COURSE: 243-35F10 (POI V6)

COURSE TITLE: Intelligence Analyst Course

APPROVAL DATE: 13 April 2015

IMPLEMENTATION DATE: 13 April 2015

APPROVAL AUTHORITY: Commander, 305th MI Battalion
111th MI Brigade
Fort Huachuca, Arizona 85613-7002

SUPPRESSION INFO: This ISAP Supersedes All Previous Versions

PROPOSENT SCHOOL: US Army Intelligence Center & Fort Huachuca
Fort Huachuca, AZ 85613-7002
1. References.

a. ALARACT Message 113/2012, AR 40-501, Standards of Medical Fitness and AR 600-9, THE ARMY BODY COMPOSITION PROGRAM
b. AR 25-2, Information Assurance Rapid Action Revision, 23 MAR 2009
c. AR 350-1, Army Training and Leader Development, Rapid Action Revision, August 2014
d. AR 380-5, Department of the Army Information Security Program, 29 September 2000
e. AR 40-501, Standards of Medical Fitness, Rapid Action Revision, 4 August 2011
f. AR 600-9, The Army Body Composition Program, 28 June 2013
g. AR 600-8-19, Enlisted Promotions and Reductions, 27 December 2011
h. AR 623-3, (C1) Evaluation Reporting System, 31 MAR 2014
i. DA Pam 623-3, Evaluation Reporting System, 31 MAR 2014
j. DOD Directive 5500.7, Standards of Conduct, 7 November 2007
k. ADRP 6-22, Army Leadership, August 2012
l. FM 7-22 Army Physical Readiness Training, 26 October 2012
m. FM 7-22.7, The Army Noncommissioned Officer Guide, December 2002
n. Fort Huachuca Memorandum 600-8, 13 January 2010
o. TRADOC 350-6, dated 7 NOV 2013
p. TRADOC 350-18, The Army School System, 21 July 2010
q. TRADOC 350-70, dated 6 December 2011

2. Purpose and Scope.

a. This ISAP establishes student responsibilities and course requirements for the 243-35F10, Intelligence Analyst Course. This ISAP applies to both Initial Military Training (IMT) and MOS-T students attending the resident 243-35F10, Intelligence Analyst Course.

b. This ISAP identifies all graduation requirements such as: academic and performance standards, general standards (AR 350-1, TR 350-6, AR 600-9, etc.), command directed requirements, counseling, retraining, re-testing, recycle, relief from course, grievances, and redress procedures.

c. The purpose of this course is to train, evaluate and certify Soldiers in selected skill level one 35F MOS related tasks.

d. For those students who enroll, Cochise Community College, Sierra Vista, Arizona will be awarding 30 college credit hours at completion of this course.

e. This ISAP is punitive. Violations of this ISAP are punishable under Article 92, Uniform Code of Military Justice (UCMJ), as a violation of a lawful regulation.

3. Course Assessment Plan. All student assessments are performance based. A detailed ratings explanation of the DA 1059, Academic Evaluation Report (AER), for all Soldiers requiring a DA 1059 (IAW AR 623-3), is found in paragraph 7 of this ISAP. Each assessment type is
outlined below showing the required Performance Objectives assessed and the minimum standards for success. For purposes of this ISAP examinations and graded PEs are both classroom evaluations and used for assessment.

<table>
<thead>
<tr>
<th>Module/PFN</th>
<th>Assessment</th>
<th>Task</th>
<th>Performance Objective</th>
<th>Standard</th>
<th>DA 1059 Block</th>
</tr>
</thead>
</table>
| Module A  | RWB: Research, Writing, and Briefing PFN: 35F1A02L | Hands-on/Performance based with Rubrics | 301-35F-1255 | 1. Prepare a written paper  
2. Prepare a slide presentation  
3. Deliver an oral briefing | 3 of 5 | 12 a, b, c, d,e |
| Module B  | IPB 1: Describe Characteristics of the Operational Environment PFN: 35F1B01L | Hands-on/Performance based with Rubrics | 301-35F-1251 | 1. Depict AO, AI, AOI  
2. Determine gaps and discrepancies and create RFIs | 3 of 5 | 12 c, d, |
| IPB 2: Describe Environmental Effects on Operations PFN: 35F1B02L | Hands-on/Performance based with Rubrics | 301-35F-1252 | 1. Determine effects from weather on O&I  
2. Build MCOO  
3. Draft para 2 of Intel Estimate | 3 of 5 | 12 c, d, |
| IPB 3: Analyze Threat Model Elements/Distinguish Targets PFN: 35F1B03L | Hands-on/Performance based with Rubrics | 301-35F-1253  
301-35F-1256 | 1. Develop Battalion adversary Threat Model  
2. Identify and develop TIP on HVI  
3. Draft para 3-4 of Intel Estimate | 3 of 5 | 12 c, d, |
| IPB 4: Determine Threat Courses of Action PFN: 35F1B04L | Hands-on/Performance based with Rubrics | 301-35F-1458 | 1. Identify, evaluate, and prioritize Threat Courses of Action  
2. Develop Situation Templates, Event Template, and Event Matrix  
3. Draft para 5 of Intel Estimate | 3 of 5 | 12 c, d, |

Module C (CAPSTONE STX) Intelligence Analyst Operations CAPSTONE 35F1C01X | Hands-on/Performance based with Rubrics | All Resident Trained Critical Tasks | 1. Actively participate as an Intelligence Analyst in a TOC  
2. Prepare intelligence products for the duty position assigned  
3. Brief | Go/No Go | 12 c, d |

**Warrior Tasks**

| SHOOT | Hands-on/Performance based | 071-COM-0032  
071-COM-0029  
071-COM-0028  
071-COM-0027  
071-COM-0033 | Maintain an M16 Rifle/M4 Carbine  
Perform a Function Check on M16/M4  
Load an M16/M4  
Unload an M16/M4  
Correct Malfunctions on an M16/M4 | GO-NOGO  
GO-NOGO  
GO-NOGO  
GO-NOGO  
GO-NOGO |

| MOVE | Hands-on/Performance based | 071-COM-0501  
071-COM-1001  
071-COM-1006  
071-COM-0541 | Move as a Member of a Team  
Identify Terrain Features on a Map  
Navigate between points dismounted  
Perform exterior Movement Techniques during an Urban Operation | GO-NOGO  
GO-NOGO  
GO-NOGO  
GO-NOGO |

| COMMUNICATE | Hands-on/Performance based | 113-571-1022  
061-COM-0101  
171-COM-4079  
171-COM-4080 | Perform Voice Communications  
Request Medical Evac (MEDEVAC)  
Send a Situation Report (SITREPO)  
Send a Spot Report (SPOTREP) | GO-NOGO  
GO-NOGO  
GO-NOGO  
GO-NOGO |

| SURVIVE | Hands-on/Performance based | 061-COM-1001  
061-COM-1003  
061-COM-1005  
061-COM-1023  
061-COM-1032  
061-COM-1046  
061-COM-1007 | Evaluate a Casualty  
Perform First Aid to Clear an Object Stuck in the Throat  
Perform First Aid (Control Shock)  
Perform First Aid (Restore Breathing/Pulse)  
Perform First Aid (Bleed/Sev Extremity)  
Transport a Casualty  
Perform First Aid (Burns) | GO-NOGO  
GO-NOGO  
GO-NOGO  
GO-NOGO  
GO-NOGO  
GO-NOGO  
GO-NOGO |
| 301-371-1000 | Report Intelligence Information | GO-NOGO |
| 301-348-1050 | Report Information of Potential Intelligence Value | GO-NOGO |

**ADAPT**

| Hands-on/Performance Based | 171-COM-0011 | Employ levels of force confronting civilians | GO-NOGO |
| 181-105-1001 | Conduct Ops IAW Law of War | GO-NOGO |
| 191-376-4114 | Control Entry to and From a restricted Area | GO-NOGO |
| 071-COM-0801 | Challenge persons entering your area | GO-NOGO |
| 191-376-5148 | Search an Individual | GO-NOGO |
| 301-CAT-1001 | See Yourself Culturally | GO-NOGO |
| 191-376-5216 | Search a vehicle for Explosive Devices | GO-NOGO |

**Battle Drills**

**React to Contact**

| Hands-on/Performance Based | 071-410-0002 | React to Direct Fire While Mounted (Repeat) | GO-NOGO |
| 071-COM-0513 | Select Temporary Fighting Position (Repeat) | GO-NOGO |
| 071-100-0030 | Engage Targets with an M16-Series Rifle/M4 series Carbine | GO-NOGO |
| 071-326-0608 | Use Visual Signals Techniques (Repeat) | GO-NOGO |
| 071-COM-0502 | Move Under Direct Fire (Repeat) | GO-NOGO |
| 071-COM-0510 | React to Indirect Fire While Dismounted (if applicable) (Repeat) | GO-NOGO |
| 071-326-3002 | React to Indirect Fire Mounted (if applicable) (Repeat) | GO-NOGO |
| 113-571-1022 | Perform Voice Communications (Repeat) | GO-NOGO |
| 071-COM-0501 | Move as a Member of a Team (Repeat) | GO-NOGO |

**Establish Security**

| 071-COM-0513 | Select Fighting Positions (Repeat) | GO-NOGO |
| 113-571-1022 | Perform Voice Communications (Repeat) | GO-NOGO |
| 071-COM-0801 | Challenge Persons Entering Your Area | GO-NOGO |
| 071-COM-1004 | Perform Duty as Guard | GO-NOGO |
| 191-376-4114 | Control Access to a Military Installation | GO-NOGO |
| 071-326-0608 | Use Visual Signaling Techniques (Repeat) | GO-NOGO |

**Evacuate a Casualty**

| 081-COM-0101 | Request Medical Evacuation (Repeat) | GO-NOGO |
| 081-COM-1001 | Evacuate a Casualty (Tactical Combat Casualty Care) | GO-NOGO |
| 081-COM-1003 | Perform First Aid to Clear an Object Stuck in the Throat of a Conscious Casualty (Repeat) | GO-NOGO |
| 081-COM-1005 | Perform First Aid to Prevent Control Shock (Repeat) | GO-NOGO |
| 081-COM-1023 | Perform First Aid to Restore Breathing and/or Pulse (Repeat) | GO-NOGO |
| 081-COM-1032 | Perform First Aid for Bleeding of an Extremity (Repeat) | GO-NOGO |
| 081-831-1051 | Transport a Casualty Mounted using a Military Vehicle (Repeat) | GO-NOGO |
| 081-COM-1046 | Transport a Casualty (Repeat) | GO-NOGO |
| 113-571-1022 | Perform Voice Communications (Repeat) | GO-NOGO |

**React To Ambush (Near/Far)**

| 052-192-1271 | Identify Visual Indicators of an IED (Repeat) | GO-NOGO |
| 052-192-3261 | React to an IED Attack (Repeat) | GO-NOGO |
| 071-COM-0006 | React-to-man-to-man contact (Repeat) | GO-NOGO |
| 071-COM-0030 | Engage Target with M4/M16 Rifle (Repeat) | GO-NOGO |
| 071-COM-0501 | Move as a member of a team (Repeat) | GO-NOGO |
| 071-COM-0502 | Move under direct fire (Repeat) | GO-NOGO |
| 071-326-0513 | Select Temporary Fighting Position (Repeat) | GO-NOGO |
| 071-326-0608 | Use Visual Signaling Techniques (Repeat) | GO-NOGO |
| 113-571-1022 | Perform Voice Communications (Repeat) | GO-NOGO |

**React to Indirect Fire**

<p>| 071-COM-0510 | React to Indirect Fire Dismounted (Repeat) | GO-NOGO |
| 071-326-0608 | Use visual Signaling Techniques (Repeat) | GO-NOGO |
| 113-571-1022 | Perform voice Communications (Repeat) | GO-NOGO |
| 071-COM-0501 | Move as a member of a team (Repeat) | GO-NOGO |</p>
<table>
<thead>
<tr>
<th>Course</th>
<th>Type</th>
<th>Activity Details</th>
<th>Required Hours</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR 350-6</td>
<td>Field Training</td>
<td>Conduct culminating FTX</td>
<td>12 c, d</td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>MI History</td>
<td>Knowledge Based</td>
<td>Branch history/1 hour</td>
<td></td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>MI Museum</td>
<td>Knowledge Based</td>
<td>Museum (branch related)/2hours</td>
<td></td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>Army Values/Warrior</td>
<td>Knowledge Based</td>
<td>Army Values/1 hour</td>
<td></td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>Ethos</td>
<td>Knowledge/Pactical Application Based</td>
<td>Manage personal Finances/8 Hours</td>
<td></td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>Resilience</td>
<td>Knowledge Based</td>
<td>Resilience</td>
<td></td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>UCMJ</td>
<td>Knowledge Based</td>
<td>Comply with UCMJ/1 hour</td>
<td></td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>SHARP</td>
<td>Knowledge Based</td>
<td>Sexual Harassment and Assault Prevention Response (SHARP)/2hours</td>
<td></td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>AR 350-1</td>
<td>Antiterrorism</td>
<td>Antiterrorism Training (AR 525-13)</td>
<td></td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>APFT</td>
<td>Performance Based</td>
<td>Army physical fitness training (AR 350-1)</td>
<td></td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>Army Substance</td>
<td>Knowledge based</td>
<td>Army Substance Abuse Program (AR 600-85)</td>
<td></td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>Abuse Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suicide Prevention</td>
<td>Knowledge Based</td>
<td>Army Suicide Prevention Program (AR 600-83)</td>
<td></td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>Traffic Safety</td>
<td>Knowledge based</td>
<td>Army Traffic Safety Training Program</td>
<td></td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>Composite Risk</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mgmt</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cultural Awareness</td>
<td>Knowledge Based</td>
<td>Cultural Awareness Training (AR 350-1 Chapter 8)</td>
<td></td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>Electronic Warfare</td>
<td>Knowledge Based</td>
<td>Electronic Warfare Training (AR 350-1)</td>
<td></td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>Enlisted PME</td>
<td>Knowledge Based</td>
<td>Enlisted PME Policy JCJSI 1805.01</td>
<td></td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>Equal Opportunity</td>
<td>Knowledge Based</td>
<td>Equal Opportunity Program (AR 600-20)</td>
<td></td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>Fraternization</td>
<td>Knowledge Based</td>
<td>Fraternization (AR 600-20)</td>
<td></td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>Preventive Med</td>
<td>Knowledge Based</td>
<td>AR 350-1 Table G-2</td>
<td>Health Promotion (Preventive Medicine (AR 600-63))</td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------</td>
<td>-------------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Law of War/Detainee Ops</td>
<td>Knowledge Based</td>
<td>AR 350-1 Table G-2</td>
<td>Law of War Detainee Ops (DODD 2311.01E)</td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>Military Justice</td>
<td>Knowledge Based</td>
<td>AR 350-1 Table G-2</td>
<td>Military Justice (AR 600-100)</td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>Combatives</td>
<td>Hands-on Performance Based</td>
<td>AR 350-1 Table G-2</td>
<td>Modern Army Combatives Program</td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>Occupational/Environmental Health</td>
<td>Knowledge Based</td>
<td>AR 350-1 Table G-2</td>
<td>Occupational Environment Health (Combat Stress)</td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>OPSEC</td>
<td>Knowledge Based</td>
<td>AR 350-1 Table G-2</td>
<td>Operations Security (OPSEC) (AR 530-1)</td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>Personnel Recovery</td>
<td>Hands-on Performance Based</td>
<td>AR 350-1 Table G-2</td>
<td>Personnel Recovery ([AR 350-1)]</td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>PMCS</td>
<td>Knowledge Based</td>
<td>AR 350-1 Table G-2</td>
<td>Preventive Maintenance Checks and Services (PMCS) (AR 750-1)</td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>SHARP</td>
<td>Knowledge Based</td>
<td>AR 350-1 Table G-2</td>
<td>Prevention of Sexual Harassment (AR600-20)</td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>Public Affairs/Media Awareness</td>
<td>Knowledge Based</td>
<td>AR 350-1 Table G-2</td>
<td>Public affairs program/Media Awareness ([AR 360-1)]</td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>Resiliency Trng</td>
<td>Knowledge Based</td>
<td>AR 350-1 Table G-2</td>
<td>Resilience Training ([<a href="https://www.us.army.mil/suite/page/442200">https://www.us.army.mil/suite/page/442200</a>)]</td>
<td>GO-NOGO</td>
</tr>
<tr>
<td>SAEDA</td>
<td>Knowledge Based</td>
<td>AR 350-1 Table G-2</td>
<td>Subversion And Espionage Directed Against the Army (SAEDA) (AR 600-20)</td>
<td>GO-NOGO</td>
</tr>
</tbody>
</table>

**TRADOC**

| DATE | Hands-on/Performance based with Rubrics | Command Directed | (1) Apply the process of IPB to DATE Operational Environment situations throughout the course to include the Capstone STX | 12 a, b, c, e |
| Leadership | Performance Based | Command Directed | (2) Students will rotate through student leadership potions as well as coached and mentored by the Platoon Sergeants and Instructors | GO-NOGO |
| Critical Thinking | Hands-on/Performance based with Rubrics | Command Directed | (3) Apply critical thinking concepts to Intelligence analysis, the feedback received from the instructors will be using the critical thinking universal standards. | GO-NOGO PFN 35F1C01X |
| Cyber | Knowledge Based | Command Directed | (4) Identify Cyber capabilities in an operational theater. | GO-NOGO PFN 35F1C01X |

**USAICOE/111TH**

| Analytic Tradecraft | Hands-on/Performance based with Rubrics | Command Directed | (1) Apply Analytic tradecraft while performing Intelligence Analysis during the Situational Training Exercise (STX). | Go-NOGO PFN 35F1C01X |
| ISR | Hands-on/Performance based | Command Directed | (2) Track RFIs. | Go-NOGO PFN 35F1B01L |
4. General Standards.

a. **Standards of Conduct.** Students must conduct themselves in the manner expected of any Soldier, in keeping with the Army Values. This includes demonstrating law-abiding personal conduct and behavior, both on and off duty. The 305th Battalion Commander may relieve students from the course for any conduct or behavior that violates any local, state, or federal law (including the Uniform Code of Military Justice), or for any conduct or behavior, that violates any DOD, Army, or local regulation or policy. This includes integrity (i.e. cheating/plagiarism) and fraternization issues (AR 600-20 and TR 350-6). See paragraph 5 below, for more information regarding relief actions.

b. **Standards of Responsibility and Accountability.** Students will properly maintain and secure all government issued equipment and weapons. Loss or damage to any government issued equipment and/or weapons may result in a Financial Liability Investigation of Property Loss or an AR 15-6 Investigation. If the student is found to be at fault, the actions could result in financial liability, adverse administrative, non-judicial or UCMJ action, and possible relief from the course. Students are responsible for securing their personal property IAW barracks standard operating procedures (SOP).

c. **The Army Physical Fitness Test (APFT) and Weight Control.** AR 350-1, AR 600-9, AR 635-200 and AR 40-501, Paragraphs 7-9 will govern policies regarding pregnant Soldiers.

   (1) Students must pass a record APFT IAW TR 350-6, or they will not graduate. Upon admittance to the course, the student will be given a record APFT in week 11. Failure of the record APFT will result in immediate counseling as to the severity of the failure to meet US Army standards and required attendance at Company Remedial PT. The student will re-take the APFT no earlier than seven calendar days after initial record failure and counseling. Per TR 350-6, a 2nd failure of the record APFT could result in chapter or recycle for failure to meet APFT standards. A MOS-T student will receive an adverse Academic Evaluation Report (AER) (failed to achieve course standards) indicating the student is a non-graduate because of failure to meet physical fitness standards.

   (2) IMT students receiving profiles after enrollment in the course are evaluated by the Company Commander for continued enrollment. Students unable to meet minimum graduation requirements are referred to the 305th MI Battalion Commander for action and final disposition.

   (3) IAW TR 350-6, AR 600-9, MOS-T students must meet prescribed weight standards of AR 600-9 prior to enrollment. If MOS-T (TDY and return) students do not meet height/weight standards, they will not be enrolled and will return to present duty station. MOS-T
(TDY enroute) will be reassigned by the original branch manager. IMT Soldiers with less than six months (180 days) are exempt from AR 600-9; however, Soldiers with six months (180 days) or more of active service, who exceed body fat standards, will be flagged. Any military student who begins the course meeting the standards of AR 600-9 and then fails to meet the standards during the course will continue the course but will be flagged and placed on the weight control program. The student must make satisfactory progress in the program or face further action as outlined in AR 600-9.

d. **Academic Probation.** Students failing an examination or demonstrating poor academic performance will automatically be placed on Academic Probation. Students will be removed from academic probation once they pass a re-examination and the next module/phase examination with a first time “GO”. Instructors will formally counsel all students who fail an exam and inform them of Academic Probation and mandatory remedial training. The counseling session will outline the appropriate actions to follow. If a student is placed on academic probation, they will have all phase privileges revoked.

e. **Academic Retraining/Retesting.** Initial failures will result in retraining and one reexamination. As an exception to policy, the 305th MI Bn Commander, or his/her designated representative may, when extraordinary circumstances are present, allow a student a second retest (third test). Such extraordinary circumstances must clearly demonstrate that the Soldier's performance deserves an additional test. The burden of proof falls on the Soldier. The training Committee Chief or Non-Commissioned Officer in Charge (NCOIC) will coordinate the reexamination dates and schedules for all evaluation reexaminations.

5. **Student Recycle and Relief.**

a. **Recycle.** There are two types of recycls. These types are Academic (classroom evaluations) and Administrative (non-academic). A recycle refers to being removed from class and being placed into a later class at an earlier point in the instruction cycle.

   (1) **Academic:** An academic recycle will occur if a student fails a retest IAW TR 350-18. The approval authority for all academic recycls will be the Battalion Commander. The Commander's decision will take into consideration the recommendation of the instructor, Committee Chief, and NCOIC.

   (2) An academic recycle or relief can occur if a student fails any retest, or fails the Intelligence Analyst Operations CAPSTONE module on initial testing. The Company Commander considers, on a case-by-case basis, any recycle action(s) for students who fail to achieve course standards.

   (3) **Administrative:** An administrative recycle may occur if a student does not comply with established assessment criteria other than academic performance. The Battalion Commander, with course administration responsibility, will consider, on a case-by-case basis, any recycle action(s).

   a. Missed classroom time: A student will be considered for administrative recycle if they miss four consecutive academic hours or seven and a half total academic hours during any testable block of instruction. If the student makes up the training at Study hall,
and an instructor documents this on a DA 4856, the time the student made up may be deducted from the time missed.

b. Record APFT failure: A student will be considered for administrative hold and/or recycled for failing a record APFT on or after week twelve of class.

c. Other Graduation Requirements: Failure to meet any other graduation requirement identified in the above assessment table could result in administrative recycle.

(4) The Committee Chief or their representative will make the determination as to the class or phase of instruction into which students will be recycled. Students are responsible for and will actively participate in all course material in the newly assigned class to include all previously tested lessons.

b. Relief Actions. There are two types of relief actions. These types are Academic (classroom evaluations) and Administrative (non-academic). Only the 305th MI Bn Commander or higher may relieve students from the course for failing to meet academic or administrative standards.

(1) Academic Relief: Academic relief occurs when the student fails to meet the academic standards set forth in this ISAP.

(2) Administrative Relief: Administrative relief occurs under circumstances which do not merit academic relief, but which otherwise support one or more of the following:

(a) The student’s personal conduct is such that the student’s continuation in the course is not appropriate (i.e. disrespect, lack of effort, SHARP or EO violation, fraternization, etc.).

1) Misconduct. Relief for misconduct occurs when the student engages in conduct or behavior that violates law, regulation, or policy. No formal adjudication of guilt by a military or civilian court or by a commander under Article 15, UCMJ is necessary to support relief under this paragraph.

2) Behavior. Engaging in conduct or behavior which does not constitute a violation of any law, regulation, or policy, but which demonstrates a lack of motivation, attitude, or other personal or professional trait that can reasonably be expected of a Soldier of the student's same rank and time in service.

3) Integrity Violation. Integrity violations include but are not limited to the following: academic dishonesty, cheating, plagiarism, fabrication (making a false oral/written statement, sworn/unsworn), fraud, facilitation of fraud. Students will not acquire or provide unauthorized assistance before, during, or after any test. Students are to report any unauthorized test assistance (before, during, or after test administration) of which they are knowledgeable to their course instructors or the next leader in their chain of command.

(b) The student’s continuation in the course would be prejudicial to the interests of other students in the class.
(c) It is extremely unlikely that the student can successfully meet the standards established for graduation. Examples of circumstances that may serve as a basis for administrative relief include, but are not limited to, the following:

1) Failure to pass APFT IAW AR 350-1 (reference paragraph 3, Course Assessment Plan).

2) Failure to meet TR 350-6 requirements (reference paragraph 3, Course Assessment Plan).

(3) Based upon the circumstances of the case, the 305th Battalion Commander, at his/her discretion, may direct several personnel actions to include:

(a) Reassignment for training in another MOS of the Soldier's choosing from a list provided by Human Resources Command (HRC) based on Soldier's qualifications and the needs of the Army.

(b) Return to parent unit (if TDY and Return) or follow-on assignment IAW the needs of the Army (if TDY en route).

(c) Separation from active duty; termination of active duty training, or other action as appropriate.

(4) Processing Relief Actions and Appeals. The NCOIC/Committee Chief will initiate relief actions and process them through the 305th MI BN according to the standards found in AR 350-1, TR 350-6, TR 350-18 and Fort Huachuca Memorandum 600-8. Students awaiting a decision on a relief action should remain in the class and participate fully in all training events IAW TR 350-6. If a student's conduct or demeanor is disruptive to the other students, immediate removal is permissible. That decision rests with the 305th MI BN Commander.

(a) Students must acknowledge by endorsement within two days after notification of a relief action if they intend to submit a rebuttal or appeal and then have seven duty days in which to submit their completed packet IAW AR 350-1 and FH Memo 600-8. All student rebuttals must be submitted to the Company Commander in writing.

(b) There are several actions the Battalion Commander can take at this point. When a student elects NOT to appeal, the Commander approves/disapproves the relief as appropriate and notifies the Brigade Commander of the action. When a student submits an appeal, the Commander submits the proposed relief action and their recommendation to the Office of the Staff Judge Advocate (OSJA). After review by the OSJA, the Battalion Commander refers the proposed relief action to the Brigade Commander for unbiased/neutral review and action. All documents and action taken as part of appeal become part of the student's case file.

6. Counseling Students.
Cadre, Military and Department of the Army (DA) Instructors will conduct periodic formal counseling sessions with students throughout the course to review academic progress and discuss professional development. Additionally, cadre will complete a counseling form, DA Form 4856-R-E, for every student formally counseled. For the purposes of this ISAP, the term “negative” counseling relates to counseling due to unacceptable behavior or conduct and not academic issues such as test failures.

(a) Cadre will formally counsel students who fail to meet academic standards or if they fail to comply with the Department of Defense Directive 5500.7, Standards of Conduct.

(b) Cadre will formally counsel students for failure to meet standards or misconduct. Students who show a pattern of this type of behavior will be referred to the Company Commander/Battalion Commander for recycle/relief consideration, and appropriate UCMJ action.

(c) Instructors will formally counsel students who fail a section or module of a performance based evaluation or a performance evaluation. The student must attend mandatory remedial training, and will be retested for the failed evaluation.

7. Academic Evaluation Reports (AER). All MOS-T (MOS Reclassification) Soldiers will receive a DA Form 1059, Academic Evaluation Report (AER) IAW AR 623-1, paragraph 1-6. The instructor evaluates the student’s academic performance and records it in counseling statements and on the AER. Evaluation ratings are earned according to the following:

a. Performance Summary, AER Block 11.

(1) "Exceeded Course Standards.” To exceed course standards, at a minimum a student must:

(a) Earn 4 of 5 “Superior” ratings, and no “ Unsatisfactory” ratings in block 12 of the AER and demonstrated exceptional leadership ability.

(b) Receive no negative counseling statements.

(c) Meet height and weight standards IAW AR 600-9.

(d) Meet APFT standards IAW AR 350-1, TR 350-6, and FM 7-22.

(e) Not be the subject of any negative administrative or punitive action while assigned as a student

(f) Achieve a first time “Go” on all graded PEs/exams to include any record APFT and score in the top 20% of all students in the course based on overall GPA.

(2) “Achieved Course Standards.” To achieve course standards, the student must:

(a) Earn at least a “Satisfactory” rating in each rated item listed in Block 12 of the AER.
(b) Receive no more than two (2) negative counseling statements.

(c) Meet height and weight standards IAW AR 600-9.

(d) Meet APFT Standards IAW AR 350-1, TR 350-6, and FM 7-22.

(e) Achieve a 3 of 5 on all initial testing for at least 4 of 6 graded PEs.

(3) "Marginally Achieved Course Standards."

(a) Fail one third (33%) or more of the initial course evaluations, despite passing all retests.

(b) Earn at least a "Satisfactory" rating in each rated item listed in Block 12 of the AER.

(c) Receive no more than three (3) negative counseling statements.

(d) Meet height and weight standards IAW AR 600-9.

(e) Meet APFT standards IAW AR 350-1, TR 350-6, and FM 7-22.

(4) "Failed to Achieve Course Standards." A student will fail to achieve course standards if any of the following apply:

(a) Earn a final "Unsatisfactory" rating in 1 or more rated areas listed in block 12 of the AER. If a student falls into this category, a recommendation for academic relief will be forwarded to the Company Commander and the 305th MI Bn Commander for relief consideration.

(b) Receive more than three (3) negative counseling statements.

(c) Fail to meet height and weight standards IAW AR 600-9 after enrollment.

(d) Failed the APFT IAW AR 350-1, TR 350-6, and FM 7-22.

(d) Administratively relieved from the course.

b. Demonstrated Abilities, AER Block 12:

(1) Item 12a - Written Communication:

(a) SUPERIOR – A student may receive a "Superior" rating if he/she earns a passing score on all initial assessments used to evaluate written communication skills, as outlined in paragraph 2, Course Assessment Plan, of this ISAP. A student will score a 4.5 of 5 or better on the writing criterion in the Research, Writing, and Briefing rubric.


(b) **SATISFACTORY** – A student may receive a “Satisfactory” rating if he/she earns at least a final minimum passing score on assessments used to evaluate written communication skills, as outlined in paragraph 3, Course Assessment Plan, of this ISAP.

(c) **UNSATISFACTORY** – A student may receive an “Unsatisfactory” rating and be recommended for relief from the course if he/she fails to meet the minimum passing score on the assessments used to evaluate written communication skills, as outlined in paragraph 3, Course Assessment Plan, of this ISAP.

(2) **Item 12b - Oral Communication:**

(a) **SUPERIOR** – A student may receive a “Superior” rating if he/she earns a 4.5 of 5 or better on the briefing criterion in the Research, Writing, and Briefing rubric.

(b) **SATISFACTORY** – A student may receive a “Satisfactory” rating if he/she earns a final GO on assessments used to evaluate oral communication skills, as outlined in paragraph 3, Course Assessment Plan, of this ISAP.

(c) **UNSATISFACTORY** – A student may receive an “Unsatisfactory” rating and be recommended for relief from the course if he/she fails to meet the minimum passing score on assessments used to evaluate oral communication skills, as outlined in paragraph 3, Course Assessment Plan, of this ISAP.

(3) **Item 12c - Leadership Ability:**

(a) **SUPERIOR** – A student may earn a "SUPERIOR" rating if he/she, while participating in the day-to-day activities as a student and/or while serving in an assigned student leadership position, demonstrates "Superior" Army leadership abilities and characteristics. All MOS-T Soldiers will be counseled on the minimum standards required to earn "SUPERIOR" on their DA 1059 (AER) for Leadership. Other such abilities and characteristics are those outlined in ADRP 6-22, Army Leadership, Chapter 3-5, in the categories of Character, Presence, and Intellect. Additionally, the Soldier may receive no written counseling statements for failure to practice the Character, Presence, and Intellect principles of Army Leadership to be eligible for a "SUPERIOR" rating.

(b) **SATISFACTORY** – A student may earn a "SATISFACTORY" rating if while participating in the day-to-day activities as a student and/or while serving in an assigned leadership position demonstrates adequate Army leadership abilities and characteristics. Such abilities and characteristics are those outlined in ADRP 6-22, Army Leadership, Chapter 3-5, in the categories of Character, Presence, and Intellect. Additionally, the Soldier may receive no more than one written counseling statement for failure to practice the Character, Presence, and Intellect principles of Army Leadership.

(c) **UNSATISFACTORY** – A student may earn an "UNSATISFACTORY" rating and be recommended for relief from the course if while participating in the day-to-day activities as a student and/or while serving in an assigned student leadership position fails to demonstrate adequate Army leadership abilities and characteristics. Such abilities and characteristics are
those outlined in ADRP 6-22, Army Leadership, Chapter 3-5, in the categories of Character, Presence, and Intellect. In the event that a student receives a second written counseling statement for failure to practice Character, Presence, and Intellect, he/she will be deemed to be an "Unsatisfactory" performer for Leadership Ability.

(4) Item 12d - Contribution to Group Work:

(a) SUPERIOR – A student may receive a “Superior” rating if he/she earns a GO on all initial assessments, contributes to discussions, group PEs, and group briefings as outlined in paragraph 3, Course Assessment Plan, of this ISAP. Notably assist other students in achieving or exceeding course standards.

(b) SATISFACTORY – A student may receive a “Satisfactory” rating if he/she earns a final GO on assessments used to evaluate contribution to group work, as outlined in paragraph 3, Course Assessment Plan, of this ISAP.

(c) UNSATISFACTORY – A student may receive an "Unsatisfactory” rating and be recommended for relief from the course if he/she fails to meet the minimum passing score on assessments used to evaluate contribution to group work, as outlined in paragraph 3, Course Assessment Plan, of this ISAP.

(5) Item 12e - Research Ability:

(a) SUPERIOR – A student may receive a “Superior” rating if he/she earns a minimum passing score 4.5 of 5 or better overall on the Research, Writing, and Briefing rubric.

(b) SATISFACTORY – A student may receive a “Satisfactory” rating if he/she earns at least a final minimum passing score on all assessments used to evaluate research ability skills, as outlined in paragraph 3, Course Assessment Plan, of this ISAP.

(c) UNSATISFACTORY – A student may receive an "Unsatisfactory” rating and be recommended for relief from the course if he/she fails to meet the minimum passing score on all assessments used to evaluate research ability skills, as outlined in paragraph 3, Course Assessment Plan, of this ISAP.

8. Student grievances and redress. The following policies and procedures have been established to protect Soldiers’ rights and to rectify inconsistencies in the evaluation of student performance.

a. Grievances that are purely academic in nature must first be discussed with the Instructor, the Team DAC/Chief, then the NCOIC/Committee Chief whose decision is normally final. In cases where discrimination or violation of policy may be involved, the student should use the chain of command up to the 305th MI BN Commander to seek resolution of all issues.

b. All student rebuttals will be in writing, and must be submitted to the Company Commander, with course administration responsibility, within 7 duty days of the initial relief consideration.
c. A student may seek the assistance of the Inspector General (IG), Chaplain, or JAG at any time. The student will inform their chain of command if they desire to see the IG, Chaplain, or JAG during duty time for accountability.

9. Graduation Requirements. At a minimum, students meet the following requirements to graduate from the 35F10 Intelligence Analyst Course:

   a. The student must pass all exams and meet all minimum academic standards.

   b. All students must pass an Army Physical Fitness Test (APFT) IAW AR 350-1, TR 350-6, and FM 7-22.

   c. All MOS-T Soldiers must meet Army height and weight standards IAW AR 600-9 and TR 350-6 Para 5-15.

   d. All IMT students must pass all warrior tasks and battle drills listed in paragraph 3 of the ISAP.

   e. All U.S. Army Active and Reserve Component students must receive a go in the end-of-course CAPSTONE Exercise in order to graduate. The Company Commander may authorize an exception to this policy on a case-by-case basis.

10. Student Academic and Incentive Awards.

   a. IMT students will be awarded for outstanding individual achievement IAW the 305th Military Intelligence Battalion's Strength Toughness Ready Around the Clock (STRAC) Total Soldier Incentive Program.

   b. MOS-T Soldiers will be recognized for individual achievement on their DA 1059 (AER), block 11, Performance Summary. MOS-T Soldiers who exceed course standards will be limited to no more than 20% of enrolled Soldiers.

   c. Honor Graduate and Distinguished Honor Graduate will be awarded to Students who achieve the following criteria:

      (1). Honor Graduate

         (a) Meet all graduation requirements

         (b) Attain a cumulative grade point average 4.5 out of 5 or above

         (c) Pass all written and hands on performance objectives with no failures

         (d) Not be flagged or pending any adverse personnel action

         (e) Not be an academic recycle

         (f) Not receive a negative counseling statement
(g) Pass the APFT

(h) It is the Company Commander’s discretion to deny consideration for Honor Graduate for failure to meet the “Whole Soldier Concept” IAW AR 600-8-19.

(i) There is no stipulation as to the maximum number of Honor Graduates per class. Students who meet all requisite criteria are identified as Honor Graduates. Conversely, if no student meets the criteria, there is no Honor Graduate for the class.

(2). Distinguished Honor Graduate

(a) Meet all the requirements established in paragraph 9c (1)

(b) Hold the highest grade point average upon completion of all academic testing

(c) Earn the Army Physical Fitness Badge during the course.

11. Challenging Training. There is no test-out policy within the 243-35F10 course.

ADAM J. BOYD
LTC, MI
Commanding
STUDENT RECEIPT/ACKNOWLEDGMENT

I have received a copy of this Individual Student Assessment Plan for the 35F10 Intelligence Analyst Course and I understand the content and requirements to graduate from this course.

Student Signature: ___________________________________ Date: ____________________

Printed Name: ___________________________ Class number: ____________________

(Note: This acknowledgment must be completed by the student and returned to the Faculty Advisor)