

## Policy and Operating Memorandum 6-2

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OFFICE OF THE DEAN  
UNITED STATES MILITARY ACADEMY  
WEST POINT, NEW YORK 10996-5000

MADN-IID

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Memorandum No. 6-2

Academic Individual Advanced Development (AIAD)

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- This DPOM supersedes DPOM 6-01 dated 01 MAY 15.

1. **Purpose.** This DPOM establishes policies and procedures for the Academic Individual Advanced Development (AIAD) Program that is managed by the International Intellectual Development Division (IIDD), Office of the Dean.

2. **Applicability.** This document applies to all activities categorized as Academic Individual Advanced Development opportunities available to cadets.
3. **General.** This document describes the background, operations, procedures and general administrative responsibilities related to the AIAD Program. It is intended to synchronize resource planning and execution efforts within academic departments, divisions of the Office of the Dean and directorates at the United States Military Academy (USMA).
4. **Background.**
  - a. The AIAD Program supports the Office of the Dean Academic Program Goals. The purpose of the AIAD Program is to provide a diverse series of out of classroom activities that complement formal resident instruction at USMA. AIADs occur primarily during the Summer Break and augment the resident academic program by providing academic enrichment opportunities that are not available through resident activities. Cadets who successfully complete an AIAD receive credit towards the Individual Advanced Development (IAD) graduation requirement.
  - b. Academic Program Goals. The overarching Academic Program Goal is for each graduate to be able to “integrate knowledge and skills from a variety of disciplines to anticipate and respond appropriately to opportunities and challenges in a changing world.” The experiences that a cadet acquires through an AIAD enable the cadet to develop towards this goal, as well as other Academic Program Goals, in ways that they cannot accomplish during the standard academic year at the Academy. While on an AIAD cadets invariably think and act creatively, apply critical thinking skills, broaden their cross cultural competence, engage in uncertainty, value individual contributions in teamwork, make decisions independently, adapt in thought and action, manage in a complex environment, listen and speak effectively, pursue continued intellectual development, and confront challenges. AIADs are divided into five general categories: Academic Study/Depth in Major, Language and Cultural Immersion, Leadership and Service, Research, and Support to the Army. After approval by the Curriculum Committee, General Committee and appropriate inclusion in the Red Book, designated AIADs can also offer academic course credit.
  - c. West Point Leader Development System Outcomes: The AIAD Program supports cadet attainment of the West Point Leader Development System Outcomes, through support to the Academic Program Goals, with the same challenges and experiential learning. Cadets participating in an AIAD develop openness to new ideas and experiences, better understand ambiguous situations, communicate effectively with all audiences, learn to minimize cross-cultural misunderstanding, demonstrate respect for others, and work effectively with different cultures and people.
  - d. Considerations and Requirements for the AIAD Program. Cadets are required to complete one IAD as a requirement for graduation. Additional guidance is found in Annex A. Cadets, staff and faculty must ensure that participation in the AIAD Program does not affect on-time graduation of the cadet. Cadet selection must consider Academic, Military and Physical Program status,

maturity, compatibility with cadet major course of study, and the AIADs impact on other Cadet Summer Training requirements and all the other Graduation Requirements.

- e. Exceptions to Policy (EtP). Academic departments should coordinate EtPs with IIDD. IIDD will either submit the EtPs, or provide departments with additional guidance on processing these requests.

## **5. Responsibilities.**

### **a. USMA G3:**

- (1) Develop and implement USMA procedures for the submission of Country Clearance Requests (CCRs) that are in compliance with DoD regulations. Assist individual staff and faculty in ensuring that country clearances have been granted to all participants prior to travel.

- (a) In concert with the West Point Installation Security Office, ensure travelers complete foreign travel requirements, as outlined in local policy, applicable regulations, and the Foreign Clearance Guide.

- (b) Process CCRs in compliance with regulations prior to travel.

- (c) Coordinate with the West Point Installation Security Office to schedule required Area of Responsibilities (AOR) briefings for travelers.

### **b. West Point Installation Security Office:**

- (1) Publish briefings or briefing schedules and conduct required briefings for cadets.

- (2) Forward Joint Personnel Adjudication System notifications (Security Clearance verifications) to appropriate agencies, as required.

### **c. Dean of the Academic Board:**

- (1) Approve all AIAD Projects, ensuring they support both Academic Program Goals.

- (2) Review and forward to the Commandant selected requests for early departure to AIADs and late returns from AIADs.

- (3) Review and approve/disapprove departmental requests for IAD cap Exception to Policy, IAW *MADN/MACC Policy Letter, SUBJ: Policy updates regarding the Individual Advanced Development (IAD) Program, dtd 01 MAR 13* (Annex A.)

- (4) Cancel any AIAD based on the safety or security situation.

d. IIDDD:

- (1) Manage the AIAD application in the Academy Management System.
- (2) In coordination with Software Engineering Branch, Cadet Annual Training-Cell (CAT-CELL), and Leader Development Branch, coordinate annual timeline for AIAD Project development, submission, review and approval.
- (3) Monitor and advise the departments regarding fiscal accountability associated with AIAD execution.
- (4) Inform the chain of command of any serious incidents involving West Point personnel involved in an AIAD using the procedures outlined in *MASP Memo, SUBJ: Serious Incident Reports (SIRs) Policy Memorandum, dated 22 OCT 18* (Annex C).
- (5) Manage such funds as may be available and allocated to the AIAD program from the various sources of funding.
- (6) Coordinate with Academic Departments, the Association of Graduates and the Directorate of Academy Advancement to facilitate requests for resources.
- (7) Monitor cadet accountability status and compliance, and report accountability to the Dean and USCC as required.
- (8) Monitor and assist academic departments and cadets with required country clearances, pre-travel briefings, and mandatory training prior to AIADs.
- (9) Receive and track cadet accountability information and Serious Incident Reports (SIRs).
- (10) Coordinate with the Association of Graduates, Plans and Resources Division, and cadets to ensure stewardship reporting requirements are complete.
- (11) Coordinate with the Office of Institutional Research for administering assessment tools as directed by the Vice-Dean for Academic Affairs.
- (12) Submit requests for Exceptions to Policy to the Dean and USCC as required. Exceptions to policy are required for:
  - (a) Exceeding annual guidance on IAD caps.
  - (b) Departing USMA on an AIAD prior to graduation.
  - (c) Returning to USMA after Re-Organization Week.
- (13) Coordinate with USCC annually for cadet access to AIAD selection processes.

e. Academic Departments:

- (1) Develop AIADs that support Academic Program Goals.
- (2) Comply with annual timeline for administrative requirements related to AIADs.
- (3) Comply with international travel requirements and regulations.
- (4) Submit requests for Exceptions to Policy IAW IIDD annual guidance.
- (5) Designate an Officer in Charge for all AIAD cadets managed by that department. The OIC will:
  - (a) Monitor and ensure cadet compliance with accountability reporting requirements.
  - (b) Inform the Chain of Command and IIDD of any serious Incidents as outlined in *MASP Memo, SUBJ: Serious Incident Reports (SIRs) Policy Memorandum, dtd 22 OCT 18*.
  - (c) Ensure AIAD participants complete AIAD assessments and Stewardship requirements as directed.

**6. AIAD Program Management.** The AIAD program promotes out of classroom, academic opportunities for cadets in support of Academic Program goals. The program is monitored and administered by IIDD. However, AIADs are developed, planned and executed by academic departments or centers.

a. General.

- (1) The AIAD program is an interdisciplinary program: Except when specific skill sets are required, cadets will be considered and selected without regard to academic major.
- (2) Length: AIADs will be a minimum of 10-working days long.
- (3) Personnel Accountability: Accountability and safety of participants is vital to success. AIAD OICs, as designated by departments, are responsible for ensuring personnel accountability. Reporting procedures are included at Annex B.
- (4) Fiscal Accountability: IIDD will monitor and advise the various academic departments and OICs to ensure compliance with budgeted allocations. The academic departments are responsible to ensure compliance with allocations and the timely submission of fiscal documentation.

- (5) Cadets are restricted from consuming alcohol while in a TDY status, to include while executing AIADs. Academic Departments may submit requests for exception to this policy IAW annual guidance. Departments should contact IIDD for information regarding annual guidance for these requests for Exception to Policy.
  - b. Serious Incident Reporting (SIR): Academic departments, OICs, IIDD, and cadets share responsibility to keep the chain of command and other officially interested parties informed of all serious incidents. Serious incidents include, but are not limited to: serious injury, criminal targeting or victimization, involvement with legal systems, and any other situation likely to discredit the individual, host nation authorities or USMA. Requirements for SIRs are outlined in *MASP Memo, SUBJ: Serious Incident Reports (SIRs) Policy Memorandum, dated 22 OCT 18*.
    - (1) Reports will be submitted to the US authorities in-country (if international), the event chain of interest (OIC and academic department), as well as the chain of command.
    - (2) The Dean of the Academic Board or the Commandant of Cadets may cancel an event based on situational concerns.
- 7. Academic Credit.** Subject to the requirements of this DPOM, the Red Book, DPOM 2-8 (15 FEB 06), and DPOM 5-5 (21 JUL 06), AIADs may offer academic credit. In order to offer academic credit, AIADs must be so approved by the Curriculum Committee and the General Committee.
- a. Initial Authorization: Departments seeking credit granting authority for an AIAD must comply with the *Guidance for Submission of New Courses*, DPOM 5-5, Annex C.
  - b. Subsequent Authorization:
    - (1) Annually, the Department Head of any Academic Department offering any AIAD for academic credit will submit a memorandum through IIDD to the Dean stating that the AIAD is substantially similar to a previously approved AIAD submission. See Annex D.
    - (2) AIADs that are not substantially similar must have updates approved by the Curriculum Committee, as per DPOM 5-5, in order to validate credit hours assigned to that course. Change in location may not be a substantial change in itself. A substantial change effects the course subject matter, delivery, and contact hours.
    - (3) At a minimum, credit-bearing AIADs will be reviewed by the procedures in DPOM 5-5 every five years.

**8. Program Assessment.**

a. Academic Departments will annually assess the AIADs at the Department level. Assessment will include an assessment of both the appropriateness of the experience and of individual cadet performance while executing the AIAD.

b. IIDD will coordinate with the Office of Institutional Research for programmatic assessments, as directed by the Vice-Dean for Academic Affairs. This does not preclude departments conducting their own, individual surveys, AARs and questionnaires.

**9. Funding.** AIADs are funded through various sources. These sources include appropriated funds processes and funds donated to USMA.

a. Appropriated Funding:

(1) Direct Funding: Funding provided by an outside agency for a pre-specified and pre-coordinated purpose.

(2) Military Interdepartmental Purchase Request (MIPR): Funding provided by another military agency for a specific purpose. MIPRS will be processed IAW current USMA G8 guidelines.

b. Donated Funding (Gift Funding):

(1) Foundational funds are funds donated to USMA from various academic foundations to promote international academic studies.

(2) Private Funds: Those funds donated for specific or non-specific purposes as specified by donors to the Association of Graduates.

(3) Other Funding Sources: Funding will be allocated as they become available and within the stipulations of the granting agency.

**10. Proponent.** The proponent for this plan is the IIDD of the Office of the Dean.

MICHAEL F. YANKOVICH  
COL, EN  
Vice Dean for Operations

Encl. ANNEX A: MADN/MACC IAD Policy Letter  
ANNEX B: Cadet Accountability Reporting

ANNEX C: Serious Incident Reporting  
ANNEX D: AIAD Academic Credit Validation Format

Distribution:  
DPOM A





DEPARTMENT OF THE ARMY  
**UNITED STATES MILITARY ACADEMY**  
West Point, New York 10996

REPLY TO  
ATTENTION OF

1 March 2013

MEMORANDUM FOR

STAFF AND FACULTY, OFFICE OF THE DEAN, UNITED STATES MILITARY  
ACADEMY

STAFF AND FACULTY, UNITED STATES CORPS OF CADETS, UNITED STATES  
MILITARY ACADEMY

SUBJECT: Policy updates regarding the Individual Advanced Development (IAD) Program

1. **BACKGROUND:** The IAD program offers cadets opportunities to travel in the U.S. and abroad in support of Academic Program Goals and the West Point Leader Development System. To varying degrees, cadets are exposed to language and regional studies, issues related to cultural competency, other academic subjects and leader development opportunities. The IAD program has three (Academic, Military and Physical) types of developmental experiences that fulfill the Individual Advanced Development Graduation Requirement that all cadets must complete. The purpose and general criteria for each program are codified in the appropriate curriculum book (Green for military; White for physical; Red for academic), and these books are updated, reviewed and recommended for approval by the Academic Board on an annual basis.

2. **Implementing Guidance:**

a. All cadets are required to successfully complete one IAD (AIAD, MIAD or PIAD) in order to graduate from USMA.

b. Cadets will complete no more than three IADs. Any requests for a fourth or more IAD require the Commandant's approval for MIADs and PIADs, or the Dean's approval of AIADs.

c. A cadet cannot complete three or more IADs in the same program (Academic, Military or Physical). Exceptions can only be granted by the Commandant for MIADs and PIADs, and the Dean for AIADs. A standard exception will be a 3<sup>rd</sup> PIAD for Corps Squad athletes however TACs should seek to broaden the development of these cadets with a MIAD or AIAD.

d. Ideally, cadets should complete a MIAD during the summer before 3<sup>rd</sup> Class year and additional IADs during the summers before the 2<sup>nd</sup> or 1<sup>st</sup> Class years.

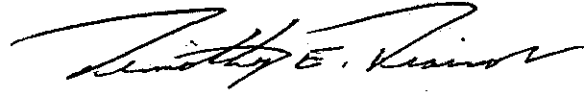
e. Company Tactical Officers (TACs) are responsible for evaluating the developmental needs of each cadet individually and working with staff and faculty to determine the IAD that best supports the cadet's development towards fulfilling the mission of USMA.

f. Cadets should be afforded the opportunity to take leave over the course of a summer in order to rest and prepare for the following academic year. The Brigade Tactical Officer is the approval authority for any cadet schedule that has less than two weeks of leave over the summer.

3. Refer questions regarding the AIAD program to IIDD, attention Mr. Brent Matthews, x0210, and questions regarding MIADs or PIADs to the SACSP, Mr. Bob Carl, x2113.



RICHARD D. CLARKE  
Brigadier General, US Army  
Commandant



TIMOTHY E. TRAINOR, Ph.D.  
Brigadier General, US Army  
Dean of the Academic Board

## **ANNEX B: Cadet Accountability Reporting**

1. Academic departments sponsoring studies abroad will monitor and report the status of SAP cadets. Academic departments will report SAP cadet status to IIDDD weekly. IIDDD will review and forward as necessary to the academic departments and USCC a consolidated report.
2. Reports will include:
  - a. Name(s) of cadet(s).
  - b. Location.
  - c. Status: health, finance, logistics, academic status, curriculum and communications status.
3. See Annex C for Serious Incident Reporting.



DEPARTMENT OF THE ARMY  
**UNITED STATES MILITARY ACADEMY**  
West Point, New York 10996

ANNEX C:

Serious Incident Reporting (SIR)

1. **General.** *MASP Memo, SUBJ: Serious Incident Reports (SIRs) Policy Memorandum, dtd 22 OCT 18* outlines the requirements for Serious Incident Reporting. This annex applies to staff, faculty and cadets participating in Semester Abroad Program, AIADs and other overseas events. It does not preclude any other serious incident reporting procedures that other agencies may impose.
2. **Background.**
  - a. MASP Memo, SUBJ: Serious Incident Reports (SIRs) Policy Memorandum, dtd 22 OCT 18 outlines the requirements for Serious Incident Reporting.
  - b. All Cadets, while away from USMA or overseas, represent not only themselves, but the United States Military Academy and the US Army. Persons involved in serious incidents overseas must pay particular attention to their well being and the good name of all they represent. In all cases, if there is any doubt as to the seriousness of a situation, REPORT it.
3. **Serious incidents** include, but are not limited to, the following:
  - a. Death or injury (loss of limb, eyesight, or life at risk).
  - b. Any arrest by law enforcement agency.
  - c. Larceny or loss of government property in excess of \$1,000.00.
  - d. Any victimization that involves the attention of non-US law enforcement agency.
  - e. Any other incident that might bring discredit upon a cadet, USMA or the US Army (to include negative media exposure).
4. **USMA** personnel involved in any of the above situations must quickly advise the appropriate authorities and take appropriate actions. The most important action in all cases is to first seek emergency medical attention, if required. Next, contact the following:
  - a. If overseas, US Embassy personnel.
  - b. Central Guard Room, USMA. CGR will follow other procedures informing authorities at USMA. The telephone number for Central Guard Room is: (001) (845) 938-3804 / 3030.
  - c. SAP OIC.
  - d. IIDD and the SAP OIC will report any notifications to USCC and the appropriate academic department.
  - e. The intent is to get the most correct and current information to the Commandant and the Dean, or in their absence, the USCC Chief of Staff and Vice-Dean for Operations.
  - f. To facilitate the appropriate handling of a serious incident, all cadets and OICs will carry the contact information required above on their person at all times.

ANNEX D, DPOM 6-2

MADN-XXX

DATE

MEMORANDUM THRU

IIDD, OFFICE OF THE DEAN  
CURRICULUM COMMITTEE

FOR DEAN OF THE ACADEMIC BOARD

SUBJECT: Validation of AIAD # XXXXXX, Course # XXXXXX (X Credit Hours), Term XX-X

1. I submit the information below as validation that the subject AIAD continues to meet the curricular requirements to award academic credit for subject course number.
2. Red Book description, Course XXXXXX: (Provide course description from Red Book.)
3. I have reviewed the previously approved proposal (Encl 1). The proposed AIAD for Term XXXX is substantially the same, in all curricular considerations, as the previously approved AIAD at Enclosure 1.
4. POC for this memorandum is the undersigned at 845-938-XXXX or XXXX.XXXX@us.army.mil

Encl

DEPT HEAD XXXX  
SIG XXX, XXXX  
BLOCK XXXXX