

Department of the Army  
United States Army Intelligence Center  
and Fort Huachuca  
Fort Huachuca, Arizona 85613-6000

\*FH Memorandum 600-8

5 June 2002

**Personnel--General**

**RECYCLE/RELIEF FROM RESIDENT INSTRUCTION  
AND FACULTY BOARDS**

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**Summary.** This Memorandum explains policy and procedures for relief and recycle of students and conducting of Faculty Boards at the US Army Intelligence Center and Fort Huachuca (USAIC&FH).

**Applicability.** This memorandum is in accordance with Department of the Army and US Army Training and Doctrine Command (TRADOC) regulatory guidance, and applies to all students enrolled in any course of instruction at the USAIC&FH, Fort Huachuca, Arizona. It does not apply to Army Intelligence training given under the auspices of other services.

**Suggested improvements.** The proponent of this memorandum is the Office of the Registrar, USAIC&FH. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, US Army Intelligence Center and Fort Huachuca, ATTN: ATZS-RG, Fort Huachuca, AZ 85613-6000.

**Supplementation.** Any supplementation of this publication is prohibited without prior approval from the Commander, USAIC&FH, ATZS-CG.

**Availability.** This publication is available solely on the Fort Huachuca Homepage at <http://huachuca-www.army.mil>.

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\*This memorandum supersedes FH Memorandum 600-8, 10 July 2001.

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## **Chapter 1 Introduction**

### **1. Purpose**

This memorandum identifies responsibilities and procedures for the recycle and relief of students; the appointment of a Faculty Board to investigate incidents or allegations of student misconduct, academic or motivational deficiency, or any other reason that would make the officer, warrant officer, noncommissioned officer or enlisted soldier unsuitable for assignment to a specific Military Occupation Specialty(ies) in Military Intelligence; and reflects the following needs:

a. The need of the USAIC&FH to concentrate its efforts toward training and certifying competent, motivated commissioned officers, warrant officers, noncommissioned officers, and enlisted personnel without being unduly burdened by cumbersome student recycle/relief procedures.

b. The need of USAIC&FH to dismiss students whose success cannot be attained without excessive faculty attention, with the result that other students suffer unreasonably.

c. The need of the Army to safeguard adherence to basic Army policy and standards.

### **2. References**

Referenced publications and forms are listed in Appendix A. Prescribed and referenced publications and forms are available electronically. Fort Huachuca publications and forms are available at <http://huachuca-www.army.mil> and higher echelon publications and forms are available at <http://www.usapa.army.mil>. Required and related publications and forms are listed in Appendix A.

### **3. Explanation of abbreviations and terms**

Abbreviations and terms used in this memorandum are explained in the glossary.

#### 4. Responsibilities

Responsibilities are listed in each chapter as appropriate.

#### 5. Policies

a. The USAIC&FH Commander is the final recycle/relief authority for students assigned/attending instruction within the US Army Intelligence Center.

(1) Relief authority for student officers (commissioned and warrant) is delegated to the applicable Brigade Commander.

(2) Relief authority for all enlisted students (reclassified to a Military Intelligence Advanced Individual Training (MI AIT) course who do not undergo a Faculty Board is delegated to the respective Battalion Commander, and notification of actions taken is sent to the Brigade Commander.

(3) Recycle authority for both officer and enlisted students is delegated to the respective Battalion Commander/Chief of the Advanced Individual and Collective Skills Division, and notification of actions taken is sent to the Brigade Commander.

(4) Recycle authority for enlisted students may be further delegated to the respective Company Commander of the respective training battalions, except for functional course students, the recycle authority is the Chief of Advanced Individual and Collective Skills Division, with notification of actions taken sent through the Battalion Commander to the Brigade Commander.

b. Relief and recycle authority for noncommissioned officer students assigned to the NCOA is the Commandant, NCOA, with notification of actions taken sent to the Brigade Commander.

c. US Navy student relief or recycle actions due to academic deficiency will be conducted IAW this memorandum. All Navy recycle or relief actions will be coordinated with the Senior Navy Representative, the Brigade Commander, or their representative assigned to USAIC&FH.

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d. US Air Force student relief or recycle actions due to academic deficiency will be conducted IAW this memorandum. All US Air Force recycle or relief actions will be coordinated with the Senior Air Force Representative, the Brigade Commander or their representative assigned to USAIC&FH.

e. US Marine Corps student relief or recycle actions due to academic deficiency will be determined by the Commanding Officer, US Marine Corps Detachment in coordination with the Brigade Commander or their representative, as appropriate.

f. Functional courses student relief or recycle actions are delegated to the Chief, Functional Courses Division or the Chief's representative, and will be coordinated with the Brigade Commander.

g. Once decision to recycle/relieve a student is made final, copy of written decision is sent to the Academic Records Branch of the Office of the Registrar for entry of recycle/relief information into the Army Training Requirements and Resources System (ATRRS).

**Chapter 2**

**Recycle/Relief from Resident Instruction**

**1. Reasons for Recycle/Relief**

a. Student recycle or relief may occur for the following reasons:

(1) Academic deficiency (criteria for determining when a student should be considered for academic recycle are specified in the Student Evaluation Plan (SEP) for each resident course). These criteria may be more restrictive, but not less restrictive than Army, TRADOC and USAIC&FH and this memorandum.

(2) Compassionate reasons.

b. Student relief may occur for the following reasons:

(1) Misconduct (disruptive influence, fraternization, etc.).

(2) Moral or professional dereliction.

(3) Security clearance denial, withdrawal or suspension.

(4) Academic Dishonesty and Plagiarism. Academic dishonesty in any form may result in disciplinary action in keeping with the policies contained within FH Memo 600-8, to include punishment under Article 92, UCMJ, for a violation of a lawful general order and/or adverse administrative actions including removal from the course and a negative academic removal report that reflects the reason(s) for removal from the course. The definition of academic dishonesty is a form of misconduct subject to appropriate disciplinary action for any of the following actions:

(a) Cheating - any attempt to unfairly influence the formal grading process.

(b) Plagiarism - the act of claiming credit for work that is not one's own.

(c) Fabrication - any attempt to purposely present false information

(d) Fraud - any attempt to deceive an instructor or other official of USAIC.

(e) Facilitation of fraud - any attempt to facilitate any act of academic dishonesty.

(5) Erroneous enrollment.

(6) Medical conditions.

(7) Recall by parent unit.

(8) Failure to exercise leadership required for a noncommissioned, warrant or commissioned officer of the same grade.

c. Other reasons established by law or regulation that would make the student unsuitable for assignment to the Military Occupational Specialty or Military Intelligence Branch.

## 2. Academic Deficiency

a. Any student who fails any established standards of the SEP will be reported to the student's Chain of command, with documentation including recommendation for consideration of academic relief or recycle action.

b. In accordance with TRADOC Regulation 350-70, only selected critical tasks are to be taught and tested using the criterion referenced testing methodology, versus norm-referenced testing. Students are required to pass each test section IAW established criterion standards.

c. Recycle actions due to academic deficiency will be completed within a maximum of 2 working days after the student has been advised of the recommendation for recycle.

d. Students who have elected to appeal a relief or recycle decision and whose behavior is not disruptive will remain in class pending disposition of the appeal. Students who have not elected to appeal a relief or recycle decision or whose behavior is disruptive will be removed from class and will be appropriately utilized, as designated by the applicable Company or Battalion Commander, pending final disposition of the relief or recycle action.

## 3. NCOA Responsibilities and Procedures

a. The Small Group Leader (SGL):

(1) Counsels students in writing who are pending recycle or relief actions and ensures students are given the benefit of the doubt if there appears to be is a strong possibility of error on the school's part. (See Figures 2-1 and 2-2, DA FORM 4856, General Counseling Form.)

(2) Forwards student documents to the First Sergeant.

b. The First Sergeant:

(1) Counsels and assists students in following administrative procedures to resolve all academic and administrative issues interfering with the successful completion of training.

(2) Initiates all relief request actions using FH Form 350-2-R-E "Student Relief/Recycle" (See Figure 2-3) for students assigned or attached to the Academy.

(3) Explains the relief/recycle process to the student.

(4) Notifies the student in writing when they are being considered for relief (See Figure 2-4).

(5) Obtains the student's signature on the notification of relief action (See Figure 2-5).

(6) Provides the student 2 working days to submit a rebuttal so that it may be processed with (as a part of) the relief packet as it is forwarded to the Noncommissioned Officer Academy Commandant.

(7) Forwards the complete relief packet to the NCOA Commandant.

c. The NCOA Commandant:

(1) Approves/disapproves final relief actions for all noncommissioned officers assigned to the NCOA.

(2) Ensures that the General Court-Martial Convening Authority appoints, in writing, a disinterested sergeant major, who is not assigned to the NCOA, to review student appeals of relief actions IAW AR 351-1, "Individual Military Education and Training - Student Elimination from NCOES Courses", paragraph 5-30.

(3) Reviews the relief packet and discusses the problem with the student and the cadre.

(4) Notifies the student in writing of the decision to relieve/not relieve the student (See Figure 2-6).

(5) Provides the student 2 working days to submit a written appeal to a relief decision so that it may be processed with (as a part of) the packet as it is forwarded to the Staff Judge Advocate (SJA) for review (See Figure 2-7).

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(6) Forwards the complete packet to SJA.

d. The SJA reviews the relief packet to ensure the NCOA followed proper procedures and the relief is within established written criteria and returns the packet (See Figure 2-8).

e. The Disinterested Sergeant Major:

(1) Is the final appeal authority for all NCOA students.

(2) Reviews all relief appeals (See Figure 2-9). Considers all of the evidence, as well as the statements from the SJA and the student, in the rebuttal and appeal process.

(3) Notifies the NCOA Commandant in writing of his/her decision on the appeal, providing comment on all nonconcur actions.

(4) Notifies the student in writing of the appeal decision (See Figure 2-9).

f. Student:

(1) Acknowledges receipt of relief notification actions (See Figures 2-5 and 2-7) and indicates intent as to rebuttal.

(2) Submits any rebuttals to the First Sergeant within 2 working days of notification of relief action.

(3) Acknowledges receipt of NCOA Commandant's decision regarding relief, and indicates intent as to appeal.

(4) Has the right to appeal the NCOA Commandant's decision for relief (See Figure 2-7). All appeals must be submitted to the NCOA Commandant within 2 working days of the relief notification.

(5) Has the right to seek counsel from the legal assistance office, as needed, to prepare the rebuttal and/or appeal documentation. May request additional time to frame such a response under extraordinary circumstances. Such request must be routed as the rebuttal/appeal is routed.

(6) Signs acknowledgment of receipt for a copy of the Academic Evaluation Report (AER) and the completed relief packet, if ultimately relieved (See Figures 2-10 and 2-11).

g. Administrative Section (S-1):

(1) Assists the cadre in preparing the relief packet.

(2) Forwards the relief packet to each person and/or agency involved in a timely manner.

(3) Provides the student a copy of the completed relief packet and AER (See Figure 2-1) and obtains the student's signature on a memorandum acknowledging receipt of the documents.

(4) Files all approved completed relief packets and retains for 2 years.

**4. NCOA Contents of Academic Relief Packet**

a. Tabs:

Tab A: Consideration for Relief Memorandum

Tab B: Student's Rebuttal/Appeal

Tab C: SGL's Counseling Statements and Supporting Documents

Tab D: Commandant's Decision

Tab E: SJA Review

\* Tab F: Appeal Decision

b. Enclosures:

Encl 1: Resident Student Relief--First Sergeant

Encl 2: Resident Student Relief--Commandant

Encl 3: Resident Student Relief--Staff Judge Advocate

\* Encl 4: Resident Student Relief--Disinterested Sergeant Major

Encl 5: FH Form 350-2-R-E, Student Relief/Recycle

Encl 6: Referred Evaluation (AER)

\* When applicable

## 5. NCOA Appeals

The Disinterested Sergeant Major is the final appeal authority for the NCOA student, therefore, Chapter 3 of this memorandum, 112<sup>th</sup> MI BDE Faculty Board Proceedings, is not applicable to NCOA students.

## 6. Brigade Responsibilities

a. The Faculty Advisor/Training Advising and Counseling (TAC) Officer:

- (1) Monitors academic progress of all assigned students.
- (2) Maintains an individual file on each student advised.
- (3) Conducts formal counseling at no less than the beginning, middle, and end of each course, and after each examination failure or other indication of academic or administrative difficulty (See Figures 2-12 and 2-13). For courses of 6 weeks or less in duration, formal counseling will be conducted at the beginning (the SEP will be considered the initial counseling and the student's signature will indicate acknowledgment). Additional counseling will be done after each examination failure, or other indication of academic difficulty and the end of each course.
- (4) Ensures students with academic difficulties are placed on academic probation IAW course SEP.
- (5) Ensures students with academic difficulties arrange for extra training or self or group study as needed.
- (6) Apprises the student of any considerations for recycle/relief due to academic deficiency or misconduct.
- (7) Notifies the **Senior** Faculty Advisor/**Senior** TAC Officer when a student fails a test.
- (8) Notifies chain of command of student misconduct or academic deficiency with recommendations for relief or recycle (See Figures 2-14, 2-15, and 2-16).

b. The Company Commander:

(1) Ensures that FH 600-8 memorandum is explained to all students during in-processing.

(2) Counsels and assists students in processing and resolving all administrative issues interfering with the successful completion of training.

(3) Assembles and maintains all pertinent documentation for the recycle/relief action.

(4) Formally notifies student of all pending actions (See Figures 2-17 and 2-18).

(5) Flags students when required by AR 600-8-2 "Suspension of Favorable Personnel Actions (Flags)".

(6) Initiates all requests for relief/recycle actions using FH Form 350-2-R-E, "Student Recycle/Relief" for students assigned or attached to the company (See Figure 2-3).

(7) Initiates recommendation for convention of a Faculty Board for all commissioned or warrant officer relief actions which could result in elimination from active duty, discharge, or loss of Federal status.

(8) Initiates recommendation for convention of a Faculty Board when requested by a student (not applicable to initial AIT students) recommended for relief.

(9) Informs the student's Senior Faculty Advisor/TAC Officer of all recycle/relief and board actions.

(10) Coordinates recycling actions with Student Personnel.

(11) Notifies the Reserve Component (RC) TRADOC Liaison of any contemplated or actual recycles/relief of US Army Reserve (USAR) or Army National Guard (ARNG) personnel.

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c. The Battalion Commander:

(1) Assists students in processing and resolving all administrative problems interfering with successful completion of training.

(2) Approves/disapproves relief actions for enlisted personnel who do not undergo a Faculty Board (See Figure 2-20). May not be further delegated.

(3) Approves/disapproves recycle actions for officer and enlisted personnel not pending a board action. Can be delegated to the Company Commander level.

(4) Endorses and forwards requests from Company Commanders for relief of officer personnel to the Brigade Commander.

(5) Forwards students' requests for a Faculty Board to the Brigade Commander.

(6) Appropriately utilizes students with pending administrative recycle/relief actions until final disposition of the action.

(7) Tasks the Personnel and Administration Center (PAC) personnel to register all pending administrative recycle/relief actions by control number, student name, social security number, type of action, initiation date, and effective completion date of the action.

(8) Ensures the RC TRADOC Liaison is notified of any contemplated or actual recycle/relief of USAR/ARNG personnel.

(9) Monitors PAC input for timeliness and accuracy for all approved administrative recycle/relief requests.

(10) Ensures approved recycle/relief action copies, as well as final action, are forwarded to the Brigade Commander; the training elements concerned; the Student Personnel Section; the Security Office; the appropriate unit/detachment of the student, and to the Office of the Registrar for data entry into ATRRS.

d. The Brigade Commander:

(1) Assists students in processing and resolving all administrative problems interfering with the successful completion of training.

(2) Approves/disapproves all commissioned and warrant officer relief actions except those in which a Board is convened. May not be further delegated.

(3) Directs convention of Faculty Boards for cases requiring or requesting a Faculty Board.

e. The Student:

(1) Acknowledges receipt of recycle/relief notification, supplying any rebuttal/appeal within 2 working days of notification (See Figure 2-19).

(2) May request a Faculty Board when recommended for relief (not applicable to initial IET students)(See Figure 2-19).

(3) May acquire legal aid from the legal assistance office to prepare rebuttal and/or appeal.

(4) Signs for a copy of the completed relief packet, if relieved.

f. The Administrative Section (S-1):

(1) Assists the cadre in preparing relief packets.

(2) Forwards the relief packet to each person or agency involved in a timely manner.

(3) Provides the student a copy of the completed relief packet, obtaining the student's signature on a memorandum acknowledging receipt of the documents.

(4) Files all approved completed relief packets for 2 years.

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g. Quality Assurance Office (Registrar):

(1) Verifies the FH Form 350-2-R-E, Student Recycle/Relief, is prepared in accordance with current policies and regulations.

(2) Enters recycle/relief information into the ATRRS and Automated Instructional Management System (AIMS) not later than (NLT) close of business the following day.

(3) Serves as liaison between USAIC&FH and US Total Army Personnel Command (PERSCOM), Student Military Personnel Office (MILPO) and other service detachments on all recycle/relief actions pertaining to students.

**7. Brigade Procedures**

a. The Faculty Advisor/TAC Officer maintains a file on all assigned students and monitors their academic progress. Formal counseling of each student will be conducted and documented using DA Form 4856 General Counseling Form or appropriate military correspondence format, at a minimum, at the beginning, middle and end of each course, and after each examination failure (See Figures 2-12 and 2-13). For courses of 6 weeks or less in duration, formal counseling will be conducted at the beginning (the SEP will be considered the initial counseling and the student's signature will indicate acknowledgment). Additional counseling will be done after each examination failure, or other indication of academic difficulty and the end of each course.

b. Students with academic difficulties are counseled and placed on academic probation IAW the applicable course SEP. They receive extra instruction as needed. The student's Company Commander is verbally notified of the situation by the instructor.

\*c. Students who have elected to appeal a relief or recycle decision and whose behavior is not disruptive will remain in class pending disposition of the appeal. Students who have not elected to appeal a relief or recycle decision or whose behavior is disruptive in the classroom, as deemed by instructors, will be removed from class, IAW direction of student's Company Commander, and will be appropriately utilized pending final disposition of

the relief or recycle action. The **Faculty Advisor/TAC Officer** apprises the student of any considerations for recycle/relief due to academic deficiency or misconduct. The Faculty Advisor then forwards the student file, with all required data, to the student's Company Commander (See Figures 2-14, 2-15, and 2-16).

\*NOTE: Academically deficient students remain in class until the personnel action (recycle/relief) is resolved (unless the student is disruptive in the classroom). Recycle actions due to academic deficiency will be completed within a maximum of 2 working days after the student has been advised of the recommendation for recycle. All students will be appropriately utilized pending recycle/relief actions until final disposition of the action.

d. The Company Commander will initiate the FH Form 350-2-R-E "Student Relief/Recycle" (See Figure 2-3). When completing FH Form 350-2-R-E, "Student Relief/Recycle":

(1) Request only one disposition action on each administrative recycle/relief form.

(2) Recommend convention of a Faculty Board for all officer basic course or warrant officer basic course students relief actions which could result in elimination from active duty, discharge, or when one is requested by a student who is being recommended for relief.

(3) State why the student relief action is requested.

(4) State who, verbally and in writing, apprised the student of a relief action, regulations governing the action, and the procedures to follow to resolve the action. If the student was not verbally notified, state why.

(5) State that the student did not go on casual status when the student is immediately recycled from one class to another.

e. The Company Commander counsels the student on the recommendation for recycle/relief, apprising him or her on the rights provided under this memorandum, to include the right to

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submit a written rebuttal to accompany the request for recycle/relief (See Figures 2-17 and 2-18). The student acknowledges receipt of the notification (See Figure 2-19) and submits any rebuttal within 2 working days.

f. All student recycle recommendations or enlisted personnel relief recommendations are forwarded to the applicable Battalion Commander for approval/disapproval. All officer relief recommendations or student requests for a Faculty Board are forwarded through the Battalion Commander to the Brigade Commander for action.

g. The Company Commander keeps the Faculty Advisor/TAC Officer and student informed of all pending actions and coordinates the recycling actions with Student Personnel.

h. The Battalion Commander assists students in resolving all administrative problems interfering with successful completion of training, approves/disapproves recycle actions for all students not pending a board action, and approves/disapproves relief actions for all enlisted personnel who do not undergo a Faculty Board (See Figures 2-20 and 2-21). The Battalion Commander forwards all officer relief actions, and those requiring a Faculty Board, to the Brigade Commander, with appropriate recommendations.

i. The Brigade Commander will approve/disapprove the officer relief actions, and will convene a Faculty Board (See Chapter 3, MI BDE/ Faculty Board Proceedings) for cases requiring or requesting a Faculty Board (See Figures 2-22 and 2-23).

j. The PAC personnel register all pending administrative recycle/relief actions by action, initiation date, effective date of the action, etc., and send copies of the approved recycle/relief action (FH Form 350-2-R-E) to the Quality Assurance Office, Registrar, ATTN: ATZS-QAS; the training elements concerned; Student Personnel Section; and the Security Office. Disapproved recycle/relief requests will be returned to the company with instructions to continue the student's course of instruction.

Figure 2-1. DA Form 4856, General Counseling Form (Front)

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Figure 2-2. DA Form 4856, General Counseling Form (Back)

Figure 2-3. FH Form 350-2-R-E, Student Relief/Recycle

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DEPARTMENT OF THE ARMY  
Noncommissioned Officers Academy  
United States Army Intelligence Center and Fort Huachuca  
Fort Huachuca, AZ 85613-6000

ATZS-NCO

(DATE)

MEMORANDUM FOR (RANK) (Name), NCO Academy, Fort Huachuca,  
AZ 85613-6000

SUBJECT: Resident Student Relief

1. Reference AR 351-1, Individual Military Education and Training, 15 October 1987, paragraph 5-30, subject: Student Elimination from NCOES Courses.

2. You are being considered for academic relief from ANCOC/BNCOC Class (number) due to your retest failure on the (examination name) Examination. Your relief from this course may affect your selection for promotion or further schooling.

3. Acknowledge receipt of this correspondence and inform the undersigned of your decision to submit data in rebuttal NLT 2 working days after receipt. Submit any rebuttal to the office of the undersigned.

4. The recommendation for relief will be forwarded to the Commandant, NCO Academy with or without your rebuttal. You will be notified and counseled by the NCOA Commandant of his/her decision. If the decision is made to relieve you from the course, you may submit an appeal within 2 working days of the notification.

(NAME)  
1SG, USA  
First Sergeant  
(ANCOC/BNCOC)

**Figure 2-4. NCOA Student Notification Memo for Relief from the First Sergeant**

ATZS-NCO

DATE

MEMORANDUM FOR (Rank) (Name), NCO Academy, Fort Huachuca, AZ  
85613-6000

SUBJECT: Resident Student Relief

I have received counseling on my consideration for relief and a  
rebuttal will/will not be submitted. Receipt Acknowledged.

(STUDENT NAME)  
(RANK), USA  
(ANCOC/BNCOC)

**Figure 2-5. NCOA Student Acknowledgement of Memo from  
First Sergeant**

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ATZS-NCO

(DATE)

MEMORANDUM FOR (RANK) (Name), NCO Academy, Fort Huachuca,  
AZ 85613-6000

SUBJECT: Resident Student Relief

1. References:

a. AR 351-1, Individual Military Education and Training, 15 October 1987, paragraph 5-30, subject: Student Elimination from NCOES Courses.

b. Memorandum, ATZS-NCO, (DATE), subject: Consideration for Relief.

2. I have reviewed the recommendation for relief. The relief is approved/disapproved.

3. You have the right to appeal this decision. This appeal must be reviewed by the Staff Judge Advocate, prior to submission. The reviewed appeal must be submitted within two (2) working days after receipt of this memorandum.

4. Acknowledge receipt of this correspondence by completing the 3d Endorsement.

Encl

(NAME)  
CSM, USA  
Commandant

**Figure 2-6. NCOA Commandant Notification Memo to Student**

ATZS-NCO

MEMORANDUM FOR Commandant, NCO Academy, Fort Huachuca, AZ  
85613-6000

SUBJECT: Resident Student Relief

(RANK) (Name), NCO Academy, Fort Huachuca, AZ 85613-6000

I acknowledge receipt of my approved/disapproved recommendation for relief and do/do not wish to appeal this action. The appeal must be reviewed by the Staff Judge Advocate before submission.

(STUDENT NAME)  
(RANK), USA  
(ANCOC/BNCOC) Student, NCOA

**Figure 2-7. NCOA Student Acknowledgement of Memo from Commandant and Commandant Request for SJA Review of Relief Packet**

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MEMORANDUM FOR Staff Judge Advocate, US Army Intelligence Center  
and Fort Huachuca, Fort Huachuca, AZ 85613-6000

1. Request that the enclosed relief packet for (RANK) (Name) be reviewed for legal sufficiency. Please expedite, as this office is required to complete this action by (date).

2. Once completed, contact my office for pickup at (phone number).

Encl  
as

(NAME)  
CSM, USA  
Commandant

**Figure 2-7. NCOA Student Acknowledgement of Memo from Commandant and Commandant Request for SJA Review of Relief Packet**

ATZS-JAE

MEMORANDUM FOR Commandant, NCO Academy, United States Army  
Intelligence Center and Fort Huachuca, Fort Huachuca, AZ  
85613-6000

SUBJECT: Resident Student Relief

I have reviewed the academic relief packet pertaining to (RANK)  
(Name), (SSN), NCO Academy, United States Army Intelligence  
Center and Fort Huachuca, Fort Huachuca, AZ 85613-6000 and have  
determined that it is legally sufficient for further processing.

(NAME)  
(RANK), USA  
Trial Counsel

**Figure 2-8. SJA Review Memo for NCOA Relief Packet**

**FH Memo 600-8**

ATZS-NCO

MEMORANDUM FOR Disinterested Command Sergeant Major, MI Brigade,  
Fort Huachuca, AZ 85613-6000

SUBJECT: Resident Student Relief

The enclosed packet is forwarded for your review and comments.

Encl (NAME)  
CSM, USA  
Commandant

ATZS-XXX

MEMORANDUM FOR Commandant, NCO Academy, United States Army  
Intelligence Center and Fort Huachuca, Fort Huachuca, AZ  
85613-6000

I have reviewed the enclosed appeal. I approve/disapprove the  
appeal.

Encls (NAME)  
as CSM, USA  
(Disinterested Sergeant Major)

**Figure 2-9. NCOA Commandant Request for Review of Student  
Relief Packet by a Disinterested Sergeant Major and the  
Disinterested Sergeant Major Response**

DEPARTMENT OF THE ARMY  
Noncommissioned Officers Academy  
United States Army Intelligence Center and Fort Huachuca  
Fort Huachuca, AZ 85613-6000

ATZS-NCO

(DATE)

MEMORANDUM FOR (RANK) (Student Name), (SSN), NCO Academy, United States Army Intelligence Center and Fort Huachuca, Fort Huachuca, AZ 85613-6000

SUBJECT: Referred Academic Evaluation Report (AER)

1. The enclosed copy of your AER (DA Form 1059) for Military Intelligence ANCOB/BNCOC, Class (number), is provided for your personal records. You are required to acknowledge receipt of the Referred AER in accordance with AR 623-1, Academic Evaluation Reporting System, paragraph 1-13.

2. If you feel that the rating or remarks on the AER are incorrect, you may attach a factual statement to your acknowledgement. The acknowledgement with or without statement must be returned by the suspense date (Two (2) working days). You are advised that such comments do not constitute an appeal to this AER. Appeals are formally filed and processed separately as outlined in AR 623-205, Enlisted Evaluation Reporting System.

Encl

(NAME)  
(RANK), USA  
Commandant

**Figure 2-10. NCOA Student Notification of AER**

**FH Memo 600-8**

ATZS-NCO

MEMORANDUM FOR Commandant, NCO Academy, US Army Intelligence  
Center and Fort Huachuca, Fort Huachuca, AZ 85613-6000

SUBJECT: Referred Academic Evaluation Report (AER)

1. I have received counseling on my Referred AER and I intend/do not intend to submit a factual statement. Receipt Acknowledged.
2. I understand that my statement (if provided) is only an opportunity to provide factual comments to the rating or remarks that I feel are incorrect. This statement is not associated with any appeal. I understand that an appeal is filed and processed IAW formal procedures separately as outlined in AR 623-205.

(STUDENT NAME)  
(RANK), USA  
ANCOC/BNCOC

**Figure 2-11. NCOA Student Acknowledged Receipt of AER**

(OFFICE SYMBOL) (MARKS NUMBER)

(DATE)

MEMORANDUM FOR (RANK) (Name), (Social Security Number), (Course),  
(Class Number) US Army Intelligence Center and Fort Huachuca,  
Fort Huachuca, AZ 85613-6000

SUBJECT: Assignment of Faculty Advisor/Training Advising and  
Counseling (TAC) Officer

1. Date of Circumstances:

a. This counseling informs you of my assignment as your  
faculty advisor in the (Course Name).

b. I am (RANK) (Name). You may visit me in building  
(number), or you may call me at (phone number).

2. Date and Summary of Counseling:

(DATE): My responsibility is to provide you with a  
faculty/staff member in your military occupational specialty  
(MOS), area of concentration (AOC), or MOS/AOC group, who can  
help you resolve any academic or personal problems that may arise  
during the course. More specifically, I will be available to you  
as a mentor and trainer to provide leadership assessment and  
development, career guidance, and evaluation of your performance.

3. You are required to acknowledge receipt and understanding of  
your enclosed Student Evaluation Plan.

Encl

(NAME)  
(RANK, BRANCH)  
Faculty Advisor/Training Advising  
and Counseling (TAC) Officer

**Figure 2-12. Officer Example of Initial Counseling and Student  
Acknowledgement**

**FH Memo 600-8**

(OFFICE SYMBOL) (MARKS NUMBER)

SUBJECT: Assignment of Faculty Advisor/Training Advising and  
Counseling (TAC) Officer (Cont.)

Authentication:

I acknowledge having been counseled by the above-named individual and understand the reason for the counseling session. I concur/nonconcur that the information above accurately reflects this counseling session. (If the response is a nonconcur, include the following: I nonconcur for the following reasons.)

(STUDENT NAME)  
(RANK, BRANCH)  
(Course, Class)

**Figure 2-12. Officer Example of Initial Counseling and Student Acknowledgement**

OFFICE SYMBOL (MARKS NUMBER)

(DATE)

MEMORANDUM FOR (RANK) (Name), (Course), (Class Number)

SUBJECT: Counseling for Academic Failure

1. On (DATE), you passed only (number) test sections on the (Test Name) examination.
2. Your score was (number) of (number) points, or (number) percent. You passed (number) of (number) test sections for a total percentage of (number) percent.
3. You are advised that you have 2 working days from (DATE) to coordinate with the instructor for retraining and retesting of the (Test Name) examination. You will not be released from scheduled classes for study or retesting, but must work out a mutually agreeable time with your instructor to conduct this retest outside of class.
4. You are also reminded that in accordance with the Student Evaluation Plan (SEP) for your course, if your cumulative points/percentage falls below (number) percent, you will be placed on academic probation. You will be formally counseled by your faculty advisor, and directed to participate in mandatory study hall until your points/percentage conforms to the standard presented in your SEP.
5. If your points/cumulative percentage falls below (insert points/percentage) as prescribed in your SEP you will be recommended for (recycle/relief).

(NAME)  
(RANK, BRANCH)  
Faculty Advisor/Training Advising  
and Counseling (TAC) Officer

**Figure 2-13. Officer Example of Counseling for Academic Failure/Student Acknowledgement**

**FH Memo 600-8**

OFFICE SYMBOL (MARKS NUMBER)

SUBJECT: Counseling for Academic Failure (Cont.)

Authentication:

I acknowledge having been counseled by the above named individual and understand the reason for the counseling session. I concur/nonconcur that the information above accurately reflects this counseling session. I nonconcur for the following reasons:

(STUDENT NAME)  
(RANK, BRANCH)  
(Course, Class)

**Figure 2-13. Officer Example of Counseling for Academic Failure/Student Acknowledgement**

OFFICE SYMBOL (MARKS NUMBER)

(DATE)

MEMORANDUM FOR Commander, (Company), (Battalion)

SUBJECT: Academic Progress Report for (RANK) (NAME), (SSN)

1. I recommend that (RANK) (Name) (SSN) be academically recycled from (Class) to a later class for failure to maintain the (number) percent pass rate required to qualify for graduation.
2. At present, (RANK) (Name) has passed (number) of (number) for of (number). The maximum points/percent that (RANK) (Name) can achieve with the (number) points/percent remaining in the course is (number) percent.
3. (RANK) (Name) was placed on Academic Probation on (DATE) and was counseled at that time as to the consequences of failing to maintain course standards.
4. If recycled, the next class that (RANK) (Name) can join will be (Class) (Course), which begins on (DATE).
5. In the interim, (Name) will report to (Building) for duty at (Office).

- 4 Enclosure(s) (NAME)  
1. Student File (RANK, BRANCH)  
2. Academic Progress Report Faculty Advisor/Training  
3. Student Acknowledgment of Advising and Counseling  
Notification of Intent, and TAC Officer  
Indication as to Rebuttal  
4. Student Rebuttal Attached  
(if appropriate)

**Figure 2-14. Officer Example of a Recycle Recommendation from the Faculty Advisor/Training Advising and Counseling (TAC) Officer**

**FH Memo 600-8**

OFFICE SYMBOL (MARKS NUMBER)

(DATE)

MEMORANDUM FOR Commander, (Company), (Battalion)

SUBJECT: Academic Progress Report for (RANK) (NAME), (SSN)

1. On (Date), (RANK) (Name) was academically recycled from (Course), (Class) to (Class) for academic deficiency. At the time of this recycle, his/her cumulative points/percent was (number), substantially below the (number) percent for graduation by the (Course) Student Evaluation Plan requirements. Upon his/her being recycled to (Course), (Class), (RANK) (Name) was advised that he/she was being given the opportunity to start the entire (Course) over to allow him/her to better his/her academic performance. He/she was integrated into the course and received the same training as all members of (Course), (Class).

2. The following highlights his/her subsequent academic performance:

a. (RANK) (Name) has failed the (Subject) examination (number) times. Despite intensive retraining, he/she is still unable to grasp the material covered during this block of instruction.

b. He/she finally passed the (Name) test after (number) attempts, by the closest possible margin. The instructors for this block of instruction still feel that he/she does not fully understand the material presented.

c. His/her cumulative percent at this time is (number) percent, having failed (number) of test sections/points on initial tests.

3. (RANK) (Name) has clearly demonstrated that he/she cannot grasp the material being taught in the (Course). Therefore, it is in the best interests of the student and the Military Intelligence Corps that he/she be academically relieved from this course of instruction.

(NAME)  
(RANK, BRANCH)  
Fac. Adv./TAC

**Figure 2-15. Officer Example of a Relief Recommendation from Faculty Advisor/Training Advising and Counseling (TAC) Officer**

**Recycle/Relief Checklist**

1. Does the file contain student personal data?
2. Has the initial and mid-course counseling been completed?
3. Has the student been counseled when a test section was failed?
4. Has the student been placed on academic probation and counseled if required?
5. Are any Letters of Notification or Recommendation available that were received by the student?
6. Is the student grade matrix available and current?

Academic Progress Report:

1. Does the first paragraph outline the student's academic history up to the recycle action?
2. Does the first paragraph explain how the student failed to meet the course criteria?
3. Does the second paragraph highlight the student's performance after recycle (if applicable)?
4. Are such factors as how the student fell short of course criteria, points/percentage, class standing, and number of examinations failed, etc., addressed in the second paragraph?
5. Does the final paragraph clearly spell out the precise reason in the criteria for the recommended action?

\*\*\* NOTE: The left side of the student file will contain the student's grade matrix and Academic Progress Report. The right side will contain student personal data, record of initial counseling memorandum, academic failure counseling memorandum, letters of notification and recommendation, and pertinent notes.

**Figure 2-16. Brigade Commander/Checklist for Recycle/Relief**

**FH Memo 600-8**

DEPARTMENT OF THE ARMY  
(Organizational Name/Title)  
United States Army Intelligence Center and Fort Huachuca  
Fort Huachuca, AZ 85613-6000

S: (SUSPENSE DATE)

ATZS-XXX (MARKS NUMBER) (DATE)

MEMORANDUM FOR (RANK) (Name), (SSN), (Company), (Battalion),  
Military Intelligence Brigade US Army Intelligence Center and  
Fort Huachuca, Fort Huachuca, AZ 85613-6000

SUBJECT: Relief from Resident Student Status

1. Reference FH Memorandum 600-8, (date) subject: Recycle/  
Relief from Resident Instruction and Faculty Boards.

2. Under the provisions of FH Memorandum 600-8, I am  
recommending your relief from (Course), because of (specific  
reason). You may submit a written rebuttal to this action. I  
will forward the recommendation for relief with or without your  
rebuttal to the Commander, (Battalion), for decision. The  
Battalion Commander will notify you of the decision in writing.

3. Should you request a Faculty Board, the recommendation for  
relief will be forwarded to the Brigade Commander who will direct  
the convention of a Faculty Board and use the results of the  
board to make a final determination on your relief.

4. Your faculty advisor will provide copies of the above  
reference and your academic file for your review upon request.

5. Complete the endorsement below and return to the company  
within 3 working days.

,

(NAME)  
(RANK, BRANCH)  
Commanding

**Figure 2-17. Brigade Commander/Student Notification Memo of the  
Recycle/Relief Recommendation from the Company Commander -  
Enlisted Example (Other than initial AIT)**

DEPARTMENT OF THE ARMY  
(Organizational Name/Title)  
United States Army Intelligence Center and Fort Huachuca  
Fort Huachuca, AZ 85613-6000

S: (SUSPENSE DATE)

ATZS-XXX (MARKS NUMBER)

(DATE)

MEMORANDUM FOR (RANK) (Name), (SSN), (Company), (Battalion),  
Military Intelligence Brigade Commander, US Army Intelligence  
Center and Fort Huachuca, Fort Huachuca, AZ 85613-6000

SUBJECT: Relief from Resident Student Status

1. Reference FH Memorandum 600-8, (DATE), subject: Recycle/  
Relief from Resident Instruction and Faculty Boards.

2. Under the provisions of FH Memorandum 600-8, I am  
recommending your relief from (Course), because of (specific  
reason). You may submit a written rebuttal to this action. I  
will forward the recommendation for relief, with or without your  
rebuttal through the Commander, (Battalion) for further recommen-  
dation and forwarding to the Military Intelligence Brigade  
Commander for decision. The Brigade Commander will notify you in  
writing with the decision on your case.

3. Should you request a Faculty Board, the Military Intelligence  
Brigade Commander will direct the convention of a Faculty Board  
and use the results of the board to make a final determination on  
your relief.

4. Your Faculty Advisor and/or Training Advising and Counseling  
Officer will provide copies of the above reference and your  
academic file for your review upon request.

**FH Memo 600-8**

5. Complete the attached acknowledgement below and return to the company within 3 working days.

(NAME )  
(RANK, BRANCH)  
Commanding

**Figure 2-18. Brigade Commander Student Notification Memo of the Recycle/Relief Recommendation from the Company Commander-Officer Example**

ATZS-XXX

MEMORANDUM FOR Commander, (Company), (Battalion), Military Intelligence Brigade, US Army Intelligence Center and Fort Huachuca, Fort Huachuca, AZ 85613-6000

SUBJECT: Relief from Resident Student Status

1. Receipt acknowledged on (DATE).
2. Rebuttal information is/not attached.
3. I do/do not request a Faculty Board.

(STUDENT NAME)  
(RANK, BRANCH)  
(Course, Class)

**Figure 2-19. Brigade Commander Student Acknowledgment of Recycle/Relief Recommendation**

**FH Memo 600-8**

S: SUSPENSE DATE

ATZS-XXX

(DATE)

MEMORANDUM THRU

Commander, (Battalion), (Company) Military Intelligence Brigade,  
US Army Intelligence Center and Fort Huachuca,  
AZ 85613-6000

FOR (RANK) (NAME), (SSN), (Company), (Battalion), Military  
Intelligence Brigade, US Army Intelligence Center and  
Fort Huachuca, Fort Huachuca, AZ 85613-6000

SUBJECT: Relief from Resident Student Status

1. Reference FH Memorandum 600-8, (DATE), subject: Recycle/  
Relief Actions from Resident Instruction and Faculty Boards.

2. I reviewed your Company Commander's request for adminis-  
trative relief and your rebuttal. The relief action is  
approved/disapproved.

3. Complete the enclosed third Endorsement within 2 working days  
to acknowledge receipt of this memorandum.

(NAME)  
(RANK, BRANCH)  
Commanding

**Figure 2-20. Brigade Commander Student Notification Memo for  
Recycle/Relief from Battalion Commander**

ATZS-XXX

(Date)

MEMORANDUM THRU

Commander, (Battalion), Military Intelligence Brigade US Army  
Intelligence Center and Fort Huachuca,  
Fort Huachuca, AZ 85613-6000

Commander, (Company), (Battalion), Military Intelligence  
Brigade US Army Intelligence Center and Fort Huachuca,  
Fort Huachuca AZ 85613-6000

SUBJECT: Administrative Relief from Resident Student Status

Receipt of second Endorsement acknowledged on (Date).

(STUDENT NAME)  
(RANK, BRANCH)  
(Course, Class)

**Figure 2-21. Brigade Commander Student Acknowledgment of  
Recycle/Relief Notification from Battalion Commander**

**FH Memo 600-8**

S: (SUSPENSE DATE)

ATZS-XXX

(Date)

MEMORANDUM THRU

Commander, (Battalion), Military Intelligence Brigade, US Army  
Intelligence Center and Fort Huachuca, AZ 85613-6000  
Commander, (Company), (Battalion), Military Intelligence  
Brigade, US Army Intelligence Center and Fort Huachuca,  
Fort Huachuca, AZ 85613-6000

FOR (RANK) (NAME), (SSN), (Company), (Battalion), US Army  
Intelligence Center and Fort Huachuca, Fort Huachuca, AZ  
85613-6000

SUBJECT: Relief from Resident Student Status

1. Reference FH Memorandum 600-8, (DATE), subject: Recycle/  
Relief Actions from Resident Instruction and Faculty Boards.

\*2. I reviewed your Company Commander's request for adminis-  
trative relief and your rebuttal. The relief action is  
approved/disapproved.

\*3. I reviewed your Company Commander's request for adminis-  
trative relief and your rebuttal. I will convene a Faculty Board  
in accordance with FH Memorandum 600-8.

\*4. Complete the enclosed 3d Endorsement within 3 working days to  
acknowledge receipt of this memorandum.

\*Examples of applicable verbiage.

(NAME)  
(RANK, BRANCH)  
Commanding

**Figure 2-22. Brigade Commander, Student Notification Memo for  
Administrative Recycle/Relief**

ATZS-XXX

(DATE)

MEMORANDUM THRU

Commander, (Company), (Battalion), Military Intelligence Brigade,  
US Army Intelligence Center and Fort Huachuca, AZ 85613-6000  
Commander, (Battalion), Military Intelligence Brigade,  
US Army Intelligence Center and Fort Huachuca,  
Fort Huachuca, AZ 85613-6000

FOR Commander, Military Intelligence Brigade, US Army  
Intelligence Center and Fort Huachuca, Fort Huachuca,  
AZ 85613-6000

SUBJECT: Administrative Relief from Resident Student Status

(RANK) (NAME), (SSN), (Company), (Battalion), Military  
Intelligence Brigade, US Army Intelligence Center and  
Fort Huachuca, Fort Huachuca, AZ 85613-6000

Receipt of second Endorsement acknowledged on (DATE).

(STUDENT NAME)  
(RANK, BRANCH)  
(Course, Class)

\*Modify, as applicable.

**Figure 2-23. Student Acknowledgment of Recycle/Relief  
Notification from Brigade Commander**

**Chapter 3**  
**Brigade Faculty Board Proceedings**

**1. Convening a Faculty Board**

a. The Brigade Commander is the relief authority for all students under their purview who undergo a Faculty Board.

b. A Faculty Board will be convened:

(1) When any student, other than an initial AIT or NCOA student, is being recommended for relief from a course, unless waived in writing by the student. (See Figures 2-17 and 2-18, and modify as necessary).

(2) When deemed appropriate by the Brigade Commander.

c. The board will make specific findings and recommendations in its report of proceedings. The board will consider and include in its findings, if relevant, all circumstances surrounding the failure, attitude, and application of the student, as well as their leadership potential. The recommendations of the board may include one or more of the following:

(1) That the student be reinstated to the same class.

(2) That the student be recycled to another class.

(3) That the student be relieved from the course.

(4) That the student be reclassified.

(5) That the student be relieved from active duty or active duty for training.

(a) In the case of a USAR officer, recommending discharge of the officer from his or her reserve commission(See AR 600-8-24).

(b) In the case of a USANG officer, recommending relief from active duty for training (ADT). In conjunction, the board may recommend that the Commander, USAIC&FH forward the board proceedings, through the Commanding General, PERSCOM, to the National Guard Bureau with a recommendation of withdrawal of Federalized status and discharge from military service (see AR 600-8-24 and NGR 635-100).

(c) In the case of a warrant officer attending the Warrant Officer Basic Course (any phase), recommending the student revert back to his or her enlisted MOS and former rank.

(6) Requesting the Commander, USAIC&FH recommend to the Commander of PERSCOM, Commander of Army Reserve Personnel Center, or the State Adjutant General, as appropriate, a branch transfer of the student and retraining at another Officer Basic Course. A branch transfer recommendation must include why the board deems the action appropriate and list the expected benefits.

(7) Correcting processing or administrative errors revealed by the evidence.

d. The Brigade Commander may approve, disapprove, or modify the findings and recommendations of the Faculty Board, and take any action deemed appropriate that is supported by the evidence of record. The Brigade Commander's decision need not follow the recommendations of the board.

e. Faculty Boards appointed pursuant to this memorandum will be conducted according to the provisions of this memorandum and the provisions of AR 15-6 regarding formal boards of officers. In the event of a conflict between the provisions of AR 15-6 and this memorandum, the former will govern. For Faculty Boards involving US Air Force, Marine, or Navy students, every effort will be made to comply with the intent and guidelines of the applicable service directives. The senior service representative will advise the Faculty Board on appropriate actions and procedures for their respective service.

## 2. Board Composition

a. Board membership will consist of:

(1) One Board President (field grade officer).

(2) Two Board Members (Major/Captain) junior to the Board President (one **must** be a CW4 or CW5 if the student is a warrant officer; a Master Sergeant if the student is enlisted).

(3) One Recorder (company grade or warrant officer; may be a Master Sergeant or Sergeant First Class if the student is enlisted).

(4) One Reporter (Staff Sergeant/Sergeant).

(5) One Legal Advisor (will be designated by the SJA).

**FH Memo 600-8**

b. The president and voting members of boards appointed pursuant to this memorandum will be soldiers assigned to the USAIC&FH or its subordinate elements.

c. The Command will not select a board member from the training element that referred the student for recycle/relief or from the student's Chain of command.

**3. Responsibilities**

a. The Company Commander:

(1) Ensures this memorandum is explained to all students during in-processing.

(2) Counsels and assists students in resolving all administrative problems interfering with the successful completion of training.

(3) Assembles and maintains all pertinent documentation for the relief action.

(4) Initiates all requests for relief actions using FH Form 350-2-R-E, for students assigned or attached to the company.

(5) Initiates recommendations for the convention of a Faculty Board for all commissioned or warrant officer (except OBC or WOBC) relief actions which could result in elimination from active duty, discharge, or loss of Federalized status.

(6) Initiates recommendations for the convention of a Faculty Board for any relief action when requested by the student.

(7) Initiates recommendations for convening a Faculty Board to investigate incidents or allegations of student academic or motivational deficiency, misconduct, or any other matter that the Company Commander deems appropriate.

(8) Informs the student's senior faculty advisor of all relief and board actions.

b. The Battalion Commander:

(1) Assists students in resolving all administrative problems interfering with successful completion of training.

(2) Forwards requests from Company Commanders to the Brigade Commander for relief of officer personnel with appropriate recommendations.

(3) Forwards requests from Company Commanders for relief of all students who request a Faculty Board to the Brigade Commander.

(4) Appropriately utilizes students with pending administrative recycle/relief actions until final disposition of the action.

(5) Tasks the PAC personnel to register all pending administrative recycle/relief actions by control number, student name, social security number, type of action, initiation date, and effective date of the action, and monitors suspenses.

(6) Monitors PAC input for all approved administrative recycle/relief requests.

(7) Sends approved recycle/relief action (FH Form 350-2-R-E) information copies to the Office of the Registrar, ATTN: ATZS-RGR, Academic Records Branch; the training elements concerned; the Student Personnel Section; and the Security Office.

c. The Brigade Commander:

(1) Assists students in resolving all administrative problems interfering with the successful completion of training.

(2) Directs convention of Faculty Boards for cases requiring or requesting a Faculty Board.

(3) Appoints personnel to the Faculty Board.

(4) Provides the board members with two copies of the appointment letter.

(5) Makes any changes in the board composition by endorsement to the original appointment memorandum.

(6) Approves/disapproves requests for delays in excess of 10 working days.

(7) Approves/disapproves, or modifies, in whole or in part, the Faculty Board's recommendation.

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(8) Notifies the Faculty Board President of his/her decision.

(9) When required, forwards one copy of the release orders, a report of the student's academic performance, a copy of the Faculty Board proceedings and action directed by general court-martial authority (see AR 600-8-24) to Commander, PERSCOM (TAPC-PDT-RS).

e. The Faculty Board President:

(1) Preserves order.

(2) Determines time and uniform for board sessions.

(3) Reviews all material submitted.

(4) Recesses or adjourns board sessions as necessary.

(5) Decides which routine administrative matters are necessary for efficient conduct of the board. Reference AR 15-6 "Procedures For Investigating Officers And Boards Of Officers".

(6) Determines which witnesses are reasonably available to appear before the board.

(7) Decides which alternative forms of testimony (such as teleconference, sworn or no sworn statements, deposition, and prior testimony under oath, etc.) to use if a required witness is not reasonably available.

(8) Explains the non-availability of witnesses in item 22 of DA Form 1574 (Report of Proceedings by Investigating Officer/Board of Officers).

(9) Supervises the Recorder to ensure all business is properly conducted.

(10) Rules on evidentiary and procedural matters if a legal advisor is not appointed to fulfill this role.

(11) Approves/disapproves request for delays.

(12) Provides recommendation(s) for student disposition.

(13) Ensures the Recorder forwards the Relief/Recycle packet (the final Faculty Board report, enclosures, attachments, and results from the SJA review) directly to the appointing

authority or designee for action, not later than 5 working days following the conclusion of the board.

(14) Ensures the Recorder forwards the original and two copies of the packet to the S-1 for distribution and filing.

f. Each Board Member: (referenced in chapter 3, paragraph 2a(2):

- (1) Reviews all material submitted.
- (2) Provides recommendation(s) for student disposition.
- (3) Provides assistance to the Board President as needed.

g. The Recorder:

(1) Reviews the faculty board proceedings packet for administrative correctness and completeness.

(2) Coordinates with the Faculty Board President for date, place, and time of the Faculty Board proceedings.

(3) Notifies board members, student, chain of command, and other applicable individuals of date, place, and time of the Faculty Board proceedings.

(4) Consults with Trial Counsel, Office of the SJA, for advice on preparation and presentation of the case to the faculty board.

(5) Coordinates with training battalions and the student's Chain of command to conduct interviews with the Faculty Advisors/TAC Officers and instructors having detailed knowledge of the student.

(6) Determines who will need to testify at the board proceedings on behalf of the Government.

(7) Obtains a list of witnesses from the student's Spokesperson (or the student, if a Spokesperson is not designated) to speak on the student's behalf.

(8) Represents the chain of command's position at all Faculty Board proceedings.

(9) Obtains legal review by the SJA of the completed report of proceedings.

**FH Memo 600-8**

(10) Forwards the final Faculty Board report, with all previously identified enclosures, attachments, and SJA results, to the Brigade Commander for action.

(11) Notifies the student in writing of the Brigade Commander's action.

(12) Forwards the original and two copies of the packet to the S-1 Office (ATZS-BDA).

(13) Employs the Recorder checklist as a general guide to perform recorder duties.

(14) Uses paragraph 5-3, AR 15-6 as a guide for all other recorder responsibilities.

h. The Reporter:

(1) Maintains a close working relationship with the Recorder and Board President during and after the board hearing to expeditiously prepare the report of proceedings.

(2) Prepares the report of proceedings IAW Section III, Chapter 3, AR 15-6.

(3) Provides the report of proceedings to each Board Member for their review and signature.

i. The Spokesperson:

(1) Obtains Trial Defense Service recommendations on formulation of a legally sufficient case in favor of the student, including preparation of testimony and documentary evidence.

(2) Prepares a list of witnesses and submits the names to the Recorder.

(3) Presents the student's case to the Faculty Board.

j. The Student:

(1) Acquires, if desired, legal advice from the legal assistance office to prepare appeal documentation.

(2) Provides requests for a Faculty Board in writing.

(3) Acknowledges receipt of the Faculty Board Notification in writing.

(4) Provides any requests for extensions to the Board President, in writing, through the Recorder.

(5) Designates a Spokesperson, if desired.

(6) Addresses the Spokesperson's responsibilities if a Spokesperson is not designated.

(7) Provides acceptance of the decision of the approval authority with respect to release, discharge, or reclassification, in writing, if the student chooses to waive consideration of pending separation by a Faculty Board.

(8) Signs for a copy of the completed relief packet, when relieved.

k. The Legal Advisor: Provides legal advice as required.

l. The Brigade Commander:

(1) Verifies the recycle/relief action is IAW with current policies and regulations.

(2) Serves as liaison between the USAIC&FH and PERSCOM, Student MILPO, and other service detachments on all recycle/relief actions pertaining to students.

#### **4. Procedures**

a. Company Commanders initiate all recommendations/requests for convening Faculty Boards, forward them through the Battalion Commander to the Brigade Commander and counsel students on all pending actions.

b. The Brigade Commander appoints a Faculty Board.

NOTE: When an officer recommended for relief does not want to have a Faculty Board convened, the officer must send a memorandum to the Brigade Commander waiving the convention of a Faculty Board. (This is not the same as merely waiving physical appearance before the board, which usually means that the student is sending a spokesperson on his or her behalf.)

c. The Brigade Commander provides the Faculty Board Proceedings packet to the Faculty Board Recorder.

d. The Recorder reviews the packet for administrative correctness and completeness.

**FH Memo 600-8**

e. The Recorder schedules and completes the Faculty Board proceedings within 2 weeks from the date the packet was received. To begin this process the Recorder:

(1) Gathers applicable references (See Figure 3-1).

(2) Calls the Board President to determine date and time the board will convene (ensure that the student will have a minimum of 5 working days to prepare for the board upon notification).

(3) Reserves a location for board proceedings.

(4) Notifies board members, student, chain of command and other applicable individuals of date, place, and time of the Faculty Board proceedings.

(5) Informs the student of the date, place, time, and uniform of the Faculty Board via a written Letter of Notification within 2 working days after receipt of packet (See Figure 3-2). The notification letter will describe the specific reasons for the Faculty Board, advise the student of the right to counsel for consultation, the right to have a spokesperson present during the board, the right to be present, to present evidence on his/her own behalf, and to call witnesses. The notification will also provide the student with the Government's list of witnesses.

f. The student provides the Recorder written acknowledgement for receipt of the notification, and if desired, acquires a spokesperson (See Figure 3-3).

g. The Recorder coordinates with academic departments concerned and the student's chain of command to schedule interviews with the faculty advisors and instructors having detailed knowledge of the student, then determines which of these personnel need to testify at the board proceedings on behalf of the government.

h. The spokesperson (or student, if a spokesperson was not designated) provides a list of witnesses, on the student's behalf, to the Recorder. The student may request the appearance of any witness reasonably available.

i. Before the board convenes, the Recorder will meet with the Trial Counsel, SJA, to cover Faculty Board procedures and presentation procedures for the current case (AR 15-6 is the guide to use on how a board should be conducted).

j. At the start of the board proceedings, the Recorder will provide board members with copies of the proceedings packet, and have the student sign and date a copy of the Privacy Act Statement found at Figure 3-4. Give the Privacy Act Statement to the Reporter with instructions to add it as an enclosure to the Board's Report of Proceedings (DA Form 1574).

k. Upon conclusion of the board, the Reporter completes DA Form 1574 (Summary of the Proceedings, Findings and Recommendations), IAW Chapter 3, AR 15-6. The Reporter provides the completed DA Form 1574 to the Recorder, along with recorder tapes, all documentation provided by witnesses, and the original documents provided by the Recorder.

l. The Recorder notifies the student of the Faculty Board findings (See Figure 3-5). The student acknowledges receipt (See Figure 3-6) and provides any rebuttal within 3 days.

m. The Recorder forwards the packet and all enclosures to the SJA for legal review.

n. The Recorder then forwards the packet and all enclosures, along with the SJA results, to the Brigade Commander for action.

o. The Brigade Commander may approve, disapprove, or modify the findings and recommendations of the Faculty Board, and take any action deemed appropriate that is supported by the evidence of record. The Brigade Commander's decision need not follow the recommendations of the board.

p. The Recorder then notifies the student in writing of the Brigade Commander's decision.

q. The student acknowledges receipt of the notification.

r. The Recorder attaches the student's acknowledgement endorsement to the packet.

s. Finally: The Recorder forwards the original packet, and two copies, to the Brigade Commander (ATZS-BDA) for distribution and filing (distribution: student, company, legal, and Student MILPO) within 5 days of board conclusion.

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NOTE: It is the responsibility of the Recorder to make sure all portions of the administrative process are properly completed. Do not hesitate to contact the Brigade Commander. The entire Faculty Board process should not take more than 2 weeks from Recorder's receipt of the case, to the submission of the board recommendations and completed packet back to the Brigade Commander. The Faculty Board President may authorize up to 2 additional weeks (10 working days) if needed. The Brigade Commander can authorize any delays that would prolong the process beyond 1 month.

**Checklist for Faculty Board Recorder**

Upon receipt of a Faculty Board Packet from the Brigade Commander, complete the following: (This is a minimum list of responsibilities. See Recorder's responsibilities in this document and use AR 15-6 as a reference).

Step 1. Make sure you have all applicable references:

- FH Memo 600-8      Recycle/Relief Actions from Resident Instruction and Faculty Boards
- AR 15-6            Procedures for Investigation Officers and Boards of Officers
- AR 135-175        Separation of Officers
- AR 600-8-24       Officer Transfers and Discharges
- AR 614-100        Officer Assignment Policies, Details, and Transfers
- Student Evaluation Plan signed by the student (copy)

Step 2. Have a supply of DA Forms 1574, Report of Proceedings by Investigation Officer/Board of Officers. You will need to use one original copy for your final report.

Step 3. Review the packet for administrative correctness.

Step 4: Call the Board President to determine date and time the board will convene. Reserve a location for board proceedings.

Step 5: Review packet and obtain an academic report from the Senior Faculty Advisor/TAC Officer. If the packet is completed and correct, contact the Board President, Members, and Recorder. Make sure that all witnesses are informed of the dates and time of the board proceedings.

Step 6: Notify the student in writing of the date and time of the board.

Step 7: Notify the following individuals of the date/time of the Board:

- a. Board President, Members, Reporter
- b. Brigade Commander
- c. Commander, (Battalion)
- d. Commander, (Company), (Battalion)
- e. 112th S1

**Figure 3-1. Checklist for Faculty Board Recorder**

**FH Memo 600-8**

- f. Student's Faculty Advisor(s)/TAC Officer
- g. Army Reserve Advisor (if the student is USAR or ARNG)
- h. Detachment Commander/Liaison Officer for Air Force, Navy, and Marine students as appropriate
- i. Government Witnesses
- j. Witnesses requested by the student
- k. Any other individuals who had significant input to the Faculty Board Packet

Step 8: Meet with the Trial Counsel, SJA, to make sure you know proper presentation procedures for the case and proper procedures for conducting a board (be knowledgeable of AR 15-6 beforehand).

Step 9: Prior to the board:

- a. Confirm reservation of room for board proceedings.
- b. Ensure Reporter is prepared.
- c. Make copies of the packet for all members of the board (provide them to the board members when the board convenes).

Step 10: At the start of the board proceedings, have the student sign and date a copy of the Privacy Act Statement found at Figure 3-4, and give the Privacy Act Statement to the Reporter with instructions to add it as an enclosure to the Board's Report of Proceedings (DA Form 1574).

Step 11: After adjournment of the hearing, obtain the findings and recommendations from the President and Members.

Step 12: Ensure the Reporter completes the DA Form 1574, IAW Chapter 3, AR 15-6, including all documentation provided by witnesses, recorder tapes, and the original documents provided to you.

Step 13: Obtain an SJA Legal review.

**Figure 3-1. Checklist for Faculty Board Recorder (cont)**

S: Suspense Date

(OFFICE SYMBOL) (MARKS NUMBER) (DATE)

MEMORANDUM FOR (RANK) (NAME), (SSN), (Company), (Battalion),  
US Army Intelligence Center, Fort Huachuca, AZ 85613-6000

SUBJECT: Notification of Faculty Board Action

1. References.

a. FH Memo 600-8, (DATE), subject: Recycle/Relief Actions from Resident Instruction and Faculty Boards (DATE OF DOCUMENT).

\* b. AR 600-8-24, (DATE), subject: Officer Transfers and Discharges.

\* c. AR 614-100, (DATE), subject: Officer Assignment Policies, Details and Transfers.

\* d. AR 635-200, (DATE), subject: Enlisted Personnel.

e. AR 15-6, (DATE), subject: Procedures for Investigating Officers and Boards of Officers.

2. You are directed to appear before a US Army Intelligence Center and Fort Huachuca Faculty Board at (time, date) at (place). The uniform is duty uniform.

3. The purpose of the Faculty Board is to make a recommendation to the Brigade Commander concerning your relief from resident student status. The board recommendations may include the following: recycle you into another class; initiate an involuntary branch transfer in accordance with paragraph 4-3, AR 614-100; separate you from active duty or Active Duty for Training; discharge you from all military status; recommend your discharge to the National Guard Bureau (if the student is a National Guard officer); or retain you in your current course. You have been recommended for relief for the following reason(s):

a.

b.

\* As applicable

**Figure 3-2. Notification of Faculty Board Action**

**FH Memo 600-8**

(OFFICE SYMBOL)

SUBJECT: Notification of Faculty Board Action

4. You have the right to consult with the Trial Defense Service prior to the hearing; however, the officer will not represent you at the hearing. If you are a minority member, the Brigade Commander will appoint a minority member to the Faculty Board (if reasonably available) upon your written request. If you are a female, the Brigade Commander will appoint a female member to the Faculty Board upon your written request. You may present evidence through a spokesperson of your choice, if reasonably available. Additionally, you may call witnesses in your behalf, submit written documentation, observe all testimony, question witnesses, and challenge members of the Faculty Board for cause. Formal court rules do not apply. A copy of the relief packet is enclosed for your use.

5. The following individuals are scheduled to appear before the board as witnesses for the government:

a. Name.

b. Name.

6. Direct questions concerning this Faculty Board action and requests for further information to me at extension (phone number).

7. Acknowledge receipt of this letter and Relief Packet using the attached acknowledgement, not later than (Date). Include with your acknowledgment the following:

a. Documentation you want submitted to the board on your behalf.

b. A list of witnesses that you want to testify on your behalf.

c. A request for minority board representation, female board representation, or spokesperson representation, as applicable.

Encl  
as

(NAME)  
(RANK, BRANCH)  
Recorder

OFFICE SYMBOL) (MARKS NUMBER)

Date

MEMORANDUM THRU

(RANK) (NAME), (Company), (Battalion), Fort Huachuca, AZ  
85613-6000

FOR (Recorder's Duty Address), Fort Huachuca, AZ 85613-6000

SUBJECT: Student Acknowledgement of the Faculty Board Action

1. I acknowledge receipt of Faculty Board notification on (DATE).
2. I do/do not desire a minority or female member to sit on the board (only circle if you are a minority or a female).
3. I have/have not enclosed documentation I want considered by the board.
4. I want the following witnesses to testify on my behalf:  
(RANK Name, unit, and phone number of each witness)
  - a.
  - b.
  - c.
5. I elect the following as spokesperson on my behalf:  
(RANK Name, unit, phone number)

(STUDENT NAME)  
(RANK, BRANCH)  
(Course, Class)  
(Company, Battalion)

**Figure 3-3. Student Acknowledgement of the Faculty Board Notification**

PRIVACY ACT STATEMENT

1. Authority. 10 USC 3013; AR 15-6
  
2. Principal Purpose. The purpose for soliciting information from you is to ascertain facts pertaining to the matter under investigation and report them to the Appointing Authority so that he/she will have a basis to make a decision in this matter.
  
3. Routine Uses. Any information you provide may also be disclosed to other members of the Department of Defense who have a need for the information in the performance of their duties. Blanket routine uses listed in AR 340-21 apply.
  
4. Voluntary or Mandatory Disclosure. Providing the information is voluntary. There will be no adverse effect on you for not furnishing information, other than that certain information might not otherwise be available to the Appointing Authority for his/her decision in this matter.

I acknowledge having been provided the above Privacy Act Statement.

---

Signature of Student

---

Printed Name

---

Date

**Figure 3-4. PRIVACY ACT STATEMENT**

DEPARTMENT OF THE ARMY  
(Organizational Name/Title)  
United States Army Intelligence Center and Fort Huachuca  
Fort Huachuca, AZ 85613-6000

S: (SUSPENSE DATE)

(OFFICE SYMBOL) (MARKS NUMBER) (DATE)

MEMORANDUM FOR (RANK) (FULL NAME), (SSN), (Company),  
304th Military Intelligence Battalion, US Army Intelligence  
Center, Fort Huachuca, AZ 85613-6000

SUBJECT: Notification of Faculty Board Report of Proceedings

1. Reference DA Form 1574 Report of Proceedings by Investigation Officer/Board of Officers for Faculty Board, with enclosures.
2. Your attention is directed to the enclosed copy of the Faculty Board findings and recommendations. Carefully review the report and all enclosures.
3. Acknowledge receipt of the report and findings by signing the attached acknowledgement and returning it to me within 3 working days.
4. Upon receipt of this notification, you have 3 working days to submit a statement in rebuttal, if desired.

Encl (NAME)  
as (RANK, BRANCH)  
Faculty Board Recorder

**Figure 3-5. Notification of Faculty Board Report of Proceedings**

**FH Memo 600-8**

(OFFICE SYMBOL) (MARKS NUMBER)

DATE

MEMORANDUM THRU

(RANK) (FULL NAME), (SSN), (Company), 304th Military  
Intelligence Battalion, USAIC&FH, Fort Huachuca,  
AZ 85613-6000

FOR Commanding General, US Army Intelligence Center  
and Fort Huachuca, Fort Huachuca, AZ 85613-6000

SUBJECT: Acknowledgment Receipt for Faculty Board Report of  
Proceedings

1. I acknowledge receipt of the DA Form 1574, subject: Report of Proceedings by the Faculty Board, with enclosures. I have thoroughly reviewed the report and the Faculty Board findings and recommendations. I received the packet on (DATE).
2. I elect the following option with respect to submitting additional statements:
  - a. (Initials) I desire to make no further statement.
  - b. (Initials) I desire to make the following additional comments (use continuation pages if necessary).
3. I understand that any additional comments which I desire to make must be submitted within 3 working days of the date of this acknowledgement.

(Student Signature Block)

**Figure 3-6. Student Acknowledgement Receipt for Faculty Board Report of Proceedings**

**Appendix A**

**References**

**Section I  
Required Publications**

**AR 15-6**  
Procedures for Investigating Officers and Boards of Officers

**AR 135-175**  
Separation of Officers

**AR 351-1**  
Individual Military Education and Training

**AR 351-10**  
Institutional Leader Education and Training

**AR 535-205**  
Enlisted Evaluation Reporting System

**AR 600-8-2**  
Suspension of Favorable Personnel Actions (Flags)

**AR 600-8-24**  
Officer Transfers and Discharges

**AR 614-100**  
Officers Assignment Policies, Details, and Transfers

**AR 623-205**  
Enlisted Evaluation Reporting System

**AR 635-200**  
Enlisted Personnel

**AR 635-205**  
Enlisted Evaluation Reporting System

**TRADOC Regulation 351-10**  
Institutional Leader Education and Training

**FH Memo 600-8**

**Section II  
Referenced Publications**

**Air Force Instruction 51-602**  
Boards of Officers, 2 March 1994

**AETC Instruction 36-2215**  
Training Administration, 10 November 1995

**AR 12-15**  
Joint Security Assistance Training (JSAT) Regulation

**AR 25-50**  
Preparing and Managing Correspondence

**AR 25-400-2**  
The Modern Army Record Keeping System (MARKS)

**AR 600-9**  
The Army Weight Control Program

**AR 635-40**  
Physical Evaluation for Retention, Retirement or Separation

**Section III  
Prescribed Form**

**FH Form 1385-R-E**  
Student Recycle/Relief

**Section IV  
Referenced Forms**

**DA Form 1059**  
Academic Evaluation Report

**DA Form 1574**  
Report of Proceedings by Investigating Officer/Board of Officers

**DA Form 2028**  
Recommended Changes to Publications and Blank Forms

**DA Form 4856**  
General Counseling Form

**Glossary**

**Section I  
Abbreviations**

**AIMS**

Automated Instructional Management System

**AIT**

Advanced Individual Training

**ANCOC**

Advanced Noncommissioned Officers' Course

**AR**

Army Regulation

**ARNG**

Army National Guard

**ATRRS**

Army Training Requirements and Resource System

**BNCOC**

Basic Noncommissioned Officers' Course

**IAW**

in accordance with

**IET**

Initial Entry Training

**MI**

Military Intelligence

**MILPO**

Military Personnel Office

**MIOBC**

Military Intelligence Officer Basic Course

**MOS**

Military Occupational Specialty

**NCOA**

Noncommissioned Officer Academy

**FH Memo 600-8**

**NLT**

not later than

**PAC**

Personnel Administration Center

**PERSCOM**

US Total Army Personnel Command

**SEP**

Student Evaluation Plan

**SGL**

Small Group Leader

**SJA**

Staff Judge Advocate

**USAR**

US Army Reserve

## **Section II**

### **Terms**

#### **Academic Probation**

Period of time between any academic failure within a course of instruction until subject matter that was failed is retrained, and retested successfully, in accordance with a Student Evaluation Plan minimum standard for an individual test.

#### **Active Duty for Training**

Full-time duty in the active military service of the United States for training purposes.

#### **Administrative Attrition**

The loss of a student from a course in which he/she is enrolled because of reasons other than academic or leadership deficiencies.

#### **Attrition**

Attrition is the loss of a student enrolled in a course of instruction, who does not graduate.

**Cheating**

Using information from any source other than your own recollection or providing assistance to any student to prepare any assigned oral or written work product unless use of such information was expressly authorized by the instructor.

**Class**

One iteration of a particular course.

**Company Commander**

The commander of the company to whom the student is assigned or attached.

**Course**

A program of instruction approved by the US Army Training and Doctrine Command.

**Elimination**

Removal from commissioned officer status in the Army and removal from active duty, and in the case of commissioned officers, the active duty list.

**Faculty Board**

An informal disinterested board of officers directed by the MI Brigade Commander/ (as applicable) to investigate facts and circumstances of a student's relief from a course of instruction and to make recommendations on the disposition of the student.

**Formal Counseling**

Formal counseling of each student will be conducted and documented, using DA Form 4856 General Counseling Form or appropriate military correspondence format, at a minimum, at the beginning, middle, and end of each course, and after each examination failure

**Recycle**

Removal of a student from a course and scheduling the student for the same course on another date.

**Relief**

Relief from a course results in reassignment, administrative hold, return to parent unit, branch transfer, reassignment to another course, relief from active duty or active duty training, discharge from Reserve Commission, or elimination from the service, etc.

**FH Memo 600-8**

**Student**

An individual officially enrolled in a course of instruction at USAIC&FH.

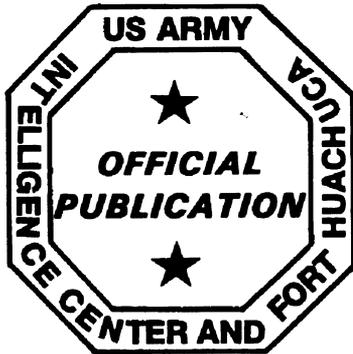
**Spokesperson**

A person requested by the student to represent him or her, at no cost to the Government.

**US Army Reserve**

The Ready Reserve, the Standby Reserve, the Retired Reserve, and all active duty commissioned and warrant officers holding reserve commissions of the Army and Army of the US appointments.

(ATZS-IMC-IP)



OFFICIAL:  
JAMES A. MARKS  
Brigadier General, USA  
Commanding

WILLIAM T. DOYLE \_\_\_\_\_  
Director of Information Management

DISTRIBUTION:  
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