

DEAN'S POLICY AND OPERATING MEMORANDUM 03 - 10

OFFICE OF THE DEAN
UNITED STATES MILITARY ACADEMY
West Point, New York 10996-5000

MADN

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Memorandum No. 03-10

USMA ROTATING MILITARY FACULTY SELECTION

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1. Purpose. This DPOM prescribes policies and procedures governing the qualifications, selection, and special education requirements of officer instructors and their assignment to academic departments at the United States Military Academy (USMA).

2. Applicability. These policies and procedures apply to departments, centers and other organizations that are responsible for the screening, selection, and assignment of active-duty Army officers to the staff and faculty at the USMA.

3. Exemptions. Departments who have career military field specific faculty assigned by a branch/functional area manager (e.g. JAG, Medical Service Corps, etc.) are exempt from board procedures.

4. Qualifications. Officers interested in becoming instructors for the academic departments should have the following general qualifications:

- a. Completed a minimum of four years of commissioned service.
- b. Completed at least six but not more than thirteen years of active service.
- c. Completed a key and developmental assignment (i.e., be branch qualified); in most cases, this requires successful completion of company command.
- d. Possess special aptitude for a specific subject to be taught.

e. Demonstrate qualities of leadership, excellent character, military bearing, and appearance.

f. Demonstrate potential for continued service on active duty upon completion of the USMA teaching assignment.

g. Posses any special qualifications announced by the Dean of the Academic Board and the Superintendent, USMA.

5. Selection. There are two steps in the instructor selection process for assignment to USMA: candidate identification and application review.

a. Candidate Identification. There are several ways to identify potential instructors.

(1) Departments initiate files on cadets who have demonstrated potential to become instructors.

(2) Departments query the Total Army Personnel Management Information System (TOPMIS) to identify officers with undergraduate degrees related to each department's discipline.

(3) Department heads correspond with professors of military science across the country to solicit nominations.

(4) Veteran instructors returning to the field refer outstanding junior officers to various departments.

(5) Department Heads visit the Army Human Resources Command (AHRC) to search for and discuss potential instructors.

(6) Candidates may declare their interests in a West Point assignment at any time by applying online through TEACH, a software application providing a paperless, online system for identifying, screening and processing applications from faculty candidates. TEACH allows candidates to review their status and make updates to their applications in "real time." Note that TEACH is a replacement for the legacy systems known as WEST and EAST.

b. Application Review. Each officer applicant must have a key and developmental assignment in his or her current grade before AHRC will support a nominative assignment at West Point. The basic criterion is defined in DA Pam 600-3 and includes the requirement to complete the captain's career course and a branch-qualifying key and developmental assignment.

(1) Departments screen and select officers whose timelines permit their assignments to USMA between the sixth and thirteenth year of service. Departments are required to ensure that candidates meet branch qualification requirements and that they will have sufficient time to become branch qualified in order to remain competitive for future promotion boards.

(2) Departments will form a selection committee of at least three personnel to review candidate files. The selection committee will consider the qualifications of each officer and determine an order of merit list for selection. Department Heads will not be members of these selection committees as they serve as the final decision making authority. In cases where the Department Head is not able to be the selection decision authority, the Deputy Department Head will fulfill this role.

(3) Based upon the criteria outlined in the Joint Ethics Regulation and the Code of Federal Regulations - DoD 5500 .07-R, section 2-200 through 2-207, which incorporates the Standards of Conduct for Employees of the Executive Branch, Title 5 Code of Federal Regulations Part 2635 (5 C.F.R. 2635) - any individual involved in the selection committee and/or decision process with any possible conflicts of interest will recuse themselves from the panel in order to avoid any appearances of partiality.

(4) Prior to the selection committee reviewing the candidate files, the Department Head, or his designated representative who is not a member of the selection committee, will remove all candidate letters of recommendation that are from an individual who is either a member of the selection committee or part of any selection committee member's rating chain. Department Heads will also remove any letters they feel may introduce favoritism and undue influence into the selection process.

(5) The names of the top qualifiers are submitted to AHRC at the appropriate time for review and comment on availability and suitability. AHRC will review each candidate to determine if the candidate's career timeline and manner of performance merit assignment at USMA. Only officers who AHRC determines are both available and suitable continue in the selection process. The final order of merit list of AHRC approved candidates will be presented to the Department Head for final selection.

6. Graduate Education.

a. Any person assigned to serve as the lead instructor for a section of cadets at USMA must possess at least a master's degree (or equivalent) in a relevant academic discipline. The gaining department's Department Head may set parameters on the acceptable type of graduate degree in terms of academic discipline studied and type of institution at which the degree is earned.

b. Some direct assignments are made to the USMA faculty if the officer already has the requisite degree, is otherwise qualified with his/her branch, and is acceptable to the department concerned.

c. For those who have not yet obtained a qualifying graduate degree, following selection, the officer will normally attend a two-year graduate program in an area related to the gaining department's discipline.

d. If selected for an approved doctoral program, faculty members may attend a graduate program for up to 36 months in residence.

7. Types of Assignment. There are two types of assignments to USMA:

a. Direct assignments are given to officers who already have acquired the appropriate graduate education required for a particular discipline. In the event that there are multiple qualified candidates, the department will follow the same process outlined in Section 4 (Selection). These officers will serve a three-year tour at USMA. Tour extensions or curtailments will be granted as an exception to policy and will require approval by the Dean of the Academic Board, USMA Superintendent, and AHRC.

b. Assignments following Advanced Civil Schooling (ACS) are given to those officers not academically qualified at the time of selection and nomination. Officers attending ACS prior to their USMA assignment are required to complete 36 months of utilization in the academic discipline studied. Exceptions require approval by the Dean, Superintendent, and AHRC.

8. Special Considerations.

a. Officers educated and trained for positions in other Army educational programs may be assigned to USMA instructor positions provided they are not needed in specific functional areas for which they were trained. Assignment to the USMA faculty is a professionally rewarding and career-enhancing assignment provided the timing of this assignment is well planned. AHRC continues its efforts to ensure that upon departure from a USMA assignment, officers are integrated back within career patterns and other professional development assignments and, where possible, the follow-on assignment is with a troop unit.

b. USMA is committed to a diverse faculty that reflects the demographic composition of our army. To maintain such a diverse faculty, consideration is given to the important factors of source of commission, branch, gender, experience, and ethnicity in the selection process.

c. Faculty assignments for the Law Department are made by the Personnel, Plans, and Training Office of the Judge Advocate General.

9. Department Policies. These policies and procedures represent the minimum standard to which departments, centers, and organizations will adhere when selecting military faculty. All departments, centers, and organizations must develop and publish their own SOP for faculty selection and maintain a copy on file within the department. The Office of the Dean, Human Resources Cell, will maintain a copy of the Department Selection SOPs and review them on an annual basis. The department SOP will:

a. Establish the minimum standard for the formation, composition and operation of faculty selection committee;

b. Specify the Department Head as the final decision authority;

c. Require formal appointment of selection committee members via formal memorandum;

- d. Enumerate required application packet items;
- e. Outline department 's criteria for accepting letters of recommendation;
- f. Address terms from which any individual involved in the selection committee and/or decision process must recuse themselves.

10. References.

- a. Army Regulation 621-108, Military Personnel Requirements for Civilian Education.
- b. DA Pamphlet 600-3, Commissioned Officer Professional Development and Career Management.
- c. Army Regulation 614-185, Requisitions and Assignment Instructions for Officers.
- d. Army Regulation 621-1, Education - Training of Military Personnel at Civilian Institutions.
- e. Standards of Conduct for Employees of the Executive Branch, Title 5 Code of Federal Regulations Part 2635 (5 C.F.R. 2635).
- f. Review and Analysis of USMA Selection Policies and Procedures for Advanced Civil Schooling and Follow-On Utilization Assignment at USMA, LTG B. C. Freakley (dated 12May2010).

11. Proponent. The proponent for this Dean's policy and operating memorandum is the Human Resources Cell, Office of the Dean.

FOR THE DEAN OF THE ACADEMIC BOARD:

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