

USMA Regulation 150-5

Broadening Programs

**Department of the Army
United States Military Academy
West Point, NY 10996-5000
01 July 2020**

UNCLASSIFIED

Broadening Programs

By Order of the United
States Military Academy
Superintendent:

DARRYL A. WILLIAMS
Lieutenant General,
USA
Superintendent



C. MARK WEATHERS
Colonel, AV
Chief of Staff, USMA

History: This publication is a revision of DPOM 3-09 (dated 9 July 2015) and DPOM 3-22 (dated 22 October 2015).

Summary: This Regulation describes the describes the types of broadening programs available at the United States Military Academy (USMA) for faculty

members and the procedures for requesting a broadening absence.

Applicability: USMA Regulation 150-5 applies to all USMA staff and directorates.

Proponent and exception authority:

The proponent of this regulation is the Dean of the Academic Board, USMA. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and risk. All waiver requests will be endorsed by the

commander or senior leader of the requesting activity and forwarded through its higher headquarters to the policy proponent. The request must include formal review by the activity's senior legal officer and endorsement by the authorizing official.

Suggested

improvements: Users should send comments and suggestions directly to the Assistant Dean for Plans, Analysis, and Personnel, West Point, NY 10996.

Distribution: This publication is available in electronic media only and is intended for all USMA personnel.

Expiration date of this Regulation: No longer than five years from the date of approval.

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1. Purpose

This document describes the types of broadening programs available at the United States Military Academy (USMA) and the procedures for requesting a broadening absence. It sets USMA policy regarding sabbaticals and implements the provisions regarding Operational Experience for USMA Military Professors from DA Pamphlet 600-3 Smartbook.

2. Overview

The two primary broadening programs discussed in this regulation are sabbaticals and operational experiences.

3. General Terms of Reference

a. The term “sabbatical” used herein refers to a substantial period of intellectual renewal, disciplinary updating, and scholarly concentration to senior civilian faculty. Applicants must present evidence of their intention to use the time for scholarly or professional activities that will advance professional standing, enrich teaching at USMA, and significantly contribute to its mission. The sabbatical duration is expected to be 12 months long, including two consecutive semesters and the summer prior to or after, though in consultation with an endorsing authority a faculty member may take two non-consecutive semesters for sabbatical.

b. The term “operational experience” (OE) comes from DA Pam 600-3 par 3.c(1) where it states “Functional Area 47 (FA47) officers may conduct OEs to maintain mission awareness of the Army and DOD operational environment, to provide outreach and intellectual capital to the Army, DOD, or the Nation, and to professionally develop as senior Army officers.” Only FA47s are authorized OEs. Ideally an OE provides an opportunity for the officer to develop intellectually, provide intellectual capital to the assigned organization, and gain valuable exposure to the current operational environment.

c. The term “academic absence” herein refers to time away from USMA academic duties that does not count as a break in service for the purposes of sabbatical. Examples of these can be found in Section 12.

d. The term “broadening program” used herein encompasses sabbaticals, operational experiences, and academic absences, in general. A “broadening absence” is any absence related to one of these broadening programs. The terms “sabbatical” and “operational experience” (OE) will only be used when referencing elements unique to those particular broadening programs.

e. The term “endorsing authority” used herein refers to the Department Head, Center Director, or Division Head, as appropriate. The term “approving authority” used herein for the purpose of sabbatical refers the first general officer in the chain of command. For Operational Experiences, the approving authority is the Superintendent.

4. Applicability

a. Policies and procedures related to OEs apply to Professors, USMA and Academy Professors (FA47s), as defined in Department of the Army Pamphlet (DA PAM) 600-3.

b. Policies and procedures related to sabbaticals apply to permanent Civilian Title 10 faculty in the ranks of Associate Professor and Professor of Discipline who were designated sabbatical-eligible in their letters of appointment. Civilian Assistant Professors may only be granted a sabbatical in rare cases.

5. Responsibilities

a. Approving Authority.

1) receives request from faculty and recommendations from the endorsing authority for broadening programs and makes final determination on the request.

2) publishes implementing instructions.

b. Endorsing Authority.

1) considers the faculty request and recommends (appendix C for sabbaticals) the approval (or disapproval) to the approving authority.

2) makes every effort to develop a plan with the requesting faculty member that allows for two consecutive semesters of sabbatical at full pay.

3) identifies financial obstacles justifying a delay of a sabbatical and communicates, in writing, the justification for the temporary restriction to both the approval authority and the requesting faculty member (Appendix C).

4) plans and coordinates the broadening absences within their organization.

5) ensures remaining personnel on hand can meet department requirements. Departments will have no more than 33% of their FA47 strength in a broadening absence at any one point in time.

6) for sabbaticals, requests backfill resourcing from Dean Human Resources (HR) Cell, as required.

7) endorses the faculty member's after-action review (Appendix E1/E2).

8) provides the approving authority with an annual forecast of broadening absences for the next six years, which should be included in the annual Review and Analysis (R&A) briefing.

9) provides Post Sabbatical Certification of Funds (Appendix F) to the Dean HR

Cell with the after-action review (par. 3.c(4)).

c. Faculty Members

- 1) discuss and plan their broadening absences with their Endorsing Authority.
- 2) are encouraged to seek financial assistance from other sources, such as from grant or fellowship programs (for sabbaticals) and from gaining Army units (for OEs).
- 3) submit their official request for broadening absence (Appendix A-1 for Sabbaticals and A-2 for OEs).
- 4) submit an after-action review (AAR) (Appendix E-1 for sabbaticals and E-2 for OEs) summarizing broadening absence accomplishments to the Dean HR Cell NLT 30 days following completion of broadening absence; present these accomplishments to their organization.
- 5) track their timing and eligibility for broadening programs.

d. Dean HR Cell

- 1) staffs broadening absence requests for approval.
- 2) requests replacement personnel for military faculty in accordance with (IAW) current strength accounting policies (Human Resources Command (HRC)/G1).
- 3) maintains personnel files, approved applications, after action reports, and pay agreements.
- 4) coordinates with USMA G8 and Civilian Personnel Advisory Center (CPAC) on sabbatical status.
- 5) tracks status on extended temporary duty (TDY) requests at DA G1.

e. Dean Budget Cell

- 1) ensures proper pay coordination for broadening absences and backfills, as required.
- 2) coordinates with faculty members for travel paid for by the government while on broadening absences. Provide the required routing and account information for those using Defense Travel System (DTS).
- 3) manages the budget for broadening programs; provides cost-benefit analysis and recommendations to decision makers.

6. Timeline of Requirements

The timeline below provides faculty a general idea of the planning cycle for broadening absences. Dean HR and Budget Cells publish specific dates for each requirement. Most broadening absences will fall into this cycle. Those out-of-cycle (OEs not beginning during the summer and sabbaticals not beginning during the Fall term) will be processed separately.

Timeframe	Requirement/Event
Mid-August	Dean HR Cell sends request to departments/units for broadening absence plans for next academic year (AY) (suspense end of reorganization week).
Early September	AARs for broadening absences that occurred over previous AY due to Dean HR Cell.
Mid-September	Dean HR Cell prepares and submits AY OE Summary Memorandum for Superintendent signature (Form 5).
Early October	Broadening absence requests and necessary endorsements (Appendices A-1, A-2, B, and C) with prospective experiences due to Dean HR Cell to consolidate for review.
Mid October	Dean HR and Budget Cells meet with Vice Dean for Operations (VDO), Vice Dean for Resources (VDR), and Dean to review proposed OEs for next AY/FY.
Mid November	Department sabbatical requests (Appendices A-1, B, and C) due to Dean HR Cell.
End of November / Early December	Dean Budget Cell/VDO/VDR notifies FA47s who have approved OEs to continue planning and begin DTS.
	Form 5 routing of sabbatical requests to approving authority. Approval Memos returned to departments upon completion.
Mid-January	Dean HR and Budget Cells meet with VDO, VDR, and Dean to review status of broadening absence planning, to include revised OE plans.
Early February	Meet with Superintendent to review OE plan for AY.
	Dean Budget Cell/VDO/VDR notifies faculty with approved broadening absence to continue planning and begin DTS (as required).
Mid to Late February	All FA47s who have OEs update proposal spreadsheet and complete DTS.
Mid-March	Dean HR and Budget Cells meet with VDO, VDR, and Dean on status of AY OE plan.
	Publish plan to USMA G1 and G8.
Early May	Dean Budget Cell begins cost estimation for next AY/FY OEs using current and previous years.
Late May–Early June	Dean Budget Cell finalizes cost estimate; submits to G8.
Late May–Early August	Primary AY OE execution timeline. Dean HR Cell maintains contact information for all current year OEs.
Early August–Late May	Primary sabbatical execution timeline.

7. Eligibility and Requirements Specific to Sabbaticals

a. To be eligible for sabbatical, the civilian faculty member must:

1) be an Associate Professor, Professor of Discipline or, in special circumstances, an Assistant Professor. In this last case, the Endorsing Authority must provide considerable evidence for justifying the granting of a sabbatical to an Assistant Professor.

2) possess an earned doctoral or equivalent terminal degree.

3) have a permanent or renewing appointment and be paid with appropriated funds.

4) have received an appointment letter stating eligibility for sabbatical.

5) submit a sabbatical request (Appendix A-1) to the Approval Authority through the Endorsing Authority that (i) describes the proposed professional development activity and the envisioned benefit to USMA and the Army, (ii) states how long the faculty member intends to remain on the USMA faculty after the sabbatical, and (iii) acknowledges the expectation of continuing service at USMA for at least the length of time of the sabbatical. If a late or poorly justified request for sabbatical delays the start of the sabbatical, the duration of the delay does *not* count towards a subsequent sabbatical.

6) submit confirmation of pay status (Appendix B) upon approval. Gain approval from the sponsor if intending to use reimbursable funds (there is no funding from the Dean for sabbatical travel). Faculty wishing to continue Military Interdepartmental Purchase Request (MIPR)-supported research must ensure that the MIPR is revised to specifically allow for sabbatical-related expenses.

b. Eligible civilian faculty are permitted a sabbatical after each six continuous years of service. If mission requirements prevent a sabbatical in the seventh year, then the sabbatical is permitted in the eighth year (with the seventh year then counting towards a subsequent sabbatical) unless a financial exigency has been identified by the Approving Authority. Only one year of delay counts towards the next sabbatical.

c. A sabbatical carries with it an expectation for continued service at USMA for at least the length of time of the sabbatical. Faculty members are considered to have an obligation not to request or accept sabbatical leave if they do not intend to return to serve at USMA at the end of that leave.

d. Time served as a non-renewing (non-tenure track) civilian or rotating military faculty does not count towards a sabbatical.

e. Faculty may request waivers to the eligibility conditions through their Endorsing Authority to the Approval Authority.

8. Activity While on Sabbatical

a. The primary purpose of a sabbatical is for the academic professional development and renewal of the individual faculty member, so that he or she can return to USMA with disciplinary expertise reinforced, perspectives broadened, and/or academic credentials strengthened. The faculty member returning from sabbatical should also infuse new vigor into departmental leadership and greater enlightenment into cadet instruction and junior faculty development. Publications, conference presentations, and other contributions to one's scholarly field are encouraged and valued, but they are not required products for a sabbatical.

b. Sabbatical activities can vary widely, depending on the discipline and on the needs and interests of the faculty member. Common activities include teaching and/or research at a university, independent research or writing, research at a government institution, support of military operations, and professional practice in one's academic field.

c. Activities on sabbatical should correspond to the duties, course load, teaching load, and/or research objectives described in the sabbatical request. If activities substantially change, the faculty members are expected to consult with their endorsing authority for approval.

d. Faculty members on sabbatical may copyright work produced only if the work is performed using the individual's own personal resources and the work is not specifically related to USMA. If the individual copyrights the work, the government has free usage of the work. Questions regarding copyright should be directed to the Office of the Staff Judge Advocate.

9. Sabbatical Payment Confirmation

a. The endorsement of the sabbatical request by the Endorsing Authority signifies the government's willingness to pay the government employee for the proposed work. At the end of the sabbatical, an after-action review summarizing the accomplishments must be submitted. The Endorsing Authority must evaluate the AAR and confirm the appropriateness of the expenditure of funds (Appendix F).

b. Government employees, by law, may not receive two payments (government plus another) for the same work. Compensation for incurred living expenses may be accepted under certain circumstances, but all sabbatical compensation must be reviewed by the Staff Judge Advocate prior to beginning the sabbatical to resolve any uncertainties.

10. Requirements Specific to Operational Experiences

a. Once an OE is approved, the officer will get orders through either Permanent Change of Station (PCS) (only Academy Professors that have not yet matriculated to West Point), DTS (TDYs), or Temporary Change of Station (TCS) (Worldwide Individual

Augmentee System (WIAS)).

(1) PCS: Rising APs who have an approved OE that requires a PCS will get their orders from their assignment officer.

(2) TDY: FA47s whose mission will be TDY will build their orders in DTS using the appropriate line of accounting (LOA) (either the supported unit's or the USMA Operational Experience LOA provided by the Dean Budget Cell). All DTS orders will use the routing specified by the Dean Budget Cell. For any FA47 that will do a TDY longer than 179 days, the Dean Budget Cell will submit a request for exception to policy through the Superintendent to DA G1 for extended TDY.

(3) WIAS: FA47s planning a WIAS tasking will work with Dean HR Cell to get TCS orders. Officers should work with their assignment officer and Dean HR Cell to ensure the FA47 is on a WIAS requirement validated by HRC. Once on a validated WIAS requirement, officers must contact Military Personnel Division Reassignments to get TCS orders.

b. FA47s planning an OE overseas (TDY or WIAS) must get a country clearance through the USMA G3 Country Clearance Program Manager. Those FA47s who are deploying must also ensure to get a reservation at Combat Readiness Center (<https://home.army.mil/bliss/index.php/units-tenants/crc/military-dod-civilian-deployers>)

c. FA47s may conduct an OE focused on intellectual renewal, disciplinary updating, and scholarly concentration after six years of continuous service as a FA47, but the OE must begin at least three years prior to their mandatory retirement date.

d. FA47s are expected to request funding for TDY expenses from the gaining unit of the OE. Full or partial funding is not a requirement for OE approval but will be a decision factor for rank ordering prospective OEs. Dean's funding will not be provided for OEs without a gaining unit (e.g. those from paragraph 10.c). As such FA47s requesting OEs without a gaining unit are also expected to seek external funding sources for TDY expenses.

e. All FA47s must provide emergency contact information to both their department leadership and Dean HR Cell. Prior to departure, officers must complete the checklist in Appendix D to ensure proper tracking.

11. Replacements during Broadening Absence

a. Military Faculty

1) Military faculty are paid by a separate DA account. Hence, military replacements require DA approval and, once approved, require no extra USMA funds to pay for a replacement. Military faculty are encouraged to get outside support for other

expenses, such as TDY, equipment, moving expenses, etc. TDYs may not exceed 179 days without DA G1 approval.

2) Military faculty with a broadening absence of 12 months or more will be reassigned to the USMA Student Detachment for the duration of the absence; after which, a replacement instructor can be requested or current faculty member extended with G1 and Human Resource Branch approval. Essentially, this situation means funding for a replacement was obtained from DA.

b. Civilian Faculty:

1) Under current law, the payment procedures for civilian faculty fall under guidelines described under Title 5, US Code. These guidelines require supervisors to execute certain procedures to ensure accountability of funds.

2) Excess military personnel may not be assigned to a Department for the sole purpose of backfilling a civilian faculty member during a Broadening Experience absence.

3) Endorsing Authority can request funding for civilian backfills from the Dean HR Cell, subject to availability.

4) If external funds are procured, it is possible, under certain circumstances, to hire a temporary civilian replacement during the sabbatical under the reimbursable program.

12. Other Academic Absences

a. Deployments and WIAS taskings in support of overseas operations.

b. Visiting Professorship (VP) at Senior Service Colleges. For purposes of currency and critical relationships with Department of Defense personnel and other senior government officials, the Dean may fill VP positions at Senior Service Colleges. Senior faculty members (both military and civilian) are eligible for VP slots at the Army War College, Naval War College, and the National Defense University. As a VP, the faculty member will be both a student and an *ad hoc* member of the college faculty. Faculty members are nominated by their departments for attendance and must be approved by the General Committee, Dean, Superintendent and President of the War College. Attendance will not be considered a sabbatical; however, military faculty will serve three years between the start of absences. This program is focused on attendance at Senior Service Colleges only.

c. Leave without pay (LWOP) under the Family and Medical Leave Act of 1993 does not count as time served towards a sabbatical. However, Endorsing Authorities may request exceptions to waive the six-year service time under these circumstances. A faculty member may request LWOP for other personal reasons for a period of time that is

agreeable to the faculty member and USMA.

d. The absences listed in this section do not count as breaks in service for the purpose of sabbatical eligibility.

13. Financial Obstacles

During periods of financial exigency, it may become necessary for the broadening program to be suspended. The decision to suspend the broadening program can only be made by the Approval Authority. Financial obstacles may not allow full funding of broadening programs during selected years. The Approval Authority may place restrictions on the funding available for the faculty during those periods.

14. References

a. USMA Reg 150-2 Civilian Faculty Career Model.

b. Department of the Army Pamphlet 600-3 (Commissioned Officer Professional Development and Career Management), in draft.

15. Proponent

The proponent of this regulation is the Assistant Dean for Plans, Analysis, and Personnel, Office of the Dean (MADN), x8006.

Appendix A-1: Request for Sabbatical (SAMPLE TEXT)

Purpose: The purpose of this form is twofold:

- a. to provide the Approving Authority with information to make a decision, and
- b. to allow his or her certification of Approving Authority's MADs expenditure of government funds in a proper manner.



DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY
600 THAYER ROAD
WEST POINT, NEW YORK 10996

MADN-____

(DATE)

MEMORANDUM THRU Head, Department of XXX

FOR Dean of the Academic Board, ATTN: MADN-DEAN

SUBJECT: Request for Sabbatical.

1. Confirmation of eligibility:

a. I have been assigned to the USMA faculty since 1991. My work may be summarized as follows:

1995 – 2002	Assistant Professor in the Department of XXXx.
2002	Promoted to Associate Professor
2002-2003	Sabbatical at Los Alamos National Laboratory. 2003 –
2010	Associate Professor in the Department of XXX

b. In summer 2010, I will have completed six continuous years of service on the USMA faculty since my last sabbatical and am therefore eligible to request a two-semester period of focused development in scholarship and professional practice.

c. I understand the expectation for continued service at USMA for at least one year following my sabbatical. I am more than two years away from being retirement eligible and expect to return to the Department of XXX and continue to contribute in all five faculty domains.

2. Sabbatical Proposal and objectives:

During AY2010 – 2011, I propose to work on a nano-probe lever design at the Army Research Laboratory. I have a collaborative relationship with Dr. John Man. In the spring semester, I plan to split my time between research with Dr. Man and commercial consulting on nanotechnology development. During the two semesters, my objectives are to:

- a.
- b.
- c.

3. Benefit to the faculty member:

I expect to be able to author two articles based on the work with Dr. Man and present my work at the national meeting of YYYY. I also expect that I will be able to continue research in this area upon my return to USMA. I expect the consulting work to result in a paper on nanotechnology applications.

4. Benefit to USMA:

I should be able to conduct two years of advanced cadet studies in subsets of this work. In addition, I believe that this work will also lead to a research grant allowing me to continue work at USMA.

5. Resources:

Dr. John Man, ARL, has indicated a willingness to reimburse USMA for my pay during fall 2010(full pay) and spring 2011 (half pay). ARL will also reimburse me for quarters at Aberdeen Proving Grounds by paying for a hotel room located on the Post. As full reimbursement for my pay is being received, request USMA hire an assistant professor for the fall 2010 semester to cover my teaching load.

6. Pay Status: [required for civilians only]

I request full-pay status for the fall 2010 semester. I request half-pay status for the spring 2011 semester as I plan to work half-time on research at ARL and half-time in commercial consulting on nanotechnology development during spring 2011. I plan to request LWOP status for the summer of 2011 to complete my consulting work.

7. Other considerations:

I have been working with Dr. Man since the summer of 2004.

NAME
Rank
Title

Appendix A-2: Request for FA47 Operational Experience

Purpose: The purpose of this document is to give the Dean enough information to make a decision on which OEs to recommend approval of and to provide oversight for resource planning.



DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY
600 THAYER ROAD
WEST POINT, NEW YORK 10996

MADN-____

(DATE)

MEMORANDUM THRU Head, Department of XXX

FOR Dean of the Academic Board, ATTN: MADN-DEAN

SUBJECT: Request for FA47 Operational Experience

1. In support of Secretary Army Directive (10JUN13) and CSA guidance, I request to execute an operational experience from (DATE) to (DATE) in support of (UNIT).

a. The first general officer in my chain of command will be (rank, name, contact information).

b. My primary point of contact for planning is (rank, name, contact information).

2. Proposed Duties and Responsibilities. (Provide a brief description of the position and anticipated duties and responsibilities. Include specifics on both operational and academic / scholarly benefits that you anticipate.)

3. Estimated Cost to USMA. (Provide the total TDY cost for your experience and who will be providing the funding if not USMA).

4. POC for this action is the undersigned at 845-938-xxxx.

NAME
Rank, Branch
Title

Appendix B: Confirmation of Pay Status for Civilian Faculty

Purpose: The purpose of this document is to ensure that faculty members are not placed on Leave without Pay (LWOP) status without their permission.



DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY
600 THAYER ROAD
WEST POINT, NEW YORK 10996

MADN-____

(DATE)

MEMORANDUM THRU Head, Department of XXX

FOR Dean of the Academic Board. (MADN-DEAN)

SUBJECT: Confirmation of Pay Status for Civilian Faculty

1. I will be on sabbatical status from ____ (date) through and including ____ (date)
2. My pay status will be ____ (full pay, Leave without Pay, reimbursable fully funded, other – explain.)
3. Leave without pay: (circle the applicable paragraph letter a or b below.)
 - a. Not applicable.
 - b. From _____ to _____, I request that I be placed on leave without pay (LWOP) status as indicated below. (____ initial here)

(1) Normal LWOP status. For purposes of financial recording this means reporting the individual as working ½ time and taking LWOP during the other ½ time for EACH two-week pay period.

(2) Non-normal LWOP status. There are additional options that individuals might take. These other options must be discussed with the Dean Budget Cell first to ensure that it does not conflict with the funding flow.

- i. Description of option:
 - ii. Dept personnel with whom the pay option was coordinated.
4. I understand that if I take leave during this absence, it is my responsibility to report the leave to my rater.

NAME
Rank, Branch
Title

Appendix C: Endorsing Authority Recommendation of Sabbatical Request. (SAMPLE TEXT)

Purpose: The purpose of this form is to summarize the sabbatical request to the Approving Authority.



**DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY
600 THAYER ROAD
WEST POINT, NEW YORK 10996**

MADN-__

(DATE)

MEMORANDUM FOR Dean of the Academic Board, (MADN-DEAN)

SUBJECT: Recommendation of Sabbatical Request

1. Summary of the faculty member's value to USMA during the previous six years.

Dr John Smith is faculty member whose service to USMA has been outstanding. He is held in high esteem by all member of this Department. He has made important contributions in all five faculty domains: teaching, scholarship, cadet development, faculty development, and service. His efficiency reports consistently show his excellence in the domains.

2. Confirmation that the objectives can be accomplished and that the sabbatical is worthwhile:

The sabbatical objectives are doable and when accomplished will add to Dr Smith's scholarship domain. I fully endorse the request for sabbatical.

3. Specifics on funding coordination or POCs:

ARL will reimburse USMA for Dr Smith's services. The approval authority for the funds is Dr John Man, 703 – 695 – 1234. The finance POC to coordinate fund transfers is Ms Peggy Jones, 703 – 695 – 5678.

4. Statement on the need for a replacement:

A replacement faculty member is desired and should be hired from 8 August 2010 through 30 May 2011. Pay will come from the reimbursement to USMA from ARL of Dr Smith's salary during the same period of time.

5. Statement on leave without pay:

Dr Jones will be on full pay for the fall of 2010 and half-pay for the spring of 2011. Leave without pay will be requested for the summer of 2011.

SIGNATURE BLOCK

Appendix D: Checklist for FA47 Faculty Operational Experiences

Purpose: The purpose of this form is to ensure the FA47 has completed all necessary requirements for transitioning to and from operational experience.

Checklist for FA47 Faculty Operational Assignments

NAME:

GRADE:

DEPARTMENT:

DEPLOYMENT LOCATION:

REPORT DATE:

REDEPLOYMENT DATE:

UNIT POINT OF CONTACT:

2. Out-process with Office of the Dean:

Budget Cell and HR Cell

YES

NO

☐☐

3. Contact Office of the Dean (HR Cell) upon arrival in country:

☐☐

4. Contact Office of the Dean (HR Cell) with redeployment date:

☐☐

5. In-process with USAG, DHR, Military Personnel Division (Bldg 622):

☐☐

6. In-process with HHC (Bldg 622):

☐☐

7. In-process with Office of the Dean (Bldg 600):

☐☐

8. Post-deployment Office call with the Dean: Date: _____

☐☐

POINTS OF CONTACT:

O/Dean (HR Cell), Building 600, Room 15, Debra Scully, (845) 938-2695

O/Dean (Resource Division, DTS), Building 600, Tim Boss, Room 14, (845) 938-0038

USAG, DHR, Military Personnel Division, Building 622, (845) 938-8474

HHC 1SG, Building 622, (845) 938-8450

Appendix E-1: Faculty Member Sabbatical After Action Review (SAMPLE TEXT)

Purpose: The purpose of this form is to provide the Approving Authority with closure to certification of funds process made a year earlier.



DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY
600 THAYER ROAD
WEST POINT, NEW YORK 10996

MADN-____

(DATE)

MEMORANDUM THRU Head, Department of XXX

FOR Dean of the Academic Board. (MADN- DEAN)

SUBJECT: Faculty Member Sabbatical After Action Review

1. Summary of the sabbatical request:

I was on sabbatical from 15 August 2010 through 31 May 2011. In addition, after coordination with the Department Head, I spent from 1 June 2011 through 15 August 2011 continuing to conduct work on the project.

The objectives of the sabbatical were:

- a.
- b.
- c.

2. Accomplishments:

I published one article in the American Journal of Physics entitled "....." A second article has been submitted to AJP but is currently in review. All objectives were accomplished. Dr Gerry Smith, DEN 688-5811, with whom I collaborated and received funding has requested my continued support of his project.

3. Future considerations:

I expect to continue work on this project during the academic year on a less intense pace. During summer 2011, I expect to receive TDY funding to continue the collaborative experience at White Sands Missile Base. I have volunteered to sponsor two of the department's majors – First Class Cadets – in an advance project. The assignment of these two cadets will not be known until October 2011.

SIGNATURE BLOCK

Appendix E-2: FA47 Operational Experience After Action Review

Purpose: The purpose of this form is to provide the Superintendent with a review of the OE conducted and the benefits to the Army and the officer on OE.



DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY
600 THAYER ROAD
WEST POINT, NEW YORK 10996

MADN-____

(DATE)

MEMORANDUM THRU Dean/Commandant

FOR Superintendent, United States Military Academy, West Point, NY 10996

SUBJECT: FA47 Operational Experience After Action Review – (RANK) (NAME)

1. In support of Secretary Army Directive (10JUN13) and CSA guidance, I executed an operational experience from (DATE) to (DATE) in support of (UNIT). My primary duties and responsibilities included (LIST).
2. Significant Accomplishments. (List and briefly discuss your significant accomplishments during the experience.)
3. Additional Opportunities. (Provide any additional opportunities that you or others can pursue in the future with respect to this assignment.)
4. Total Cost to USMA. (Provide the total TDY cost for your experience.)
5. POC for this action is the undersigned at 845-938-xxxx.

NAME
Rank, Branch
Title

CF:
Vice Dean for Resources
Assistant Dean for Plans, Analysis, and Personnel

Appendix F: Post Sabbatical Certification of Funds

Purpose: To provide the Approval Authority with closure to certification of funds process made a year earlier. From a funding perspective, self-certification of funds is not legal. Hence, some type of assessment on the expenditure of funds is necessary.



DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY
600 THAYER ROAD
WEST POINT, NEW YORK 10996

MADN-____

(DATE)

MEMORANDUM FOR Dean of the Academic Board, (MADN-DEAN)

SUBJECT: Post Sabbatical Certification of Funds

Dr Julie Smith was on sabbatical from_____to_____. I reviewed her Sabbatical After Action Review (attached) and believe that the expenditure of funds was appropriate and in the best interests of the United States Military Academy and the United States government.

NAME
Rank, Branch
Title