

DEPARTMENT OF THE ARMY
Headquarters, United States Army
Signal Center of Excellence
Fort Gordon, Georgia 30905-5000

*USASIGCoE Regulation 350-8

23 January 2014

Training
DISMISSAL OF STUDENTS (ALL RANKS)
AND OFFICER STUDENT EVALUATION BOARDS

FOR THE COMMANDER:

OFFICIAL:



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History: This publication is a revision.

Summary. This regulation establishes the policies and processes for removing students from training programs at Fort Gordon for reasons other than academic or leadership deficiencies and prescribes the practices to be followed for the conduct of Student Evaluation Boards.

Applicability. This regulation applies to all students attending school at Fort Gordon. In the cases of student misconduct not involving academic deficiencies, or leadership deficiencies, a faculty board will not be convened to consider the allegations. Such cases of misconduct will be handled through the student's chain of command. Cases of misconduct involving Air Force, Marine, Navy, or Allied students will be handled through their respective chain of command or office.

Proponent and exception authority. The proponent of this regulation is the Directorate of Training (DOT).

Army management control process. This regulation does not contain management control provisions.

*This regulation supersedes USASC&FG Regulation 350-8, 23 October 2008 & USASC&FG Regulation 15-1, 5 November 2009.

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Supplementation. Supplementation of this regulation is prohibited unless specifically approved by Commander, United States Army Signal Center of Excellence (USASIGCoE).

Suggested improvements. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, USASIGCoE, ATTN: ATZH-DT, Fort Gordon, Georgia 30905 and/or submit DA Form 1045 (Army Ideas for Excellence Program [AIEP] Proposal) to the installation AIEP coordinator.

Distribution. This regulation is only available on the USASIGCoE publications website at http://www.gordon.army.mil/dhr/fg_regulations_and_forms/index.html.

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1. Purpose. This regulation establishes procedures for dismissal of Officers, Warrant Officers, Warrant Officer Candidates, Non-commissioned Officers and Enlisted students from training in those cases involving misconduct not academically related and the administration and conduct of mandatory Student Evaluation Boards for officers/warrant officers failing to meet the standards for graduation. This regulation implements the provisions of Army Regulations (AR) 135-175 and 600-8-24 and USASIGCoE Regulation 350-5. USASIGCoE Regulation 350-8 pertains to student misconduct not involving academic or leadership deficiencies.

2. Scope

a. The provisions of this regulation apply to all commissioned and warrant officers attending resident courses at USASIGCoE. All Officer Boards must be approved to convene by the convening authority: Director, Directorate of Training (DOT).

b. The student's chain of command will manage the cases of student misconduct not involving academic or leadership deficiencies in accordance with USASIGCoE 350-8 and not by the Student Evaluation Board (SEB) procedures.

c. The student's respective chain of command will manage the cases of misconduct involving an Air Force, Marine, Navy, or International student.

3. References

- a. AR 15-6, Procedures for Investigating Officers and Boards of Officers.
- b. AR 135-175, Separation of Officers.
- c. AR 135-178, Enlisted Administrative Separations.
- d. AR 140-111, US Army Reserve Reenlistment Program.
- e. AR 350-1, Army Training and Leader Development.
- f. AR 623-3, Evaluation Reporting System.
- g. AR 600-8-2, Suspension of Favorable Personnel Actions (Flags).
- h. AR 600-8-24, Officer Transfers and Discharges.
- i. AR 601-280, Army Retention Program.
- j. AR 623-3, Evaluation Reporting System.
- k. AR 635-200, Active Duty Enlisted Administrative Separations.
- l. DA Form 1045, Army Ideas for Excellence Program (AIEP) Proposal.

- m. DA Form 1059, Service School Academic Evaluation Report.
- n. DA Form 1574, Report of Proceedings by Investigating Office/Board of Officers.
- o. DA Form 2028, Recommended Changes to Publications and Blank Forms.
- p. DA Form 4856, Developmental Counseling Form.
- q. FG Form 1203-R-E, Action Summary.
- r. TRADOC Reg 350-10, Institutional Leader Training and Education.
- s. TRADOC Reg 350-18, The Army School System.
- t. USASIGCoE Reg 350-5, Academic Practices.

4. Authority

a. The USASIGCoE Commanding General (CG) designates the DOT as the convening authority for all Student Evaluation Boards, referred to hereafter as Board(s). Boards will convene at his direction to consider the cases of students who fail to meet course requirements as specified in the respective course syllabus. See abbreviated Board process at Appendix F.

b. The Commander in accordance with AR 600-8-24, paragraphs 2-37 and 2-38, may approve and disapprove board cases involving probationary students for relief from Active Duty and discharge (except for United States Army Reserve [USAR] and Army National Guard United States [ARNGUS] officers).

5. Initial Entry Training/Advanced Individual Training Students

a. For Initial Entry Training Students dismissal from a course and discharge from the Army are the same. Therefore, the cases are handled in accordance with AR 635-200, Chapter 11 or 13. The company commanders will refer all Reserve Component (RC) students to Directorate of Reserve Components (DRC) for counseling and recommendation prior to referral to the battalion commander.

b. In cases of extreme misconduct, action under Uniform Code of Military Justice is appropriate.

6. Non-Individual Entry Training/Advanced Individual Training Students

a. In the case of misconduct not related to academic performance, the company commander will propose to the battalion commander that the student be dismissed from the course. **(Note: The company commander may solicit written comments from the**

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appropriate training department.) The company commanders will refer all RC students to the DRC for counseling and recommendation prior to referral to the battalion commander. If the battalion commander determines the evidence is sufficient to warrant dismissal, he will notify the student in writing of the action and provide the student with supporting evidence. The battalion commander will advise the student that any appeal must be submitted within seven duty days after receiving written notification of the dismissal action. Appeals will be submitted to the company commander.

b. The student will acknowledge by endorsement within two duty days of receiving written notification of dismissal action. The endorsement must indicate whether or not the student intends to appeal the action. The student may consult with Trial Defense Service for assistance in preparing the response. If, after considering the response, the company commander decides to pursue the relief from training, the packet will be endorsed to the battalion commander.

c. After considering the company commander's endorsement and evidence submitted by the student, the battalion commander may allow a personal conference with the student. The student will be allowed to present witnesses at this conference. The battalion commander will consider the evidence presented and make a decision if the student will be dismissed from the course or will be allowed to continue the course.

d. After the decision by the battalion commander, the student may appeal to the brigade commander within three duty days of any adverse decision. The student will remain in class pending the final decision by the brigade commander. The brigade commander's decision will be final.

7. **Noncommissioned Officer Education System (NCOES)**

a. The training supervisor (Chief of Training) will notify the student in writing of the proposed action. The supervisor will advise the student that any appeal must be submitted within seven duty days after receiving written notification of the dismissal action.

b. The student will acknowledge by endorsement within two duty days of receiving written notification of dismissal action. The endorsement must indicate whether or not the student intends to appeal the dismissal action. Appeals will be submitted to the school Commandant. Students who elect to appeal will remain actively enrolled in the course pending disposition of their appeals.

c. The school Commandant will refer the proposed action and the appeal to the Office of Staff Judge Advocate (OSJA). Commandants will make their final decision on dismissals after considering the supporting OSJA recommendation. In cases where an OSJA is not available, the Commandant will forward appeals to the commander who has General Court Martial Command Authority (GCMCA) for review and final decision. The School Commandant's decision is final.

8. Officers, Warrant Officers, and Warrant Officer Candidates

a. In the case of misconduct not related to academic performance, the company commander will propose to the battalion commander that the student be dismissed from the course. **(Note: The company commander may solicit written comments from the appropriate training department.)** The company commanders will refer all reserve component students to the DRC for counseling and recommendation prior to referral to the battalion commander. If the battalion commander determines the evidence is sufficient to warrant dismissal, he will notify the student in writing of the action and provide the student with supporting evidence. The battalion commander will advise the student that any appeal must be submitted within seven duty days after receiving written notification of the dismissal action. Appeals will be submitted to the battalion commander.

b. The student will acknowledge by endorsement within two duty days of receiving written notification of dismissal action. The endorsement must indicate whether or not the student intends to appeal the dismissal action. The student may consult with counsel from Trial Defense Service for assistance in preparing the response. If, after considering the response, the Battalion Commander decides to pursue the relief from training, the packet will be endorsed to the Commander.

c. After considering the battalion commander's endorsement and evidence submitted by the student, the Commander may allow a personal conference with the student. The student will be allowed to present witnesses at this conference. The Commander will consider the evidence presented and make a decision that the student be dismissed from the course or be allowed to complete the course.

d. After the decision by the brigade commander, the student may appeal to the Commanding General within three duty days of any adverse decision. The student will remain in class pending the decision by the Commanding General. The Commanding General's decision will be final.

e. It is the responsibility of the Commander to ensure that requirements of AR 600-8-24 are met in the dismissal actions of Signal Basic Officer Leader Course (SBOLC) students that are not branch qualified.

9. Officer Student Evaluation Boards Responsibility

a. Commander, USASIGCoE

(1) Has General Court Martial Convening Authority (GCMCA) at USASIGCoE.

(2) Retains jurisdiction over all officers for incidents involving misconduct. The CG may delegate authority as deemed appropriate.

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(3) Has local approval authority for all officer separation actions, except as otherwise provided in AR 135-175 and AR 600-8-24.

(4) Is the Commander for all schooling at USASIGCoE.

(5) Maintains approval authority for Board actions.

(6) Maintains appeal authority for decisions to dismiss officers from training for misconduct unrelated to academic or leadership failure.

b. Commander, 15th Signal Brigade

(1) Reviews all student dismissals and Officer Student Evaluation Boards received from the respective Battalions and forwards recommendations to DOT for disposition.

(2) Ensures a Board packet with required documents (Appendix G) is provided to DOT for initiating Board action.

(3) Maintains oversight on all Student Evaluation Boards actions within the Brigade.

c. Commander, Signal Battalions

(1) Subject to the jurisdiction retained by the CG and Brigade Commander the Battalion Commander(s) retain adverse administrative action, non-judicial punishment, and UCMJ authority over students assigned to each respective Signal Battalion.

(2) Monitors all students to determine those students who have a high risk of failing their respective course(s).

(3) Recommendations that a student be dismissed from training for misconduct unrelated to academic or leadership failure will be processed in accordance with AR 135-175 and/or AR 600-8-24.

(4) Ensures a Board packet with required documents (Appendix G) is provided to DOT for initiating Board action.

(5) Upon final decision on a Board's recommendations by the CG, implement such directed actions as are within his jurisdiction.

(6) Ensures the academic and leadership requirements of all officer courses are incorporated into the course syllabus, ISAP, and standing operating procedures (SOPs).

(7) Through a senior officer mentorship program, establishes aggressive student counseling/evaluation/training programs to provide assistances to academically high-risk students. Mentors (Small Group Leader (SGL)/Tactical Advisor Counselor (TAC)/Academic

Counselor Evaluator (ACE) should be assigned at the beginning of each class. The program will specifically identify the problems affecting a student's performance so corrective measures can be taken.

(8) If adverse action is taken by the CG after review of the Board's recommendations, notify the respondent in writing of the decision, informing him of his appellate rights.

d. Instructor/SGL/Senior Small Group Leader (SSGL)/Instructor/TAC, Instructor/ACE and appropriate training branch and division chiefs

(1) Monitor all students within their jurisdiction to determine those who have a high risk of failing their respective course(s).

(2) Counsel students at critical points as specified in the course syllabus/ISAP, particularly after a test failure. Initiate and coordinate on written actions which recommend referral to a Board. Appendix A will be initiated and included in the submitted packet, with timeline(s) annotated.

(3) Report incidents of officer misconduct or academic/leadership failures to the Battalion Commander. Forward the student's complete training file and all pertinent evidence, together with appropriate recommendations for disposition.

(4) Hand carries Board referral action memorandums/packet through the Commander, 15th RSB to DOT/ Resident Training Management Section (RTMS) for processing.

(5) Coordinate with DOT on any action required if their students are to meet a Board.

e. DOT

(1) As the Board convening authority, exercises overall supervision of the Board process. Is authorized to establish SOPs for the conduct of Student Evaluation Boards, not inconsistent with this regulation, and to ensure compliance with any such SOP.

(2) Ensures compliance with this regulation, AR 135-175, and AR 600-8-24.

(3) Forwards recommendations for appointment of three standing Boards through the Chief of Staff, USASIGCoE to the CG for approval. Boards will be appointed annually unless otherwise directed by the CG.

(4) Reviews/takes action on initial Board referrals.

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(a) Thoroughly reviews the student's referral packet, to include all endorsement memoranda, prior to taking action.

(b) Retains the student in training or returns the referral packet to the Resident Training Management Section, DOT, for preparation of the convening action (see Figure 1). If the student is retained in training without Board action, the DOT will recommend to the Commander, 442nd Signal Battalion remedial training measures for the student. Except for extremely meritorious circumstances, students who fail a fourth test will automatically be referred to a Board.

(c) If removal is appropriate, the Chief, RTMS forwards to the DOT a convening action for signature. The DOT returns the convening action and referral packet to the Chief, RTMS for processing.

(d) Provides additional data, witnesses, and assistance to the President of the Board (President), Board members, Recorder, and DOT personnel, as requested.

(e) After reviewing the Board's findings and recommendations, the record of proceedings, and the DA Form 1574, the DOT forwards a Fort Gordon Form 1203 with the Board packet through the 442nd Signal Battalion Commander to the CG for approval.

(f) Ensures that the Administrative and Civil Law Division (Admin Law), Office of the Staff Judge Advocate (OSJA), reviews the DOT's memorandum to the Commander and the Board's findings and recommendations for legal sufficiency.

(g) Secures the CG's final decision on the Board's findings and recommendations, and implements such directed actions that are within DOT responsibility.

f. Chief, RTMS, DOT

(1) Prepares the action of the convening authority, see Figure 1 on page 20.

(2) Prepares and forwards tasking memorandum to the Installation Operations Center (IOC) for tasking dissemination designating the Recorder, Board President, and Members.

(3) Briefs the Recorder on his duties, and refers the Recorder to Admin Law for a briefing on his legal responsibilities, see Figure 2 on page 21.

(4) Ensures that recording equipment is available for the Board hearing.

(5) Initiates memorandum for appointment of recorder (see Figure 2, page 21).

(6) Prepares a Memorandum of Notification of Student Evaluation Board Action (Notice) for the Recorder's signature, see Figure 3 on page 22. (Preparation of the

Notice requires prior coordination between the Recorder and the President for meeting information contained in the Notice).

(7) Prepares and forwards the Referral of Respondent to the administration officer for signature, see Figure 5 on page 24.

(8) Prior to the Board meeting, makes 5 copies of the referral packet for the Recorder to distribute in accordance with paragraph 5h(1)(a) (1-Recorder, 1- Respondent, 3- Board Members, to include the President). After the Board meeting, makes disposition of copies in accordance with paragraph 9h (1) and (2).

(9) After the Board hearing, provides guidance to the Recorder on completion of the Board documents, to include a summarized transcript of the Board's proceedings. The Recorder and Board members must sign the DA Form 1574, which will be the basis for the final DOT memorandum of recommendation for the CG.

(10) Files the Board packet for future reference in accordance with Army Records Information Management System (ARIMS) filing system.

g. Recorder

(1) Appointment.

(a) Receives appointment and initial briefing by the Chief, RTMS. Also receives the Memorandum of Notification of Student Evaluation Board Action (Notice) (see Figure 3) for the Recorder's signature, together with an Election of Rights (see Figure 4) and Privacy Act Statement, for presentation to the Respondent. Also receives 5 copies of the referral packet (1- Recorder, 1- Respondent, 3-Board Members, to include the President).

(b) Reviews and understands the requirements of this regulation and AR 15-6.

(c) Coordinates with Admin Law for an initial review of board packet and briefing regarding the legal aspects and requirements of the duties of Recorder.

(2) Preparation for Board Hearing.

(a) Is thoroughly familiar with the referral packet and Board procedures.

(b) Coordinates with the Board President for the date, time, place, and uniform for the Board. The hearing shall be held **not less than three duty days** after the date the Notice is served on the Respondent, unless the Respondent does not request personal appearance, or waives the full three day notice to convene the hearing. Such waivers will be made part of the written record/Board packet.

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(c) Personally serves the Notice and a complete copy of the Board packet to the Respondent to **allow three full duty days** before the Board meeting. A signed copy of the Notice and a completed Election of Rights from the student will be retained for enclosure to the Board packet.

(d) Develops a list of witnesses, and ensures the appearance at the hearing of all witnesses who are military and civilian employees of the USASIGCoE, to include those witnesses identified by the Respondent. Only the President has the authority to deny the appearance of a witness identified and requested by the Respondent.

(e) Will make necessary arrangements for the appearance of requested witnesses, unless the President declares the witness either not necessary to the proceedings or otherwise unavailable. Will make available those documents and records requested by the Respondent and which are in the possession, custody, and/or control of the U.S. Army, unless the President declares a requested document or record to be unnecessary to the proceedings or unavailable (for example, classified documents).

(f) Thoroughly prepares for the presentation of the evidence, to include interviewing potential witnesses.

(g) Personally notifies members and alternate members of the date, time, place, and uniform for the Board.

(h) Coordinates with the Chief, RTMS to obtain the necessary transcribing equipment and other materials for use during the Board proceedings, ensuring the equipment is working properly.

(3) Board Hearing.

(a) Ensures the hearing room is neat and orderly, and all evidence is present and available to the Board members.

(b) Assists the President with the legal and administrative functions associated with the Board hearing.

(c) At the start of the hearing, the Recorder will deliver to each Board member a complete copy of the Board packet. No Board member will receive a copy of the Board packet in advance of the hearing, except for the President, who will be provided a preliminary packet for information. The President may call a recess to permit the members sufficient time to familiarize themselves with the Board packet.

(d) Presents through documentary evidence and witness testimony all relevant evidence necessary for the Board to reach complete and informed findings and recommendations. The Recorder does not participate in, nor is he present during the vote of the Board members.

(e) Ensures all evidence is properly marked as exhibits, and that all original exhibits are retained for inclusion with the Board Report (DA Form 1574).

(f) Ensures Board members sign a completed findings and recommendations Worksheet (see Figure 6) at the conclusion of the hearing and before departing the hearing room.

(g) Ensures the ballots of the members are destroyed immediately following the conclusion of the hearing. The ballots are not to be reviewed by any person.

(4) Post-Hearing.

(a) Summarizes all proceedings (see Figure 7) and prepares the Board Report. (The Respondent is not entitled to a verbatim transcript, and a verbatim transcript will not be prepared unless directed by the CG. Prior to the date of the hearing, the Respondent may submit a written request through the President to the CG requesting a verbatim transcript.) The summarized transcript will be in sufficient detail to note all documents and evidence considered by the Board, and will include all objections by the Recorder and/or Respondent that were not granted by the President. The summarized transcript will also include all issues presented by the Respondent. Any voting member who disagrees with the findings and/or recommendations of the Board may file a minority report to be included with the Board Report.

(b) Obtains the President's and member's signatures on the Report, and the President's signature on the summarized transcript, see Figure 7 on page 26.

(c) Coordinates with Admin Law for a determination of the legal sufficiency of the Board proceedings, Board's findings and recommendations, and out briefing regarding the legal aspects of the board with a maximum processing time of **two full working days**.

(d) Returns all completed Board materials and required documents (Appendix H), to the Chief, RTMS, **not later than three full duty days** after the Board adjourns.

h. Respondent

(1) Will receipt for the Memorandum of Notification of Student Evaluation Board Action immediately upon receiving it from the Recorder, see Figure 3 on page 22. The Respondent is not entitled to any additional time to sign and date the receipt, or to return the receipt to the Recorder.

(2) May seek assistance of the Trial Defense Service or a civilian attorney at no expense to the Government to discuss his case. However, the President is not required to delay the proceedings to permit the Respondent to meet with counsel if the President determines that the Respondent is causing undue delay in the proceedings. The Election of Rights memorandum (see Figure 4 on page 23) may be completed with the assistance of counsel.

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(3) Will personally deliver to the Recorder an Election of Rights/Privacy Act Statement (see Figure 4 on page 23) **NLT three duty days after his receipt of the Notice**. If the Respondent is unable to discuss his case with counsel before the expiration of three duty days following receipt of the Notice, he may submit a written request through the Recorder to the DOT requesting an extension of time in which to file the Election of Rights memorandum. The request will explain in detail the need for the delay. The DOT may approve or disapprove the request for delay; there is no right to appeal the decision of the DOT.

(4) With no Privacy Act Statement returned, in the alternative, the Board and the approving authority may take action based on the available evidence.

(5) If electing to personally appear before the Board, the Respondent will be given a fair opportunity to present to the Board any facts or extenuating circumstances that may have affected his performance as a student.

(a) The Respondent is responsible for all arguments and questioning for his case at the hearing. The Respondent will prepare his case and will keep the Recorder informed of military witnesses and/or documentation necessary for the hearing. The Respondent will inform the Recorder of the names, duty locations, and duty telephone numbers of all military and civilian employees of the USASIGCoE that he feels are necessary to a fair hearing. The Recorder will make necessary arrangements for the appearance of these witnesses, unless the President determines that the witnesses are not necessary to the proceedings or are otherwise unavailable.

(b) Respondents are not entitled to representation by military counsel at the hearing. If the Respondent retains civilian counsel, such counsel may not personally participate in the Board proceedings (i.e. may not argue, or question witnesses) but may advise the Respondent on how to present his case.

(6) The Board will convene **NLT five full duty days** after the Respondent delivers to the Recorder an Election of Rights/Privacy Act Statement, subject to the availability of the Board President.

i. Board President

(1) Identifies to the Recorder the preferred primary and alternate location for the hearing, and sets the date, time, and uniform for the hearing.

(2) Conducts the Board in accordance with AR 15-6 and in the manner he believes will produce the necessary evidence to assist the Board in arriving at fair and logical findings and recommendations.

(3) If requested by either the Recorder or the Respondent, the President will determine whether a witness is available and/or necessary for the proceedings. The President's decision is binding and cannot be appealed.

(4) Ensures the Respondent receives a fair opportunity to present to the Board any facts or extenuating circumstances that may have affected his performance as a student. The President determines relevancy of all evidence and may limit the presentation of evidence by either the Recorder or Respondent based on relevancy.

(5) Ensures the Board is completed expeditiously. Absent good cause, the Board will not convene later than **five full duty days** after the Respondent delivers to the Recorder an Election of Rights/Privacy Act Statement. Board proceedings will be scheduled after duty hours or on weekends, if necessary, to ensure timely processing. The President may grant one extension of not more than ten calendar days; the decision is final and cannot be appealed. All other requests for delay must be in writing and forwarded through the President to the DOT for approval or disapproval; the decision of the DOT is final and cannot be appealed.

(6) Ensures the members vote by secret ballot, without the Recorder and Respondent being present.

(7) Ensures that all Board members sign the completed Findings and Recommendations Worksheet immediately upon the close of their deliberations and before the hearing is reconvened to announce the Findings and Recommendations. The Respondent will not be informed of the findings and recommendations at this time, but only after the CG has approved them.

j. Administrative and Civil Law Division, Office of the Staff Judge Advocate (OSJA) (Admin Law)

(1) Provides initial guidance to the President concerning the legal aspects and requirements of the member's duties.

(2) Conducts initial board packet review and briefing to the Recorder to ensure he/she is fully cognizant of his responsibilities.

(3) Ensures an Admin Law representative is available (land line or cell phone) during the Board proceedings, in case a legal question arises.

(4) Reviews the finalized Board action, along with the recommendations of the DOT to ensure that the recommendations are supported by the findings and the action is legally sufficient.

10. Board Functions

a. The Board will review and evaluate the cases of all students referred to the Board for academic deficiency, leadership deficiency, honor code violations, or as otherwise directed by the DOT.

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b. The Board will ascertain the facts of each case and make recommendations to the CG. The Board will evaluate the academic performance and the total officer characteristics of the student to determine whether his continuation in the course is in the best interest of the Army. Total Officer Characteristics include the student's conduct, performance, leadership ability, attitude, motivation, discipline, and any other matters affecting the student's potential for service.

c. The Board is vested with the authority to obtain evidence and/or witnesses to adequately evaluate the case and to provide detailed findings and recommendations to the CG. Rules of evidence for Board proceedings are set forth in paragraph 2-6, AR 15-6.

d. The Board will review and comply with paragraph 3-9b, AR 15-6, in arriving at the findings.

e. The Board will ensure findings of fact are supported by a majority vote from all voting members. Likewise, Board recommendations must be supported by a majority vote from all voting members.

11. Board Composition

a. Commissioned Boards will consist of three members: a President (Colonel), with an alternate (Lieutenant Colonel), and two members (Captain/Major). Warrant Officers Boards will consist of three members: a President (Colonel), with an alternate (Lieutenant Colonel), and two warrant officer members.

b. All Board members are voting members and will be senior in date of rank to the Respondent. When the Respondent is a warrant officer, the Board members, except for the President and alternate President, will be warrant officers senior in grade to the Respondent.

c. The three Board members, including the President or alternate President if the President is excused, must be present to conduct the Board. The same members must be present throughout the entire Board proceedings.

d. Only the President or the CG may excuse members for good cause (for example, leave, temporary duty (TDY)). The member must submit a written request for excusal to the President **NLT two full duty days** before the Board is scheduled to convene.

e. Alternate Board members will be appointed as a source of replacement to meet requirements for minority, female, or warrant officer representation or to assist the Board to achieve a quorum (three). Alternate members may be selected for appointment as replacements for Board members. The Recorder will be randomly selected from the alternate list.

f. Boards will contain, respectively, minority, female, and/or reserve component representation in cases where the Respondent is a minority, female, and/or a Reserve Component member.

g. Alternate Board members selected to Boards will be senior in date of rank to the Respondent, unless the Respondent is a warrant officer or warrant officer student, in which event, the members must be senior in grade to the Respondent.

h. An exception to the above Board composition requirements will be allowed only in those circumstances when there is inadequate representation available within the USASIGCoE to provide an individual of the required race, sex, and/or grade on the alternate Board list. Reference to the exception will be made in the Board proceedings and on the DA Form 1574.

i. Officers with direct personal or chain of command involvement in the case(s) to be considered by the Board, or those officers directly involved in the Board chain, will not be appointed as the Recorder or as Board members.

12. Conduct of Boards

a. The TSD, DOT administers the Board process.

b. Guide for Student Evaluation Boards.

(1) The Board will convene at the direction of the convening authority, the DOT, at a time and place designated by the President. The Recorder will administer the Board.

(2) The Recorder will summarize all proceedings and prepare required forms.

c. Procedures.

(1) The President will conduct the Board in the manner he believes will best produce the necessary evidence to assist the Board in arriving at fair and logical findings and recommendations. Subject to the limitations found in AR 15-6, paragraph 3-6c, all relevant and material evidence is admissible. Questions regarding procedures to be followed during the conduct of the Board will be referred initially to the President and then, if necessary, to Admin Law for guidance.

(2) Respondents will be given fair opportunity to present to the Board any facts or extenuating circumstances that may affect their performance as a student. However, if the Respondent elects to present his defense, other than in writing to the Board, the Respondent must personally present his own case.

(3) The President will inform the Respondent, if personally appearing before the Board, of the authority and functions of the Board and the reason(s) for their referral.

(4) The Board will arrive at its findings and recommendations by voting, conducted by secret ballot. A quorum of three members must be present before the Board may conduct its vote. All voting members present must first vote on the findings, then on the recommendations.

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(5) The proceedings of the Board will be treated as For Official Use Only (FOUO) (personal) until published by the CG. The Respondent will not be informed of the Board's findings and recommendations until after the Commander makes his decision, and the Respondent will be notified of the decision by the Commander.

d. Findings and Recommendations. The Board will make findings and recommendations consistent with the evidence presented. The Board will make one or more of the following recommendations for each student that appears before the Board:

(1) Whether the student will be graduated or continued in their class.

(2) Whether the student will be relieved from training and declared a non-graduate for one or more of the following reasons:

(a) Academic deficiency;

(b) Leadership deficiency; and/or

(c) Other reasons (explanatory remarks, such as poor attitude, honor violations, or lack of application to studies should be contained in the Board findings and recommendations).

(3) Whether the student should be removed from the service in accordance with the following guidance:

(a) For basic course failure by National Guard, Reserve Component, or active duty officers with less than three years commissioned service, relief from active duty and his/her reserve commission will be in accordance with AR 600-8-24.

(b) For failure by all other officers, whether the CG should forward a copy of the Board file to the Respondent's commander for initiation of elimination from active duty in accordance with AR 600-8-24, as appropriate.

(4) Whether the student should be returned to his prior enlisted grade (for warrant officers).

(5) Any other actions the Board deems necessary or appropriate.

e. When suspense's outlined in this regulation are not met, a statement from the responsible Commander/Staff Officer explaining the reason(s) for the delay(s) will be forwarded with the packet to the CG.

13. Processing of the Findings and Recommendations

a. The Chief, RTMS ensures that the Recorder provides a typed summary of the Board proceedings, all forms at Appendix H, and DA Form 1574, **within three full duty days** of the Board's conclusion.

b. After obtaining a legal opinion from Admin Law, the Chief, TSD forwards the entire packet to the DOT, with a maximum processing time of **two full working days**.

c. The Chief, TSD forwards the packet to the Commander, 442nd Signal Battalion who reviews the packet and provides comments on the Board's recommendations via memorandum addressed to the CG, to be included in the packet back to DOT **within two full working days**.

d. After review for completeness, the Chief, TSD provides the DOT the final packet for approval of the proposed action for the CG's signature, with a maximum processing time of **two full working days**.

e. Upon receipt from DOT, RTMS **immediately** forwards the packet through the Chief of Staff to the CG, who approves or disapproves, in whole or in part, the findings and recommendations of the Board. Any action taken by the CG will be based solely on the evidence contained in the packet; no extraneous information may be presented to the CG for consideration. The completed packet will be returned **as soon as possible** to DOT for distribution.

f. The DOT **immediately** delivers the packet to the Chief, TSD for distribution, as determined by the CG's decision on the packet. The Chief, TSD **immediately** contacts the required packet recipients, distributes copies of the packet based on the CG's decision, and maintains a file copy for future reference. Recorded Board proceedings will be maintained in DOT/ TSD for one year from the date of the Board.

(1) Officer/Warrant Officer Retention. A copy will be forwarded to the Respondent's Battalion Commander and the original case file will be forwarded to the Commander, 442nd Signal Battalion. Extra copies will be destroyed.

(2) Officer/Warrant Officer Dismissal or Other Actions. Four copies and the original packet will be forwarded to the Respondent's Company Commander. A copy will be forwarded to the Commander, 442nd Signal Battalion. Extra copies will be destroyed.

g. To ensure expeditious processing of the Board packet through all agencies, delivery will be by **hand-carrying** not regular post distribution. See Appendix F for the abbreviated Board process.

14. General Dismissal Guidelines. Students being dismissed will be referred back to their company commander for appropriate action in accordance with AR 600-8-24 or AR 635-200. Units must inform courses of dismissal action. **(Note: Any actions which are appropriate in accordance with AR 600-8-24 or AR 635-200 should be initiated concurrently with the dismissal action.)**

Dismissal Packet: The following items should be included in the dismissal packet submitted to the OSJA:

USASIGCoE Regulation 350-8

- a. DA Form 4856 (Developmental Counseling Form).
- b. Summary of the Student’s academic accomplishments or deficiencies and his/her standing within the class.
- c. Any other evidence, if applicable.
- d. Notify the Liaison Division, DRC, when initially identifying Army National Guard and US Army Reserve personnel for dismissal.

ACTION OF THE CONVENING AUTHORITY

The recommendation of the Commander, XXX Signal Battalion is approved. A Student Evaluation Board will convene with _____ as the Respondent and will make findings and recommendations in accordance with AR 600-8-24 and USASCoE Regulation 350-8, as applicable. Authority to convene a Student Evaluation Board was delegated by the CG to the Director, Directorate of Training on 25 December 2013.

XXXXX
Colonel, SC
Director, Directorate of Training

Date _____

Figure 1. Action of the Convening Authority

See Note at Bottom of memo.

ATZH-DT (351j)

DATE MEMORANDUM FOR DPTMSEC (ATTN: Central Tasking Branch)

SUBJECT: Student Evaluation Board Recorder

1. Request appointment of Student Evaluation Board Recorder for Student Evaluation Board.
2. The following information is furnished.
 - a. Effective:
 - b. Appointed as Recorder of Student Evaluation Board: ___.
 - c. Authority: Voice of commander.
 - d. Purpose: To serve as Recorder for the case of ___.
 - e. Period: Duration of case.
 - f. Additional instructions: Officer should contact the RTMS Branch Chief, TMB, TSD, DOT, Building 29808, for time of briefing and further instructions.
 - g. Distribution: 5-individual concerned; 2-SJA; 2-Trial Defense Service; 1- RTMS; and 1-ATZH-PAA-PO.
3. It is further requested that this action be expedited. Recorder should be in the grade of Captain and not scheduled for leave, TDY, PCS, or pass for two weeks.
4. If additional information is required, POC is RTMS Branch Chief.

XXX
Chief, Resident Training Management Section
Directorate of Training

NOTE: This memo is used only if the Assignment Memorandum does not have sufficient candidates listed to provide a Recorder.

Figure 2. Appointment of Student Evaluation Board Recorder

USASIGCoE Regulation 350-8

ATZH-DT (351j)	DATE
MEMORANDUM FOR ____, Fort Gordon, GA 30905-__	
SUBJECT: Memorandum of Notification of Student Evaluation Board Action	
1. References:	
a. Assignment Memorandum No. __, <i>DATE</i> , Headquarters, U.S. Army Signal Center of Excellence, Fort Gordon, Georgia.	
b. AR 600-8-24.	
c. USASCoE Regulation 350-8.	
2. You are hereby notified that a board of officers will convene at _____ on _____ in building ____, Fort Gordon, Georgia, to investigate allegations that you _____. The board will make findings and recommendations as prescribed in references 1b and 1c above. The President of the board has prescribed that the uniform to be worn is _____.	
3. The following witnesses are expected to testify.	
Name, Unit, Duty Telephone Number.	
4. You may elect to personally appear at open sessions and to present any relevant evidence. As an enclosure to this memorandum you will find copies of statements and other documents related to this matter. If you appear at the proceedings you must represent yourself, although you may bring counsel detailed by the United States Army Trial Defense Service or civilian counsel, retained at no cost to the government, to advise you. Counsel will not be permitted to directly participate in the proceedings. You may elect to submit a rebuttal in writing to the Board rather than to make a personal appearance.	
5. You will execute a memorandum regarding your election of rights and return it to me within two duty days of receipt of this memorandum.	
Encls as	XXXXX CPT, SC Recorder
Receipt of memorandum acknowledged (Respondent's Signature)	_____ (Time) (Date)

Figure 3. Memorandum of Notification of Student Evaluation Board Action

ATZH-DT (351j)	DATE
MEMORANDUM THRU Recorder	
FOR Student Evaluation Board President	
1. I understand that I do not have a right to have any counsel directly participate at the Student Evaluation Board hearing. I do have a right to consult with legal counsel concerning the contemplated Student Evaluation Board action that might include my relief from active duty and termination of my commission, under provisions of AR 135-175, AR 600-8-24, and/or USASCoE Regulation 350-8.	
2. I (request) (waive) personal appearance before the Student Evaluation Board of officers to present evidence in person.	
3. I (do) (do not) have less than three years commissioned service and I (do) (do not) desire to retain my Army reserve commission.	
4. I have reviewed the allegations contained in the Student Evaluation Board action (enclosures to basic memorandum) and believe they (are substantially) (are not) true.	
5. I (do) (do not) intend to present witnesses on my behalf. They are _____.	
6. Information for consideration by the Student Evaluation Board (is) (is not) enclosed.	
7. I have read and understand USASCoE Regulation 350-8.	
8. I have retained a copy of this statement/privacy act.	
Encls	XXXXXX
as	SC Unit
PURPOSE: Information provided is used by the Student Evaluation Board, the convening authority, and the Commander to determine whether or not you failed to meet the minimum standards for graduation, as set forth in the course syllabus, and to provide the commander a basis for determining whether you should be relieved from the course and active duty.	
ROUTINE USES: Information provided by you is disclosable to members of the Department of Defense who have a need to know the information in the performance of their duties. Disclosure is voluntary. If the information is not provided, the Army will complete processing using information available.	

Figure 4. Election of Rights (with Privacy Act)

USASIGCoE Regulation 350-8

ATZH-DT (351j)	DATE
MEMORANDUM FOR <i>STUDENT</i>	
SUBJECT: Referral of Respondent	
<p>1. Reference Assignment Memorandum No. _____, <i>DATE</i>, as amended, Student Evaluation Board appointed by the reference assignment memorandum. The Student Evaluation Board will investigate allegations that you _____. The board of officers will convene at (TIME) on (DATE), in building _____, Fort Gordon, Georgia. The prescribed uniform to be worn is _____.</p>	
<p>2. The board will make findings and recommendations as provided for in Assignment Memorandum No. _____ and USASCoE Regulation 350-8.</p>	
FOR THE COMMANDER:	
XXXXXX Admin Officer	

Figure 5. Referral of Respondent

**FINDINGS AND RECOMMENDATIONS
WORKSHEET**

1. FINDINGS.

a. _____(has) (has not) _____.

b. The following facts and circumstances were considered:

(NOTE: If more space is needed, use continuation sheet(s))

2. RECOMMENDATIONS. (Cross out inapplicable references.)

a. _____(should) (should not) be declared a non-graduate.

b. _____(should) (should not) be relieved from the course.

c. _____ (should) (should not) be relieved from active duty IAW AR 600-8-24, paragraph ____.

d. _____(should) (should not) be discharged from his/her commission.

3. Other recommendations:

President	Date	Member	Date
Member	Date	Member	Date
Member	Date	Member	Date

Figure 6. Findings and Recommendations Worksheet

STUDENT EVALUATION BOARD SUMMARY

1. The Student Evaluation Board was called to order by the board President.
2. The Recorder swore the Student Evaluation Board members. Members were as follows.

Colonel _____, President Major _____, Member
Captain _____, Member
3. The Student Evaluation Board President swore in the Recorder, Captain _____.
4. The board reviewed the Respondent's Student Evaluation Board file prior to calling the hearing to order at *(TIME)* on *(DATE)*.

NOTE: All witnesses appearing before the board must be sworn in by the Recorder.

5. The board called the first witness, _____, who reported to the President.
6. _____ explained to the members of the board *(STATE BRIEFLY THE TESTIMONY)*.
7. After questioning of the witness by the board members, the Respondent *(STATE BRIEFLY WHAT THE RESPONDENT ATTEMPTED TO OBTAIN FROM THE WITNESS)*.
8. The board called _____ as the second witness. _____ informed the board that *(STATE BRIEFLY THE TESTIMONY)*.
9. Having no additional witnesses to testify, the Respondent made his/her argument before the board members. The Respondent asked the board to *(STATE BRIEFLY THE RESPONDENT'S REQUEST)*.
10. The Student Evaluation Board members deliberated on the evidence and secretly voted on their individual recommendations.

FINDINGS (RESTATE THE FINDINGS)

RECOMMENDATIONS

(RESTATE THE RECOMMENDATIONS)

President Recorder

Figure 7. Student Evaluation Board Summary

APPENDIX A

Flowcharts of Dismissal Procedures

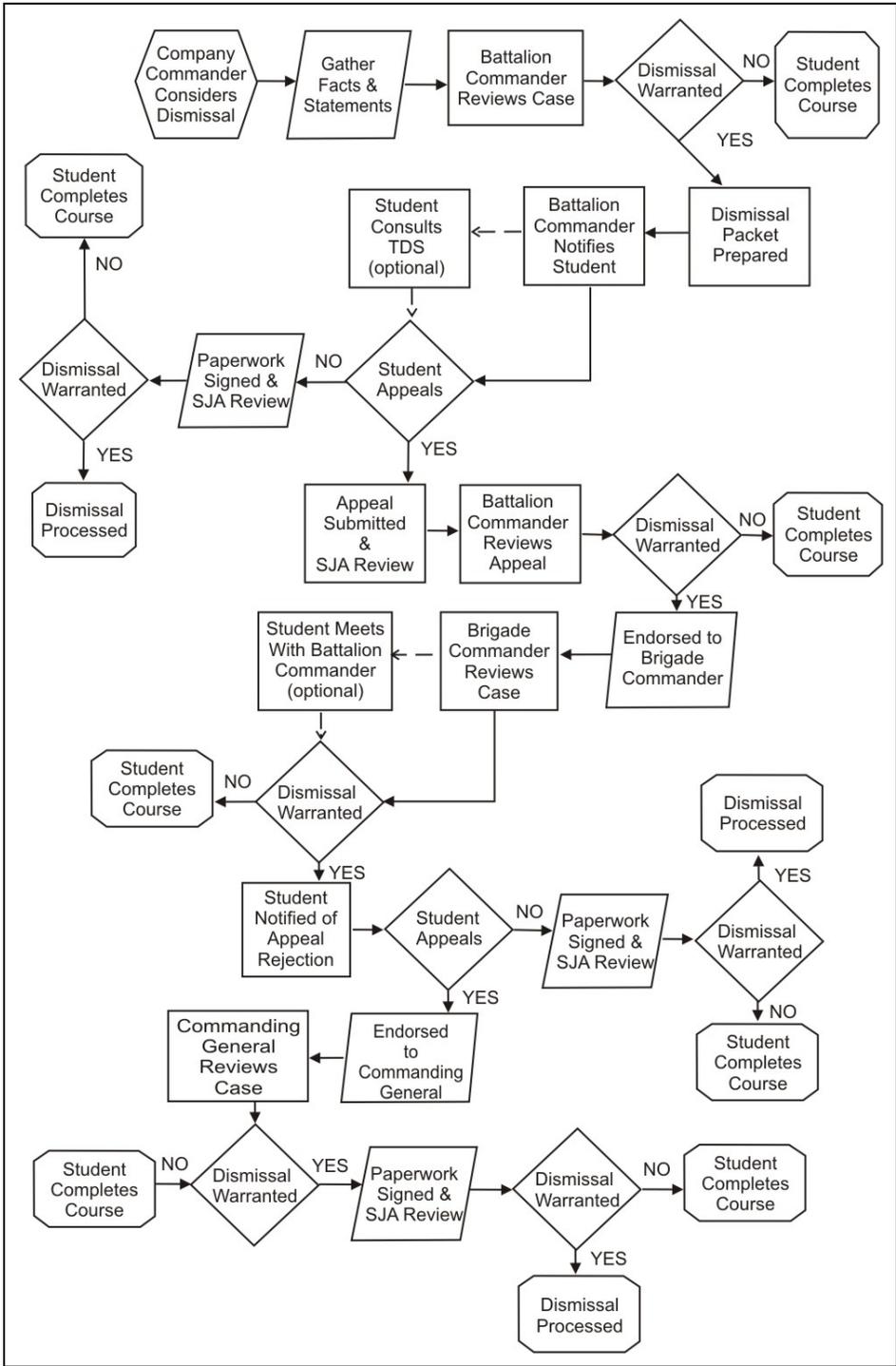


Figure A-1. Officer, Warrant Officer, and Warrant Officer Candidate Dismissal Process.

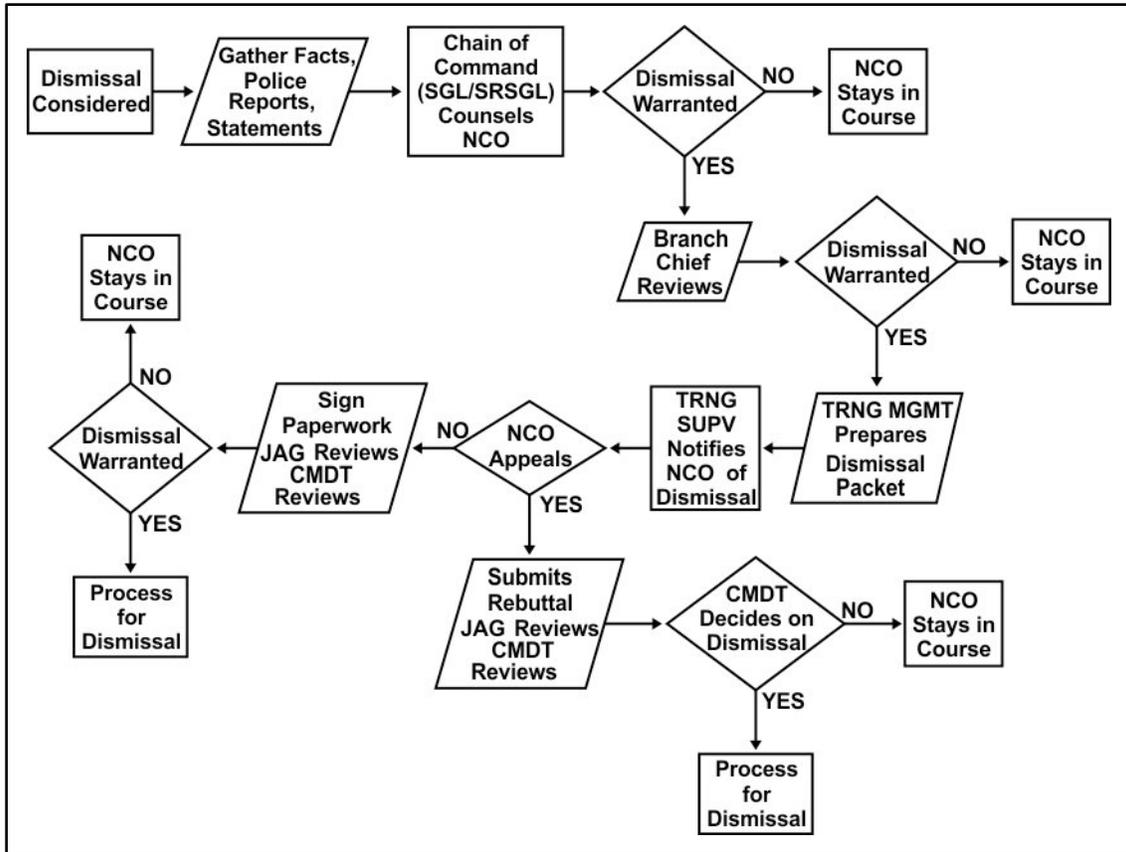


Figure A-2. NCO Dismissal Process.

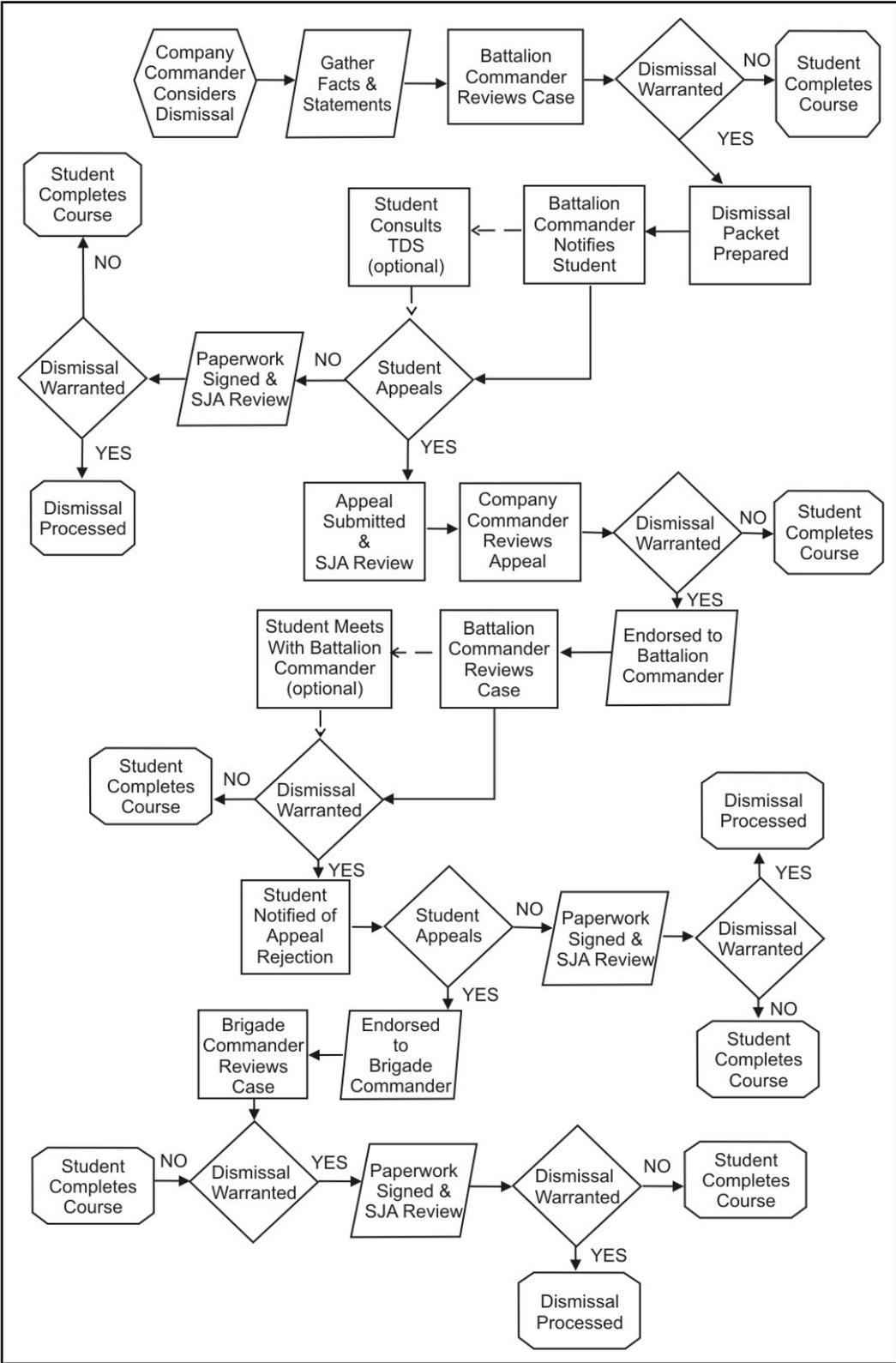


Figure A-3. Non-Individual Entry Training/Advanced Individual Training Soldier Dismissal Process.

APPENDIX B

Proposed Dismissal Packet

DEPARTMENT OF THE ARMY
SCHOOL TITLE
FORT GORDON, GEORGIA 30905

ATZH-OFFICE CODE (350-1)

Today's Date

MEMORANDUM FOR RANK LAST, FIRST SSN#, School Title, Fort Gordon, GA 30905

SUBJECT: Proposed Elimination from Training

1. You are hereby notified that I am considering you for elimination from the Name of Course, Class XXXXXX. The reason for this action is Disciplinary reasons in accordance with AR 350-1, paragraph 3-18b(1). This elimination is based on XXXXXXXXXXXXXXXXXXXX.
2. If you are dismissed from the XXXXXXXX course, you will be subject to the following:
 - a. Individuals eliminated for disciplinary reasons, lack of motivation, or failure to master tasks at sufficient speed to meet course objectives, will have the matter recorded on their DA Form 1059.
 - b. Students eliminated for disciplinary reasons may, by appropriate authority, be removed from the Army's standing promotion list, barred from reenlistment, receive non-judicial punishment, or be reclassified in accordance with AR 600-8-2, AR 601-280, and AR 140-111 and processed for separation from the military in accordance with AR 635-200, AR 600-8-24, AR 135-175, and AR 135-178 from Chapters 13,14, or other appropriate chapters.
 - c. Students eliminated for academic deficiency or administrative reason may re-enter the course when both the Student's unit Commander and the title of course commander determine that the student is prepared to successfully complete the course.
3. If you desire to appeal, it must be submitted within seven working days of this notification. Your suspense is XXXXXX. Appeals submitted after this date may be deemed untimely and not considered.

NAME
Title
Title

DEPARTMENT OF THE ARMY
SCHOOL TITLE
FORT GORDON, GEORGIA 30905

ATZH-OFFICE CODE (350-1)

Today's Date

MEMORANDUM FOR Cadre Title, Name of school, Fort Gordon, GA 30905

SUBJECT: Proposed Elimination from Training

1. I hereby acknowledge receipt of the notification of the proposed elimination from training dated Today's Date.
2. I have been counseled regarding this action.

STUDENT'S NAME
RANK, USA
School Abbreviation

USASIGCoE Regulation 350-8

DEPARTMENT OF THE ARMY
SCHOOL TITLE
FORT GORDON, GEORGIA 30905

ATZH-OFFICE CODE (350-1)

Today's Date

MEMORANDUM THRU Title of Cadre, Name of School, Fort Gordon, GA 30905

FOR Rank Last, First SSN#, Name of School, Fort Gordon, GA 30905

SUBJECT: Proposed Elimination from Training

I have reviewed all pertinent information concerning your case and direct that you be eliminated from the Name of School (School Abbreviation), Class XXXXX.

CADRE NAME

Title

Title

I will/will not appeal this elimination action.

Receipt acknowledged _____
(Student's Signature) (Date)

Note: STUDENT WILL ACKNOWLEDGE BY ENDORSEMENT WITHIN TWO DUTY DAYS AFTER RECEIPT OF THIS NOTIFICATION.

APPENDIX C

Appeal Process Packet

DEPARTMENT OF THE ARMY
SCHOOL TITLE
FORT GORDON, GEORGIA 30905

ATZH-Office Code (350-1)

Today's Date

MEMORANDUM FOR Staff Judge Advocate, US Army Signal Center and Fort Gordon, Fort Gordon, GA 30905-5280

SUBJECT: Appeal of Elimination Action

1. In accordance with AR 350-1, paragraph 3-18, when a student appeals an elimination, their appeal will be reviewed by the Office of the Staff Judge Advocate prior to the final action by the appellate authority. Request you review the enclosed elimination action on the following Student:

RANK LAST, FIRST SSN#

a. Disciplinary Reasons. This action is in accordance with AR 350-1, paragraph 3-18c(4).

This elimination is based on XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

2. This packet will be hand carried. Point of contact for pick up is XXXXXX or XXXX, phone number.

Encl
as

NAME
Title
Title

USASIGCoE Regulation 350-8

DEPARTMENT OF THE ARMY
SCHOOL TITLE
FORT GORDON, GEORGIA 30905

ATZH-Office Code (350-1)

Today's Date

MEMORANDUM FOR: Cadre Title, ATTN: Cadre Title, Fort Gordon, GA 30905

SUBJECT: Appeal of Elimination Action

1. Request you review the appeal of elimination on the following Student and provide a final decision.

RANK LAST, FIRST SSN#, School Abbreviation, Class XXXXXXXX

Disciplinary Reason. This action is in accordance with AR 350-1, paragraph 3-18b(1).

The reason for this action is based on an XXXXXXXXXXXXXXXXXXXXXXXX.

2. This packet will be hand carried. Point of contact for pick up is XXXXXX or XXXXXX, phone number.

NAME
Title
Title

DEPARTMENT OF THE ARMY
SCHOOL TITLE
FORT GORDON, GEORGIA 30905

ATZH-OFFICE CODE (350-1)

Today's Date

MEMORANDUM THRU Appellate Authority, USASC&FG, ATTN: Cadre Title, Fort Gordon,
GA 30905

FOR Title, School, Fort Gordon, GA 30905

SUBJECT: Appeal of Elimination Action

I have reviewed the appeal of elimination from training on the Student listed below and approve his
appeal.

RANK LAST, FIRST SSN#

NAME
Rank, USA
Title

USASIGCoE Regulation 350-8

DEPARTMENT OF THE ARMY
SCHOOL TITLE
FORT GORDON, GEORGIA 30905

ATZH-OFFICE CODE (350-1)

Today's Date

MEMORANDUM THRU Appellate Authority, USASC&FG, ATTN: Cadre Title, Fort Gordon,
GA 30905

FOR Title, School, Fort Gordon, GA 30905

SUBJECT: Appeal of Elimination Action

I have reviewed the appeal of elimination from training on the Student listed below and disapprove
his appeal.

RANK LAST, FIRST SSN#

NAME
Rank, USA
Title

APPENDIX D

Student Dismissal Packet

DEPARTMENT OF THE ARMY
SCHOOL TITLE
FORT GORDON, GEORGIA 30905

ATZH-Office Code (350-1)

Today's Date

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Student Elimination

1. RANK LAST, FIRST SSN# is eliminated from the Name of Course, XXXXXX. The reason for this release is based on an XXXXXXXXXXXX this action is in accordance with AR 350-1, paragraph 3-14b.
2. Request each office take appropriate action.
3. Point of contact is XXXXX or XXXXX, S3, DSN phone number, Commercial (XXX) phone number, Fax Commercial (XXX) phone number, DSN phone number.

NAME
Rank, USA
Title

DISTRIBUTION:

- Cdr, ATTN: (Address to first General Officer)
- Cdr, ATTN: CSM 24TH INFANTRY DIV (M), FORT STEWART, GA 31314
- Cdr, AHRC, ATTN: AHRC-EPT-TM, 2461 EISENHOWER DRIVE, ALEXANDRIA, VA 22331-0457
- Cdr, EREC, ATTN: PCRE-FS, INDIANAPOLIS, IN 46249-5301
- Cdr, Student Personnel Center, ATTN: 74 Clerk Ft Gordon, GA 30905
- Cdr, Transportation, Ft Gordon, GA 30905
- Cdr, ATTN: RDOT, Prog & Rec Sec, Ft Gordon, GA 30905
- Individual

APPENDIX E

Referred Report

DEPARTMENT OF THE ARMY
REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY
FORT GORDON, GEORGIA 30905

ATZH-Office Code (350-1)

Today's Date

MEMORANDUM FOR RANK LAST, FIRST SSN#, School Abbreviation, Class XXXXX,
School Title, Fort Gordon, GA 30905

SUBJECT: Referred Report DA Form 1059 (Service School Academic Evaluation Report) (AER)

1. In accordance with AR 623-3, paragraph 1-32, you are hereby advised that your DA Form 1059 is considered a referred report in that you have failed to achieve course standards in a DA select course.
2. If you feel that the rating or remarks on your AER are incorrect, you may submit a factual statement within 72 hours that will be filed with your AER. This statement does not constitute an appeal; if you desire to appeal this AER, it must be done in accordance with AR 623-3.
3. Point of contact is XXXXXX or XXXXXX, S3, DSN phone number, Commercial (706) phone number, Fax Commercial (706) phone number, Fax DSN phone number.

NAME
Rank, USA
Title

I will/will not submit a statement.

Acknowledge: _____ Date: _____

APPENDIX F

ABBREVIATED OFFICER STUDENT EVALUATION BOARD
PROCESS (Para 4a)

Packet/Board Preferred Timeline	Action Number	Action(s)
As required	1.	Counseling the failing student in accordance with requirements in course syllabus.
Day 1	2.	When academic requirements are not met in accordance with course syllabus/ ISAP, initiate Board packet (Appendix G) and refer student to Board, using the process in this regulation.
	3.	The TAC Officer/Instructor/SGL makes the first written recommendation to refer a student to a Board, insuring the required original documents are included in the Board packet, as listed in Appendix B. Hand carries packet/memorandum to the Division Chief for his recommendation.
Day 2	4.	The Division Chief makes the second recommendation and forwards the Board packet to the Battalion Commander.
	5.	The Battalion Commander makes the third recommendation and forwards the Board packet to the Brigade Commander. If the Battalion Commander non- concurs the Board packet is returned without action to the Division Chief
Day 3	6.	The Commander, 15 th RSB concurs and ensures the Board packet is hand carried to RTMS, DOT for the scheduling of the Board. If the Commander, non-concurs, the Board packet is returned without action to the Battalion Commander.
Day 4	7.	RTMS obtains written approval from DOT to convene the Board and appoints/briefs a Recorder selected from the current list in the Board Assignment Memorandum.
Day 5	8.	The Recorder meets with the President to determine the best date, time, place, and uniform to be worn. The Board will be scheduled out far enough to permit student notification plus 3 full working days prior to start of Board, should the student need to seek legal counsel. The President is presented a preliminary copy of the Board Packet.
Day 6	9.	RTMS initiates the Memorandum of Notification, Election of Rights w/Privacy Act Statement, and provides a preliminary copy of the Board Packet, all for the Recorder to present to the student. RTMS also initiates the referral of respondent memorandum
Day 6 – 9	10.	The student replies to the notification using the election of rights memorandum within the maximum of 3 full working days, and provides the Recorder with the signed documents, which are provided to RTMS for inclusion in the Board packet.
Day 10 – 15	11.	The Recorder notifies all Board members, obtains the names of,

USASIGCoE Regulation 350-8

		and notifies any witnesses, of the date, time, place, and uniform for the Board.
Day 10 – 15	12.	RTMS provides recording equipment and completed members' copies of the Board Packet to the Recorder prior to Board hearing
Day 10 – 15	13.	The Recorder provides the packets to the Board members at the Board hearing location, prior to the convening of the Board.
Board Date (BD)	14.	The Recorder oversees the conduct of the Board in accordance with this regulation, assisting the President, at his direction
BD +3	15.	After the voting on the recommendations has concluded and the Board is adjourned, the Recorder prepares/provides the Findings and Recommendations Worksheet, Student Evaluation Board Summary, and the DA Form 1574, all with proper signatures (Appendix H).
BD +4	16.	RTMS assembles the Board Packet with all original documents, to include those listed in Appendices F and G, and forwards the packet thru DOT to the Staff Judge Advocate (SJA) for review.
BD +6 & 7	17.	SJA calls DOT/RTMS to pick up the Board packet, which DOT / RTMS immediately hand, carries to the Battalion for Battalion and Brigade comment. Signal Battalion hand carries the Board packet to DOT/ RTMS; DOT/RTMS immediately finalizes the packet for the Command Group/CG approval.
BD +8	18.	Upon receipt of the approved Board packet from the Command Group, DOT/RTMS will immediately distribute copies in accordance with this regulation.
BD +8	19.	The Battalion Commander will ensure that the student is immediately notified of the CG's decision and that all subsequently required processing actions for the student are initiated

*Day 10 can be adjusted earlier depending on when the student's reply is received by the Recorder within the 3-day required window. Any adjustment here will affect all subsequent timeline.

Appendix G

Initial Student Evaluation Board Packet Listing Index

1. Recommendation of the Battalion Commander.
2. Recommendation of Course Manager/Division Chief.
3. Recommendation of SGL/TAC Officer/ACE.
4. TAB A – Student background information sheet.
5. TAB B – Student academic record.
6. TAB C – Diagnostic reading scores (if available).
7. TAB D – Army physical fitness test (APFT) score card.
8. TAB E – Counseling statements (DA Form 4856) arranged in chronological order, the most recent, first, to the oldest, last.
9. TAB F – Assignment Orders to Fort Gordon.
10. TAB G – Autobiography of student.
11. TAB H – Syllabus/ISAP.
12. TAB I – Any additional evidence.

USASIGCoE Regulation 350-8

Appendix H

Memorandums/Forms completed and submitted by recorder after board

1. Memorandum of Notification of Student Evaluation Board Action with Respondent's Memorandum of Acknowledgement.
2. Privacy Act Statement.
3. Findings and Recommendations Worksheet.
4. Student Evaluation Board summary.
5. DA Form 1574.

GLOSSARY

**Section I:
Acronyms**

ACE	Academic Counselor Evaluator
AER	Academic Evaluation Report
AHRC	Army Human Resources Command
AIEP	Army Ideas of Excellence Program
APFT	Army Physical Fitness Test
AR	Army Regulation
ARMIS	Army Records Information Management System
ARNGUS	Army National Guard United States
ATTN	Attention
CDR	Commander
CG	Commanding General
CPT	Captain
CSM	Command Sergeant Major
DA	Department of the Army
DIV	Division
DOT	Directorate of Training
DRC	Directorate of Reserve Components
EREC	Enlisted Records and Evaluation Center
FAX	Facsimile
FOUO	For Official Use Only
GA	Georgia
GCMCA	General Court Martial Command Authority
IOC	Installation Operations Center
NCO	Noncommissioned Officer
NCOES	Noncommissioned Officer Education System
NLT	No Later Than
No.	Number

USASIGCoE Regulation 350-8

OSJA	Office of Staff Judge Advocate
Para	Paragraph
PCS	Permanent Change of Station
POC	Point of Contact
RTMS	Resident Training Management Section
RC	Reserve Component
Reg	Regulation
SC	Signal Corps
SGL	Small Group Leader
SJA	Staff Judge Advocate
SOBC	Student Officer Basic Course
SOP	Standard Operating Procedures
SSN	Social Security Number
TDY	Temporary Duty
RTMS	Resident Training Management Section
TNG	Training
TNG MGT	Training Management
TNG SUPV	Training Supervisor
TRADOC	Training and Doctrine Command
UCMJ	Uniform Code of Military Justice
USASIGCoE	United States Army Signal Center of Excellence
USAR	United States Army Reserve

Section II:
Terms

Admin Law: Administrative and Civil Law Division.

Cadre: Officer, Noncommissioned Officer, or Enlisted Student responsible for the training of a student.

Class: A defined group enrolled in a course identified by a sequential number system.

Board(s): Student Evaluation Board(s).

Convening Authority:

- a. Commander, USASIGCoE for UCMJ action and boards convened AR 600-8-24.
- b. DOT for boards USASIGCoE Regulation 350-8.

Flags: Suspension of favorable personnel actions.

Non-probationary:

- a. Regular Army commissioned officers with more than 5 years commissioned service.
- b. Officers in the USAR with more than 5 years of commissioned service.
- c. Warrant officers with more than 3 years service since original appointment in their present component.

Officer: All commissioned officers and warrant officers attending resident courses at the United States Army Signal Center of Excellence.

President: President of the Student Evaluation Board.

Probationary:

- a. Regular Army commissioned officers with less than 5 years commissioned service (10 USC 630).
- b. Officers in the USAR who have less than 5 years commissioned service.
- c. Warrant officers who have less than 3 years service since original appointment in their present component (10 USC 101(35)).

Students: Officers, Noncommissioned Officers, and Enlisted that are enrolled in a course.