

usmc counseling sheet

usmc counseling sheet is an essential tool used within the United States Marine Corps to document and guide the counseling process for Marines. This formal record supports leadership in addressing performance, conduct, and developmental issues while fostering communication between Marines and their supervisors. Understanding the purpose, structure, and effective use of the usmc counseling sheet ensures that corrective actions and professional growth are properly managed. This article explores the key aspects of the usmc counseling sheet, including its components, types, legal considerations, and best practices for both counselors and counselees. Additionally, it clarifies how this document supports accountability, leadership responsibilities, and career progression within the Marine Corps. The following sections provide a comprehensive guide to utilizing the usmc counseling sheet efficiently and in accordance with Marine Corps standards.

- Understanding the Purpose of the USMC Counseling Sheet
- Components and Structure of the Counseling Sheet
- Types of Counseling in the Marine Corps
- Legal and Administrative Considerations
- Best Practices for Conducting and Documenting Counseling
- Role of Counseling Sheets in Marine Career Development

Understanding the Purpose of the USMC Counseling Sheet

The usmc counseling sheet serves as a formal mechanism for communication between a Marine and their leadership. Its primary purpose is to document discussions related to performance, behavior, or professional development. Marines are periodically counseled to ensure they understand expectations, receive feedback, and are given opportunities to improve or maintain standards. This sheet is an official record that can influence administrative actions, promotions, or career decisions.

Facilitating Communication and Improvement

Effective counseling strengthens the relationship between Marines and their leaders by creating a structured environment for feedback. The counseling sheet helps clarify expectations, identify areas needing improvement, and set actionable goals. It encourages Marines to take ownership of their development while enabling leaders to track progress and intervene early when issues arise.

Supporting Accountability and Documentation

The usmc counseling sheet provides documented evidence of the counseling process. It protects both the Marine and the command by ensuring transparency in corrective actions. This documentation is often reviewed during performance evaluations and can be referenced in case of disciplinary proceedings, making it a critical tool for accountability.

Components and Structure of the Counseling Sheet

The counseling sheet used by the USMC follows a standardized format that ensures consistency and clarity across the Corps. Understanding each section helps leaders conduct thorough counseling sessions and maintain comprehensive records.

Key Sections of the Counseling Sheet

The counseling sheet typically includes the following sections:

- **Administrative Information:** Details such as the Marine's name, rank, unit, date of counseling, and the counselor's identity.
- **Purpose of Counseling:** A clear statement outlining the reason for the counseling session, such as performance review, disciplinary action, or career guidance.
- **Discussion:** A narrative section where the counselor documents the issues discussed, observations, and any relevant details.
- **Plan of Action:** Specific steps, goals, or corrective measures agreed upon to address the issues raised.
- **Signature Block:** Signatures of both the counselor and the Marine, indicating that the counseling was conducted and the Marine acknowledges receipt.

Additional Documentation

In some cases, supporting documents such as performance reports, incident records, or training plans may be attached to the counseling sheet to provide a fuller context. Proper filing and maintenance of these records are crucial for their use in future evaluations or administrative actions.

Types of Counseling in the Marine Corps

The usmc counseling sheet is versatile and can be used for various counseling types, each serving a distinct purpose within Marine leadership and management practices.

Performance Counseling

Performance counseling focuses on a Marine's job duties, strengths, and areas for improvement. This type of counseling is typically routine and aims to support continuous professional growth and mission readiness.

Corrective Counseling

Corrective counseling addresses specific behavioral or performance issues that require immediate attention. It helps Marines understand deficiencies and outlines corrective actions to prevent recurrence.

Career Development Counseling

This counseling type assists Marines in planning their careers, identifying goals, and exploring opportunities for advancement, education, or specialized training. It is proactive and developmental in nature.

Personal or Crisis Counseling

In situations involving personal problems, stress, or crises affecting a Marine's performance or well-being, counseling sheets may be used to document support provided and referrals made to appropriate resources.

Legal and Administrative Considerations

Proper use and handling of the usmc counseling sheet carry legal and administrative implications within the Marine Corps framework. Understanding these considerations is essential to maintain fairness and compliance.

Confidentiality and Record Keeping

Counseling sheets are official records and must be handled with confidentiality and professionalism. Access is generally limited to authorized personnel, and records are maintained according to Marine Corps regulations and retention policies.

Impact on Administrative Actions

Documentation on counseling sheets can influence decisions related to non-judicial punishment, administrative separation, promotions, and awards. Accurate and objective counseling records help ensure that such decisions are based on verified facts.

Best Practices for Conducting and Documenting Counseling

Effective counseling requires more than just filling out a form; it involves communication skills, preparation, and follow-up. Implementing best practices enhances the counseling process and strengthens leadership effectiveness.

Preparation and Environment

Counselors should prepare by reviewing relevant records and setting a private, distraction-free environment. This approach fosters openness and constructive dialogue.

Clear and Objective Communication

Using clear, specific language when discussing issues and expectations avoids misunderstandings. Counselors should focus on observable behaviors rather than subjective judgments.

Collaborative Action Planning

Engaging the Marine in developing the plan of action increases commitment and accountability. Goals should be measurable, realistic, and time-bound.

Follow-Up and Documentation

Regular follow-up sessions help monitor progress and adjust plans as needed. Accurate documentation on the counseling sheet ensures continuity and supports future reviews.

Role of Counseling Sheets in Marine Career Development

The usmc counseling sheet is a foundational element in managing a Marine's career trajectory. It helps identify strengths, development needs, and readiness for increased responsibilities.

Tracking Performance Trends

Over time, counseling sheets provide a record of a Marine's growth, challenges, and achievements. This information is valuable during fitness reports and selection boards.

Enhancing Leadership Development

Through systematic counseling, Marines receive mentorship and guidance that prepare them for leadership roles. Counseling sheets document this process, demonstrating a Marine's commitment to professional excellence.

Supporting Promotion and Retention Decisions

Consistent use of counseling sheets contributes to fair and informed decisions regarding promotions, reenlistments, and assignments. They serve as an objective reference reflecting a Marine's qualifications and conduct.

Frequently Asked Questions

What is a USMC counseling sheet?

A USMC counseling sheet is a formal document used by the United States Marine Corps to record counseling sessions between a leader and a Marine. It helps track performance, behavior, and provides guidance for improvement.

When is a USMC counseling sheet typically used?

USMC counseling sheets are typically used during performance evaluations, after disciplinary incidents, for career development discussions, or anytime a leader needs to formally communicate expectations or feedback to a Marine.

What are the key components of a USMC counseling sheet?

Key components include the Marine's personal information, date of counseling, reason for counseling, summary of discussion, action plan, and signatures of both the Marine and the counselor.

How can a Marine prepare for a counseling session documented on a USMC counseling sheet?

A Marine should review their recent performance and conduct, be honest and open during the session, take notes if necessary, and actively participate in creating an action plan to address any issues or goals discussed.

Is a USMC counseling sheet considered part of a Marine's official record?

Yes, counseling sheets are often maintained in a Marine's official records and can impact evaluations, promotions, and career progression depending on the nature of the counseling.

Can a USMC counseling sheet be used as a disciplinary tool?

While counseling sheets primarily serve as a developmental tool to guide and improve Marine performance, they can also document behavioral issues and be referenced in disciplinary actions if necessary.

Where can I find templates or examples of a USMC counseling sheet?

Templates and examples of USMC counseling sheets can typically be found on official Marine Corps websites, training manuals, or through unit leadership and administrative offices.

Additional Resources

1. *USMC Counseling Techniques: A Practical Guide for Leaders*

This book offers a comprehensive overview of counseling methods tailored specifically for United States Marine Corps leaders. It covers the essential components of effective counseling sessions, including preparation, communication skills, and documentation. Readers will find step-by-step guidance on conducting performance, professional growth, and corrective counseling, making it an indispensable tool for NCOs and officers alike.

2. *The Marine Corps Leader's Handbook: Counseling and Mentoring*

Focusing on leadership development within the USMC, this handbook emphasizes the critical role of counseling and mentoring in building resilient and effective Marines. It provides detailed examples and templates for counseling sheets, along with insights into fostering trust and accountability. The book also discusses common challenges leaders face during counseling and offers strategies to overcome them.

3. *Effective Counseling for Marines: Strategies and Best Practices*

Designed to enhance leadership communication, this book explores the psychological and tactical aspects of counseling Marines. It explains how to tailor counseling approaches to individual needs and situations, promoting personal and professional growth. The text includes case studies and sample counseling sheets to illustrate best practices in real-world scenarios.

4. *Marine Corps Performance Counseling: Documentation and Evaluation*

This title delves into the specifics of documenting counseling sessions within the USMC framework. It highlights the importance of accurate and clear counseling sheets for performance evaluation and career progression. Leaders will learn how to write effective counseling statements that are both constructive and compliant with Marine Corps directives.

5. *Building Trust Through Counseling in the Marine Corps*

Trust is the foundation of effective leadership, and this book explores how counseling can strengthen that bond between leaders and Marines. It provides techniques for creating open dialogue and addressing sensitive issues with empathy and professionalism. Readers will gain tools to improve morale and foster a positive command climate through consistent counseling practices.

6. *Marine Corps Corrective Counseling: Addressing and Overcoming Challenges*

This book focuses on the corrective counseling process, helping leaders address performance and conduct issues promptly and effectively. It outlines the steps to deliver constructive criticism while

maintaining respect and motivation. The guide includes sample counseling sheets and legal considerations relevant to the USMC.

7. Mentorship and Counseling in the USMC: Developing Future Leaders

Highlighting the connection between mentorship and counseling, this book guides leaders on nurturing the next generation of Marines. It discusses how counseling sessions can serve as mentorship opportunities to inspire growth and leadership potential. The book features real-life anecdotes and counseling templates to support practical application.

8. USMC Counseling Sheet Templates and Writing Guide

A practical resource for Marine leaders, this book provides a variety of counseling sheet templates covering performance, professional development, and disciplinary actions. It offers detailed instructions on how to complete each section accurately and effectively. This guide serves as a quick reference to ensure consistency and compliance with Marine Corps standards.

9. Leadership Communication in the Marine Corps: Mastering the Counseling Process

Effective communication is at the heart of successful counseling, and this book teaches leaders how to master this skill within the USMC context. It explores verbal and non-verbal communication techniques, active listening, and feedback delivery. The book also addresses cultural and generational differences to enhance understanding and rapport during counseling sessions.

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USMC Counseling Sheet: The Definitive Guide to Mastering the Marine Corps Counseling Process

Are you struggling to effectively conduct and document Marine Corps counseling sessions? Do you fear making mistakes that could impact a Marine's career or your own evaluation? Feeling overwhelmed by the complexities of the USMC counseling system? You're not alone. Many Marines find navigating the intricacies of counseling, from preparing effective sessions to properly documenting them, a significant challenge. Poorly executed counseling can lead to disciplinary issues, missed opportunities for growth, and even legal repercussions. This ebook provides the clear, concise, and comprehensive guidance you need to excel in this critical aspect of Marine leadership.

Mastering the USMC Counseling Sheet: A Step-by-Step Guide by Sergeant Major (Ret.) Johnathan "Jack" Stone

This ebook will equip you with the knowledge and tools to confidently and effectively conduct and document all types of Marine Corps counseling sessions.

Contents:

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Mastering the USMC Counseling Sheet: A Comprehensive Guide

Introduction: The Critical Role of Counseling in the USMC

Effective counseling is the cornerstone of leadership and mentorship within the United States Marine Corps (USMC). It's not merely a bureaucratic task; it's a crucial tool for fostering professional growth, addressing performance issues, and building strong, cohesive units. A well-conducted counseling session can positively influence a Marine's career trajectory, improve unit cohesion, and even prevent potential disciplinary problems. Conversely, poorly executed or undocumented counseling can have severe negative consequences, ranging from hindering a Marine's development to legal ramifications for the counselor. This guide delves into the intricacies of the USMC counseling process, providing a comprehensive understanding of its purpose, methods, and best practices. We will explore the various types of counseling, the steps involved in preparing and conducting a session, and the essential elements of proper documentation. The goal is to equip you with the knowledge and skills necessary to become a proficient and effective counselor within the USMC.

Chapter 1: Types of Counseling & Choosing the Right Approach

The USMC employs several types of counseling, each tailored to specific situations and objectives.

Understanding these distinctions is paramount to selecting the appropriate approach and achieving the desired outcome.

1.1 Performance Counseling: This focuses on evaluating a Marine's job performance, identifying strengths and weaknesses, and establishing goals for improvement. It's a crucial tool for both recognizing achievements and addressing performance deficiencies. Regular performance counseling ensures Marines are on track to meet expectations and provides opportunities for growth and development.

1.2 Professional Growth Counseling: This type of counseling centers on a Marine's long-term career aspirations and professional development. It involves discussions about educational opportunities, career paths, and skill enhancement. The goal is to help Marines plan their future within the Corps and achieve their full potential.

1.3 Discipline Counseling: This is used when a Marine has violated regulations or demonstrated unacceptable behavior. It's a crucial step in addressing misconduct, reinforcing standards, and preventing future infractions. While corrective in nature, it should also focus on rehabilitation and ensuring the Marine understands the consequences of their actions and the steps necessary for improvement. Proper documentation is especially critical in discipline counseling.

Choosing the Right Approach: The type of counseling chosen depends on the specific situation. It's not uncommon to combine elements of different approaches in a single session. For instance, a performance counseling session may incorporate elements of professional growth counseling if a Marine's performance issues are linked to a lack of specific skills or training. The key is to tailor the approach to the individual Marine and the specific circumstances.

Chapter 2: The Pre-Counseling Phase: Preparation & Planning

Effective counseling begins long before the session itself. Thorough preparation is essential to ensure a productive and meaningful interaction.

2.1 Setting Objectives: Clearly define the purpose of the counseling session. What specific issues will be addressed? What outcomes are you hoping to achieve? Having clear objectives will guide the conversation and ensure the session stays focused.

2.2 Gathering Information: Before the session, gather relevant information about the Marine's performance, conduct, or situation. Review performance evaluations, training records, and any other pertinent documents. This will provide a solid foundation for a productive discussion.

2.3 Choosing the Right Setting: Select a private and comfortable location where the Marine will feel at ease. Avoid distracting environments and ensure privacy to foster open communication. The setting should promote trust and encourage honest dialogue.

Chapter 3: Conducting the Counseling Session: Techniques & Strategies

The actual counseling session is where the prepared plan is executed. Effective communication is key.

3.1 Active Listening: Pay close attention to what the Marine is saying, both verbally and nonverbally. Show genuine interest and empathy. Active listening involves summarizing the Marine's points to ensure understanding and demonstrating that you value their perspective.

3.2 Questioning Techniques: Use open-ended questions to encourage the Marine to express their thoughts and feelings. Avoid leading questions that might influence their responses. Effective questioning helps uncover underlying issues and gain a deeper understanding of the situation.

3.3 Providing Feedback: Deliver feedback constructively, focusing on specific behaviors and their impact. Balance positive reinforcement with constructive criticism to motivate the Marine and promote growth. Use the "Situation-Behavior-Impact" method to clearly communicate your observations and their consequences.

Chapter 4: Documenting the Counseling Session: Completing the Counseling Sheet Accurately and Effectively

Accurate and thorough documentation is crucial for legal protection and tracking progress.

4.1 Completing the Counseling Sheet: Fill out the counseling sheet completely and accurately. Include specific details about the session's purpose, the topics discussed, the agreed-upon actions, and the date and time of the session.

4.2 Avoiding Legal Pitfalls: Be precise and objective in your documentation, avoiding subjective opinions or inflammatory language. Ensure the Marine understands the contents of the counseling sheet and signs it as acknowledgment.

4.3 Ensuring Clarity & Conciseness: Use clear and concise language to avoid ambiguity. Write in a professional and objective manner, focusing on factual information.

Chapter 5: Post-Counseling Follow-Up & Accountability

Counseling isn't a one-time event; it requires ongoing monitoring and support.

5.1 Tracking Progress: Follow up with the Marine to monitor their progress and address any concerns. Regular check-ins demonstrate your commitment to their development and help ensure accountability.

5.2 Addressing Concerns: Be prepared to address any new issues or challenges that arise after the initial counseling session. Flexibility and responsiveness are crucial in maintaining a productive relationship with the Marine.

Chapter 6: Counseling Special Populations

Different Marines require tailored approaches.

6.1 Junior Marines: Emphasize mentorship and guidance. Focus on building confidence and providing clear expectations.

6.2 Senior Marines: Focus on collaboration and mutual respect. Recognize their experience and expertise.

6.3 Marines with Specific Needs: Be aware of and sensitive to the needs of Marines with disabilities or other special circumstances.

Chapter 7: Case Studies & Examples of Effective and Ineffective Counseling

Real-world examples illustrate best and worst practices.

This chapter will present various scenarios, demonstrating how to effectively use the techniques discussed in previous chapters, highlighting successes and mistakes to learn from.

Conclusion: Maintaining Excellence in Marine Corps Counseling

Proficient counseling is a continuous process of learning and refinement. By mastering the skills and techniques outlined in this guide, you can become a more effective leader and mentor, positively influencing the lives and careers of the Marines under your charge. Remember, effective counseling

is a critical component of unit cohesion, morale, and success.

FAQs

1. What if a Marine refuses to sign the counseling sheet? Document the refusal and the reasons provided. Consider involving higher leadership if necessary.
2. How often should I conduct counseling sessions? The frequency depends on the Marine and the situation. Regular performance counseling is recommended, while disciplinary counseling is conducted as needed.
3. Can I use my personal opinions in counseling documentation? No, keep the documentation objective and factual.
4. What if I make a mistake on the counseling sheet? Do not erase or alter the document. Make a correction, initial it, and date it.
5. What happens if a counseling session doesn't improve performance? Consider further action, involving higher leadership if necessary.
6. Are there specific time limits for completing counseling sheets? While there are no strict time limits, aim for prompt completion to ensure accurate recording.
7. What if the Marine is emotionally distressed during counseling? Offer support and, if necessary, refer them to appropriate resources.
8. Can I use counseling sessions to address personal issues of a Marine unrelated to their work performance? While you can offer support, focus primarily on work-related matters. For personal issues, refer them to appropriate resources.
9. Where can I find more resources on USMC counseling procedures? Check your unit's regulations, the Marine Corps Manual, and online resources.

Related Articles:

1. The Importance of Active Listening in USMC Counseling: Explores the critical role of active listening in building rapport and understanding.
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7. Disciplinary Counseling in the USMC: A Guide for Leaders: Navigating disciplinary actions and documentation.
8. Counseling Marines with Special Needs: Addressing the unique counseling needs of diverse personnel.
9. The Role of Mentorship in USMC Counseling: Highlights the importance of mentorship in fostering effective counseling.

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pamphlet introduces Soldiers to the Army Ethic, Values, Culture of Trust, History, Organizations, and Training. It provides information on pay, leave, Thrift Saving Plans (TSPs), and organizations that will be available to assist you and your Families. The Soldier's Blue Book is mandated reading and will be maintained and available during BCT/OSUT and AIT. This pamphlet applies to all active Army, U.S. Army Reserve, and the Army National Guard enlisted IET conducted at service schools, Army Training Centers, and other training activities under the control of Headquarters, TRADOC.

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Comprehension sections of the test · 200+ additional practice questions with step-by-step answers and explanations

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usmc counseling sheet: Tomorrow Is Always Wednesday Brian F. Decker, Lt. Col Mark Halferty (USMC), Major Gregory Estvander (USMC), 2018-11-09 Tomorrow Is Always Wednesday By: Brian F. Decker with Lt. Col Mark Halferty (USMC) and Major Gregory Estvander (USMC) Tomorrow Is Always Wednesday is a love story that combines the hardships of war and what men and women on both sides had to endure, either in combat or while waiting on the sidelines. Follow a group of friends just trying to survive the war, a young man trying to return to his family in Japan, and a young woman trying to discover her grandfather's legacy. This book is for all; but is dedicated to the memory of the young men who never got to grow old and those that did, but have the memories of combat burned into them forever.

usmc counseling sheet: *Marines* , 1999

usmc counseling sheet: Bulletproofing the Psyche Kate Hendricks Thomas, David L. Albright Ph.D., 2018-05-03 This book presents the latest in neuroscience and resiliency research alongside the personal stories of military veterans to advocate for an empirically validated training protocol. In Bulletproofing the Psyche: Preventing Mental Health Problems in Our Military and Veterans editors Kate Hendricks Thomas and David L. Albright lead an interdisciplinary team of researchers, practitioners, and military veterans in calling for a new kind of training with a focus on bulletproofing the psyche: psychological resiliency skills training. They combine research and storytelling to argue that somatic protocols, a training method long used in the treatment sector to rewire the brain after trauma and a proven, valid alternative to drug and talk therapy, should be applied to the prevention and training sectors. Contributors include leaders in the fields of trauma research, military social work, and veterans' health. Students and scholars in the fields of social work, military psychology, social psychology, health promotion, organizational development, and institutional organization will find the research relevant, while clinicians, counselors, and mental health care providers working with military-connected communities may find the discussion of trauma treatment and intervention model transformative for their practice.

usmc counseling sheet: *United States Marine Corps - The Basic School - Warrant Officer Basic Course Materials* , Over 2,200 total pages !!! WARRANT OFFICER BASIC COURSE (WOBC) 1-18 INFORMATION Congratulations on your selection as a Warrant Officer of Marines. You are about to embark upon a truly remarkable journey as an officer of Marines. That journey begins with your successful completion of the Warrant Officer Basic Course (WOBC) at The Basic School (TBS) in Quantico, Virginia. Warrant Officers and Title 10: Warrant Officer (WO) is an appointed rank, vice a commissioned one. Chief Warrant Officers (Marine Gunners and Recruiting Officers) are commissioned. All Chief Warrant Officers and Warrant Officers must successfully complete the WOBC in order to retain their appointment or commission. Title 10 U.S.C. Section 1165 states: THE SECRETARY OF THE NAVY HAS THE AUTHORITY TO TERMINATE THE REGULAR APPOINTMENT OF ANY PERMANENT REGULAR WO AT ANY TIME WITHIN THREE YEARS AFTER THE DATE WHEN THE OFFICER ACCEPTED HIS ORIGINAL PERMANENT APPOINTMENT. A MARINE WHOSE APPOINTMENT IS TERMINATED MAY, UPON HIS REQUEST AND AT THE DISCRETION OF THE SECRETARY OF THE NAVY, BE ENLISTED IN A GRADE NOT LOWER THAN THAT HELD

IMMEDIATELY PRIOR TO APPOINTMENT. THEREFORE, THE FIRST THREE YEARS AS A WO IS A PROBATIONARY PERIOD AND THE APPOINTMENT TO WO WILL BE TERMINATED IF A MARINE DOES NOT COMPLETE THE REQUIREMENTS OF THE WOBC. WOBC MISSION STATEMENT:

Train and educate newly appointed warrant officers in the high standards of professional knowledge esprit-de-corps, and leadership required to transition from enlisted Marine to officer with particular emphasis on the duties, responsibilities and warfighting skills required of a provisional rifle platoon commander. The Warrant Officer Basic Course: The WOBC is an eighteen-week course that focuses on the transition from enlisted Marine to Marine officer. TBS and the WOBC focus on five horizontal themes that define expectations of all Marine Officers: (1) a man/woman of exemplary character, (2) devoted to leading Marines 24/7, (3) able to decide, communicate, and act in the fog of war, (4) a Warfighter who embraces the Corps' warrior ethos, and (5) mentally strong and physically tough. The universal concept that Marine Officers must be able to assess situations, weigh the pros and cons of various decisions, make a decision, develop a plan, communicate that plan effectively, and supervise its execution is stressed and exercised throughout the course. The course will teach the science and art required for service of Marine Officers with an emphasis on decision making throughout. Provisional infantry and planning subjects are together used as the means or vehicle to teach and evaluate this process. Since all students are evaluated on leadership as Marine Officers; physical, mental, and emotional stress are incorporated throughout the course in order to evaluate the ability to lead in chaotic and stressful environments. Some individuals will be pushed close to their failing point, but the WOBC is designed to give students an opportunity to display positive leadership qualities in the face of adversity. The WOBC is not a "check in the block." It is a course designed to provide students with the learning experiences necessary to effectively transition to service as a Marine Officer. Students who do not successfully complete the course face a variety of administrative actions, including repetition of the course, recycle to a six month lieutenant Basic Officer Course, revocation of appointment, or separation from the service. The WOBC curriculum is an academically rigorous, provisional infantry and staff planning based program of instruction (POI) which consists of approximately 935 hours of formal instruction. The POI includes classroom instruction, field exercises, sand table exercises, and discussion groups. Classroom instruction is designed around the flipped classroom model.

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