

# INDIVIDUAL SELF ASSESSMENT PLAN

16 December 2011

US Army Warrant Officer Career College (WOCC)  
Fort Rucker, Alabama 36362

Course Number 020-09W, Phases 1 DL, 2 and 3

1. Notes relative to this publication:

a. The references for this Individual Self Assessment Plan (ISAP) are TRADOC Regulation 350-70, Army Learning Policy and Systems, 6 December 2011, and TRADOC Pamphlet 350-70-5, 20 August 2004.

b. Some key terms used in this publication are equivalent to other terms in some WOCS publications, and it is important that you understand which terms mean the same thing: “recycle” is equivalent to “set back” or “setback,” “dismiss” is equivalent to “eliminate,” and “dismissal” is equivalent to “elimination.”

c. The ISAP spells out the criteria for determining if you have demonstrated a sufficient level of competency to pass the course and establishes training completion and graduation criteria and requirements. It also describes WOCS counseling and retesting policies and procedures for Candidates who do not meet standards. Additionally, it addresses grounds for which you might be recycled to a subsequent class or dismissed from the program if you do not meet required academic or performance standards.

d. You have been issued a Warrant Officer Candidate Standing Operating Procedures (WOC SOP), and you must understand the relationship between it and this ISAP. While the WOC SOP addresses recycling and dismissing students for failure to meet academic and performance standards (as well as for a number of other reasons), it does not always provide as much detail as the ISAP. ***Thus, should there appear to be an inconsistency between this ISAP and the WOC SOP, this ISAP will take precedence.***

2. You will be administered six (6) exams during Phase 1 DL, Phase 2 (Inactive Duty Training) and Phase 3 (Active Duty Training) of WOCS. The results from these exams **WILL** apply to class honors, academic average, and overall class standings. If you fail any two (2) of the exams you will be recycled. If you fail three (3) cumulative exams you will be eliminated from the program.

a. Each exam is given equal weight (weighted the same—100 points).

b. Exams are closed book; you cannot use notes or references when taking the exams.

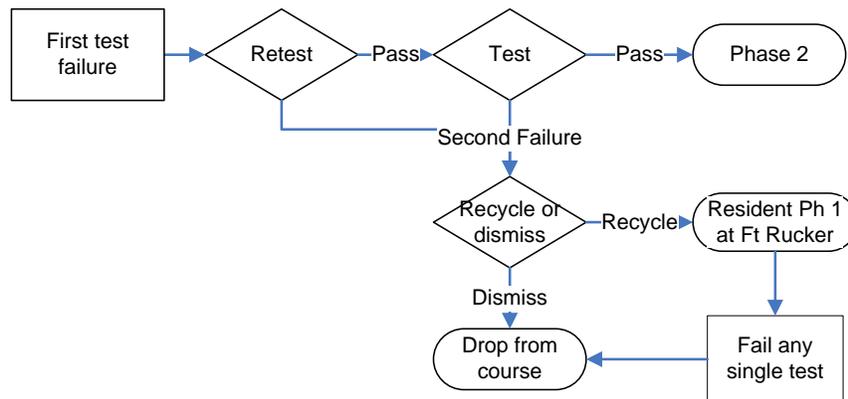
c. Exams consist of questions and scenarios for which you are expected to select the best possible response of the alternatives you are provided. In order to receive a passing score, you must answer at least 70 percent of the questions correctly. Your score will be computed to the second decimal place (0.00 percent) to provide for differentiation among all Candidates' scores.

d. Ultimately, it is your responsibility to learn by fully participating in online lessons, completing reading assignments and practical exercises, and studying lesson materials. You will be formally counseled if your academic average is 75 percent or below or if you fail an exam.

e. If you fail an exam, you will be retested no later than the next training day on a different version of the examination. You will be allowed time to review and study lesson materials for the exam, possibly with the assistance of a designated peer tutor. If you pass the retest, your grade will be entered in your records; however, the minimum passing score of 70 percent will be used in computing your academic average, and you will automatically be removed from class honors consideration.

(1) If you fail the retest or the second exam during the DL Phase I, you will be recycled, and scheduled to complete training in a resident Phase I WOCS class at Fort Rucker.

(2) Should you be recycled and fail a subsequent exam, you will definitely be dismissed from the program.



**DL Test Failure**

f. You will not be held accountable for a failure that results from something beyond your control. For example, if you fail a web-based exam because of a power or network outage, you will not be considered at fault. In such cases, your grade will be adjusted accordingly or you might be administered a different version of the exam without penalty.

g. You will take the following exams during Phase I DL and or resident Phase I:

(1) Exam 1-1: Lessons covered include Honor Code (20-A113), Uniform Wear and Care (20-A116), Conduct Inspections (20-L101), Army Memos (20-C106), Peer Evaluations (20-a115), Values and Professional Obligations (20-L106), Army Leadership (20-L102), Team Building (20-L109), Roles and Responsibilities (20-O102), Code of Conduct (20-W119), Equal Opportunity and POSH (20-L125).

(2) Exam 1-2: Lessons covered include Organization of the Army (20-W108), Introduction to Army Operations (20- W101), Army OPSEC (20-W100), Counsel Subordinates (20-L105), Army Training (20-W115), After Action Reviews (20-W117), Map Reading and

Terrain (20-W102), Military Problem Solving (20-W113), Anti-terrorism Awareness (20-W120), and Resolve an Ethical Problem (20-O100).

h. Your DL test scores and academic average will be valid for one year from the date of successful completion of Exam 1-2. After one year, your scores will expire and you must re-enroll and successfully complete the DL. Upon completion of DL print a copy of your test scores and present them when you in-process your Phase 2 training.

i. You will take the following exams during Phases 2 and 3:

(1) Exam 2-1 (Phase 2): Lessons covered include Evaluation Reporting System (part A) (20-O107A), Heritage of the Army Warrant Officer( 20-H103), Composite Risk Management (20-W105), Joint Ethics Regulation (20-L107), and Military History ELO A-C (20-H102).

(2) Exam 2-2 (Phase 2): Lessons covered include Troop Leading Procedures and Combat Orders (20-W104), Motivate Subordinates (20-L111), Military History ELO D (20-H102), and Army Operations (20-W110).

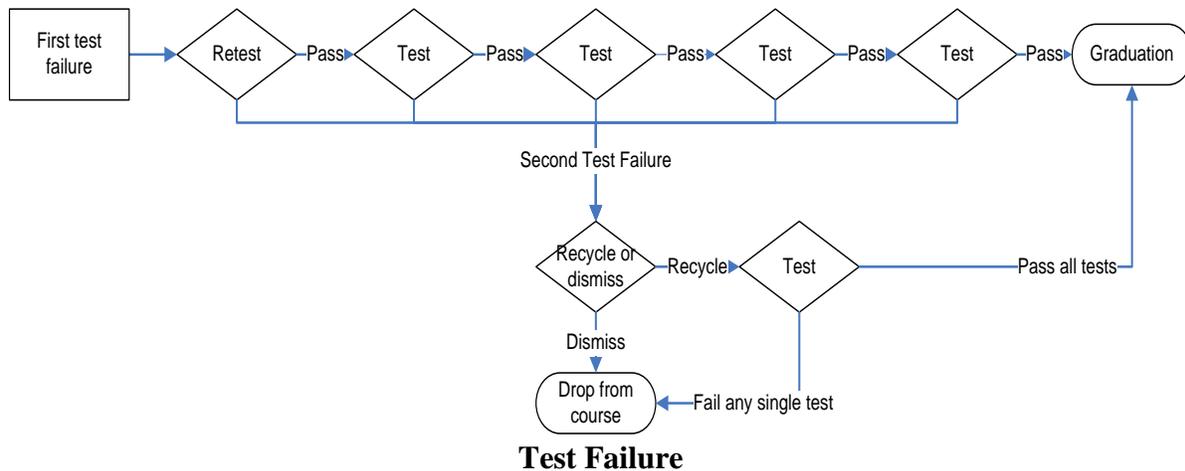
(3) Exam 2-3 (Phase 2): Lessons covered include Army Staffs (20-W109), Joint Force Structure and Operations (20-W107), Operational Environment (20-W112), Warrant Officer Professional Development (20-O105), and Military History (ELO E-H).

(4) Exam 3-1 (Phase 3): Lessons covered include Military Justice (20-L119), Law of War (20-L103), Resilience Training (20-L113), Ethical Unit Climate (20-L118), Cultural Awareness (20-L115), Evaluation Reporting System (20-O107 B), Soldier and Family Financial Wellbeing (20-1121), and Officer Customs, Courtesies, and Traditions (20-O104).

j. If you fail an exam, during the Phase I DL, Phase 2 or 3, you will be retested no later than the next training day with a different version of the examination. You will be allowed time to review and study lesson materials for the exam with the assistance of a designated peer tutor. If you pass the retest, your grade will be entered in your records; however, the minimum passing score of 70 percent will be used in computing your academic average, and you will automatically be removed from class honors consideration. If you fail the retest, you will be recycled. Should you be recycled and fail a subsequent exam, you will be dismissed from the program.

k. You may request that an exam be re-graded if you believe it was graded incorrectly. Submit the request in memorandum format immediately after the exam is complete. The memorandum must be submitted before the start of the following class on the same day that the examination was administered.

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1. You will not be held accountable for a failure that results from something beyond your control. For example, if you fail an exam because a question was not covered during instruction or in your handout, or if you fail a web-based exam because of a power or network outage, you will not be considered at fault. In such cases, your grade will be adjusted accordingly, or you might be administered a different version of the exam without penalty.

m. In addition to passing the two exams, you must submit a 500 to 1500 word autobiography and a 500 word essay on “My Role as a Military Officer” prior to completing Phase I.

3. You have 180 days from enrolling in DL Phase 1 to complete it. In all cases, you must complete this phase at least two weeks prior to beginning Phase 2: regardless of the 180-day window.

4. After you've completed DL Phase I, you're eligible to be enrolled in Phase II.

5. During Phase II, you will be required to complete one performance evaluation: a Military Briefing.

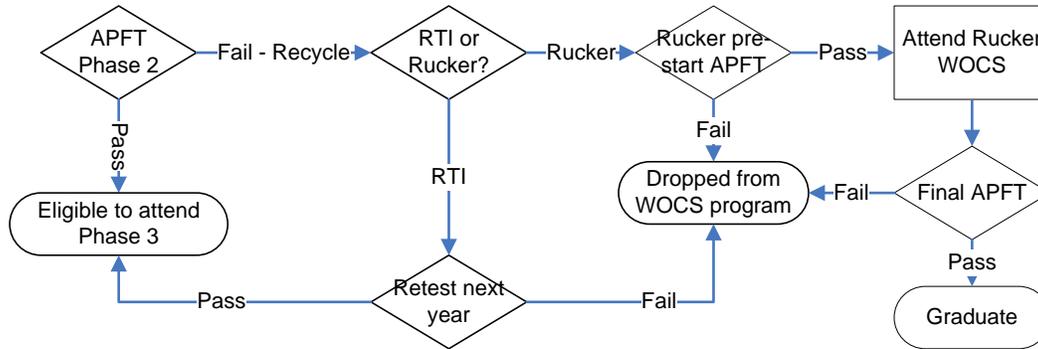
a. ATTP 5-01, Commander Staff Officer Guide, provides guidance for military briefings and is used as the basis of instruction you will receive on briefings.

b. our instructor will provide guidance on the type of briefing you are to present and tips for selecting a topic; the topic you select will be subject to your instructor’s approval.

c. You will be provided a copy of the rubric used to evaluate your briefing. The evaluation will address introduction, body, conclusion, verbal and non-verbal communication techniques, and use of time.

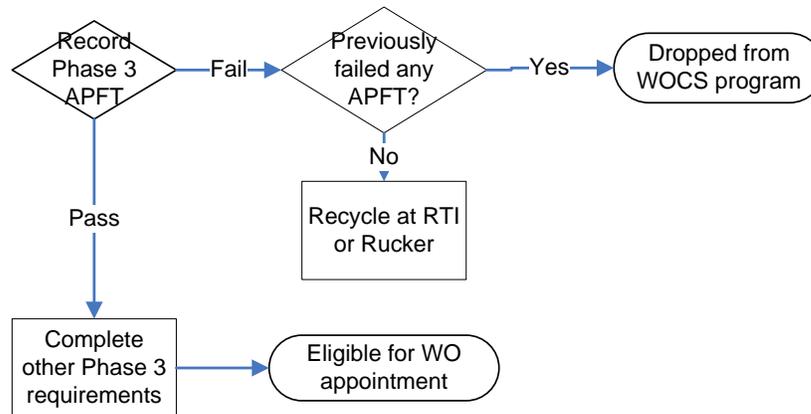
d. If you receive a “NO GO” on your briefing, you will be formally counseled and required to present it again after being given time to improve the ineffective aspects of the briefing noted by your instructor. Your instructor will set the time and place for presenting the second brief. If you fail the second brief, you will be recycled. Should you be recycled and fail a subsequent military briefing evaluation, you will be dismissed from the program.

6. You'll will be administered one APFT during Phase 2. If you fail the APFT, you will have two options: you may attend WOCS the following year at your RTI, or you may attend WOCS at Fort Rucker. Any subsequent failure results in elimination.



**APFT Failure, Phase 2**

a. During Phase 3, you will take a final record APFT and your score will be converted to an academic percentage and used in computing your overall academic average. Thus, the results of this APFT will be used in determining your final WOCS standing. You must pass the final APFT 1<sup>st</sup> attempt during Phase 3 or you will be recycled. **In the event that you fail two APFTs (Initial, Final or Combination of Both), you will be eliminated from the WOCS Program.**



**APFT Failure, Phase 3 (Record APFT)**

b. In accordance with (IAW) AR 350-1, Para 3-12i (3): “Candidates enrolling in WOCS or OCS must pass the standard three-event APFT as an enrollment requirement; the alternate APFT is only authorized with HQDA, DCS, G-3/5/7 approval. The walk event on the alternate APFT is the only authorized alternate event used as an enrollment requirement.” If you take and pass the alternate aerobic event (2.5-mile walk), you are not eligible to receive a PT certificate because you cannot obtain the maximum 300 points. The highest PT score for a G-3 waiver (alternate event) is 60 points. The 2.5-mile walk is a GO/NO-GO event; you will receive 60 points for a GO to calculate your academic average and class standing.

7. During Phase 3, you will be required to complete three performance evaluations: Leadership Reaction Course (LRC), Land Navigation Course and a 10K Road March.

a. Leadership Reaction Course (LRC):

(1) Your required uniform and equipment for the LRC is ACU, boots, leather gloves, Advanced Combat Helmet(ACH), Modular Lightweight Load-carrying Equipment (MOLLE) Vest, hydration system, and weapon (M16 or the variant you were issued).

(2) You will receive a worksheet that lists the components that will be evaluated on the LRC; if you receive a "NO GO" you will be formally counseled and you will be required to go through the LRC again. If you fail the second attempt, you will be recycled. Should you be recycled and fail a subsequent LRC evaluation, you will be dismissed from the program.

b. Land Navigation Course:

(1) Your required uniform and equipment for the Land Navigation Course is ACU, boots, leather gloves, safety eyewear, ACH, MOLLE Vest, hydration system, and weapon. (M16 or the variant you were issued).

(2) You will be evaluated on your ability to find three out of four correct points on the Land Navigation Course; if you receive a "NO GO" you will be formally counseled and receive remedial training. You will be required to go through the Land Navigation Course again, if you fail the second attempt, you will be recycled. Should you be recycled and fail a subsequent Land Navigation evaluation, you will be dismissed from the program.

c. 10K Foot March:

(1) Your required uniform and equipment for the foot march is ACU, boots, ACH, MOLLE Vest, hydration system, and your weapon (M16 or the variant you are issued), and rucksack (weight of at least 25 pounds).

(2) The foot march event is an individual task. If you are physically helped in any way, for example (pulled, pushed, or carried) or if you leave the designated route for any reason, the event will be terminated and you will received a NO GO for this event. It is permissible to pace a candidate during the foot march as long as there is no physical contact with the paced candidate and it does not physically hinder other candidates participating in the foot march.

(3) You must complete the march in 93 minutes (15 minutes per miles/4 miles per hour) or less to receive a "GO." Should you receive a "NO-GO," you must retest during Phase 3, if you fail to complete the 10K foot march evaluation, you will be recycled.

8. You'll be evaluated in a number of other areas during WOCS:

a. Since you are required to always conduct yourself in a manner that is expected of Army Officers, you'll be evaluated on how well you maintain expected standards of conduct. Included

in this category are your personal conduct and behavior, both on and off duty. Conduct that does not meet standards is behavior that violates law, regulations, or local policy and includes, but is not limited to, lying (oral or written), cheating, plagiarism, and improper relationships. Violations of standards of conduct may result in your dismissal from WOCS.

b. How well you meet physical readiness training standards will be evaluated throughout WOCS. You must maintain height and weight standards and participate in physical readiness training sessions. Training, Advising, and Counseling (TAC) Officers will assess not only your participation in physical readiness training sessions, but also your ability to lead physical readiness training sessions. If you have a permanent medical profile, you must participate within your profile limitations. During Phases 2 and 3, if, after initially having met height/weight requirements, you later fail to meet standards, you may be recycled or dismissed.

c. You must participate in all events during the Field Leadership Exercise (FLX), and TAC Officers will evaluate your ability to lead small unit operations during the FLX.

(1) During the FLX you will participate in events at the Tactical Training Base (TTB); Tactical Operations Center (TOC) operations, Entry Control Point (ECP) procedures, Situation Training Exercise (STX) Lanes, and Urban Operations.

(2) If you have a medical or physical condition that prevents or limits full participation with your class during any of the FLX events listed above, you may be recycled or dismissed depending on how soon you're projected to be able to fully participate.

d. Attendance is basic to your successful completion of WOCS, and the WOCS Cadre will evaluate you on your attendance.

(1) You must be at your appointed place of duty on time. If you establish a pattern of lateness, you may be dismissed.

(2) If you fail to report for a scheduled Phase 2 IDT drill, you may be dismissed. (In extenuating circumstances, your Cadre may work with you to allow you to complete the drill through other options such as attending the training at another RTI.)

(3) If you miss three cumulative physical training periods or miss an APFT, you'll be considered for dismissal.

(4) If you miss 36 hours of training for any reason, to include medical and physical problems, you'll be considered for recycling or dismissal, depending on the circumstances.

9. Throughout your time in WOCS, TAC Officers and Academic Advisors will counsel and subjectively evaluate you on your effectiveness and progress in the program and record the counseling on a counseling form or Officer Developmental Support Form. You will be formally counseled on your leadership skills. This counseling will focus on your improvement in performance and mentorship skills, specifically addressing how effectively you performed when in leadership positions and how well you performed your additional duties. You will be rated

satisfactory (SAT), needs improvement (NI), or unsatisfactory (UNSAT). Should you demonstrate apathy regarding your leadership responsibilities or fail to show progress in developing your leadership skills, you may be recycled or dismissed.

10. The results of TAC Officers' and Instructors' evaluations of your leadership, academic, and physical fitness performance determine whether you graduate and the honors and recognition for which you qualify. Following are specifics pertaining to honors and recognition:

a. Honors consist of one Distinguished Honor Graduate, the remaining top 10% are Honor Graduates, and the remaining top 20% are on the Commandant's List. The number of Candidates in all three categories will not exceed 20 percent of the class. Additionally, one Candidate chosen by their peers will receive the Leadership Award.

b. Your final APFT score is factored into your overall academic average for class standings.

c. You are not eligible for honors if you were recycled from a previous class, placed on administrative hold for prejudicial reasons, reinstated to WOCS after having been dismissed, failed any exam, APFT or performance evaluation, have an approved G-3 waiver that precludes you from completing all three APFT events (push-up, sit-up, run or walk) or failed to maintain a Phase 2 course average of at least 85 percent.

d. To be an Honor Graduate, you must meet the following criteria in addition to being qualified IAW the previous paragraph:

(1) Have had no academic failures, received a "GO" the first time on all performance evaluations, and have never been on Commander's probation.

(2) Pass all FLX graded events the first time, completed the 10K road march in 93 minutes or less without assistance, passed all APFTs (Phase 2 and 3), and completed the class victory run unless you have a permanent profile that prohibited your participation.

e. To be the Distinguished Honor Graduate, you must have the highest overall grade point average, meet the criteria stated in c. and d. above, and never have been on Senior TAC probation.

f. To receive the Leadership Award, you must receive the most nominations from your fellow class members. Selection occurs near the end of Phase 3 when Candidates nominate students they think best exemplify the leadership qualities required of Warrant Officers.

10. You may be able to receive college credit for completing WOCS depending on individual college policies and your planned course of study. For completion of WOCS, the American Council on Education (ACE) recommends six semester hours in leadership and supervision in the lower-level baccalaureate/associate degree category.

11. If you have a grievance pertaining to perceived discrimination or violation of policy, you should first use the chain of command to resolve the grievance. While you may seek Inspector General (IG) assistance at any time, you must inform your chain of command before doing so.

A handwritten signature in black ink, appearing to read 'S.O. Smith', with a stylized flourish at the end.

STANLEY O. SMITH  
COL, AV  
Commandant

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16 December 2011

**US Army Warrant Officer Career College (WOCC)  
Fort Rucker, Alabama 36362**

Course Number 020-09W, Phase 1 DL, 2 and 3

*(Students must complete and sign this acknowledgment. Completed acknowledgments are separated from the ISAP and filed in students' academic folders; students retain the ISAP for reference.)*

By signing below, I acknowledge that I have received a copy of the Warrant Officer Candidate School Individual Self Assessment Plan for Course 020-09W, Phase 1 DL, 2 and 3, dated 16 December 2011. I have read the criteria, and I understand the requirements for graduation from the course.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Class Number \_\_\_\_\_

Date \_\_\_\_\_