

CHAPTER 2, USCC Regulation 351-2

CHAPTER 2 PROCESSING OBSERVATION REPORTS

201. Cadet Observation Reports (USMA Form 2-543-4R). Cadets, Officers, Non-Commissioned Officers, Civilian Staff and Faculty, and any Academy Official may report outstanding or deficient cadet behavior by using USMA Form 2-543-4R. Cadet Observation Reports serve as an available means to document cadet behavior.

202. Preparation

a. **Part I.** Individuals making observation reports will fill in the information requested in sections a. - f. to the best of their knowledge. First Sergeants will complete any incomplete information. Individuals preparing the report should be as specific as possible about the “Task/Situation/Course” observed. “Date Observed” should be the actual date that the behavior took place rather than the date of the report’s preparation.

b. **Part II.** Using the scale provided, the observer may rate the cadet in the cadet leader values/attributes/skills/actions appropriate to the behavior observed. It is not necessary to rate the cadet in every dimension, only those applicable to the behavior. Observer will then cite specific observed behaviors and provide comments in the appropriate sections, and then sign and date the document with the date of preparation.

203. Routing

- a. Cadets preparing observation reports will route them to the First Sergeant.
- b. Observation reports prepared by cadets assigned to duty in the Central Guard Room, the Officer-in-Charge (OC) will be picked up by the cadet S-1 for distribution to the appropriate regimental Sergeant Major or company First Sergeant.
- c. Observation reports from academic departments and USMA staff agencies will be forwarded directly to the appropriate cadet First Sergeant.

204. Processing and Disposition

a. **Routing of Cadet Observation Reports** Cadets will route a negative observation report as described below.

- (1) **Observing Cadet/Officer/Professor.** The observer of a cadet’s behavior writes an Observation Report (OR) on that cadet. He or she forwards it to the Cadet Company First Sergeant.
- (2) **First Sergeant.** The First Sergeant receives all observation reports from observers, whether from in or out of company. The First Sergeant gives the primary copy to the observed cadet’s Platoon Leader. The First Sergeant also forwards the R&D carbon copy to the company Regulations and Discipline Officer (R&DO). The First Sergeant then forwards the TAC copy to the company Tactical Officer (TAC).
- (3) **Platoon Leader.** The Platoon Leader receives the primary copy from the First Sergeant. The Platoon Leader reviews and then forwards it to the observed cadet.
- (4) **Observed Cadet.** The observed cadet signs the primary copy of the OR, and writes in the observed cadet comments. He or she then returns it to the Platoon Leader.
- (5) **Platoon Leader.** The Platoon Leader receives the primary copy back from the observed cadet. The Platoon Leader then checks a box according to his/her recommendation. The Platoon Leader signs the OR, and then forwards it to the Company Commander.
- (6) **Company Commander.** The Company Commander receives the primary copy from the Platoon Leader. He or she reviews the OR, signs it, and then gives it to the Tactical Officer.

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(7) Tactical Officer. The Tactical Officer reviews and signs the primary copy of the OR. At this time the TAC may destroy or file the TAC copy of the OR. The Tactical Officer decides with the Company Commander what the result of the OR should be. The TAC is the ultimate authority on what type of Article 10 (summarized or formal) that the observed cadet will receive. The TAC then gives the OR to the Company Commander for processing.

(8) Company Commander. Company Commander then forwards the OR to the R&DO.

(9) Cadet Regulations and Discipline Officer. The R&DO holds onto the R&D copy until the Company Commander gives him the primary copy, and he or she sees that the Company Commander, the Platoon Leader, and the TAC have signed the OR. The R&DO marks a line through the R&DO copy (to indicate that the primary copy is now accounted for), and stores it in his/her files. The R&DO then either returns the primary copy to the Platoon Leader, prints out a form 2-3 to be attached to the OR and gives it to the TAC, or prints out a form 2-3-1 to be attached to the OR and gives it to the Company Commander. Upon the conclusion of an Article 10 the R&DO will receive the Article 10 with attached OR. The R&DO will make a copy of it, and give the original to the Regimental Clerk. The original the R&DO will give to the PL to store in his/her leader log.

b. Routing of the Positive Observation Report (OR). The observer of a cadet's exceptional behavior actions beyond the call of duty checks the box indicating positive OR and forwards a copy to the cadet's First Sergeant. The First Sergeant will forward the OR through the chain of command for review. After the Tactical Officer has reviewed the OR a copy of the OR is filed in the cadet's Leader Log and TAC file.

205. Monitoring and Tracking

a. All written documents included in this process are inspectable items, and may not be destroyed without the permission of the company tactical officer. At the end of the semester or detail of training, all observation reports will be given to the company tactical officer for filing in company counseling files. Cadet company commanders and company tactical officers may, at any time, request to inspect a platoon leader's leader log or counseling files/records.

b. Tracking

(1) **Tracking of Positive Observation Reports.** Cadet Companies are not required to track Positive Observation Reports.

(2) **Tracking of Negative Observation Reports.** The R&DO is responsible to ensure that all negative ORs are tracked and processed. He or she uses the R&D copy of the OR as a check. The R&DO also forwards information, as necessary, about his/her company's ORs and Article 10s to the Brigade Assistant Adjutant for Regulations and Discipline.

(3) A designated Company Staff Officer or NCO will maintain monthly statistics on the number and type (positive or negative) of Cadet Observation Reports processed by the company.

206. Processing Disciplinary Actions at Company Level or Higher

a. Should the cadet company commander decide to address the observed cadet behavior at a higher level, the Cadet Observation report will become a base document for further action. Preparation of documentation for proceedings under Article 10 (Summarized or Company Grade) will then commence.

b. Should action at a higher authority beyond company level be recommended, requested or required, the Tactical Officer will fill in the comments section stating the recommendation for further action, and sign/date the form.

c. Observation reports resulting in Article 10 proceedings will be filed with the Article 10 form in the cadet's TAC file at regiment. All other OR's will be maintained at the level they were adjudicated.