

## POLICY MEMO 12

### INTERSERVICE TRAINING POSTAL ACTIVITY BRIEFING

4 January 2010

The following items (at a minimum) will be briefed by Week 1  
Instructors on day one of each new class:

- Course Schedule.
- Fire Evacuation Procedures.
- Tornado Action Procedures.
- Visitors entering the classroom.

Classroom rules:

- All class materials stay in the classroom unless otherwise authorized by your instructor.
- No PROFANITY used in classrooms, hallways or break areas.
- No sleeping in class.
- No chewing gum in class.
- Only hard candy and drinks in sealable containers (no open soda cans) are authorized in class. No other food of any kind is permitted except in cases of class functions.
- No beverages around the IRTs.
- Cell phones are not authorized during academic hours in or around Building 2300. If special situations exist, see your Senior Service Representative for further guidance. Instructors have the right to confiscate phones that ring during class. Confiscated phones will be turned over to respective Senior Service Representative.
- Classrooms will be cleaned daily using the checklist posted on the bulletin board. The class leader is responsible for ensuring this is done.

Honors:

- Only enlisted students may vie for class honors in the Postal Operations Course (F4 and Phase II do not have honors recognition). The top 20% of the class will be recognized as follows:

Distinguished Honor Graduate (DHG) - the student with the highest overall GPA will be designated the DHG.

## POLICY MEMO 12

Honor Graduate (HG) - the student with the second highest GPA will be designated the HG.

Commandant's List- the next highest GPAs in order from highest to lowest based on the number of honorees authorized (ex. 23 students enrolled -  $23 \times .20 = 4.6$  rounded down to 4...always round down). This means there will be two students on the Commandant's List.

\*Any negative counseling or test failure is an automatic disqualifier for class honors.

\*\*If a student has been transferred into a class for any reason other than disciplinary or academic difficulty, they ARE eligible for honors in their new class.

Elimination:

Students may be dropped from the course for the following reasons:

-Multiple test failures - if a student fails the same test twice, he/she is recommended for elimination from the course. Additionally, after any three failures, elimination is considered. It is the Director's decision whether the student will be given another retest or continue after three failures.

- Lack of motivation - students who show no motivation to learn by missing class, not completing homework, not participating in class, or poor overall attitude.

- Students who miss more than three academic days of class may be eliminated from the course. The option to new start or transfer the student is also available depending on the student's attitude and prior class performance. The Director will make the decision based on the instructor's and senior service liaison recommendations.

Other Rules:

- Homework will be completed by the deadline assigned. Students will be counseled for failure to complete homework. On the second offense, they will be referred to their Senior Service Representative for further counseling. Should a third offense occur, the student will be sent to the School Advisor and recommended for elimination from the course.

- Class begins at 0830 daily unless instructed otherwise. Students are responsible for arriving to school on time. If there are issues at the barracks that cause students to be late for class (i.e. barracks detail) the instructor needs to be made immediately aware. Students WILL contact their Senior Service Representative in advance when these situations arise.

- Appointments should be scheduled on the afternoon of the third Thursday of the month, as these are scheduled cadre training days (half day for the students).

## POLICY MEMO 12

- Students are responsible for arranging with the instructor to make up any missed training due to absence(s).
  
- Students that are detailed for staff duty are responsible for any missed training. If there is a test scheduled the morning they finish duty, the student will be there for the test then the instructor may allow the student to go home for recovery time. The student will be given any reading assignment/homework for the next day.
  
- Students may not use any tobacco products in class (smokeless tobacco, etc.) The smoking area is located across the cadre/student parking lot and may be used during lunchtime or before / after school depending on your service specific requirements.
  
- Students will walk on the right side of the hallway in a single file and remain quiet, as there are always classes in session.
  
- Student break room is located in Room 236. Computers are available for student use during lunch or break timeframes. The outside break area is a NO SALUTE / NO HAT area. Keep in mind that outside of this area, all proper courtesies should be extended to officers and senior enlisted personnel.
  
- All students regardless of service need to see the chain of command photos posted downstairs by the auditorium to become familiar with the AG School and SSI Senior Leadership.
  
- Sexual harassment will not be tolerated. The DoD and Postal School has a zero tolerance policy for any form of sexual harassment. Examples could be unwanted touching, grabbing, bumping, kissing, hugging, cornering or inappropriate verbal comments. If a student feels they have been harassed or has any questions regarding this issue, they may contact Mr Gasque, Deputy Director.
  
- Students will park only in the unmarked areas of the parking lot. Areas marked with white paint are for cadre only. Violators will be asked to move and will be ticketed if noncompliant.

“SIGNED”  
DAVID J. SMART  
CWO3, USMC  
Director