but may assist by marking and highlighting problem areas. The Honor Code does not preclude students from working together on exercises when directed to do so by an instructor.

(2) Prior Possession of Class Material. ACSITC students may not possess any material from another class or from any other source other than the classroom. This includes but is not limited to blank formats, templates, and memoranda. Students are further prohibited from distributing said material to other students. Your personal notes should not be passed on to other students.

(3) Plagiarism. The Random House College Dictionary (First Edition) defines plagiarism as "the appropriation of the language, ideas, and thoughts of another author and representation of them as one's original work." This includes the extraction of portions of reference material, another student's work, or a previous student's work and submitting it as one's own work (book reports, essay papers, etc.) and not crediting the original author or publisher. Additionally, plagiarism involves obtaining documents and articles from the internet (World Wide Web) and not giving the author of that source credit. If the information is not your own work, created by you, you must cite the source. Citations will be done IAW standards specified on each assignment sheet handout.

(4) False Statements. A student's word is his/her bond, whether or not the statement is meant to deceive. Any statement is expected to reflect the whole truth without distortion of or withholding of the facts.

Appendix A U.S. Army Military Police School Honor Code to Advanced Crime Scenes Investigative Techniques Course (ACSITC) Individual Student Assessment Plan (ISAP)

(5) Wrongful Appropriation. The taking, obtaining, or withholding, of property of another with intent to deprive.

(6) Compromise of Test Material. Test material issued during scheduled end-of-course exams, retests, or test review sessions must not leave the test/review area or the presence of the test administrator. Test material is defined as any assessed assignment as described within Appendix B, Student Evaluation Procedures. Test questions and answers are not to be discussed outside of the controlled environment of these areas and, specifically, should not be discussed with other students who have not been administered the test. The obtaining of test material for personal use or distribution is considered compromise of test material and violates the Honor Code. This includes test material from previous classes, note-taking papers from previous classes and test reviews, not created by you. Any student accepting note-taking material from a student of a previous class and using it for his/her own personal use or distribution will be in violation of the Honor Code.

(7) Cheating. To “cheat” is defined in Webster’s Dictionary as “to violate rules dishonestly (as at cards or on an examination)” and also “the obtaining of property from another by an intentional active distortion of the truth.” This includes intellectual property. Cheating in the context of the Honor Code is primarily, but not limited to, examinations. No one will acquire answers to examination questions by sources other than instructional material. No outside assistance of any kind, either by verbal or written means, is allowed during exams.

2. Violations:

a. When a person is suspected of violating the Honor Code, the individual making the observation will immediately report the incident to the instructor, Course Manager/Branch Chief, or Division Chief.

b. The Course Manager/Branch Chief will report the incident to B/701st MP BN and the USAMPS academic chain. The Course Manager, ACSITC Branch will ensure that the Chief, ACSITC and Director of Training and Education (DOT&E) are notified, and verify that the student chain of command has been notified.

c. IAW the Commanding General’s Command Policy #15, commanders must report all allegations of officer and noncommissioned officer misconduct to the Commanding General within 24 hours of the allegation. Reports may be verbal or by email. Commanders must also immediately inform the Office of the Staff Judge Advocate (SJA) of all such allegations. At the appropriate time, commanders will make recommendations for disposition of officer and noncommissioned officer, enlisted and civilian misconduct cases, which may include recommendations for disposition by subordinate commanders.

d. Failure to report a suspected honor code violation after having observed or after having been informed of such a violation constitutes an honor code violation in and of itself.

Appendix A U.S. Army Military Police School Honor Code to Advanced Crime Scenes Investigative Techniques Course (ACSITC) Individual Student Assessment Plan (ISAP)

e. I have read and understand the USAMPS Honor Code.

***NOTE:** Before signing, if you have any questions regarding this Honor Code ask your instructor or Course Manager!

(Print Name- Last, First, MI)

(Student's signature and date)

Student Evaluations Procedures

1. Students are graded based on demonstrated performance through:

a. Participation in all classroom practical exercises (PE). Instructor or Course Manager will evaluate student PE participation individually and as part of a group.

b. Multiple Choice Examination.

(1) Examinations will be graded in accordance with (IAW) the approved Test Administrative Guidance (TAG).

(2) Examination after-action reviews will be scheduled as soon as possible after the end-of-course examination. The after-action review period will be a discussion where students may question the SME/Course Manager as to the doctrine/regulation which differentiates correct responses from programmed distracters.

(3) During completion of the test review, the instructor or Course Manager will submit the Automated Instructional Management System (AIMS) answer sheets for the exam to the Maneuver Support Center of Excellence (MSCoE) testing office for grading and recording. The AIMS answer sheets will be returned to each student for a final review prior to submission to the instructor or Course Manager.

2. Retest of end-of-course exam. Students who do not achieve a passing score (70 percent or higher) on the end-of-course exam will be retrained and a different version of the exam will be administered. The retraining will include the course references, student handouts, and student personal notes. A student must achieve a minimum passing score of 70 percent or above to become a graduate of the course.

3. Reclama. The reclama process is the means by which students are given the opportunity to challenge a test question. Reclama procedures are found in Appendix C.

4. Academic Evaluation Reports. An Academic Evaluation Report (AER), DA Form 1059 will be prepared by the instructor or Course Manager upon course completion and a copy will be furnished to each student that warrants one. (Normally, only USAR students on active duty for training receive a DA FM 1059). Each AER will:

a. Reflect achieved course standards or failed to achieve course standards in *Performance Summary*.

b. Reflect not evaluated, unsatisfactory, or satisfactory in *Demonstrated Abilities*.

Enclosure 2 DOT&E Letter to AC (Dismissed) to Appendix B Student Status Review Procedures to Advanced Crime Scenes Investigative Techniques Course (ACSITC) Individual Student Assessment Plan (ISAP)



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY MILITARY POLICE SCHOOL
14030 MSCOE LOOP, SUITE 1069
FORT LEONARD WOOD, MISSOURI 65473-8926

ATSIJ-TD

DD/MMM/YY

MEMORANDUM FOR Assistant Commandant, US Army Military Police School, Fort Leonard Wood, Missouri 65473-8926

SUBJECT: Student Status Review (SSR) – (Student Rank and Name)

1. The attached Student Status Review is provided for your review.
2. I have taken the following action RE: (Student Rank and Name)
 - The student will be allowed to complete the course in good standing.
 - The student will be recycled into a subsequent course. (Returned to parent unit)
 - I have appointed an SSR Review Board before making my determination.
 - Other: _____
 - I am recommending the student be eliminated from the course and declared a non-graduate.
3. Request you indicate your decision by initialing the appropriate action.
4. POC is the undersigned

FULL NAME
RANK, BRANCH
Director of Training and Education

ATSI-TD

SUBJECT: Student Status Review (Student Rank and Name)

1. If the DOT&E's recommendation is to eliminate the student from the course:

Concur with recommended actions.

Non-concur with recommended actions.

Other directed action. _____.

2. If the DOT&E's decision is to retain the student in the course, the information is provided for situational awareness only.

Information is provided for informational purposes only.

FULL NAME
RANK, BRANCH
Assistant Commandant

Enclosure 2 Instructor Recommendation to Appendix B Student Status Review Procedures to
Advanced Crime Scenes Investigative Techniques Course (ACSITC) Individual Student
Assessment Plan (ISAP)



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY MILITARY POLICE SCHOOL
14030 MSCOE LOOP, SUITE 1069
FORT LEONARD WOOD, MISSOURI 65473-8926

ATSIJ-TD

DD MMM YY

MEMORANDUM FOR Chief, MPID Division, USAMPS, Fort Leonard Wood, Missouri 65473-8929

SUBJECT: Student Status Review (SSR) – Rank, Full Name, SSN

1. PURPOSE: *Provide reason for SSR Submission*
2. RECOMMENDATION: *Provide the instructor recommendation.*
3. BACKGROUND: *Provide a detailed narrative of the following –*
 - *The actions/events that triggered the SSR.*
 - *Any corrective actions taken by the instructor specific to his/her course*
 - *Times, dates and brief synopsis of any counseling conducted*
4. Point of contact for this review is the undersigned at X-XXXX.

- 2 Encls
1. Counseling Statements
 2. Student File

FULL NAME
RANK, BRANCH
Chief, ACSITC

Enclosure 3 Branch Chief Recommendation to Appendix B Student Status Review Procedures to Advanced Crime Scenes Investigative Course (ACSITC) Individual Student Assessment Plan (ISAP)



DEPARTMENT OF THE ARMY
US ARMY MILITARY POLICE SCHOOL
14030 MSCOE LOOP, SUITE 1069
FORT LEONARD WOOD, MISSOURI 65473-8926

REPLY TO
ATTENTION OF:

ATSJ-TD

DD MMM YY

MEMORANDUM FOR Chief, MPID Division, USAMPS, Fort Leonard Wood, Missouri 65473-8929

SUBJECT: Student Status Review (SSR) – Rank, Full Name, SSN

1. PURPOSE: *Provide reason for SSR Submission*
2. RECOMMENDATION: *Provide the Chief, MPID recommendation.*
3. BACKGROUND: *Provide a detailed narrative of the following –*
 - *The actions/events that triggered the SSR.*
 - *Any corrective actions taken by the course manager, student, chain of command to include actions in a previous classes if the student is are-enrollment.*
 - *Times, dates and brief synopsis of any counseling conducted*
4. Point of contact for this review is the undersigned at X-XXXX.

3 Encls

1. Course Manager Recommendation
2. Counseling Statements
3. Student File

FULL NAME
RANK, BRANCH
Chief, ACSITC

Enclosure 4 MPID Letter to DOT&E to Appendix B Student Status Review Procedures to Advanced Crime Scenes Investigative Course (ACSITC) Individual Student Assessment Plan (ISAP)



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY MILITARY POLICE SCHOOL
14030 MSCOE LOOP, SUITE 1069
FORT LEONARD WOOD, MISSOURI 65473-8926

ATSJ-TD

DD MMM YY

MEMORANDUM FOR Director of Training and Education, US Army Military Police School, Fort Leonard Wood, Missouri 65473-8926

SUBJECT: Student Status Review – Rank (Last Name, First Name, MI) SSN

1. The attached Student Status Review is provided for your review.
2. I recommend the following action be taken:
 - () The student be allowed to complete the course in good standing.
 - () The student be dismissed from the course and re-enrolled later.
 - () The student be eliminated from the course and declared a non-graduate.
 - () The action be referred to the chain of command for further investigation into alleged student misconduct and action as appropriate.
3. POC is the undersigned.

FULL NAME
RANK, BRANCH
Chief, ACSITC

Enclosure 5 DOT&E Letter to AC (Retained) to Appendix B Student Status Review Procedures to Advanced Crime Scenes Investigative Techniques Course (ACSITC) Individual Student Assessment Plan (ISAP)



DEPARTMENT OF THE ARMY
US ARMY MILITARY POLICE SCHOOL
14030 MSCOE LOOP, SUITE 1069
FORT LEONARD WOOD, MISSOURI 65473-8926

REPLY TO
ATTENTION OF:

ATSJ-TD

DD MMM YY

MEMORANDUM FOR Assistant Commandant, US Army Military Police School, Fort Leonard Wood, Missouri 65473-8926

SUBJECT: Student Status Review – Rank (Last Name, First Name, MI) SSN

1. The attached Student Status Review is provided for your information.
2. I have taken the following action RE: Rank (Last Name, First Name, MI) SSN
 - () The student will be allowed to complete the course in good standing.
 - () The student will be recycled into a subsequent course. (Returned to parent unit)
 - () Information regarding student misconduct will be referred to the chain of command for action as appropriate; Student Status Review will be completed upon disposition by the chain of command.
3. POC is the undersigned.

FULL NAME
RANK, BRANCH
Director of Training and Education

CF: Commandant, US Army Military Police School, Fort Leonard Wood, Missouri 65473-8926

Enclosure 6 DOT&E Letter to AC (Dismissed) to Appendix B Student Status Review Procedures to Advanced Crime Scenes Investigative Techniques Course (ACSITC) Individual Student Assessment Plan (ISAP)



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY MILITARY POLICE SCHOOL
14030 MSCOE LOOP, SUITE 1069
FORT LEONARD WOOD, MISSOURI 65473-8926

ATSJ-TD

DD/MMM/YY

MEMORANDUM FOR Assistant Commandant, US Army Military Police School, Fort Leonard Wood, Missouri 65473-8926

SUBJECT: Student Status Review (SSR) – (Student Rank and Name)

1. The attached Student Status Review is provided for your review.
2. I have taken the following action RE: (Student Rank and Name)
 - The student will be allowed to complete the course in good standing.
 - The student will be recycled into a subsequent course. (Returned to parent unit)
 - I have appointed an SSR Review Board before making my determination.
 - Other: _____
 - I am recommending the student be eliminated from the course and declared a non-graduate.
3. Request you indicate your decision by initialing the appropriate action.
4. POC is the undersigned

FULL NAME
RANK, BRANCH
Director of Training and Education

ATSJ-T

SUBJECT: Student Status Review (Student Rank and Name)

1. If the DOT&E's recommendation is to eliminate the student from the course:

Concur with recommended actions.

Non-concur with recommended actions.

Other directed action. _____.

2. If the DOT&E's decision is to retain the student in the course, the information is provided for situational awareness only.

Information is provided for informational purposes only.

FULL NAME
RANK, BRANCH
Assistant Commandant

Enclosure 7 Student Acknowledgment of Decision to Appendix B Student Status Review Procedures to Advanced Crime Scenes Investigative Techniques Course (ACSITC) Individual Student Assessment Plan (ISAP)



DEPARTMENT OF THE ARMY
US ARMY MILITARY POLICE SCHOOL
14030 MSCOE LOOP, SUITE 1069
FORT LEONARD WOOD, MISSOURI 65473-8926

REPLY TO
ATTENTION OF:

ATSJ-TD

DD MMM YY

MEMORANDUM FOR Chief, MPID, USAMPS, Fort Leonard Wood, Missouri 65473-8929

SUBJECT: Acknowledgement of Student Status Review (SSR) Decision

1. I understand that a SSR has been conducted and a decision to:

- Re-enroll me into a later course has been rendered. (Parent unit is required to enroll student)
- Dismiss me from the course and declared a non-graduate has been rendered.

2. In accordance with the rights explained to me I:

- Intend to appeal the decision to the Assistant Commandant/Commandant.
- I do not intend to appeal this decision.

3. Date/Time Received: _____

FULL NAME
RANK, BRANCH
Student, ACSITC

Student Reclama Procedures

1. A reclama is the means by which students may challenge answers to test questions the student believes to be erroneous.
2. STEP 1. Student submits reclama within one academic day of the test critique to his or her instructor or Course Manager. All reclus must comply with the following procedures:
 - a. A reclama may be either written or typed in accordance with (IAW) enclosure 1 to this Appendix and submitted to the instructor or 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 FM or AR is different from a block of instruction or different instructors give conflicting information).
 - b. Each reclama must clearly state the issue, justify the argument, and provide supporting documents (e.g., regulations, other publications, or class handouts, etc.).
3. STEP 2. Instructor (SME) or Course Manager obtains exact text of questions involved and attaches text to the reclama, safeguards the reclama to ensure academic security, researches the issue, reviews reclama, adds comments as appropriate, signs the document, and submits it to the Chief, MPID Branch within the same date that the reclama was filed.
4. STEP 3. The Chief, MPID Branch will review the reclama and related documents, recommend either approval or disapproval, sign the document, log the reclama, and forward the reclama to the instructor that taught the block of instruction within same date that the reclama was filed.
5. STEP 4. The instructor will review the question listed in the reclama, and then respond back to the Chief, MPID Branch the same day of the filing. The instructor will provide written response to the student(s) to explain reasons for, or against, the reclama.
6. STEP 5. Chief, MPID Branch will retain a copy of the reclama (with response) and forward a copy of the response to the student initiating the reclama. In cases where a question is deemed inaccurate, poorly worded, etc. the Chief, MPID Branch will then coordinate to eliminate or reword the question as appropriate.

Encl
Table 1 Student Reclama Form

APPENDIX D

Responsibilities

1. Commandant, USAMPS:
 - a. Provide the training guidance.
 - b. Provide the overall instruction for implementing the ISAP.
2. Assistant Commandant, USAMPS:
 - a. Ensure the ISAP is properly enforced and serves as the final approving authority for students dismissed from the ACSITC.
 - b. Resolve all SSR appeals.
3. Director of Training and Education:
 - a. Coordinate and implement the ACSITC ISAP.
 - b. Establish and validate the implementation of the ACSITC ISAP.
 - c. Ensure evaluations of course instruction are conducted.
 - d. Ensure course critiques are coordinated and conducted.
 - e. Submit proposed changes to the ACSIT Course.
4. Chief, Individual Training and Education Development Division (ITEDD):
 - a. Develop and maintain the ACSITC Program of Instruction (POI) and coordinate with the Course Manager or Branch Chief.
 - b. Coordinate and submit proposed changes to the ACSITC POI, in accordance with current policy and guidelines.
5. Course Manager or Branch Chief, Military Police Investigations Division (MPID):
 - a. Ensure the ISAP supports the program of instruction.
 - b. Supervise changes to the ISAP IAW Army and TRADOC regulations.
7. Commander, Company B, 701st Military Police Battalion:

Appendix D U.S. Army Military Police School Responsibilities to Advanced Crime Scenes Investigative Techniques Course (ACSITC) Individual Student Assessment Plan (ISAP

- a. Provide all non-academic administrative and logistical support for the students.
- b. Administer discipline.
- c. Coordinate with the Course Manager or Branch Chief, MPID, for allocation in the training schedule for administrative and functional matters.

APPENDIX E

Internal and External Evaluation Plan

1. Internal Evaluation. The evaluation of the ACSITC is a cooperative effort among instructors, faculty advisors, training developers, and staff and faculty development evaluators. Lateral communication among these personnel is authorized to achieve expedient adjustments in curricula, training methods, or media. Major revisions are to be staffed through normal DOT channels.

a. Student feedback surveys are administered to gauge student perception of instructor techniques, media adequacy, practical exercises, testing, and academic support. These surveys may be supplemented with student interviews. End of course critiques are administered and processed by the MSCoE Quality Assurance Office (QAO).

b. The analysis of student performance data and evaluation instruments ensure content validity, criterion validity, and sound test item construction. Test analysis can also provide a measure of student performance under varying instructional techniques. MSCoE DOT has responsibility for all test analysis.

c. The monitoring of academic and administrative attrition rates is one useful technique for discovering problem areas in the ACSITC training system. MDOT is responsible for this data.

2. External Evaluation. The external evaluation of the ACSITC Course graduates is conducted primarily by DOT. Elements of the external evaluation when conducted will include:

a. Postgraduate surveys.

b. Supervisor evaluation surveys.

c. On-site field evaluations.

APPENDIX F

Student Absences

1. 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. ACSITC student class leaders have *no* authority to grant student absences. All requests for absence must be routed through the student's SGL. SGLs must be informed of all student absences.

a. Leaves will be granted by the Commander, B/701st MP BN, after approval by the student's academic chain. Legitimate emergency leave (e.g. family emergency) may be granted by the Commander, B/701st 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. Unforeseen emergencies will be considered for waiver. The Chief, ACSITC, in coordination with the Commander, B /701st MP BN will determine the validity of an emergency.

b. SGLs may excuse up to 4 consecutive academic hours. Students must present a written request documenting the need for an absence. Absences will not be granted during hours when examinations are scheduled except in extreme circumstances.

c. Requests for absence in excess of 4 consecutive hours must be submitted in memorandum format through the SGL to the Chief, ACSITC. All submissions must clearly document a legitimate need for absence.

2. When a student misses 8 or more consecutive hours of instruction or 16 or more cumulative academic hours, the Chief, ACSITC will notify the Chief, MPID, to determine if an SSR will be initiated.

Appendix G U.S. Army Military Police School Physical Fitness to Advanced Crime Scenes Investigative Techniques Course (ACSITC) Individual Student Assessment Plan (ISAP)

APPENDIX G

Physical Fitness

1. References:

- a. AR 350-1, Army Training and Leader Development, 03 August 2007
- b. AR 600-9, The Army Weight Control Program, 27 November 2006
- c. FM 7-22 and Change 1, Physical Fitness Training, 26 October 2012 and 3 May 2013

2. All Army students are required to pass their height and weight screening table or their allowable body fat percentage, IAW AR 600-9, before enrolling in the course.

3. Units of assignment ensure Soldiers attending the ACSITC meet the height and weight standards prescribed in AR 600-9.

Appendix H U.S. Army Military Police School Safety to Advanced Crime Scenes Investigative Techniques Course (ACSITC) Individual Student Assessment Plan (ISAP)

APPENDIX H

Safety

1. References:

- a. AR 385-10, The Army Safety Program, 23 August 2007
- b. AR 385-63, Range Safety, 10 April 2003
- c. FLW Regulation 385-5, Composite Risk Management, 02 May 2007
- d. FLW Regulation 385-10, Safety Program, 31 May 2013

2. ACSITC students will be required to comply with all current safety regulations and instructor safety briefings and guidance. Safety is a key factor in successfully executing training conducted within the ACSITC.

3. The ACSITC course manager will counsel students who commit safety violations.

4. Safety violations may result in elimination from the courses, on a case-by- case basis.

APPENDIX I

Refusal to Train

1. Students must successfully participate in all aspects of the ACSITC training. Students must perform all tasks to the utmost of their abilities.
1. Students who refuse to participate in any aspect of the ACSITC will be considered for elimination IAW Appendix B Para 3c.
2. The Course Manager will initiate an SSR packet on any student refusing to train and forward the packet along with his recommendation to the Branch Chief, IAW Appendix B Para 4 and 5.
3. The Branch Chief will review the packet and determine if the student will be allowed to continue training, or forward the packet through proper channels to the DOT who will determine the student's status, IAW Appendix B Para 4 and 5.

ANNEX C

Test Administrators Guide (TAG)

| TABLE OF CONTENTS | |
|-------------------------------------------|------------|
| Title | Page |
| Directions to the Test Administrator | C-2 to C-4 |
| Instructions to Students | C-4 to C-6 |
| Scoring, Retest, and Academic Failure | C-6 |
| Directions for Student Reclama Procedures | C-6 |
| Student Elimination Procedures | C-6 to C-7 |
| Test Administrators Checklist | C-8 to C-9 |

ANNEX C

Test Administrators Guide (TAG)

DIRECTIONS TO THE TEST ADMINISTRATOR

General Instructions

-
1. The tests used in this course are performance and performance based (multiple-choice) tests. The test is critical. For performance tests, administer the test IAW the lesson plan. Students who fail to achieve a score of 70 percent or higher on the initial end-of-course test will be retrained and retested.
 2. This TAG provides general guidance on conducting before, during, and after test administration for the performance based tests. Test site setup may require modifications to accommodate local conditions.

Duties before the test period

-
1. Obtain and inspect the test materials and ensure that sufficient numbers of tests, answer sheets, special materials, scratch paper, pencils, and other testing materials, are on hand. You are responsible for **TEST SECURITY** IAW local SOP.
 2. Ensure sufficient space is available for the students to work comfortably with their test materials. The testing room must have adequate lighting, ventilation, and be free of excessive noise.
 3. Place all testing materials, except the tests, at each desk.
 4. On an upper corner of the chalkboard, place the course and class number, date, test title, test number (**067900**) Version A or (**068000**) Version B. Show the students where to place their rank and name.
 5. Elsewhere on the chalkboard, place:

TIME START _____
(HRS/MIN)

TIME STOP _____
(HRS/MIN)

TIME REMAINING _____
(HRS/MIN)

TIME AS OF _____
(HRS/MIN)

Duties during the test period

-
1. After the students have arrived and have been seated, have them clear their desktops and turn off their cell phones and beepers. Issue a test to each student. You must ensure the **CORRECT** versions of the tests are issued to the students. Then tell the students the following:

"PLEASE DO NOT OPEN THE TEST UNTIL I INSTRUCT YOU TO DO SO. I WILL TALK YOU THROUGH THE INSTRUCTIONS."

2. After issuing the tests, brief the students on test site procedures. Read, verbatim, to the students the **"INSTRUCTIONS TO STUDENTS."** Ensure TAG checklist is followed before, during, and after the test.

ANNEX C

Test Administrators Guide (TAG)

3. Record the "TIME START" and "TIME STOP" on the chalkboard. Update the "TIME REMAINING" when half of the test period has elapsed, announce the following: "ATTENTION. YOU HAVE 120 MINUTES OR TWO HOURS IN WHICH TO FINISH YOUR TEST." Give a similar warning when there are 15, then five minutes remaining.
4. Continuously monitor the students. Maintain classroom discipline.
5. Unauthorized personnel will NOT be permitted to enter the testing area. Cell phones will be turned off while the test is being administered. Other recording devices will not be allowed in the testing area. Student's identity must be verified by the Proctor prior to taking the test.

Duties during the test period (continued)

6. Students, after consulting with you, are allowed to leave the test room one at a time to use the latrine or as you deem necessary. You will collect the student's test materials before allowing the student to leave the room.
7. You may answer questions of an administrative nature concerning test procedures. Technical questions about a specific test question should be answered with: "I CANNOT HELP YOU WITH THAT QUESTION, DO THE BEST YOU CAN."
8. Do NOT grade tests while students are in the classroom.
9. At the end of the test period, instruct students to STOP and close their test booklets.

Duties after the test period

1. When finished with the test, each student should turn in to you all testing materials (including scratch paper).
2. Inventory the materials for completeness and accountability. Ensure that all tests are in numerical order.
3. Inspect the test answer sheets to ensure the following:
 - a. Ensure that all identifying information blocks have been filled in correctly. [Pay particular attention to the markings of SSN and TEST NUMBER.]
 - b. Ensure that all erasures are clean and thorough.
 - c. Ensure that no stray marks are on the Automated Instructional Management System (AIMS) answer sheet.
4. When satisfied that the above actions have been accomplished, dismiss the students and inform them of the time and location of the test review.
5. Hand-carry all answer sheets to the **Test Control Officer** for grading. The Test Office representative will notify you when the grading is completed and ready for

ANNEX C

Test Administrators Guide (TAG)

pickup. [These procedures may differ depending on your SOP.]

6. Turn-in all test materials to the Test Control Officer immediately after the test review if there are no retests.
7. If there are any questions on Student Reclamas or reclama procedures, refer them to their instructor.
8. Conduct the mandatory test review after each test. The purpose of the test review is to clarify, emphasize, or reinforce learning in the weak areas.
9. To conduct a proper test review:
 - a. Have all students clear their desks of any personal material, writing, and recording items.
 - b. Discuss and give the correct answer to every question that at least one student misses on the test.
 - c. Capture all the student's comments that can be used to improve the test or instruction. Share them with the Training and Test developers.

INSTRUCTIONS TO STUDENTS

[NOTE: READ THE FOLLOWING VERBATIM.]

Student Instructions

1. Please DO NOT open the test until I tell you to do so. I will talk you through the instructions.
2. Turn off all pagers or beepers. Put away and turn off all cell phones.
3. If you are unable to take the test because you are mentally or physically unable, report to the Proctor for further instructions.
4. You should have in your possession a #2 pencil, a copy of the test, an AIMS answer sheet, and any classroom reference materials you will need to take this test.
5. Use the #2 pencil only. DO NOT use ink or ball point pen.
6. On the answer sheet, print your name, (LAST, FIRST, MI), rank, SSN, course and class number, and date in their corresponding spaces. In the line that reads "Test Title" and "Test Version," print the test title and the test version letter that is located on the cover sheet of the test. [Or, you could give them the title and versions (letter) to enter or, refer them to the test title and version you have written on the board].
7. In the upper right corner of the student AIMS answer sheet, print the three-digit bolded portion of the test folder number that is located on the label on the cover of the test folder.

ANNEX C

Test Administrators Guide (TAG)

8. Mark only one correct response for each question on the answer sheet. Shade the number that corresponds with your response. When more than one response appears to be correct, choose the response that best answers the question. Multiple responses per question will be interpreted as a blank response and graded as an incorrect response. Your grade is based on the number of correct responses. There is no penalty for guessing.
9. Do not write above the black registration marks on the left side of the student answer sheet or around the two black squares at the top of the student AIMS answer sheet.
10. What are your questions on how to fill out the AIMS answer sheet, or how to indicate your responses on the AIMS answer sheet?
11. Page check your test; there should be a Title or Cover page and pages ___ through ___. Check to ensure you have Exam version ___ (exam versions A or B are indicated in the top, right corner of each page.). The questions are numbered 1 through __. Ensure your test materials have not been defaced.
12. DO NOT make any marks on the test. After completing the test, check your test and erase any stray pencil marks.
13. This is an open book test. You will be allowed to use YOUR references and/or class notes.
14. You may leave the room to go to the latrine or for other circumstances I deem appropriate. You must receive permission from me by raising your hand. You will NOT take anything with you when you leave the room. Close your test with your AIMS answer sheet inside and drop it off with me once you have permission to leave.
15. If you must leave the room for a reason other than what I have stated above, your test will be terminated and you will retest later.
16. You must not ask for nor accept assistance from another student. You must not give, or offer to give, help of any sort to another student. If you are observed using or attempting to acquire unauthorized material or assistance, your test and AIMS answer sheet will be collected; your test will be terminated; and you will be subject to administrative or disciplinary action IAW Army Regulations 350-1, 350-6, and the course ISAP.

**Student
Instructions
(continued)**

-
17. If you have any questions during the test, raise your hand and I will come to you. I will be able to answer only general administrative questions about the test. Remain seated throughout the test.
 18. You will have **two** hours to complete the test. When one-half of the test period has elapsed, I will inform you of the time remaining. I will give a similar warning 15 and 5 minutes before the end of the testing period.
 19. When you have completed the test, check your AIMS answer sheet to ensure that
-

ANNEX C

Test Administrators Guide (TAG)

you have selected a response for each question. Turn in all test material to me and quietly gather your personal effects and leave the room. You may NOT reenter the room until the test has been completed. **DO NOT** discuss this test with students from other classes.

20. You must achieve a score of 70 percent to pass this test.
21. A test review will be conducted in **(location)** at **(time)**. During the test review you may NOT have any personal material, i.e., paper, books, pencils or pens, cell phones (turned off), pagers, beepers, etc., on your desk. You may NOT make a record of your test answers in any format.
22. You will get your test results after the answer sheets have been graded.
23. You may submit a student reclama after the tests have been graded. The procedure is explained in your ISAP. If you have any questions about student reclamation, see your instructor.
24. Are there any questions about the test instructions? **BEGIN**

Scoring, Retest, and Academic Failure Procedures

1. Scoring. Grade all students IAW test answer keys.
2. Retest. USAMPS may administer one retest after remedial training. If you used Version "A" for the initial test, you will be issued Version "B" for the retest and vice-versa.
3. Academic failures. Refer to your ISAP and (AR 350-1 and TRADOC Reg 350-10).

Reclama Procedures

1. A student may initiate a reclama whenever there is a disagreement on whether or not a test item is valid. The student must submit a written reclama prior to the close of business after the test review.
2. The following steps constitute the flow process for academic reclamation:
 - a. The students will submit the written reclamation to the instructor. Reclamations need not be typed, but should clearly and concisely state the issues and justifying arguments. An informal memorandum will be used, and any documents required to support the reclama must be attached.
 - b. The instructor will forward the reclama to the instructor or course manager.
 - c. The instructor or course manager will make a decision on the reclama and notify the student of his or her decision within the same day after consultation between instructor and Course Manager.

Student Elimination

1. **REFERENCE:** AR 350-1, Army Training and Leader Development, Rapid Action Revision *(RAR) 4 August 2011.
-

ANNEX C

Test Administrators Guide (TAG)

2. **PURPOSE:** To establish procedures for the dismissal of students.
 3. **CAUSE:** A student may be involuntarily eliminated from the course prior to graduation for any of the following reasons:
 - a. Violations of UCMJ.
 - b. Failure to meet academic standards.
 - c. Violations of the Honor Code.
 4. **PROCEDURE:** Student Dismissal
 - a. Apply the following dismissal procedures for motivational, disciplinary, or academic reasons:
 - (1) The training supervisor will notify the student in writing of the proposed action, the basis for the action, the consequences of disenrollment, and the right to appeal. The supervisor will advise the student to submit any appeal within the duty day after receipt of the written notification of the dismissal action. Submit appeals to the Director of Training and Education (DOT&E).
 - (2) The student will acknowledge by endorsement within 1 duty day receipt of the written notification of dismissal action. The endorsement must indicate whether or not the student intends to appeal the dismissal action.
 - b. Forward appeals to the DOT&E, who will refer the proposed action and the appeal to the Judge Advocate to determine legal sufficiency of the dismissal decision. All appellate actions will become part of the student's case file. Commandants and Commanders will make their final decision on dismissals after considering the supporting Staff Judge Advocate's recommendations. In cases where a Judge Advocate is not available, the DOT&E will forward appeals to the Commander who has General Court Martial Convening Authority (GCMCA) for review and final decision.
 - c. Students who elect to appeal will remain actively enrolled in the course pending disposition of their appeals.
-

ANNEX C

Test Administrators Guide (TAG)

TEST ADMINISTRATORS CHECKLIST

- | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1. Were #2 pencils issued to students? | YES | NO |
| 2. Did the Test Administrator read instructions verbatim? | YES | NO |
| 3. Did the administrator instruct students how to enter correct name, social security number, test number, test booklet, version, course and class info, and any other special codes on the answer sheet? | YES | NO |
| 4. Did the administrator instruct students to mark only one correct answer for each question? | YES | NO |
| 5. Did the administrator instruct students how to mark answers on the answer sheet? | YES | NO |
| 6. Did the administrator do a page check and question check with the students? | YES | NO |
| 7. Did the administrator instruct the students NOT to make any stray marks on the test booklets? | YES | NO |
| 8. Did the administrator instruct students on the procedures and consequences of leaving the room prior to completion of the test? | YES | NO |
| 9. Did the administrator instruct students concerning the use of reference materials and test aids? | YES | NO |
| 10. Did the administrator inform students they may NOT seek or accept assistance from other students; may NOT give, offer, or in any way help other students; and will be subject to disciplinary action? | YES | NO |
| 11. Did the administrator inform students of the minimum passing score? | YES | NO |
| 12. Did the administrator inform students of the time allotted for the test? | YES | NO |
| 13. Did the administrator explain procedures for turning in test materials? | YES | NO |
| 14. Did the administrator inform students where and when the test review would be conducted? | YES | NO |
| 15. Did the administrator inform students how and when test results would be available? | YES | NO |
| 16. Did the administrator ask if there were any questions before starting the test? | YES | NO |
| 17. Did the administrator issue the order to "turn the page and begin the test?" | YES | NO |
| 18. About 15 and 5 minutes before the end of the test period did the administrator announce the remaining time to take the test? | YES | NO |
| 19. After the test, did the administrator correctly account for all test material? | YES | NO |

ANNEX C

Test Administrators Guide (TAG)

TEST ADMINISTRATORS CHECKLIST

20. After the test, did the administrator verify that all answers were properly filled-in by the students? YES NO

ANNEX D

Master Reference List (Required References)

| Number | Title | Date | Required Student References |
|--------------------|------------------------------------------------------------------------------------------|-------------|-----------------------------|
| AR 195-5 | Evidence Procedures | 22 Feb 2013 | Yes |
| FM 3-19.13 | Law Enforcement Investigations | 10 Jan 2005 | Yes |
| AR 195-2 | Criminal Investigation Activities RAR 001, 07/08/2010, RAR 002, 09/06/2011 | 30 Oct 1985 | Yes |
| STP 19-31D24-SM-TG | Soldier's Manual and training guide; MOS 31D, US Army CID Special Agent Skill Levels 2-4 | 17 Jun 2008 | Yes |
| CIDR 195-1 | Criminal Investigation Operational Procedures, Version 9 | 6 Jan 2012 | Yes |
| CIDP 195-10 | Crime Scene Handbook | 30 Jun 1999 | Yes |

NOTE: The Required Student References are a MUST HAVE minimum requirement.

Annex F U.S. Army Military Police School Lesson Plan List to Advanced Crime Scenes Investigative Techniques Course (ACSITC) Individual Student Assessment Plan (ISAP)

ANNEX F

ACSITC Lesson Plan List

| <u>PFN</u> | <u>TITLE</u> |
|------------|--------------------------------------------------------------------------|
| 1 | 191-9400 In-Processing |
| 2 | 191-9401 Out-Processing |
| 3 | 191-9402 Graduation |
| 4 | 191-9403 End Of Course Evaluation |
| 5 | 191-9411 Psychological Profiling Issues |
| 6 | 191-9414 Advanced Techniques of Lifting Fingerprints or Impressions |
| 7 | 191-9415 Advanced Techniques of Collecting Trace Evidence |
| 8 | 191-9416 Collect Serological Evidence |
| 9 | 191-9418 Collect Entomology/Botany Evidence |
| 10 | 191-9423 Employ Blood Reagent Techniques |
| 11 | 191-9427 Blood Spatter Analysis |
| 12 | 191-9431 Advance Techniques in Human Remains Recovery and Identification |
| 13 | 191-9433 Advanced Techniques of Collecting Patent Evidence |
| 14 | 191-9435 Process Arson Evidence Utilizing Advance Methods |
| 15 | 191-9436 Determine Ballistic Trajectory |
| 16 | 191-9437 Investigative Photography |